

SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(A central University established by an Act of Parliament)

RIGHT TO INFORMATION ACT-2005
Section 4(1)(b)(vii)

3.1: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS AND THE NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS

The University follows the decision making process through the channels as prescribed in its [Central Sanskrit Universities Act-2020](#). The day to day decision making is undertaken by the Competent Authorities as per the powers prescribed in its rules. Each and every section in the Vidyapeetha operates under the supervision of Section Officer and/or Assistant Registrar. The files are submitted to Registrar and/or Vice-Chancellor for the sanction/approval.

3.5: Whether information manual/handbook available free of cost or not

3.5.1: List of material available Free of cost:

- 1) [Application Form: Non-Teaching Post](#)
- 2) [Application Form: Teaching Post](#)
- 3) [APAR Form](#)
- 4) [Result Framework Document](#)
- 5) [Alumni Registration Form](#)
- 6) [Prospectus 202-21](#)
- 7) [Computer Training Form](#)
- 8) [Prospectus Part-time courses](#)
- 9) [Syllabus](#)
- 10) [Earned/commuted Leave Application](#)
- 11) [Casual Leave/restricted Leave/compensatory Leave Application](#)
- 12) [Duty Leave/special Casual Leave Application](#)
- 13) [Identity Card Form](#)
- 14) [News Paper Reimbursement Application](#)
- 15) [Petrol Reimbursement Application](#)
- 16) [Reimbursement Application\(Uniform\)](#)
- 17) [Application for Submission of Remittance of Advance](#)
- 18) [Performa for Payment of Remuneration-guest Teacher](#)
- 19) [LTC Leave Order Form](#)
- 20) [Joining Form for Dean & HOD](#)
- 21) [Child Care Leave Application- Non Teaching Staff](#)
- 22) [Compensatory Leave Certificate for Exam Duty](#)
- 23) [Joining Form](#)
- 24) [Advance for the Purchase of Car/motor Cycle/scooter/personal Computer](#)
- 25) [Charge Report: Handing Over/taking Over](#)

- 26) [Reimbursement of Tuition Fees](#)
- 27) [MEDICAL CLAIM FORM](#)
- 28) [Annual Property Return Form](#)
- 29) [Particulars for Remittance of TA/Sitting Allowance/Honorarium](#)
- 30) [Local Conveyance Form](#)
- 31) [No Objection Certificate Form for Passport](#)
- 32) [API Form for Teachers](#)
- 33) [CAS \(Career Advancement Scheme\) Form](#)

3.5.2: List of material at a reasonable cost of information:

Some of the Ministry publications/materials available in the Publication department at reasonable cost. The link is: <https://www.slbsrsv.ac.in/faculty-publications> ; <https://www.slbsrsv.ac.in/vidyapeetha-publications> ;