

## (Leave Management Module)

### Apply Leaves {Earned Leave/Half Pay Leave/Other Leaves}

1. For LOGIN:

Open Internet,  
enter URL : [www.ncdchr.in](http://www.ncdchr.in) ,  
enter username: ncdc{Your employee code} example: ncdc1120,  
enter password: {Your password},  
Click on SIGN IN button.

Username  
ncdc1120

Password  
.....

Fin Year  
2018-2019

**SIGN IN**

Click Here

2. Click on 'Apply EL/HPL/Misc. Leave' at the Dashboard page.

Human Resource Management System

User Type Employee

Apply CL/RH Apply EL/HPL/Misc Leave Leave Encashment Tour Application Leave Report Details

Login: ncdc1120 Date: 03/04/2018 Time: 11:00 Home

Dashboard

Print Assumption Print Transfer

My Profile

My Leave Status

Click Here

3. Select 'Leave Type', enter 'Leave From' date and 'Leave To' date, click on 'ADD' button.

Login: ncdc1120 Date: 03/04/2018 Time: 11:14

Leave Application Miscellaneous Leave

Extension:\*  No  Yes

Employee Code:\* 1120 - MR. SUSHIL KUMAR SINGH Name / Designation: MR. SUSHIL KUMAR SINGH / PROGRAMME OFFICER

Division Management Information System

Leave Details

Leave Type:\* Earned Leave Leave From:\* 23/04/2018 Leave To:\* 27/04/2018 **ADD**

1. Enter Leave Details Here

2. Click Here

Profir: From: Tr:

4. Fill other details in the form and related documents (e.g. medical certificate) can also be uploaded here.

Extension:\*  No  Yes ← Choose "Yes" if it is Leave Extension

Employee Code:\* 1120 - MR. SUSHIL KUMAR SINGH Name / Designation: MR. SUSHIL KUMAR SINGH / PROGRAMME OFFICER

Division Management Information System

Leave Details

Leave Type:\* Earned Leave Leave From:\* 23/04/2018 Leave To:\* 27/04/2018 ADD

| Sr No. | From Date  | To Date    | Applied Leave Type | Number Of Days |        |
|--------|------------|------------|--------------------|----------------|--------|
| 1      | 23/04/2018 | 27/04/2018 | Earned Leave       | 5              | Delete |

Prefix: From: 21/04/2018 To: 22/04/2018  
 Suffix: From: 28/04/2018 To: 30/04/2018  
 I want to add Prefix and Suffix ? ← Select to add Prefix and Suffix dates.

Permission for leaving HQ required:\*

Leave Purpose:\*

Address during leave period:  Address2:

Supervisor(s) Name: SHRI. NIKHIL KUMAR SRIVASTAV 1065

LTC:\*  No  Yes ← Related documents (e.g. medical certificate) may be uploaded here by click on choose file and then click UPLOAD button.

Select File  No file chosen UPLOAD

| Leave Type     | No. of Leaves |
|----------------|---------------|
| Earned Leave   | 118.0         |
| Half Pay Leave | 20.0          |

5. Click on SUBMIT button to save the leave application.

required :\*

Leave Purpose :\*

Address during leave period:  Address2:

Supervisor(s) Name: SHRI. NIKHIL KUMAR SRIVASTAV 1065

LTC:\*  No  Yes

Select File  No file chosen UPLOAD

Click SUBMIT to save the application.

SUBMIT
RESET

Prior Applied Leaves ← Click "Select" to modify the leave application.

| Sl No.   | Leave Type   | Leave From | Leave To   | No. of Days | Leave Approved       | Apply Date | Details  |
|----------|--------------|------------|------------|-------------|----------------------|------------|--|
| Select 1 | Earned Leave | 23/04/2018 | 27/04/2018 | 5.0         | Pending for Approval | 03/04/2018 | View <span style="color: red;">← Click on "View" to see the Leave Report.</span> |

## Approve Leaves {Earned Leave/Half Pay Leave/Other Leaves}

1. After Login click on “My Approvals” at dashboard, to see pending applications.

Login: ncdc1065      Date: 03/04/2018      Time: 12:54

**Dashboard**

[Print Assumption](#)   [Print Transfer](#)

- ▶ My Profile
- ▶ My Leave Status
- ▶ My Approvals [ Pending: 9 ]

**Count of Pending applications for approval.**

2. Click on link ‘EL/HPL/Misc. Leave’ to see list of pending leaves.

▼ My Approvals [ Pending: 9 ]

- ▶ Leave CL/RH : Approve / Disapprove [ Pending: 0 ]
- ▶ **EL/HPL/Misc Leave** : Approve / Disapprove [ Pending: 9 ]
- ▶ Tour : Approve / Disapprove [ Pending: 0 ]

**Click Here**

3. Chose a leave from the list and Click on the link ‘Select’.

▼ EL/HPL/Misc Leave : Approve / Disapprove [ Pending: 9 ]

|        | S.N. | Employee Name          | Apply Date | Leave Type   | Leave From | Leave To   | No. of Day(s) | Status               |
|--------|------|------------------------|------------|--------------|------------|------------|---------------|----------------------|
| Select | 1    | MR. SUSHIL KUMAR SINGH | 03/04/2018 | Earned Leave | 23/04/2018 | 27/04/2018 | 5.0           | Pending for Approval |

**Click Here**

