



छत्तीसगढ़ राज्य भण्डार गृह निगम

(हेड ऑफिस, विलेज झाँझ, सेक्टर-24, अटलनगर, रायपुर(छत्तीसगढ़))

LEAVE SYSTEM (USER MANUAL)

Requesting a leave

To request a leave, follow these step-by-step instructions:

1. **Log In:** Begin by logging into the Leave system using the provided EmpCode and Password. Upon successful login, you will be directed to the dashboard.

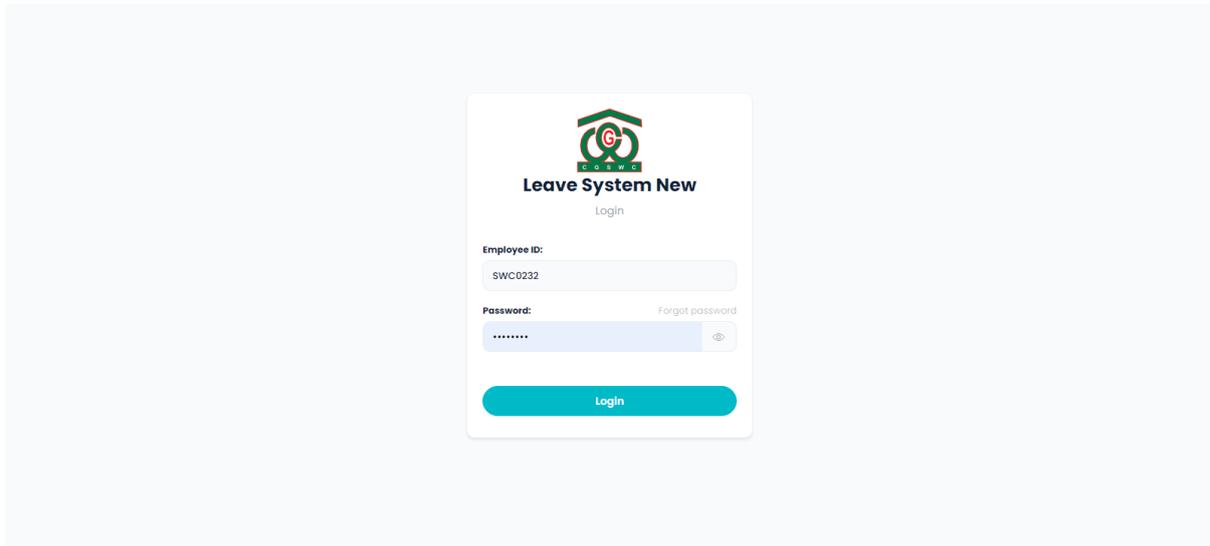


Figure 1: Leave System Login

2. **Dashboard:** The Leave Dashboard provides an overview of an employee's leave status and application history. Key sections include:

1. **Leave Balance Summary:** Displays the remaining, total, and pending approval leave days for various leave types such as Earned Leave, Casual Leave, Optional Leave, Medical Leave, Paternity Leave, Child Care Leave and Maternity Leave.
2. **Total Requests Status:** Summarizes the number of leave applications, including those approved, pending, and rejected for each leave type.
3. **Application Status:** Lists detailed information about individual leave applications, including the Leave ID, employee name, leave type, reason for leave, current status, total leave days, leave period, Leave submission date and many other leave details.

This dashboard helps employees track their leave balances and the status of their leave requests efficiently.

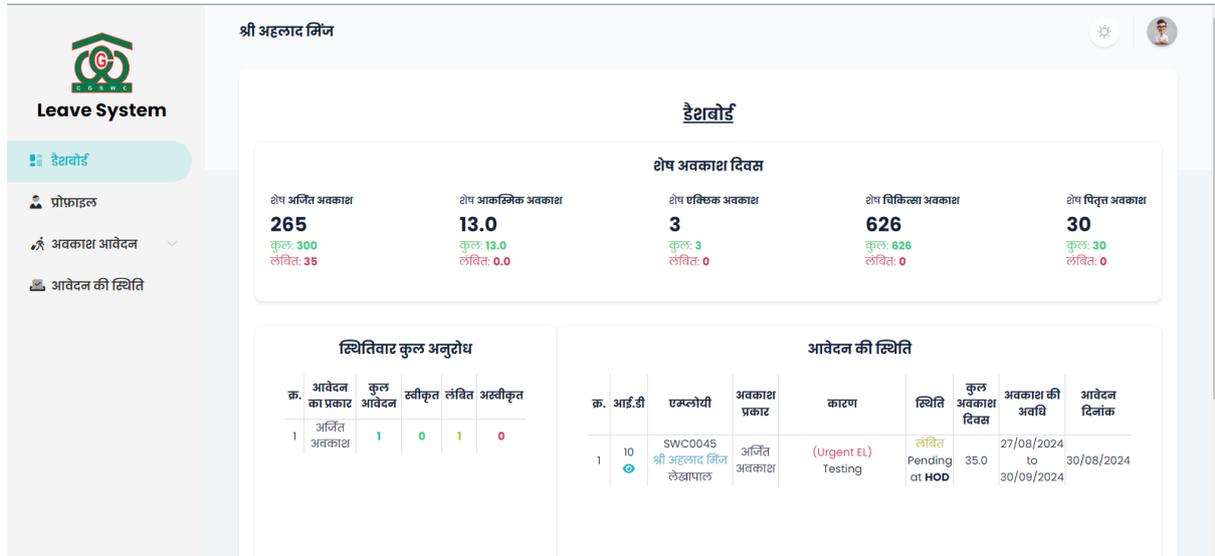


Figure 2:Dashboard

3. Requesting a Leave: To request earned leave, first, navigate to the left menu bar on your screen and click on the "अवकाश आवेदन" option. This will bring up a menu where you can select the type of leave you wish to request. Choose "Earned Leave" or the specific type of leave you are applying for. Next, complete the leave application form by providing the necessary details, such as the dates for which you are requesting leave and any other required information. Once you have filled out the form, submit your request for approval.

श्री अहलाद मिज

अर्जित अवकाश आवेदन

सेवा पुस्तिका क्र. : 143

एम्प्लोयी आई डी : SWC0045

कर्मचारी का नाम : श्री अहलाद मिज

पद : लेखापाल

वर्तमान निवास स्थान : ग्राम पाहन्दा (सिप्योन नगर) पो 0 पाहन्दा, जिला दुर्ग (छत्तगढ़)

शाखा/कार्यालय का नाम : मुख्यालय दायपुर्

पदग्रहण तिथि : 25-May-1993

सेवानिवृत्त तिथि : 28-Feb-2025

वर्तमान वेतनमान : 53600

ग्रेड : 3

शेष अर्जित अवकाश: लंबित अर्जित अवकाश: अवकाश दिनांक से * : अवकाश दिनांक तक * :

Figure 3:Request Earned Leave

The above image shows a user requesting earned leave, with their predefined information—such as name, employee ID, and department.

Leave System

पदग्रहण तिथि: 25-May-1993 | समाप्ति तिथि: 28-Feb-2025

वर्तमान वेतनमान: 53800 | श्रेण: 3

शेष अनिंत अवकाश: 285 | लंबित अनिंत अवकाश: 35

अवकाश दिनांक से: | अवकाश दिनांक तक: |

क्या मुख्यालय छोड़ने की अनुमति मांगी गई है? हाँ नहीं

अवकाश अवधि का पता: |

स्थायी पते के समान

अवकाश का कारण: |

[सुदक्षित करें](#)

Figure 4: Entry to request Earned Leave

In the above image, the user needs to fill in details such as the leave start and end dates, permission to leave the Head Office, the leave address, and the reason for the leave request.

Leave System

स्थायी पते के समान

अवकाश का कारण: |

[सुदक्षित करें](#)

आवेदन संशोधित करें

S.no	लीव आई.टी	एम्प्लोयी आई डी	अवकाश दिनांक से	अवकाश दिनांक तक	अवकाश की कुल अवधि	अवकाश अवधि का पता	अवकाश का कारण	Actions
1	10	SWC0045	27-Aug-2024	30-Sep-2024	35.0	ग्राम पाहन्दा (सिरयोन नगर) पो 0 पाहन्दा, जिला दुर्ग (छ.ग.)	घटेले कार्य के लिए	✎ 🗑

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Figure 5: Edit Leave Request

After submitting a leave request, users can edit or modify the leave request by clicking the "Edit" button at the bottom of the request page and by clicking on edit button.

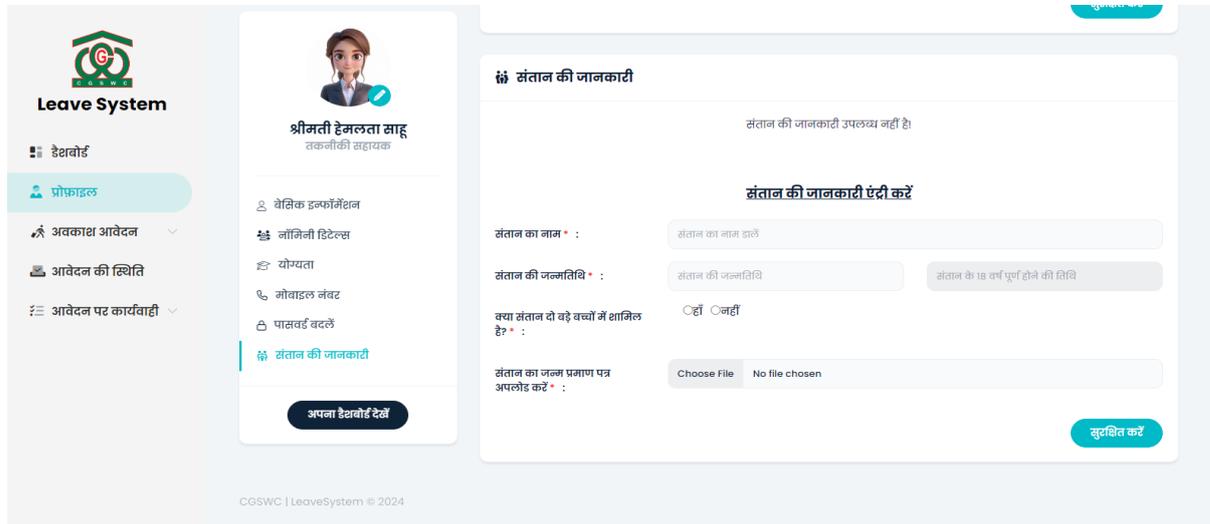
NOTE: Edits can only be made until 12:00 AM on the requested leave date. For example, if leave is requested by user on August 30, 2024, changes must be made before midnight on that date.

Users can request all other types of leave in the same manner, by selecting the desired leave type from the menu, filling out the relevant details, and submitting the request.

3. Requesting a Child Care Leave:

To request child care leave, follow these steps:

1. **Enter Child Details:** First, go to your profile page and input your child's details, including the child's name, birth date, and whether the child is your only child. Upload the birth certificate as well.



The screenshot shows the 'Leave System' profile page. The user is 'श्रीमती हेमलता साहू' (Shrimati Hemlata Sahu). The 'संतान की जानकारी' (Child Details) form is active, with the following fields:

- संतान की जानकारी उपलब्ध नहीं है। (Child details are not available.)
- संतान की जानकारी एंटी करें (Enter child details)
- संतान का नाम * : (Child's name)
- संतान की जन्मतिथि * : (Child's birth date)
- क्या संतान दो बड़े बच्चों में शामिल है? * : (Is the child included among two older children?)
- संतान का जन्म प्रमाण पत्र अपलोड करें * : (Upload child's birth certificate)

Buttons: 'अपना डैशबोर्ड देखें' (View my dashboard), 'सूचित करें' (Submit).

Figure 6: Filling out the child details in profile page

2. **Request Child Care Leave:** Once the child's details are entered and uploaded, navigate to the sub-menu named "संतान पालन अवकाश" (Child Care Leave) in the leave application section.



The screenshot shows the 'Request Child Care Leave' form. The user is 'श्रीमती हेमलता साहू'. The form is titled 'संतान पालन अवकाश' (Child Care Leave).

Fields include:

- संतान का नाम जिसके लिए संतान पालन अवकाश का आवेदन किया जा रहा है * : (Child's name for whom the leave is requested)
- आवेदन की तिथि तक उपयोग की गई कुल संतान पालन अवकाश: (Total child care leave used up to the date of application)
- आवेदन की तिथि तक लंबित कुल संतान पालन अवकाश: (Total pending child care leave up to the date of application)
- क्या संतान दो बड़े बच्चों में शामिल है? * : (Is the child included among two older children?)
- संतान की जन्मतिथि * : (Child's birth date)
- संतान के 18 वर्ष पूर्ण होने की तिथि * : (Date when the child turns 18)
- शेष संतान पालन अवकाश: (Remaining child care leave)
- लंबित संतान पालन अवकाश: (Pending child care leave)
- अवकाश दिनांक से * : (Leave start date)
- अवकाश दिनांक तक * : (Leave end date)
- पूर्वयोजित / अनुयोजित अवकाश, यदि कोई हो: (Pre-allocated / allocated leave, if any)
- पिछले अवकाश से लौटने की तिथि, उस अवकाश की प्रकृति एवं अवधि: (Date of return from previous leave, its nature and duration)
- क्या मुख्यालय छोड़ने की अनुमति मांगी गई है? * : (Do you want to request permission to leave the office?)
- अवकाश अवधि का पता * : (Leave period details)
- स्थायी पते के समान (Same as permanent address)
- दिलीविंग अधिकारी की डिटेल्स (Delivery officer details)
- जिला का नाम * : (District name)
- शाखा का नाम * : (Branch name)
- दिलीविंग अधिकारी का नाम चुने * : (Select delivery officer name)

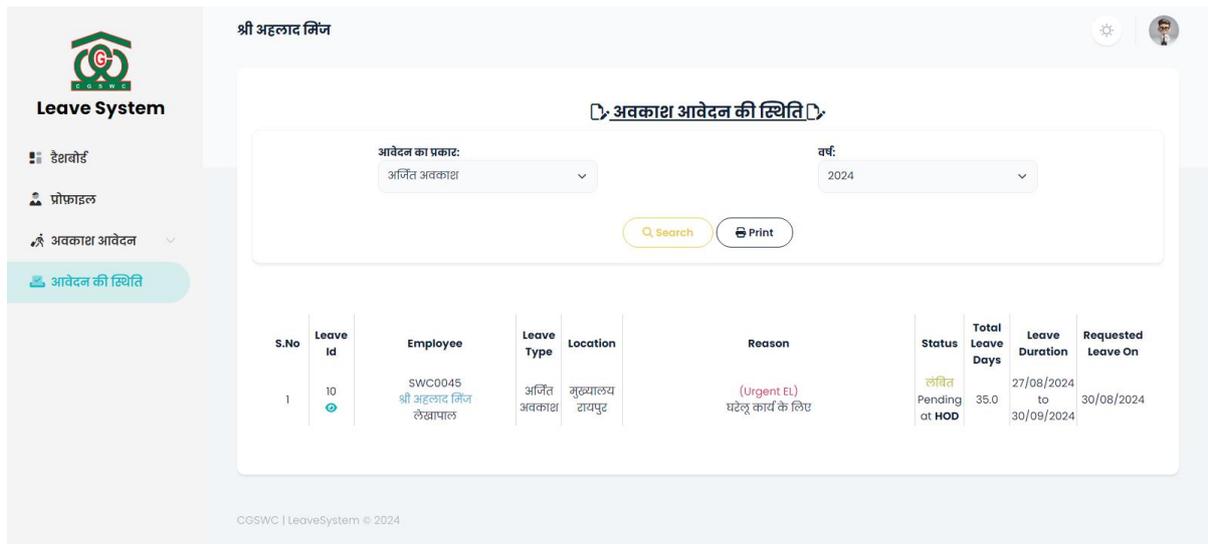
Buttons: 'अवकाश आवेदन' (Request leave), 'अनित अवकाश' (Unallocated leave), 'आकस्मिक अवकाश' (Emergency leave), 'संतान पालन अवकाश' (Child care leave), 'अन्य अवकाश' (Other leave), 'आवेदन की स्थिति' (Leave status), 'आवेदन पर कार्यवाही' (Action on application).

Figure 7: Request Child Care Leave

3. **Complete and Submit the Form:** Fill out all required details in the child care leave form and submit your request.

Current Leave Status

After submitting a leave request, users can track its status by navigating to the side menu bar, selecting the "आवेदन की स्थिति" (Application Status) option, and checking the status of their request. This section will indicate whether the request is pending, approved, or rejected, and if pending, it will specify where the request is currently held.



The screenshot displays the "Leave System" interface for "श्री अहमदाबाद निज". The main heading is "अवकाश आवेदन की स्थिति". Below this, there are filters for "आवेदन का प्रकार" (अर्जित अवकाश) and "वर्ष" (2024). There are "Search" and "Print" buttons. A table shows the current status of a leave request:

S.No	Leave Id	Employee	Leave Type	Location	Reason	Status	Total Leave Days	Leave Duration	Requested Leave On
1	10	SWC0045 श्री अहमदाबाद निज लेखापाल	अर्जित अवकाश	मुख्यालय रायपुर	(Urgent EL) घरेलू कार्य के लिए	लंबित Pending at HOD	35.0	27/08/2024 to 30/09/2024	30/08/2024

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Figure 8: Current Status of the requested Leave

In the above image, the current status of the leave request is shown as "pending" and is held at the HOD end for approval.

User Profile

1. User Password: Users can view their profile information by navigating to the profile menu, where they can see basic details, nominee information, qualifications, contact number, and password. To change their password, users should select the "Password" sub-menu within the profile menu.

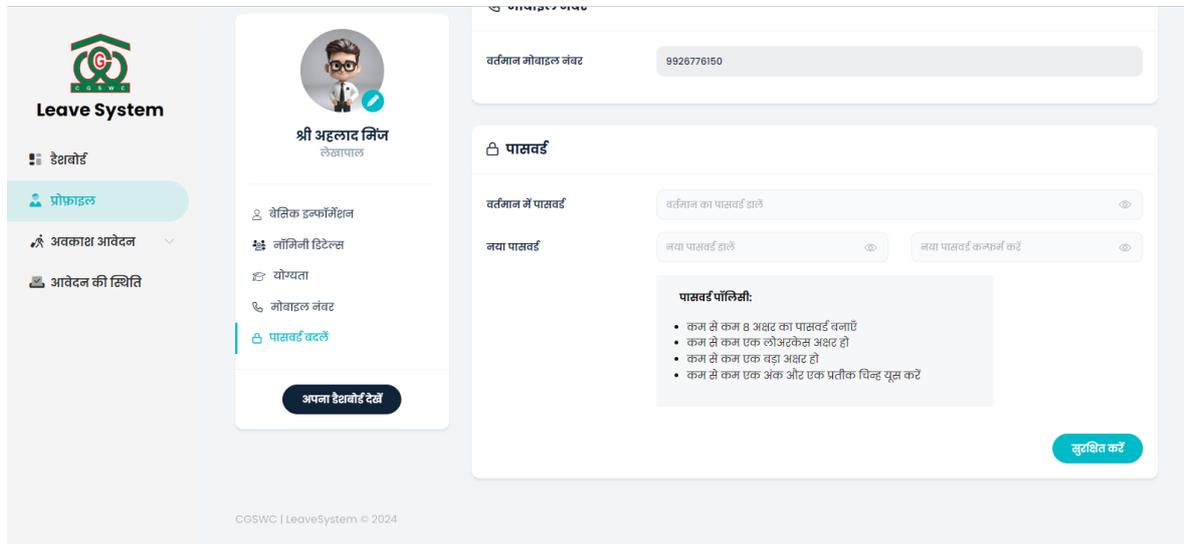


Figure 9: Profile Details

The above image displays the password change option, allowing users to enter their current password and create a new one. After submitting the new password, users will need to log in using the updated credentials.

2. Profile Picture: Users can change their profile picture by clicking the  edit icon on their current profile image and selecting a new picture.

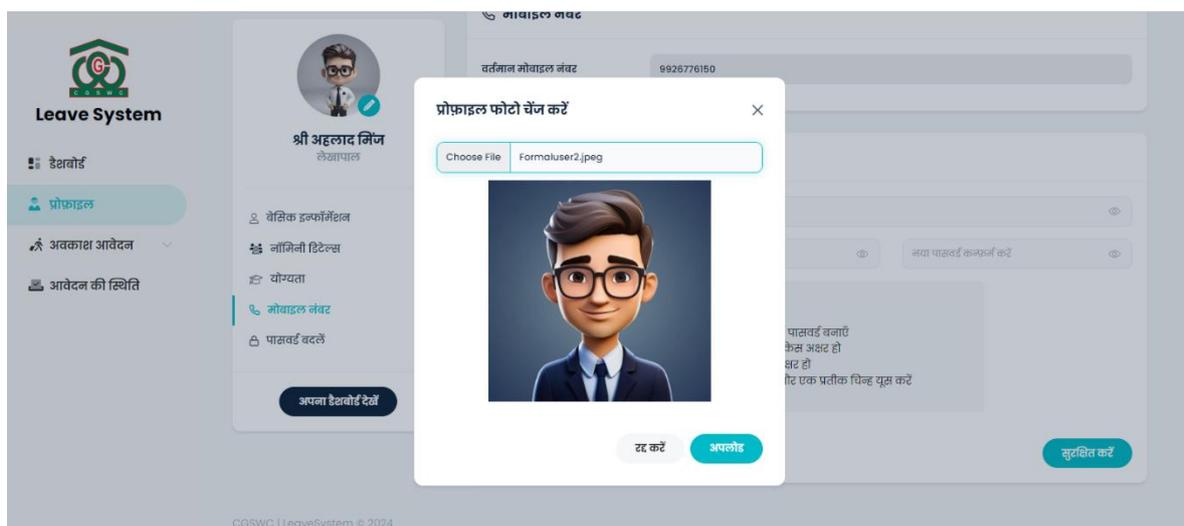


Figure 10: Change Profile Pic

Approving a Leave Request

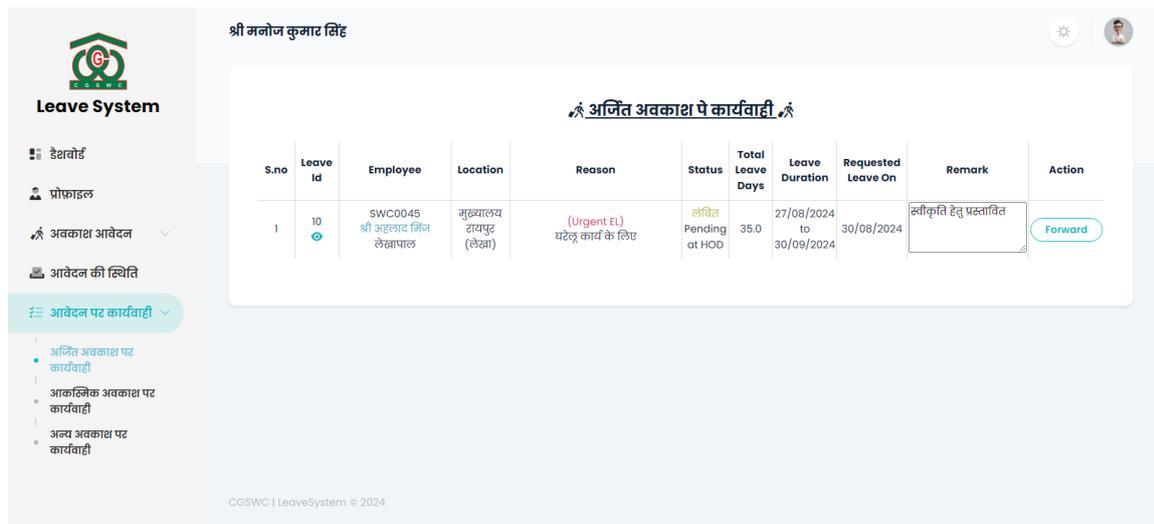
If a user holds one of the following positions—Branch Manager, Head of Department, Probationary Officer, Managing Personnel, or Managing Director—they will have access to an additional menu in the sidebar called "आवेदन पर कार्यवाही".

This menu allows them to manage and process leave requests.

To take action on a leave request, the user should:

- 1. Open the Menu:** Click on the "आवेदन पर कार्यवाही" option in the sidebar.
- 2. Select the Leave Type:** Choose the relevant leave type from the submenu that corresponds to the leave request they wish to address.
- 3. Review the Request:** Examine the details of the leave request that is pending.
- 4. Enter a Remark:** Provide any necessary comments or feedback regarding the leave request.
- 5. Take Action:** Approve, reject, or forward the leave request based on the review and remark.

This process ensures that users in these roles can effectively manage leave requests and make informed decisions regarding approvals and actions.



The screenshot displays the "Leave System" interface. The user is logged in as "श्री मनोज कुमार सिंह". The main heading is "अर्जित अवकाश पे कार्यवाही". A table lists a pending leave request:

S.no	Leave Id	Employee	Location	Reason	Status	Total Leave Days	Leave Duration	Requested Leave On	Remark	Action
1	10	SWC0045 श्री अहलाद मिश्र लेखापाल	मुख्यालय रायपुर (लेखा)	(Urgent EI) घटलू कार्य के लिए	लंबित Pending at HOD	35.0	27/08/2024 to 30/09/2024	30/08/2024	स्वीकृति हेतु प्रस्तावित	Forward

The sidebar on the left shows the "Leave System" menu with options: "दृश्यबोर्ड", "प्रोफाइल", "अवकाश आवेदन", "आवेदन की स्थिति", and "आवेदन पर कार्यवाही". The "आवेदन पर कार्यवाही" menu is expanded, showing sub-options: "अर्जित अवकाश पर कार्यवाही", "आकस्मिक अवकाश पर कार्यवाही", and "अन्य अवकाश पर कार्यवाही".

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