

भारत सरकार (GOVERNMENT OF INDIA)

रेल मंत्रालय (MINISTRY OF RAILWAYS)

रेलवे बोर्ड (RAILWAY BOARD)

No.2020/E(GR)II/16/1

New Delhi, dated 12.11.2020

**The Director General,
National Academy of Indian Railways (NAIR)
Lalbaug, Vadodara,
Gujarat-390 004**

**Kind Attn. Mr. Anurag Meshram, Prof. Relation Management
(Email id: prm@nair.railnet.gov.in)**

Sub: Extra-Ordinary Leave (EOL) to ADMO Probationers recruited in Indian Railways Health Service (IRHS) through Combined Medical Services Examination (CMSE) - Joining NAIR due to COVID-19 Pandemic - regarding

**Ref:- (i) NAIR's letters No.EP/NAR/CTRG/IRMS/2015/DK dated 17.06.2020
(ii) NAIR's letters No.EP/NAR/CTRG/IRMS/2015/GY dated 17.06.2020
(iii) NAIR's letters No.EP/NAR/CTRG/IRMS/2015/SR dated 15.07.2020
(iv) NAIR's letters No.EG/NAR/CTRG/IRHS/2016/BK dated 22.07.2020
(v) NAIR's letters No.EP/NAR/CTRG/IRHS/2013/KSR dated 28.08.2020**

Please refer to the correspondence resting with NAIR's letters under reference on the subject mentioned above.

2. The cases referred by NAIR have been examined in consultation with Directorates concerned (Health, E(P&A) and Finance), Railway Board. Instructions regarding handling the exigencies brought to notice already exist. NAIR is, therefore, advised to take further necessary action as deemed fit as per Board's letters/authority as indicated in the table below in juxtaposition: -

S. No.	Issue	Authority to deal with such cases	Further Action recommended
1	ADMOs (Prob.) of CMSE 2014-2017 exam batch whose sanctioned EOL (for pursuing PG course) has expired recently i.e. during lockdown or is about to expire shortly and who request for extension of EOL for completing their PG exams delayed on account of COVID pandemic.	Under the delegated powers contained in Board's letter No. 2001/E(GR)II/7/13 dated 26/29.03.2004, 2015/E(GR)II/7/2 dated 03.02.2015 (Copies enclosed), and First Schedule of Chapter 5 of IREC Volume I - Rule 531 (1)(a) read with Note 3 under Rule 530 of IREC Volume I, which prescribes that, in any case, all kinds of leave taken together shall not exceed 05 years in one spell (copies enclosed)	Eligible probationers may be allowed extension of EOL by DG/NAIR till completion of their PG or upto 31.12.2020, whichever is earlier. Thereafter, these probationers should report to NAIR and should be directed for field training. However, they may be given leave subsequently, in accordance with leave rules, to cover the period of their viva voce/PG practical exams only (if any). This will only be a temporary measure to provide relaxation to ADMO (Prob.) of CMSE 2014-2017 exam batch on EOL (Study Purpose) whose PG exam schedule has been disturbed due to COVID pandemic, thereafter status quo ante will be restored.
2	ADMOs (Prob.) who have passed/completed PG course and whose sanctioned	Regularisation of period of absence during the period of lockdown due to COVID-19 Pandemic may be dealt with in terms of Board's	These probationers may be directed to report immediately to NAIR and they should be directed for Field Training/FC without referring such cases to



	EOL expired during nation-wide lockdown on account of COVID-19 Pandemic and could not join NAIR due to nationwide travel restrictions	letter No, E(G) 2020/LE 2/1 dated 06.08.2020 (copy enclosed)	Board clarification/relaxation. for
3.	After expiry of the EOL sanctioned by NAIR, and lapse of sufficient time if any ADMO (Prob.) requests for joining duty (for e.g. after settling Bond obligations with State Govt. etc., other liabilities, if any, in personal capacity or for personal reasons).	These cases may be considered in terms of instructions contained in Board's letter No. E(G) 2007/LE 2/4 dated 03.06.2011 (Para 6 of DoP&T's OM No.13026/3/2010-Estt(Leave) dated 22.06.2010) (copy enclosed)	<p><u>The period between the expiry of sanctioned EOL and the date on which he/she actually reports back for duty, may be treated as "dies non".</u> NAIR may allow such candidate to join subject to the condition that total period of absence (including sanctioned EOL) must not exceed 05 years. (Ref.: Rule 531 (1)(a) reads with Note 3 under Rule 530 of IREC Vol. I, which prescribes that, in any case, all kinds of leaves together shall not exceed 05 years in one spell.)</p> <p>Important:</p> <p>1. It may please be noted that extant guidelines contained in Department of Personnel and Training O.M No.28021/1/84-Estt.(C) dated 14.11.1984 do not provide transfer of Bonds executed by candidates/employees working in State Governments/University/Collages/Institutions/Organizations wholly or partially owned by State Governments, etc.</p> <p>2. In order to avoid any unwarranted complications in future, a "declaration" may be obtained from such candidates for accepting the condition of 'dies-non' and that he/she will not make any request/claim for regularization of such "dies non" period at any later stage.</p>

3. It has further been decided that Bond period already executed by ADMO Probationers whose joining has been interrupted / delayed on account of COVID-19 Pandemic, no corresponding increase in bond period, already executed, on account of this extension of EOL should be insisted upon them.

4. Attention is also drawn to Board's letter No. E(P&A)-2013/CPC/LE 2 dated 05.02.2016 (copy enclosed) (Amendment to the Indian Railway Establishment Code, Volume I, 1985 Edition - Reprint Edition 2008, Chapter V - Leave Rules, Advance Correction Slip 129) wherein Rule 510 has already been substituted that (1) no Railway Servant shall be granted leave of any kind for a continuous period exceeding five years (2) unless the President, in view of the exceptional circumstances of the case otherwise

determines, a Railway Servant who remains absent from duty for a continuous period exceeding five years other than on foreign service, with or without leave, shall be deemed to have resigned from the Railway Service; Provided that a reasonable opportunity to explain the reasons for such absence shall be given to that Railway Servant before provisions of sub-rule (2) are invoked.

5. NAIR may also decide the cases of EOL granted to ADMO Probationers for appearing in next Combined Medical Services and Civil Services Examinations on similar lines as suggested in para 2 above .

6. Vide Board's letter No.2015/E(GR)II/7/4 dated 22.04.2019 (copy enclosed) the scheme of grant of EOL to IRHS/ADMO Probationers immediately after joining for pursuing Post Graduation Courses has been discontinued w.e.f. CMSE 2018. NAIR may, therefore, list out all such ADMOs Probationers who availed EOL immediately after joining at NAIR for pursuing PG course and remained unauthorised absent after completion of sanctioned EOL. **All cases of unauthorised absence (i.e. beyond period of sanctioned EOL without any intimation/authority) should immediately be dealt with** under the existing guidelines contained in Board's letters 99/E(GR)II/7/47 dated 26.07.2000 and No. 2018/E(GR)II/16/3 dated 20.05.2019 (copies enclosed).

7. In case further clarification is required on any specific item, the same may be obtained from the concerned Directorate of the Railway Board.

8. Necessary action may please be initiated on priority. Further, individual cases should not be referred to Board for clarification/approval.

9. This issues with the concurrence of Associate Finance, Ministry of Railways.

Please acknowledge receipt.

Kamal Kishor
14/11/2020

(Kamal Kishor)
Deputy Director/Estt.(Gaz. Rectt.)-II
Railway Board
Tel: 011-23047261
Email: kamal.pandey14@gov.in

No. 2020/E(GR)II/16/1

New Delhi, dated: 12.11.2020

Copy to:

- (i) The Principal Director of Audit, Western Railway, Mumbai.
- (ii) The Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

Kamal Kishor

For Member (Finance)

No. 2020/E(GR)II/16/1

New Delhi, dated: 12.11.2020

Copy to:-

1. PS to MR, EDPG to MR, PS to MOSR, EDPG to MOSR,
2. PPSs to CRB, M/O&BD, M/Infra,M/TRS, MF,DG/HR, DG/RHS, DG/RPF, Secy./RB
3. The General Managers, All Indian Railways/**PU**s including RDSO.
4. The Principal Financial Advisors, All Indian Railways and Production Units
5. PCMDs of All Indian Railways
6. US(S), E(P&A), FE(III), E(Trg.), E(O)I, E(O)III, Conf. Cell, Health Dte. of Rly. Board

Kamal Kishor
12/11/2020

(Kamal Kishor)
Deputy Director/Estt.(Gaz. Rectt.)-II
Railway Board
Tel: 011-23047261
Email: kamal.pandey14@gov.in

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

No.2001/E(GR)II/7/13

रेल भवन, नयी दिल्ली - ११०००१, तिथि: २६.०३.२००४
Rail Bhavan, New Delhi - 110001, Dated: 26.03.2004

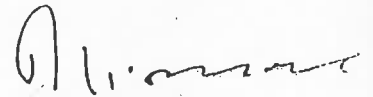
The General Managers
All Indian Railways
(As per standard Mailing List.)

Sub: Grant of Extraordinary Leave for Study purpose to
probationers of Indian Railway Medical Service.

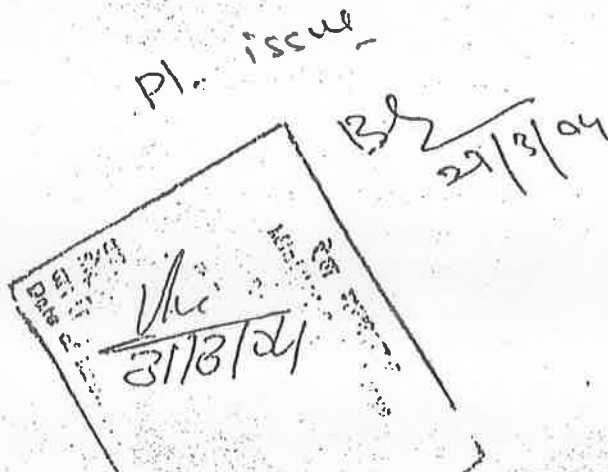
Ref: Board's letter No.2000/E(GR)II/9/3 dated 08.06.2001

In modification of the earlier instructions on the subject, Ministry of Railways have decided that all cases for grant of Extraordinary Leave for Study purpose to the probationers of Indian Railway Medical Service may henceforth be considered and EOL in such cases be granted by the General Manager of the Railway concerned.

2. This issues with the concurrence of Finance Directorate of Ministry of Railways, Railway Board.


(D.R. Mehra)
Joint Director, Estt. (Gaz.)
Railway Board.

Copy to:- DG/RHS, EDPC, EDF(E), DDF(E)III, F(E)III



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5/10/19

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

New Delhi 110001
Dated: 8/6/2001

No.2000/E(GR)II/9/3

The General Managers
All Indian Railways

Subject: Grant of leave to Medical Officers on probation.

Detailed instructions have been issued vide Board's letter No.F(E)II/89/LE-1/5 dated 19.2.1990 in connection with sanction of Study Leave/ Extra ordinary leave(EOL) to doctors pursuing Post graduate courses.

Extra-ordinary leave to probationers for study purpose, in relaxation of the provisions contained in Indian Railway Estt. Code Vol I, has to be sanctioned by Board on the recommendations of the Director General/RHS.

Instances have come to notice where medical officers on probation, who had applied for extra ordinary leave for pursuing higher studies, had proceeded with their studies without properly being released by the Railway Authorities. Proceeding on such unauthorised leave without sanction often leads to termination of their services or sanction of leave post-facto.

My predecessor on an earlier occasion had brought this issue to your notice vide letter No. 99/E(GR)II/7/4 dated 15.11.1999 and requested that immediate action be taken to streamline the existing system and to take remedial measures.

Instructions are again being reiterated for strict compliance. Some of the provisions are amplified as under:

- Requests for leave including EOL should be processed by the controlling officer on priority in accordance with leave rules and other instructions issued from time to time.
- In case of EOL, the application along with the recommendation may be sent to Railway board on priority.
- Efforts may be made to advise the applicant as early as possible whether the EOL asked for has been sanctioned/ regretted.
- Strict instructions may be issued to all Divisions/ Unit In-charges to bring to the notice of all medical officers that they should proceed on leave only on receipt of

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written sanction by the competent authority and on receipt of release orders. It would be the responsibility of the officer /applicant to contact the controlling officer and get a confirmation that his/her leave has been sanctioned, before proceeding on leave. No officer can presume that his/her leave has been sanctioned and proceed on leave in anticipation without release orders by the authority, which will, otherwise, tantamount to indiscipline.

Any request for post-facto sanction of EOL will not be entertained.

These instructions are being reiterated for information and strict compliance.

K. Suresh
(Dr. K. Suresh) 7/6/2001
Director General/Railway Health Services
Railway Board
ofc

Copy to Chief Medical Directors
All Indian Railways.

K. Suresh
(Dr. K. Suresh) 7/6/2001
Director General/Railway Health Services
Railway Board.
ofc

pl. issued.

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9/8

DR. ISSI
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DR. ISSI

DR. ISSI

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

R.B.E. No. 34/90

No. F(E) III/89/LE-1/5

New Delhi-1, dated: 2.9.90

The G.Ms./FA & CAOs, All Indian Rlys.,
CLW, DLW, ICF, Metro Rail, Calcutta/
MTP, Delhi/Bombay/Madras and Wheel &
Axle Plant, Bangalore.

The CAO/FA & CAO, COFMOW, Rly. Office
Complex, Tilak Bridge, New Delhi.

The Director, Rail Movement, Calcutta.

The Genl. Ms. (Const)/FA & CAOs, Southern
Rly., Bangalore, N.P. Rly., Maligaon.

The Chief Mining Adviser, M/o Rlys.,
Dhanbad.

The Director Genl./Jt. Director Finance,
RDSO, Lucknow (5 spares).

The Jt. Director, Iron & Steel,
3-Koilaghat Street, Calcutta.

The Chairman, Rly. Recruitment Bd.,
Allahabad/Ajmer/Ahmedabad/Bombay/
Calcutta/Madras/Muzaffarpur/Secunderabad/
Guwahati/Bangalore/Trivandrum/Bhopal/
Bhubaneswar/Firozpur/Patna/Chandigarh.

The CAO/FA & CAO, Indian Rly. Diesel
Component Works, Nabha Road, Patiala.

The Commissioner, Railway Safety,
Lucknow (25 spares).

The Addl. Genl. Manager, Railway
Electrification, Allahabad.

The Managing Director, IRON, Palika
Bhavan, Sector XIII, R.K. Puram,
New Delhi-110066.

The Principal, Indian Railways Instt. of
Mechanical & Electrical Engg., Jamalpur.

The Managing Director, RITES, New
Delhi House, New Delhi.

The Secy., Rly Rates Tribunal, Madras-28.

The Pay & Accounts Officer, M/o Rlys.,
Rail Bhavan, New Delhi.

The Principal, Indian Rlys. Instt. of
Advanced Track Technology, Pune.

The Dy. Dir, Rail Coordn (Rly. Bd.),
West Block, IV Floor, @ Netaji Subash
Road, Calcutta.

The Officer on Spl. Duty, Rail Coach
Factory (Kapurthala), BMC Chowk, Mahay
Mkt., Jalandhar City, Punjab.

The commandant, RPSF Bn. 1 Luding,
Assam, Bn. 2 Gorekhpur, Bn. 3 Alambagh,
Lucknow, Bn. 4 New Jalpaiguri, Bn. 5
Sibsagar, Assam, Bn. 6 Dayabesti,
Delhi, Bn. 7 Luding, Assam, Bn. 8
T.T. School, Chittaranjan.

The Rly. Liaison Officer, New Delhi.

The Chief Administrative Officer (Con),
S.E. Rly., Waltair.

The Chairman, Central Administrative
Tribunal, Faridkot House, Copernicus
Marg, New Delhi.

The Principal, RSC, Vadodra.

The Chief Project Administrator,
Central Organisation for freight
operations and Central System for IR (BG)
9th Floor, 'A' Wing, Lok Nayak Bhavan,
Khan Market, New Delhi - 110093.

The CAO/MTP (Railways), Delhi/Bombay/
Madras.

The Principal, Indian Rlys. Instt. of
Signal Engg. & Telecommunications,
Secunderabad.

Sub:- Grant of Study Leave.

In terms of Proviso 1 below sub-rule 3 of Rule 1 of Appendix V of RI, a Medical Officer may be granted study leave for prosecuting a course of post-graduate study in medical sciences if the Director General of Health in the Ministry of Railways certifies to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties. The question of amending this proviso to obviate the necessity of Zonal Railways etc. referring all study leave proposals of gazetted officers of the Medical Deptt. to Railway Board, has been under consideration for quite some period. Accordingly, it has been decided that the first proviso under Rule 3 of the Study Leave Rules may be amended as in the Advance Correction Slip sent herewith. The amended proviso will enable the General Managers of the Zonal Railways etc. to exercise full powers in terms of item 11 of Appendix VI of Indian Railways Estt. Code, Vol. I (page 193) to grant study leave within India to gazetted officers of the Medical Deptt. ~~provided~~ ^{provided} the Head of the Medical Deptt. issues the required certificate. For grant of study leave within India to gazetted officers of other Deptts. the concerned General Managers are already competent to exercise full powers in terms of item 11 of Appendix VI referred to above subject to admissibility under the Rules. Proposals for grant of study leave abroad to medical officers will, however, continue to be examined and approved by Railway Board.

2. The General Managers while considering proposals for grant of study leave shall satisfy themselves that more than the required number of specialists are not already available and that the work can be managed without substitute during the absence of the officers who have been granted study leave and that not more than five doctors on each of the Central, Eastern, Northern, Southern, South Central, South Eastern and Western Railways and three doctors on each on North Eastern & Northeast Frontier Railways are granted study leave in a year. The production units may, however, grant study leave to not more than one medical officer in a year. This limit is inclusive of the number of officers who are allowed the deputation terms or Extra Ordinary Leave for study purposes in certain medical specialities as per extant orders.

3. In exercise of powers delegated under Article 309 of the Constitution of India, the President is accordingly pleased to direct that study leave rules as contained in Appendix V of the Indian Railway Estt. Code, Vol. I may be amended as per the Correction Slip No. 13 enclosed as Annexure II.

DA: Spares

(B.P. Mallick)
Dy. Director, Finance (Part II),
Railway Board.

ANNEXURE I

INDIAN RAILWAY ESTABLISHMENT CODE. - VOLUME I

Advance Correction Slip No. 13

Study Leave Rules - Appendix V-R1

First proviso appearing under

Sub Rule (3) or Rule 1 of these Rules may be amended as Under:

"Provided that a Medical Officer may be granted study leave for prosecuting a course of Post-graduate study in Medical Sciences in India if the Head of the Medical Deptt. certifies to the effect that such study shall be valuable in increasing the efficiency of such medical officer in the performance of his duties. For Post-graduate study in medical sciences abroad, study leave shall be granted if the Director General of Railway Health Services in the Ministry of Railways certifies that such study shall be valuable in increasing the efficiency of such medical officer in the performance of his duties."

(Authority Board's letter No. P(O)111/89/523/15 dated: 19.2.90

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2015/E(GR)II/7/2

New Delhi, dated 03.02.2015

The Director General,
National Academy of Railways,
Vadodara-390004.

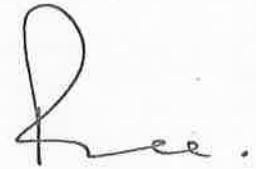
(Attn: Shri S Srinivas, Sr. Professor(OB))

Sub: Representation of Dr. Sonal Agarwal, IRMS Probationer for EOL for Study Purpose.

Ref: NAIR's letter no. EP/NAIR/CTRG/IRMS/2013/SA dated 27.01.2015.

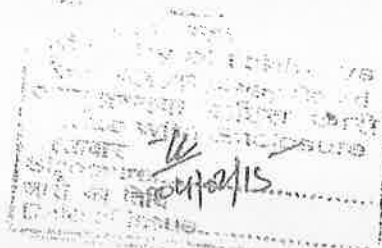
Issues raised in NAIR's above cited reference have been considered by Board and it has been decided that:

- (i) instructions as contained in Board's letter no.2001/E(GR)II/7/13 dated 26/29.03.2004 authorizing GMs of Zonal Railways for grant of extraordinary leave for study purpose to Probationers of IRMS are also applicable to DG/NAIR.
 - (ii) request of the Probationer for release of Rotatory Internship Certificate may be considered by DG/NAIR on merits.
2. Receipt of this letter may please be acknowledged.



(Parvez) 2/2/2015

Director, Estt./GR as
Director, Estt. (Gaz.)
Railway Board.



o/c

FIRST SCHEDULE

(See Rule 503)

AUTHORITIES COMPETENT OF GRANT LEAVE

S. No	Kind of Leave	Authorities Competent to grant leave
1.	Leave on Average Pay, half pay Leave, Commuted leave, Extraordinary leave, Maternity leave, Hospital Leave	<ol style="list-style-type: none"> 1. Ministry of Railways 2. General Managers 3. Head of Department 4. Divisional Railway Managers, and any lower authority for whom powers have been delegated by the General Manager, Head of the Department and Divisional Railway Managers
2.	Special Disability leave	-do-
3.	Study leave	<ol style="list-style-type: none"> 1. {Ministry of Railways, in all cases of Study Leave within India and abroad. 2. General Mangers, in all cases of Study Leave within India. 3. Head of Departments and Divisional Railway Managers, in the case of Railway servants in Group 'C' and 'D' for Study Leave within India.}**

** Amended vide letter No. F(E)III/2001/LE1/5 dated 12.02.2002 (RBE 15/2002) ACS No. 84

Indian Railway Establishment Code, Volume-I,
1985 Edition (Re-print Edition 1995)

Advance Correction Slip No. 84

Leave Rules (Chapter-V)/R-I

Against item 3 – Study Leave – appearing in the First Schedule (Rule 503), Page 61, the existing provisions under the column "Authority competent to grant leave" may be amended to read as under:

1. Ministry of Railways, in all cases of Study Leave within India and abroad.
2. General Mangers, in all cases of Study Leave within India.
3. Head of Departments and Divisional Railway Managers, in the case of Railway servants in Group 'C' and 'D' for Study Leave within India.

[Authority: Railway Board's letter No. F(E)III/2001/LE1/5 dated 12.02.2002 (RBE 15/2002)]

530. Extraordinary Leave.—(1) Extraordinary leave may be granted to a railway servant in special circumstances—

(a) when no other leave is admissible, and

(b) When other leave is admissible, but the railway servant applies in writing for the grant of extraordinary leave.

(2) Unless the President in view of the exceptional circumstances of the case otherwise determines, no temporary railway servant shall be granted extraordinary leave on any one occasion in excess of the following limits:—

(a) three months, without a medical certificate.

(b) Six months where the railway servant has completed 1 year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules.

(c) Eighteen months where the railway servant has completed one year's continuous service and is undergoing treatment for—

(i) pulmonary tuberculosis or pleurisy of tubercular origin, in a recognized sanatorium, Railway Hospital and Railway Chest Clinics.

(ii) tuberculosis of any other part of the body by a qualified T.B. Specialist/Civil Medical Officer.

(iii) leprosy in a recognized leprosy institution or hospital recognized by the State Administrative Medical Officer concerned.

(iv) cancer or for mental illness in an institution recognized for the treatment of such disease or by a Medical officer or Specialist of railway or government.

(d) twenty four months where the leave is required for the purpose of prosecuting studies certified to be in public interest provided the railway servant concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a).

(3) (a) Where a railway servant is granted extraordinary leave in relaxation of the provisions contained in clause (d) of sub-rule (2), he shall be required to execute a bond (Annexure II) undertaking to refund to the railway during such leave plus that incurred by other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of 3 years after return to duty.

(b) The bond shall be supported by sureties from two permanent railway servants having a status comparable to or higher than that of the railway servant.

(4) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (2).

(5) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Note 1.—The concession of extraordinary leave upto 18 months will be admissible also to a railway servant suffering from pulmonary tuberculosis, who receives, treatment at his residence under a tuberculosis specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

Note 2.—Institutions recognized by the Government of India for the purpose of treatment of Central Government servants and their families will be deemed as recognized for the purpose of grant of extraordinary leave.

(Railway Board's Letter No. F(E)52/LE-2/3 dated 15-6-60.)

Note 3.—No limit in case of permanent Railway servants, but all kinds of leave together shall not exceed 5 years in one spell.

Note 4.—Where a temporary railway servant fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him/her or where he/she is granted a lesser amount of extraordinary leave than the maximum amount admissible, and remains absent from duty for period which, together with the period of extraordinary leave granted, exceeds the limit upto which he/she could have been granted such leave under sub-rule (1) above, he/she shall unless the President in view of the exceptional circumstances of the case otherwise determines be removed from service after following the procedure laid down in the discipline and Appeal Rules for railway servants.

531. Leave to probationers and a railway servant on probation.—(1) (a) A railway servant on probation including a probationer under training for a post in Railway service Group A shall be entitled to leave under these rules as if he had held his post substantively otherwise than on probation.

(b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend--

(i) beyond the date on which the probationary period as already sanctioned or extended expires; or

(ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

(2) A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or permanent railway servant according as his appointment is against a temporary or a permanent post.

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent railway servant.

557. Where any doubt arises to the interpretation of these rules it shall be referred to the Ministry of Railways for a decision. No relaxation of these rules shall be made except with the concurrence of the Ministry of Railways.

FIRST SCHEDULE

(See Rule 503)

AUTHORITIES COMPETENT TO GRANT LEAVE

S.No. Kind of Leave Authority competent to grant leave

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(G) 2020/LE 2/1

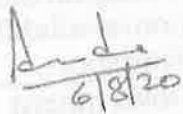
New Delhi dated 06/08/2020

**The General Managers,
All Indian Railways & Production Units,
GMs/NF Railway
(Cons/CORE/Allahabad/Metro Railway, Kolkata.**

**Sub: Clarification on regularization of absence during
COVID-19 epidemic lockdown period – regarding.**

A copy of letter No. 14029/5/2019-Estt.(L)(Pt.2) dated 28/07/2020 received from Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training on the above cited subject is sent herewith for information and compliance.

DA: As above.


6/8/20
**(Anita Gautam)
Director Estt. (G)
Railway Board**

F.No.14029/5/2019-Estt.(L)(Pt.2)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 28.07.2020

OFFICE MEMORANDUM

Subject: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.

This Department has been receiving several references/queries from Central Government employees who proceeded on leave, with station leave permission, but could not report for duty due to non-availability of public transport / flights and restrictions on inter/intra state movement of persons as per Ministry of Home Affairs' Orders from time to time, to contain the spread of COVID-19 pandemic in the country. The matter has been considered and the following clarifications relating to regularization of period of absence during the period of lockdown are issued in the matter :-

Sl. No.	Situation	Clarification
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
3.	Government servants who left HQ on the week-end prior to lockdown, i.e. 20.03.2020 (Friday), but could not return to HQ on 23.03.2020(Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.

4.	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailement of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.
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2. All the Ministries/Departments and their attached/subordinate offices are directed to regulate the period of absence strictly as per above clarifications and unnecessary references to DoPT on the subject may be avoided.

Satyajit Mishra

(Satyajit Mishra)

Joint Secretary to the Government of India

To:

1. All the Ministries / Departments of Government of India.
2. NIC Cell, DoPT, with a request for uploading on the website of this Department.

RBE No. 79/2011



150 GLORIOUS YEARS

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Rail Bhawan, New Delhi-110001, dated 3/6/2011

No. E(G)2007/LE 2/4

The General Managers,
All Zonal Railways & Production Units etc.
(As per standard mailing list).

Sub: Regularisation of period of unauthorised absence.

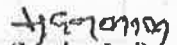
Consolidated instructions on the subject of regularisation of unauthorised absence issued by the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), vide their O.M. No. 13026/3/2010-Estt. (Leave) dated 22-6-2010, are enclosed. These instructions shall apply mutatis-mutandis on the Railways.

2. The Railway rules corresponding to the CCS rules quoted in the Department of Personnel & Training's instructions are indicated below:-

S.No.	CCS Rules	Railway Rules
i)	Rule 27 of CCS (Pension) Rules, 1972.	Rule 42 of the Railway Services (Pension) Rules, 1993.
ii)	FR 17(1).	Rule 1302 of the Indian Railway Establishment Code Vol. II, 1987 Edition.
iii)	Rule No. 25 and 32 (2) (a) of CCS (Leave) Rules, 1972.	Rule Nos. 518 and 530 (2) (a) respectively of the Indian Railway Establishment Code Vol. I, 1985 Edition.

Please acknowledge receipt.

DA: One


(Madan Lal)
Jt. Director, Estt. (Genl.)
Railway Board

No. E(G)2007/LE 2/4

New Delhi, dated 3.06.2011

Copy (with 40 spares) forwarded to the Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.


for FINANCIAL COMMISSIONER/RAILWAYS.

आरबीई सं. 79/2011

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं. ई(जी)2007/एलई 2/4

नई दिल्ली, दिनांक: 3.06.2011

महाप्रबंधक,
सभी क्षेत्रीय रेलों एवं उत्पादन इकाइयां आदि।
(मानक डाक सूची के अनुसार)

विषय: अप्राधिकृत रूप से अनुपस्थित रहने की अवधि को नियमित करना।

कार्मिक, जन शिकायत एवं पेंशन (कार्मिक एवं प्रशिक्षण विभाग) के दिनांक 22.06.2010 के कार्यालय ज्ञापन सं. 13026/3/2010-स्था. (लीव) द्वारा जारी अप्राधिकृत रूप से अनुपस्थित रहने की अवधि को नियमित करने के विषय पर समेकित अनुदेश संलग्न हैं। ये अनुदेश यथा आवश्यक परिवर्तन सहित रेलों पर लागू होंगे।

कार्मिक एवं प्रशिक्षण विभाग के अनुदेशों में उद्धृत सीसीएस नियमों के तदनुसूची रेलवे नियम नीचे दिए गए हैं:-

क्र. सं.	सीसीएस नियम	रेलवे नियम
i)	सीसीएस (पेंशन) नियम, 1972 का नियम 27	रेल सेवा (पेंशन) नियम, 1993 का नियम 42
ii)	एफआर 17 (1)	भारतीय रेल स्थापना संहिता वॉल्यूम-II, 1987 संस्करण का नियम 1302
iii)	सीसीएस (अवकाश) नियम, 1972 का नियम सं. 25 और 32 (2) (क)	भारतीय रेल स्थापना संहिता वॉल्यूम-I, 1985 संस्करण का क्रमशः नियम सं. 518 और 530 (2) (क)

कृपया पावती दें।

संलग्नक: एक

संलग्नक
(मदन लाल)

संयुक्त निदेशक, स्थापना (सामान्य)
रेलवे बोर्ड

No.13026 /3/2010-Estt. (Leave)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

Sl No 19/1

New Delhi, the 22nd June, 2010

Office Memorandum

Sub: Consolidated instructions on Regularization of Unauthorized Absence.

The undersigned is directed to say that this Department has been receiving various references from Ministries/ Departments regarding regularization of unauthorized absence for long periods. The references are made basically because the Ministries/Departments do not follow the prescribed procedure for dealing with such unauthorized absence. Guidelines/instructions exist for handling such situations.

2. As per Rule 25 of the CCS (Leave) Rules 1972.

(1). Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(2) Willful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action. Government of India decisions also exist that a Government Servant who remains absent without any authority should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in Rule 32(2) (a) of the CCS (Leave) Rules, 1972.

3. It is once again stressed that a Govt. servant who remains absent without any authority should be proceeded against immediately. All

Ministries/Departments are requested to ensure that in all cases of unauthorized absence by a Government Servant, he should be informed of the consequences of such absence and be directed to rejoin duty immediately / within a specified date, say within three days, failing which he would be liable for disciplinary action under CCS(CCA) Rules 1965. If the Government Servant does not join duty by the stipulated date the Disciplinary Authority should initiate disciplinary action against him and the disciplinary case should be conducted and concluded as quickly as possible.

4. It is only due to apathy of the Disciplinary Authorities that the situation arises where long pending unauthorized absence leads to delay in other service matters of Government Servants, including promotions. To avoid such situations all Ministries / Departments should advise Disciplinary Authorities to ensure that prompt action is taken against Government Servants who absent themselves without permission and that Charge-Sheets are issued without delay.

5. The consequences and procedure to be followed in respect of an officer who is absent from duty without any authority has been brought out under FR 17(1) and 17-A. As per FR 17-A(iii) without prejudice to the provisions of Rule 27 of the Central Civil Services (Pension) Rules, 1972, remaining absent without any authority or deserting the post, shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in department examinations, for which a minimum period of continuous service is required.

6. Comptroller and Auditor General have issued orders that the period of absence not covered by grant of leave shall have to be treated as "dies non" for all purposes, viz., increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers under Article 421, Civil Service Regulations [now

Rule 27 of the CCS (pension) Rules] to treat the period as leave without allowance, the entire past service will stand forfeited.

7. It may be noted that regularization of unauthorized absence for pension purpose is to be considered under the CCS (Pension) Rules. Only in cases where the disciplinary authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for and due and admissible may be granted to him under the CCS (Leave) Rules.

8. Hindi version will follow.


(Simmi R. Nakra)
Director

To

All Ministries/Departments of the Govt. of India, etc.
(As per standard mailing list).

भारत सरकार / **GOVERNMENT OF INDIA**
रेल मंत्रालय / **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड / **RAILWAY BOARD**)

RBE No. 14/2016.

No.E(P&A)I-2013/CPC/LE-2

New Delhi, dated 05.02.2016

The General Managers/FA&CAOs,
All Indian Railways and Production Units etc.

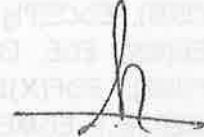
Sub: Amendment to the Indian Railway Establishment Code, Volume I, 1985
Edition (Reprint Edition 2008) Chapter V - Leave Rules.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 510 of the Indian Railway Establishment Code, Volume-I, 1985 edition (Reprint Edition-2008) may be amended as in the enclosed Advance Correction Slip No. 129.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

3. Please acknowledge receipt.

DA: Correction Slip.



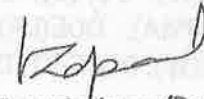
(S. R. Kanaujia)
Joint Director Estt.(P&A)
Railway Board

No. E(P&A)I-2013/CPC/LE-2

New Delhi dated 05.02.2016

Copy to the Deputy Comptroller and Auditor General of India (Railways), Room No.224,
Rail Bhawan, New Delhi (with 40 spares).

DA: Correction slip.



For Financial Commissioner/Railways

No. E(P&A)I-2013/CPC/LE-2

New Delhi dated 05.02.2016

Copy forwarded to:-

1. The General Secretary, AIRF, R.No.253, Rail Bhawan, New Delhi. (with 35 spares).
2. The General Secretary, NFIR, R.No.256-E, Rail Bhawan, New Delhi.(with 35 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.(with 60 spares).
4. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi.(with 5 spares).
5. The Secretary, RBSS, Group 'A' Officer Association, R.No.402, Rail Bhawan (with 5 spares).
6. The President, Railway Board Class II Officers' Association.
7. The Secretary General, IRPOF, Room No.341-C, Railway Board.
8. The President, Indian Railway Class II Officer Association.

...2/-

9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association
11. The Secretary General, AIRPF Association.
12. The General Secretary, All India SC/ST Railway Employees Association, R.No.8, Ground Floor, Rail Bhawan, New Delhi-110001.
13. The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Raod, Gurgaon.
14. The Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.


For Secretary, Railway Board

Copy to : PSOs/Sr.PPSs/PPSs/PSs/PAs to :- MR, MSR,

CRB, FC, ME, ML, MM, MS, MT, AM(B), AM(CE), AM(C), AM(C&IS), AM(Elec), AM(F), AM(Plg), AM(Projects), AM(Sig), AM(MS), AM(Mech.), AM(PU), AM(RS), AM(T&C), AM(Telecom), AM(T), AM(Vig), AM(Works), Adv(AR), Adv(F), AM(Staff), Adv. (Safety), Adv(IR), DG/RHS, DG/RPF, Secretary., ED(Plg.), ED(A), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg.), ED(Chg.), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev.), EDEE(G), EDEE(RS), EDE, EDE(RRB), EDE(N), EDE(Res.), EDF(C), EDF(E), EDF(S), EDF(B), EDF(RM), EDF(X)I, EDF(X)II, ED(H), ED(LM), ED(MIS), EDE(GC), EDT(MPP), EDME(Chg.), EDME(FR), EDME(Tr.), EDME(TOT), EDME(Dev.), EDME(W), EDPC-I, EDPC-II, ED(PP), ED(Proj.), ED(Proj.)-DMRC, ED(RE), EDRE(S&T), EDRE(S), ED(Safety), ED(Sig.), ED(S&E), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED(TB), EDTrack(M), EDTrack(MC), EDTrack(P), ED(T&C), ED(CP), ED(PM), ED(PG), EDT(R), EDTC(FM), EDTT(M), EDTT(FM), EDTT(M), EDTT(S), EDV(A), EDV(E), EDV(S), EDV(T), ED(W), IG/RPF(HQs), IG/RS, JS, JS(C), JS(D), JS(E), JS(G), JS(P), DPC-I, DPC-II, DE(N), DF(A/Cs), DE(G), DE(N), DPR, JDE(G), JDE(L), JDE(LL), JDE(W), JDF(B), JDF(F), JDE(N), JDE(Res.), DS(G), DS(Parl.), US(A), DDE(D&A), DDE(P&A), DDE(LR)I, DDF(E)I, DDF(E)II, DDF(E)III, DDE(R)I (with 2 spares), DDE(W), DDPC-VI, DDE(Trg.) & PAO,

Branches : Accounts III (with 10 spares), Budget, Budget(Com)I, Cash- I, II, III, Chasing C&IS, E(P&A) II, ERB-I, ERB-II, ERB-III, ERB -IV, ERB -V & ERB -VI, E(LR)I/II/III, E(RRB), E(Rep)I, II, III, E(MPP), E(W), E(G), E(NG)I & II, E(Coop), E(LL), E(Sports), E(ML), E(SCT)I, II, E(D&A), E(GC), E(GR)I & II, E(O) I, II, III & E(O)III(CC), , F(E)-I, II & III, F(E) Spl, G(Pass), G(Acc.), Issue(D), M(L), Parl.), PC-III, IV & V, PC-VI, PC-VII, Project Cell, PR, Sec.(E) & Sec.(ABE).

(DOP&T's OM No. 13026/3/2012-Estt.(Leave) dated 28.03.2013 and their ID No. 13026/1/2013-Estt.(Leave) dated 21.04.2015)

ADVANCE CORRECTION SLIP TO THE INDIAN RAILWAY ESTABLISHMENT
CODE, VOLUME-I, 1985 Edition- (THIRD REPRINT EDITION - 2008)

Advance Correction Slip No. 129

The following amendments may be made to Rule 510 of the Indian Railway Establishment Code, Volume-I, 1985 Edition (Reprint Edition - 2008):-

Rule 510 may be substituted as under:-

510- Maximum amount of continuous leave.

(1) No Railway servant shall be granted leave of any kind for a continuous period exceeding five years.

(2) Unless the President, in view of the exceptional circumstances of the case otherwise determines, a Railway servant who remains absent from duty for a continuous period exceeding five years other than on foreign service, with or without leave, shall be deemed to have resigned from the Railway service;

Provided that a reasonable opportunity to explain the reasons for such absence shall be given to that Railway servant before provisions of sub-rule (2) are invoked.

Railway Ministry's Decisions -

1. In the case of all Group 'C' including erstwhile Group 'D' railway employees, the power to grant the leave beyond maximum period of 5 years is delegated to concerned GMs. However, the leave should be sanctioned only with financial concurrence of FA&CAO and personal recommendation of CPO with the rider this power shall not be delegated further down below.
2. The power be exercised in rare and exceptional cases only, for which a speaking order clearly bringing out the circumstances as to why it is being proposed are brought out.
3. In case of other Groups, the existing provisions will continue'.

(Authority Board's letter No. E(P&A)I-2013/CPC/LE-2 dated 05.04.2016 based on corresponding instructions of DOP&T contained in OM No. 13026/3/2012-Estt.(Leave) dated 28.03.2013 and their ID No. 13026/1/2013-Estt.(Leave) dated 21.04.2015)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2015/E(GR)II/7/4

New Delhi dated 22.04.2019

The Director General,
National Academy of Indian Railways,
Vadodara.

(Kind Attn. : Dr. Praveen Bhide, Sr. Prof. (Health Mgt.))

Sub: Discontinuation of the scheme of Extra Ordinary Leave to IRMS Probationers for pursuing Post Graduation Courses at the time of joining at NAIR.

In respect of ADMO Probationers recommended on the basis of CMSE-2014 onwards, it was earlier decided by the Board and accordingly incorporated in the Terms and Conditions of ADMOs as under:-

“7.1 However, if the IRMS probationer is already admitted to a PG course and he/she wishes to pursue the same, he/she has the option of completing the joining formalities at NAIR, and make a written request for grant of Extra Ordinary Leave (EOL) for pursuing PG course alongwith proof of admission in PG/Bonafide Certificate. In such an event, he/she can be considered for grant of Extra Ordinary Leave (EOL), i.e. Leave without pay by the Director General/NAIR, for completing the Post Graduation in Medical Sciences for the balance duration of the course subject to a maximum period of 3 years...

7.2 If for any reason, the IRMS probationer is required to report for joining on a Zonal Railway before undergoing foundation training at NAIR, the request for grant of EOL for completing Post Graduation course as mentioned in para 7.1 above, may be made to the General Manager of the concerned Railway.”

2. The above scheme of grant of EOL to IRMS Probationers at the time of joining for pursuing Post Graduation courses was under review in the Ministry of Railways for quite some time in consultation with Health and Finance Directorates of Railway Board and Board has now decided to dispense with the scheme of grant of EOL to IRMS Probationers at the time of joining from the CMSE-2018 batch onwards.

o/c

24
29-4-19

25/4/19 ... 21-

3. It has further been decided that the left out candidates of the CMSE Batches of 2014, 2015, 2016 & 2017 who are yet to be issued offer letter or who have been granted extension of joining time on personal grounds, etc. will continue to get the benefit of the above scheme of EOL at the time of joining for pursuing Post Graduation.

4. This has the approval of Health and Finance Directorates of Railway Board.

(आर. के. सिन्हा)

संयुक्त निदेशक/स्थापना (राजपत्रित)
Joint Director/Estt.(Gaz.)
रेलवे बोर्ड (Railway Board)

- Copy to:**
- (i) The General Managers/All Indian Railways & PUs for information please.
 - (ii) DG/RHS, EDF(E), EDPC, F(E)III / Railway Board.

7.1 However, if the JMS probationer is already admitted to a PG course and wishes to pursue the same, he/she has the option of completing the joining formalities at WAI, and make a written request for grant of Extra Ordinary Leave (EOL) for pursuing PG course alongwith proof of admission in PG/Postgraduate Courses. In such a case, he/she can be considered for grant of Extra Ordinary Leave (EOL), i.e. leave without pay by the Director (General) for completing the Post Graduation in Medical Sciences for the balance duration of the course subject to a maximum period of 3 years...

7.2 If for any reason, the JMS probationer is required to report for joining on a local Railway before undergoing foundation training at WAI, the request for grant of EOL for completing Post Graduation course as mentioned in para 7.1 above, may be made to the General Manager of the concerned Railway.

8. The above scheme of grant of EOL to JMS Probationers in the case of joining for pursuing Post Graduation course was under review in the Ministry of Railways for quite some time in consultation with Health and Finance Directorates of Railway Board and Board has now decided to operate with the subject of grant of EOL to JMS Probationers at the time of joining for the course with the following conditions...

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

REGISTERED

New Delhi 110001

CONFIDENTIAL
No. 99/E(GR)11(1)47

Dated: 26.7.2000

The General Managers (P)
All Indian Railways & P.U.s

Subject: Review of the performance of Railway doctors (IRMS) selected through the Union Public Service Commission, during probation.

In terms of the earlier Recruitment Rules and the Conditions of appointment, the IRMS doctors selected through the Union Public Service Commission are placed on probation for two years from their date of joining Railways. However, after the notification of revised Recruitment Rules w.e.f. 11.3.2000, the probationary period has been rationalised to one year from the date of joining, applicable to doctors selected as per these Rules, i.e. from CMSE 2000.

2 Past experience shows that in many cases, the working/ training of IRMS doctors is not found satisfactory during probationary period on account of several reasons including unauthorised absence from work. With a view to streamline the system of review of progress of probation of IRMS doctors, Board have decided that the following procedure be followed invariably:

2.1 The training and on the job working of each IRMS doctor should be watched carefully by the Head of the Organisation, i.e. the Medical Director/ Medical Superintendent, etc in which the doctor is posted during probation. The cases of the IRMS probationers posted in the Production Units should also be taken into account by the cadre-controlling Contiguous Zonal Railway for reviewing their performance during probation.

2.2 The progress should be reviewed by the Head of the Organisation i.e. MS/MD, one month after the probationer joins duty. If the progress is not found satisfactory, the probationer should be properly counselled. In case the probationer abstains from probation, the matter should be taken up with the Personnel Department and the Probationer should immediately be called back to complete his probation by giving a proper notice (as per standard form-I attached), issued by the Personnel Department.

2.3 The above exercise at the level of MS/MD should be repeated every quarter thereafter. A final warning may be given by the Personnel Department on the recommendation of MS/MD to those who fail to respond to the earlier notice(s).

After completing six months probation, the progress should be reviewed by a Committee consisting of CMS/MD/CMD and CPO or his representative. This Committee may recommend issue of a notice as a final warning (copy of the form-II enclosed) or termination of services of those who, despite the notices, continue to

DP. Issue

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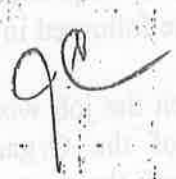
remain absent from duty for completion of their probation satisfactorily. Such proposals for termination may be forwarded to Board's office, by the Personnel Department with the approval of the CMD and General Manager. This exercise may be repeated on a half-yearly basis or more frequently as situation warrants.

2.4 The reports of the above Review Committee should be considered by the DPC consisting of CPO, CMD and CPO(IR) or any other officer of equivalent status, at the time of confirmation of the probationers. The Confirmation DPC may recommend confirmation or extension of period of probation or termination of services when the progress during probation is not found satisfactory. A report of the DPC for Confirmation along with their recommendations should be forwarded to the Railway Board.



(Ashok Bhandari)
Director Estt.(Gaz)
Railway Board.

Encl: As Above.



To: General Manager

No.

Dated:

MEMORANDUM

On a review of the progress of probation of the doctors on probationary training conducted on....., it has been noticed that you have been abstaining from prescribed probation with effect from and the progress of your probation is, therefore, not considered satisfactory.

You are, therefore, advised to join back the probation forthwith and complete the stipulated probation to the satisfaction of Railway Administration.

Your failure to join back and complete the probation satisfactorily within the stipulated period/ extended period, your services will be liable to termination in accordance with para 4.2 and 4.4 of the terms and conditions of appointment issued to you vide Ministry of Railway's letter No. ..E(GR)II/7/....dated....., without any further reference being made to you on the subject.

For General Manager

To

Dr.....

Address: (To all the addresses available on record)

No.

Dated:

MEMORANDUM

The undersigned is directed to invite your attention to this Railway's Memorandum of even number dated, advising you to join back the Railway for completion of the prescribed probation, failing which your services were liable to termination in accordance with the terms of appointment.

Since you have failed to report back to duty for satisfactory completion of the prescribed probation, please explain as to why you should not be discharged from probation and your services terminated.

If no reply is received within fifteen days, your services will be terminated without any reference.

For General Manager

To
Dr.....

Address: (To all the addresses available on record)

should be followed by a return to the undersigned as soon as possible. If the return is not received within the prescribed period, the services of the employee concerned shall stand terminated. The employee concerned should be called back to duty immediately on receipt of this memorandum. (As per standard form-I attached)

At the level of MS/MD, the employee concerned may be given a warning. If the employee concerned fails to report back to duty within the prescribed period, the services of the employee concerned shall stand terminated. (As per standard form-I attached)

In the case of MS/MD, the employee concerned may be given a warning. If the employee concerned fails to report back to duty within the prescribed period, the services of the employee concerned shall stand terminated. (As per standard form-I attached)

Government of India
Ministry of Railways
(Railway Board)

No.2018/E(GR)II/16/3

New Delhi, dated 20.05.2019.

The General Managers,
All Indian Railways & PUs

(Kind Attn: Principal Chief Personnel Officers)

Sub: - Unauthorized absence of ADMO Probationers.

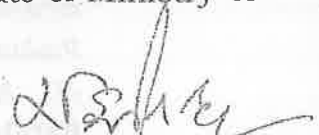
References have been received from many Zonal Railways stating that a number of ADMO Probationers have been unauthorizedly absent for a very long time. As a result, though these ADMO Probationers are on the rolls of the Railways against the sanctioned strength of IRMS, they are not practically working on Zonal Railways for a very long time hampering the health care system on Railways. Based on the details of the unauthorizedly absent ADMO Probationers provided by Zonal Railways, the issue of unauthorized absence of ADMO Probationers has been examined in consultation with Establishment and Finance Directorates of Ministry of Railways and the Competent Authority has decided as under:-

S.No.	Category of ADMO Probationers	Decision taken by the Competent Authority
1.	Absentees who have not undergone Institutionalized training and have submitted resignation from service but D&AR proceedings have not been initiated yet.	Resignation may be accepted at Railway's level under GM's power without going through D&AR Procedure. Thereafter, Railway may file civil suit for recovery of one month's salary in lieu of notice period and other dues if any.
2.	Absentees who have not undergone Institutionalized training and have not submitted resignation from service but D&AR proceedings have not been initiated yet.	Railway may send proposals to Board for termination of services without going through D&AR Procedure. Thereafter, Railway may file civil suit for recovery of one month's salary in lieu of notice period and other dues if any.
3.	Absentees who have undergone Institutionalized training and have submitted resignation from service but D&AR proceedings have not been initiated yet.	Resignation may be accepted at Railway's level under GM's power without going through D&AR Procedure. Thereafter, Railway may file civil suit for recovery of cost of Institutionalized training, one month's salary in lieu of notice period and other dues if any.

4.	Absentees who have undergone Institutionalized training and have not submitted resignation from service but D&AR proceedings have not been initiated yet.	Railway may send proposals to Board for termination of services without going through D&AR Proceed e. Thereafter, Railway may file civil suit for recovery of cost of Institutionalized training, one month's salary in lieu of notice period and other dues if any.
5.	In cases of those absentees where <u>D&AR proceedings have already been initiated and not yet finalized.</u>	The Disciplinary Authorities may be advised to finalize the D&AR cases expeditiously and further course of action be taken as per outcome of these cases.

All the Zonal Railways/Production Units are advised to take immediate necessary action accordingly under intimation to Board's office.

This issues with the concurrence of Finance Directorate of Ministry of Railways.


(R. K. Sinha)


Joint Director, Estt.(Gaz.)
Railway Board.

No.2018/E(GR)II/16/3

New Delhi, dated 20.05.2019.

Copy to:

1. Principal Chief Medical Directors/All Indian Railways.


(R. K. Sinha)

Joint Director, Estt.(Gaz.)
Railway Board.

No.2018/E(GR)II/16/3

New Delhi, dated 20.05.2019.

Copy to:

1. Principal Financial Advisors, All Indian Railways.
2. Principal Director of Audit, All Indian Railways.
3. Deputy Comptroller & Auditor General of India (Rlys), Room No.224, Rail Bhawan, New Delhi.



For Financial Commissioner/Railways.

Copy to: DG/RHS, EDF(E), DDF(E)II, Health & F(E) Special Branches.

