



केन्द्रीय विद्यालय संगठन/Kendriya Vidyalaya Sangathan

१८, संस्थानिक क्षेत्र /18, Institutional Area,  
शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg

नई दिल्ली/New Delhi-110016

Tel: 26858566, Fax No. 26514179

Website: [www.kvsangathan.org](http://www.kvsangathan.org)

F.11011/01/2011-KVS HQ (Acad.)

Dated:30-08-2011

**SPEED POST**

119

Sub:- Application for obtaining Information under Right To Information Act – 2005  
(I.D. No.5893).

Madam,

With reference to your letter receipt No. 6115 dated 13-04-2011 seeking information on the subject cited above, I am to furnish herewith information as under:-

Information required in RTI	Information
i).Subject matter of info0rmation:- I. Latest circular regarding sanction of compensatory leave (CCL)	i) & ii) A copy of the Office Order letter No. F.1-3/2002-KVS (Acad.) dated 02-04-2003 is enclosed for information.
ii). Description of information required: Please provide me a copy of latest circular to grant/sanction of the compensatory leave (CCL) to teachers/employee of KVS against the work on Sunday/Second Saturday/Holiday in the interest of KVS.	

Yours faithfully,

(U N KHAWARE)

DEPUTY COMMISSIONER (ACAD.)

Encl:- As stated above.

Copy to:-

The Section Officer (RTI Cell), KVS (Hqrs.) New Delhi for information. (I.D. No. 5893)

DEPUTY COMMISSIONER (ACAD.)



**KENDRIYA VIDYALAYA SANGATHAN**  
18, Institutional Area, Shaheed Jeet Singh Marg  
New Delhi – 110016  
Tel. 26512587 Fax. 26514179  
Email: kvsjca@ndb.vsnl.net.in  
Website: www.kvsangathan.org

No.F.1-3/2002-KVS(Acad)

Dated: 02-04 -2003

**OFFICE ORDER**

The earlier office order of even number dated 14-2-03 regarding grant of Compensatory Leave to the teaching staff of the Vidyalaya for attending Vidyalayas on Second Saturday, Sunday & Holidays and during breaks if the period is less than 10 days, stands withdrawn and revised modified order as examined in the light of instructions contained in the Ministry of Finance OM No.15011/2/E.II(B)/76 dated 11.08.1976 and amended from time to time is issued as hereunder:-

The Compensatory Leave to the teaching staff of the Vidyalayas for attending Vidyalayas on Second Saturday, Sunday & Holidays and during breaks if the period is less than 10 days, may be regulated as follows:

- (i) Half day's compensatory leave may be granted for taking extra classes for a minimum of two and upto four hours in a day.
- (ii) Full day's compensatory leave may be granted for taking extra classes for more than four hours in a day.
- (iii) Whenever teachers are required for escort and training duties etc. on second Saturdays, Sundays, holidays and breaks, normally they are required to stay for a considerable time and as such may be permitted full day's Compensatory Leave in lieu of attending duties on each day provided they are not paid TA/DA for such duties.
- (iv) Normally Compensatory Leave may be granted to the teaching staff within one month of its becoming due. However in exceptional circumstances, where grant of Compensatory Leave to all the staff within a month may cause serious dislocation of work, the Compensatory Leave may be permitted to be availed subsequently. Further, there will be no limit upto which Compensatory Leave may be allowed to accumulate but not more than 2 days Compensatory Leave be allowed to be availed of at a time. It may be noted that "No Leave Encashment" is payable for unavailed compensatory leave at the time of superannuation, resignation or death.

sd./-

(DR.NARESH KUMAR)  
DY.COMMISSIONER(FIN.)

Copy to:-

1. Asstt. Commissioners, Kendriya Vidyalaya Sangathan, all Regional Offices for information and necessary action.
2. Principal, All Kendriya Vidyalayas for information and necessary action.
3. Officers & All sections at KVS(HQ). For information and necessary action.
4. General Secretary, All recognised Staff Associations.
5. Guard File.

sd./-

DY.COMMISSIONER(FIN.)