

**E.C.Railway**

**All Branch Officers  
E.C.Railway, Dhanbad**

**CORRIGENDUM**

**Sub: - Booking of Staff on National Holiday for payment of NHA.**

**Ref: - This office letter No. ECR-DHNOPERS/6/2020 Dtd.07.01.2021.**

.....X.....

In reference to above, the instruction contained in letter of Booking of Staff on National Holiday for payment of NHA in which it is stated that

"It should be noted that Payment of NHA will not made unless the DRM's prior approval is obtained by Branch Officers for such booking ".

The above instruction in letter dtd.07.01.2021 has been modified and may be read as under:-

"It should be noted that Payment of NHA will not made unless the concerned ADRM's prior approval is obtained by Branch Officers for such booking ".

All other provisions relating to NHA dated 07.01.2021 shall remain unchanged.

This issues with approval of DRM.

DA- As above.

Digitally Signed by Jai  
Prakash Singh  
Date: 24-11-2021 17:59:41  
Reason: Sr. Divisional Personnel officer  
E.C.Railway, Dhanbad

Copy to :-

- (1) Ch.OS (G) for kind information to DRM/DHN please.
- (2) ADRM(Infra),ADRM(OP) & ADRM/BRKA- For kind information please.
- (3) Divil. Secretary- ECRKU,AISCSTREA & OBCREA/DHN- For kind information please.

All Branch Officers  
East Central Railway  
Dhanbad**Sub - Booking of Staff on National Holiday for payment of NHA.**

Ref- (i) Rly. Board's letter no.E(P&amp;A)I-98/HL/I dated.22.12.1998

and advance Correction slip no.36 (RBE No. 287/98)

(ii) This office letter no.53/Rulling/NHA/DHN dated.10.01.2006.

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Of late it has been observed that despite various guidelines available on this subject, procedure for booking staff on National Holidays/Paid Holidays are not being followed properly by the concerned departments. This has not only led to loss of revenue of railways but also to increase of staff grievances and unions representations. The procedure required to be followed for the booking of staff on National holidays/Paid Holidays is reiterated as under for strict adherence by all concerned.

- (i) There should be strict control with regard to earmarking the staff for duty on the National Holidays /Paid Holidays without compromising with the requirements of safety of railway assets and travelling public. The branch officers would ensure that regular work including normal maintenance work is attended to either on previous day or postponed to the day following the National Holidays. Only such of those staff as are indispensable for safety and operational considerations are to be deployed on National Holidays.
- (ii) Prior approval of DRM is to be obtained by concerned Branch Officers for the number of staff (category wise) who are essentially needed to work on such days as per safety and maintenance requirement.
- (iii) The actual list of required staff based on the number as approved by DRM should be submitted by Branch Officers to Personnel department/concerned Bill Units (Pay Bill Section) well in advance for further necessary action. The detailed list of staff prepare by Branch Officer must not exceed the number as approved by DRM.
- (iv) The pay bill dealer will cross check the list of such staff received from the units along with Muster Roll before sending the Bill of NHA to Associate Accounts for Audit & Payment.

**It should be noted that payment of NHA will not made unless the DRM's prior approval is obtained by Branch Officers for such booking.**

This issues with approval of DRM.

Signed by Jai Prakash  
Singh

Date: 07.01.2021 04:05

Reason: Approved  
East Central Railway, Dhanbad

Copy to: -

- (i) Ch. OS (G) for kind information to DRM.
- (ii) ADRM (Infra), ADRM(OP) & ADRM/BRKA- For kind information.
- (ii) Divil. Secretary. ECRKU, AISCSTREA & OBCREA/DHN- For information please.