

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed University)**

Qutab Institutional Area, New Delhi-16

Proforma for obtaining the prior approval of the Competent Authority for working in the Office during Saturday, Sunday and Gazetted Holidays by the official/officials of Vidyapeetha

The Services of the following official/officials(s) are required for the official works as per the details given below:

S.N	Name & Designation	Pay Scale & Gr. (A, B, C or D)	Name of the Deptt/Section	Dates & Working hours	Purpose/Justification	Comp. L. or Honorarium. If, Honorarium admissible amount
1						
2						
3						
4						
5						
6						
7						
8						
9						

The above named officials may be permitted to attend the office and they may be allowed "Honorarium/Compensatory Leave" in accordance with the resolution Nos.32.11 and 53.3, 53.4 of the meetings of the Vitta Samiti and Karya Parishad of the Vidyapeetha respectively.

----- (Name:.....) Date:.....

Signature of the Sectional/Unit In charge

Approval is accord/not accorded for attending the office during Saturday/Sunday/Gazetted Holidays etc. in respect of above-mentioned officials(s).

A.R(Admn-II)

DR(Admn.)

Registrar

Vice-Chancellor