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MASTER CIRCULAR

Master Circular No. 41

Leave reserve - provision of in non-gazetted categories.

The instructions issued by the Railway Board from time to time on the subject of Leave Reserve in non-gazetted categories are contained in several letters. The Railway Board have now decided to consolidate the instructions issued so far on the subject, into a single Master Circular, as below, for the information and guidance of all concerned.

2. The sanctioned strength of Group 'C' and 'D' staff includes a leave reserve provision, which varies according to the essentiality of providing relief to the Railway servants, who avail leave or have to be necessarily away on other/miscellaneous requirements.

2.1 Percentages of leave reserve which have been prescribed for provision in the various categories, based on the Adjudicator's award, have been given in [Annexure-I](#).

2.2 Ordinarily, the leave reserves should be provided in the lowest category in each normal promotion group. However, in certain categories, the leave reserves may be provided in intermediate grades, so as to avoid a long chain of relieving arrangements, which would militate against efficient working and also administrative flexibility besides involving additional daily allowance. Categories where the leave reserves have been permitted to be provided in intermediate grades have been shown in [Annexure II](#).

(Ref: Board's letters No. [E\(Adj\)48 LR 1 dated 14.8.1951](#),
No. [E\(S\)I 58 ADJ/LE/1 dated 12.6.1958](#)
and No. [E\(G\)62 LR 1/1 dated 10.4.1963](#).)

3. Leave reserve should not be provided in the categories of staff of Railway Schools who get holidays during the vacation and who have been excluded from the scope of Hours of Employment Regulations.

(Ref: Board's letters No. [E\(Adj\)48 LR 1 dated 14.8.1951](#)
and No. [E\(G\)83 LR 1-4 dated 3.5.1985](#))

4. The provision of leave reserves as per percentages mentioned in [Annexure-I](#) will apply to the permanent posts. Leave reserves with reference to the temporary posts should be provided at 7/8th of the percentages prescribed in respect of permanent posts. For this purpose, the number of sanctioned temporary posts as on 1st April and 1st October of each year should be adopted.

(Ref: Board's letter No. [E\(Adj\)48 LR 1 dated 26.11.1951](#))

5. Leave reserve percentages, wherever they are below the minimum percentage prescribed, should be brought up to the minimum, except in respect of posts chargeable to the Demand pertaining to the Administration. In the case of Loco Running Staff and Guards, the leave reserves may be provided at the maximum of 30% and 25% respectively.

(Ref: Board's letters No. [E\(G\)73 LR 1-11 dated 3.12.1973](#),
No. [E\(G\)78 LR 1-2 dated 30.6.1978](#)
and No. [E\(G\)70 LR 1-2 dated 27.4.1973](#).)

6. The provisions of leave reserves is intended to cover absenteeism on various counts i.e., not only leave but also other purpose like joining time on transfer, vision tests, training courses, court attendance, attendance at enquiries, PNM meetings, selections etc. Leave reserves should, therefore, be utilised for the purpose for which they are intended and they should not be posted against regular vacancies by keeping the leave reserve posts vacant for long periods.

(Ref: Board's letters No. [E\(G\)70 LR 1-15 dated 12.11.1970](#),
No. [E\(G\)73 LR 1-11 dated 3.12.1973](#)
and No. [E\(G\)78 LR 1-33 dated 26.12.1978](#))

7. Distribution of leave reserves should be made in such a manner as to afford their quick

availability wherever they are required, with minimum dislocation of the leave reserves themselves. Decentralised control of leave reserves should be observed.

(Ref: Board's letters No. [E\(G\)62 LR 1/3 dated 7.5.1964](#),
No. [E\(G\)70 LR 1-1 dated 24.3.1972](#)
and No. [E\(G\)83 LR 1-5 dated 3.5.1985](#))

8. While considering any proposal for increase in the strength of leave reserves, the possible effect that the facility of encashment of leave on superannuation now available to the Railway servants may have on the actual utilisation of leave should be kept in mind.

(Ref: Board's letter No. [E\(G\)78 LR 1-25 dated 21.12.1978](#))

9.

- i. While referring to the master circular, the original letters mentioned herein should be read for a proper appreciation. The master circular is only a consolidation of the existing instructions and should not be treated as a substitution of the original circulars. In case of doubt, the original circulars should be relied upon as authority;
- ii. The instructions contained in the original circulars referred to have only prospective effect unless indicated otherwise;
- iii. If any circular having a bearing on the subject, which has not been superseded has been lost sight of in the preparation of the master circular, the said circular which has been missed through oversight should not be ignored but should be treated as valid and operative.

10. The letters on the basis of which the master circular has been prepared are indicated in the enclosed list.

List Showing the reference number and date of letters on the basis of which the master circular has been prepared.

1. No. [E\(Adj\)48 LR 1 dated 14.8.1951.](#)
2. No. [E\(Adj\)48 LR 1 dated 26.11.1951.](#)
3. No. [E\(S\)I 57 ADJ/12 dated 31.10.1957.](#)
4. No. [E\(S\)I 58 ADJ/LE/1 dated 12.6.1958.](#)
5. No. [E\(G\)62 LR 1/1 dated 18.4.1963.](#)
6. No. [E\(G\)62 LR 1/3 dated 7.5.1964.](#)
7. No. [E\(G\)62 LR 1-10 dated 28.12.1964.](#)
8. No. [E\(G\)65 LR 1-4 dated 25.6.1965.](#)
9. No. [E\(G\)64 LR 1-2 dated 5.1.1966.](#)
10. No. [E\(G\)64 LR 1-15 dated 19.1.1966.](#)
11. No. [E\(G\)62 LR 1-9 dated 15.4.1966.](#)
12. No. [E\(G\)65 LR 1-4 dated 11.8.1966.](#)
13. No. [E\(G\)68 LR 1-12 dated 5.12.1968.](#)
14. No. [E\(G\)68 LR 1-12 dated 28.3.1969.](#)
15. No. [E\(G\)68 LR 1-12 dated 17.9.1969.](#)
16. No. [E\(G\)68 LR 1-12 dated 30.10.1969.](#)
17. No. [E\(G\)70 LR 1-13 dated 10.9.1970.](#)
18. No. [E\(G\)70 LR 1-13 dated 24.11.1970.](#)
19. No. [E\(G\)70 LR 1-15 dated 12.11.1970.](#)
20. No. [E\(G\)70 LR 1-3 dated 8.7.1971.](#)
21. No. [E\(G\)70 LR 1-6 dated 8.11.1971.](#)
22. No. [E\(G\)70 LR 1-1 dated 24.3.1972.](#)
23. No. [E\(G\)70 LR 1-14 dated 27.4.1973.](#)
24. No. [E\(G\)72 LR 1-6 dated 27.4.1973.](#)
25. No. [E\(G\)70 LR 1-2/Pt. dated 27.4.1973.](#)
26. No. [E\(G\)73 LR 1-11 dated 3.12.1973.](#)
27. No. [E\(G\)73 LR 1-19 dated 20.4.1974.](#)

28. No. [E\(G\)76 LR 1-6 dated 20.5.1978.](#)
29. No. [E\(G\)78 LR 1-2 dated 30.6.1978.](#)
30. No. [E\(G\)78 LR 1-17 dated 22.12.1978.](#)
31. No. [E\(G\)78 LR 1-25 dated 21.12.1978.](#)
32. No. [E\(G\)78 LR 1-33 dated 26.12.1978.](#)
33. No. [E\(G\)78 LR 1-16 dated 1.1.1979.](#)
34. No. [E\(G\)78 LR 1-17 dated 21.4.1979.](#)
35. No. [E\(G\)78 LR 1-16 dated 8.6.1979.](#)
36. No. [E\(G\)79 LR 1-12 dated 29.12.1981.](#)
37. No. [E\(G\)81 LR 1-14 dated 14.4.1982.](#)
38. No. [PC-III/81/Caiii/87 dated 16.12.1983.](#)
39. No. [E\(G\)83 LR 1-5 dated 3.5.1985.](#)
40. No. [E\(G\)83 LR 1-4 dated 3.5.1985.](#)
41. No. [PC-III/84/UPG/19 dated 25.06.1985 \(RBE 181/1985\).](#)
42. No. [E\(G\)86 LR 1/2 dated 3.7.1986 \(RBE 120/1986\).](#)
43. No. [E\(G\)86 LR 1/2 dated 29.2.1988 \(RBE 24/1988\).](#)
44. No. [E\(G\)86 LR 1/2 dated 27.7.1988.](#)

ANNEXURE-I

Provision of leave reserves for various categories

	Categories	Percentage provision
1.	Operating staff requiring replacement even for short periods for normal working - (Group 'C')	16 ² / ₃ % to 30%
2.	Operating staff requiring replacement even for short periods for normal working - (Group 'D')	16-2/3% to 30%
3.	Loco Running staff of all grades.	15% to 30%
4.	Guards Grade 'C'	15% to 30%
5.	Commercial staff, Inspectorial or supervisory staff and such staff of all departments as require replacement even for short periods for smooth and efficient working.	15% to 25%
6.	Group 'D' staff of commercial and other Departments as require replacement even for short periods for smooth and efficient working	15% to 25%
7.	Office clerks, Workshop staff and such staff of all Departments, who need not be replaced for short periods - Group 'C' and skilled	12.5%
8.	Group 'D' and semi-skilled.	12.5%
9.	Unskilled and other categories for whom substitutes can be engaged.	12.5%

(Ref: Boards letter No. [E\(Adj\)48 LR 1 dated 14.8.1951](#),
 No. [E\(S\)I 58 ADJ/LE/1 dated 12.6.1958](#)
 and No. [E\(G\)73 LR 1-11 dated 3.12.1973](#))

ANNEXURE II

Categories where provision of leave reserve in intermediate grades has been allowed.

Category	Grade I Category in which Leave Reserve provision has been allowed
1. Station Master/Assistant Master Rs. 330-560/1200-2040(RPS) Rs. 425-640/1400-2300	Leave reserve to the extent of 100% in grade itself. 25% in the grade itself and balance in Rs. 1200-2040 subject to adjustment necessitated as a result of restructuring

Letter No. [PC-III/81/Caiii/87 dated 16.12.1983](#)

Rs. 455-700/1400-2300 & above.

100% in the grade itself

Yard Master/ Assistant Yard Master
Grade Rs. 455-700/1400-2300 (RPS)

Leave Reserve to be operated as per practice
obtaining on each Railway

2. Switchmen Rs. 330-560/1200-2040

To be provided in the category itself

(Ref. Board's letter No. [E\(G\)62 LR 1-10 dated 28.12.1964](#))

3. Cabinmen Gr. I Rs. 260-400/950-1500
Cabinmen Gr. II Rs. 210-270/800-1150
Levermen

Leave Reserves to be provided in Gr. Rs. 210-270/800-1150 and where the provision in this regard is found inadequate as a result of less posts in the grade, the short fall to be made good by providing posts to the extent necessary in Gr. 260-400 (RS).

(Ref : Board's letter No. [E\(G\)62 LR 1-10 dated 28.12.1964](#),
[E\(G\)76 LR 1-6 dated 20.5.1978](#)
[PC-III/81/Caiii/87 dated 16.12.1983](#))

4. Guard 'A' Special Rs. 455- 700 (RS) 425-700(RS)/ 1400-2200

Leave reserves for Guard 'A' Special and Guard 'A' to be provided to the extent of 15% in the grade Rs. 425-600 (RS) and balance in Grade 'B'. Rs. 425-700 (RS)/1400-2600.Rs

Guard 'A' 425-600(RS)/ 1350-2200

[Ref. : Board's letter No. [PC-III/84/UPG/19 dated 25.06.1985](#) (RBE 181/1985)]

Guard 'B' Rs. 330-560(RS)/Guard 'C' Rs. 330-560(RS)/(1200-2040)

To be provided in the category itself.

[Ref. : Board's letter No. [E\(G\)78 LR 1-16 dated 8.6.1979](#)
[E\(G\)68 LR 1-12 dated 5.12.1968](#)]

5. Shunting Jamadar Grade Rs. 330-560(RS)/ 1200-1800

To be provided in the category itself.

[Ref. : Board's letter No. [E\(G\)70 LR 1-14 dated 27.4.1973](#)]

6. 8. Chief Controller Rs. 840-1040/1200(RS)/2375-3500
Dy. Chief Controller Rs. 700-900 (RS) /2000-3200
Section Controller Rs. 470-750 (RS) /1400-2600

Against the posts of Chief Controller and Dy. Chief Controller, Leave Reserve posts to the extent of 50% will be in grade Rs. 700-900 (RS) and the balance in grade Rs. 470-750(RS).

[Ref. : Board's letter No. [E\(G\)79 LR 1-12 dated 29.12.1981](#)]

7. Traffic Supervisory staff such as Transportation Inspector etc. in the Channel of promotion of Guards.

Provision to be made in the category of Guard 'B' prevalent in certain Railways as per general instructions.

[Ref. : Board's letter No. [E\(G\)70 LR 1-3 dated 8.7.1971](#)
and [E\(G\)68 LR 1-12 dated 17.9.1969](#)]

8. Brakesmen Rs. 225-308 (RS 825-1200)

To be provided in the same category

[Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 30.10.1969](#)]

9. Travelling Ticket Examiner Rs. 330-560(RS)/1200-2040

50% of Leave reserves to be in the grade of TTEs and the balance in grade of Ticket Collectors Rs. 260- 400 (RS).

[Ref. : Board's letter No. [E\(G\)70 LR 1-6 dated 8.11.1971](#)]

10. Enquiry cum Reservation Clerk Rs. 330-560(RS)/ 1200-2040

In the grade itself.

[Ref. : Board's letter No. [E\(G\)72 LR 1-6 dated 27.4.1973](#)]

11. Conductor Rs. 425-600(RS) 1400-2300

In the grade itself.

[Ref. : Board's letter No. [E\(G\)62 LR 1-9 dated 15.4.1966](#)]

12. Cook (Catering Deptt) Rs. 75-110(RS)/ 210-270(RS) 800-1150

In the category of cook.

[Ref. : Board's letter No. [E\(G\)65 LR 1-4 dated 25.6.1965](#)]

13. Asstt Manager (Catering) Rs. 110-200(RS) 260-430(RS) (Catering Supervisory)

In the category itself instead of clerks

[Ref. : Board's letter No. [E\(G\)65 LR 1-4 dated 11.8.1966](#)]

14. Mail Driver 'A' Special Rs. 550-750 (RS)/1640-2900
Passenger Driver Rs. 550-750 (RS) /1600-2660

Leave reserve for Driver 'A' Special and Driver 'A' to be in Driver 'A' grade of Rs. 550-700(RS).

- [Ref. : Board's letter No. [PC-III/84/UPG/19 dated 25.06.1985](#) (RBE 181/1985)]
 Goods Driver Rs. 425-640 (RS) /1350-2200. In the category of Driver 'B'
- [Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 5.12.1968](#)]
 Driver 'C' Rs. 330-560 (RS) /1350-2200 In the category of Driver 'C'
- [Ref. : Board's letter No. [E\(G\)73 LR 1-19 dated 20.4.1974](#)]
15. Shunter Rs. 330-560 (RS) /290-400 (RS) In the category itself.
 /1200-2040
 [Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 17.9.1969](#)]
16. Fireman "A" & "B" Rs. 290-350(RS)/ Rs. To be provided in the category itself.
 950-1500.
 Assistant Electric Loco Driver Rs. 290-350(RS)/ 950-1500.
 [Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 28.3.1969](#)
[PC-III/84/UPG/19 dated 25.06.1985](#) (RBE 181/1985)]
17. Shunter (Diesel) Rs. 1200-2040 To be provided in the same grade.
 [Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 28.3.1969](#)]
18. Works Mistry Rs. 380-560 (RS) /1320-2040. In the Grade of Works Mistry itself instead of in the category of Mason/ Welder /Blacksmith etc.
 [Ref. : Board's letter No. [E\(G\)64 LR 1-2 dated 5.1.1966](#)]
19. Skilled posts in Mech, S&T, Elect., CE Leave reserve for all skilled posts i.e skilled., Workshops, Printing Press, Loco Sheds, Highly skilled Gr. I & II to be provided in the C&W Department, Train Lighting, EMU lowest skilled grade in the category. Depots and Traction Lighting.
 [Ref. : Board's letter No. [E\(G\)70 LR 1-13 dated 10.9.1970](#)
[E\(G\)70 LR 1-13 dated 24.11.1970, 30.8.1971](#)]
20. Chargemen Rs. 425-700(RS)/1400-2300 In the grade itself.
 [Ref. : Board's letter No. [E\(S\)I 57 ADJ/12 dated 31.10.1957](#)]
21. Asstt. Signal Inspector Rs. 425-700(RS)/ 1400-2300 In the grade of Rs. 425-640(RS)
 Asstt. Block Inspector Rs. 425-640(RS)/ 1400-2300.
 [Ref. : Board's letter No. [E\(G\)64 LR 1-15 dated 19.1.1966](#)]
22. Block Signal Maintainer Rs. 330-480 (RS)/1200-1800 including Gr. II Staff In the grade itself.
 Maintaining Signal equipments.
 [Ref. : Board's letter No. [E\(G\)78 LR 1-17 dated 21.4.1979](#)]
23. Block Signal Maintainer Rs. 330-560 (RS)/1320-2040 including Gr. II Staff In the grade itself.
 Maintaining Signal equipments.
 [Ref. : Board's letter No. [E\(G\)78 LR 1-17 dated 22.12.1978](#)]
- 24.3. Dressers Rs. 225-308 (RS) /825-1200 To be provided in the category of Dressers in scale Rs. 210-270(RS).
 [Ref. : Board's letter No. [E\(G\)81 LR 1-14 dated 14.4.1982](#)]
25. Section Officer (A/Cs) Rs. 500-900 (RS)/1640-2900 To be provided in Grade Rs. 1200 -2040 (RPS) i.e., Junior Accounts Assistant and (ii) Junior Inspector of Stores A/cs Rs. 500-900 of Station Accounts (RS) /1640-2900(RPS).
 [Ref. : Board's letter No. [E\(G\)86 LR 1/2 dated 3.7.1986, 29.2.1988, 27.7.1988](#)]
26. Loco Supervisory Staff such as Loco Foreman, Loco Inspectors etc. in the channel of Promotion of Loco Running Staff. Leave Reserve to be provided in the category of Driver 'B'.
 [Ref. : Board's letter No. [E\(G\)68 LR 1-12 dated 17.9.1969](#)]