

**RAILWAY SERVICES
(LIBERALISED LEAVE)
RULES 1949**

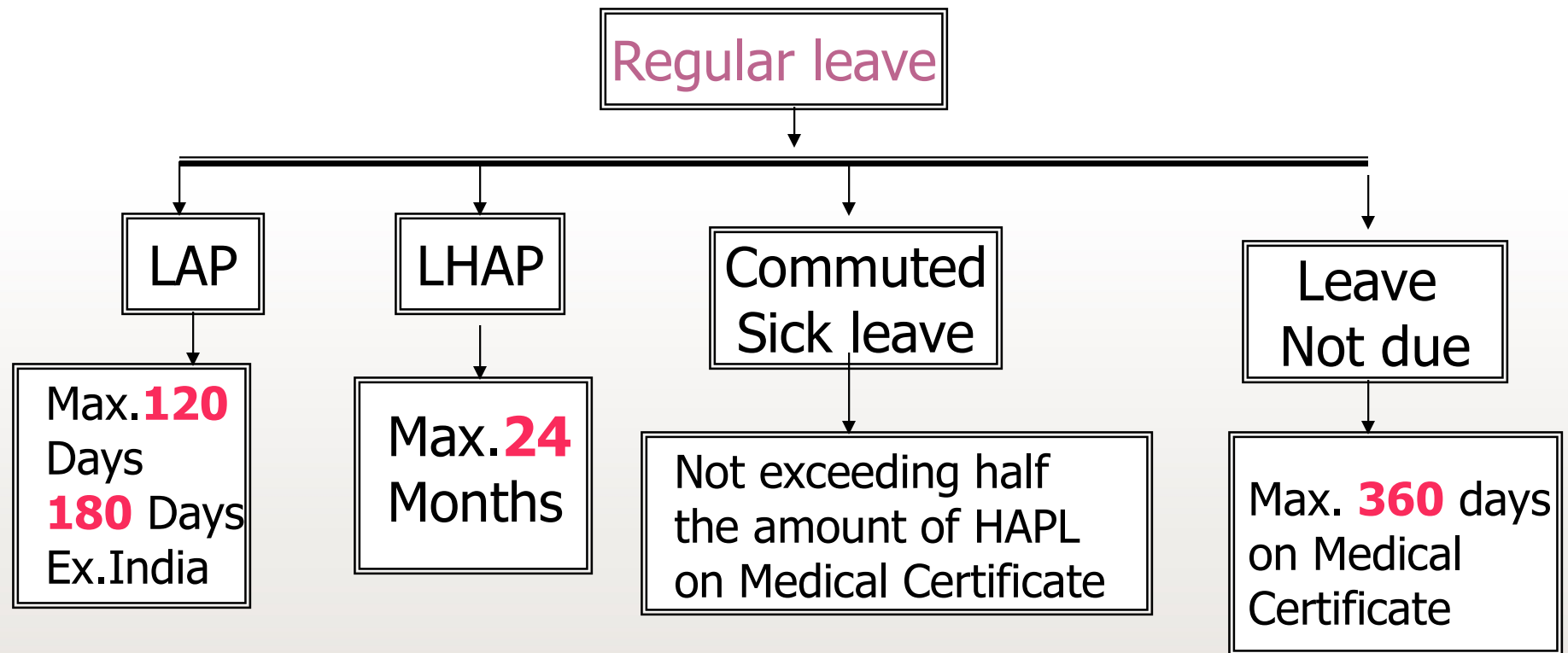
RULE 503 : RIGHT TO LEAVE

(Source : Indian Railway Establishment Manual)

Leave can not be claimed as 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.

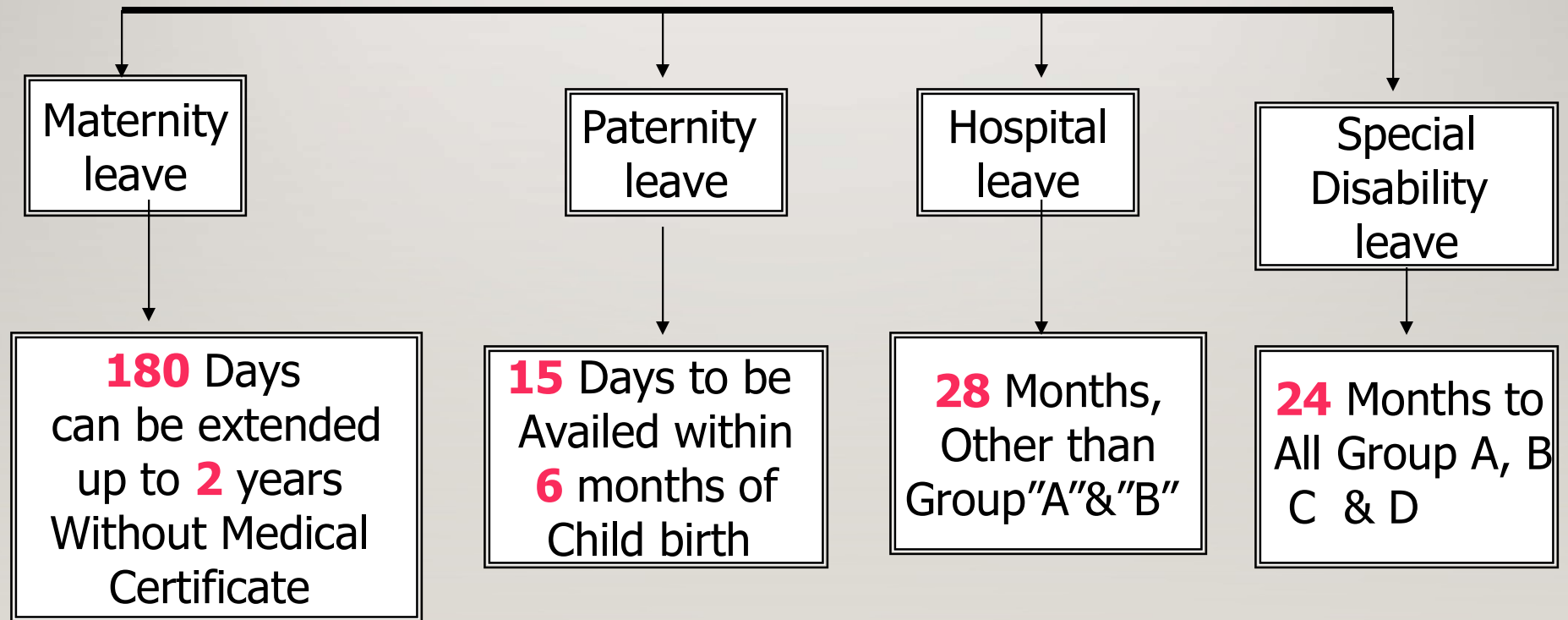


Railway Services (Liberalised Leave) Rules, 1949



Railway Services (Liberalised Leave) Rule, 1949

Special leave



Contd...

Railway Services (Liberalised Leave) Rule, 1949

Special leave

Study Leave

Max. **24** Months,
12 Months at a Time.

For Doctors up to
36 months for PG

After **5 yrs.** Regular
Service & 2 sureties

To serve for Min. **3** yrs.
On return.

Extra Ordinary Leave

3 Months W/O M/C
6 Months with M/C
18 Months with M/C.
For treatment of Cancer

24 Months for
Prosecuting higher
studies with 3 years
Reg. Service & 2 sureties

To serve for Min. **3** yrs.
on return.

Child Care Leave

Max. **2** years
(**730** Days)
During entire
Service

For **2** child
Up to **18** years
of age

CCL, only 3
spells in a year

LIBERALIZED LEAVE RULES, 1949

The rules apply to the staff who are appointed on or after 1.2.49 and also the existing staff as on 31.01.49 who opted to come under these rules.

LEAVE ON AVERAGE PAY

The L.A.P. account of all the Railway servants, should be credited with 30 days. This should be done in two installments, 15 days on the first of January and 15 days on the 1st of July every year

To be reduced by 1/10th of the period of extraordinary leave availed during the previous half year, subject to a maximum of 15 days.

Joining in between : 2.5 days for one month

Maximum limit for accumulation of LAP
300 days.

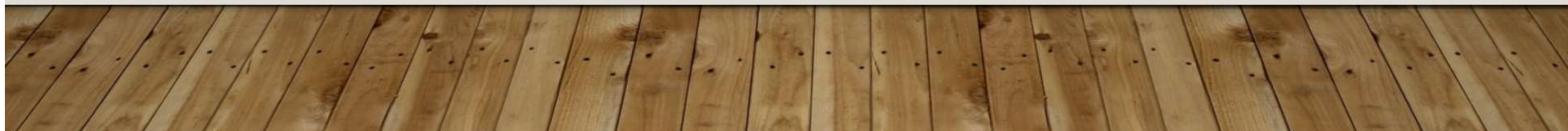
MAXIMUM LAP AT ONE TIME

Maximum leave that can be granted at one time is 120 days, but in case the leave is to be spent out of India, except Myanmar, Sri Lanka, Nepal and Pakistan, then it can be upto the extent of 180 days.

SPECIAL PROVISION IN RESPECT WORKSHOP STAFF

The workshop staff may be allowed to take leave for half a day with pay or without pay.

For this purpose leave for half a day means authorized absence from duty for over half an hour.



SANCTIONING OF LEAVE

The G.M. may delegate the power of sanctioning casual and earned leave upto 15 days to Class III and Class IV (Group "C" & "D") staff to Senior Supervisory staff in the grade of RS. 5000-8000 (R.S.) and above, such as Section Engineers, Traffic Inspectors, Loco Foremen and Station Masters of important stations.

MAXIMUM LEAVE

No Railway servant shall be granted leave of any kind for a continuous period exceeding five years unless otherwise determined by the President in view of exceptional circumstances.

LEAVE ON HALF AVERAGE PAY

Leave admissible :

The rate at which leave at half average pay can be earned is 20 days for each **completed year of service**. This applies to all the staff irrespective of class.

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**MAXIMUM LEAVE TO BE
GRANTED**

Maximum leave on half-average
pay that can be granted at one
time is 24 months.

COMMUTED LEAVE

The commutation of half pay leave should be allowed where leave is required for an approved course of study, and upto a maximum of 180 days of half pay leave during entire service

LEAVE NOT DUE

A permanent Railway employee may be granted "Leave not due" on half average pay for a period not exceeding 360 days in all on medical certificates and shall be limited to the leave on half average pay he is likely to earn there after. This leave is granted in advance of its being earned and is debited against the leave on half average pay to be earned on resumption of duty.

TEMPORARY RAILWAY SERVANTS

Leave not due may be granted to temporary Railway servants also, who are suffering from T.B. Leprosy, Cancer or Mental illness, for a period not exceeding 360 days during the entire service subject to fulfillment of the laid down conditions.

EXTRAORDINARY LEAVE

This leave is granted when:

- 1) When no other leave is admissible and
- 2) When Railway Servant applies in writing for the grant of EOL.

EOL cannot be granted in excess of the following limits:

- a) 3 months without medical certificate
- b) 6 months with medical certificate
- c) 18 months for treatment of T.B. Leprosy, Cancer, etc.
- d) 24 months for prosecuting higher studies with 3 years continuous services along with a bond for three years, supported by two sureties.

SPECIAL DISABILITY LEAVE

The period of leave that can be granted shall be such as is certified by the Authorised Medical Officer subject to a maximum of 24 months in respect of one disability.

Disability leave can be combined with any other kind of leave.

The leave salary admissible during such leave will be average pay for the first four months and half-average pay for the remaining period.

SPECIAL DISABILITY LEAVEContd.

If the employee is governed by the Workmen's Compensation Act, then the amount of leave salary that is paid to him will be deducted from the amount of compensation payable under Workmen's Compensation Act.

STUDY LEAVE

This leave is granted when there is :

- a) direct and close connection with the sphere of his duties;
- b) it is likely to improve his abilities as Railway servant;
- c) it is advantageous to Government from the point of view of public interest and related to the duties of Railway servant;
- d) it is liberally granted particularly to doctors, scientific & technical staff.

Study leave shall not be granted unless:

- (i) 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.
- (ii) It is for prosecution of studies other than academic, or literary subjects.

Medical officers may be granted study leave for prosecuting PG courses. If the DG of Railway Health services certifies that such study shall be valuable in increasing the efficiency of such medical officers in the performance of their duties.

This leave can be granted to a Railway Servant :

1. Who has satisfactorily completed period of probation and has rendered not less than 5 years regular continuous service including the period of probation.
2. Who is not due for superannuation within 3 years.
3. Who executes the bonds for a period of 3 years to serve the government after return from
study leave.

Maximum amount of study leave:

1. Ordinarily 12 months at any one time and
 2. During his entire service, 24 months in all.
- * Study leave shall not be debited against the leave Account of the Railway servant.
 - * Study leave may be combined with other kind of leave but in no case shall the grant of this leave in combination with leave other than extra ordinary leave involve a total absence of more than 28 months generally and 36 months for the courses leading to Ph.D degree and P.G. Degree in medicine including the period of vacation

Study Leave cannot be granted to those with less than 5 years service and to those who are due to retire within 3 years of the return from study leave.

Leave abroad should not be granted to Junior Scale /Senior Scale officers including IRMS

MATERNITY LEAVE

(Rly. Bd. No. RBE No.158 dtd. 23/10/2008)

Existing ceiling of 135 days Maternity Leave is enhanced to 180 days.

Such leave is not debited to the leave account of the employees.

Leave of the kind due including commuted leave for a period not exceeding 60 days and leave not due may also be granted in continuation of maternity leave, upto a maximum of two years without production of medical certificate. The period of EOL without M/C shall not be treated as Q.S. for pension, increment etc.

CHILD CARE LEAVE

(Rly. Bd. No. RBE No.158 dtd. 23/10/2008)

Women employees having minor children may be granted child Care Leave by an authority competent to grant leave for a maximum period of 2 years(730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. This leave would not be admissible if child is above 18 years of age.

CHILD CARE LEAVE

This leave shall not be debited against the leave account.

During the period of leave the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave

CCL cannot be demanded as a matter of right & an employee can not proceed on CCL without prior approval.

CCL can be availed only if the employee has no Earned Leave at her credit.

PATERNITY LEAVE

A male Railway servant (including an apprentice) with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his wife.

This leave may be granted 15 days before child birth and upto six months thereafter.

HOSPITAL LEAVE

Hospital leave is granted to all classes of Railway servants (except gazetted officers) when they are under medical treatment for injuries sustained on duty. The fact that the injuries were the result of carelessness on the part of the employee is immaterial.

120 days on leave salary equal to leave on average pay, subject to such cases being reviewed by the Medical Superintendents and concurred in by Senior Divisional Accounts Officer/Associate Accounts Officer.

HOSPITAL LEAVEContd.

It can be combined with any other leave provided the total leave does not exceed 28 months

Hospital leave is not admissible to an employee from the date he is declared permanently unfit for service.



HOSPITAL LEAVEContd.

A Railway servant whose limb has to be amputated as a result of an injury on duty, the period from the date of healing of the wound to the date of fixing the artificial limb plus journey time till he is fit for duty should be treated as Hospital leave. This rule will also apply when such staff has to remain absent from duty for the replacement of artificial limb or for obtaining a spare limb.

LEAVE ENCASHMENT :

10 days Leave encashment at the time of availing Passes/PTOs. Maximum of 60 days in entire career.

Successive encashment cannot be made before the lapse of minimum period of two years.

Equal No. of days is to be debited in the Leave A/c. This clause not applicable to those directly engaged in running of trains, viz. running staff, SMs/ASMs/Guards, Motormen, Shunters, etc.

Encashment of LAP upto 10 days has been permitted without any linkage to the No.of Days and the nature of leave availed at the time of availing Passes/PTOs

SPECIAL CASUAL LEAVE

Scouts/guides : 45 days in a calendar year and beyond this limit by Railway Board sanction

For blood donation - one day.

Trekking expedition upto 30 days

14 days is admissible to married female Railway servants who undergo tubectomy operation whether puerperal or non-puerperal. 14 days special casual leave is again admissible if a female employee undergoes the operation for the second time in the event of failure of tubectomy.

One day's special casual leave is admissible to married female Railway servants who have IUCD insertion and one day may be granted for re-insertion of I.U.C.D.

Special casual leave not exceeding six working days is admissible to those Railway servants who undergo Vasectomy operation

7 days to male Railway servant whose wife undergoes a puerperal tubectomy for the first time or second time due to failure of the last operation.

Probationers of Organized Railway Services appearing in Subsequent Recruitment Examination(s) vz. Civil Services Examination etc.

(Rly. Bd's letter NO. E(Trg)98(19)/2 dtd. 09.06.06)

In supersession to the instructions issued vide this office letter of even number Dated 28.8.2000, it has now been decided that the probationers of the eight Organized Railway Services selected through Civil Services Examination and Engineering Services Examination, will not be granted any kind of long leave for Preparation for any subsequent recruitment examination(s) before completing the Probationary training and passing the posting examinations.

Accordingly, probationers who join railway service and wish to appear in subsequent Recruitment examination (s) should be granted only short leave covering the Period up to the exam only and not for preparation for the exam.

For implementing these instructions, Centralized Training Institutes may ensure that every probationer on reporting to the concerned Centralized Training Institute is informed of the above instructions and also that non-compliance of these instructions would be viewed seriously

THANKS

FOR YOUR ATTENTION.