

मध्य रेल



सं.: SUR/P/Gen/Cir./2023

मंडल रेल प्रबंधक का कार्यालय

कार्मिक शाखा, सोलापुर

दिनांक: 11/12/2023

परिपत्र सं. 182/2023

सभी सम्बंधित : सोलापुर मंडल

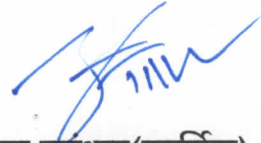
सभी शाखा अधिकारी : सोलापुर मंडल

Sub: Auto credit of leave into leave account of employees and verification thereof.

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक CR-HQ0PERS(PUMR)/13/2023 दिनांक 07/12/2023 तथा रेलवे बोर्ड का पत्रांक PC-VII/2023/HRMS/15 दिनांक 04/12/2023 आपके सूचनार्थ एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

उपरोक्त परिपत्र सोलापुर मंडल की वेबसाइट: www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Circular सेक्शन में देखें।

अनुलग्नक : यथोक्त।


कृते मंडल रेल प्रबंधक(कार्मिक)
सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: CRMS/NRMU/AIOBCA/AISCSTA सोलापुर, कृपया सूचनार्थ।

I/47833/2023



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT, Mumbai-400001
CR No.182/2023

LVE 39

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 07-12-2023

As per mailing list No.1

विषय: Auto credit of leave into leave account of employees and verification thereof.

1. Copy of Railway board's letter No. PC-VII/2023/HRMS/15 dated 04-12-2023 along with its enclosures in connection with the above are enclosed herewith for information and further necessary action.

DA: As above.

Digitally Signed by Ashok

Ramchandani

Date: 07-12-2023 18:11:01

Reason: Approved

(Ashok Ramchandani)

APO (Ruling/Legal)

As per mailing list No.2

-/ प्रधान मुख्य कार्मिक अधिकारी

-/ पीसीपीओ/मध्य रेलवे

GOVERNMENT OF INDIA (भारतसरकार)
MINISTRY OF RAILWAYS (रेलमंत्रालय)
RAILWAY BOARD (रेलवेबोर्ड)

File No. PC-VII/2023/HRMS/15

New Delhi, Dated : 04/12/2023

To,

Principal Chief Personnel Officer,
All Indian Railways,
(As per standard mailing list)

Principal Financial Advisors,
All Indian Railways
(As per standard mailing list)

Sub : Auto credit of leave into leave account of employees and verification thereof.

The leave module of HRMS was launched w.e.f. 01.08.2023. To streamline the leave management function, and to ensure updation of leave ledger of all the employees in a dynamic manner, the following process is being implemented :-

- (i) LAP, LHAP due for the employee as on 1st January of 2024 will be tentatively proposed to be credited to the leave account of the employee subject to verification of details of each employee by the concerned leave admins.
 - (ii) Actual credit of leave to the leave account of each employee will be done after verification of the details (such as unauthorised absence, superannuation, category of the employee etc) by the concerned leave admin unit.
 - (iii) This process of manual verification is an interim measure pending launch of related modules such as Cadre Management, D&A module etc.
 - (iv) Post verification, leave due will be credited to the respective leave account on 31st December, 2023 through dynamic updation.
 - (v) In respect of cases where verification is pending, leave will not be automatically credited to the account of each employee.
 - (vi) In respect of CL and RH due for the year 2024, same procedure will be applicable. However, in order to facilitate employees to avail their CL and RH for 2024 from the last week of December, 2023 itself, the process of crediting will be done w.e.f. 20.12.2023 subject to verification.
3. Detailed guidelines for the aforesaid procedure is available in the HRMS website.
 4. It was requested vide Board's communication dated 01.08.2023 and 23.11.2023 to complete the verification of the initial leave balance of all employees by 31.12.2023. It is observed that the process is still not moving at the desired pace.
 5. Keeping in view the urgency of the matter all the leave admins may kindly be instructed to complete the verification process in respect of LAP & LHAP before 24.12.2023 and for CL and RH by 19.12.2023.



(V. G. Bhooma)
Additional Member (HR)
Railway Board
Email : pedhr66@rb.railnet.gov.in
Ph: 011-47847174

Copy to : JS and JS(G) Railway Board.

USER MANUAL

FOR

PERIODIC AUTO CREDIT OF LEAVES

1. Crediting of Leaves Due

In order to credit due leaves to the employees, the proposal for the same may be initiated by clicking on “Periodic Credit of Leave”. (Image : 1)

The link can be accessed by the user having role of DC (Dealing Clerk)

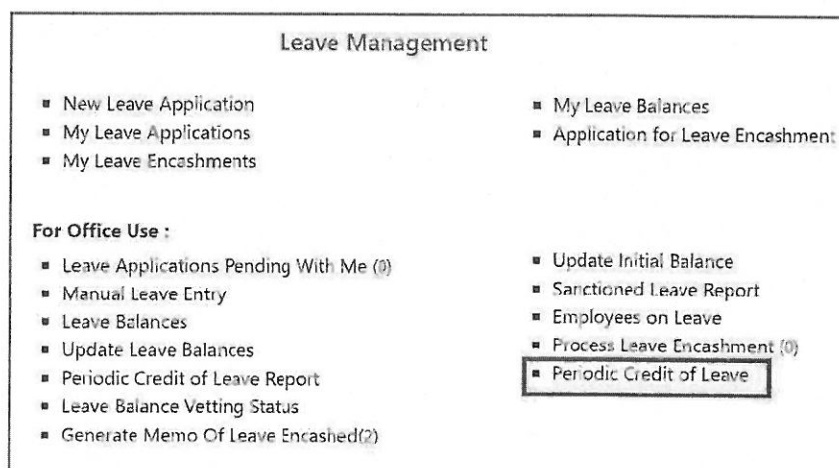
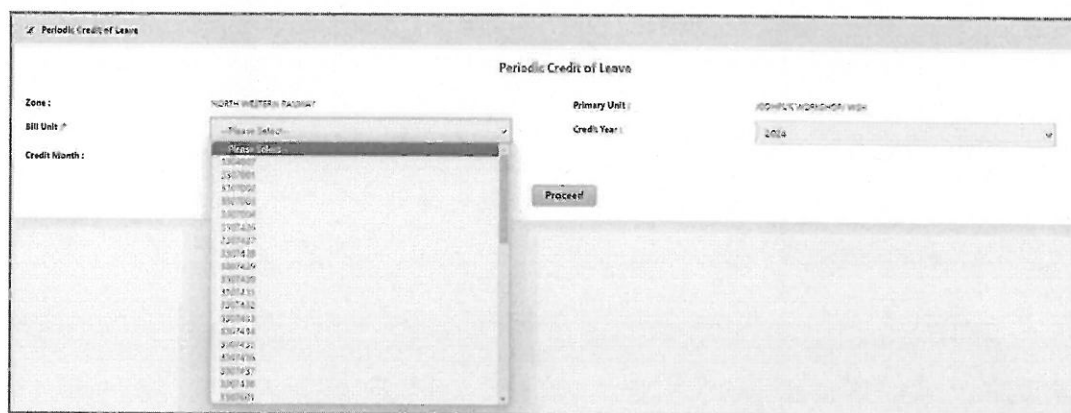


Image : 1

Once the link is clicked upon, the following interface will open up. (Image : 2) On the interface the user will be required to select the bill units, credit year and credit month for which due leaves need to be credited.



Once the necessary selection is made and Proceed button is clicked upon, the list of employees existing in that bill unit for whom the proposal has not been initiated so far will be shown. By default, the leave values of LAP-15, LHAP-10, CL-8 and RH-2 (0 in case of workshop) will be shown.

The employees for whom the proposal needs to be initiated needs to be selected by clicking on the checkbox shown in front of his name. (Image : 3)

Employee Name	HRMS ID	Designation	Department	Sub-Department	Org Unit	Pay Level	Whether Handicapped	Special Rules	LAP	LHAP	CL	RH	Select All	Remarks
ANITA JAYAKUMAR	ANJ02	ACCOUNTS ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	6	NO	School Staff	15	10	8	2	☒	
CHANDAN LAL	ANJ03	JUNIOR ACCOUNT ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	5	NO	LWP/EDU Absence from duty	15	9	8	2	☒	
SANJAY KUMAR ADHARI	BLN01	JUNIOR ACCOUNT ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	5	NO	Field Staff	15	10	10	0	☒	
RAJESH KUMAR SUTY	CMK02	SENIOR ACCOUNT OFFICER (ACCOUNTS/IB/IB/IB)	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	8	NO	Reduction due to Superannuation	15	10	8	2	☒	
CHANDAN KUMAR GHOSH	HRAB01	ACCOUNTS ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	6	NO	Not Applicable	15	10	8	2	☒	
DEEPA KUMAR SHARMA	FLN01	ACCOUNTS ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	6	NO	Not Applicable	15	10	8	2	☒	
PREM KUMAR CHOUHAN	PHN01	JUNIOR ACCOUNT ASSISTANT/IA	ACCOUNTS	ACCOUNTS	JODHPUR WORKSHOP AREA	5	NO	Not Applicable	15	10	8	2	☐	

Image : 3

In case the credit value of leaves need to be altered for any particular employee, appropriate reason for the same need to be selected from the Special Rule dropdown which are explained as follows:

School Staff : School employees for whom entire block of LAP is not required to be credited and the value of LAP needs to be reduced, appropriate value may be added as LAP will be made editable on selection of this special rule.

LWP/Unauthorised absence : For employees to whom entire block of LAP and LHAP is not required to be credited because of their unauthorized absence, the value of LAP and LHAP needs to be reduced and appropriate value may be added, as LAP and LHAP will be made editable on selection of this special rule.

Field Staff : For field staff system will automatically set CL value as 10 instead of 8.

Reduction due to superannuation : For employees to whom entire block of LAP and LHAP is not required to be credited because of their impending superannuation in the coming half year, the value of LAP and LHAP needs to be reduced and appropriate value may be added as LAP and LHAP will be made editable on selection of this special rule.

Physically handicapped : for PH employees, additional 4 days of CL are given. If their entry has been made in employee master as PH employee, 4 days CL will be automatically added into their respective CL value.

Once the appropriate selections and value have been entered, the user may then initiate the proposal for approval through pending tasks in Workflow module.

The proposal will be **initiated by DC(Dealing Clerk), verified by VA (Verifying Authority) and approved by AA (Approving Authority)**

Once approved, these leave balances assigned to individual employees will be saved separately and will be updated into the employees leave accounts on 1st January/1st July depending upon the month for which leaves are being credited.

2. Periodic Credit of Leave Report

In order to monitor the progress of the auto credit of leaves assigned to the employees, a report for the same has been given under the head **"Periodic Credit of Leave Report"** (Image : 4)

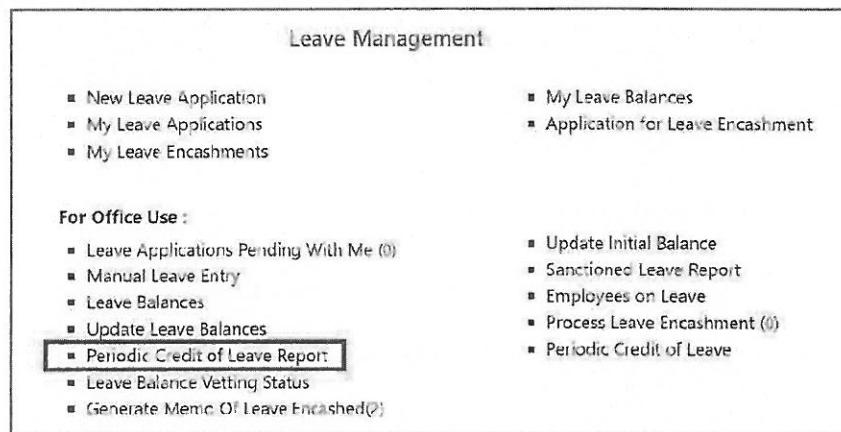


Image :4

Once the link is clicked upon, the following interface will open up which will ask user to select the Bill Unit, Credit year, Credit month and status of the employee. (Image : 5)

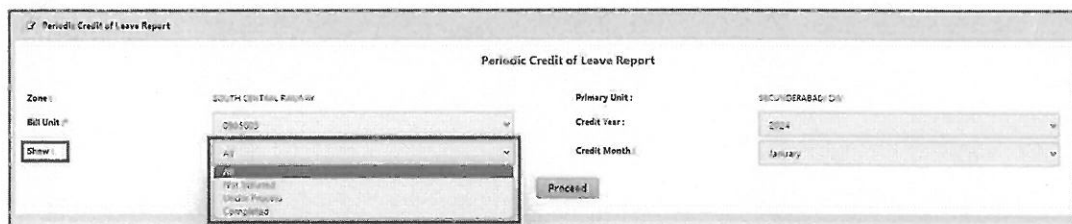


Image : 5

Here the user may see all the employees based on the following status of the leave credit process

Not initiated : This is the list of all those employees for whom the process of auto credit of leaves has not been initiated so far.

Under process : This is the list of employees for whom the process of auto credit has been initiated but has not been completed yet. It will also show the proposal details and the person with whom it is currently pending with

Completed : It will show the list of all employees for whom the process of auto credit has been completed. It will also show the proposal details which was finally approved.

Once the appropriate selection is made and proceed button is clicked upon, the interface will show list of all employees along with their corresponding status (**Image : 6**)

Periodic Credit of Leave Report

Zone : SOUTH CENTRAL RACIOT

BB Unit : DIRECTOR

Show : All

Primary Unit : (OPERATION) DIV

Credit Year : 2024

Credit Month : January

Proceed

Employee Count : 10

Employee Name (HRMS ID)	Designation	Department	Sub Department	Org Unit	Pay Level	Whether handicapped?	Remark Notes	Credit			Status
								LAP	LHAP	CR	
YOUNGKOR SHARIF (U007)	MAJL GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Completed
M V RAMANA RAO (B1489)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	School Staff	5	5	0	Completed
DEEP KUMAR (S2199)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	School Staff / Absence from duty	5	5	0	Completed
SHANMUGAN MANGAL (B-1800)	SENIOR GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Field Staff	15	15	0	Completed
CHANDRASEKHAR (S2000)	MAJL GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Field Staff	15	15	0	Completed
KASTHUR GUPTA (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	School Staff	15	15	0	Completed
KARNATH GUPTA (S1841)	MAJL GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	School Staff / Absence from duty	15	15	0	Completed
R A C SHIVA (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
CHINLA BHAKTA RAO (S1841)	MAJL GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
DEEJULAT (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
D SHIVAKA RAO (S1841)	MAJL GUARDS GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
SA (S1841) (S1841)	PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
SHANMUGAN RAO (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
ANANDAR GUPTA (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process
SHIVA RAO (S1841) (S1841)	SENIOR PASSENGER GUARD	OPERATING	-	SECUNDIABAD DIV	6	No	Not Applicable	15	15	0	Under Process

Image : 6