पूर्व मध्य रेल
EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक(का)
हाजीपुर

PCPO's Sl No.88/2023

RBE No. 94/2023

No.ECR-HQ0PERS (RULE)/9/2023 Com.No.207408)

1. CAO (Con.)/उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD/पूमरे/हाजीपुर।
3. DRM/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी/प्रशासन/पूमरे/हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/पीडी/डीडीयू, यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
7. Sr.DPO/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक/विधि/पटना।
9. प्राचार्य/क्षेत्रीय रेल प्रशिक्षण संस्थान/मुजफ्फपुर एवं भूली।
10. सभी मुकार्याधी/कार्याधी/पूमरे/हाजीपुर।

विषयः-Operationlization of leave Management Module of HRMS in Indian Railways.

संदर्भः-Railway Board's letter No.-PC-VII/2023/HRMS/11, Dated-27.07.2023.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information, guidance and needful onward action please.

DA: As above.

Digitally Signed by Manoj Ku Choudhary
Date: 02-08-2023 13:14:51
Reason: Approved

(मनोज कुमार चौधरी)
सकाधि/ईएसएम
कृते महाप्रबंधक (का0)/हाजीपुर

प्रतिलिपि/– निम्नलिखित को सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु प्रेषितः–

1. महासचिव/ईसीआरकेयू/पूमरे/हाजीपुर।
2. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/पूमरे/हाजीपुर।
3. सकाधि(एम.पी.पी.)/पूमरे/हाजीपुर–कृपया इसे वेबसाइट पर अपलोड करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

PC-VII No. 209 **RBE No: 94 /2023**

No. PC-VII/2023/HRMS/11 **New Delhi, Dated: 27/07/2023**

The General Managers,
All India Railways & Production Units,
(As per mailing list)

Sub: Operationlization of Leave Management Module of HRMS in Indian Railways.

Development and testing of Leave Management Module of HRMS have been completed and is being operationalised w.e.f. **1st August, 2023**. The salient features of the Module are placed at Annexure 'A'.

2. With the launch of Leave Module of HRMS w.e.f. **1st August, 2023,** all leave applications shall be processed only through Leave Module of HRMS and manual processing of leave shall be **discontinued w.e.f. 1st August, 2023** for the given type of leaves mentioned in the leave module.

3. In order to facilitate the implementation of leave module, leave balance of each employee as available in IPAS has been ported to HRMS. However, since this balance is not a verified one, the ported data will be treated as **provisional leave balance of each employee on the date of launch of leave module of HRMS.** In order to finalise the leave balance, the balance ported from IPAS is required to be updated and vetted by Personnel and Accounts Department respectively.

4. While vetting and updating the initial leave balance ported from IPAS, the following procedure shall be followed:

(i) For Non-Gazetted employees, Personnel Department will update and verify the initial opening balance of Leave (LAP, LHAP, CCL etc) from the leave records of employees taking into account of the leaves applied/availed manually upto 31st July 2023, in respect of the type of leaves mentioned in HRMS and thereafter the same is required to be vetted by the Accounts department. Leave record verified/updated/vetted by the Accounts Department will be the final leave balance of each employee as on 1st August, 2023.

(ii) For gazetted employees, since leave record is maintained by Accounts department, updation and vetting process taking into account of all the leaves applied manually upto 31st July 2023 in respect of the type of leaves mentioned in the leave module of HRMS shall be done by the concerned dealing official of Accounts department.

(iii) Since leave applications in respect of the Leave mentioned in HRMS are compulsorily required to be processed only through HRMS w.e.f. 01.08.2023, the balance thereafter will get updated automatically through system itself.

(iv) While updating the records of employees (Non-Gazetted / Gazetted), preference may be given to updating the leave records of such employees who are retiring in the next one year and those who have applied for LAP, LHAP and CCL.

(v) In case the leave record of any employee is shown as negative/blank and the employees are not able to apply any leave through HRMS, leave records of such employees shall be updated on priority.

(vi) Effort shall be taken to complete the updation process at the earliest, before crediting of leave for the next period.

(vii) Once the record is vetted, further data will be available online only. Further review or vetting of the previous data at the time of promotion or retirement is not needed. However, leave records of each employee is required to be preserved till further orders.

5. Since this module is likely to have highest traction amongst employees, personnel department may take necessary steps to provide assistance and guidance to facilitate employees for applying leave through HRMS in the initial days.

6. Detailed guidelines regarding the Leave module will be uploaded in the HRMS portal.

Encl: As above.

V.G.B

(V. G. Bhooma)
Principal Executive Director/HR
Railway Board
Email: pedhr66@rb.railnet.gov.in
Ph: 011-47847174

File No. PC-VII/2023/HRMS/11 **New Delhi, Dated:27/07/2023**

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d)IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL,KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati,Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.

25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway CentralOrganisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Director (Movement) Railways/Calcutta.

V.G.B

(V. G. Bhooma)
Principal Executive Director/HR
Railway Board
Email : pedhr66@rb.railnet.gov.in
Ph: 011-47847174

No. PC-VII/2023/HRMS/11 **New Delhi, dated: 27.07.2023**

Copy forwarded to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Principal Executive Director/IR
Railway Board

Copy to:-

PSOs/Sr.PPSs/PPSs/PSs/PAs to:-
MR, MoSR(D), MoSR(J), CRB & CEO, MF, MI, M(Tr. & RS), M(Op. & BD), DG/RHS, DG/RPF, DG (Safety), Advisor/MR, OSD/MR, OSD/Co-ord/MR, Addnl. PS/MR, Addnl. PS/MoSR(J), DPG/MoSR(J), All Additional Members/Advisors/Executive Directors/Joint Secretaries.

All branches of Railway Board.

Annexure-A

Salient Features of Leave Module of HRMS

- Initial feeding of Leave Balance and online vetting by accounts
- Leave Application Form for all kinds of leaves including CL and RH
- Approval and real time update of Leave Record
- View Leave Balance and Ledger by employee
- Provision of Leave withdrawal and cancellation
- Customized Holiday Calendar for each primary unit.
- Online validations of all leave rules and real time update of record by the system.
- Provision for manual update of record in case of exigency followed by approval and vetting.
- Provision for updating initial leave balance for those returning from deputation and new joinees.
- Auto credit of Leave whenever due with access to Leave clerk to adjust if applicable, auto update of transactions in Leave Record
- Reports for all levels.