



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/पॉलिसी/17/25 दिनांक: 06.09.2023

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 180/2023

विषय:- Steps to be initiated for familiarizing of employees facilitating them applying through Leave Module of HRMS.

रेल्वे बोर्ड के पत्र सं. PC-VII/2023/HRMS/11 दिनांक: 01.09.2023 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। बोर्ड के संदर्भित पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक एवं दिनांक, RBE No.	स्थापना नियम संख्या
1.	PC-VII/2023/HRMS/11 dt.27.07.2023, RBE No.94/2023	159/2023

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-


Web-site-

Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder-

Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.


(संग्राम सोरेन)
उप मुख्य कार्मिक अधिकारी (एच.आर.डी)
कृते प्रधान मुख्य कार्मिक अधिकारी

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

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

New Delhi, dated: 01.09.2023

To,

**Principal Chief Personnel Officers,
All Indian Railways,
(As per standard mailing list)**

**Sub: Steps to be initiated for familiarizing of employees
facilitating them applying through Leave Module of HRMS.**

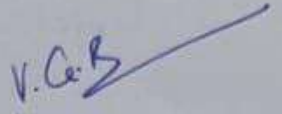
Leave Module of HRMS have been operationalized with effect from 01.08.2023 and through Board's Order dated 27.07.2023. The manual processing of Leave was discontinued with effect from 01.08.2023 for the given type of leave mentioned in the Leave Module.

2. Requests have been received from the recognized employee federations requesting to initiate steps for familiarizing all employees in using leave module.
3. This has been considered in order to enhance the employees' familiarity with the new Leave Module and to ensure seamless transition to digital mode. In this regard, the following steps may be taken:-
 1. Wide and adequate training sessions may be conducted at Headquarters/Divisions and all major stations to demonstrate the procedure for applying leave through HRMS system.
 2. Additional training for the dealing officials regarding updation /maintenance of leave accounts through the HRMS system.
 3. Establish help desks, if not already done, at all Headquarters/Divisions by the Personnel Branch to address any query raised or support required by the employees regarding the Leave Module.
 4. A facilitating person may be nominated in major locations who will provide system and data assistance to those employees who do not have access to computers.
 5. Telephonic help line Numbers may be established to provide necessary help telephonically to the employees to provide assistance.
 6. These telephone numbers shall be circulated widely amongst all the employees and also be informed to the staff federations.

7. A nodal officer may be nominated support, training and monitoring updation of Leave Module at Headquarters/Divisions and major stations.
8. Welfare Inspectors shall specifically be detailed to address the needs of the employees in applying through the Leave Module in their beats.
9. Any other support as deemed necessary may be implemented by the field units.

4. It is also informed that in order to ensure further ease to the employees, a Mobile version of Leave Module of HRMS is under finalization and is likely to be launched by early September.

5. The Steps mentioned in para 3 above may be ensured and compliance report may be forwarded by 5th of September, 2023.



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Copy forwarded to:-

PSOs/Sr.PPSs/PPSs/PSs/PAs to: -

1. DG/HR, AM/HR
2. PFAs, All Indian Railways, PUs, NFR (Const).
3. GM/EPS/CRIS