

HOW TO APPLY “CASUAL LEAVE”

Step 1: Click on “Apply Leave”.

The screenshot shows the LAYERS application interface. The top header is blue with the text "LAYERS" and "IT CELL HQS, TIS HAZARI". The user's name "MUKUL CHAUDHARY" is in the top right. The breadcrumb trail is "Home / Leave / Apply Leave". The left sidebar menu is orange and contains the following items: LEAVE, APPLY LEAVE (highlighted with an arrow), INTIMATE LEAVE, LEAVE APPLICATIONS, LEAVE INTIMATIONS, MY LEAVE REGISTER, LEAVE ADMIN, and REPORTS. The main content area is titled "Applying Leave" and contains a form with the following fields: "Nature of Leave" (a dropdown menu), "Reason for Leave" (a text input field), "Whether availed already?" (radio buttons for "No" and "Yes"), and "Officer for forwarding this Leave" (a dropdown menu). A blue "SUBMIT" button is located at the bottom right of the form. The footer text is "© 2024 Delhi District Courts by IT-Cell (HQs),Tis Hazari".

Step 2: Click on “Nature of Leave”.

The screenshot shows the LAYERS application interface with the "Nature of Leave" dropdown menu open. The dropdown menu displays two options: "Select" and "Casual Leave". The left sidebar menu is the same as in the previous screenshot, with "APPLY LEAVE" highlighted. The main content area is titled "Applying Leave" and contains the same form fields as before. The "SUBMIT" button is still present at the bottom right. The footer text is "© 2024 Delhi District Courts by IT-Cell (HQs),Tis Hazari".

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

LAYERS IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Leave

LEAVE

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

Applying Leave

Nature of Leave: Casual Leave

Halfday	F/Afternoon	From	To	#
No	Select			

Leave Details

Total No. of Leave(s): 0

Whether going outstation? ☒ No ☐ Yes

Reason for Leave: Please enter reason for leave ...

Whether availed already? ☒ No ☐ Yes

Officer for forwarding this Leave: Select

Step 4: Select “Forenoon” or “Afternoon”, if selected Half day to “Yes”.

LAYERS IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Leave

LEAVE

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

Applying Leave

Nature of Leave: Casual Leave

Halfday	F/Afternoon	From	To	#
Select	Select			

Leave Details

Total No. of Leave(s): 0

Whether going outstation? ☒ No ☐ Yes

Reason for Leave: Please enter reason for leave ...

Whether availed already? ☒ No ☐ Yes

Officer for forwarding this Leave: Select

Step 5: Select “From” date from the calendar.

LAYERS IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Leave

LEAVE

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

Applying Leave

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
No				

Total No. of Leave(s): Total Leaves : 0

Whether going outstation? ☒ No ☐ Yes

Reason for Leave: Please enter reason for leave ...

Whether availed already? ☒ No ☐ Yes

Officer for forwarding this Leave: Select

Calendar: January 2024

Calendar grid showing dates 1 to 31. The date 11 is highlighted.

Step 6: Select “To” date from the calendar.

LAYERS IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Leave

LEAVE

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

Applying Leave

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
No	Select			

Total No. of Leave(s): Total Leaves : 0

Whether going outstation? ☒ No ☐ Yes

Reason for Leave: Please enter reason for leave ...

Whether availed already? ☒ No ☐ Yes

Officer for forwarding this Leave: Select

Calendar: January 2024

Calendar grid showing dates 1 to 31. The date 11 is highlighted.

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.

The screenshot shows the 'Applying Leave' form. On the left is a sidebar menu with options like LEAVE, APPLY LEAVE, INTIMATE LEAVE, etc. The main form has a header 'Applying Leave' and a section for 'Nature of Leave' set to 'Casual Leave'. Below this is a table for 'Leave Details' with columns: Halfday, F/Afternoon, From, To, and #. The first row is filled with 'No', 'Select', '10-01-2024', '10-01-2024', and a red trash icon. A green '+' button is at the bottom right of the table, with an arrow pointing to it. Below the table are fields for 'Total No. of Leave(s)', 'Whether going outstation?', 'Reason for Leave', 'Whether availed already?', and 'Officer for forwarding this Leave'. A 'SUBMIT' button is at the bottom right.

Nature of Leave	Casual Leave				
Leave Details	Halfday	F/Afternoon	From	To	#
	No	Select	10-01-2024	10-01-2024	
	No	Select			

Total No. of Leave(s) Total Leaves : 1
 Whether going outstation? ☒ No ☐ Yes
 Reason for Leave Please enter reason for leave ...
 Whether availed already? ☒ No ☐ Yes
 Officer for forwarding this Leave Select

SUBMIT

Step 8: Enter “Reason for Leave”.

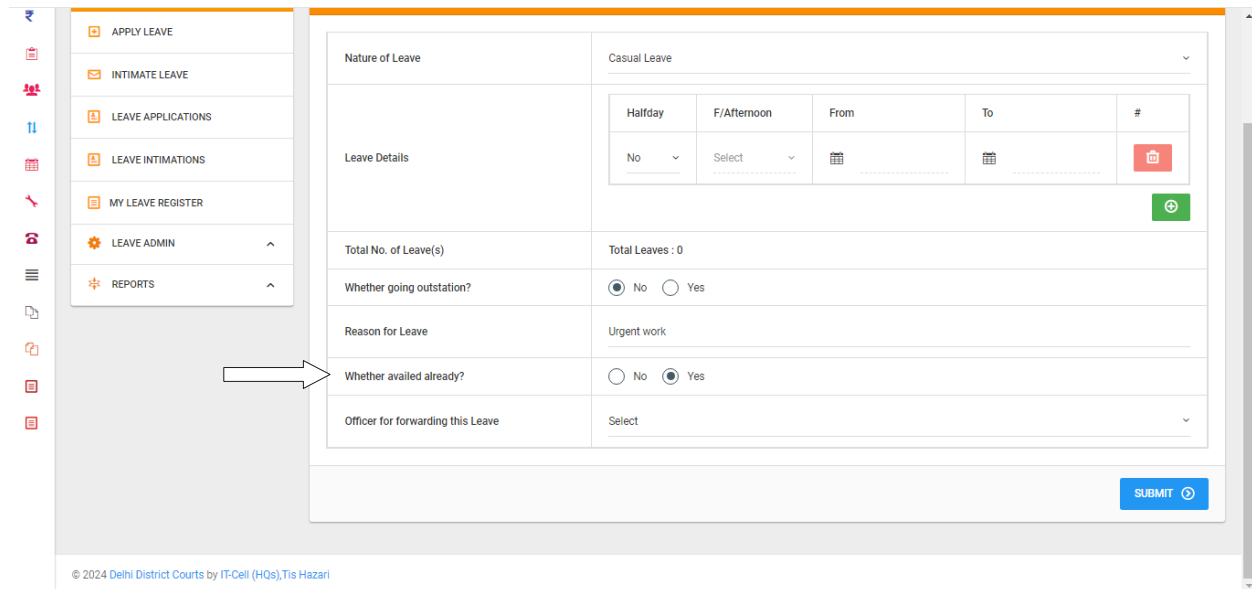
This screenshot shows the same 'Applying Leave' form, but now the 'Reason for Leave' field is filled with 'Urgent work'. The 'Total Leaves' count is now 0. A green '+' button is still present at the bottom right of the table. An arrow points to the 'Reason for Leave' field. The 'SUBMIT' button is at the bottom right.

Nature of Leave	Casual Leave				
Leave Details	Halfday	F/Afternoon	From	To	#
	No	Select			
	No	Select			

Total No. of Leave(s) Total Leaves : 0
 Whether going outstation? ☒ No ☐ Yes
 Reason for Leave Urgent work
 Whether availed already? ☒ No ☐ Yes
 Officer for forwarding this Leave Select

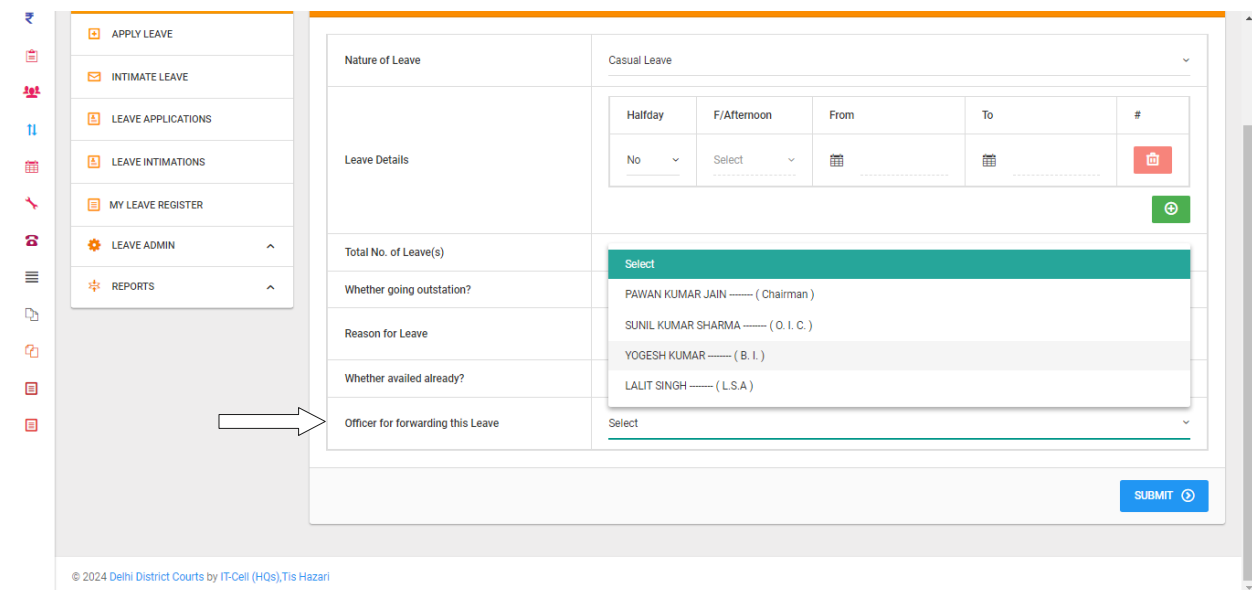
SUBMIT

Step 9: Select whether leave already availed or not.



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Step 10: Select “Forwarding Officer” from the list displayed.



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Step 11: Finally, Click on “Submit” button.

LEAVE

APPLY LEAVE

INTIMATE LEAVE

LEAVE APPLICATIONS

LEAVE INTIMATIONS

MY LEAVE REGISTER

LEAVE ADMIN

REPORTS

Applying Leave

Nature of Leave

Casual Leave

Leave Details

Halfday	F/Afternoon	From	To	#
No	Select			

Total No. of Leave(s)

Total Leaves : 0

Whether going outstation?

☒ No ☐ Yes

Reason for Leave

Urgent work

Whether availed already?

☐ No ☒ Yes

Officer for forwarding this Leave

YOGESH KUMAR (B. I.)

→

SUBMIT