

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(G)98/ L R 1/5(DC/JCM)

Rail Bhawan, New Delhi, dt. /0.03.2015

The General Secretary,
A.I.R.F,
4, State Entry Road,
New Delhi-55

The General Secretary,
N.F.I.R,
3, Chelmsford Road,
New Delhi-55

Dear Sirs,

Sub:- DC/JCM Item No.33/98-Provision of adequate percentage of Leave Reserve for Group "D" employees- Additional remarks.

Ref:- (i) A.I.R.F's letter No AIRF/DC/JCM.33/98(173) dt.15.05.2012.
(ii)N.F.I.R's letter No.33/98(DC) dt.22.04.2011.

The Federations remarks furnished vide their above letters has been examined. Comments of DTT/Pol, on the subject is accordingly reproduced below:

The programmed absence of an employee may be categorized as two categories:

1. General Absence from duty: This is applicable to all categories of staff irrespective of technical or non-technical.
Example: Casual Leave, LAP, LHAP etc.
2. Specific Absence from duty: This is applicable to specific category of staff like safety category, running staff etc.
Example: PME, Refresher course and specialized training if any.

LR Calculation format:

Illustration 1:

Clerical Staff: Absence allowed = General Absence from duty="G" days

One LR will be for how many staff = $(365 - "G") / "G" = "X"$ staff

LR percentage required = $100/X$

Illustration 2:

Pointsman: Absence allowed=General Absence from duty + specific absence
from duty = "G" days + "S" days="T" days

One LR will be for how many staff= $(365-"T")/"T"=X$ staff

LR percentage required =100/X

Conclusion:

1. Once the above principle is agreed then the detailing can be done at Zonal level to arrive at a particular LR%.
2. Without applying the empirical principle and increasing the LR% will not solve the man power shortage at field level in any way.
3. There is a difference between LR% posts and filling of vacancies. Non-filling of vacancies for prolonged time resulting in man-power shortage cannot be construed as "inadequate LR" for that category of staff.

As desired by the Federations in the last meeting, information in the identified categories pertaining to Nagpur Division, Central Railway,, Lucknow Division, Northern Railway ,Jaipur Division, North Western Railway and Secundrabad Division, South Central Railway has been tabulated which is enclosed for your reference.

The above will be discussed in the next meeting of the Committee which is to be held shortly.

DA As above

Yours faithfully



For Secretary/Railway Board.

Copy to:

- (i) EDP(C)
- (ii) CPO(A)/Northern Railway
- (iii) DTT(Pol)
- (iv) EDF(E)
- (v) EDE(G)

CATEGORY OF STAFF : Cabinman/Switchman/Leverman

S. No.	Railways.	Sanctioned strength as on 31.12.11	Men on Roll as on 31.12.11	% of staff actually present (Average % for the month of Nov.11, Dec.11 Jan. 12)*	Absenteeism (in percentages)							% of LR operated in the Division
					Sick (%)	Sanctioned Leave (%)	on duty (e.g. attending PME, Trg, Court, Selections etc. (%)	Other absentee (yet to be regularized (%)	Total absenteeism (in Percentage)			
1.	Nagpur/ C.Rly.	270	232	97.3	1.1	1	-	0.6	2.7	12.5		
2.	Lucknow – N.Rly.	715	692	93.5	1.29	2.78	2.00	0.43	6.50	12.5		
3.	Jaipur – N.W.Rly.	13	12	75	10	15	0	0	25	7.69		
4.	Secunderabad – S.C.Rly.	98	91	97.8	0.86	0.95	0.3	0.11	2.22	12.5		

* % of attendance is to be worked out by dividing the total actual working mandays ** in a month by the No. of working days, if all on roll staff were present.

** Actual working mandays will not include staff absent on account of leave, PME, training etc.

PROFORMA

E(G)98/LR1/5 (DC/JCM)

CATEGORY OF STAFF : Safaiwalas (C&W)

S. No.	Railways.	Sanctioned strength as on 31.12.11	Men on Roll as on 31.12.11	% of staff actually present (Average % for the month of Nov.11, Dec.11 Jan. 12)*	Absenteeism (in percentages)						% of LR operated in the Division
					Sick (%)	Sanctioned Leave (%)	on duty (e.g. attending PME, Trg, Court, Selections etc. (%)	Other absentee (yet to be regularized (%)	Total absenteeism (in Percentage)		
1.	Nagpur/ C.Rly.	78	59	100	-	-	-	-	-	12.5	
2.	Lucknow – N.Rly.	583	479	84.44	3.00	6.82	Nil	5.73	15.56	12.5	
3.	Jaipur – N.W.Rly.	51	43	80	8	12	0	0	20	9.8	
4.	Secunderabad – S.C.Rly.	73	68	85.2	4.4	5.8		1.4	14.8	12.5	

* % of attendance is to be worked out by dividing the total actual working mandays ** in a month by the No. of working days, if all on roll staff were present.

** Actual working mandays will not include staff absent on account of leave, PME, training etc.

PROFORMA

E(G)98/LR1/5 (DC/JCM)

CATEGORY OF STAFF : Pointsmen

S. No.	Railways.	Sanctioned strength as on 31.12.11	Men on Roll as on 31.12.11	% of staff actually present (Average % for the month of Nov.11, Dec.11 Jan. 12)*	Absenteeism (in percentages)							% of LR operated in the Division
					Sick (%)	Sanctioned Leave (%)	on duty (e.g. attending PME, Trg., Court, Selections etc. (%)	Other absentee (yet to be regularized (%)	Total absenteeism (in Percentage)			
1.	Nagpur / C.Rly.	888	785	95.9	1.1	1	0.2	1.8	4.1	12.5		
2.	Lucknow – N.Rly.	No such category exist on this division										
3.	Jaipur – N.W.Rly.	391	378	75	15	5	5	0	25	11.5		
4.	Secunderabad – S.C.Rly.	828	749	92.11	2.74	2.1	1.02	2.023	7.883	12.5		

* % of attendance is to be worked out by dividing the total actual working mandays ** in a month by the No. of working days, if all on roll staff were present.

** Actual working mandays will not include staff absent on account of leave, PME, training etc.

PROFORMA

E(G)98/LR1/5 (DC/JCM)

CATEGORY OF STAFF : Safaiwalas (Medical)

S. No.	Railways.	Sanctioned strength as on 31.12.11	Men on Roll as on 31.12.11	% of staff actually present (Average % for the month of Nov.11, Dec.11 Jan. 12)*	Absenteeism (in percentages)						% of LR operated in the Division
					Sick (%)	Sanctioned Leave (%)	on duty (e.g. attending PME, Trg., Court, Selections etc. (%)	Other absentee (yet to be regularized (%)	Total absenteeism (in Percentage)		
1.	Nagpur/ C.Rly.	344	334	95.5	-	-	-	4.5	4.5	12.5	
2.	Lucknow – N.Rly.	686	605	84.15	1.09	3.95	Nil	10.81	15.85	12.5	
3.	Jaipur – N.W.Rly.	25	22	70	5	10	0	15	30	0	
4.	Secunderabad – S.C.Rly.	214	210	90.4	2.3	3.8	0	3.8	9.9	12.5	

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** Actual working mandays will not include staff absent on account of leave, PME, training etc.

CATEGORY OF STAFF : Trackman.

S. No.	Railways.	Sanctioned strength as on 31.12.11	Men on Roll as on 31.12.11	% of staff actually present (Average % for the month of Nov.11, Dec.11 Jan. 12)*	Absenteeism (in percentages)						% of LR operated in the Division
					Sick (%)	Sanctioned Leave (%)	on duty (e.g. attending PME, Trg., Court, Selections etc. (%)	Other absentee (yet to be regularized (%)	Total absenteeism (in Percentage)		
1.	Nagpur - C.Rly.	3763	2621	82.10	5.2	3.1	1.2	8.4	17.9	12.5	
2.	Lucknow - N.Rly.	3965	2660	79	6	11	Nil	4	21	12.5	
3.	Jaipur - N.W.Rly.	2036	1763	83.2	6.3	7.8	2.7	0	16.8	12.77	
4.	Secunderabad - S.C.Rly.	4262	3294	64.68	5.8	8.08	4.9	17.26	35.32	12.5	

* % of attendance is to be worked out by dividing the total actual working mandays ** in a month by the No. of working days, if all on roll staff were present.

** Actual working mandays will not include staff absent on account of leave, PME, training etc.