

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

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**

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**Ph: 011-47847174**

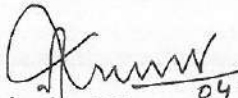
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- 3 -
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04.12.23  
**For Principal Executive Director/IR**  
**Railway Board**

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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)

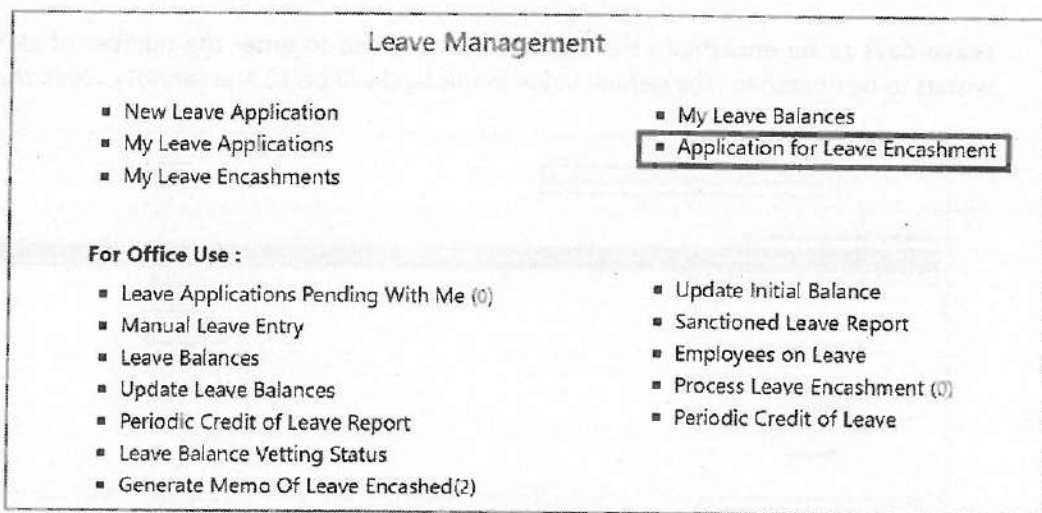


Image : 1

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

STATION SUPERINTENDENT (UNIFIED CADRE) OPERATING SECONDARILY ON SC			
<b>Employee Basic Details</b>			
Employee Type :	FF/Variable	Use held at :	
Date of Joining :	12-04-2010	Date of Retirement :	31-01-2030
LAF Balance as on date		319.00	
<b>Final Leave Encashment Details</b>			
Number of Leave Encashments already availed		(Please enter 0 if no leave encashment availed in past)	
3		(Please select required number of encashments to leave)	
#	Block Year From	Block Year To	Remark
1	01-01-2006	31-03-2010	<input type="checkbox"/>
2	01-04-2010	31-03-2012	<input type="checkbox"/>
3	01-04-2012	31-03-2014	<input checked="" type="checkbox"/>
4	01-09-2014	31-08-2016	<input type="checkbox"/>
5	01-09-2016	31-08-2018	<input checked="" type="checkbox"/>
6	01-09-2018	31-08-2020	<input type="checkbox"/>
7	01-09-2020	31-08-2022	<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.

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.

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.**

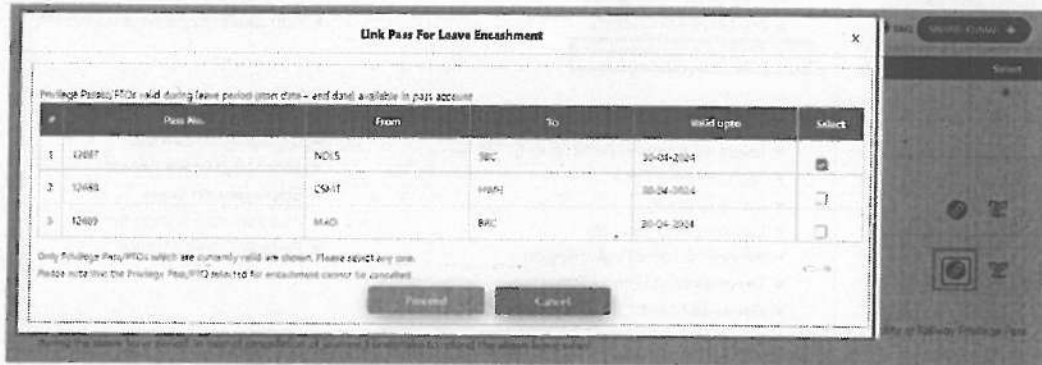


Image : 5

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 avail/ have availed the facility of Railway Privilege Pass during the above leave period. In case of cancellations of journey, I undertake to refund the above leave salary.

The information furnished by you regarding past leave encashment has to be mandatorily certified 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: SCR- SECUNDERABAD (CV)- OPERATING Modify Search Range

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”**

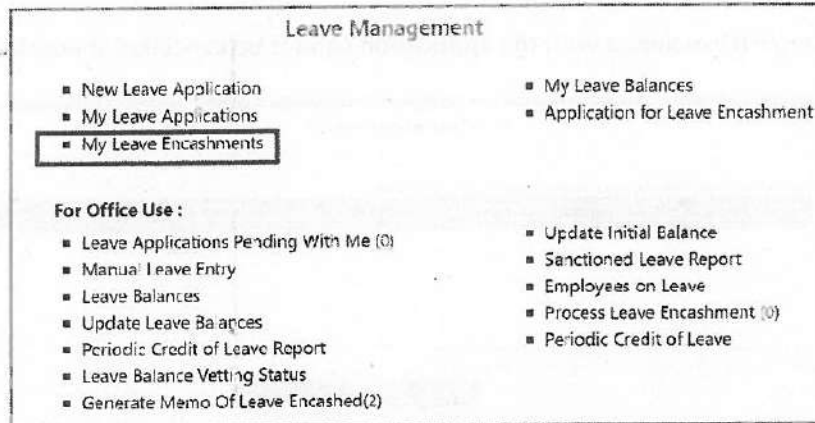


Image : 7

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
16	01/12/2020	OPERATING	SEKUNDIRIBAD	01/05/2022 - 01/05/2024		ENCASHMENT 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)

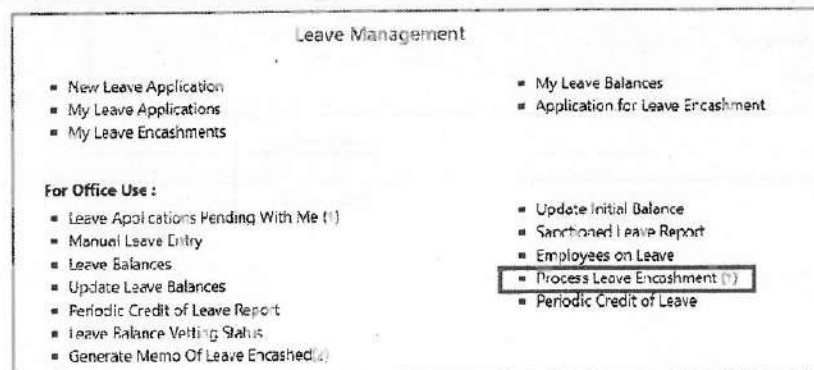


Image : 9

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 Id	Employee Name (HRMS ID)	Department	Unit	Leave Type	Pending Since	Status	Action
10	ANAND SUNAR (UPPHD)	OPERATING	SECURITY/GRAND	LAP	2023-12-01 18:00:04.789338	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 (CLLAP): Leave application: 100000530 dated for LAP from 01-12-2023 To: 06-12-2023

Link pass: Pass no: 12887 issued on 01-12-2023 valid upto 30-04-2024

**Certification Details of Post Leave Encashment Information**

Post 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:**

Action:

Upload Document, if any:  No file chosen

Remarks:

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-SE/VIDYARABAD (DPO) 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: ARHULASH YEDLA (DTR/ZZL) SR DPO, PERSONNEL, SECUNDERABAD, 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**.

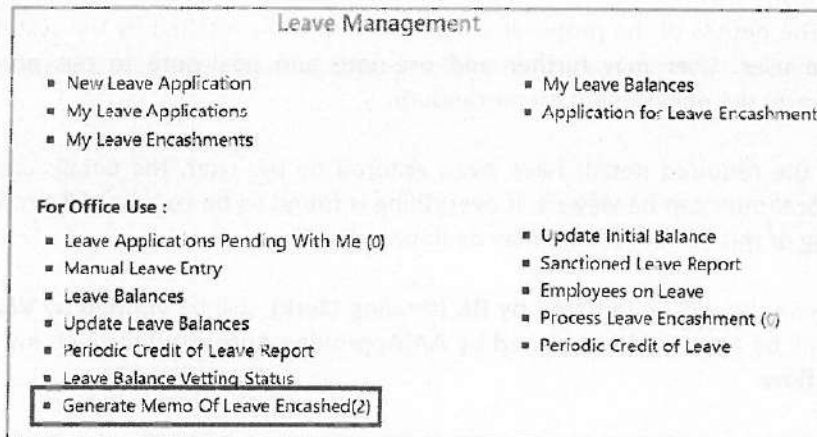


Image : 14

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.

Generate Memo Of Leave Encashed

Leave Encashment Id	Employee Name (HRMS ID)	Department	Unit	Leave Type	Pending Since	Status	WFNo Order	View Proposal
10	A SHALLUR PEARPER	CIVIL ENGINEERING	SEUNDERABAD	LAP	2022-12-01 09:55:000000	LEAVE ENCASHMENT SANCTIONED	2444444	View
11	AARFIA QUNAR BOUTHE APCHER	OPERATING	SEUNDERABAD	LAP	2023-12-01 12:22:00000000	LEAVE ENCASHMENT SANCTIONED	2444444	View
16	AARFIA QUNAR BOUTHE APCHER	OPERATING	SEUNDERABAD	LAP		LEAVE ENCASHMENT SANCTIONED	2444444	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)

**View Memo**

The proposal for leave encashment approved by competent authority is given of the following employee

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**Employee Basic Detail**

Employee HRMS ID :	09460	Employee Name :	AARFIA QUNAR
Employee Zone/Unit :	SE/SEUNDERABAD	Employee Designation :	STATION MASTER WITH QUALIFIED CADRE
Date Of Recruitment :	2018-09-01		

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**Details Of This Leave Encashment**

No. Of Times encashed :	4
Availed during Block Years :	01/01/2018 to 31/03/2019, 01/04/2019 to 31/03/2020, 01/04/2020 to 31/03/2021, 01/04/2021 to 31/03/2022

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**Details of Current Leave encashment**

No. Of days encashed :	18
Block year in which encashment availed :	01/04/2022 - 31/03/2024
Leave Details :	5 days of LAR from 01/12/2022 - 01/12/2023
Pay Details :	72907

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Encashment Sanctioned By

HRMS ID :	171172	Name :	ABDUL KALAM SULTAN
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Post Note

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**

Digitally Signed  
Name: Class 3 individual test  
Date: 01-Dec-2023 11:16:37  
Location: JJW/NWR

**Dated : 01-12-2023**

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**Employee Details**

<b>HRMS ID :</b> ██████████	<b>Name :</b> ██████████
<b>Zone/Unit :</b> NWR/JODHPUR WORKSHOP	<b>Designation :</b> XEN

**Details Of Past Leave Encashment**

**No. Of times encashed :**  
**Availed during Block Years :**

**Details of Current Leave encashment**

<b>No. Of days encashed :</b>	
<b>Block year in which encashment availed :</b>	01-09-2022 to 31-08-2024
<b>Leave Details :</b>	1 days of (CL,RH) from 2023-10-17-2023-10-18
<b>Pass Details :</b>	12627

**Encashment Sanctioned By**

<b>HRMS ID :</b> ██████████	<b>Name :</b> ██████████
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Image : 17