

SOUTHERN RAILWAY

Divisional Office
Personnel Branch
Palakkad - 678 002

No. J/P.721/Co-Ord

Dt.15.04.2020

All Supervisory Officials/PGT Division

Sub: Fight Against Covid - Pandemic - Treating the period of absence/Duty of Officers/Employees due to complete lockdown by Govt. of India.

Ref: PCPO/MAS Lr. No. P(R)436/P/Covid-19 Dated 13.04.2020(PBC 55/2020).

PCPO/MAS has issued the following guidelines regarding the treatment of the period of absence/duty on account of various situations arising out of lock down.

(A) Officers/Employees who proceeded on Duty/Sanctioned Leave as on 25.03.2020

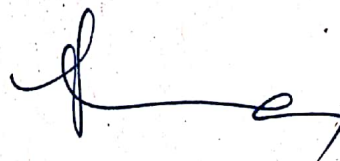
1. Officers/Employees who could not resume duty at Headquarters after completion of duty at outstation and forced to halt at outstation due to suspension of trains/road traffic during the lockdown, the period of such forced outstation stay to be treated as **ON DUTY**.
2. Officers/Employees who were on permission for leaving Headquarters and or on sanctioned leave on 25.03.2020 or after could not resume duty at Headquarters due to suspension of trains/road traffic during the lockdown, the period to be treated as **SPECIAL CASUAL LEAVE**.

Officers/Employees who have been advised to quarantine themselves by the competent authorities due to various reasons and on account of avoiding spreading the COVID-19.

Officers/Employees who have been advised to quarantine themselves either on their homes or in special wards of various hospitals, as advised by the competent authorities in order to avoid spreading of Covid-19, their salary may be drawn provisionally for the periods, subject to regularization at a later date by the competent authorities.

(B) In view of the above situations and keeping the present scenario, the following instructions are to be followed for claiming the salary for the officers/employees for the month of April 2020.

Salary/Stipend for April 2020 may be drawn for all the existing Officers/Employees including trainees and apprentices, irrespective of the presence /absence on duty during the lockdown period, except those who were on unauthorized absence from the duties(also unauthorized absence prior to and continuing 25.03.2020). Overpayment involved found later, if any, pertaining to the above period will be recovered in regular salary of May 2020 or later.



The orders contained in this letter are provisional and subject to further orders/guidelines issued by Railway Board/Head Quarters/MAS.

All supervisory officials are advised to follow the above instructions scrupulously and also send a list of such employees, who were on sanctioned leave/on-duty at outstation/home quarantined/hospital quarantined, to Personnel Branch to put up a consolidated statement to DRM/PGT and also send to PCPO/MAS for apprising the position to GM and Railway Board.

All statements is to be prepared in A4 size paper and duly signed, to be forwarded only in PDF format to the WhatsApp Nos given below.

Depts	Bill Units	WhatsApp No.
Mechanical, Electrical, TRD, Loco Running, S&T & Medical	0605- 051, 056, 151, 153, 155, 161, 166, 172, 349, 426, 430, 449, 551, 599, 648, 699	9447931803 (Shri. KP Asokan, Ch.OS) 9746763608 (Shri. Pampadasan, Ch.S&WI)
SM category, PMA, PMB, SHM, Traffic Controllers, TE category, CC category, ECRC category, TNCs, Bungalow Peons, Record Sorters, Peons	0605- 103, 104, 105, 106, 107, 108, 549	9495851379 (Smt. Bridget, Ch.OS) 9746763611 (Shri. K Prasanth, Ch.S&WI)
Engineering Units	0605- 242, 236, 239, 304, 234, 235, 289, 233, 103, 233, 230, 229, 228, 311, 310	Respective PBCs to prepare and hand over to Ch.OS.Engg/PB

(R Krishnan)

Assistant Personnel Officer/E
For Sr. Divisional Personnel Officer/PGT

Copy to:

PS to DRM & ADRM – for kind information of DRM & ADRM

All Branch Officers/PGT Division

DSs, SRMU, AISCSTREA, AIOBCREA /PGT