



A DIGITAL WORK PLACE SOLUTION

eLeave

Leave Management System

USER MANUAL



Prepared by
National Informatics Centre

Revision History

Date	Version	Description	Author
			eOffice Project Division

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1. Objective

Employee applying for leave is a routine activity in any organization. A leave system is required that allows employees to apply for leave online at any convenient time and location. The approving authority also needs the same convenience. Further, higher authority may sometimes require knowing as how many of their staff is on leave at during certain period.

Administration staff also has many activities like addition of Earned leaves every six months, preparation of Leave notification etc. All these activities are taken care by the eLeave System.

2. Introduction


eLeave is a web-based Leave Management System that automates the leave application and approval process. eLeave core modules are Submission of Leave application, Leave cancellation/ extension, Submission of joining report, Admin Module, query and Reporting.

3. Login

- Enter the LDAP Username and Password in the eOffice portal, as shown in **Fig. eLeaveUser.1**:



Fig.eLeaveUser.1

- Click **Login** () button to submit the details, if the Username and Password correctly match then the user is successfully logged in to the eOffice portal and following screen appears (as shown in Fig. eLeaveUser.2):

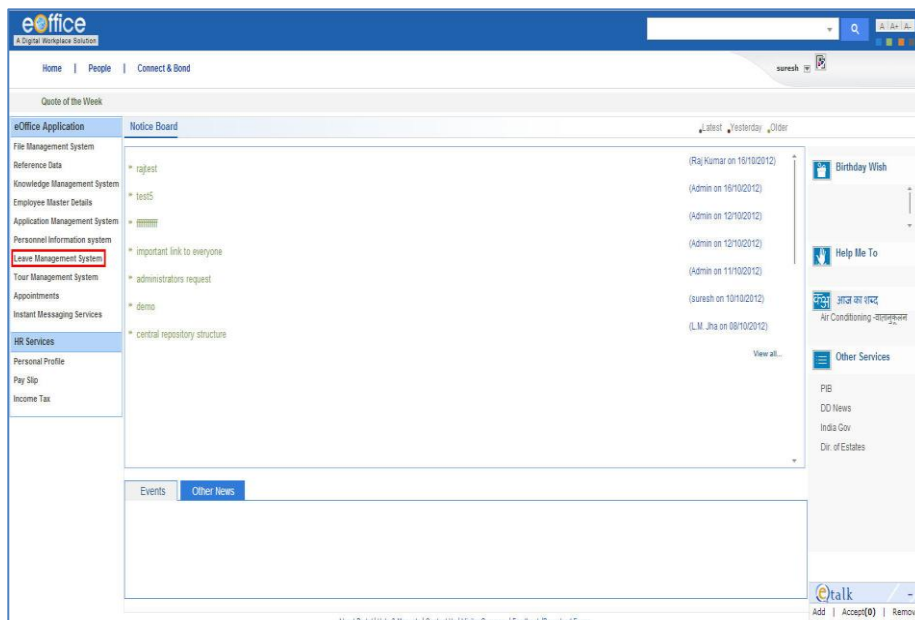


Fig.eLeaveUser.2

- To open the Leave Management System (eLeave) application click on the link mentioned in the right panel as highlighted in **Fig. eLeaveUser.2**, as result of which following login screen appears through which the Admin can log into the eLeave application (**Fig. eLeaveUser.3**) :

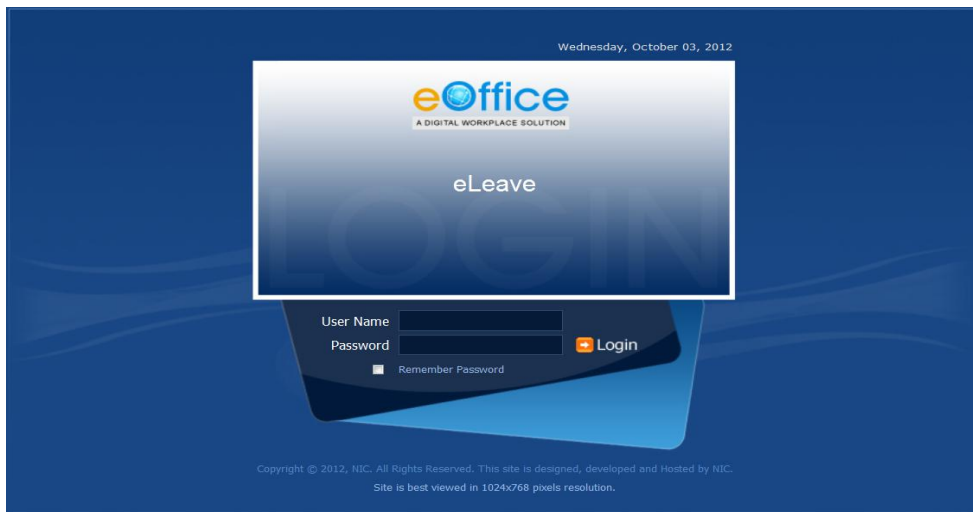



Fig.eLeaveUser.3

- Click the **Login** ( Login) button (Fig. eLeaveUser.3). As the result if the user name and password are correct as per the data in database, the User is successfully logged-in and as shown in Fig.eLeaveUser.3.1:

S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Status
1	E3444	ESTAAKF7001	Apama Amod Karkhanis	Section Officer	EL	13-01-2015	13-01-2015	1	FD-(SEVA-9)	Approved
2	E3556	ESTAAKF7001	Apama Amod Karkhanis	Section Officer	EL	23-12-2014	23-12-2014	1	FD-(SEVA-9)	Awaiting Approval
3	C0092(E3552)	ESTAAKF7001	Apama Amod Karkhanis	Section Officer	EL	20-11-2014	21-11-2014	2	FD-(SEVA-9)	Awaiting Approval
4	E3556	ESTAAKF7001	Apama Amod Karkhanis	Section Officer	CCL	11-11-2014	17-11-2014	7	FD-(SEVA-9)	Awaiting Approval
5	J0269(E3553)	ESTAAKF7001	Apama Amod Karkhanis	Section Officer	EL	03-11-2014	03-11-2014	1	FD-(SEVA-9)	Awaiting Approval

Fig.eLeaveUser.4.1

4. List of Different Users in eLeave:

eLeave module comprises of different users, altogether responsible for applying leave application to approval process.

Different users in eLeave are as follows:

1. Applicant/User
2. Reporting
3. Controlling
4. Approving

Let's have an overview of the different users of eLeave one by one.

4.1 Applicant/User

Applicant account comprises of five different sections:

- **Dashboard**
- **Apply**
- **Reports**
- **Leave Status**
- **Alert settings**

Let's have a quick overview of the different sections of eLeave one by one.

➤ Dashboard

- It consist of Leave Status of the applicant/user itself with which he/she has logged in when applicant click on the dashboard link the respective page appears as shown in **Fig.eLeaveUser.4**:

The screenshot shows the 'Leave Management System' dashboard for user 'Apama Amod Karikhanis'. The main content area displays a table of leave requests with columns for S.No., Request ID, Employee Code, Name, Designation, Nature Of Leave, From Date, To Date, and Organization Unit. The first row is highlighted, and the Request ID 'E3444' is circled in red. A 'More...' link is visible at the end of the table. The top navigation bar includes links for 'Leave Balance', 'Upcoming Public Holidays', and 'Employee on Leave'. The left sidebar contains navigation options: Dashboard, Apply, Reports, My Leave Status, and Alert Settings.

S.No.	Request ID	Employee Code	Name	Designation	Nature Of Leave	From Date	To Date	Organization Unit
1	E3444	ESTAANKF7001	Apama Amod Karikhanis	Section Officer	EL	13-01-2015	13-01-2015	FD-(SEVA-9) Approved
2	C0092(E3552)	ESTAANKF7001	Apama Amod Karikhanis	Section Officer	EL	20-11-2014	21-11-2014	2 FD-(SEVA-9) Awaiting Approval
3	E3555	ESTAANKF7001	Apama Amod Karikhanis	Section Officer	CCL	11-11-2014	17-11-2014	7 FD-(SEVA-9) Awaiting Approval
4	J0269(E3553)	ESTAANKF7001	Apama Amod Karikhanis	Section Officer	EL	03-11-2014	03-11-2014	1 FD-(SEVA-9) Awaiting Approval
5	E3470	ESTAANKF7001	Apama Amod Karikhanis	Section Officer	EL	02-09-2014	02-09-2014	1 FD-(SEVA-9) Awaiting Approval

Fig.eLeaveUser. 5

Note:

User can click on the Request Id to view the details.

User can view the information related to the Leave Balance \Upcoming Public Holidays \Employee on Leave.

➤ **Apply**

It refers to a process where the applicant applies for leave.

- a. **Leave Type:** This feature refers to whether the applicant or user is applying for single leave or combination of leaves.

- b. **Nature of Leave:** This feature refers to different type of leaves as mentioned below:
 - **Casual Leave (CL):** Maximum 5 CLs can be availed at a time.
 - **Restricted Holiday (RH):** RH cannot be availed more than 2 in year.
 - **Earned Leave (EL):** EL can be availed up to 180 days at a time.
 - **Half Pay Leave (HPL):** HPL can be taken whenever required.
 - **Commutated Leave:** It can be taken on a medical certificate.
 - **EOL Availed:**
 - **EOL adjusted against EL:**
 - **Paternity Leave:** A male employee can be granted Paternity leave for a period of 15 days & may be combined with other kind of leave except Casual Leave
 - **Maternity Leave:** It is granted to female employee for maximum of 180 days and may be combined with other kind of leave.
 - **Child Care Leave (CCL) :** CCL may not be granted in more than 3 spells minimum of 15 days each in a calendar year.
 - **Station Leave:** In case of station leave, no leave will be deducted. It can be taken in case an employee is going out of station.
 - **Compensatory Holiday:** It can be availed by Non Gazetted Staff only in lieu of working on any holiday.

 - *Note:*
 - *The applicant can **Browse and Upload the Supporting Documents** (by clicking on) in case of Commuted leave.*
 - *In case of **CL (Casual Leave), RH (Restricted Holiday) & CH (Commutated Holiday)** the flow of the application would be from Reporting Officer to Admin directly (No controlling permission is required). And this flow is flexible, can be modified as other leave flow works.*

- c. **From:** This feature refers to the start date of the leave applied.

- d. **To:** This feature refers to the date till which applicant is applying for leave.

- e. **Prefix Days:** This feature will show the weekly off date(s) which appears just before in the leave applied period.

- f. **Suffix Days:** This feature will show the weekly off date(s) which appears just after in the leave applied period.

- g. **No. of Days:** This feature reflects the total number of days as applied by the applicant.

- h. **CC Mail To:** This feature facilitates the applicant to mark an email to some other person (if required) concerning the leave applied.

- i. **Station Leave:** This feature refers to, if applicant is applying for leave within station or out of station.

- j. **Avail LTC:** If the applicant is going on LTC. Then this radio button should be marked and provided with the year of LTC.
- k. **Reason/Remark for Leave:** This feature refers to the reason for which the applicant is applying for leave.
- l. **Previous Leave Details:**
- m. **Address During Leave :** This feature refers to the address of Destination for which the applicant is applying for leave
- n. **Send Request:** This feature facilitates the applicant to send request to his/her Reporting Officer in regards to the Leave applying for.
- o. **Reset:** This feature helps the applicant to reset the data entered by him/her.

To apply for Leave, applicant or user has to perform following steps:


- Click **Apply** () Link as shown in **Fig.eLeaveUser.5:**

Fig.eLeaveUser.6


- Enter the essential metadata fields and click **Send Request**() button as shown in **Fig.eLeaveUser.6:**

Fig.eLeaveUser.7

Note:
A message prompts “Are you sure to send the Leave Request to ‘Reporting Officer’?
User can avail only 4.0 CL’s maximum at a time.

- User or applicant can view the status of his\her leave as shown in **Fig.eLeaveUser.7:**

S.No.	Request ID	Nature of leave	From Date	To Date	Status	Date Submitted
1	E3556	EL	23-12-2014	23-12-2014	Awaiting Approval	01-12-2014 10:09
2	C0092(E3552)	EL	20-11-2014	21-11-2014	Awaiting Approval	26-11-2014 11:58
3	E3555	CCL	11-11-2014	17-11-2014	Awaiting Approval	28-11-2014 03:35
4	J0269(E3553)	EL	03-11-2014	03-11-2014	Awaiting Approval	28-11-2014 02:51
5	E3470	EL	02-09-2014	02-09-2014	Awaiting Approval	11-11-2014 10:36
6	E3551	EL	11-08-2014	11-08-2014	Awaiting Approval	21-11-2014 11:16
7	E0596	HPL	05-12-2013	09-12-2013	Awaiting Approval	04-12-2013 12:26

Fig.eLeaveUser.8

➤ Reports

It facilitates the applicant or user to view leave history report and subordinates leave history report. It has following features:

- **View Leave History**
- **View Subordinate History**

✓ **View Leave History**

This feature facilitates the controlling to check the leave history as on date along with its current status, Leave Type and Leave period.

To view the Leave History Report, the User has to perform the following steps:

- Click the **Reports** link, as shown in **Fig. eLeaveUser.8:**

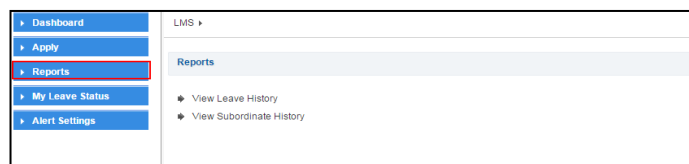


Fig.eLeaveUser.9

As a result, the following screen appears as shown in **Fig. eLeaveUser.9:**

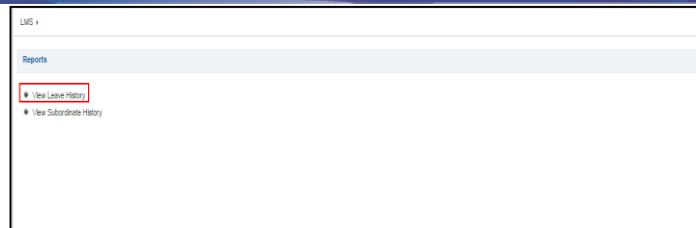


Fig.eLeaveUser.10

- Click the **View Leave History** ([View Leave History](#)) link (**Fig. eLeaveUser.9**). As a result, **My Leave History** page appears with the status of the leave Applied/Pending by the reporting, as shown in **Fig. eLeaveUser.10**:

S.No.	Request ID	Designation	Nature of Leave	Leave Period	No. of Days	Status
1	E3436	SECTION OFFICER	EL	01-01-2015 To 01-01-2015	1	Sanctioned
2	E3518	SECTION OFFICER	CL	24-11-2014 To 25-11-2014	2	Sanctioned
3	E3536	SECTION OFFICER	EL,HPL	15-12-2014 To 18-12-2014	4.0	Sanctioned
4	E3524 (E3523)	SECTION OFFICER	EL	25-12-2014 To 26-12-2014	2	Sanctioned
5	C0092(E3552)	SECTION OFFICER	EL	20-11-2014 To 21-11-2014	2	Awaiting Approval
6	J0287(E3552)	SECTION OFFICER	EL	20-11-2014 To 21-11-2014	2	Rejected
7	E3552	SECTION OFFICER	EL	20-11-2014 To 21-11-2014	2	Sanctioned
8	E3519	SECTION OFFICER	CL	01-12-2014 To 02-12-2014	2	Sanctioned
9	E3404	SECTION OFFICER	CL	11-11-2014 To 11-11-2014	1	Withdrawn
10	E3531	SECTION OFFICER	EL	30-12-2014 To 30-12-2014	1	Sanctioned
11	C0087(E3513)	SECTION OFFICER	EL	27-01-2015 To 27-01-2015	1	Cancelled
12	C010005(E3513) (E3512)	SECTION OFFICER	EL	27-01-2015 To 27-01-2015	1	Sanctioned
13	J0257(E0956)	SECTION OFFICER	HPL	05-12-2013 To 09-12-2013	5	Sanctioned
14	E0956	SECTION OFFICER	HPL	05-12-2013 To 09-12-2013	5	Awaiting Approval
15	E3530	SECTION OFFICER	EL	30-12-2014 To 30-12-2014	1	Withdrawn

Fig.eLeaveUser.11

- Click the **Request Id**(**Fig. eLeaveUser.10**),as a result following page appears as shown in **Fig. eLeaveUser.11**:

Forwarded From	Forwarded To	Action Date	Status	Remarks
Aparna Amod Karikhanis	Amruta Swapnil Sonawane	31-10-2014 09:48 AM	Sanctioned	Manual Leave

Fig.eLeaveUser.12

✓ **View Subordinate History**

This feature facilitates the User to check the status of leave applied by his/her subordinates.

To view the leave history of the subordinates, the User has to perform the following steps:

- Click the **View Subordinate History** ([View Subordinate History](#)) as shown in **Fig. eLeaveUser.12**:

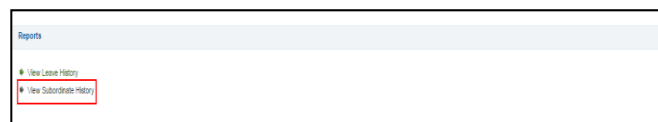


Fig.eLeaveUser.13


As a result, the following screen appears as shown in **Fig. eLeaveUser.13**:

S.No.	Employee Code	Name	Designation	View Leave Detail
1	ESTVCSF7201	VADEHI CHETAN SAWANT	ASSISTANT	View Leave Details
2	EST44KF7201	ARUNJ ANAND KULKARNI	CLERK CUM TYPIST	View Leave Details
3	MAQMSGM701	MILIND SHANKAR GAWDE	CLERK CUM TYPIST	View Leave Details
4	ESTUSKF6201	UJAWALA SAKHAI KENY	ASSISTANT	View Leave Details
5	MFDRSKM201	RAVINDR RAJESWAR KANASE	ASSISTANT	View Leave Details
6	ESTJRRM6101	AJITSING RAMSINGH RALPUT	STATE LOTTERY OFFICER	View Leave Details
7	ESTABGM7301	AVINASH BABRUWAHAN SHITOLE	ASSISTANT	View Leave Details
8	ESTARUF201	APRINA RAJENDRA JOSHI	SECTION OFFICER	View Leave Details
9	ESTAJAMB701	ARUN VISHNUPANT JOSHI	SECTION OFFICER	View Leave Details

Fig.eLeaveUser.14

- Click the **View Leave Details** Link (Fig. eLeaveUser.13), as a result, **Subordinate Leave History** Page will appear, as shown in Fig. eLeaveUser.14:

Fig.eLeaveUser.15

- Enter the necessary data, click the **Submit** link () (Fig. eLeaveUser.14), as a result, the details of the applicant's applied leaves appear, as shown in Fig. eLeaveUser.15:

From	To	Action Date	Status	Remarks
M K Meena	SHAILENDRA KUMAR	10/06/2011 -13:08:35 PM	Forwarded	
SHAILENDRA KUMAR	R C MEENA	15/06/2011 -13:20:54 PM	Requested	

Fig.eLeaveUser.16

➤ My Leave Status

It refers to a process where the applicant or user can check the Status of Leave applied for as shown in Fig.eLeaveUser.16:

- ALL
- Pending
- Sanctioned
- Cancelled
- Approved

Let's learn about these features one by one.

- **All:** This feature facilitates the applicant to check the status of leave all together whether it is Pending, Approved or Cancelled along with the details of Date Submitted, Extend/Cancel and Joining.
- **Pending:** This feature facilitates the applicant to filter out the leave details which are pending in status.

Note:

Under Pending tab Users has the authority to withdraw the leave, if only the leave is not being sanctioned by Reporting.

- **Sanctioned:** This feature facilitates the user to filter out leaves which are already sanctioned.

- **Cancelled:** This feature facilitates the user to filter out the leaves which are cancelled after being sanctioned
- **Approved:** This feature facilitates the applicant to filter out the leaves which are approved.

S.No.	Request ID	Action	Date Submitted	Status	Nature of Leave	Leave Period	Generate PDF
1	E3512	Click Here To Take An Action	14-11-2014 03:31	Sanctioned	EL	27-01-2015 To 30-01-2015	
2	CUR0025(E3513) (E3512)	Click Here To Take An Action	14-11-2014 03:35	Sanctioned	EL	27-01-2015 To 27-01-2015	
3	C0087 (E3513)	Click Here To Take An Action	14-11-2014 03:39	Cancelled	EL	27-01-2015 To 27-01-2015	
4	E3444	Click Here To Take An Action	31-10-2014 03:24	Approved	EL	13-01-2015 To 13-01-2015	
5	E3516 (E3436)	Click Here To Take An Action	14-11-2014 04:59	Sanctioned	EL	02-01-2015 To 02-01-2015	
6	E3436	Click Here To Take An Action	31-10-2014 09:48	Sanctioned	EL	01-01-2015 To 01-01-2015	
7	E3530	Click Here To Take An Action	17-11-2014 03:40	Withdrawn	EL	30-12-2014 To 30-12-2014	
8	E3531	Click Here To Take An Action	17-11-2014 03:42	Sanctioned	EL	30-12-2014 To 30-12-2014	
9	E3549	Click Here To Take An Action	19-11-2014 05:35	Sanctioned	EL	29-12-2014 To 29-12-2014	
10	E3548	Click Here To Take An Action	19-11-2014 05:28	Withdrawn	EL	29-12-2014 To 29-12-2014	

Fig.eLeaveUser.17

Note:


- Applicant can click the Request id Link to see the application.
- Applicant can click the following hyperlinks to cancel or to extend the leave.
- Curtail Leave means "If an applicant withdraws leave before the expiry of the leave completion date is called as Curtail leave i.e. user avails leave for 3 days and returns to office after 2 days wherein 1 day leave which is not used can be curtailed".

- User can see the Leave and select the **Request id** to view like **Extend/Cancel/Curtail/Joining** as shown in **Fig.eLeaveUser.17**:

S.No.	Request ID	Action	Date Submitted	Status	Nature of Leave	Leave Period	Generate PDF
1	E3512	Click Here To Take An Action	14-11-2014 03:31	Sanctioned	EL	27-01-2015 To 30-01-2015	
2	CUR0025(E3513) (E3512)	Click Here To Take An Action	14-11-2014 03:35	Sanctioned	EL	27-01-2015 To 27-01-2015	
3	C0087 (E3513)	Click Here To Take An Action	14-11-2014 03:39	Cancelled	EL	27-01-2015 To 27-01-2015	
4	E3444	Click Here To Take An Action	31-10-2014 03:24	Approved	EL	13-01-2015 To 13-01-2015	
5	E3516 (E3436)	Click Here To Take An Action	14-11-2014 04:59	Sanctioned	EL	02-01-2015 To 02-01-2015	
6	E3436	Click Here To Take An Action	31-10-2014 09:48	Sanctioned	EL	01-01-2015 To 01-01-2015	
7	E3530	Click Here To Take An Action	17-11-2014 03:40	Withdrawn	EL	30-12-2014 To 30-12-2014	
8	E3531	Click Here To Take An Action	17-11-2014 03:42	Sanctioned	EL	30-12-2014 To 30-12-2014	
9	E3549	Click Here To Take An Action	19-11-2014 05:35	Sanctioned	EL	29-12-2014 To 29-12-2014	
10	E3548	Click Here To Take An Action	19-11-2014 05:28	Withdrawn	EL	29-12-2014 To 29-12-2014	

Fig.eLeaveUser.18

➤ **Alert Setting**

- Under this section applicant gets alters regarding sactioning or approval of his/her leaves via SMS,Email and Personalised alerts.
- Applicant clicks the **Alert setting**() module the page appears is shown in **Fig.eLeaveUser.18**:

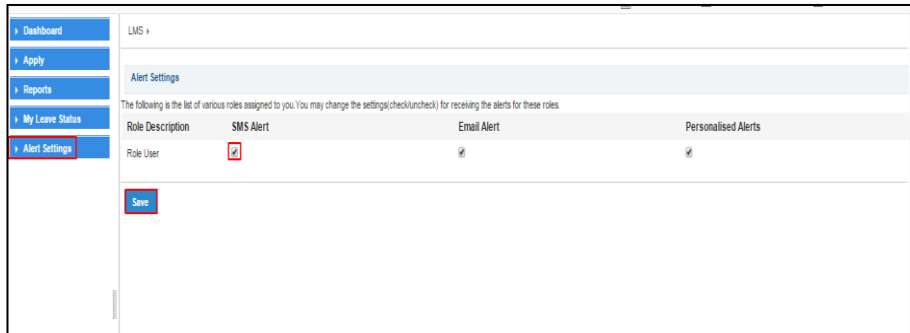
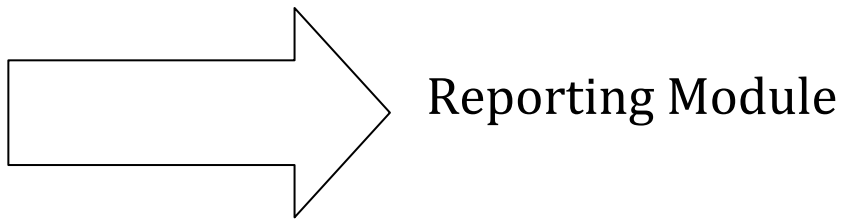


Fig.eLeaveUser.19

Note:

Select the check box through which the user wants to get alert then click the save button, a message prompts record saved successfully.



4.2 Reporting

Reporting account comprises of four different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➤ **Dashboard**

- When an User logs into the application with Reporting Officer role and the page appears with the dashboard as shown in **Fig.eLeaveRequest.1**:

S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No of Days	Organization Unit	Remarks
1	E3558	ESTAAKF001	Aparna Amod Karikhanis	SECTION OFFICER	EL	23-12-2014	23-12-2014	1	FD-(SE/VA-9)	OK
2	E3553	ESTAAKF001	Aparna Amod Karikhanis	SECTION OFFICER	EL	03-11-2014	03-11-2014	1	FD-(SE/VA-9)	OK
3	E3551	ESTAAKF001	Aparna Amod Karikhanis	SECTION OFFICER	EL	11-08-2014	11-08-2014	1	FD-(SE/VA-9)	OK
4	E3470	ESTAAKF001	Aparna Amod Karikhanis	SECTION OFFICER	EL	02-09-2014	02-09-2014	1	FD-(SE/VA-9)	OK

Fig.eLeaveReporting.1

- Reporting Officer can click the Request Id and **Recommend** () the subordinates leave, as shown in **Fig.eLeaveRequest.2**:

Fig.eLeaveReporting.2

Note:

User can either Recommend or Not Recommend the leave of the subordinate.

➤ **Apply**

Apply Leave refers to the same process, where the applicant applies for leave.

Note:
Refer Applicant section-> Apply for the applying the leave.

➤ **Pending Leave Request**

It refers to a process where the Reporting officer can check the Status of Pending Leaves applied by subordinates.

- Reporting officer can click the **Request id** and **Recommend** (Recommend) or Not Recommend the leave of the subordinate pending as shown in Fig.eLeaveRequest.3 and a pop window appears with the leave details as shown in Fig.eLeaveRequest.4:

All	S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No of Days	Organization Unit	Remarks
<input type="checkbox"/>	1	JD269 E3583	ESTAAKF7001	Aparna Amod Karikhanis	SECTION OFFICER	EL	03-11-2014	03-11-2014	1	FD-(SEVA-9)	Ok
<input type="checkbox"/>	2	E3551	ESTAAKF7001	Aparna Amod Karikhanis	SECTION OFFICER	EL	11-08-2014	11-08-2014	1	FD-(SEVA-9)	Ok
<input type="checkbox"/>	3	E3470	ESTAAKF7001	Aparna Amod Karikhanis	SECTION OFFICER	EL	02-09-2014	02-09-2014	1	FD-(SEVA-9)	Ok

<< < > >>

Fig.eLeaveReporting.3

Employee Details

Designation	Department/Section	House Rent	Location
Section Officer	FD-(SEVA-9)	As Per Rule.	

Leave Status

Leave Type : Single Leave Combination Leave

Nature of Leave :

Fig.eLeaveReporting.4

- A message prompts **“The selected leave has been recommended successfully”** after clicking Ok(OK) as shown in Fig.eLeaveRequest.5:

Are you sure you want to recommend leave requests ?

Fig.eLeaveReporting.5

➤ **Reports**

It refers to the Reports where Reporting Officer requires viewing the following:

- View Leave History
- View Subordinate History
- View Leave Approved
- Seven Days Reports of Employees
- View Action Taken by Subordinate

Note:
View Leave History and View Subordinate History is similar to the Applicants or User's.

To view the reports, the Reporting has to perform the following steps:

- Click the **View Approved Leaves** () link, and enter the details required and click Submit button as shown in **Fig. eLeaveReporting.6**:

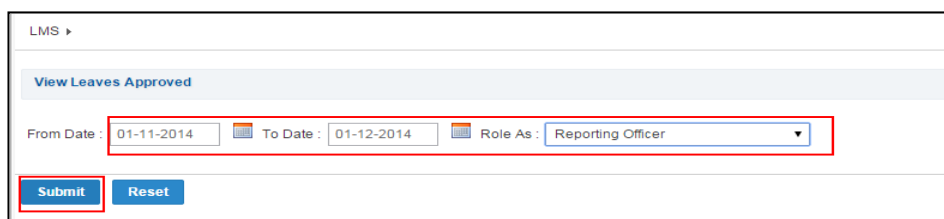
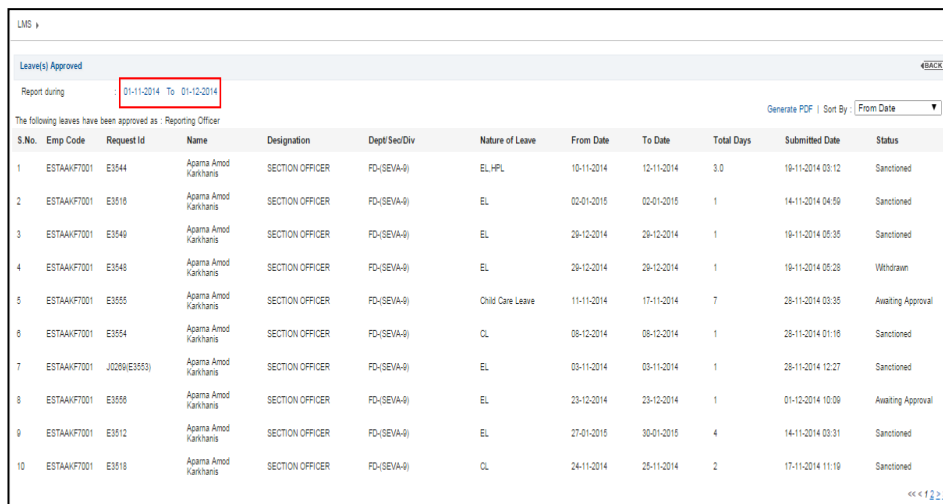


Fig.eLeaveReporting.6


As a result, the **approved leaves report** appears, as shown in **Fig. eLeaveReporting.7**:



S.No.	Emp Code	Request Id	Name	Designation	Dept/Sec/Div	Nature of Leave	From Date	To Date	Total Days	Submitted Date	Status
1	ESTAAKF7001	E3544	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL-HPL	10-11-2014	12-11-2014	3.0	19-11-2014 03:12	Sanctioned
2	ESTAAKF7001	E3516	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	02-01-2015	02-01-2015	1	14-11-2014 04:59	Sanctioned
3	ESTAAKF7001	E3549	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	29-12-2014	29-12-2014	1	19-11-2014 05:35	Sanctioned
4	ESTAAKF7001	E3548	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	29-12-2014	29-12-2014	1	19-11-2014 05:28	Withdrawn
5	ESTAAKF7001	E3555	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	Child Care Leave	11-11-2014	17-11-2014	7	25-11-2014 03:35	Awaiting Approval
6	ESTAAKF7001	E3554	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	CL	08-12-2014	08-12-2014	1	25-11-2014 01:18	Sanctioned
7	ESTAAKF7001	J0289(E3553)	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	05-11-2014	05-11-2014	1	25-11-2014 12:27	Sanctioned
8	ESTAAKF7001	E3558	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	23-12-2014	23-12-2014	1	01-12-2014 10:09	Awaiting Approval
9	ESTAAKF7001	E3512	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	EL	27-01-2015	30-01-2015	4	14-11-2014 03:31	Sanctioned
10	ESTAAKF7001	E3518	Apama Anrod Karkhans	SECTION OFFICER	FD-(SEVA-9)	CL	24-11-2014	25-11-2014	2	17-11-2014 11:19	Sanctioned

Fig.eLeaveReporting.7

To view the **Seven Days Report of Employee**, the Reporting Officer has to perform following steps:

- Click the **Seven Days report of employee** and provide the date as shown in **Fig.eLeaveReporting.8** and click **Submit** () button as shown in **Fig.eLeaveReporting.9**:

LMS >

Date :

Fig.eLeaveReporting.8

LMS >

Seven Days Leave Details of the Employees «BACK

Report during : 21-11-2014 To 27-11-2014

■ - Sanctioned
■ - Available
■ - Awaiting Approval

The following officers is on leave on the mentioned period are as follows:

S.No.	Emp Code	Name	Designation	21-11-2014	22-11-2014	23-11-2014	24-11-2014	25-11-2014	26-11-2014	27-11-2014
1	ESTAAKF7001	Aparna Amod Karkhanis	Section Officer				CL	CL	CL	

« < > »

Fig.eLeaveReporting.9

To view the report of Action taken by Subordinate, Reporting Officer has to perform the following steps:

- Click Action taken by Subordinate link and provide the details and **Submit** () as shown in **Fig.eLeaveReporting.10 and 11:**

LMS >

View Action Taken By Subordinate «BACK

From Date: To Date: Select Subordinate: Choose One Action Taken: Choose One

Fig.eLeaveReporting.10

LMS >

View Action Taken By Subordinate

From Date: 01-11-2014 To Date: 01-12-2014 Select Subordinate: Aparna Amod Karkhanis Action Taken: Recommend

Fig.eLeaveReporting.11

- A detailed report is generated with respect to the dates provided as shown in **Fig.eLeaveReporting.12:**

LMS

Action Taken By Subordinate: **Aparna Amod Karkhanis** ←BACK

Report during: 01-11-2014 To 01-12-2014 Sort By: From Date ▾

The following leaves have been Recommended

S.No.	Emp Code	Request Id	Name	Designation	Dept/Sec/Div	Nature of Leave	From Date	To Date	Total Days	Submitted Date	Status
1	ESTARRM6101	E3492	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)	EL	23-02-2015	23-02-2015	1.0	13-11-2014 09:54	Forwarded
2	ESTARRM6101	E3487	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)/DLT-(LOTTERY-2)	EL,HPL	27-01-2015	28-01-2015	2.0	10-11-2014 05:10	Forwarded
3	ESTARRM6101	E3451	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)	EL	21-01-2015	21-01-2015	1.0	05-11-2014 12:20	Forwarded
4	ESTARRM6101	E3452	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)	EL	01-01-2015	01-01-2015	1.0	10-11-2014 10:09	Forwarded
5	ESTARRM6101	E3493	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)	EL	17-11-2014	17-11-2014	1.0	13-11-2014 10:20	Forwarded
6	ESTARRM6101	J0264(E3379)	Ajt Singh Ramsingh Ragput	State Lottery Officer	DLT-(LOTTERY-2)	EL	27-10-2014	27-10-2014	1.0	14-11-2014 04:12	Forwarded
7	ESTAVJM6701	E3521	Arun Vishnupant Joshi	Section Officer	FD-(BUDGET-11)	EL	24-11-2014	25-11-2014	2.0	17-11-2014 12:05	Forwarded
8	ESTAVJM6701	J0263(E3484)	Arun Vishnupant Joshi	Section Officer	FD-(BUDGET-11)	EL	20-10-2014	20-10-2014	1.0	14-11-2014 02:49	Forwarded
9	ESTAVJM6701	J0255(E3390)	Arun Vishnupant Joshi	Section Officer	FD-(BUDGET-11)	EL	01-09-2014	01-09-2014	1.0	20-10-2014 03:03	Forwarded

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Fig.eLeaveReporting.12

Note:

Reporting can also reject the leave applied by the applicant by clicking on Reject () button, as a result the status gets updated in applicant's account and rejection mail will be sent to the applicant automatically. A reason is mandatory for rejection of the leave.

Reporting can also use Cancel () button incase if the reporting wants to take the decision at a later stage.

4.2.5 My Leave Status

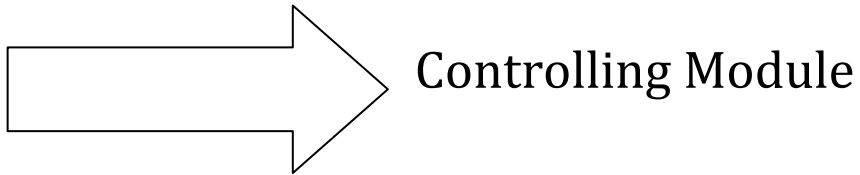
Note:

Reporting Officer 'My Leave Status' is similar to the steps of the Applicants.

4.2.6 Alert Settings

Note:

Reporting Officer 'Alert Settings' is similar to the steps of the Applicants.



4.3 Controlling

Controlling account comprises of six different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➤ Dashboard

- Controlling Officer's dashboard displays the Leave request who can view the Reporting Officer's recommended leaves as shown in **Fig.eLeaveControlling.1**:

The screenshot shows the Controlling Dashboard with three main sections:

Section 1: Pending as Reporting Officer

All	S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Remarks
<input checked="" type="checkbox"/>	1	J0013 E0280	HSGOCPM801	Chandrakant Changu Patil	CLERK CUM TYPIST	HPL	19-10-2013	23-10-2013	5	OIO PRINCIPAL SECRETARY-2-FD	Ok

Section 2: Pending as Role Controlling Officer

All	S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Remarks
<input checked="" type="checkbox"/>	1	E3556	ESTAAKF7001	Apama Amod Karkhanis	SECTION OFFICER	EL	23-12-2014	23-12-2014	1	FD-(SEVA-9)	Ok
<input checked="" type="checkbox"/>	2	E3556	ESTAAKF7001	Apama Amod Karkhanis	SECTION OFFICER	OCL	11-11-2014	17-11-2014	7	FD-(SEVA-9)	Ok
<input checked="" type="checkbox"/>	3	J0299 E3553	ESTAAKF7001	Apama Amod Karkhanis	SECTION OFFICER	EL	03-11-2014	03-11-2014	1	FD-(SEVA-9)	Ok
<input checked="" type="checkbox"/>	4	O0092 E3552	ESTAAKF7001	Apama Amod Karkhanis	SECTION OFFICER	EL	20-11-2014	21-11-2014	2	FD-(SEVA-9)	Ok
<input checked="" type="checkbox"/>	5	E0452	ESTPCAF5001	Pravina Champaklal Arya	ASSISTANT	EL	18-11-2013	10-12-2013	23		Ok

Section 3: Leave Status

S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No. of Days	Organization Unit	Status
1	E0149	ESTUNMR0101	Usha Nandkumar Mahadik	Under Secretary	EL	17-10-2013	19-10-2013	3	FD-(ADM-3)	Awaiting Approval
2	E0028	ESTUNMR0101	Usha Nandkumar Mahadik	Under Secretary	EL	28-08-2013	28-08-2013	3	FD-(ADM-3)	Awaiting Approval

Fig.eLeaveControlling.1

➤ Apply

Note:
Controlling Officer 'Apply' is similar to the steps of the Applicants.

➤ Pending Leave Request

Note:
Controlling Officer 'Pending Leave request' is similar to the steps of the Applicants.

➤ Reports

Note:
Controlling Officer 'Reports' is similar to the steps of the Applicants.

➤ **My Leave Request**

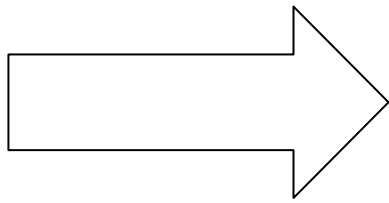
Note:

Controlling Officer 'My Leave Request' is similar to the steps of the Applicants.

➤ **Alert Settings**

Note:

Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.



Approving Module

4.4 Approving

Approving Officer Account comprises of six different sections:

- **Dashboard**
- **Apply**
- **Pending Leave Request**
- **Reports**
- **My Leave Status**
- **Alert Settings**

Let's have a quick overview of the different sections one by one.

➤ **Dashboard**

- Approving Officer can click the **Request Id** and **Recommend** the leave of the subordinate as shown in **Fig.eLeaveApproving.1:**

All	S.No.	Request ID	Employee Code	Name	Designation	Nature of Leave	From Date	To Date	No of Days	Organization Unit	Remarks
<input type="checkbox"/>	1	E3486	ESTARRM6101	Ajtsingh Ramsingh Rajput	STATE LOTTERY OFFICER	EL	18-02-2015	18-02-2015	1	DLT-(LOTTERY-2)	Ok
<input type="checkbox"/>	2	C0083 E3463	ESTARRM6101	Ajtsingh Ramsingh Rajput	STATE LOTTERY OFFICER	EL	05-01-2015	05-01-2015	1	DLT-(LOTTERY-2)	Ok
<input type="checkbox"/>	3	E3451	ESTARRM6101	Ajtsingh Ramsingh Rajput	STATE LOTTERY OFFICER	EL	21-01-2015	21-01-2015	1	DLT-(LOTTERY-2)	Ok

Recommend Not Recommend

Fig.eLeaveApproving.20

➤ **Apply**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➤ **Pending Leave Request**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➤ **Reports**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➤ **My Leave Status**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

➤ **Alert Settings**

Note:
Controlling Officer 'Alert Settings' is similar to the steps of the Applicants.

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