

Sl. No	Nature of Powers	PHOD / HOD	DRM / ADRM SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
11	Grant of Joining Time	Full Powers	Full Powers	Full Powers	<b>Authority</b> : Rule 1108 of IREC Vol.I – 1995 Edn.
12	<b>Grant of Leave :</b> a) (i) Casual Leave	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is <b>not</b> necessary. 2. All Sr.Supervisors eligible for grade pay up to <b>Rs. 4200/- RSP-2006</b> or above also authorized to sanction ordinary Casual Leave as applicable in a year to Group-`C` and Group-`D` staff working under them. <b>Authority</b> : Rule 236 of IREM Vol.I (1995).
	a) (ii) Special Casual Leave with disabilities	Full Powers	Full powers	Full Powers	1. Accounts concurrence is <b>not</b> necessary. 2. All Sr.Supervisors eligible for grade pay up to <b>Rs. 4200/- RSP-2006</b> or above also authorized to sanction ordinary Casual Leave as applicable in a year to Group-`C` and Group-`D` staff working under them. <b>Authority</b> : Rule 236 of IREM Vol.I (1995). Rly Board's Lr.No. E(G)2008/LE1/4, dt. 26-12-08.
	b) (i) LAP / LHAP	Full Powers	<b>Full Powers Up to a maximum of 180 days at a time in the case of staff of division controlled posts.</b>  <b>Up to 60 days in the case of Hqrs controlled posts where no relief is required.</b>	<b>JAG :</b> <b>Full Powers Up to a maximum of 180 days at a time in the case of staff of division controlled posts.</b>  <b>Up to 45 days in the case of Hqrs controlled posts and where no relief is required.</b> <b>JAG / Hqrs :</b> <b>Full Powers Sr.Scale :</b> <b>Full Powers Up to 45 days.</b> <b>Jr.Scale / Asst. Officer :</b> <b>Full Powers Up to 30 days (subject to not demanding relief)</b>	1. Accounts concurrence is <b>not</b> necessary.  2. When a Group-`C` or Group-`D` Railway servant resigns from Railway Service after giving the necessary notice and requests for grant of leave during the period of notice, he may be granted leave as applied for and due to him concurrently with the period of notice provided that such leave does not extend beyond the date on which the notice expires.  <b>3. (a) Safety Categories :</b> Senior Supervisors (except office staff) eligible for Grade Pay <b>up to Rs. 4200/- RSP-2006</b> and above can sanction leave i.e., LAP / LHAP up to 15 days in a Calendar year to Group-`C` and Group-`D` staff working under them.  <b>3. (b) Non-Safety Categories :</b> Senior Supervisors eligible for Grade Pay <b>up to Rs. 4200/- RSP-2006</b> holding independent charge (except office staff) are delegated / vested with powers for grant of 15 days LAP/ LHAP at a time to Group-`C` and Group-`D` staff of non-safety categories working under them, subject to the condition that payment of OTA is not involved.  <b>Authority</b> : 1. Board's Lr.No. E(G)96/LE1-4, dt.31-12-96. 2. Rule 514, 523, 526 and 527 of IREC Vol.I (1985).

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12	b) (ii) Encashment of Leave on Average Pay (LAP) while in service	Full Powers	Full powers	<p><b>JAG :</b> Full Powers</p> <p><b>Sr.Scale :</b> Full Powers</p> <p><b>Jr.Scale / Asst. Officer :</b> Full Powers.</p>	<ol style="list-style-type: none"> <li>Accounts concurrence is <b>not</b> necessary.</li> <li>Powers up to the full entitlement in respect of Officers working under their control.</li> <li>Encashment of LAP is permitted up to a maximum of 10 days at a time. The total leave, so encashed during the entire career shall not exceed 60 days in the aggregate.</li> <li>A balance of atleast 30 days of LAP should be available to his/her credit after taking into account the period of encashment as well as leave availed of.</li> <li>Successive encashment cannot be made before a minimum period of two years has elapsed.</li> <li>Encashment of LAP, as above, is to be allowed at the time of availing of Railway Privilege Passes/PTOs (for Running Staff and Station Master, Rly Board's Lr.No. F(E)III/2008/LE-I/I, dt. 12-12-2008 may be referred to).</li> <li>The cash equivalent shall be calculated as follows : <ul style="list-style-type: none"> <li>Pay in the respective PB</li> <li>plus grade pay admissible</li> <li>on the date of availing of</li> <li>Railway Pass plus DA</li> <li>Number of</li> </ul> <p>Cash Equivalent = <math>\frac{\text{admissible on that date}}{30} \times \text{days of LAP}</math></p> <p>(House Rent Allowance or Transport Allowance should <b>not</b> be taken into account for the above calculation).</p></li> <li>8. The period of leave encashed shall not be deducted from the quantum of leave encashable under <b>Rule 550</b>.</li> <li>9. Competent Authority's sanction for the leave encashment and equivalent leave availed simultaneously, should be advised to the Bill Drawing Officer concerned for certification, issue of Memorandum, leave accountal Service Register entries and payment.</li> </ol> <p><b>Authority :</b> Rule-540-A of IREC Vol.I (1985), Bd's Lrs. No. F(E)III/2008/LE-1/1, dt. 29-10-08, 03-12-08, 12-12-08 &amp; 11-06-09.</p>
12	c) Special disability leave	Full powers with the recommendation of CMD	Full powers with the recommendation of Med. Supdt.	Nil	<p>Accounts concurrence is <b>not</b> necessary.</p> <p><b>Authority :</b> Rule 552, 553 of IREC Vol.I (1985).</p>

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12	d) Study leave	<b>PHOD Full powers</b>	<b>DRM/CWM Full Powers in respect of Division/ Workshop controlled posts.</b>	<b>Nil</b>	Certificate to the effect that bond has been executed by the employee is to be furnished to accounts.  <b>Authority</b> : Rule 556 of IREC Vol.I (1985).
	e) Ex-India Leave	<b>PHOD Full powers</b>	<b>DRM/CWM Full Powers in respect of Division/ Workshop controlled posts up to two years.</b>	<b>Nil</b>	Accounts concurrence is <b>not</b> necessary.
12	f) i) Grant of Hospital leave (for the first 120 days with full pay and thereafter with ½ pay)	<b>Full Powers</b>	<b>Full Powers</b>	<b>Full Powers</b>	1. Accounts concurrence <b>is</b> necessary. 2. Subject to such cases being reviewed by Medical Supdts. and concurred in by Sr.DFM/DFM. 3. All cases to be put up to G.M. half-yearly, for post-facto approval. 4. Total period of leave combined with other leave does not exceed 28 months.
	(ii) Grant of Hospital leave beyond 120 days with full pay	<b>Full Powers</b>	<b>DRM/CWM Full Powers</b>	<b>JAG : Holding independent charge of Non-divisional units such as Workshops/ Stores/ Depots/ ZTC : Full Powers</b>	Authority : 1. Rule 554 of IREC Vol.I (1985). 2. Bd's Lr.No. E(P&A)I-89/JCM/D-S, dt. 30-01-92. 3. Bd's Lr.No. E(P&A)I-89/JCM/DC-5, dt. 22-06-93. 4. Bd's Lr.No. E(P&A)I-96/JCM/DC-1, dt. 31-07-96. 5. Bd's Lr.No. E(P&A)I-96/JCM/DC-1, dt. 15-05-98.
	g) Special Casual Leave for participation in National/ International & Ordinary Sports events	<b>Full powers up to Ninety days for National &amp; International events and 30 days in a calendar in all other cases.</b>	<b>Full powers up to Ninety days for National &amp; International events and 30 days in a calendar in all other cases.</b>	<b>JAG &amp; Sr. Scale: Full Powers Up to Thirty days in respect of staff under their control.</b>	Accounts concurrence is <b>not</b> necessary.  <b>Authority</b> : [ Item-5(1) of Annexure-C to Master Circular No. 10 ]

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12	h) Extra-ordinary leave in combination with or in continuation of LAP and LHAP (inclusive of combined leave made up of LAP and LHAP)	<b>Full Powers in respect of staff holding posts to which they are competent to make appointment</b>	<b>Full Powers in respect of staff holding posts to which they are competent to make appointment.</b>	<b>JAG Full Powers in respect of staff holding posts to which they are competent to make appointment</b>	Accounts concurrence <b>is</b> necessary. <b>Authority</b> : Rule 530 of IREC Vol.I (1985) subject to maximum of 5 years.
12	i) Leave to a Railway Servant in respect of whom a medical authority has reported that there is no reasonable prospect that he will be fit to return to duty	<b>Full powers</b>	<b>Full powers for Division/workshop controlled posts.</b>	<b>JAG : Full Powers in respect of staff holding posts to which they can make appointment.</b>	Accounts concurrence is <b>not</b> necessary. <b>Authority</b> : Rule 522 of IREC Vol.I (1985) subject to maximum of 12 months.
12	j) Counting of extra-ordinary leave for increment	<b>Full Powers</b>	<b>Full Powers</b>	<b>JAG : Full Powers</b> <b>Sr.Scale : Full Powers</b> <b>Jr.Scale/Asst. Officer : Full Powers in respect of Group-D staff only.</b>	1. Accounts concurrence is <b>not</b> necessary. 2. Powers are to be exercised in respect of staff holding posts to which they can make appointments. <b>Authority</b> : Rule 1320 (a & b) of IREC Vol.II (1987) EOL for study purpose and on Medical Grounds.
	k) (i) Grant of Maternity/ Paternity Leave	<b>Full Powers</b>	<b>Full Powers</b>	<b>Full Powers</b>	<b>Authority</b> : Rule 551, 551(a) of RI - 1985 Edn.
	(ii) Child Care Leave	<b>Full powers</b>	<b>Full powers</b>	<b>Full Powers</b>	<b>Authority</b> : Rule 551, 551(a) of RI-1985 Edn. Rly Bd's Lr.No.E(P&A)I-2008/LE-8, dt.12-12-08