



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India

भविष्य निधि भवन / Bhavishya Nidhi Bhawan

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No. HRM-VIII/HR-Soft/2018

Dated: 12 JUL 2018

To

All Addl. CPFC (HQ) Zones/Director (PDUNASS),
All Addl. CPFC (Zones)/ASD,
All RPFC-I/II In-Charges of Regions/ZTI
All Assistant Provident Fund Commissioners (In-charge of District offices).

Subject: Deployment of Leave module in HRSoft – regarding

Madam/Sir,

In pursuit of making EPFO a paperless organization, the existing leave module covering Casual Leave and Restricted Holiday in HRSoft has been extended to include Earned Leave, Half Pay Leave, Extra Ordinary Leave, Child Care Leave, Paternity Leave and Maternity Leave thereby replacing the existing system of physical forms. This facility is available as "Online Leave Apply" option under transaction mode in the HRSoft home screen of individual officers and staff. A detailed step-wise explanation of the leave application process along with screen shots is attached herewith for ready reference.

2. All officers and staff are mandatorily required to apply for the above mentioned category of leave through the HR Soft module and paper based leave applications will not be accepted and processed henceforth for the leave types mentioned above. EOL, Commuted Leave (on medical grounds, etc.) and other leave types not covered above would continue to be made on paper forms till functionalities for them are made available.

3. All controlling/leave sanctioning authorities must assure that they have the authority before sanctioning/rejecting the leave application sent to them for approval. All officers/staff should proceed on leave only after their leave is sanctioned by the approving authority.

Encl : As above

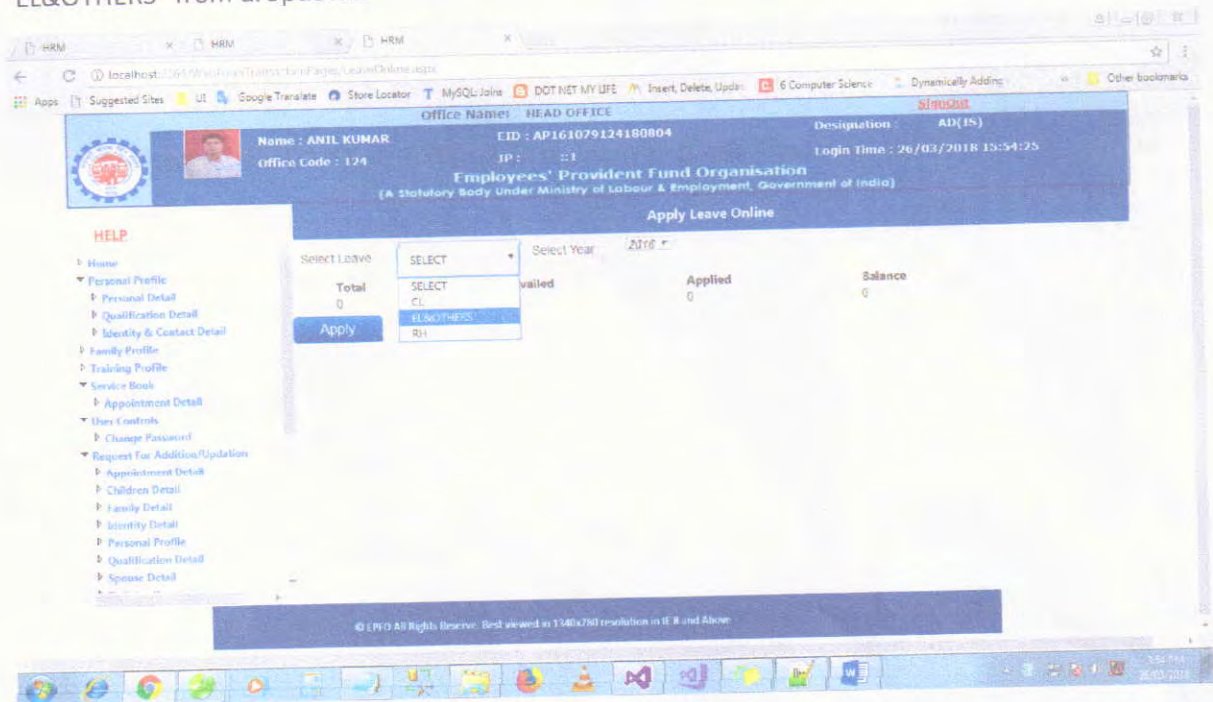
Yours faithfully,

Chandramauli Chakraborty
06.07.2018

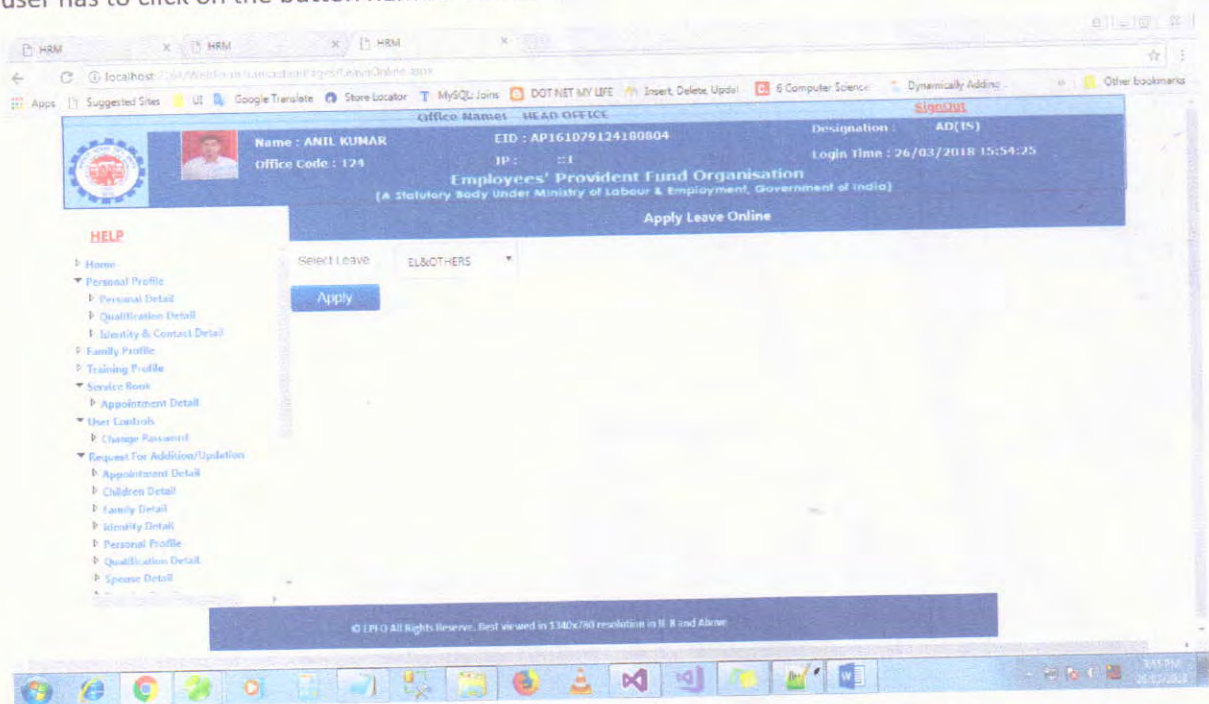
(Chandramauli Chakraborty)
Addl. Central P.F. Commissioner (e-Office)

User Manual for Applying the EL and Other Leave in HR Soft

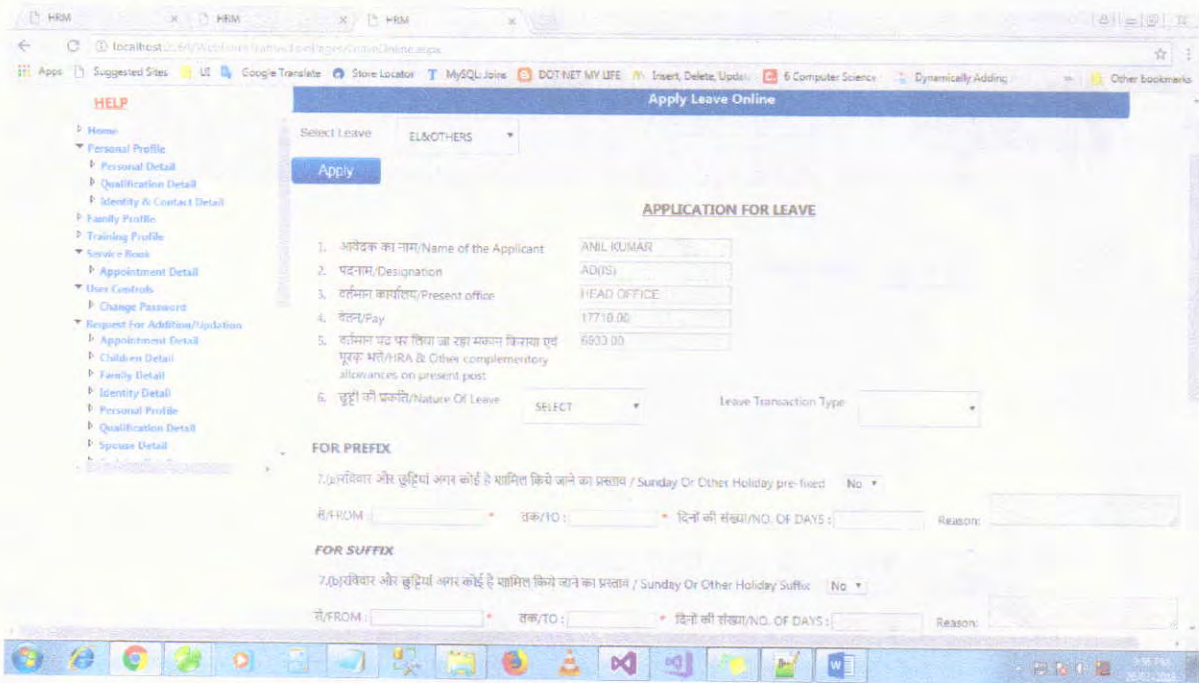
1. User must Login in HRSoft as EPF Employee using respective userid and password (Login instructions of HRSoft issued earlier may be referred). User have to click on 'Online Leave Apply' under Transaction node on the left side of the screen. Then the screen as below appears and user can choose "EL&OTHERS" from dropdown.



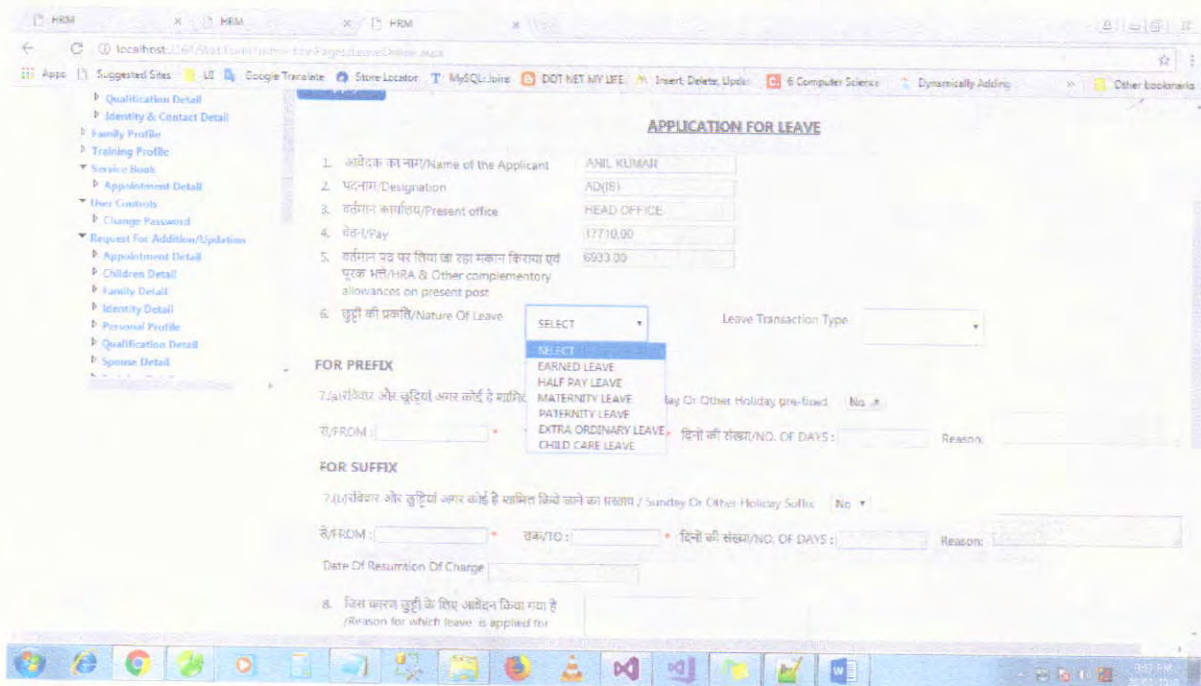
2. When the user selects the EL&OTHERS option the "Select year" will be disappear and after that user has to click on the button named "APPLY".



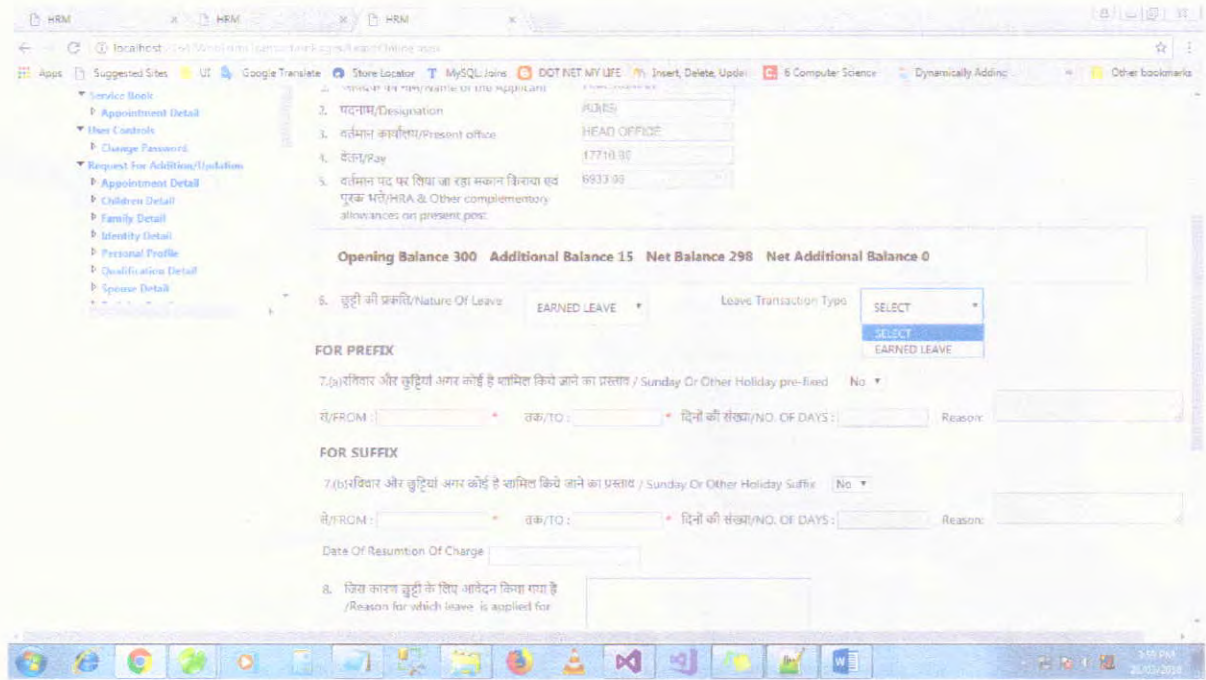
3. After clicking on the Apply button the user will see the screen below for applying different types of leaves online. In this screen there are some essential information about the employee that is auto populated and is in read only mode.



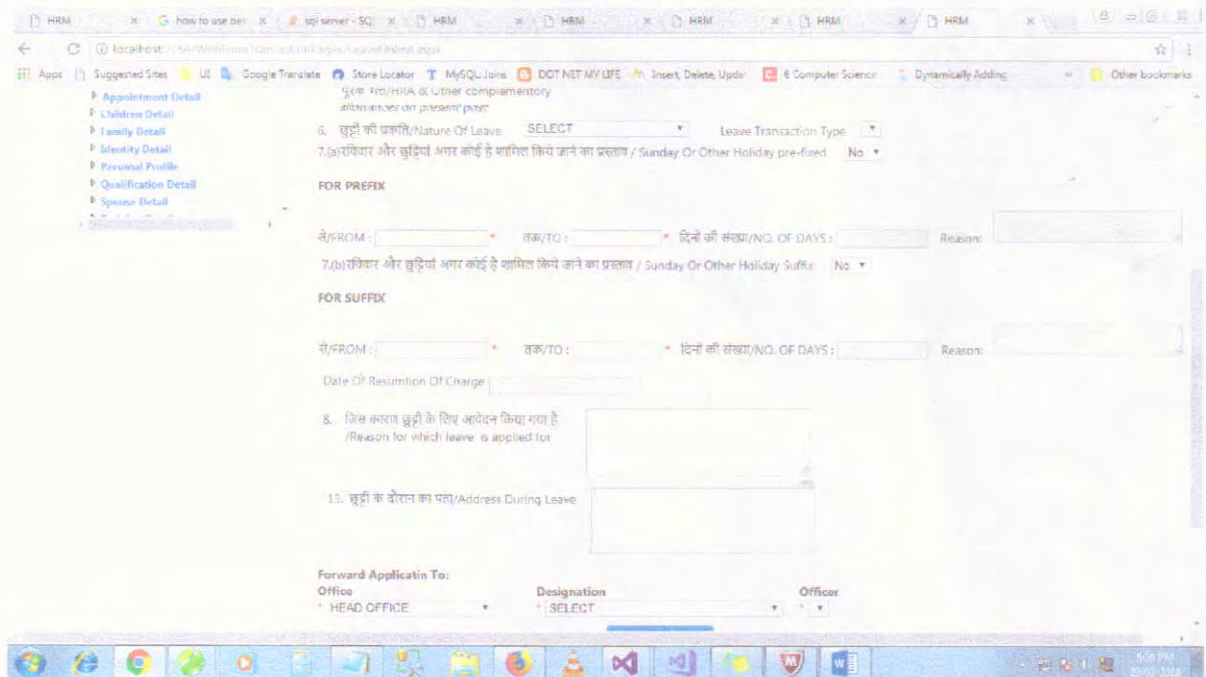
4. In the online leave application form, the user has to select the nature of the leave from the drop down list. The Leave transaction type drop down list contains option corresponding to their nature of the leave selected. Selection of the Nature of leave and transaction type is mandatory.



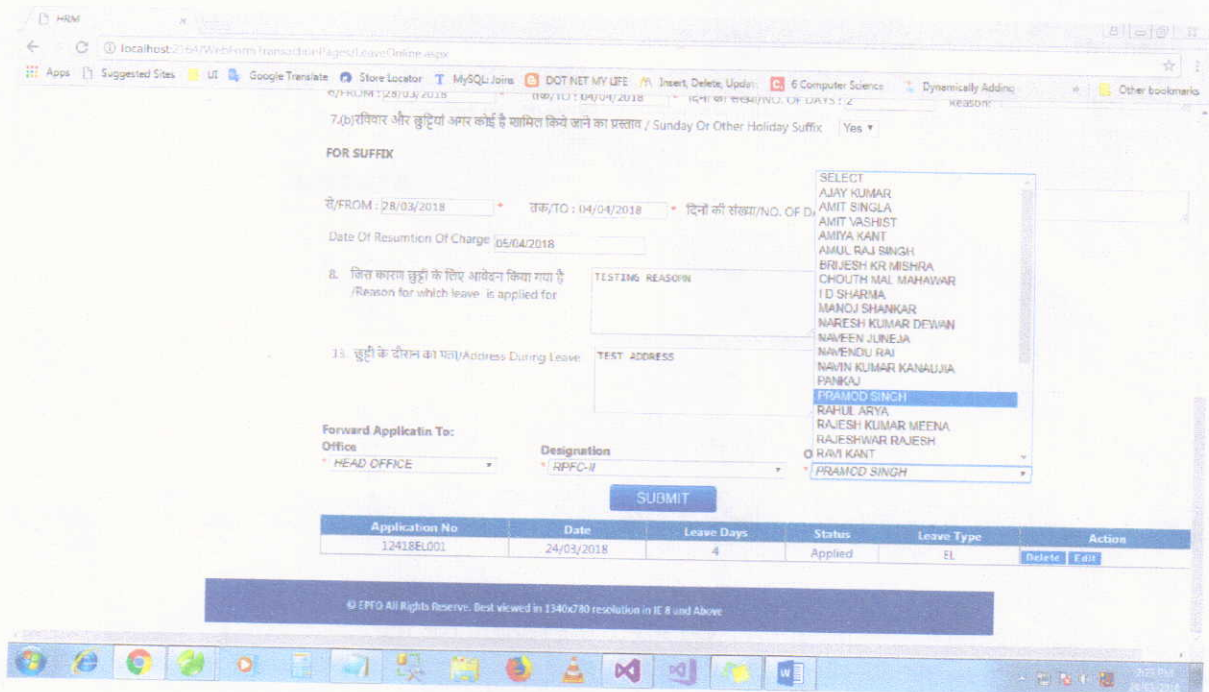
5. For the illustration purpose in this user Manual, the earned leave is being taken as the selected leave. The leave account is displayed on screen after selection of nature of leave and leave transaction type drop.



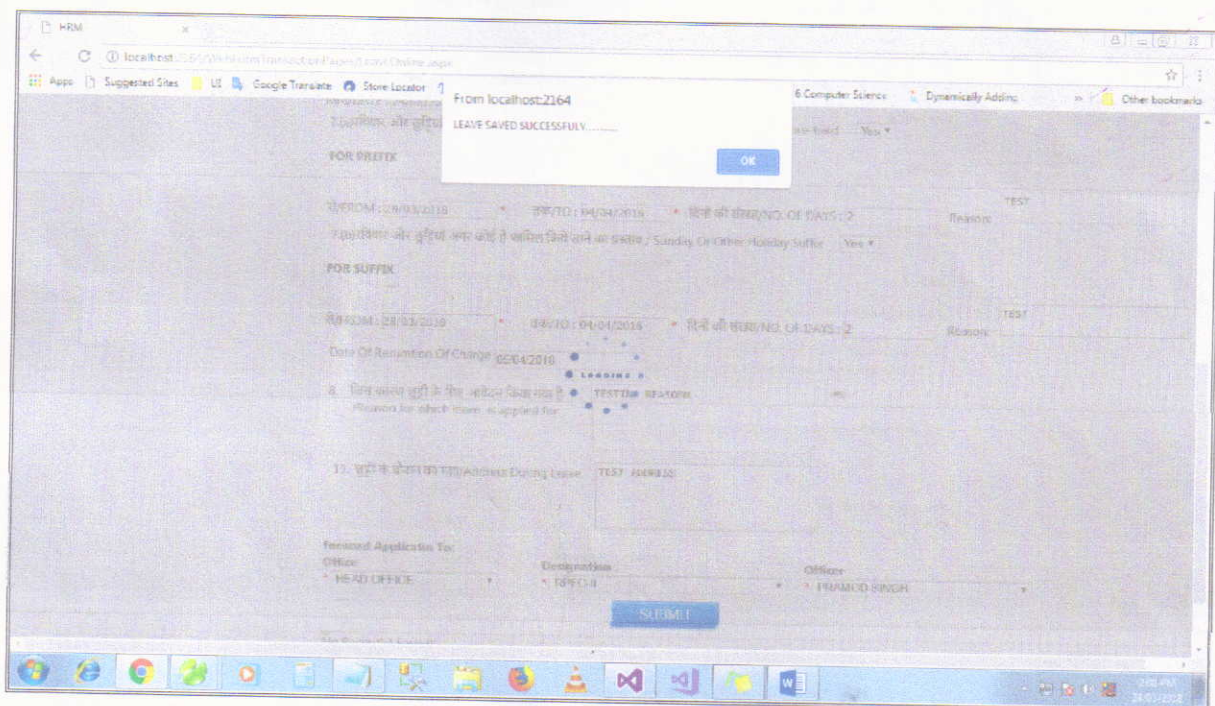
6. There is an option to fill the Suffix and Prefix to the leaves. For the convenience if the FROM date is Monday, the system automatically prefixes the Saturday and Sunday to the leave. Similarly if the TO date is Friday the system automatically suffixes the Saturday and Sunday with the leave.



7. After filling suffix and prefix the user have to choose the office, the designation and the name of the officer to whom the leave application needs to be provided.



8. After clicking on submit button the message is shown in the screen as below.



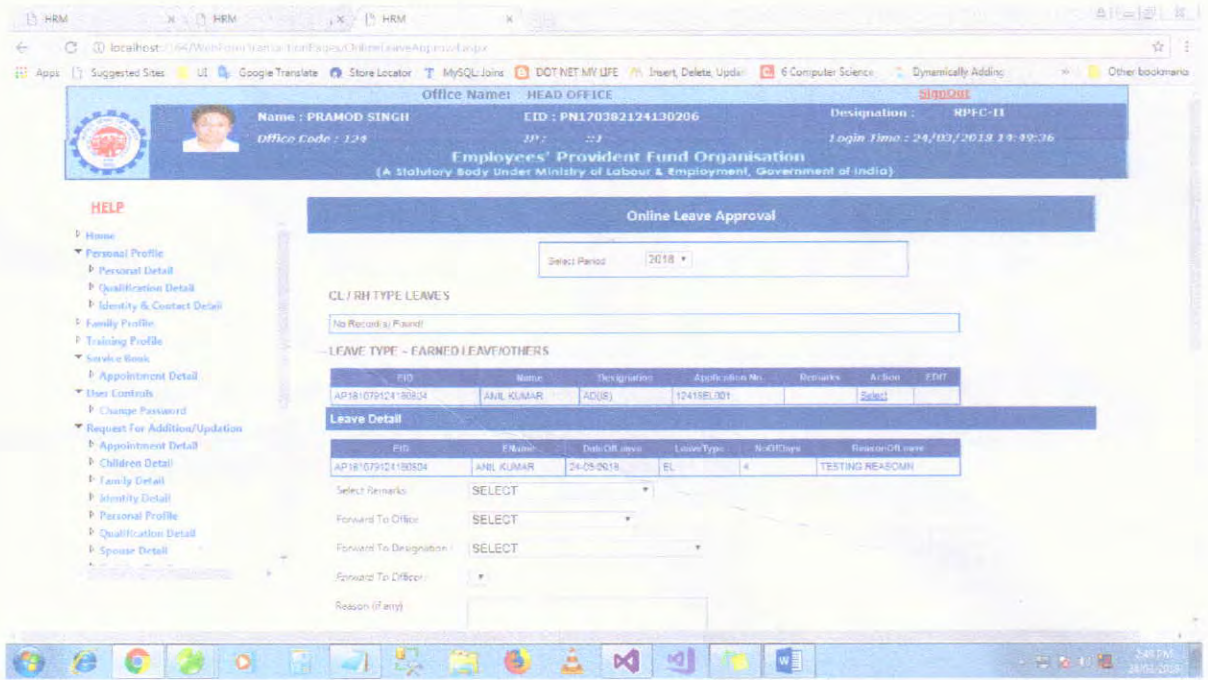
9. After the submission of the leave, the leave status appears as Applied in the grid view below to the submit button. Before the approval of the leave the user has the option to delete or edit the leave.

The screenshot shows a web browser window displaying an HRM application form. The form includes fields for 'FOR SUFFIX', 'From/To', 'Reason', 'Date Of Resumption Of Charge', and 'Forward Application To' (Office, Designation, Officer). A 'SUBMIT' button is present. Below the form is a table with the following data:

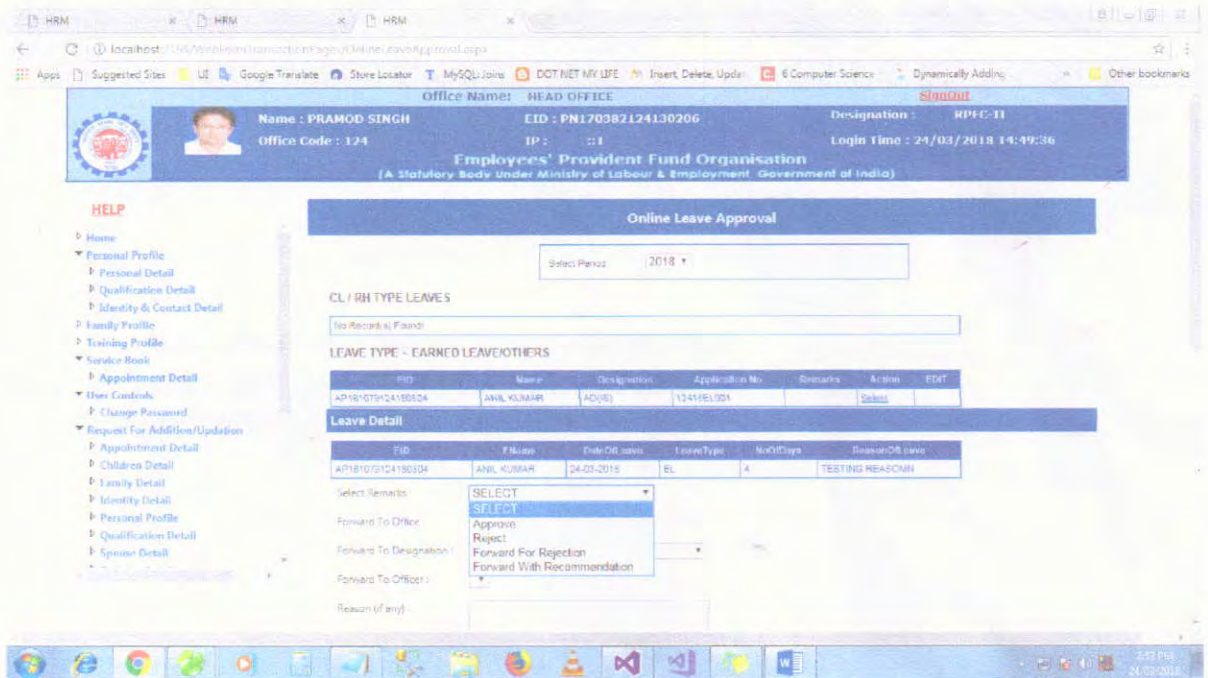
Application No	Date	Leave Days	Status	Leave Type	Action
12418E1001	23/03/2018	5	Applied	EL	Delete Edit

At the bottom of the page, there is a footer: © EPFO All Rights Reserved. Best viewed in 1366x768 resolution in IE 8 and Above.

- 3. All the leave applications to the officer will be displayed. The officer have to click on the "Select" to take action on the leave application.



- 4. After that the screen appears to officer he can select remarks like as screen in below. The officer has the option to approve, reject, forward for rejection and forward with recommendation.



- 7. The following screen appears in the HR login of the officer to whom the application for approval or rejection is forwarded. The officer can edit the approval again by clicking on the edit button against the EID. The officer can approve the leave by clicking on the select button against the EID

