Leave Management Automation

Leave cannot be claimed as a matter of right. Under Rule 151 of BSR Part-I, the authority competent to grant leave may refuse or revoke leave when the requirements of public service so demand. The grant of leave should also be regulated in a manner that minimizes disruption to administrative arrangements and ensures that the available duty strength of a service or department is not unduly depleted. In exceptional circumstances, leave may be restricted to cases of absolute necessity, such as sickness or urgent private affairs.

Furthermore, under Rule 145 of BSR Part-I, leave is earned through duty. A period spent on Foreign Service may also count as duty for this purpose, subject to fulfillment of the prescribed conditions regarding contribution towards leave salary.

To facilitate efficient and transparent administration of leave, Leave Management for Government Employees is being automated through the iBAS^{++} system. The functionality is currently being piloted at two Pay Points: CAFO/CAG, PSC and EC and CAFO/Finance Division. The automated Leave Management functionality is designed to streamline the leave process through clearly defined roles for the Self Drawing Officer (SDO), Controlling Officer (CO), Sanctioning Authority, and Accounts Office.

SDO
The applicant will find a 'Variable Leave' sub-menu under the Leave menu in the iBAS^{++} system and will enter the required leave details there. Where applicable, appropriate supporting documents, along with justification for any change in the leave commencement date, will be uploaded. The applicant will carefully check the information and submit the leave application through the system.

CO
The Controlling Officer will find the 'Leave Application Process by CO' sub-menu under the Leave menu and will see the pending leave applications. After clicking the View button, the CO will verify the application details and the availability of leave. If everything is found correct, the application will be forwarded to the competent leave sanctioning authority. Otherwise, the application will be returned to the applicant with a proper reason.

SA
The Sanctioning Authority will find the 'Leave Application Process by Sanctioning Authority' sub-menu under the Leave menu and will see the pending applications for sanction. After sanctioning the leave, the leave sanction information will be available on the dashboards of both the applicant (SDO) and the concerned DDO. The SDO will also receive a text message regarding the grant of leave and, where necessary, will be able to view and download the leave sanction order. Regular pay will remain admissible up to the date on which the leave commencement date is entered and approved. After the final entry of the leave commencement date and its approval by the Accounts Office, the applicable leave pay will become admissible in accordance with the rules.

Pay-Point
The Auditor will see the Leave Sanction Pending List under the relevant sub-menu for the Leave Application Process by Accounts Office. Upon forwarding by the Auditor, the concerned AAO/Super will see the application in the 'Leave Process Approval Pending' list. After viewing the sanction order and clicking the Approve button, the sanctioned leave will be debited automatically from the concerned Government servant's leave account in the system. The subsequent salary and allowances, including applicable leave pay, will then be processed accordingly. If the salary for the relevant month has already been submitted, the system will automatically cancel the submitted salary, as applicable.

Through this automated workflow, the Leave Management functionality will establish a rule-based, transparent and integrated process for leave application, verification, sanction, recording and adjustment of leave and salary. It will reduce manual record-keeping, minimize errors, improve monitoring of leave balances and consumption, and ensure that leave-related transactions are properly reflected in the employee's service and financial records.