

## 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**

The screenshot displays the IR-HRMS web application interface. The left sidebar menu is visible, with the 'Leave Management' option highlighted by a red box and a red circle containing the number '1'. A red arrow points from this circle to the 'Leave Management' option. The main content area shows the 'Leave Management' page, with the 'New Leave Application' option highlighted by a red box and a red circle containing the number '2'. A red arrow points from this circle to the 'New Leave Application' option. The page header includes the IR-HRMS logo, a navigation menu icon, and user information: 'U.NAVEENKUMAR' with a dropdown arrow. The breadcrumb trail shows 'Home / Leave Management'. The main content area lists several options: 'New Leave Application', 'My Leave Applications', 'Holiday Calendar', 'My Leave Balances', and 'My Leave Record'. Under the heading 'For Office Use', there are options for 'Manual Leave Entry', 'Leave Balances', 'Update Leave Balances', 'Leave Records', and 'Update Initial Balance'.

IR-HRMS

Home / Leave Management

U.NAVEENKUMAR

Dashboard

Cadre Management

On Boarding

Leave Management

Employee Self Service (ESS)

Workflow

Admin Section

Employee Master

e-SR

Pass

Leave Management

- New Leave Application
- My Leave Applications
- Holiday Calendar
- My Leave Balances
- My Leave Record

**For Office Use :**

- Manual Leave Entry
- Leave Balances
- Update Leave Balances
- Leave Records
- Update Initial Balance

**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

View Past Sanctioned

Current Application

Leave 1

Nature of Leave : \* Please Select

Leave From : \* DD/MM/YYYY FN

HQ Leaving Permission Required : \* NO

- 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)

FOR CLERK CUM TYPIST

/ DIV, SCR

held at : GTLD

of Retirement : 30-06-2044

View My Leave Balances

My Leave Under Approval

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

**IR-HRMS** Home / Leave Management / Leave Application

**New Leave Application**

**Employee Basic Details**

Employee Type : R  
Date of Joining : 0

**Current Application**

Leave 1

Nature of Leave : \* Please Select

Leave From : \* DD/MM/YYYY FN

Leave Upto : \* DD/MM/YYYY AN

HQ Leaving Permission Required : \* NO

**Leave Type List:**

- 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 (WRILL)

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

**IR-HRMS** ★★★★ Role-DC/GTLD New ? Help i FAQ U.NAVEENKUMAR

**Employee Basic Details**

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

[View Past Sanctioned Leave Details](#) [View Forthcoming Holidays](#) [View My Leave Balances](#) [My Leave Under Approval](#)

**Current Application**

**Leave 1**

**Nature of Leave : \***

**Current Leave Balance : \***  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.

**Leave From : \***   **Leave Upto : \***

[+ Add another leave](#)

**HQ Leaving Permission Required : \***

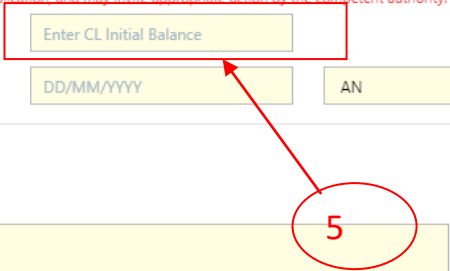
**Ground on which leave applied : \***

**Upload Supporting Document :**  No file chosen

**Forward Leave**

**Forward Application to \***

**Search Range :** SCR- GUNTAKAL (DIV)- PERSONNEL [Modify Search Range](#)



**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.

- 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**

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

- [View Past Sanctioned Leave Details](#)
- [View Forthcoming Holidays](#)
- [View My Leave Balances](#)
- [My Leave Under Approval](#)

**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

**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

**Address :** Enter Address

**Upload Supporting Document :** Choose file No file chosen Upload

**Forward Leave**

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

**Search Range :** SCR- GUNTAKAL (DIV)- PERSONNEL [Modify Search Range](#)

[Submit Application](#)

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