



दक्षिण रेलवे / SOUTHERN RAILWAY

NO.P(R)420/P/Vol.VIII

प्रधानकार्यालय / Headquarters Office
कार्मिक शाखा / Personnel Branch
चेन्नै / Chennai - 600 003
दि. / Dated: 05 -11-2019

पी बी सी सं / PBC No. 255 / 2019

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:Reporting of unauthorised long absentees – system
improvement..

During Vigilance investigation it has been noticed that action are not being initiated in time by the field units in cases of unauthorised long absenteeism of the employees. As a result, the employee continue to remain unauthorised absent for abnormally long duration without notice or any action from administration.

A circular to all PB Officers in this connection were issued vide this office letter of even no. dated 02-01-2018, enclosing a copy of Shri D.K.Gayen, Member Staff letter No. E(MPP) 2017/Misc/21/8 dt. 13-11-2017 for the Review of Attendance and Absentees of employees. Copy of the above letter is also enclosed for reference. In order to identify the long absentees and to ensure their names are weeded out from the employee rolls, the following system improvement may be implemented immediately :

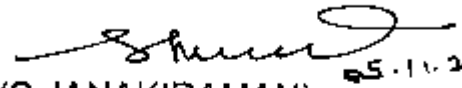
1.A list in the form of 'Unauthorised Long Absentee Report' may be submitted by all the offices / units along with the monthly muster roll position as per the format enclosed.

2.If any employee continues to be absent in unauthorised manner for more than 30 days, he or she may be listed in the above 'Unauthorised Long absentees Report'.

3.If an employee is absent for less than 30 days, the supervisor or OS / Ch.OS may decide on his own to place him or her in the above 'unauthorised long absentees report;.

4.It is also clarified that, an employee, who proceeded on a sanctioned leave and subsequently gone absent, his or her absenteeism shall be counted form the date of expiry of his leave. If sanction period of leave is extended, then his or her absenteeism shall be counted from the date of expiry of his extended leave.

Action on the above line may be taken by the respective offices including field units, in the ensuing MA Report to appraise the position to PCPO.



(S.JANAKIRAMAN)

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/Rules

For Principal Chief Personnel Officer

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

The Genl Secy / NFIR

UNAUTHORISED LONG ABSENTEES REPORT

For the month of:.....

Office Name:.....

Office In-charge Designation:

Following employees are long absent from this unit/ absent for more than 30-Days.

SI, No	Employee Details				Unauthorised absent since Date	Whether employee proceeded on Leave before his or her absenteeism	Remarks, if any
	P.F.No	Name	Desig.	HQ			

Checked by Supervisor/ OS/Ch.OS/Clerk:

.....

Signature of the office in-charge

Designation

Date:



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मुख्यालय Headquarters Office
कार्मिक शाखा Personnel Branch
चेन्नई: Chennai : 600 003

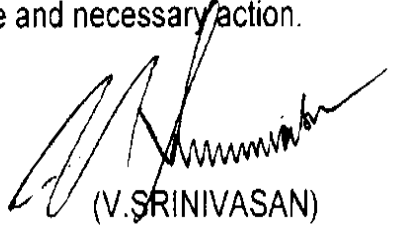
दि.Date :02 -01-2018

Sr.DPO / DPOs MAS, PGT, MDU, TVC, TPJ, SA
DyCPO / WPOs CW/PER, LW/PER, GOC, S&T/PTJ, Elec.Shop / PER
APO / EWS / AJJ. TM unit / RPM, Stores / PER

Sub :Review of Attendance and Absentee Employees.

A copy of Railway Board's letter No. E(MPP)2017/Misc./21/8 Dt. 13-11-2017 on the above subject is enclosed for information guidance and necessary action.

Encl. as above


(V.SRINIVASAN)
Senior Personnel Officer / Rules
For Principal Chief Personnel Officer

Copy to : All PB Officers / Hqrs / MAS

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सत्यमेव जयते



सत्यमेव जयते

पदेन सदस्य, भारत सरकार
रेल मंत्रालय
रेल भवन, नई दिल्ली-110 001
MEMBER STAFF RAILWAY BOARD
&
EX OFFICIO SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAIL BHAVAN NEW DELHI 110001

No.E(MPP)2017/Misc/21/B

Dated: 13th November, 2017

My dear GMs,

Sub:- Review of Attendance and Absentee Employees.

A drive should be launched to identify long absentees to ensure that their names are weeded out from the employee rolls after following due process. Following action is to be taken:-

1. A review should be conducted immediately and list made out of the unauthorisedly absent employees in each unit. The concerned departmental officer should be approached to initiate necessary action including DAR as necessary.
2. All Officers/Supervisors who sign the muster roll of staff working under them based on which the salary bill is prepared, should give a certificate that all the staff for whom the salary is being charged were physically present on duty during the period under question.
3. All supervisors in control of staff should give a certificate that they do not have any employee on their rolls who does not physically exist.

Random checks can also be conducted by a team, consisting of one inspector from the Personnel Department and one from the concerned Department.

Feedback in this regard should be submitted within the next one month latest by December 15, 2017.

With best wishes,

Yours sincerely,

(D.K. Gayen)

General Manager
All Indian Railways &