



The Essential Services Maintenance Policy

w.e.f.:01.08.2022

Objective:

This policy provides framework for the maintenance of certain essential services and the normal life of the community.

Applicability:

The policy is applicable to Band B4, B5 & B6.

Leave Band	Profiles/Designation
B4	Drivers, Guards, Caretakers and other general services Staff
B5	PEON
B6	Maintenance Staff

Policy Content:

All the person mentioned under “Applicability” will continue to perform their jobs during those non-working days which are not mentioned in scheduled academic calendar.

However, Institute has sole right to declared undisclosed/emergency holidays for person mentioned under “Applicability” with proper alternative arrangement (call them in rotation) for maintaining continuity of essential services.