

South Central Railway



Headquarters Office,  
Personnel Department,  
Secunderabad.

Dated 24.05.2021

No P[R] 420/VII

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

WPOs/LGDS, GTPL, TPTY

Extra Divisional Officers

Sub: Standard marking of attendance in Musters - reg.

Ref: This office letter No. P/621/SR & Leave dated 16.05.2007.

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Attention is invited to this office letter cited under reference, wherein it was advised to maintain the following procedure for uniform maintenance of staff musters:

2.11

- (i) Absent ... "O"
- (ii) Training ... "E"
- (iii) Leave ... "LAP"
- (iv) Sick Leave (if no LAP) ... "LHAP"
- (v) Sick Leave (commuted) ... "SCTL"
- (vi) On Duty ... "OD"
- (vii) Periodical Rest ... "R"
- (viii) Compensatory Rest ... "CR"
- (ix) PF numbers to be invariably indicated against each employee.

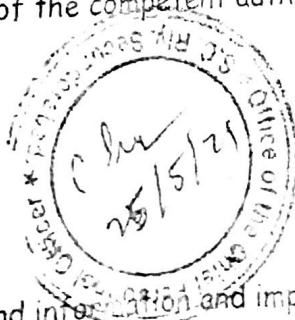
During the preventive check by Vigilance department in the P.Way units in one of the Divisions on this Railway, it was found that, Leave was marked as "L" in the muster and the employees are signing in capital letters in the muster, thereby giving scope to alter the leave markings with their initials prefixing/suffixing to "L" already marked in the muster subsequently.

In order to curb such malpractices,

- (a) it was reiterated to strictly adhere to the instructions contained in this office letter cited under reference and mark the leave accordingly without any deviation; and
- (b) All the Controlling Officers/Supervisors are instructed to ensure that no employee should affix his signature in capital letters and should not change his signature at any point of time while signing in the muster.

Please take necessary action.

This issues with the approval of the competent authority.



(A.J.V. Arakash Kumar)  
24/5/21  
Secy to PCPO  
for Pr. Chief Personnel Officer

Copy to Secretaries to PHODs for kind information and implementation please.  
Copy to All HQs. Personnel Officers for information and necessary action please.