



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)



आज़ादी का  
अमृत महोत्सव

## School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

No.: SPAB/Admin./2025/444

Dated: 01.01.2025

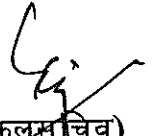
### परिपत्र/ CIRCULAR

Following are the guideline for Compensatory Off:

1. Only group B & C staff members are eligible for Compensatory Off.
2. A Compensatory Off will be granted in lieu of duty performed by a Government Servant on Holidays. No honorarium shall be granted in lieu of duty performed on holidays.
3. Period of duty performed for 03 hours or more. ½ day Compensatory Off will be granted and if duty is performed 06 hours or more, 01 day Compensatory Off shall be granted.
4. Compensatory Off shall be granted/ availed within one month of its becoming due. This condition may be relaxed in exceptional circumstances (maximum upto 03 months) to be decided upon by the recommending/ sanctioning authority.
5. Not more than two days Compensatory Off may be allowed to be availed at a time.
6. Prior approval for allocation of work on Holidays needs to be taken (well in advance) from the Sanctioning Authority.
7. For group 'C' staff sanctioning authority for accumulation/ award and availing of Compensatory Off will be the Registrar. Concerned Section Head shall be the recommending authority.
8. For group 'B' staff sanctioning authority for accumulation/ award and availing of Compensatory Off will be the Director. Concerned Section Head shall be the recommending authority.
9. Separate register for Compensatory Off will be maintained by Department/ Section as per enclosed performa.

This Circular will supersede all earlier Circular/ Order in this regard.

[Director's approval dated 20.12.2024].

  
(कुलसचिव)  
Registrar

Copy forwarded for information (through e-mail):

1. Director Office
2. All HoDs/Deans/ Registrar Office
3. Faculty & staff of SPA Bhopal
4. Computer Centre – to be uploaded on Institute website.