



DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore 560 076



DSCDS/Circular/2023/ 105

November 8, 2023

CIRCULAR

It is still being observed that faculty are not updating their ERP for leaves/ HODs are not approving the leaves on time or staff are not submitting the leave application (hard copy). **Henceforth no reminders will be sent from the office and faculty will be responsible for their salary getting deducted because of this. HOD will be equally responsible for this as approvals are not happening from their end.**

It is also observed that leaves once applied but not taken due to any reason are not being cancelled in the ERP. Leaves applied but not taken should be mandatorily cancelled in the ERP by staff / HOD. **Henceforth, no letters regarding salary deduction due to on-time non-approval / submission will not be entertained.**

ASSOCIATE DEAN - ADMINISTRATION

PRINCIPAL
PRINCIPAL

Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.