GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. PC-VII/2023/HRMS/11 **New Delhi, dated:12.07.2023**

To,

The General Managers,
All India Railways & Production Units,
(As per mailing list)

Sub: Launch of Leave Module of HRMS in Indian Railways

Ref: Board's letter No. PC-VII/2023/HRMS/11 dated 03.07.2023

Kindly refer to Board's letter of even number dated 03.07.2023 wherein Railways/Units were advised to complete the vetting and updation of leave records of all the employees for the purpose of uploading the same in Leave Module of HRMS.

2. It is now informed that development and testing of Leave Module of HRMS has been completed and the same is likely to be launched across Indian Railways by 3rd Week of July.

3. In order to familiarize with the newly developed Leave Module facilitating the employees to apply for leave in a seamless manner, it is proposed to hold a Demo cum Training session through Online mode as per the following schedule:-

Training schedule for Leave Module of HRMS			
Module	**Date**	**Time**	**Railways/PUs**
LEAVE MODULE	14-07-2023	1130-1300 hrs	NR, ER, NWR
		1500-1630 hrs	CR, WR, WCR
	17-07-2023	1130-1300 hrs	SER, Metro, NCR, NER
		1500-1630 hrs	SR, ICF, RWF, SCR, SWR
	18-07-2023	1130-1300 hrs	Railway Board, All CTIs, All PUs (except RWF, ICF)
		1500-1630 hrs	ECoR, NFR, NFR (Const.), ECR, SECR
	19-07-2023	1130-1300 hrs	COFMOW, IROAF, IRPMU, IRWO, RDSO, WPO, CTI, RRB, CORE

4. Since, Leave module is going to be used by all the employees cutting across departments, it is advised that all the departments may depute Officers upto the rank of JAG to avail this Demo cum Training sessions invariably to further impart the training to the employees.

(V.G Bhooma)
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2. PFAs All Indian Railways, PUs, NFR(Const)
3. PCPOs/All Indian Railways
4. JS(G), JS, Railway Board
5. Pay and Accounts Officer, Railway Board