

27/11/11  
AIRF

sent to  
all divisions

Government of India/भारत सरकार  
Ministry of Railways/रेल मंत्रालय  
Railway Board/रेलवे बोर्ड

Rail Bhawan, New Delhi-110001, dated

No.E(G)98/LR1/5 (DC/JCM)

✓  
The General Secretary  
A.I.R.F.,  
4, State Entry Road,  
New Delhi-5

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

Dear Sirs,

Sub: Record Note of Discussion held on 29.6.2010 on DC/JCM Item No.33/98 - Provisions of adequate percentage of Leave Reserve for Group 'D' employees.

Ref: i) AIRF's letter No.AIRF/DC/JCM/33/98 (533) dated 2.8.2010.  
ii) NFIR's letter No.33/98(DC) dated 31.7.2010.

As desired the Record Note of discussions held on 29.6.2010 has been circulated vide letter of even number dated 1.11.2010. In the Record Note, the Federation has desired elaboration on the observations of JDTT/Pol. Accordingly, fresh comments of JDTT/Pol, giving elaboration is sent herewith. Further draft proforma calling for information from the divisions is also sent herewith for suggestion of the Federations.

Yours faithfully

  
(D.Mallik) 27.1.11

Jt. Director, Estt. (IR)

DA/As above.

PROFORMA

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

Division - Lucknow – N.Rly.  
Nagpur – C.Rly.  
Jaipur – N.W.Rly.  
Secunderabad – S.C.Rly.

S. No.	Category of Staff	Sanctioned strength as on 31.12.10	Men on Roll as on 31.12.10	% of staff actually present (Average % for the month of Nov.10, Dec.10 Jan. 11)*	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 (%)	
1.	Gangman								
2.	Cabinman								
3.	Safaiwalas (Medical)								
4.	Safaiwalas (C&W)								
5.	Tracksman								
6.	Pointsman								

\*Calculation to be done as per observation of JD TT(Pol) enclosed.

The Elaboration of Para 5.1, 5.2 and 5.3 is as under:

SN 222  
By JD TT (Pol)

The LR percentage is the cushion given to the sanctioned strength to cater to the programmed absence of an employee. The programmed absence can be classified as two categories.

1. Category 1 :

This is applicable to all categories of staff irrespective of technical or non-technical.

Example: CL, LAP, LHAP etc.,

2. Category 2 :

This is applicable to specific category of the staff.

Example: PME (for safety category staff), Refresher course (for points man, mechanical khalasi etc), and other specialized training if any

LR calculation format:

a) **Clerical staff:**

Absence allowed = *Category 1*

= CL + RH + LAP + LHAP – Leave saving 300/33 yrs

= 8 + 2 + 30 + 10 – 9 days

= 41 days

One LR will be available for how many staff =  $(365-41)/41$   
= 7.91 staff

Therefore LR percentage required =  $100/7.91$   
= **12.65 %**

b) **Points man:**

Absence allowed = *Category 1 + Category 2*

= 41 days + (PME 3 days + RC 15 days/3yr + others 2 days)

= 41 days + 10 days

= 51 days

One LR will be available for how many staff =  $(365-51)/51$   
= 6.16 staff

Therefore LR percentage required =  $100/6.16$   
= **16.24 %**

*Note: The above calculation is only illustrative.*

**Conclusion:**

- i) The vacancy in a particular category is mainly due to non-filling up on time. We cannot improve the situation by merely increasing the LR percentage. Special drive is to be undertaken to fill up the vacancies in safety category.

For example;

a) In a sanctioned strength of 100 staff (assume LR 16 staff included). The actual available is only 75 staff. Then the vacancy is 25 posts.

b) If the LR is increased from 16 to 30, then the sanctioned strength will be 114. If the actual available is only 75 staff. Then the vacancy is 39 posts. Unless the vacancy is filled the available staff strength remains the same at 75 staff.

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