

SOUTH CENTRAL RAILWAY



Headquarters Office  
Personnel Branch  
Secunderabad

o.P[R] 420/VII

Dated: 08 -06-2020

.DPO/GTL

Sub: Regularisation of absent period of officers/staff due to lockdown  
w.e.f 23.03.2020 in view of COVID-19.

Ref: DRM/GTL's DO No. SCR/P-GTL/478/Mic dated 26.05.2020.

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Reference DRM/GTL's DO letter cited, the following clarifications are issued:

**Query No.1:** Staff who are attending the office from nearby station and making up and down journey, could not attend office due to lockdown. However they attended "work from home" for a few days i.e. bill processing period and later not attended any work and not reported for duty. How to treat the remaining period in which neither attended any duty from "home", which is out of his Headquarters.

**Clarification:** Para 7.9 of MC No.10 stipulates that "Special Casual Leave" can be sanctioned by the competent authority in case of (i) failure of transport facilities if the distance to be travelled is more than 5 Kms. to the place of duty and to disorganization of train services, when no other mode of transport is available to reach the place of duty. Therefore, employees who are staying away for more than 5 Kms. from the place of duty and due to non-availability of transport during the lockdown period can be sanctioned SCL at their request.

**Query No.2:** Staff who were relieved to other divisions/Railways on promotion/transfers before lockdown and not joined in the new place of posting and reported back to this division.

**Clarification:** In case of non-availability of transport during the lockdown period, Special Casual Leave (SCL) can be sanctioned at their request by the competent authority during the interregnum (i.e. from the date of relief to the date of reporting back to office) in terms of para 7.9 of MC No.10.

**Query No.3:** Staff who have been advised to remain in quarantine by the Medical Authorities and accordingly they left Headquarters for quarantine to their place of residence.

**Clarification:** The provision of grant of Quarantine leave under Rule 555 of IREC (old edition) was deleted vide ACS No.27 issued under Board's letter No. E(P&A)I-92/CPC/LE-3 dated 4.12.1992.

In case any employee has been advised by the Medical authority to remain in quarantine, such an employee has to necessarily apply for own leave. Further Para 2 (xi) of DOP&T's OM No.11013/9/2014-Estt. A.III dated 16/17.03.2020 also stipulates that the leave sanctioning authority can sanction leave whenever any request is made for self-quarantine as a precautionary measure.

**Query No.4:** *Employees who left headquarter with permission availing rest fallen sick and could not return to headquarter due to lockdown.*

**Clarification:** Para 7.9 of MC No.10 stipulates that SCL can be sanctioned by the competent authority in case of employees who proceeded on sanctioned leave but unable to return to place of duty owing to dislocation of train services. No other instructions are available in the matter. There is no provision to cover the situation as narrated by GTL division, for grant of SCL. Since employee has fallen sick at outstation and who could not return to HQ due to lockdown period it is felt that such an employee has to apply leave during the sick period for regularization of his absence.

**Query No.5:** *Employees sanctioned CL/CR and left headquarter without permission and could not report to duty on Monday i.e., 23.03.2020 due to lockdown and remained at their home town.*

**Clarification:** CL is granted to all employees to enable them to attend to sudden/unforeseen needs/requirement and a railway servant on CL is technically not treated as absent from duty. Compensatory Rest (CR) is normally granted to other than supervisory staff for the weekly rest foregone by them. Board's letter dt.08.01.1991 (SC No.10/91) envisages that no essential staff whether on "OFF" duty or on weekly rest or on leave should leave their headquarters stations without the permission of their immediate superior. Staffs connected with the working of trains are liable to be called on duty at any time and before leaving their home they should leave instructions behind as to where they may be found in the event of necessity. The grant of periodic rest does not include permission to leave headquarters. Such permission must be applied for in the usual manner and will be subjected to such restriction as are considered necessary in the interest of work by the immediate superior.

Where employees left headquarters without permission of the immediate superior and could not report to duty on Monday i.e., 23.03.2020 due to lockdown and remained at home have to apply their own leave for regularizing the absence period.

Further, in case of clarity from DoPT/Ministry of Railways subsequently on any of these situations, then suitable modification/relief would be permissible.

This issues with the approval of PCPO.

  
(G.Srinivasa Naik)

Secy. to PCPO

for Principal Chief Personnel Officer