

To

1. Engineer in Chief/P&M, PSTCL, Ludhiana.
2. Engineer in Chief/HIS&D, PSTCL, Patiala.
3. Chief Engineer/TS, PSTCL, Patiala.
4. Chief Engineer/SLDC, PSTCL, Ablawal, Patiala.

Memo No.- 2027/2030

/Misc.-1045 Dated:20.02.2024

Subject:- Implementation of Leave Module in HRMS – Action Required from 1st March, 2024.

With reference to subject cited above, it is intimated that Leave Module, specifically Earned Leave Module in iHRMS is scheduled to go live from 1st March 2024. This module aims to enhance the efficiency of leave management within PSTCL. To ensure smooth transition, please take note of the following additional instructions:

1. Activation of Leave Module:

- The Earned Leave Module in iHRMS is set to be live from 1st March 2024.
- Employees can access the Leave Module through the path available on PSTCL website i.e. iHRMS login -> My Services -> Leave Services -> Apply Leave.

2. Leave Application Process:

- From 1st March 2024, all Earned Leaves must be applied online through iHRMS only (for all those employees/officers posted in PSTCL having their iHRMS IDs created)
- Employees can check their EL balance through iHRMS web application/Mobile application.
- Physical service books must also be maintained/updated with leave records for the next six months, ensuring a parallel record-keeping system during this initial phase. (For PSPCL employees service books must be updated for their entire tenure in PSTCL).
- Earned Leave of PSPCL employees which are to be approved by PSPCL authority must be forwarded to Dy/Secy Establishment, PSTCL, Patiala (online as well as offline), so that it may be forwarded to the concerned office of PSPCL for approval.
- Please refer to Annexures 1 and 2 for detailed instructions outlining the process that employees should adhere to when applying leave and approval of leave by competent authority.

3. Verification of Reporting Officers and Leave Balances:

- Office administrators/DDOs are responsible for ensuring that earned leave balances are accurately mapped in iHRMS by 29th Feb 2024.
- Employees should update their reporting officers in iHRMS.

- Employees must verify the correctness of their reporting officers and earned leave balances in iHRMS from time to time.
- In case of any discrepancies or updates required regarding reporting officers and leave balances, employees are advised to contact their respective DDOs for necessary amendments.
- Monthly report of all the earned leaves sanctioned on iHRMS (between 16th of the previous month to 15th of current month) must also be sent to concerned DDOs by the sanctioning authority.

4. Guidance Video:

- A comprehensive video tutorial has been prepared by iHRMS Punjab team to guide employees through the process. You can access the video using the following link: <https://www.youtube.com/watch?v=ChC8JN16PSU&t=253s>

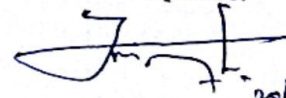
5. Leave Module Updates:

- PSTCL IT team in collaboration with NIC, is actively working on updating the leave module in iHRMS according to leave rules applicable in PSTCL.
- During this transition period, all leave orders in iHRMS will be displayed as 'Passed under CSR rules.' Please consider them as passed under the relevant leave rules applicable in PSTCL.
- Earned leave officer order in iHRMS showing EL passed under CSR rules is to be read as passed under MSR Rule 8.69/8.52 as applicable in PSTCL.

Cooperation of all implementing these changes is appreciated. In case anyone is having any questions, please feel free to contact the followings:

- a) In case of any issue regarding leave rules and how to apply leave contact O/o Dy Sect/Establishment section (AM/HR, 9646155235) (Senior Asstt., 9914950205)
- b) In case of any issue regarding leave balance and setting of Reporting officer, Concerned DDOs may be approached.
- c) In case of any technical issue, please contact IT office at 9646118454 (JE/IT), 9646102809 (AM/IT). Process to Apply Leave & Approval and flow chart is also attached as Annexure 1.

This is for information and time bound compliance of above, please.


20/2/2024
Dy.CE/HR&Admin.,
PSTCL, Patiala.

CC/ 2031/2034 dated 20.02.2024

1. OSD to Director/ F&C, PSTCL, Patiala.
2. OSD to Director/ Technical, PSTCL, Patiala.
3. OSD to Director/ Admin., PSTCL, Patiala.
4. Dy. CE/IT, PSTCL, Patiala.

ANNEXURE 1 - Process to Apply Leave & Approval:

To apply for leave and obtain approval, employees are required to follow a simple and systematic process within the iHRMS platform:

A. Process for employees:

1. Navigate to Leave Services:

- Access the Leave Services section in Ihrms.

2. Verify Leave Balance and Reporting Officer:

- Verify your leave balance and ensure the correctness of your reporting officer.

3. Select Type of Leave:

- Choose the appropriate type of leave based on your requirements.

4. Provide Leave Details:

- Add the desired leave dates, specify the reason for leave, and upload any supporting documents if required.

5. Submit Leave Request:

- Submit the leave request for review.

6. Approval and Leave Order:

- After approval, the employee can access leave services and print the leave office order.

7. Post-Joining Leave Joining Request:

- Following the leave period, it is mandatory for employees to fill in a leave joining request under the Leave Services section.

B. Process for reporting officer:

1. Reporting Officer Approval:

- The leave request will be forwarded to the reporting officer, who will have three options:
 - **Approve:** If the reporting officer is competent to approve the leave, they can do so.
 - **Reject:** The reporting officer may reject the leave request, citing reasons.
 - **Forward:** If the reporting officer is not the final approving authority, they can recommend and forward the request to the competent authority. (as per existing norms in PSTCL)
 - Competency to approve Earned leave are as per MSR Vol 2 Appendix 6
- Leave office order will show the name and designation of the approving officer.

Annexure 2 - Flow Chart

