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PUNJAB STATE TRANSMISSION
CORPORATION LIMITED

(ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ)
(ਰਜਿ: ਦਫ਼ਤਰ: ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਹੈਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001, ਪੰਜਾਬ, ਭਾਰਤ)
ਕਾਰਪੋਰੇਟ ਆਇਡੈਂਟਿਟੀ ਨੰਬਰ:- U40109PB2010SGC033814
ਦਫ਼ਤਰ ਉਪ ਮੁੱਖ ਇੰਜ:/ਐਚ ਆਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ, ਸ਼ਕਤੀ ਸਦਨ, ਪਟਿਆਲਾ

ਈ.ਮੇਲ.: dysecy-estb@pstcl.org   ਟੈਲੀਫੂਨ ਨੰ:- 0175-2970693   ਵੈਬਸਾਇਟ: pstcl.org

To

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

Memo No.- 11/17   /Misc.-1045   Dated: 01/01/25

Subject:-   **Implementation of Leave Module (Casual Leave) in HRMS – Action Required from 1st January, 2025.**

With reference to subject cited above, it is intimated that **Casual Leave Module** in iHRMS is scheduled to go live from 1st January 2025. This module aims to enhance the efficiency of leave management within PSTCL. Following type of Casual leaves shall be applied and approved on iHRMS Portal:

a. Casual Leave (Full Day)
b. Casual Leave (Forenoon or Afternoon)
c. Casual Leave (One-Third)
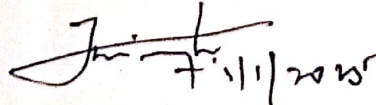d. Restricted Leave
e. Second Half Day Leave

To ensure smooth transition, please take note of the following additional instructions:

1. Activation of Leave Module:
   • The Leave Module for application of casual leave in iHRMS is set to be live from 1st January 2025.
   • Employees can access the Leave Module through the path available on PSTCL website i.e. iHRMS login -> My Services -> Leave Services -> Apply Leave>Regular Leave>Casual Leave/Restricted Leave/Second Half Day Leave.

2. Leave Application Process:
   • From 1st January 2025, all Casual Leaves must be applied online through iHRMS only (for all those employees/officers posted in PSTCL having their iHRMS IDs created)
   • Physical leave records must be kept for the next six months, ensuring a parallel record-keeping system during this initial phase.
   • Employees can check their CL balance though iHRMS web application/ Mobile application.

3. Verification of Reporting Officers and Leave Balances:

- Office administrators/DDOs are responsible for ensuring that Casual leave balances are accurately mapped in iHRMS.
- Employees should update their reporting officers in iHRMS.
- Employees must verify the correctness of their reporting officers and 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.

Cooperation of all in 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. Secretary/Establishment section 9646155235 (AM/HR/ Establishment).
b) In case of any issue regarding leave balance and setting of Reporting officer, Concerned DDOs may be approached.
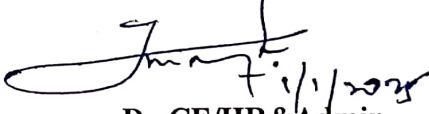c) In case of any technical issue, please contact IT office at 9646118454 (JE/IT), 9646102809 (AM/IT).

Process to Apply Leave & Approval is also attached as Annexure 1.

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

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

18/21
01/01/25

CC/   dated
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 - <u>Process to Apply Leave & Approval</u>:

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

A. <u>Process for employees</u>:

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.
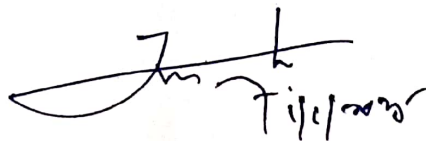
5. Submit Leave Request:
- Submit the leave request for review.

B. <u>Process for reporting officer</u>:

1. Reporting Officer Approval:
- The leave request will be forwarded to the reporting officer, who will have three options:

   a. **Approve:** If the reporting officer is competent to approve the leave, they can do so.

   b. **Reject:** The reporting officer may reject the leave request, citing reasons.

   c. **Forward:** If the reporting officer is not the final approving authority, they can recommend and forward the request to the competent authority to approve the leave.

   (Competency to approve Casual leave is as per MSR Vol 2 Appendix 8)