



PBC No:226 / 2023
RBE No: ----

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

सं/No: P(R)420/P/Vol.IX

दिनांक/Dated: 27.11.2023

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 : Implementation of Leave Management Module of HRMS.

A copy of Railway Board's letter No. PC-VII/2023/HRMS/11 dated. 23.11.2023 on the above subject is enclosed for information, guidance and necessary action.

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

संलग्नक/Encl.01 page

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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: 23.11.2023

**The Principal Chief Personnel Officers,
All Indian Railways/PUs
(As per standard mailing list)**

Sub: Implementation of Leave Management Module of HRMS

Vide Board's letter dated 27.07.2023 (RBE No. 94/2023), Field Units were advised to complete the updation of the initial balance of leave by 31.12.2023 and to get the same vetted by Accounts department. However, it has been observed that the progress has been extremely slow. To ensure that the automation of leave process is completely digital, updation and vetting of initial leave balance is of utmost importance. Therefore, it is again advised that the process of updating and vetting of leave balances may be expedited and the same may be completed at the earliest.

2. It has often been observed that subsequent to the implementation of Leave Module, employees after applying the leave in HRMS, proceed on leave without getting approved by the leave Sanctioning Authority. In this regard, it is reiterated that the Leave Module of HRMS has only digitized the process of leave and has not brought any change in the existing rules/provisions regarding sanctioning/availing of leave. As per the extant provisions, leave cannot be treated as a matter of right and the same can be availed only after sanctioning by the competent authority. Merely applying in the HRMS does not tantamount to the sanctioning of the same and therefore before proceeding on leave, every employee has to invariably ensure that the same has been sanctioned by the Competent Authority failing which action under the relevant rules needs to be initiated against such employees.

V.G.B.

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