

CIRCULAR

No.:DSU/ADM/HR/2026/013

13<sup>rd</sup> January, 2026

Subject: HR Leave Policy Awareness Staff Meet

Dear Staff Members,

This is to inform all staff members that an HR Leave Policy Awareness Meeting has been scheduled to brief and clarify the existing leave rules, procedures and recent updates.

To ensure effective interaction, the meeting will be conducted in two groups.

The objective of this meeting is to ensure uniform understanding of various leave types, application procedures and approval process as per university policy.

Meeting Details:

Group – I (Shift A staff : 7.20 to 2.30 )	Group – II (All other Shift Staff)
Date : 16-01-2026	Date : 16-01-2026
Time 1:10 PM onward	Time 12.00 noon onward
Venue : Auditorium	

Staff members are requested to attend the meeting as per their allotted group without fail. Your presence and cooperation are essential for smooth administration of leave-related matters.

For any queries, please contact the HR Section.

Thank you for your cooperation.



Registrar  
Dr. Subhash University,  
Junagadh

