



दक्षिण रेलवे/ **SOUTHERN RAILWAY**

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

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 07-09-2020

पी बी सी सं/ PBC No: 149 / 2020

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 : Interim Procedure Order on regularization of absence during
COVID - 19 .

Ref . PB Circular No. 100 / 2020 dt. 01-07-2020 & PB Circular No
101 / 2020 dt. 02-07-2020.

For treating the period of absence / regularisation, provisional
instructions were issued vide references cited above and now Railway Board
vide their letter No.E(G) 2020/LE 2/I dated 03-09-2020 issued Interim
Procedure Order on regularization of absence during COVID - 19 lockdown
period. The same is enclosed for strict compliance.

Railway Board's letter dated 06-08-2020 referred to therein has
been circulated as PBC No. 140 / 2020.

संलग्न/Encl: as above

(T.R.MUKUNTHAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Gaz.
For Principal Chief Personnel Officer

प्रतिलिपि - Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI / System to upload in the website

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(G) 2020/LE 2/1

New Delhi dated 03.09.2020

**The General Managers,
All Indian Railways & Production Units,
GMs/NF Railway(Cons)
CORE/Allahabad/Metro Railway, Kolkata.**

Sub: Interim Procedure Order on regularization of absence during COVID-19 epidemic lockdown period.

DOP&T has issued a clarification vide their letter No.14029/5/2019-Estt (L)(Pt.2) dated 28/07/2020 on regularization of absence during COVID-19 epidemic lockdown period for Central Government employees who proceeded on leave with station leave permission but could not report for duty due to non-availability of public transport/flights and restrictions on inter/intra state movement of persons as per Ministry of Home Affairs' Orders from time to time, to contain the spread of COVID-19 pandemic in the country. A copy of this letter has been circulated to Zonal Railways for compliance vide Board's letter No. E(G) 2020/LE 2/1 dated 06/08/2020 (Copy enclosed).

It has been noticed that different Zonal Railways are following/adopting different procedure for regularization of absence of Railway employees during COVID-19 epidemic lockdown. In view of this, it has been decided to adopt a uniform interim procedure order over Indian Railways with a view to maintain and update leave records as per extant procedure. Therefore, it has been decided to regularize the absence during COVID-19 epidemic lockdown period as per following measures for only those situations which have not been covered under the above mentioned DOP&T's letter dated 28/07/2020 as an interim relief/measure till further clarification is received from DOP&T.

S.No.	Situations	The period of absence to be treated as
1	An employee remained in HQ but could not attend office due to lockdown, disruption of public transport or being in containment zone.	Duty.
2	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL).
3	An employee remained in quarantine due to Central/State Govt. instructions.	Special Casual leave (SCL).

4	An employee was advised by Railway Medical Authority to remain in quarantine.	Special Casual leave (SCL).
5	An employee who chose to remain in quarantine as a precaution.	Special Casual leave (SCL).
6	An employee who worked from home due to co-morbidity or underlying medical conditions as per Central/State Govt. instructions.	Duty only after permission of cadre controlling authority Otherwise leave as per normal rule..
7	An employee who was in HQ but did not turn up for duty on being called.	Absent, the period & pay may be decided as per normal rules.
8	An employee has left the headquarters without permission and later informed the office that he/she is not able to reach back to office due to lockdown	Special Casual Leave.
9	An employee stayed at home as a precautionary measure and later found to be COVID-19 positive	Special Casual Leave.
10	An employee, who has refused to attend office and insisted on working from home, despite his/her name is figuring in the roster and no underlying medical conditions.	Duty only after permission of cadre controlling authority. Otherwise treat the period as absent/ Leave as per normal rules.

Regularization of the above mentioned leave will require the counter signature of atleast JAG level officer. The ceiling of maximum Special Casual Leave may be limited to 30 days.

This issues with the concurrence of the Finance Directorate of Railway Board.

DA: As above.


3/9/20
(Anita Gautam)
Director Estt. (G)
Railway Board

---/---

No. E(G) 2020/LE 2/1

New Delhi, dated 03. 09. 2020

1. PFA, all Indian Railways and Production Units
- 2.. Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi (copy with 46 spares).

V. Gautam

For Financial Commissioner/Railways

No. E(G) 2020/LE 2/1

New Delhi, dated 03. 09. 2020

Copy forwarded to:

1. General Secretary, IRCA, New Delhi
2. Director General, National Academy of Indian Railways, Vadodara.
3. The Directors, IRICEN/Pune, IRIEEN/Nasik, IRIMEE/Jamapur, IRISSET/Secunderabad, IRITM/Lucknow, C-TARA/Secunderabad & JRRPF Academy/Lucknow.

Anita
3/9/20

(Anita Gautam)
Director Estt. (Genl.)
Railway Board

No. E(G) 2020/LE 2/1

New Delhi, dated 03. 09. 2020

Copy to:

1. The General Secretary, AIRF, 4, State Entry Road, New Delhi (with 35 spares).
2. The General Secretary, NFIR, 3, Chelmsford Road, New Delhi (with 35 spares).
3. The Secretary General, IROPOF (with 5 spares).
4. All members of the National Council/Department Council and Secretary, Staff Side, 13-C, Ferozeshah Road, New Delhi (with 90 spares).
5. The Secretary General, FROA, New Delhi (with 5 spares).

6. The General Secretary, RPF Association, Room No. 256 D, Rail Bhawan, New Delhi
7. The Secretary, RBSS, Group 'A' Officers' Association (with 5 spares).
8. The President, RBSS Group 'B' Officers' Association (with 5 spares).
9. The President, Indian Railways Group 'B' Officers' Association (with 5 spares).
10. The Secretary, Railway Board Ministerial Staff Association (with 5 spares).
11. The Secretary, Railway Board Non-Ministerial Staff Association (with 5 spares).
12. The Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi- 1
13. The Secretary General, National Federation of Railway Pensioners' Organization, 825, Supertech Residency, Sector 5, Plot No. 6A, Ghaziabad-201010.



For Secretary/Railway Board

Copy to: Sr.PPSs/PPSs/PSs/PAs to:-

MR, MOSR, CRB, FC, MTR, ME, MRS, MT, M(S&T), MMM, DG(HR), DG(RHS), DG(RPF), AM(S), AM(B), AM(CE), AM(C), AM(C&IS), AM(Elec), AM(F), AM(Plg), AM(Proj), AM(Sig), AM(MS), AM(Mech), AM(PU), AM(S), AM(T&C), AM(Tele), AM(T), AM(V), AM(Works), PED(Safety), DG/RHS, DG/RPF, Secretary, EDE(IR), ED(Plg), ED(A), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg), ED(Chg), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDEE(RS), EDE, EDE(RRB), EDE(N), EDE(Res.), EDF(C), EDF(E), EDF(S), EDF(B), EDF(RM), EDF(X)I, EDF(X)II, ED(H), ED(L&A)I, ED(LM), ED(MIS), EDE(GC), EDT(MPP), EDME(Chg), EDME (FR), EDME(Tr), EDME(TOT), EDME(Dev), EDME(W), EDPC-I, ED(Plg), ED(PP), ED(Proj), ED(Proj.)-DMRC, ED(RE), EDRE(S&T), EDRE(S), ED(SIG), ED(S&E), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED/TD, ED/Track(MC), ED/Track(P), ED(T&C), ED(CP), ED(PM), ED(PG), EDT(R), EDTC(FM), EDTT(M), EDTT(FM), EDTT(S), EDV(A), EDV(E), EDV(S), EDV(T), ED(W), IG/RPF(Hqs), IG/RS, JS, JS(C), JS(D), JS(E), JS(G), and JS(P), Railway Board. F(X)I, F(X)II, G(Acc.), LM(B), Sec.(E), Sec(ABE), E(NG)I, E(NG)II, E(Rep.)I, II, III, E(LR)I, II, III & LML-I Branches of Railway Board.