Integrated Workflow and Document Management System Government of Punjab

Leave Application User Manual

TATA TATA CONSULTANCY SERVICES LTD.

July 2011

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1. Login Page

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✓ Enter your User ID and Password then click on "Login" button



2. Application Path

✓ Home Page -> Applications -> Leave

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✓ Click on "Leave" link to get application form



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3. Apply for Leave

✓ It captures the details like Nature of Leave, From Date, To Date, Contact No, Leave Reason, Address, etc.

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✓ User will fill required details in Leave Application Form

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✓ To submit the leave request click on "Submit" button

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✓ File gets generated and sends to superior

✓ Click on "Worklist" to see the list of Correspondence.

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✓ Click on Correspondence number to open the details

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			Committee		File	Charanjit Kaur	15-Jul-2011	15372/FE 5/2011	Finance	Create Committee	Open	
			Committee		Approved File	Jagmohan Kaur	14-Jul-2011	15297/FE 5/2011	Finance	Create Committee	Open	
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✓ Supervisor will add his remarks

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✓ Click on "Save" button, to save the details

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✓ To approve the file, approval authority will click on "Approve" button

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S	Nature of Leave Casual L	Harpreet kaur(Senior Assistant 3, FE 5) Mohinder Pal(Senior Assistant 5, FE 5)	
	From Date 15-Jul-2	Shashi Bala(Senior Assistant 2, FE 5)	15-Jul-2011
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✓ Intimation sent to Initiator

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4. MIS

User can generate following leave reports:

- Department Wise Leave Summary Report
 Employee Wise Leave Summary Report
- ✓ Leave Request Tracking
- ✓ Subordinate Leave Summary

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- 🍋 Leave	Modification Cancellation		1	Ms. TCS US	Financ	e UI SE	NDER ECRETARY	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled	
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	t Balance		4	Charanjit K	aur Finand	e Se	enior Assistant	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled	
De	partment-Wise Lea	eave	5	Ms. TCS US	Financ	e U	NDER ECRETARY	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending	
Lea	ave Request Trad	king	6	Jaswant Sir	igh Financ	e Ju	unior Assistant	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending	
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Kecruitme	Image: Securitizent Sr.No. ↓ Employee Name ↓ Designation ↓ Leave Type ↓ Applied From Date↓ Applied To Date ↓ No. of Days ↓ Status													
			1	Charanj	t Kaur	Senior Assistant 1, FE 5	Casual Leave	13-Jul-2011	13-Jul-2011	1	Pending			
🔖 ApplyF 🔖 Leave	ForLeave Modification		2	Charanj	t Kaur	Senior Assistant 1, FE 5	Casual Leave	14-Jul-2011	14-Jul-2011	1	Approved			
🐚 Leave 🍆 Joining	e Cancellation g Report	:	3	Charanj	t Kaur	Senior Assistant 1, FE 5	Casual Leave	15-Jul-2011	15-Jul-2011	1	Approved			
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🗉 🔖 Recruitment	Ca Na	Leave Reg.	Employee	Lanua Tura d	Designation	Applied From	Applied To	Na of Davis A	Luine Mith.	Chatava
🗉 🔖 LTC	Sr.No.	No.	Name	Leave type -	Designation -	Date	Date	NO. OF Days +		Status
E heave	1	247	Charaniit Kaur	Casual Leave	Senior	12-Jul-2011	12-10-2011	1	Charaniit Kaur	Pending
ApplyForLeave	1	247	Charanjic Kasi	Casual Leave	Assistant 1, FE 5	13-301-2011	13-30-2011	1	Charangic Kasa	Penaing
Leave Modification					Senior					
Leave Cancellation	2	243	Charanjit Kaur	Casual Leave	Assistant 1, FE	14-Jul-2011	14-Jul-2011	1	Charanjit Kaur	Approved
My Leave Report					5					
	3	241	Charaniit Kaur	Casual Leave	Senior	15-Jul-2011	15-Jul-2011	1	Charaniit Kaur	Approved
Report					5				,	
Department-Wise Leave					Senior					
Employee-Wise Leave S	4	245	Charanjit Kaur	Earned Leave	Assistant 1, FE	01-Jul-2011	07-Jul-2011	7	Charanjit Kaur	Approved
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