



SRI VENKATESWARA COLLEGE

(University of Delhi)

Benito Juarez Road, New Delhi – 110 021

Ref No : SVC/Admn/2016/P/

12th September, 2016

SMS FACILITY FOR LEAVE APPLICATION **(NOTIFICATION)**

This is for the information and necessary action by all the concerned that the college has introduced the SMS facility to the staff members of the college with immediate effect. **The Staff member who intends to go on leave may make use of this facility, in case of emergency.** The following steps may be followed to complete the process:-

1. TYPE THE FOLLOWING MESSAGE:

SVC<SPACE>LEAVE DATE (DD/MM/YYYY) ><
SPACE><YOURNAME><SPACE><YOUR DEPARTMENT.

2. SEND IT TO **56161.**

Notes:-

1. The SMS sent will automatically be saved into the Sri Venkateswara College Online Database and will be displayed for information to all the concerned, as required.
2. The college staff can use this facility if their mobile numbers are registered in the College Database. The staff members whose mobile number(s) are not registered/have changed their mobile numbers may inform the same to the undersigned to avail the facility.

Dr P.S.Dhanaraj
Acting Principal

PRINCIPAL

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

1. Teacher-in-Charge/All Faculty Members of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge, Accounts Section.
5. Mr J.P.Mishra, Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Dealing Hands (Administration).
6. All Concerned/College Notice Board/College Website/File.

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

SVC- 594
12/09/16