

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

**Leave Encashment
User Manual**



TATA CONSULTANCY SERVICES LTD.

July 2011

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1. Login Page

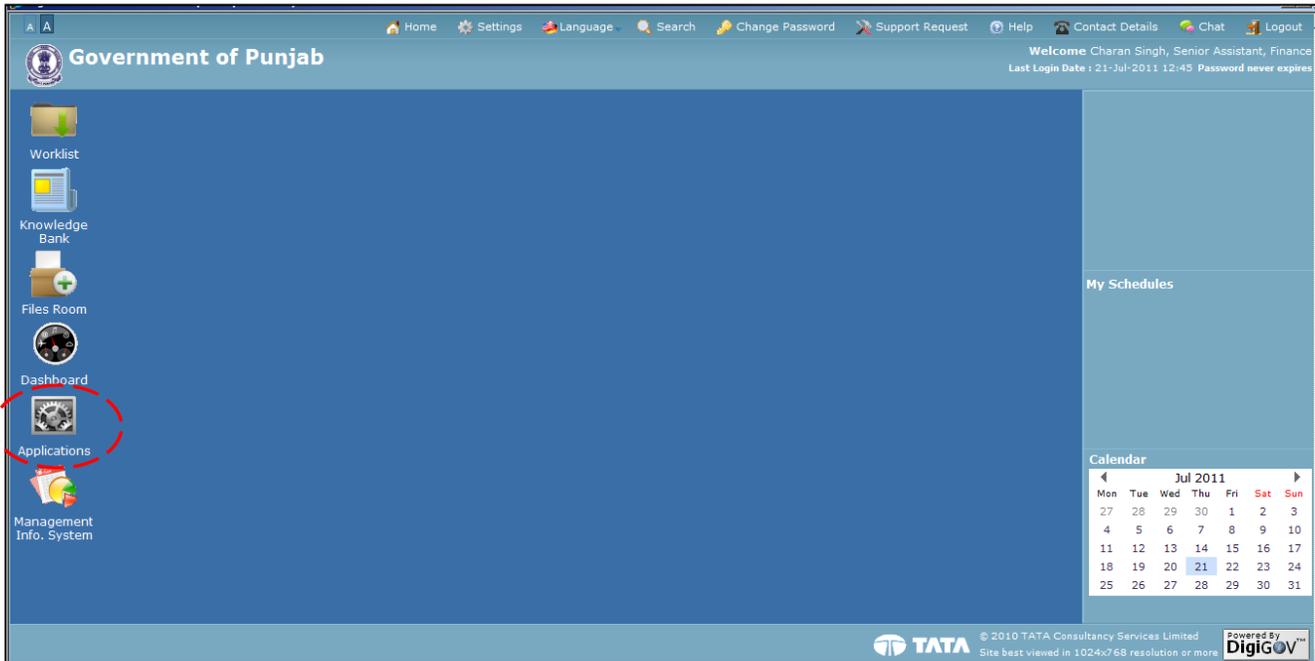
- ✓ Enter your User Id and Password then Click on “Login” button



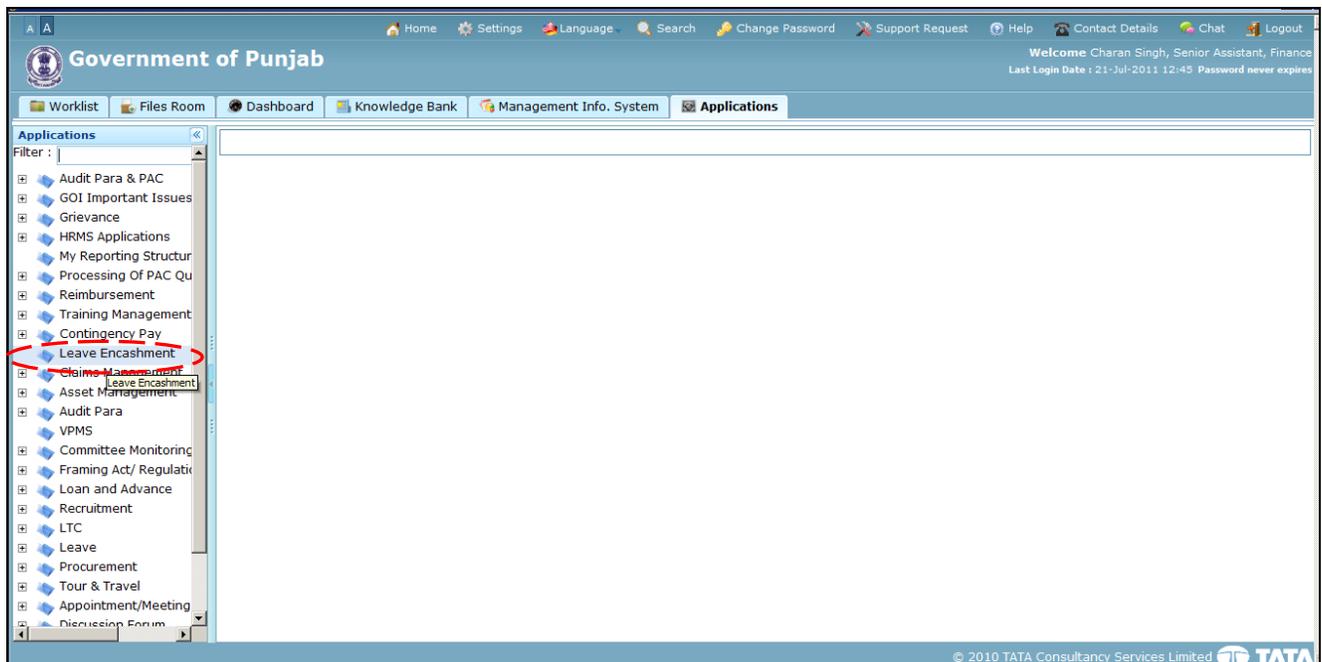
for more such detail: www.emplyeesforum.in

2. Application Link

- ✓ Homepage -> Applications -> Leave Encashment



for more such detail: www.employeesforum.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.

Government of Punjab

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

Welcome Charan Singh, Senior Assistant, Finan
Last Login Date : 21-Jul-2011 12:45 Password never expi

Worklist Files Room Dashboard Knowledge Bank Management Info. System Applications

Employee No: 12000004 | Employee Name: Charan Singh
Designation: Senior Assistant | Department: Finance

Bank Details

Bank Name * | Branch Name *
Account Number *

Retirement Details

Retirement Type * | Retirement Date *
Pay Grade * | Is Enquiry Pending ? *

Earned Leave Details(EL)

EL Availed So Far: 10 | EL Balance Due: 20
EL Pending For Approval: 5

Leave Encashment Details

Maximum Encashable Leaves: 300 | Available Leaves: 15
Sanction Leaves: 10

Submit

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

Government of Punjab

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

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Bank Name * | Branch Name *
Account Number *

Retirement Details

Retirement Type * | Retirement Date *
Pay Grade * | Is Enquiry Pending ? *

Earned Leave Details(EL)

EL Availed So Far: 10 | EL Balance Due: 20
EL Pending For Approval: 5

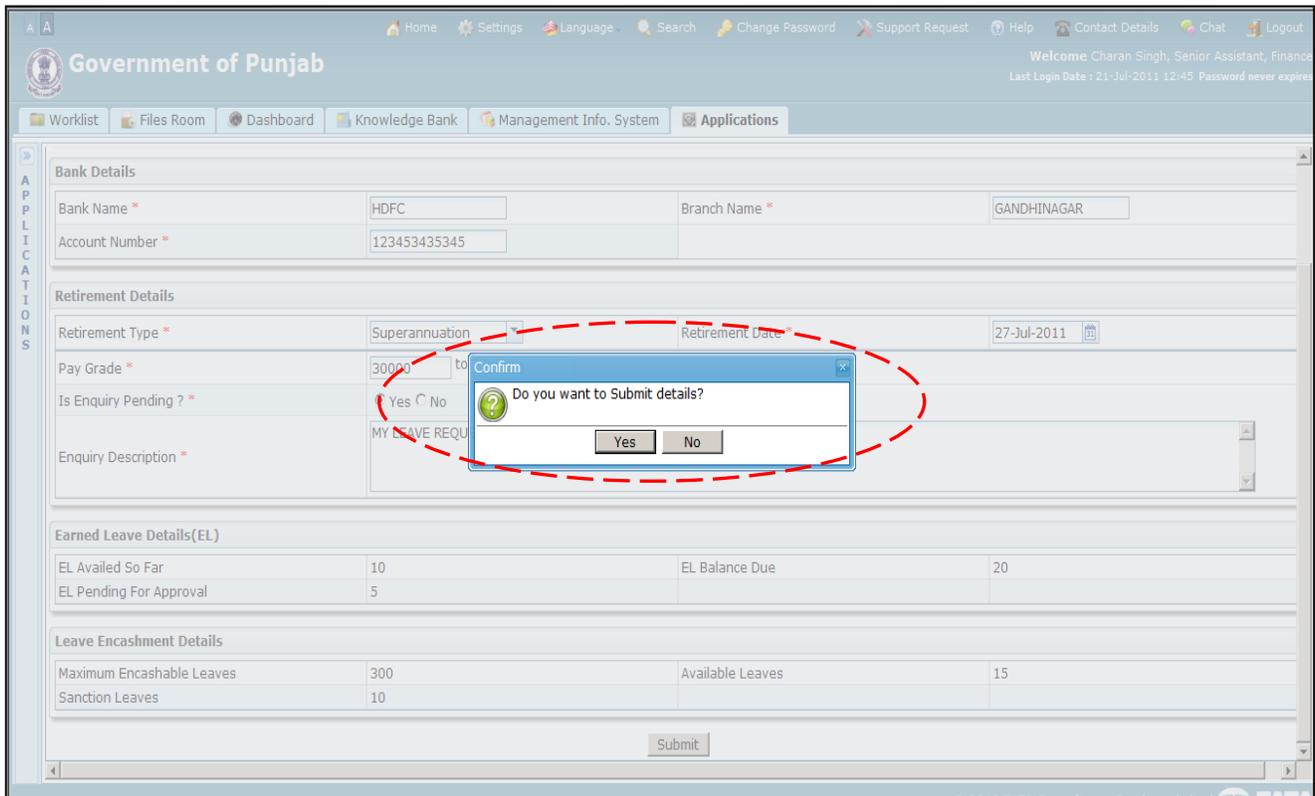
Leave Encashment Details

Maximum Encashable Leaves: 300 | Available Leaves: 15
Sanction Leaves: 10

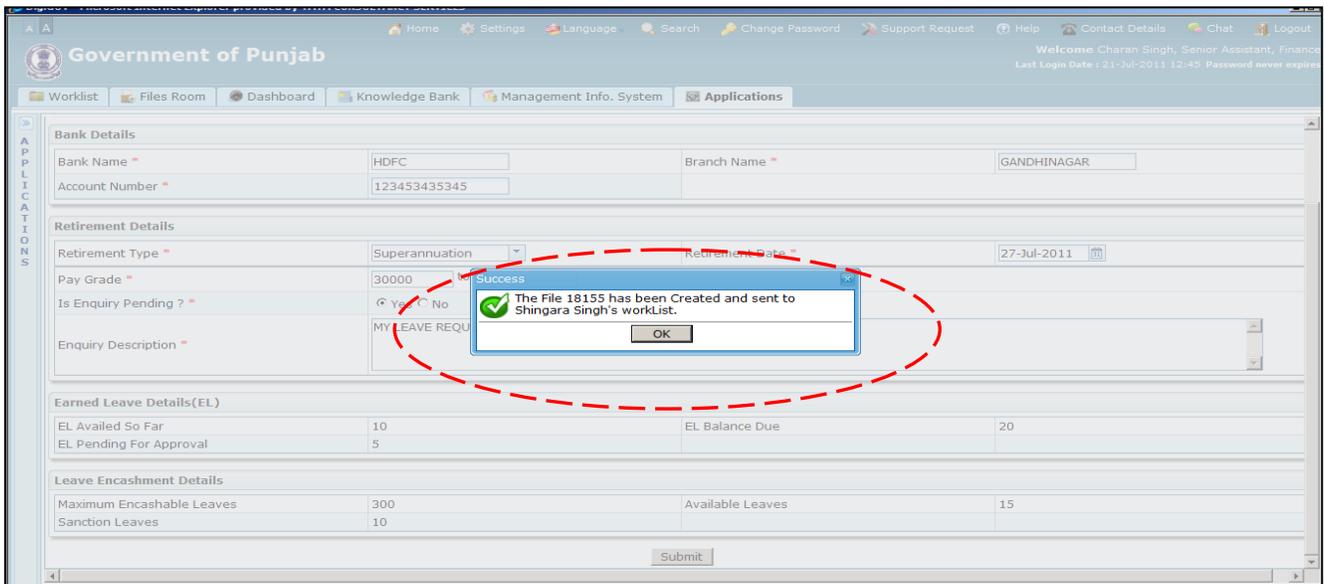
Submit

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

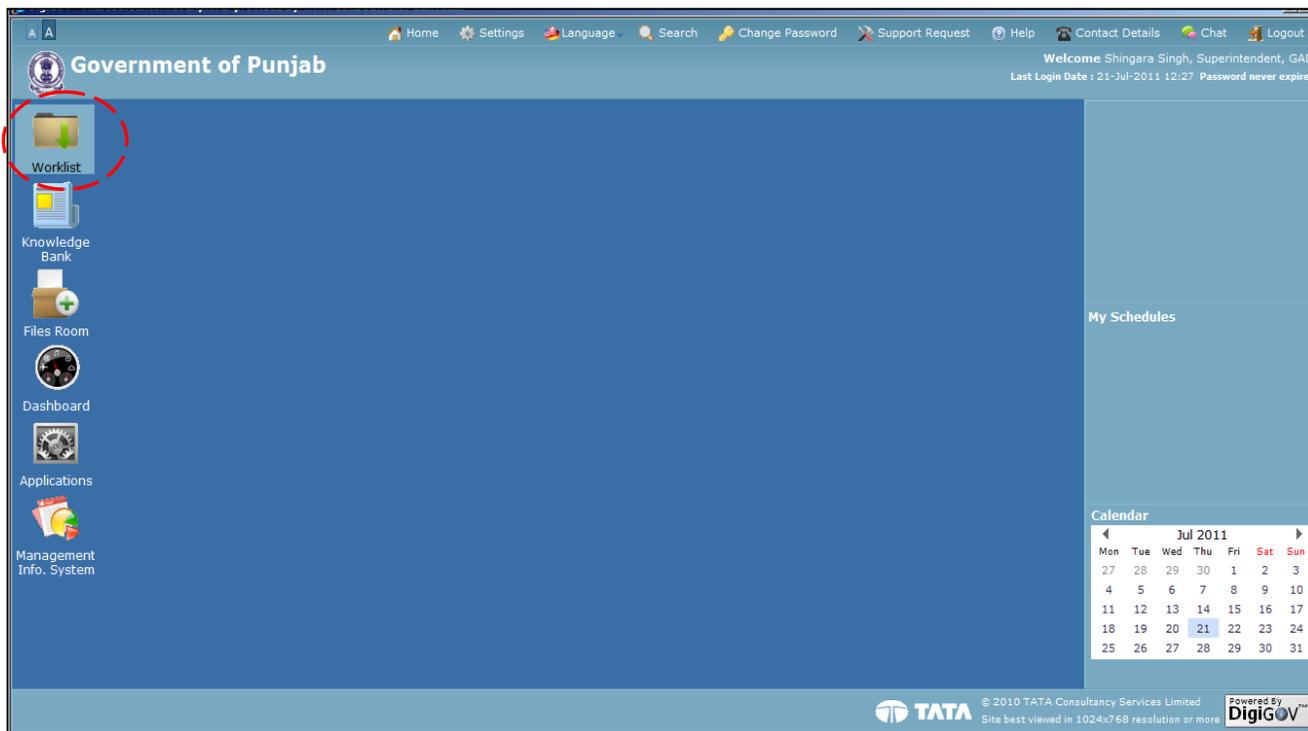


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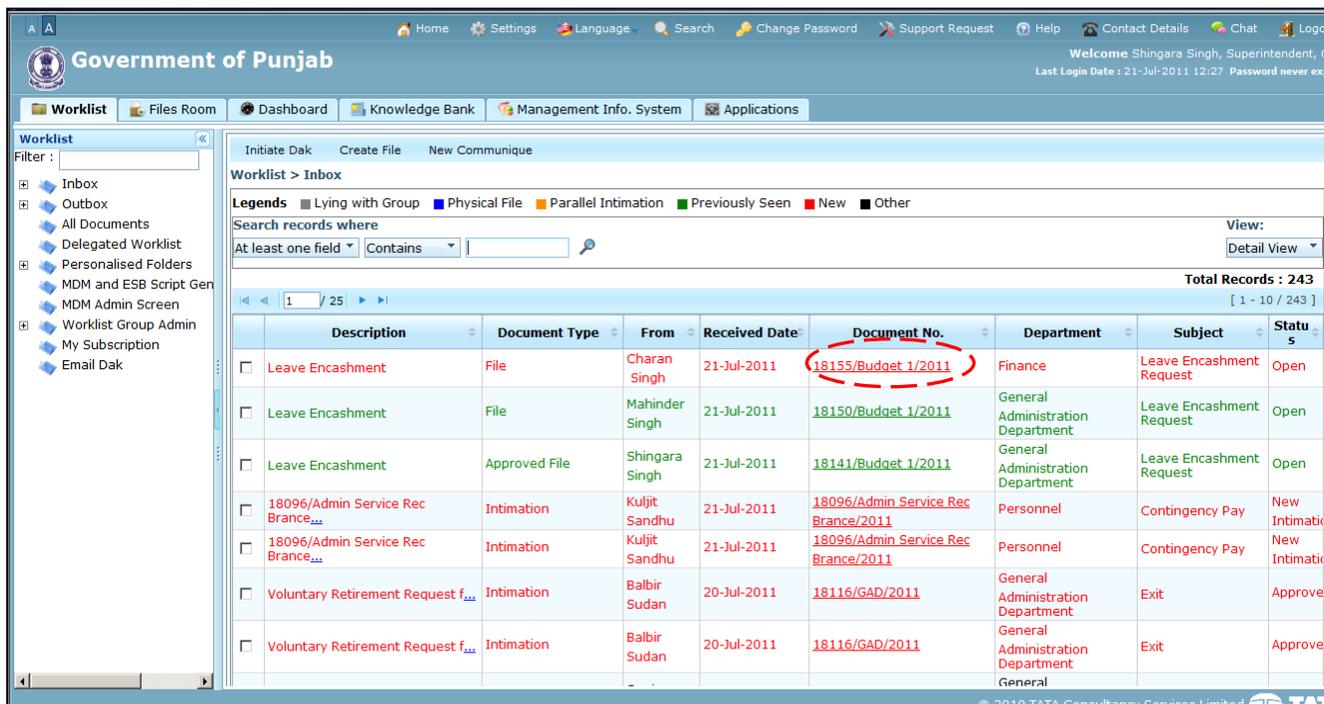
4. Leave Encashment File Processing

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

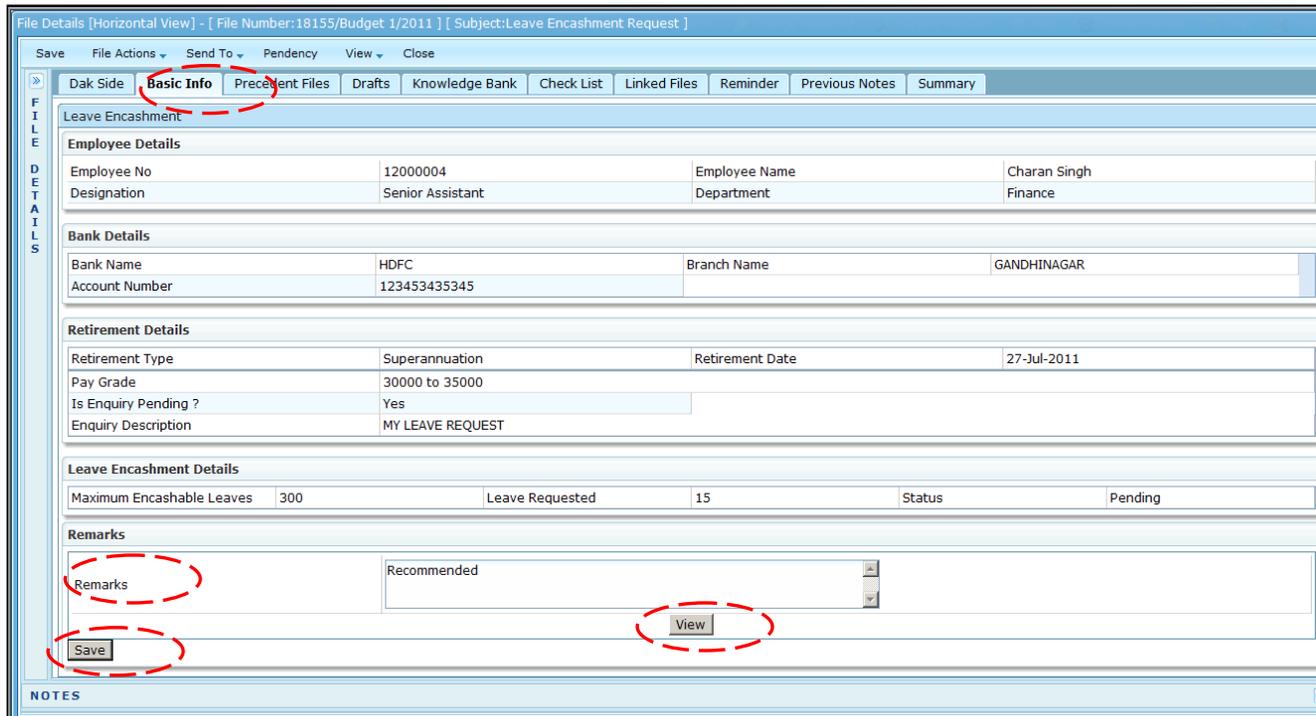


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- ✓ By clicking 'Document No.', a file will be opened.

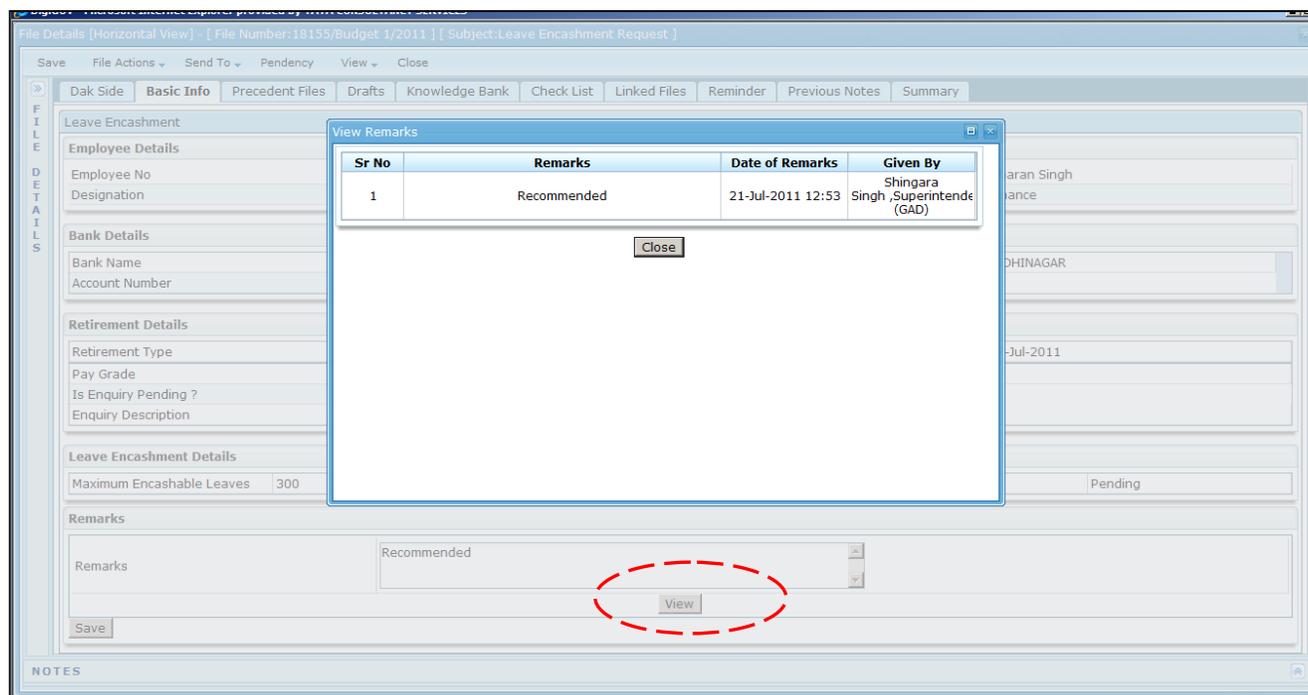


- ✓ File view of Leave encashment application. After opening of File, click 'Basic Info' tab. Officers shall be able to add their remarks in 'Remarks'. Previous remarks shall be able to see through 'View' button.

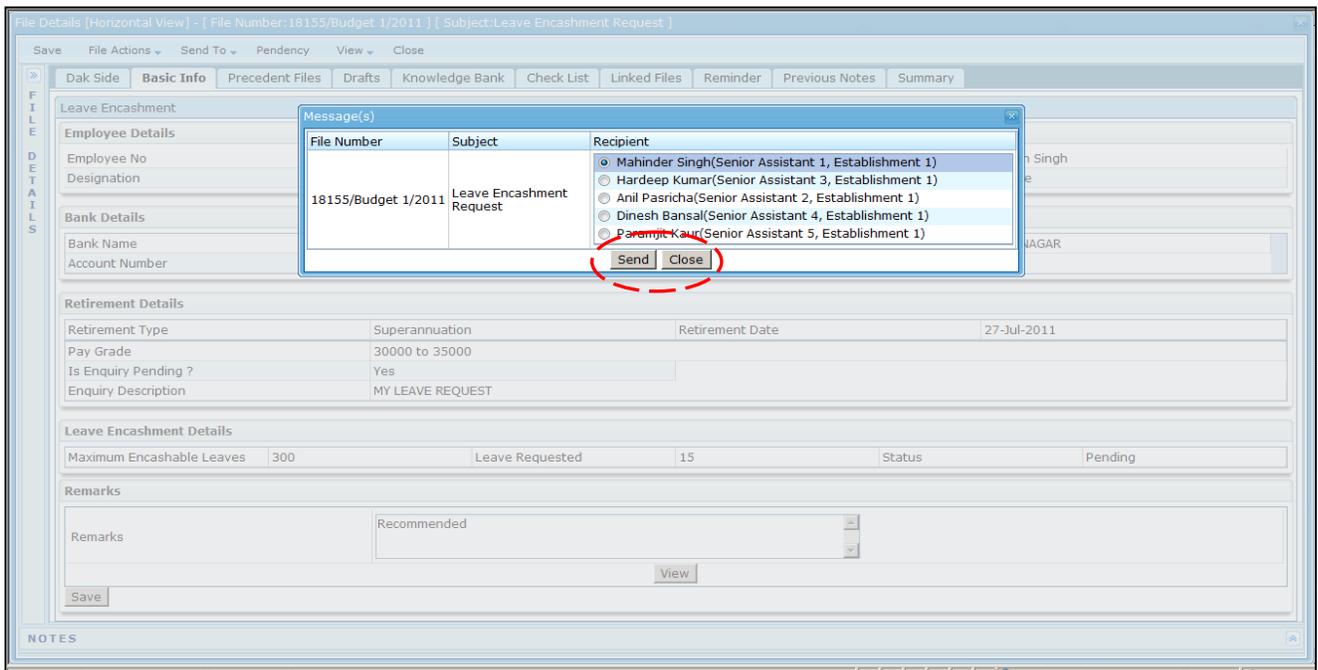
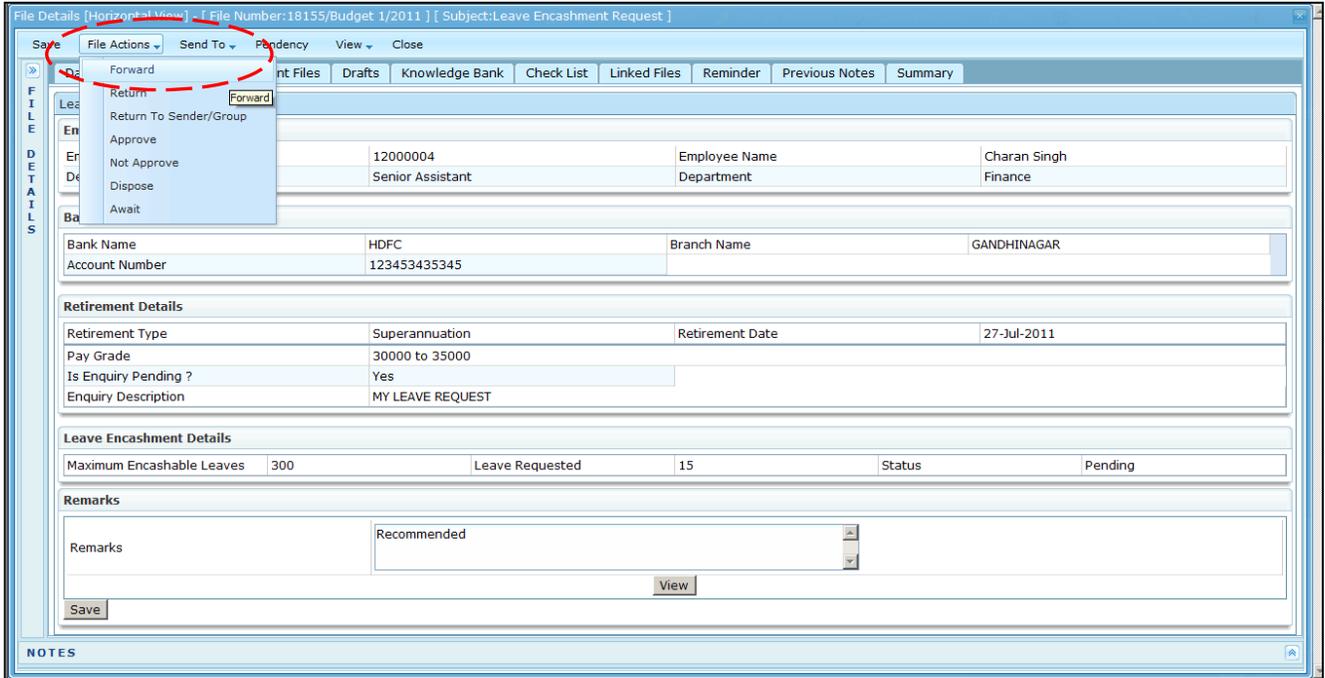


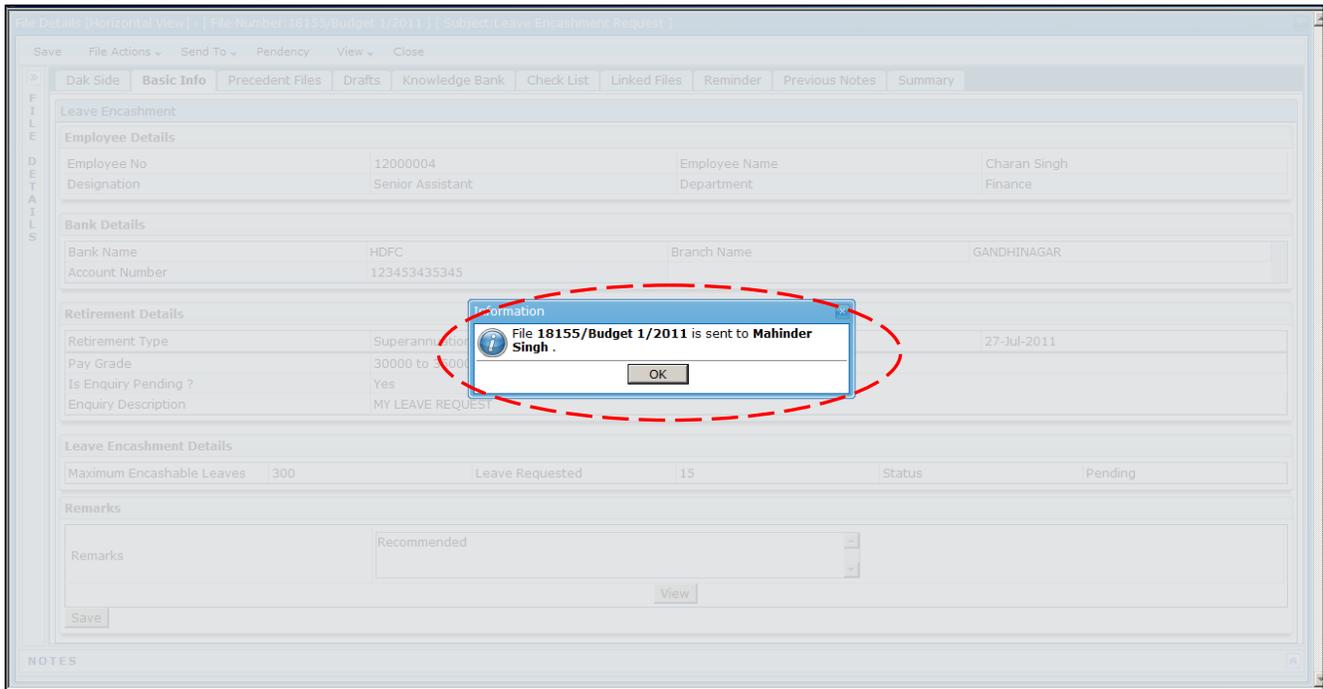
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- ✓ Previous remarks screen, by clicking 'View' button.



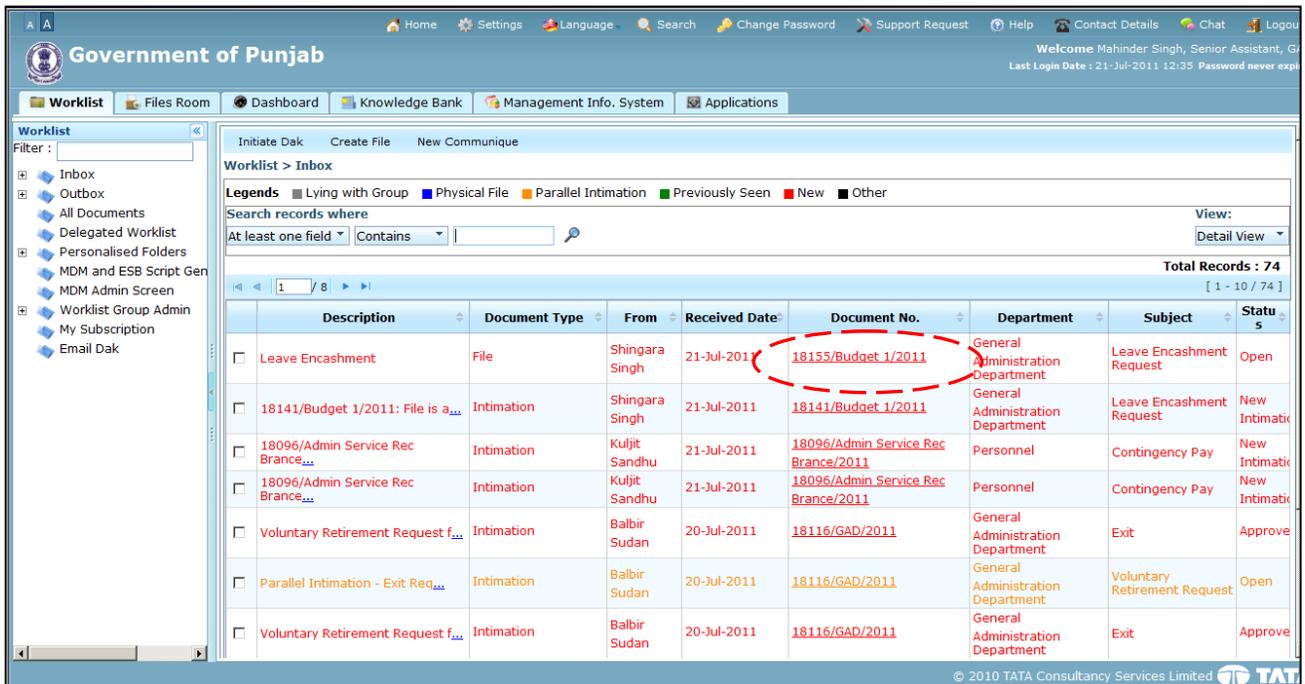
✓ After entering the remarks, forward the file for verification.



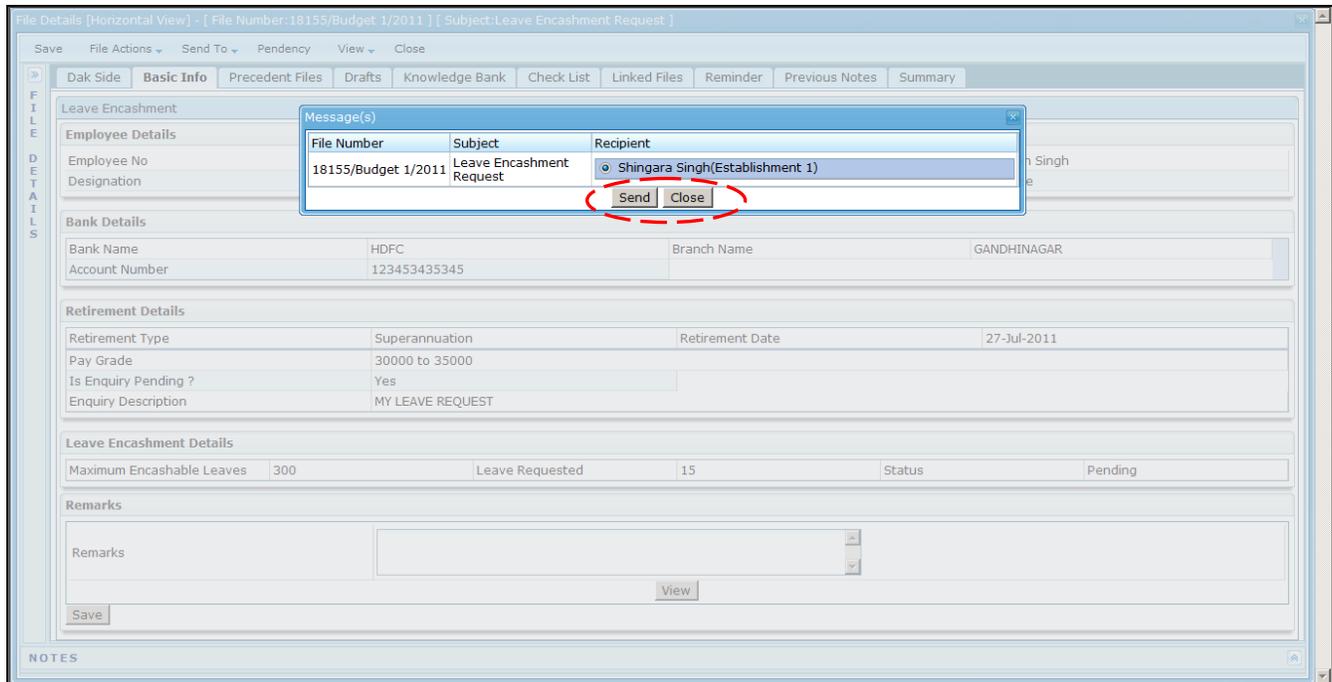
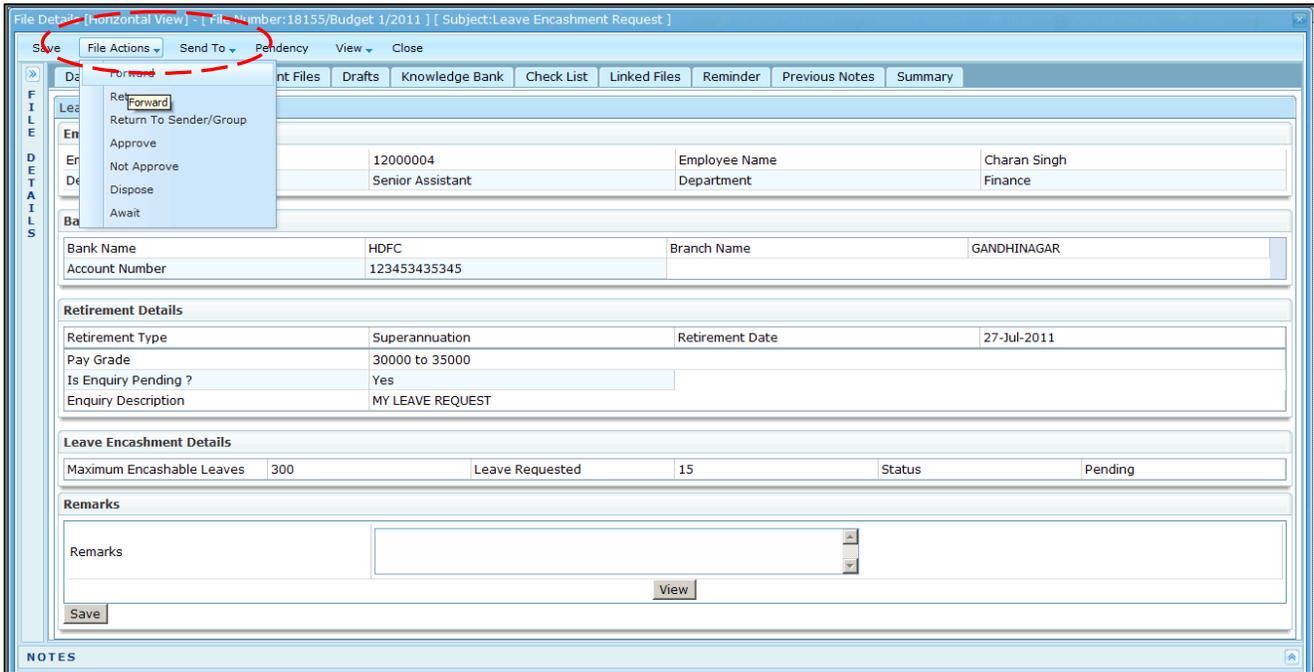


for more such detail: www.employeesforum.in

✓ Verifier's Worklist



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



✓ Superintendent Worklist

The screenshot shows the 'Worklist > Inbox' interface. A table lists documents with columns: Description, Document Type, From, Received Date, Document No., Department, Subject, and Status. The document '18155/Budget 1/2011' is circled in red.

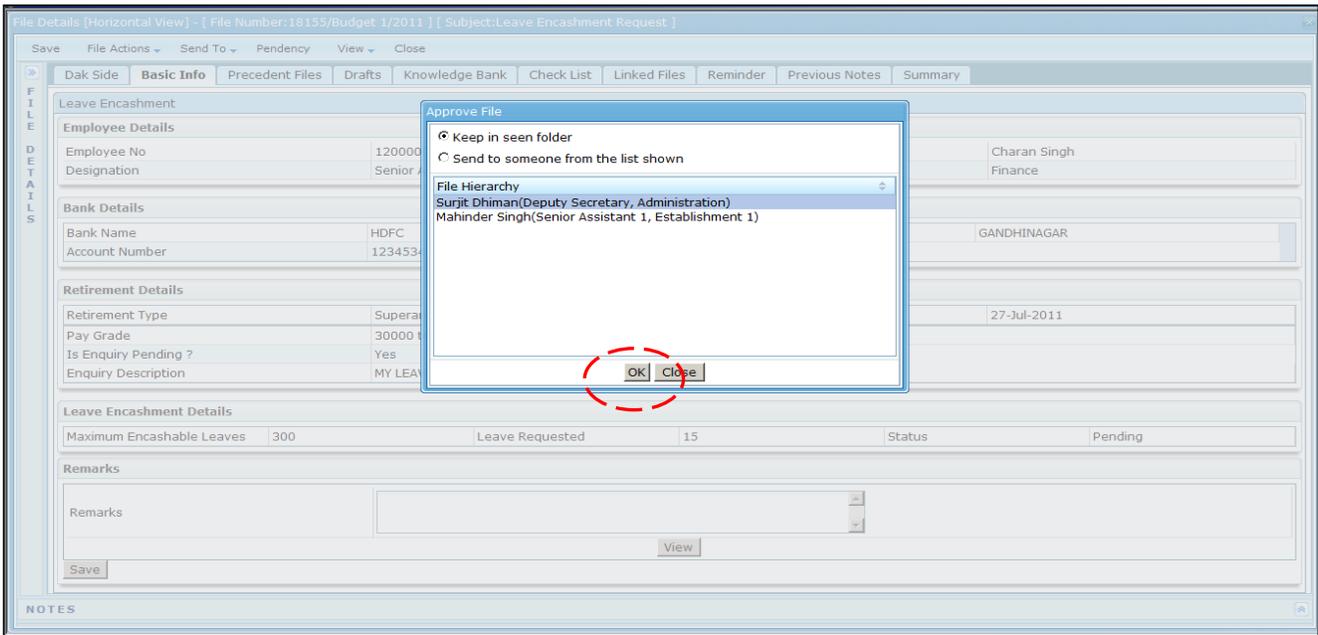
Description	Document Type	From	Received Date	Document No.	Department	Subject	Status
Leave Encashment	File	Mahinder Singh	21-Jul-2011	18155/Budget 1/2011	General Administration Department	Leave Encashment Request	Open
Resignation request for Sangra...	File	Mahinder Singh	21-Jul-2011	18145/GAD/2011	General 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	18141/Budget 1/2011	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 Intimat
18096/Admin Service Rec Brance...	Intimation	Kuljit Sandhu	21-Jul-2011	18096/Admin Service Rec Brance/2011	Personnel	Contingency Pay	New Intimat
Voluntary Retirement Request f...	Intimation	Balbir Sudan	20-Jul-2011	18116/GAD/2011	General Administration Department	Exit	Approve

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

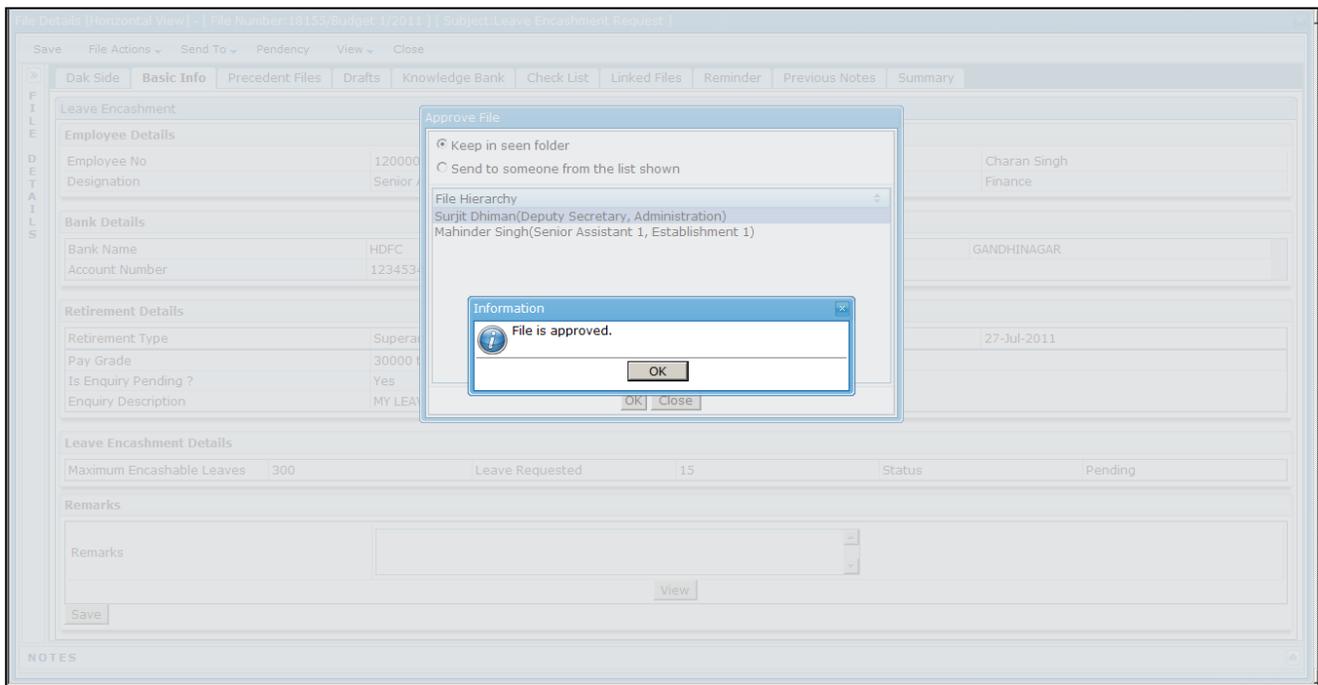
The screenshot shows the 'File Details' window for document 18155/Budget 1/2011. The 'File Actions' menu is open, and the 'Approve' option is highlighted with a red circle. The window displays various details including Employee Name (Charan Singh), Department (Finance), Bank Name (HDFC), and Retirement Details.

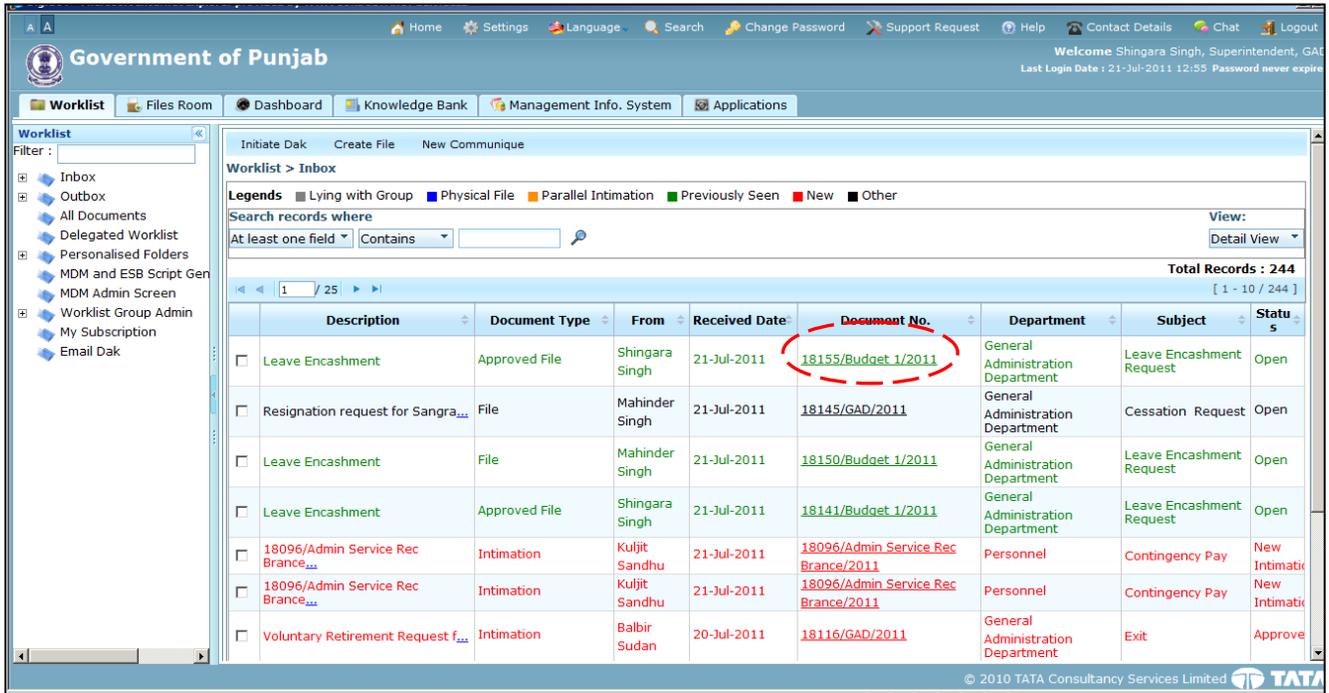
Bank Name	HDFC	Branch Name	GANDHINAGAR
Account Number	123453435345		
Retirement Type	Superannuation	Retirement Date	27-Jul-2011
Pay Grade	30000 to 35000		
Is Enquiry Pending ?	Yes		
Enquiry Description	MY LEAVE REQUEST		
Maximum Encashable Leaves	300	Leave Requested	15
Status	Pending		

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

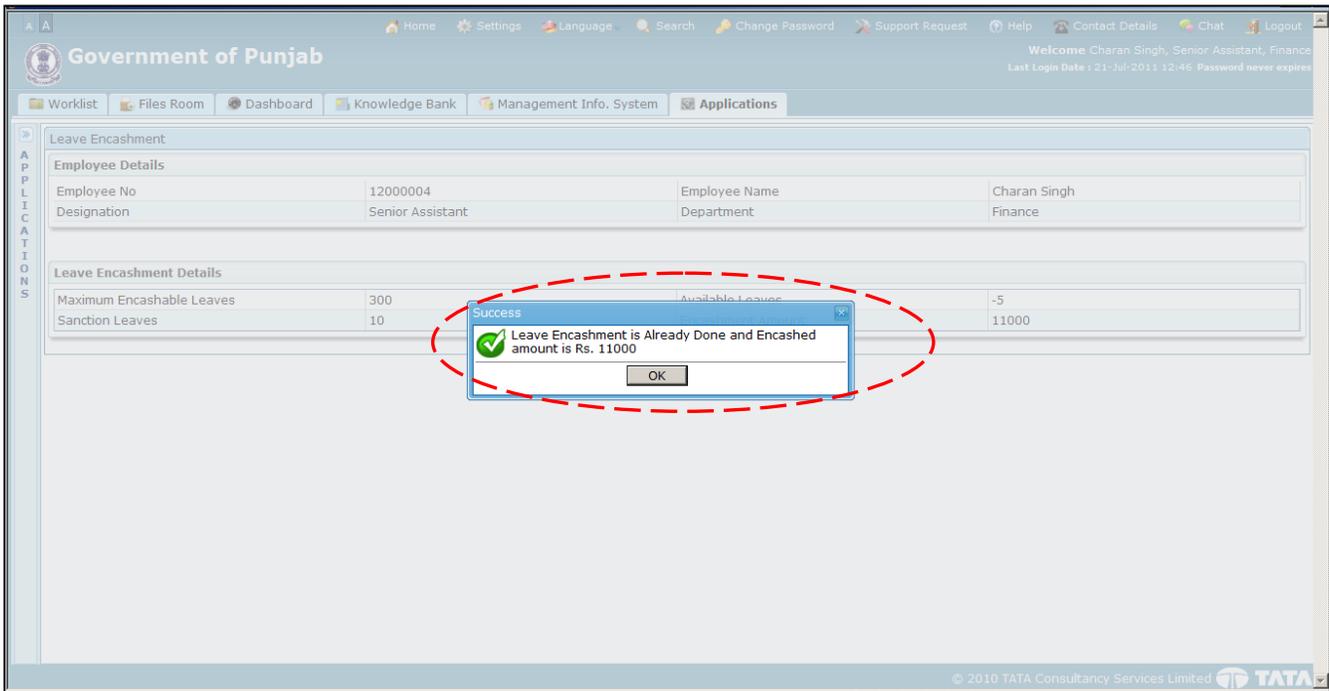


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- ✓ When the user who applied for the leave encashment again open the application link, the pop up is shown.



- ✓ When leave encashment request is pending for approval.

The screenshot displays a web application interface for the Government of Punjab. The page title is "Leave Encashment". The user is identified as "Munish Sethi, Senior Assistant, Finance". The interface shows "Employee Details" and "Leave Encashment Details". An alert message is displayed in the center, stating "Your Leave Encashment Request is Already Pending." The alert is highlighted with a red dashed circle.

Employee Details			
Employee No	12000005	Employee Name	Munish Sethi
Designation	Senior Assistant	Department	Finance

Leave Encashment Details			
Maximum Encashable Leaves	300	Available Leaves	15
Sanction Leaves	10		