



केन्द्रीय विद्यालय संगठन
18 संस्थागत क्षेत्र, शहीदजीत सिंह मार्ग
नईदिल्ली- 110016
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फा.सं.11029/1/2018/KVS(Hqrs)/Acad/1802-2102

दिनांक: 08/01/2019

OFFICE ORDER

In supersession of the Office Order F.No.11029/59/2013-KVS (HQ)/JC(Acad)/50-1230 dated 13/15th January, 2014, the Compensatory Leave to the teaching staff of the Vidyalayas for attending Vidyalayas on Second Saturday, Sunday & Holidays and during breaks if the period is less than 10 days, may be regulated as follows:

- (i) Half day's compensatory leave may be granted for taking extra classes for a minimum of two and upto four hours in a day and full day's compensatory leave may be granted for taking extra classes for more than four hours in a day.
- (ii) Whenever teachers are required for escort duties and training etc. on second Saturdays, Sundays, Holidays, vacation and breaks, normally they required to stay for a full day and they may be granted Compensatory Leave irrespective of the fact that whether they draw TA/DA or not.
- (iii) Normally, Compensatory Leave may be granted to the teaching staff within one month of it's becoming due. However, in exceptional circumstances, where grant of Compensatory leave to all the staff within a month may cause serious dislocation of work, the Compensatory leave may be permitted to be availed subsequently. Further, there will be no limit upto which the Compensatory Leave may be allowed to be availed of at a time. It may be noted that no Leave Encashment is payable for unavailed compensatory leave at the time of superannuation, resignation or death.

(S.Vijayakumar)
Joint Commissioner (Acad)

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