

**Integrated Workflow and Document Management System  
Government of Punjab**

**Leave Application  
User Manual**



**TATA CONSULTANCY SERVICES LTD.**

**July 2011**

## Contents

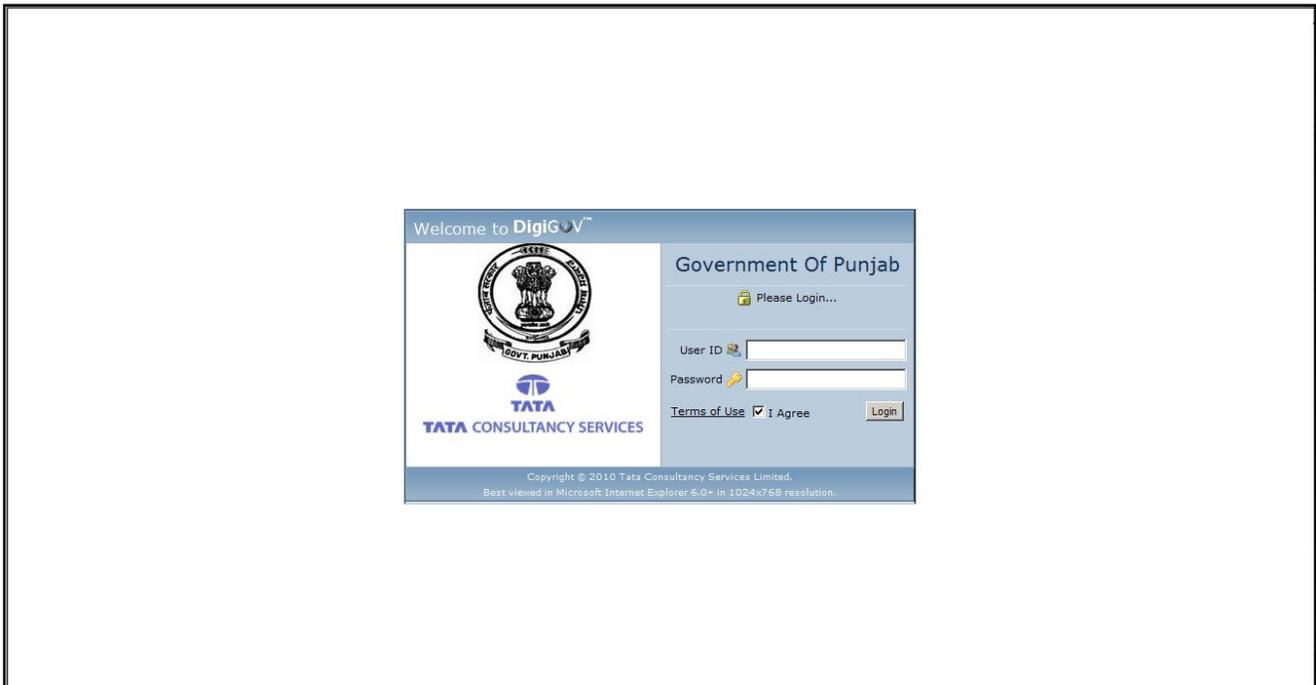
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## 1. Login Page

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- ✓ Enter your User ID and Password then click on “Login” button



## 2. Application Path

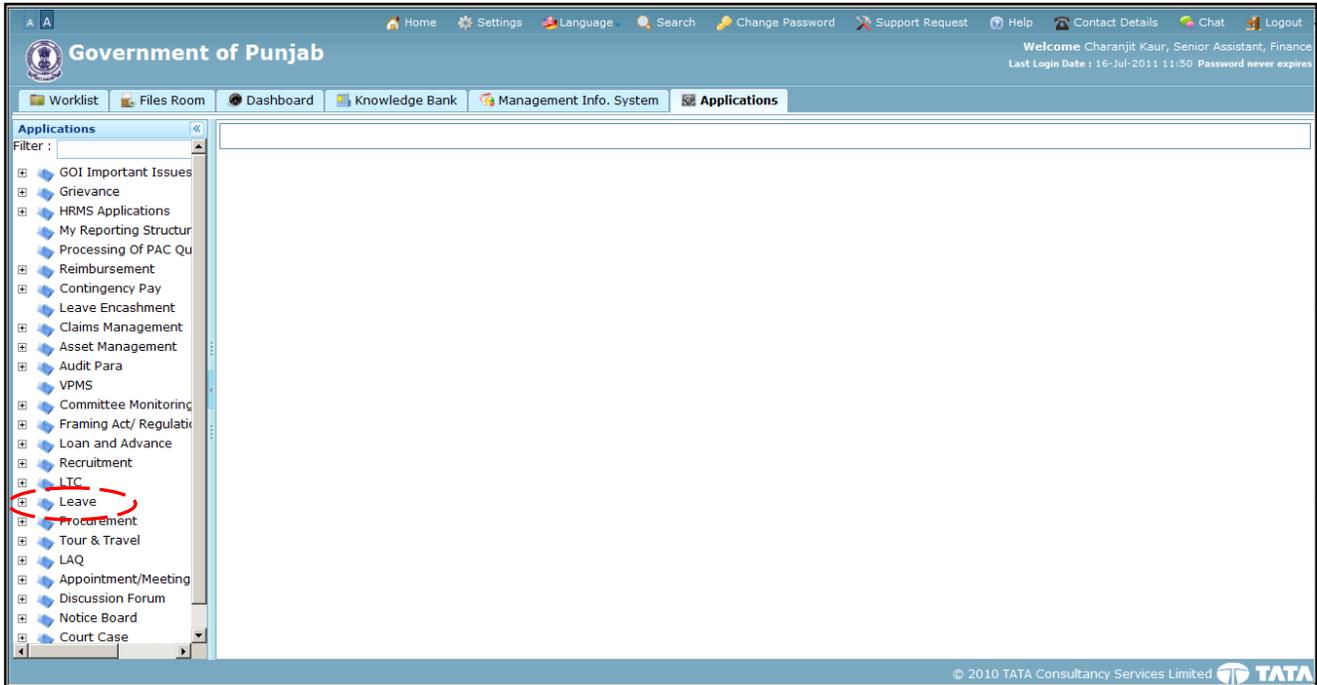
✓ Home Page -> Applications -> Leave

The screenshot shows the Government of Punjab portal interface. The 'Applications' menu item in the left sidebar is circled in red. A 'Contact Details' window is open, displaying a table with contact information for various departments and branches.

Department	Branch	Contact Person	Cell No.
<b>Main</b>			
GAD	Establishment-1	Prabhjeet Singh	9780181213
	Establishment-2		
	Establishment-4		
CS Office	Cs Office	Vinit NegiRijwan Ahmed	8054801995 9646767449
Personnel	Personnel	Harsh Chona	7696793732
Finance	IAS Branch	Raj Kumar	7037027180
	Fin Personnel-1	Prince ChhabraAmit	9466636696
VPMS	Fin Personnel-2	PNavraj	9569796887
	VPMS	Gautam Khanna	9779333922
<b>Mini</b>			
School Education	All Branches(6)	Harmeet Singh	9357258308
Power	Energy	Jatin Verma	9034278129
Irrigation	All Branches(5)	Devender Singh	9592116756
Water Supply and Sanitation	B R II	Ankush Manocha	7837778081
Cooperation	Cooperation - 1	Gaurav	9041682114
VPMS		Shubhan Ali	

✓ Click on "Leave" link to get application form

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FOR MORE VISIT [www.employeesforum.in](http://www.employeesforum.in)

### 3. Apply for Leave

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

**Government of Punjab**

Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 15-Jul-2011 12:20 Password never expires

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Apply For Leave**

**Employee Details**

Employee No	12000040	Employee Name	Charanjit Kaur
Job Title	Senior Assistant	Service Area	Finance

**Balance Available**

CL	RH	EL	HPL
15	2	30	40

**Leave Entry Form**

Combinational Leave  Yes  No

Nature of Leave \*

From Date \*  To Date \*

Contact No. \*  Leave Reason \*

**Address Details**

Address Type

Address Line 1 \*  Address Line 2

Address Line 3

Country \*  State

District  Village

Tehsil

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✓ User will fill required details in Leave Application Form

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Welcome Charanjit Kaur, Senior Assistant, Finance  
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Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Apply For Leave**

**Employee Details**

Employee No	12000040	Employee Name	Charanjit Kaur
Job Title	Senior Assistant	Service Area	Finance

**Balance Available**

CL	RH	EL	HPL
15	2	30	40

**Leave Entry Form**

Combinational Leave  Yes  No

Nature of Leave \*  Leave Sub Category

From Date \*  To Date \*

Contact No. \*  Leave Reason \*

**Address Details**

Address Type

Address Line 1 \*  Address Line 2

Address Line 3

Country \*  State

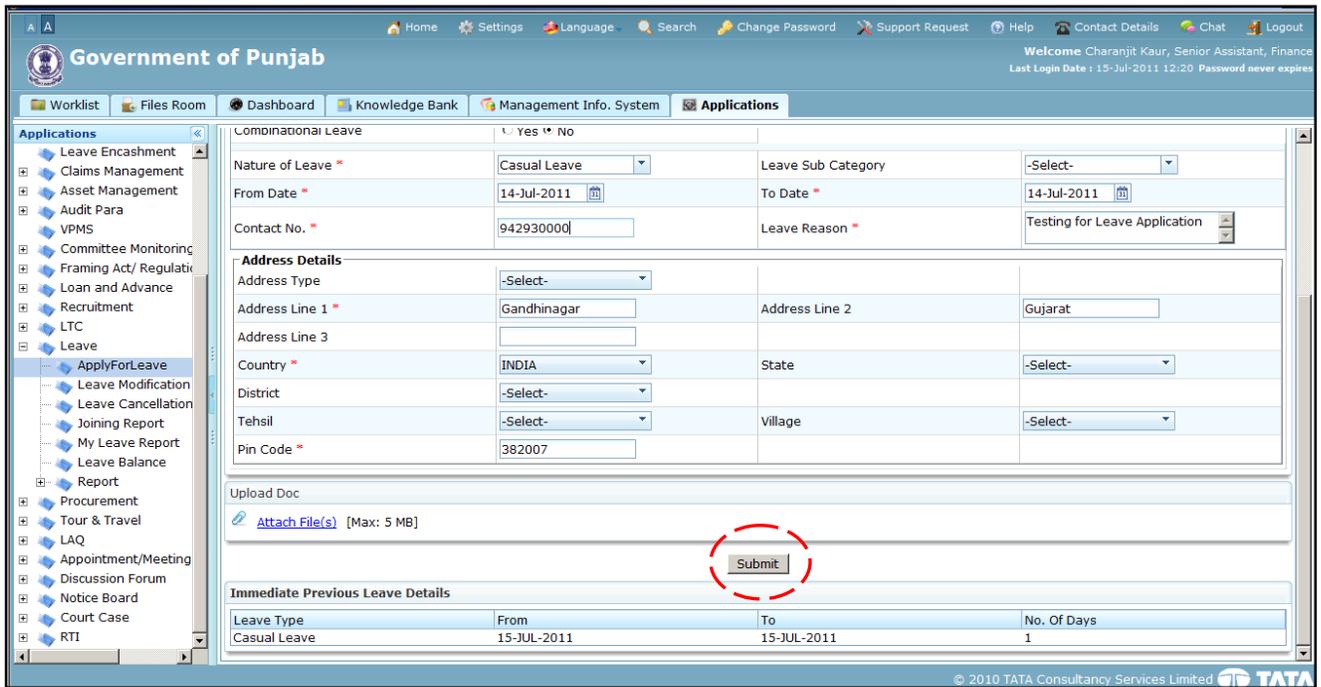
District  Village

Tehsil

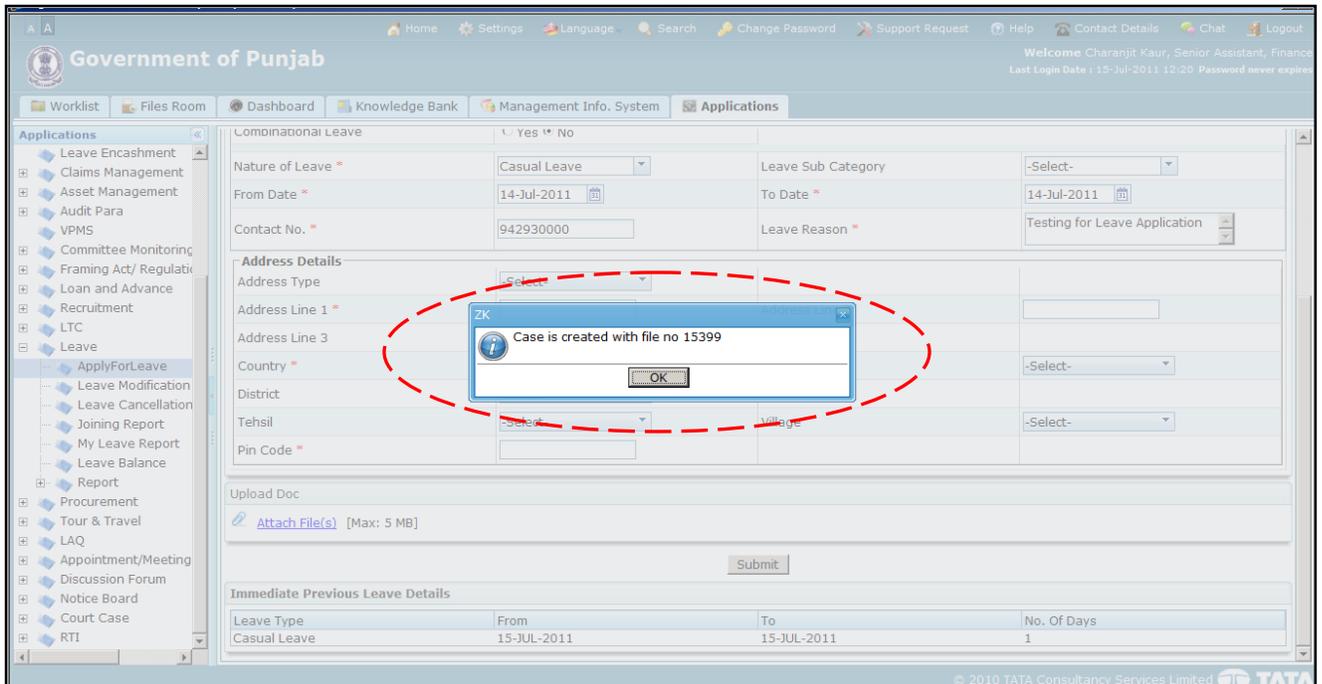
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- ✓ To submit the leave request click on “Submit” button

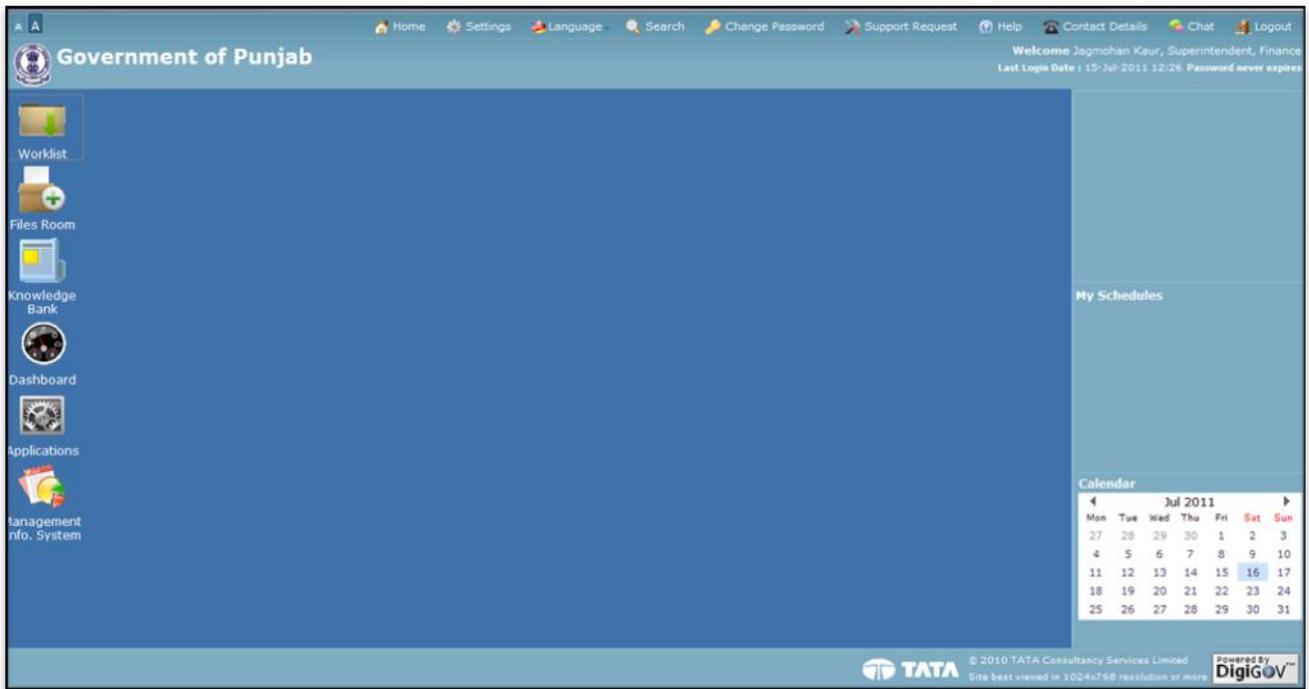


- ✓ File gets generated and sends to superior

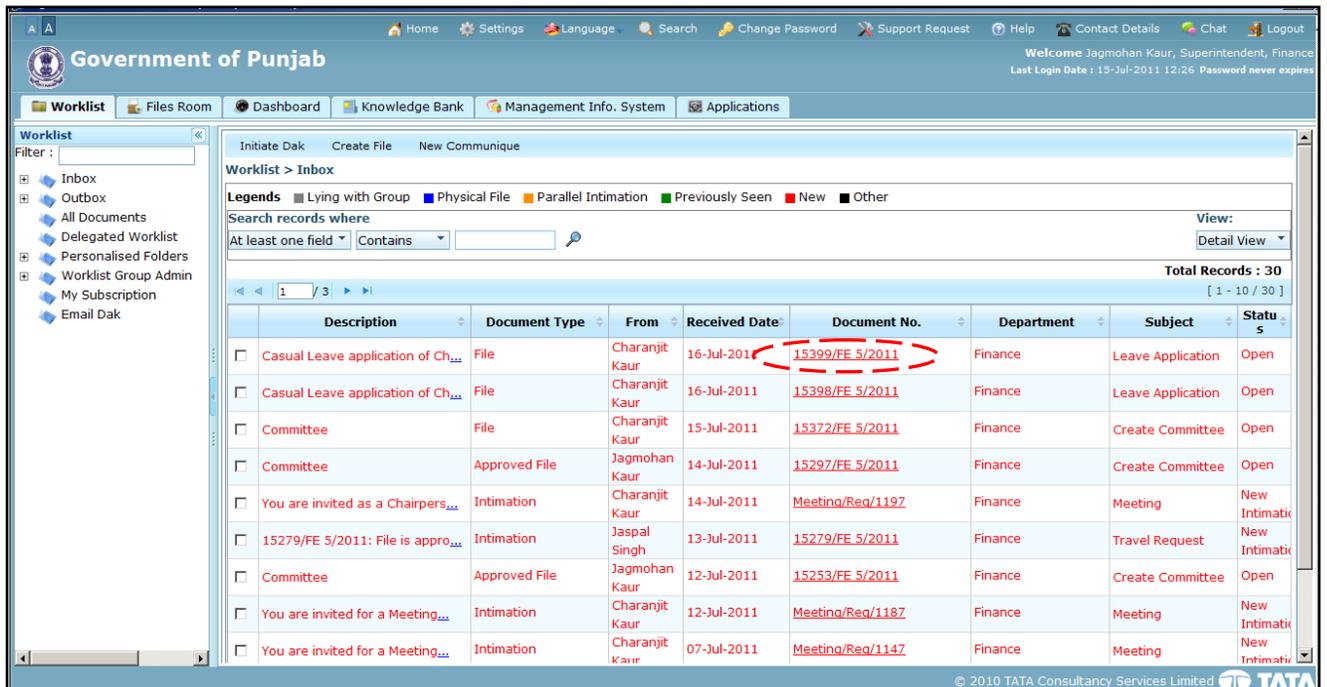


- ✓ Click on “Worklist” to see the list of Correspondence.

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✓ Click on Correspondence number to open the details



- ✓ Click on “Basic Info” tab to see the details

File Details [Horizontal View] - [ File Number:15399/FE 5/2011 ] [ Subject:Leave Application ]

Save File Actions Send To Pendancy View Close

Dak Side **Basic Info** Previous Notes Summary

Apply For Leave

**Employee Details**

Employee No	12000040	Employee Name	Charanjit Kaur
Job Title	Senior Assistant	Service Area	Finance

**Leave Details**

Nature of Leave	Casual Leave	No. Of Days	
From Date	14-Jul-2011	To Date	14-Jul-2011
Leave Reason	Testing for Leave Application	Contact No.	942930000

**Address Details**

Address Type	Office	Address Line 2	
Address Line 1 *	Gandhinagar	Address Line 2	Gujarat
Address Line 3			
Country *	INDIA	State	-Select-
District	-Select-		
Tehsil	-Select-	Village	-Select-
Pin Code *	382007		

**Remarks**

Remarks

- ✓ Supervisor will add his remarks

File Details [Horizontal View] - [ File Number:15399/FE 5/2011 ] [ Subject:Leave Application ]

Save File Actions Send To Pendancy View Close

Dak Side **Basic Info** Previous Notes Summary

Apply For Leave

**Employee Details**

Employee No	12000040	Employee Name	Charanjit Kaur
Job Title	Senior Assistant	Service Area	Finance

**Leave Details**

Nature of Leave	Casual Leave	No. Of Days	
From Date	14-Jul-2011	To Date	14-Jul-2011
Leave Reason	Testing for Leave Application	Contact No.	942930000

**Address Details**

Address Type	Office	Address Line 2	
Address Line 1 *	Gandhinagar	Address Line 2	Gujarat
Address Line 3			
Country *	INDIA	State	-Select-
District	-Select-		
Tehsil	-Select-	Village	-Select-
Pin Code *	382007		

**Remarks**

Remarks

Leave may be granted.

✓ Recommended In charge

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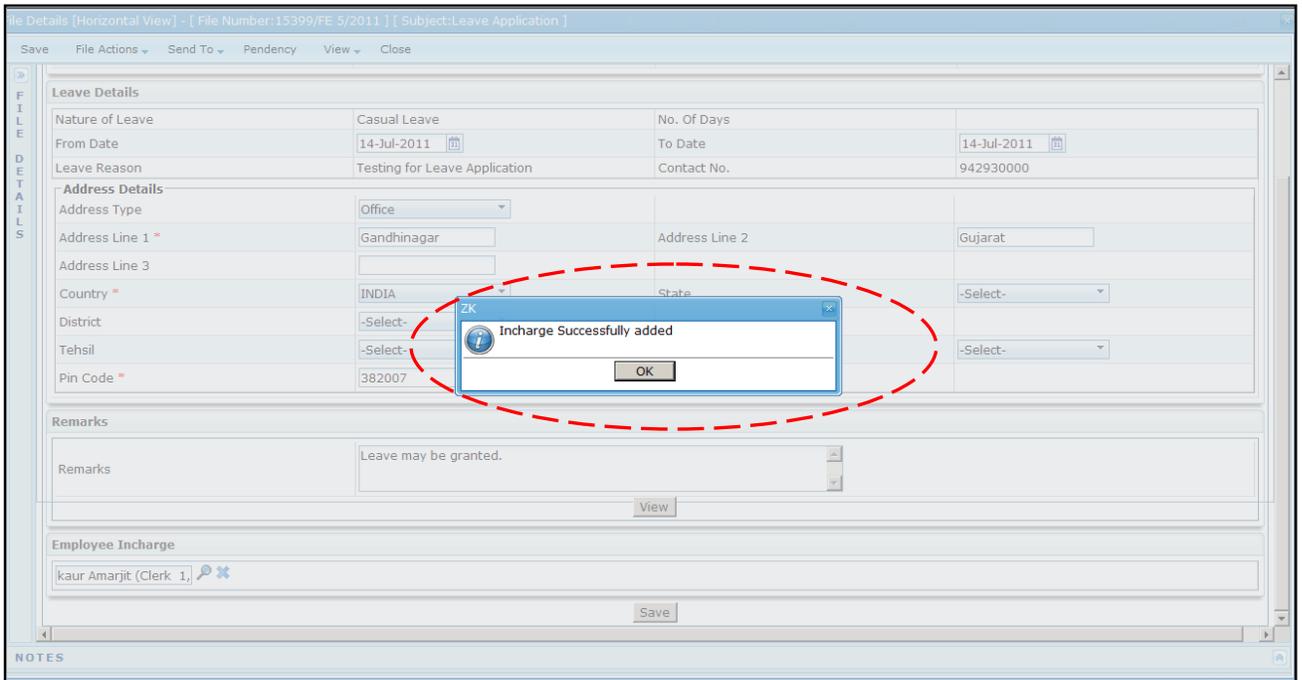
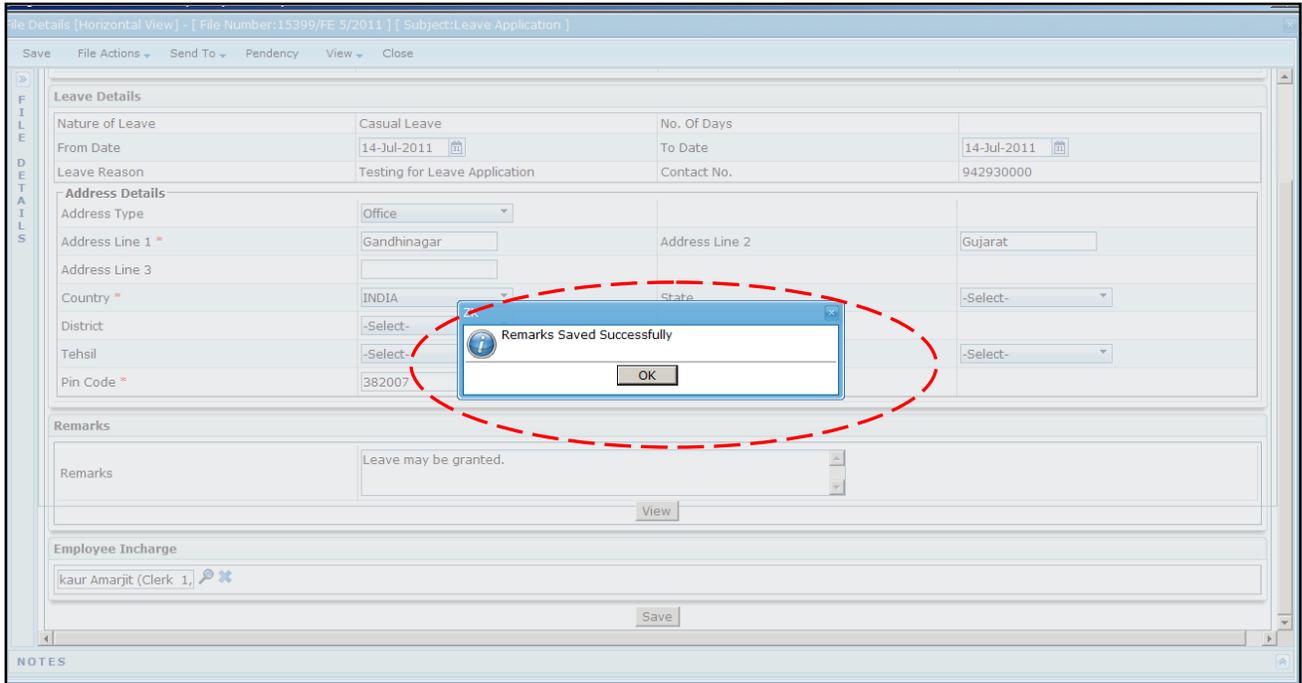
The screenshot shows a web application window titled "File Details [Horizontal View] - [ File Number:15399/FE 5/2011 ] [ Subject:Leave Application ]". The window contains a form with the following sections:

- Leave Details:** Nature of Leave (Casual Leave), From Date (14-Jul-2011), To Date (14-Jul-2011), Leave Reason (Testing for Leave Application), Contact No. (942930000).
- Address Details:** Address Type (Office), Address Line 1 (Gandhinagar), Address Line 2 (Gujarat), Address Line 3, Country (INDIA), State (-Select-), District (-Select-), Tehsil (-Select-), Village (-Select-), Pin Code (382007).
- Remarks:** Remarks (Leave may be granted), View button.
- Employee Incharge:** A text input field with a magnifying glass icon, highlighted with a red dashed circle.

Buttons for "Save" and "View" are visible at the bottom of the form.

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

This screenshot is identical to the one above, but the "Save" button at the bottom center of the form is highlighted with a red dashed circle. The "Employee Incharge" field now contains the text "kaur Amarjit (Clerk 1)" and has a magnifying glass icon and a small 'x' icon next to it.

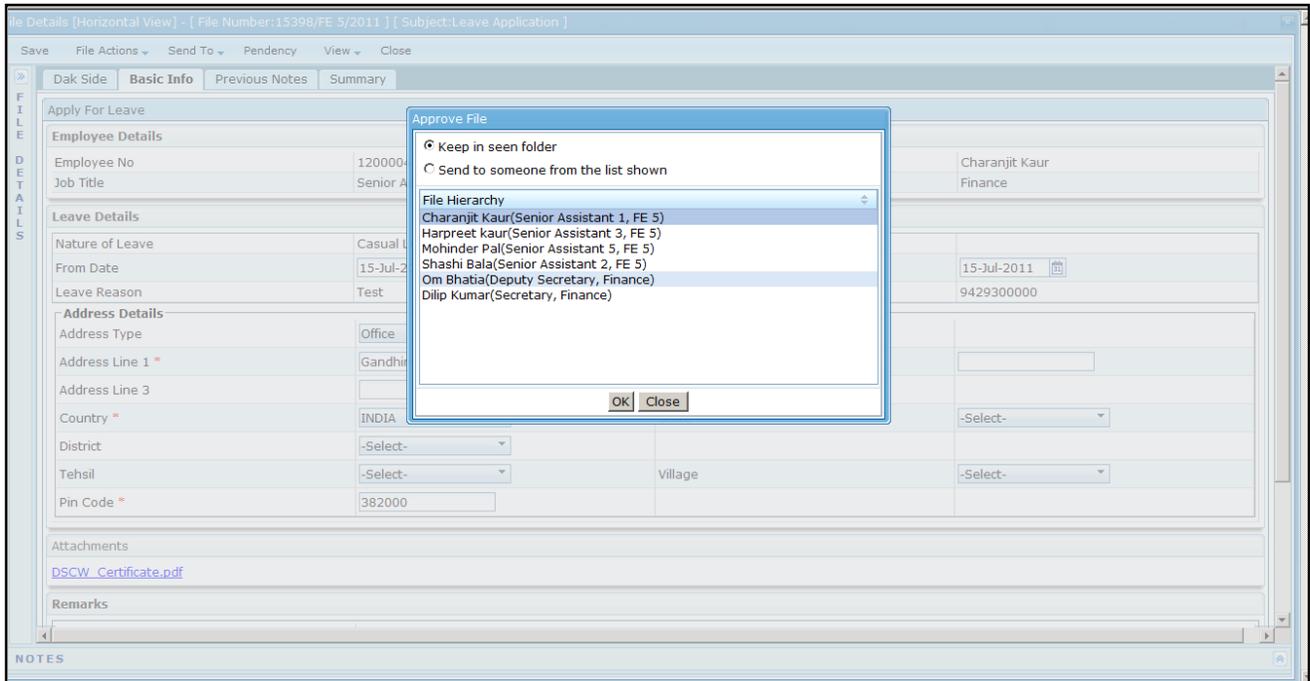


- ✓ To approve the file, approval authority will click on “Approve” button

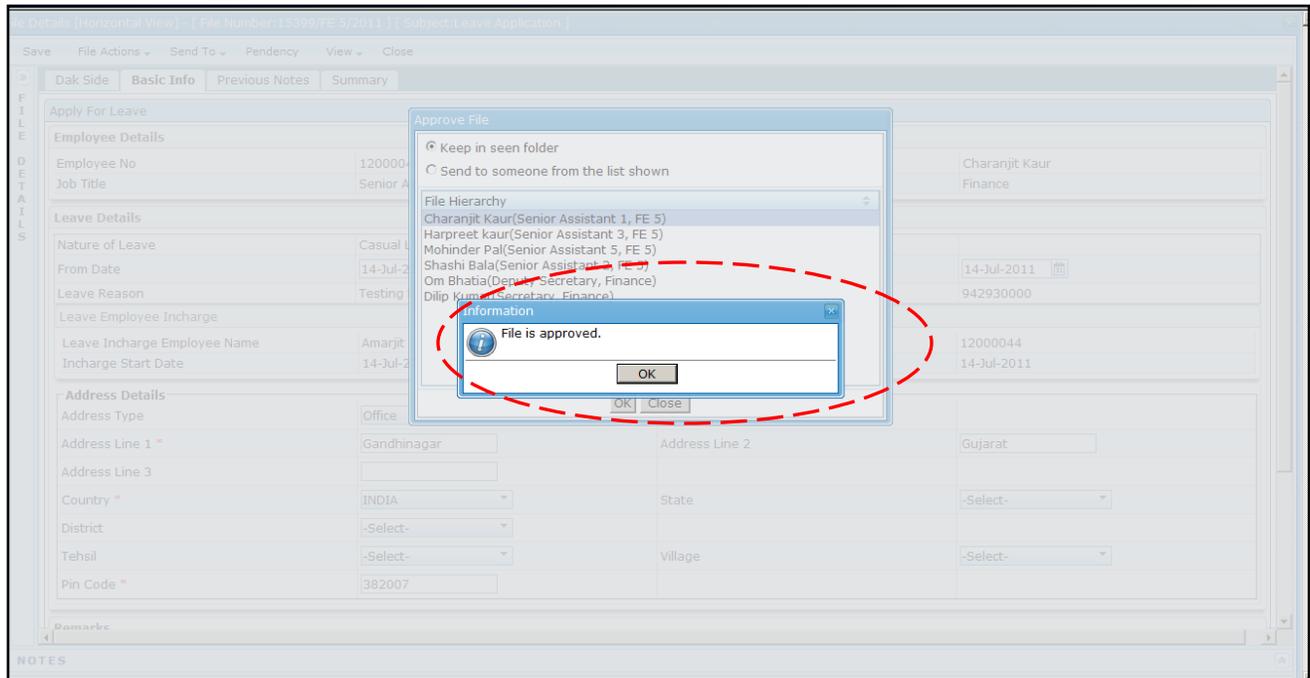
The screenshot shows a software application window titled "File Details [Horizontal View] - [ File Number:15399/FE 5/2011 ] [ Subject:Leave Application ]". The window has a menu bar with "Save", "File Actions", "Send To", "Pendency", "View", and "Close". A "File Actions" menu is open, showing options like "Forward", "Return", "Return To Sender/Group", "Approve", "No. Approve", "Dispose", and "Await". The "Approve" option is highlighted with a red circle. The main area of the window contains a form with the following data:

Employee ID	12000040	Employee Name	Charanjit Kaur
Job	Senior Assistant	Service Area	Finance
Nature of Leave	Casual Leave	No. Of Days	
From Date	14-Jul-2011	To Date	14-Jul-2011
Leave Reason	Testing for Leave Application	Contact No.	942930000
Leave Employee Incharge			
Leave Incharge Employee Name	Amarjit kaur	Leave Incharge Employee ID	12000044
Incharge Start Date	14-Jul-2011	Incharge End Date	14-Jul-2011
<b>Address Details</b>			
Address Type	Office		
Address Line 1 *	Gandhinagar	Address Line 2	Gujarat
Address Line 3			
Country *	INDIA	State	-Select-
District	-Select-		
Tehsil	-Select-	Village	-Select-
Pin Code *	382007		

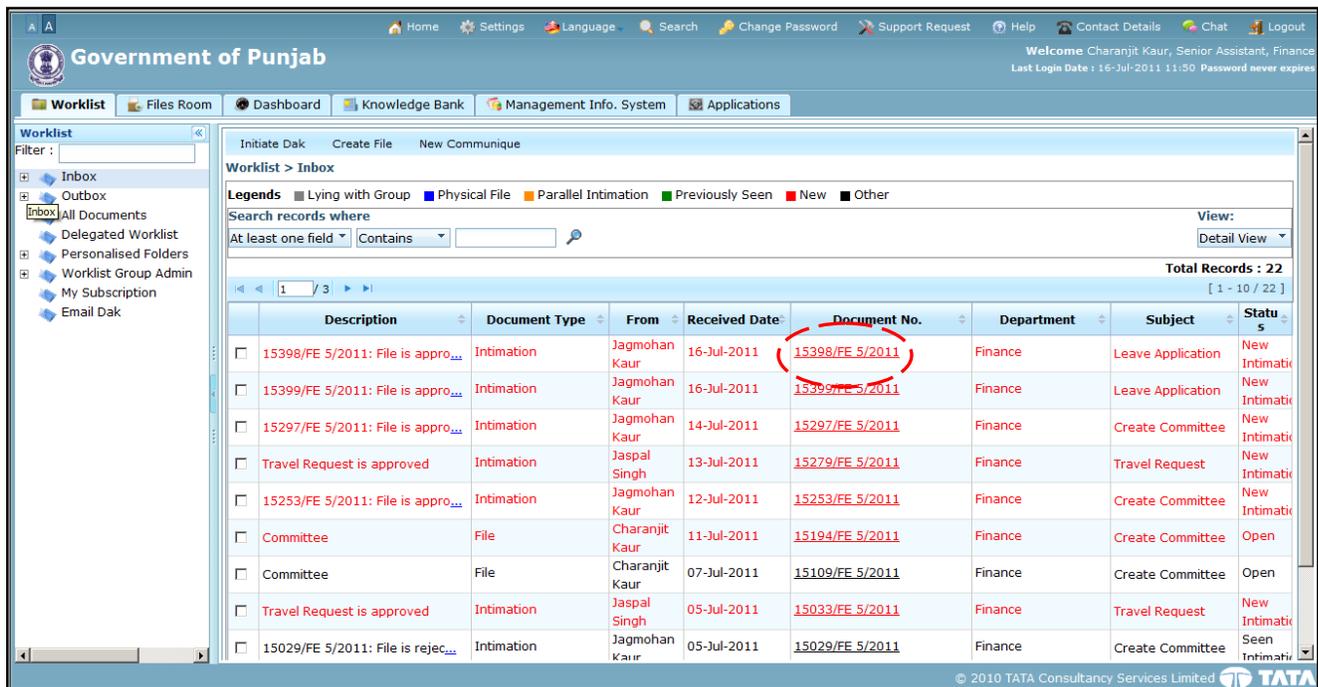
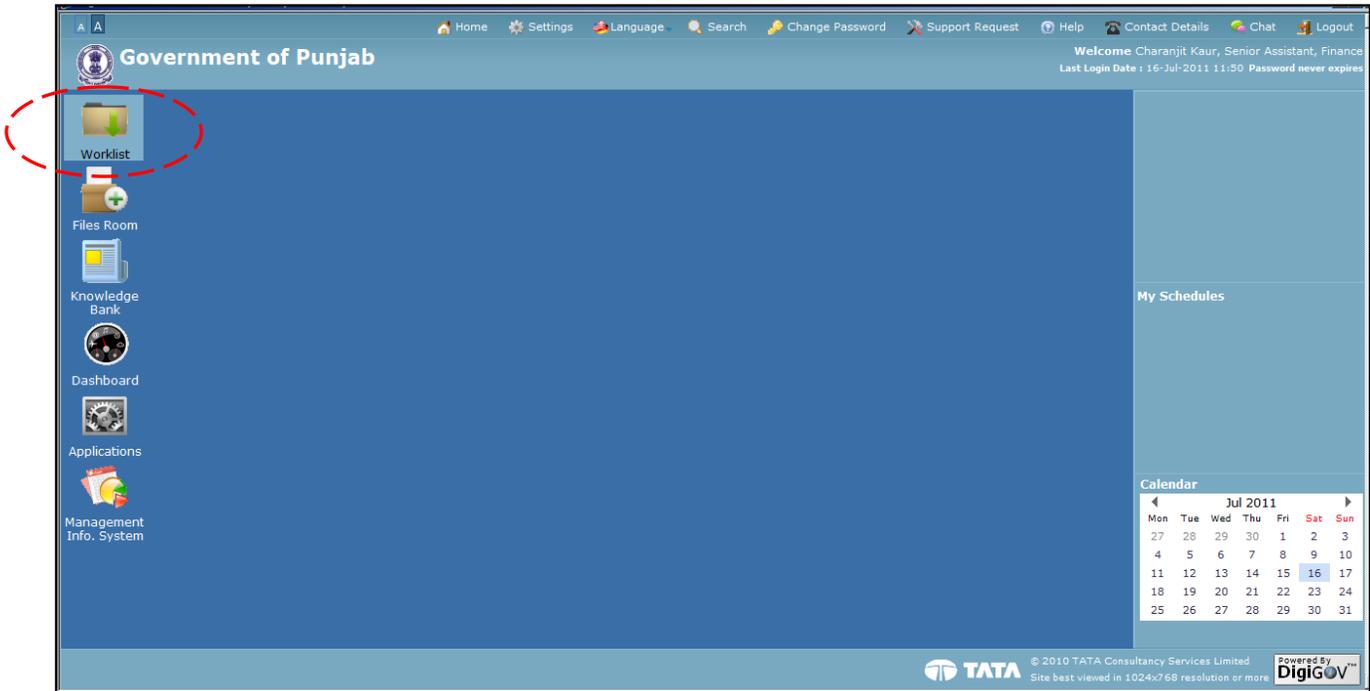
At the bottom of the window, there is a "Remarks" field and a "NOTES" section.



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✓ Intimation sent to Initiator



The screenshot displays the Government of Punjab portal interface. A pop-up window titled "Intimation" is open, showing the following details:

- Intimation Category: Approved
- From: Jagmohan Kaur
- To: Charanjit Kaur
- Description: 15399/FE 5/2011: File is approved by Jagmohan Kaur
- Content: 15399/FE 5/2011: File is approved by Jagmohan Kaur

Below the pop-up is a table of leave applications with the following columns: Description, Document Type, From, Received Date, Document No., Department, Subject, and Status. The table contains 12 rows of data.

Description	Document Type	From	Received Date	Document No.	Department	Subject	Status
15398/FE 5/2011: File is appro...	Intimation	Jagmohan Kaur	16-Jul-2011	15398/FE 5/2011	Finance	Leave Application	New Intimat
15399/FE 5/2011: File is appro...	Intimation	Jagmohan Kaur	16-Jul-2011	15399/FE 5/2011	Finance	Leave Application	New Intimat
15297/FE 5/2011: File is appro...	Intimation	Jagmohan Kaur	14-Jul-2011	15297/FE 5/2011	Finance	Create Committee	New Intimat
Travel Request is approved	Intimation	Jaspal Singh	13-Jul-2011	15279/FE 5/2011	Finance	Travel Request	New Intimat
15253/FE 5/2011: File is appro...	Intimation	Jagmohan Kaur	12-Jul-2011	15253/FE 5/2011	Finance	Create Committee	New Intimat
Committee	File	Charanjit Kaur	11-Jul-2011	15194/FE 5/2011	Finance	Create Committee	Open
Committee	File	Charanjit Kaur	07-Jul-2011	15109/FE 5/2011	Finance	Create Committee	Open
Travel Request is approved	Intimation	Jaspal Singh	05-Jul-2011	15033/FE 5/2011	Finance	Travel Request	New Intimat
15029/FE 5/2011: File is rejec...	Intimation	Jagmohan Kaur	05-Jul-2011	15029/FE 5/2011	Finance	Create Committee	Seen Intimat

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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

The screenshot displays the 'Department-Wise Leave Summary Report' form within the Government of Punjab MIS. The form includes the following fields:

- Department\* (Please Select...)
- From Date (16-Jul-2011)
- To Date (16-Jul-2011)
- Leave Type (Please Select...)
- Status (Please Select...)

**Note: Parameters marked with a '\*' are mandatory**

**Select columns to be displayed in the report**  Select/Deselect All

<input checked="" type="checkbox"/> Sr.No	<input checked="" type="checkbox"/> Employee Name	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Designation	<input checked="" type="checkbox"/> Leave Type	<input checked="" type="checkbox"/> Applied From Date	<input checked="" type="checkbox"/> Applied To Date	<input checked="" type="checkbox"/> No.of Days	<input checked="" type="checkbox"/> Status
---	---	--	---	--	---	---	--	--

**Generate Report** **Reset**

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Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Applications**

- VPMS
- Committee Monitoring
- Framing Act/ Regulation
- Loan and Advance
- Recruitment
- LTC
- Leave
  - ApplyForLeave
  - Leave Modification
  - Leave Cancellation
  - Joining Report
  - My Leave Report
  - Leave Balance Report
  - Department-Wise Leave
  - Employee-Wise Leave S
  - Leave Request Tracking
  - Subordinate Leave Sum
- Procurement
- Tour & Travel
- LAQ
- Appointment/Meeting Schedu
- Discussion Forum
- Notice Board
- Court Case
- RTI

**Department-Wise Leave Summary Report**  
Department: Finance, From Date: 01-Jan-2011  
To Date: 16-Jul-2011

Total Records : 124 [ 1 - 20 / 124 ]

Sr.No	Employee Name	Department	Designation	Leave Type	Applied From Date	Applied To Date	No. of Days	Status
1	Ms. TCS US	Finance	UNDER SECRETARY	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled
2	Jaswant Singh	Finance	Junior Assistant	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled
3	Faqir Chand	Finance	Clerk	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled
4	Charanjit Kaur	Finance	Senior Assistant	Earned Leave	03-Jul-2011	03-Jul-2011	1	Cancelled
5	Ms. TCS US	Finance	UNDER SECRETARY	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending
6	Jaswant Singh	Finance	Junior Assistant	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending
7	Faqir Chand	Finance	Clerk	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending
8	Charanjit Kaur	Finance	Senior Assistant	Earned Leave	25-Jun-2011	25-Jun-2011	1	Pending
9	Ms. TCS US	Finance	UNDER SECRETARY	Earned Leave	25-Jun-2011	26-Jun-2011	2	Pending
10	Jaswant Singh	Finance	Junior Assistant	Earned Leave	25-Jun-2011	26-Jun-2011	2	Pending
11	Faqir Chand	Finance	Clerk	Earned Leave	25-Jun-2011	26-Jun-2011	2	Pending
12	Charanjit Kaur	Finance	Senior Assistant	Earned Leave	25-Jun-2011	26-Jun-2011	2	Pending
13	Ms. TCS US	Finance	UNDER SECRETARY	Earned Leave	25-Jun-2011	26-Jun-2011	2	Approved

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**Government of Punjab**

Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

**Employee Wise Leave Summary**

Employee\*  From Date

To Date  Leave Type

Status

**Note: Parameters marked with a '\*' are mandatory**

Select columns to be displayed in the report  Select/Deselect All

<input checked="" type="checkbox"/> Sr.No.	<input checked="" type="checkbox"/> Employee Name	<input checked="" type="checkbox"/> Designation	<input checked="" type="checkbox"/> Leave Type	<input checked="" type="checkbox"/> Applied From Date	<input checked="" type="checkbox"/> Applied To Date	<input checked="" type="checkbox"/> No. of Days	<input checked="" type="checkbox"/> Status
--	---	---	--	---	---	---	--

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Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

**Employee Wise Leave Summary**

From Date: 01-Jan-2011, To Date: 16-Jul-2011

Total Records : 4

Sr.No.	Employee Name	Designation	Leave Type	Applied From Date	Applied To Date	No. of Days	Status
1	Charanjit Kaur	Senior Assistant 1, FE 5	Casual Leave	13-Jul-2011	13-Jul-2011	1	Pending
2	Charanjit Kaur	Senior Assistant 1, FE 5	Casual Leave	14-Jul-2011	14-Jul-2011	1	Approved
3	Charanjit Kaur	Senior Assistant 1, FE 5	Casual Leave	15-Jul-2011	15-Jul-2011	1	Approved
4	Charanjit Kaur	Senior Assistant 1, FE 5	Earned Leave	01-Jul-2011	07-Jul-2011	7	Approved

Date: 16-Jul-2011 12:25:20  
\*Report Generated by TCS-DigigOV

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**Government of Punjab**

Home Settings Language Search Change Password Support Request Help Contact Details Chat Logout

Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Leave Request Tracking**

Employee Search\*  From Date

To Date  Leave Type

Status  Leave Request No.

Note: Parameters marked with a "\*" are mandatory

Select columns to be displayed in the report  Select/Deselect All

Sr.No.  Leave Req. No.  Employee Name  Leave Type  Designation  Applied From Date  Applied To Date  No. of Days  Lying With  Status

**Generate Report** **Reset**

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**Government of Punjab**

Home Settings Language Search Change Password Support Request Help Contact Details Chat Logout

Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Leave Request Tracking**

From Date: 01-Jan-2011, To Date: 16-Jul-2011

Total Records : 4

Sr.No.	Leave Req. No.	Employee Name	Leave Type	Designation	Applied From Date	Applied To Date	No. of Days	Lying With	Status
1	247	Charanjit Kaur	Casual Leave	Senior Assistant 1, FE 5	13-Jul-2011	13-Jul-2011	1	Charanjit Kaur	Pending
2	243	Charanjit Kaur	Casual Leave	Senior Assistant 1, FE 5	14-Jul-2011	14-Jul-2011	1	Charanjit Kaur	Approved
3	241	Charanjit Kaur	Casual Leave	Senior Assistant 1, FE 5	15-Jul-2011	15-Jul-2011	1	Charanjit Kaur	Approved
4	245	Charanjit Kaur	Earned Leave	Senior Assistant 1, FE 5	01-Jul-2011	07-Jul-2011	7	Charanjit Kaur	Approved

Print Export To :  Excel

Date:16-Jul-2011 12:26:05

\*Report Generated by TCS-DigiGOV

**Back** **Reset Grid**

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**Government of Punjab**

Welcome Charanjit Kaur, Senior Assistant, Finance  
Last Login Date : 16-Jul-2011 12:13 Password never expires

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

**Applications**

- VPMS
- Committee Monitoring
- Framing Act/ Regulation
- Loan and Advance
- Recruitment
- LTC
- Leave
  - ApplyForLeave
  - Leave Modification
  - Leave Cancellation
  - Joining Report
  - My Leave Report
  - Leave Balance
  - Report
    - Department-Wise Leave Su
    - Employee-Wise Leave Sum
    - Leave Request Tracking Re
    - Subordinate Leave Summa**
- Procurement
- Tour & Travel
- LAQ
- Appointment/Meeting Scheduler
- Discussion Forum
- Notice Board
- Court Case
- RTI

### Subordinate Leave Summary

From Date: 16-Jul-2011 To Date: 16-Jul-2011

Leave Type: Please Select... Status: Please Select...

Select columns to be displayed in the report  Select/Deselect All

<input checked="" type="checkbox"/> Sr.No	<input checked="" type="checkbox"/> Employee Name	<input checked="" type="checkbox"/> Designation	<input checked="" type="checkbox"/> Leave Request No.	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Leave Type	<input checked="" type="checkbox"/> Applied From Date	<input checked="" type="checkbox"/> Applied To Date	<input checked="" type="checkbox"/> No.Of Days
---	---	---	---	--	--	---	---	--

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