

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)

भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001

दूर. 011-23340280



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)

Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001

Telephone No. 011-23340280

वेबसाइट/Website: www.tribal.nic.in

Email: nests-tribal@tribal.gov.in

16 July 2025

Notice

1. The EMRSs are advised to reassign the leaves to the employees for the calendar year 2025 as per GoI norms in HRMS i.e Octopod.

The number of leaves to be assigned as on 01.07.2025 shall be as follows: -

Vacation Staff	Non- Vacation Staff
Earned Leaves - 5 Days (For 06 months)	Earned Leaves - 15 Days (For 06 months)
Half Pay Leave- NIL	Half Pay Leave- 10 Days (For 06 months)
Restricted Holiday- NIL	Restricted Holiday- 2 Days (For Year 2025)
Casual Leave -08 Days (For Year 2025)	Casual Leave -08 Days (For Year 2025)

Note: - Only the Earned Leave and Half Pay Leave balances as on 30.06.2025 are allowed to be carried forward to the calendar year 2025 in respect of regular employees posted by NESTS through ESSE-2023.

Process for the same is – Login to Octopod “Admin Dashboard” – HRMS Menu – then to “**Employee Leave Management**” – Click on “**Action**” for the respective employee and “**Assign leave**” – In the “**Staff Leaves**” pop up window assigns the leaves as per the sum of newly granted and remaining existing ones.

2. Increment will be auto provided by the NESTS HQ by 22nd of July, as per the attendance available in the system. All those employees who were not eligible for January increment and are eligible this time as per the attendance will get the increment. Basic pay and can be checked by going to employee list sub menu under HRMS.

Note: -In case of any discrepancy, please mail us through official channels at

infosharing.nests@gmail.com.