

RBE No. 05/1993: Leave Account – Recasting of
No.E(G)91 LE1-3, dated 13.01.1993

Sub: Recasting of leave account of the employees whose leave accounts reported to be missing.

Ref: (i) Board's letter No.E(G)91 LE1-3, dated 09.08.1991.
(ii) Board's letter No.E(G)91 LE1-3, dated 26.08.1991.

During the meeting of DC under the JCM scheme held on 05/06.09.1991, when the question about recasting of leave accounts of the Railway employees whose leave accounts are reported to be missing was raised, it was explained that the matter is being examined in consultation with the Railway Administrations.

The matter has accordingly been examined and it is considered that in cases of a part of leave account being lost, the balance brought forward, as indicated in the part leave account still available, should not be ignored but should be accepted as authentic and the cumulative balance workout on the basis of the same. In other cases of missing leave accounts these can be reconstructed on the basis of leave account charts, pay bill ledgers, service register entries, office orders on leave, the employee's own statement, muster rolls, absentee statements etc. Provisions contained in Rule 1019-1021 of MRPR are also relevant. The practice being followed by Eastern Railway appears to be satisfactory. A copy of letter No.E.637/0/Pt.II, dated 05/17.09.1991 is therefore enclosed for guidance. There is also a practice that leave at credit as on 1st January and also as on 1st July is advised to all the employees which may also be followed.

Attention is also invited to the general instructions issued vide letter No.E(G)83 LE1/3, dated 30.06.1989. The Railway Ministry desire that these instructions to be followed rigidly so that the difficulties being faced by the Railway employees particularly at the time of retirement are avoided.

ENCLOSURE

No.E.637/0/Pt.II, dated 05/17.09.1991

Sub: Recasting of leave account of the employees whose leave accounts are reported to be missing.

Ref: (i) Board's letter dated 09.08.1991,
(ii) Board's letter dated 26.08.1991

The issue has been examined and this railway has the following recommendation to offer:-

1. From the incremental stage since appointment it is to be ascertained whether there was any LWP or period(s) which do not qualify for earning leave viz. suspension, dies-non for etc. If there is any period of LWP for more than 2 (two) days at a stretch, it should be assumed that the leave account bears no credit on that date.
2. The length of service after that date or if there is no such LWP from the date of appointment, leave that would have been earned up to the date of missing of the leave record should be calculated. While calculating the leave earned, it should be seen that the balance of leave (Leave on Average Pay) on that date is not more than 180/240 days as the case may be.
3. To ascertain the question of leave taken, the following procedure should be adopted:
Leave (LAP) taken during the 5 (five) years from the date the leave record is available should be totaled up and divided by 5 (five) to find out the yearly average of LAP taken. Applying this factor in the number of years of service up to the date for which the leave record are lost, the quantum of leave that might have been enjoyed can be worked out. The difference of 2 and 3 above will give the balance of LAP upto the date the leave record is not available. Balance so arrived at should be recorded as balance brought forward from the date leave record is available in the leave account, which should be attested by one Accounts Officer and one Personnel Officer/ Leave record maintaining officer. Thereafter, the leave upto the date of retirement or the date of such attestation, as the case may, should be updated.

Download Railway Board Circular RBE No.05/1993

Forward reference ⇒ RBE No.