

# Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha

(Deemed University)

Qutab Institutional Area, New Delhi-110016

**Proforma for sanction of "Honorarium/Compensatory Leave" in lieu of working in the office during Saturday, Sunday and Gazetted Holidays to the officers/officials of Vidyapeetha**

As per the enclosed approval dated....., the following official/officials have attended the office during Saturday/Sunday and Gazetted Holidays etc. and performed the works as assigned to them. Accordingly, it is proposed that admissible honorarium/compensatory leave may be sanctioned to each as per approved rates/norms of the Vidyapeetha.

| S.No. | Name & Designation | Dates of Attendance | Admissible Amount of Honorarium | Remarks |
|-------|--------------------|---------------------|---------------------------------|---------|
| 1.    |                    |                     |                                 |         |
| 2.    |                    |                     |                                 |         |
| 3.    |                    |                     |                                 |         |
| 4.    |                    |                     |                                 |         |
| 5.    |                    |                     |                                 |         |
| 6.    |                    |                     |                                 |         |
| 7.    |                    |                     |                                 |         |
| 8.    |                    |                     |                                 |         |
| 9.    |                    |                     |                                 |         |
| 10.   |                    |                     |                                 |         |

The Admissible Amount of honorarium/Compensatory Leave as proposed above may be released to the official/officials in accordance with the resolution Nos.32.11 and 53.3, 54.4 of the meetings of the Vitta Samiti and Karya Parishad of the Vidyapeetha respectively.

**Unit Incharge**

**Dealing Assistant**

**A.R.(Admn.-I)/DR(Admn.)**

**Registrar**

**A.R.(Accounts-I)**

FOR USE BY THE ACCOUNTS SECTION:

Bill No..... Dated..... Voucher No.....

Particulars of Bill.....

Amount of the Bill.....

Passed for payment of Rs.....(Rupees.....)

Dealing Assistant

S.O.(A/cs)

A.R.(A/cs-I)

Please pay Rs.....

Rupees.....

Dealing Assistant

S.O.(A/cs)

A.R.(A/cs-I)

**Amount Received :**

**Name & Signatures of the Payee**

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