

**GRANT OF COMPENSATORY OFF WITH PAY TO  
ESSENTIAL SERVICES STAFF  
WORKING ON PUBLIC HOLIDAYS**

**Authority** In view of exigencies of work the employees working  
*Cir No.BDL/04/83* in essential services departments are deployed on  
*Dt.20-11-1990* Public Holidays. Such employees are granted  
Compensatory off with wages on an alternative day at the  
convenience of the Management. The employees who do not like to avail  
Compensatory Off but opt for a days wage in lieu of Compensatory off shall be  
granted the same.

The employees who are deployed on Public Holidays should exercise their option in advance as to whether they wish to avail compensatory off on any other day or a day's wage in lieu thereof in the prescribed proforma attached. This option should be recommended by the Departmental Head and to be approved by Divisional Head, which is to be forwarded to Time Office. Wages in lieu of Compensatory off will be paid alongwith salary. If the employee opts for availing Compensatory Off in lieu of working on Public Holiday should avail the same within 3 months.

These orders came into force with effect from 20-11-1990.

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APPLICATION FOR WORKING ON PUBLIC HOLIDAYS –  
OPTION TO AVAIL COMPENSATORY OFF/A DAY’S WAGES

- 1. Name :
- 2. Staff No. :
- 3. Designation :
- 4. Department :
- 5. Public holiday date on which deployed to work :
- 6. Weekly off day :
- 7. \*Option : Avail Comp. Off/ a day’s wages in lieu of working on Public Holiday.

\* Strike off whichever is applicable.

SIGNATURE

Remarks of Departmental Head

Recommended/ Not Recommended

SIGNATURE  
DEPARTMENT HEAD

APPROVED/NOT APPROVED

DIVISIONAL HEAD

