

**Dyal Singh Evening College
University of Delhi
Lodhi Road New Delhi-110003**

Ref. No... 895/PL/EC

Date:-30.01.2026

OFFICE ORDER

All members of the Teaching Staff are hereby informed that **Duty Leave** must be applied through the prescribed leave application form and sanction must be obtained in advance by the Competent Authority along with supporting documents, such as the invitation, programme schedule, and nomination letter, wherever applicable.

In the absence of prior sanction, the period of absence cannot be treated as Duty Leave and shall be regulated as per applicable leave rules.


(Sudhir Kumar)
Section Officer (Admin.)


(Prof. Bhawna Pandey)
Principal

Copy to:-

1. Secretary Staff Council
2. S.O. Admin.
3. College Website