



NORTH CENTRAL RAILWAY EMPLOYEES SANGH



Registered, Recognised & Affiliated to N.F.I.R. & I.N.T.U.C.
Central Office : 464/B, Nawab Yusuf Road, Allahabad (U.P.)

No :138 /NCRES/20

Date : 12.7.2020

श्रीमान महाप्रबंधक
नार्थ सेन्ट्रल रेलवे, प्रयागराज

विषय:- कोविड-19 के दौरान विभिन्न परिस्थितियों में डियूटी पर न आ पाने को विशेष आकस्मिक अवकाश माने जाने हेतु स्पष्ट दिशा-निर्देश जारी करने हेतु।

- सन्दर्भ:- (i) RDSO लखनऊ आफिस आर्डर संख्या 18/2020 दिनांक 18.6.2020
(ii) SWR का पत्र संख्या SWR/(P).72/COVID-19 दिनांक 25.6.2020
(iii) WCR का पत्र संख्या WCR/P.HQ/Ruling/COVID-19 दि० 30.6.2020

महोदय,

अवगत कराना है कि वैश्विक महामारी कोविड-19 के लाक डाउन एवं अनलाक-1, 2 के दौरान ऐसी तमाम विभिन्न परिस्थितियाँ बनी है जहाँ कर्मचारी चाह कर भी डियूटी पर आने में असमर्थ रहा है। ऐसे में स्पष्ट दिशा-निर्देशों के अभाव में NCR के विभिन्न मंडलों में कहीं कर्मचारी को स्पेशल कैजुअल लीव दी जा रही है एवं कहीं उसकी स्वयं की छुट्टी काट ली जा रही है।

NCRES को अवगत कराना है कि माननीय प्रधानमंत्री द्वारा दिनांक 22 मार्च 2020 को 7 बजे से 21 बजे तक का "जनता कर्फ्यू" घोषित किया गया था और दिनांक 22.3.2020 को ही उसे 3 दिन के लिये बढ़ा दिया गया, इसी बीच प्रधानमंत्री द्वारा दिनांक 24.3.2020 को 20 बजे, दिनांक 25.3.2020 के 00 hrs से पूरे देश में 21 दिन का सम्पूर्ण लाकडाउन घोषित किया गया।

दिनांक 22.3.2020 (रविवार) छुट्टी का दिन होने और "जनता कर्फ्यू" की गम्भीरता के कारण जिन कर्मचारियों का परिवार कार्यस्थल से 100-200 KM की परिधि में रहता था, उनमें से ज्यादातर कर्मचारी अपने परिवार के पास दिनांक 21.3.2020 को ड्यूटी खत्म करने के बाद, यह सोच कर चले गये थे कि वे दिनांक 23.3.2020 (सोमवार) को ड्यूटी स्थल पर पहुँच जायेंगे लेकिन वो सभी "जनता कर्फ्यू" की अवधि बढ़ने से लाक डाउन के कारण अपने कार्यस्थल पर नहीं पहुँच पाये।

इसके अतिरिक्त लाकडाउन के पूर्व तमाम कर्मचारी छुट्टी लेकर अथवा अगले दिन साप्ताहिक विश्राम के कारण अपने सुपरवाइजर से टेलीफोन द्वारा हेडक्वाटर लीव की स्वीकृति लेकर अथवा विशेष परिस्थितियों में बिना हेडक्वाटर लीव की अनुमति के हेडक्वाटर से बाहर अपने परिवार के पास चले गये और लाकडाउन के कारण वे हेडक्वाटर वापस नहीं आ पाये।

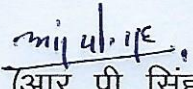
इसी प्रकार लाकडाउन के दौरान एवं बाद में कन्टेनमेन्ट जोन में रह रहे कर्मचारियों को ड्रियूटी पर आने नहीं दिया गया। इसके अतिरिक्त तमाम कर्मचारी कार्यालय में कार्यरत अथवा किसी पाजिटिव परिचित के सम्पर्क में आने के कारण क्वारनटीन हो गये या अपने घर में प्रदेश के बाहर से आये किसी रिश्तेदार के कारण उन्हें क्वारनटीन में रहना पड़ा।

उपरोक्त सभी परिस्थितियों के सम्बन्ध में नार्थ सेन्ट्रल रेलवे के हेडक्वाटर द्वारा कोई स्पष्ट दिशा-निर्देश जारी न किये जाने के कारण विभिन्न मण्डलो/कार्यालयों में कर्मचारियों के साथ अलग-अलग व्यवहार करते हुये कहीं पर कर्मचारियों को Spl. CL दिया गया और कहीं पर उनकी स्वयं की छुट्टी काट ली गई जिसके कारण वर्कशापो, शेडो, कार्यालयों एवं अन्य स्थानों पर कार्यरत कर्मचारियों में बहुत असंतोष है।

यह भी अवगत कराना है कि भारत सरकार, रेल मंत्रालय के संस्थान RDSO ने दिनांक 18.6.2020 को, SWR ने दिनांक 25.6.2020 को और WCR ने दिनांक 30.6.2020 को आदेश जारी कर उपरोक्त तरह की परिस्थितियों में अपने कर्मचारियों के वेतन से कोई कटौती न कर उन्हें Spl. CL की सुविधा प्रदान किया लेकिन खेद के साथ अवगत कराना पड़ रहा है कि उपरोक्त तरह की परिस्थितियों में नार्थ सेन्ट्रल रेलवे में कर्मचारियों को Spl. CL नहीं दिया गया।

अतः NCRES का अनुरोध है कि RDSO एवं अन्य रेलवे की भांति नार्थ सेन्ट्रल रेलवे में भी कोविड-19 के कारण उत्पन्न उपरोक्त विभिन्न परिस्थितियों में ड्रियूटी पर न आ सकने वाले कर्मचारियों को स्पेशल कैजुवल लीव दिये जाने हेतु स्पष्ट दिशा-निर्देश जारी करने के लिये उचित आदेश करने की कृपा करे।

- संलग्न:- (i) RDSO, लखनऊ का पत्र दिनांक 18.6.2020
(ii) SWR का पत्र दिनांक 25.6.2020
(iii) WCR का पत्र दिनांक 30.6.2020


(आर. पी. सिंह)
महामंत्री

प्रतिलिपि :- प्रधान मुख्य कार्मिक अधिकारी, नार्थ सेन्ट्रल रेलवे, प्रयागराज

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RESEARCH DESIGNS & STANDARDS ORGANISATION
MANAK NAGAR, LUCKNOW

No. ED Admn-II/Misc./2020

Dt. 18.06.2020

OFFICE ORDER NO.18 OF 2020

Subject: - Treatment of period of absence from the place of duty of a RDSO employee during the period of lockdown due to spread of pandemic of Covid-19.

Clarifications have been sought from different quarters in RDSO from this office regarding how a period of absence of a staff/officer from the work place/HQ be treated due to nationwide lockdown. This matter has been engaging the attention of this office for quite some time. The instructions issued by the Railway Board, enshrined in Master Circular - 10, regarding dealing with period of absence due to unusual circumstances giving rise to a situation beyond one's control where a staff is unable to attend office have also been referred.

Due regard has also been given to the fact that the provisions of the Disaster Management Act, 2005 were invoked in the entire country by the Government of India to deal with the situation and a slew of instructions were issued not only from the Railway Board but also from Ministry of Home Affairs, Ministry of Health and Family Welfare and Ministry of Personnel & Department of Personnel and Training in addition to a battery of instructions issued separately by various State governments in general and by the UP state government in particular. All these instructions prescribed various ways and precautions to be taken by an individual under different circumstances during this period of lockdown in order to manage and contain the spread of COVID-19 disease.

It has also been kept in notice while issuing these instructions that due to prevailing unusual circumstances, the lockdown was extended from time to time and eased in a phased manner allowing opening of offices, movement of persons and public transport in a phased manner. The communication of instructions was also not in a usual way. The types of cases of absence that have come to the notice of this office are categorised below and the manner in which that period is to be treated has been mentioned as under:-

SN	Types of absence	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 a containment zone.	Duty; work from home.
2	An employee went on tour before lockdown and could not return back.	Spl CL
3	An employee went outstation before lockdown with/without HQ leave permission, but could not return back due to Lockdown.	Spl CL
4	An employee went on leave with/without HQ leave permission during lockdown, but could not return back due to extended Lockdown.	Leave as per sanction & Spl CL thereafter.

5	An employee was asked to remain in quarantine on return from outstation duty.	Spl CL
6	An employee remained in quarantine due to Central/State Govt instructions.	Spl CL
7	An employee was advised by Railway Medical Authority to remain in quarantine.	Sick period.
8	An employee who chose to remain in quarantine as a precaution.	Leave as due ; on request.
9	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.
10	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.

In cases other than above or for any further clarifications, Personnel Directorate may please be approached. These instructions are applicable in case of officers also.

This issues with the approval of Chief Personnel Officer.

Digitally signed by BRAJESH KUMAR PANDEY
 BRAJESH KUMAR PANDEY
 Date: 2020.06.18 16:37:26 +0530'

(Brajesh Kumar Pandey)
 Senior Personnel Officer-I
 For Chief Personnel Officer

-:Distribution:-
 As per standard mailing list.

दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

प्रधान कार्यालय, रेल सौधा
Headquarters Office, Rail Soudha
कार्मिक विभाग/Personnel Department,
गदग रोड, हुब्लि/Hubballi - 580020
दिनांक/Date:25.06.2020

No.SWR/(P).72/COVID-19

CAO/CN/BNC,
All PHOD's/CHOD's/SWR
DRMs/UBL,SBC & MYS,
CWMs/UBLS & MYSS

- Sub:** Treatment of period of absence from the place of duty during the period of lockdown due to COVID-19.
- Ref:** 1) GS/SWRMU letter No.SWRMU/CO- dated 28.5.2020.
2)This Office letter of even number dated 28.4.2020.
3)This Office letter No.SWRMU/ P.694/SWRMU/Corres/ 2020 dated 19.3.2020.

Clarifications have been sought by Divisions/Units in SWR from this Office regarding how the period of absence of staffs/Officers from work place/HQ be treated in the context of nationwide lockdown during COVID-19 pandemic. Keeping in view extant instructions contained in Master Circular-10 and those issued by concerned Ministries/Departments in Government of India, implementation of provisions of Disaster Management Act, 2005 by State & Central Governments, it has been decided to treat the different categories of absence from duty as follows:-

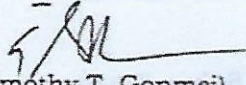
Sl. No.	Type of absence	The period of absence to be treated as
01.	An employee remained in HQ but could not attend Office due to lockdown, disruption of public transport or being in containment zone.	Duty; work from home.
02.	An employee went on tour before lockdown and could not return back.	Special Casual Leave (SCL)
03.	An employee went outstation before lockdown with/without HQ leave permission, but could not return back due to Lockdown.	Special Casual Leave (SCL)
04.	An employee went on leave with/without HQ leave permission during lockdown, but could not return back due to extended lockdown.	Leave as per sanctioned & SCL thereafter
05.	An employee was asked to remain in quarantine on return from outstation duty	Special Casual Leave (SCL)
06.	An employee remained in quarantine due to Central/State Govt. instructions.	Special Casual Leave (SCL)

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Sl. No.	Type of absence	The period of absence to be treated as
07.	An employee was advised by Railway Medical Authority to remain in quarantine	Special Casual Leave (SCL)
08.	An employee who chose to remain in quarantine as a precaution	Special Casual Leave (SCL)
09.	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
10.	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

Note: The above guidelines are affected from 20.3.2020.

This issues with the approval of Principal Chief Personnel Officer.


(Timothy T. Gonmei)
मुकाधि/CPO/Admin.

कृते प्रधान मुख्य कार्मिक अधिकारी /for PCPO

- C/- Sr.DPO/UBL, SBC & MYS - for information and n.a.
 - Dy.CPO/CN/BNC - for information and n.a.
 - WPO/UBLS & MYSS - for information and n.a.
 - All Personnel Officers/HQ -for information and n.a.

- GS/SWRMU-For information with reference to lt. No.SWRMU/CO
 dt.28.5.2020.
 - GS/ AISCTREA & AIOBCREA-For information.



West Central Railway

Head Quarters Office
Personnel Branch
Jabalpur

Dated 30.06.2020

No.WCR/P.HQ/Ruling/COVID-19

All PHOD
DRM (P) JBP, BPL, KTT
CWM/CRWS/BPL, WRS/KTT

Sub:- Treatment of period of absence from the place of duty during the period of lockdown due to COVID-19.

- Ref:- 1. This office letter No. WCR/HQ/Personnel/COVID-19 dated 15.04.2020
2. This office letter No. WCR/P.HQ/COVID-19 dated 19.04.2020
3. President, WCREU/HQ Branch/WCR/JBP's letter No. WCREU/HQ Branch/80/General dated 19.06.2020

Clarifications have been sought by Divisions/Units over WCR regarding how the period of absence of staffs/officers from work place/HQ be treated in the context of nationwide lockdown during COVID-19 pandemic. Keeping in view the extant instructions contained in Master circular No. 10 and issued by concerned Ministries /Departments of Government of India and provision concerning implementation of Disaster Management Act, 2005 by State & Central Governments, it has been decided to treat the different categories of absence from duty as follows:-

Sr. No.	Type of absence	The Period of absence to be treated as
01.	An employee remained in HQ but could not attend office due to lockdown, disruption of public transport or being in containment zone.	Duty; work from home.
02.	An employee went on tour before lockdown and could not return back.	Special Casual Leave (SCL).
03.	An employee went outstation before lockdown with/without HQ leave permission, but could not return back due to Lockdown	Special Casual Leave (SCL).
04.	An employee went on leave with/without HQ leave permission during lockdown, but could not returned back due to extended lockdown.	Leave as per sanctioned & SCL thereafter

05.	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual Leave (SCL)
06.	An employee remained in quarantine due to Central/State Govt. instructions.	Special Casual Leave (SCL).
07.	An employee was advised by Railway Medical Authority to remain in quarantine.	Special Casual Leave (SCL)
08.	An employee who chose to remain in quarantine as a precaution	Special Casual Leave (SCL)
09.	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.
10.	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

Note: For Item No. 03 & 04 above, employee who have left Head Quarter or went on leave without Head Quarter Leave permission should also be taken up under DAR by their respective Controlling Officer.

Purnima

(Purnima Jain)

Dy. Chief Personnel Officer/HQ.

For PCPO/WCR/JBP

C/- Secy. To GM/WCR : for kind information of GM.

Zonal Secretary, WCREU; WCRMS; AISCSTREA; WCROBCREWA