



LTC Management Portal

Development Engineering Project (CP301)

Team T25

Team Members:

- Aman_ (202CEB1004)
- Aman Kumar (2020CEB1005)
- Lakshay Bansal (2020CEB1017)

Supervisor: Dr. Puneet Goyal, Department of Computer Science and Engineering

About LTC Management Portal



Leave Travel Concession (LTC) is a reimbursement of travel expenses for government employees and their families. To make the process of approval for LTC easier, we are developing a LTC management portal for IIT Ropar faculty and staff. This portal will help employees apply for LTC digitally and receive approvals quickly.

The app has a simple, user-friendly interface that makes it easy to fill out forms and submit requests.

We are proposing this as the replacement for the current pen and paper method for the current process of applying LTC.

Motivation for taking on the project



- The current process relies heavily on paperwork, which can be misplaced and ruined easily. Moreover, the documents are difficult to find when needed to check on past applications.
- The involved parties need to move large piles of documents and many times applicants need to contact the administration for the current status of application.
- Overall process is slow due to excess paperwork, moreover approval authorities do not have convenient access to the documents required.

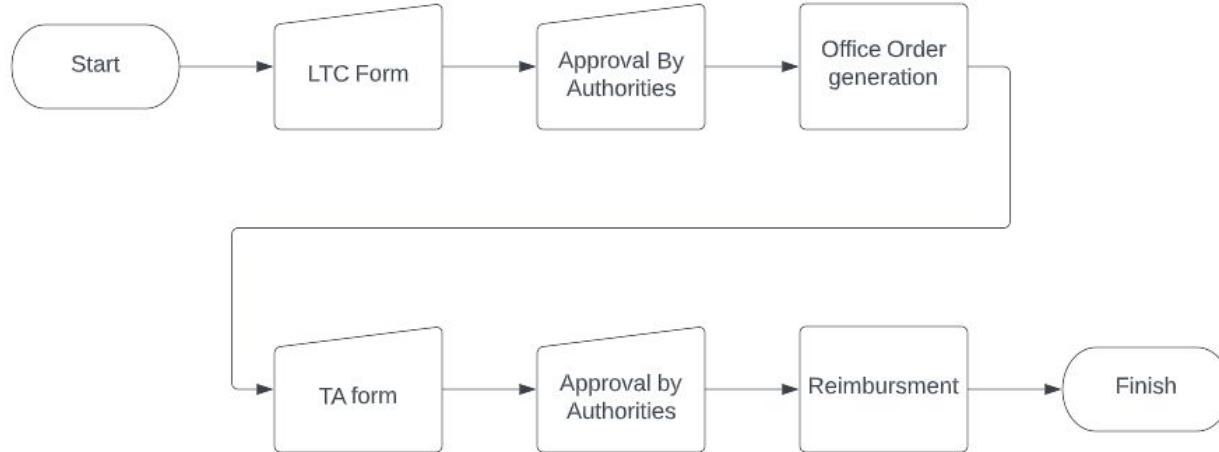
We aim to hasten the process and make it more convenient along the way. We aim to make past data easily available and improve client experience while availing LTC.

Goals



- ❖ The portal makes it simple for users to submit LTC and TA applications. Users will frequently receive information in the notification panel regarding the status of their applications. This would eliminate the need to contact each authority separately to find out the status of your application.
- ❖ In the portal, applicant authorities can post comments, approve, or reject the application.
- ❖ Forms can be downloaded or printed to save a hard copy.

General Steps

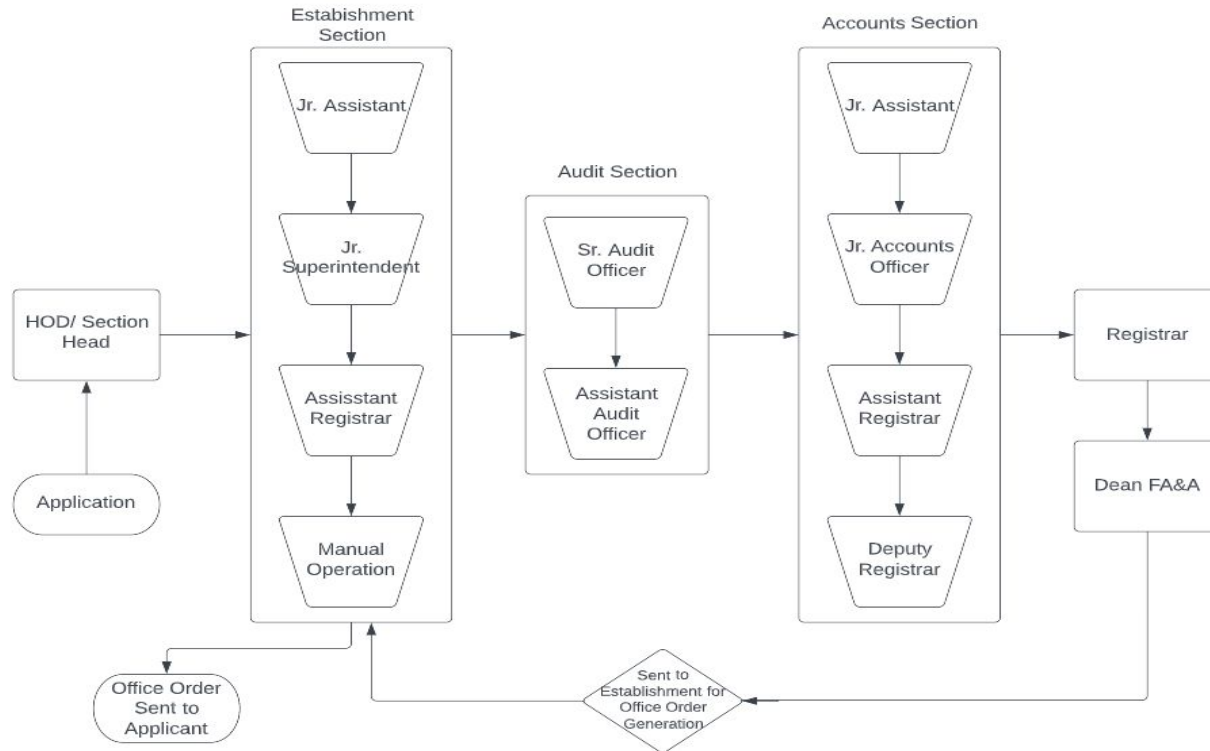


Involved Authorities

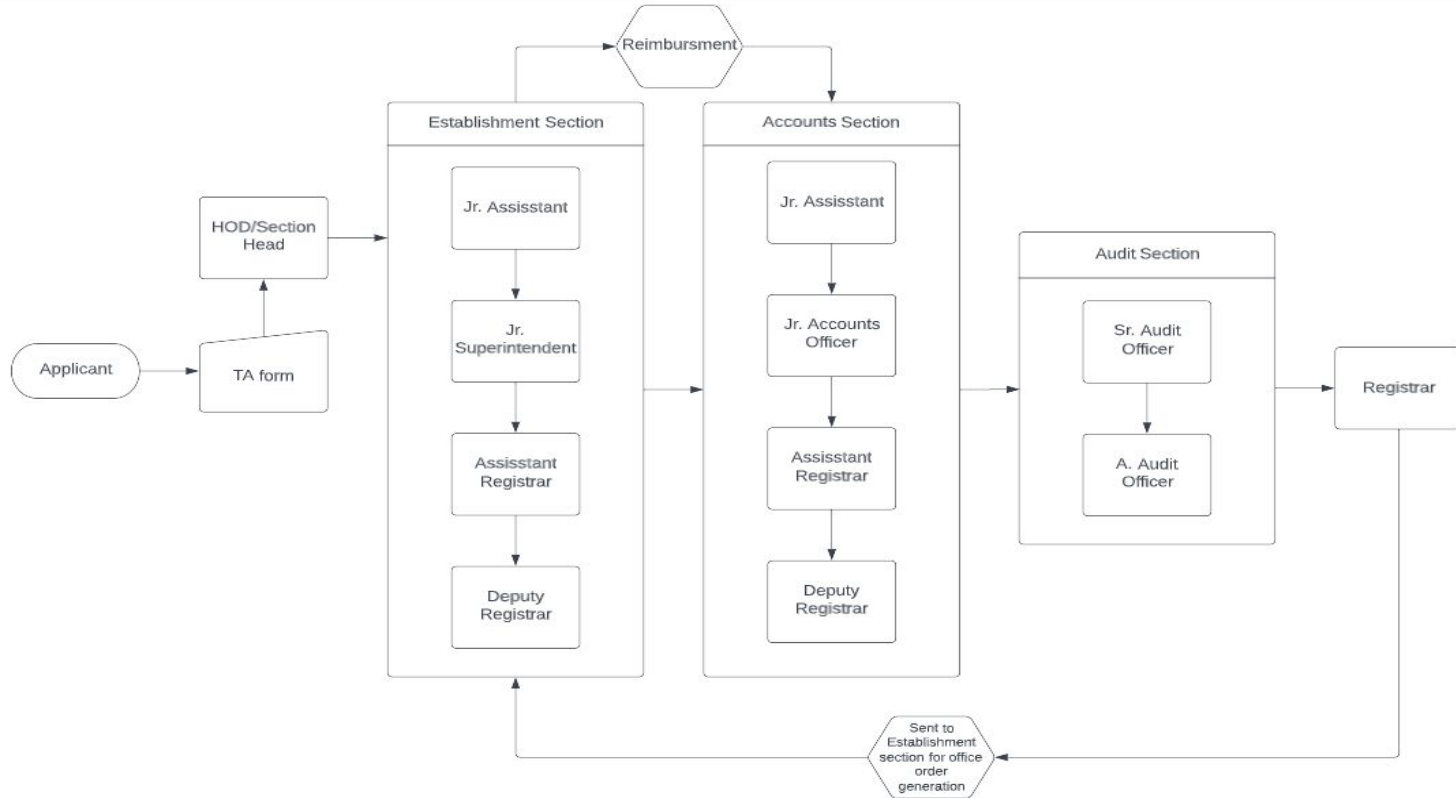


- ★ **Head of the Department (HOD)** : HOD ensures smooth and proper functioning of department . He/She analyzes the time period of leave requested to avoid clashes with some important scheduled works.
- ★ **Establishment Section** : It maintains the records of the application and check the authenticity of the current application. It also issues the office order.
- ★ **Accounts Section** :It holds and manages the reimbursement/funds and their details which is to be provided to the applicant.
- ★ **Audit Section** : It monitors, reviews and confirms the application information and compliance with policies, procedures and laws.
- ★ **Registrar** :It also processes the application ,enforces rules for the application to pass and keeps a record.
- ★ **Dean FA&A** :It finally oversees the application and accordingly gives its decision.

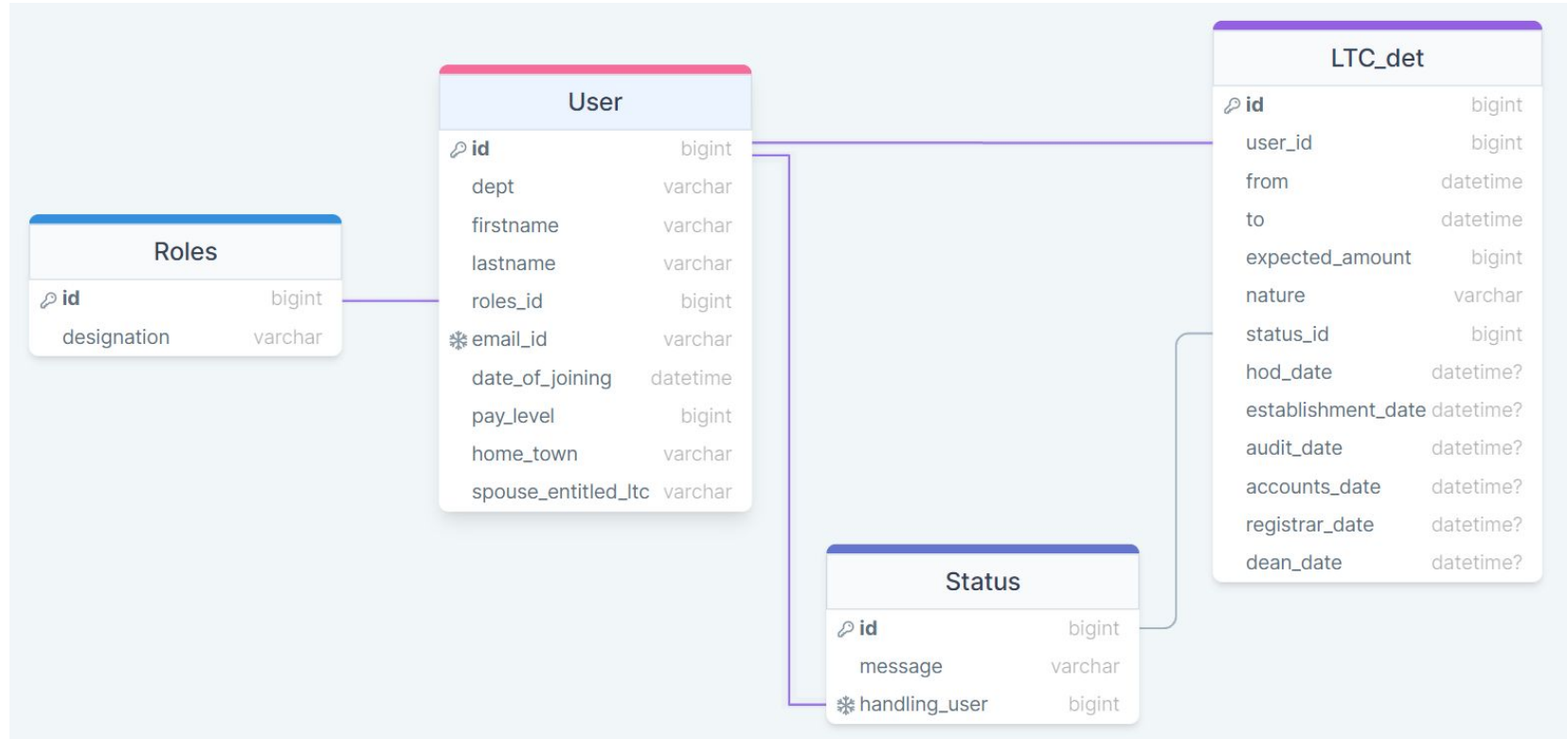
LTC Form Flow



TA Form Flow



Database Schema





Current Status

LTC Section

❖ Login Page

- Applicant
 - Apply for LTC
 - Check on past application
 - Check on the current status
- Authority
 - Approve or Reject the application
 - Issue the Office Order
 - Check past application

Login Page

LOGIN

Username

Password


Forgot Password ?

Sign-in

OR

Sign-in with Google

Welcome to LTC Management Portal



Applicant view of the Portal

New applications Page

[Past Applications](#) [New Applications](#)

Lakshay Bansal
Faculty

Leave Details

Nature

From
dd/mm/yyyy

To
dd/mm/yyyy

No of days
0

Amount (in Rs.)

Upload file

Choose file No file chosen

Submit

Past Application Page

[Past Applications](#) [New Applications](#)



APPLICATION ID	USER EMAIL	NAME	CREATED ON	STATUS	FORM
2	2020ceb1017@iitrpr.ac.in	Lakshay Bansal	2023-02-20	Approved	View Application

Past/Pending Application Form

Past Applications

New Applications

APPLICATION

2

3

Employee Details

First name

Lakshay

Last name

Bansal

Employee Code

2

Phone number

999-999-9999

Date of joining

20/06/2000

Designation

Ass. proff

Pay Scale

2000

Leave Details

Nature

Home

From

19/03/2023

Management/Authority view of the Portal

New Requests Page

Past Applications

New Applications

Aman Kumar
HOD

APPLICATION ID	USER EMAIL	NAME	CREATED ON	STATUS	FORM
1	2020ceb1005@iitrpr.ac.in	Aman Kumar	20-01-2023	In Progress	View Application
2	2020ceb1017@iitrpr.ac.in	Lakshay Bansal	20-0-2023	In Progress	View Application
3	2020ceb1004@iitrpr.ac.in	Aman _	2023-01-20	In Progress	View Application

New Request Form

Past Applications

New Applications

APPLICATION

2

3

Employee Details

X

First name
Lakshay

Last name
Bansal

Employee Code
2

Phone number
999-999-9999

Date of joining
20/06/2000

Designation
Ass. proff

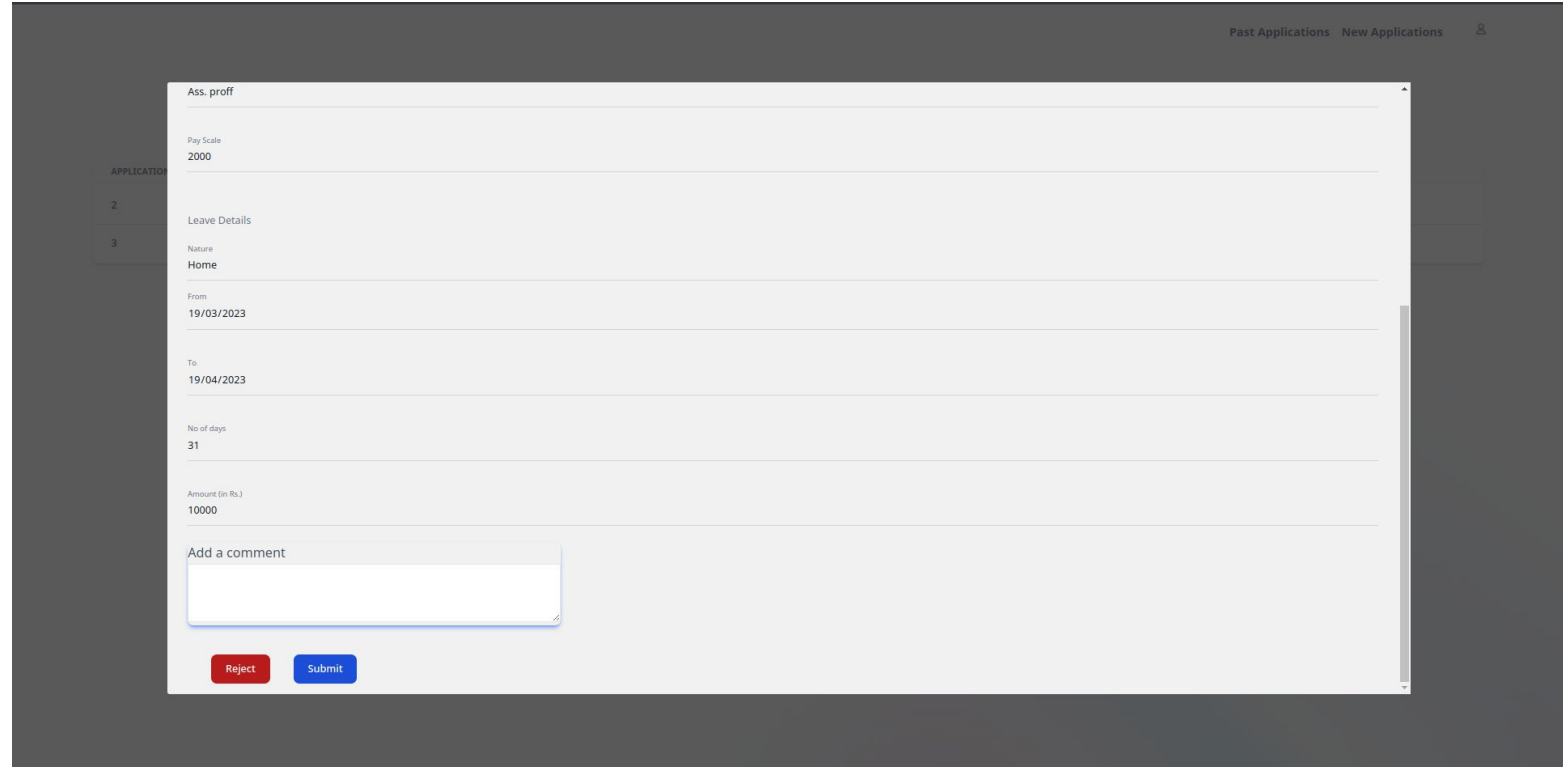
Pay Scale
2000

Leave Details

Nature
Home

From
19/03/2023

New Request Form



The image shows a web application interface for a 'New Request Form'. The background is dark grey. At the top right, there are links for 'Past Applications' and 'New Applications', and a user profile icon. On the left, there is a sidebar with a list of application types: 'APPLICATION', '2', and '3'. The main form is a light grey modal window with a title bar 'Ass. proff'. The form contains several input fields: 'Pay Scale' with the value '2000', 'Leave Details' with the value 'Home', 'From' with the date '19/03/2023', 'To' with the date '19/04/2023', 'No of days' with the value '31', and 'Amount (in Rs.)' with the value '10000'. Below these fields is a text area for 'Add a comment'. At the bottom of the form are two buttons: 'Reject' (red) and 'Submit' (blue).

Past Applications New Applications

Ass. proff

Pay Scale
2000

Leave Details
Home

From
19/03/2023

To
19/04/2023

No of days
31

Amount (in Rs.)
10000

Add a comment

Reject Submit

Past Requests Page



Past Applications New Applications 

APPLICATION ID	USER EMAIL	NAME	CREATED ON	STATUS	FORM
2	2020ceb1017@iitrpr.ac.in	Lakshay Bansal	2023-02-20	Approved by HOD	View Application
3	2020ceb1004@iitrpr.ac.in	Aman _	2023-02-20	Approved by HOD	View Application

Past Request Form

Past Applications

New Applications

APPLICATION

2

Employee Details

X

First name

Lakshay

Last name

Bansal

Employee Code

2

Phone number

999-999-9999

Date of Joining

20/06/2000

Designation

Ass. proff

Pay Scale

2000

Leave Details

Nature

Home

From

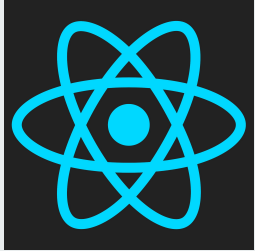
19/03/2023



Future Plans for the Project

- ❖ Implementation of Travelling Allowance (TA) form
- ❖ Google Authentication
- ❖ Make Admin Account to Manage Users
- ❖ Auto Generation of Office Order

Tech Stack Used



- ❖ **Frontend**
 - React + Vite
 - Tailwind CSS + FlowBite
 - React Router
- ❖ **Backend**
 - Flask
 - SQLAlchemy
- ❖ **Database**
 - MySQL
- ❖ **Deployment**
 - Localhost server



Contributions

- AMAN:
 - Backend -
 - Authentication
 - Connecting React App with Backend
 - ORMs
- Aman Kumar -
 - Frontend
 - Navbar, Forms, Tables
 - Schema Design
- Lakshay Bansal -
 - Frontend
 - Login Page, Landing Page
 - Wireframing

Thank you!
