



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi - 110042

No. F-1/Misc/Estt./DTU/2011-12/16160-65

Dated: 23.01.2015

## NOTICE

It has been observed that a large number of faculty members and other Ministerial Staff (Technical & Non-Technical) are applying their various kind of leaves on plain paper. In this regard, all the employees of DTU/erstwhile DCE are hereby requested to apply for any kind of leave in the prescribed Performas which are enclosed herewith. It will help for smooth processing of the receipts. These leave Performas are also available on University website.

Col Neeraj Suri (Retd.)  
Registrar

Encl: as above

No. F-1/Misc/Estt./DTU/2011-12/16160-65

Dated: 23.01.2015

Copy to:-

1. S.O. to Vice Chancellor.
2. P.A. to Pro-Vice Chancellor.
3. P.A. to Registrar.
4. All Deans/HoDs/ Branch Incharges with the request to inform all the concern.
5. Head, CC with the request to upload the same on University website along with leave performas.
6. Office order file.

(Dr. R. Kaushik)  
Asstt. Registrar (Estt.)