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,

General Managers,
All Indian Railways and Heads of all Railway units
(As per standard mailing list)

Sub : Launch of Leave Encashment sub module of Leave Module in HRMS.

Leave Encashment functionality of Leave Management module of HRMS has been developed and will be available to all the IR HRMS users w.e.f. **11.12.2023**. A detailed user manual regarding the leave encashment module is enclosed as ***Annexure-A*** and uploaded in the HRMS portal.

2. The following points related to leave encashment functionin HRMS may be noted:

(i) The leave encashment module facilitateslinking the pass details and leave details from the respective modules and cross validating the details through HRMS itself.

(ii) The previous leave encashment availed needs to be declared and will have to be sent to leave clerk for verification.

(iii) The module includes deduction of leave from the leave balance on sanction and provides for record updation block year wise for future- i.e. post launch of leave encashment.

(iv) There will be no change in the rules regarding availing of sanctioning of Leave Encashment.

(v) After the launch of the leave encashment module i.e. w.e.f. 11.12.2023, all leave encashment applications has to be processed through HRMS only. Physical processing of new leave encashment applications shall be stopped w.e.f. 11.12.2023.

(vi) Encashment applications already submitted by employees in physical form and pending for processing shall be processed as per the existing procedure till 11.12.2023 and allpending old physical forms and online applications thereafter, shall processed only through HRMS from 11.12.2023.

(vii) Till the development of salary module and linking leave module with IPAS are still underway, sending for payment processing will be done manually as per current practice.

(viii) HRMS help desk may please ensure necessary guidance to all employees facilitating them to apply through HRMS module for availing leave encashment.

2. It is once again reiterated that all facilities are to be provided to ensure that leave module, including leave encashment, is accessible, easy and comfortable to all employees.

(V. G. Bhooma)
Additional Member (HR)
Railway Board
Email: pedhr66@rb.railnet.gov.in
Ph: 011-47847174

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

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9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association.

Cont./-

10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
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04.12.23

For Principal Executive Director/IR
Railway Board

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All branches of Railway Board.

USER MANUAL

FOR

LEAVE ENCASHMENT

1. Submission of Application for Leave Encashment

In order to submit application for leave encashment, the employee has to click on the link "**Application for Leave Encashment**" given on Leave management page on HRMS. **(Image : 1)**

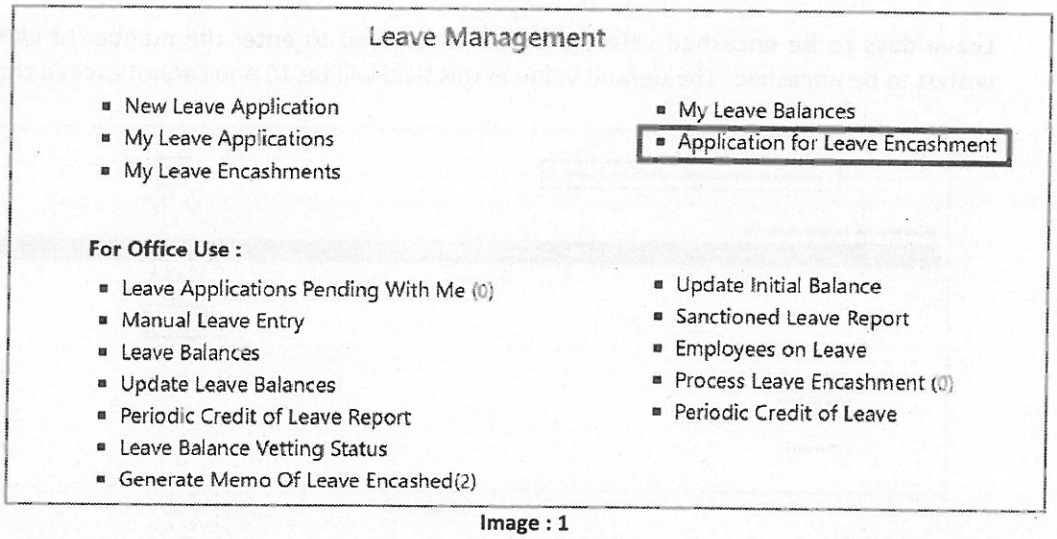


Image : 1

Once the link is clicked upon, the following application form will open up **(Image : 2)** which will show certain basic details of the employee and will prompt user to enter other details explained as below

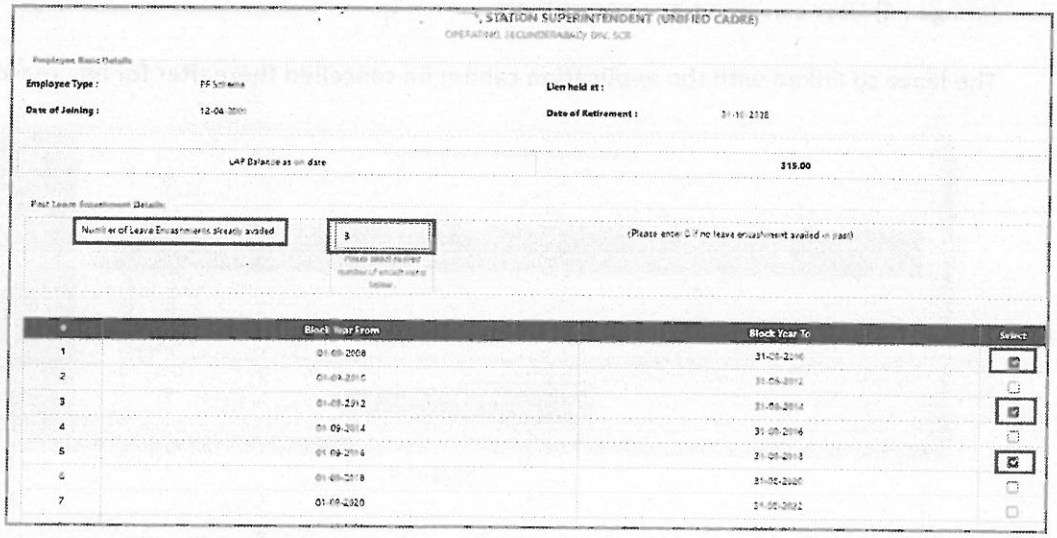


Image : 2

Past Encashment details

No of Leave Encashments already availed : Here the user is required to enter the **number of times** he has already availed the facility of leave encashment in the past during his service. In case no leave encashment has been availed, 0 has to be entered.

User will also be required to select the block years during which the leave encashment was availed. The number of block years selected should be equal to the number entered in the field "Leave Encashments already availed".

Select Block year for leave encashment : Here the user is required to select the block year in which user wants to avail the facility of leave encashment through this application.

Leave days to be encashed : Here the user is required to enter the number of LAPs which he wishes to be encashed. The default value in this field will be 10 and cannot exceed that.

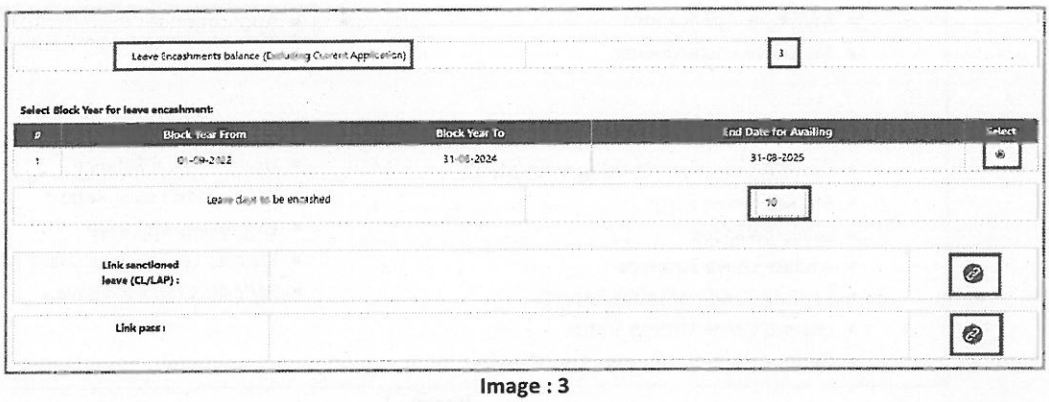


Image : 3

Link Sanctioned Leave : User will then be required to link any of his sanctioned leave with the current leave encashment application. To do so once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of sanctioned leaves of the user. **(Image : 4)** User can select any one of them.

The leave so linked with the application cannot be cancelled thereafter for any reason.

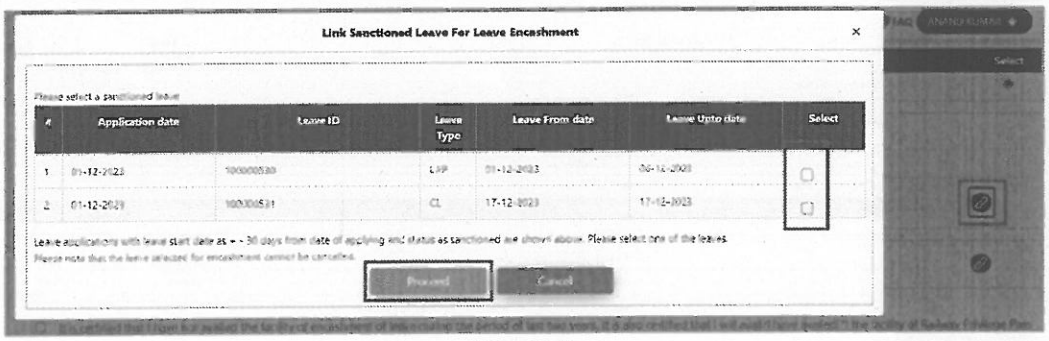


Image : 4

Link Pass : The user will be required to link a valid Pass/PTO with the application. To do so, once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of valid privilege pass/PTOs the user have for selection to be linked with the application. **(Image : 5)** User can select any one of them. Only the passes which are valid and fall in the encashment block year will be shown

The pass/PTO so linked with the application cannot be cancelled thereafter for any reason.

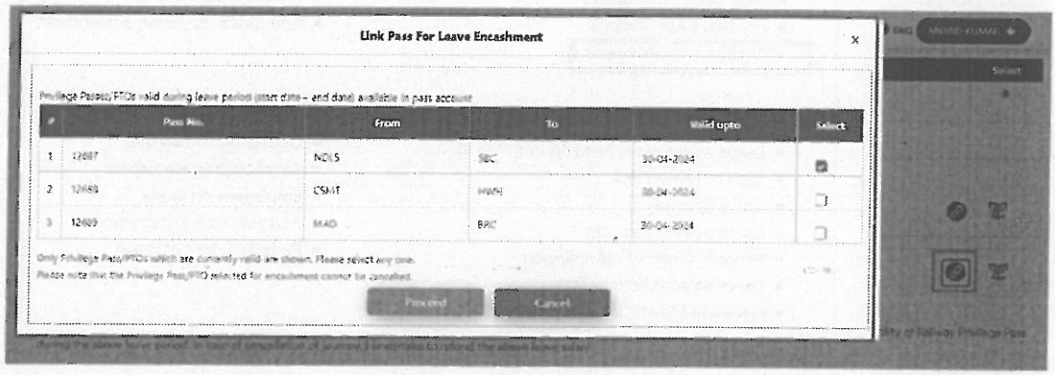


Image : 5

Once all the required details are entered, the user can then submit his application and select the user to which it needs to be forwarded.

Note : The first leave encashment application of every user needs to be mandatorily verified by his concerned leave clerk otherwise system will not allow sanctioning authority to sanction it.

Thus while submitting and forwarding Leave encashment application, it is advised to forward the application to your concerned leave clerk/establishment officer who can certify the past leave encashment detail and application as a whole and put up for sanctioning to the appropriate sanctioning authority.

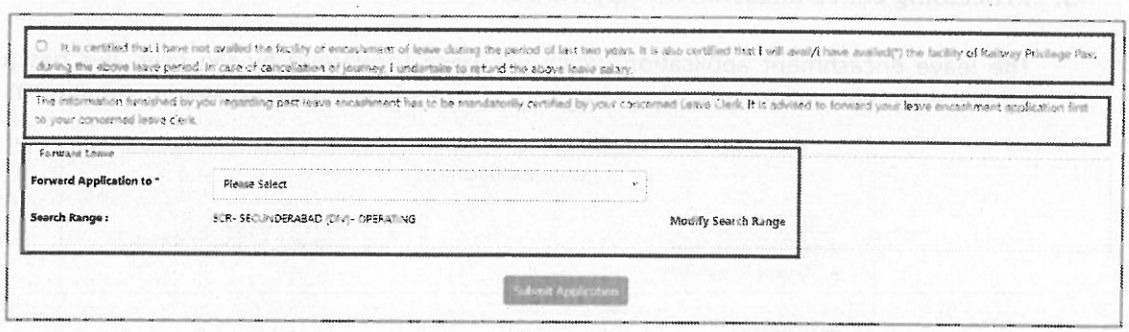


Image : 6

2. Viewing Encashment Application

All the applications for encashment for any individual employee can be seen at the end of the user by clicking on the link "**My Leave Encashments**"

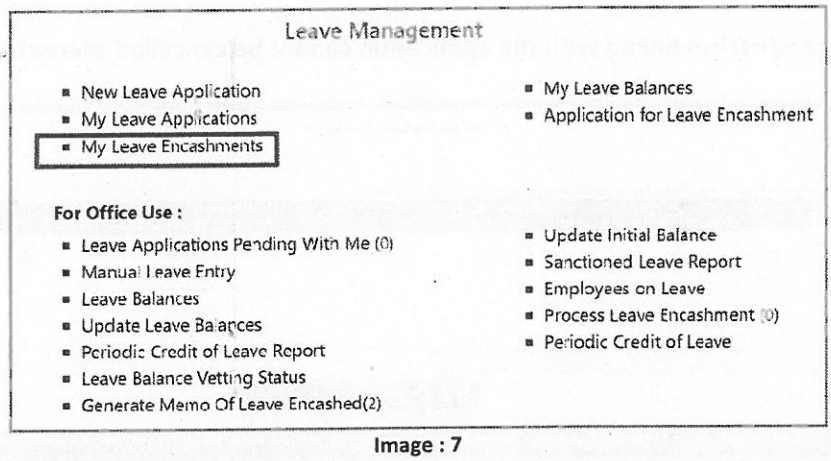


Image : 7

Once this link is clicked upon, the following interface will open up **(Image : 8)** which will display the list of all leave encashments processed for that particular user as shown below

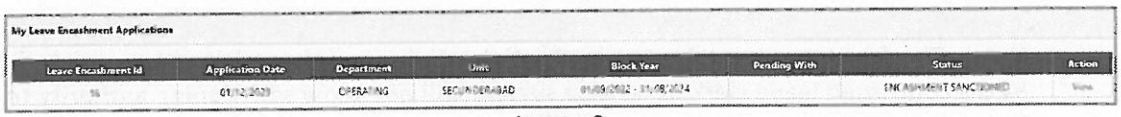


Image : 8

User can then click on the View button shown against any of the application which will open up a pop up and show all the details included in that application.

3. Processing Leave Encashment Application

The leave encashment application which has been forwarded by the user, but has not been processed as yet, will be shown pending under "**Process leave Encashment**". **(Image : 9)**

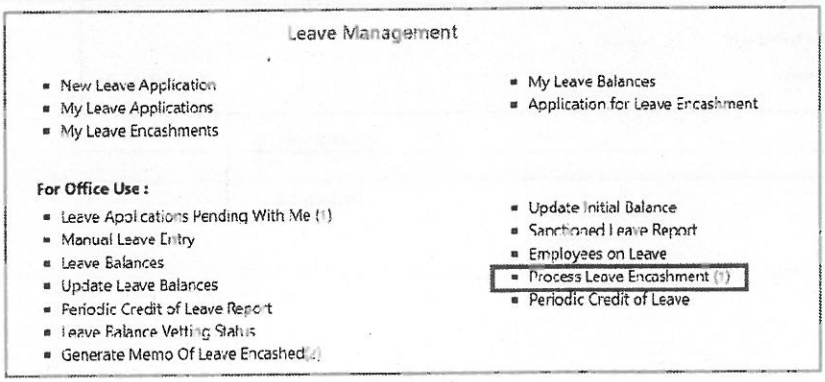


Image : 9

To process the same, once the link is clicked upon, the following interface will open up **(Image : 10)** displaying the list of applications pending with the user which needs to be processed.

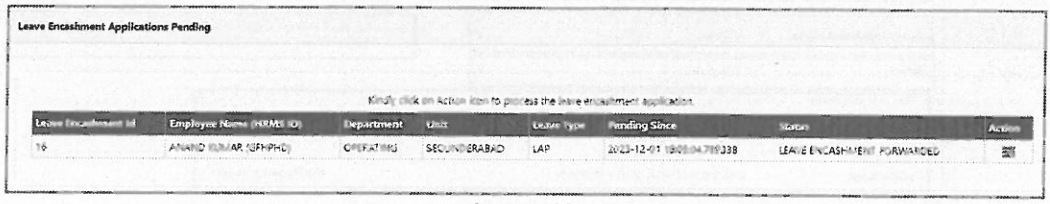


Image : 10

Once the action button in front of the application is clicked upon, the detailed application as submitted by the employee will get opened. **(Image : 11)**

Along with the application, it will be shown whether this encashment application has been **certified by the leave clerk or not.** If it has **not been certified**, the sanctioning authority would **not be able to sanction** this application and may forward it to Leave clerk for certification.

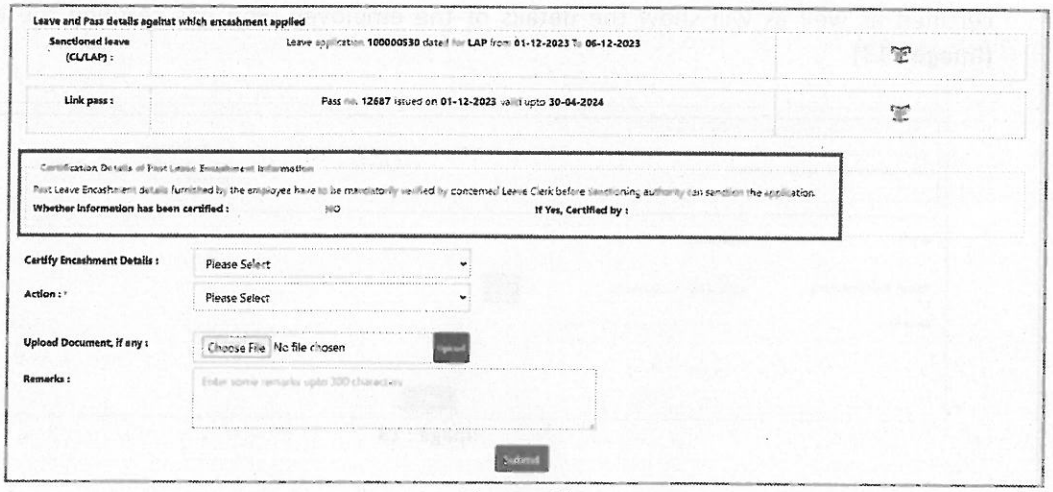


Image : 11

For certification of this application, user needs to have the **role of Dealing Clerk (DC).** Once he switches to DC role, the option to certify this application will appear.

If all the information furnished in the application are found to be correct, user will certify the application along with the associated declaration and forward it to sanctioning authority for further action.

If any information is found to be incorrect, DC can reject the application duly mentioning the appropriate remarks. User may then initiate his encashment application afresh.

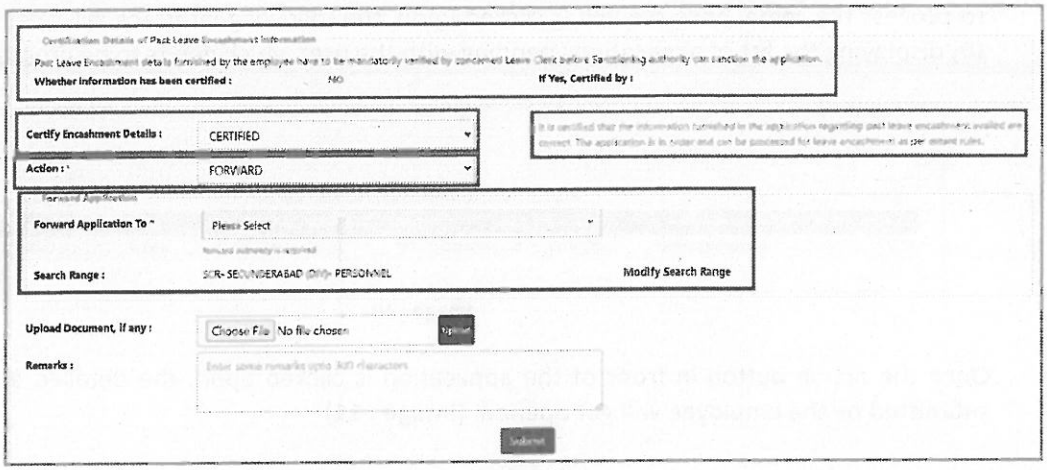


Image : 12

Once the encashment application has been certified and put up to the sanctioning authority, in the past leave encashment certification details it will show that the application has been certified as well as will show the details of the employee who has certified the application. **(Image : 13)**

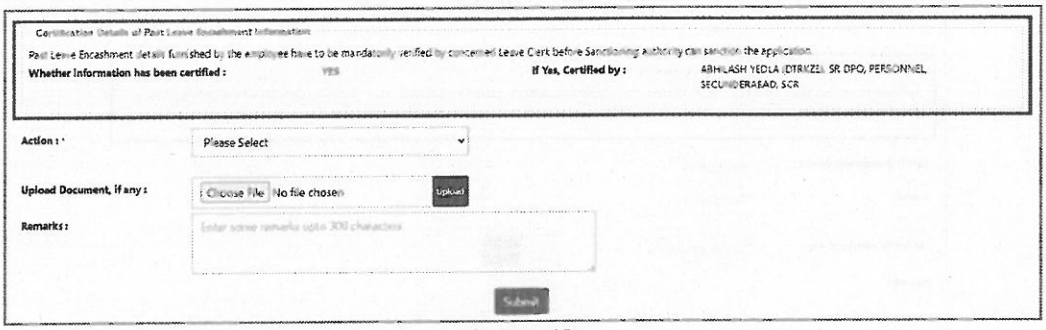


Image : 13

4. Generating Leave Encashment Memorandum

Once the entire leave encashment application has been completed, its memorandum can be generated through the link "**Generate Memo of Leaves encashed**". **(Image : 14)**

It will show in red the number of applications which have been sanctioned but whose memos are yet to be generated.

The link can be accessed by the users **having DC role**.

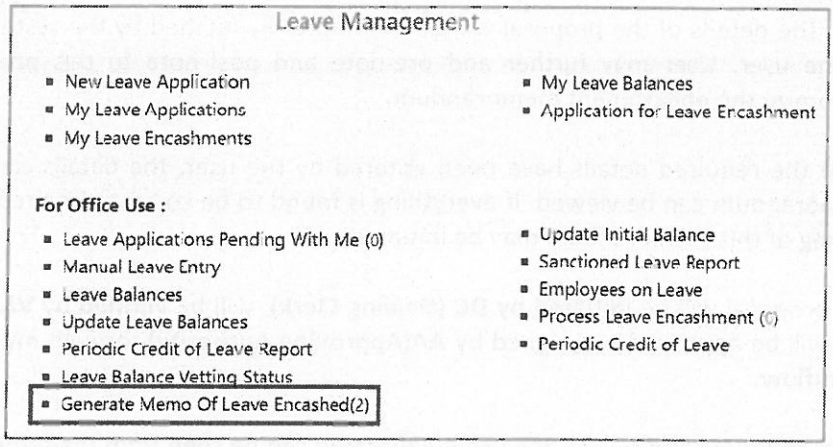


Image : 14

Once the link is clicked upon, the following interface will open up **(Image : 15)** showing the list of leave encashment applications which have been processed and whose memo needs to be generated.

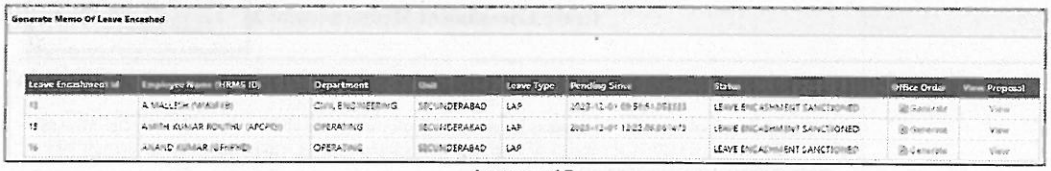


Image : 15

The user has option to view the detailed leave encashment proposal by clicking on View proposal link.

In order to generate the encashment memorandum, the user needs to click on the Generate button. Once this button is clicked upon, the following interface will open up. **(Image : 16)**

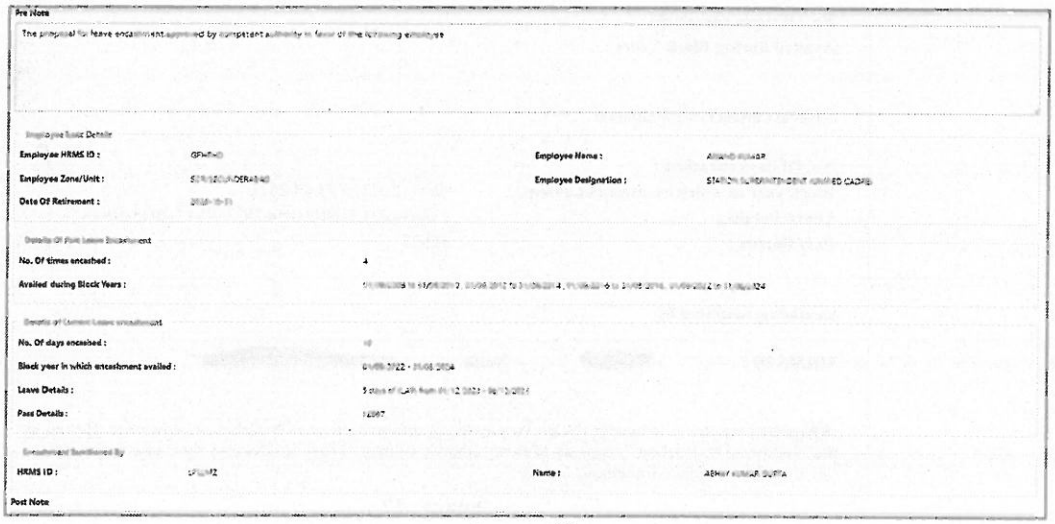


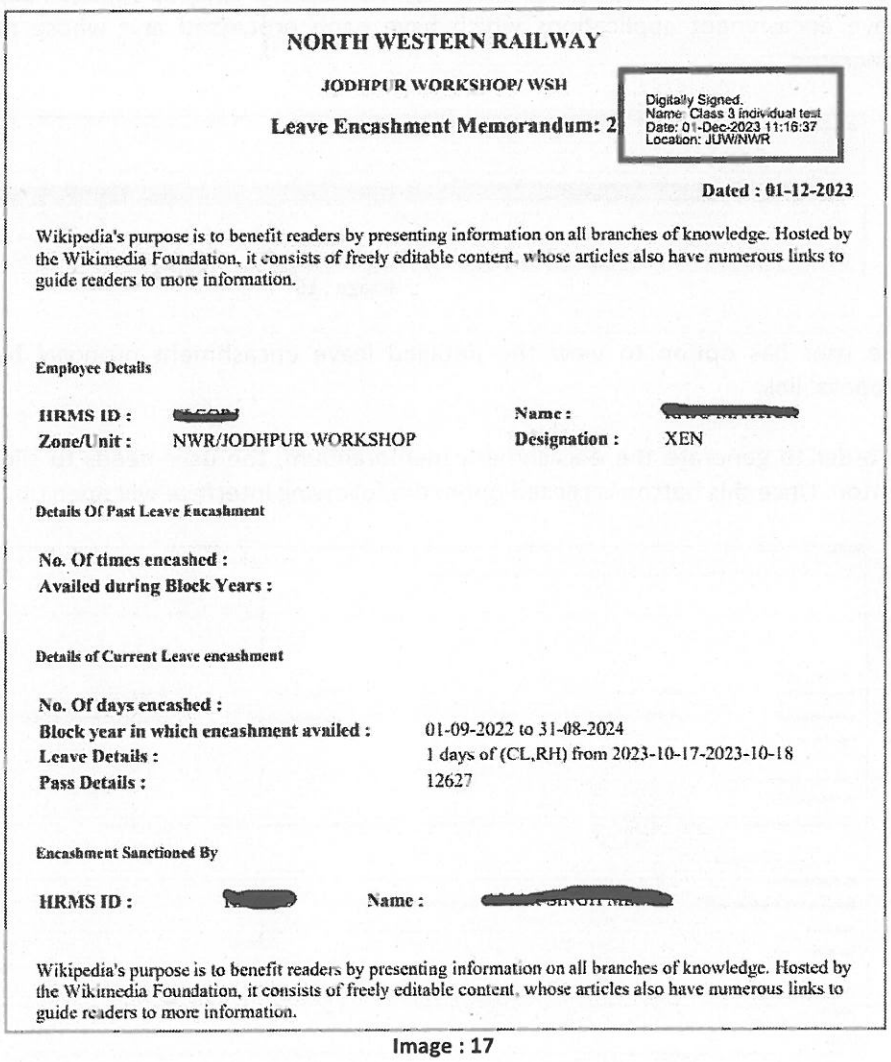
Image : 16

Here the details of the proposal will be automatically fetched by the system and will be shown to the user. User may further add pre-note and post-note to this proposal to create and customize the encashment memorandum.

Once the required details have been entered by the user, the details can be saved and draft memorandum can be viewed. If everything is found to be correct, the proposalfor approval and signing of this memorandum may be initiated.

The proposal will be **initiated by DC (Dealing Clerk)**, will be **verified by VA(Verifying Authority)** and will be **approved and signed by AA(Approving Authority)** through **my pending tasks under Workflow**.

Once approved and signed, the order generated can be seen from the same interface by clicking on the View Order button. **(Image : 17)**



NORTH WESTERN RAILWAY

JODHPUR WORKSHOP/ WSH

Leave Encashment Memorandum: 2

Digitally Signed.
Name: Class 3 individual test
Date: 01-Dec-2023 11:16:37
Location: JUW/NWR

Dated : 01-12-2023

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Employee Details

HRMS ID : [redacted] **Name :** [redacted]
Zone/Unit : NWR/JODHPUR WORKSHOP **Designation :** XEN

Details Of Past Leave Encashment

No. Of times encashed :
Availed during Block Years :

Details of Current Leave encashment

No. Of days encashed :
Block year in which encashment availed : 01-09-2022 to 31-08-2024
Leave Details : 1 days of (CL,RH) from 2023-10-17-2023-10-18
Pass Details : 12627

Encashment Sanctioned By

HRMS ID : [redacted] **Name :** [redacted]

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Image : 17