



श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
A Central University established by an Act of Parliament

No. F.9/SLBSNSU/Dev./2022/ 1000

Date: 17/01/2023
18

OFFICE ORDER

The Hon'ble Vice-Chancellor has been pleased to felicitate a total number of 05- Citation/ Certificate Awards for **Group-C Non-Teaching Staff** of the University for their outstanding services and contribution in development and achieving endeavours and objectives of the University.

Accordingly, nominations are invited in the prescribed proforma from various Sections/ Departments of the University in respect of Group-C Non-Teaching Staff posted in the sections for awarding citation/ certificate for their outstanding services to the University. The nomination should be routed through concerned Sectional Heads in the enclosed proforma and should reach the **Vice-Chancellor Secretariat by 20/01/2023 (Friday)**. The awardees shall be selected by an appropriate Selection Committee and will be felicitated on the occasion of Republic Day-2023 (i.e. on 26/01/2023) by Hon'ble Vice-Chancellor of the University.

This issues with prior approval of the Hon'ble Vice-Chancellor of the University.

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Assistant Registrar (Development)

Copy to:

- (1) All Deans/ HoDs
- (2) Director (IQAC)/ CVO/ Hostel Warden
- (3) HoD (Research & Publication)
- (4) Deputy Registrar (Ac/s & Development)
- (5) Deputy Registrar (Examination & Academics)
- (6) Executive Engineer
- (7) System Administrator:- with a request to kindly upload this office order along-with proforma on University's website and circulate through Whatsapp Group.
- (8) Assistant Librarian
- (9) Assistant Registrar (Admn.-I, Admn.-II, General Admn.)
- (10) PS to VC/ Registrar
- (11) Concerned file

Assistant Registrar (Development)

Encl.: Nomination Proforma

For n.a. ph.
Sh. Sachin
18/01/2023



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Proforma for recommending the names of deserving Group-C Non-Teaching employees for the reward

1. Name of the Employee:-
2. Name of the Section/ Department where employee is working:-
3. Phone No. (if any):-
4. Cadre with designation:-
Group-C :-
Technical Employee (Group-C):-
5. Date of joining in the University Service:-
6. The work and conduct report of last three years:- (enclose separate sheet, if necessary)
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
7. Justification of the recommendation for rewarding merit:-
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.....
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8. Annual Performance Appraisal Report (APAR) Grading for Last three years:-
 - (i) (Year- _____)
 - (ii) (Year - _____)
 - (iii) (Year - _____)

Date:-

Signature of Sectional Head
with Date and Office Seal