



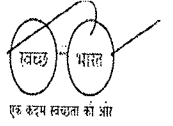
DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi

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No. DTU/GA/67/2024-25/1478/

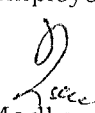
24-220

Dated :- 5-07-2024

CIRCULAR


It is to inform that following instructions are hereby issued regarding sanction of Compensatory Offs in r/o manpower engaged through outsourcing agencies: -

- i) Compensatory Offs will be granted to Outsource person, who have worked during Holiday/Sunday.
- ii) Compensatory Offs will be granted with prior intimation only if the outsource staff has been asked in 'writing' by a competent Authority to discharge duties (Urgent in nature with proper justification) in the interest of the University. A copy of the intimation will be forwarded to the General Administration Branch through Registrar, DTU.
- iii) If an outsource person has been asked to work on Sunday or holiday, Half Compensatory Off will be granted if the work duration is less than 5 Hours and full Compensatory Off will be granted if the work duration is more than 5 Hours.
- iv) No "Accumulation" of extra working hours shall be considered for granting Compensatory Offs.
- v) No Compensatory off will be granted for carrying out "Paid" (extra remuneration) work of any kind.
- vi) No Compensatory Off will be granted for carrying out voluntary work of any kind.
- vii) Registration of attendance 'In' and 'Out' on the biometric machine is compulsory to calculate the working hours. In the absence of In/Out marking on the biometric machine, no compensatory off will be granted.
- viii) No staff member is entitled for Compensatory Off until the same is sanctioned by the Competent Authority.
- ix) Compensatory Off, should be treated as a privilege not a right.
- x) Maximum two Compensatory off may be availed by the Employees in a calendar month with prior approval of the Competent Authority.


(Prof. Madhusudan Singh)
Registrar, DTU

Copy to :-

1. PA to Hon'ble VC for kind information of Hon'ble Vice Chancellor.
 2. PA to Registrar
 3. All HODs
 4. All Deans
 5. All Branch In charges
 6. Head, CC with the request to upload the circular on the University website.
 7. Circular File.
- } for vide circulation among their respective departments/branches


(Dr. Anil Kumar)
Dy. Registrar (Gen Adm'n)