### **SOP- Apply Leave**

# SoP – APPLY LEAVE THROUGH AE-BAS

# **ROLE OF EMPLOYEES**

Employees can manage their leaves through the functionality available in AE-BAS.

1. Open the Portal

https://cndgt.attendance.gov.in/app/

1

2. Click Employee Login



3. Enter the last 8 digit of Aadhar Id, Enter Captcha code as displayed in image. Generate

OTP to sign in to employee corner

	Central Attendance	=	English 👻
•		Employee Corner	Home > Employee Corner
*	Employee Registration		Instructions for using Employee Corner:
	Request Nodal Update	Attendance ID *	
		Attendance ID	Enter the 8 digit AttendanceHegistration ID.     Enter Captcha code as displayed in image.     Generate OTP to sign in to employee corner
	FAQ <	Enter the code exactly as it appears: *	Login to the Employee corner to update employee information, set
		AGeseu Hornadeer Change lext.	reminders , add leave and tour records. Note:
			a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
		Generate Login Otp	b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
			c. If you have already generated an OTP which is valid, you can try to login directly using the same.
			d. For any other assistance please get in touch with the NIC Service Desk at (https://servicedesk.nic.in/).

4. OTP will be received to your registered Mobile number and Email . Enter One Time Password (OTP) as received, Enter the captcha code as displayed in image, Press Login button to sign in to Employee Corner.

M F	Employee Corner Login	Home > Employee Co
<ul> <li>Employee Registration</li> </ul>		
Request Nodal Update	Attendance ID *	Instructions for using Employee Corner:
Employee Login	24239691	<ol> <li>Enter the 8 digit Attendance/Registration ID.</li> <li>Enter One Time Password (OTP) as received.</li> </ol>
? FAQ <	OTP *	<ol> <li>Enter the captcha code as displayed in image.</li> <li>Press Login button to sign in to Employee Corner.</li> </ol>
A Losia	OTP	Login to the Employee corner to undate employee information set
	Enter the code exactly as it appears:	reminders , add leave and tour records.
<ul> <li>Go To central attendance.gov in</li> </ul>	64 ALEA	Note:
	OA4IFA Not readable? Change text,	a. The OTP generated will be vaid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
	Confirmation Code	b. After Generating the Login OTP wait for 5 mins to receive the same, if
	_	OTP is not delivered in 5 mins then you can try again to regenerate another otp.
	Login	<ul> <li>If you have already generated on OTP which is you'd you can try to brain</li> </ul>
		directly using the same.
		d. For any other assistance please get in touch with the NIC Service Desk
		at (https://servicedesk.nic.in/).
		Generate Login Utp



## SOP- Apply Leave

5. Emplo	yee Corner	shows	as	below.
Click Le	ave Self			



Add Leave

Full Day

tt Se

Submit

## 6. APPLY LEAVE ➤ Click Add Leave →

Select the Leave Type- CL, CCL, HPL etc.  $\rightarrow$ Select the Leave Category- Half Day/ Full Day In case of full day leave set the Leave Start Date and Leave End Date (For half day leave, set the leave date and time period- after noon /fore noon)

→ Enter the Description (reason for taking leave) → Click on Submit.

## 7. STATUS OF THE LEAVE

Employee can see the status of the leave applied from Leave (Self)  $\rightarrow$  View Leave

Central Attendance	≡					English 🔻
🍘 My Home	Leave	employee le	ave record		ø& Home > Em	ployee Corner > employee leave record
Update Information						
Attendance Register	Start	Date	L Search Clear			
Transfer Register	S.no	Leave Type	Leave Start Date	Leave End Date	Description	Action/Status
Reports(Subordinates) <	1	CL (Full)	25-11-2019	25-11-2019	Domestic work	Approved
Short Leave Message	2	CL (Half)	22-11-2019	22-11-2019	Domestic work	Approved

Approve	$\rightarrow$	Leave Sanctioned -Employee may leave the station
Reject	$\rightarrow$	Leave not sanctioned – Employee shall report for the Duty
Cancel	$\rightarrow$	If the Leave is canceled

#### Note:-

- a) Employee should leave the station / avail the leave only if the status is Approved. It is the responsibility of concern employee to get it approved for preplanned leave.
- b) For any Emergency,
  - i) Apply leave on portal and inform to Incharge over the phone call or e-mail
  - ii) If unable to apply over the portal, inform to Incharge over email / Phone call.

**SOP- Apply Leave** 

# **ROLE OF INCHARGEs**

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8. Follow the steps at the points 1 to 5 as above. Click Leave (subordinates)  $\rightarrow$  Leave Request  $\rightarrow$  List of requests will appear  $\rightarrow$  choose Approve or Cancel / Reject

Central Attendance	⊨								English 🔻
🖨 My Home	Lea	ve employ	ee leave record					æ	Home > Leave > employee leave record
Update Information					_				
Attendance Register	Se	Search Employee Name Q Search Clear							
Transfer Register	S.no	Employee Id	Employee Name	Designation	Leave Type	Leave Start Date	Leave End Date	Reason	Action
Reports(Subordinates) <	1	94932050	S BHARGAV	STENO GRADE	EL	20-12-2021	24-12-2021		✓ Approve
🛱 Short Leave Message									✓ Cancel/Reject
🛱 Leave(self) <	2	94932050	S BHARGAV	STENO GRADE	EL	28-12-2021	31-12-2021	Personal	✓ Approve
🗂 Leave (Subordinates) 🛛 🗸									✓ Cancel/Reject
» Add Leave									
» Leave Requests									
» Leave Processed									
ズ Tour(self) <									
★ Tour(subordinates) <									
Feedback									

 $\rightarrow$  Leave Sanctioned -Employee may leave the station Approve  $\rightarrow$  Leave not sanctioned – Employee shall report for the Duty Reject Cancel

 $\rightarrow$  If the Leave is not availed and returned for Duty

9. If subordinate unable to apply leave over the portal but informed through Email / Phone. Incharge may apply leave on behalf of them from incharge login itself.

- a) Login to the inchrge account in the above portal
- b) Click Leave (Subordinate)
- c) Click Add Leave  $\rightarrow$  and follow the steps at Point 6 as above.

Once Incharge applies leave for his subordinate it deemed to be approved.

d) Incharge can also see the Leave processed by him for his subordinate by clicking Leave (Subordinate)  $\rightarrow$  Leave Processed

## <u>ROLE OF NODAL OFFICER</u>

10. Login to Nodal account. After following point 1 above  $\rightarrow$  Click Login (Not Employee Login)



#### **SOP- Apply Leave**

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11. If incharges are not able to Approve, with a concurrence of RD Nodal Officer can Approve /apply leave for the subordinates / Incharge (Ref. point 9 above )

12. It is the responsibility of the Nodal Officers to send the Leave processed for every month to Admin Section through HOO.

13. Click Leave  $\rightarrow$  Leave Processed  $\rightarrow$  Choose the Date range  $\rightarrow$  Click Generate Report  $\rightarrow$  details of Leave processed will be listed  $\rightarrow$  click Export

	Central Attendance	≡	Engl											
ñ	Console	Proce	Processed holiday Employee leave record											
*	Manage Employee <													
ć	Shift Group <	Proces *(Holida	Processed holidays for the period : 01/01/2022 - 01/16/2022 *(Holidays are displayed with matching start date.)											
	Reports <													
ć	Leaves <	Search	n Employee N	lame		Q Search Clear	📩 Export							
×	Tours <	S	Employee	Employee	designation	Location and Division/Unit	LeaveType	Holiday start date	Holiday End Date	Beason	Action			
٩	Change Password	1	90748997	R Shanthi	STENO	RDSDE Karnataka - Central	CL	13-01-2022	13-01-2022	Domestic	Cancelled			
ი	Logout	GRADE -II Field Institutes CFI												

14.Excel file will be downloaded. The same need to send to HOO over Email / E-office on the scheduled date, the same on perusal by HOO will be forwarded to AO Admin.

1	Processed Le	rocessed Leaves Report for date : 12/01/2021 - 01/16/2022														
2																
3	Emp_name	Emp_id	Org_id	Leave_type	Start_date	End_date	Reason	Active_status	Sno	Designation	Department	Loc_name				
\$	R Shanthi	90748997	4631	CL	13/01/22 0:00	13/01/22 0:00	Domestic work	с	2174732	STENO GRADE -II	Central Field Institutes (CFI)	RDSDE Karnataka				
5	S BHARGAV	94932050	4631	CL	13/12/21 0:00	13/12/21 0:00	Father Ceremony	Y	2157885	STENO GRADE -II	Central Field Institutes (CFI)	RDSDE Karnataka				
5																
7																

Active Status Y- Leave Approved C- Cancelled R- Rejected

15. Based on the Active status, Estt. section will update the Service book accordingly.

List of Inchrges, Subordinates and Nodal Officer is attached as Annexure "1".

