



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad

No. SCR/P-HQ/478/COVID-19

Dt : 03.09.2020.

All concerned

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

Ref: (1) Railway Board's letter No.E(G) 2020/LE 2/1 dated 06.08.2020 & 03.09.2020.

(2) DOPT's letter No.F.No.14029/5/2019-Estt.(L)(Pt.2) dated 28.07.2020.

(3) This office letter of even no dated 01.09.2020

A copy of Railway Board letter No. E(G) 2020/LE 2/1 dated 03.09.2020 on the above subject is forwarded for information and necessary action.

Regularization of Special Casual Leave requires the counter signature of at least a JAG level officer. The ceiling of maximum Special Casual Leave may be limited to 30 days.

Encl: As above.

(G.R.S.RAO)

Dy.CPO/Co-ord

For Principal Chief Personnel Officer

C/-GS/SCRES, GS/SCRMU
C/-President, AIOBCEA, AISCSTEA

} for information.

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

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

New Delhi dated 03.9.2020

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.

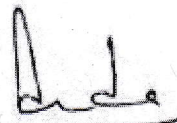
S.No.	Situations	The period of absence to be treated as
1	An employee remained in HQ but could not attend office due to lockdown, disruption of public transport or being in containment zone.	Duty.
2	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL).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



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad

No. SCR/P-HQ/478/COVID-19

Dt : 01.09.2020.

All PHODs, CAO/Con.
DRMs, SC, HYB, BZA, GTL, GNT & NED
CWMs/LGDS/GTPL, TPTY & S&T MFT
Extra Divisional Officers.

Sub: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.

Ref: (1) Railway Board's letter No.E(G) 2020/LE 2/1 dated 06.08.2020.
(2) DOPT's letter No.F.No.14029/5/2019-Estt.(L)(Pt.2) dated 28.07.2020.

A copy of Railway Board letter dated 06.08.2020 along with DOPT's letter No.F.No.14029/5/2019-Estt.(L)(Pt.2) dated 28.07.2020 is enclosed in regard to clarification on regularization of absence during COVID-19 epidemic lockdown period.

Encl: As above.



(G.R.S. RAO)

Dy.CPO/Co-ord

For Principal Chief Personnel Officer

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

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

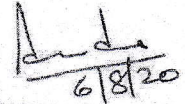
New Delhi dated 06/08/2020

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

**Sub: Clarification on regularization of absence during
COVID-19 epidemic lockdown period - regarding.**

A copy of letter No. 14029/5/2019-Estt.(L)(Pt.2) dated 28/07/2020 received from Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training on the above cited subject is sent herewith for information and compliance.

DA: As above.


6/8/20

**(Anita Gautam)
Director Estt. (G)
Railway Board**

F.No.14029/5/2019-Estt.(L)(Pt.2)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 28.07.2020

OFFICE MEMORANDUM

Subject: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.

This Department has been receiving several references/queries from 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. The matter has been considered and the following clarifications relating to regularization of period of absence during the period of lockdown are issued in the matter :-

Sl. No.	Situation	Clarification
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
3.	Government servants who left HQ on the week-end prior to lockdown, i.e. 20.03.2020 (Friday), but could not return to HQ on 23.03.2020(Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.

4. Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailement of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.
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2. All the Ministries/Departments and their attached/subordinate offices are directed to regulate the period of absence strictly as per above clarifications and unnecessary references to DoPT on the subject may be avoided.

Satyajit Mishra

(Satyajit Mishra)

Joint Secretary to the Government of India

To:

1. All the Ministries / Departments of Government of India.
2. NIC Cell, DoPT, with a request for uploading on the website of this Department.