

# **Project - Integrated Raj e-Office**

## **Module: Leave Management**

### **A. Prerequisites and General directions to use Leave Management Module of Integrated Raj e-Office**

1. Employee should have an official email ID on rajasthan.gov.in domain. If the employee has an official email ID in any other domains, eg @nic.in , @raj.nic.in etc, then that email ID need to be migrated to rajasthan.gov.in.
2. Employee should have a Single Sign On (SSO) ID. The official email ID on rajasthan.gov.in domain is also the SSO ID (eg SSO ID of [amit.kumar@rajasthan.gov.in](mailto:amit.kumar@rajasthan.gov.in) is amit.kumar). The password of email and SSO are same.
3. SSO ID should be mapped with Integrated Raj e-Office.
4. After login to the SSO portal <https://sso.rajasthan.gov.in/signin> , employee would be able to access the e-Office icon.

### **B. Step by step instructions:**

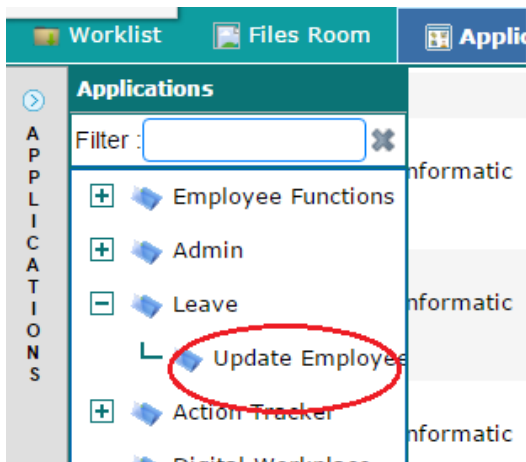
1. User to enter URL: <https://sso.rajasthan.gov.in/signin> in the browser and press enter
2. Log in into the system using user credentials (i.e. SSO-id and password)
3. Based on user roles (e.g. User of establishment section, authority (Recommending, Approving, leave applicant, etc.)) access rights will be available.

### **C. Process Flow for User of 'Establishment Section' to Update Leave Balance**

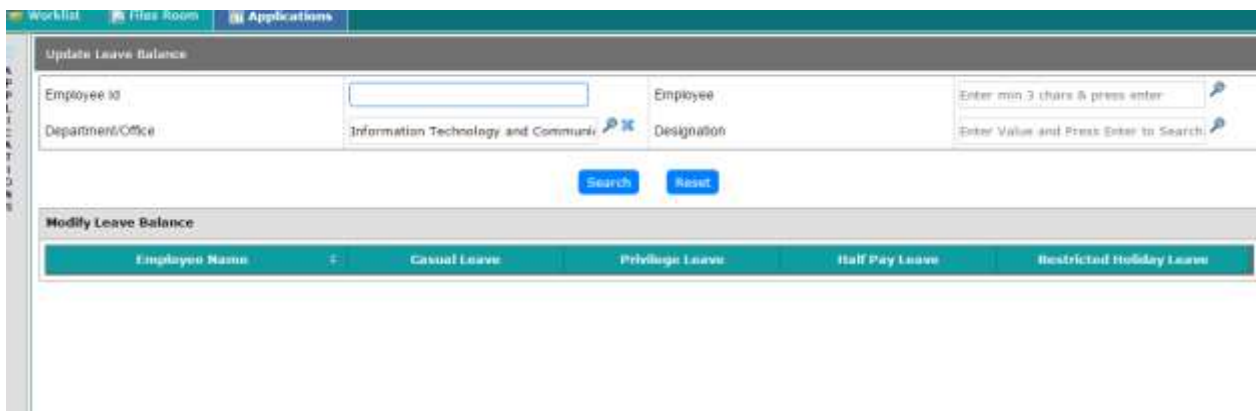
1. After successful login, user clicks on Raj e-Office → Applications



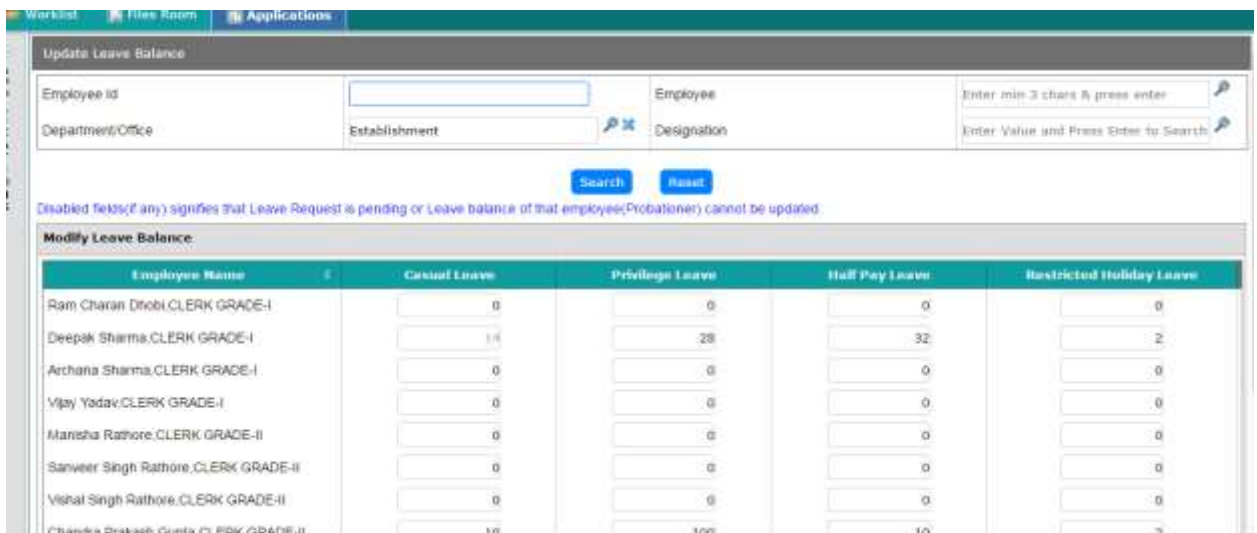
2. User can update the leave balance of employee by clicking Employee Functions→Leave →Update Leave Balance



3. User will get a screen for Search options and list of employees. Through this screen, user can search an employee based on various parameters like Department, Designation, and Employee Name.



4. After User selects an employee from the search screen, below screen gets displayed.



5. User can update/add the leave balance and save the changes. On click on 'Save', leave balance for the employees gets updated.

Sanveer Singh Rathore,CLERK GRADE-II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vishal Singh Rathore,CLERK GRADE-II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Chandra Prakash Gupta,CLERK GRADE-II	<input type="text" value="10"/>	<input type="text" value="100"/>	<input type="text" value="10"/>	<input type="text" value="2"/>
Surender Kumar,CLERK GRADE-II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Bhagwan Singh,CLERK GRADE-II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Arun Kumar Kumaawat,CLERK GRADE-II	<input type="text" value="15"/>	<input type="text" value="12"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Mukesh Kumar Regar,IV Class	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save](#)

### **D. Process Flow for User of 'Establishment Section' to Manage Leave Hierarchy**

1. User can manage the leave hierarchy of employees by clicking Employee Functions→Leave →Manage Leave Hierarchy → Establishment
2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like Department, Designation, and Employee Name.

Manage Leave hierarchy

Only active hierarchy records will be displayed

**Search Employee**

Department Name: Information Technology and Com  Employee Name:

Recommending Authority:  Approving Authority:

Leave Type:

[Search](#) [Reset](#)

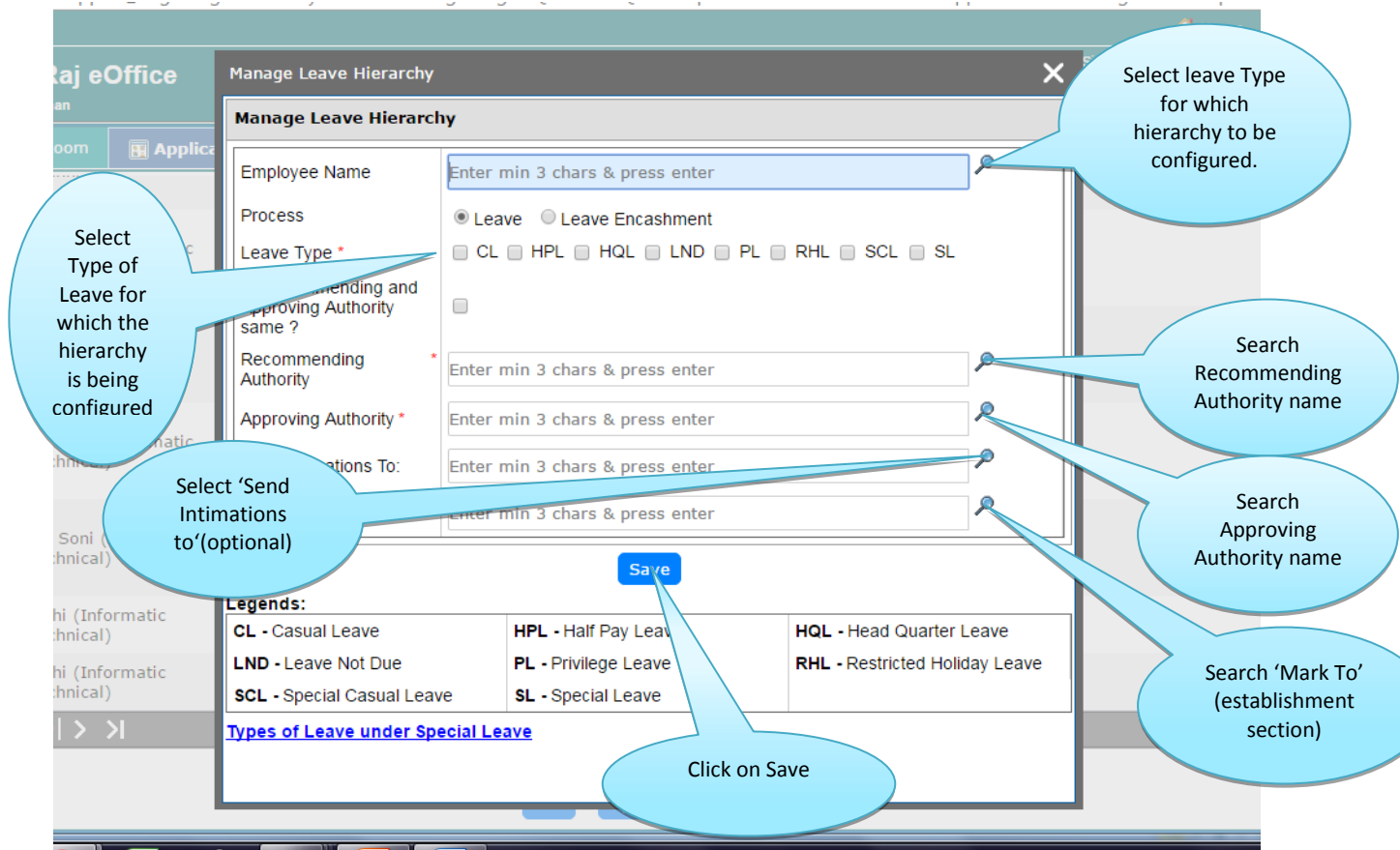
Employee Name	Recommending Authority	Approving Authority	Leave Type	Process	Status
A.Phani Raja Shekhar (SEMT-CPO, SEMT)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Casual Leave		ACTIVE

3. User will click on add from below screen.

<input type="checkbox"/>	Abhay Kumar Soni (Informatic Assistant, Technical)	Department of Information Technology and Communication)	Department of Information Technology and Communication)	Special Casual Leave	ACTIVE
<input type="checkbox"/>	Abhay Kumar Soni (Informatic Assistant, Technical)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Head Quarter Leave	ACTIVE
<input type="checkbox"/>	Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Suneel Chhabra (AD, Technical)	Head Quarter Leave	ACTIVE
<input type="checkbox"/>	Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Suneel Chhabra (AD, Technical)	Leave Not Due	ACTIVE

[Add](#) [Update](#) [Deactivate](#)

4. User can search employee, recommending/approving authority, intimation and Mark to authority for the selected employee.



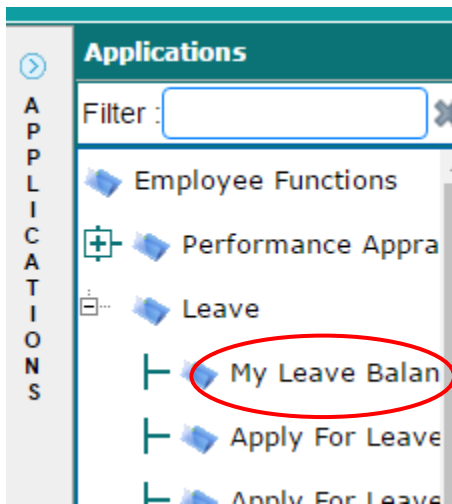
5. After selecting, by clicking on Save button, Leave hierarchy will be configured.

### **E. Process flow for Leave Applicant**

1. After successful login, user clicks on Raj e-Office → Applications



2. User Can check their leave balance from 'My Leave Balance Screen' by clicking on Employee Functions → Leave → My Leave Balance

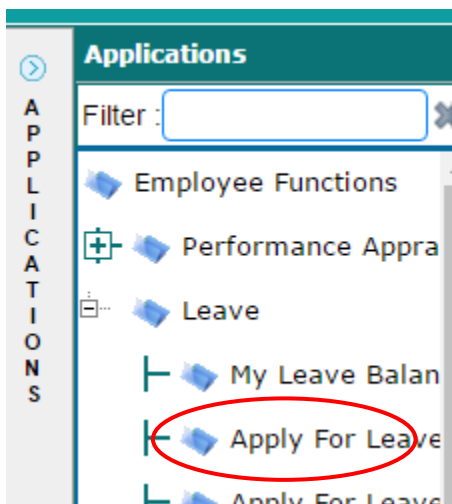


User can check leave status from this link

3. User will get the below screen for leave balance.



4. User can apply leave by clicking Employee Functions → Leave → Apply Leave



5. User will get below screen on click on apply leave.

The screenshot shows the 'Apply For Leave' form with the following fields:

- Combinational Leave:  Yes  No
- Leave Type: Please Select (dropdown menu)

6. User can select leave type and fill the mandatory details from this screen.

The screenshot shows the 'Apply For Leave' form with the following fields filled:

- Combinational Leave:  Yes  No
- Leave Type: Casual Leave (dropdown menu)
- Sub Leave Type: Please Select (dropdown menu)
- Balance: 5.00
- Start Date: [Calendar icon]
- End Date: [Calendar icon]
- Leaves Awaiting Approval: 1.00
- Total No. Of Leave Days (Holiday List): --
- Contact No.: 91 [Text input]
- Prefix:  Yes  No
- Suffix:  Yes  No
- Head Quarter Permission:
- Leave Reason: [Text area]
- Approving Authority: Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)
- Recommendation Authority: Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)
- Send Intimations To: [Text input]

7. On click on 'Submit', employee can submit the leave request.

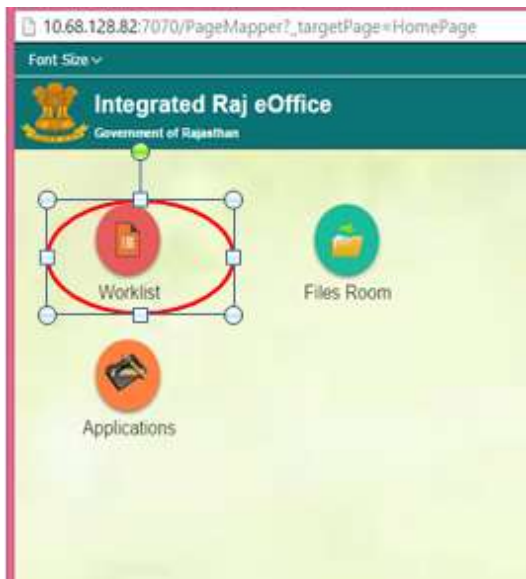
The screenshot shows the 'Apply For Leave' form with the following fields filled:

- Sub Leave Type: Please Select (dropdown menu)
- Balance: 5.00
- Start Date: [Calendar icon]
- End Date: [Calendar icon]
- Leaves Awaiting Approval: 1.00
- Total No. Of Leave Days (Holiday List): --
- Contact No.: 91 [Text input]
- Prefix:  Yes  No
- Suffix:  Yes  No
- Head Quarter Permission:
- Leave Reason: [Text area]
- Approving Authority: Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)
- Recommendation Authority: Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)
- Send Intimations To: [Text input]
- Mark To: Archana Sharma (CLERK GRADE-1, Establishment)
- Upload Document (Click Here To Open/Close): [Text input]
- Submit: [Submit button]

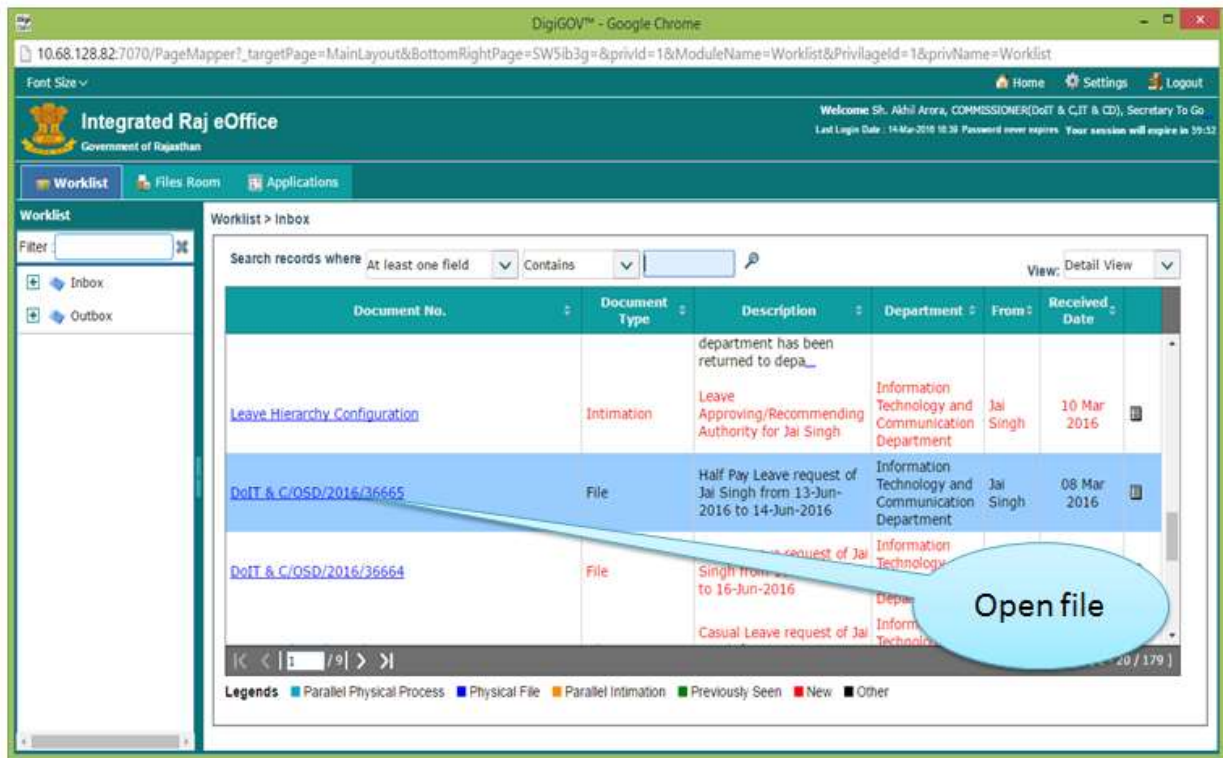
8. After submitting, request will move to Recommending Authority.

**F. Process flow for user of 'Recommending Authority'**

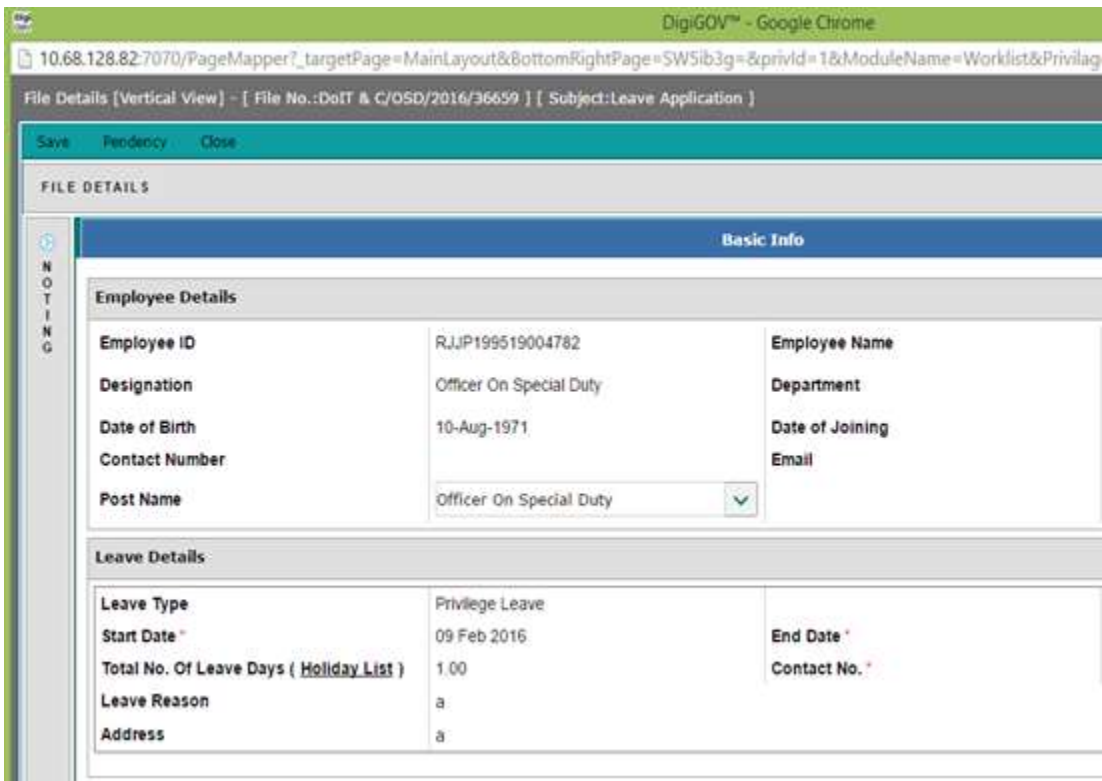
1. Recommending authority can check the leave request by clicking on Worklist.



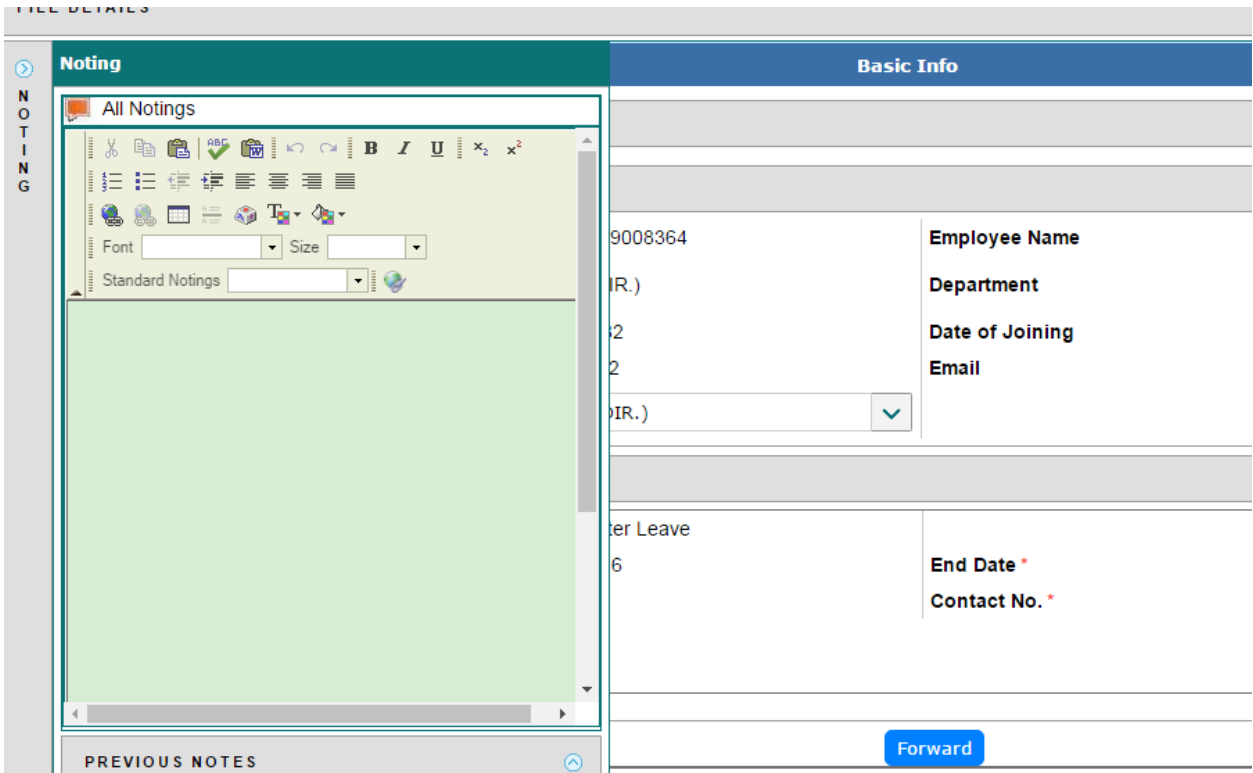
2. User can click on particular leave request and open the file.



3. User gets below information of leave request after opening the file.



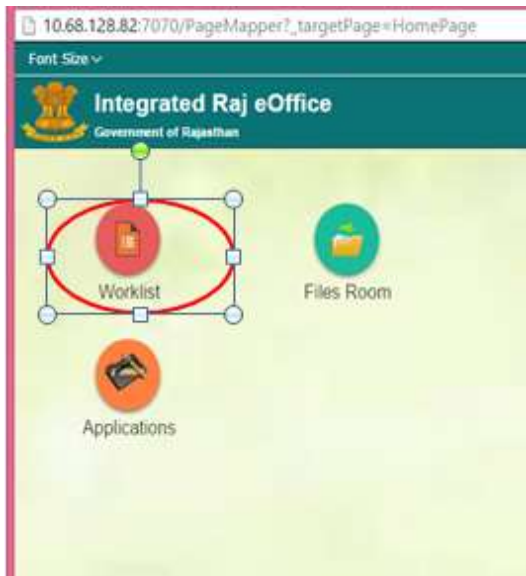
4. Recommending Authority can put the remarks from below screen. After putting the remarks, authority Forwards the request to Approving Authority by clicking on 'Forward' button.



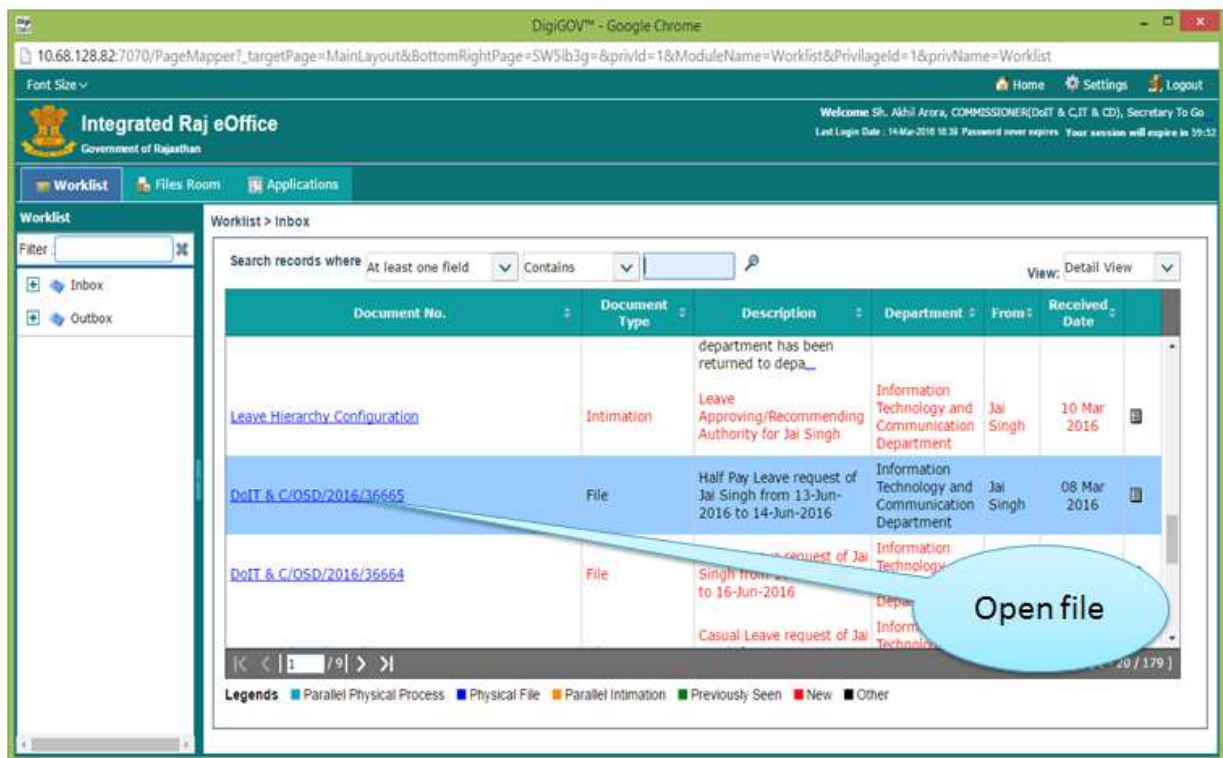


## G. Process flow for user of 'Approving Authority'

1. Recommending authority can check the leave request by clicking on Worklist.



2. User can click on particular leave request, and can open the file.



Document No.	Document Type	Description	Department	From	Received Date
<a href="#">Leave Hierarchy Configuration</a>	Intimation	department has been returned to depa... Leave Approving/Recommending Authority for Jai Singh	Information Technology and Communication Department	Jai Singh	10 Mar 2016
<a href="#">DoIT &amp; C/QSD/2016/36665</a>	File	Half Pay Leave request of Jai Singh from 13-Jun-2016 to 14-Jun-2016	Information Technology and Communication Department	Jai Singh	08 Mar 2016
<a href="#">DoIT &amp; C/QSD/2016/36664</a>	File	Casual Leave request of Jai Singh from 15-Jun-2016 to 16-Jun-2016	Information Technology and Communication Department	Jai Singh	08 Mar 2016

3. User gets below information of leave request after opening the file.

DigiGOV™ - Google Chrome

10.68.128.82:7070/PageMapper?\_targetPage=MainLayout&BottomRightPage=SW5ib3g=&privId=1&ModuleName=Worklist&Privilag

File Details [Vertical View] - [ File No.:DoIT & C/OSD/2016/36659 ] [ Subject:Leave Application ]

Save Pendency Close

FILE DETAILS

NOTING

Basic Info

Employee Details

Employee ID	R,JP199519004782	Employee Name	
Designation	Officer On Special Duty	Department	
Date of Birth	10-Aug-1971	Date of Joining	
Contact Number		Email	
Post Name	Officer On Special Duty		

Leave Details

Leave Type	Privilege Leave	End Date *	
Start Date *	09 Feb 2016	Contact No. *	
Total No. Of Leave Days ( <a href="#">Holiday List</a> )	1.00		
Leave Reason	a		
Address	a		

4. Approving Authority can put the remarks from below screen. After putting the remarks, authority can Approve/reject the request.

DigiGOV™ - Google Chrome

10.68.128.82:7070/PageMapper?\_targetPage=MainLayout&BottomRightPage=SW5ib3g=&privId=1&ModuleName=Worklist&PrivilageId=1&privName=Worklist

File Details [Vertical View] - [ File No.:DoIT & C/OSD/2016/36665 ] [ Subject:Leave Application ]

Save Pendency Close

FILE DETAILS

NOTING

Basic Info

Leave Balance Details (Click Here To Open/Close)

Employee Details

Employee ID	R,JP199519004782	Employee Name	Jai Singh
Designation	Officer On Special Duty	Department	Information Technology and Communication Department
Date of Birth	10-Aug-1971	Date of Joining	10-Aug-1995
Contact Number		Email	vineet.tulsyan44@gmail.com
Post Name	Officer On Special Duty		

Leave Details

Leave Type	Half Pay Leave	End Date *	14 Jun 2016
Start Date *	13 Jun 2016	Contact No. *	8010732294
Total No. Of Leave Days ( <a href="#">Holiday List</a> )	2.00		
Leave Reason			
Address	f		

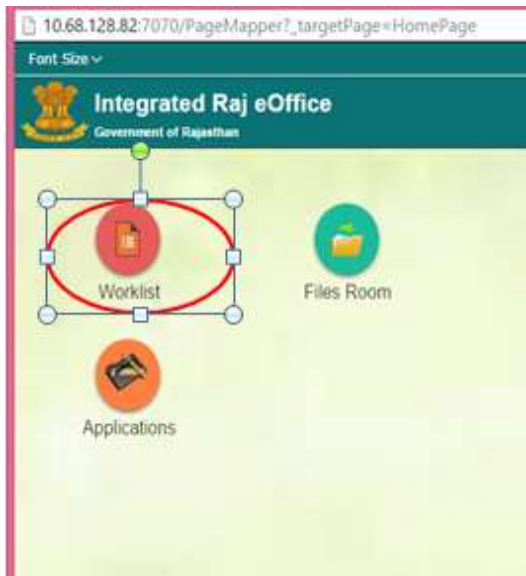
Approve Reject

5. On rejection of request, intimation will be sent to the Leave applicant.

6. On approval of request, file will move to Establishment Section.

## **H. Process flow for user of 'Establishment Section' for leave request**

1. Recommending Authority can check the leave request by clicking on Worklist.



2. User can click on particular leave request, and open the file.

Document No.	Document Type	Description	Department	From	Received Date
<a href="#">Leave Hierarchy Configuration</a>	Intimation	department has been returned to depa... Leave Approving/Recommending Authority for Jai Singh	Information Technology and Communication Department	Jai Singh	10 Mar 2016
<a href="#">DoIT &amp; C/QSD/2016/36665</a>	File	Half Pay Leave request of Jai Singh from 13-Jun-2016 to 14-Jun-2016	Information Technology and Communication Department	Jai Singh	08 Mar 2016
<a href="#">DoIT &amp; C/QSD/2016/36664</a>	File	Casual Leave request of Jai Singh from 15-Jun-2016 to 16-Jun-2016	Information Technology and Communication Department	Jai Singh	08 Mar 2016

3. User gets below information of leave request after opening the file.

DigiGOV™ - Google Chrome  
 10.68.128.82:7070/PageMapper?\_targetPage=MainLayout&BottomRightPage=SW5ib3g=&privId=1&ModuleName=Worklist&Privilag  
 File Details [Vertical View] - [ File No.:DoIT & C/OSD/2016/36659 ] [ Subject:Leave Application ]

Save Pendency Close

FILE DETAILS

Basic Info

Employee Details

Employee ID	RJJ199519004782	Employee Name	
Designation	Officer On Special Duty	Department	
Date of Birth	10-Aug-1971	Date of Joining	
Contact Number		Email	
Post Name	Officer On Special Duty		

Leave Details

Leave Type	Privilege Leave	End Date *	
Start Date *	09 Feb 2016	Contact No. *	
Total No. Of Leave Days ( Holiday List )	1.00		
Leave Reason	a		
Address	a		

4. Establishment Section user gets below screen for generating the Order

File Details [Vertical View] - [ File No.:DoIT & C/OSD/2016/36659 ] [ Subject:Leave Application ]

Save Pendency Close

FILE DETAILS

Basic Info

Employee Details

Employee ID	RJJ199519004782	Employee Name	
Designation	Officer On Special Duty	Department	
Date of Birth	10-Aug-1971	Date of Joining	
Contact Number		Email	et.tulsyan44@gmail.com
Post Name	Officer On Special Duty		

Leave Details

Leave Type	Privilege Leave	End Date *	
Start Date *	09 Feb 2016	Contact No. *	8010732294
Total No. Of Leave Days ( Holiday List )	1.00		
Leave Reason	a		
Address	a		

Send To

Enter min 3 chars & press enter

Generate Order Send Dispose

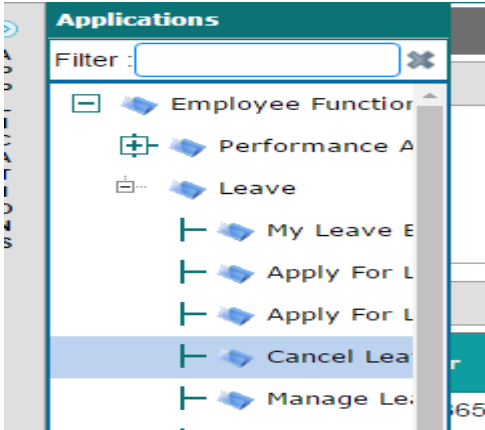
Send to other employee of establishment section

Generate order for particular leave type

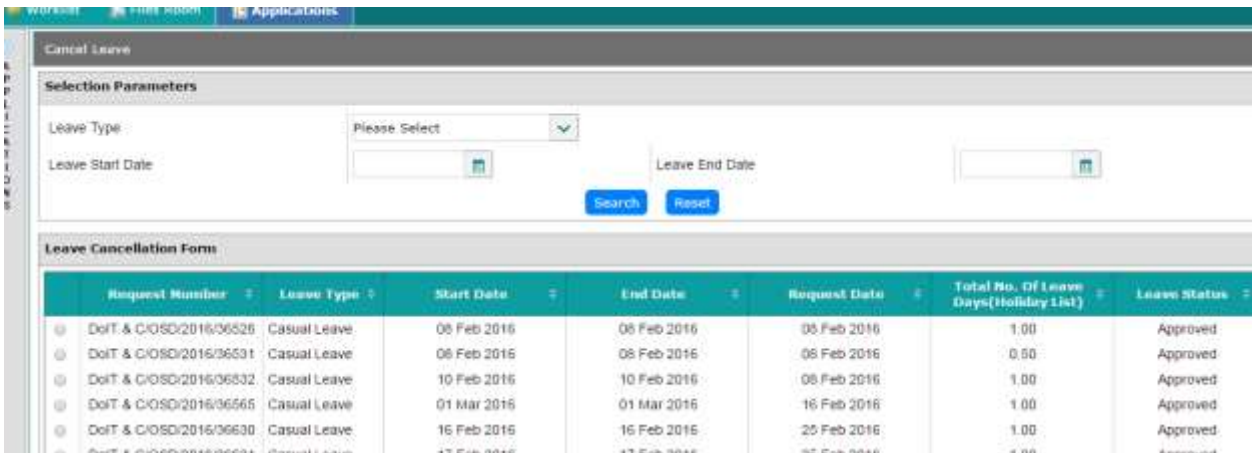
Dispose the file

**I. Process flow for Leave Applicant for Leave Cancellation**

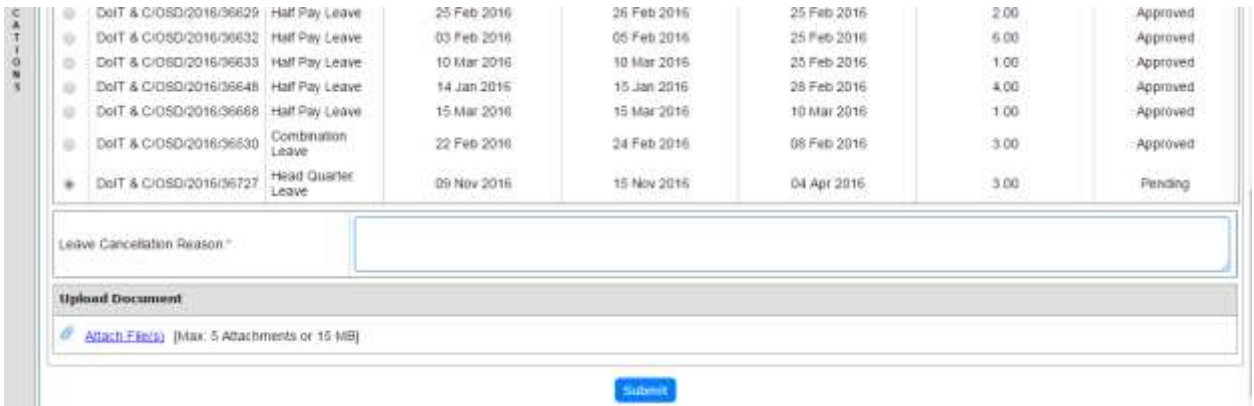
1. User can cancel the leave by clicking on below node.



2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like leave type, leave start date, end date.



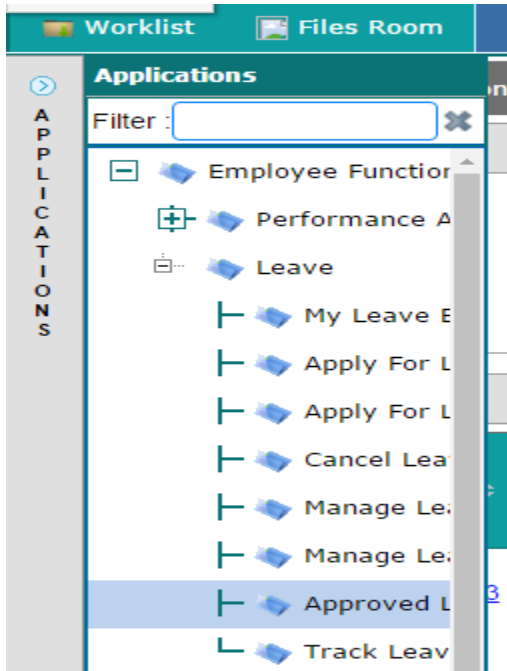
3. User will select the radio button of leave request, fill the leave cancellation reason and submit.



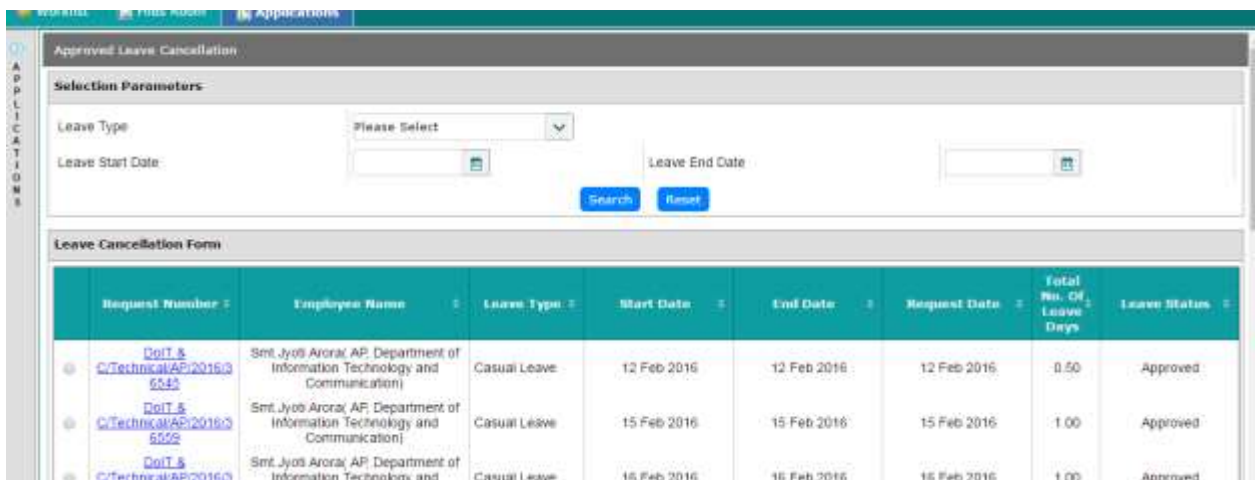
4. If leave request is in pending status, leave request gets cancelled and system will send the intimation to recommending/approving authority.
5. If leave request is approved and leave date is not yet passed, then leave request gets cancelled and system will send the intimation to recommending/approving authority.
6. If leave date passed, in that case cancellation request will go to approving authority for cancellation.

**J. Process flow for Approving Authority for cancellation of approved leave**

1. Approving authority will click on Employee Functions→Leave →Approved leave cancellation



2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like leave type, leave start date, end date.



- User will select the radio button of leave request, fill the leave cancellation reason and submit.

Sl. No.	Employee Name	Grade	Department	Leave Type	Start Date	End Date	Duration	Status
1	Sh. Akhil Arora (Secretary To Government, Information Technology and Communication Department)	GRADE-I	Department of Information Technology and Communication	Privilege Leave	14 Mar 2016	17 Mar 2016	4.00	Approved
2	Sh. Akhil Arora (Secretary To Government, Information Technology and Communication Department)	GRADE-I	Department of Information Technology and Communication	Half Pay Leave	29 Mar 2016	01 Apr 2016	4.00	Approved
3	Sh. Akhil Arora (Secretary To Government, Information Technology and Communication Department)	GRADE-I	Department of Information Technology and Communication	Half Pay Leave	19 Mar 2016	23 Mar 2016	5.00	Approved

Leave Cancellation Reason \*

Upload Document

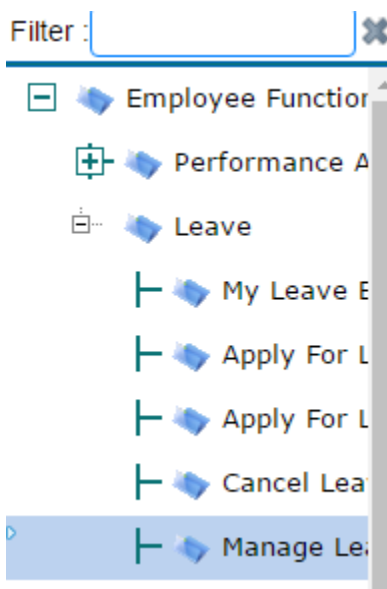
Attach Files (Max: 5 Attachments or 15 MB)

Submit

- Leave request gets cancelled, and system will send intimation to leave applicant.

### **K. Process flow for applicant for Manage Leave Hierarchy for self**

- User can manage the leave hierarchy by clicking Employee Functions → Leave → Manage Leave Hierarchy.



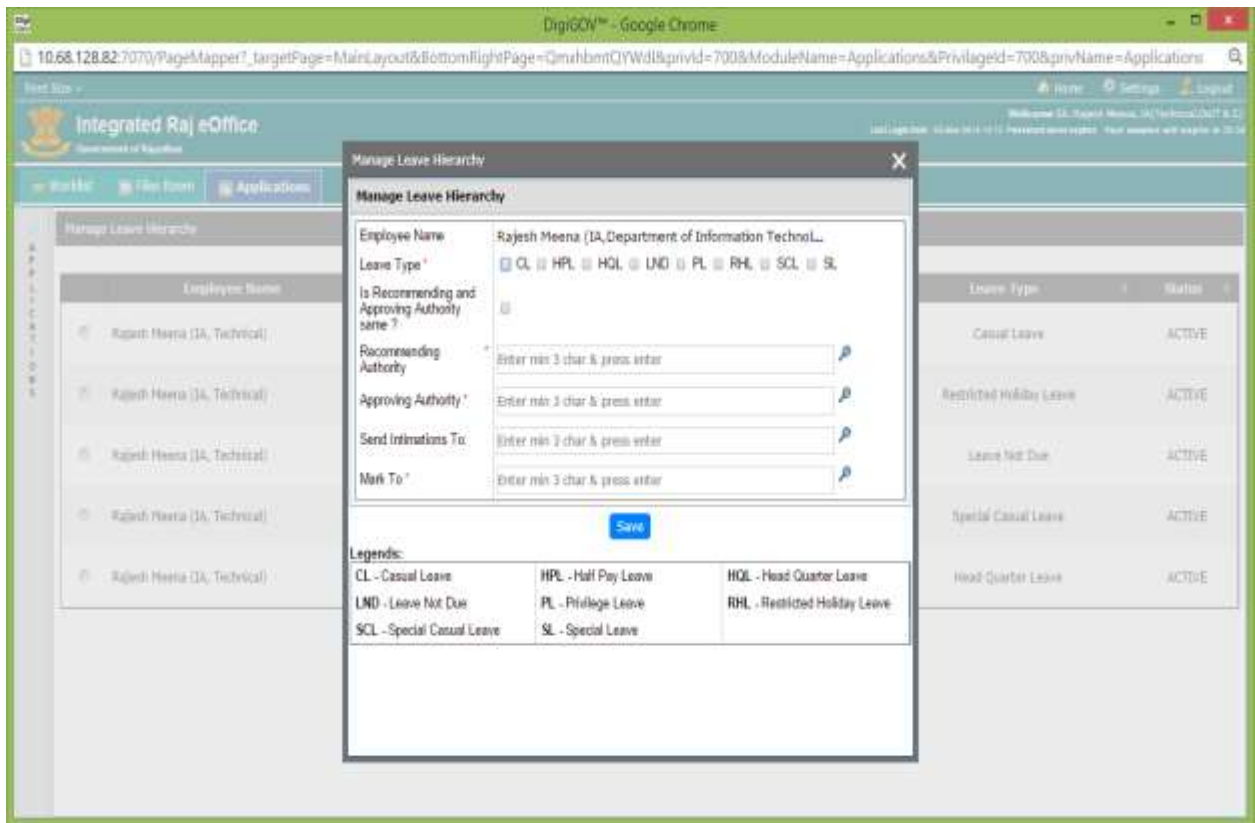
- User will click on add from below screen.

Employee Name	Department	Leave Type	Status
Abhay Kumar Soni (Informatic Assistant, Technical)	Department of Information Technology and Communication	Special Casual Leave	ACTIVE
Abhay Kumar Soni (Informatic Assistant, Technical)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Head Quarter Leave	ACTIVE
Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Head Quarter Leave	ACTIVE
Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Leave Not Due	ACTIVE

[ < | 1 / 10 | > ] [ 1 - 10 / 100 ]

Add Update Deactivate

3. User can select leave type and search Recommending/Approving Authority, intimation and Mark to authority for the self.

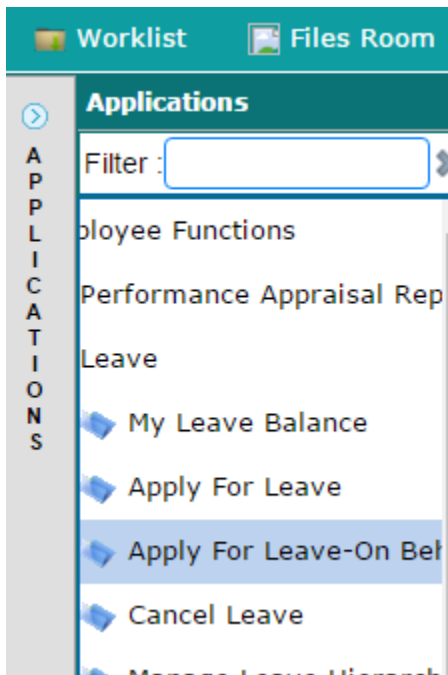


4. By clicking on save, leave hierarchy for the selected leave types gets configured.

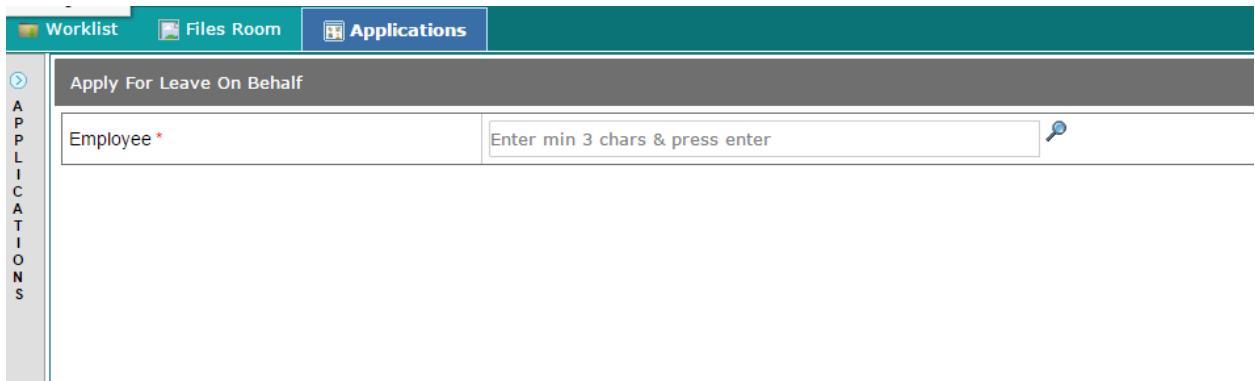
**L. Process flow for Apply Leave on behalf of – Rights required**

1. User can apply leave on behalf of other employee, only if user has rights to do the same.

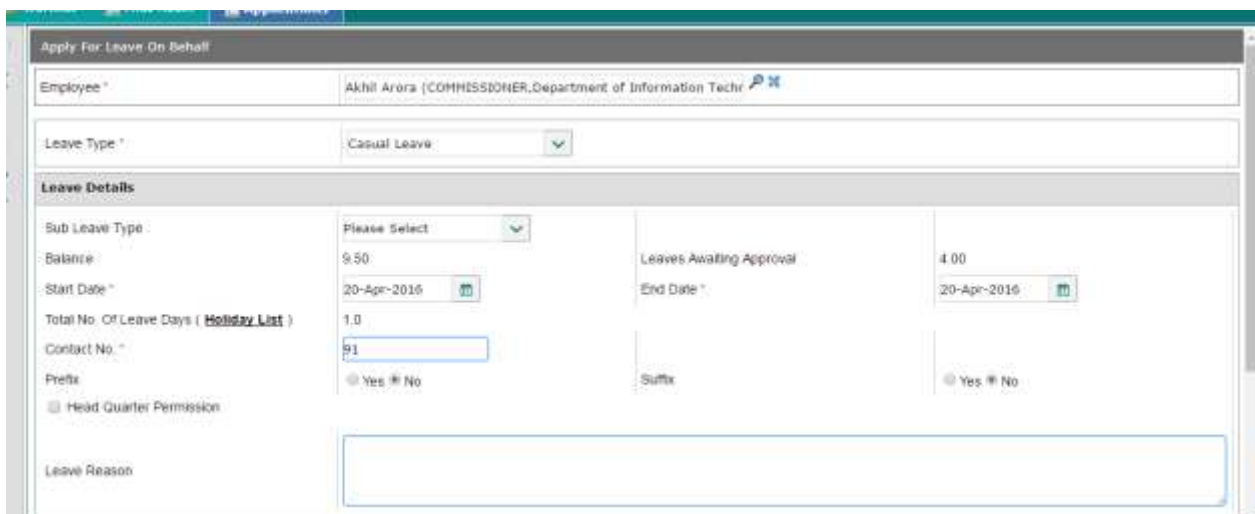




2. User can search the employee, for whom he wants to apply leave, from below screen.



3. User will fill the mandatory details and submit.



Head Quarter Permission

Leave Reason

Leave Hierarchy

Approving Authority	Jyoti Arora (AP Technical)	Recommending Authority	Jyoti Arora (AP Technical)
Send Intimations To:	Jai Singh (Officer On Special Duty, Information Technology and Communication Department)		
Mark To	Rajesh Meena (Informatic Assistant, Technical)		

Upload Document (Click Here To Open/Close)

Submit

- On submit, Leave application will be processed through the Leave approval hierarchy. And system will send intimation to employee.

### **M. Support Team:**

- For official email ID related issues:**

Contact: helpdesk.email@rajasthan.gov.in , Ph: (0141) 5153222 (Ext. 25555, 21363)

- For SSO ID related issues:**

Contact: helpdesk.sso@rajasthan.gov.in , Ph: (0141) 5153222 (Ext. 23717)

- For mapping SSO ID with Integrated Raj e-Office**

Contact: support.e-Office@rajasthan.gov.in Ph: (0141) 5153222 (Ext. 21335)

- For Leave balance update**

Contact your Establishment section.