

**PERSONNEL AND ADMINISTRATIVE REFORMS (RULES)  
DEPARTMENT CIRCULAR MEMORANDUM**

**No.10813/Rules-2/S9/P&ARD.**

**Dated, Trivandrum, 25th October, 1989**

**Sub: - Public Services - Granting of Compensatory Off/Weekly off - Clarification issued**

**Ref: - 1. G.O.(Ms.) No. 276/82/GAD dated 14-9-1982**

**2. Circular No. 21060/Rules-2/87/P&ARD dated 27-5-1989**

According to the instructions issued in the G.O. first referred to above, Night Watchers were allowed "Compensatory Off" for attending duty on Sundays, even by posting substitutes in Offices where there is only one Peon and one Night Watcher. Similarly in the Circular Second referred to above, it was also ordered that all Part-time Contingent Employees who are not allowed to enjoy holidays shall be allowed one day's weekly off.

There has been requests from various quarters as to whether compensatory off can be granted to an employee for the duty attended to by him on holidays other than Sundays. It is the policy of Government to extend the benefit of "Compensatory Off" to all Sections of employees including Part-time Contingent employees. A "Compensatory Off" is the one granted to an employee for the duty attended to by him on holidays other than Sundays. Whereas a "Weekly off" is the one enjoyed by an employee on every week in lieu of the duty attended to by him on Sundays. The Compensatory Off thus accumulated can be availed subject to the following conditions as per the existing rules:-

1. The Maximum number of "Compensatory Off" that can be availed by a Government Servant in a calendar year will be 15 days vide G.O.(P) 300/89/Fin. dated 19-6-1989
2. The time limit for availing the "Off" will be 3 months from the public holidays on which the concerned officer attended office duty.
3. The maximum "Off" that can be accumulated will be 10 days

**V. GOPALAKRISHNAN NAIR,  
Additional Secretary**