दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY
VIJAYAWADA DIVISION

Divisional Office,
Personnel Branch,
Vijayawada,
Dt. 01.08.2023.

No. SCR/P-BZA/Sr.DPO/HRMS/Leave Management

All CONCERNED

Sub: Operationalization of Leave Management Module of HRMS in Rlys.
Ref : Rly. Bd's Lr.No.PC-VII/2023/HRMS/11, dtd.27.07.2023 (**RBE No.94/2023**).

***

With reference to the RBE No.94/2023 issued under Rly.Bd's letter cited above, the Leave Module of HRMS has been launched by CRB & CEO on **1st August, 2023.**

In view of the above, all leave applications shall be processed through Leave Module of HRMS only **w.e.f. 01.08.2023**. Manual processing of leave shall be discontinued w.e.f. 01.08.2023 for the given type of leaves mentioned in the leave module.

In order to facilitate the implementation of leave module of HRMS, leave balance of each employee as available in IPAS has been ported to leave module of HRMS. However, since this balance is not a verified one, the ported data will be ***treated as provisional leave balance of each employee on the date of launch of leave module of HRMS.***

Hence, all the Officers and staff of BZA Division are requested to kindly go through the flow chart for applying leave in Leave Module of HRMS as per the instructions of Rly. Board.

Encl: ***FLOW CHART.***

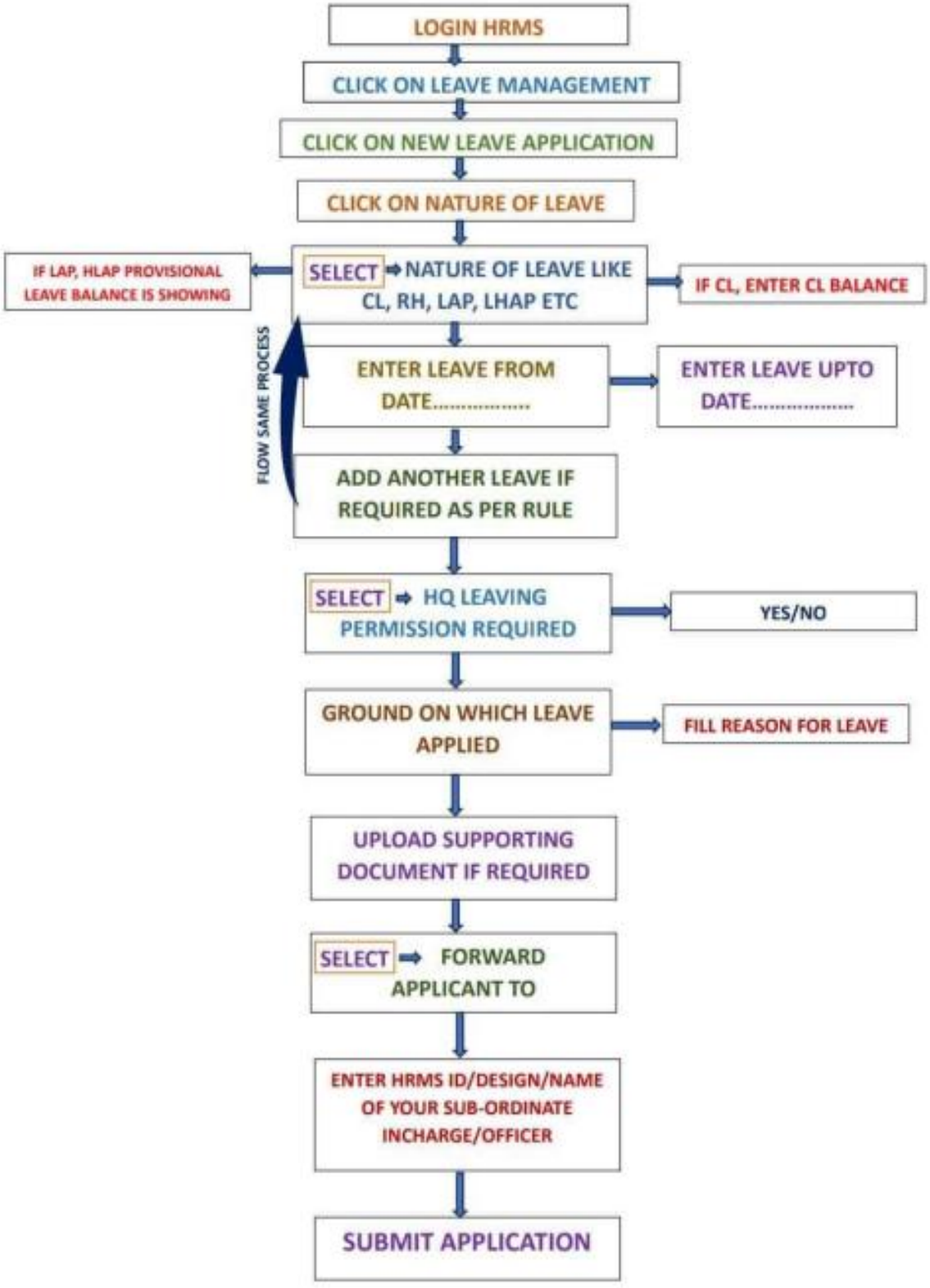
Muralidhar 01-08-2023.
(M. B. MURALIDHAR, IRPS)
Sr.DPO/BZA

Copy to:-
1. PS (Gaz) to DRM for kind information of DRM/BZA.
2. PS (Gaz) to CMS for kind information of CMS/BZA.
3. PS to ADRM(I) & ADRM (O) for kind information of ADRM (Infra) & ADRM (OP).
4. DSs....SCRES, SCRMU, SC& ST Assn., OBC Assn., of BZA Divn. for information.

SOUTH CENTRAL RAILWAY

VIJAYAWADA DIVISION

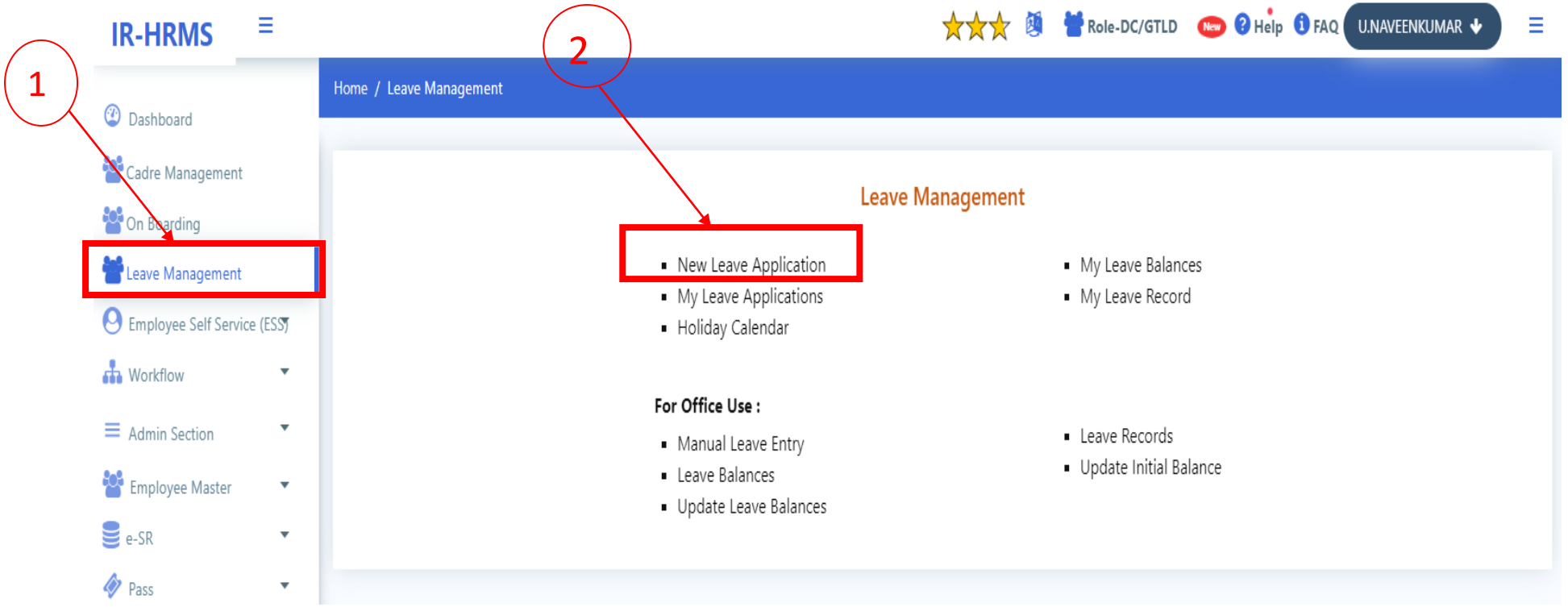
FLOW CHART OF LEAVE MODULE FOR NEW LEAVE APPLICATION IN HRMS



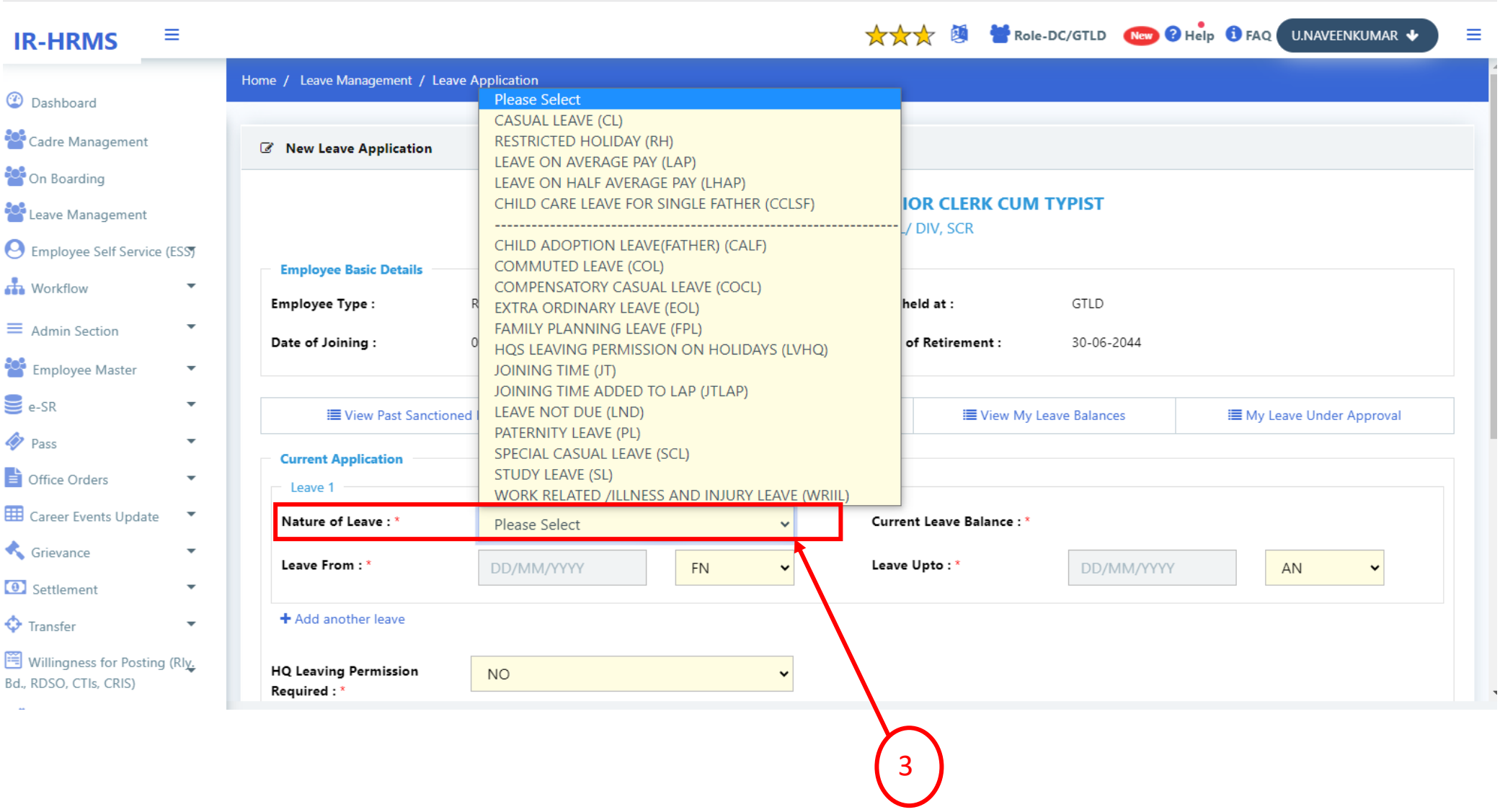
STEP BY STEP PROCEDURE TO APPLY LEAVE ON HRMS (EMPLOYEE)

STEP 1: Click on Leave Management option under left pane menu

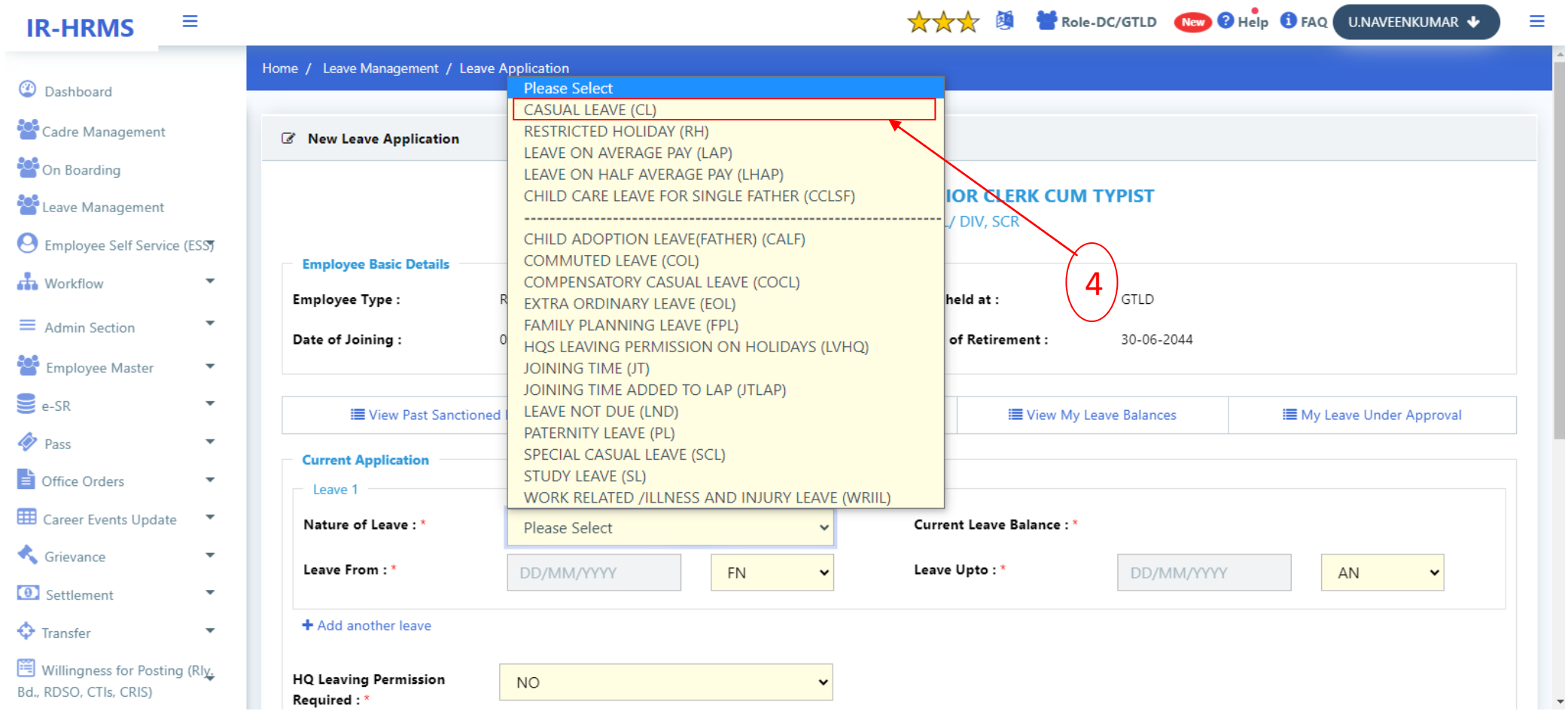
STEP 2 : Click on New Leave Application



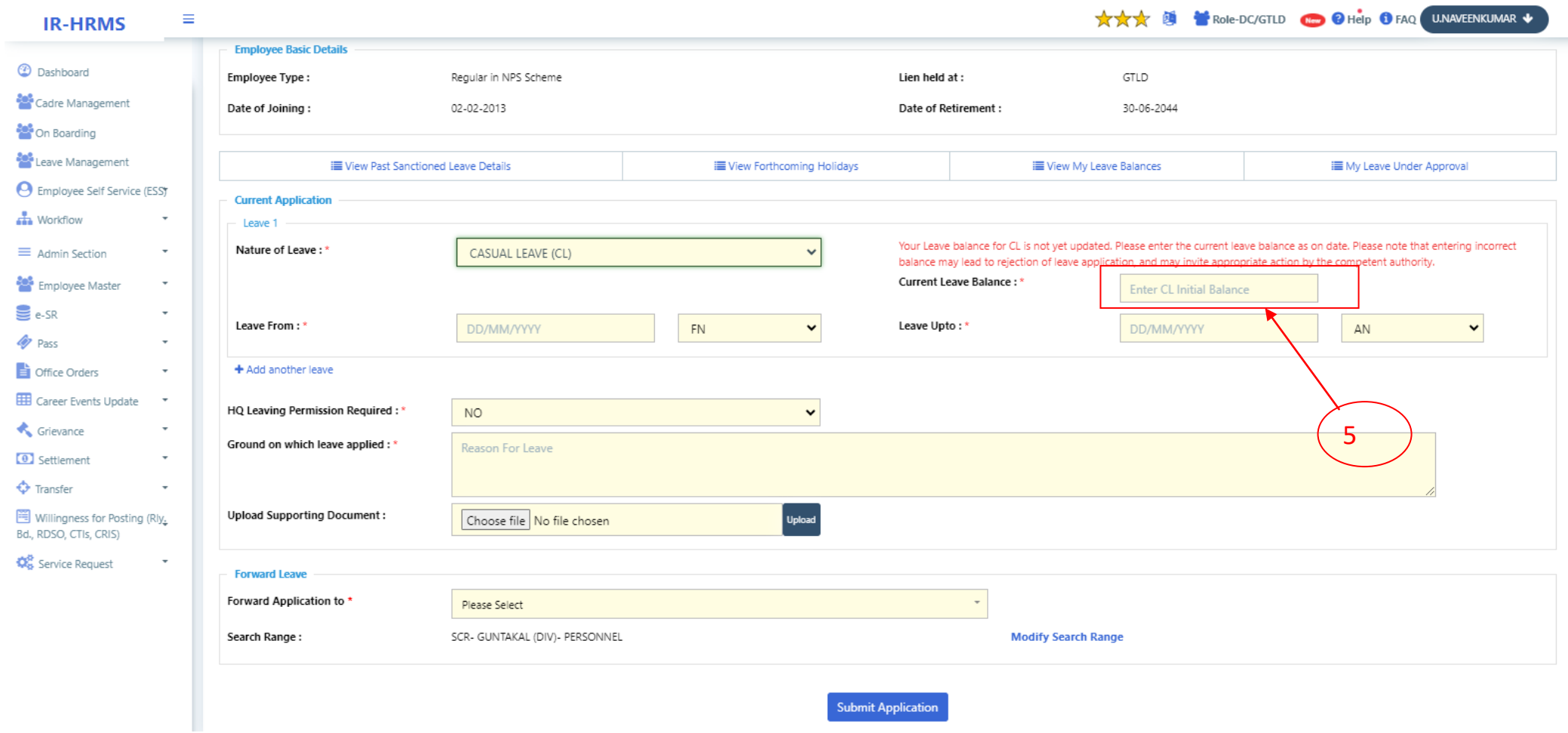
STEP3: Select Nature of Leave from the list box


IR-HRMS
Role-DC/GTLD
New
Help
FAQ
U.NAVEENKUMAR
Dashboard
Cadre Management
On Boarding
Leave Management
Employee Self Service (ESS)
Workflow
Admin Section
Employee Master
e-SR
Pass
Office Orders
Career Events Update
Grievance
Settlement
Transfer
Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)
Home / Leave Management / Leave Application
New Leave Application
Please Select
CASUAL LEAVE (CL)
RESTRICTED HOLIDAY (RH)
LEAVE ON AVERAGE PAY (LAP)
LEAVE ON HALF AVERAGE PAY (LHAP)
CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)
CHILD ADOPTION LEAVE(FATHER) (CALF)
COMMUTED LEAVE (COL)
COMPENSATORY CASUAL LEAVE (COCL)
EXTRA ORDINARY LEAVE (EOL)
FAMILY PLANNING LEAVE (FPL)
HQS LEAVING PERMISSION ON HOLIDAYS (LVHQ)
JOINING TIME (JT)
JOINING TIME ADDED TO LAP (JTLAP)
LEAVE NOT DUE (LND)
PATERNITY LEAVE (PL)
SPECIAL CASUAL LEAVE (SCL)
STUDY LEAVE (SL)
WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)
IOR CLERK CUM TYPIST
/ DIV, SCR
Employee Basic Details
Employee Type :
Date of Joining :
held at :
GTLD
of Retirement :
30-06-2044
View Past Sanctioned
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
FN
Leave Upto : *
DD/MM/YYYY
AN
Add another leave
HQ Leaving Permission Required : *
NO
3

STEP 4: Select type of leave you want apply from the list (Example here Casual leave (CL) is selected)



STEP 5: for the very first time enter CL available to you (for open line staff 10, ministerial staff 8 like wise) in <u>Current Leave Balance</u> Text Box.



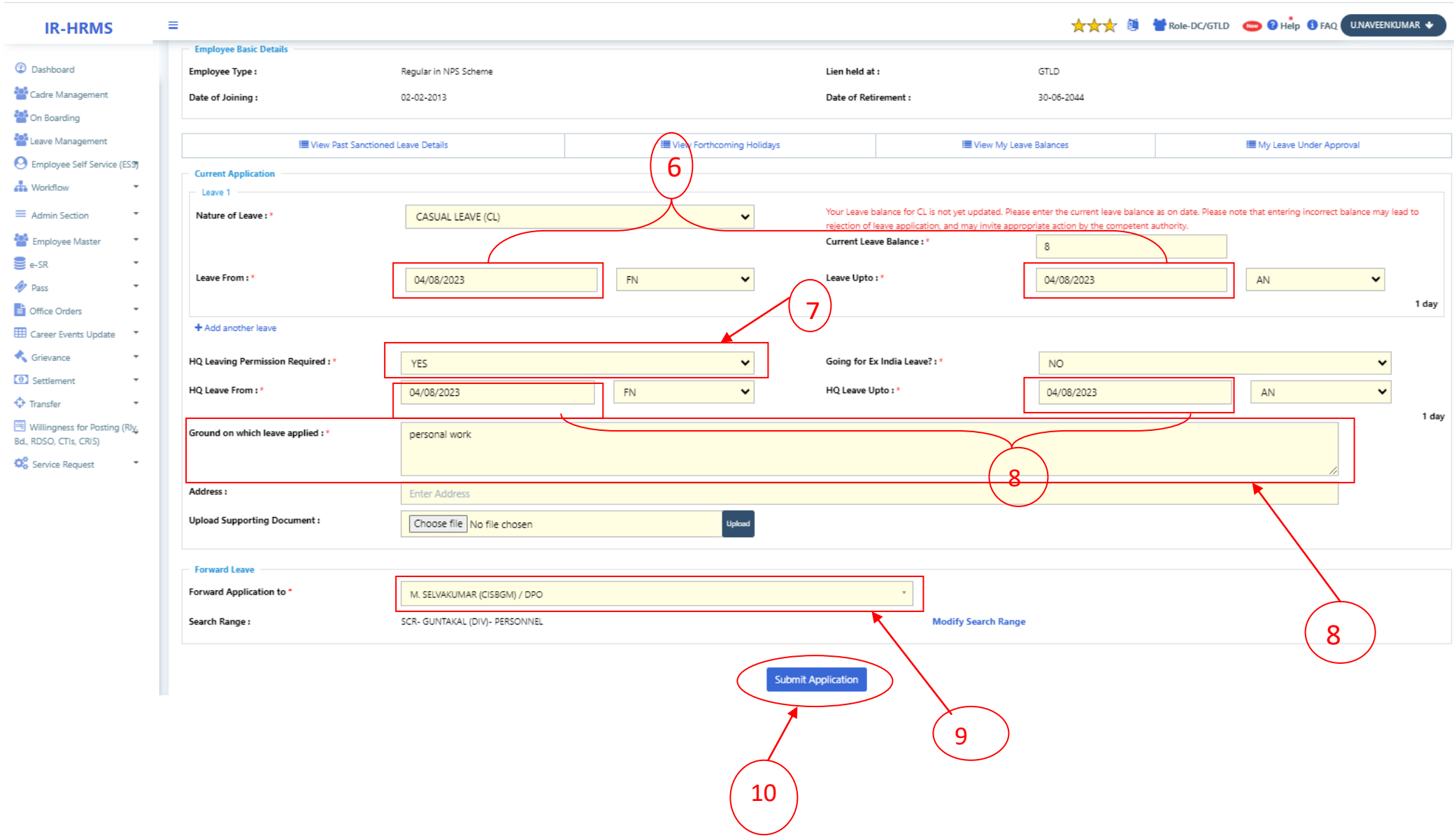
STEP 6: Enter from date in Leave from and to date in leave Upto text box

STEP 7: select HQ leaving permission required (if you want leave HQ select YES and follow step 8, if you don't want leave HQ select No and follow Step 9)

STEP 8: Enter from date in HQ Leave from and to date in HQ Leave Upto dates and Ground on which leave applied to leave HQ.

STEP 9: type name or HRMS id of leave sanctioning authority in forwarded Application to text box (if you are not aware of your leave sanctioning authority you can select by clicking on Modify search range link)

STEP 10: click on submit application button.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Workflow
Admin Section
Employee Master
e-SR
Pass
Office Orders
Career Events Update
Grievance
Settlement
Transfer
Willingness for Posting (Rly Bd., RDSO, CTIs, CRIS)
Service Request
Employee Basic Details
Employee Type : Regular in NPS Scheme
Lien held at : GTLD
Date of Joining : 02-02-2013
Date of Retirement : 30-06-2044
View Past Sanctioned Leave Details
View Forthcoming Holidays
View My Leave Balances
My Leave Under Approval
Current Application
Leave 1
Nature of Leave : * CASUAL LEAVE (CL)
Your Leave balance for CL is not yet updated. Please enter the current leave balance as on date. Please note that entering incorrect balance may lead to rejection of leave application, and may invite appropriate action by the competent authority.
Current Leave Balance : * 8
Leave From : * 04/08/2023 FN
Leave Upto : * 04/08/2023 AN
1 day
+ Add another leave
HQ Leaving Permission Required : * YES
Going for Ex India Leave? : * NO
HQ Leave From : * 04/08/2023 FN
HQ Leave Upto : * 04/08/2023 AN
1 day
Ground on which leave applied : * personal work
Address : Enter Address
Upload Supporting Document : Choose file No file chosen Upload
Forward Leave
Forward Application to * M. SELVAKUMAR (CISBGM) / DPO
Search Range : SCR- GUNTAKAL (DIV)- PERSONNEL
Modify Search Range
Submit Application
6
7
8
8
9
10