



दक्षिण पूर्व मध्य रेलवे

मंडल कार्यालय
कार्मिक विभाग

बिलासपुर - 495 004

दू.मा. : 62430 , 07752.247030

फैक्स : 62934 , 07752.247030



SOUTH EAST CENTRAL RAILWAY

Divisional Office

Personnel Department

Bilaspur - 495 004

Tele : 62430 (Rly) , 07752-247030 (DOT)

Fax : 62934 (Rly) , 07752-247030 (DOT)

No.E/GE/R/Misc/BSP Divl./Lockdown

Dated : 08.05.2020

**The Branch Officers,
S.E.C. Railway - Bilaspur**

Sub: Treatment of absence period of officers/staff due to lockdown w.e.f. 25/3/2020.

Ref: (1) This office letter of even No. dated **09.04.2020**.

(2) DC&JGS/SECRMC/BSP 's letter No. SECRMC/CENT/BSP/DRM/Master Circular/2020/76, Dt. 28.03.20.

In supersession to this office earlier letter of even No. dt. 09.04.2020 and in reference to the orders contained in Ministry of Home affairs order No. 40-3/2020-D dtd 24.03.2020 a complete lockdown was made effective w.e.f. **25.03.2020** to combat the spread of pandemic COVID-19, Keeping in view the present scenario, the following guidelines are issued for compliance by all **Bill Compiling Officers**/staff and to streamline the process of drawl of wages during the lockdown period.

1. Rly. servant who were **on duty out-side their headquarters** and could not return to their respective Headquarters due to disruption of transportation and subsequent lockdown. The period since lockdown i.e., 23-03-2020 to till they report back to HQs will be treated as **"ON DUTY"**.
2. Officers/staff of this **Railway who proceeded on sanctioned leave with HQ leaving permission as on 23/3/2020** and have not been able to return to their respective place of duty owing to interruption of train service and road communication etc., their absence from HQ during lockdown period may be treated as **Special Casual leave**.
3. The employee who were **long absentee/unauthorized absent/sick without commutation** will be treated as **'ABSENT'** and their salary has not been drawn.
4. Employees who were advised to be on **self quarantine** for this spell for the period from 23rd March 2020 onwards till orders for **"Work from Home"** for the present their salary may be drawn for the said period. However, regularization of period will be decided later on in due course.
5. **Trainee** who were attending training before Lockdown and whose training has been discontinued from 23-03-2020 onwards will be treated as on extended period of training and good continue to draw stipend for this period. It is noticed from the Muster Roll of Trainee ALPs at ELTC/USL they have being marked as "LWP" for the period from 23-03-2020 and onwards, Principal, ELTC/USL has been requested to provide a revised muster roll for the trainees so that stipend can be drawn.
6. The employees who are joined from leave/ family member who have returned from other places subsequently have to report to CMS/nearest Rly. Doctor for further quarantine and such staff will be placed on home quarantine and the period will be treated as **"SCL / Work from home."**

This has the approval of DRM.

(A.V.S. Nehru)

Divisional Personnel Officer
S.E.C. Railway - Bilaspur

08/5/2020

Copy to:

- 1) PS to PCPO/SECR/BSP for kind information
- 2) DRM, ADRM-I, ADRM-II for kind information.
- 3) DC/SECRMC, Divl. Secys- All registered Associations.

For, Sr Divisional Personnel Officer