

मध्य रेल



मंडल रेल प्रबंधक का कार्यालय  
कार्मिक शाखा, सोलापुर

सं.: SUR/P/Gen/Cir./2023

दिनांक: 11/12/2023

**परिपत्र सं.181/2023**

सभी सम्बंधित : सोलापुर मंडल

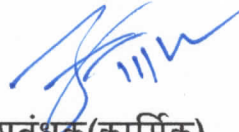
सभी शाखा अधिकारी : सोलापुर मंडल

**Sub: Launch of Leave Encashment sub module of Leave Module in HRMS.**

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](http://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/47832/2023



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT, Mumbai-400001  
CR No.181/2023

LVE 38

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 07-12-2023

As per mailing list No.1

विषय: Launch of Leave Encashment sub module of Leave Module in HRMS.

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 18:10:03

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,

General Managers,  
All Indian Railways and Heads of all Railway units  
(As per standard mailing list)

**Sub : Launch of Leave Encashment sub module of Leave Module in HRMS.**

Leave Encashment functionality of Leave Management module of HRMS has been developed and will be available to all the IR HRMS users w.e.f. 11.12.2023. A detailed user manual regarding the leave encashment module is enclosed as *Annexure-A* and uploaded in the HRMS portal.

2. The following points related to leave encashment function in HRMS may be noted:

- (i) The leave encashment module facilitates linking the pass details and leave details from the respective modules and cross validating the details through HRMS itself.
- (ii) The previous leave encashment availed needs to be declared and will have to be sent to leave clerk for verification.
- (iii) The module includes deduction of leave from the leave balance on sanction and provides for record updation block year wise for future- i.e. post launch of leave encashment.
- (iv) There will be no change in the rules regarding availing of sanctioning of Leave Encashment.
- (v) After the launch of the leave encashment module i.e. w.e.f. 11.12.2023, all leave encashment applications has to be processed through HRMS only. Physical processing of new leave encashment applications shall be stopped w.e.f. 11.12.2023.
- (vi) Encashment applications already submitted by employees in physical form and pending for processing shall be processed as per the existing procedure till 11.12.2023 and all pending old physical forms and online applications thereafter, shall processed only through HRMS from 11.12.2023.
- (vii) Till the development of salary module and linking leave module with IPAS are still underway, sending for payment processing will be done manually as per current practice.
- (viii) HRMS help desk may please ensure necessary guidance to all employees facilitating them to apply through HRMS module for availing leave encashment.

2. It is once again reiterated that all facilities are to be provided to ensure that leave module, including leave encashment, is accessible, easy and comfortable to all employees.



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

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

New Delhi, Dated :04/12/2023

**Copy forwarded to :-**

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d)IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Director (Movement) Railways/Calcutta.

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

New Delhi, Dated :04/12/2023


**Copy forwarded to:-**

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association.

Cont./



- 3 -
10. The Secretary, RBSS Group 'B' Officers Association.
  11. The Secretary, Railway Board Ministerial Staff Association.
  12. The Secretary, Non-Ministerial Staff Association (Railway Board).

  
04.12.23  
**For Principal Executive Director/IR**  
**Railway Board**

**Copy to:-**

PSOs/Sr.PPSs/PPSs/PSs/PAs to:-

MR, MoSR(D), MoSR(J), CRB & CEO, MF, MI, M(Tr. & RS), M(Op. & BD), DG/RHS, DG/RPF, DG (Safety), Advisor/MR, OSD/MR, OSD/Co-ord/MR, Addnl. PS/MR, Addnl. PS/MoSR(J), DPG/MoSR(J), All Additional Members/Advisors/Executive Directors/Joint Secretaries.

All branches of Railway Board.

# USER MANUAL

## FOR

### LEAVE ENCASHMENT

#### 1. Submission of Application for Leave Encashment

In order to submit application for leave encashment, the employee has to click on the link "Application for Leave Encashment" given on Leave management page on HRMS. (Image : 1)

**Leave Management**

- New Leave Application
- My Leave Applications
- My Leave Encashments

**For Office Use :**

- Leave Applications Pending With Me (0)
- Manual Leave Entry
- Leave Balances
- Update Leave Balances
- Periodic Credit of Leave Report
- Leave Balance Vetting Status
- Generate Memo Of Leave Encashed(2)

- My Leave Balances
- Application for Leave Encashment

Image : 1

Once the link is clicked upon, the following application form will open up (Image : 2) which will show certain basic details of the employee and will prompt user to enter other details explained as below

**STATION SUPERINTENDENT (UNIFIED CADRE)  
OPERATIVE SECURITY/RAILWAY DNL, SDR**

**Employee Basic Details**

Employee Type : PF Scheme      Date held at :  
Date of Joining : 12-04-2009      Date of Retirement : 31-03-2024

LAP Balance as on date: 219.00

**Past Leave Encashment Details**

Number of Leave Encashments already availed: 3

Sl No	Block Year From	Block Year To	Select
1	01-04-2008	31-03-2010	<input checked="" type="checkbox"/>
2	01-04-2010	31-03-2012	<input type="checkbox"/>
3	01-04-2012	31-03-2014	<input checked="" type="checkbox"/>
4	01-04-2014	31-03-2016	<input type="checkbox"/>
5	01-04-2016	31-03-2018	<input checked="" type="checkbox"/>
6	01-04-2018	31-03-2020	<input type="checkbox"/>
7	01-04-2020	31-03-2022	<input type="checkbox"/>

Image : 2

## Past Encashment details

**No of Leave Encashments already availed :** Here the user is required to enter the **number of times** he has already availed the facility of leave encashment in the past during his service. In case no leave encashment has been availed, 0 has to be entered.

User will also be required to select the block years during which the leave encashment was availed. The number of block years selected should be equal to the number entered in the field "Leave Encashments already availed".

**Select Block year for leave encashment :** Here the user is required to select the block year in which user wants to avail the facility of leave encashment through this application.

**Leave days to be encashed :** Here the user is required to enter the number of LAPs which he wishes to be encashed. The default value in this field will be 10 and cannot exceed that.

#	Block Year From	Block Year To	End Date for Availing	Select
1	01-09-2022	31-08-2024	31-08-2025	<input type="checkbox"/>

Leave days to be encashed: 10

Link sanctioned leave (CL/LAP):

Link pass:

Image : 3

**Link Sanctioned Leave :** User will then be required to link any of his sanctioned leave with the current leave encashment application. To do so once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of sanctioned leaves of the user. (Image : 4) User can select any one of them.

The leave so linked with the application cannot be cancelled thereafter for any reason.

#	Application date	Leave ID	Leave Type	Leave From date	Leave Upto date	Select
1	01-12-2023	1000002980	LAP	01-12-2023	04-12-2023	<input type="checkbox"/>
2	01-12-2023	1000002981	CL	17-12-2023	17-12-2023	<input type="checkbox"/>

Link applications with leave start date as + 30 days from date of applying and status as sanctioned are shown above. Please select one of the leaves. Please note that the leave is subject for encashment cannot be cancelled.

Image : 4

**Link Pass :** The user will be required to link a valid Pass/PTO with the application. To do so, once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of valid privilege pass/PTOs the user have for selection to be linked with the application. (Image : 5) User can select any one of them. Only the passes which are valid and fall in the encashment block year will be shown

The pass/PTO so linked with the application cannot be cancelled thereafter for any reason.

#	Pass No.	From	To	Valid upto	Select
1	12687	HQS	SBC	30-04-2024	<input type="checkbox"/>
2	12688	CSLT	MWH	30-04-2024	<input type="checkbox"/>
3	12689	MAG	BAC	30-04-2024	<input type="checkbox"/>

Only Privilege Pass/PTOs which are currently valid are shown. Please select any one.  
Please note that the Privilege Pass/PTO selected for encashment cannot be cancelled.

Proceed Cancel

Image : 5

Once all the required details are entered, the user can then submit his application and select the user to which it needs to be forwarded.

**Note :** The first leave encashment application of every user needs to be mandatorily verified by his concerned leave clerk otherwise system will not allow sanctioning authority to sanction it.

Thus while submitting and forwarding Leave encashment application, it is advised to forward the application to your concerned leave clerk/establishment officer who can certify the past leave encashment detail and application as a whole and put up for sanctioning to the appropriate sanctioning authority.

☐ It is certified that I have not availed the facility of encashment of leave during the period of last two years. It is also certified that I will avail/I have availed(\*) the facility of Railway Privilege Pass during the above leave period. In case of cancellation of journey I undertake to refund the above leave salary.

The information furnished by you regarding past leave encashment has to be mandatorily certified by your concerned Leave Clerk. It is advised to forward your leave encashment application first to your concerned leave clerk.

**Forward Application**

Forward Application to \* Please Select

Search Range : SCN- SECUNDERABAD (N)- OPERATING [Modify Search Range](#)

Submit Application

Image : 6



## 2. Viewing Encashment Application

All the applications for encashment for any individual employee can be seen at the end of the user by clicking on the link **"My Leave Encashments"**

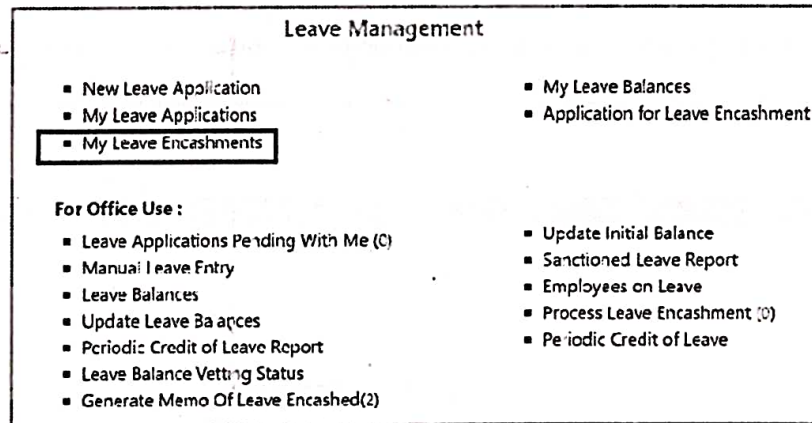


Image : 7

Once this link is clicked upon, the following interface will open up (Image : 8) which will display the list of all leave encashments processed for that particular user as shown below

The screenshot shows a table titled 'My Leave Encashment Applications'. It contains one row of data. The table has the following columns: Leave Encashment Id, Application Date, Department, Units, Block Year, Pending With, Status, and Action.

Leave Encashment Id	Application Date	Department	Units	Block Year	Pending With	Status	Action
16	01/12/2017	OPERATING	SECONDARY-2	01/09/2012 - 31/08/2014		ENCASHMENT SANCTIONED	View

Image : 8

User can then click on the View button shown against any of the application which will open up a pop up and show all the details included in that application.

## 3. Processing Leave Encashment Application

The leave encashment application which has been forwarded by the user, but has not been processed as yet, will be shown pending under **"Process leave Encashment"**. (Image : 9)

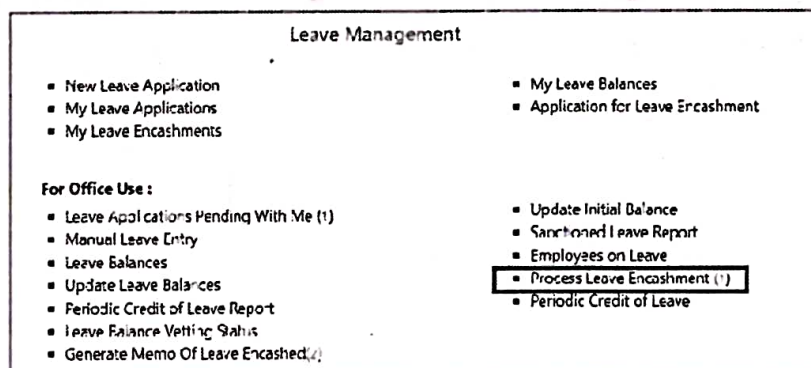


Image : 9

To process the same, once the link is clicked upon, the following interface will open up (Image : 10) displaying the list of applications pending with the user which needs to be processed.

Leave Encashment Applications Pending

Kindly click on Action icon to process the leave encashment application.

Leave Encashment Id	Employee Name (HRMS ID)	Department	Unit	Leave Type	Pending Since	Status	Action
16	ANAND KUNJAP (UHPND)	OPERATING	SECUNDERABAD	LAP	2/23-12-01 15:05:04 763218	LEAVE ENCASHMENT FORWARDED	

Image : 10

Once the action button in front of the application is clicked upon, the detailed application as submitted by the employee will get opened. (Image : 11)

Along with the application, it will be shown whether this encashment application has been certified by the leave clerk or not. If it has **not been certified**, the sanctioning authority would **not be able to sanction** this application and may forward it to Leave clerk for certification.

Leave and Pass details against which encashment applied

Sanctioned leave (CL/LAP) :	Leave application 100000530 dated for LAP from 01-12-2023 To 06-12-2023	
Link pass :	Pass no. 12687 issued on 01-12-2023 valid upto 30-04-2024	

**Certification Details of Past Leave Encashment Information**

Past Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before sanctioning authority can sanction the application.

Whether information has been certified : ☐ NO ☐ YES If Yes, Certified by :

**Certify Encashment Details :**

Action : Please Select

Upload Document, if any : Choose File No file chosen Upload

Remarks :

Submit

Image : 11

For certification of this application, user needs to have the **role of Dealing Clerk (DC)**. Once he switches to DC role, the option to certify this application will appear.

If all the information furnished in the application are found to be correct, user will certify the application along with the associated declaration and forward it to sanctioning authority for further action.

If any information is found to be incorrect, DC can reject the application duly mentioning the appropriate remarks. User may then initiate his encashment application afresh.

**Certification Details of Past Leave Encashment Information**

Past Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before Sanctioning authority can sanction the application.

Whether information has been certified: **NO** If Yes, Certified by:

**Certify Encashment Details:** **CERTIFIED**

**Action:** **FORWARD**

**Forward Application To:** **Please Select**

**Search Range:** **SR-SECUNDERABAD Only PERSONNEL** **Modify Search Range**

**Upload Document, if any:** **Choose File** **No file chosen** **Upload**

**Remarks:** **Enter some remarks upto 300 characters**

**Submit**

Image : 12

Once the encashment application has been certified and put up to the sanctioning authority, in the past leave encashment certification details it will show that the application has been certified as well as will show the details of the employee who has certified the application. (Image : 13)

**Certification Details of Past Leave Encashment Information**

Past Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before Sanctioning authority can sanction the application.

Whether information has been certified: **YES** If Yes, Certified by: **ABHILASH YENKA OTANKEZ SR DPO, PERSONNEL SECUNDERABAD SCR**

**Action:** **Please Select**

**Forward Application To:** **Please Select**

**Search Range:** **SR-SECUNDERABAD Only PERSONNEL** **Modify Search Range**

**Upload Document, if any:** **Choose File** **No file chosen** **Upload**

**Remarks:** **Enter some remarks upto 300 characters**

**Submit**

Image : 13

#### 4. Generating Leave Encashment Memorandum

Once the entire leave encashment application has been completed, its memorandum can be generated through the link **"Generate Memo of Leaves encashed"**. (Image : 14)

It will show in red the number of applications which have been sanctioned but whose memos are yet to be generated.

The link can be accessed by the users having DC role.

### Leave Management

- New Leave Application
- My Leave Applications
- My Leave Encashments

- My Leave Balances
- Application for Leave Encashment

**For Office Use :**

- Leave Applications Pending With Me (0)
- Manual Leave Entry
- Leave Balances
- Update Leave Balances
- Periodic Credit of Leave Report
- Leave Balance Vetting Status
- **Generate Memo Of Leave Encashed(2)**

- Update Initial Balance
- Sanctioned Leave Report
- Employees on Leave
- Process Leave Encashment (0)
- Periodic Credit of Leave

Image : 14

Once the link is clicked upon, the following interface will open up (Image : 15) showing the list of leave encashment applications which have been processed and whose memo needs to be generated.

Leave Encashment Id	Employee Name (HRMS ID)	Department	Mail	Leave Type	Pending Since	Status	Office Order	View Proposal
15	A MALLESU NARAYAN	CIVIL ENGINEERING	SECUNDERABAD	LAP	2020-12-01 09:55:01 053333	LEAVE ENCASHMENT SANCTIONED	Generate	View
15	ANITH KUNIA REDDY (APC01)	OPERATING	SECUNDERABAD	LAP	2020-12-01 12:23:06 051470	LEAVE ENCASHMENT SANCTIONED	Generate	View
15	ANAND KUNAR SHARMA	OPERATING	SECUNDERABAD	LAP		LEAVE ENCASHMENT SANCTIONED	Generate	View

Image : 15

The user has option to view the detailed leave encashment proposal by clicking on View proposal link.

In order to generate the encashment memorandum, the user needs to click on the Generate button. Once this button is clicked upon, the following interface will open up. (Image : 16)

**Pre Note**

The proposal for leave encashment approved by competent authority in favor of the following employee

**Employee Basic Details**

Employee HRMS ID : 054402

Employee Name : ANAND KUNAR

Employee Zone/Unit : SEC SECUNDERABAD

Employee Designation : STATION SUPERINTENDENT (GENERAL)

Date Of Retirement : 2028-10-31

**Details Of Paid Leave Encashment**

No. Of times encashed : 1

Period during Block Years : 01/01/2018 to 31/03/2019, 01/04/2019 to 31/03/2020, 01/04/2020 to 31/03/2021, 01/04/2021 to 31/03/2022, 01/04/2022 to 31/03/2023, 01/04/2023 to 31/03/2024

**Details Of Current Leave Encashment**

No. Of days encashed : 10

Block year in which encashment availed : 2023-2024

Leave Details : 5 days of leave from 01/12/2022 to 05/12/2022

Post Details : 100%

Encashment Sanctioned By : 054402

HRMS ID : 054402

Name : ANAND KUNAR SHARMA

**Post Note**

Image : 16



Here the details of the proposal will be automatically fetched by the system and will be shown to the user. User may further add pre-note and post-note to this proposal to create and customize the encashment memorandum.

Once the required details have been entered by the user, the details can be saved and draft memorandum can be viewed. If everything is found to be correct, the proposal for approval and signing of this memorandum may be initiated.

The proposal will be initiated by DC (Dealing Clerk), will be verified by VA (Verifying Authority) and will be approved and signed by AA (Approving Authority) through my pending tasks under Workflow.

Once approved and signed, the order generated can be seen from the same interface by clicking on the View Order button. (Image : 17)





NORTH WESTERN RAILWAY	
JODHPUR WORKSHOP/ WSH	
Leave Encashment Memorandum: 2	
<div>Digitally Signed Name: Class 3 Individual test Date: 01-Dec-2023 11:16:37 Location: JUW/NWR</div>	
Dated : 01-12-2023	
Wikipedia's purpose is to benefit readers by presenting information on all branches of knowledge. Hosted by the Wikimedia Foundation, it consists of freely editable content, whose articles also have numerous links to guide readers to more information.	
Employee Details	
HRMS ID : 	Name : 
Zone/Unit : NWR/JODHPUR WORKSHOP	Designation : XEN
Details Of Past Leave Encashment	
No. Of times encashed :	
Availed during Block Years :	
Details of Current Leave encashment	
No. Of days encashed :	
Block year in which encashment availed :	01-09-2022 to 31-08-2024
Leave Details :	1 days of (CL,RH) from 2023-10-17-2023-10-18
Pass Details :	12627
Encashment Sanctioned By	
HRMS ID : 	Name : 
Wikipedia's purpose is to benefit readers by presenting information on all branches of knowledge. Hosted by the Wikimedia Foundation, it consists of freely editable content, whose articles also have numerous links to guide readers to more information.	

Image : 17