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

17th January 2024

Notice

1. NESTS has released salary for the month of December, 2024 to all the schools.

2. 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.

3. The number of leaves to be assigned as on 01.01.2025 shall be as follows: -

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

Note: - Only the Earned Leave and Half Pay Leave balances as on 31.12.2024 are allowed to be carried forward to the calendar year 2025 in respect of regular employees posted by NESTS through ESSE-2023.

4. References are received from various EMRSs regarding the admissibility of Compensatory Leaves. In this regard, it is clarified that Compensatory Leaves against the work assigned and done on a holiday are allowed only to the Non-Vacation Staff excluding Principals & Vice Principals. Principal & Vice Principal are not entitled for any compensatory leave. Moreover, Compensatory leaves are assigned only when the non-vacation is called for to perform emergency duty on a holiday. It is also clarified that non-vacation staff should be called for duty on holiday only in case of exigencies and prior written order must be issued by the competent authority. For performing pending routine work, compensatory leave is not allowed.

5. It is also clarified that Earned Leaves and Half Pay Leaves can be availed by the employees during the probation period. In case employee have availed Leave Without Pay/Extra Ordinary Leaves in the previous months even though the leave is available at credit of employee, adjustment is allowed as per the GoI norms i.e within 30 days from the date of joining of office after availing such leave.

6. If vacation staff are deployed to perform duties during vacation period in the interest of the organisation, entitled proportionate leave will be credited as per the following norms.

    a. The vacation staff who have rendered at least one year service in NESTS will entitled to have the benefit of the credit of Earned Leave equivalent to 1/3 os the days of duties rendered by them in attending training/in-service course or otherwise specifically called for general duties during the vacation/breaks.
    b. The earned leave in lieu of the duty performed during vacation/breaks should be restricted to 30 days Earned Leave in all including 10 days Earned Leave regularly earned by them during a year.
    c. In case of any leave availed of by the vacation staff received by Principal should be forwarded to the state society for approval.