

AVKASH ONLINE – AN ONLINE LEAVE MANAGEMENT APPLICATION

INTRODUCTION

1. An efficient Organization is one which balances the needs of the Institution and the requirements of the individual. Efficiency of the Organization and welfare of the individual form two sides of the same coin. While it is imperative for military organization like Indian Air Force to be mission ready always, it is equally necessary to cater the welfare of the backbone of the organization- the Air warrior himself. The first thought that follows welfare is none other than granting leave to the Air warrior to discharge his social duties with the same efficiency as he does for his profession.

2. Man is a social animal and the same quote applies for an individual serving for the IAF. The present rules provide enough opportunities to the Air warrior to take care of his family, ancestral property, recreation and any unavoidable mishap by granting leave at suitable intervals. However in spite of all adequate measures taken by the Organization we encounter frequent problems like unavailability of manpower, breaking of work chain, discontinued continuity training, uneven leave distribution amongst individuals all primarily resulted from poor leave management system followed by us.

3. When the Air warrior applies for leave, he awaits the consent of his Warrant Officer I/C. The Warrant Officer I/C then puts a word to the Officer I/C for him to agree upon. The Officer I/C then puts his recommendation and forwards it to the next higher authority who being Senior Technical Officer/ Flight Commander finally conveying it to the Commanding Officer of the unit to put a seal of sanction. This process unnecessarily warrants a clerical time lag from the moment an individual puts up his leave application to the issue of P-3 from the Orderly room. This engrains the famous unanimous quote in his mind that leave is a privilege and not a right, and he learns this lesson time and again. This scenario demands an immediate relief from the current system for efficient functioning of the Organization-the IAF herself and provisioning of hassle free grant of leave at the time of requirement.

AIM

4. The aim of this paper is to present the concepts for employment of AVKASH ONLINE which will serve as an online solution to leave application and leave management thereby benefitting both the organization and the individual himself/herself.

INSIGHT

5. AVKASH ONLINE application will be loaded on all AFNET PCs after permission granted by the concerned authority. The application has been made using basic HTML webpage with the library linked to MS ACCESS. The requirement to run this user friendly

RESTRICTED

2

application will be a personal computer linked to AFNET connectivity (such setup exists invariably in every section/Unit/Wing).It can be launched from an activated link on the respective Wing/Command/IAF web page. The selection directs the Air Warrior to a user friendly interface that queries basic leave plans which include options in sequence as Enter Service Number, Enter Section/Unit/Wing, Enter type of leave (to be chosen from options which include Annual Leave, Casual leave, Sick leave, Leave on Compassionate ground, Special Casual Leave, Leave to Foreign Country), Enter Number of days, Enter number of Prefix, Enter Number of Suffix, Enter Leave from(date selection to be made from a linked calendar), Enter Leave to(date selection to be made from a linked calendar).The Air Warrior then presses the button SUBMIT LEAVE DETAILS. The interactive page for better appreciation is given below as Figure No.1.1

AIR FORCE STATION PATHANKOT
AVKASH ONLINE

Online solution to you

| | |
|-----------------------------|-------------|
| Service Number | 121h |
| Section | Tech |
| Type of Leave | Annual |
| Number of Days | 24 |
| Number of Prefix | 2 |
| Number of Suffix | 2 |
| Leave From : | Jun 24 2015 |
| Leave To : | Jun 24 2015 |
| SUBMIT LEAVE DETAILS | |

Done Local intranet | Protected Mode: Off 105%

Figure 1.1

RESTRICTED

RESTRICTED

3

6. The application will run further depending on a YES/NO condition which checks whether the Air warrior is registered in the database of this application or not. For the first time, all the individuals must be registered in the MS ACCESS data base with their all service details. This task can be accomplished by the orderly room of the respective Unit/Wing/Command/Air Head quarter. Simultaneously on arrival of the individual on posting, the entry to this data base must be made mandatory.

7. In case the Air warrior is not registered or in correct particulars entered the window will flash an error message saying “invalid Service No. or Air warrior not registered. Please try again.”(Fig 1.2) The Individual needs to re-enter the correct particulars or get himself registered before proceeding further as directed by the button LOGIN AGAIN. To make the system clerical error free, the individual must confirm that correct particulars of him are being entered in the data base for the first time.



Fig 1.2

RESTRICTED

8. The application has a YES/NO gate which checks whether the annual leave applied by Mr. Test of Tech Section falls within limit or not. In case his leave plan demands annual leave which compared to the maximum value of 60(maximum annual leave that can be taken is 60 days) falls within limits, then he will be directed to the next check. Else if his leave plan exceeds the maximum counter of annual leave which is 60, error will flash saying ANNUAL LEAVE PERIOD EXCEEDING 60 DAYS (Fig 1.3). The Air warrior will be required to change his leave plan accordingly.

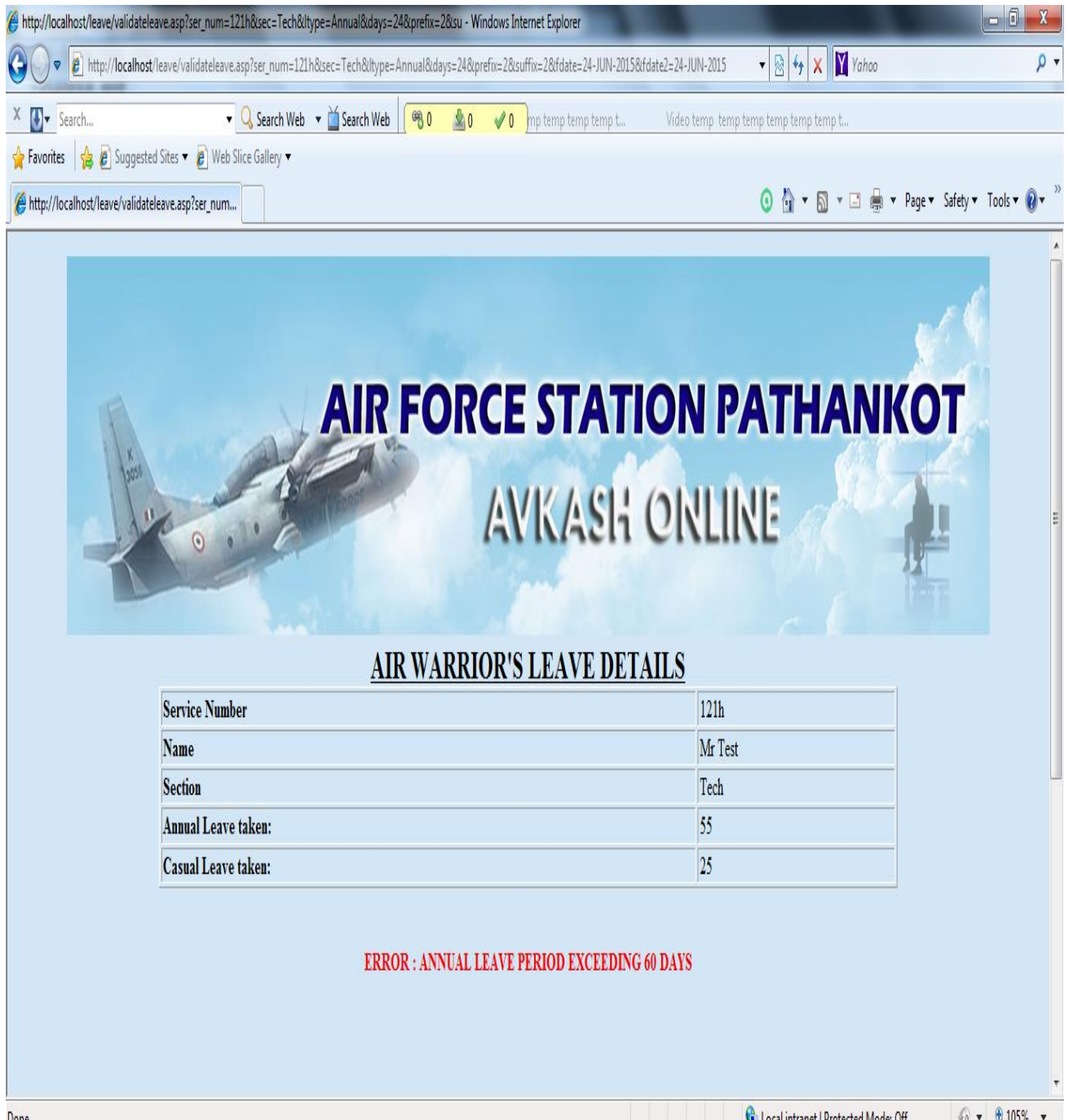
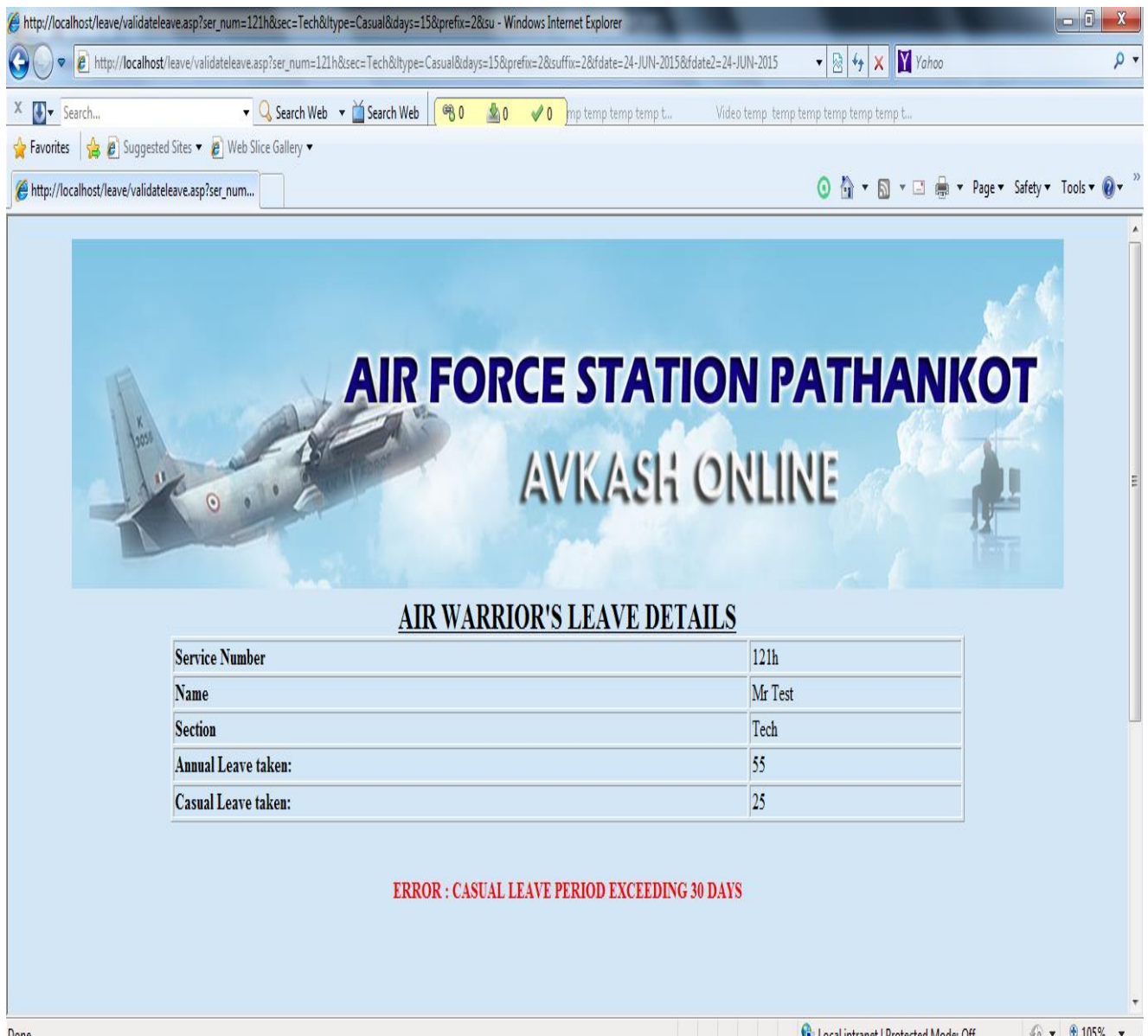


Fig 1.3

RESTRICTED

5

9. The application has a YES/NO gate which checks whether the casual leave applied by Mr. Test of Tech Section falls within limit or not. In case his leave plan demands annual leave which compared to the maximum value of 30(maximum casual leave that can be taken is 30 days) falls within limits, then he will be directed to the next check. Else if his leave plan exceeds the maximum counter of annual leave which are 30, error will flash saying CASUAL LEAVE PERIOD EXCEEDING 30 DAYS (Fig 1.4). The Air warrior will be required to change his leave plan accordingly. In case of Officers, the counter will be set at 20 and subsequently the YES/NO condition will be checked. To distinguish between an officer and an airman, the application will refer to the data base and subsequently reconfirm through the number of digits in the service number of the Air warrior. If the number of digits is 5, then the check will be against a counter of 20. Else the check will be against a counter of 30 for the number of digits in Service number to be 6.



The screenshot shows a web browser window displaying a web application for Air Force Station Pathankot. The page features a header with the text "AIR FORCE STATION PATHANKOT" and "AVKASH ONLINE". Below the header, there is a table titled "AIR WARRIOR'S LEAVE DETAILS" with the following data:

| Service Number | 121h |
|---------------------|---------|
| Name | Mr Test |
| Section | Tech |
| Annual Leave taken: | 55 |
| Casual Leave taken: | 25 |

Below the table, a red error message is displayed: "ERROR : CASUAL LEAVE PERIOD EXCEEDING 30 DAYS". The browser window shows the URL "http://localhost/leave/validateleave.asp?ser_num=121h&sec=Tech&type=Casual&days=15&prefix=28&suffix=28&date=24-JUN-2015&fdate=24-JUN-2015".

Fig 1.4

RESTRICTED

10. The application has a provision to include checks for local rulings in accordance with AOC's/CO's directive. This check can be locally modified by suitably changing the counter. In this case, we consider that if the Air warrior applies for a leave period of less than 7 days then he can avail either prefix or suffix but not both (Fig 1.5). Such types of restrictions can be put to counter uneven leave distribution amongst individuals in cases of two or three long holidays occurring together with a gap of one odd days like during Dussehra and Deepavali. In case the individual enters leave plan which does not comply with the directive then an error signal will flash saying "Leave less than 7. Apply either prefix or suffix."

The screenshot shows a web application interface for the Air Force Station Pathankot. The header features a banner with an aircraft and the text "AIR FORCE STATION PATHANKOT AVKASH ONLINE". Below the banner, there is a message box with a yellow warning icon and the text "Leave days is less than 7, Apply either Prefix or Suffix". The main form contains the following fields:

| | |
|---|-------------|
| Service Number | 121h |
| Section | Tech |
| Type of Leave | Annual |
| Number of Days | 5 |
| Number of Prefix | 2 |
| Number of Suffix | 2 |
| Leave From : | Jun 24 2015 |
| Leave To : | Jun 30 2015 |
| <input type="button" value="SUBMIT LEAVE DETAILS"/> | |

The bottom of the screen shows a taskbar with the text "Done", "Local intranet | Protected Mode: Off", and a zoom level of "105%".

Fig 1.5

RESTRICTED

7

11. The next check caters for the required availability of manpower. According to the AOC's directive, if the maximum percentage leave admissible to a Section/Unit is 20 percent, then the check will be the percentage of leave if the Air warrior is allowed to proceed on leave against the counter of 20. If the leave percentage exceeds 20, an error will flash saying "LEAVE CANNOT BE GRANTED DUE TO HIGHER LEAVE PERCENTAGE." (Fig 1.6). This can be modified to counter like zero in case of LIVE WIRE and suitably modified in case of AAKASH YODDHA.

The screenshot shows a web browser window displaying the 'AIR FORCE STATION PATHANKOT AVKASH ONLINE' application. The page features a header with a banner image of a fighter jet and a person at a computer. Below the banner, the title 'AIR WARRIOR'S LEAVE DETAILS' is centered. A table displays the leave details for an air warrior with Service Number 121h, Name Mr Test, and Section Tech. The table shows that the Annual Leave taken is 55 and the Casual Leave taken is 25. Below the table, a red error message is displayed: 'ERROR : LEAVE PERCENTAGE OF SECTION : 40' and 'ERROR : LEAVE CANNOT BE GRANTED DUE TO HIGHER LEAVE PERCENTAGE'. The browser's address bar shows the URL 'http://localhost/leave/validateleave.asp?ser_num=121h&sec=Tech&type=Annual&days=24&prefix=2&suffix=2&fdate=24-JUN-2015&fdate2=24-JU'.

| <u>AIR WARRIOR'S LEAVE DETAILS</u> | |
|------------------------------------|---------|
| Service Number | 121h |
| Name | Mr Test |
| Section | Tech |
| Annual Leave taken: | 55 |
| Casual Leave taken: | 25 |

ERROR : LEAVE PERCENTAGE OF SECTION : 40
ERROR : LEAVE CANNOT BE GRANTED DUE TO HIGHER LEAVE PERCENTAGE

Fig 1.6

RESTRICTED

RESTRICTED

8

12. There have been several cases when the day range firing or night range firing is not completed for the concerned quarter and the Air warrior proceeds on leave. Activities like these are necessary to maintain continuity training. A soldier out of practice is a soldier dead in war. To cater for this as per the AOC's directive, the Sports section of the station will make an entry into the day range firing and night range firing. When the individual will apply for leave then a check will be made against the YES/NO counter confirming the completion/non completion of the said activity. This will not only ensure continuity training without a miss ever and simultaneously inculcate a pro-active attitude in the individual. An error will flash saying "DAY/NIGHT RANGE FIRING NOT COMPLETED FOR THE QUARTER. LEAVE CANNOT BE GRANTED DUE TO RANGE FIRING and PFR NOT COMPLETED. ENSURE YOUR PHYSICAL FITNESS TO PROCEED ON LEAVE" (Fig 1.7,1.8 and 1.9)

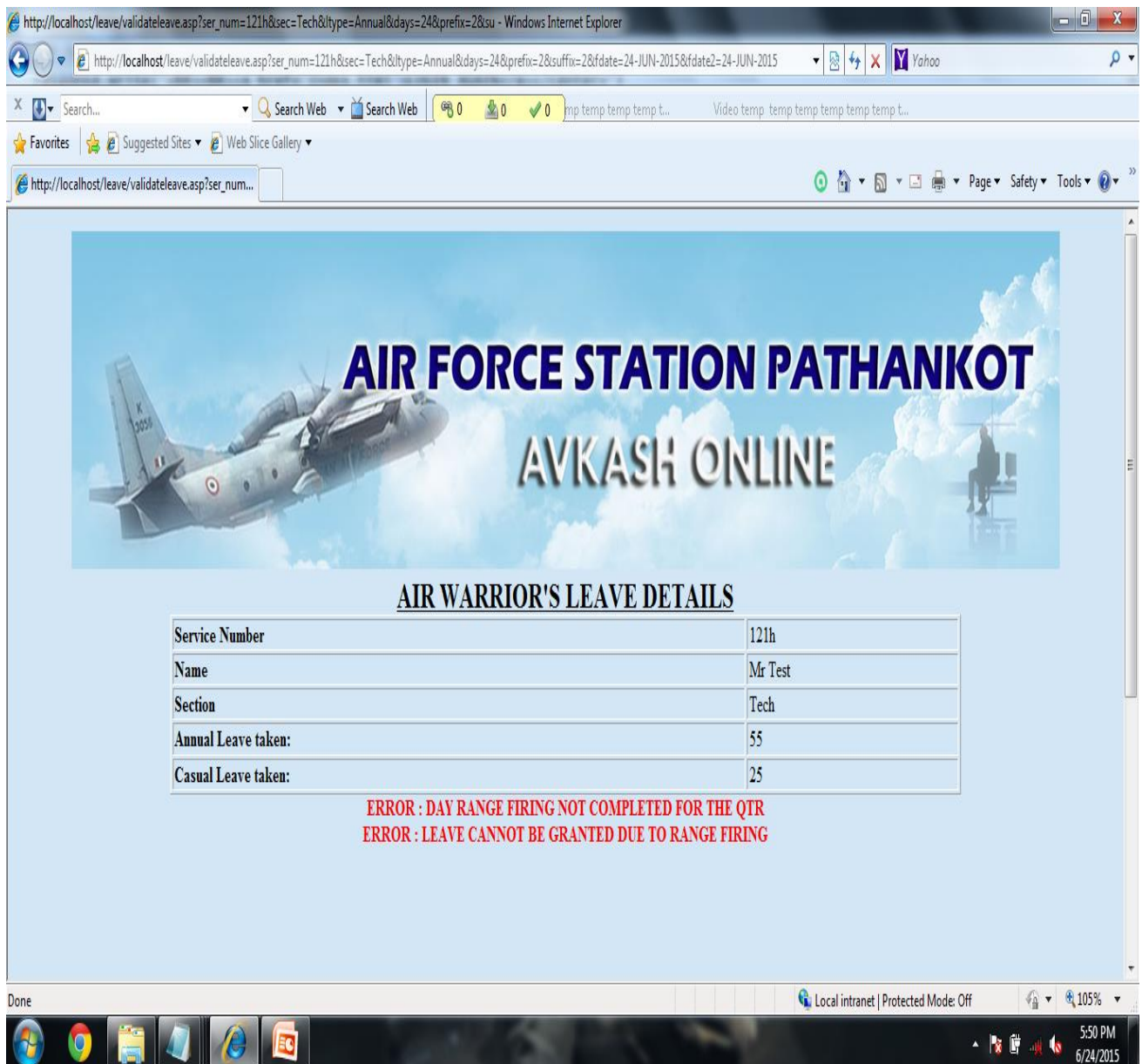


Fig 1.7

RESTRICTED

RESTRICTED

9

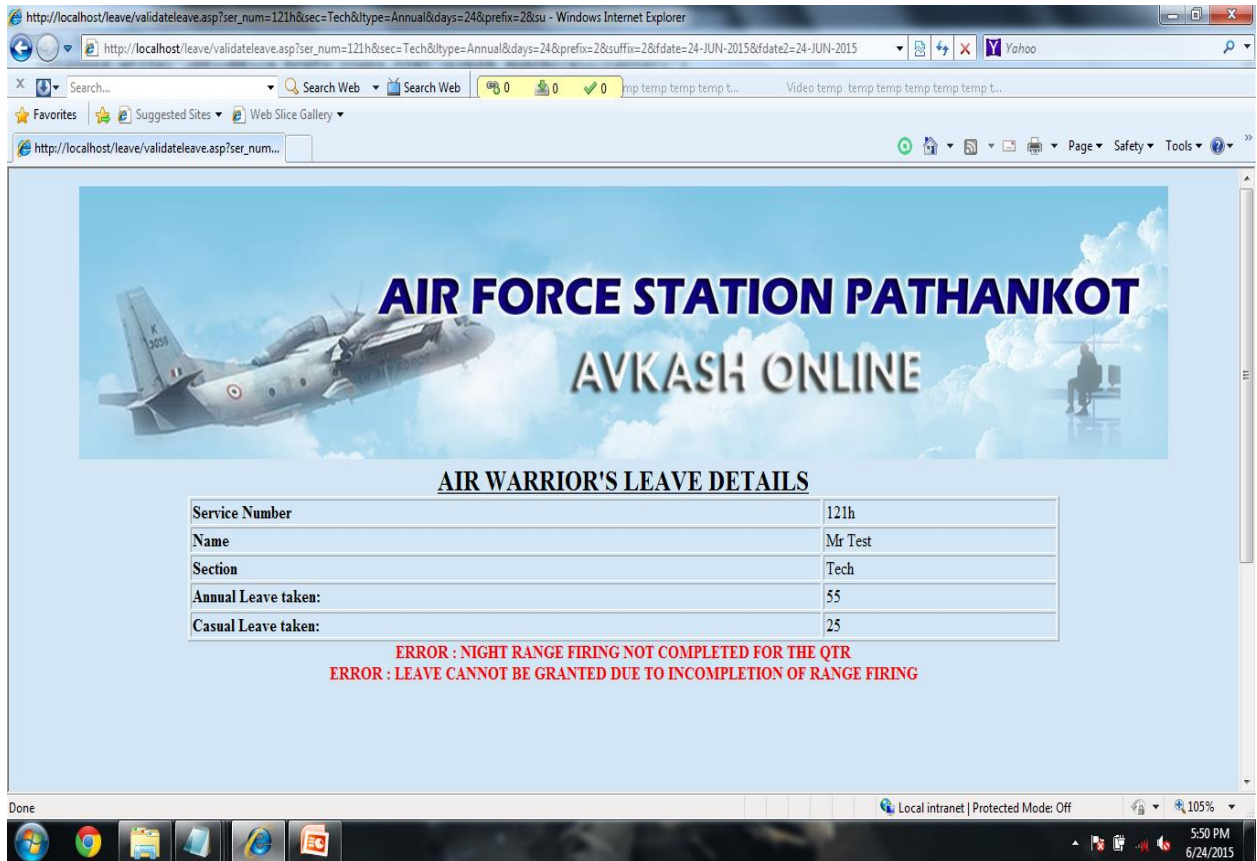


Fig 1.8

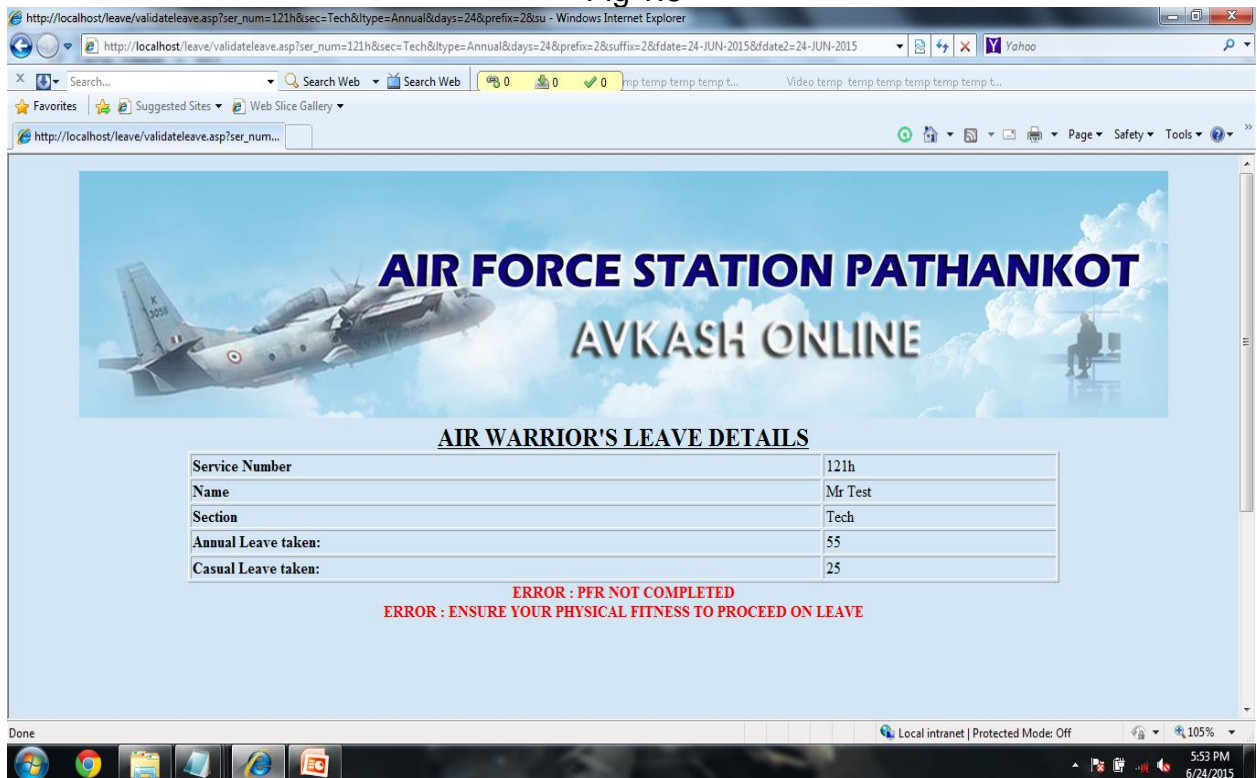



Fig 1.9

RESTRICTED

13. Similarly other checks as per the concerned Wing's AOC's discretion can be put like SI, Cinema, Crockery, Mess bill, Advance outstanding. Missing out the Annual medical examination can also be avoided by checking against the lapse of Annual medical date in the leave period. In case the Air warrior plans to be on leave, then the application will ensure that he gets his medical checkups done before proceeding on leave; else an error will flash on the window saying "MEDICALS DUE. ENSURE YOUR MEDICALS DONE BEFORE PROCEEDING ON LEAVE." (Fig 1.10)



AIR FORCE STATION PATHANKOT
AVKASH ONLINE

AIR WARRIOR'S LEAVE DETAILS

| | |
|---------------------|---------|
| Service Number | 121h |
| Name | Mr Test |
| Section | Tech |
| Annual Leave taken: | 55 |
| Casual Leave taken: | 25 |

ERROR : MEDICALS DUE

ERROR : ENSURE YOUR MEDICAL BEFORE APPLYING FOR LEAVE

Done Local intranet | Protected Mode: Off 105%

Fig 1.10

14. The application confirms that all the checks are completed before Air warrior can be asked to proceed on leave. When YES/NO condition finally gives a YES output, the message displayed is “CONGRATULATIONS. YOUR LEAVE IS APPROVED SUBJECTED TO SERVICE EXERGENCIES.”(Fig 1.11) After this the Commanding Officer has the final discretion to allow the Air warrior to proceed on leave. This particular application will have a pop up facility with it. Whenever the final leave sanctioning authority opens this application, he will get to know whose leave is approved as per AVKASH ONLINE and finally puts his final confirmation on it.

AIR FORCE STATION PATHANKOT
AVKASH ONLINE

AIR WARRIOR'S LEAVE DETAILS

| | |
|---------------------|---------|
| Service Number | 121h |
| Name | Mr Test |
| Section | Tech |
| Annual Leave taken: | 55 |
| Casual Leave taken: | 25 |

CONGRATULATIONS!
YOUR LEAVE IS APPROVED SUBJECTED TO SERVICE EXCEGENCIES

Done Local intranet | Protected Mode: Off 105%

Fig 1.11

RESTRICTED

12

CONCLUSION

15. AVKASH ONLINE has a unique capability to cut down the unnecessary time lag related to processing of the leave application. In addition to it the Air warrior will come to know immediately whether he can be granted leave or not. The human factor is virtually eliminated. Using logic, the application provides the applicability of leave. There is no further mental and time consumption at Warrant Officer I/C level, Officer I/C level, STO/Flight Commander level. There are several important matters like Operations, Maintenance, and Administration which need our attention and for matters like sanctioning of leave; we shall leave the computation to Charles Babbage's baby.

RECOMMENDATIONS

16. AVKASH ONLINE can further be used for the following purposes: -

- (a) Online DRSS generator by taking a feed from the present state of Air Warriors for respective units.
- (b) Clearance can be obtained from the concerned Unit/Wing herself and there is practically no need to go to Sports section, SMC thereby relieving them of concerned clerical load.
- (c) Giving a sigh of relief to the Adjutant as he can readily have a statistical report of the percentage of completion of range firing, overall leave percentage, annual medical examination due and so on.
- (d) Centralized data storage for ready reference by any inspecting agency.
- (e) Since the human factor is virtually eliminated, thus human errors can be brought down to zero.
- (f) The application can be loaded on AFCEL and one can file his/her leave application from anywhere in the Station and at any time. With AFCEL going to be available with all the Air warriors, the availability of AVKASH ONLINE on AFCEL will make life simpler.

2216 Sqn AF
Oct 15

(Kumar Aditya)
Flt Lt

RESTRICTED