

**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**  
(Central University),  
B-4, Qutub Institutional Area, New Delhi-110016

F.1(48)/LBNSU/Admn./Estt./NT/2022/117

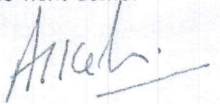
Dated: 12.05.2022

**OFFICE ORDER**

Consequent upon adopting of the central university structure and Notification No.1 (48) LBNSU/Admn./Estt./NT/2022/883 dated 07.01.2022, the attendance register of all regular non-teaching staff will now be maintained under the supervision of the following Officers of the University w.e.f. 18<sup>th</sup> May, 2022:-

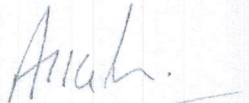
SNo.	Name of the Offices/Sections	Supervised by	Remarks
1.	Office of the Vice-Chancellor	OSD to VC / PS to VC	
2.	Office of the Registrar	PS to Registrar	
3.	Office of the Finance Officer	PS to Finance Officer	
4.	Publication Unit	HoD-Research & Publication	
5	Accounts & Development Sections	Deputy Registrar(Accounts)	Attendance of Accounts & Development Sections, Health Care Unit shall be maintained combined.
6.	Examination Section	Deputy Registrar(Examination)	
7.	University Works Department	Executive Engineer(Civil)	
8.	Library	Assistant Librarian	
9.	Computer Centre	System Administrator	
10.	Administration Section	Assistant Registrar (Admn.)-II	Attendance of Administration Section-I, II & General Administration and Guest House shall be maintained combined.
11	Academic Section	Assistant Registrar(Academic)	Attendance of Academic Section, Offices of Deans & HoDs, Hostel shall be maintained combined

It is also the responsibility of the concerned Sectional/Unit Incharges for monitoring of the attendance and maintaining the punctuality of staff. However, the attendance registers will be collected from the concerned sections from time to time by the Authorities of the University or Administration Section-II for examining the punctuality and leave records as per requirement. After the closing of every calendar year, the attendance registers should be submitted in the Administration Section-II for records. During the absence of Officer In-Charge, the next senior officer shall supervise the work. Anomaly if any, shall be rectified in due course of time.

  
Registrar (i/c)

**Copy for information to:-**

1. All concerned Deans/HoDs/Hostel Warden
2. All concerned Officers/ Sectional/Unit Incharges of SLBSNS University, New Delhi.
3. All Non-Teaching Staff
4. System Administrator is required to place this Office Order on the website of the University for information and compliance of all concerned.
5. OSD to VC
6. PS to VC/Registrar/FO
7. Concerned file

  
Registrar(i/c)

for website upload  
Sh. Sachin  
13/05/2022