



HRMS

Leave Management

Pan India Launch

Salient Features

- **Employee Interface**

- Online submission of Leave Application, for all leave types
- Clubbing of upto 3 leave types allowed in one application
 - Subject to leave being continuous
 - Intermediate Holidays and Weekly Offs allowed
- Headquarters' Leave Details (Within India, Ex-India) captured
- Provision for uploading of documents, wherever applicable

Salient Features

- **Employee Interface..**

- Provision for withdrawal of leave by employee, before sanction
- Online submission of application for leave cancellation
 - Partial or Full Cancellation
- Current leave balances shown for LAP, LHAP, CL, RH, CCL
- All leave transactions, current and past available for viewing
- Upcoming holidays can be viewed (for the primary unit)

Salient Features

- **Initial Balances – LAP, LHAP, CCL**
 - IPAS leave balance taken as provisional initial balance
 - Verification of Initial Leave balance
 - Initiation by Personnel department
 - Updation allowed bill unit wise, multiple bill units can be selected
 - Online workflow for online approval and vetting
 - Updation of Ledger balance based on verified balance

Salient Features

- **Initial Balances – CL, RH**
 - Self declaration by Employee department
 - Verification by Approving Authority
 - Provision for correction of initial leave balance by the approving authority

Salient Features

- **Admin Interface..**

- Provision for updation of manual leave application
- Provision for updation of leave ledger
 - With Finance Vetting through online workflow
- Provision for creation and updation of holiday calendar, for each primary unit
- Provision for periodic credit of leave (1st January & 1st July)

Salient Features

- **Sanctioning Authority Interface**
 - Online Sanction of leave
 - Sanction, Reject, Forward
 - Past leave record of the employee visible at the time of sanctioning
 - Other Employees of same org unit on leave will be shown (to be released soon)

System Functionalities

- Digital Leave Ledgers for LAP, LHAP, CL, RH, CCL
- Auto updation of leave ledger on
 - Approval of Initial Balance
 - On submission of leave
 - On withdrawal / cancellation of leave
 - On manual leave entry
 - On approval/ vetting of manual updation of leave ledger

System Functionalities

- **Validations**

- For available leave balance at the time of applying
 - Current Year Balance, Next Year Balance
- For periodic credit of leave
- For clubbing of leave types
- For uploading of mandatory documents

Urgent Action Required

- Manual leave applications (submission / sanction) to be discontinued immediately
 - Manual leave applications will require data entry
- Leave record verification is processed on priority
 - for employees for which the initial balance is not available
 - For employees retiring soon

Leave Management

- New Leave Application
- My Leave Applications
- Holiday Calendar

- My Leave Balances
- My Leave Record

For Office Use :

- Pending Leave Applications (0)
- Entry of Manual Leave
- Leave Balances
- Update Leave Balances

- Leave Records
- Update Initial Balance

🔗 User Manual for Leave Module is uploaded under help menu

 New Leave Application

SANJAY KUMAR SINGH (DOOHYS), OFFICE SUPERINTENDENT

ADMIN/GENERAL, JODHPUR WORKSHOP/ WSH, NWR

Employee Basic Details

Employee Type : IP Scheme

Loan held at :

Date of Joining :

Date of Retirement : 31.07.2045

 View Past Sanctioned Leave Details

 View Forthcoming Holidays

 View My Leave Balances

 My Leave Under Approval

Current Application

Leave 1

Nature of Leave : *

Please Select



Current Leave Balance : *

Leave From : *

DD/MM/YYYY

IN



Leave Upto : *

DD/MM/YYYY

AN



 Add another leave

HQ Leaving Permission
Required : *

NO



Ground on which leave
applied : *

Reason For Leave

Upload Supporting
document, if required :

Choose File

No file chosen

Upload

Forward Leave

✍ My Leave Application

[Click here to apply for leave](#)[My Leave Balances](#)

Leave Type :

ALL LEAVES

Year :

2023

Leave Status :

ALL

Find

Show 25 entries

Search:

Leave ID	Application Date	Leave Type	Leave From	Leave Up To	No. of Days	HQ Leave Applied	HQ Leave From	HQ Leave Up To	Ex India Leave Applied	Status	Pending With
100000178	26/07/2023	CL	26/07/2023	27/07/2023	2	NO	NA	NA	NO	I HAVE APPLIED	SANJAY SHARMA (H/WH)
100000170	25/07/2023	CL	26/07/2023	26/07/2023	1	NO	NA	NA	NO	I HAVE APPLIED	SANJAY SHARMA (H/WH)
100000161	21/07/2023	CL, RH	07/07/2023	09/07/2023	2	NO	NA	NA	NO	FULL CANCELLATION APPROVED	NA
100000160	21/07/2023	CL, RH	07/07/2023	09/07/2023	2	NO	NA	NA	NO	LEAVE CANCELLED	NA
100000159	21/07/2023	CL, RH	04/07/2023	06/07/2023	3	NO	NA	NA	NO	I HAVE SANCELLED	NA

Showing 1 to 5 of 5 entries

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शुभारंभ

HRMS

Leave Management Module

Launch Ceremony



INDIAN RAILWAYS

HRMS Leave Management Module

Launched by

Shri A.K.Lahoti

CEO & Chairman, Railway Board

On 1st August, 2023



Thank YOu

