



F. No. NESTS/H-2/6/Acad. plan/2025-26/174

Dated 04.03.2025

The principals,
All EMRSs

Sub: Weekly Holiday to teachers -reg.

With reference to the above subject, it has been observed that several representations has been received from teachers regarding the provision of a weekly holiday Recognizing the importance of their well – being while ensuring the smooth functioning of academic and co-curricular activities in EMRSs, NESTS has decided to implement the following guidelines:

1. All teachers, except those assigned on-duty responsibilities, may observe one weekly holiday. If any activity is conducted by EMRSs on a Sunday or holiday, all staff must attend, considering the residential nature of EMRS.
2. At least six teachers should be on duty on Sundays, preferably including the Art Teacher, Music Teacher, one PET (Physical Education Teacher), Librarian, 3rd Language Teachers, TGT Computer Science Teacher, and Science Teacher. The duty roster must ensure the presence of female teachers.
3. Teachers assigned Sunday duty will oversee various responsibilities, including dining hall duties, ensuring that the "Daily Routine for Sunday" is followed as per the issued circular.
4. Teachers assigned Sunday duty will have their weekly holiday on Saturday of the following week, while all other teachers will observe their weekly holiday on Sunday.
5. Teachers availing weekly holidays on Saturday must have their teaching periods distributed from Monday to Friday to prevent academic loss.
6. The PET on Sunday duty must ensure that games and sports activities for both boys and girls are conducted as per the schedule.
7. Being residential schools, EMRSs are following the set House System vide which the role and responsibilities of House Masters are well defined. Hence, though the schools observe holiday on Sundays, the students are to be taken care of by the House Master as loco-parents and interact with the parents, if they report. The headmaster (HM) must not take station leave on the same day as their weekly holiday to ensure student safety and security.
8. Weekly holidays do not automatically grant headquarters leave. Teachers requiring HQ leave must obtain prior approval from the competent authority, which may restrict HQ leave due to exigencies or administrative needs. Staff leaving headquarters on a holiday must secure prior permission from the Principal or Principal In-charge, with a proper record maintained. Principal/ Principal In-charge (If the Principal post is vacant,) must seek permission from the State Society and maintain a leave record while designating an authorized official.

9. The Principal / Principal I/C must remain on campus on Sundays/ holidays to ensure student safety and supervision.
10. Weekly holidays cannot be carried forward or clubbed with other holidays. If a weekly holiday falls on an official holiday, it will not be compensated on another day.
11. The principal may modify the Sunday duty roster as needed. If any teacher is reassigned for Sunday duty, their teaching schedule must be adjusted between Monday and Friday, and their weekly holiday should be granted on Saturday.

In light of above, all EMRS Principals are requested to bring this notice to the attention of all concerned and ensure the strict implementation of the above guidelines in their respective schools. Your cooperation in maintaining academic excellence and institutional discipline while facilitating a structured weekly off for teachers is highly appreciated.

This issues with the approval of the Competent Authority.

Encl: As above.


(Kumud Kushwaha)
Deputy Commissioner

Copy to:

1. The Nodal Officers, Tribal Welfare Department for Information Please.