



### ***Compensatory-Off Policy***

1. In regards to exigencies of work, if any CRG Member is required to work on a Sunday/Holiday/ Working Day after 18:00 hrs and the Members works for at least 4 hrs of that day, the CRG Member will be eligible to Compensatory Off in lieu of having worked on that Closed Day/ Sunday/Holiday.
2. Compensatory Off should be availed within 90 days from the date (called Compensatory Off date) of such work
3. If Compensatory Off date is > 90 days and not availed, then it will be reset to 0.
4. CRG Member should apply for Compensatory Off within the same Calendar Month.
5. Approving authority has to approve Compensatory Off request within the same Calendar Month.
6. Eligibility of availing the Compensatory -off benefit is only applicable to the Band category E1, L1, L2 & Assistant.
7. Compensatory Off for working on a Saturday can be availed only on a Saturday.
8. Under No Circumstances shall the Compensatory Off be allowed to be encashed.
9. CRG Members can not apply for more than 03 Compensatory Offs in a Calendar Month.
10. All Compensatory Offs will lapse on 31st March of Every Year. They will not be carried forward in the next calendar Year.

### ***(Application validation) Compensatory off Requisition:***

1. You cannot select a future date for comp off.
2. You may apply for a comp off within 7 days of the day you against which the comp off is sought. However, you may avail it any day in that quarter, subject to business constraints.
3. You can apply only 3 comp offs in a month.
4. Total hours must be greater then 4 hours.
5. You cannot select working time as 'Time From' and 'Time To'(not in between 9:30AM to 6:30PM) other than on Sundays and other Statutory holidays.
6. You cannot avail comp off after 90 days; it gets expired after that.
7. Comp off Date, Time From, Time To and Purpose are mandatory fields.
8. Submit button will be disabled until all the mandatory fields are populated and any error message needs to be addressed.