



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
(State University enacted under the Government of Haryana Act 25, 2016)  
Dudhola, Palwal, Haryana - 121102, Email: [info@svsu.ac.in](mailto:info@svsu.ac.in)

**OFFICE ORDER**

This is to inform that all employees of University (Regular/Contractual/On Deputation/HKRN etc.) are required to submit the outstation journey performa while proceeding on any kind of leave and leaving the station even on University off days/notified holidays of the University. All employees are required to compliance of above order with immediate effect.

This is issued with the approval of the Competent Authority.

**Encl.:** Outstation Journey Performa

*J. Kumar*  
24/02/2026  
Registrar  
**Shri Vishwakarma Skill University**  
Registrar  
**Shri Vishwakarma Skill University**  
Dudhola, Palwal (HR)- 121102  
Date: 24/02/2026

**Endst. No.:** SVSU/26/Reg.Off./242-244

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

1. All Deans/ Chairpersons/ Directors/ HODs/ Branch Heads/ Principal, SVSU Sr. Sec. School
2. Office of the Hon'ble Vice-Chancellor (for information to HVC)
3. Order File | Office Copy