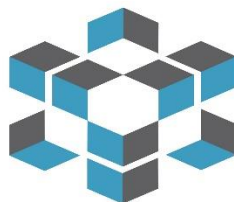


**Android Smartphone users can download
Raj-Kaj Mobile App from Google Play Store to
Apply/Approve Leave |**

LEAVE MANAGEMENT MODULE RAJ-KAJ (INTEGRATED RAJ E-OFFICE)

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN



राज-काज

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1. Introduction

The objective of Leave Management Module of Raj-Kaj (Integrated Raj e-Office) application is to automate Leave Management process of an employee belonging to State Government Departments/PSUs.

2. User Roles

Based on the below mentioned user roles, access rights will be given. A description of various roles is as follows:

Sl.	Term	Meaning
1.	Recommending Authority	Immediate supervisor/Reporting officers(s) of the applicant, who forwards the request with his comments to Approving Authority for further decision.
2.	Approving Authority	Authority who approves/rejects the leave request after it has been received by the Recommending Authority. A Recommending Authority and Approving Authority can be the same officer.
3.	Mark To	Dealing official (Establishment Section) responsible for record keeping and maintaining employee personal files.
4.	Intimation To (optional)	Other employee(s) needed to be informed regarding the leave details of the applicant.
5.	Leave Group	Leave group comprising of employees at different levels formed as per the workflow requirement for processing leave requests and maintaining records.

Pre-requisites

Before an employee can start applying for leave, following are the pre-requisites:

- Leave balance should be updated (already done at the level of concerned Establishment Section)
- Leave approval hierarchy should be configured for that particular leave type (already done at the level of concerned Establishment Section)

If the leave balances/approval hierarchy of an employee are not updated/configured, then employee may contact the concerned Establishment Section for updating leave balance and configuration of leave approval hierarchy.

3. Accessing Raj-Kaj

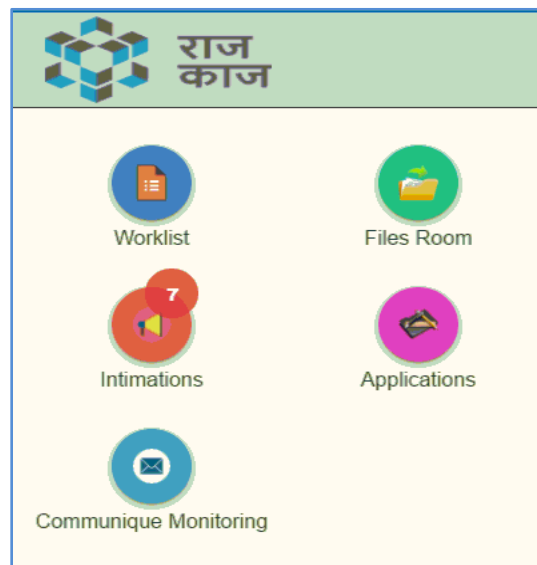
Using the credentials (SSO Username & Password) user is required to login on SSO portal <https://sso.rajasthan.gov.in/signin>. The 'Raj-Kaj' icon will appear as under:



User can also access the **Raj-Kaj** application by downloading the Raj-Kaj app from the Google Play Store.

4. Features and Functionality for Employee (as applicant)

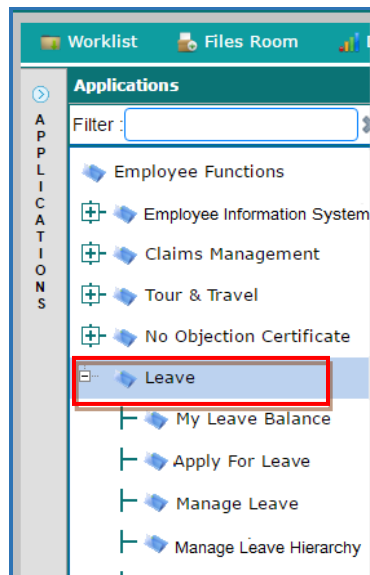
On clicking Raj-Kaj, user reaches the Raj-Kaj page as under:



A user can perform following leave related functions through this module:

- **Apply for leave:** User can apply for various types of leaves
- **My leave balance:** User can check leave balances
- **Manage leave:** User can apply for cancellation or modification for already applied leaves
- **Manage leave hierarchy:** User can manage his leave approval hierarchy (this functionality has been provided to user also)

Path:: **Raj-Kaj → Applications → Employee Functions → Leave**



4.1. Apply for leave

Path:: **Raj-Kaj → Applications → Employee Functions → Leave → Apply for Leave**

1. Select whether it is a combination leave or not. While applying for combinational leave, user can combine only those leaves which are allowed to be combined as per Rules. For applying for only one type of leave, select 'No'
2. Select the leave type from the available options.

3. Based on selection of leave type, relevant form will get displayed for furnishing requisite details.
4. User will be required to furnish requisite details. User will have the following features:
 - In case Leave Start Date and/or Leave End Date is a half day, then tick mark the option Second Half and/or First Half next to Start Date and End Date. User can view the Holiday list by clicking "Holiday List"

- Select Head Quarter permission (if User is required to travel away from Head Quarter) and provide Start Date and End Date for HQ permission
- Optional: User may also propose other officer to whom additional charge be assigned during his/her leave period. This feature is also provided to 'Recommending Authority' and 'Approving Authority'.
- Optional: User may attach relevant document as support document for availing that leave.

Leave Details

Sub Leave Type: Please Select
 Balance: 12.50
 Start Date: 27-Sep-2016 (Second Half)
 End Date: 30-Sep-2016 (First Half)
 Total No. Of Leave Days (Holiday List): 3.0
 Contact No.: 0141 23545879
 Prefix: Yes No
 Head Quarter Permission: Yes No
 Leaves Awaiting Approval: 1.00
 End Date: 30-Sep-2016 (First Half)
 Suffix: Yes No
 Add Ro

Start Date	End Date	Delete
27-Sep-2016	30-Sep-2016	

Leave Reason: To attend family function in New Delhi
 Address: House No 42, Lodhi Road, New Delhi
 Do you want to propose Additional Charge? Yes No

Attachment

Submit

Leave Hierarchy

Recommending Authority	Sh. Ratan Lal Lahoti (Divisional Commissioner, DIVISIONAL COMMISSIONER Jodhpur)		
Approving Authority	Sh. Om Prakash Meena (Chief Secretary, Chief Secretary Office)	Mark To	Mr. Ratnesh Kumar Sharma (Section Officer, A-1)
Send Intimations To:	-		

Click here to change intimations [Intimation Details](#)

5. On clicking 'Submit', Button leave request will be forwarded to the 'Recommending Authority' as configured in Leave Approval Hierarchy flow. Accordingly, message will be displayed as under:

Font Size

Home Settings Chat Language Logout

Welcome Sh. Bishnu Charan Mallick, Collector & District Magistrate(Collector)
 Last Login Date: 10-Dec-2016 16:03 Password never expires Your session will expire in 59

Worklist Files Room Applications

Leave Details

Total No. Of Leave Days (Holiday List): 1
 Contact No.: 98263534222
 Prefix: Yes No
 Head Quarter Permission: Yes No
 Leave Reason: jaipur
 Address: jaipur
 Do you want to propose Additional Charge? Yes No

Success

Privilege Leave request is submitted to Sh. Ratan Lal Lahoti (Divisional Commissioner, DIVISIONAL COMMISSIONER Jodhpur)

OK

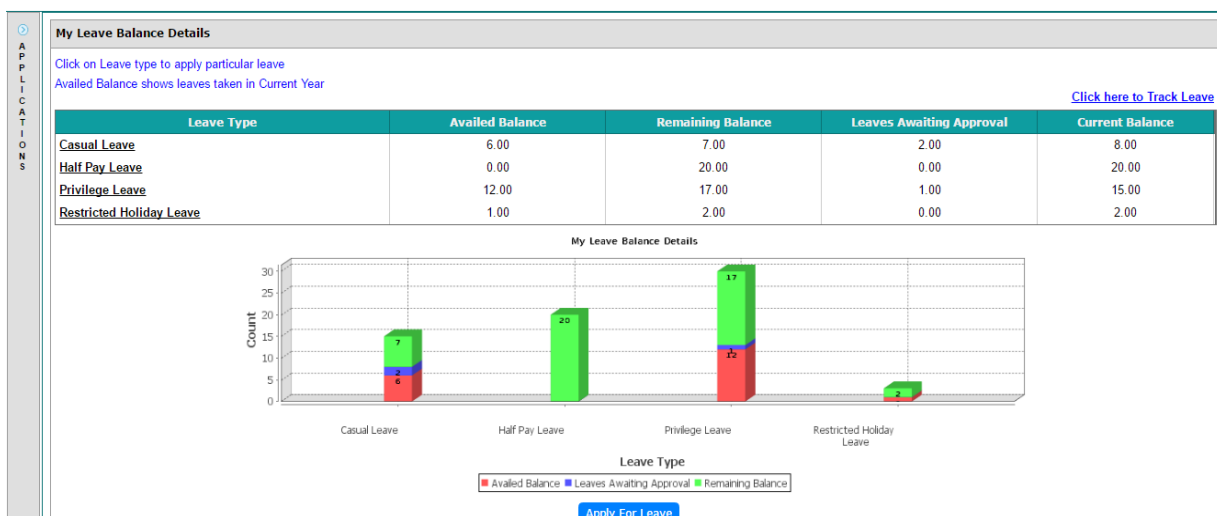
Attachment

Submit

4.2.My Leave Balance

Path:: **Raj-Kaj → Applications → Employee Functions → Leave → My Leave Balance**

1. User can view his details regarding various types of leaves through this screen. Availd Balance shows leaves taken in Current Year.



2. Click on Leave Type to apply for particular leave.
3. Click on Track Leave to check status of all leaves applied by the user.

Font Size: 12 Home Settings Chat Language Logout

Welcome Sh. Bishnu Charan Mallick, Collector & District Magistrate(Collector)
 Last Login Date : 09-Dec-2016 11:54. Password never expires. Your session will expire in 57:07

Integrated Raj eOffice
 Government of Rajasthan

Track Leave

My Leaves Request
 Name: Sh.Bishnu Charan Mallick, Collector & District Magistrate,RD

Total Records : 22
 [1 - 20 / 22]

Sr. No.	Leave Type	Start Date	End Date	No. of Days	Status	Lying with	Pending since days	Approved/Rejected by	Request No.
1	Casual Leave	10 Aug 2016	10 Aug 2016	1	Approved	Sh. Manoj Maheshwari(Incharge)	-	Sh. Ratan Lahoti, Divisional Commissioner, DIVISIONAL	Collectorate Jodhpur/Collector & District Magistrate/2016/38104
2	Privilege Leave	16 Aug 2016	16 Aug 2016	1	Approved	Sh. Manoj Maheshwari(Incharge)	-	Sh. Om Meena, Chief Secretary, Chief Secretary Office	Collectorate Jodhpur/Collector & District Magistrate/2016/38105
3	Privilege Leave	29 Aug 2016	29 Aug 2016	1	Cancelled	-	-	-	Collectorate Jodhpur/Collector & District Magistrate/2016/38241
4	Privilege Leave	05 Sep 2016	05 Sep 2016	1	Approved	Mr. Ratnesh Sharma(Incharge, Officer, A-1)	-	Sh. Om Meena, Chief Secretary, Chief Secretary Office	Collectorate Jodhpur/Collector & District Magistrate/2016/38282

[Apply For Leave](#)

4.3.Manage Leave

User can apply for cancellation, partial cancellation or modification of leaves through the following:

Path:: **Raj-Kaj → Applications → Employee Functions → Leave → Manage Leave**

1. Select appropriate option i.e cancellation, partial cancellation or modification as available on the form.
2. Previous leave records will be displayed on the bottom part of the screen. User may select the relevant record which he wishes to cancel /partial cancel /modify.
3. Leave cancellation process:

- **Approved leave request:**

- If leave request is approved and leave date is passed/not passed, in that case, cancellation request will go through same channel of selected leave for approval of cancellation request. Once the cancellation request is approved by approving authority, the leave will be cancelled and leave balances will be updated accordingly.

- **Pending leave request:**

- Date Passed: If leave request is in pending status, and leave date has passed, in that case cancellation request will go through same channel of selected leave for approval of cancellation request. Once the cancellation request is approved by approving authority, the leave will be cancelled and leave balances will be updated accordingly.
- Date not passed: If leave request is in pending status and leave date has not passed, leave request gets cancelled and system will send intimation to 'Recommending/ Approving Authority'

Manage Leave

● Leave Cancellation ● Partial Leave Cancellation ● Leave Modification

Leave Request with status Pending/Approved can be applied for full Cancellation

Selection Parameters

Leave Type: Please Select

Leave Start Date: [Calendar Icon]

Leave End Date: [Calendar Icon]

Search **Reset**

Leave Cancellation Form

Leave Type	Start Date	End Date	Request Date	Total No. Of Leave Days(Holiday List)	Request Number	Leave Status
Casual Leave	03 Jun 2016	03 Jun 2016	06 Jun 2016	0.50	Technical/AD/2016/37253	Pending
Casual Leave	11 Jul 2016	11 Jul 2016	09 Jul 2016	0.50	Technical/AD/2016/37572	Pending
Casual Leave	26 Jul 2016	26 Jul 2016	27 Jul 2016	0.50	Technical/AD/2016/37850	Approved
Casual Leave	27 Jul 2016	27 Jul 2016	27 Jul 2016	1.00	Technical/AD/2016/37851	Approved
Casual Leave	27 Sep 2016	30 Sep 2016	22 Sep 2016	4.00	Technical/AD/2016/38325	Pending

Leave Cancellation Reason *

Activate Windows

4. Partial leave cancellation: Only Approved leaves can be Partially Cancelled.

Manage Leave

Leave Cancellation

Partial Leave Cancellation

Leave Modification

Leave Request with status 'Approved' can be applied for Partial Cancellation

Partial Leave Cancellation

Leave Type

Please Select

Leave Start Date

Leave End Date

Search

Reset

Partial Leave Cancellation Form

	Leave Type	Start Date	End Date	Request Date	Total No. Of Leave Days(Holiday List)	Request Number	Leave Status
	Casual Leave	26 Oct 2016	26 Oct 2016	25 Oct 2016	1.00	Leave:Collectorate Jodhpur/2016-38544	Approved
	Privilege Leave	14 Sep 2016	16 Sep 2016	14 Sep 2016	3.00	Collectorate Jodhpur/Collector & District Magistrate/2016/38362	Approved
	Casual Leave	29 Sep 2016	29 Sep 2016	08 Sep 2016	1.00	Collectorate Jodhpur/Collector & District Magistrate/2016/38298	Approved
	Casual Leave	08 Sep 2016	08 Sep 2016	08 Sep 2016	1.00	Collectorate Jodhpur/Collector & District Magistrate/2016/38295	Approved
	Casual Leave	13 Oct 2016	14 Oct 2016	06 Sep 2016	2.00	Collectorate Jodhpur/Collector & District Magistrate/2016/38287	Approved
	Casual Leave	10 Aug 2016	10 Aug 2016	10 Aug 2016	1.00	Collectorate Jodhpur/Collector & District Magistrate/2016/38104	Approved

Submit

5. Leave Modification: Only Pending leaves can be Modified.

Manage Leave

Leave Cancellation

Partial Leave Cancellation

Leave Modification

Leave Request with status 'Pending' can be modified

Selection Parameters

Combinational Leave

Yes No

Leave Type

Please Select

Leave Start Date

Leave End Date

Search

Reset

Leave Details

	Leave Type	Start Date	End Date	Request Date	Total No. Of Leave Days	Request Number	Leave Status
	Privilege Leave	15 Dec 2016	15 Dec 2016	10 Dec 2016	1.00	Leave:Collectorate Jodhpur/2016-39010	Pending
	Casual Leave	20 Dec 2016	20 Dec 2016	09 Dec 2016	1.00	Leave:Collectorate Jodhpur/2016-38995	Pending
	Privilege Leave	27 Dec 2016	27 Dec 2016	07 Dec 2016	1.00	Leave:Collectorate Jodhpur/2016-38915	Pending
	Casual Leave	13 Dec 2016	13 Dec 2016	07 Dec 2016	1.00	Leave:Collectorate Jodhpur/2016-38975	Pending

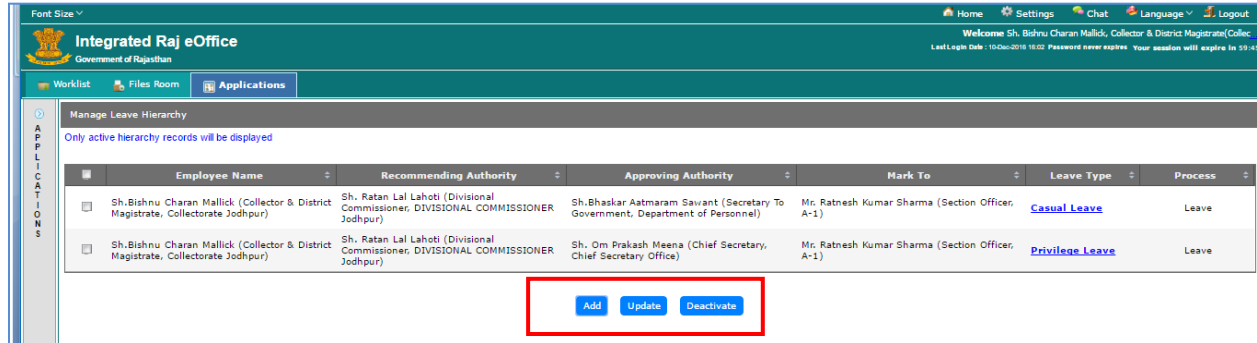
Submit

Page 9 of 16

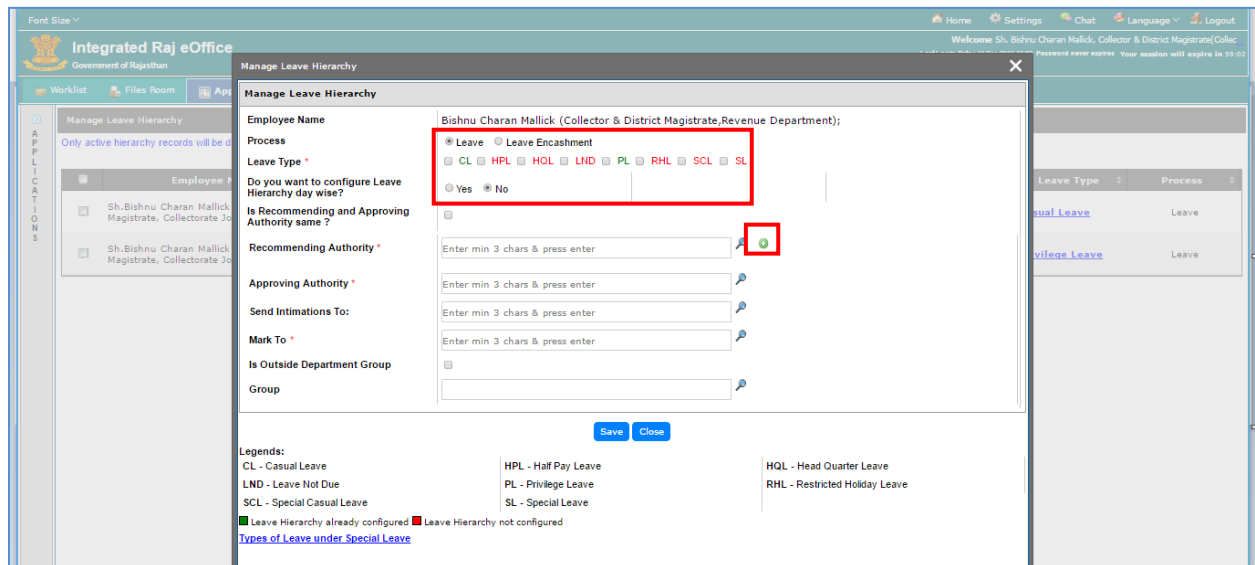
4.4. Manage leave hierarchy

Path:: **Raj-Kaj → Applications → Employee Functions → Leave → Manage Leave Hierarchy**

1. Leave Hierarchy screen will display the active hierarchy records of the user. User can Add, Update or Deactivate the Hierarchy.



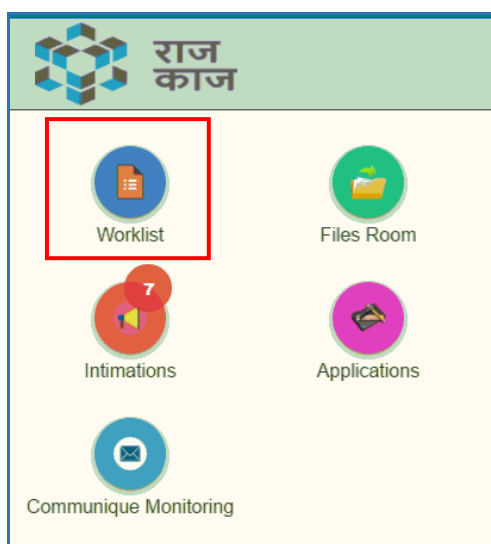
2. Click Add to add a Hierarchy. Leave types where the Leave Hierarchy is not configured will be shown in red color.
3. In case of All India Services, leave hierarchy can be configured based on number of days.
4. Select Leave Type (s), search and add Recommending/Approving Authority, Send Intimations To and Mark to authority. In case of multiple Recommending Authority, user can add by clicking on the plus (+) sign
5. Click on save to save the leave hierarchy for the particular type of leave(s).



5. Features and Functionality for 'Recommending Authority'

A 'Recommending Authority' is the immediate supervisor/Reporting officers(s) of the applicant, who forwards the request with his comments to the 'Approving Authority' for further decision. Any leave request which has been submitted to the 'Recommending Authority' will be available in the Worklist.

Path:: **Raj-Kaj → Worklist**



A user can recommend various leaves and forward to the next level and use delegation function to delegate work or act on work delegated to him.

1. Click on particular leave request to open the file.

Create File Forward Approve Reject Return Send To Preferred List

Worklist > Inbox > Files

Search records where At least one field Contains

	File No.	Description	From Department	From	Sent / Received Date	Read On	Quick Actions
<input type="checkbox"/>	Leave/DoIT & C/Technical /2017-41498	Privilege Leave request of Suneel Chhabra, Additional Director - 18-Sep-2017 to 22-Sep-2017 (5 day(s))	Technical	Sh.Suneel Chhabra	22 May 2017 11:07 AM	-	→ ← ✓ ✗
<input type="checkbox"/>	NOC/DoIT & C/Technical /2017-41475	NOC - Passport Sh. Suneel Chhabra (Additional Director)	Technical	Sh.Suneel Chhabra	18 May 2017 11:18 PM	18 May 2017 11:22 PM	→ ← ✓ ✗
<input type="checkbox"/>	Vehicle/DoIT & C/Establishment /2017-41409	Request for personal vehicle Est	Establishment	Mrs Archana Sharma	12 May 2017 04:34 PM	-	→ ← ✓ ✗
<input type="checkbox"/>	Leave/DoIT and C/स्थापना /2017-41403	आकस्मिक अवकाश अनुरोध अ—	Technical	Sh.Suneel Chhabra	12 May 2017 11:45 AM	12 May 2017 11:49 AM	→ ← ✓ ✗

Click on particular leave request to open the file

2. Click on 'Noting Tab' to view/add noting.
3. User (Recommending Authority) can take any of the following actions:
 - Click on 'Forward' the request to next level (next level can be the 'Recommending Authority' or approving, depends upon the hierarchy configuration).
 - Click on 'Return' to return the request to the user from whom it has come.
 - Click on 'Send to Group' to send the leave file to any of the Group member.

The screenshot displays the 'Leave Management Module' interface. The 'Add Noting' tab is highlighted in red. The interface is divided into several sections:

- Basic Info:** Contains fields for Leave Type (Special Leave (Hospital Leave)), Start Date (04 Oct 2016), End Date (08 Oct 2016), Total No. Of Leave Days (Holiday List) (5.00), Contact No. (9810604863), Leave Reason (Hospital leave), and Address (Jaipur).
- Proposed Additional Charge History:** A table with columns: Sr. No., Applicant Post, Additional Charge To, Proposed By, and Remarks. It shows 'No Records Found'.
- Propose Additional Charge:** A table with columns: Sr. No., Applicant Post, Additional Charge To, and Remarks. It shows a single record for 'Sh. Rajesh Meena (IA Technical)' with a prompt to 'Enter min 3 chars & press ent'.
- Noting Area:** On the right, it shows a 'Para 1' section with a green background, containing the text: 'Rajesh Meena', 'Informatic Assistant, Technical', and '23 Sep 2016 10:56:13'.
- Buttons:** At the bottom, there are three buttons: 'Forward', 'Return', and 'Send To Group', which are highlighted in red.

6. Features and Functionality for ‘Approving Authority’

The ‘Approving Authority’ approves/rejects the leave request after it has been received by the ‘Recommending Authority’. A ‘Recommending Authority’ and ‘Approving Authority’ can be the same officer. Any leave request which has been submitted to the ‘Approving Authority’ will be available in the Worklist.

Path:: **Raj-Kaj → Worklist → Inbox → Files**

A user can approve/reject various leaves. He can authorize someone to work on his behalf by using the delegation function.

1. Click on particular leave request to open the file.
2. Click on ‘Noting’ Tab to view any noting on the file, add remarks by clicking on ‘Add Noting’ After putting the remarks, can Approve/reject/return the request (or authority can send leave request within the group also).

Basic Info	Main File	File Details	Summary	All Notings	Add Noting	Previous Notes	Notes Attachment																
Leave Details <table border="1"> <tr> <td>Leave Type</td> <td>Casual Leave</td> <td>End Date *</td> <td>16 Sep 2016</td> </tr> <tr> <td>Start Date *</td> <td>16 Sep 2016</td> <td>Contact No. *</td> <td>987346463434</td> </tr> <tr> <td>Total No. Of Leave Days (Holiday List)</td> <td>1.00</td> <td></td> <td></td> </tr> <tr> <td>Leave Reason</td> <td colspan="3"></td> </tr> </table>				Leave Type	Casual Leave	End Date *	16 Sep 2016	Start Date *	16 Sep 2016	Contact No. *	987346463434	Total No. Of Leave Days (Holiday List)	1.00			Leave Reason				<div> <input type="checkbox"/> Para 1 -Sd- Archana Sharma Clerk Grade-I, Establishment 16 Sep 2016 16:09:38 </div> <div> <input type="checkbox"/> Para 2 -Sd- Suneel Chhabra AD, Technical 16 Sep 2016 16:12:36 </div>			
Leave Type	Casual Leave	End Date *	16 Sep 2016																				
Start Date *	16 Sep 2016	Contact No. *	987346463434																				
Total No. Of Leave Days (Holiday List)	1.00																						
Leave Reason																							
Proposed Additional Charge History <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Applicant Post</th> <th>Additional Charge To</th> <th>Proposed By</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="5">No Records Found</td> </tr> </tbody> </table>				Sr. No	Applicant Post	Additional Charge To	Proposed By	Remarks	No Records Found														
Sr. No	Applicant Post	Additional Charge To	Proposed By	Remarks																			
No Records Found																							
Propose Additional Charge <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Applicant Post</th> <th>Additional Charge To</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ms. Archana Sharma (CLERK GRADE-I, Establishment)</td> <td>Enter min 3 chars & press ent</td> <td></td> </tr> </tbody> </table>				Sr. No	Applicant Post	Additional Charge To	Remarks	1	Ms. Archana Sharma (CLERK GRADE-I, Establishment)	Enter min 3 chars & press ent													
Sr. No	Applicant Post	Additional Charge To	Remarks																				
1	Ms. Archana Sharma (CLERK GRADE-I, Establishment)	Enter min 3 chars & press ent																					
<div> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Return"/> <input type="button" value="Send To Group"/> </div>																							

3. Click on either one of the following actions to:

- Click on 'Approve' button to approve the request with or without comments. Accordingly, the leave request will be approved and notifications will be sent to the concerned.
- Click on 'Reject' to reject the request. Relevant notifications will be sent to the concerned.
- Click on 'Return' to return the file to the user from whom it has been received.
- Click on 'Send to Group' to send the leave file to any of the Group member. All members of the Group will be listed as under:

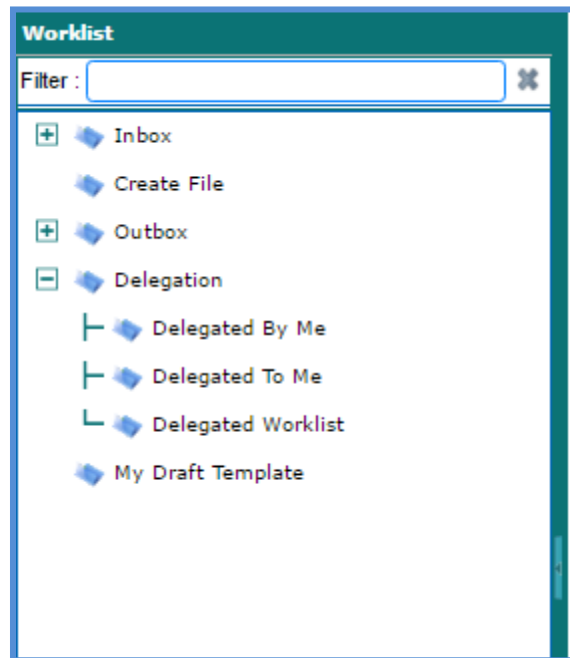
Basic Info	Summary
<div> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Return"/> <input type="button" value="Send To Group"/> </div>	<div> <input type="button" value="Send Within Group"/> </div> <div> Search : <input type="text"/> </div> <div> <ul style="list-style-type: none"> <input type="radio"/> Ms. Archana Sharma (CLERK GRADE-I), Establishment <input type="radio"/> Sh. Vijay Yadav (CLERK GRADE-I), Establishment <input type="radio"/> Sh. Girraj Prajapati (IA), Technical <input type="radio"/> Ms. Neha Verma (IA), Technical <input type="radio"/> Ms. Rekha Gargiya (IA), Technical <input type="radio"/> Ms. Manisha Rathore (CLERK GRADE-II), Establishment <input type="radio"/> (CLERK GRADE-II), Establishment <input type="radio"/> Sh. Surender Kumar (CLERK GRADE-II), Establishment <input type="radio"/> Sh. Jai Singh (HOO), Establishment <input type="radio"/> Sh. Hari Khangarot (IA), Technical <input type="radio"/> Sh. Ravindra Tanwar (IA), Technical </div>

7. Additional Functionalities

In addition to the above-mentioned functionalities, user can use the following:

1. **Delegation:** The functionality of delegation can be used by a user to delegate work to a peer/subordinate.

Path:: **Raj-Kaj → Worklist → Delegation**



- Delegated By Me:
 - Click on Delegated By Me to delegate work.
 - User can click on New to select the module which he wants to delegate along with the dates of delegation.
 - On the bottom part of the screen, user can view the details of all the modules which have been delegated by him.
 - User can also see the status of delegation: Active/Inactive

Subject	Delegator	Delegation	Start Date	End Date	Status
Leave Application	Jai Singh(OSD)	Abhita Swami(Informatic Assistant)	23 Sep 2016	29 Nov 2018	INACTIVE
Leave Encashment Request	Jai Singh(OSD)	Suneel Chhabra(AD)	17 Sep 2016	21 Sep 2016	INACTIVE
Performance Appraisal Report	Jai Singh(OSD)	Rajesh Meena(IA)	02 Sep 2016	06 Sep 2016	INACTIVE
Telephone Bill Reimbursement	Jai Singh(OSD)	Rajesh Meena(IA)	02 Sep 2016	02 Sep 2016	INACTIVE
Performance Appraisal Report	Jai Singh(OSD)	Rajesh Meena(IA)	02 Sep 2016	02 Sep 2016	INACTIVE
Leave Cancellation	Jai Singh(OSD)	ABHISHEK DADHICH(Informatic Assistant)	02 Sep 2016	16 Sep 2016	INACTIVE
NOC For Passport	Jai Singh(OSD)	Archana Sharma(CLERK GRADE-1)	02 Sep 2016	14 Sep 2016	INACTIVE
NOC for Competitive Exam	Jai Singh(OSD)	Archana Sharma(CLERK GRADE-1)	02 Sep 2016	14 Sep 2016	INACTIVE

- Delegated To Me: User can view the list of processes delegated to him along with dates and status.

Subject	Delegator	Delegation	Start Date	End Date	Status
Leave Application	Suneel Chhabra(AD)	Jai Singh(OSD)	02 Sep 2016	08 Sep 2016	ACTIVE
NOC for Competitive Exam	Suneel Chhabra(AD)	Jai Singh(OSD)	02 Sep 2016	15 Sep 2016	ACTIVE
NOC For Foreign Visit	Suneel Chhabra(AD)	Jai Singh(OSD)	02 Sep 2016	15 Sep 2016	ACTIVE
NOC for Higher Studies	Suneel Chhabra(AD)	Jai Singh(OSD)	02 Sep 2016	15 Sep 2016	ACTIVE
NOC For Passport	Suneel Chhabra(AD)	Jai Singh(OSD)	02 Sep 2016	15 Sep 2016	ACTIVE
NOC For Passport	Akhil Arora(Commissioner)	Jai Singh(OSD)	02 Sep 2016	08 Sep 2016	ACTIVE
NOC for Competitive Exam	Akhil Arora(Commissioner)	Jai Singh(OSD)	02 Sep 2016	08 Sep 2016	ACTIVE
NOC For Foreign Visit	Akhil Arora(Commissioner)	Jai Singh(OSD)	02 Sep 2016	08 Sep 2016	ACTIVE
NOC for Higher Studies	Akhil Arora(Commissioner)	Jai Singh(OSD)	02 Sep 2016	08 Sep 2016	ACTIVE
Leave Application	Akhil Arora(Commissioner)	Jai Singh(OSD)	02 Sep 2016	03 Sep 2016	ACTIVE

- Delegated Worklist: User can view and work on all the delegated work at his delegated worklist as per the process, period of delegation and role of delegator.

2. Pending Leave Details: Through this functionality user can prepare and print the list of pending leaves Lying with a particular authority for further actions.

Employee Search

Officer Name * Sh. Om Prakash Meena (Chief)

Generate/View Order

Draft Type **pending leave**

[Attach File\(s\)](#) [Max: 1 Attachment of 15 MB] [Allowed Types: XLS, XLSX, DOC, PDF, ZIP]



[Prepare](#) [Add Approved Draft](#)


No records found

3. **Pull Leave Request:** This functionality can be used by members of 'Leave Group'(Establishment users) to pull a particular request and forward it to any level for further actions.

Pull Leave Request

Search Request(s)


Appointing Department *  


Service Type * 






Employee Name

File No.

Posted In Department

Cadre 

Process Name 

S. No.	Employee Name	Lying With	Process Name	Request Date	Leave Type	File No.	Actions
26	Sh.Arvind Kumar Posval, Officer On Special Duty (Department of Personnel,)	Sh Bhaskar Aatmaram Sawant, Secretary To Government, Department of Personnel	Leave Application	09-Dec-2016	Privilege Leave	Leave/DOP/2016-38994	
27	Sh Bishnu Charan Mallick, Collector & District Magistrate (Collectorate Jodhpur, Jodhpur)	Sh. Ratan Lal Lahoti, Divisional Commissioner, DIVISIONAL COMMISSIONER Jodhpur	Leave Application	10-Dec-2016	Privilege Leave	Leave/Collectorate Jodhpur/2016-38910	
28	Sh Bishnu Charan Mallick, Collector & District Magistrate (Collectorate Jodhpur, Jodhpur)	Sh Bhaskar Aatmaram Sawant, Secretary To Government, Department of Personnel	Leave Application	09-Dec-2016	Casual Leave	Leave/Collectorate Jodhpur/2016-38995	
29	Sh Bishnu Charan Mallick, Collector & District Magistrate (Collectorate Jodhpur, Jodhpur)	Sh. Om Prakash Meena, Chief Secretary, Chief Secretary Office	Leave Application	07-Dec-2016	Privilege Leave	Leave/Collectorate Jodhpur/2016-38976	
30	Sh Bishnu Charan Mallick, Collector & District Magistrate (Collectorate Jodhpur, Jodhpur)	Sh Bhaskar Aatmaram Sawant, Secretary To Government, Department of Personnel	Leave Application	07-Dec-2016	Casual Leave	Leave/Collectorate Jodhpur/2016-38975	

8. Support

For issues related to Leave balance update, hierarchy mapping etc, contact:

Concerned Establishment section

For any application related issues, contact:

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