

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

B-4, Qutub Institutional Area, New Delhi-110016

A Central University established by an Act of Parliament

No. F.1(48) LBNSU/Admn./Estt/NT/2022/883

Dated: 07.01.2022

NOTIFICATION

Pursuant to the Clause-43 of the Statute of the Central Sanskrit Universities Act, 2020, it has been decided to delegate the powers to the officers relating to sanction of different types of leaves of the Teaching and Non-Teaching Staff of the University. Accordingly, the **Schedule-I & II** indicating the delegation of powers of the Dean of School Studies, Head of the Departments and other Officers of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi are hereby notified for information and compliance of all concerned with immediate effect.

This issues with the approval of the Competent Authority of the University. Anomaly if any shall be rectified as per rule.


(Alka Rai)
Registrar (i/c)

Copy to:-

1. All Deans & HoDs
2. Chief Vigilance Officer of the University
3. Director-IQAC/ Proctor/Hostel Warden
4. Deputy Registrar (Accounts & Dev)
5. Deputy Registrar (Exam. & Academic)
6. Executive Engineer(Civil)/Assistant Engineer(Civil)
7. Assistant Librarian
8. All Assistant Registrars
9. All Teaching & Non-Teaching employees of the University
10. System Administrator is required to place this notification on the website- www.slbsrsv.ac.in and the concerned "Whats App Groups of teaching and non-teaching officials of the University, for their information.
11. OSD to the Vice-Chancellor
12. PS to Vice-Chancellor/Registrar/Finance Officer/Controller of Examination
13. Research-cum-Statistical Officer
14. Concerned file
15. Office order file


(Alka Rai)
Registrar(i/c)

SCHEDULE-I

**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY ,
(CENTRAL UNIVERSITY)**

DELEGATION OF POWERS FOR SANCTION OF LEAVE

S No	Items	Powers Delegated to Vice-Chancellor	Powers Delegated to Dean of School Studies	Powers Delegated to Head of Department	Powers Delegated to other officers of the University	Remarks
1.	<u>TEACHING STAFF:-</u> LAPSABLE (Casual Leave, Special Casual Leave, R.H. etc.) NON-LAPSABLE: (Earned Leave, half-pay leave, commuted leave, extraordinary leave, study leave, Sabbatical Leave, maternity leave, paternity leave, adoption leave, compensatory leave etc) Duty Leave:	Full powers Full powers Full powers	Full powers except for himself/herself ----- -----	Full powers except for himself/herself ----- ---	----- ----- ---	<p>The leave of Dean of Schools shall be recommended and approved by the Vice-Chancellor.</p> <p>The leave of Head of the Departments shall be recommended by the concerned Deans and approved by the Vice-Chancellor.</p> <p>The lapsable leave of the teachers of the University shall be recommended by the HoDs and approved by the concerned Deans. The non-lapsable leaves of the teachers of the University shall be recommended by the concerned HoDs/Deans and approved by the Vice-Chancellor. In case non-availability of HoDs and Deans or any other situation, the leave shall be recommended/approved by the Vice-Chancellor.</p>

Ambedkar

						<p>The provisions of the UGC Regulations, 2018 as amended from time to time related to sanction of different types of admissible leave to the university teachers shall be followed in letter and spirit.</p> <p>The leave records shall be maintained by the Administration Section-I. After the approval of leave, the concerned Head of the Departments/ Dean of Schools shall submit the leave application to the Administration Section-I for office records.</p>
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Anil

SCHEDULE-II

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY ,
(CENTRAL UNIVERSITY)

DELEGATION OF POWERS FOR SANCTION OF LEAVE

S No	Items	Powers Delegated to Vice-Chancellor	Powers Delegated to Registrar/ Finance Officer/ Controller of Examination	Powers Delegated to the Officers of the University	Remarks
2.	<u>NON-TEACHING STAFF:-</u>				
	LAPSABLE (Casual Leave, Special Casual Leave, R.H. etc.)	Full powers	Full powers except for himself/herself	Concerned Sectional/ Unit In-Charge/ Head except for himself/herself	
	NON-LAPSABLE: (Earned Leave, half-pay leave, commuted leave, extra-ordinary leave, study leave, Sabbatical Leave, maternity leave, paternity leave, adoption leave, compensatory leave etc)	Full powers	Full powers except for himself/herself	-----	Subject to the recommendations of the Sectional/Unit-In-charge of the concerned Section/Department.
	Duty Leave:	Full powers	Full powers except for himself/herself	-----	The leave records shall be maintained by the Administration Section-II. After the approval of lapsable leave, the concerned Officers shall submit the leave application to the Administration Section-II for office records.

Amal