

LEAVE RULES

There are following types of Leave Rules viz. (i) **Company Leave Rules** (ii) **Fundamental Leave Rules**(iii) **Railway Services (Liberalized Leave) Rules, 1949** or **Central Pay Commission Leave Rules**. The Railway servants appointed on or after 1st February, 1949 are governed under the Liberalized Leave Rules, 1949 /Central Pay Commission Leave Rules.

GENERAL PRINCIPLES OF LEAVE RULES:-

- 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.
- The leave sanctioning authority cannot alter the kind of leave due and applied for except at the written request of the Rly.emp.
- The employee is not permitted to take up any employment during the period of leave.
- Unless the President, in view of the exceptional circumstances of the case otherwise determines, no Railway servant shall be granted leave of any kind for a continuous period exceeding 5 years (Rule 510, R1).
- Conversion of one kind of leave to another, at request of the employee can be done retrospectively before cessation of his service, but shouldn't be claimed as a matter of right.
- Leave cannot be granted to a railway servant to whom a competent disciplinary authority has decided to dismiss, remove or compulsorily retire him.

KINDS OF LEAVE:

(1) Leave on Average Pay (LAP),(2)Leave on Half Avg. Pay (LHAP),(3)Commutated Leave(CML) (4) Leave Not Due (LND), (5) Extra Ordinary Leave (EOL) (6) Study Leave (7) Work Related Illness and Injury Leave [replacing Special Disability Leave&Hospital Leave] (8) Paternity Leave(PL) (9) Maternity Leave (10) Child Care Leave (CCL) (11)Child Adoption Leave (12) Casual leave (13) Special Casual leave (14) Joining Time.

1. LEAVE ON AVERAGE PAY (LAP):

A Railway servant permanent or temporary shall be entitled to 30 days LAP in a calendar year. Leave account shall be credited with LAP in advance in two installments of 15 days each on the 1st day of January and July of every calendar year. The leave at the credit of a Railway servant at the close of previous half year shall be carried forward to the next half year subject to leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 300 days w.e.f.01.07.1997 (SER 172/97, 171/98, 170/99, 58/2000, 184/2000).

A Railway servant shall be permitted to encash leave on average pay up to 10 days at the time of availing of Railway pass /PTO while in service, subject to the conditions that a balance of at least 30 days of leave on average pay should be available to his credit after taking in to account the period of encashment as well as leave availed of. It has no linkage to the number of days and nature of leave availed at the time of availing Passes/PTOs[RBE- 104/2009;SER 121/09]. The total leave so encashed during the entire career shall not exceed 60 days. The successive encashment of LAP cannot be made before a minimum period of 02 years has elapsed. The matter regarding defining the two years period for the above purpose was under consideration of the Board and it has been decided that the period of two years for the purpose of successive encashment of LAP shall be with respect to a two year block, the first one commencing from

1.9.2008 and ending on 31.08.2010 with respect to the outward journey performed. The next block would commence from 1.9.2010 and end on 31.08.2012 and successive blocks would follow similar pattern [RBE No. 104/2009 & 15/2011].

Cash equivalent = $[(\text{Pay} + \text{GP}) / 30 \times \text{No. of Days LAP (10 days Max)}]$. Calculation will be based in the pay at the time of availing Pass/PTO. NPA shall be taken into account for the calculation (RBE 67/2012, SER 78/2012).

Encashment of 300 days LAP at the credit of employee at the time of retirement is admissible. Consequent upon the implementation of 6th pay commission both earned leave and half pay leave shall be considered for Encashment of leave subject to overall limit of 300 days. However, cash equivalent payable for half pay leave shall be equal to leave salary as admissible. (Srl.No.2007/08). In the event of resignation, the employee shall be entitled for cash equivalent average pay to the extent of half of such leave is at his credit subject to a maximum limit of 150 days. Encashment of Leave is not admissible on Removal/Dismissal/Compulsory retirement under D&A proceedings. But in cases where with the imposition of the penalty of Compulsory retirement, the disciplinary authority has not imposed any cut in pension, encashment will be allowed.

If the Railway Servant has availed of Extraordinary leave and / of some period of absence has been treated as dies - non during the previous year the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and/or dies-non subject to a maximum of 15 days.

The credit for the half-year in which Railway employee is appointed will be given at the rate 2 ½ days for each completed calendar month of service, which the employee is likely to render in that calendar half year. For this purpose half a month or more will be taken as 01 month. The same rule is applicable for the Railway savants who are due to retire, resign from service or removed / dismissed/dies.

LAP applicable to the staff working in a Railway School such as Principal, Hd. Master, Teacher, Librarian, Lab Assistant or Waterman shall be credited with LAP in advance in 02 instalments of 05 days each on 1st day of January and 1st day of July every calendar. In respect of any year in which a such staff avails a portion of the vacation, he shall be entitled to additional leave on Average Pay in such proportion of 20 days, as the number of days of vacation not taken bears to the full vacation, provided the total LAP credited shall not exceed 30 days in a calendar year. If, during the year, a Railway Servant does not avail any vacation, LAP will be as per Rule 523 instead of clauses (a) & (b) [SER Esst SI 105/19].

LAP may be sanctioned in terms of days but in case of a workshop staff leave for half day may also granted. However this is restricted to six (06) occasions in a year. LAP may be granted 180 days maximum at a time which is inclusive of Holidays/Sundays/Rest days falling within the spell. However, Group A& B service for the period exceeding 180 days but not exceeding 240 days may be sanctioned, if leave granted outside India.

2. LEAVE ON HALF AVERAGE PAY (LHAP):

A railway employee, permanent or temporary other than who is serving in Rly. School as Principal, Hd. Master, Teacher, Librarian, Lab Assistant or Waterman shall be entitled to leave on half average pay of 20 days in respect of each completed year of service. It shall be credited to leave account in advance in two installments of 10 days each on 1st January and 1st July of every year. The credit for the half-year in which Railway employee is appointed or is going to retire will be

given at the rate 5/3 days for each completed calendar month of service, which the employee is likely to render in that half year. While affording credit of half-year leave fraction of a day may be rounded off to the nearest day. If the Railway Servant has availed of Extraordinary leave and / of some period of absence or suspension has been treated as dies - non during the previous year the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/18th of the period of such leave and/or dies-non subject to a maximum of 10 days [RBE 100/2003].

LHAP may be granted on medical certificate or on private affairs but not more than 24 months leave on half average pay may be granted in one spell. For LHAP there is no limit for accumulation. Commutation of LHAP not exceeding half the amount of leave on half average pay due may be granted on medical certificate to Railway servant.

3.COMMUTED LEAVE:

When leave on half average pay is converted into half the amount of such leave on average pay, the leave so converted is termed as 'Commuted Leave'.

Commuted leave not exceeding half the amount of leave on half average pay due may be granted on medical certificate to a Rly. Servant subject to the following conditions:-

- a. When commuted leave is granted, twice the half amount of such leave shall be debited from the leave on half average pay due;
- b. The authority competent to grant leave is satisfied that there is reasonable prospect of the Rly. Employee returning to duty on its expiry;
- c. There is no limit to the number of days of commuted leave to be availed of during the entire service;
- d. Leave on Half Average Pay up-to a maximum of 180 days shall be allowed during entire service where such leave is utilized for an approved course of study certified to be in the public interest.
- e. Where a Rly. Servant who has been granted commuted leave & resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as a leave on half average pay and the difference between the leave salary in respect of commuted leave and leave on half average pay shall be recovered;
- f. No such recovery shall be made if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating the Rly. Servant for further service or in the event of death;
- g. Commuted leave may be granted at the request of Rly. Servant even when leave on Average Pay is due to him.
- h. Commuted Leave is not admissible to the Teaching Staff including Principal.

4. LEAVE NOT DUE:

(1) Except in case of L.P.R. (Leave Preparatory to Retirement), Leave not due on half average pay may be granted to a railway servant in permanent employment subject to the following conditions:--

- (i) Leave not due shall be limited to the leave on half average pay he is likely to earn thereafter;
- (ii) **Leave not due during the entire service shall be limited to a maximum of 360 days, on medical certificate;**

(iii) Leave not due shall be debited against the half pay leave he is likely to earn subsequently.

(2) (a) Where a railway servant who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty the leave not due 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 leave not due 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 clause (b) if the retirement is compulsorily thrust upon him by reason of ill health incapacitating the railway servant for further service or if he is retired compulsorily on disciplinary grounds or due to pre-matured retirement under para 620 of Manual of Pension Rules or the provisions relating to compulsory retirement of non-pensionable Railway servants on rendering 30 years of service or in the event of his death.

Leave not due may be granted to the Temporary Rly. Servant with 01 yr of service for a period not exceeding 360 days during entire service on medical grounds for suffering from T.B., Leprosy, Cancer or Mental illness, if the post from which the employee is likely to last till his return to duty and the request is supported by a medical certificate.

Leave not due is not admissible to School Teachers, Lab Assistant.... Etc., since LHAP against which Leave not due is adjusted is not earned by such staff.

5. EXTRA ORDINARY LEAVE:

This may be granted in special circumstances.

(a) When no other leave is admissible &

(b) When other leave is admissible, but the Rly. Employee in writing applies for the same.

The authority which has the power to sanction leave may grant extraordinary leave in continuation of or in combination with any other leave that is admissible (except CL). In case of permanent Rly. Employee, extraordinary leave may be granted not exceeding Five [05] years in one spell. This leave is neither debited to leave account nor any leave salary is paid.

The authority competent to grant leave may commute retrospectively periods of absence without leave into EOL.

Unless, the President in view of the exceptional circumstances of the case, otherwise determines, no Temporary Rly. Employee shall be granted EOL on any one occasion in excess of the following limits:-

(i) Three (03) months without Medical Certificate;

(ii) Six (06) 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.

(iii) Eighteen (18) months where the railway servant has completed one year's continuous service and is undergoing treatment for—

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

- b) Tuberculosis of any other part of the body by a qualified T.B. Specialist/Civil Medical Officer.
 - c) Leprosy in a recognized leprosy institution or hospital recognized by the State Administrative Medical Officer concerned.
 - d) 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.
- (iv) Twenty four (24) 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 (03) 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).

Leave Salary:- Leave Salary of a workshop staff/artisan staff on LAP will be equal to the pay which the railway servant would have drawn had he remained on duty but will not include any increase which might have accrued to him during the currency of the leave.

Running Staff will get leave salary on LAP at the substantive pay or on average pay whichever is greater during the first 60 days and thereafter at substantive pay. In case of temporary running staff, the leave salary will be on average pay and beyond 60 days at average pay or the pay the staff would have drawn had he remained on duty, whichever is less. The average pay will be worked out on the basis of monthly pay earned during the 12 months preceding the month in which the leave commences and when the service rendered is less than this period the average of the actual period.

6. STUDY LEAVE:

Study leave may be granted to a Railway servant:-

- With due regard to the exigencies for public service to enable them to undergo in or out of India a special course of study consisting of higher studies of scientific, technical subject to having a direct and close connection with the sphere of his duty.
 - For studies which is advantageous from the point of view of public interest & related to his duties.
 - Studies connected with the framework or background of Public Administration.
 - Study leave out of India, only cases for super-specialization in subject or courses leading to Ph.D.,
- Study leave may be granted to a Railway servant who has rendered not less than 5 years regular continuous service including the period of Probation. The employees should not reach the age of superannuating within 3 years from the date, which he is expected to return to duty after the expiry of leave. The maximum amount of study leave, which may be granted to a Railway servant, shall be **(A)**:-

- (i) Ordinarily twelve (12) months at any one time, and
- (ii) During his entire service, twenty-four (24) months in all (inclusive of similar kind of leave for study or training granted under any other rules).

(B) 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 (5) years after completion of the study course.

Study Leave will not be granted for studies in academic, semi-academic or literacy subjects and may not be granted for the study out of India, where adequate facilities exists in India. Study

Leave out of India, can be granted only in cases of super-specialisation in subjects or courses leading to Ph.D. and that should be directly related to the sphere of duty and certified as such by the HODs.

During the study leave availed outside India, a Railway Servant shall draw leave salary equal to the pay (without allowances other than D.A) that the Railway servant drew while on duty immediately before proceeding on such leave, in addition to Study allowance (***) admissible under the rules.

During the study leave availed in India, a Railway Servant shall draw leave salary equal to the pay (without allowances other than D.A,) that the Railway Servant draw while on duty immediately before proceeding on such leave, and no study allowance shall be paid during the study leave for course of study in India. Payment of leave salary shall be subject to furnishing of certificate by the Rly. Employee of non-receipt of scholarship, stipend or any kind of remuneration, if any shall be adjusted against the leave salary payable to him. The period spent on study leave shall not count for earning leave other than LHAP. But it shall be counted as service for promotion/seniority, pension and for increment.

(**Study allowance stand abolished w.e.f. 01-07-2017; Auth: RBE 68/2018; SER 118/2018)

7. WORK RELATED ILLNESS AND INJURY LEAVE[WRIL]:

W.E.F. 14th Dec, 2018 the Work Related Illness And Injury Leave[WRIL] came into force replacing Special Disability Leave. The authority competent to grant leave may grant Work Related Illness And Injury Leave to a Rly. Servant, whether permanent or temporary, who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or inconsequence of her or his official position subject to the provisions contained in rule 521 of these rules, on the following conditions, namely:

(1) full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIL.

(2) Beyond hospitalization, WRIL shall be governed as follows:

(a) A Rly. Servant (other than RPF/RPSF) full pay and allowances for the six (06) months immediately following hospitalization and Half Pay for twelve months (12) beyond the said period of six months. The half pay period may be commuted to full pay with corresponding number of days of Leave on Half Average Pay debited from the employees leave account.

(b) For officers, RPF/RPSF full pay and allowances for 06 months immediately following the hospitalization and full pay only for the next twenty four (24) months.

(c) For personnel below the rank of officer of the RPF/RPSF full pay and allowances, with no limit regarding period.

(3) In the case of persons to whom the Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under WRIL shall be reduced by the amount of compensation paid under the Act.

(4) No LAP or LHAP shall be credited during the period that employee is on WRIL.

8. PATERNITY LEAVE:

W.e.f. 07.10.1997, paternity leave is granted to a male Railway servant (including apprentice) with less than two surviving children for a period of 15 days during the confinement of his wife i.e. before 15 days up-to 06 months from the date of delivery of the child. If such leave is not availed of within the period it shall be treated as lapsed. Like Maternity Leave, It may be

granted in one spell and may be combined with leave of any kind. During the period of such leave, Leave Salary shall be equal to the pay drawn immediately before proceeding on leave [SER 05/2000].

On valid adoption of child below the age of one year, paternity leave for a period of 15 days may be granted within a period of six months from the date of valid adoption. (SER Srl.No.198/2009 & RBE.No.166/2009).

9. MATERNITY LEAVE:

A female Railway Servant (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 from the date of its commencement[163/08].

Maternity leave may be combined with any other kind of leave due and admissible (including commuted leave up to 60 days and leave not due) up to a maximum period of two **(02) years**, may, if applied for, in continuation of maternity leave, be granted without production of the medical certificate. In addition to that, more leave may be granted on production of medical certificate for the illness of the female employee or illness of a newly born baby.

Maternity leave may also be granted on account of miss-carriage/ abortion (irrespective of the number of surviving children) for a period not exceeding six (06) weeks on production of medical certificate & should be restricted to 45 days in the entire career [SER 115/94].

Maternity leave is also admissible (i) in case of still born child and (ii) in case a female employee marries a widower with children from his former wife.

During the period, she shall be paid leave salary equals to the pay drawn immediately before proceeding on leave.

The maternity leave shall not be debited against the leave account.

EOL taken without Medical Certificate in continuation of Maternity Leave would not count for qualifying service and for purpose of grant of increment / pension [RBE 72/2014; SER 86/2014].

10. CHILD CARE LEAVE. (SER E/S-105/2019):-

A female Rly.Employee as well as a single male Rly. Servant may be granted CCL by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of 02 eldest children whether for rearing or to look after any of their needs, such as education, sickness and the like.

Child means:-

- (a) a child below the age of 18 years;
- (b) an offspring of any age with a minimum disability of 40% as specified by the Ministry of Social Justice and Empowerment.

Grant of CCL shall be subject to the following conditions namely;

- (i) Child Care Leave shall not be granted in more than 03 spells in a calendar year;
- (ii) In case of a single female Railway Servant, the grant of leave in 03 spell in a calendar year shall be extended to 06 spells.
- (iii) It shall not ordinarily be granted during probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of CCL to the probationer, provided that the period for which such leave is sanctioned is minimal.
- (iv) CCL may not be granted for a period less than 05 days at a time;
- (v) During the CCL, Rly. Servants shall be paid 100% of the salary for the 1st 365 days and 80% for the next 365 days.

(vi) CCL may be combined with any other kind.

(vii) Notwithstanding the requirement of productions 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 sixty days and leave not due) maximum of one year, if applied for, be granted in continuation with child care leave granted under sub rule (1).

(viii) Child care leave shall not be debited against the leave account.

CCL cannot be demanded as matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority. Saturdays, and Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of earned leave. CCL can be availed, if the employee concerned has earned leave at her credit also. LAP and LHAP gets credited during the leave period of Child care leave.

11. CHILD ADOPTION LEAVE:

An adoptive mother on the railway service, with less than 02 surviving children may be granted leave for 180 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. During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. This facility will not be admissible to an adoptive mother already having 02 surviving children at the time of adoption.

In continuation of 'child adoption leave' the adoptive mothers may also be granted, if applied for leave of any kind due & admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period upto 01 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 illustrated below :-

- If the age of adopted child is less than 01 month on the date of adoption leave up to 01 year may be allowed.
- If the age of 06 months and above but less than 07 months of the adoptive child leave up to 06 months leave may be allowed.
- If the age of the child is 09 months and above but less than 10 months leave up to 03 months may be allowed.

Child adoption leave shall not be debited against the leave account. (SER Srl.No.198/2009 & RBE.No.166/2009).

12. CASUAL LEAVE: (C.L)

CL is admissible to the Rly. Employees of all categories (A,B& C) and is granted for sudden / unforeseen requirements of the employees. It is not recognized as leave or subject to any rule under the leave rules applicable to the Rly. Servants. Therefore, a Rly. Servant on CL is technically not treated as absent from duty and his pay is not intermitted. CL should not, however, be granted to Rly. Servant so as to cause evasion of the rules regarding:-

- a) Date of reckoning of pay & allowances;
- b) Change of Office;
- c) Commencement and end of leave and
- d) Return to duty

CL can be prefixed or suffixed with intermediate holidays & holidays will not be counted.

CL may also be granted on half day basis.

Casual Leave is admissible in a calendar year:-

(i)	8 days	(a) All Rly. Servant including W/s Staff- who are eligible to avail all public holidays; (b) Divisional & Assistant Medical Officer; (c) Apprentice Mechanics, Trade Apprentice, Trainees & Other Apprentices not governed by the Apprentice Act, 1961 attached to Workshops and Printing Presses, who are getting 15 paid holidays in a year.
(ii)	10 days	(a) Rly. Serv. who due to nature of duties are not allowed to avail public holidays; (b) Artisan staff, other than W/s staff provided are not covered to convert CL in paid holidays; (c) Casual Labours who have attained temporary status.
(iii)	13 days	Rly. Servants of North East Frontier Railways.
(iv)	12 days	Additional 04 days in form of special CL is granted to the employees with disabilities [SER 09/2009]

- CL cannot be combined with any other leave as well as with the joining time; [An office staff who has availed of half-day's CL in the afternoon and has not CL due to his credit he may be permitted as an exception to the general rules, to combine that half-day casual leave with other regular leave granted to cover his absence for the following day on account of compelling cause (SER 219/66)].
- CL will lapse at the end of the year [Master Circular-15, SER 94/2005]

13. COMPENSATORY CASUAL LEAVE:

Compensatory Casual Leave is granted to compensate railway employee against the duty performed by him on Sunday or on the weekly rest-day or on holidays. This may be taken within one month failing which it will lapse [Beyond one GM can sanction]. Supervisory staff will not be eligible for the off but in lieu may claim conveyance charges. Other excluded office staff may get either of the privileges. Compensatory Casual Leave will also be admissible to other staff governed under the Factories Act and the HOER in lieu of weekly rest foregone.

Not more than 03 days (consecutive) Compensatory Casual Leave may be allowed in any time. This can be prefixed or suffixed to regular leave, casual leave, and rest-day or with holidays [SER 82/62]. Beyond one month, compensatory casual leaves may be sanctioned by GM. Supervisory staff are not entitled for any compensatory casual leave. This leave also known as Compensatory Rest.

14. SPECIAL CASUAL LEAVE:

Special casual leave is granted to cover absence of the employee from duty on the following occasions: -

- i. For attending to work connected with running of Railwaymen's Co-operative Societies [10 days plus minimum journey period – SER 12/2017].
- ii. For promoting small family norms under the Family Welfare Programme.

- iii. For participation in Sports events [SER 33/2005].
- iv. Attending official meetings of Trade Union / Federation
- v. Occasions like voluntary donation of Blood.
- vi. For Railway employees assisting other Railway employees facing enquiry under the Railway Service Discipline and Appeal Rules.
- vii. To the aggrieved female Rly. Servant during the pending of inquiry under Sexual Harassment of Women at Workplace [upto 90 days RBE 51/2017]
- viii. For participating in Cultural activities like Drama, Music Competition etc.
- ix. Participation in Republic Day Parade,
- x. For attending in TA Camps [6 days- SER 14/1992].
- xi. For participating in Trekking Expedition [upto 30 days-SER 47/2001]
- xii. For participation in Yoga/Meditation/Spiritual and other related programme-09 days.

Ordinarily, SCL is limited to 30 days in a calendar year and is not debit-able to leave account. SCL may be granted upto 90 days by the GM for participation in sport events of Inter-National/ National interest beyond that Rly. Bd. Is the authority. SCL is admissible to both the permanent and temporary employees. Full pay is admissible during period of SCL. SCL ordinarily cannot be combined with CL or other regular leave.

JOINING TIME:

Joining time means the time allowed to a Rly. Servant on transfer in public interest to enable him to join a new post either at the same station or a new station. Joining time is restricted to not more than **one day** when the transfer is within the same station of where the transfer does not involve a change of residence from one station to another. If transfer involves change of station, the Railway servant is entitled to joining time with reference to the distance between the old HQ and the new HQ by the direct route and ordinary mode of travel as given below.

Distance between the old and new HQ.	Joining time admissible
Within same station or municipal /corporation area or to another station and not involving change of residence.	01 day
1000 KMs or less	10 days
More than 1000 KMs but less than 2000Km	12 days
More than 2000 KMs	15 days (in case of travel by Air Maximum 12 days)

The joining time shall commence from the date of relinquishment of charge of the old post. When holidays follow joining time the normal joining time is deemed to have been extended to cover such holidays.

Extension of joining time beyond the limits as above, can be granted upto the maximum limit of 30 days by HOD and on divisions by DRMs in the case of Non-Gaz staff and beyond 30 days by the Rly. Bd.

Joining time may be combined with vacation and / or regular leave of any kind or duration except Casual Leave [RBE & SER E/S No. 55/2013].

Joining time is admissible only in cases of transfer in public interest and not in cases of transfer on employees' request. There is however no objection to grant him leave as admissible other than Casual Leave.

For appointment to posts under the Central Govt., on the results of a competitive examination and or interview open to Govt. Servants and others. Central Govt. employees and permanent/provisionally permanent State Govt. employees will be entitled to Joining Time.

A Govt. Servant shall be treated on duty during the period of joining time and shall be entitled to joining time pay equal to the pay and allowances like DA, HRA drawn before relinquishment of charge at the old post. Pay for holidays intervening date of relief and the date of joining the new place will be borne by the department where the employee joins after transfer (SER 146/89). But, the temporary C.Govt. employees with less than 03 years continuous service, though entitled for joining time wouldn't be entitled for Joining Time Pay.

Crediting of un-availed joining time to leave- when a railway servant joins the new post without availing of the full joining time, the number of days of joining time as admissible under the rules, subject to maximum 15 days, reduced by the number of day actually availed of shall be credited to his leave account as earned leave/LAP, subject to usual restriction on accumulation of LAP in the leave account.

When the unutilized joining time be credited as Earned Leave?

- Rules 6(1) CCS (Joining Time) Rules provides that when a Govt. servant joins a new post without availing full joining time by reason that –
 - (a) He is ordered to join the new post at a new place of posting without availing of full joining time to which he entitled for; or
 - (b) He proceeds alone to the new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming Travelling Allowance for the family, then the number of days of joining time admissible under sub-rule (4) of Rule 5 of the Central Civil Services (JT) Rules, 1979, subject to a maximum of 15 days reduced by the number of days of joining time actually availed of shall be credited to his leave account as earned leave.

GENERAL RULES ON SPECIAL CL

- Either ordinary casual leave or regular leave may be allowed to be suffixed with special casual leave only on medical grounds by the Heads of the Deptts./Offices.
 - While prefixing of ordinary casual leave with special casual leave may be allowed by the competent authority, prefixing of regular leave with Special Casual Leave is not permissible, but individual cases of hardship, if any, may be dealt with on their merits and sent to the Ministry of Railways for consideration.
 - In case of employees who proceed on leave but are unable to return to place of duty owing to dislocation of train services on account of floods, subject to their producing a certificate from the SM or supervisory staff in charge at the station nearest to the breach indicating that the employee had reported to him on a particular date and had to hold on at that station up to the time of restoration of communication. Special casual leave in such cases can be combined with any other kind of leave. (For those who proceeded on duty, such forced halts may be treated as duty.) [Ref: E(G) 66 LE2-38, dated 20.08.1966]
 - SCL is not allowed to be combined with casual leave or regular leave at one time.
 - A spell of SCL cannot also be availed of between two periods of regular leave.
- [No. 67/H(FW)/15/2 dated 26.10.1968 and No. 71/H(FW)/32/1 dated 01.09.1971]

- Special casual leave, when sanctioned for the purposes mentioned in the above paras, can be combined with ordinary casual leave only and not with regular leave. Sundays/ Holidays intervening the period of special casual leave will not be ignored, but will form span of the special casual leave. [Ref : Board's letter No. E(G) 64 LE112, dated 23.03.1964]

Leave to probationers and a railway servant on probation:

A railway servant on probation including a probationer under training for a railway service in Gr-A shall be entitled to leave under the liberalized leave rules as a temporary or permanent railway servant according to 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 Rly. Servant.

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 any6 earlier date on which his services are terminated by the orders of an authority competent to appoint him.

Leave to Special Class Apprentices:-

Special Class Apprentices may be granted leave on full stipend for a period not exceeding 01 month in any year of apprenticeship provided that except on grounds of ill-health, the leave shall not be granted to an apprentice if it would interfere with his training. Leave in excess of one month in any year may be granted on grounds of ill-health and when the excess leave is so granted, the apprentice shall not be eligible for any stipend for the excess period.

Leave to Apprentice Mechanics:-

Apprentice Mechanics in Railway Workshop may be granted leave on full stipend for a period not exceeding 16 days and on half stipend on medical certificate for a period not exceeding 20 days in any year of apprenticeship.

Leave to probationary ASMs and Commercial clerks and all others who are trained for employment and not put on the time scale during the period of training shall be regulated under this rule.

Leave to Trade Apprentices:-

Apprentices under training in Gr-C posts in all other departments who are posted to supervisory posts after training such as, Apprentice Train Examiners, Apprentice PWI, Stores Apprentices etc. May be granted leave like Apprentices Mechanics as stated above.

Extraordinary Leave to Apprentices:-

Apprentices, other than special Class Apprentices, may be granted by the General Manager/HOD/Dy.HODs of the departments extraordinary leave (without stipend) under the rules applicable to temporary railway servants.
