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

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	Home / Leave Management / Leave A	pplication					
Dashboard		Please Select					
Cadre Management	☑ New Leave Application	CASUAL LEAVE (CL) RESTRICTED HOLIDAY (RH) LEAVE ON AVERAGE PAY (LAP)					
On Boarding		LEAVE ON HALF AVERAGE PAY (LHAP)					
Leave Management		CHILD CARE LEAVE FOR SINGLE FATHER (CCLSF)	IOR CLERK CUM TYPIST				
Employee Self Service (ESS)		CHILD ADOPTION LEAVE(FATHER) (CALF)	,,				
	Employee Basic Details	COMMUTED LEAVE (COL)					
Workflow	Employee Type : R	COMPENSATORY CASUAL LEAVE (COCL)	held at :	GTLD			
Admin Section	Date of Joining : 0	FAMILY PLANNING LEAVE (FPL)	of Retirement :	of Retirement : 30-06-2044			
Employee Master		JOINING TIME (JT)					
e-SR 🔻	Uiew Past Sanctioned	LEAVE NOT DUE (LND)	i≣ View My Le	Image: My Leave Under Approval			
Pass 🔹		PATERNITY LEAVE (PL) SPECIAL CASUAL LEAVE (SCL)					
Office Orders 🔹	Current Application	STUDY LEAVE (SL)					
	Leave 1	WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL)					
Career Events Update	Nature of Leave : *	Please Select 🗸	Current Leave Balance : *				
Grievance 🔻							
	Leave From : *	DD/MM/YYYY FN 🗸	Leave Upto : *	DD/MM/YYYY	AN 🗸		
Settlement							
Transfer 🔹	Add another leave						
Willingness for Posting (Rlv							
I., RDSO, CTIs, CRIS)	HQ Leaving Permission	NO					
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Pass Pass Office Orders Career Events Update Grievance Settlement Transfer Willingness for Posting (Rly, A, RDSO, CTIs, CRIS)	Wiew Past Sanctioned I Current Application Leave 1 Nature of Leave : * Leave From : * + Add another leave HQ Leaving Permission Required : *	LEAVE NOT DUE (LND) PATERNITY LEAVE (PL) SPECIAL CASUAL LEAVE (SCL) STUDY LEAVE (SL) WORK RELATED /ILLNESS AND INJURY LEAVE (WRIIL) Please Select DD/MM/YYYY FN	Current Leave Balance : * Leave Upto : *	DD/MM/YYYY	E My Leave Under Approval		



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.

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		Employee Basic Details					
Dashboard		Employee Type :	Regular in NPS Scheme		Lien held at :	GTLD	
Cadre Management		Date of Joining :	02-02-2013		Date of Retirement :	30-06-2044	
On Boarding							
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orkflow -		Leave 1					
dmin Section		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.		
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fillingness for Posting (Rly, DSO, CTIs, CRIS)		Upload Supporting Document :	Choose file No file chosen	Upload			
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		Forward Application to *	Please Select		-		
		Search Range :	SCR- GUNTAKAL (DIV)- PERSONNE	EL		Modify Search Range	
				Submit	Application		

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.

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