

To

1. Engineer in Chief/P&M, PSTCL, Ludhiana.
2. Engineer-in-Chief /TS, PSTCL, Patiala.
3. Chief Engineer/SLDC, PSTCL, Ablawal, Patiala.
4. CFO, PSTCL, Patiala.
5. CAO/F&A, PSTCL, Patiala.
6. Company Secy., PSTCL, Patiala.

Memo No.- **6998/33**

/Misc.-1045

Dated: **4/7/24**

Subject:-

Further instructions regarding implementation of various types of leaves in Leave Module of iHRMS – Action Required with immediate effect.

With reference to subject cited above, vide this office memo No.2027/20 dated 20/02/2024, instructions have already been issued regarding Earned Leave Module in iHRMS which is successfully running w.e.f. from 1st March 2024. In continuation, it is intimated that various types of leaves (e.g. half-pay leave, medical/commuted leave, Child Care Leave (CCL), Extraordinary Leave (EOL), Quarantine Leave, Maternity Leave, Paternity Leave, and Adoption leave) and other applicable Leaves are also to be applied online in iHRMS with immediate effect for which requisite instructions are to be as followed as under: -

For Reporting Officers: -

- For leave requests, it is crucial to adhere to the process that the reporting officer after receiving leave request should forward the earned leave application further to the sanctioning authority (according to MSR Vol 1 Appendix 6) with recommendations. The reporting officer should refrain from approving the leave request themselves unless they are the sanctioning authority.
- Charge reports, relieving reports, and joining reports must be submitted offline till further instructions. However, it's important to note that the 'leave joining reports' should be filed online also through the leave services section in iHRMS portal at the time of joining back after availing the leave.
- For Child Care Leave (CCL), reporting officers must meticulously review all supporting documents, including child's medical documents, exam date sheets, Copy of HR Data or any other necessary documentation required for CCL. Reporting officers must verify that the documents and dates have been thoroughly checked before recommending and forwarding the leave to the next higher authority. Comments must be put in the remark's column that "documents have been checked and verified" before forwarding the leave.

- Similarly, for Maternity/Paternity Leave, reporting officers must verify and ensure that all supporting documents, including doctor's certifications, undertaken by employee specifying the number of children for whom leave already has been availed, are attached.
- Similarly, for medical/commuted leave also, it is essential to check that all the necessary documents are attached with the leave as per MSR instructions.

For DDO's:

- All Office Admins/DDOs shall update the leave balances for various types of leave categories e.g. half-pay leave, medical leave, Child Care Leave (CCL), Extraordinary Leave (EOL), Maternity Leave, Paternity Leave and Adoption leave in iHRMS (depending upon its applicability) in iHRMS.

- It may be verified that the employee is registered in Salary under "Service Type=PSU". Otherwise, please update Service Type as "PSU". After changing service type, update leave balance of the employees and then click autocorrect.

- For all those cases where an employee's designation is already selected as per Column-1, Table-I (Annexure-1) in iHRMS, update the designation with the corresponding designation as per Column 2, Table-I (Annexure-1).

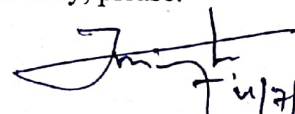
This exercise is required since designations mentioned in the column 1, Table-I (Annexure-1) are not mapped with the leave rules entered in iHRMS for PSTCL."

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)
- 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).

This is issued with the approval of competent authority, please.

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4/7/24
CC/


Dy. CE/HR&Admin.,
PSTCL, Patiala.

1. Sr. PS to Director/ F&C, PSTCL, Patiala.
2. Sr. PS to Director/ Technical, PSTCL, Patiala
3. Sr. PS to Director/ Admin., PSTCL, Patiala.
4. PS to EIC/HIS&D, PSTCL, Patiala.
5. Dy. CE/IT, PSTCL, Patiala.
6. Dy. CE/S&D, PSTCL, Patiala.
7. ASE/Personnel, PSTCL, Patiala.
8. ASE/Training, PSTCL, Patiala.
9. ASE/Admin, PSTCL, Patiala.

It is intimated that all kinds leave of officers/officials upto rank of ASE/ Sr.Xen./Dy.CAO may be forwarded to Establishment Section, PSTCL, Patiala on iHRMS ID-497369 for further approval of competent authority.

ANNEXURE-1

Table-1

SR. No.	Presently selected Designation in HR data/service book in <u>iHRMS</u> (Column 1)	Updated Designation to be selected in HR Data/service book in <u>iHRMS</u> (Column 2)
1.	Account Officer	Accounts Officer
2.	Additional Superintending Engineer	Additional Superintending Engineer Civil Additional Superintending Engineer Electrical Etc.
3.	Assistant Engineer	Assistant Engineer/ Electrical/ Assistant Engineer/Civil, Etc.
4.	Assistant Executive Engineer	Assistant Executive Engineer/ Electrical Assistant Executive Engineer/Civil, Etc.
5.	Deputy Chief Engineer	Deputy Chief Engineer/ Electrical Deputy Chief Engineer/Civil, Etc.
6.	Senior Executive Engineer	Senior Executive Engineer/ Electrical Senior Executive Engineer/Civil, Etc.
7.	Superintending Engineer	Superintending Engineer/ Electrical Superintending Engineer/ Civil, Etc.