

Delhi State Industrial & Infrastructure Development Corporation Ltd.
(IT Division)

DSI IDC/06/Leave/14-15

Dated : 18th May, 2015

Circular

Sub : On-Line Leave Approval System

On-Line Leave Approval System for sending requests for CL/RH by the employees of DSI IDC was introduced w.e.f. 1st February, 2015. The link for this On-Line Leave Approval System is available on the main page of our web-site i.e., www.dsiidc.org. Employees of the Corporation were requested to use this system for applying for CL/RH.

However, it has been observed that in spite of several circulars on the subject, a large number of employees are still applying for Casual leaves/Restricted holidays on papers. Their concerned approving authorities are also approving the same without demurring to their unacceptable act. Hence, it is re-iterated that only online requests be sent/entertained for CL/RH and requests for the same on paper be avoided.


(S.P. Pant)
Chief Manager (IT)

Copy to :

1. All Divisional Heads (with the request to circulate to all Employees working under their Division)
2. Web-Site
3. Notice Board

Copy for information to :

1. EO to MD
2. PS to MD
3. Sr. PA to FA
4. PA to GM