

Central Railway

Divisional Office
Personnel Branch
Pune
Date: 13.06.2025

No: 2025/Pune/P/EG/Leave/HRMS

All Concerned
Pune Division, Central Railway

Sub: Implementation of Leave Management module of HRMS-proceeding on leave without getting prior approval – reg.

Ref : Railway Board's letter No.PC-VII/2023/HRMS/11 dated 23.11.2023.

It has been observed that employees are applying for leave through HRMS module and remain absent from duty without prior approval from the leave sanctioning authority causing embarrassing situation to the Administration to manage the work with the available manpower.

In this connection, attention is invited to Railway Board's letter No. PC-VIII/2023/HRMS/11 dated 23.11.2023, wherein it is mentioned that, "it has often been observed that subsequent to 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 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 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."

In view of the above, it is once again reiterated to adhere to the above instructions scrupulously or else suitable action will be initiated against the employees who proceeded on leave without ensuring the sanction of the same by the Competent Authority.

This issues with the approval of Competent Authority.

Kindly acknowledge the receipt.

DA : As Above

Digitized by S. Thakur
(S. Thakur)
Assistant Personnel Officer
Date: 14.06.2025
Reason: Approved

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

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

New Delhi, dated: 23.11.2023

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

Sub: Implementation of Leave Management Module of HRMS

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

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



(V.G. BHOOMA)
Addnl. Member (HR)
Railway Board
Ph: 011-47847174
Email: amhrrb@rb.railnet.gov.in