



File No. NESTS/Admin/EMRSGrievance/342/2022-23

Dated: 24/11/2025

To

The Principals
Eklavya Model Residential Schools
All State/UTs.

Subject: Guidelines regarding provision of Compensatory Off for Duty performed on Gazetted Holidays.

Sir/Madam,

Representations have been received in this office regarding the provision of compensatory off for teaching and non-teaching staff of EMRSs in lieu of duty performed on Gazetted Holidays. All other festivals should be celebrated in EMRSs by involving students and staff.

3. Gazetted holidays as per DoPT norms should be allowed to staff of EMRSs.
4. In this regard, the following guidelines are issued regarding eligibility for compensatory off for teaching and non-teaching staff in EMRSs with respect to duty performed on Gazetted Holidays:
 - i. In respect of the 03 National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti, no compensatory leave may be considered.
 - ii. If Gazetted Holiday out of the remaining 14 days falls on off day, no compensatory leave may be considered.
 - iii. Compensatory off may be considered, only against the office order mentioning the duty to be performed on the gazetted holiday other than the three national holidays.
 - iv. If outstation duty is allotted with TA/DA, the staff is not entitled for compensatory off.
 - v. In respect of Hostel Warden, compensatory off may not be sanctioned on the same day for both Male and Female Hostel Wardens. The decision may be taken by the Principal.
 - vi. In respect of non-teaching staff, against the order, if the staff performs duty on a gazetted holiday, the next day may be considered for weekly off, instead of giving option of availing compensatory off within a week.
 - vii. In respect of Hostel Warden, if the next day of the gazetted holiday falls on Sunday, compensatory off may be given on the next day i.e. Monday. This will ensure the availability of Hostel Warden on Sunday.
 - viii. If more than one teacher is detailed on duty on the gazetted holiday, decision regarding compensatory off may be taken by the Principal by looking into the availability of staff instead of permitting all the teachers on the next day.

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- ix. Being residential schools, whenever program or activity is organized related to the importance of gazetted holiday, all the staff have to attend the same, for which compensatory off will not be considered.

This issues with the approval of the competent authority.

-sd-

(Kumud Kushwaha)
Deputy Commissioner

Copy to:

- 1. Nodal Officers, All State EMRS Society.
- 2. Consultants, NESTS, All States/UTs.
- 3. NESTS Website.