STEP BY STEP PROCEDURE TO APPLY LEAVE ON   HRMS (EMPLOYEE)

STEP 1: Click on Leave Management option under left pane menu

STEP 2 : Click on New Leave Application

STEP3: Select Nature of Leave from the list box

Dashboard
Cadre Management
On Boarding
Leave Management
Employee Self Service (ESS)
Workflow
Admin Section
Employee Master
e-SR
Pass
Office Orders
Career Events Update
Grievance
Settlement
Transfer
Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)

✎ New Leave Application

Employee Basic Details

Employee Type :   R

Date of Joining :   0

Please Select
CASUAL LEAVE (CL)
RESTRICTED HOLIDAY (RH)
LEAVE ON AVERAGE PAY (LAP)
LEAVE ON HALF AVERAGE PAY (LHAP)
CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)

CHILD ADOPTION LEAVE(FATHER) (CALF)
COMMUTED LEAVE (COL)
COMPENSATORY CASUAL LEAVE (COCL)
EXTRA ORDINARY LEAVE (EOL)
FAMILY PLANNING LEAVE (FPL)
HQS LEAVING PERMISSION ON HOLIDAYS (LVHQ)
JOINING TIME (JT)
JOINING TIME ADDED TO LAP (JTLAP)
LEAVE NOT DUE (LND)
PATERNITY LEAVE (PL)
SPECIAL CASUAL LEAVE (SCL)
STUDY LEAVE (SL)
WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)

IOR CLERK CUM TYPIST
/ DIV, SCR

held at :   GTLD

of Retirement :   30-06-2044

≡ View Past Sanctioned | ≡ View My Leave Balances   ≡ My Leave Under Approval

Current Application

Leave 1

Nature of Leave : *   Please Select   Current Leave Balance : *

Leave From : *   DD/MM/YYYY   FN   Leave Upto : *   DD/MM/YYYY   AN

➕ Add another leave

HQ Leaving Permission Required : *   NO

③

STEP 4: Select type of leave you want apply from the list (Example here Casual leave (CL) is selected)

IR-HRMS

☰

★★★ 🎴 👥 Role-DC/GTLD 🔴New ❓Help ⓘFAQ 🔵U.NAVEENKUMAR ⬇ ☰

Home / Leave Management / Leave Application

Please Select
CASUAL LEAVE (CL)
RESTRICTED HOLIDAY (RH)
LEAVE ON AVERAGE PAY (LAP)
LEAVE ON HALF AVERAGE PAY (LHAP)
CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)

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WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)

- ⏱ Dashboard
- 👥 Cadre Management
- 👥 On Boarding
- 👥 Leave Management
- 🧑 Employee Self Service (ESS)
- 🔗 Workflow ▾
- ☰ Admin Section ▾
- 👥 Employee Master ▾
- 🗄 e-SR ▾
- 🎫 Pass ▾
- 📄 Office Orders ▾
- 🔲 Career Events Update ▾
- 🔧 Grievance ▾
- 🔟 Settlement ▾
- ✛ Transfer ▾
- 📋 Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)

✏ **New Leave Application**

...IOR CLERK CUM TYPIST

.../ DIV, SCR

Employee Basic Details

Employee Type :   R   ...held at :   GTLD

Date of Joining :   0   ...of Retirement :   30-06-2044

☰ View Past Sanctioned   ☰ View My Leave Balances   ☰ My Leave Under Approval

Current Application

Leave 1

Nature of Leave : *   Please Select ▾   Current Leave Balance : *

Leave From : *   DD/MM/YYYY   FN ▾   Leave Upto : *   DD/MM/YYYY   AN ▾

➕ Add another leave

HQ Leaving Permission Required : *   NO ▾

④

STEP 5: for the very first time enter CL available to you (for open line staff 10, ministerial staff 8 like wise) in <u>Current Leave Balance</u> Text Box.

STEP 6: Enter from date in Leave from and to date in leave Upto text box

STEP 7: select HQ leaving permission required   (if you want leave HQ select YES and follow step 8, if you don't want leave HQ select No and follow Step 9)

STEP 8: Enter from date in HQ Leave from and to date in HQ Leave Upto dates and Ground on which leave applied to leave HQ.

STEP 9: type name or HRMS id of leave sanctioning authority in forwarded Application to text box (if you are not aware of your leave sanctioning authority you can select by clicking on Modify search range link)

STEP 10: click on submit application button.

Role-DC/GTLD   Help   FAQ   U.NAVEENKUMAR

- Dashboard
- Cadre Management
- On Boarding
- Leave Management
- Employee Self Service (ESS)
- Workflow
- Admin Section
- Employee Master
- e-SR
- Pass
- Office Orders
- Career Events Update
- Grievance
- Settlement
- Transfer
- Willingness for Posting (Rly. Bd., RDSO, CTIs, CRIS)
- Service Request

Employee Basic Details

Employee Type :	Regular in NPS Scheme	Lien held at :	GTLD
Date of Joining :	02-02-2013	Date of Retirement :	30-06-2044

View Past Sanctioned Leave Details	View Forthcoming Holidays	View My Leave Balances	My Leave Under Approval

(6)

Current Application

Leave 1

Nature of Leave : *   CASUAL LEAVE (CL)

Your Leave balance for CL is not yet updated. Please enter the current leave balance as on date. Please note that entering incorrect balance may lead to rejection of leave application, and may invite appropriate action by the competent authority.

Current Leave Balance : *   8

Leave From : *   04/08/2023   FN   Leave Upto : *   04/08/2023   AN

1 day

+ Add another leave

(7)

HQ Leaving Permission Required : *   YES   Going for Ex India Leave? : *   NO

HQ Leave From : *   04/08/2023   FN   HQ Leave Upto : *   04/08/2023   AN

1 day

Ground on which leave applied : *   personal work   **(8)**

Address :   Enter Address

Upload Supporting Document :   Choose file No file chosen   Upload

(8)

Forward Leave

Forward Application to *   M. SELVAKUMAR (CISBGM) / DPO

Search Range :   SCR- GUNTAKAL (DIV)- PERSONNEL   Modify Search Range

(9)

Submit Application

(10)