

SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016



No.F.1 (363) LBSV/Admn./2014/2019/9/D

Dated: 13.09.2019

NOTIFICATION

The terms and conditions duly approved by the Karya Parishad (Executive Council) vide Resolution No.54.4 dated 25.10.2004 for granting the "Compensatory Leave" to the employees of the Vidyapeetha are being brought to the notice of all concerned for information and compliance as under:-

1. *An employee has to obtain prior permission to work during Saturday-Sunday and Holidays by giving justification through proper channel to the competent authority that the work cannot be done during normal working days. After completion of the work, his attendance and work performed have to be certified by the concerned unit incharge and be submitted to the Registrar for approval.*
2. *The Vidyapeetha Administration may grant a maximum of five days of compensatory leave in one spell in three months time which may be combined with any other kind of leave. The compensatory leave may also be prefixed and suffixed by Saturday-Sundays and holidays.*
3. *In case any employee does not want to avail himself of the compensatory leave, he may be permitted to draw the honorarium as per the decision of the 32nd meeting of the Finance Committee held on 5.8.2004(vide resolution No.32.11) and approval of the Karya Parishad at its 53rd meeting held on 5.8.2004(vide agenda item No.53.3).*
4. *A maximum of 30 days of compensatory leave/off may be allowed in a calendar year despite the fact that the employee may be required by the Vidyapeetha Administration to attend to his duties for more than 30 days. However, at any stage the compensatory leave shall not be allowed to be accumulated for more than 30 days which may be carried forward to the next calendar year. Not withstanding the conditions stated above, the Vice-Chancellor may sanction the Compensatory Leave/off to any employee as per his discretion in relaxation to the rider mentioned at para 1 & 2 above.*

Payment of Honorarium/Transport Hiring charges:

In addition to the above, in accordance with the resolution No.1.12 (4) dated 13.8.2012, No. 2.1 dated 4.1.2013 of the Finance Committee and resolution No. 4.3 dated 4.1.2013 of the Board of Management, the payment of honorarium/transport hiring charges to the employees of Vidyapeetha in lieu of working beyond the office hours and during Saturday-Sundays and holidays shall be regulated as follows:-

Subject (1)	Entitled Rate (2)	Terms & Conditions (3)
1. Honorarium:	<p>Rs.275/- per day for Section Officer/Equivalent & Group 'A' Officers whose Grade Pay is Rs.4600/- and above</p> <p>Rs.250/- per day for staff of Group "B" other than SO/Equivalent & Group 'C' whose Grade Pay is Rs.1900/- and above.</p>	<p>The official (s) will not be ordinarily entitled to any honorarium for routine office work. However, honorarium will be granted (and not for extra hours worked on regular basis where provisions of OTA are applicable) for working during holidays for special kind of work of an occasional or urgent nature, with the prior approval of the competent authority. The officials</p>

	Rs.225/- per day for Multi Tasking Staff/Mess Attendant/Helpers and equivalent whose Grade Pay is Rs.1800/- and below.	will have the option to claim only one i.e. honorarium or local conveyance charges or compensatory leave in lieu of working during holidays. Note: The payment of honorarium shall be restricted to Rs.5000/- per annum or any amount as fixed under the Govt. rules. However, in case of essential sectors such as works department (plumbing, carpentering, caretaking, gardening, security, watch & ward, lift operation, pump/sub-station operation/maintenance, electrical, sanitation, cooking, house-keeping, cleaning of guest house/hostel, attendant duty, Attendant (Health Care) and other areas identified as essential categories, the Vice-Chancellor may sanction any amount of honorarium exceeding Rs.5000/-.
2. Local Conveyance for hiring taxi/auto-rickshaws/two wheeler for official duty during holidays: By Auto@ Rs.19/- per k.m. for first k.m.(upon downing the meter) and thereafter Rs.6.50 per k.m. or as enhanced by the Govt. of India from time to time. By Taxi@ Rs.20/- per k.m. for first k.m.(upon downing the meter) and thereafter Rs.11.00 per k.m. or as enhanced by the Govt. of India from time to time. (Night charges, waiting charges, luggage charges as applicable under rule)	Maximum of Rs.350/- per day for Section Officer/Equivalent & Group 'A' Officers whose Grade Pay is Rs.4600/- and above Maximum of Rs.300/- per day for staff of Group "B" other than SO/Equivalent & Group 'C' whose Grade Pay is Rs.1900/- and above. Maximum of Rs.250/- per day for Multi Tasking Staff/Equivalent/Mess Attendant/Helper whose Grade Pay is Rs.1800/- and below.	Those employees who are attending duties from distant places during Saturdays-Sundays and other holidays, shall be required to exercise their option either to claim transport hiring charges in lieu of honorarium/local conveyance as per the actual distance from the declared place of residence to the place of duty by two wheelers/auto Aickshaws/taxi as per the rates prescribed in the GFR. However, irrespective of distance between declared place of residence to the place of duty, the maximum transport hiring charges shall not exceed the limit prescribed at S.No.2 under column No.2, without the approval of the Finance Committee/Board of Management
3. For deliver of official communications:	Auto rickshaw shall not be allowed to any MTS staff for delivery of official communications. Only Bus/Metro fare/two wheeler fare on actual basis will be reimbursed within the prescribed limit of Rs.300/- per month as per the Govt. of India rule. In case of any official requirement to drop/pick-	

	up any heavy weight luggage, parcels, bundles, books, examination materials etc. the auto rickshaw fare shall be allowed by the Registrar/Vice-Chancellor. The MTS employee who has been specifically assigned the dak duty may be allowed DTC Bus pass on monthly basis.	
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The above mentioned guidelines are being brought to the notice of all concerned for information and compliance. Anomaly, if any in the implementation of the afore-said notification shall be rectified as per rule. This issues with the approval of the Vice-Chancellor.


Assistant Registrar(Admn.)-II

Copy for information and necessary action to:-

1. All Dean of Faulties/HoDs/Hostel Warden/Proctor/Director-IQAC
2. Chief Vigilance Officer
3. Dy.Registrar(Accounts)
4. Dy.Registrar(Academic & Examination)
5. Executive Engineer(Civil)
6. System Administrator is required to place this notification on the web-site of the Vidyapeetha.
7. Assistant Librarian
8. All Assistant Registrars
9. All Section Officers
10. All Sectional Head/Unit Incharges
11. PS to VC/Registrar/Finance Officer/CoE
12. Concerned file


Assistant Registrar(Admn.)-II