

मध्य रेल



मंडल रेल प्रबंधक का कार्यालय  
कार्मिक शाखा, सोलापुर

संख्या: SUR/P/General/Notice

दिनांक : 22/08/2023

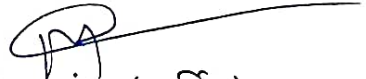
सभी शाखा अधिकारी : सोलापुर मंडल  
सभी सम्बंधित : सोलापुर मंडल

**Sub: Implementation of Leave Module of HRMS in Indian Railways**

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक P/CR/HQ-C-Bills/HRMS/Leave Module दिनांक 10/08/2023 की प्रति सूचनार्थ, अनुपालन एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

उपरोक्त सूचना 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 > Notification सेक्शन में देखें।

अनुलग्नक : यथोक्त।

  
कृते मंडल रेल प्रबंधक(कार्मिक)  
सोलापुर

प्रति :

**DRM, ADRM:** सोलापुर: कृपया सूचनार्थ।

**All Ch. OS (P) Bills/Cadre** सोलापुर: कृपया सूचनार्थ।

मंडल सचिव: **NRMU/CRMS/AIOBCREA/AISCSTREA:**सोलापुर, कृपया सूचनार्थ।।



CENTRAL RAILWAY  
Headquarter Office,  
Personnel Branch,  
CSMT, Mumbai - 400 001



एक साथ - एक साथ - एक परिवार  
ONE TOGETHER - ONE FAMILY - ONE FUTURE

Date: 10.08.2023

No. P/CR/HQ/C-Bills/HRMS/Leave Module

Secy to GM, SDGM PCE PCOM PCME PCEE PCSTE PCMM PCCM PCMD CPRO,  
Sr DPO BB, BSL, NGP, PA, SUR, Dy.CPO(C), APO/S&T/BY  
CWM PR, MTN, MMR, NKRD, ELW/BSL, Dy CE/TM BSL, NEN/B&F/MMR

Sub: Implementation of Leave Module of HRMS in Indian Railways.  
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The HRMS Leave Management Module has been made live by the Railway Board with effect from 01.08.2023. This module allows online submission and sanctioning/forwarding of leave. Presently, leave ledgers will be maintained in the system for 7 leave types i.e., LAP, LHAP, CL, RH, CCL, Compensatory Off & Special CL and will be updated automatically based on leave transactions. Provisional balance has been provided in the system for LAP, LHAP & CCL based on IPAS data, which will be updated suitably once the ledger balances are vetted. For CL & RH, the employee, while applying for the same first time through HRMS Leave Management Module will have to enter his/her balance CL/RH before proceeding further. Manual leave applications are, therefore, not permitted w.e.f. 01.08.2023, after the launch of the HRMS Leave Management Module. User Manual for IR-HRMS Leave Management Module has also been provided by the CRIS.

It is, therefore, advised that all leave should now be applied online through the HRMS Leave Management Module only and should be approved / sanctioned online only. Manual leave applications should be completely done away with.

Above should be given wide publicity. Helpdesk should be set up where ever needed.

केंद्राध्यक्ष कार्यालय  
Centralized Dak Office  
SR, DPO, SUR  
दि. 21 ऑग 2023  
क्र.सं./Dak No. 1715  
पदाधिकारी/Signature  
P/Gent.

DPO  
os Gent  
Please circulate  
18/8/2023  
SR-DPO

(Onima N Korda)  
DY.CPO/HQ  
For Principle Chief Personnel Officer

Digitally Signed by Onima Korda  
Date: 10-08-2023 13:24:20  
Reason: Approved