



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

Office Order No. 13 of 2025

Sub: Sanctioning of leave through Leave Management Module of HRMS.

Leave module of HRMS is still in its early phase and few system improvements are underway including the linkage of leave module with salary module, following process, in supersession of Office Order No. 28 of 2024, would be adhered to with respect to sanctioning of leave through HRMS during the interim period:-

- i. In case of CL, RH, LAP & LHAP, controlling officer can sanction or reject the leave applied by any official/officer without sending the same to administrative branches (ERB-I/IV/V).
 - ii. For Commuted Leave, request of official/officer shall be forwarded to administration (ERB-I for Gazetted officer, ERB-IV for Non-Gazetted & ERB-V for MTS) by the controlling officer with their recommendations. Sickness & fitness certificate must be uploaded in HRMS and original copies of the same should be submitted to concerned Administrative Branch. After examination of the admissibility of the same, Administrative Branch will return back with their recommendation to the controlling officer for their sanctioning or otherwise.
 - iii. For Ex-India leave, permission for visiting abroad will be issued by Administrative Branch only after duly following the due procedure.
 - iv. For study leave, controlling officer shall forward the request to Administrative Branch and after following the due procedure required as per extant instruction, necessary sanction shall be issued by Administrative Branch.
 - v. In case of Child Care Leave (CCL), PL, ML, EOL or any other leave not mentioned above, the controlling officer should forward the leave application to concerned administrative branch. After examination of the admissibility of the same, Administrative Branch will return back with their recommendation to the controlling officer for their sanctioning or otherwise.
2. Request for grant of leave must be applied by the officers/officials through HRMS well in advance. Leave cannot be claimed as a matter of right and leave of any kind can be refused or revoked by the authority competent to grant it. Applying leave on HRMS does not equate to sanction and employee should ensure that their leave is sanctioned by the competent authority before proceeding on leave.
3. Based on the leave reports available in HRMS, monthly report of such leaves having implication on salary will be prepared by respective cash branches and suitable deduction in salary bill for advising the same to PAO accordingly.

4. All concerned are requested to comply with the above instructions scrupulously.
5. The above issues with the approval of the competent Authority.



(T.Srinivas)

Joint Secretary/Railway Board

Email id: t.srinivas1@gov.in

Tele No.: 011-47845551

No.2024/O&M/2/3

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All Officers and Branches in Board's Office, COFMOW Building and at Dayabasti,
New Delhi

Copy to:-

EDPG/MR, EDPG/MoSR(R), JDPG MoSR(S)

Room No.229, 2nd Floor, Rail Bhawan, Raisina Road, New Delhi-110001