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LEAVE TYPES
## Amendment History

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Introduction

Leave Management System is to ensure a centralized system for the maintenance of leave record and automate the system as much as possible. Leave management system (eLeave) application allows creating, monitoring, and routing of the leave applications from the user to the Reporting/Controlling/Approving authority of the department and to the Administrator/Establishment of the department.

The current procedure requires an employee to manually fill the leave-request form and submit it to their Reporting /Controlling/Approving authority. After the approval of forwarding authority, request sometimes moves up to three channel i.e., approving and controlling, which later submitted to the Admin/Establishment section of a department for sanctioning. The department's Admin/Establishment section currently maintains employee leave records in registers or local system depending on the individual department. The complete process takes a lot of time and after following the cumbersome practice data discrepancy remains in many cases.

Also, the current system is limited to the geographical boundaries, as the process does not provide the convenience to apply and approve leave anywhere and anytime.

Therefore, the present system requires an automated system which will provide a quick and efficient validation method that can save time at every level and eliminate a cumbersome paper process.
Objective

The primary objective of the Leave Management System application is to enable the user to submit leave requests online, check their leave balances, generates various types of reports at every level and view the status of the requested leave anytime. Also, enabling the Reporting /Controlling/Approving authority to approve leave requests online. The application calculates and maintains balances of each type of leave and gives administrators the ability to review, edit and sanction leave. Thus, the application simplifies the leave process, makes it more maintainable, standardizes the processing and lowers the amount of data maintenance and verification activities.
Leave Management System

To start using Leave Management System application, log into the portal and follow the below steps:

**Login**

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

![Login Page](image-url)
- Click on the Login button. A screen appears as shown in Fig.2:

![Login Screen](image)

Fig.2

- To open the **Leave Management System** (eLeave) application, click on the link mentioned in the left panel (Fig.2).
Roles Available in eLeave

eLeave module comprises of four major roles, responsible for applying leave application till approval process.

Roles available in eLeave are as follows:

- Applicant/User Role
- Reporting Role
- Controlling Role
- Approving Role

Let’s have an overview of the different roles in Leave Management System.
Applicant
Applicant role comprises of seven sub-modules as follows:

- Dashboard
- Apply
- Apply LTC Encashment
- My Leave Status
- Consolidated Report
- Reports
- Alert Settings

Let's have an overview on each sub-module.
Dashboard

It displays all leave applications which are due for approval by Reporting/Controlling/Approving or by Sanctioning authority. By default, Dashboard page opens in the case when leave requests are pending for approval.

- Click on the Dashboard module and click on the Request ID as shown in Fig.3:

![Dashboard](image)

Fig.3

- A new window will open. The user can see the status of their leaves along with the Approve/Reject status and time stamp as shown in Fig.4:

![Dashboard](image)

Fig.4

**Note:**

1) User can click on the Request Id to view the movement details of their applied leaves.

2) User can view the officer’s name to whom their leave request is pending as shown in Fig.3.
Apply
This module facilitates a user to apply for a leave/leaves. The leave application form consists of following fields:

- **Select Language**: User can view and enter the details in the Hindi language in the application by selecting the language as Hindi.

  **Note**: This feature is configurable at eOffice administration level.

- **Leave Type**: This feature refers, whether the user is applying for Single Leave or Combination leave.

  **Note**: Refer LEAVE TYPES Annexure 1 for all the types of leaves in detail.

- **Nature of Leave**: This feature refers to the different types of leaves available in the respective department, as mentioned below:
  1. Casual Leave (CL)
  2. Restricted Leave (RH)
  3. Earned Leave (EL)
  4. Half Pay Leave (HPL)
  5. Commuted Leave
  6. Paternity Leave
  7. Child Care Leave (CCL)
  8. Station Leave
  9. Compensatory Leave
  10. Duty Leave

  **Note**: Refer the above Nature of Leave in Leave Types Annexure 1.

- **From/To**: This option allows the user to set the duration for which the applicant is applying for leave.

- **Prefix Days**: This feature shows the weekly off date(s) coming before the selected leave period.

- **Suffix Days**: This feature shows the weekly off date(s) coming after the selected leave period.

- **No. of Days**: This feature reflects the count of the leaves applied by the applicant.

- **CC Mail To**: This feature facilitates the same purpose as CC in an email. It is for subordinates whom applicant wants to inform.
• **Delegate**: This feature facilitates the user to assign their subordinate’s leave request to another user. The leave request is redirected to the delegated user account for the time period the user is on leave.

• **Station Leave**: This feature states if the applicant will be in the station or out of station during their leave period.

**Note:**
On selecting **Station Leave**, the applicant has to select **After/Before** Office hours.

• **Avail LTC (Leave Travel Concession)**: This option serves as an information for the Reporting/Approving/Controlling or Administrator/Establishment officer. If the applicant is going on LTC, then the radio button should be marked.

**Note:**
If the user selects **LTC** while applying for leave, the request Id can be viewed in **LTC taken against leave request** as a drop-down in **Apply LTC encashment** module.

• **Ex-India**: Ex-India Leave may be provided if the user is leaving India during his leave period either for the office purpose or for personal purpose.

• **Reason/ Remark for Leave**: This field is to provide the reason for which the applicant is applying for leave.

• **Previous Leave Details**: This feature shows applicant last sanctioned leave details.

• **Address during Leave**: This refers to the destination address for which the applicant is applying for leave.

• **Send Request**: This action button sends the leave request to their Reporting Officer.

• **Reset**: This feature helps the applicant to reset the entered data.

**Note:**
1) If the user’s reporting officer is on leave, the leave directly goes to the next level for approval as mentioned in the **Approval Workflow**.

2) If the officer has selected ‘**Delegate**’ while applying for leave, the leave request of their subordinates directly goes to the delegated officer for approval.

3) If **link officer** is updated in **EMD**, while the officer is on leave, the leave request of their subordinates directly goes to the link officer.

To apply for leave, perform the following steps:
• Click on the **Apply** module, as shown in Fig.5:

![Apply Module](image)

**Fig.5**

• Enter the essential data into the fields and click on the **Send Request** button (Fig.5).

• A message box appears as shown in Fig.6. Click on the **OK** button to send the request.

![Message Box](image)

**Fig.6**

• A user can view the status of their leaves from the Dashboard as shown in Fig.7:
Similarly, a user can apply for leave in hindi language by selecting from Select Language field as shown in Fig.8:

Note:
1) The applicant can upload the supporting documents by clicking on button. In the case of Commuted Leave it is mandatory to upload the supporting document.
2) In the case of CL (Casual Leave), RH (Restricted Holiday) & CH (Compensatory), leave is approved by the Reporting Officer and does not require higher officer permission.
3) A user can also apply for leave for previous date up to 6 months from the date of current date and can give the joining for the same. In case, leave request is rejected, joining request automatically gets rejected.
4) The number of leaves applied on a back date is configurable as per department’s request.
5) User can view the information related to the Leave Balance/ Upcoming Public Holidays/ Employee on Leave.
Upcoming Holidays
This feature facilitates the applicant to check the upcoming holidays on the same screen.

Note:
The Gazetted (Red color) and Restricted holidays (Green color) will be highlighted if the holiday calendar is mapped in EMD application as shown in Fig.9.

Leave Balance Detail
This feature facilitates the applicant to check their updated leave balance detail.

Note:
1) For the first time, the eLeave Administrator has to enter the leave details of all users. Afterward, the application will automatically manage the leave balance according to the leaves availed by the applicant. Fig.10.
Employee on Leave
This feature facilitates an applicant to check the list of users who are currently on leave as shown in Fig.11:

Note:
The list of users will appear only if they have applied for leave through Leave Management System. Fig.11.

My Workflow Detail
This feature facilitates the applicant to check their approval workflow, i.e. the hierarchy through which their leave moves as shown in Fig.12:

Note:
The workflow will appear after the eLeave Administrator updates the workflow for all the users in leave management application. Fig.12.
Apply LTC (Leave Travel Concession) Encashment

A user can apply for LTC encashment using this interface. The interface specifies the Earned Leaves (EL) encashed during a particular LTC period.

To apply for LTC encashment, perform the following steps:

- Click on **Apply LTC Encashment** module as shown in **Fig.13**:

![Image of Apply LTC Encashment module](image-url)
Enter the details and click on the Send Request button as shown in Fig.14:

A message will appear. Click on OK button to send the request shown in Fig.15:

Note:

1) In the case of already applied LTC for the same block year a message will appear.
2) User can apply a maximum of 10 days for their LTC encashment as shown in Fig.5.
3) A balance of at least 30 days of earned leave is required to apply for LTC encashment.
4) User can avail LTC a maximum of 60 days during the entire career.
5) User can edit the number of leaves for encashment by selecting ‘Yes’ Radio button in ‘Edit No. of Days’ field with remarks.
6) User has the provision to Upload Document at the time of applying LTC for himself/herself or for the spouse.
7) The block year is fetched from the PIMS module. If the department does not have PIMS module, in that case, admin applies for LTC on behalf of users from “Apply for LTC encashment” from “Admin/Establishment” module.
**Consolidated Report**

It facilitates the user to view the combined report of all types of leaves including of the subordinates. This report includes the history of leaves applied by an applicant.

To view the Consolidated Reports of an applicant and subordinate, perform the following steps:

- Click on **Consolidated Report** module. As a result, Consolidated Leave Report for Self and the Subordinate page appears as shown in Fig.16:

![Fig.16](image)

- Click on the **Consolidate Leave Report for Self and Subordinate** link (Fig.16).
- A pop-up window appears. Enter the mandatory fields and click on the **Submit** button as shown in Fig.17:

![Fig.17](image1)

- The **Consolidated Report** opens with the leave count corresponding to leave type. Click on the leave count for which details are required as shown in Fig.18:

![Fig.18](image2)

- Complete details of the selected nature of leave will open as shown in Fig.19:

![Fig.19](image3)
Reports
This module facilitates the users to view the leave history report. A user can track the complete movement of their applied leaves.

To view Leave History reports.

- Click on the **Reports** module, click on the **View Leave History** link as shown in **Fig.20**:

![Fig.20](image)

- **View Leave History** page appears along with the status of applied leave as shown in **Fig.21**:

![Fig.21](image)

- Click on the **Request ID** (Fig.21), a new window **Leave Movement** page appears as shown in **Fig.22**:  

![Fig.22](image)
My Leave Status
This module facilitates the user to check the status of their applied Leaves. It also facilitates a user to take action on their applied leaves. The module is segregated into six sections as follows:
All
In this section, a user can have an integrated view of all type of leave (Pending, Approved or Cancelled) along with the details of Submitted date, Nature of Leave and Leave Period.

Pending
This section facilitates the applicant to filter those leave details which are in pending state.

Note:
Under Pending section, users has the authority to withdraw their leave when the leave is not approved by Reporting officer.

Sanctioned
This section facilitates the user to filter those leaves which are already sanctioned.

Cancelled
This section facilitates the user to filter those leaves which are cancelled by the applicant after getting sanctioned.

Approved
This section facilitates the user to filter those leaves which are in the approved state.

Joined
This section facilitates the user to filter all those leaves against which user has given the joining.

To view Leave status, perform the following steps:

- Click on the My leave Status module as shown in Fig.23:
Click on any section (ALL, PENDING, SANCTIONED, CANCELLED, APPROVED, JOINED) for which details are required or the user wants to perform the action (Fig.23).

Click on the link **Click Here to Take an Action** to view the actions (Extend/ Cancel/ Curtail/ Joining) as shown in Fig.24:

**Leave Actions**

**Extend**
This feature allows an applicant to extend their leave duration. This option appears once the leave is sanctioned.

To extend the leave, perform the following steps:
Click on the link **Extend** as shown in **Fig.25**:

![Fig.25](image)

- **Extend for leave** page will open as shown in **Fig.26**:

![Fig.26](image)

- Enter the To date (**Fig.26**), for which user wants to extend the leave duration.
- Click on the **Send Request** button to forward the request (**Fig.26**).
Note:

1) Once the request is sent for leave extension, a new Id is generated against the applied leave request ID as shown in Fig.27. Here, E prefix denotes the extension of the leave request.

2) A user can extend the leave only once for a Request ID. For such cases, Admin section may use "Exceptional leave Applications" under Administration module to apply for the leave.

Cancel
This feature allows an applicant to cancel their sanctioned leave. A user will provide the reason for the cancellation of leave. This option appears only after the sanctioning of the leave.
To cancel the sanctioned leave, perform the following steps:

- Click on the **Cancel** link as shown in [Fig.28]:

![Fig.28](image)

- **Cancellation for leave** page will open as shown in [Fig.29]:

![Fig.29](image)
Enter the mandatory remarks in **Reason for Cancellation** field (**Fig.29**).

Click on the **Send Request** button to forward the request.

**Fig.30**

Note:
Once the request is sent for cancellation, a new Id is generated against the applied leave request ID as shown in **Fig.30**. Here, C prefix denotes the cancellation of the leave request.
Curtail
This feature allows an applicant to withdraw leave before the completion of the leave period. For e.g. if a user has availed leave for three days and joins the office in two days then the remaining one-day leave can be curtailed. This option appears only after the leave is sanctioned.

To curtail a sanctioned leave, perform the following steps:

- Click on the **Curtail** link as shown in **Fig.31**:

![Fig.31](image)

- **Curtail for leave** page will open as shown in **Fig.32**:

![Fig.32](image)
- Enter the To date (Fig.32), for which user wants to curtail the leave duration.
- Click on the Send Request (Send Request) button to forward the request.

**Fig.33**

**Note:**

1) Once the request is sent for leave curtail, a new Id is generated against the applied leave request ID as shown in Fig.33. Here CUR prefix denotes the extension of the leave request.

2) User can use **Curtail** leave option only for future dates unlike for Cancel leave option, which can be performed in back date.
Alert settings
Under this section, the user gets notification regarding sanctioning/approval of their leaves via SMS, Email. To set alert settings

- Click on the **Alert Settings** module, as a result, the page appears as shown in **Fig.34**:

![Fig.34](image)

- Select check box (**Fig.34.**) via which medium user wants to receive the alerts.
- A message appears **Record Saved Successfully** as shown in **Fig.35**:

![Fig.35](image)

**Note:**
1) A personalized alert is an option for replacing Salutation (Sir, Madam etc.) with the user name.
2) Content for email notification alert is configurable as per the department's requirement.
Reporting Role

Reporting role is assigned for processing the leave requests of the subordinates. Reporting account comprises of nine sub-modules:

- Dashboard
- Apply
- Apply LTC Encashment
- My Leave Status
- Pending Leave Request
- Consolidated Report
- Reports
- Alert Settings
- User Delegate

Let's have a quick overview of these sections.

Dashboard

When a user logs into the application with Reporting role, Dashboard is the default page that appears. The dashboard of the reporting role comprises of two sections:

I. **Pending as Reporting Officer**: It consists those pending leave requests which are applied by subordinates and are due for the action.

II. **Leave Status**: It consists those leaves which are due for approval by Reporting/Controlling/Approving or by Sanctioning authority.

To perform the actions, perform the following steps:

- Click on the checkbox under **Pending as Reporting Officer** section as shown in Fig.36:

Fig.36
- Add the remarks and click on the **Recommend/Not Recommend** button (Fig.36).
  OR
- Click on the **Request ID**. As a result, the **Pending leave request** page will open as shown in Fig.36.
- Click on the button **Recommend/Not Recommend** button for the required action as shown in Fig.37:

![Fig.37](image)

**Note:**
1) User with reporting role can view the subordinate leave history and employee leave balance by clicking on the respective links under **Pending Leave Status** page. (Fig.37).
2) On clicking on the **Recommend** button leave request gets approved at that level and forwarded to the next level (Controlling/Approving).
3) On clicking on the **Not-Recommend** button the leave request gets rejected and the user can re-apply for the leave request.
Apply

Note:
“Apply” is same as the User role.

Apply LTC Encashment

Note:
‘Apply LTC Encashment’ is same as the User Role.

My Leave Status

Note:
‘My Leave Status’ is similar to the steps of the Applicant.

Pending Leave Request

This section comprises those leave requests which are applied by the subordinates and are pending with reporting role for the required action.

For necessary action, perform the following steps:

- Click on the Pending Leave Request. As a result, the list of the pending requests will appear as shown in Fig.38:

![Fig.38](image)

- Click on the checkbox under Pending as Reporting Officer section (Fig.38).
• Add the remarks and click on the **Recommend/Not Recommend** button (**Fig.38**). OR
• Click on the **Request ID, Pending leave request** page will open as shown in **Fig.39**:

![Figure 39](image)

**Fig.39**

• Click on the button **Recommend/Not Recommend** button for the required action (**Fig.39**).
• A pop window appears for the confirmation as shown in **Fig.40**:

![Figure 40](image)

**Fig.40**

**Note:**

Cc option is available to Reporting Officer while using **Recommends/Rejects** option on subordinate’s leave request.
**Consolidated Report**

It facilitates the user to view the combined report of all types of leaves. This report includes the history of leaves applied by an applicant itself and their subordinates in an integrated form.

**Note:**

"Consolidated Report" is same as the User role.

**Reports**

This module facilitates the reporting role to view many types leave history report, unlike an applicant role. A reporting role can track the complete movement of their applied leaves as well as their subordinate leaves. Also, he can view the actions performed by the subordinates.

There are five types of reports available under Reports module:

I. View Leave History  
II. View Subordinate History  
III. View Leaves Approved  
IV. Seven Days Report of Employee  
V. View Action Taken By Subordinate

Let’s have a quick overview of these sections.

**View Leave History**

**Note:**

View Leave History is similar to the Applicant Role.
View Subordinate History
This section facilitates the user to view their subordinates applied leave history.

To view the reports of subordinates, perform the following steps:

Click on the Reports module as shown in Fig.41:

- Click on the View Subordinate Leave History link (Fig.41).
- Subordinate History page appears. Click on the View Leaves Details link in as shown in Fig.42:

- Select the duration for which user wants to see the details and click on the Submit (Submit) button, as shown in Fig.43:
Click on the Request ID. As a result, leave movement detail page will appear as shown in Fig.44:

Note:
Officer can also generate PDF of ‘Subordinate Leave History’ for a particular time period.
View Leaves Approved
This section provides the detail of actions performed on the applied leaves by the subordinates in a specific duration.

To view the detail of approved leaves, perform the following steps:

- Click on the View Leaves Approved link as shown in Fig.45:

![Fig.45](image)

- Select the duration for which user wants to see the details and click on the Submit button, as shown in Fig.46:

![Fig.46](image)
• Approved leaves list appears as shown in Fig.47. A user can also sort the list according to the date.

![Fig.47]
Seven Days Report of Employee
This section provides the details of seven days leave report of subordinates according to the selected date. The report provides details of three days before and three days after from the selected date.

To view the report of last seven days, perform the following steps:

- Click on the Seven Days Report to Employee link, as shown in Fig. 48:

![Fig. 48](image1)

- Select the date and click on the Submit button as shown in Fig. 49:

![Fig. 49](image2)
• The report appears as shown in **Fig.50**:

![Fig.50](image)

**Note:**
Red color states sanctioned leaves, Green color states a user is available and yellow color states the leaves that are pending for approval.
View Action Taken By Subordinate
This section provides the details of leaves for which user’s subordinates have taken action.

To view the report of action taken by subordinates, perform the following steps:

- Click on the View Action Taken By Subordinate link, as shown in Fig.51:

![Fig.51](image)

- Select the date range, select Subordinate Name, Action Taken and click on the Submit button as shown in Fig.52:

![Fig.52](image)
- The report appears as shown in **Fig.53**:

![Fig.53](image)

**Alert Settings**

**Note:**

‘Alert Setting’ is similar to the steps of the Applicant Role.

**User Delegate**

This module is available to users who are authorized by eLeave admin to act as a representative for another user. E.g. User (other than admin) who has the authority to Sanction/Approve leaves on behalf of the admin.
Steps to delegate user are as follows.

- Click on the **User Delegate** module, as shown in **Fig.54**:

![Fig.54](image)

- Choose the employee name in ‘**Delegate Of**’ field, on whose behalf user is performing actions.
- Choose the role in ‘**Role As**’ field and click on the **Submit** button.
- **Delegate Leave Applications** window appears as shown in **Fig.55**:

![Fig.55](image)

- Select the check box corresponding to request Id, click on **Recommend** button to approve the leave (**Fig.55**).

**Note:**
A delegate can approve/Sanction / Reject/Forward multiple Leave request simultaneously depending upon the type of role assigned.

**Controlling Role**

Controlling role is assigned for processing the leave requests of the subordinates after the leave request is recommended by Reporting Role. Controlling account comprises of eight sub-modules:
Let’s have a quick overview of these sections.

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<td>‘Dashboard’ is similar to the steps of the Reporting Role.</td>
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<tr>
<td><strong>Apply</strong></td>
<td>‘Apply’ is similar to the steps of the Applicant Role.</td>
</tr>
<tr>
<td><strong>Apply LTC Encashment</strong></td>
<td>‘Apply LTC Encashment’ is similar to the steps of the Applicant Role.</td>
</tr>
<tr>
<td><strong>My Leave Status</strong></td>
<td>‘My Leave Status’ is similar to the steps of the Applicant Role.</td>
</tr>
<tr>
<td><strong>Pending Leave Request</strong></td>
<td>‘Pending Leave Request’ is similar to the steps of the Reporting Role.</td>
</tr>
</tbody>
</table>
Consolidated Report

Note:
‘Consolidated Report’ is similar to the steps of the Applicant Role.

Reports

Note:
‘Reports’ is similar to the steps of the Reporting Role.

Alert Settings

Note:
‘Alert Setting’ is similar to the steps of the Applicant Role.
Approving Role
Approving role is assigned for processing the leave requests of the subordinates after the leave request is recommended by Reporting Role and Controlling Role. Approving Role account comprises of eight sub-modules:

- Dashboard
- Apply
- Apply LTC Encashment
- My Leave Status
- Pending Leave Request
- Consolidated Report
- Reports
- Alert Settings

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

Dashboard
Note:
‘Dashboard’ is similar to the steps of the Reporting Role.

Apply
Note:
‘Apply’ is similar to the steps of the Applicant Role.

Apply LTC Encashment
Note:
‘Apply LTC Encashment’ is similar to the steps of the Applicant Role.

My Leave Status
Note:
‘My Leave Status’ is similar to the steps of the Applicant Role.

Pending Leave Request
Note:
‘Pending Leave Request’ is similar to the steps of the Reporting Role.
Consolidated Report

Note:
‘Consolidated Report’ is similar to the steps of the Applicant Role.

Reports

Note:
‘Reports’ is similar to the steps of the Reporting Role.

Alert Settings

Note:
‘Alert Setting’ is similar to the steps of the Applicant Role.
Annexure 1

LEAVE TYPES

Casual Leave (CL): CL may be granted for **8 days** (as per the calendar year). A maximum of **5 CLs** can be availed at a time. The applicant may apply Half day CL also.

Special Casual Leave (SCL): For employees with disabilities, additional 4 days as Special Casual Leave can be availed.

Restricted Holiday (RH): RH may be granted for **2 days** according to the calendar year.

Earned Leave (EL): Earned leave may be availed up to **180 days** at a time.

Half Pay Leave (HPL): HPL may be availed whenever required.

Station Leave: Station Leave may be applied on Holidays and Week Off.
- This Leave is used when an applicant needs permission for leaving headquarters. No leave is deducted in case of station leave.
- When the station leave date is different from applied leave date then the user has to select **after office hour/ before office hour**.

Maternity Leave: Maternity Leave is granted to a female employee for a 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** in a calendar year. The user is granted a maximum of **730 days** leave during the entire service.

Paternity Leave: Paternity Leave is granted to male employees for a maximum period of **15 days** and may be combined with other kind of leave, except casual Leave.

Commuted Leave: Commuted Leave may be availed in the case when the user is medically unfit and therefore uploading of a **medical certificate** is mandatory. Two HPL is deducted against one commuted leave.

Compensatory Leave: Compensatory Leave is availed by **Non-Gazetted Staff** only.

Duty Leave: Duty leave can be availed by faculty members up to a maximum of 15 days per semester. For example, Monsoon and Winter Semester.
- Maximum of 15 days Duty leave may be availed during Monsoon Semester and 15 days during Winter Semester.
- A number of leaves are configurable as per the requirement of the department.

Vacation Leave: Vacation Leave may be availed during semesters like Monsoon and Winter Semester.
- The user may apply for **Vacation leave** on Monsoon Semester and Winter Semester.
- No leave balance is maintained for Vacation Leave.
- Vacation leave may be taken in combination with any kind of leave except casual and Special Casual Leave.

EOL: EOL may be availed for a maximum of 5 years with approval, after which department is liable to take the disciplinary action on the Official.
Leave Not Due: Leave Not Due may be availed only if the leave balance of HPL in user account is zero.

- No leave balance is maintained for Leave Not Due. However, the balance will be debited from HPL.
- Leave Not Due can be taken in combination with maternity leave and vice versa

LTC

LTC may be availed once in 4 years for traveling anywhere in India or once in 2 Year for Home town in one spell.

- Minimum thirty days of earned leave is required to apply for LTC.
- A user can apply a maximum of Sixty LTC leaves during their entire career.
- User can encash 10 days of earned leave at a time
- The user can upload the document at the time of applying LTC.
- The number of leaves to be encashed is editable by the user.

Ex-India: Leave, may be provided to the official in the case of leaving India either for the official or for personal purpose.
<table>
<thead>
<tr>
<th>LEAVE TYPE</th>
<th>CL</th>
<th>RH</th>
<th>EL</th>
<th>HPL</th>
<th>Committed Leave</th>
<th>Paternity Leave</th>
<th>Maternity Leave</th>
<th>Special Casual Leave</th>
<th>Child Care Leave</th>
<th>Station Leave</th>
<th>Compensatory Leave</th>
<th>EOL</th>
<th>Leave Not Due</th>
<th>Duty Leave</th>
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