



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi - 110078
दूरभाष/Tel. 011-41805580, 45051037, Website: <https://dducollegedu.ac.in>



Dated: _____

Requisition for Human Resource on N-Working Day of the College

The following employee(s) is/are required to perform their duties on Holiday/Saturday/Sunday dated _____ due to exigency of work.

(Mention the exigency) _____

S. No.	Name	Designation	Signature of Employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The work cannot be completed during the routine working hours and there is enough work to justify full day's present. The employee will be entitled to compensatory leave as per University Rules.

Kindly accord your approval for the same.

Signature of Requisitionist

Administrative Officer

Permitted/Not Permitted

Principal