

SOP for adopting procedure for online approval of Leave application through HRMS Leave Module (To be process)

1. Officers and employees in the post of OSD/Registrar/Special Officers down to the post of Group D employees will submit their online leave application to the Head of Office role of Senior Special Secretary/Deputy Secretary.
2. Officers holding post of Assistant Secretary and above will submit their leave application through HRMS leave module to the Head of Office role of the Secretary of this Department.
3. Respective approver i.e. Secretary or Senior Special Secretary/Deputy Secretary may like to approve such leave application directly from their end.
 - I. Application of C.L may be approved directly through HOO approver.
 - II. Other leave application, i.e., E.L., HPL or commuted leave may be sanctioned only after approval of joining report through HOO approver. Permission / Approval is given to the employee before proceeding on such leave. Then after acceptance of Joining Report of such leave may be forwarded from HOO approver to the AA approver for final sanction.
 - III. In regards to commuted leave, the employees have to submit Medical Certificate, issued by Registered Medical Practitioner. So, before sanctioning commuted leave, Maternity leave and other leave as may be sanctioned under Medical Certificate to be written clearly, the Establishment Cell has to prefer necessary file containing such Medical Certificate to the respective leave sanctioning authority for approval leave application through HRMS leave module.
 - IV. In respect of the officers belong to other service cadres like I.A.S, WBCS (Exe.), WBA&AS, WBLS & Officers of the Finance Department PA pool etc. they may submit their leave applications (Other than CL) to the Secretary of this Department, being the controlling officer and the Secretary may forward such application to the respective Approver (Cadre Controlling Authority) as per prevailing practices.
 - V. However, CL application may be approved by the Secretary directly through HRMS.
4. **Updating of leave**
 - (a) from 15 December to 31st December every year Establishment Cell will verify the leave status of all employees (pending if any) before preparing for credit of leaves every year in the 1st week of January.
 - (b) Similar exercise needs to be done in the last week of June every year and before crediting leaves on 1st July the approver will again need to take approval in e-file for crediting from HoD.
5. The approver will take prior to permission in e-file with complete leave status of all the employees before crediting of leaves(15 days EL, 10 days HPL and 14 days CL) by the approver in December and January every year.

6. Officers and employees may apply for Station leaving permission through HRMS module and the same may be sanctioned by the approver through HRMS.
7. After completion of every calendar month, such leave report as may be available in HRMS leave module of each and every officers and employees will be verified with reference to the Attendance register by the concerned S.O.(Leave).
8. Leave application as have been approved through HRMS, may be entered in the Service Book of the respective Officers/employees as per rule **within a month** from the date of approval.