

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

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दिनांक/Dated:16.08.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub :Operationalization of Leave Management Module of HRMS
in Indian Railway – clarification reg.

A copy of Railway Board's letter No. PC-VII/2023/HRMS/11 dated 16.08.2023
on the above subject is enclosed for information guidance and necessary action.

Railway Board's letters dated 27.07.2023 referred therein has been circulated
as PBC No. 153 / 2023.

संलग्नक/Encl.01 page


सहायक कर्मचारी संबंधी अधिकारी/Asst. Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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)

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