



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

कमांक-114

आर.बी.ई. सं.- NIL

File No: NER-HQOPERS(POLI)/6/2023-O/o SPO/HQ/HQ/NER(Computer No: 86343) दिनांक 18.08.2023

सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

पूर्वोत्तर रेलवे

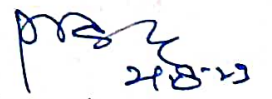
विषय : Operationalization of Leave Management Module of HRMS in
Indian Railway- Clarification reg.

सन्दर्भ :-रेलवे बोर्ड का पत्र सं. PC-VII/2023/HRMS/11 दिनांक 16.08.2023

.....

रेलवे बोर्ड का पत्र सं. PC-VII/2023/HRMS/11 दिनांक 16.08.2023 की प्रतिलिपि
सूचना, मार्ग दर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है ।

संलग्नक/यथोपरि


(प्रदीप कुमार)
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 एशोसियेशन/गोरखपुर।


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 : 16/08/2023

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

Sub: Operationalization of Leave Management Module of HRMS in Indian Railway- Clarification reg.

Ref: Railway Board's letter No. PC-VII/2023/HRMS/11 dated 27.07.2023

Kindly refer to Board's letter mentioned above advising the implementation of Leave Module of HRMS w.e.f. 1st August, 2023. The detailed procedure for updating and vetting the leave balance ported from IPAS in respect of Gazetted and Non-Gazetted employees has also been advised vide Board's letter under reference.

2. Subsequently, clarifications have been sought by various Field Units regarding updation and vetting of Leave Balance in respect of Gazetted employees. In this regard, it is advised that the initial leave balance of Gazetted Officials ported to HRMS Leave Module from IPAS will be updated by the concerned Accounts Department or Personnel Department or the branches dealing with the processing of leave of said Gazetted employees in the Unit and thereafter the same will be vetted by the Accounts department of the concerned Field Unit taking into account of all the leaves applied manually upto 31st July, 2023 in respect of the types of leaves mentioned in HRMS Leave Module. The leave record so updated by the Personnel branch and vetted by the Accounts department of that Field Unit will be the final leave balance of each Gazetted employee of the Unit as on 1st August, 2023. In respect of the leave maintained by the Accounts Department, updating and vetting will be done by the Accounts Department itself.

3. It is also advised that the procedure being followed for processing the settlement cases of retiring employees for the month of August will be the same as it was prior to the launch of Leave Module of HRMS. From September onwards, Leave Module shall be interlinked with Settlement Module and hence all the leave related dues of the retirees will be settled only through Settlement Module after fetching the leave balance data from the Leave Module of HRMS. It is, therefore, advised to update the leave records of such employees who are due to retire in the next one year, on high priority.

4. This issues with the approval of Competent Authority.


(Jaya Kumar G)

Dy. Director, Pay Commission-VII & HRMS
Railway Board
Room No.6, 4th Floor, COFMOW
Ph. No. 011-47845125
E-mail ID: jaya.kumarg@gov.in

- Copy to: (i) PCPOs and PFAs, all Indian Railways
(ii) JS(G), Railway Board for necessary action in respect of Gazetted Officers of Railway Board.
(iii) GM/EPS/CRIS
(iv) PAO/Railway Board
(v) ERB-I, II, III, IV & V Branches, Railway Board