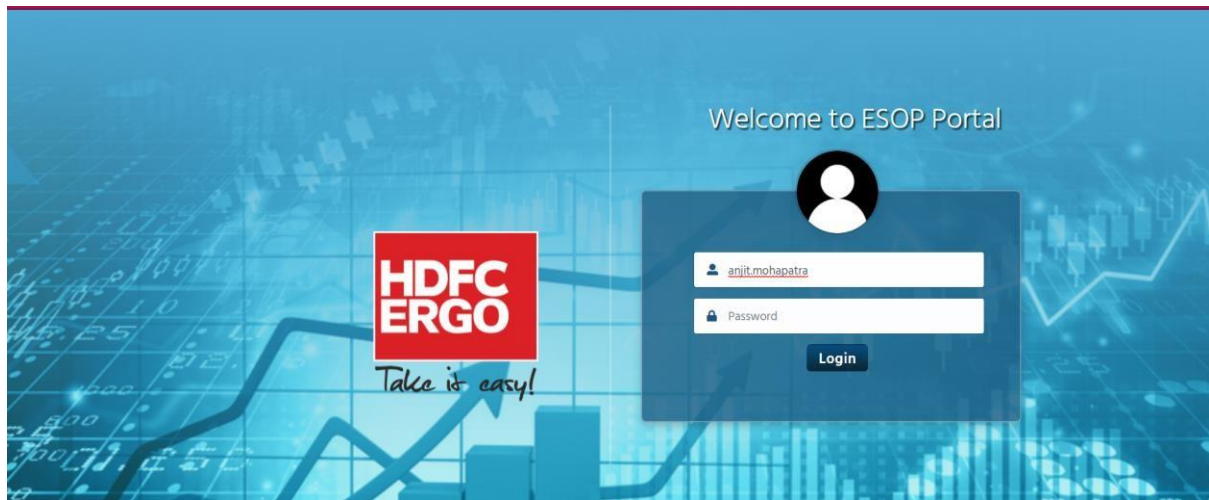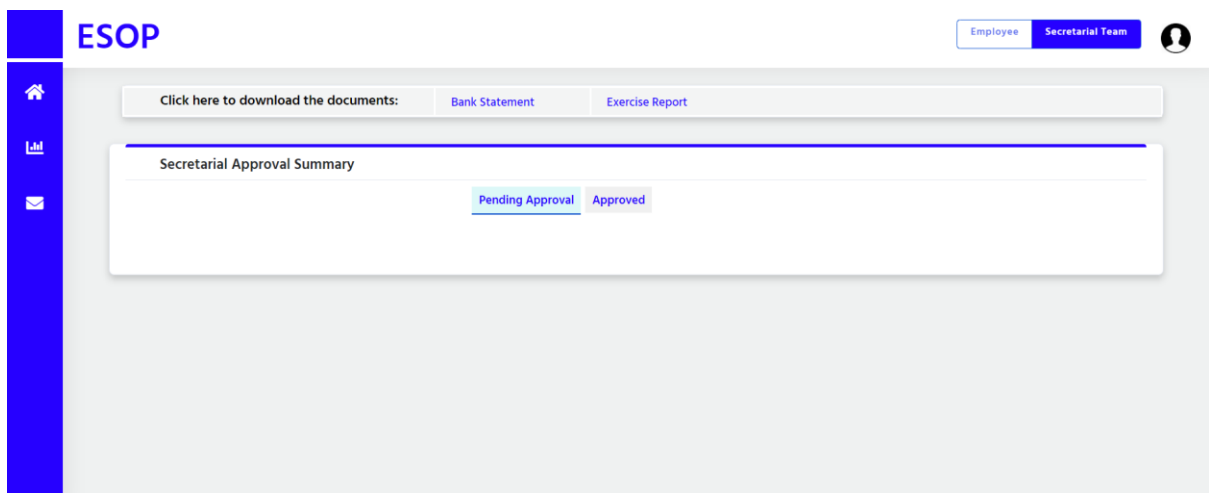**Secretarial Login Page –**

Secretarial Dashboard / Home Page –

Secretarial login – Exercise approval
Click on "Approve" button to approve the exercise.

Following screen will be shown after clicking "Approve" button.

Secretarial login – Exercise approval – Approved Tab
User can see all the approval which has been approved by till date.

Secretarial Team login – Letters
User can view and download employee's letter.