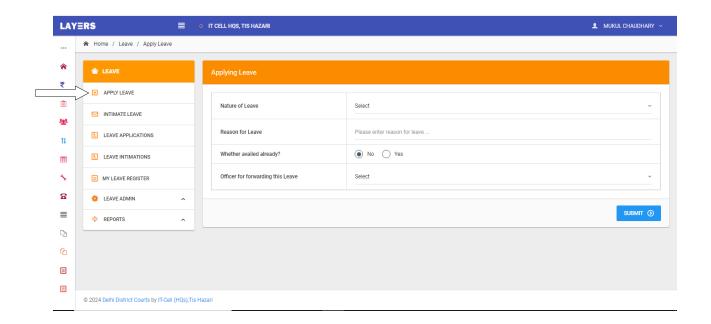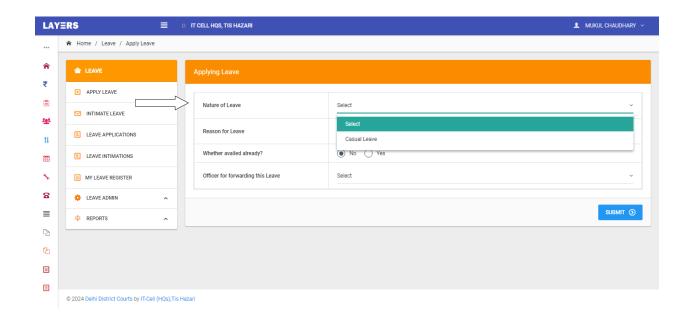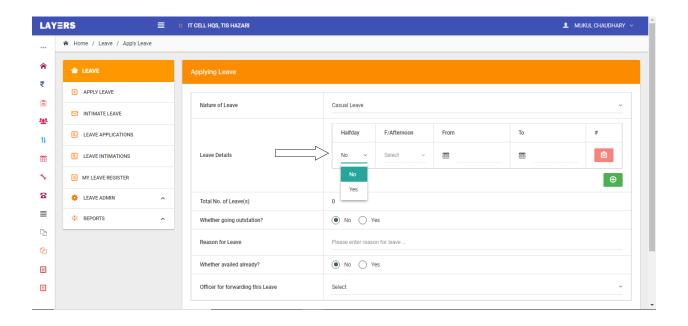# HOW TO APPLY "CASUAL LEAVE"

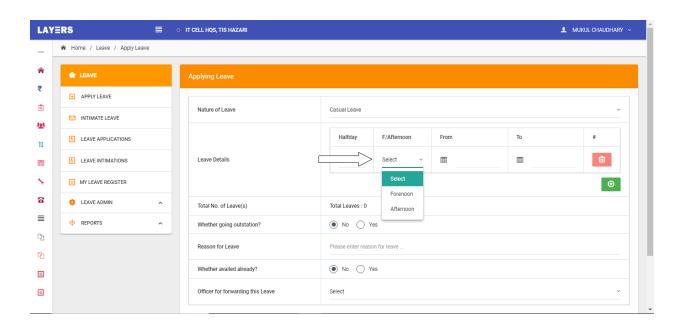## Step 1: Click on "Apply Leave".
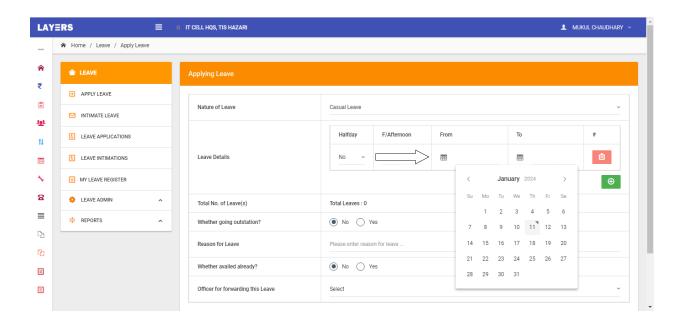

Step 2: Click on "Nature of Leave".

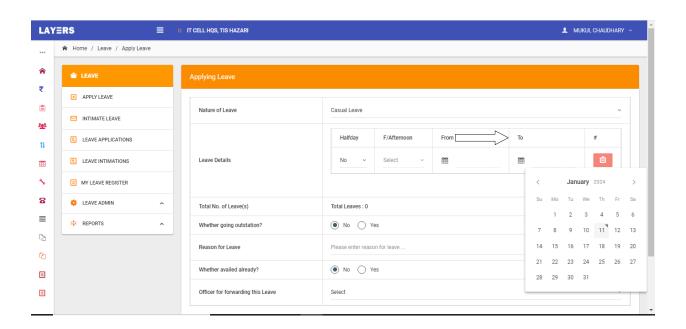## Step 3: Change "Half Day" to "Yes" If you want to avail, Half Day, else select "No".

Step 4: Select "Forenoon" or "Afternoon", if selected Half day to "Yes".
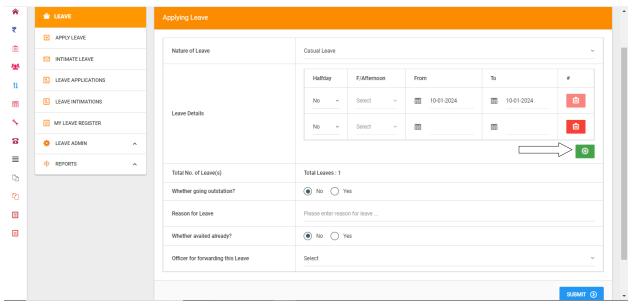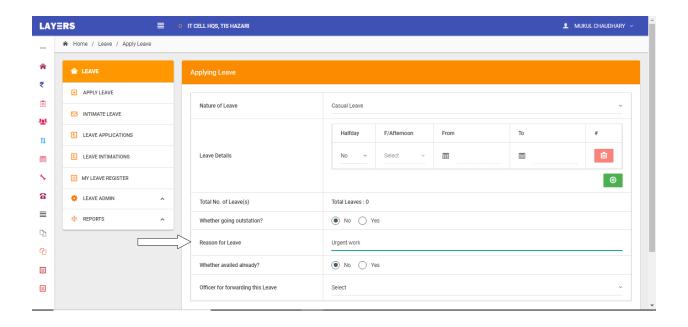
Step 5: Select "From" date from the calendar.
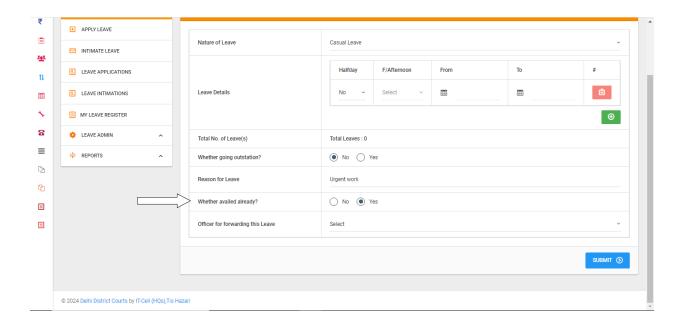

Step 6: Select "To" date from the calendar.

Step 7: Click on "+" marked Green button, on your right hand side, if you want to apply more than one Casual Leave and fill the dates of leave.
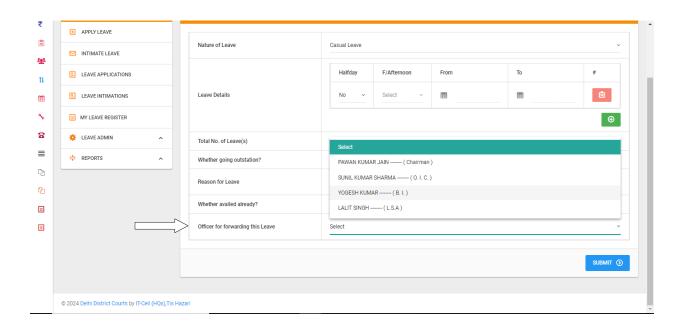

Step 8: Enter "Reason for Leave".

Step 9: Select whether leave already availed or not.

Step 10: Select "Forwarding Officer" from the list displayed.

Step 11: Finally, Click on "Submit" button.