





## <u>दक्षिणरेलवे Southern Railway</u>

<u>सं</u> 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 1<sup>st</sup> 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 1<sup>st</sup> August 2023 for all types of leave.

### The following points may be noted.

-> From 1st 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 Inspectors 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

<u>प्रतिलिपि Copy to:</u> 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 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

# IR-HRMS ≡

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	Home / Leave Management / Leave A	pplication					
Dashboard		Please Select					
Cadre Management	☑ New Leave Application	CASUAL LEAVE (CL) RESTRICTED HOLIDAY (RH) LEAVE ON AVERAGE PAY (LAP)					
On Boarding		LEAVE ON HALF AVERAGE PAY (LHAP)					
Leave Management		CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)	IOR CLERK CUM TYPIST				
Employee Self Service (ESS)		CHILD ADOPTION LEAVE(FATHER) (CALF)	,,				
	Employee Basic Details	COMMUTED LEAVE (COL)					
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Employee Master		JOINING TIME (JT)					
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	Leave 1	WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)					
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Grievance 🔻							
	Leave From : *	DD/MM/YYYY FN 🗸	Leave Upto : *	DD/MM/YYYY	AN 🗸		
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STEP 5: for the very first time enter CL available to you (for open line staff 10, ministerial staff 8 like wise) in Current Leave Balance Text Box.

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		Forward Application to *	Please Select		-		
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				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.

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# HRMS CELL

#### FLOW CHART OF LEAVE MODULE FOR NEW LEAVE APPLICATION

