



**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL
SCIENCES, RAE BARELI ROAD,
LUCKNOW- 226014**

OFFICE OF THE DIRECTOR

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PGI/DIR/DC/330/2023

Date: 02.06.2023
Office order/Dir camp
RSD no. 1485/13

Office Order

It has been observed that various files are unnecessarily sent to undersigned for sanction/approval whereas the First Regulation, 2011 of Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow has clearly defined the powers of Director, Additional Director, Dean, Finance Officer etc in term of sanction/approval in "Schedule I". A copy of the same is being annexed herewith for ready reference (Enclosed).

In supersession of all previous orders if any and in order to speed up the movement of files and smooth functioning of the Institute, **all the establishment (CMS/JD(A)/ER/FO/JD(MM)) are directed to send the files to competent authority as per the powers laid down in Schedule I of the Institute's Regulation 2011.**

In addition, as per the decision taken in the meeting held on 02.06.2023 (with AD/Dean/CMS/FO/JD(A)/ER), powers vested to undersigned under SGPGIMS ACT 1983 and Institute's First Regulation 2011, [Section 41 (1)(h)], I hereby, delegate the powers of Director for sanctioning/approving the files in term of following to AD/CMS and Dean for their respective establishments:

Sl No.	Nature of Power	Additional Director	Dean	CMS
1.	Child Care Leave	In case of employees of Establishment of JD(A)]	In case of Establishment of E.R. (HODs & faculty members)	In case of employees Of Establishment CMS
2.	Grant of various leaves subject to condition & limitation if any, imposed by AB/GB from time to time, such as a) Casual leave b) Earned leave c) Leave on half pay d) Medical leave e) Commuted leave f) Maternity / Paternity Leave	-do- -do- -do- -do- -do- -do-	-do- -do- -do- -do- -do- -do-	-do- -do- -do- -do- -do- -do-
3.	Duty leave for academic/non-academic activities in India	-do-	-do-	-do-
4.	*LTC/HTC	-do-	-do-	-do-

P.T.O.

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

5.	To countersign traveling allowance bills of faculty members, officers & employees	-do-	-do-	-do-
6.	National Conferences (with and without finance) of faculty members/S.A.G.	-	-do-	-do-
7.	Forwarding of Utilization form of Extramural/Intramural projects	-	-do-	-
8.	Forwarding of Intramural/Extramural projects	-	-do-	-
9.	Recruitment of PhD students & their joining	-	-do-	-
10.	All type of NOCs except applying for recruitment outside the Institute such as Passport, Visa etc	-do-	-do-	-do-

All the establishments of the Institute are directed to ensure the processing of files for sanction/approval as above.

*Files related to sanction of LTC/HTC will not require financial concurrence; however, the claim bill will be settled by the Finance Department subject to availability of budget for the concerned financial year.

This order will be implemented with immediate effects and will be effective till further orders



(Radha Krishan Dhiman)
Director

Copy to:-

1. Additional Director
2. Dean
3. Executive Registrar
4. CMS/MS
5. Finance Officer
6. JD(A)/JD(MM)
7. Faculty Incharge Research
8. All Heads of Department
9. All Faculty Members
10. I/C e-Office/Server
11. Office order file



(Radha Krishan Dhiman)
Director



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