

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 420 /P/Vol.IX

दिनांक/Dated: 07.12.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: **Launch of Leave Encashment sub module of  
Leave Module in HRMS.**

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A copy of Railway Board's letter No. PC-VII/2023/HRMS/15 dated 04.12.2023  
on the above subject is enclosed for information, guidance and necessary action.

ROJA  
MURALI

Digitally signed by ROJA  
MURALI  
Date: 2023.12.07 12:50:17  
+05'30'

सहायक कर्मचारी संबंधी अधधिकारी/Asst. Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA (भारतसरकार)**  
**MINISTRY OF RAILWAYS (रेलमंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

**File No. PC-VII/2023/HRMS/15**

**New Delhi, Dated : 04/12/2023**

**To,**

**General Managers,  
All Indian Railways and Heads of all Railway units  
(As per standard mailing list)**

**Sub : Launch of Leave Encashment sub module of Leave Module in HRMS.**

Leave Encashment functionality of Leave Management module of HRMS has been developed and will be available to all the IR HRMS users w.e.f. 11.12.2023. A detailed user manual regarding the leave encashment module is enclosed as *Annexure-A* and uploaded in the HRMS portal.

2. The following points related to leave encashment function in HRMS may be noted:

- (i) The leave encashment module facilitates linking the pass details and leave details from the respective modules and cross validating the details through HRMS itself.
- (ii) The previous leave encashment availed needs to be declared and will have to be sent to leave clerk for verification.
- (iii) The module includes deduction of leave from the leave balance on sanction and provides for record updation block year wise for future- i.e. post launch of leave encashment.
- (iv) There will be no change in the rules regarding availing of sanctioning of Leave Encashment.
- (v) After the launch of the leave encashment module i.e. w.e.f. 11.12.2023, all leave encashment applications has to be processed through HRMS only. Physical processing of new leave encashment applications shall be stopped w.e.f. 11.12.2023.
- (vi) Encashment applications already submitted by employees in physical form and pending for processing shall be processed as per the existing procedure till 11.12.2023 and all pending old physical forms and online applications thereafter, shall processed only through HRMS from 11.12.2023.
- (vii) Till the development of salary module and linking leave module with IPAS are still underway, sending for payment processing will be done manually as per current practice.
- (viii) HRMS help desk may please ensure necessary guidance to all employees facilitating them to apply through HRMS module for availing leave encashment.

2. It is once again reiterated that all facilities are to be provided to ensure that leave module, including leave encashment, is accessible, easy and comfortable to all employees.



**(V. G. Bhooma)**  
**Additional Member (HR)**  
**Railway Board**

**Email: [pedhr66@rb.railnet.gov.in](mailto:pedhr66@rb.railnet.gov.in)**

**Ph: 011-47847174**


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1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d)IRISET, Secunderabad
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12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
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15. The Commissioner, Railway Safety, Lucknow.
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21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Director (Movement) Railways/Calcutta.

**Copy forwarded to:-**

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association.

10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

  
24.12.23  
For Principal Executive Director/IR  
Railway Board

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All branches of Railway Board.

# USER MANUAL

## FOR

### LEAVE ENCASHMENT

#### 1. Submission of Application for Leave Encashment

In order to submit application for leave encashment, the employee has to click on the link "Application for Leave Encashment" given on Leave management page on HRMS. (Image : 1)

Image : 1

Once the link is clicked upon, the following application form will open up (Image : 2) which will show certain basic details of the employee and will prompt user to enter other details explained as below

S.No	Block Year From	Block Year To	Select
1	01-01-2010	31-03-2010	<input checked="" type="checkbox"/>
2	01-04-2010	31-03-2011	<input type="checkbox"/>
3	01-04-2011	31-03-2012	<input checked="" type="checkbox"/>
4	01-04-2012	31-03-2013	<input type="checkbox"/>
5	01-04-2013	31-03-2014	<input checked="" type="checkbox"/>
6	01-04-2014	31-03-2015	<input type="checkbox"/>
7	01-04-2015	31-03-2016	<input type="checkbox"/>

Image : 2

### Past Encashment details

**No of Leave Encashments already availed :** Here the user is required to enter the **number of times** he has already availed the facility of leave encashment in the past during his service. In case no leave encashment has been availed, 0 has to be entered.

User will also be required to select the block years during which the leave encashment was availed. The number of block years selected should be equal to the number entered in the field "Leave Encashments already availed".

**Select Block year for leave encashment :** Here the user is required to select the block year in which user wants to avail the facility of leave encashment through this application.

**Leave days to be encashed :** Here the user is required to enter the number of LAPs which he wishes to be encashed. The default value in this field will be 10 and cannot exceed that.

#	Block Year From	Block Year To	End Date for Availing	Select
1	01-04-2022	31-03-2024	31-03-2025	<input type="checkbox"/>

Leave days to be encashed: 10

Link sanctioned leave (GL/LAP):

Link past:

Image : 3

**Link Sanctioned Leave :** User will then be required to link any of his sanctioned leave with the current leave encashment application. To do so once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of sanctioned leaves of the user. (Image : 4) User can select any one of them.

The leave so linked with the application cannot be cancelled thereafter for any reason.

#	Application date	Leave ID	Leave Type	Leave From date	Leave Up to date	Select
1	01-12-2022	1000000001	LAF	01-12-2022	30-11-2023	<input type="checkbox"/>
2	01-12-2022	1000000002	GL	11-12-2022	11-12-2023	<input type="checkbox"/>

Proceed Cancel

Image : 4

**Link Pass :** The user will be required to link a valid Pass/PTO with the application. To do so, once the link button on the extreme right is clicked upon, the pop up will open up which will display the list of valid privilege pass/PTOs the user have for selection to be linked with the application. (Image : 5) User can select any one of them. Only the passes which are valid and fall in the encashment block year will be shown

The pass/PTO so linked with the application cannot be cancelled thereafter for any reason.

S	Pass No.	From	To	Valid upto	Select
1	11687	NDLS	SEC	20-04-2024	<input type="checkbox"/>
2	11688	CMR	MDR	20-04-2024	<input type="checkbox"/>
3	12003	MDR	SEC	20-04-2024	<input type="checkbox"/>

Only Privilege Pass/PTOs which are currently valid are shown. Please select any one.  
Please note that the Privilege Pass/PTO selected for encashment cannot be cancelled.

Forward Cancel

Image : 5

Once all the required details are entered, the user can then submit his application and select the user to which it needs to be forwarded.

**Note :** The first leave encashment application of every user needs to be mandatorily verified by his concerned leave clerk otherwise system will not allow sanctioning authority to sanction it.

Thus while submitting and forwarding Leave encashment application, it is advised to forward the application to your concerned leave clerk/establishment officer who can certify the past leave encashment detail and application as a whole and put up for sanctioning to the appropriate sanctioning authority.

☐ It is certified that I have not availed the facility of encashment of leave during the period of last two years. It is also certified that I will not avail the facility of Holiday Privilege Pass during the above leave period. In case of cancellation or journey I undertake to refund the above leave taken.

The information furnished by you regarding past leave encashment has to be mandatorily verified by your concerned leave clerk. It is advised to forward your leave encashment application first to your concerned leave clerk.

Forward to:

Forward Application to:

Search Range:  [Modify Search Range](#)

[Submit Application](#)

Image : 6

## 2. Viewing Encashment Application

All the applications for encashment for any individual employee can be seen at the end of the user by clicking on the link "My Leave Encashments"

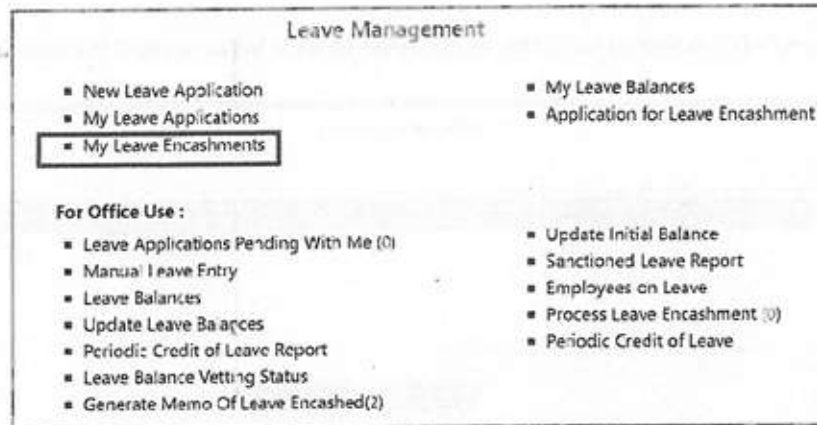


Image : 7

Once this link is clicked upon, the following interface will open up (Image : 8) which will display the list of all leave encashments processed for that particular user as shown below

My Leave Encashment Applications							
Leave Encashment Id	Application Date	Department	User	Block Year	Pending With	Status	Action
10	01/12/2020	OPERATING	SEDA/ADP/4340	2018/2019 - 2019/2020		ONE REQUEST SANCTIONED	View

Image : 8

User can then click on the View button shown against any of the application which will open up a pop up and show all the details included in that application.

## 3. Processing Leave Encashment Application

The leave encashment application which has been forwarded by the user, but has not been processed as yet, will be shown pending under "Process leave Encashment". (Image : 9)

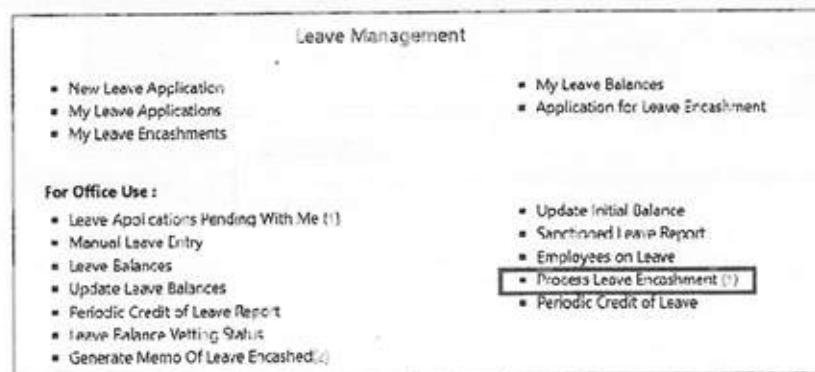


Image : 9



To process the same, once the link is clicked upon, the following interface will open up (Image : 10) displaying the list of applications pending with the user which needs to be processed.

Leave Encashment Applications Pending

Kindly click on Action icon to process the leave encashment application.

Leave Encashment Id	Employee Name (HRMS ID)	Department	Unit	Leave Type	Pending Since	Status	Action
18	ANAND KUMAR (09-1902)	OPERATING	SECOND GRADE	LAP	2023-12-01 18:05:06.787338	LEAVE ENCASHMENT FORWARDED	

Image : 10

Once the action button in front of the application is clicked upon, the detailed application as submitted by the employee will get opened. (Image : 11)

Along with the application, it will be shown whether this encashment application has been certified by the leave clerk or not. If it has not been certified, the sanctioning authority would not be able to sanction this application and may forward it to Leave clerk for certification.

Leave and Pass details against which encashment applied

Sanctioned leave (OL/LAPs): Leave application 100000532 dated for LAP from 01-12-2023 To 06-12-2023

Link pass: Pass No. 12687 issued on 01-12-2023 valid upto 30-06-2024

Certification Details of Past Leave Encashment Information

First Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before sanctioning authority can sanction the application.

Whether information has been certified: NO If Yes, Certified by:

Certify Encashment Details: Please Select

Action: Please Select

Upload Document, if any: Choose File No file chosen

Remarks: Enter some remarks upto 300 characters

Submit

Image : 11

For certification of this application, user needs to have the **role of Dealing Clerk (DC)**. Once he switches to DC role, the option to certify this application will appear.

If all the information furnished in the application are found to be correct, user will certify the application along with the associated declaration and forward it to sanctioning authority for further action.

If any information is found to be incorrect, DC can reject the application duly mentioning the appropriate remarks. User may then initiate his encashment application afresh.

**Certification Details of Past Leave Encashment Information**  
 Past Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before Sanctioning authority can sanction the application.

Whether information has been certified : NO If Yes, Certified by :

Certify Encashment Details : CERTIFIED  
 Action : FORWARD

Forward Application To : Please Select  
 Search Range : SR-SELUNDASAD (SR)-PERSONNEL Modify Search Range

Upload Document, if any : Choose File No file chosen Upload

Remarks : Enter some remarks upto 300 characters

Submit

Image : 12

Once the encashment application has been certified and put up to the sanctioning authority, in the past leave encashment certification details it will show that the application has been certified as well as will show the details of the employee who has certified the application. (Image : 13)

**Certification Details of Past Leave Encashment Information**  
 Past Leave Encashment details furnished by the employee have to be mandatorily verified by concerned Leave Clerk before Sanctioning authority can sanction the application.

Whether information has been certified : YES If Yes, Certified by : ARUNLASH YEDLA (SR) SR DPO, PERSONNEL, SECOND IN CHARGE, SCR

Action : Please Select

Upload Document, if any : Choose File No file chosen Upload

Remarks : Enter some remarks upto 300 characters

Submit

Image : 13

#### 4. Generating Leave Encashment Memorandum

Once the entire leave encashment application has been completed, its memorandum can be generated through the link **"Generate Memo of Leaves encashed"**. (Image : 14)

It will show in red the number of applications which have been sanctioned but whose memos are yet to be generated.

The link can be accessed by the users having DC role.

### Leave Management

- New Leave Application
- My Leave Applications
- My Leave Encashments

- My Leave Balances
- Application for Leave Encashment

**For Office Use :**

- Leave Applications Pending With Me (0)
- Manual Leave Entry
- Leave Balances
- Update Leave Balances
- Periodic Credit of Leave Report
- Leave Balance Vetting Status
- Generate Memo Of Leave Encashed(2)

- Update Initial Balance
- Sanctioned Leave Report
- Employees on Leave
- Process Leave Encashment (0)
- Periodic Credit of Leave

Image : 14

Once the link is clicked upon, the following interface will open up (Image : 15) showing the list of leave encashment applications which have been processed and whose memo needs to be generated.

Leave Encashment ID	Employee Name (HRMS ID)	Department	Role	Leave Type	Pending Status	Status	Office Order	View Proposal
15	AJAY KUMAR KUMAR	CONS ENGINEERING	SECONDARAD	LAP	25/12/2021 10:30:00 AM	LEAVE ENCASHMENT SANCTIONED	25/12/2021 10:30:00 AM	View
16	AJAY KUMAR KUMAR	OPERATING	SECONDARAD	LAP	25/12/2021 10:30:00 AM	LEAVE ENCASHMENT SANCTIONED	25/12/2021 10:30:00 AM	View
17	AJAY KUMAR KUMAR	OPERATING	SECONDARAD	LAP	25/12/2021 10:30:00 AM	LEAVE ENCASHMENT SANCTIONED	25/12/2021 10:30:00 AM	View

Image : 15

The user has option to view the detailed leave encashment proposal by clicking on View proposal link.

In order to generate the encashment memorandum, the user needs to click on the Generate button. Once this button is clicked upon, the following interface will open up. (Image : 16)

**Key Note**

The proposal for leave encashment approved by competent authority is valid for the following employees

**Employee Basic Details**

Employee HRMS ID : 2511202100000000

Employee Name : AJAY KUMAR KUMAR

Employee Designation : SECONDARAD

Date Of Retirement : 25/12/2021

**Employee Basic Details**

Employee HRMS ID : 2511202100000000

Employee Name : AJAY KUMAR KUMAR

Employee Designation : SECONDARAD

Date Of Retirement : 25/12/2021

**Details of Leave Encashment**

No. Of days encashed : 10

Period during which encashed : 25/12/2021 to 04/01/2022

Block year in which encashment availed : 2021-2022

Leave Details : 10 days of LAP from 25/12/2021 to 04/01/2022

Pay Details : 12000

Sanctioned Encashed By : 25/12/2021

HRMS ID : 2511202100000000

Post Name : SECONDARAD

Image : 16

Here the details of the proposal will be automatically fetched by the system and will be shown to the user. User may further add pre-note and post-note to this proposal to create and customize the encashment memorandum.

Once the required details have been entered by the user, the details can be saved and draft memorandum can be viewed. If everything is found to be correct, the proposal for approval and signing of this memorandum may be initiated.

The proposal will be initiated by DC (Dealing Clerk), will be verified by VA (Verifying Authority) and will be approved and signed by AA (Approving Authority) through my pending tasks under Workflow.

Once approved and signed, the order generated can be seen from the same interface by clicking on the View Order button. (Image : 17)

NORTH WESTERN RAILWAY	
JODHPUR WORKSHOP WSH	
Leave Encashment Memorandum: 2	
<div style="border: 1px solid black; padding: 5px; float: right;">           Digitally Signed            Name: Class 3 individual user            Date: 01-Dec-2023 11:16:37            Location: JODHPUR         </div>	
Dated : 01-12-2023	
<p>Wikipedia's purpose is to benefit readers by presenting information on all branches of knowledge. Hosted by the Wikimedia Foundation, it consists of freely editable content, whose articles also have numerous links to guide readers to more information.</p>	
<b>Employee Details</b>	
HRMS ID :	XXXXXXXXXX
Zone/Unit :	NWR/JODHPUR WORKSHOP
Name :	XXXXXXXXXX
Designation :	XEN
<b>Details Of Past Leave Encashment</b>	
No. Of days encashed :	
Availed during Block Years :	
<b>Details of Current Leave encashment</b>	
No. Of days encashed :	
Block year in which encashment availed :	01-09-2022 to 31-08-2024
Leave Details :	1 days of (CL,RH) from 2023-10-17-2023-10-18
Pass Details :	12627
<b>Encashment Sanctioned By</b>	
HRMS ID :	XXXXXXXXXX
Name :	XXXXXXXXXX
<p>Wikipedia's purpose is to benefit readers by presenting information on all branches of knowledge. Hosted by the Wikimedia Foundation, it consists of freely editable content, whose articles also have numerous links to guide readers to more information.</p>	

Image : 17