



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
प्रशासनिक खण्ड / Administrative Block
स्थापना अनुभाग / Establishment Section

No. Compensatory Leave/ 2019-Estt.

Date: 7 August, 2019

NOTICE

The BOG in its 10th meeting held on 21.06.2019, approved the policy for grant of compensatory leave to group 'B' and 'C' employees of the institute as per the following details:-

1. A compensatory leave may be granted in lieu of duty performed by a Group-B and Group — C employee on Saturday(s), Sunday(s) and holiday(s).
2. Employees may be called for duties on Saturday(s), Sunday(s) and holiday(s) by the written orders of the concerned Head of Section/Head of Department. Copies of such orders shall be endorsed to the Establishment Section.
3. Grant of compensatory Leave shall be subject to the following terms and conditions:
 - a. Compensatory Leave shall be equal to number of days for which an employee is required to work during Sunday(s) or holiday(s).
 - b. Compensatory off may be allowed within 60 days from the date on which he has performed duty on a non-working day/ holiday with the approval of the Competent Authority.
 - c. The employees may be eligible for a full day compensatory off in lieu of minimum 8 hours of work done on any non- working days/ holidays.
 - d. The employees shall be eligible for a half day of compensatory off in lieu of minimum 4 hours and less than 8 hours of work done on any non- working days/ holidays.
 - e. Two half-days compensatory off may be combined for a full day off.
 - f. No compensatory leave will be admissible for duties less than 4 hours on a non-working days or holidays.
 - g. The Compensatory Leave shall be treated as holiday for the purpose of combining with other kinds of leave.
4. The leave application for availing compensatory leave shall be submitted to AR, Establishment section along with supporting document i.e. attendance sheet for non working days mentioning the duty hours duly approved by the concerned controlling authority for records.


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Registrar

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