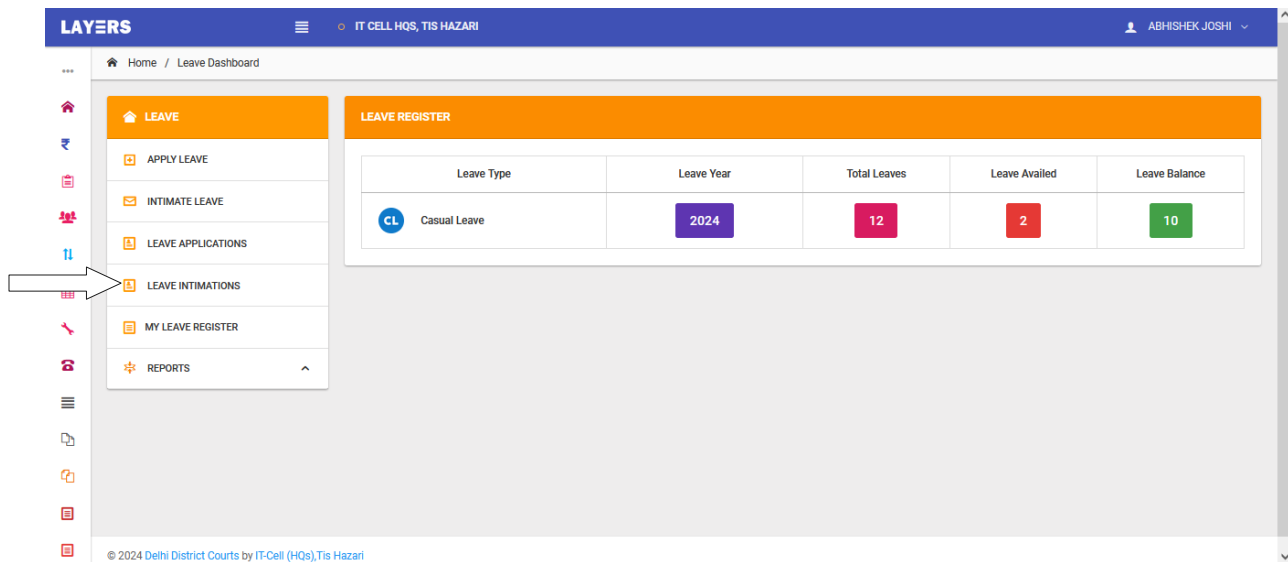


HOW TO CONVERT INTIMATION INTO LEAVE

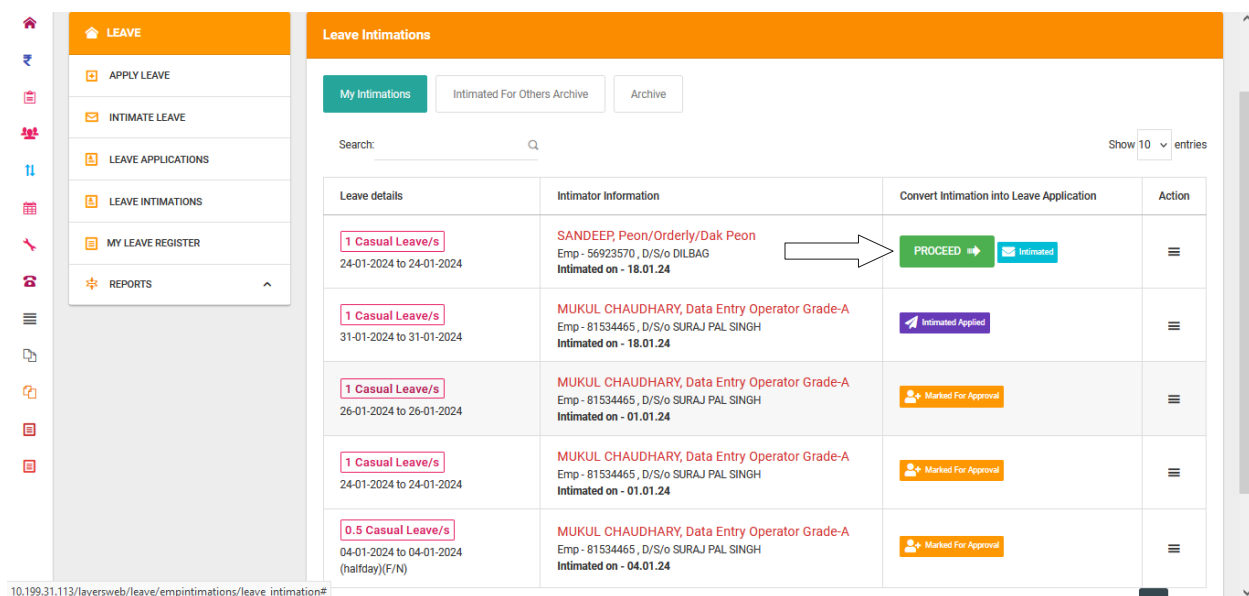
Step 1: Click on “Leave Intimation”.



The screenshot shows the LAYERS web application interface. The top navigation bar is blue with the text "LAYERS" and "IT CELL HQS, TIS HAZARI". The user's name "ABHISHEK JOSHI" is displayed in the top right. The sidebar on the left contains a list of menu items under the "LEAVE" header: "APPLY LEAVE", "INTIMATE LEAVE", "LEAVE APPLICATIONS", "LEAVE INTIMATIONS" (highlighted with a white arrow), "MY LEAVE REGISTER", and "REPORTS". The main content area shows a "LEAVE REGISTER" table with columns: "Leave Type", "Leave Year", "Total Leaves", "Leave Availed", and "Leave Balance". The table contains one row 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 2: In “My Intimation” tab, click on “Proceed” button to convert Intimation into Leave.



The screenshot shows the "Leave Intimations" section of the LAYERS web application. The sidebar on the left is the same as in Step 1. The main content area has a header "Leave Intimations" and three tabs: "My Intimations" (active), "Intimated For Others Archive", and "Archive". Below the tabs is a search bar and a "Show 10 entries" dropdown. The table below lists leave intimations with columns: "Leave details", "Intimator Information", "Convert Intimation into Leave Application", and "Action". The first entry is highlighted with a white arrow pointing to the "PROCEED" button.

Leave details	Intimator Information	Convert Intimation into Leave Application	Action
1 Casual Leave/s 24-01-2024 to 24-01-2024	SANDEEP, Peon/Orderly/Dak Peon Emp - 56923570, D/S/o DILBAG Intimated on - 18.01.24	PROCEED → Intimated	≡
1 Casual Leave/s 31-01-2024 to 31-01-2024	MUKUL CHAUDHARY, Data Entry Operator Grade-A Emp - 81534465, D/S/o SURAJ PAL SINGH Intimated on - 18.01.24	Intimated Applied	≡
1 Casual Leave/s 26-01-2024 to 26-01-2024	MUKUL CHAUDHARY, Data Entry Operator Grade-A Emp - 81534465, D/S/o SURAJ PAL SINGH Intimated on - 01.01.24	Marked For Approval	≡
1 Casual Leave/s 24-01-2024 to 24-01-2024	MUKUL CHAUDHARY, Data Entry Operator Grade-A Emp - 81534465, D/S/o SURAJ PAL SINGH Intimated on - 01.01.24	Marked For Approval	≡
0.5 Casual Leave/s 04-01-2024 to 04-01-2024 (halfday)(F/N)	MUKUL CHAUDHARY, Data Entry Operator Grade-A Emp - 81534465, D/S/o SURAJ PAL SINGH Intimated on - 04.01.24	Marked For Approval	≡

Step 03: Then “Intimation to Leave Conversion” module will open.

LEAVE

- APPLY LEAVE
- INTIMATE LEAVE
- LEAVE APPLICATIONS
- LEAVE INTIMATIONS
- MY LEAVE REGISTER
- REPORTS

Intimation to Leave Conversion

Nature of Leave: Casual Leave

Halfday	F/Afternoon	From	To	#
No	Select	24-01-2024	24-01-2024	

Leave Details

Total No. of Leave(s): Total Leaves : 1

Whether going outstation?: ☒ No ☐ Yes

Reason for Leave: Urgent work

Whether availed already?: ☐ No ☒ Yes

Officer for forwarding this Leave: Select

SUBMIT

Step 04: Now, intimation details will be displayed, you may edit the details, in case any changes are required.

LEAVE

- APPLY LEAVE
- INTIMATE LEAVE
- LEAVE APPLICATIONS
- LEAVE INTIMATIONS
- MY LEAVE REGISTER
- REPORTS

Intimation to Leave Conversion

Nature of Leave: Casual Leave

Halfday	F/Afternoon	From	To	#
No	Select	24-01-2024	24-01-2024	

Leave Details

Total No. of Leave(s): Total Leaves : 1

Whether going outstation?: ☒ No ☐ Yes

Reason for Leave: Urgent work

Whether availed already?: ☐ No ☒ Yes

Officer for forwarding this Leave: Select

SUBMIT

Step 05: Then, Select the “Officer for forwarding this Leave” from the list.

The screenshot shows the 'Intimation to Leave Conversion' form. 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 form area has a title bar 'Intimation to Leave Conversion'. Below it, the 'Nature of Leave' is set to 'Casual Leave'. The 'Leave Details' section includes a table with columns: Halfday, F/Afternoon, From, To, and #. The 'From' and 'To' dates are both 24-01-2024. A dropdown menu is open for the 'Officer for forwarding this Leave' field, showing a list of names: PAWAN KUMAR JAIN, SUNIL KUMAR SHARMA, YOGESH KUMAR, LALIT SINGH, and AMIT KUMAR. A white arrow points to this dropdown menu. At the bottom right, there is a blue 'SUBMIT' button.

Step 06: Now click on “Submit” button.

The screenshot shows the 'Intimation to Leave Conversion' form in its final state. The 'Nature of Leave' remains 'Casual Leave'. The 'Leave Details' table is now populated with 'Total No. of Leave(s)' as 1. The 'Whether going outstation?' field has radio buttons for 'No' (selected) and 'Yes'. The 'Reason for Leave' field contains 'Urgent work'. The 'Whether availed already?' field has radio buttons for 'No' and 'Yes' (selected). The 'Officer for forwarding this Leave' field now displays 'LALIT SINGH'. A white arrow points to the blue 'SUBMIT' button at the bottom right.

Step 07: Comparison of old and new data will be displayed, Click on “Confirm” button to proceed further.

Comparison of old and new leave data

Leave Type	Casual Leave
Date(s)	24-01-2024 to 24-01-2024
Total Leaves	1
Going Outstation	No
Leave Reason	Urgent work

Leave Type	Casual Leave
Date(s)	24-01-2024 to 24-01-2024
Total Leaves	1
Going Outstation	No
Leave Reason	Urgent work

CONFIRM CANCEL

Whether availed already? ☐ No ☒ Yes

Officer for forwarding this Leave LALIT SINGH

SUBMIT

Step 08: Click on “OK” button.

Intimation to Leave Conversion

Nature of Leave	Casual Leave
Halfday	No
F/Afternoon	Select
From	27-01-2024
To	27-01-2024
#	1

Total No. of Leave(s) Leave Saved successfully

Whether going outsta

Reason for Leave Urgent work

Whether availed already? ☐ No ☒ Yes

Officer for forwarding this Leave LALIT SINGH

PLEASE WAIT...

OK

Step 09: “Leave Intimation” has been successfully converted into “Leave Application”, it will be displayed in “Active Leaves” tab.

LAYERS

IT CELL HQS, TIS HAZARI

ABHISHEK JOSHI

Home / Leave Dashboard

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

REPORTS

Leave Applications

Active LeavesLeaves Archive

Search: Q

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	27-01-2024 to 27-01-2024	APPLIED	
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	