

DIRECTOR'S SECRETARIAT

NOTICE: 10/2018

POLICY FOR GRANT OF COMPENSATORY OFFS

1. Any employee of the institute who may be required, in the interest of the college, to work during holidays/ before or after the regular working hours, shall be entitled to avail Compensatory Offs.
2. Compensatory Offs will be granted only if the employee has been asked in 'writing' by a competent higher authority to discharge some duties (urgent in nature with proper justification) in the interest of the college for its smooth functioning. A copy of the same will be forwarded to the Office Superintendent. After getting the same approved by the Director, the Compensatory Off will be credited to his/ her name. Compensatory Off will only be sanctioned to an employee who has worked for 40 hours or more in the preceding week.
3. If an employee has been asked to work for extra 3 hours (or more) **after** the regular working hours on a particular day, he/she can avail 'half' Compensatory Off.
4. If an employee has been asked to report for work 2 hours (or more) **before** the regular working hours on a particular day, he/she can avail 'half' Compensatory Off.
5. No 'accumulation' of extra working hours shall be considered for granting Compensatory Offs.
6. If an employee has been asked to work on Sundays or holidays, half Compensatory Off will be granted if the work duration is greater than 2 hours. Full Compensatory Off will be granted if the work duration is more than 5 hours.
7. The Compensatory Offs accumulated during a calendar year has to be availed during the same calendar year. No Compensatory Off can be carried forward to the next Calendar year.
8. Compensatory Offs will be granted to an employee who represents the college in a meeting/ event outside the institute on holidays (not vacation) for the benefit of the institute.
9. No Compensatory Off will be granted for carrying out the duties assigned by the university from time to time.
10. No Compensatory Off will be granted for attending FDP's/ STTP's/ Conferences/ Seminars.
11. No Compensatory Off will be granted for the extra working hours during the visit of NBA/NAAC/AICTE/UGC/SPPU/DTE 'peer teams'.

Dis - For perusal, please, before dispatch.

12. No Compensatory Off will be granted for carrying out voluntary work of any kind.
13. No Compensatory Off will be granted for carrying out 'paid' (extra remuneration) work of any kind.
14. Registration of 'in' and 'out' punch on the biometric machine is compulsory to calculate the working hours. In the absence of in/out punch on the biometric machine, no compensatory off will be granted.
15. Compensatory Off cannot be combined with any other kind of leave.
16. No staff member is entitled for Compensatory Off until the same is sanctioned by the competent authority and credited to his/ her name in advance.
17. Full Compensatory Off will be granted for outdoor camp/ educational tour being organized on holidays.
18. ~~Full~~ ^{Half} Compensatory Off will be granted for overnight stay during outdoor camp/ education tour.
19. As there are no guidelines from the university regarding Compensatory Off, it should be treated as a privilege; not a right.
20. The management of AIT reserves the right to amend/ change the policy related to Compensatory Off as and when required.
21. For any other instance not mentioned in the policy document, the Director of AIT reserves the full rights to grant/ reject the Compensatory Off.

File No : AIT/0075/Notice/Adm

Date: 18 Jan 2018


 (KE Vijayan)
 Col (Retd)
 Joint Director
 For Director

Distribution:-

Director } For info please
 Principal }

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| 3. HOD- IT. | 13. Warden OBH, NBH-I, NBH-II |
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| 5. HOD – ASGE | 15. Physical Director |
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