



कुलसचिव कार्यालय  
प्रशासन – अवकाश इकाई

Office of the Registrar  
Administration - Leave Unit  
office.nfleave@itbhu.ac.in

Ref No.: IIT(BHU)/ADM-Leave/Notice/14403

Dated: 15.09.2023

**NOTICE**

The following guidelines for credit & sanction of Compensatory Off (presently called as Compensatory Leave) have been approved for implementation in the Institute with immediate effect.

**Provisions for Credit and Sanction of Compensatory Off.**

1. The Section 4 (c) of the **Schedule-C: Conduct Rules for the Employees** of Statute 19 (C) of the First Statutes provides that:

*(c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on closed holidays and Sundays.*

These duties shall inter-alia include attendance at meetings of committees to which appointed or required by the Institute.

**Accordingly, all employees of the Institute are required to work on Holidays/Weekend Off days, if called upon to work in the interest of the Institute.**

2. Compensatory Off will not be admissible for completion of regular pending works, which the employee/section concerned is required to complete during normal office hours.
3. Compensatory Off will be admissible only for assignments/works of essential & emergent nature which are expected to be completed in a fixed time frame but could not be completed due to Institute being closed on account of holidays.
4. Only regular staff (Group B & C) of the Institute when asked by the Section Head to attend office on a weekly off/holidays for completion of works urgent and emergent nature, will be eligible for credit of Compensatory Off.
5. Group A officers and staff of all other categories will not be eligible for Compensatory Off for working on weekly off/holidays.
6. Compensatory Off will be admissible only if the employee concerned works for the whole day and the same is specifically recommended by the Department/Section Head. No Compensatory Off will be admissible for working for a part of the day.
7. Prior formal permission (by hard copy or through email communication) is mandatory for considering credit of Compensatory Off.

*[Handwritten Signature]*

P.T.O.





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8. The Staff concerned who have been allowed to attend the office on a weekend off days/holidays will be credited with Compensatory Off for the day(s), only if a confirmation to the effect that he/she has attended the office with certification from the Head of the Department concerned is received within one month of attending the office. No request for credit of Compensatory Off after one month of attending the office will be entertained under any circumstances.
9. Staff having Compensatory Off at his/her credit **may avail the same within 30 days of attending the office on weekend off/holidays** making thereby credit of Compensatory Off. The Compensatory Off at credit not availed within one month of credit will lapse after expiry of one month.
10. Staff having Compensatory Off at their credit prior to the date of implementation of these guidelines, may avail the same till 31.12.2023 with prior permission of leave sanctioning authority.
11. Grant of Compensatory Off or availing thereof cannot be claimed as matter of right. The authority competent to sanction or recommend the same may deny the same without assigning any reason. Compensatory Off cannot be clubbed with any other leave except the casual leave. A staff having Compensatory Off at his/her credit may be granted Compensatory Off provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not exceed eight days at a time. Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as Compensatory Off.

**These guidelines will supersede all other existing instructions regarding credit and sanction of Compensatory Off.**

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

*[Handwritten Signature]*  
15/09

**Joint Registrar (Admin.)-II**

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Dated: 15.09.2023

Copy forwarded to the following for information and necessary action:-

1. All the Deans
2. All the Heads of the Department/Coordinators of Schools
3. The Coordinators/Incharge of Units/Centres/Offices
4. All the Professor Incharges
5. The Prof. Incharge, Sheenivas Deshpande Library
6. The Coordinator, GTAC
7. The Chairman, Institute Works Department
8. The Chief Councillor, Gymkhana
9. The Chairman, Council of Wardens

*[Handwritten Signature]*





भारतीय  
प्रौद्योगिकी  
संस्थान

काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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10. The Chairman, IIT Cafeteria
11. The Chairman, Web Management & E-mail Services Committee(with the request for uploading on the Institute website)
12. The Chief Proctor
13. All the Joint Registrars
14. All the Deputy Registrars
15. All the Assistant Registrars
16. P.S. to Director
17. P.A. to Registrar

Indian Institute of Technology (BHU).

*[Handwritten Signature]*  
15/09

Joint Registrar (Admin.)-II



INSTITUTIONAL  
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RECORDS

1960-1965

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