

पूर्व मध्य रेल
(निर्माण संगठन)

कार्यालय
मुख्य प्रशासनिक अधिकारी/निर्माण
पूमरे/महेन्द्रघाट, पटना
दिनांक-04.08.2023

सं.-ईसीआर/सीएओ/कॉन/ई/ Leave Module

- All Chief Engineers/Con/ECR/MHX, Patna.
(NE, NC, Central, Planning, North, SE, NW, SD, South & GB).
- CSTE/Con/, South & North/ECR/MHX, Patna.
- CEE/Con/MHX, Patna.
- All Dy. CE/Con/ MHX, Patna (North, South, TS, Design, General, ROB, PM, & Survey)
- All Dy. CE/Con Of Field Units,
(DNR, RGD, MGS, BRKA, DHN, Renukut, Chopan, Singrauli, HZME-I & II, GB/Patna,
GB/MGR, Hajipur-I & II, Bettiah, NKE SPJ-I, II, III & IV, & Muzaffarpur).
- Dy. CSTE/HQ, North, North-II, South/MHX/Patna & DNR, DHN, CPU & SPJ, SPJ-II.
- Dy. CEE/Con/MHX/Patna/ South & North/MHX, North (SPJ), & CPU.
- Dy. CME, Dy. CE & Dy. CEE/GLP/Patna.
- SMM/Con/MHX, Patna.

विषय- Launch of Leave Module of HRMS in Indian Railway.

संदर्भ-(1) महाप्रबंधक/कार्मिक/पूमरे/हाजीपुर का पत्र सं.- ईसीआर/आईआरएंडडब्ल्यू/एचआरएमएस/लीव
माइयूल/2023 दिनांक- 03.08.2023

(2) रेलवे बोर्ड का पत्र सं० PC-VII/2023/HRMS/11 दिनांक 27.07.2023

रेलवे बोर्ड के पत्र सं. PC-VII/2023/HRMS/11 दिनांक 27.07.2023 के द्वारा Leave Management Module of HRMS का शुभारंभ 01 अगस्त 2023 से किया जा चुका है, के सफल क्रियान्वयन हेतु विभिन्न क्रियाकलापों को निर्देशित किया गया है।

अतः संदर्भित पत्र संलग्न करते हुए अनुरोध है कि उक्त कार्य की मॉनिटरिंग उच्च प्राथमिकता पर करते हुए Leave Management Module of HRMS का कार्य सुनिश्चित किया जाय।

संलग्नक-यथोपरि।

2-421
04/08/2023

(रूपेश चन्द्र)

वरिष्ठ कार्मिक अधिकारी/निर्माण
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- सचिव/CAO/Con/North को CAO/Con/North महोदय के सादर सूचनार्थ।
- सचिव/CAO/Con/South को CAO/Con/South महोदय के सादर सूचनार्थ।
- सचिव/CAO/GLP, Patna को CAO/GLP, Patna महोदय के सादर सूचनार्थ।
- सभी CSWI/Con/MHX.
- CA/Personnel - for uploading on WEBSITE of Construction Organisation.
- Ch. OS/R & D/Pers/Con/MHX.
- नोटिस बोर्ड।

पूर्व मध्य रेल

कार्यालय
महाप्रबंधक(का)
हाजीपुर

सं. ईसीआर/आईआरएंडडब्लू/एचआरएमएस/लीव माड्यूल/2023

दिनांक 03.08.2023

सभी विभागाध्यक्ष
पूर्व मध्य रेल, हाजीपुर।

मुख्य प्रशासनिक अधिकारी
निर्माण संगठन/पूमरे/पटना

मंडल रेल प्रबंधक
पूर्व मध्य रेल,
दानापुर, समस्तीपुर, धनबाद, सोनपुर एवं डीडीयू।

मुख्य कारखाना प्रबंधक
पूर्व मध्य रेल,
पीडी/डीडीयू, वर्कशॉप/समस्तीपुर एवं हरनौत।

विषय :- Launch of Leave Module of HRMS in Indian Railways.

संदर्भ :- रेलवे बोर्ड का पत्र सं० PC-VII/2023/HRMS/11 दिनांक 27.07.2023

रेलवे बोर्ड द्वारा संदर्भित पत्र के साथ RBE No. 94/2023 संलग्न करते हुए भारतीय रेल में Leave Management Module of HRMS जिसका शुभारंभ 01 अगस्त 2023 से किया जा चुका है, के सफल क्रियान्वयन हेतु विभिन्न क्रियाकलापों को निर्देशित किया गया है।

अतः संदर्भित पत्र संलग्न करते हुए अनुरोध है कि Daily Basis पर उक्त कार्य की मॉनिटरिंग कर RBE No. 94/2023 में वर्णित अनुदेशों का पालन उच्च प्राथमिकता स्तर पर करना सुनिश्चित करें।

संलग्नक : यथोपरि।

(जे०पी० सिंह)
उपमुकाधि/आईआरएंडडब्लू
कृते महाप्रबंधक(का०)/पूमरे/हाजीपुर

प्रतिलिपि :

- महाप्रबंधक के सचिव— महाप्रबंधक महोदय के सादर सूचनार्थ
- अपर महाप्रबंधक के निजी सचिव— अपर महाप्रबंधक महोदय के सादर सूचनार्थ
- प्रमुकाधि के निजी सचिव— प्रमुकाधि महोदय के सादर सूचनार्थ
- सभी वमंकाधि/मंकाधि(प्रभारी)/पूमरे

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

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: Launch of Leave Module of HRMS in Indian Railways.

On completion of development and testing of Leave Module of HRMS, it has been decided to launch the module across entire Indian Railways on 1st August, 2023 by the Chairman & Chief Executive Officer, Railway Board through a Video Conference as per the following schedule:

*Date
Venue
Timings
Agenda*

*1st August, 2023 (Tuesday)
Committee Room, 2nd Floor, Rail Bhawan
12:30 pm-01:00 pm
Launch of Leave Module of HRMS*

2. The Video Conference will be presided over by **Chairman & CEO, Railway Board.**
3. All are requested to attend the Video Conference. Web-link for the VC will be shared in due course.


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

Copy to:-

1. Sr. PPS to CRB & CEO, Railway Board
2. PSO/ Sr. PPS/ PPS to all Member(Finance), Member(Infrastructure), Member(Traction and Rolling Stock), Member(Operations & Business Development), Railway Board.
3. PPS to DG(HR), DG(RHS), DG(RPF) and DG(Safety)
4. PPS to Secretary, Railway Board
5. PPS to AM(Staff), AM/HR, Railway Board
6. Managing Director/CRIS
7. PCPOs, PFAs, all Indian Railways
8. JS(G), JS, Railway Board
9. EDCC/Railway Board
10. ED(E&R), Railway Board
11. GM/EPs/CRIS
12. Director/Tele for generation of Web-link for VC and to ensure necessary assistance in the Committee Room.
13. DDPC-VII & HRMS and HRMS Team, Railway Board.

LAUNCH OF LEAVE MANAGEMENT MODULE OF HRMS BY CRB & CEO,
RAILWAY BOARD

1st August, 2023

<i>Time</i>		<i>Event</i>
12.30 pm-12.35 pm	:	Welcome speech by Additional Member (HR), Railway Board
12:35 pm-12:45 pm	:	Presentation on Leave Management Module by GM(EPS)/CRIS
12:45 pm- 12:55 pm	:	Launch of Leave Management Module and address by CRB & CEO, Railway Board
12:55 pm- 01:00 pm	:	Vote of thanks by PED/HR, Railway Board

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.

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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, Bhubaneswar, 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
Central Organisation 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. Bhooma)

Principal Executive Director/HR

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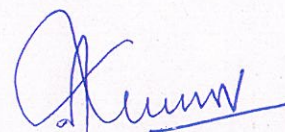
Ph: 011-47847174

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.

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.