

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

कमांक-109

आर.बी.ई. सं.- 94/2023

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सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

पूर्वोत्तर रेलवे

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

सन्दर्भ :-रेलवे बोर्ड का पत्र सं. PC-VII/2023/HRMS/11 दिनांक 27.07.2023

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रेलवे बोर्ड का पत्र सं, PC-VII/2023/HRMS/11 दिनांक 27.07.2023 की प्रतिलिपि सूचना, मार्ग दर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है ।

संलग्नक/यथोपरि


(प्रदीप कुमार) 28.7.23
वकाधि/मुख्या.
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपिनिम्नलिखित 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।


28.7.23
कृते महाप्रबन्धक/कार्मिक

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.
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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

Railway Board

Email : pedhr66@rb.railnet.gov.in

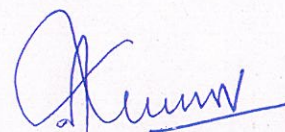
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No. PC-VII/2023/HRMS/11

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

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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.