

भारतीय मानक ब्यूरो
(स्थापना विभाग)

Ref: Estt.V/HFMS

Dated: 19 April 2021

Sub: Updation of Leave Records in HFMS Software

CIRCULAR

Establishment Department is in receipt of many emails received from officials of Group A, B & C of A&F and Other Posts Cadre, regarding discrepancies found in their leave records in HFMS Software.

2. In this regard, all Departmental Heads at HQs and at ROs/BOs/CL/NITS are requested:

- a) To verify the leave status as on 30th April 2021 in HFMS Leave Module with physical leave records available in the department of all the employees posted under them;
- b) If any variation found in leave status in HFMS, kindly make the necessary leave entry so as to update the leave status as on 30 April 2021; and
- c) If any variation found in both physical as well as in HFMS, kindly intimate the same to Establishment Department, immediately.

3. Further, those who have applied for Leave encashment for this period through HFMS, they may take the printout of the same duly signed by the Competent Authority and the same shall be sent to Finance Department along with the regular hard copy.

4. It is also intimated that as decided by the Competent Authority, all leaves shall be applied through HFMS Leave Module only. Therefore, all concerned Departmental Heads are also requested to bring it to the notice of all the officials posted under their jurisdiction.

(एन. विटोबा)

निदेशक (स्थापना)

Circulated to all Deptts. At HQs/Ros/Bos/CL & NITs through
BIS Intranet.