

## SoP – APPLY LEAVE THROUGH AE-BAS

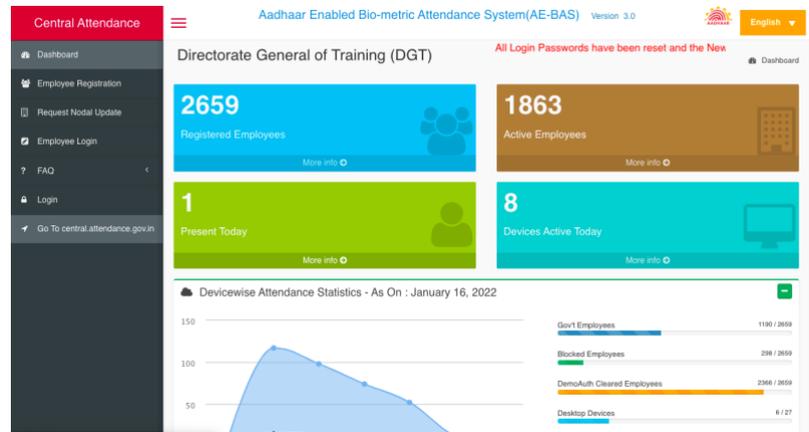
### ROLE OF EMPLOYEES

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

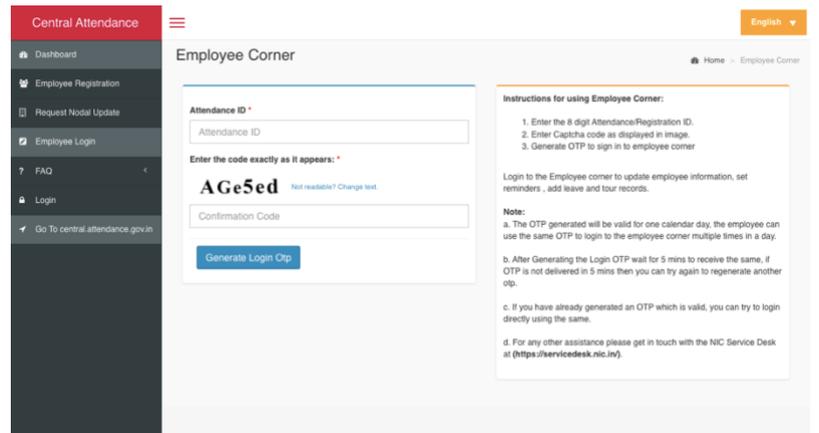
#### 1. Open the Portal

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

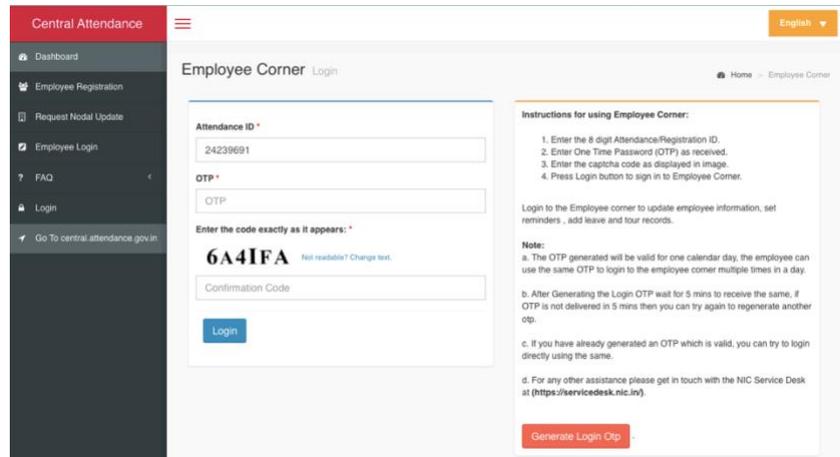
#### 2. Click Employee Login



#### 3. Enter the last 8 digit of Aadhar Id, Enter Captcha code as displayed in image. Generate OTP to sign in to employee corner



#### 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.



## SOP- Apply Leave

5. Employee Corner shows as below.  
Click Leave Self

6. APPLY LEAVE ➤  
Click Add Leave ➔

Select the Leave Type- CL, CCL, HPL etc. ➔  
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) ➔ View Leave

| S.no | Leave Type | Leave Start Date | Leave End Date | Description   | Action/Status |
|------|------------|------------------|----------------|---------------|---------------|
| 1    | CL (Full)  | 25-11-2019       | 25-11-2019     | Domestic work | Approved      |
| 2    | CL (Half)  | 22-11-2019       | 22-11-2019     | Domestic work | Approved      |

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

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

| S.no | Employee Id | Employee Name | Designation     | Leave Type | Leave Start Date | Leave End Date | Reason        | Action   |
|------|-------------|---------------|-----------------|------------|------------------|----------------|---------------|--|
| 1    | 94932050    | S BHARGAV     | STENO GRADE -II | EL         | 20-12-2021       | 24-12-2021     |               | <a href="#">Approve</a><br><a href="#">Cancel/Reject</a> |
| 2    | 94932050    | S BHARGAV     | STENO GRADE -II | EL         | 28-12-2021       | 31-12-2021     | Personal work | <a href="#">Approve</a><br><a href="#">Cancel/Reject</a> |

- Approve → Leave Sanctioned -Employee may leave the station  
 Reject → Leave not sanctioned – Employee shall report for the Duty  
 Cancel → 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.

- Login to the incharge account in the above portal
  - Click Leave (Subordinate)
  - Click Add Leave → and follow the steps at Point 6 as above.
- Once Incharge applies leave for his subordinate it deemed to be approved.**
- Incharge can also see the Leave processed by him for his subordinate by clicking Leave (Subordinate) → Leave Processed

### ROLE OF NODAL OFFICER

10. Login to Nodal account. After following point 1 above → Click **Login** (Not Employee Login)

Installation Guide for BAS software:

- Please download the BAS software for Desktop/tablet.
- After installation the software will ask to enter a device activation code.
- Select the entry point and authenticate with the Biometric admin.

Note: Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).



## SOP- Apply Leave

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 → Leave Processed → Choose the Date range → Click Generate Report → details of Leave processed will be listed → click Export

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.

| 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   | C             | 2174732 | STENO GRADE -II | Central Field Institutes (CFI) | RDSDE Karnataka |
| 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 |

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 Inchrge, Subordinates and Nodal Officer is attached as Annexure “1”.

