



## दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)420/P/Vol.VII.

प्रधान कार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 20-02-2014

पी.बी.सी. सं/ PBC No: 19 / 2014

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units, etc.,  
(As per mailing list -'A')

विषय/Sub: Crediting of LHAP – Improper procedure.

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In a recent Vigilance Check at two different offices it was observed that at the time of crediting of LAP & LHAP proportionate reduction in crediting of LHAP at the rate of 1 day for every 18 days of absence on suspension which subsequently regularised as dies non, are not effected in their leave accounts.

In terms of Rule 526 (3) (7) of IREC Vol.I, if a period of absence or suspension is treated as "dies-non", in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year shall be reduced by one eighteenth of the period of dies-non subject to a maximum of ten days. The period of absence not covered by grant of leave shall have to be treated as 'dies-non' for all purposes viz., increment, leave and pension.

Strict compliance of above provisions may be ensured and periodical & regular inspection of leave charts may be carried out. It is further advised that once the period of absence or suspension is treated as dies-non, necessary proportionate deduction of LHAP for the relevant half year period are to be ensured and leave accountal is regulated accordingly. The Ch.OS / OS and Clerks of P.Branch dealing with the leave accounts of employees in the unit / office / shed may be instructed to ensure the above provisions meticulously at the time of crediting of LAP / LHAP.

Sr.EDPM/MAS has also been advised in this connection to make necessary provision / modification in the PRIME for proportionate deduction of LHAP to the extend of 1/18<sup>th</sup> period of suspension and absence.

This has the approval of CPO/Admn.



(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/निबम  
Senior Personnel Officer/Rules  
कृते मुख्य कार्मिक अधिकारी  
For Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl.Secy. SRMU  
The Genl.Secy. AISCSTREA  
The Genl.Secy. AIOBCREA

The Genl Secy NFIR