

Central Railway

No.SUR/P/Genl/Instr/2021

DRM's Office,
Solapur.
Dt.20/08/2021

**All concerned,
All Chief OS In-Charges,
Section In-Charges,
Personnel Branch,
Solapur**

Sub: Maintaining of Leave account and updation.

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It is observed that despite of repeated reminders and advise, still the leave balance is not mentioned in the muster. All Chief OS, OS In-Charges of Personnel Branch are hereby advised that latest by Monday 23.08.2021 Morning 10.00 hours the leave record should be updated and mentioned in the muster and there after all the Chief OS, Section In-Charges should ensure that it is carried forward every month and updated. The Bill Clerks who prepares the salary will ensure that the muster is properly updated from time to time and leave record is properly mentioned in the muster.

Further, it should be ensured that when the Chief OS, Section In-Charge is not available on a particular day, the Section In-Charges next in command will ensure closing of the muster.

All the Chief OS, Section In-Charges will ensure on daily basis that the muster is closed properly at the scheduled timings. It is seen that in some of the cases the muster is not closed properly and recurrence if noticed hereafter will be viewed seriously.

**(Surendra Singh Barahat)
Sr.DPO/Solapur**

Copy to : DPO(W), APO(T&C),(Engg)/SUR

-For information with instructions to ensure that leave record is properly updated from time to time and the musters are properly closed and maintained. .