

[Date]

# IR-HRMS

## Leave Management Module

### User Manual

Version 1.0 Dated 01.08.2023  
Centre for Railway Information Systems

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## 1. GENERAL INFORMATION

### 1.1 Purpose and Scope

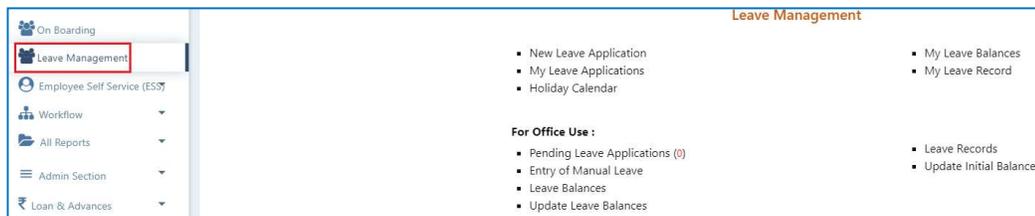
Railway servants are entitled to different kinds of leaves. Rules regarding their eligibility, entitlement, combination of different kinds of leaves and procedure for availing them have been elaborated by Railway Board through various instructions from time to time.

Leave Management module is envisioned to provide a convenient way for availing and recording leaves. The module provides assistance to all the stakeholders involved in the process – employees, leave sanctioning authority and administration by providing a fast, flexible, convenient and transparent way for applying, sanctioning and keeping record of all the leaves of all the employees.

The aim of this module is to make the entire process of leave management a smooth and convenient experience for all thereby making the process more efficient.

### 1.2 Brief Overview of Application

Leave Management Module can be accessed by clicking on its link available on the left side menu of HRMS dashboard under the head Leave Management. Once clicked it will open the interface as shown below listing a host of other links having individual functionalities which are briefly described as below **(Image :1.1)**



**Image : 1.1**

Once the interface for Leave Management Module opens up, it will display a host of links in two blocks. The upper block is for the use of employees whereas the lower block is for the purpose of official use.

#### A. For Employees' use

1. **New Leave Application:** This link will be used for creating fresh leave application.
2. **My Leave Applications:** This link can be used by the employee to view all his leave applications with different status and track them

3. **My Leave Balance:** The link can be used by the employee to view his Leave Balance as on date.
4. **My Leave Record:** The link can be used by the employee to view his entire leave ledger indicating all the leave transaction for his account.
5. **Holiday Calendar:** This link can be used by the employee to view the Holiday calendar applicable to the employee as decided by the competent authority

#### **B. For Office Use**

1. **Pending Leave Applications :** This link is used by Leave Sanctioning Authority to view all leave applications pending in his account and processing the same
2. **Entry of Manual Leave :** This interface is used by Dealing Clerks to enter the details of the leave availed through offline / manual mode which are processed manually and not through HRMS.
3. **Update Initial Balance :** This link is used by the Dealing Clerk to update the initial leave balance of the employees and initiate the proposal for getting the same vetted.
4. **Leave Balances :** The link is used by the administration to view the leave balance of employees.
5. **Update Leave Balance :** The link is used by the administration to update the leave balances of any individual employee.

### **1.3 User Roles involved**

Most of the functionality of Leave Management module is independent of any role. Each employee can generate their leave applications and forward to their leave sanctioning authority or supervisors by selecting their details from a dropdown. No separate user role is required for that.

Similarly, once leave application is received by an employee wanting some action – forward or approve/reject, he can do the same freely and no separate role is required for that process also.

**Dealing Clerk (DC) :** A separate role of Dealing Clerk (DC) is required for following activities

- Creating initial leave balance update proposal.
- Manually updating leave ledger of any employee because of the reasons mentioned therein
- Entering manual leave application details in the system

## 2. FOR EMPLOYEES' USE

The employee's interface of Leave Management Module has been provided with a host of links with different functionalities which are explained as follows

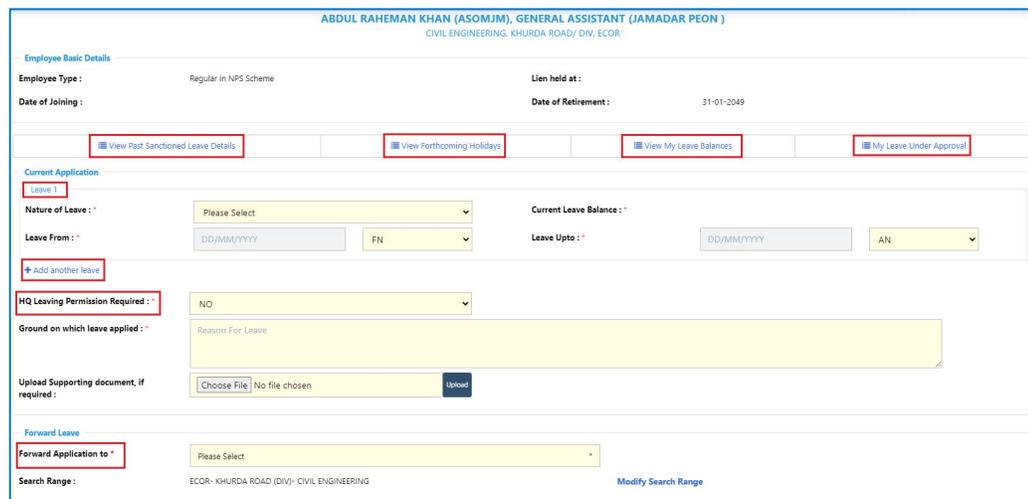
### 2.1 New Leave Application

In order to apply for leave, the employee has to click the link “**New Leave Application**” given on the page of Leave Management as shown below (**Image : 2.1**)



**Image : 2.1**

Once the link is clicked, the new application interface as shown below (**Image :2.2**) will get opened up through which the employee can apply for leave. The required fields which needs to be entered by the employee are explained below



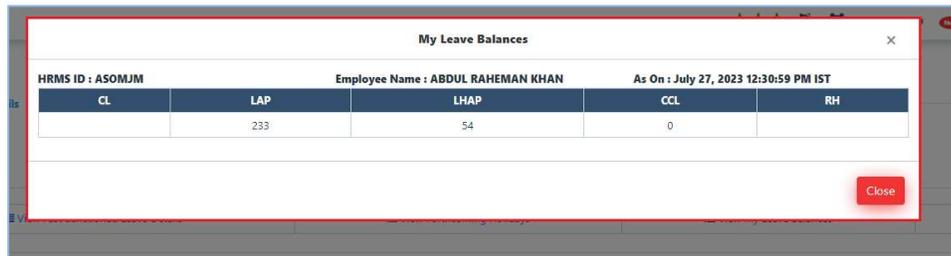
**Image :2.2**

**Employee Details :** These are the basic details of employee as available in the Employee Master and will be auto fetched by the system and shown here. Any discrepancy found here in user details needs to be corrected in Employee Master through proper channel and once approved corrected details will be displayed here.

**View Past Sanctioned Leave Details :** This link is given to facilitate employee to have a quick look at the details of all his past leaves which have been sanctioned.

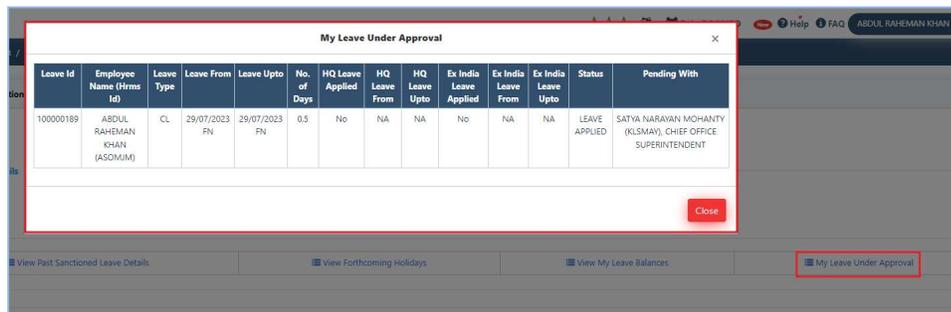
**View Forthcoming Holidays :** This link is given to facilitate employee in planning his future leave. It will display the list of forthcoming holidays declared for the employee coming in near future, once the holiday calendar has been finalized for the primary unit.

**View My Leave Balances :** This link is provided to facilitate employee to have a quick look at his leave balance as is available in the system. Once clicked, the following interface will pop up (**Image :2.3**)



**Image :2.3**

**My Leave Under Approval :** This link is provided to facilitate employee to have a look at all his leave applications which are under approval. Once clicked upon, the following interface will pop up (**Image :2.4**)



**Image :2.4**

**Leave Type :** In this drop down, an exhaustive list of different types of Leaves has been provided to the user to select from, for which he wishes to make an application.

**Current leave Balance :** Based on the selection made in Leave Type, if the leave selected is one out of LAP/LHAP/CCL/CL/RH, the current existing balance for the same will be shown here.

It is to be noted that the system has ported Leave balances from IPAS, as it is existing as on 31<sup>st</sup> July, which in some cases may not be updated. Hence all the balances for LAP/LHAP/CCL will be shown as provisional and same will be indicated here in front of the leave balance. These provisional leave balances may get changed as part of certification process by the competent authority. Any change made in the leave balance

as part of certification will be recorded and shown to the employee in his leave balance as well as leave records.

**For CL and RH, while submitting their first application the employees themselves will be declaring their leave balance** existing as on the date of application as explained in next section.

It is to be noted that **employees** having provisional leave **balances need not wait for completion of certification process** for their leave balances and **they can start applying for leaves online through HRMS**. Their applications will be processed and appropriate records will be generated. As and when the certification process will be completed, system will automatically calculate the updated leave balance and will show all transactions in leave records.

However, for employee whose leave balance for LAP/LHAP/CCL is not available in the system, they will not be able to apply for leave and need to contact their concerned personnel department for updation of their leave balances.

**Leave From and Leave Upto** : Here employee is required to declare the period for which he wishes to avail the selected period of leave. Once these details are entered, the number of days for which the leave is being availed will auto calculated and will be displayed in front of this dropdown.

**HQ Leaving Permission required** : Here, if the user wishes to leave the HQ while on the said leave, that declaration needs to be made and period of stay away from HQ needs to be declared. The same option will also be used to avail Ex-India Leave permission which is explained later in this section.

**Grounds on which Leave applied** : Here employee needs to give detailed justification regarding the reason for which he is availing the leave.

**Upload Supporting Document** : If the employee wants to upload any document to be shown to leave sanctioning authority, the same may be uploaded here. There are some kinds of leaves for which document uploading is mandatory, for ex, Ex-India Leave, Maternity, Paternity etc. Wherever document uploading is mandatory, system will not allow the employee to submit leave application unless a document is uploaded.

**Forward Application to** :In this field, the employee needs to enter the details of the supervisor/officer to whom he wants to send his leave application for further action. No fixed rigid mapping has been given in the system and **the applicant has to choose the authority who is competent to sanction / forward his application**.

Recipient can be searched by typing 3 characters of his name or HRMS id or designation and the system will display a drop down list having the matching characters for applicant to select from. By default the employees pertaining to same Zone, Primary unit (HQ/Division/workshop) and department to which employee himself belong will be shown. The same search range will also be shown to the employee.

In case employee wishes to forward his application that is not part of this search range (different department / unit etc.), he can modify the search range by clicking on “**Modify Search Range**” link and set the filters accordingly to find the employee to whom he wishes to send his leave application.

**It is to be noted that, the moment the employee submits his leave application after filling all the details, his leave balance will be deducted by the number of days so applied, for that leave type.**

While applying for new leave, the employee has been provided with different functionalities by the system which are explained as follows

### 2.1.1 Applying for CL/RH for the first time

CL and RH are credited to every employee every year based on the extant instructions applicable to him. However, the practice of maintaining the balance of CL/RH for every individual employee is different at different places. At some places, it is centralized and kept in office register for the employees of that office and at some places individual CL/RH cards are given to individual employees who maintain their balances and get them updated as and when leaves are sanctioned.

To bring in uniformity and convenience, whenever the employee applies for CL/RH through HRMS Leave management system for the first time, **the system will ask the employee to enter his CL/RH balance existing as on date excluding the leave that is being applied.**

Once the leave application will be submitted with this information, the sanctioning authority will be having the option to either accept the balance so mentioned or update it based on verification either from employees’ CL/RH card or central CL/RH Leave account register.

Thus, as can be seen in the screenshot attached below (**Image :2.5**), since the employee is applying for the Casual leave for the first time, the text box for Current Leave balance is in editable format and is asking user to declare his current leave balance (**excluding the no of days for which leave is being applied**) along with other details of leave applications.

**Image :2.5**

Once the user declares his current leave balance for CL/RH, and enter the duration of his current leave (Leave From and Leave To) and submits the application to his sanctioning authority, **on approval** the final balance arrived by subtracting the applied leave duration from the entered current balance will be stored in the system and will be used for subsequent leave applications.

In case user adds multiple leave blocks (as explained in next section) in the same application and enters CL or RH in both, he will be required to enter current leave balance in each of the block. In such scenarios, **same** current balance, which **existed before initiating this leave application**, needs to be entered **in all blocks** with same leave type. System will automatically deduct the current leave duration from that balance once the application is approved.

### 2.1.2 Applying for Leaves in combination by combining Leave Blocks

There might be scenarios where users want to combine multiple types of leaves in a single leave spell. A convenient feature for combining 3 leave blocks in a single leave application has been provided in the Leave Management module as shown below (**Image :2.6**)

**Image :2.6**

As can be seen, there is a link **+Add Another Leave** which when clicked will add another leave block in which details of leave which is being combined with the leave entered in leave block 1 can be entered. Similarly, clicking again on the icon will add 3<sup>rd</sup> leave block.

If the user, after adding leave block, changes his mind and wants to remove them, he can press the link-**Delete this leave** and the last leave block added in the combination will be removed from the application.

It is to be noted that while creating leave blocks combination, if there are intervening days which are not part of the leave application, employee will be required to **declare the nature of these days out of the 2 options of – Holiday or Weekly Off**.

For example, in the above screenshot, the employee has combined 2 leave blocks of different types of leaves which are allowed as per leave rules. In block 1 CL is availed on 28 July 2023 and in Block 2, 1 day RH is availed on 31 July 2023. Now there is a gap of 2 days, i.e. 29 Jul 2023 and 30 July 2023 for which employee has not applied for any leave. Now before submitting the leave application, employee has to mandatorily declare the nature of these 2 gap days to be either Holiday or Weekly Off as shown in the screenshot attached below(**Image :2.7**).

It is further to be noted that in such cases of gap days between 2 leave blocks, the **intervening days cannot be duty days**. If such is the case, employee has to submit 2 different leave applications.



**Image :2.7**

### 2.1.3 Application for Ex-India Leave

There is no separate leave type given for Ex-India leave. For taking permission for Ex-India Leave, the employee will be required to select at least 1 leave type from the dropdown. Once selected then he will be required to select YES in HQ Leaving Permission Required dropdown.

Once Selected, employee will be required to select YES in Going for Ex-India Leave option.

Once these selections are made, a separate block for Ex-India leave will get opened up where other required details may be entered and mandatory documents may be uploaded as shown in the screenshot below (**Image :2.8**)

The screenshot shows a form for adding leave. It includes fields for 'Nature of Leave', 'Leave From', 'Leave Upto', and 'Current Leave Balance'. Below this is a table for 'Intervening Period Details' with columns for 'Weekly Off Days' and 'Holidays'. At the bottom, there are sections for 'HQ Leaving Permission Required', 'Going for Ex India Leave?', and 'Ex India Leave' details.

**Image :2.8**

## 2.2 My Leave Balances

The employee can see his current leave balance from the system by accessing the link “**My Leave Balances**” on Leave Management menu page as shown below (**Image :2.9**)

The screenshot shows a 'Leave Management' menu with several options. The 'My Leave Balances' option is highlighted with a red box. Other options include 'New Leave Application', 'My Leave Applications', 'Holiday Calendar', 'Entry of Manual Leave', 'Leave Balances', 'Update Leave Balances', 'My Leave Record', 'Leave Records', and 'Update Initial Balance'.

**Image :2.9**

Once the link is clicked, the following interface showing the leave balance of the employee will open up as shown below (**Image :2.10**)

HRMS ID : ASOMJM		Employee Name : ABDUL RAHEMAN KHAN		As On : July 27, 2023 12:49:08 PM IST	
CL	LAP	LHAP	CCL	RH	
4.50	233.00	54	0		

**Image :2.10**

Here it is to be noted the leave balances ported from IPAS for leave types LAP/LHAP/CCL are provisional and will be shown as provisional in employees leave balances. They may get changed subject to updation and approval by competent authority after which the updated leave balance along with corresponding message will be shown on this screen.

**For CL/RH, the initial leave balance will be shown as blank. The employees themselves will be furnishing** their current leave balances at the time of submitting CL/RH leave application for the first time. Once the user declares his current leave balance for CL/RH, and enter the duration of his current leave (Leave From and Leave To) and submits the application to his sanctioning authority, **on approval** the final balance arrived at by subtracting the applied leave duration from the entered current balance will be stored in the system and will be displayed in his leave balances.

### 2.3 My Leave Applications

All leave applications which are processed for the employee - be it manual leave entry or online leave applications – will be shown in a single list at a single interface which can be accessed by clicking the link “**My Leave Applications**” on the Leave Management module page as shown below (Image :2.11)



Image :2.11

Once the mentioned link is clicked upon, the following interface will open up which will ask user to make appropriate selections as explained below (Image :2.12)

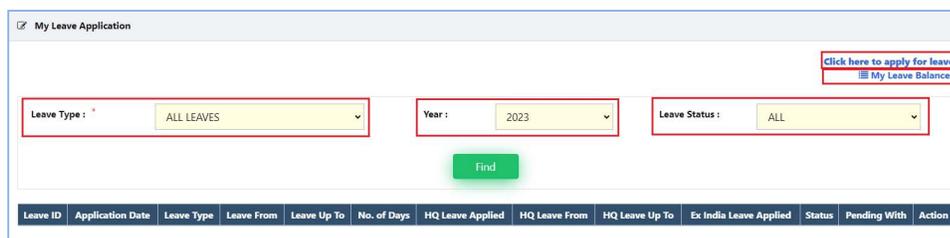


Image :2.12

**Leave Type :** Here in the drop down, all kinds of leave will be shown. User will have the option to select either any single type of leave or select All leave types

**Year :** Here user has the option to select the year for which he wants to see his leave applications

**Leave Status :** Here user is required to select the status of leave – Pending, Rejected, Withdrawn, sanctioned etc. Here also an option to view leaves with ALL status is given.

Once the appropriate values are set in the filters and Find button is pressed, the system will generate the list of all leave applications of the employee and will display on the screen as shown below (**Image :2.13&2.14**)

Leave ID	Application Date	Leave Type	Leave From	Leave Up To	No. of Days	HQ Leave Applied	HQ Leave From	HQ Leave Up To	Ex India Leave Applied	Status
100000190	27/07/2023	CL RH	28/07/2023	31/07/2023	2	YES	27/07/2023	01/08/2023	YES	LEAVE APPLIED
100000189	27/07/2023	CL	29/07/2023	29/07/2023	0.5	NO	NA	NA	NO	LEAVE SANCTIONED

**Image :2.13**

Leave Up To	No. of Days	HQ Leave Applied	HQ Leave From	HQ Leave Up To	Ex India Leave Applied	Status	Pending With	Action
1/07/2023	2	YES	27/07/2023	01/08/2023	YES	LEAVE APPLIED	SATYA NARAYAN MOHANTY (KLSMAY), CHIEF OFFICE SUPERINTENDENT	View Withdraw
1/07/2023	0.5	NO	NA	NA	NO	LEAVE SANCTIONED	NA	View Cancel

**Image :2.14**

Here major details of leave application will be shown in the list along with leave current status and authority with whom it is currently pending. This will help the employee to track his leave applications.

## 2.4 Withdraw Leave Application

Employee also has the option to withdraw his leave application **as long as the same has not been sanctioned** by the leave sanctioning authority.

In order to withdraw leave application, employee has to first go to **My Leave Applications** and find his leave application in the list by setting appropriate filters.

In the list, there will be a **Withdraw button** against the leave which has not been sanctioned as on date as shown below (**Image :2.15**).



Image :2.15

If the withdraw button is clicked, the following interface will open up asking user to confirm his decision to withdraw his leave application as shown below (Image :2.16).

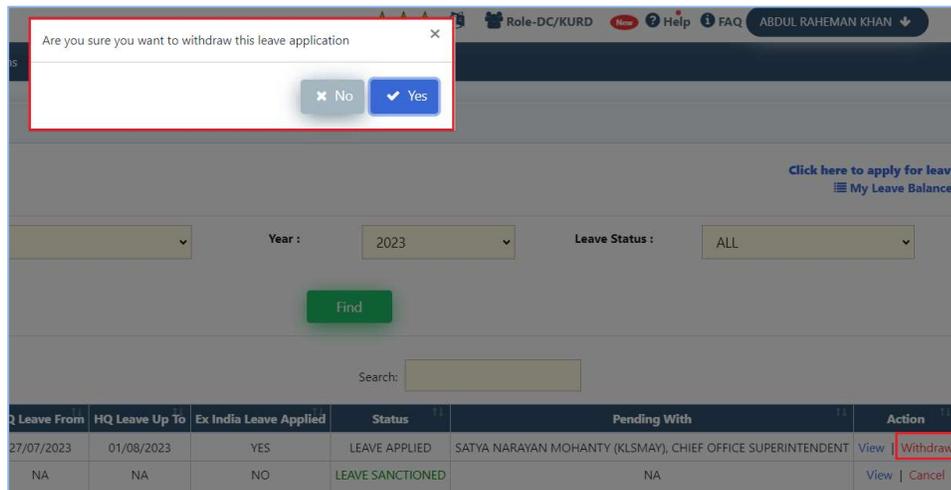


Image :2.16

If the user confirms his decision for withdrawing leave application, the leave application will be withdrawn and the **amount of leave** for that leave type which was deducted from the leave balance of the employee **will be credited back** to employees leave balance.

It is to be noted that **no approval from any competent authority is required to withdraw a leave application.**

Further, a leave application can only be withdrawn if

- The leave has **not been sanctioned** by the sanctioning authority
- The **start date of leave has not crossed** on the date of withdrawal.

In case, either of these conditions are not meeting, the user has to get it rejected by sanctioning authority.

## 2.5 Cancel Leave Application

In case a leave of an employee has already been **sanctioned** by the sanctioning authority, the same cannot be withdrawn. But if the employee wishes, he can submit application for cancellation of sanctioned leave.

In order to cancel leave application, employee has to first go to **My Leave Applications** and find his leave application in the list by setting appropriate filters.

In the list, there will be a **Cancel button** in front of the leave which has been sanctioned as shown below (**Image :2.17**).

Leave Up To	No. of Days	HQ Leave Applied	HQ Leave From	HQ Leave Up To	Ex India Leave Applied	Status	Pending With	Action
1/07/2023	2	YES	27/07/2023	01/08/2023	YES	LEAVE APPLIED	SATYA NARAYAN MOHANTY (KLSMAY), CHIEF OFFICE SUPERINTENDENT	View Withdraw
3/07/2023	05	NO	NA	NA	NO	LEAVE SANCTIONED	NA	View Cancel

**Image :2.17**

Once the employee decides to cancel the leave and clicks on cancel button, an interface will open up showing the entire leave application as applied by the employee and will request user to submit the option to get the leave application cancelled.

Before submission of his cancellation request, user will be required to give justification for cancellation of leave.

Once all details are entered, the cancellation request can be forwarded to the competent authority just as in case of normal leave application (**Image :2.18**).

Once approved, the leave period will be treated as cancelled, and the leaves so deducted from the leave balance will be credited back to it.

Original Leave Sanctioned on 27/07/2023 by SATYA NARAYAN MOHANTY (KLSMAY), CHIEF OFFICE SUPERINTENDENT, CIVIL ENGINEERING [View Original Leave Application](#)

Cancellation Type : \*

Cancel Leave Application for

**Leave 1**

Nature of Leave : CASUAL LEAVE (CL) From 28/07/2023 FN To 28/07/2023 AN (1 day)

Cancel From : \*   Cancel Upto : \*

0.5 day

**Leave 2**

Nature of Leave : RH From 31/07/2023 FN To 31/07/2023 AN (1 day)

Cancel From : \*   Cancel Upto : \*

1 day

Reason For Cancellation : \*

Forward Application

Forward Application To : \*

Search Range : ECOR- KHURDA ROAD (DIV)- CIVIL ENGINEERING [Modify Search Range](#)

Image :2.18

The status of the cancellation requests submitted as well as approved/rejected ones can be seen in the same list of “My Leave Applications” as shown below (Image : 2.19)

Show 25 entries

Leave ID	Application Date	Leave Type	Leave From	Leave Up To	No. of Days	HQ Leave Applied	HQ Leave From	HQ Leave Up To	Ex India Leave Applied	Status
100000191	27/07/2023	CL RH	28/07/2023	31/07/2023	1.5	NO	NA	NA	NO	PARTIAL CANCELLATION APPLIED SATYA NARAYAN MOHANTY

Image : 2.19

### 3. FOR LEAVE SANCTIONING AUTHORITY USE

As explained above, all employees will have the option to forward their leave applications by selecting appropriate authority. As and when leave applications are sent for action to leave sanctioning authorities, all such applications will start reflecting under a single link of Pending Leave Applications.

#### 3.1 Pending Leave Applications

The link will be shown under the “For Office Use” block on the leave management menu page.

The link will show the count of leave applications pending for action with the user in bracket in red color as shown below (Image :3.1)



Image :3.1

Once the link is clicked upon, the following interface showing the list of all leave applications pending at user end for action will be shown (Image :3.2)

Leave Id	Employee Name (HRMS ID)	Designation	Department	Unit	Leave Type	Leave From	Leave Upto	Leave Days	HQ Leave Applied	Pending Since	Status	Action
100000190	ABDUL RAHEMAN KHAN (ASOMIM)	GENERAL ASSISTANT	CIVIL ENGINEERING	KHURDA ROAD	CL,RH	28-07-2023 FN	31-07-2023 AN	2	Yes	27-07-2023	LEAVE APPLIED	

Image : 3.2

The list will show brief summary of the leaves pending for action like, whose leave application it is, what types of leaves have been applied for, what is the duration of leave and since what date it is pending for action. Further in the last column there is an **Action** icon. In order to process the leave, user needs to click on this Action icon which will open up the interface detailing the leave application as shown below (Image :3.3)

**Image :3.3**

The interface will show all the details of the leave application which were submitted by the employee, few of them include

**Leave Mode** :System has the provision of both – applying for leave through online mode or entering the details of leave availed manually and get it approved for entering in leave records. This field will display the mode of leave which is being processed.

The user will have the option of either **forwarding, rejecting** or **sanctioning** the leave.

In case the user decides to **forward the application**, he will have the option to record his remarks and also attach any document if required. All these remarks and documents will be visible to the recipient to whom the application will be forwarded.

The user will also have the option to **reject the application**. In such case he will be required to mandatorily record his remarks for rejection. Once the application is rejected, the leaves count so deducted will be credited back to the balance of the employee.

Once the option for **sanction** is selected and submitted, the leave will be considered to be sanctioned and the leave transaction will be recorded in the leave ledger of the employee.

In case of CL/RH leaves, employees themselves to give the opening balance of CL/RH while making first application. Leave sanctioning authority, by cross checking from either central CL/RH register or from employees CL card, as the practice may be, confirm the balance in the system.

When the sanctioning Authority will select the option Sanction in Action drop down, system will ask them to confirm whether the CL/RH balance as mentioned by the employee is correct or incorrect (**Image :3.4**).

**Image :3.4**

If Leave sanctioning Authority confirms it to be correct, the same will be used for calculating the remaining CL/RH balance for the employee, duly subtracting the duration of that leave included in this leave application which will be stored in the system for future leave applications.

If Leave Application Authority finds some discrepancy in the initial leave balance entered by the employee, it will have the option to change the same and indicate the corrected value (**Image :3.5**). In such case, that value will be treated as opening balance and will be used for calculating the remaining CL/RH balance for the employee, duly subtracting the duration of that leave included in this leave application which will be stored in the system for future leave applications.

**Image :3.5**

**Important:** It is further to be noted that before sanctioning the leaves, the user should ensure that he is the authority competent to sanction the type of leave for that period indicated in the leave application for that employee. If user is not competent to sanction the said leave, he should forward the same to the one who is competent to sanction it.

4. FOR OFFICE USE

4.1 **Updation of Initial balance**

There are certain types of leaves for which leave ledgers are maintained for individual employees by the administration. The same ledger is cross checked and vetted by the associate accounts on certain occasions as per requirements and final summary balances of those leave types are arrived at.

Since few of these leave types are having monetary values which may be encashed as per prevailing instructions, the functionality has been provided in the Leave Management module for administration to enter the summarized leave balance, as it is existing as on date, for individual employee in the system and get it vetted in the system itself by associate accounts.

The summarized balance existing as on date which is entered in the system **will act as the opening leave balance** for the employees and any further leave transaction which is done through Leave Management Module (either online leave application or entry of manual leave or manual updation of leave balance) will be recorded in the system and will update this balance accordingly.

In order to update the initial leave balance of the employee and get it vetted by Accounts, the Dealing Clerk (DC) needs to create a proposal in which employees along with their initial leave balance needs to be added. The same may be done by clicking on the link **“Update Initial Balance”** given under **For Office Use** head of Leave Management module (**Image :4.1**).



**Image :4.1**

Once the said link is clicked upon, the following interface as shown below will get opened up (**Image :4.2**).

**Image : 4.2**

In the interface which gets opened up, following are the entries which needs to be made by the user

**Zone & Unit :** This field will be non editable and will automatically show the Zone and Primary Unit (Zonal HQ / Division / Workshop) of the user who has logged in and creating the proposal.

**Proposal ID & Proposal Date :** These fields will be empty and in non-editable format. Once the user enters all the required details of the proposal and submits it, the system will automatically generate a sequence number as Proposal ID and assigns it which will be used to track the proposal. System will automatically pick the current date and assign as Proposal Date.

**Bill Unit :** Here the user needs to select the Bill Unit from which employees whose initial balance needs to be added are to be selected. In this field, Bill units pertaining to only the Primary Unit of logged in user will be displayed.

For scenarios wherein employees from multiple Bill Units need to be added in a single proposal for updation and vetting, provision is given to select maximum of 5 Bill Units at a time.

Also to make system as flexible as possible, rather than following Dealing clerk to his Bill Unit mapping and showing him only those Bill Units whose work he is doing, the concept of **pool based system** is followed here wherein all Bill Units of a Primary unit will be shown to the employees having a DC role and the user can see and select employees from the bill units pertaining to him. This helps in exceptional scenarios where work of Bill units itself is divided among different Clerks or reassignment of work if any of the dealing clerk proceeds on leave or superannuates etc.

**Opening Leave Balance as on :** This is the date, which as per the instructions circulated by railway Board, will be treated as last date till which all the manual leave balances of employees existing on manual records needs to be summarised and closed and the balance arrived at needs to be entered her.

So for example if it is instructed that all Manual Leave balances to be closed by evening of 31 July 2023, the date in this field will be 31/07/2023, all the leave clerks need to make necessary entries of Leaves Credit and Debits in manual leave ledgers till the

evening of 31/7/2023 and close that leave balance and the balance arrived should be entered here in this screen for individual employees.

**Whatever summarised closed balance as on 31/7/2023 will be entered by Leave clerks, that will be treated as Opening balance for those employees by the HRMS system and all future leave transactions will be based on this Leave balance only.**

**Show Records :** While creating proposals for updating and vetting leave balances of the employees, individual units may decide to adopt a staggered approach of vetting the records in phases. In order to assist them in shortlisting and vetting priority records first the option of filtering the employees has been given under Show records

**Show All :** If this option is selected, all employees within the Bill Units selected will be shown and be made available for selection

**Show Person retiring in one year :** If this option is selected, all the employees of the Bill Units selected, which are about to superannuate within next year will be made visible for selection

**Show Persons having null provisional balance :** Since the initial Leave Balance data existing in IPAS for employees has been ported into HRMS and will be made visible in this screen, selecting this option will show all the employees in the selected Bill Units for whom the Leave balance was not available in IPAS. This option is important and needs to be prioritised because the **employees whose leave balance was not available in IPAS and was received as null, will not be allowed to apply for online leaves through HRMS Leave Management Module, till their leave balance is updated in the system through this process.**

Once these required fields are entered and Proceed Button is clicked, the following interface with the list of employees will open up (Image :4.3).

The screenshot shows a web interface for filtering employees. At the top, there are dropdown menus for Bill Units (3101001, 3101002, 3101003) and buttons for 'Please select'. Below this, there are radio buttons for 'Show All records' and 'Show only'. Under 'Show only', there are checkboxes for 'Person retiring in one year' (checked) and 'Person having null or negative provisional balance' (unchecked). A date field 'Opening Leave Balance as on' is set to 31/07/2023. Summary statistics show 'Total Employees: 11' and 'Selected Employees: 11'. There are 'Proceed' and 'Reset' buttons. Below the filters is a table with the following data:

S.no.	HRMS ID	Name	DOB	retirement Date	Department	Designation	Bill Unit	Opening Balance			Vetting	
								LAP	LHAP	CCL		
1	UFYBOS	GHANSHYAM SINGH	01-10-1963	30-09-2023	COMMON		3101001	308	628		✓	Vetting Pending
2	QCRTWN	ASHOK KUMAR MOHANTY	02-04-1964	30-04-2024	ACCOUNTS	ACCOUNTS ASSISTANT/AA	3101002	315	522		✓	Vetting Pending
3	SZKFB	ASHOK KUMAR NANDA	15-06-1964	30-06-2024	ACCOUNTS	ACCOUNTS ASSISTANT/AA	3101002	315	317		✓	Vetting Pending
4	LTXFKC	DEBA PRASAD KHUNTIA	30-06-1964	30-06-2024	ACCOUNTS	SENIOR SECTION OFFICER (ACCOUNT) /SR SO(A)	3101002	315	602		✓	Vetting Pending

15	GHWBTD	KRUSHNA NARAYAN PANDA	01-07-1964	30-06-2024	ACCOUNTS	SENIOR ACCOUNT ASSISTANT /SR ASV	3101004	315	598		<input type="checkbox"/>	Vetting Pending
16	LWVGUT	NAYAN KUMAR PANDA	03-07-1963	31-07-2023	ACCOUNTS	SENIOR INSPECTOR OF STORE ACCOUNTS /SR ISA	3101004	303	545		<input type="checkbox"/>	Vetting Pending
17	KEYFYM	P.J.KHATEI	02-03-1964	31-03-2024	ACCOUNTS	SR AFA	3101004	315	568		<input type="checkbox"/>	Vetting Pending
18	IQUQIH	SANJOY KUMAR BANERJEE	15-02-1964	29-02-2024	ACCOUNTS	SENIOR COST ACCOUNTANT	3101004	315	507		<input type="checkbox"/>	Vetting Pending
19	RAMMSN	SUBAS CHANDRA NAYAK	16-01-1964	31-01-2024	ACCOUNTS	SENIOR ACCOUNT ASSISTANT /SR ASV	3101004	315	555		<input type="checkbox"/>	Vetting Pending

Your Remarks: submitted for onward vetting pls

Upload file:  No file chosen

**Important:**

- This proposal would require vetting by associate accounts department
- Manual leave records will be provided to Accounts department for vetting
- Manual records will be preserved for the purpose of audit/vigilance checking

I declare that these entries are made for leave balance as on 31-07-2023

Image :4.3

Once the list of employees based on the selections made by the user populates, user will be required to make the entries in the following fields:

**Opening Balance :**For every individual employee who is being included in the proposal, user is required to enter his Leave balance (As on the date specified above in the interface) for LAP, LHAP and CCL.

For the convenience, the data for these leave types as available in IPAS has been ported and displayed in editable format. In case they are found to be correct user may proceed with proposal creation without altering them. But in case the data being shown needs correction, same may be made by the user.

For the employees whose leave balance was not available in IPAS, will be displayed as blank and user will be required to enter leave balance details for those employees.

**It is mandatory to enter the details of all types of leaves for the selected employee in one go only. Even if the leave balance is 0, 0 needs to be entered and the field cannot be left blank before proceeding.**

**Select :** A checkbox is given in the next column which the user needs to check for the employees who need to be included in the proposal for vetting.

By default, the system will check and select all the employees. However, the user can include or remove all employees in the proposal at one go by clicking on **Select All** checkbox given in the header of the table.

**It is to be noted that only those employees whose checkbox is ticked will be included in the proposal and only their details will be sent to Accounts for vetting.**

Once a certain number of employees are selected and added in the proposal, the column given along the Balance as on field will display: -

**Total Employees** which will show the count of total employees which were displayed on the screen for the selections made and

**Selected employees** which will show the count of employees whose checkboxes have been checked and added to the proposal.

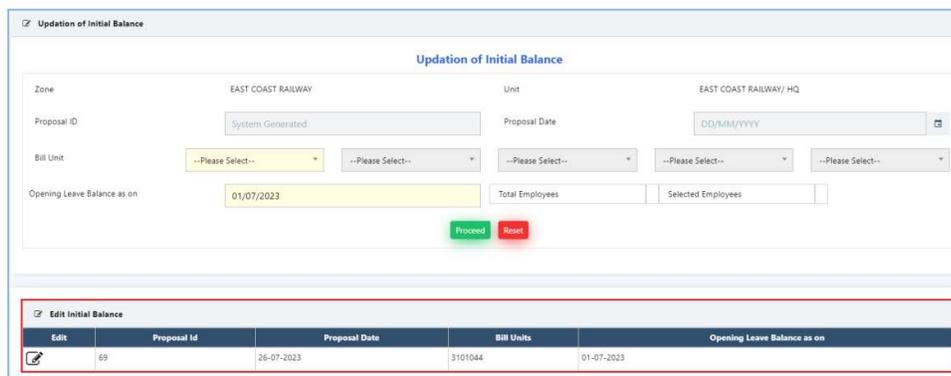
It is further to be noted that an **employee can be added only in one active proposal**. So, if a Bill Unit has 20 employees out of which 5 employees have been added into a proposal which is either in draft mode or is under processing, if next proposal is being created for adding remaining employees, when that Bill unit is again selected, it will show only 15 employees available for selection and will not show those 5 employees which are already part of other active proposal.

Provision for creating multiple proposal and adding any number of employees from any bill unit has been provided to make the system as flexible as possible since updated leave records of all employees of a particular Bill unit might not be available for vetting simultaneously.

**Your Remarks and Upload File** :The field for entering the remarks, if any, by the leave clerk has been provided and an option has been given for the user to upload any document, which he deems fit to be sent along with the proposal.

Once all these details have been entered, the user will then have the option of either saving the proposal as draft or submitting it and initiating the workflow.

If the user decides to save the proposal as draft, a success message will be displayed on top of the screen and the proposal will be added to the list of draft proposal on the same screen as shown below (**Image :4.4**).



**Image :4.4**

The user then can log into the system later at his convenience and click on the edit icon of this proposal and can start working from the stage where it was left and saved as draft.

User also has the option of submitting the finalized proposal and initiating the workflow to forward it for further processing of vetting. Once that option is selected, the interface as shown below will get opened up (**Image :4.5**)

**Image :4.5**

Following are the options that will be displayed on the interface of proposal generation

**Subject :** This will display the module and type of activity to which this proposal belongs. Since the workflow feature is being introduced in multiple modules and activities of HRMS, this will identify which activity this proposal pertains to.

**Description :** This will display the brief details of the proposal used for tracking it – its activity type as well as its unique system generated ID.

**Workflow Status :** This will display the current status of the workflow. There are some mandatory validations already put into the system based on the proposal type. So, if the proposal requires accounts vetting or concurrence, here its status will be shown. Thus, workflow status helps in tracking at what stage currently the proposal is and what all activities are pending before the same can be closed.

**Current Version :** This will display the version of the proposal. When the proposal is initially created, by default the version of that proposal will be 1. However, there are some stages where the initially created proposal can be updated and modified. The moment that is done, the version of the proposal will be incremented by 1. Thus, this helps in tracking whether the proposal is as what was originally proposed or it has been modified.

**Action Type & Purpose:** Here the user needs to select from the drop down the activity which he plans to conduct on the proposal. There are three different actions that a user can do on a proposal – Forwarded, Returned and proposal Dropped (**Image :4.6**). For each of the action, user needs to indicate the purpose why that activity is being done, which are explained as follows:

The screenshot shows a web form with three main sections: 'Select Action Type', 'Document Upload', and 'Remarks'. The 'Select Action Type' dropdown is set to 'Forwarded'. The 'Document Upload' section has a 'Choose File' button and an 'Upload' button. The 'Remarks' section has a text area. The 'Purpose' dropdown menu is open, showing a list of options: 'Approval / Sanction', 'Onward Submission', 'Examination', 'Information', and 'Vetting'.

Image : 4.6

1. **Forwarded** : There might be a scenario where the user just needs to forward the proposal to any other authority for

a. **Approval/Sanction** : Needs to be selected when the user expects to obtain approval/sanction to the proposal from the authority to whom the proposal is being put up.

b. **Onward Submission** : Needs to be selected when the user expects this proposal to be further forwarded to someone by the authority to whom the user is sending the proposal.

For example, in current system, while preparing the proposal for accounts vetting of leave balances, Leave Clerks may want to route that proposal to accounts through their controlling officers. In such case DC needs to select Forwarded in Action Type and Onward Submission in Purpose

c. **Examination** : This needs to be selected when the sender expects the authority to whom the proposal is being sent to examine the proposal and furnish his remarks when he sends the proposal back.

d. **Information** : This needs to be selected when the proposal is being sent to the recipient just for his information.

e. **Vetting** : This needs to be selected when the proposal is being sent to the recipient for vetting.

For example, in this module, when the dealing clerk of personnel branch creates a proposal for vetting and forwards it to his controlling officer for onward submission to Accounts, the controlling officer can select this option of Vetting and send the proposal to Account officer. Accounts officer further can select the option of vetting and send it to his ministerial staff and so on

Further, it is to be noted, that when the option of vetting is selected, the proposal can be sent only to a Gazetted Officer of Accounts Department and no one else.

The screenshot shows a web form with the following elements:

- Select Action Type :** A dropdown menu with 'Returned' selected.
- Document Upload :** A 'Choose File' button, the text 'No file chosen', and an 'Upload' button.
- Remarks :** A text input field with the placeholder 'Remarks'.
- Purpose :** A dropdown menu with '-- Select Purpose --' selected. The menu is open, showing a search bar and a list of options: 'Clarification', 'Modification', 'Reconsideration', and 'Dropping of Proposal'.

**Image :4.7**

2. **Returned** : In the scenarios where the authority, to whom the proposal has been put up (**image : 4.7**), decides to return the proposal, one of the following selections need to be made
  - a. **Clarification** : This needs to be selected when the sender expects recipient to furnish some clarifications against his comments
  - b. **Modification** : This needs to be selected when the sender expects recipient to make modifications to the proposal as advised by him.
  - c. **Reconsideration** : This needs to be selected when the sender expects recipient to reconsider the proposal put up to him against the reasons recorded in the remarks columns
  - d. **Dropping of Proposal** : This needs to be selected when the sender wants the recipient to drop the proposal based on the reasons record in the remarks column

The screenshot shows the same web form as in Image 4.7, but with the following changes:

- Select Action Type :** A dropdown menu with 'Proposal Dropped' selected.
- Purpose :** The dropdown menu is open, and 'Mark Proposal as Dropped' is selected in the list.

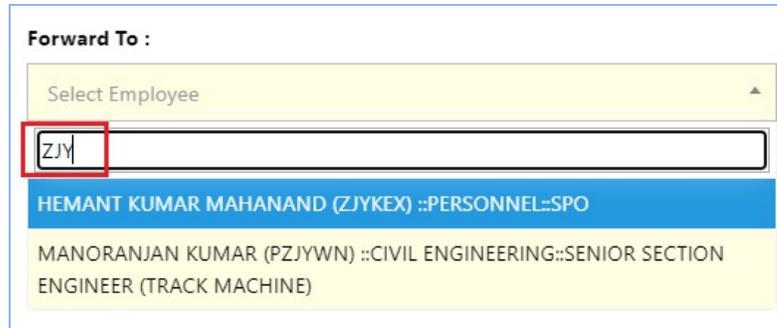
**Image :4.8**

3. **Proposal Dropped** : In the scenario when it is decided, at any stage, that due to some reasons now this proposal is not required to be processed further, this option needs to be selected (**Image : 4.8**). Once this option is selected and the proposal is marked as dropped, the changes proposed in the proposal will not take effect and the employees which are included in this proposal will now be free to be added into some other proposal.

For example, in the current module, it might happen that Accounts officer returns the complete proposal of **all** employees leave balance back to controlling officer due to incorrect balance entered by proposer. In such scenario, in order to create another proposal for these employees with corrected balance, controlling officer can mark

this proposal as dropped and free these employees to be added into another fresh proposal and send it again to accounts for vetting.

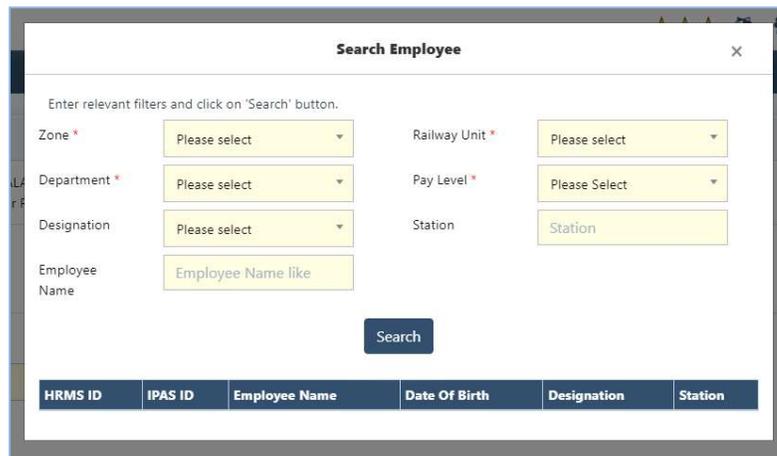
**Forward To :** Once the appropriate selection in Action and Purpose has been made, the sender can search for and select the recipient to whom he wishes to send the proposal. Here, the search can be made on the basis of name or HRMS ID. System will prompt user to enter at least three characters and will display the list of employees whose names or HRMS ID matches with those characters combination (**Image :4.9**)



**Image :4.9**

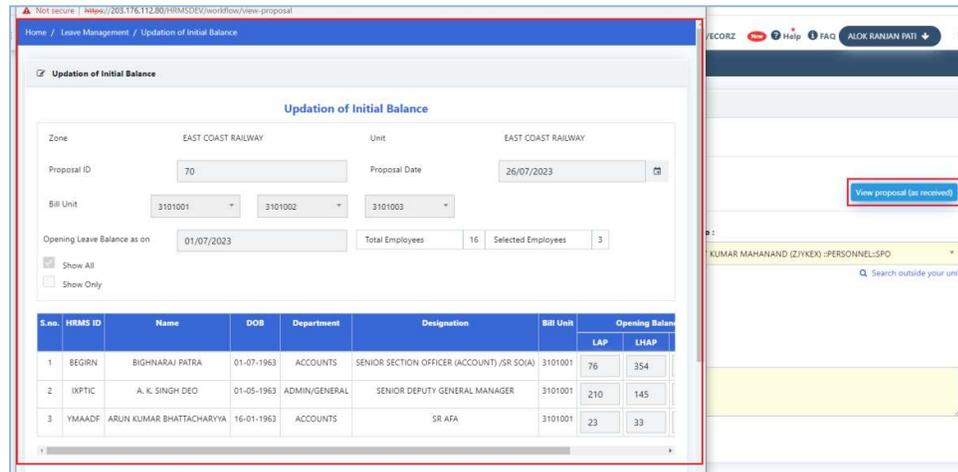
By default, the search range for searching the employee to whom the proposal can be forwarded is set within the Primary Unit of the employee who is working on the proposal.

But there might be instances when the sender wishes to send the proposal to the recipient who is part of some of the Primary unit, for example when officer some other division is given additional charge to look after the work of this division/workshop etc. In such cases, user needs to select the link **“Search outside your unit”** given below the Forward To field. Clicking on the mentioned link will open up the window as shown below (**Image :4.10**) where the user can set the required filters to search the recipient whom he wishes to send the proposal and select him.



**Image :4.10**

**View Proposal as Received :** This button when clicked upon will open up the proposal which was initially created by the dealing clerk, as shown below (**Image : 4.11**)



**Image :4.11**

Once all these entries have been made, the sender can press the submit button and the proposal as submitted will be sent to the recipient who was selected in the **“Forward To”** field.

In order to view the proposal, the recipient has to go the **Workflow tab** given on the left side menu and click on the **“My Activities”** link which will open the list of pending activities with the user as shown below (**Image :4.12**)

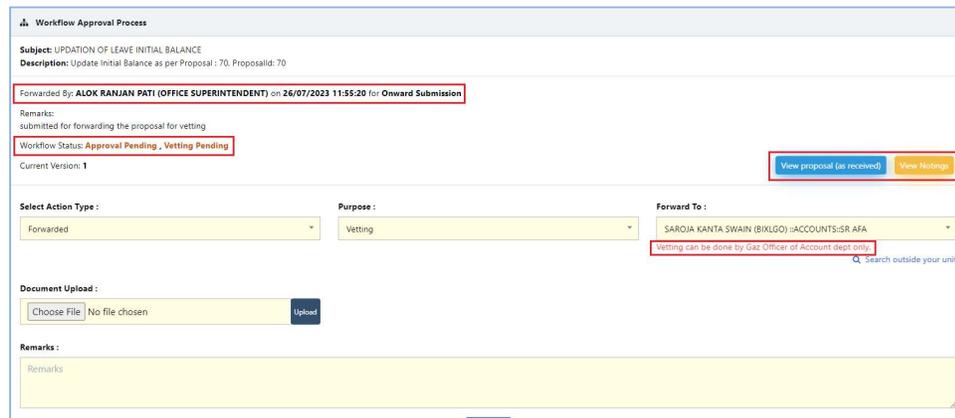


**Image :4.12**

The list will give brief information of all the proposals pending with the user, mentioning the Type of Proposal, when was it received, what is the type of activity for which it was created, for what purpose it has been send to him.

There are 2 options with the user under the Action head – one is to view the notings generated till this stage and the other is process this proposal.

When the button Process is clicked upon, the following interface will open up which will enable the user to do the necessary action (**Image :4.13**)



**Image :4.13**

Now, as we can see in the screenshot attached above, since this proposal was sent by Dealing Clerk of Personnel Department to its officer for onward submission, the same is indicated in the proposal.

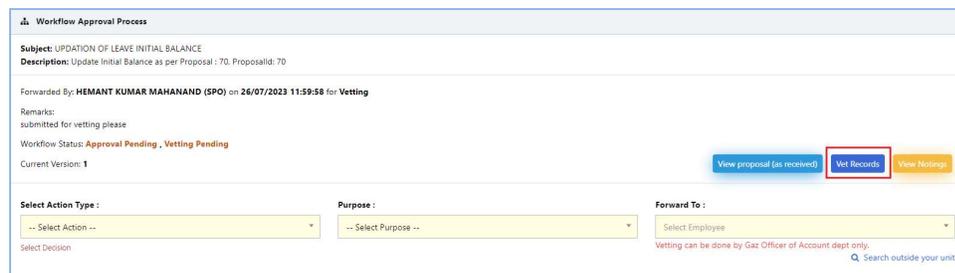
Also, the workflow’s current status indicates that for this proposal Approval as well as Vetting is pending.

Now the user can take any of the action as explained in previous pages. If he decides to forward the proposal to Accounts for vetting, same needs to be set in the action type and sent to Accounts personnel. The proposal once forwarded, will start reflecting in My Pending approvals in Workflow tab of the officer as shown below (**Image : 4.14**)



**Image : 4.14**

Once the Accounts personnel selects the option to process this proposal, again the same interface of processing as shown below will open up (**Image : 4.15**).



**Image : 4.15**

An additional button of “**Vet Records**” is shown to Accounts personnel in this interface. Once this button is clicked, the following interface detailing the original proposal created by the sender will open up as shown below (**Image : 4.16**).

S.No.	HRMS ID	Name	DOB	Department	Designation	Bill Unit	Operating Balance as on 01/07/2023			
							LAP	LHAP	CCL	Vetting
1	BIGRN	BIGHARAJ PATRA	01-07-1963	ACCOUNTS	SENIOR SECTION OFFICER (ACCOUNT) (SR SOA)	3101001	76	354	0	Vetted
2	UPTIC	A. K. SINGH DEO	01-05-1943	ADMIN/GENERAL	SENIOR DEPUTY GENERAL MANAGER	3101001	210	145	112	...
3	YMAADF	ARUN KUMAR BHATTACHARYA	16-01-1963	ACCOUNTS	SR AFA	3101001	23	33	0	Returned

**Image : 4.16**

In this interface, the entire proposal created originally mentioning the details of the employees along with their Leave balances as entered will be shown. Here the Accounts personnel will have the option to select one out of 2 options displayed in the last column against each and every record of the proposal.

If they are satisfied that the balance as sent by the sender are correct, they can set the status as **Vetted** against that record.

If they find any discrepancy in the balance and wants that either to be rechecked or corrected, they can set the status as **Returned** against that record.

The personnel working at this interface has **no option to make any changes** in the leave balance so mentioned in the proposal. **In case there is any discrepancy, they need to mandatorily set the status of that record as Returned** with appropriate remarks in remarks column of the proposal or workflow.

**It is to be noted one out of the 2 displayed status has to be mandatorily set for each and every record before proceeding further with the proposal.**

It is to be noted that this activity of certifying and vetting of individual records in the proposal **can be done either by the Accounts officer himself** when the proposal is received by him **or he can forward this proposal to his subordinate official** for doing this activity.

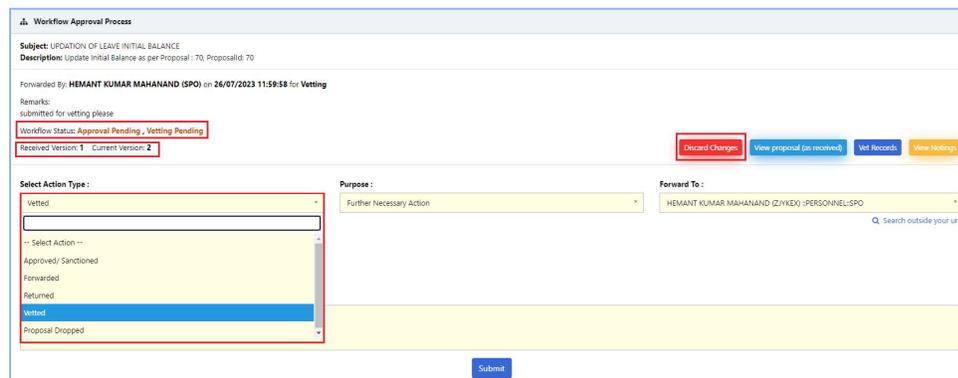
However, it is to be noted that every time the proposal is being sent to accounts personnel for vetting, be it Gazetted staff or ministerial staff, the Activity Type has to be selected as Forwarded and Purpose as **vetting**.

Once the ministerial staff of accounts has done certifying each and every record and set its status as either vetted or returned as explained above, he can send the proposal back to his Accounts officer by selecting the Action Type as Forwarded and Purpose as “**Vetting**”.

Once the status of all records is set and submitted, it can be seen in the proposal interface that a new version (Version 2) of the proposal will be created which indicates that the initial proposal which was created and sent has been modified (in this case vetting status set).

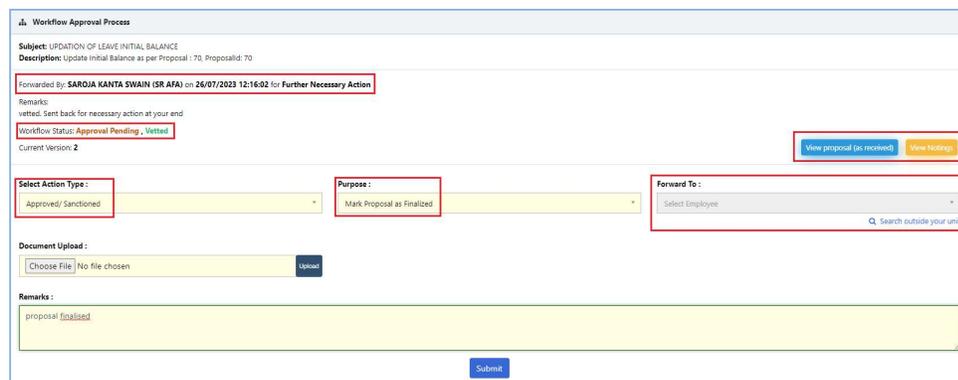
In case accounts personnel wants to make changes in the vetting status so set, he can select the option of Discard changes and the version so created will be discarded and he will be required to do the exercise of certifying each and every record again.

Once the certification process is completed, the Accounts officer can set the status of the Proposal as **“Vetted”** as shown below and sent it back to the original sender for further processing (**Image : 4.17**)



**Image : 4.17**

Once the vetted proposal is received by the controlling officer who sent it to Accounts, as can be seen in the screenshot attached below, the workflow status will start showing that proposal has been vetted (**Image : 4.18**).



**Image : 4.18**

In order to view the vetting status of individual records which were part of this proposal, the user can press the button **“View Proposal as Received”** which will open up the interface showing the vetting status of individual records as shown below (**Image : 4.19**)

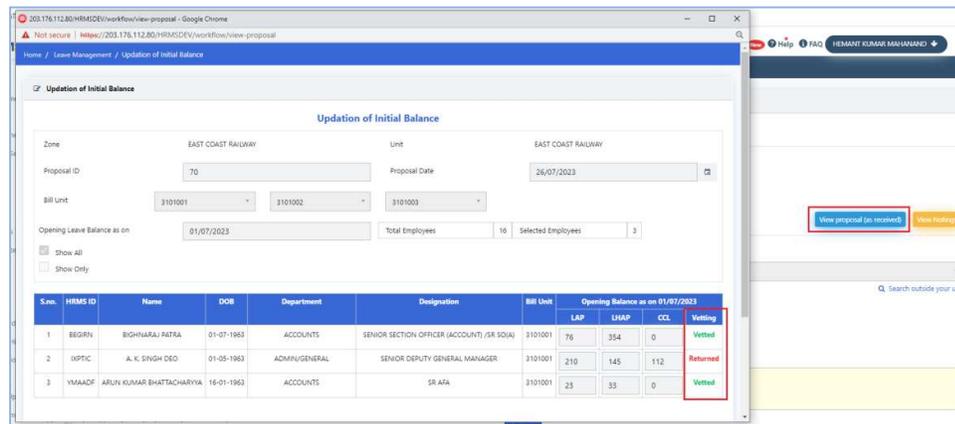


Image : 4.19

In order to complete this process of vetting, now the controlling officer need to select Action type as **“Approved/Sanctioned”** and purpose as **“Mark Proposal as closed”**. Once these options are selected and proposal is submitted, the proposal will be closed and 2 subsequent actions will happen

- For the records whose status had been set as vetted by accounts, their vetted balance will be updated in their leave ledger and leave balance and any corrections (credit or debit) owing to vetting as against the original provisional leave balance taken from IPAS will be shown in Leave ledger
- For the record whose status has been set as returned, they will now be available to be included in another proposal for repeating this entire exercise so that their final vetted leave balance can be arrived at.

Once the proposal is marked as closed, the ledger balances of all the employees included in the proposal for whom there is a difference between the provisional balance and the vetted / approved balance will be updated, to account for the difference.

#### 4.2 Entry of Manual Leaves

With the introduction of Leave Management module in HRMS, applications for all leave types whose provision is provided in HRMS will be made **only through online mode** through HRMS and will be processed accordingly.

However, in some **exceptional unforeseen** circumstances if any employee has obtained sanction of any type of leave manually from his competent authority and has availed the same, the provision of Entry of manual leave has been provided at the end of DC who can enter the details of such leave and get it approved by the competent authority for recording in employee’s leave ledger.

In order to process the same, the user needs to select the option **“Entry of manual Leave”** under **For Office Use** head on Leave Management page as shown below (Image : 4.20)



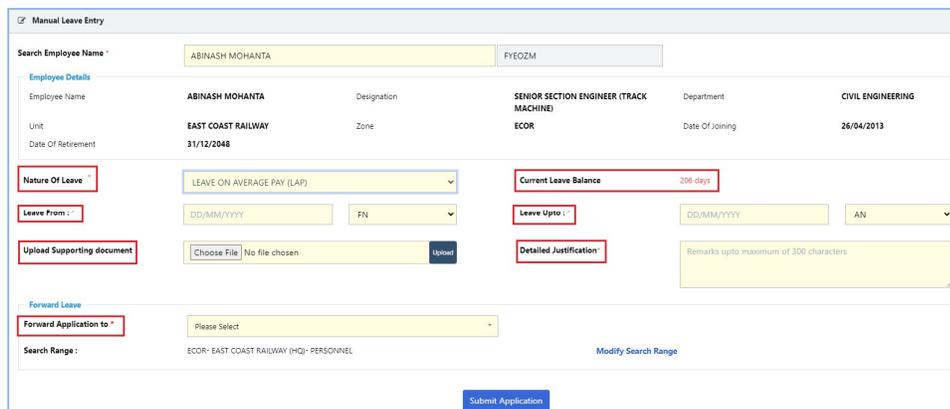
**Image : 4.20**

Once the mentioned link is clicked upon, the following interface will open up wherein the user will be required to search the employee whose manual leave application details need to be entered (**Image : 4.21**). The user will be required to enter at least 3 characters and all the employees whose name matches with the combination of entered three characters will be displayed in the drop-down list for the user to select.



**Image : 4.21**

Once the appropriate user is selected from the drop-down list and Proceed button is clicked upon, the following interface will open up asking user to enter the details of leave application (**Image : 4.22**)



**Image : 4.22**

**Employee Details :** These are the basic details of employee as available in the Employee Master and will be auto fetched by the system and shown here. Any discrepancy found here in user details need to be corrected in Employee Master through proper channel and once approved corrected details will be displayed here.

**Nature of Leave :** In this dropdown, the list of all leave types whose manual application entry can be made will be shown. The user needs to select the appropriate leave type whose manual entry is being made.

**Current leave Balance :**The moment a leave type is selected, the current balance existing in the system for that leave type for that employee will be shown on the screen in front of this field.

**Leave From, Leave To :** The period during which the stated leave was availed is to be entered in these fields.

**Upload Supporting Document :** Here any supporting document, like manual leave sanctioning authority letter or any other document deemed fit by the user may be uploaded for record keeping

**Detailed Justification :** Here user is required to enter the detailed justification for availing the leave through manual mode

**Forward Application to :** Any entry regarding manual leave entry made in the system by the Dealing Clerk will need to be approved by the competent authority. Thus, after feeding all this information as stated above, the user will be required to forward this application for obtaining approval. The recipient to whom this application is being forwarded can be selected from the dropdown with the label “**Forward Application To**”.

By default, the search range to find the recipient is set as the same Department and Primary Unit to which the user belongs and is also displayed under the dropdown. In cases where the recipient belongs to some other unit and department, the search range may be modified by clicking on “**Modify Search Range**” which will open up the interface as shown below (**Image : 4.23**)



**Image : 4.23**

In the interface as shown above, the user may set the filters as per his requirement which will set the search range according to that and then the recipient pertaining to that search range may be searched and selected.

Once the required details are entered and the application is submitted, it will start reflecting under the **“Pending Leave Applications”** link under Office Use tab of Leave Management module of the recipient. The recipient once clicks that link, the following interface will open up which will show the list of all leave applications pending with the recipient (**Image :4.24**).

Leave Id	Employee Name (HRMS ID)	Designation	Department	Unit	Leave Type	Leave From	Leave Upto	Leave Days	HQ Leave Applied	Pending Since	Status	Action
10000185	ABINASH MOHANTA (FYEOZM)	SENIOR SECTION ENGINEER (TRACK MACHINE)	CIVIL ENGINEERING	EAST COAST RAILWAY	LAP	29-07-2023 FN	14-08-2023 AN	17	YES	27-07-2023	LEAVE APPLIED	

**Image :4.24**

The list will display brief information about all the applications along with an Action button pressing which will open the following interface (**Image :4.25**).

**ABINASH MOHANTA (FYEOZM), SENIOR SECTION ENGINEER (TRACK MACHINE)**  
CIVIL ENGINEERING, EAST COAST RAILWAY, ECROR

**Employee Basic Details**

Employee Type : Regular in NPS Scheme      Lien held at :  
 Date of Joining : 26/04/2013      Date of Retirement : 31/12/2048

**Leave Mode :** MANUAL

View Past Leave Details of the Employee    View Forthcoming Holidays of the Employee's Unit    View Leave Balances of the Employee    View the Employee's Leave Under Approval

**Leave Details**

Leave 1

Nature of Leave : LEAVE ON AVERAGE PAY (LAP)      Leave Balance (after deducting applied leave) : 109 days

Leave From : 29/07/2023      FN      Leave Upto : 14/08/2023      AN      17 days

HQ Leaving Permission Required :  
 Ground on which leave applied : system not working hence applied manually

**Action :** SANCTION

Remarks :  
 Please Select  
 FORWARD  
 SANCTION  
 REJECT

**Image :4.25**

Once this leave application is opened up at the end of recipient, it will show the details of the leave application including the kind of leave, the period of leave etc. It will also show the balance of leave type that will remain with the employee once this entry of manual leave is approved to be recorded in the leave ledger by the recipient.

One important thing that needs to be observed is **Leave Mode** which is shown on top of the application. It will be **manual** for the entry of manual leave applications and will be **online** for leave applications applied through HRMS system

The user will have the option of either **forwarding, rejecting or sanctioning** the leave. Once the option for sanction is selected and submitted, the leave will be considered to be sanctioned and the leave transaction will be recorded in the leave ledger of the employee.

The status of the leave by the applicant can be checked through the link **“My Pending Applications”** link which once clicked will display the screen as shown below (**Image**

:4.26). Once the leave has been sanctioned or rejected, the status of that leave application will start reflecting over there.

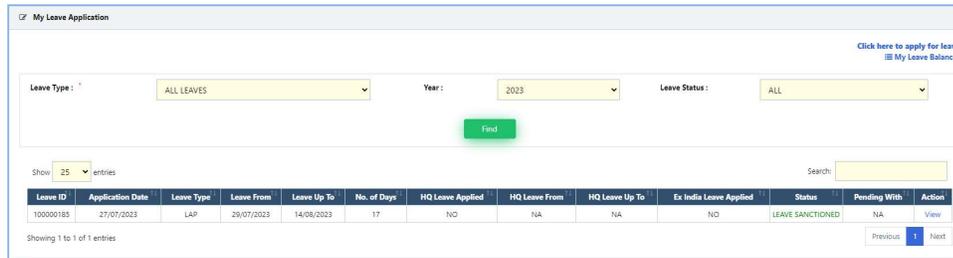


Image :4.26

### 4.3 Update Leave Balance

With the introduction of Leave Management module in HRMS, provision is given to enter and finalize by vetting the initial opening balance of certain leave types for individual users through the link Update initial balance. Once the leave balance is finalised, the same will be entered in the leave ledgers of individual users and will form the basis on which all future leave transactions of the employees will be recorded.

However, there may be certain instances where after vetting, the leave balance of some employees needs to be updated. The same may be done through Update Leave Balance link under the Office Use head. An indicative but not exhaustive list of scenarios where this functionality may be used are :

1. When the initial leave balance which was vetted itself was wrong and needs correction.
2. When the leave balance of an employee, who was already on deputation out of Railways, was vetted and finalized and the employee now returns back to Railways with the leave ledger of his deputation tenure which needs to be added to his balance
3. Any new employee onboarded into the system whose initial leave balance was not provided by IPAS and its vetting was done with 0 initial balance.
4. Any employee who whose leave balance has been updated and finalized and after that he/she has become eligible for CCL.
5. For adjusting leave balances as per D&AR action or unauthorized absence
6. Adjustment of leave balance in case of Leave Encashment

The above-mentioned list is not exhaustive and just indicative to apprise the functionality of this interface, that is, any updation in leave balance of the employee for CL, RH, CCL, LAP and LHAP for certain reasons may be done through this interface.

However, following points are to be noted while updating the leave balance from this interface

1. This interface for updation of balance can be used **only once the initial balance has been vetted and closed**. If the balance is not vetted, this interface will not allow any updation in leave balance
2. Any updation done in LAP, LHAP and CCL balance through interface, be it debit or credit **will require approval and vetting** as the leave ledger of the employee will be updated based on this activity. **No vetting will be required in case of updation in CL or RH balance through this interface.**

In order to process the same, the user needs to select the option “**Update Leave Balance**” under the Office Use head on Leave Management page as shown below (Image :4.27).



Image :4.27

Once the mentioned link is clicked, the following interface will get opened up requiring the user to enter the name of the employee in search bar whose balance needs to be update. Once the user enters three characters of the name, the list will display names of all employees in the user’s Primary Unit whose name matches with the combination of characters so entered. Once the appropriate selection is made and Proceed button is clicked, the interface will require the user to enter the details as mentioned below (Image :4.28):

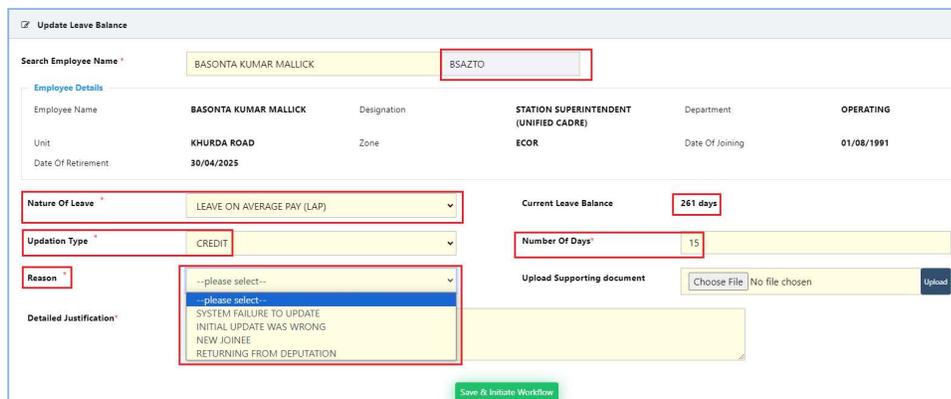


Image :4.28

**Employee Details :** These are the basic details of employee as available in the Employee Master and will be auto fetched by the system and shown here. Any discrepancy found here in user details need to be corrected in Employee Master through proposer channel and once approved corrected details will be displayed here.

**Nature of Leave :** In this dropdown, the list of all leave types whose balance updation is allowed through this interface will be shown. The user needs to select the appropriate leave type whose balance is being updated.

**Current leave Balance :**The moment a leave type is selected, the current balance existing in the system for that leave type for that employee will be shown on the screen in front of this field.

**Updation Type :** This drop down will show the type of updation – **Debit** (subtracting the leave balance) or **Credit** (Adding to the leave Balance). The leave ledger of the employee for the selected leave type will be updated based on the updation type selected.

**Number of days :** Here user is required to enter the number of Days which are being either credited to or debited from the leave balance of the selected employee.

**Balance arrived after updation :** This field will display the final balance that will be arrived at for the selected leave type for the user once this activity being proposed is approved.

**Reason :** In this dropdown, the list of all the reasons because of which the leave balance is being updated will be shown. The user needs to select the appropriate reason.

**Upload Supporting Document :** Here any supporting document, deemed fit by the user, may be uploaded for record keeping.

**Detailed Justification :** Here user is required to enter the detailed justification regarding the reason for updation of leave balance.

**Save and Initiate Workflow :** Once all the required data has been entered by the user, he can then save it and initiate the workflow for sending this proposal for approval to appropriate authority. The workflow operation has already been update under the section of “Update Initial Balance” of this user manual which may be referred to in case of any doubt.

However, it is again to be noted that when the workflow is initiated for updation of leave balance through this interface, it will require Accounts vetting in case balance is being updated for LAP, LHAP and CCL but will not require Accounts vetting in case the balance of CL and RH is being updated.

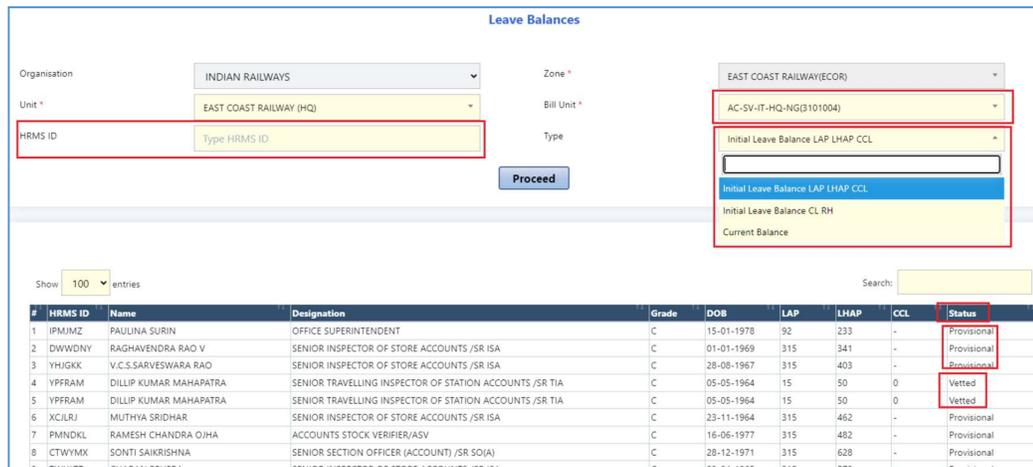
#### 4.4 Leave Balances

There might be multiple scenarios where for administrative requirement, administration wants to view the leave balances of an employee under his control. The same can be seen from the link “**Leave Balances**” under For Office Use head of Leave Management module as shown below (**Image :4.29**)



**Image :4.29**

Once Leave Balances link is clicked, the following interface will get opened up which will require the user to make appropriate selection as shown below (**Image :4.30**)



**Image :4.30**

**Organization, Zone and Unit :** These details will be prefilled based on the Unit to which the logged in user belongs and some of these fields will be non-editable based on the level of authority who has logged in. In case it is editable, the user may select the unit from the drop down whose employees’ leave balances he wishes to see.

**Bill Unit and HRMS ID:** User has the option to either see the leave balance of all employees in a Bill Unit or view leave balance of one particular employee. In case user decides to view leave balance of all the employees in a bill unit, he needs to select the appropriate Bill Unit from the drop-down list.

However, in case user decides to see the leave balance of only one particular employee, his HRMS ID needs to be entered in the column given for the same and then search for him.

**Type :** In HRMS, different Leave Balance of the employees will be available in the system at different times which are explained as below

1. **Initial Leave Balance LAP/LHAP/CCL :** If this option is selected from the drop down, it will display the initial leave balance for the given set of employees for Leave Types - LAP LHAP and CCL only. In the last column of the table will be shown the status of that leave balance.

If the leave balance has not been vetted as of now, the status will show **provisional**.

If the leave balance has been vetted, the status will show **vetted**.

2. **Initial Leave Balance CL/RH :** If this option is selected, this will display the current leave balance existing as on date for the employee for Leave Types - CL and RH. If the balance has been entered by the employee and approved by his sanctioning authority, it will be shown here, else it will be shown as Not Available (NA)

3. **Current Balance :** If this option is selected, this will display the current leave balance existing as on date for the employee.

## 5. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

**--- End of Document ---**