Government of Rajasthan
Department of Personnel (A-I)

Jaipur 7. NOV 2016

ADVISORY

The Department of Information Technology and Communication, Rajasthan, Jaipur has developed a Leave Application (SSO.RAJASTHAN.GOV.IN). It has been decided to start using this application for IAS officers. Through this application, IAS officers can apply their Leave (Earned Leave, Half Pay Leave and Commuted Leave) online and also recommend the leave of officers working under them. A detailed Help Manual for using above Application is attached. Online application for Earned Leave will be appreciated by this Department.

(Abhimanyu Kumar)

Joint Secretary to Government
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LEAVE MANAGEMENT MODULE
INTEGRATED RAJ E-OFFICE

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN

Contents

1. Introduction

The objective of Leave Management Module of Integrated Raj e-Office 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.	Send 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 request 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.
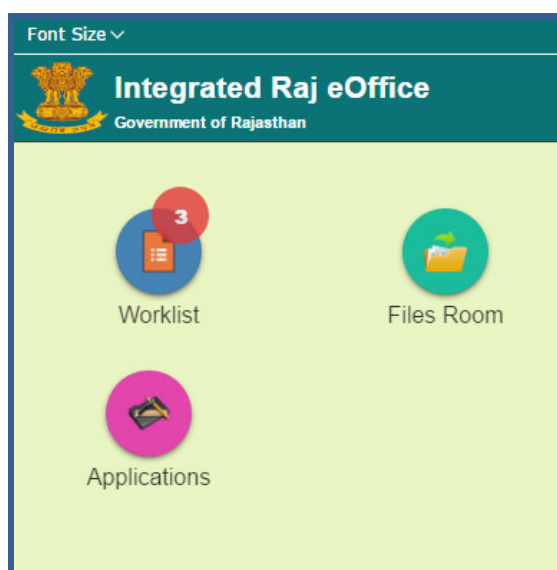
3. Accessing Raj e-Office

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

# 4. Features and Functionality (employee as applicant)

On clicking Raj e-Office, user reaches the Integrated Raj e-Office 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 e-Office → Applications → Employee Functions → Leave**
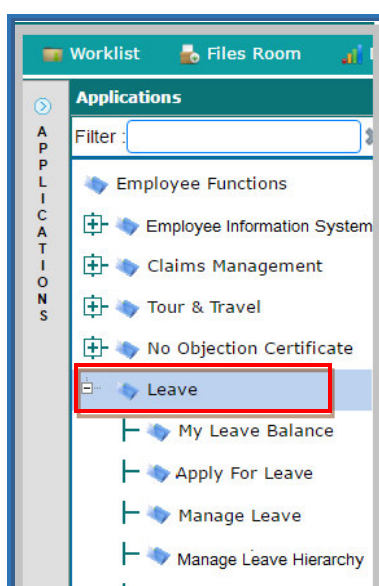
4.1. Apply for leave

Path:: **Raj e-Office → 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' also.
   - Optional: User may attach relevant document as support document for availing that leave.

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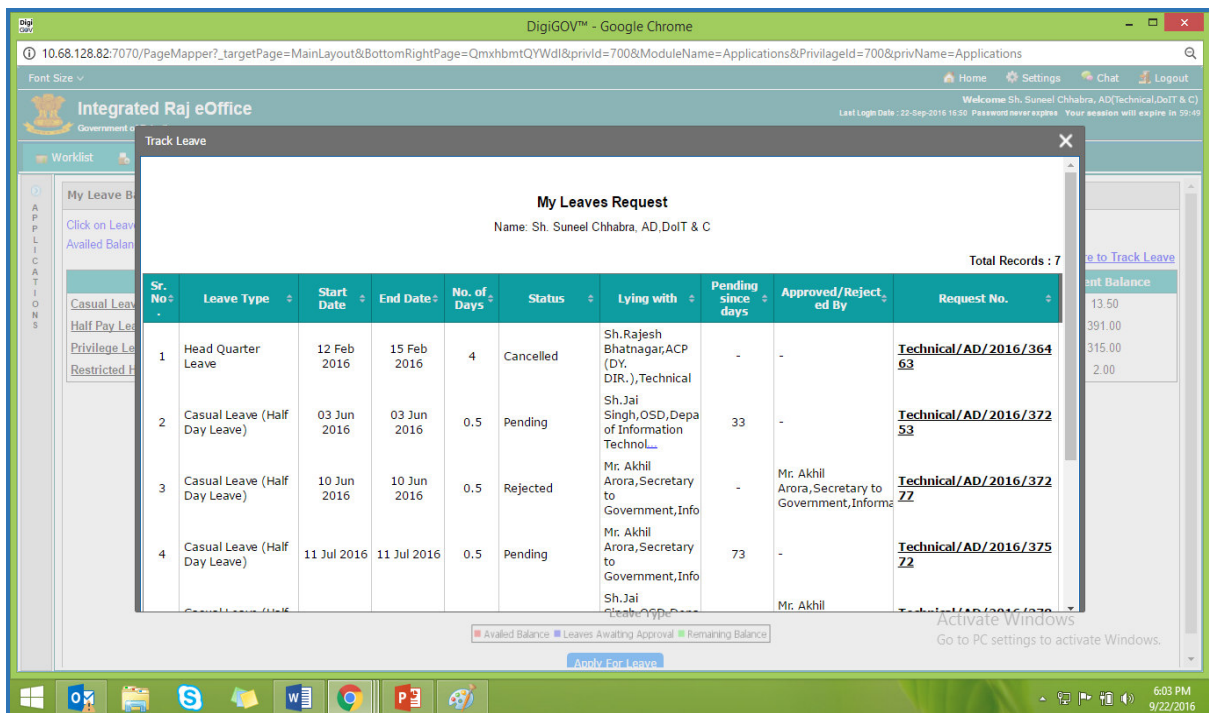
4.2.My Leave Balance

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

1. User can view his details regarding various types of leaves through this screen. Availed Balance shows leaves taken in Current Year.
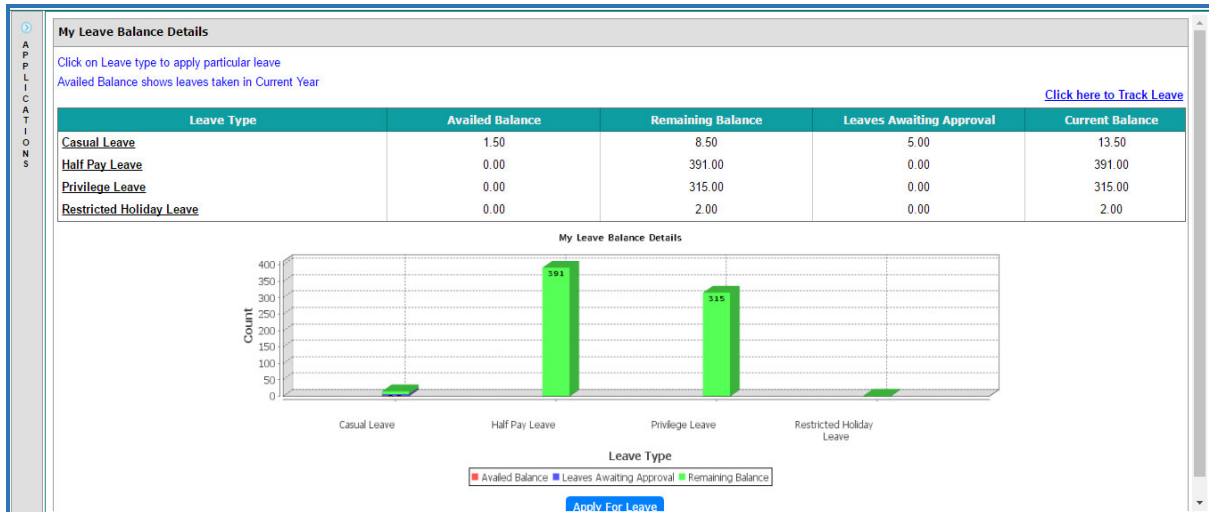
2. Click on Leave Type to apply for particular leave

3. Click on Track Leave to check status of all leaves applied by the user

4.3.Manage Leave

Path:: **Raj e-Office → 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/modify.
3. Leave cancellation/modification process:
   - If leave request is in pending status, leave request gets cancelled and system will send intimation to recommending/approving authority.
   - If leave request is approved and leave date is not yet passed, then leave request gets cancelled and system will send intimation to recommending/approving authority.
   - If leave date is passed, in that case cancellation request will go to approving authority 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.

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		📅		Leave End Date		📅	
			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	
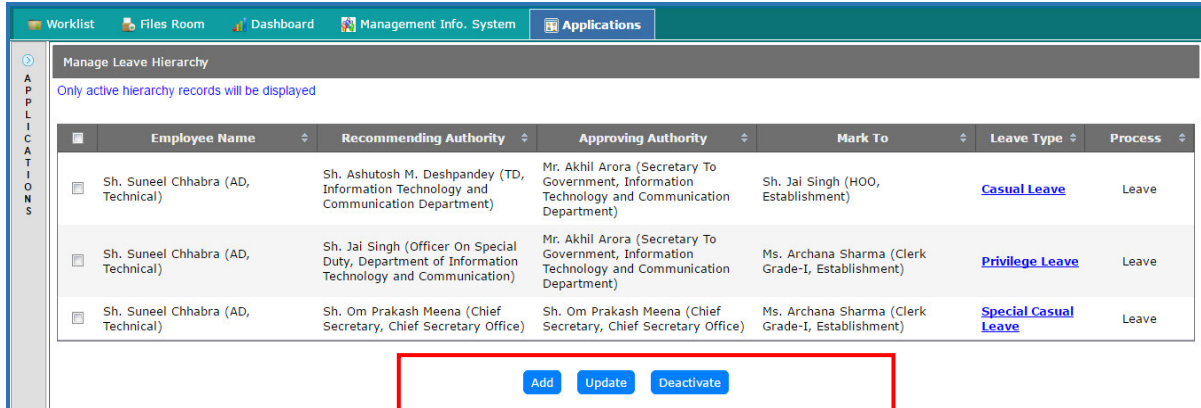
4.4.Manage leave hierarchy

Path:: **Raj e-Office → 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.
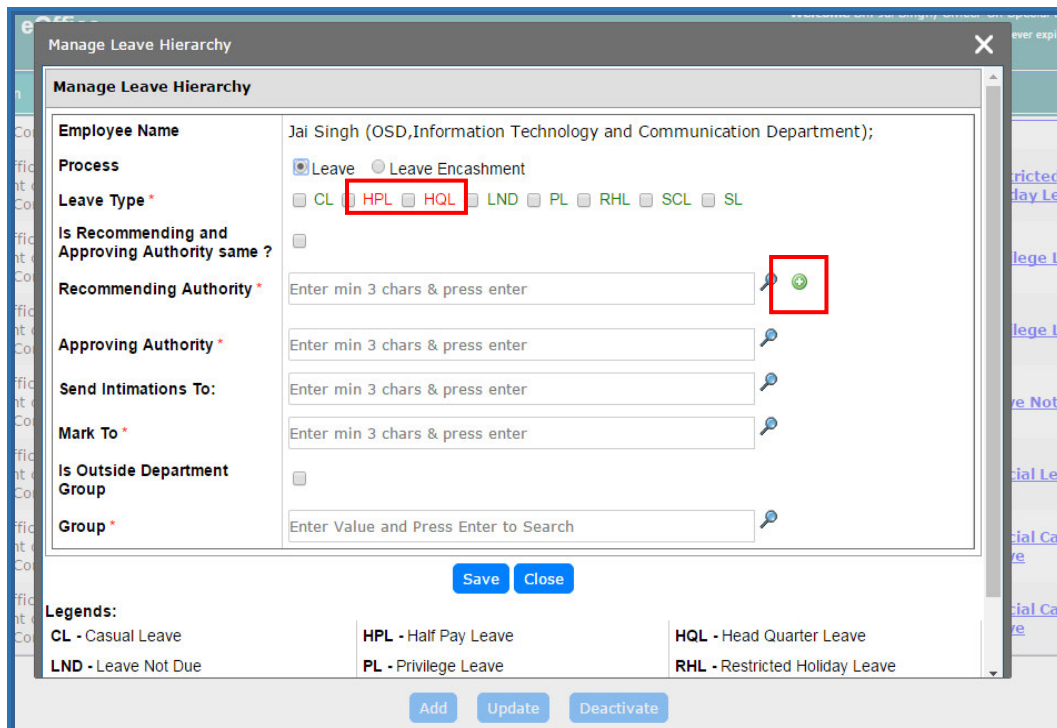

2. Click Add to add a Hierarchy. Leave types where the Leave Hierarchy is not configured will be shown in red color.
3. Select Leave Type (s), search and add Recommending/Approving Authority, Send Intimations To and Mark to authority. In case of multiple Recommending Authority, user can add by clicking on the plus (+) sign
4. 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 e-Office → Worklist**
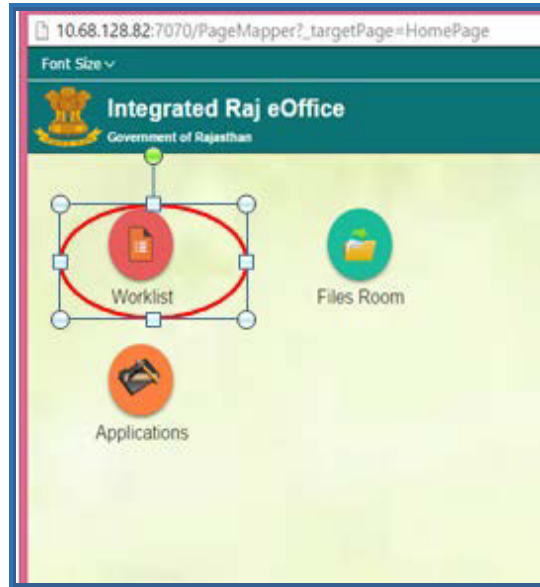
4. Click on particular leave request to open the file.

5. Click on 'Noting Tab' to view/add noting.
6. 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.

6. Features and Functionality for the '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. Any leave request which has been submitted to the 'Approving Authority' will be available in the Worklist.

Leave Approval

Path:: **Raj e-Office → Worklist → Inbox → Files**

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).

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.
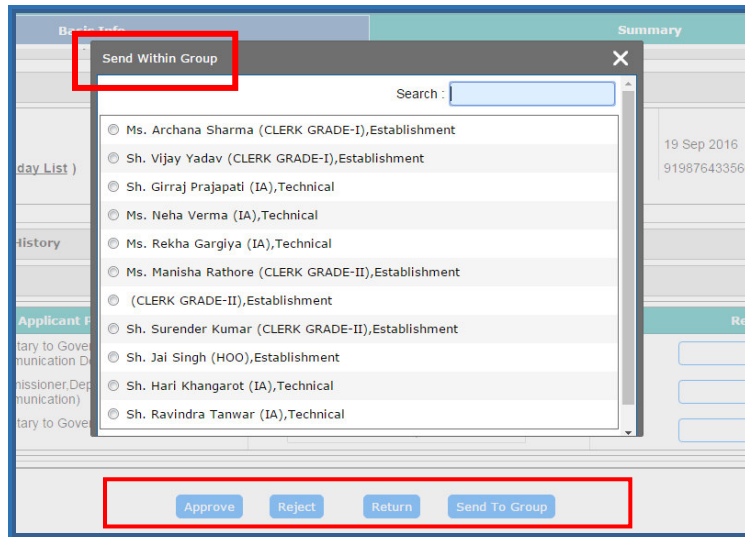
7. Support

For issues related to Leave balance update, hierarchy mapping etc, please contact:	For any application related issues, please contact:
Sh. Ratnesh Kumar Sharma, Section Officer, Department of Personnel, GoR Ph: 21985 (IP), 9887127580	Toll Free: 1800-180-6127 email: support.eoffice@rajasthan.gov.in