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No. DTNBWED/Regulation/Leave-Tr.Allow./COVID-19/2328

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CIRCULAR

As you are aware that due to outbreak of COVID-19, complete lockdown was imposed throughout the country from midnight (00.00 hours) of 25 March, 2020 to midnight (00.00 hours) of 19 April, 2020 and from 20th April, 2020, the movement of activities had been started initially with 33% attendance in offices.

During the period of lockdown from 25 March, 2020 to 19 April 2020 all type activities of day to day movement was seized for pandemic spread of COVID-19, as a preventive measures up to 31st May, 2020.

Similarly, from 1st June, 2020, the transport facilities had been reinstated partially by Indian Railway by operation of Special Trains and Shramik Special Trains and bus facilities were also started by certain State Governments by maintaining COVID-19 guidelines and Standard Operating Procedures (SOP).

Several Regional Directors / Regional Director Incharge had raised queries regarding regularization of leave during COVID-19 and in order to make it convenient, following guidelines should be followed:-

Sl. No.	Case	Method of granting Leave
1.	The employee who were on leave prior to imposition of lockdown and the leave period ended during the lockdown period.	The employee shall be deemed to have joined duties on expiry of period of sanctioned leave. However, if it is leave on medical grounds, their deemed joining is subject to production of Medical and Fitness Certificate(s) as mentioned in Rule 19 of CCS (Leave) Rules, 1972.
2.	The employees who were on leave prior to imposition of lockdown and the leave ended on 20.03.2020 with/without Sufficing 21.03.2020 & 22.03.2020 (being Saturday/Sunday), but could not join duty on Monday i.e. 23.03.2020 due to stoppage of transportation.	The leave of the employee shall be deemed to be extended upto 24.03.2020 and he/she shall have to apply for the regular leave due and admissible for the intervening period for sanction. He/she shall be deemed to have join duty on 25.03.2020.
3.	The employees who ordinarily live in Delhi but have left the Headquarters with permission in writing during weekend (Saturday/Sunday i.e. 21-22.03.2020) but could not return to Headquarters on 23.03.2020 due to stoppage of transportation.	Employees shall apply regular leave due and admissible for 23.03.2020 and 24.03.2020 for sanction. However, he/she shall be deemed to have join duty on 25.03.2020.
4.	The employees residing in various parts of NCR, who commute on daily basis to Delhi for attending office, but could not do so on 23 rd and 24 th March, 2020 due to State announced lockdown and stoppage of transportation.	The employees may be granted Special Casual Leave (SCL) w.e.f. 23.03.2020 up to 24.03.2020 provided he/she has not already applied for other type of leave on above days. However, the employee shall be deemed to have join duty on 25.03.2020.
5.	The employees who were on leave prior to issue of lockdown orders by the Secretariats i.e. on 24.03.2020 and their leave was expiring during the period of lockdown and wish to curtail the leave before expiry and join for duty.	As per provision for rule 24 of CCS (Leave) Rules, 1972, the curtailment of sanctioned leave is not permissible and hence shall not be allowed during the lockdown period.

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