



जनस्वास्थ्य अभियांत्रिकी विभाग, हरियाणा  
PUBLIC HEALTH ENGINEERING DEPARTMENT, HARYANA

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PHED  
Haryana

From

The Engineer-in-Chief, Haryana,  
Public Health Engineering Department,  
Panchkula.

To

All Superintending Engineers  
&  
All Executive Engineers,  
Public Health Engineering Department  
Haryana State.

Memo No. 48804-875 -PHE/CD-32 Dated: 06-05-2019

Subject: Implementation of newly developed Leave/Tour Module (NIC) in PHED.

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Kindly refer to this office letter No. 88479-88493-PHE/CD-32 dated 10.09.2018 vide which, it has been informed that **NIC has developed the Leave Module on Intra Haryana Web portal of NIC** (i.e. <http://web1.hry.nic.in/intrahry>) wherein employee himself has to apply all types of leave like Casual Leave, CCL, EL, EOL, Study Leave, Half pay leave & Medical Leave etc. and online provision of Leave approval is also available in this module. Further, **it was informed that newly developed Leave Module is to be rolled out in PHED as per Govt. instructions.**

The following actions are to be taken by each DDO office:-

1- Updation of Reporting Officer on HRMS portal:-

Leave/Tour requests will be forwarded automatically to Reporting officer online, therefore, Reporting officer of all employees should be updated by DDO on HRMS module. NIC has provided the provision for updating the Reporting officer of each employee at the login ID of Checker under "Future Transaction" and steps are given as under:-

Steps for updating the Reporting officer	
➤	Access the web portal of HRMS i.e. <a href="http://164.100.137.158/pis/">http://164.100.137.158/pis/</a>
➤	Login through "Checker" ID.
➤	Click on "Update Reporting officer" under "Future Transaction" in "Transaction" menu.
➤	Select Designation (whom Reporting officer wants to be updated) and click on "Submit" button. It will display the all employee of selected designation
➤	Select employee by clicking on "Check Box"
➤	Select Type of Reporting officer as "(Non IAS/IPS/....) /Haryana State Govt Employee" and select office of Reporting officer & Name and From Date (Date from which he/she is a Reporting officer of selected employee)
➤	Click on "Update" button". In this way, Reporting officer of selected employee will be updated.

Contd . 2

- 2- **Registration of Employee on "Intra Haryana" portal:-**  
After updating the Reporting officer, each employee will register himself /herself on "Intra Haryana" web portal i.e. <http://web1.hry.nic.in/intrahry> by clicking "New Registration" button. Detailed steps for registering on Intra Haryana portal are mentioned in User Manual (copy has been sent vide email dated 10.09.2018 & 06.05.2019). Accordingly, instructions are required to be issued to all employees (working in your office) for registration on "Intra Haryana" web portal.
- 3- **Entry of All Type of Leaves/Tour on "Intra Haryana" portal by employee:-**  
After Registration on "Intra Haryana" web portal, employee will apply the all types of leave & Tour online under "Online Leave & Tour Module". The detailed steps for applying the leave/Tour are mentioned in above said User Manual.
- 4- **Approval of Leave/Tour by Reporting Officer:-**  
After applying the leave (which will be forwarded automatically to Reporting officer online), Reporting officer of concerned employee, will approve the leave or be further forward to next authority (i.e. competent authority) on Intra Haryana portal.

In-spite of these instructions, it has been observed that field offices are not complying these instructions both latter and spirit and still adopting old manual procedure for applying/approving the leave/tour. Thus, it is a violation of Govt instructions. Further, it is also informed that employee has to apply leave/tour in advance i.e. for future date only (not for back date) on Intra Haryana portal

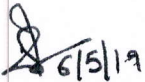
**In view of above, the following are intimated:-**

- 1- *Necessary directions be issued to all concerned to update the Reporting officer details before 15.05.2019.*
- 2- *Only Online Leave & Tour request are to be entertained/sanctioned by their Reporting officer (i.e. competent authority) submitted on standard Performa downloaded from "Intra Haryana" portal (specimen copy attached).*
- 3- *In view of above, all Superintending Engineers are requested to send the following certificate (duly signed) to this office before 15.05.2019 -*

"Certified that Reporting officer of all employees working under jurisdiction of \_\_\_\_\_ Circle (i.e. Circle itself / its Divisions / its Sub Divisions etc.) have been updated in HRMS and necessary instructions have been given to all employees for entering the leave/tour on "Intra Haryana" web portal."

**Please treat it as MOST URGENT.**

DA/ Specimen copy of Leave Application  
downloaded from Intra Haryana portal

  
6/5/19  
EE(Coord.)-cum-Nodal Officer (HRMS)  
for Engineer-in-Chief, Haryana



C Specimen Copy of Leave Application downloaded from Gohana Hry. Portal

**Annexure-1**  
(See Rule 22)

**APPLICATION FOR LEAVE OR FOR EXTENTION OF LEAVE**

- |   |   |
|---|---|
| 1. Name and Designation   | MOHIT KUMAR, CLERK  |
| 2. Pay Scale and Pay  | 5200-20200+1900GP   |
| 3. Department:  | PUBLIC HEALTH ENGINEERING<br>DEPARTMENT                                   |
| (i) Office  | Head Office   |
| (ii) Branch   | (Engineer-in-Chief, PHED, Panchkula)                                      |
| 4. Date Of Birth  | 07/08/1979  |
| Date Of Retirement  | 31/08/2037  |
| 5. Kind Of Leave  | Casual Leave  |
| 6. Rule Applicable  |   |
| 7. Period of Leave Applied For or extension of Leave                                    | Leave From 07/05/2019 :: 9:00 AM to<br>07/05/2019 :: 5:00 PM              |
| 8. Sunday (s) and holiday (s) proposed to be:-  |   |
| (i) Prefixed-   |   |
| (ii) Suffixed-  |   |
| 9. Purpose Of Leave/Extention Of Leave  | Urgent Domestic Work  |
| 10. Last Leave Applied:-  |   |
| (i) Period Of Leave-  | Last Leave Applied From : 28/12/2017 to<br>05/01/2018                     |
| (ii) Kind Of Leave-   | Earned Leave  |
| 11. Address while on Station Leave, Contact No. and<br>Email ID during the Leave Period | Address : Gohana, Contact No.-<br>9878629283, Email ghaimohit07@gmail.com |

Dated: 06/05/2019

  
SIGNATURE OF APPLICANT

**CERTIFICATE**

It is certified that I have made necessary online entry for above Leaves in AEBAS system The Screenshot of the same is printed on backside of this application.