

**SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**  
**(CENTRAL UNIVERSITY)**  
**B-4, QUTUB INSTITUTIONAL AREA, NEW DELHI-16**

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Ref.: LBSNSU/REG/2020/49 | 125

June 29, 2020

**OFFICE ORDER**

As you are aware that Annual Increment for all the officials/officers are due on 1<sup>st</sup> July every year. Due to COVID 19, in the current year officials are attending office as per roster upto 50% as communicated vide office order of even no. dated 18/5/2020.

To ensure your presence on 1<sup>st</sup> July, 2020 for increment purpose, all the officials should be available in the office. However, those who are attending the work from home on 01/7/2020 are required to report it through an e-mail with all details through their Incharge Officer.

This issues with the approval of the Competent Authority of the University.



Asstt. Registrar (Admn.)

To

- All Non-Teaching Staff
- PS to VC/PS to Registrar
- System Administration is required to place this notification on the website
- Concerned file

*and inform all Non-Teaching staff through SMS. also.*