

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

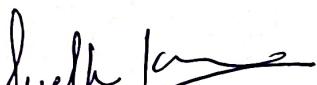
Ref. No. 825/P/EC

Date:-30.01.2026

OFFICE ORDER

All members of the Teaching and Non-Teaching Staff are hereby informed that **Earned Leave (EL)** must be applied through the prescribed leave application form and sanction must be obtained in advance by the Competent Authority.

Availing of Earned Leave without prior approval is not permissible under the applicable leave rules. All concerned are therefore advised to ensure compliance with the above guidelines.


(Sudhir Kumar)
Section Officer (Admin.)


(Prof. Bhawna Pandey)
Principal

Copy to:-

1. Secretary Staff Council
2. Librarian
3. S.O. Admin.
4. S.O. Accounts
5. College Website