



दक्षिणी रेलवे SOUTHERN RAILWAY

सं. No. P(R) 420 / P / Vol. VIII

मुख्य्यालय Headquarters Office
कर्मिक शाखा Personnel Branch
चेन्नई: Chennai : 600 003
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पी बी सी सं/ PBC No: 52 / 2021

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')

Sub : Irregularities in Maintenance of Leave Account- System
Improvement

In terms of Rule 513,514 of IREC/Vol I, the leave of staff are to be maintained properly by the authorities concerned. Instructions regarding maintenance of Leave account/Leave records of staff were issued by Railway Board vide their letter dated 31.12.96(PBC 12/97),RBE 66/03(PBC 72/03) and also based on Vigilance Preventive check conducted, further circulars were also issued vide PBC 40/06.119/05.

In spite of instructions available it is again during preventive check conducted by vigilance department during 2019,on verification of maintenance of leave account of the staff of SSE/P.way,it was found that in one of the cases ,that arbitrarily debit of 50 days/credit of 100 days of LAP has been done without any proper authorities.

It is time and again noticed that the supervisory staff of the P.Way side and PB staff in charge, who are maintaining the leave account of the staff are not verifying the leave account properly while crediting the leave on 1st Jan/1st July.


In view of the above discrepancies, the following system improvement is once again reiterated on maintenance of Leave account of staff by the Leave maintaining PB staff of all departments especially SSE(P.Way)side of all units.

1.The PB staff responsible for maintaining Leave Charts of P.Way staff should submit all the Leave Charts, at least once in 6 months in January/July after granting credit due on 1st Jan/1st July to the staff, and Welfare Inspector of the section concerned for verification and annually to the APO concerned either in January or July

2. As an additional record to cross check leave account recorded in leave charts a consolidated "leave at credit" as on 1st January statement in respect of all the staff including SSE/P.Way prepared annually, verified and signed by SSE/P.Way concerned and a copy of the same should be sent to PB. The same should be cross checked with the Leave charts by the S&WI/APO ,every six months/annually as the case may be. This system will discourage the manipulation of leave in leave charts at field units Level, and ensure proper leave account of all the employees.

3.Quarterly surprise checks to be conducted by supervisors and officers and report to their HODs without fail..

The above instructions should be followed scrupulously by all divisions/units.


(Meena Baskaran)
Deputy Chief Personnel Officer/R&W.
For Principal Chief Personnel Officer

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