



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad

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

Dt: 05.07.2021

All Concerned

Sub: Treatment/regularization of hospitalization/quarantine period during Covid-19 pandemic

Ref: 1. This office letter of even no. dated 03.09.2020 enclosing Railway Board letter dated 03.09.2020.
2. Railway Board letter No.E(G)2020/LE 2/1 dated 14.06.2021 enclosing DOPT OM dated 07.06.2021

Regularisation of absence period on account of Hospitalization/Home quarantine due to Covid-19 pandemic is being dealt with vide Railway Board's letter dated 03.09.2020 circulated vide Headquarter letter at ref (1) above. It was mentioned in this letter that the provisions under Railway Board's letter dated 03.09.2020 are subject to final decision of DOPT/Railway Board. These instructions have since been received under DOPT OM dated 07.06.2021 forwarded vide Railway Board letter dated 14.06.2021 (vide ref 2 above).

All units which have earlier regularised the absence period on account of Hospitalization/Home quarantine are required to re-call those order and issue fresh regularisation orders in terms of Railway Board's letter dated 03.09.2020 and DOPT OM dated 07.06.2021. Different situations have been visualised in both these orders and each case of absence should be dealt with in terms of these provisions.

Under Railway Board's letter dated 03.09.2020, Special casual leave of 30 days has been allowed for different situations. However, in view of revised DOPT order, these have been restricted to 15 days [20 days in case of home quarantine by Railway employee and followed by hospitalization – SN-2 of DOPT OM dated 07.06.21]. Further, special casual leave is only to be sanctioned when the employee does not have commuted leave in his/her balance. Wherever, commuted leave balance is available, sanction of SCL should be converted to commuted leave or a combination of commuted leave, SCL, LAP and EOL as required and as per the request made by the employee. SCL sanctioned over and above 15/20 days should be treated as commuted leave without supporting documents.

These instructions supersedes all other previous instructions on this subject.

This issues with the approval of General Manager.

(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/LE2/1/pt.2

New Delhi, dated: 14.06.2021

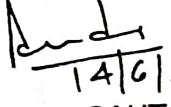
The General Managers,
All Zonal Railways/PUs

Sub: Treatment/regularization of hospitalization/quarantine period
during COVID-19 pandemic - regarding.

Ref: (i) Board's letter no. E(G) 2020/LE 2/1 dated 06.08.2020 &
03.09.2020.
(ii) DOP&T's OM No. 13020/1/2019-Estt.(L) dated 01.03.2021 &
07.06.2021.

Copies of Office Memorandum dated 01.03.2021 and 07.06.2021 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training on the above cited subject are being sent herewith for information and compliance please.

In view of the above, Railways are requested that the cases relating to regularization of absence during COVID-19 pandemic period may be examined in the light of the OM dated 28.07.2020, 01.03.2021 and 07.06.2021 of DOP&T and guidelines issued by MOH&FW and MHA from time to time at their own level.


14/6/21
(ANITA GAUTAM)
Director Estt. (General)

DA: As above

Old JNU Campus, New Delhi
Dated the 7th June 2021

OFFICE MEMORANDUM

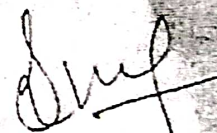
Subject- Treatment/regularization of hospitalization/quarantine period during COVID-19 Pandemic - regarding.

This Department has been receiving several references/queries requesting for clarification relating to treatment of the hospitalization/quarantine period during the COVID-19 pandemic. The matter has been considered, and keeping in view the hardships faced by the Government servants, it has been decided to treat the period of absence, in relaxation of CCS (Leave) Rules, 1972, as under:-

Sl. No.	Situation	Treatment of period of absence
(1)	When the Government servant himself is COVID Positive and is in home isolation/quarantine	(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report. (ii) If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.
(2)	When the Government servant himself is COVID positive, and is in home isolation and has also been hospitalized.	(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per Sl.No.1 above. (ii) In case of hospitalization beyond the 20th day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization. (iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.
(3)	When a dependent family member of Government servant is COVID-positive or parents.	(i) Shall be granted SCL of 15 days on production of COVID-positive report of dependent family member/parents. (ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the

	whether dependent or not, living with him are COVID positive.	Government Servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, he shall be considered for the leave due and admissible as per the CCS (Leave) Rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
(4)	When the Government Servant comes into direct contact with a COVID-positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, his attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he is working.
(5)	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

2. These orders shall be applicable w.e.f. 25.03.2020 and shall continue until further orders. The past cases, wherever settled, shall be re-opened if the same is beneficial to the Government servant, and where he makes a request in writing for review.


(Sunil Kumar)

Under Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoPT – with a request for uploading on the website of this Department.

No. 13020/1/2019-Estt(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 01.03.2021

OFFICE MEMORANDUM

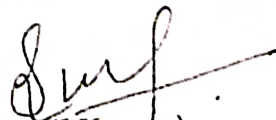
Subject:- Clarification on regularization of absence during COVID-19 pandemic lockdown period - regarding.

This Department has been receiving several references requesting for clarification relating to regularization of absence during COVID-19 epidemic lockdown period.

2. In this regard, it is stated that this Department has already issued a clarification on regularization of absence during COVID-19 lockdown period vide DoPT's OM no. 14029/5/2020-Estt.(L)(pt.) dated 28.07.2020 (copy enclosed).

3. It is further clarified that this Department's OM dated 28.07.2020 has been issued in view of the circumstances that the country is going through due to COVID-19 situations and the unavoidable problems faced by the Government employees in different sectors under the Government of India. A general terminology has been adopted to cover all kinds of problems faced by the employees due to COVID-19 situation. The said OM may not touch all specific circumstantial problems faced by all employees under the Government of India; however, an interpretation of such circumstances in congruence with the clarification made in the above OM is adoptable.

4. Therefore, all Ministries / Departments may examine cases relating to regularization of absence during COVID-19 lockdown period in the light of this Department's OM dated 28.07.2020 referred to above and the guidelines issued by the Ministry of Health and Family Welfare and Ministry of Home Affairs from time to time.


(Sunil Kumar)

Under Secretary to the Government of India

To:

All Ministries/Departments as per standard mailing list

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.

1.	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.	Curtailment 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.



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, AISCSTE A

} 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.

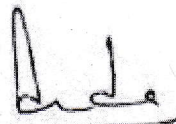
S.No.	Situations	The period of absence to be treated as
1	An employee remained in HQ but could not attend office due to lockdown, disruption of public transport or being in containment zone.	Duty.
2	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL).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

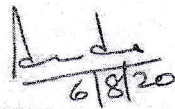
New Delhi dated 06/08/2020

**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

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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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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.