GOVERNMENT OF INDIA (भारतसरकार)
MINISTRY OF RAILWAYS (रेलमंत्रालय)
RAILWAY BOARD (रेलवेबोर्ड)

File No. PC-VII/2023/HRMS/15 **New Delhi, Dated :04/12/2023**

To,

Principal Chief Personnel Officer,
All Indian Railways,
(As per standard mailing list)

Principal Financial Advisors,
All Indian Railways
(As per standard mailing list)

Sub : Auto credit of leave into leave account of employees and verification thereof.

The leave module of HRMS was launched w.e.f. 01.08.2023. To streamline the leave management function, and to ensure updation of leave ledger of all the employees in a dynamic manner, the following process is being implemented :-

(i) LAP, LHAP due for the employee as on 1st January of 2024 will be tentatively proposed to be credited to the leave account of the employee subject to verification of details of each employee by the concerned leave admins.

(ii) Actual credit of leave to the leave account of each employee will be done after verification of the details (such as unauthorised absence, superannuation, category of the employee etc) by the concerned leave admin unit.

(iii) This process of manual verification is an interim measure pending launch of related modules such as Cadre Management, D&A module etc.

(iv) Post verification, leave due will be credited to the respective leave account on 31stDecember, 2023 through dynamic updation.

(v) In respect of cases where verification is pending, leave will not be automatically credited to the account of each employee.

(vi) In respect of CL and RH due for the year 2024, same procedure will be applicable. However, in order to facilitate employees to avail their CL and RH for 2024 from the last week of December, 2023 itself, the process of crediting will be done w.e.f. **20.12.2023** subject to verification.

3. Detailed guidelines for the aforesaid procedure is available in the HRMS website.

4. It was requested vide Board's communication dated 01.08.2023 and 23.11.2023 to complete the verification of the initial leave balance of all employees by 31.12.2023. It is observed that the process is still not moving at the desired pace.

5. Keeping in view the urgency of the matter all the leave admins may kindly be instructed to complete the verification process in respect of LAP & LHAP before **24.12.2023** and for CL and RH by **19.12.2023**.

(V. G. Bhooma)
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Railway Board
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Copy to : JS and JS(G) Railway Board.

USER MANUAL

FOR

PERIODIC AUTO CREDIT OF LEAVES

1. Crediting of Leaves Due

In order to credit due leaves to the employees, the proposal for the same may be initiated by clicking on **"Periodic Credit of Leave". (Image : 1)**

The link can be accessed by the user having role of DC (Dealing Clerk)

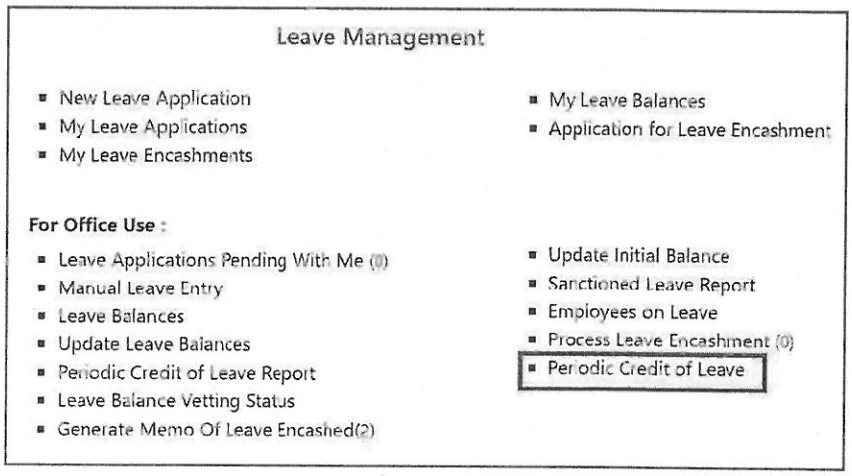


Image : 1

Once the link is clicked upon, the following interface will open up. **(Image : 2)** On the interface the user will be required to select the bill units, credit year and credit month for which due leaves need to be credited.

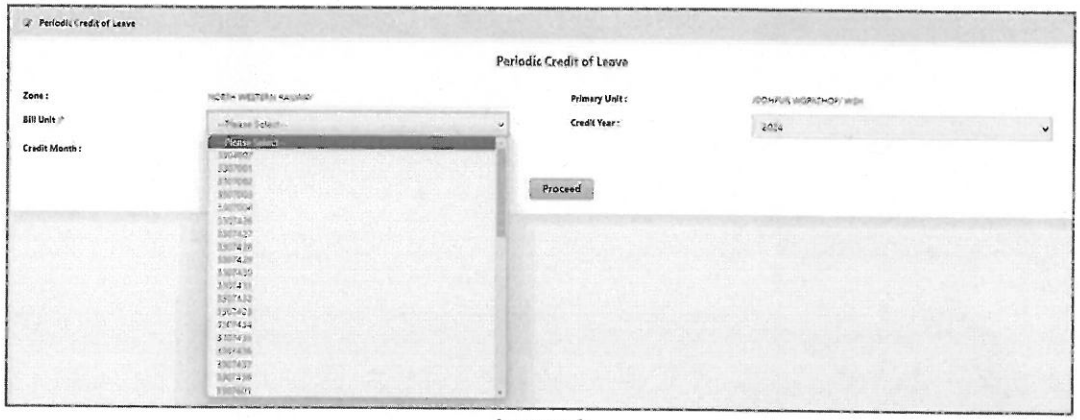


Image : 2

Once the necessary selection is made and Proceed button is clicked upon, the list of employees existing in that bill unit for whom the proposal has not been initiated so far will be shown. By default, the leave values of LAP-15, LHAP-10, CL-8 and RH-2 (0 in case of workshop) will be shown.

The employees for whom the proposal needs to be initiated needs to be selected by clicking on the checkbox shown in front of his name. **(Image : 3)**

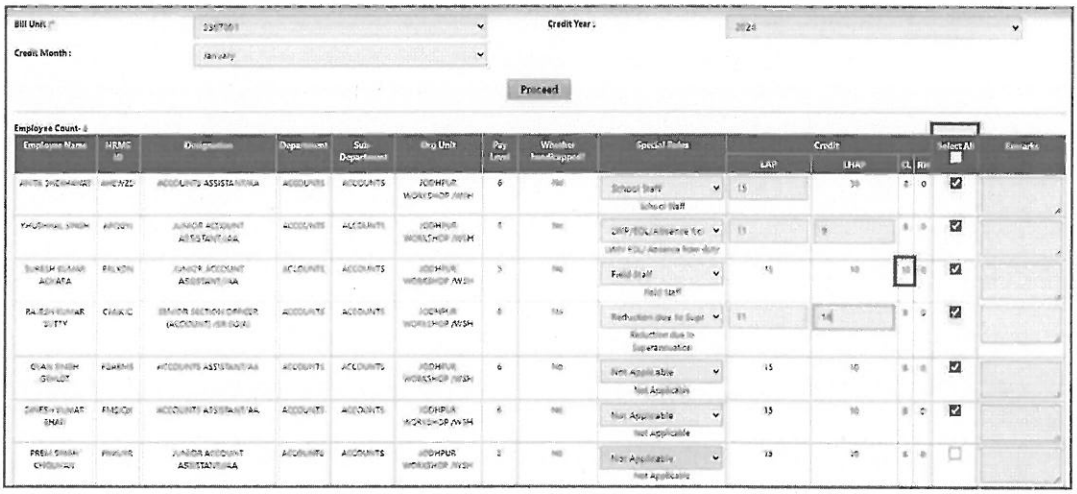


Image : 3

In case the credit value of leaves need to be altered for any particular employee, appropriate reason for the same need to be selected from the Special Rule dropdown which are explained as follows:

School Staff : School employees for whom entire block of LAP is not required to be credited and the value of LAP needs to be reduced, appropriate value may be added as LAP will be made editable on selection of this special rule.

LWP/Unauthorised absence : For employees to whom entire block of LAP and LHAP is not required to be credited because of their unauthorized absence, the value of LAP and LHAP needs to be reduced and appropriate value may be added, as LAP and LHAP will be made editable on selection of this special rule.

Field Staff : For field staff system will automatically set CL value as 10 instead of 8.

Reduction due to superannuation : For employees to whom entire block of LAP and LHAP is not required to be credited because of their impending superannuation in the coming half year, the value of LAP and LHAP needs to be reduced and appropriate value may be added as LAP and LHAP will be made editable on selection of this special rule.

Physically handicapped : for PH employees, additional 4 days of CL are given. If their entry has been made in employee master as PH employee, 4 days CL will be automatically added into their respective CL value.

Once the appropriate selections and value have been entered, the user may then initiate the proposal for approval through pending tasks in Workflow module.

The proposal will be **initiated by DC(Dealing Clerk), verified by VA (Verifying Authority)** and **approved by AA (Approving Authority)**

Once approved, these leave balances assigned to individual employees will be saved separately and will be updated into the employees leave accounts on 1st January/1st July depending upon the month for which leaves are being credited.

2. Periodic Credit of Leave Report

In order to monitor the progress of the auto credit of leaves assigned to the employees, a report for the same has been given under the head **"Periodic Credit of Leave Report" (Image : 4)**

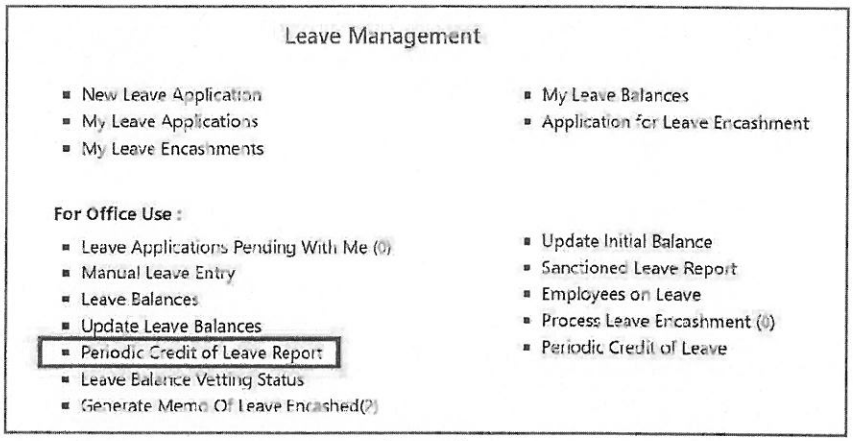


Image :4

Once the link is licked upon, the following interface will open up which will ask user to select the Bill Unit, Credit year, Credit month and status of the employee. **(Image : 5)**

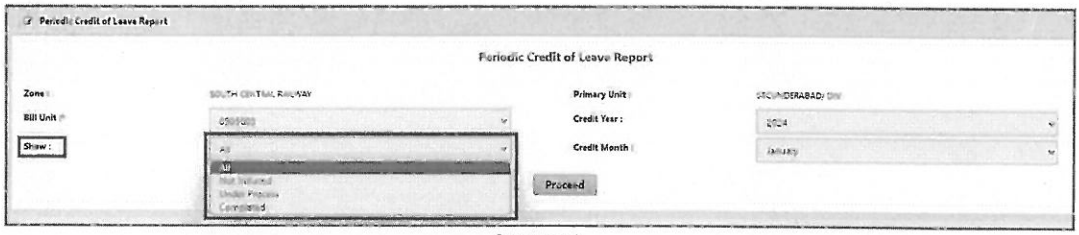


Image : 5

Here the user may see all the employees based on the following status of the leave credit process

Not initiated : This is the list of all those employees for whom the process of auto credit of leaves has not been initiated so far.

Under process : This is the list of employees for whom the process of auto credit has been initiated but has not been completed yet. It will also show the proposal details and the person with whom it is currently pending with

Completed : It will show the list of all employees for whom the process of auto credit has been completed. It will also show the proposal details which was finally approved.

Once the appropriate selection is made and proceed button is clicked upon, the interface will show list of all employees along with their corresponding status **(Image : 6)**

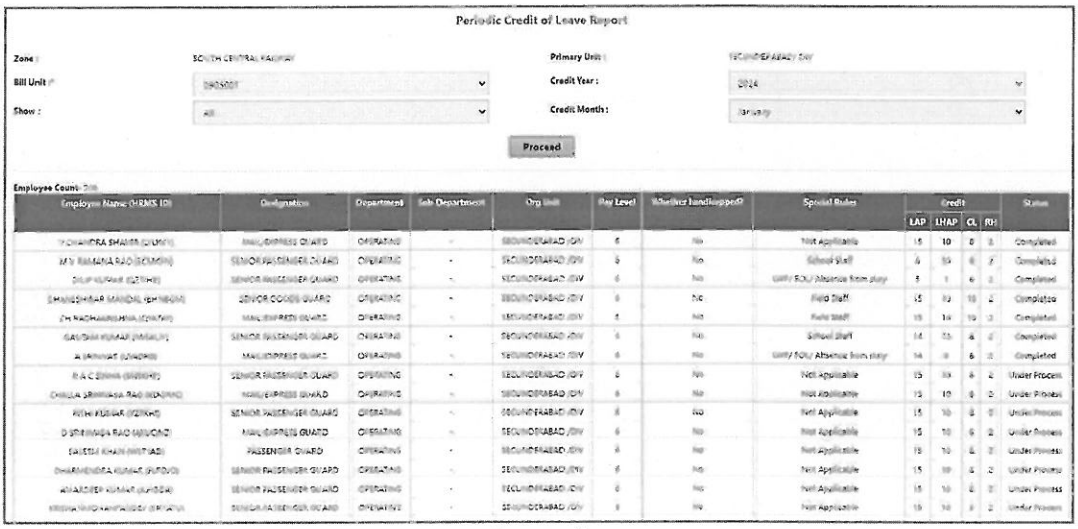


Image : 6