

मध्य रेल



मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

सं.: SUR/P/Gen/Cir./2023

दिनांक: 05/12/2023

परिपत्र सं. 175/2023

सभी सम्बंधित : सोलापुर मंडल

सभी शाखा अधिकारी : सोलापुर मंडल

Sub: Implementation of Leave Management Module of HRMS.

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक CR-HQ0PERS(PUMR)/13/2023 दिनांक 30/11/2023 तथा रेलवे बोर्ड का पत्रांक PC-VII/2023/HRMS/11 दिनांक 23/11/2023 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/47413/2023



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT,Mumbai-400001

CR No.175/2023

Misc 467

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 30-11-2023

As per mailing list No.1

विषय: Implementation of Leave Management Module of HRMS.

1. Copy of Railway board's letter No. PC-VII/2023/HRMS/11 dated 23-11-2023 in connection with the above is enclosed herewith for information and necessary action. Board's letter quoted in the present circular was circulated by HQ as under:-

1.1

No	Board's letter	Circulated by HQ's letter
1	PC-VII/2023/HRMS/11 dated 27-07-2023 (RBE No. 94/2023)	CR-HQ0PERS(PUMR)/13/2023 Misc 450 dtd. 03-08-2023

DA: As above.

Digitally Signed by Ashok
Ramchandani
Date: 30-11-2023 16:39:44
Reason: Approved

(Ashok Ramchandani)
APO (Ruling/Legal)

As per mailing list No.2

-/ प्रधान मुख्य कार्मिक अधिकारी

-/ पीसीपीओ/मध्य रेलवे

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

File No. PC-VII/2023/HRMS/11

New Delhi, dated: 23.11.2023

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

Sub: Implementation of Leave Management Module of HRMS

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

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



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