



**SOUTHERN RAILWAY**

No.P(R)436/P/Vol.IV

Headquarters office,  
Personnel Branch,  
Chennai 600003  
Dt. 01/07/2020  
PBC NO. 100/2020

All concerned,(as per mailing list "A").

**Sub: Treating the period of absence/ duty of officers/employees due to lockdown**

**Ref: This office PBC No.55, 56,& 82/2020**

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Instructions were already issued vide this office references cited above regarding treating the period of absence on account of various situations due to complete lockdown pronounced by the Government of India to avoid the spread of COVID-19 pandemic. Doubts/queries are being raised from various quarters seeking instructions as how to treat the period of absence of employees/ officers due to various circumstances.

In terms of para 7.9 of Master circular No.10 "Special Casual Leave" and instructions issued by DOP&T from time to time, the following guidelines regarding treatment of the period of absence of officers/employees due to lockdown are issued:

SL NO.	REASON OF ABSENCE FROM ROSTERED DUTY	TREATMENT	AUTHORITY / REMARKS
1	Total lockdown – No trains/public transports available.	Special Casual Leave	(Para 7.9(i) of Master Circular No.10)
2	Lockdown – but staff roster is limited to a ceiling of 33% of total strength.	Leave due/Duty	The controlling officer can decide it as Leave due/Duty on the basis of clarification from individual employee regarding inability to attend office on the rostered day.
3	Lockdown – but staff roster is limited to a ceiling of 50% of total strength.		
4	Employees residing in containment zone.	Treated as Working from Home / Duty	Para 4 of PBC No.56/2020
5	Officers/Employees those who are 55 years and above or if they or their wards or relatives staying with are suffering from Co-morbidities like Diabetics, Heart Diseases, Cancer and who are under Immune suppressive Medication, Pregnant Women, persons with disabilities (Divyangjan) allowed to work from home.	Treated as Duty	Para 3 of PBC No.56/2020 and PBC No.82/2020
6	Employees whose colleagues/family members were tested positive and advised to be on home quarantine.	Treated as Duty	Para 2 of PBC No.55/2020
7	Employees found tested positive and also on Hospital/institutional quarantine / home quarantine due to other reasons.	Treated as Duty	Para 20 of MHA order dt.15.04.2020 enclosed to PBC No.56/2020

8	Employees who has left for other stations including other states with permission to leave headquarters and unable to return back due to all roads are blocked and unable to get ePass from their local authorities.	Treated as SCL	Para 7.9(iii) of Master Circular No.10
9	Employees who has left for other station including other states without permission to leave headquarters and unable to return back due to restrictions to travel and difficulty in obtaining e-Pass from appropriate local authorities	Leave Due	
10	Employees who proceeded on duty and not able to return to headquarters due to lockdown restrictions.	Treated as Duty	

In terms of Tamilnadu GO (MS)No. 451 dated 29/06/2020, all the offices including Central Government Offices in Chennai, Tiruvallur, Chengulpet and Kancheepuram districts will function with 50% of employees from 06/07/2020 to 31/07/2020 as detailed in PBC No.77/2020 dated 19/05/2020.

In view of the above clarifications, the drawal of increment as on 1<sup>st</sup> July, 2020 may be allowed for duty/Work from Home/Special Casual Leave accordingly, duly disallowing for absence/recorded leave.

The clarifications contained in this letter are provisional subject to further orders/guidelines issued by Railway Board

This issues with the approval of PCPO/IC.

  
(S. Janakiraman) 01.07.2020.

Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

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