



PBC No. 66 / 2025



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 25.03.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Modifications to be made in Leave Encashment Module of HRMS.

A copy of the Railway Board's letter PC-VII/2024/HRMS/31 dated 24.10.2024 on the above subject is enclosed for information, guidance, and necessary action.

Railway Board's letter dated 16.05.2017 (RBE 48/2017) referred to therein, copy enclosed, has been circulated as PBC No. 75/2017.

संलग्नक/Encl. 02 pages

CHILAKALAPUDI
ANJANIKUMAR

Digitally signed by
CHILAKALAPUDI ANJANIKUMAR
Date: 2025.03.25 12:42:22 +05'30'

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PC-VII/2024/HRMS/31

New Delhi, dated: 24.10.2024

General Manager/HRMS,
CRIS, ITPI Building,
4-A Outer Ring Road, IP Estate,
New Delhi-110002

Sub: Modifications to be made in Leave Encashment Module of HRMS

The Leave Management Module of HRMS was launched w.e.f. 11.12.2023 to enable Railway employees to submit the application for leave encashment through HRMS. Application for Leave Encashment for a particular block year through HRMS requires the applicant to attach a sanctioned leave for the applicable period and a Pass/PTO.

2. However, it has been observed that the HRMS system presently allows the applicant to attach a sanctioned leave only for the duration of the Block year and not beyond that.

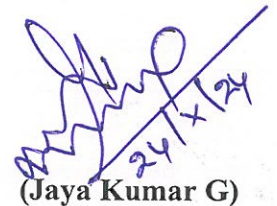
3. In this context, it is clarified that as per the provisions contained in Board's letter dated 16.05.2017 (*Annexure-I*) and clarifications received from Finance Directorate of Railway Board, the railway employees who fail to avail benefit of leave encashment during preceding block period of two years can avail the benefit within the first year of succeeding block of two years by fulfilling all conditions stipulated in this regard vide Board's instructions dated 16.05.2017.

3.1 As an illustration, for availing Leave Encashment in the Block Year from 01.09.2022 to 31.08.2024, the applicant can attach a prospective sanctioned leave upto 31.08.2025 along with a Pass/PTO which must be valid on the date of leave attached for encashment.

4. It is requested that suitable modifications may be made in the Leave Encashment Module of HRMS as per the clarifications stated above.

5. This issues in consultation with Finance Directorate of Railway Board.

Encl: As above



(Jaya Kumar G)

Dy. Director, Pay Commission-VII & HRMS

Railway Board

(Ph. No: 011-47845125, 47845132)

(e-mail: jaya.kumarg@gov.in)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No. F(E)III/2008/LE-1/1

New Delhi, dated: 16.05.2017.

The GMs/FA&CAOs,
All Zonal Railways/PUs, etc
(As per mailing list)

**Subject: Recommendations of 6th Central Pay Commission-
Encashment of Leave on Average Pay (LAP) while availing
Privilege Pass/PTO - relaxation of Rule - reg.**

Attention is invited to Board's letters of even number dated 29.10.2008 & 02.02.2011 on the above mentioned subject.

2. The provisions of encashment of leave while availing Pass/PTO were relaxed vide Board's letter dated 15.12.2014 on receipt of representations from Railway employees who failed to avail of the benefit during the previous block period despite availing Pass/PTO and leave during that block period.
3. In terms of Rule 10 of the CCS(LTC) Rules, 1988, a Government servant who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. This means, a government servant, governed by CCS (LTC) Rules, 1988 can avail encashment of leave twice - one while availing LTC for the current Block and another for the carry forwarded LTC of the preceding Block. Similar provision is not available in the Railway Services (Liberalized Leave) Rules, 1949 contained in IREC Vol. I/1985-Edition.
4. Despite giving one time relaxation mentioned in para 2 above, representations are still being received for relaxation of the provisions of the encashment of leave for the previous Block periods.
5. The Competent Authority after examining the matter has decided that railway employees, who failed to avail of the benefit of encashment of leave in the preceding block period of two years, which ended on 31.08.2016 and onwards, can avail of the same within the first year of the succeeding block period of two years by fulfilling all conditions stipulated in this regard.

G. Priya Sudarsani
15.5.2017

(G. Priya Sudarsani)
Joint Director Finance(Estt.),
Railway Board.