

SOUTH CENTRAL RAILWAY

Headquarters Office,  
Personnel Department  
Secunderabad.

Dated:10-09-2015

No. P[R]/420/VII

SDGM, FA&CAO

DRMs/ SC, HYB, BZA, GTL, NED & GNT

Sr.DPOs, SC, HYB, BZA, GTL, NED & GNT

Sr. DFMs/ SC, HYB, BZA, GTL, NED & GNT

Dy.FA&CAO/LGDS,

WPOs/LGDS/GTPL & TPTY

WAOs/GTPL & TPTY

***Sub: System improvement – Maintenance and verification of  
leave accounts – Joint Procedural Order.***

\* \* \*

During the preventive checks conducted by the Vigilance Department on Divisional offices and other establishment units, manipulation of the leave accounts by the dealing staff to extend undue pecuniary advantage to the employees at the time of superannuation in the form of leave encashment, was detected. In order to arrest avoidable leakage of revenue on this account and prevent other types of irregularities in leave accounts, a Joint Personnel and Accounts Procedural Order has been issued, which is enclosed.

Immediate action may be taken to constitute a special cell consisting of Inspectors /Supervisors drawn from Personnel and Accounts Departments for verification of leave records for the last 10 years, as directed in the JPO. After the constitution of the special cell, the list containing the names of staff so nominated for the purpose may be sent to SDGM for information.

The procedure outlined in the JPO should be complied with and monthly statements in the proforma contained therein furnished to CPO and FA&CAO with a copy to Vigilance Department.

Encl: as above.

Sd/-  
(P.Radha Krishna)  
Secretary to CPO  
For Chief Personnel Officer.

**JOINT PERSONNEL AND ACCOUNTS PROCEDURAL ORDER**

***Sub: System Improvement – Maintenance and verification of leave accounts .***

In terms of Para 2.3 of Board's letter No. E[G]96/LE-4 dated 31.12.1996, circulated under Serial Circular No. 16/97, Branch Officers /Personnel Officers, Supervisors and Staff and Welfare Inspectors [S&WIs] should conduct frequent checks, including surprise checks, to ensure that the leave record maintenance is not lagging behind and is maintained up-to-date. Accounts inspections should be conducted as per extant instructions and leave records checked with the salary bills to ensure that there is no discrepancy between the absentee statement and postings in the leave records / registers. Further, Board under their letter dated 24.04.03 [CPO/SC's SC No. 90/2003] enumerated the steps to be taken to ensure effective implementation of the instructions by way of computerisation of leave records and reflection of leave balance in the salary slips.

During the preventive checks conducted by the Vigilance Department on Divisional offices and other establishment units, manipulation of the leave accounts by the dealing staff to extend undue pecuniary advantage to the employees at the time of superannuation in the form of leave encashment, was detected. In order to restrict avoidable leakage of revenue on this account, the following procedure should be adopted by the Divisions/Workshops and other establishment units, ***with immediate effect***:

- [i] A special cell consisting of Inspectors /Supervisors drawn from Personnel and Accounts departments should be formed immediately in all the establishments that deal with leave records of employees.
- [ii] These Inspectors / Supervisors should collect attendance register /muster extract ***[that shows the details of duty / leave/ absence of the employees based on which salary is drawn], leave records for the last 10 years and paid vouchers. In other words, verification by Special Cell will cover the period from 01.07.2005 upto 01.07.2015.***
- [iii] ***The entries made in the attendance register/muster and paid vouchers should be checked with the entries in the leave record and discrepancies, if any, rectified.***
- [iv] After rectification, the leave record should be jointly attested by the Special Cell Supervisory staff of both Personnel and Accounts Departments and the leave record should be preserved in electronic form.

***The opening balance of leave immediately preceding the date from which the detailed verification undertaken by the Special Cell should be arrived in accordance with the extant Board's instructions. Thus the special cell will determine the clear balance as on 01.07.15, which will be adopted as O.B. in the PRIME and further updation of leave should be done by all the units invariably in PRIME only. Manual/Electronic maintenance of leave book will also continue as hitherto.***

- [v] **Concurrent updation of leave in PRIME should be ensured by posting the leave from 01.07.2015 until date and thereafter when due and no arrears should be allowed once updation in PRIME is started.**
- [vi] **Extract of PRIME posting along with muster should be put up to the officer concerned monthly, who will sign in a register to be opened, in token of such review.**
- [vii] The leave balances of employees should be reflected in the salary slips every month as per Board's directives contained in their letter dated 24.04.2003 [SC No. 90/2003].
- [viii] **Once in a year, preferably on 1<sup>st</sup> April or date of settlement, whichever occurs earlier, the balance in PRIME should be cross-checked with leave book. In case of correction of leave book, extract of PRIME should be pasted in the leave book and it should be signed by the Personnel Officer in token of correctness of leave book.**
- [ix] Sr.DPOs/ Sr.DFMs, Dy.CPO /Dy.FA&CAO/ HQrs and WPOs /WAOs, should closely monitor the progress and monthly statements in the proforma given below, furnished to CPO and FA&CAO with a copy to Vigilance Branch.

Division /W/S/ Unit.....

Names of the Inspector / Supervisors from Personnel and Accounts

Statement for the period from ..... to.....

|    |                        |   |  |
|----|------------------------|---|--|
| 1. | Total No. of employees | No. of employees' leave accounts verified with the muster and paid vouchers | Remaining no. of employees' leave accounts yet to be verified. |
|----|------------------------|---|--|

Sd/-  
[Purna M.Cherla]  
FA&CAO/G

Sd/-  
[G.Srinivasa Reddy]  
CPO/Admn.