

**RIGHT TO LEAVE** [Para 503 of R-I].

Leave cannot be claimed as a matter of right and leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Railway servant.

**CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER** [Para 505 of R-I]

- At the request of a Railway Servant made before he ceases to be in service, the authority which granted him leave may convert it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted.
- Commutation of one kind of leave granted to an employee while in service into any other kind of leave after cessation from service is irregular and violation of statutory rules
- Provided that no such request shall be considered unless received within a period of 30 days of the concerned Railway Servant joining duty on the expiry of the relevant spell of leave availed of by him. [w.e.f.05.02.1998]...(RBE 29/98..SC 71/1998]
- The railway servant cannot claim such conversion as a matter of right.

**Note:-** EOL granted on MC or otherwise may be converted retrospectively into LND subject to the provisions of Rule 528.....  
(SC 13/1980).[SC 25/1981]. [SC 59/1982.. SC 157/82...SC 98/83..SC 63/88]. ...(SC 71/1998]

**LEAVE ON AVERAGE PAY [LAP]** (Para 523 & 524 of R-I): -

A Railway servant, permanent or temporary, other than one serving in a Railway School (e.g., a Teacher, Principal, HM, Librarian, Lab. Asst., or a waterman etc.) is entitled for 30 days LAP in a calendar year which is afforded *in advance at uniform rate (\*) of 15 days each in two installments on 1st January and 1st July every year w.e.f. 01.01.1977[SC 38/1977]* .....

(\*) it was at the rate of 16 days for the second half year of for every EVEN year prior to 01.01.1977.

**Crediting of LAP: -**

| At the initial stage  | While in service   | At the time of Cessation of service   |   |
|---|--|---|---|
|   |  | [1] Retirement/<br>Resignation  | [2] Removal / Dismissal/<br>Death while in service  |
| LAP shall be credited in advance at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in a half year in which he is appointed. | From the next half year, LAP will be credited in advance in two installments on 1st January and 1st July every year at 15 days each. | The credit for the half year in which a railway servant is due to retire or resigns from service shall be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation. | When a railway servant is removed or dismissed from service or dies while in service, credit of LAP shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service. |

**Reduction while crediting of LAP**

If a railway servant has availed of extraordinary (EOL)...SC 38/77... and / or some period of absence treated as 'DIES-NON'....SC 72/79.... during the previous half year the credit shall be reduced by 1/10<sup>th</sup> of the period of such leave (EOL) and / or DIES-NON subject to a maximum of 15 days.

**Rounding off while crediting LAP**

While affording credit of LAP fraction of a day shall be rounded off to the nearest day.

**Carry forward of LAP balances**

The leave at the credit of a railway servant at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 (\*.\*) days. (\*.\*) Limit raised from 240 to 300 from 01.07.1997...RBE 155/97...SC 189/97]...Limit was 240 days from 01.07.1986... SC 153/86...Limit was 180 days prior to 01.07.1986

**Procedure for crediting of LAP with effect from 01.07.97/ 01.07.1999**

[RBE 156/99..SC 183/99...RBE 42/2000...SC 70/2000]

|   |  |
|---|--|
| In case the credit of LAP of an individual is 285* days or less as on 1 <sup>st</sup> January / 1 <sup>st</sup> July of a year, [RBE 156/99..SC 183/99]           | In case the credit of LAP of an individual is 300* days or less but more than 285* days as on 1 <sup>st</sup> January / 1 <sup>st</sup> July of a year, [RBE 156/99..SC 183/99], credit of LAP for 15 days may be kept separately and first adjusted against any LAP that the Railway servant concerned may avail during the ensuing half year and, the balance, if any, credited to the LAP account at the close of the half year subject to the ceiling of 300 days. |
| LAP of 15 days, or, Proportionately less in respect of retiring persons or those leaving service during the next half year will continue to be credited as usual. |  |
| * 225 days or less as on 1 <sup>st</sup> January/ 1 <sup>st</sup> July of a year [W.E.F.01.01.'90] SC 32/90   | *240 days or less but more than 225 days as on 1 <sup>st</sup> January/ 1 <sup>st</sup> July of a year [W.E.F.01.01.'90] SC 32/90  |
| <b>Note:</b> If the LAP availed during the half year is more than 15 days the amount in excess of 15 days will have to be debited to the leave account.           |  |

**Limitation on grant of LAP:** The maximum LAP to be granted at a time is limited to 180 days.

**LEAVE ON HALF AVERAGE PAY [LHAP] (Para 526 of R-I):**

A Railway servant, permanent or temporary, (\*) *including the one serving in a Railway School* is entitled for 20 days LHAP in a calendar year afforded in advance in two installments on 1st January and 1st July every year at 10 days each W.E.F 01.01.1986.. [SC 90/86]...(\*) ACS 116...RBE 57/2011....SC 60/2011  
 Prior to 01.01.1986, no advance credit of LHAP was given and the method was to credit 20 days on completion of one year service. After grant of such 20 days credit of LHAP in the middle of the year, the next credit will be afforded on 1<sup>st</sup> of the next year proportionately for the period balance period up to 31<sup>st</sup> December and later by giving 20 days thereafter for every year.

**Crediting of LHAP**

| At the initial stage   | While in service  | At the time of cessation of service  |  |
|--|---|--|--|
| LHAP shall be credited in advance at the rate of 5/3 days for each completed calendar month of service which he is likely to render in a half year in which he is appointed. | From the next half year, LHAP will be credited in advance in two installments on 1st January and 1st July every year at 10 days each. | [1] Retirement / Resignation   | [2] Removal / Dismissal/ Death while in service  |
|  |   | The credit for the half year in which a railway servant is due to retire or resigns from service shall be afforded only at the rate of 5/3 days per completed calendar month up to the date of Retirement or Resignation. [SC 90/86] | When a railway servant is removed or dismissed from service or dies while in service, credit of LAP shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.[ SC 90/86] |

**Reduction while crediting of LHAP**

Where a period of absence or suspension of a railway servant has been treated as 'dies-non' in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year, shall be reduced by one-eighteenth [1/18<sup>th</sup>] of the period of 'dies-non', subject to a maximum of 10 days.

**Rounding off while crediting LHAP**

↔ While calculating the completed months of service the month may be rounded off to the next higher if it exceeds more than 15 days (e.g., if a railway servant has completed a year's service as on 11<sup>th</sup> May 1985, he may be given the benefit of LHAP from May 1985 [since it exceeds 15 days] to December 1985 for 13 days viz  $5/3 \times 8 = 13 \frac{1}{2}$ )..SC 90/86

↔ While affording credit of LHAP fraction of a day shall be rounded off to the nearest day.

**Carry forward of LHAP balances: -**

The leave at the credit of a railway servant at the close of the previous half year shall be carried forward to the next half year.

[Note: - There is no maximum limit on its accumulation as in the case of LAP].

**Limitation on grant of LHAP at one spell: -** The amount of LHAP that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited 24 months. [This limit is, however is not applicable in case of commuted leave availed under Rule 527 of IREC-I].

The LHAP may be granted on medical certificate or on private affairs,

Provided that in the case of railway servants, not permanently employed, no LHAP shall be granted unless the authority competent to grant leave has reasons to believe that the railway servant will return to duty on its expiry, except in the case of a railway servant who has been declared completely or permanently incapacitated for further service by a medical authority...

If a railway servant is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

**Other aspects [LAP/LHAP]**

Decided that LAP/LHAP at credit of the employee should be endorsed on the leave application whenever leave is applied for and the employee to note the same. [SC 145/77...SC 84/79].

Decided that instead of issuing individual leave orders, on sanction of leave, a consolidated leave orders may be issued in a fort-night [say 20<sup>th</sup> of the month for those who proceed on leave between 1<sup>st</sup> and 15<sup>th</sup>; and on 5<sup>th</sup> of the next month for those who proceed on leave between 16<sup>th</sup> and the last working day of the previous month.. these dates may vary to suit local conditions.....].[SC 111/78]

LAP should not be denied ordinarily, especially in the last ten years of career [SC 154/86]...[RBE 133/2001...SC 156/2001]

The period spent on study leave shall be counted for earning of both LAP & LHAP w.e.f.04.01.2011....[RBE 01/2011....SC 06/2011].

**COMMUTED LEAVE** (Para 527 of R-I): - Commuted leave not exceeding half the amount of LHAP due may be granted on medical certificate to railway servant subject to the following conditions: -

- A) The authority competent to grant leave is satisfied that there is reasonable prospect of the railway servant returning to duty on its expiry;
- B) When commuted leave is granted, twice the amount of such leave is debited against the LHAP;
- C) No limit to the number of days of commuted leave to be availed of during the entire service;
- D) LHAP up to a maximum of 180 days shall be allowed to be commuted during the service where such leave is utilized for an "APPROVED COURSE OF STUDY" which is certified to be in the public interest by the leave sanctioning authority;
- E) Where a railway servant who has been granted commuted leave and resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as LHAP and the difference between the leave salary in respect of commuted leave and LHAP shall be recovered; Provided that no such recovery shall be made if the retirement is compulsorily thrust upon by reason of ill health incapacitating the railway servant for further service or in the event of his death.
- F) Commuted leave may be granted at the request of the employee even when LAP is due to him.

Para 551 of Medical Manual [IRMM] lays down that a Railway Doctor may issue a certificate to cover the period of sickness from an earlier period only if requested by the administration for such a certificate and if the medical authority is satisfied about the genuineness of the case on the strength of medical evidence available with him, which should be recorded in detail. Board desire that the contents of the para 551 of IRMM may be noticed by all cadre controlling/ leave sanctioning authorities to view such requests from employees of Group "A", "B", "C" & "D" with reasonable compassion. Bd's Ir.Dt.17.01.2000 [SC 23/2000]

**LEAVE NOT DUE** (LND) (Para 528 & 529 of R-I): -

LND to permanent employees [Para 528 of R-I]: - Leave not due may be granted to railway servant in permanent employment subject to the following conditions: -

- LND shall be limited to the LHAP which he is likely to earn thereafter;
- LND during the entire service shall be limited to a maximum of 360 days, on medical certificate;
- LND shall be debited against the LHAP he earns subsequently.

2. (a) Where a railway servant who is granted LND resigns from service or at his request permitted to retire voluntarily without returning to duty, the LND shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.

(b) Where a railway servant who having availed himself of LND returns to duty but resigns or retires from service before he has earned such leave he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

Provided that no leave salary shall be recovered under clause (a) or (b) if the retirement is compulsorily thrust upon him by reason of ill health incapacitating him for further service [SC 46/81] or if he is retired compulsorily on disciplinary grounds [SC 46/81] or due to pre-mature retirement or in the event of death.

LND to Temporary employees [Para 529 of R-I]: - Subject to the provisions of clause (i) and clause (iii) to rule 528 (1) Leave not due may be granted to a temporary railway servant suffering from TB, Leprosy, Cancer or Mental illness provided that: -

The grant does not exceed 360 days during the entire service, on medical certificate;

The railway servant concerned has put in at least one year's railway service;

The post from which the railway servant proceeds on leave is likely last till his return to duty;

And the request for leave is supported by a medical certificate.

**LEAVE TO PROBATIONERS, WORKSHOP STAFF** (Para 531 & 539 of R-I)

A railway servant on probation (including a probationer under training for a post in Railway service Group

A) & Workshop staff (Artisan Staff)) shall be entitled to leave under normal rules.(531-R-I).

Workshop staff (Artisan Staff), may however, be allowed to take: -- (539-R-I).

|   |   |
|---|---|
| Leave [LAP/LHAP] with pay, if due   | <i>For periods not less than half a day</i> |
| (OR) leave [EOL] without pay  |   |
| <i>This concession however, is restricted to six occasions in a year.</i> |   |

**LEAVE TO APPRENTICES** (Para 532 to 535 of R-I)

Special class Railway Apprentices are eligible for leave on full stipend for a period not exceeding one month in any year of apprenticeship, (532-R-I) Provided that, except on grounds of ill health, the leave shall not be granted if it would interfere with his training...Leave in excess of one month in any year may be granted on grounds of ill health, but with no stipend.

Apprentices (Other than Artisans) such as Apprentice Mechanics in Railway Workshops, Journeymen and similar other apprentices / trainees, Probationary ASM s/ Commercial Clerks and all others who are trained for employment (533-R-I), Apprentices under training for group-C posts in all other departments, who are posted to supervisory posts after training such as Apprentice TXR s / PWI s, Stores Apprentices etc., (535-R-I) may be granted leave: -

|  |                                      |
|--|--------------------------------------|
| on full stipend not exceeding 16 days                        | <i>In any year of apprenticeship</i> |
| on half stipend on medical certificate not exceeding 20 days |                                      |

Apprentices (Artisans) such as Trade Apprentices and Apprentices (534 / 535-R-I) who are likely to be appointed as workman after training, may be granted leave: -

|  |                                      |
|--|--------------------------------------|
| on full stipend not exceeding 12 days                        | <i>In any year of apprenticeship</i> |
| on half stipend on medical certificate not exceeding 15 days |                                      |

Extraordinary Leave to apprentices (Para 536 of R-I)

Apprentices, other than Special Class Railway Apprentices, may be granted by GM extraordinary leave (without stipend) under the rules applicable to temporary railway servants. GM may be re-delegate these powers to lower authorities not below the rank of JA Grade officers.

General conditions- grant of Leave to probationers / apprentices (Para 537 of R-I) In all cases mentioned in Rules 531 to 536 (i.e., leave to Probationers, Special Class Railway Apprentices, Apprentice mechanics / Pro-ASM s etc., Trade Apprentices, other Apprentices etc.): -

- Leave will be non-accumulative,
- No leave shall be granted if it would interfere with the training,
- On subsequent absorption, without break, if the period of apprenticeship or training as probationer, is treated as service, recalculation of leave may be allowed as is permissible under the normal leave rules.

Act Apprentices trained in Railway Establishments [UNDER APPRENTICES ACT '61] are governed by separate set of rules.. Please refer Para 12 of RBE 119/2002 ... SC 177/2002.

**MATERNITY LEAVE** (Para 551 of R-I): -

- [1] A female railway employee [including an apprentice] with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of \* 180 days (\*) effective from 01.09.2008 vide SC 144/2008,) from the date of its commencement.  
(\* ) 135 days from 07-10-1997..RBE 154/97....SC 192/97  
(\* ) 90 days prior to 07.10.1997....ACS116...RBE 57/2011.... SC 60/2011
  - [2] The period of maternity leave on account of miscarriage / abortion should be restricted to 45 days in the entire career of a female railway servant,[w.e.f.12.09.1994] RBE 70/94....SC 79/94 ....ACS116...RBE 57/2011.... SC 60/2011  
Note:-Abortion induced under the MTP Act '71 shall also be considered as a case of abortion under sub-rule (2)
  - [3] Maternity leave may be combined with leave of any other kind.  
Notwithstanding the provision in sub-rule 527 any leave [including commuted leave up to 60 days and leave not due] up to a maximum of (\*) 2 years (\*)W.EF 01.09.2008 Vide SC 144/2008; (\*) Previously it is 1 year], may, if applied for, in continuation of maternity leave be granted without the production of medical certificate. ....ACS116..RBE 57/2011.... SC 60/2011
  - [4] Leave in further continuation of leave granted under clause (b) of sub-rule (3) may be granted on production of a medical certificate for the illness of the railway servant. Such leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
  - [5] The maternity leave shall not be debited against the leave account.  
EOL taken in continuation of Maternity leave without Medical Certificate will not count for qualifying service for pension and increments.. SC 98/90....[RBE 242/2001..SC 5/2002]  
Female employees appointed on ad-hoc basis [e.g. staff nurses,] during the course of her ad-hoc appointment gets married and subsequently requests for Maternity Leave on the basis of MC s, such leave should not ordinarily be refused provided her appointment is likely to continue till the period of her leave expires and there is likelihood of her being retained in service thereafter.[SC 127/84].  
Unmarried female railway employees are also eligible for Maternity leave [SC 96/86].  
No maternity leave to female CL with temporary status [SC 200/89]..Reconsidered the issue and **w.e.f. 25.06.1991 female CL with temporary status are also allowed Maternity leave** [SC 101/91]... Cases already decided otherwise prior to 25.06.1991 need not be re-opened and no OP to be recovered ... SC 25/1993.
- (i) In case of still born child and (ii) in case a female employee who has married a widower with children from his former wife... Maternity Leave would be admissible provided the female employee has less than two surviving children at the time of child birth.... RBE 250/99....SC 293/99

**PATERNITY LEAVE** (Para 551(A) of R-I): [Introduced w.e.f.07.10.97 vide RBE 154/97..SC 192/97]

A male Railway Servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for child birth i.e., up to 15 days before, or up to six months from the date of delivery of the child (\*)...... The paternity leave can commence prior to childbirth so long as the date of birth of child falls during the period of such leave....[RBE 63/99..SC 107/2000]. It shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). It shall not be refused under any circumstances. It, too, like maternity leave, can be sanctioned only in a single spell. During the period of such leave he shall be paid leave salary equal the pay drawn immediately before proceeding on leave. (\*).....ACS116..... RBE 57/2011....SC 60/2011.

**PATERNITY LEAVE TO MALE CASUAL LABOUR WITH TEMPORARY STATUS** (Para 551(B) of R-I):  
[Introduced w.e.f.01.04.98 vide RBE 110/99..SC 133/1999]

A male casual railway employee who has been granted temporary status with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement period of his wife. The leave should be applied for and availed of, at least partly, or at least commence within a period of 135 days of childbirth. The paternity leave can commence prior to childbirth so long as the date of birth of child falls during the period of such leave. It shall not be debited against the leave account and may be combined with pro-rata leave on average pay admissible to the casual railway employees (as in the case of Maternity leave). Paternity leave too, like maternity leave, can be sanctioned only in a single spell. During the period of such leave he shall be paid wages, in respect of the working days equal the wages drawn immediately before proceeding on leave.

**CHILD ADOPTION LEAVE (ADOPTIVE MOTHERS)** (Para 551(C) of R-I): -

An adoptive mother on the railways with less than two surviving children may be granted leave of \* 180 days (\* effective from 11.09.2009 vide SC No 156/2009.....Previously 135 days) as 'Child Adoption Leave' on adoption of a child up to one year of age, on the lines of maternity leave admissible to natural mothers.

[2] During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately proceeding on leave.

[3] Child Adoption Leave may be combined with leave of any other kind.

[4] In continuation of 'Child Adoption Leave', the adoptive mothers may also be granted, if applied for, leave of the kind due and admissible [including leave not due and commuted leave not exceeding 60 (sixty) days without production of Medical Certificate] for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave, subject to the following conditions: -

This facility will not be admissible to an adoptive mother already having two surviving children at the time of adoption.

The maximum admissible period of one year leave of the kind due and admissible [including LND and Commuted leave not exceeding 60 (sixty) days without production of MC] for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave as in the following illustrations.

- If the age of the adopted child is less than one month on the date of adoption leave, up to one year may be allowed.
- If the age of the adopted child is six months but less than seven months leave, up to six months may be allowed.
- If the age of the adopted child is nine months but less than ten months leave, up to three months may be allowed.

**PATERNITY LEAVE (ADOPTIVE FATHERS)** (551(D) of R-I)... (\*\*)A male Railway Servant (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, within a period of six months from the date of valid adoption (\* effective from 11.09.2009 vide SC No 156/2009). (\*\*)...ACS 116...RBE 57/2011....SC 60/2011.

**HOSPITAL LEAVE** (Para 554 of R-I): - Hospital leave may be granted to railway servants other than in Group A and Group B, while under medical treatment for illness or injuries if such illness or injury is directly due to risks incurred in the course of official duties.

[2] Hospital leave shall be granted on production of medical certificate from an Authorized Medical Attendant.

[3] (a) Hospital Leave may be granted for such period as the authority granting it may consider necessary on leave salary: -

- Equal to leave salary while on leave on average pay for the first 120 days of any period of such leave; and
- Equal to leave salary during half pay leave for the remaining period of any such leave.

(b) The amount of hospital leave which may be granted by the General Managers to railway servant is unlimited.

[4] Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible, provided the total period of leave, after such combination, does not exceed 28 months.

Note: - If the railway servant is one to whom the WC Act 1923 applies the amount of leave salary payable during Hospital Leave shall be reduced by the amount of compensation payable under Section 4 [1] [d] of the said Act.

**President's Decisions:-**

[1]: - The General Managers are empowered to relax the provisions of this rule in individual cases meriting sanction of Hospital Leave beyond a period of 120 days on leave salary equal to leave salary while on leave on average pay, subject to such cases being reviewed by CMD [erstwhile CMO] with financial concurrence of FA & CAO. [SC 169/91]

[2]: - DRM s / CWE s are also empowered to relax the provisions of this rule in individual cases meriting sanction of Hospital Leave beyond a period of 120 days on leave salary equal to leave salary while on leave on average pay, subject to such cases being reviewed by Medical Superintendents with financial concurrence of Associate Finance. [SC 7/93]

[3]: - Heads of non-divisional units, such as Workshops, Stores, Zonal Training Centers etc., the Junior Administrative Grade / Selection Grade Officers are also empowered to relax the provisions of this rule in individual cases meriting sanction of Hospital Leave beyond a period of 120 days on leave salary equal to leave salary while on leave on average pay, subject to such cases being reviewed by Medical Superintendents with financial concurrence of Associate Finance. Where the Heads of non-divisional units are in lower than JA Grade, all cases of grant of Hospital leave should be put up to the controlling SAG officer concerned, for relaxing provisions of this rule in individual cases meriting sanction of Hospital Leave beyond a period of 120 days on leave salary equal to leave salary while on leave on average pay, subject to such cases being reviewed by Medical Superintendents with financial concurrence of Associate Finance. ...SC 79/93]

**Note:** - The cases falling under the purview of President's Decision No [2] & [3] above, a list of all such cases should be put up to the General Managers half-yearly for their post-facto approval, papers being routed through the controlling SAG officers. It may also be ensured that payment against Hospital leave whenever due is made regularly and not allowed to pend.

#### **STUDY LEAVE** [Para 556 & as in Appendix of R-I]

- Study leave may be granted to a railway servant with due regard to the exigencies of public service to enable him to undergo, in or out of India a special course of study consisting of higher studies or a technical subject having a direct and close connection with the sphere of his duty. Or for a course of training or study tour in which a railway servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the railway servant.
- Study leave shall not be granted unless it is certified by the authority competent to grant leave the proposed course of study or training shall be of definite advantage from the point of view of public interest.
- Study leave may be granted to a Railway servant: ---
  - (i) Who has satisfactorily completed period of probation and has rendered not less than five years regular continuous service including the period of probation;
  - (ii) Who is not due to reach the age of superannuation from service within three years from the date on which he is expected to return to duty after the expiry of leave;
  - (iii) Who executes a bond as laid down in Study leave Rules-RI undertaking to serve the Government for a period of three years after the expiry of the leave. Accordingly, Railway Servant having option to retire will not be permitted to retire unless he serves the Govt. for three years after return from the Study Leave;

#### **Maximum amount of study leave: -**

(1) The maximum amount of study leave, which may be granted to a Railway servant, other than Railway Medical Service Officers, shall be -

- (a) Ordinarily twelve months at any one time, and
- (b) During his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules)."

(2) In respect of Railway Medical Service Officers, study leave may be granted for thirty six months for acquiring post graduate qualification, subject to the condition that a Railway Medical Service Officer who has been granted such study leave shall execute a bond under sub-rule (4) of rule 4 to serve the Railways for a period of five years after completion of the study course.

(Auth: -ACS No.105 vide Bd's Ir Dt 06-12-2007...RBE 157/2007.....SC 169/2007).

#### **Accounting of study leave and combination with leave of other kinds. -**

- (1) Study leave shall not be debited against the leave account of the Railway servant.
- (2) Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave, involve a total absence of more than twenty eight months generally and thirty six months for the courses leading to Ph.D degree and P.G. Degree in medicine. (SC 161/1990, RBE 107 / 97 SC 194/97 & RBE 138/98 SC 175/98)

**Explanation.** -The limit of twenty-eight months/thirty six months of absence prescribed in this sub-rule includes the period of vacation. [RBE 170/98 SC 220/98]

#### **14. Resignation or retirement after study leave. -**

- (1) If a Railway servant resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty, he shall be required to refund entire cost of study leave (such as leave salary, study allowance, cost of fees, traveling and other expenses, if any, incurred by the Railways etc)

Provided that nothing in this rule shall apply:-

(a) to a Railway servant who, after return to duty from study leave, is permitted to retire from service on medial grounds; or

(b) to a Railway servant who, after return to duty from study lave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.

**Note:** -The amounts referred in sub-rule (1) of the aforesaid Rule (14) shall also be refundable by a Railway Servant who fails to complete the course of study and is thus unable to furnish the certificate as required in sub-rule (5) of Rule 4.[SC 95/85]

**Some important among many**

- Officers at the very beginning of their career have gone abroad on LAP / EOL for 2 - 5 years for study purposes and eventually resigned from the Railways. In cases where they return to Railways after long leave, they have to be considered for rapid promotion from Jr.Scale to Sr.Scale and JA Grade without their having sufficient working experience on the Railways. To avoid such situations and to ensure that young officers gain sufficient working experience at the start of their career, Board have imposed certain restrictions for not granting Study Leave abroad to Junior and Senior Scale Group 'A' Officers including IRMS. RBE 102/92 SC 95/92; SC 133/92 RBE 171/92 SC 152/92 SC 115/94
- Decided by the Board that henceforth, not more than three medical officers on each of the 16 Zonal Railways and not more than one medical officer on each of the Production Units may be granted study leave in a year. The other provisions stipulated in Board's letter dated 19.2.90 shall continue to remain in force. [RBE 35/2005, SC 41/2005]
- "Authority competent to grant leave"....[RBE 15/2002....SC 86/2002]
  1. Ministry of Railways, in all cases of study leave within India and abroad.
  2. General Managers, 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.
- The period spent on study leave shall be counted for earning both Leave on Average Pay and Leave on Half Average Pay...w.e.f. 04.01.2011.....ACS 115 to Para 556 of R-I 1985.....RBE 1/2011...SC 6/2011

**Ex-India leave**

- ➔ DOP&T' s OM No.11013/7/94-Estt(A) of 18.05.1994 clarified that the Govt Servant should take permission for leaving station/ headquarters specially for private visits abroad. Another OM No.11013/8/2000-Estt(A) of 07.11.2000 clarified that the leave sanctioning authority while granting leave shall take prior approval, if required, for permitting the officer to go abroad as per the existing instructions. [One case is noticed and HC of NDLS observed that one employee visited foreign countries 161 times without permission]. It should be ensured that Govt Servants take prior permission before leaving for visits abroad duly furnishing the required information relating to the proposed and previous visits in the prescribed proforma...[RBE 67/2005...SC 79/2005.
- ➔ While sanctioning ex-India leave to employees / officers, it should be ensured that they purchase overseas medical insurance to the tune of medical cover of at US \$50,000. While submitting leave application for ex-India leave the employee/officer should submit a declaration that [a] the employee /officer is aware that he/she is not entitled for reimbursement of medical expenses for treatment in emergency or otherwise while on ex-India leave and [b] they have/ will purchase adequate insurance coverage for the medical emergency while on ex-India leave....SC 94/2007

**Introduction of Child Care Leave to female employees (W.E.F. 01-09-2008)**

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible</li> <li>• The Child Care Leave shall be admissible for two eldest surviving children only</li> </ul> | <p>SC<br/>144/2008</p>   |
| <ul style="list-style-type: none"> <li>• CCL can be availed only if the employee concerned has no Earned Leave at her credit [Orders revised.. Please see SC 65/2009]</li> <li>• The leave is to be treated like the Earned leave and sanctioned as such</li> </ul>  | <p>SC<br/>198/ 2008</p>  |
| <ul style="list-style-type: none"> <li>• Child Care Leave is to be treated as Recorded Leave. The authority competent to grant recorded leave i.e., LAP etc., is competent to sanction the CCL.</li> <li>• The leave application together with the sanction memorandum, if any, issued should be forwarded to the SR &amp; Leave Section for making necessary entries.</li> <li>• The applicants should submit their leave applications together with documentary proof of age of the child and the applications may be got verified from the concerned Pass Declaration submitted by the employees before leave is sanctioned.</li> </ul>   | <p>Rule-512<br/>of IREC<br/>Vol.I &amp;<br/>Clarificatio<br/>ns of<br/>CPO/SC 's<br/>Lr. No. . P</p> |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• In case, where all applications for leave cannot, in the interest of the public service, be granted, an authority competent to grant should, in deciding which applications should be granted, take into the account the following considerations:-             <ul style="list-style-type: none"> <li>→ The Railway Servants, who can, for the time being best be spared.</li> <li>→ The amount of leave due to the various applicants.</li> <li>→ The amount and character of the service rendered by each applicant since she last returned from leave.</li> <li>→ The fact that any such applicant was compulsorily recalled from his/her last leave.</li> <li>→ The fact that any such applicant has been refused leave in the Public interest.</li> </ul> </li> <li>• Where CCL granted is in excess of 30 days a sanction memorandum should invariably be issued duly indicating the following points :             <ul style="list-style-type: none"> <li>→ Women employees granted CCL more than 30 days will not be eligible for Transport Allowance. When such period of absence falls into two different calendar months (including prefixing and suffixing holidays), reduction in Transport Allowance is to be adjusted on pro-rata basis.</li> <li>→ If the employee is in occupation of Railway Accommodation, she may be advised that retention of Railway Quarters while on leave is permissible only for period not exceeding 120 days on payment of normal rent, provided the authority sanctioning the leave certifies that the employee concerned is likely to be posted back to old station on expiry of the leave.</li> </ul> </li> <li>• Where CCL is allowed for the third year as leave not due (without production of medical certificate) the period of one year is in excess of CCL, will not qualify for grant of increment and pensionary benefits</li> </ul> | <p>(R) 420/<br/>VII,<br/>Dt. 18-11-<br/>2008</p> |
| <ul style="list-style-type: none"> <li>• It is clarified that LHAP is not to be considered as Earned Leave for the purpose of grant of Child Care Leave.</li> <li>• As such, a female railway servant may be granted CCL even in the cases she has LHAP at her credit</li> </ul>   | <p>SC<br/>65/2009</p>                            |
| <ul style="list-style-type: none"> <li>• Female Railway employees having children with disability up to 40% and mentally retarded children, can avail CCL for a maximum period of two years [730 days] till the children attain the age of 22 years, subject to the other terms and conditions stipulated.</li> </ul>  | <p>SC<br/>63/2010</p>                            |
| <ul style="list-style-type: none"> <li>• CCL may not be granted in more than 3 spells in a calendar year.</li> <li>• CCL may not be granted for less than 15 days.</li> <li>• CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal</li> <li>• It is reiterated that the CCL is to be treated like LAP and sanctioned as such</li> </ul>   | <p>SC<br/>142/2010</p>                           |
| <p>Maximum limit of CCL is 730 days and minimum limit is 15 days.<br/>CCL cannot be availed more than three times in a year.<br/>In cases of vacancies due to grant of CCL, procedure to fill vacancies shall be same as that of vacancy arising out of grant of LAP.<br/>No difference between adoptive mother and biological mother to grant CCL.<br/>During CCL, LAP &amp; LHAP shall be credited as per the extant practice.<br/>CCL is to be included in the ambit of 5 years limitation under Para 510 of R-I.<br/>HRA would be admissible to female employees proceeding on CCL in terms of Rule 1707[i], [ii] &amp; [iii] of IREC- Vol.II<br/>Since CCL is to be treated like LAP, rules applicable for retaining the facility of Bungalow Peon during LAP shall be followed in case of Female Officers proceeding on CCL.<br/>The provisions of Rule 1320 [b] [i] &amp; [ii] of IREC- Vol.II shall be applied in case of CCL. If the Railway servant is on CCL on the day of increment, the increment will come into effect only on the date she reports for duty.</p>  | <p>SC<br/>147/2010</p>                           |
| <p>On a question whether LAP availed for any purpose can be converted into CCL, it is clarified that CCL is sanctioned to women employees having minor children, for rearing or for looking after their needs like examination, sickness etc. Hence LAP specifically for this purpose only should be converted.<br/>Since the instructions of letter dt.04.10.2010 [SC 142/10] have been given retrospective effect, all the conditions specified therein would have to be fulfilled for conversion of the LAP into CCL. In cases where the leave spills over to the next year, it may be treated as one spell against the year in which the leave commences.<br/>On a question whether those who have availed CCL for more than 3 spells with less than 15 days can avail further CCL for the remaining period of the current year, it is clarified that CCL can not be granted for more than 3 times irrespective of the number of days or times CCL has been availed earlier. [Past cases not to be opened].<br/>The benefit of encashment of LAP in terms of Rule 540-A of IREC Vol.I cannot be availed during Child Care Leave.</p>   | <p>RBE<br/>21/2011<br/>SC<br/>24/2011</p>        |



**(VI) A new para as 551(E) – Child Care Leave may be inserted below Rule 551(D) as follows:  
ACS 116...RBE 57/2011...SC 60/2011**

**551 (E) – Child Care Leave:**

- (1) A woman Railway Servant having minor children below the age of eighteen years (upto the age of 22 years in case of disabled children) may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e., 730 days) during the entire service for taking care of upto two children, whether for rearing or to look after any of their needs like examination, sickness etc.
- (2) During the period of Child Care Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) Child Care Leave may be combined with leave of any other kind.
- (4) Notwithstanding the requirement of production of medical certificate contained in Rule 527 or sub-rule (1) (ii) of Rule 528, leave of the kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (1).
- (5) Child Care Leave shall not be granted in more than 3 spells in a calendar year with each spell of Child Care Leave being not less than 15 days.
- (6) Child Care Leave shall be admissible for the two eldest surviving children only.
- (7) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority.
- (8) The Child Care Leave is to be treated like Leave on Average Pay and sanctioned as such.
- (9) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- (10) Child Care Leave shall not be debited against the leave account.

**Note:** The Leave account for Child Care Leave shall be maintained in the following format and shall be kept along with the Service Book of the female Railway Servant concerned:

Format for maintaining the Child Care Leave Account:

| Period of Child Care Leave taken |     | Balance of Child Care Leave |      | Signature & Designation of the certifying Officer |
|----------------------------------|-----|-----------------------------|------|---|
| From                             | To  | Balance                     | Date |   |
| [1]                              | [2] | [3]                         | [4]  | [5]   |
|                                  |     |                             |      |   |
|                                  |     |                             |      |   |
|                                  |     |                             |      |   |

**Note-2:** Disabled Child having a minimum disability of 40% is elaborated in the Ministry of Social Justice and Empowerment’s Notification No. 16-18/97-NI.I, dt. 01.06.01, documents relating to the handicap as specified in the above said Notification dated 01.06.01, as well as a certificate from the Railway Servant regarding dependency of the child on the Railway Servant would have to be submitted by the female Railway Employee. The Child Care Leave would be permitted to female Railway Employees only if the child is dependent on her.

**Note-3:** The benefit of encashment of Leave on Average Pay, admissible in terms of Rule 540-A, cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

(Authority: Board’s letters No. E(P&A)I-2008/CPC/LE-8, dt. 23.10.08; 12.12.08; 23.04.10; 04.10.10 and 08.02.01. Board’s letters are based on corresponding instructions of DOP & T viz., OM Nos. 13018/2/2008-Estt. (L), dt. 11.09.08; 18.11.08; 02.12.08; 13018/6/2009-Estt. (L), dt. 03.03.10; 13018/1/2010-Estt., dt. 07.09.10; 30.10.10 and DOP&T’s Notification No. 11012/1/2001 Estt. (L), dt. 01.12.09).

**ACS 116...RBE 57/2011...SC 60/2011**

**Leave Rules with latest instructions**

**DRM (P) BZA**

|   |                                 |
|---|---------------------------------|
| The railway servants may avail themselves of encashment of Leave on Average Pay <ul style="list-style-type: none"> <li>• up to 10 days at the time of availing of Passes</li> <li>• maximum of 60 days in the entire career</li> <li>• subject to the condition that successive encashment cannot be made before a minimum period of two years has elapsed</li> <li>• leave on average pay of at least an equivalent duration is also availed of simultaneously</li> <li>• a balance of at least 30 days of leave on average pay should be available to his credit after taking into account the period of encashment as well as leave availed of;</li> </ul> | SC 153/2008                     |
| Clarified that the term 'passes' for the purpose of leave encashment would include Privilege Passes and PTO s.  | SC 193/2008                     |
| Decided that the Railway servants who are directly engaged in running of trains viz. all the running staff including Drivers, Assistant Drivers, Motormen, Shunters, Guards etc. and SMs/ASMs should be exempted from the requirement of availing of passes and equal duration of LAP for availing the benefit of encashment of 10 days of LAP  | SC 200/2008                     |
| After the issue of instructions vide SC 86/2009[see below], decided to withdraw the exemption granted vide SC 200/2008 ibid with immediate effect. Accordingly, henceforth the categories of running staff and SM s/ASM s shall also have to fulfill all the conditions prescribed for railway employees in general for the purpose of availing encashment of LAP up to 10 days while availing Passes/PTO s.  | SC 179/2009                     |
| Decided to permit encashment of LAP up to 10 days without any linkage to the number of days and nature of leave availed at the time of availing Passes/PTO s (W.E.F. 11-06-2009)  | SC 86/2009                      |
| Decided that the period of two years for the purpose of successive encashment of LAP shall be w.r.t. a two year block, the first one commencing from 01.09.2008 and ending on 31.08.2010 w.r.t. the outward journey performed. The next block would commence from 01.09.2010 and end on 31.08.2012 and successive blocks would follow similar pattern.  | RBE<br>15/2011<br>SC<br>18/2011 |

**Formula for encashment of LAP [while in service]**

|  |  |   |   |             |
|--|--|---|---|-------------|
| Cash equivalent =  | $\frac{\text{Pay in the respective pay band plus grade pay admissible on the date of availing of Railway Pass plus dearness allowance admissible on that date}}{30}$ | X | Number of days of leave on average pay subject to the Maximum 10 days at one time | SC 153/2008 |
| No House Rent Allowance or Transport Allowance shall be payable. |  |   |   |             |

**APPLICATION FOR ENCASHMENT OF LEAVE ON AVERAGE PAY (LAP) WHILE IN SERVICE UNDER RULE 540-A OF IREC VOL. I.**

(Authority : Ministry of Railway's Lr.NO. F(E)III/2008/LE-1/1, dated 29-10-2008  
CPO/SC's Establishment Serial Circular No. 153/2008)

1. Name of the Employee
2. P.F. / NPS No.
3. Bill Unit No.
4. Designation and Station
5. Department
6. Date of Birth
7. Date of Appointment
8. Date of Superannuation
9. Pay

Pay in Pay Band                      Grade Pay

10. No.of days LAP available at credit                      LAP :                      Days :

OS / SR & Leave .

11. No.of days of LAP proposed to encash

12. No.of days of LAP so far encashed

13. Date of last encashment of LAP

14. No.of days of LAP proposed to avail\*                      From :                      To  
(at the time of encashment period)

15. Details of Privilege Pass/PTO\*                      Pass/PTO No.                      Date:  
(Xerox copy enclosed)

I \_\_\_\_\_ do hereby declare that the particulars furnished above are true.

Date:

Signature of the Employee

Forwarded for necessary action please.

Signature of the Supervisory official

Signature of Leave sanctioning authority

**Casual Leave...**

**Reduction in CL entitlement - V CPC Recommendations**

|                               |   |
|-------------------------------|---|
| from 12 to 08                 | To all Railway Servants who are eligible to avail of all Public Holidays or Workshop Paid Holidays.....[Reduced w.e.f. 01.01.1998 vide SC 59/1998...SC 24/2002]   |
| from 15 to 11 & from 15 to 10 | To all Railway Servants who, because of the nature their duties are not allowed to avail themselves of public holidays at all or are allowed to avail themselves only of a few public holidays; [Reduced w.e.f. 01.01.1998 vide SC 59/1998...SC 24/2002] [Further reduced to 10 days w.e.f. 01.01.04 vide SC 60/2004] |
| from 17 to 13                 | [8 normal, 5days extra] on the North-East Frontier Railway. [Reduced w.e.f. 01.01.1998 vide SC 59/1998...SC 24/2002]  |

**Combination of CL with other leaves;** CL cannot be combined with any other leave, except with: -

- (i) Compensatory Casual Leave granted to Groups `C` & `D` employees other than supervisory staff, for attending on Sundays and holidays;
- (ii) Special casual leave sanctioned for participation in sporting events/events of National importance and for scouting duties
- (iii) Special casual leave sanctioned for sterilization, recanalisation operations under the Family Welfare Programme.

A Railway Servant, who has taken CL for half-a-day on the afternoon of a working day and is unable to resume duty on the next working day due to unexpected sickness or compelling grounds and he has no CL at his credit, may, as an exception to the general rule, be permitted to combine half-a-day's CL with regular leave. In no other situation can this facility be allowed. Ref: Board's Lr.No. E(G)65/LE2/29, dt. 25-6-66).

CL cannot also be combined with joining time. (E(G)79/JT1/1, dt. 21-2-80).

CL cannot be combined with vacation allowed for school staff.

(No. E 55/LE2/74/3, dt. 27-7-1955).

**Grant of Half day(s)**

CL for half-a-day either for the pre-lunch session or for the post lunch session may be granted depending upon the applicant's needs.

CL for ½ day may be granted in conjunction with CL for a full day or full days.

Facility of grant of half-a-day's casual leave is admissible to all employees including the Teachers in the Railway Schools and Colleges.

Workshop staff may be granted casual leave for half-a-day or the full day on Saturdays, depending upon the periods of working i.e., if there are two periods of working on Saturdays and the absence is during either of the two periods, casual leave may be granted for half-a-day and if there is only one period of working on a Saturday, the leave should be for a full day.

**Debit of Half day CL for late attendance**

Half-a-day's casual leave should be debited to the Casual Leave Account of the Railway Servant concerned for each late attendance. Cases of Railway Servants leaving office early before the time for closing of office, without permission, should also be treated like late attendance and half-a-day's casual leave should be debited to the casual leave account of the Railway Servant(s) concerned for each such early departure.

Note: -Late attendance up to an hour, on not more than two occasions in a month, however, can be condoned by the competent authority, if it is satisfied that the late attendance is due to unavoidable reasons, such as illness in the family, cycle puncture, late running of buses/trains etc.

If a Railway Servant having no casual leave at his credit comes late without sufficient justification and the competent authority is not prepared to condone the late attendance and does not also at the same time propose to take action under the R.S. (D&A) Rules, the Railway Servant should be informed that he would be treated as on unauthorized absence for the day on which he had come late. It should be left to the Railway Servant either to face the consequences of such unauthorized absence or to apply for regular leave as may be due to him. These instructions are, however, not applicable to Railway Employees governed by the provisions of P.W. Act, 1936 and I.D. Act. (Ref: Bd's Lr.No. E(G)82/LE1/10, dt. 20-9-82 and 14-3-83).

**Special casual leave**

Special casual leave shall be granted to Railway employees to cover their absence from duty, on the following occasions / works. [Para 2 of MC 10]

|   |
|---|
| <ul style="list-style-type: none"> <li>(i) For work connected with running / administration of Railway men's Co-Operative Societies;</li> <li>(ii) For promotion of small family norms under the Family Welfare Programme;</li> <li>(iii) For participation in sports events;</li> <li>(iv) Attendance as officials at meetings of Trade Union/ Federation;</li> <li>(v) Participation in cultural activities like Drama, Music competitions;</li> <li>(vi) Scout work;</li> <li>(vii) Occasions like:- ...Voluntary Donation of Blood, .....Attendance at meetings of Technical / Scientific institutes; .....Attendance at courts as jurors / assessors; .....Participation in Republic Day Parade;.....Unavoidable absence due to Civil disturbances etc., etc.</li> </ul> |
|---|

Special CL is admissible to both the permanent and temporary employees. Like CL, it is not a recognized leave or is subject to any rule under the leave rules applicable to the railway employees. Full

pay is admissible during the period when the employee is on special CL. Special CL can be sanctioned with retrospective effect also.

Special CL cannot be combined with ordinary CL and regular leave, except in certain cases, where the combination is allowed. [Paras 2.1, 2.2 of MC 10]

**Grant of Spl.CL....Family Welfare Scheme:**

**Point No.1 Male Railway Employee.**

| <b>NATURE</b>  | <b>No. of days of Spl. CL admissible</b>  |
|--|---|
| Self-Vasectomy operation 1 <sup>st</sup> time.<br>Self-Vasectomy operation 2 <sup>nd</sup> time due to the failure of the first operation. | Not exceeding six working days. Sundays and closed holidays intervening should be ignored. Six days on production of certificate from the medical authority concerned that the second operation was done, due to the failure of the first.                                      |
| HUSBAND' s VASECTOMY<br>[w.e.f. 02-06-1988]<br>(No.84/H(FW)/9/1 dt.28-7-88)  | One day Spl CL to a woman railway employee (on the day whom the husband of a Railway Servant undergoes for his vasectomy) will be given to her to attend her husband.   |
| Post-vasectomy complications.....Bd's Irs No.78/H(FW)/9/5 dt.15-2-79, No.78/H(FW)/9/5 dt.11-6-81 & No.77/H(FW)/9/5 dt. 2-2-78.)            |   |
| Self hospitalization due to post Vasectomy complications   | Additional special casual leave, as may be required to cover the period for which the employee is hospitalized, subject to production of certificate from the concerned hospital authority/medical attendant.   |
| Outdoor treatment for post vasectomy complications   | Not more than 7 (seven) days Spl CL., subject to production of medical certificate.   |
| Tubectomy either puerperal or non- puerperal-For the 1 <sup>st</sup> time Or second time, undergone by his wife.                           | Seven days to attend on his wife.<br>Where the operation has been performed for the second time due to the failure of the first the production of a medical certificate to that effect from the medical authority concerned is necessary for the grant of special casual leave. |
| Tubectomy/ Salpingectomy operation undergone by his wife after (MTP) medical termination of pregnancy.                                     | 7 days, subject to production of medical certificate stating that the employee's wife has undergone Tubectomy/ Salpingectomy after MTP. (No.78/H(FW)/9/5 dt.17-1-81 & No.78/H(FW)/9/5 dt.16-6-81)   |
| Sterilization of wife through operation under the Laparoscopic method.   | Seven days.<br>(Ref: Board's letter No.84/H(FW)/9/1dt.14-3-84).   |

**Point No.2 Married Female Employee.**

|  |   |
|--|---|
| Self Tubectomy operation 1 <sup>st</sup> time. - Puerperal or non- puerperal. 2 <sup>nd</sup> time due to failure of the first.                    | 14 (fourteen) days Spl CL in case of her 1 <sup>st</sup> Tubectomy OR second time Tubectomy due to failure of 1 <sup>st</sup> operation, subject to production of a certificate from the concerned hospital authority/ medical attendant that the first operation was a failure and a second operation was performed. |
| In case of wife's Tubectomy  | Railway employee will be granted 7 (seven) days Spl CL whether the Tubectomy is for the 1 <sup>st</sup> time OR for the 2 <sup>nd</sup> time due to failure of 1 <sup>st</sup> Operation.   |
| Post-Tubectomy complications. (Ref: Board's letter No.78/H(FW)/9/5 dt.15-2-79, 17-1-81, No. E.78/H(FW)/9/5 dt.11-6-81, No.77/HF(W)/9/5 dt.2-2-78). |   |
| Self hospitalization due to post Tubectomy complications   | Full period of Hospitalization, as may be needed to cover the period of hospitalization subject to production of certificate from the concerned hospital authority/medical attendant.   |
| Outdoor treatment for post Tubectomy complications   | Maximum of fourteen days, where due to post-operational complications, the employee is not fit to resume duties but not hospitalized, subject to production of medical certificate from the appropriate authority.  |
| Women Rly Employees who undergo Salpingectomy operation after MTP.   | 14 (fourteen) days Spl CL.<br>7 (Seven) days Spl CL to her husband  |
| Sterilization through operation under the Laparoscopic method.   | Fourteen days.<br>(No. 84/ H( FW)/ 9/ 1dt.7/14.3.84)  |
| Vasectomy operation on husband. No.84 /H (FW) / 9/1 dt.28-7-88)  | One day - the day on which the husband undergoes the Operation.   |

**Insertion of I.U.D.**

|  |  |
|--|--|
| (Insertion of I.U.D.) (No.76/ HF (W)/9/6 dt. 29/30-5-76 & No.78/H(FW)/9/5 dt.11-6-81). | ---One day on the day of insertion.<br>---Also admissible one day, on the day of re-insertion. |
|--|--|

**Point No: 3... Recanalisation**

Twenty-one days or actual period of hospitalization as certified by the medical attendant, whichever is less. The request for grant of special CL should be supported by the Doctor, who performed the Operation, indicating that hospitalization for the period stipulated was necessary for the operation and

recovery thereafter. In addition, Special CL can be granted to cover the to and fro journeys performed for undergoing the operation.

Operation should be performed in a hospital/ medical college/institute having the requisite facilities for recanalisation. It can also be done at private hospital nominated by the State Govt./ Union Territory Administration for the purpose. (Bd's Ir No.78/ H (FW)/ 9/ 1 dt.1-7-78 &No.78/H(FW)/9/5 dt.17-1-81)

**Point No 4. Railway employees - both Male & Female.**

|  |   |
|--|---|
| Sterilization operations undergone in Private Hospitals / Clinics. (Ref: No. 84/H (FW)/9/1 dated 30-4-84). | Special CL to the extent admissible as indicated in items 1 & 2 above, subject to the production of medical certificate from the private hospital/clinic concerned, duly countersigned by a Railway Doctor. |
|--|---|

**Point No.5 Canteen Employees (Departmental/Co-operative).**

|   |  |
|---|--|
| Sterilization operations. (Ref: No.84/H(FW)/9/1 Dt 6-6-84). | Special CL may be granted as per the scale allowed to Railway employees. |
|---|--|

**Point No.6 Daily rated Casual Labour (both male and female Labourers).**

|                                    |                                 |
|------------------------------------|---------------------------------|
| (i) Vasectomy operation - Male     | Not exceeding six working days. |
| (ii) Tubectomy operation - Female  | Not exceeding fourteen days.    |
| (iii) Insertion of I.U.D. - Female | One day                         |

Benefit will be admissible only to those daily rates casual labour who have been in continuous employment for at least three months before undergoing sterilization operation/IUD. insertion and who are likely to continue thereafter for at least three months....(Full wages will be claimed for those days and debited to contingencies under the grant provided by the Min. of Health & Family Planning, Govt. of India.)

(Ref: Board's letter No.66/H(FW)/6/74 dated 15-3-72 and 78/H(FW)/9/5 dated 15-2-79)

**NOTE:** Special CL connected with sterilization operations, recanalisation under the family Welfare Programme may be prefixed as well as suffixed to regular leave or CL. Special CL should be prefixed either to CL or regular leave and not both. Similarly, special CL may be suffixed either to CL or regular leave and not both. The intervening holidays and / or Sundays may be prefixed / suffixed to regular leave, as the case may be.

(Bd's Ir No.E/78/H(FW)/9/5 dt. 11-6-81, & No. 84/H (FW)/9/1 dt. 30.04.1984).

Note: For detailed instructions please refer SC s 11/81; 77/81; 32/1984; 55/1984; 74/1984;152/88, & 111/1990

**Joining time**

**If transfer involves change of station and change of residence** the Railway servant is entitled to joining time with reference to the distance between the old headquarters and the new headquarters by the direct route and ordinary mode of travel as given below :

|   |  |
|---|--|
| Distance between the old and the new headquarters | Joining time admissible.                                       |
| 1000 Kms.or less                                  | 10 days  |
| More than 1000 Kms.                               | 12 days  |
| More than 2000 Kms,                               | 15 days (In case to travel by air the maximum will be 12 days) |

(Ref. Board's letter No. E (G) 79 JT1/1, dated 21.02.1980; Para 4.2 of MC 6).

**Joining time is restricted to not more than one day** when the transfer is within the same station or where the transfer does not involve a change of residence from one station to another. Same station for this purpose will mean the area falling within the jurisdiction of the same municipality or Corporation including such of the suburban municipalities, notified areas of Cantonment as are contiguous to the named municipality. (Ref : Board's letter No. E(G) 79 JT1/1 dated 21.02.1980; Para 4.1 of MC 6).

**Extension of Period of Joining time** :- Extension of joining time beyond the limits mentioned above can be granted up to a maximum of 30 days by the Head of the Department/Divisional Railway Manager in the case of non-gazetted Railway servants. Beyond 30 days, the case should be referred to the Ministry of Railways. The guiding principle for dealing with cases of extension of joining time is that the time for preparation should be approximately equal to 8 days plus reasonable transit time plus holidays if any following the extended joining time. While computing the transit time, allowance could be made for time unavoidably spent due to disruption of transport arrangements caused by strike/natural calamities or the period spent awaiting the departure of the Steamer.(Letter No. E (G) 79 JT1/1, dated 21.02.1980).

**Credit for Unutilised Joining Time** :- Where the full joining time is not availed of, the number of days of joining time admissible to the Railway servant (subject to a maximum of 15 days) reduced by the number of days actually availed of will be credited to his leave account as LAP, subject to the usual restriction of accumulation of LAP.

**Sanction of special casual leave in lieu of joining time is not admissible.**

(Letter No. E (G) 79 JTI/1, dated 21.02.1980).

A Railway servant while in transit, on transfer, if directed to proceed to a place different from the one to which he was initially transferred will be entitled to joining time already availed of up to the date of receipt of revised transfer orders plus a fresh spell of full joining time from the date following the date of receipt of the revised transfer orders. The fresh spell of joining time will be calculated from the place at which he received the revised orders. (Ref: Board's letter No. E (G) 79 JTI/1, dated 21.02.1980).