

दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

प्रधान कार्यालय, रेल सौधा

Headquarters Office, Rail Soudha
कार्मिक विभाग/Personnel Department.

गदग रोड, हुबल्लि/Gadag Road,
Hubballi - 580020

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

दिनांक/Date:25.06.2020

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)

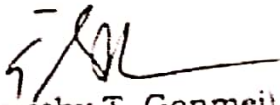
SOUTH WESTERN RAILWAY

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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.