



दक्षिण पूर्व मध्य रेलवे

मंडल कार्यालय
कार्मिक विभाग

बिलासपुर - 495 004

दू.भा. : 62430 , 07752-247030

फैक्स : 62934 , 07752-247030



SOUTH EAST CENTRAL RAILWAY

Divisional Office

Personnel Department

Bilaspur - 495 004

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

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

Dated : 04.06.2020

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 & 08.05.2020.

(2) PCPO/SECR/BSP's letter No.P-HQ/RUL/125/3(Vol.II)/9053, Dt.26.05.2020 and even No.9054, Dt.27.05.2020.

In continuation to this office earlier letter of even No. dt.09.04.2020 & 08.05.2020, now as **lockdown-4.0** to combat the spread of pandemic COVID-19 has **ended on 31.05.2020** and **unlock-1.0** has started from **01.06.2020** and inter-district and inter-state road and railway transport has started. 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. Officers/staff of this **Railway who proceeded on sanctioned leave with HQ leaving permission** are advised to report and join back duty **or** has to apply for their own leave for the period from **01.06.2020**.
2. If family member(s) who have returned from other places subsequently under home quarantine, such employees has to avail his/her own leave after **31.05.2020** except administrative office staff.
3. Employees working under you may be advised to refrain from attending the office if their residence falls within the geographical jurisdiction of containment zones notified by the state Govt. / District Admn. from time to time. A copy of notification No.597/नि.सा./स./खा./2020 Dt.25.05.2020 issued by Health and Family Welfare Deptt. of state Govt. where in delineating zones and containment zones in Chhattisgarh is enclosed for ready reference and further necessary action please.
4. Head of each office may ensure to collect residential address of all employees working under them, if not already available and ensure that no employee residing in the notified containment zone is attending the office. All such staff shall be working from home till the area is de-notified with the stipulation that they shall be available on telephone and electronic means of communications during the office hours.

This has the approval of DRM.

Encl: 01 page.


(A.V.S. Nehru) 04/6/2020

Divisional Personnel Officer
For, Sr. Divisional Personnel Officer

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