



West Central Railway

**Head Quarters Office
Personnel Branch
Jabalpur**

No.WCR/P.HQ/Ruling/COVID-19

Dated 30.06.2020

**All PHOD
DRM (P) JBP, BPL, KTT
CWM/CRWS/BPL, WRS/KTT**

Sub:- Treatment of period of absence from the place of duty during the period of lockdown due to COVID-19.

Ref:- 1. This office letter No. WCR/HQ/Personnel/COVID-19 dated 15.04.2020
2. This office letter No. WCR/P.HQ/COVID-19 dated 19.04.2020
3. President, WCREU/HQ Branch/WCR/JBP's letter No. WCREU/HQ Branch/80/General dated 19.06.2020

Clarifications have been sought by Divisions/Units over WCR 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 the extant instructions contained in Master circular No. 10 and issued by concerned Ministries /Departments of Government of India and provision concerning implementation of Disaster Management Act, 2005 by State & Central Governments, it has been decided to treat the different categories of absence from duty as follows:-

Sr. 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 returned 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).
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: For Item No. 03 & 04 above, employee who have left Head Quarter or went on leave without Head Quarter Leave permission should also be taken up under DAR by their respective Controlling Officer.

Purnima

(Purnima Jain)

Dy. Chief Personnel Officer/HQ.

For PCPO/WCR/JBP

C/- Secy. To GM/WCR : for kind information of GM.

Zonal Secretary, WCREU; WCRMS; AISCSTREA; WCROBCREWA