



No. **RM/436/24**

Date: **04/10/2024**

**CIRCULAR**

This is to inform that Fifteen (15) days casual leave per year is applicable for the outsourced employees deployed by M/s. Royal India Securitaus, Kolkata in addition to three (03) national holidays (26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October) leave as per GeM Service Level Agreement under clause 4.1 (vii) in which it is clearly mentioned that ‘.. in case of 6 working days the manpower will be entitled to Fifteen (15) days casual leave per year on pro-rata basis’. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP). Leaves can be availed on issuance of this order. As per Section 13(1)(b) of the Minimum Wages Act, 1948 all the workers will be entitled for a day of rest in every period of seven (7) days.

This is also to mention that Fifteen (15) days casual leaves will be applicable from the contract start date to end date for every year. A maximum 3 days of casual leave will be permitted at a stretch in a month on prior approval of the In-charge of the Section/Department/School.

This is issued with the approval of the competent authority.

Sd/-

(Prof. Anirban Gupta)  
Registrar (Actg.)

Copy forwarded for information and necessary action to:

1. PS to Director
2. All Deans/Heads of the Departments/ Schools/Centres
3. All Officers/ Section- in-Charges
4. Record Section
5. Institute Website

**Gupta** 4/10/24

(Prof. Anirban Gupta)  
Registrar (Actg.)