



Ref No : IQMC/04/Principal Office/25/10

Date: 17.04.2025

CIRCULAR

All faculty members (HODs/In-Charges) are hereby informed that compensatory off (in lieu of on-call duties performed on institutionally declared holidays) must be availed within 15 days from the date of duty.

Prior approval from the concerned HOD/In-Charge is mandatory before availing the compensatory off. Additionally, the faculty member availing the compensatory off must nominate a substitute during their absence to ensure continuity of departmental responsibilities.

All HODs are also requested to submit the on-call duty roster to the Principal's Office by the 7th of every month without fail, with a copy to the HR Department.

Neerja
17/4/25

Dr. Neerja Shastri
Principal

Principal
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur-713206, India

Distribution:

- A) Vice Principal
- B) MS
- C) All Medical HODs/In-Charges
- D) Academic Section – to circulate among all concerned