



SOUTH CENTRAL RAILWAY
Headquarters,Personnel Branch
Rail Nilayam,Secunderabad -500 025

No. SCR/P.HQ/478/Covid.19

Date: 15.07.2020

All PHODs, DRMs/CWMs &
Extra Divisional Officers

Sub: Treating period of absence on Account of Covid-19

Ref: This office letter of even No. dt.01.04.20/09.04.20/17.06.20

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On account of restrictive conditions being imposed due to COVID-19, the employees working in different establishments of South Central Railway at times face difficulties in attending to the duties at allotted work place. Master Circular 10 provides for granting of special casual leave (SCL) in case where an employee is not able to attend office due to Bandh and other disturbances as already conveyed vide above referred letters. On some occasions, the offices are being closed down, on discovery of COVID-19 positive employee, for carrying out deep sanitization of work place, due to which the employees are not able to attend the office.

In order to streamline the handling of such cases on South Central Railway, the following instructions are hereby issued:-

1. Employee's Residence falling in Containment Zone:

The employee whose official residential address falls in the containment zone may be granted Special Casual Leave, for the period the locality is kept under containment by Statutory authorities. Necessary authority of declaring containment zone and its active period, to be submitted, along with application for granting Special Casual Leave.

2. Closing down of workplace as per Administrative Order:

When the work place is closed due to one or more employees are found to be COVID-19 positive, and the section/office is closed for certain duration for intensive sanitisation, with the approval of CWM/DRM/PHOD, the other employees may be granted Special Casual Leave as their non attending the office is on account of administrative order.

3. Employee found to be Covid positive:

When an employee is found COVID positive, his/her absence should be treated as 'leave due' and should be granted leave as requested on medical advice.

4. Officials with Direct/Indirect Contact with Covid positive patient in last 14 days:

In case, employees got in contact with Covid positive patient, they shall go for self home quarantine as per MHA/MoHF&W guidelines, the absence period will be treated provisionally as "Leave Due", subjected to further instructions, if any received from Railway Board in this regard.

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5. Employees on home quarantine for other reasons:

All officials may be advised to take care their own health and look out for respiratory systems/fever and, if feeling unwell should leave the workplace immediately after informing their reporting officers. They should observe home quarantine as per the guidelines issued by MoH&FW, GOI available at the following URL: mohfw.gov.in.

The leave sanction authorities are advised to sanction leave whenever any request is made for self quarantine as a precautionary measure by the employee.

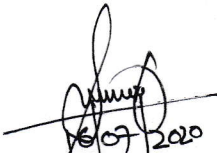
Leave sanctioning authority may grant commuted leave without production of medical certificate to those officials who are above 50 years of age and have underlying (co-morbidities) medical conditions and pregnant women.

6. Employee is absent on the date of muster:

When an employee is absent on the date of closure of muster, he/she should be treated as 'on duty' (except in cases of long unauthorised absence) and the absence should be treated as 'leave due' and his/her salary charged for the month. Remedial action should be taken in the subsequent month. The salary of the employee should not be stopped in such cases which would put the employee and their family to avoidable hardships.

7. These instructions shall be in force up to 15th September, 2020.

This has the approval of General Manager/SCR.


16/07/2020
(G.R.S.Rao)

Dy,CPO/Co-ord
for Principal Chief Personnel Officer