



ORDER

It has been observed that the officers/officials holding additional charge(s) are sometimes not conveying information regarding their leave requests/ journeys, absence or other related administrative matters to the officers concerned in a timely manner. Due to this reasons, the work of office suffers badly.

All concerned are hereby informed that the staff i.e. regular, contractual and HKRNL working under them may be informed that they shall inform to all the officers under whom they are working for availing leave/journey or other important official matters/assignment and attach the proof with the application while submitting application for sanction/approval to avoid administrative inconvenience and disruption of work with immediate effect.

Endst. No. SVSU/Estt./2026/1343-1346

T. Karna 27/5/26.
Registrar
Dated: 27/05/26
Shri Vishwakarma Skill University
Dudhola, Palwal (HR)- 121102

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

1. All Deans/Directors/HODs/ Branch Officers.
2. The Dean Academic Affairs, SVSU, Dudhola, Palwal
3. OSD to Vice Chancellor (for kind information of HVC), SVSU, Palwal
4. PA to Registrar (for kind information of the Registrar), SVSU, Palwal.

27/5/26
Asstt. Registrar (Estt.)
Assistant Registrar
Establishment Branch
SVSU, Dudhola, Palwal