



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे/गोरखपुर -273012
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक-90

आर.बी.ई. सं.- निल

File No. NER-HQOPERS(POLI)/67/2021-O/o SPO/RP/HQ/NER (Comp No.55957) दिनांक 04.07.2023

प्रमुख मुख्य वित्त सलाहकार
सभी मण्डल रेल प्रबन्धक
सभी मुख्य कारखाना प्रबन्धक
सभी कार्मिक अधिकारी
सभी अतिरिक्त मण्डलाधिकारी/स्थापना
पूर्वोत्तर रेलवे।

विषय:-**Updation of Leave Balance of Railway Employees.**
संदर्भ:-**Railway Board's letter No.PC-VII/2023/HRMS/11**
Dated 00/07/2023.

रेलवे बोर्ड के पत्र सं0 PC-VII/2023/HRMS/11 Dated 00/07/2023 की प्रतिलिपि सूचना, मार्गदर्शन, आवश्यक कार्यवाही एवं सख्त अनुपालन हेतु संलग्न कर प्रेषित की जा रही है, साथ ही यह भी अनुरोध किया जाता है कि सभी कर्मचारियों के अवकाश दिनांक 01.07.23 की स्थिति पर update करके लेखा विभाग से विधिद्वारा करवाना सुनिश्चित किया जाए।

संलग्नक/यथोपरि।


04.7.23
(प्रदीप कुमार)
वकाधि/मुख्यालय
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एसोसियेशन/गोरखपुर।


04.7.23
कृते महाप्रबन्धक/कार्मिक

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

File No. PC-VII/2023/HRMS/11

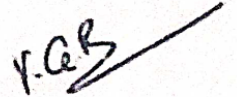
New Delhi, Dated : /07/2023

The General Managers,
All Indian Railways/PUs/TIs
(As per standard mailing list)

Sub: Updation of Leave Balance of Railway Employees.

This is to inform that development of Leave Module of HRMS has been completed and tentatively scheduled to be launched in the month of July, 2023.

2. It may be appreciated that Leave Module is also one of the modules having effect on the day to day working of the employees and which is going to be accessed by thousands of employees. Further, Leave module is connected with cycles attached with the leave which happens twice in a year i.e. the regular leave such as LAP and LHAP are credited to the accounts of every employee on first January as well as first July. In order to ensure successful launch of the module, it is required to upload the vetted and updated leave balance of each employee as on first July, 2023 into the respective HRMS IDs as one time measure and thereafter the entire process of leave and updation of leave accounts will be done in a dynamic manner through HRMS system.
3. Therefore, Personnel and Accounts department of the Railways are requested to complete the vetting and updation of leave accounts of each employee at the earliest so that the same can be uploaded instantly once the formal launch of Leave Module of HRMS is carried out.
4. Detailed guidelines, training schedule and launch of Leave Module will be intimated separately.



(V.G BHOOMA)
Principal Executive Director (HR)
Railway Board
Room No. 202, 2nd Floor, Rail Bhawan
Tele: 011-47174
Email: pedhr66@rb.railnet.gov.in