

ATOMIC ENERGY EDUCATION SOCIETY
ANUSHAKTINAGAR, MUMBAI-400094

AEES/ESTT/CIRC./MUM/2005/ 7848

Dec. 20, 2005

CIRCULAR

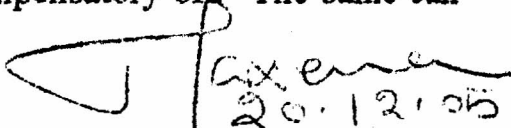
The matter regarding grant of compensatory leave has been under consideration for quite sometime for the teaching staff of our AFC schools. It has now been decided that compensatory leave to the teaching staff who are called for duty in school for special coaching, service training orientation programme, escort duty on Second Saturday, Sunday or holidays and break/vacation period, if the period is less than 10 days may be regulated as under:

Sr. No.	Hours of extra work	Amount of compensatory leave to be granted.
1.	Minimum 2 hours & up to 4 hours in a day	Half Day
2.	More than 4 hours in a day.	One day
3.	In event of escort duty, training duties where they have to work full day.	Equal to number of days worked.

Normally Compensatory Leave may be granted to the teaching staff within one month of its 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 but within six months. Further, there will be a limit of 20 days, up to which the Compensatory Leave may be allowed to accumulate but not more than 2 days of 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.

This order comes into effect from the date of issue.

All Heads of AEC Schools / Jr. College are requested to comply with the above said guide lines while granting compensatory off. The same can be approved at your end.



20.12.05

(R SAXENA)

Prin. & Admn. Officer

All Heads of AEC Schools / Jr. College.

c.c.

- 1 Office of Chairman, AEES
- 2 Office of Secretary
- 3 All Chairman LMCs, AEC Schools
- 4 Sr. Prin. & Chief Administrative Officer
- 5 Head Academic Unit, AEES
- 6