



SOUTHERN RAILWAY

No.P(R)436/P/Covid-19

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Dt. 13.04.2020
PBC No.55/2020

All concerned (As per Mailing List "A")

Sub: Fight against COVID-19 – Pandemic - Treating the period of absence/duty of Officers/Employees due to complete lockdown by Govt. of India - Reg.

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In view of complete lockdown pronounced by Government of India to protect the lives against the spread of pandemic COVID-19, treatment of the period absence/duty on account of various situations have to be dealt in terms of Para 7.9 of Master Circular No.10 and as per the following guidelines:

(A) Officers/employees who proceeded on duty/sanctioned leave as on 25.03.2020

1. Officers/employees who could not resume duty at headquarters after completion of duty at outstation and forced to halt at outstation due to suspension of trains/road traffic during the lockdown, the period of such forced outstation stay to be treated as on-duty.
2. Officers/employees who were on permission for leaving Headquarters and or on sanctioned leave on 25.03.2020 or after could not resume duty at headquarters due to suspension of trains/road traffic during the lockdown, the period to be treated as Special Casual Leave.

(B) Officers/employees who have been advised to quarantine themselves by the competent authorities due to various reasons and on account of avoiding of spreading the COVID -19:

Officers / employees who have been advised to quarantine themselves either on their homes or in special wards of various hospitals, as advised the competent authorities in order to avoid spreading of COVID-19, their salary may be drawn provisionally for the periods, subject to regularization at later date by the competent authorities.

(C) In view of the above situations and keeping the present scenario, the following instructions are to be followed for claiming the salary for the officers/employees for the month of April, 2020.

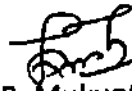
1. Salary/Stipend for April, 2020, may be drawn for all the existing officers/employees including trainees and apprentices, irrespective of the presence/absence on duty during the lockdown period, except those who were on

un-authorised absence from the duties since long (un-authorised absence prior to 25.03.2020). Overpayment involved found later, if any for the employees, will be adjusted in the regular salary of May 2020 or later.

2. List of such employees, who were on sanctioned leave/on duty at out-station/home quarantined/ hospital quarantined, should be reported upon to the Bill Drawing Officer by the Branch officers/ staff officers and a consolidated statement should be shared to DRMs/CWMs and also to be sent to PCPO and PFA for apprising the position to GM and Railway Board.

The orders contained in this letter are provisional and subject to further orders/guidelines to be issued by Railway Board and issues with the approval of PCPO

Encl: As above



(T. R. Mukunthan)
(Sr. Personnel Officer/Gaz)
for PCPO

Copy to: Secretary to GM (for kind information of GM)

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