## 1. Certificate on performing official duties on Institute holidays (Accrual Form)

Date:

| | | | | | |
|---|---|---|---|---|---|
| 1. | Name | | | PF No. | |
| 2. | Designation | | | Dept. | |
| 3. | Details of official duties performed | | From | To | No. of days |
| | | Date | | | |
| | | Time | | | |
| 4. | Details of official assignment | | | | |
| Submitted for certification<br><br>Signature of the employee | | Verified and forwarded<br><br>Officer I/c | | Certified<br><br>HOD | |

(1) The original certificate should be retained for availing C-off in future. (2) C-off should be utilized within 3 months from the date of work. (3) At any given point of time, only 2 C-off can be utilized.

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## 2. Request for sanction of Compensatory-off (Redemption Form)

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|---|---|---|---|---|
| 1. | Proposed date(s) for availing compensatory-off | No. of days | From | To |
| | | | | |
| 2. | In case of holidays | | Prefixing date | Suffixing date |
| | | | | |
| 3. | Purpose | | | |
| 4. | Address during leave of absence/C-off | | | |
| 5. | Mobile no. | | | |
| 6. | Charge/officiating arrangements made during leave of absence/C-off | | | |

Date: Signature of the employee

| Forwarded & recommended by | Approved as per rules |
|---|---|
| Dept. Coordinator/PI/ HOD | HOD/Registrar/ DoFA/DORD/Director |