

(A Govt. of Maharashtra Undertaking) CIN: U40109MH2005SGC153645

HR/HRMS/Online_leave/
 Maharashtra State Electricity Distribution Co. Ltd.,
 "Prakashgad" 4th Floor, Anant Kanekar Marg,
 (™)Plot No.G-9, Bandra (East), Mumbai – 400 051.
 Phone No.022-26474211, 26472131 Fax No.022-26476749
 Website :- www.mahadiscom.in

GM/HR-HRMS/LeaveModule/

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No 0 5 7 1 8

Date 1 4 MAR 2017

CIRCULAR

Sub: Implementation Of On-Line Leave Module In HRMS

All the modules under MIS – Phase - II are made live from October 2010 onward. In order to achieve the objectives of paperless working, various

reports pertains to all modules are made available in HRMS System and these modules are used by all users in day to day working.

Now, to overcome from existing practice of submission of manual leave application, "Online Leave Module" in HRMS System is developed for all employees. The Module has been made available from 1st December 2016 on the Company's Intranet for Pay Group I, II, III & IV employees. The responsibility of Online Leave Module is assigned to all employees in HRMS system. Henceforth, the employees have to submit his/her leave application through Online Leave Module only.

All the Field and Corporate Office users are hereby directed to take note of the deployment of "Online Leave Module" and leave balance of the employees should be updated in HRMS System. Necessary training/ Assistance should be given to the employees for 100% use of this module. In future it is decided to assign the link of this module to Mobile App of MSEDCL. Therefore, awareness of use of this module should be created among the employees.

In case of any difficulty, the concerned shall contact first to the Dy. Manager (HR-HRMS)/UDC (HR-HRMS) of the respective Zone/Circle and if not satisfied then shall contact to HRMS Cell at Corporate Office. This circular is available on company's RAPDRP Portal & no hard copy will be sent to any office.

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Encl:- Annexure 'A' – Guidelines for Online Leave Annexure 'B' – Instructions for users

(Sachin Dhole) Executive Director (HR)

GUIDELINES FOR ON-LINE LEAVE

Online Leave Application Module is made live from 1st December 2016 for all employees of Pay Gr. I, II and III of MSEDCL.

<u>For new users of HRMS:</u> User id: CPF no. (without proceeding 0) Password: welcome System will enforce users to change this password after logged in first time.

Responsibility Name:- Online Leave Application Link name:- Leave Request Search Page



On clicking "Leave Request Search Page", following page will appear:-

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| 67 | 2622408 | Kum PRAJAKTA PRADEEP KULKARNI | LAP | Leave Average Pay | 23-Jul-2015 | 21-Sep-201 | 5 22-Sep-2015 | 2 | 2169380 | Mr. Laxminarayana Mallayya Bopparthi | Approved | Ø | |
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| 64 | 2622408 | Kum PRAJAKTA PRADEEP KULKARNI | LAP | Leave Average Pay | 23-Jul-2015 | 03-Aug-201 | 5 03-Aug-2015 | 1 | 2169380 | Mr. Laxminarayana Mallayya Bopparthi | Approved | Ø | |
| 62 | 2622408 | Kum PRAJAKTA PRADEEP KULKARNI | CRL | Cancer Leave | 22-Jul-2015 | 20-Oct-2015 | 24-Oct-2015 | 5 | 2169380 | Mr. Laxminarayana Mallayya Bopparthi | Approved | Ø | |
| 56 | 2622408 | Kum PRAJAKTA PRADEEP KULKARNI | PRS | Paralysis | 20-Jul-2015 | 30-Jul-2015 | 01-Aug-2015 | 3 | 2169380 | Mr. Laxminarayana Mallayya Bopparthi | Approved | Ø | |
| 55 | 2622408 | Kum PRAJAKTA PRADEEP KULKARNI | VIP | Vipasanna Leave | 20-Jul-2015 | 27-Jul-2015 | 27-Jul-2015 | 1 | 2169380 | Mr. Laxminarayana Mallayya Bopparthi | Approved | Ø | |
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Regarding Updation or Deletion of leave:

- 1. Employee can also update and delete leaves before it is approved by sanctioning authority, provided that leave period is not a past period.
- 2. For past period, leaves cannot be updated or deleted if the status of leave is "submitted" or "recommended" or "approved".

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3. Employee can delete past period leave if it is "Not recommended" or "Not approved".

To apply for a leave click on create button. It will open following page:-

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| Designation : A | STPRG1 Assistant Working Place Of : Corpora ogrammer[IT]Corporate | te Office |
| Pay Group : II Gender : F | Telephone Number : 9833753 Email : apmum | 389 bai22@mahadiscom.in |
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Here you can select leave code means type of leave which is to be applied, From date, to date and reason for leave.

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| | | MIS LEAVE Approve Process | Leave Request of Employee Mr. Snehal Himmatran Gedam(2336901) for Your Recommendation | 14-Aug-2015 | |
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| | | Confidential Report Approval | CR of Shri Appasaheb Dattu Bhokre has been approved by Accepting Authority. Mr. Sudhir Kalidas Wadodkar | 11-Aug-2014 | |
| | | Confidential Report Approval | CR of Shri Appasaheb Dattu Bhokre has been approved by Counter Signing Officer. Shri Kailas Davaram Humane | 08-Aug-2014 | |
| | | Confidential Report Approval | Confidential Report of Smt Meena Suhas Sawant has been Approved by Shri Sandesh Eknath Hake | 02-Aug-2014 | |
| | | Confidential Report Approval | CR of Mr. Hari Rawji Navale has been approved by Accepting Authority, Mr. Sudhir Kalidas Wadodkar | 25-Jul-2014 | |
| | | Confidential Report Approval | CR of Mr. Hari Rawii Navale has been approved by Counter Signing Officer, Shri Kailas Davaram Humane | 24-Jul-2014 | |
| | | Confidential Report Approval | CR of Smt Meena Suhas Sawant has been Countersigned by Shri Kailas Dayaram Humane | 04-Jun-2014 | |
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If leave is recommended then it will be forwarded to Sanctioning Authority. Notification for same is sent in sahyog of respective Sanctioning Authority.

If leave is not recommended then notification will be sent to employee.

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If leave is approved by sanctioning authority, then it will be forwarded to Payroll system. Notification for same is sent in Sahyog of that employee.

If leave is not approved then notification will be sent to employee & leave will not be forwarded to Payroll system. Employee can run report named "Report of Employee's Leave Order" after his/her Leave is approved.

Instructions for users

Instructions for HR users:

- 1. HR users will be responsible for setting "Recommending Officer" & "Sanctioning Officer" in "Special Into" of "MSEDCL HRMS Manager" for each employee of their location. It means Corporate/Region/Zone/Circle office HR users should set the "Recommending Officer" & "Sanctioning Officer" for employees working in Corporate/Region/Zone/Circle offices. Similarly Division office HR users should set this data for employees working in Division office and all offices under that division i.e. upto sub-station level.
- 2. HR users have following reports in "GAD reports" of "MSEDCL HRMS Manager".
 - a. Report of leaves which are "Not Recommended" or "Not Approved": If any leave is "Not Recommended" or "Not Approved", then HR user should verify whether that leave is availed by employee or not. If such leave is availed by employee, then HR user should make that leave as "EOL" in consultation with Sanctioning authority.
 - **b.** Report of Approved leaves: It will give the list of employees having approved leaves for the period.

Instructions for Payroll users:

- 1. Payroll users will be responsible for setting CL balance for each employee of their location. It is observed that CL is not entered into payroll which results in non updation of CL balance. Hence Payroll user should enter all CLs availed by each employee.
- 2. In case of Pay Gr.IV employees, who can not submit their leave "Online" through Online Leave Module, pay roll user can feed their leaves as per the existing practice.

Activities to be done by Recommending Officers:

- **1.** Recommending Officers should check "Sahyog Notification" for the notification received for recommending leave which is submitted by employee.
- 2. They can click on "Recommend" or "Not Recommend" button. If they click on "Not Recommend" then "Remark" field is compulsory. After feeding "Remark", they should click on "Save" button & then on "Close" button.
- **3.** If Recommending officer does not take any action then leaves will remain pending for recommendation.

Activities to be done by Sanctioning Officers:

- **1.** Sanctioning Officers should check "Sahyog Notification" for the notification received for sanctioning leave which is submitted by employee.
- 2. They can click on "Approve" or "Not Approve" button. If they click on "Not Approve" then "Remark" field is compulsory. After feeding "Remark", they should click on "Save" button & then on "Close" button.
- **3.** If Sanctioning officer does not take any action then leaves will remain pending for sanction.