



राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

No.F. NIDH/ADM/16/24/20-21/2610

Dated: 22nd December 2020

CIRCULAR

In order to regulate Compensatory Leave in respect of regular as well as contractual staff of the Institute, the following policy has been formulated for compliance with immediate effect until further orders:

- (a) Compensatory Leave shall be equal to number of days for which an employee is required to work during Sunday(s) or holiday(s). Prior approval of the Director will be required before availing the Compensatory Leave.
- (b) The leave sanctioning authority in case of urgent work for the interest of the Institute, may grant such compensatory leave to above staff when additional working period on Sunday or Holiday exceeds 5 hrs.
- (c) In addition, the reporting officer shall justify the urgency of work being attended by the concerned staff on such Sunday or holiday, in lieu of which Compensatory Leave is applied for.
- (d) Compensatory Leave may be availed within 1 month from the date of work. After a period of 01 month from attending office on Sunday or Holiday, compensatory leave for such duty will not be granted.

This issues with the approval of the Competent Authority.


Administrative Officer

Copy to:

1. All the concerned.
2. PS to Director.
3. Circular file.