दक्षिणरेलवे Southern Railway

सं No:U/P.568/CP/HRMS

मंडलकार्यालय/ Divisional Office,
कार्मिकशाखा/ Personnel Branch,
मदुरै/ Madurai-625 016,
दि. /Date:03.08.2023

All Concerned / MDU Division

विषय/ Sub: Implementation of Leave Module of HRMS – Reg.

संदर्भ/ Ref: 1 Rly Brd's Lr.No. PC-VII/2023/HRMS/11 dt. 27.07.2023 **(**RBE 94/2023**)**

2 PCPO/SR Lr.No.P(R)420/P/Vol.IX. dt. 27.07.2023 (PBC 153-2023)

****

In terms of Railway Board's letter cited above, with the launch of Leave module of HRMS **w.e.f 1st August 2023**, all leave applications shall be processed only through leave module of HRMS and **manual processing of leave shall be discontinued w.e.f 1st August 2023** for all types of leave.

The following points may be noted.

-> From 1$_{st}$ August onwards Officers/Supervisors to sanction leave through HRMS only.

-> Supervisors to make entry in Muster only after the employee gets leave sanction in HRMS.

-> Closing of muster and sending of leave statement to Personnel Department shall continue till further orders.

-> Officers and lnspectors shall regularly inspect work spots regarding maintenance of muster in consonance with HRMS leave module.

Encl: As above

(टी शंकरन T. Sankaran)
मंडल कार्मिक अधिकारी/मदुर
Divisional Personnel Officer/MDU

प्रतिलिपि Copy to: PS to DRM for kind information of DRM please
PS to ADRM for kind information of ADRM please
All Branch Officer for necessary action please
DS/SRMU, DS/AISC&ST REA., DS/AIOBC REA.,
JE/IT may upload in pbmdu.co.in

STEP BY STEP PROCEDURE TO APPLY LEAVE ON   HRMS (EMPLOYEE)

STEP 1: Click on Leave Management option under left pane menu

STEP 2 : Click on New Leave Application

STEP3: Select Nature of Leave from the list box

⭐⭐⭐ 📖 👕 Role-DC/GTLD 🆕 ❓ Help ℹ️ FAQ U.NAVEENKUMAR ⬇️

Dashboard

Cadre Management

On Boarding

Leave Management

Employee Self Service (ESS)

Workflow

Admin Section

Employee Master

e-SR

Pass

Office Orders

Career Events Update

Grievance

Settlement

Transfer

Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)

✏️ **New Leave Application**

Please Select
CASUAL LEAVE (CL)
RESTRICTED HOLIDAY (RH)
LEAVE ON AVERAGE PAY (LAP)
LEAVE ON HALF AVERAGE PAY (LHAP)
CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)

CHILD ADOPTION LEAVE(FATHER) (CALF)
COMMUTED LEAVE (COL)
COMPENSATORY CASUAL LEAVE (COCL)
EXTRA ORDINARY LEAVE (EOL)
FAMILY PLANNING LEAVE (FPL)
HQS LEAVING PERMISSION ON HOLIDAYS (LVHQ)
JOINING TIME (JT)
JOINING TIME ADDED TO LAP (JTLAP)
LEAVE NOT DUE (LND)
PATERNITY LEAVE (PL)
SPECIAL CASUAL LEAVE (SCL)
STUDY LEAVE (SL)
WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)

Employee Basic Details

Employee Type :

Date of Joining :

...IOR CLERK CUM TYPIST
.../ DIV, SCR

held at :   GTLD

of Retirement :   30-06-2044

☰ View Past Sanctioned   ☰ View My Leave Balances   ☰ My Leave Under Approval

Current Application

Leave 1

| Nature of Leave : * | Please Select ▼ | | Current Leave Balance : * |

| Leave From : * | DD/MM/YYYY | FN ▼ | Leave Upto : * | DD/MM/YYYY | AN ▼ |

➕ Add another leave

| HQ Leaving Permission Required : * | NO ▼ |

③

STEP 4: Select type of leave you want apply from the list (Example here Casual leave (CL) is selected)

IR-HRMS ☰

★★★ 📖 🧸 Role-DC/GTLD 🔴New ❓Help ℹ️FAQ 🔵U.NAVEENKUMAR ⬇️ ☰

Home / Leave Management / Leave Application

- ⏱️ Dashboard
- 👥 Cadre Management
- 👥 On Boarding
- 👥 Leave Management
- 🧑 Employee Self Service (ESS)
- 🏢 Workflow ▼
- ☰ Admin Section ▼
- 👥 Employee Master ▼
- 🗄️ e-SR ▼
- 🎫 Pass ▼
- 📄 Office Orders ▼
- ▦ Career Events Update ▼
- 🔧 Grievance ▼
- 💲 Settlement ▼
- ⬥ Transfer ▼
- 📋 Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)

📝 **New Leave Application**

Please Select
CASUAL LEAVE (CL)
RESTRICTED HOLIDAY (RH)
LEAVE ON AVERAGE PAY (LAP)
LEAVE ON HALF AVERAGE PAY (LHAP)
CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)

CHILD ADOPTION LEAVE(FATHER) (CALF)
COMMUTED LEAVE (COL)
COMPENSATORY CASUAL LEAVE (COCL)
EXTRA ORDINARY LEAVE (EOL)
FAMILY PLANNING LEAVE (FPL)
HQS LEAVING PERMISSION ON HOLIDAYS (LVHQ)
JOINING TIME (JT)
JOINING TIME ADDED TO LAP (JTLAP)
LEAVE NOT DUE (LND)
PATERNITY LEAVE (PL)
SPECIAL CASUAL LEAVE (SCL)
STUDY LEAVE (SL)
WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)

④

Employee Basic Details

Employee Type :   R

Date of Joining :   0

IOR CLERK CUM TYPIST

/ DIV, SCR

held at :   GTLD

of Retirement :   30-06-2044

☰ View Past Sanctioned   ☰ View My Leave Balances   ☰ My Leave Under Approval

Current Application

┌ Leave 1 ──────────────

Nature of Leave : *   [Please Select ⌄]   Current Leave Balance : *

Leave From : *   [DD/MM/YYYY] [FN ⌄]   Leave Upto : *   [DD/MM/YYYY] [AN ⌄]

➕ Add another leave

HQ Leaving Permission Required : *   [NO ⌄]

STEP 5: for the very first time enter CL available to you (for open line staff 10, ministerial staff 8 like wise) in <u>Current Leave Balance</u> Text Box.

IR-HRMS ☰

★★★ 🎖 Role-DC/GTLD New ❓Help ⓘ FAQ U.NAVEENKUMAR ⬇

- ⓘ Dashboard
- 👥 Cadre Management
- 👥 On Boarding
- 👥 Leave Management
- ⓘ Employee Self Service (ESS)
- 🏛 Workflow ⌄
- ☰ Admin Section ⌄
- 👥 Employee Master ⌄
- 🗄 e-SR ⌄
- 🖊 Pass ⌄
- 📄 Office Orders ⌄
- ▦ Career Events Update ⌄
- 🔨 Grievance ⌄
- 💲 Settlement ⌄
- ✦ Transfer ⌄
- 🗓 Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)
- ⚙ Service Request ⌄

Employee Basic Details

Employee Type :	Regular in NPS Scheme	Lien held at :	GTLD
Date of Joining :	02-02-2013	Date of Retirement :	30-06-2044

☰ View Past Sanctioned Leave Details	☰ View Forthcoming Holidays	☰ View My Leave Balances	☰ My Leave Under Approval

Current Application

Leave 1

Nature of Leave : *   CASUAL LEAVE (CL) ⌄

Your Leave balance for CL is not yet updated. Please enter the current leave balance as on date. Please note that entering incorrect balance may lead to rejection of leave application, and may invite appropriate action by the competent authority.

Current Leave Balance : *   Enter CL Initial Balance

Leave From : *   DD/MM/YYYY   FN ⌄   Leave Upto : *   DD/MM/YYYY   AN ⌄

➕ Add another leave

⑤

HQ Leaving Permission Required : *   NO ⌄

Ground on which leave applied : *   Reason For Leave

Upload Supporting Document :   Choose file No file chosen   Upload

Forward Leave

Forward Application to *   Please Select ⌄

Search Range :   SCR- GUNTAKAL (DIV)- PERSONNEL   Modify Search Range

Submit Application

STEP 6: Enter from date in Leave from and to date in leave Upto text box

STEP 7: select HQ leaving permission required   (if you want leave HQ select YES and follow step 8, if you don't want leave HQ select No and follow Step 9)

STEP 8: Enter from date in HQ Leave from and to date in HQ Leave Upto dates and Ground on which leave applied to leave HQ.

STEP 9: type name or HRMS id of leave sanctioning authority in forwarded Application to text box (if you are not aware of your leave sanctioning authority you can select by clicking on Modify search range link)

STEP 10: click on submit application button.

IR-HRMS

Role-DC/GTLD ★★★ 🔔 ❓Help ℹFAQ **U.NAVEENKUMAR ▾**

- Dashboard
- Cadre Management
- On Boarding
- Leave Management
- Employee Self Service (ESS)
- Workflow ▾
- Admin Section ▾
- Employee Master ▾
- e-SR ▾
- Pass ▾
- Office Orders ▾
- Career Events Update ▾
- Grievance ▾
- Settlement ▾
- Transfer ▾
- Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)
- Service Request ▾

Employee Basic Details

Employee Type :	Regular in NPS Scheme	Lien held at :	GTLD
Date of Joining :	02-02-2013	Date of Retirement :	30-06-2044

☰ View Past Sanctioned Leave Details	☰ View Forthcoming Holidays	☰ View My Leave Balances	☰ My Leave Under Approval

Current Application

Leave 1

Nature of Leave : * **CASUAL LEAVE (CL)** ▾

Your Leave balance for CL is not yet updated. Please enter the current leave balance as on date. Please note that entering incorrect balance may lead to rejection of leave application, and may invite appropriate action by the competent authority.

Current Leave Balance : * **8**

Leave From : * **04/08/2023** **FN** ▾   Leave Upto : * **04/08/2023** **AN** ▾

1 day

➕ Add another leave

HQ Leaving Permission Required : * **YES** ▾   Going for Ex India Leave? : * **NO** ▾

HQ Leave From : * **04/08/2023** **FN** ▾   HQ Leave Upto : * **04/08/2023** **AN** ▾

1 day

Ground on which leave applied : * **personal work**

Address : *Enter Address*

Upload Supporting Document : **Choose file** No file chosen **Upload**

Forward Leave

Forward Application to * **M. SELVAKUMAR (CISBGM) / DPO** ▾

Search Range : SCR- GUNTAKAL (DIV)- PERSONNEL   **Modify Search Range**

Submit Application

(6) (7) (8) (8) (9) (10)

HRMS CELL

FLOW CHART OF LEAVE MODULE FOR NEW LEAVE APPLICATION

LOGIN HRMS

CLICK ON LEAVE MANAGEMENT

CLICK ON NEW LEAVE APPLICATION

CLICK ON NATURE OF LEAVE

IF LAP, HLAP PROVISIONAL LEAVE BALANCE IS SHOWING ← **SELECT → NATURE OF LEAVE LIKE CL, RH, LAP, LHAP ETC** → **IF CL, ENTER CL BALANCE**

FLOW SAME PROCESS

ENTER LEAVE FROM DATE................. → **ENTER LEAVE UPTO DATE...................**

ADD ANOTHER LEAVE IF REQUIRED AS PER RULE

SELECT → HQ LEAVING PERMISSION REQUIRED → **YES/NO**

GROUND ON WHICH LEAVE APPLIED → **FILL REASON FOR LEAVE**

UPLOAD SUPPORTING DOCUMENT IF REQUIRED

SELECT → FORWARD APPLICANT TO

ENTER HRMS ID/DESIGN/NAME OF YOUR SUB-ORDINATE INCHARGE/OFFICER

SUBMIT APPLICATION