



Western Railway Employees' Union

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General Secretary

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To,
GM(E)-CCG

Sub: Operation of the Leave Management Module in the HRMS – Issue Report

In accordance with the Railway Board's letter No. PC-II/2023/HRMS/11, dated July 27, 2023 (RBE No. 94/2023), the Leave Management Module of the HRMS has been operationalized on Western Railways, w.e.f. August 1st 2023. Consequently, all leave applications are now exclusively processed through the HRMS Leave Module, and manual leave processing has been discontinued since 01.08.2023.

As per the aforementioned directives to implement the Leave Module, the leave balances of each employee, as available in IPAS, have been ported to HRMS, constituting provisional leave balances. Subsequently, the leave balances ported from IPAS need to be updated and vetted by the Personnel and Accounts departments. Complaints have been received that, during the finalization of leave balances for vetting, problem encountered by the units, particularly the employees whose previous leave records are reported as missing. Simultaneously, such employees are facing problem to get leave sanction.

In such type of cases, the Railway Board issued a comprehensive procedure for recasting employee's leave accounts in its letter No. E(G)91 LE1-3, dated 13.01.1993 (RBE No. 05/1993).

You are therefore requested to reiterate the Board's directives for prompt pursuance by the field units as well as accounts on the above context and proper implementation of Leave Management Module


General Secretary