



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

COMPUTER CENTRE

No. DTU/CC/2020-21/

Date: 12.03.2021

## NOTICE

**Subject : Regarding applying and approval of Leaves by DTU staff on ERP**

1. Starting March 15<sup>th</sup>, 2021, all DTU staff (teaching and non-teaching) would be using the Leave Module of ERP for applying for all types of leaves. The same will be approved on ERP too as per the leave type.
2. A couple of training videos are uploaded for your reference.

[Training Video for Applying the Leave](#)

[Training Video for Approving/Recommending the Leave](#)

3. In case of any technical issue / doubt in usage of the relevant functionality kindly contact Computer Centre. Issue will be resolved on priority.

-sd

(Divya Narayan)  
COO & Head (CC)