Integrated Workflow and Document Management System Government of Punjab

Leave Encashment User Manual



July 2011

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1. Login Page

✓ Enter your User Id and Password then Click on "Login" button



for more such detail: www.emplyeesforum.in

2. Application Link

✓ Homepage -> Applications -> Leave Encashment



for more such detail: www.emplyeesforum.in



3. Leave Encashment Request

✓ It captures the details like Employee Number, Employee Name, Designation, Department, Bank Name, Branch Name, Account Number, Retirement Type, Retirement Date, Pay Grade, Earned Leave Details etc.

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	Maximum Encashable Leaves	300	Available Leaves	15	
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				© 2010 TATA Consultancy Services Limited	TAT GP

✓ Fill up the necessary details in Leave Encashment Form and submit the request.

✓ On clicking 'Submit' button, File generates and moves to the Worklist of Establishment Section's Superintendant.

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4. Leave Encashment File Processing

 Click 'Worklist' icon from homepage. All new Files / Daks / Requests will be coming in Inbox section of Worklist.



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✓ By clicking 'Document No.', a file will be opened.

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			Voluntary R	etirement Request f	Intimation	Balbir Sudan	20-Jul-2011	<u>18116/GAD/2011</u>	General Administration Department	Exit	Approve
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✓ File view of Leave encashment application. After opening of File, click 'Basic Info' tab. Officers shall be able to add their remarks in 'Remarks'. Previous remarks shall be able to see through 'View' button.

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✓ Previous remarks screen, by clicking 'View' button.

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✓ Verifier's Worklist

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✓ After Verification, by clicking 'Forward / Send To Anyone' functionality, File shall be sent to Superintendent for approval

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✓ Superintendent Worklist

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✓ To approve the File of Leave Encashment, click 'Approve' button under File Action functionality.

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✓ At the time of approval, system will prompt for necessary action. Approved file will be moved to 'Seen (Approved/Not Approved) folder.

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Email Dak		Leave Encashment	Approved File	Shingara Singh	21-Jul-2011	<u>18155/Budget 1/2011</u>	General Administration Department	Leave Encashment Request	Open
4		Resignation request for Sangra	File	Mahinder Singh	21-Jul-2011	18145/GAD/2011	General Administration Department	Cessation Request	Open
		Leave Encashment	File	Mahinder Singh	21-Jul-2011	18150/Budget 1/2011	General Administration Department	Leave Encashment Request	Open
		Leave Encashment	Approved File	Shingara Singh	21-Jul-2011	<u>18141/Budget 1/2011</u>	General Administration Department	Leave Encashment Request	Open —
		18096/Admin Service Rec Brance	Intimation	Kuljit Sandhu	21-Jul-2011	18096/Admin Service Rec Brance/2011	Personnel	Contingency Pay	New Intimatic
		18096/Admin Service Rec Brance	Intimation	Kuljit Sandhu	21-Jul-2011	18096/Admin Service Rec Brance/2011	Personnel	Contingency Pay	New Intimatic
Voluntary Retirement Request f Intimation Balbir Sudan 20-Jul-2011 B116/GAD/2011 General Administration Department Exit						Approve			
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✓ When the user who applied for the leave encashment again open the application link, the pop up is shown.

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	Leave Encashment						
P	Employee Details						
L	Employee No	12000004		Employee Name		Charan Singh	
C	Designation	Senior Assistant		Department		Finance	
T							
Ô	Leave Encashment Details						
S	Maximum Encashable Leaves	300		Available Leaves		-5	
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✓ When leave encashment request is pending for approval.

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»	Leave Encashment			
A P	Employee Details			
P L	Employee No	12000005	Employee Name	Munish Sethi
I C	Designation	Senior Assistant	Department	Finance
AT				
0 N	Leave Encashment Details			
S	Maximum Encashable Leaves	300	Available Leaves	15
	Sanction Leaves	10 Alert	cashment Request is Already	
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