

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS.50/1/2019-Perl.

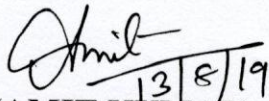
Dated the 13th August, 2019

C I R C U L A R
(No.13/2019)

Subject : Submission of Joining Report for regular leaves through Leave Management System (e-Leave Module).

In continuation of the Circular No. RS/2/6/2018-IT dated 31st July, 2019 wherein it was informed that w.e.f. 1st August, 2019 all kinds of leaves have to be applied on/through the Leave Management System (e-Leave Module), it is observed that officials who had applied regular leave through online portal are submitting physical copy of their Joining Report to Personnel Section. Since there is an inherent provision under Leave Management System of e-Office Module to submit Joining Report in cases where leave has been applied electronically, Officers and Staff members of the Secretariat are requested to furnish their Joining Report after availing regular leave like EL/ HPL/ CCL etc. through online portal of Leave Management System without any requirement of submitting a physical copy of their Joining Report to Personnel Section.

2. Officials who had applied for Leave through electronic mode on or after 1st August, 2019 and have submitted physical copy of their Joining Report to Personnel Section shall immediately re-submit their Joining Report electronically in Leave Management System.


13/8/19
(AMIT KUMAR)
Deputy Secretary

Copy to:-

All officers/ Sections/ PSs/PAs to officers, office of Hon'ble Chairman, Rajya Sabha and Hon'ble Deputy Chairman, Rajya Sabha and RSTV.