



# HR-Leave Management CSI User Manual (Apply Leave)

**Department of Posts**  
(Ministry of Communication and Information Technology)

November 2015  
Version 1.0





# HR- Leave Management User Manual



## Notice

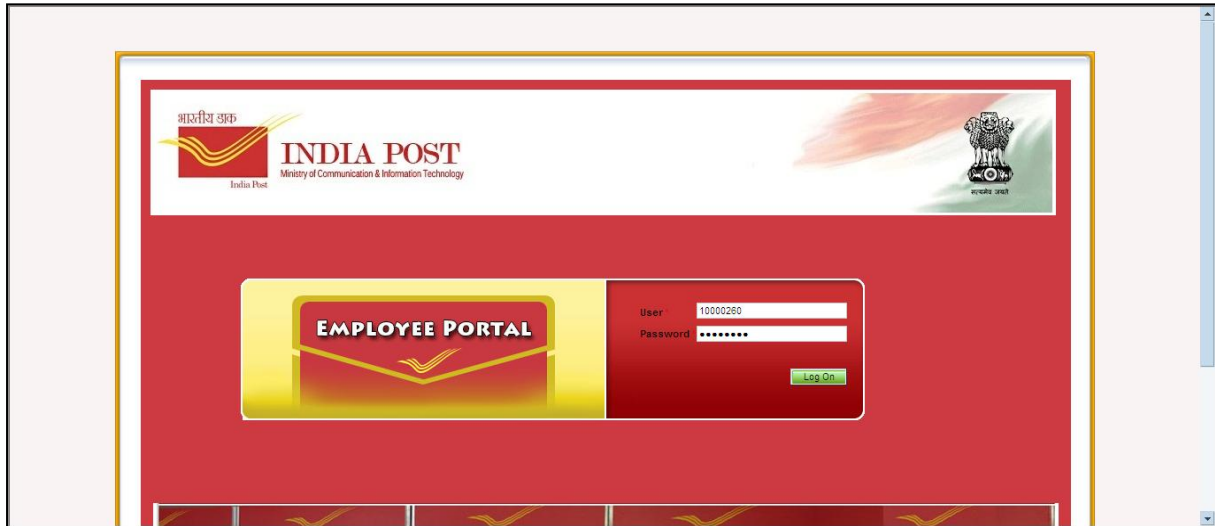
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## Procedure:

### 1. Open the Portal application

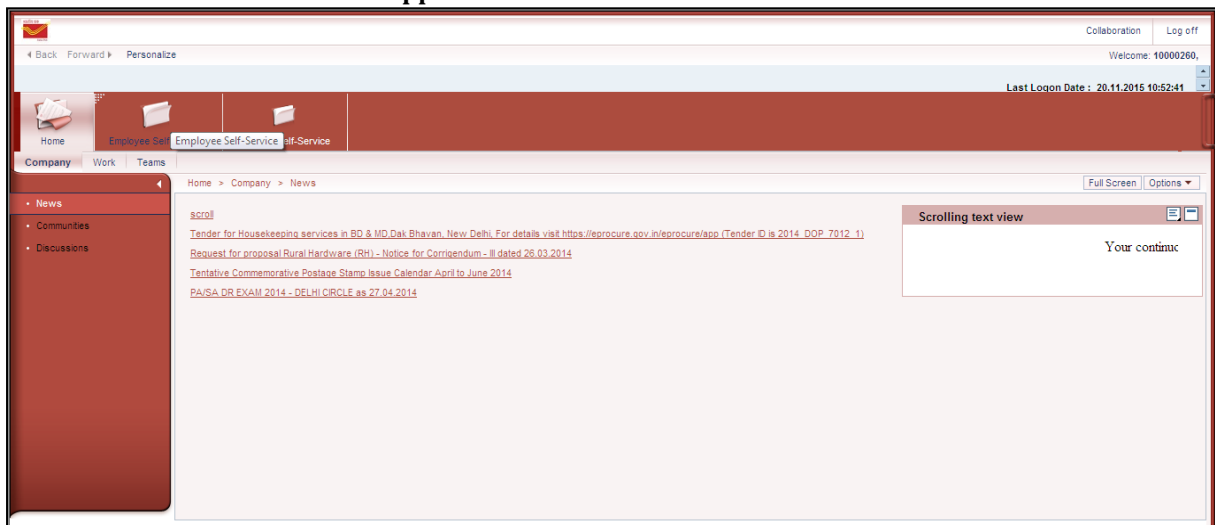


### 2. Type User ID

### 3. Type Password

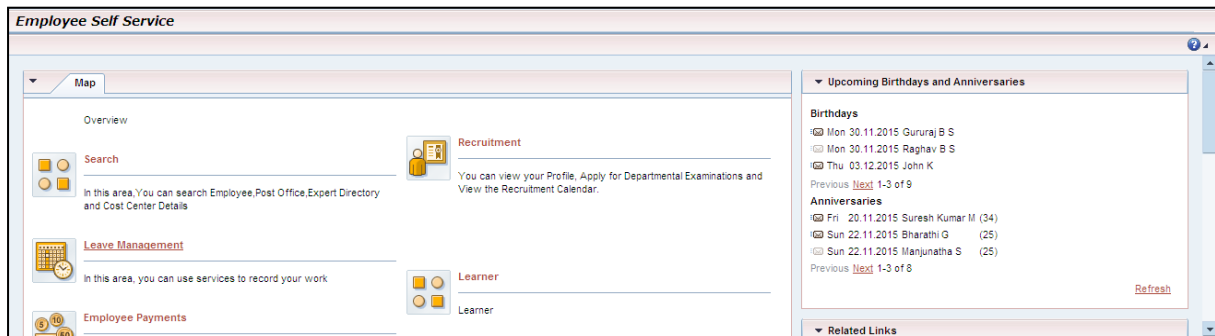
### 4. Click On

Below Shown home screen will appear



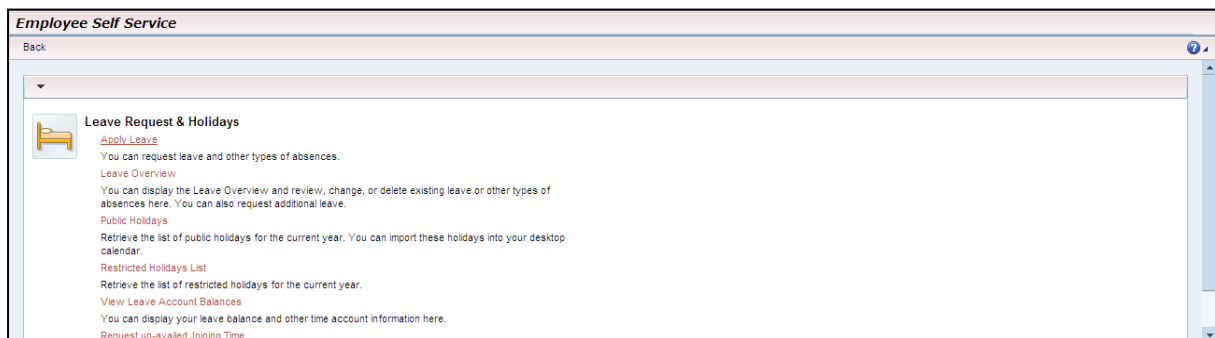
5. Click On  .

Below screen will appears

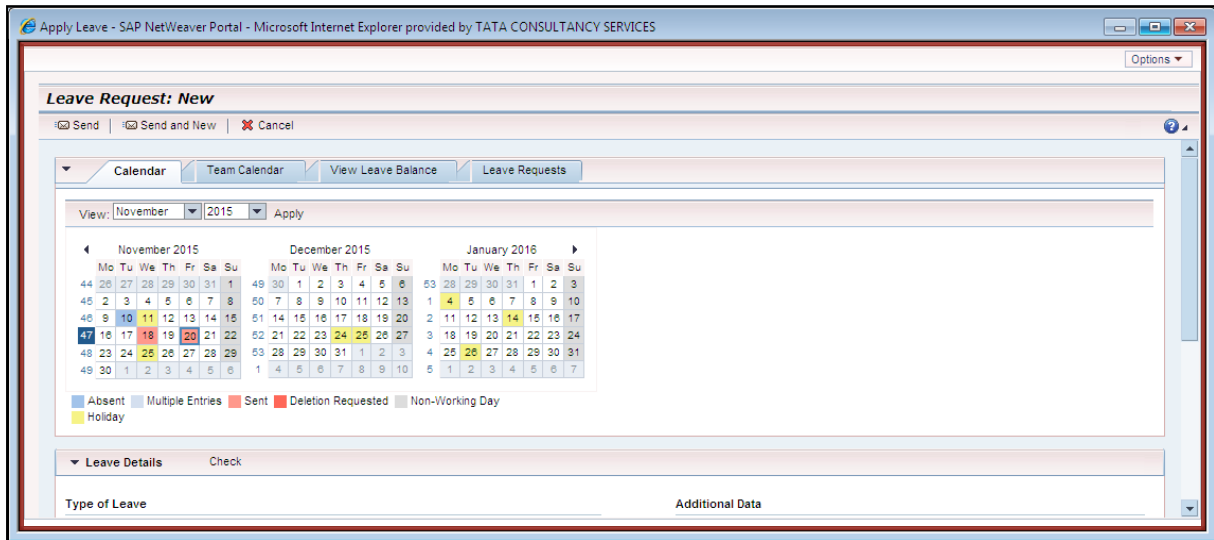


6. Click On [Leave Management](#) .

Leave Request & Holidays

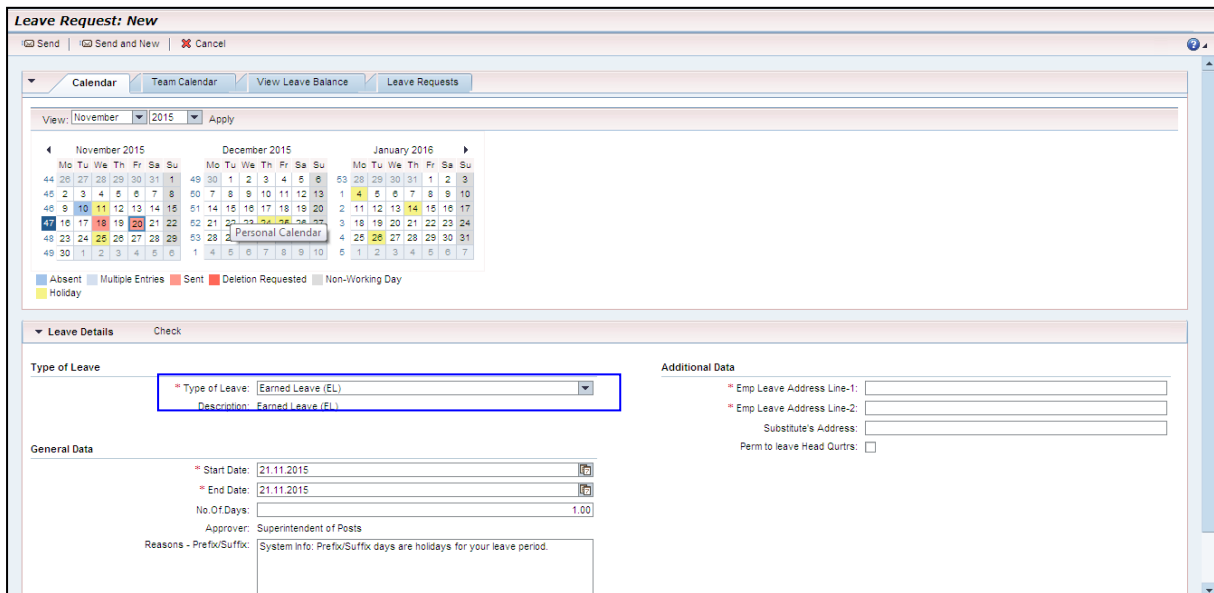



7. Click On [Apply Leave](#) .



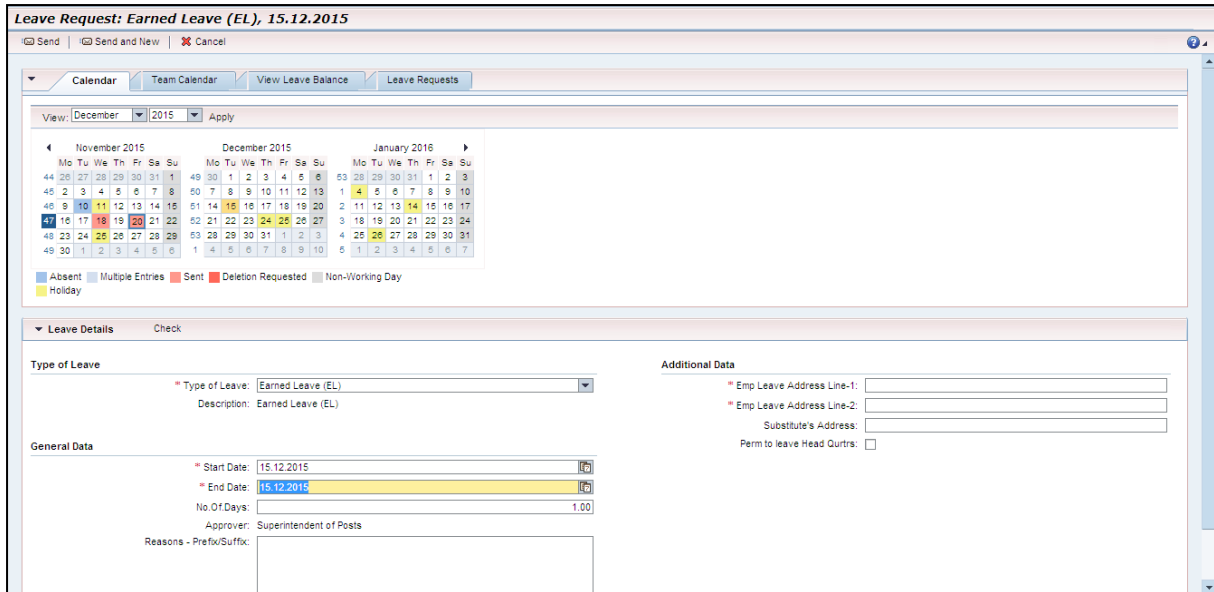
8. Click On  to maximize the screen.

## Select type of Leave



9. Click On Calendar Date select the required date EX: .

Once the date is selected as shown in below screen the start date and end date of leave is defaulted in the leave General date fields.



The screenshot shows a web application window titled "Leave Request: Earned Leave (EL), 15.12.2015". It features a calendar view for December 2015 and January 2016. The date 15.12.2015 is highlighted in yellow. Below the calendar, the "Leave Details" section is visible, showing the "Type of Leave" as "Earned Leave (EL)" and the "End Date" as "15.12.2015". The "General Data" section shows the "Start Date" as "15.12.2015" and the "End Date" as "15.12.2015". The "No. Of Days" is set to "1.00". The "Approver" is "Superintendent of Posts". The "Additional Data" section includes fields for "Emp Leave Address Line-1", "Emp Leave Address Line-2", "Substitute's Address", and "Perm to leave Head Qutrs".

10. Based on requirement user need to select the end date by Clicking On calendar ICON (shown in below screen)



A screenshot of a date selection field showing the date "15.12.2015" in a blue box, with a calendar icon to its right.

11. To change the Leave end date EX: Click On .

12. System still shows only 1 day of leave..this is a default value



A screenshot of a text field showing the value "1.00" in a blue box.


13. Complete all the mandatory fields.

14. Such as Leave address 1 and 2  
(Please Note: the Leave address can be in filled in 2 lines in a short form only)

15. After completing the mandatory details Click On .

On Leave Request screen:

1. Now you can see the change in no. of days leave applied

2. A message which says  Check of leave request was successful

Leave Request: Earned Leave (EL), 15.12.2015-17.12.2015

Send | Send and New | Cancel

Check of leave request was successful

Calendar | Team Calendar | View Leave Balance | Leave Requests

View: December 2015 | Apply

November 2015							December 2015							January 2016									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
44	26	27	28	29	30	31	1	49	30	1	2	3	4	5	6	53	28	29	30	31	1	2	3
45	2	3	4	5	6	7	8	50	7	8	9	10	11	12	13	1	4	5	6	7	8	9	10
46	9	10	11	12	13	14	15	51	14	15	16	17	18	19	20	2	11	12	13	14	15	16	17
47	16	17	18	19	20	21	22	52	21	22	23	24	25	26	27	3	18	19	20	21	22	23	24
48	23	24	25	26	27	28	29	53	28	29	30	31	1	2	3	4	25	26	27	28	29	30	31
49	30	1	2	3	4	5	6	1	4	5	6	7	8	9	10	5	1	2	3	4	5	6	7

Absent  Multiple Entries  Sent  Deletion Requested  Non-Working Day  
 Holiday

▼ Leave Details Check

Type of Leave  
 \* Type of Leave: Earned Leave (EL) [v]  
 Description: Earned Leave (EL)

Additional Data  
 \* Emp Leave Address Line-1: MG Road  
 \* Emp Leave Address Line-2: Bangalore  
 Substitute's Address:  
 Perm to leave Head Qutrs:

General Data  
 \* Start Date: 15.12.2015 [td]  
 \* End Date: 17.12.2015 [td]  
 No. Of Days: 3.00  
 Approver: Superintendent of Posts  
 Reasons - Prefix/Suffix:

16. Click On  Send.

After Click on Send, you can able to see the below shown Message box, which re-confirms your Leave details.

Leave Request: New
⊞ ✕

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**Type of Leave**

Type of Leave: Earned Leave (EL)

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**General Data**

Start Date: 15.12.2015  
End Date: 17.12.2015  
Processor: Superintendent of Posts  
Note:

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**Additional Data**

Emp Leave Address Line-1: MG Road  
Emp Leave Address Line-2: Bangalore  
Substitute's Address:  
Perm to leave Head Qutrtrs:

OK
Cancel

17. Now Click on OK to complete the leave request.

After the above step, a Leave Overview screen opens with the stuts of leave and gives the below message

Leave request was sent successfully

**Leave Overview**

Leave request was sent successfully

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▼ Leave Data Overview New

Actions	Type of Leave	Start Date	End Date	Approver	Status	Used
	Earned Leave (EL)	15.12.2015	17.12.2015	Superintendent of Posts	Approval Awaited	3 Days
	Earned Leave (EL)	20.11.2015	20.11.2015	Superintendent of Posts	Approval Awaited	1 Days
	Earned Leave (EL)	18.11.2015	18.11.2015	Superintendent of Posts	Approval Awaited	1 Days
	Earned Leave (EL)	17.11.2015	17.11.2015	Superintendent of Posts	Rejected	1 Day
	Earned Leave (EL)	10.11.2015	10.11.2015		Approved	1 Days

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▼ Time Accounts Overview

Leave Account: All Types Show from:  Apply

Leave Balance	Leave Account
309.00 Days	Earned Leave-EL
10.00 Days	Restricted Holid-RH
15.00 Days	Casual Leave-CL
15.00 Days	Half-Pay leave (HPL)
14.00 Days	Earned Leave-EL(300+15)

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