



PBC No.27 / 2024

**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) 420 / P / Vol.IX

दिनांक/Dated: 21.02.2024

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:Launch of Leave Encashment sub-module in HRMS (Clarification).**

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A copy of Railway Board's letter File No.PC-VII/2023/HRMS/13 dated 29.11.2023 alongwith Annexure A on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl.03 pages

**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/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

File No. PC-VII/2023/HRMS/13

New Delhi, Dated : 29 /11/2023

To,

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

**Sub : Launch of Leave Encashment sub-module in HRMS.**

In connection with development of Leave Encashment sub-module of HRMS clarification sought on following aspects is furnished as below:

S. No.	Clarification Sought	Comments
1.	Whether leave encashment can be taken against Pass only or both Pass and PTO	Leave Encashment is permissible against both Pass/PTOs.
2.	Whether full set of Pass/PTO is mandatory or half set of Pass/half set of PTO is only required for the purpose of leave encashment	Full set not mandatory
3.	Whether ticket has to be booked mandatorily on Pass/PTO or even without booking ticket Pass/PTO can be used for encashment.	Only Pass/PTO number needs to be mentioned in the certificate and in the certificate pass it has to be certified that I will avail/I have availed the facility of Railways Privilege Pass during the above leave period. Performing journey on Pass/PTO is not a pre-requisite for prior sanctioned of the leave encashment.
4.	If only full set of Pass/PTO are allowed and ticket booking is mandatory whether ticket has to be booked for both onward and return journey.	However, journey must be performed on the Pass/PTO number specified or claiming leave encashment during the validity of the Pass or the Block year, whichever is earlier and if travel is not made or journey is cancelled, the amount of leave encashment has to be returned as self-certified by the employee as per rules.

5.	Types of leaves which can be utilised for encashment.	Only LAP can be encashed. However the same can be clubbed with all forms of leave including CL except commuted leave.
6.	Whether leave encashment memorandum is mandatory.	Yes. For the purpose of record and calculation amount leave encashment memorandum is mandatory.

2. An application Performa mandatorily to be furnished while availing a leave encashment is enclosed as **Annexure-A** the same may be incorporated while developing the leave encashment sub-module of HRMS.
3. This issues with the approval of Competent Authority.

**Da : As above**



**Dy. Director, PC-VII & HRMS**  
**Railway Board**  
**Ph. No. 011-47845125**  
**e-mail ID : [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in)**

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

**APPLICATION FOR ENCASHMENT OF LEAVE - 10 DAYS**

1. Name :
2. Designation :
3. Service Book No. :
4. Period/Nature of leave applied for and date from which required : From..... To.....
5. Number of LAP for which Encashment is required :
6. No of days LAP encashed till date & date of last Encashment :
7. Pay on the date of availing Railway Pass : (i) Pay in the pay band ₹ .....  
(ii) Grade Pay ₹ .....  
(iii) Basic Pay ₹ .....
8. Purpose for which leave is required :
9. Privilege Pass/PTOs No. :
10. Address while on leave : .....

It is certified that I have not availed the facility of encashment of leave during the period of last two years. It is also certified that I will avail/I have availed (\*) the facility of Railway Privilege Pass during the above leave period. In case of cancellation of journey, I undertake to refund the above leave salary.

*(\*)strike out which is not applicable*

Signature .....

Name .....

Designation .....

Branch .....

Rly no ..... Room No.....

**Recommended for Sanction of  
Leave/Leave encashment**

**Signature of immediate Superior/  
Branch Officer**