

# HRMS Leave Management

# Pan India Launch

#### • 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

#### • 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)

- 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

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

#### 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 (1<sup>st</sup> January & 1<sup>st</sup> July)

- 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

















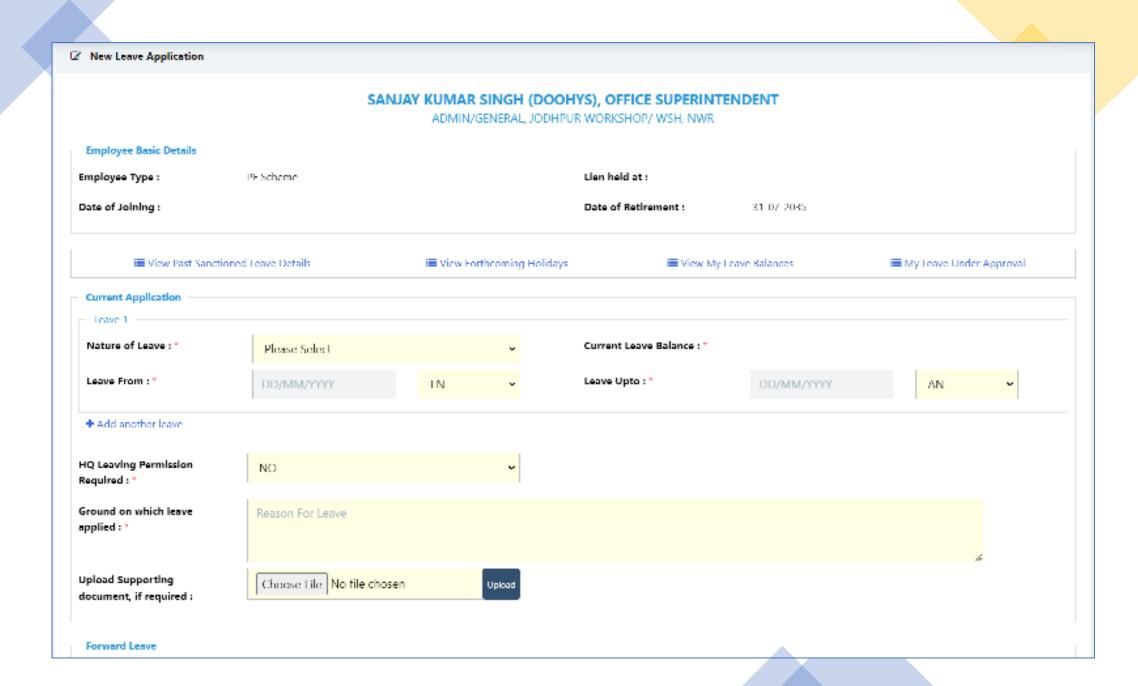
#### Leave Management

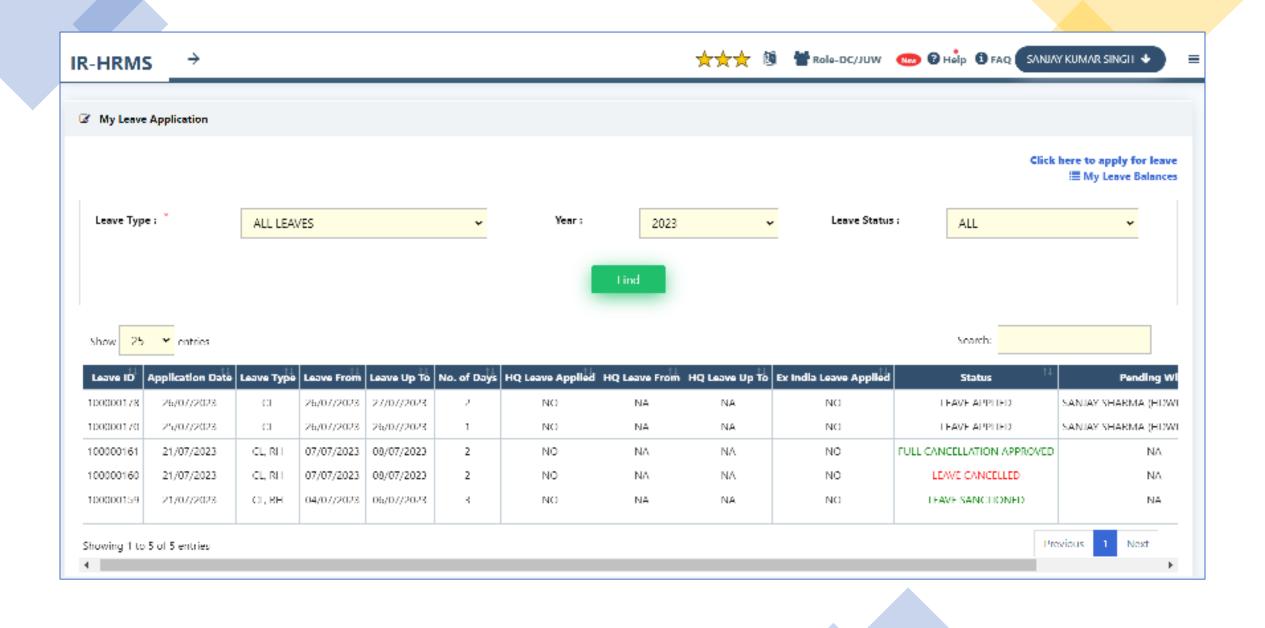
- New Leave Application
- My Leave Applications
- Holiday Calendar
- For Office Use :
- Pending Leave Applications (0)
- Entry of Manual Leave
- Leave Balances
- Update Leave Balances

- My Leave Balances
- My Leave Record
- Leave Records
- Update Initial Balance

Oser Manual for Leave Module is uploaded under help menu.









# HRMS

Leave Management Module

Launch Ceremony





#### **INDIAN RAILWAYS**

# HRMS Leave Management Module

Launched by

Shri A.K.Lahoti

CEO & Chairman, Railway Board On 1<sup>st</sup> August, 2023



# Thank YOu

