



SHRI VISHWAKARMA SKILL UNIVERSITY

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

NOTIFICATION

Through email.

In continuation to the notifications issued vide Endst. No. SVSU/2025/Estt./17-20 dated 03-01-2025 and SVSU/2025/Estt./155-158 dated 04-02-2025, all employees (Regular, Contractual and HKRNL) of the university are hereby informed to apply for any kind of leave(s) well in advance. The regular staff shall apply for any kind of leave on HRMS portal and other staff i.e. contractual and HKRNL shall apply for any kind of leave well in time on the prescribed form of the University. No staff member shall proceed on leave without the prior sanction of leaves by respective Heads of the Department/Branch Heads/Higher Authority as applicable in accordance with University rules except in emergent situation.

All Deans/Chairpersons/Branch Heads are requested to bring these instructions in the notice of the subordinate staff working under their control for strict compliance.

J. Karna
Registrar 16/10/25

Endst No. SVSU/2025/Estt./ 1439-1442

Dated: 16-10-2025

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

- 01 All Deans/Chairpersons/HODs/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 said notification on University Website)

16.10.2025
Assistant Registrar (Estt.)
Assistant Registrar
Establishment Branch
SVSU, Dudhola, Palwal