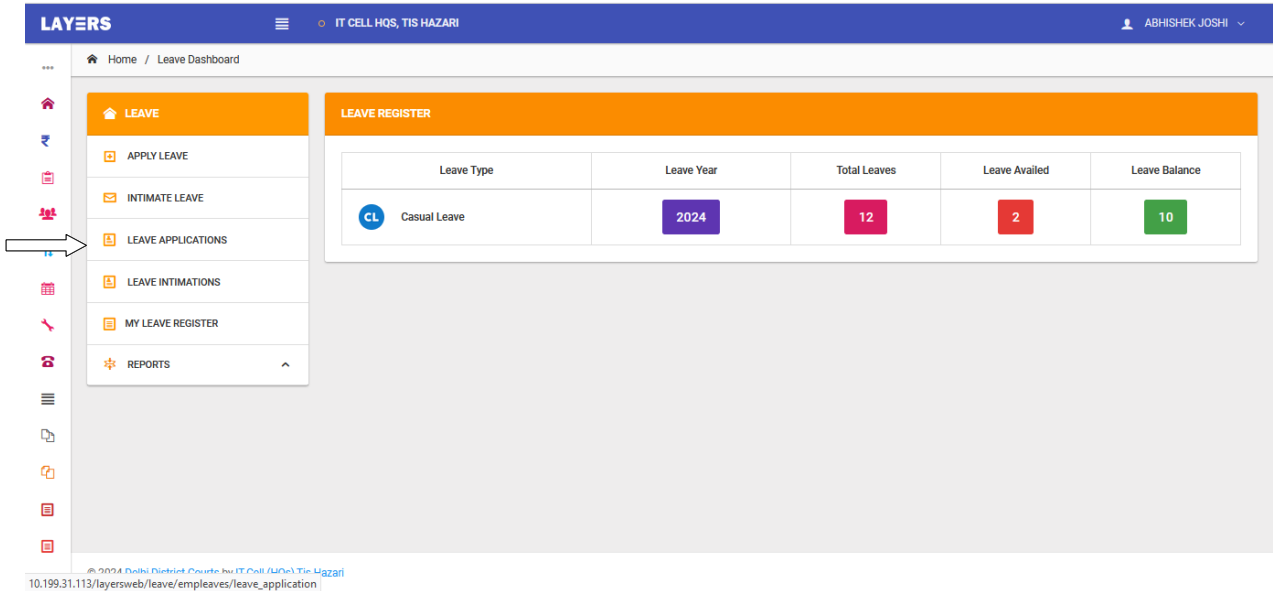


# How to Cancel Leave after approval

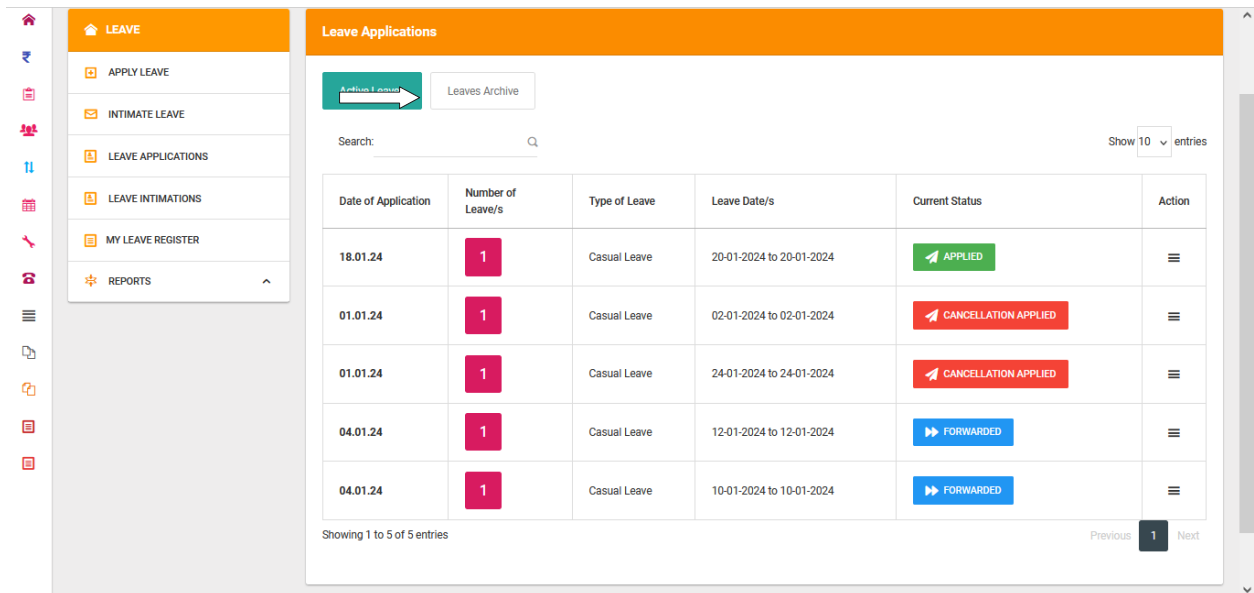
## Step 01: Click on “Leave Applications”.



The screenshot shows the LAYERS web application interface. The top navigation bar is blue with the LAYERS logo, a menu icon, the user's location (IT CELL HQS, TIS HAZARI), and the user's name (ABHISHEK JOSHI). The main content area has a left sidebar with a 'LEAVE' menu. The 'LEAVE' menu is expanded, showing options: APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS (highlighted with a white arrow), LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main content area displays a 'LEAVE REGISTER' table with columns: Leave Type, Leave Year, Total Leaves, Leave Availed, and Leave Balance. The table shows one entry for 'Casual Leave' for the year '2024', with 'Total Leaves' of 12, 'Leave Availed' of 2, and 'Leave Balance' of 10.

Leave Type	Leave Year	Total Leaves	Leave Availed	Leave Balance
CL Casual Leave	2024	12	2	10

## Step 02: Now click on “Leaves Archive”.



The screenshot shows the LAYERS web application interface. The top navigation bar is blue with the LAYERS logo, a menu icon, the user's location (IT CELL HQS, TIS HAZARI), and the user's name (ABHISHEK JOSHI). The main content area has a left sidebar with a 'LEAVE' menu. The 'LEAVE' menu is expanded, showing options: APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS (highlighted with a white arrow), LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main content area displays a 'Leave Applications' page. At the top, there is a 'Leaves Archive' tab. Below the tab, there is a search bar and a 'Show 10 entries' dropdown. The main content area displays a table of leave applications with columns: Date of Application, Number of Leave/s, Type of Leave, Leave Date/s, Current Status, and Action. The table shows five entries, all for 'Casual Leave'. The first entry has a status of 'APPLIED'. The second and third entries have a status of 'CANCELLATION APPLIED'. The fourth and fifth entries have a status of 'FORWARDED'.

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	APPLIED	
01.01.24	1	Casual Leave	02-01-2024 to 02-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	24-01-2024 to 24-01-2024	CANCELLATION APPLIED	
04.01.24	1	Casual Leave	12-01-2024 to 12-01-2024	FORWARDED	
04.01.24	1	Casual Leave	10-01-2024 to 10-01-2024	FORWARDED	

## Step 03: Click on three lines in Action column, to request “Leave cancellation” for approved leaves.

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

Search:

CL

Show 10 entries

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	CANCELLED	≡
18.01.24	1	Casual Leave	31-01-2024 to 31-01-2024	CANCELLED	≡
04.01.24	0.5	Casual Leave	04-01-2024 to 04-01-2024 (halfday)(F/N)	CANCELLED	≡
01.01.24	10	Casual Leave	10-01-2024 to 19-01-2024	CANCELLATION APPROVED	≡
01.01.24	1	Casual Leave	26-01-2024 to 26-01-2024	APPROVED	≡
01.01.24	1	Casual Leave	04-01-2024 to 04-01-2024	CANCELLATION DISAPPROVED	≡
01.01.24	1	Casual Leave	08-01-2024 to 08-01-2024	REJECTED	≡
01.01.24	1	Casual Leave	03-01-2024 to 03-01-2024	CANCELLATION APPROVED	≡

Showing 1 to 8 of 8 entries

Previous1Next

## Step 04: Click on “View Detail”.

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

Search:

CL

Show 10 entries

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	CANCELLED	≡
18.01.24	1	Casual Leave	31-01-2024 to 31-01-2024	CANCELLED	≡
04.01.24	0.5	Casual Leave	04-01-2024 to 04-01-2024 (halfday)(F/N)	CANCELLED	≡
01.01.24	10	Casual Leave	10-01-2024 to 19-01-2024	CANCELLATION APPROVED	≡
01.01.24	1	Casual Leave	26-01-2024 to 26-01-2024	APPROVED	≡
01.01.24	1	Casual Leave	04-01-2024 to 04-01-2024	CANCELLATION DISAPPROVED	≡
01.01.24	1	Casual Leave	08-01-2024 to 08-01-2024	REJECTED	≡
01.01.24	1	Casual Leave	03-01-2024 to 03-01-2024	CANCELLATION APPROVED	≡

Showing 1 to 8 of 8 entries

Previous1Next

## Step 05: Click on “Option button”.

The screenshot shows the 'Intimation / Leave Detail' page. On the left is a sidebar with a 'LEAVE' menu containing options like 'APPLY LEAVE', 'INTIMATE LEAVE', 'LEAVE APPLICATIONS', 'LEAVE INTIMATIONS', 'MY LEAVE REGISTER', and 'REPORTS'. The main content area is divided into three sections: 'Leave Application Details', 'Current Status', and 'Timeline'. The 'Leave Application Details' section contains a table with the following data:

Leave Application Details	
Leave ID	361
Leave Type	Casual Leave (Applied after Intimation)
Date of Leaves	26-01-2024 to 26-01-2024
Total number of leaves	1
Whether going outstation	No
Outstation Address	-NA-
Reason of Leave	SDFD
Intimation Details	
Intimation ID	182
Intimation date	2024-01-01 18:33:05
Intimated By	MUKUL CHAUDHARY
Leave Type	Casual Leave
Date of Leaves	26-01-2024 to 26-01-2024

The 'Current Status' section shows a green 'APPROVED' button. The 'Timeline' section shows a list of events:

- Jan 01, 18:34: Your leave has been Approved. Action By: LALIT SINGH. Comment:
- Jan 01, 18:34: Your leave has been marked for Approval. Action By: MUKUL CHAUDHARY. Comment: FGGGGGGGG
- Jan 01, 18:34: Your application was Forwarded. Action By: YOGESH KUMAR. Comment: SDFD
- Jan 01, 18:33: You Applied the Leave. Action By: ABHISHEK JOSHI. Comment: apply leave by intimation
- Jan 11, 14:55: Action By: MUKUL CHAUDHARY. Comment:
- Jan 01, 18:33: Intimation applied and converted into Leave

An arrow points to the 'OPTIONS' button in the top right corner of the page header.

## Step 06: Click on “Request Leave Cancellation”.

The screenshot shows the 'Intimation / Leave Detail' page with the 'Request Leave Cancellation' button highlighted by an arrow. The button is located in the top right corner of the page header, next to the 'OPTIONS' button. The rest of the page content is identical to the previous screenshot.

### Step 07: Enter the reason for “Leave Cancellation”.

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

← Intimation / Leave Detail

OPTIONS

LEAVE CANCELLATION REQUEST

Leave date/s for Cancellation

26-01-2024 to 26-01-2024

Reason for Leave Cancellation

Not able to avail due to office work

Forwarding Officer

Select

REQUEST CANCELLATION

Leave Application Details

Leave ID

361

Leave Type

Casual Leave (Applied after Intimation)

Date of Leaves

26-01-2024 to 26-01-2024

Total number of leaves

1

Whether going outstation

No

Current Status

APPROVED

Timeline

Jan 01, 18:34

Your leave has been Approved

Action By: LALIT SINGH

Comment:

Jan 01, 18:34

Your leave has been marked for Approval

**Step 08: Select the “Forwarding Officer” from the list displayed.**

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

← Intimation / Leave Detail

OPTIONS

LEAVE CANCELLATION REQUEST

Leave date/s for Cancellation	26-01-2024 to 26-01-2024
Reason for Leave Cancellation	Not able to avail due to office work
Forwarding Officer	Select

→

Select

PAWAN KUMAR JAIN ----- ( Chairman )

SUNIL KUMAR SHARMA ----- ( O.I. C. )

YOGESH KUMAR ----- ( B.I. )

LALIT SINGH ----- ( L.S.A )

AMIT KUMAR ----- ( PO )

Leave Application Details

Leave ID	361
Leave Type	Casual Leave (Applied after Intimation)
Date of Leaves	26-01-2024 to 26-01-2024
Total number of leaves	1
Whether going outstation	No

Timeline

Jan 01, 18:34

Your leave has been Approved

Action By: LALIT SINGH

Comment:

Jan 01, 18:34

Your leave has been marked for Approval

## Step 09: Click on “Request Cancellation button”.

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

Intimation / Leave Detail

OPTIONS

LEAVE CANCELLATION REQUEST

Leave date/s for Cancellation26-01-2024 to 26-01-2024

Reason for Leave CancellationNot able to avail due to office work

Forwarding OfficerLALIT SINGH ( L.S.A )

REQUEST CANCELLATION

Leave Application Details

Leave ID361

Leave TypeCasual Leave (Applied after Intimation)

Date of Leaves26-01-2024 to 26-01-2024

Total number of leaves1

Whether going outstationNo

Current Status

APPROVED

Timeline

Jan 01, 18:34  
Your leave has been Approved  
Action By: LALIT SINGH  
Comment:

Jan 01, 18:34  
Your leave has been marked for Approval

## Step 10: Applied “Leave Cancellation” will be displayed in “Active Leaves” tab.

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

Leave Applications

Active LeavesLeaves Archive

Search:

Show 10 entries

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
01.01.24	1	Casual Leave	26-01-2024 to 26-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	02-01-2024 to 02-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	24-01-2024 to 24-01-2024	CANCELLATION APPLIED	
04.01.24	1	Casual Leave	12-01-2024 to 12-01-2024	FORWARDED	
04.01.24	1	Casual Leave	10-01-2024 to 10-01-2024	FORWARDED	

Showing 1 to 5 of 5 entries

Previous1Next