



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

NOTIFICATION

It is hereby informed to all employees that prior permission is required before proceeding on any kind of leave. If any employee is deputed or proceeds for any official assignment with the due approval of the competent authority such period shall be treated as duty leave. The attendance at seminars, workshop, conferences, training programmes, or other academic events shall also be treated as Academic Leave only, if prior approval is obtained. If any employee attends any programme without obtaining prior permission/sanction, such period shall be treated as absent from duty.

Therefore, All Deans of Faculties, Chairpersons/HODs and Branch Hands are requested to circulate these instructions among the staff working under their control for strict compliance.

This notice is issued with the approval of the competent authority.

J. Ramesh
Registrar 17/10/25

Endst No. SVSU/2025/Estt./ 1454-1457

Dated: 17/10/2025

A copy of the above is forwarded to the following for information & further necessary action:

- 01 All Deans/Chairpersons/Branch Heads, SVSU, Palwal.
- 02 OSD to VC (for the kind information of the H'VC, SVSU).
- 03 PA to Registrar (for the kind information of the W/Registrar, SVSU).
- 04 I/T Cell (for uploading the above notification on University Website)

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17/10/2025
Assistant Registrar (Estt.)