DELHI TECHNOLOGICAL UNIVERSITY
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Azadi Ka Amrit Mahotsav

DTU/GA/67/2024-25/1478/650-62 Dated 03.11.2026

CIRCULAR

Subject: Strict Compliance of instructions regarding grant of Compensatory Off to manpower engaged through outsourcing agencies – regarding.

1. It is re-iterated that the Circular No. DTU/GA/67/2024-25/1478/296-302 Dated 30-07-2024 was circulated with revised instructions regarding sanction of Compensatory Offs in respect of manpower engaged through outsourcing agencies were issued. However, it has been observed that various Departments/Branches are not strictly adhering to the prescribed instructions issued therein.

2. Therefore, all HODs/Branch In-charges are once again requested to ensure strict compliance to the circular mentioned above. while recommending/forwarding cases of Compensatory Off with emphasis on following points: -

i) No Compensatory Off shall be granted without prior written order of the Competent Authority and without forwarding the same to GA Branch through Registrar, DTU.

ii) Registration of attendance 'In' and 'Out' on the biometric machine is mandatory. In absence of biometric attendance, no case for Compensatory Off shall be entertained.

iii) Maximum two (02) Compensatory Off may only be availed by an outsourced employee in a calendar month with prior approval of Competent Authority. No accumulation of extra hours shall be considered.

iv) No case of Compensatory Off beyond one month shall be forwarded to GA Branch.

3. All HODs are requested to bring this circular to the notice of all outsource staff working under their control and ensure compliance in letter and spirit, failing which no Compensatory Off will be considered.

4. This issues with the approval of Competent Authority.

(Binod Doley)
Registrar, DTU
04/11/2026

Copy to:-

1. PA to Hon'ble VC for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar.
3. All Deans/HoDs/Directors/Branch In-charges – for strict compliance and vide circulation.
4. Head, CC with the request to upload the circular on the university website.
5. Guard File.

(Madhuresh Kr. Jha)
Assistant Registrar, (Gen. Admin.)