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Amrit Mahotsav



सत्यमेव जयते



G20
भारत 2023 INDIA

वसुधैव कुटुम्बकम्
ONE EARTH - ONE FAMILY - ONE FUTURE

दक्षिण रेलवे / SOUTHERN RAILWAY

सं./U/P.568/CP/HRMS/e-211798

मंडलकार्यालय/ Divisional Office,
कार्मिकशाखा/ Personnel Branch,
मदुरै/ Madurai- 625 016,
दि. /Date: 30.08.2023.

All Concerned / MDU Division

विषय/ Sub: Operationalization of Leave Management Module of HRMS in
Indian Railways – Reg.

संदर्भ/ Ref: 1. RB Lr. No. PC-VII/2023/HRMS/11 Dated 27.7.2023 circulated vide
PBC 153/2023.

2. This office letter dated:03.08.2023.

3. PCPO Office's lr. No.P(COMP)465/HRMS/Vol. dt. 24.08.2023

The leave module of HRMS came into operation w.e.f 01.08.2023 and necessary instructions in this regard were already given to all units for implementing the same in time bound manner vide reference cited above.

In order to facilitate the employees for applying leave through HRMS Leave Module, a chart how to avail Leave on HRMS Leave Module in trilingual form is enclosed for reference and the will be displayed at Units/Stations. In this regard, employees may contact their section welfare inspector for further assistance / clarification and demos on the above subject will be arranged by section welfare inspectors during their section visits. Further, Supervisors of all departments particularly in field units are advised to render all possible assistance to the employees for applying for leave through HRMS. The leave sanctioning authorities at field level may also be advised for checking their inbox in HRMS for processing the pending leave application at the earliest.

If any clarifications/assistance on HRMS Leave Module, employees can posts their grievance through existing WhatsApp (**9003160810**) based grievance redressal system.

Encl: Flowchart

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

प्रतिलिपि Copy to: PS to DRM/MDU for kind information of DRM please.

PS to ADRM/MDU for kind information of ADRM Please.

All Branch Officers for kind information please.

DS/SRMU, DS/AISC&ST/REA., DS/AIOBC/REA.,

HRMS - LEAVE MODULE

தெற்கு இரயில்வே மதுரை கோட்டம்

HRMS -ல் விடுப்பு பெறுவதற்கான வழிமுறைகள்

HRMS பயன்பாட்டிற்கு (hrms.indianrail.gov.in/HRMS/)

என்ற முகவரிக்கு சென்று HRMS ஊடி (ID) மற்றும்
கடவுச்சொல்லை (Password) பயன்படுத்தி உள்நுழையவும்

பதிவு செய்யப்பட்ட மொபைல் எண்ணில் பெறப்பட்ட
OTP-ஐ உள்ளிடவும்

விடுப்பு விண்ணப்பம் :

- ◆ Leave Management என்பதை Click செய்யவும்
- ◆ Select New Leave Application menu என்பதை Click செய்யவும்
- ◆ Nature of Leave என்ற Menu-வில் சென்று எந்த வகையான Leave (CL, CCL, LAP, LHAP, PL etc.) என்பதை தேர்வு செய்யவும்
- ◆ மின்னர் Screen-ல் தெரியும் காலண்டரில் விடுப்பு தேவைப்படும் தேதியை தேர்வு செய்யவும்.
- ◆ அடுத்ததாக HQ Leaving Permission required என்ற Menu வில் சென்று (விடுப்பு தேவைப்படும் தேதியில் HQ க்கு வெளியே செல்வதாக இருந்தால் Yes என்றும் இல்லை என்றால் No என்றும் கிளிக் செய்து தேர்வு செய்யவும்.
- ◆ அடுத்ததாக Enter the reason for applying leave என்ற Menu வில் சென்று விடுப்பு எடுப்பதற்கான காரணத்தை குறிப்பிடவும்.
- ◆ அடுத்ததாக Upload Supporting Document என்ற Menu வில் சென்று தேவைப்படும் ஆவணங்களை பதிவேற்றம் செய்யவும் (தேவைப்படும் பட்சத்தில்)
- ◆ அடுத்ததாக Forward Leave என்ற Menu வில் சென்று Immediate supervisor Name ஐ Enter செய்யவும்
- ◆ ஒருவேளை (supervisor) மேற்பார்வையாளரின் பெயர் கிடைக்கவில்லை என்றால், தேடல் வரம்பைத் திருத்து (Modify Search Range) என்ற விருப்பத்தைக் கிளிக் செய்து, துறையைத் (Department) ஐ தேர்வு செய்து தொடரவும் என்பதைக் கிளிக் செய்யவும்
- ◆ இறுதியாக Click Submit Application என்ற Menu-வை கிளிக் செய்யவும்

दक्षिण रेलवे मद्रुरै मंडल

एचआरएमएस छुट्टी माड्यूल में छुट्टी का आवेदन करना

एचआरएमएस ऐप में जाकर एचआरएमएस आईडी
और पासवर्ड का प्रयोग करके लॉग-इन करें।

मोबाइल में प्राप्त ओटीपी दर्ज करें।

छुट्टी का आवेदन

- ◆ छुट्टी प्रबंधन>नयी छुट्टी आवेदन मेनु चयन करें।
डाॅपडाउन मेनु में छुट्टी की प्रकृति का चयन करें> कब से कब तक छुट्टी की तारीख दर्ज करें (यदि आवश्यक हो तो विकल्प पर क्लिक करके एक और छुट्टी जोड़ें)।
- ◆ मुख्यालय छोड़ने की अनुमति आवश्यक है> हां / नहीं का चयन करें।
- ◆ छुट्टी लेने का कारण दर्ज करें। Enter the reason for applying leave.
- ◆ सहायक दस्तावेज अपलोड करें (भारत-बाह्य छुट्टी, प्रसूति छुट्टी, पितृत्व छुट्टी, आकस्मिक अवकाश जैसे मामले में)
- ◆ छुट्टी का अर्थवर्षण> पर्यवेक्षक का नाम दर्ज करें जो डिपो / स्टेशन / यूनिट का प्रभारी है। (यदि पर्यवेक्षक का नाम उपलब्ध नहीं है, तो खोज श्रेणी संशोधन विकल्प पर क्लिक करें और विभाग चुनें फिर आगे बढ़ें पर क्लिक करें)।
- ◆ Submit Application क्लिक करें।
- ◆ छुट्टी वापस लेना और छुट्टी रद्द करना:

SOUTHERN RAILWAY MADURAI DIVISION

Steps to avail Leave on HRMS Leave Module

Go to HRMS application (hrms.indianrail.gov.in/HRMS/) and login using HRMS ID & Password.

Enter OTP received on registered Mobile No.

Leave Application :

- ◆ Leave Management > Select New Leave Application menu.
- ◆ Select Nature of Leave in dropdown menu> Enter date Leave from Leave upto. (Click the option of Add another leave if necessary). (CL, CCL, LAP, LHAP, PL etc.,)
- ◆ HQ Leaving Permission required > Select Yes/No.
- ◆ Enter the reason for applying leave. Upload Supporting Document (In case of Ex.India Leave, Maternity, Paternity, CL etc.)
- ◆ Forward Leave> Enter the name of Supervisor who is in charge of Depot/Station/Unit. (If the name of Supervisor is not available, click the option of Modify Search Range and choose the department then click proceed).
- ◆ Click Submit Application.

ஏதேனும் உதவிக்கு

Welfare Section / Personnel Branch,

@ Rly No.72714 / 9003160810 ஐ தொடர்பு கொள்ளவும்

किसी भी सहायता के लिए संपर्क करकेल्याण

अनुभाग/कार्मिक शाखा,@ रेलवे नं.72714 / 9003160810

For any assistance, Contact
Welfare Section / Personnel Branch,
@ Rly No.72714 / 9003160810



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

The screenshot displays the IR-HRMS web application interface. The left sidebar menu is visible, with the 'Leave Management' option highlighted by a red box and a red circle containing the number '1'. A red arrow points from this circle to the 'Leave Management' option. The main content area shows the 'Leave Management' page, with the 'New Leave Application' option highlighted by a red box and a red circle containing the number '2'. A red arrow points from this circle to the 'New Leave Application' option. The page also displays other options like 'My Leave Balances', 'My Leave Record', and 'For Office Use' with sub-options like 'Manual Leave Entry', 'Leave Balances', and 'Update Leave Balances'.

IR-HRMS

Home / Leave Management

Dashboard

Cadre Management

On Boarding

Leave Management

Employee Self Service (ESS)

Workflow

Admin Section

Employee Master

e-SR

Pass

Role-DC/GTLD

Help

FAQ

U.NAVEENKUMAR

Leave Management

- New Leave Application
- My Leave Applications
- Holiday Calendar

For Office Use :

- Manual Leave Entry
- Leave Balances
- Update Leave Balances
- My Leave Balances
- My Leave Record
- Leave Records
- Update Initial Balance

STEP3: Select Nature of Leave from the list box

- 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

Employee Basic Details

Employee Type :

Date of Joining :

View Past Sanctioned

Current Application

Leave 1

Nature of Leave : * Please Select

Leave From : * DD/MM/YYYY

FN

Current Leave Balance : *

Leave Upto : * DD/MM/YYYY

AN

HQ Leaving Permission Required : * NO

- 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 (WRIL)

FOR CLERK CUM TYPIST

/ DIV, SCR

held at : GTLD

of Retirement : 30-06-2044

View My Leave Balances

My Leave Under Approval

3

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

The screenshot shows the IR-HRMS interface for a 'New Leave Application'. The left sidebar contains navigation options like 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, and Willingness for Posting (Rly, Bd., RDSO, CTIs, CRIS). The top right shows user information: U.NAVEENKUMAR. The main content area is titled 'Home / Leave Management / Leave Application' and 'New Leave Application'. The employee's name is '...OR CLERK CUM TYPIST / DIV, SCR'. The 'Nature of Leave' dropdown menu is open, listing various leave types. 'CASUAL LEAVE (CL)' is highlighted with a red box and a red arrow pointing to a circled '4'. Other leave types include 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), and WORK RELATED /ILLNESS AND INJURY LEAVE (WRILL). The 'Leave From' field is set to DD/MM/YYYY and FN. The 'Leave Upto' field is set to DD/MM/YYYY and AN. The 'HQ Leaving Permission Required' is set to NO.

IR-HRMS Home / Leave Management / Leave Application

New Leave Application

Employee Basic Details

Employee Type : R
Date of Joining : 0

Current Application

Leave 1

Nature of Leave : * Please Select

Leave From : * DD/MM/YYYY FN

Leave Upto : * DD/MM/YYYY AN

HQ Leaving Permission Required : * NO

FOR CLERK CUM TYPIST / DIV, SCR

held at : GTLD

of Retirement : 30-06-2044

View Past Sanctioned View My Leave Balances My Leave Under Approval

4

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.

IR-HRMS ☰ ☆☆☆ 📄 👤 Role-DC/GTLD 🔴 ? Help 📄 FAQ 👤 U.NAVEENKUMAR ⌵

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 : *

Current Leave Balance : *

Leave From : * **Leave Upto : ***

[+ Add another leave](#)

HQ Leaving Permission Required : *

Ground on which leave applied : *

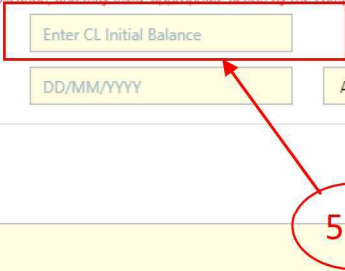
Upload Supporting Document : No file chosen

Forward Leave

Forward Application to *

Search Range : SCR- GUNTAKAL (DIV)- PERSONNEL [Modify Search Range](#)

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.



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.

- 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 (Rty, 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

10

9

8

8

7

6