



North Central Railway

Headquarters' Office
Personnel Department
Prayagraj-211015

No.797-E/NCR/HRMS/2023

Date: 05.07.2023

PFA/NCR	DRM/ PRYJ, JHS, AGC	CAO/C/NCR
PCSC/NCR		
CWM/WS/ JHS/ CMLR/ STLI	CWM/CPOH/PRYJ	CSTE/Proj/Co/NCRPU
Dy.CPO/C/PRYJ	Dy.CPO/HQ/NCR	DY.CPO/WS/JHS
Dy.CE/Const./JHS	Dy.CE/Const./AGC	Dy.CE/CSP/PRYJ
Dy.CE/TMC/L/JHS	Principal/CETA/CNB	APO/CMLR/WS/ JHS

Sub: Updation of Leave Balance of Railway Employees.

Ref:1. Railway Board's letter No. PC-VII/2023/HRMS/11 dated 03.07.2023

2. This office letter of even No. dated 03.07.2023

Railway Board's has informed vide their letter dated 03.07.2023 (copy enclosed) that development of Leave Module of HRMS has been completed and tentatively scheduled to be launched in the month of July, 2023.

Board has instructed that Leave Module is connected with cycles attached with the leave which happens twice in a year i.e. the regular leave such as LAP and LHAP are credited to the accounts of every employee on first January as well as first July. In order to ensure successful launch of the module, it is required to upload the vetted and updated leave balance of each employee as on first July, 2023 into the respective HRMS IDs as one time measure and thereafter the entire process of leave and updation of leave accounts will be done in a dynamic manner through HRMS system.

All concerned Divisions/Units/Departments are requested to complete the vetting and updation of leave accounts of each employee before the mid July, 2023 so that the same can be uploaded instantly once the formal launch of Leave Module of HRMS is carried out.

Detailed guidelines, training schedule and launch of Leave Module will be intimated separately when instruction received from Railway Board.

Please, treat this as Important.

DA/As Above.

Digitally Signed by Lavkush
Singh Rawat
(Lavkush Singh Rawat)
Date: 05-07-2023 15:53:45
Assistant Personnel Officer/ IR
Reason: Approved
For General Manager (P)

Copy:

1. PS-1 of PCPO for kind information to PCPO please.
2. CPO/Admin and CPO/IR for kind information please.

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

File No. PC-VII/2023/HRMS/11

New Delhi, Dated :03/07/2023

The General Managers,
All Indian Railways/PUs/TIs
(As per standard mailing list)

Sub: Updation of Leave Balance of Railway Employees.

This is to inform that development of Leave Module of HRMS has been completed and tentatively scheduled to be launched in the month of July, 2023.

2. It may be appreciated that Leave Module is also one of the modules having effect on the day to day working of the employees and which is going to be accessed by thousands of employees. Further, Leave module is connected with cycles attached with the leave which happens twice in a year i.e. the regular leave such as LAP and LHAP are credited to the accounts of every employee on first January as well as first July. In order to ensure successful launch of the module, it is required to upload the vetted and updated leave balance of each employee as on first July, 2023 into the respective HRMS IDs as one time measure and thereafter the entire process of leave and updation of leave accounts will be done in a dynamic manner through HRMS system.
3. Therefore, Personnel and Accounts department of the Railways are requested to complete the vetting and updation of leave accounts of each employee at the earliest so that the same can be uploaded instantly once the formal launch of Leave Module of HRMS is carried out.
4. Detailed guidelines, training schedule and launch of Leave Module will be intimated separately.



(V.G BHOOMA)
Principal Executive Director (HR)
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