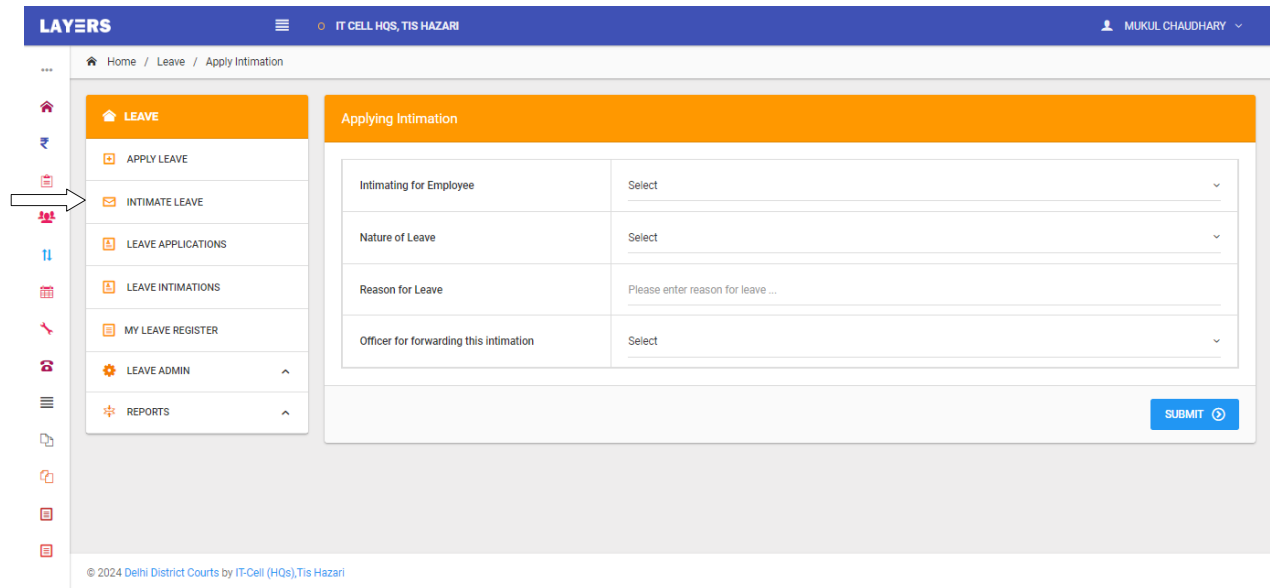


# HOW TO INTIMATE LEAVE

## Step 1: Click on “Intimate Leave”.

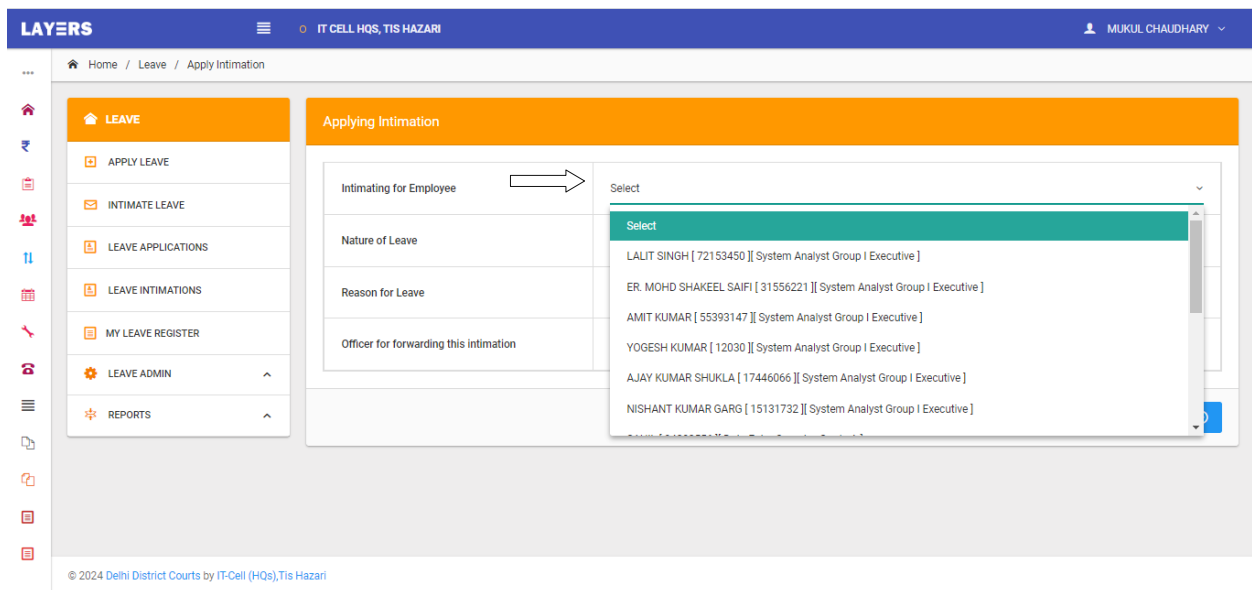


The screenshot shows the LAYERS application interface. The top navigation bar includes the LAYERS logo, a menu icon, the location 'IT CELL HQS, TIS HAZARI', and the user name 'MUKUL CHAUDHARY'. The breadcrumb trail is 'Home / Leave / Apply Intimation'. The left sidebar contains a 'LEAVE' section with options: APPLY LEAVE, INTIMATE LEAVE (highlighted with an arrow), LEAVE APPLICATIONS, LEAVE INTIMATIONS, MY LEAVE REGISTER, LEAVE ADMIN, and REPORTS. The main content area is titled 'Applying Intimation' and contains a form with the following fields:

Intimating for Employee	Select
Nature of Leave	Select
Reason for Leave	Please enter reason for leave ...
Officer for forwarding this intimation	Select

A '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 “Intimating for Employee” and then Select the “Employee name” for whom you want to intimate.



The screenshot shows the LAYERS application interface with the 'Intimating for Employee' dropdown menu open. An arrow points to the dropdown. The dropdown menu displays a list of employee names and IDs, all with the designation 'System Analyst Group I Executive'.

Intimating for Employee
Select
LALIT SINGH [ 72153450 ] [ System Analyst Group I Executive ]
ER. MOHD SHAKEEL SAIFI [ 31556221 ] [ System Analyst Group I Executive ]
AMIT KUMAR [ 55393147 ] [ System Analyst Group I Executive ]
YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]
AJAY KUMAR SHUKLA [ 17446066 ] [ System Analyst Group I Executive ]
NISHANT KUMAR GARG [ 15131732 ] [ System Analyst Group I Executive ]

The rest of the interface, including the sidebar and the 'Applying Intimation' form, remains the same as in the previous screenshot. The footer text is '© 2024 Delhi District Courts by IT-Cell (HQs),Tis Hazari'.

## Step 3: Select “Casual Leave” from Nature of Leave.

**LAYERS** IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Intimation

**LEAVE**

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

**Applying Intimation**

Intimating for Employee	Select
Nature of Leave	Select
Reason for Leave	Select
Officer for forwarding this intimation	Select

**Submit**

© 2024 Delhi District Courts by IT-Cell (HQs), Tis Hazari

## Step 4: Change “Half Day” to “Yes” If he/she has intimated to avail “Half Day” Casual Leave.

**LAYERS** IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Intimation

**LEAVE**

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

**Applying Intimation**

Intimating for Employee	YOGESH KUMAR [ 12030 [ System Analyst Group I Executive ]				
Nature of Leave	Casual Leave				
Leave Details	Halfday	F/Afternoon	From	To	#
	No	Select			
	No				
	Yes				
Total No. of Leave(s)	0				
Whether going outstation?	<input checked="" type="radio"/> No <input type="radio"/> Yes				
Reason for Leave	Please enter reason for leave ...				
Officer for forwarding this intimation	Select				

## Step 5: Select “Forenoon” or “Afternoon”, if selected Half day to “Yes”.

**LAYERS** IT CELL HQS, TIS HAZARI MUKUL CHAUDHARY

Home / Leave / Apply Intimation

**LEAVE**

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

**Applying Intimation**

Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Whether going outstation? ☒ No ☐ Yes

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

Officer for forwarding this intimation: Select

## Step 6: Select “From Date” from the calendar.

Home / Leave / Apply Intimation

**LEAVE**

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

**Applying Intimation**

Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Whether going outstation? ☒ No ☐ Yes

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

Officer for forwarding this intimation: Select

**SUBMIT**

## Step 7: Select “To Date” from the calendar.

The screenshot shows the 'Applying Intimation' form in a web application. The left sidebar contains a 'LEAVE' menu with options: APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS, LEAVE INTIMATIONS, MY LEAVE REGISTER, LEAVE ADMIN, and REPORTS. The main form has the following fields:

- Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]
- Nature of Leave: Casual Leave
- Leave Details: A table with columns: Halfday, F/Afternoon, From, To, and #. The 'From' date is 15-01-2024. The 'To' date is being selected from a calendar. The calendar shows January 2024, with the 15th highlighted.
- Total No. of Leave(s): Total Leaves : 0
- Whether going outstation? ☒ No ☐ Yes
- Reason for Leave: Please enter reason for leave ...
- Officer for forwarding this intimation: Select

A 'SUBMIT' button is located at the bottom right of the form.

**NOTE: IF HE/SHE HAS INTIMATED TO AVAIL “FULL DAY” THEN CHANGE “HALF DAY” TO “NO” AND THEN SELECT DATES OF HIS/HER INTIMATED LEAVE.**

## Step 8: Enter “Reason for Leave”.

The screenshot shows the 'Applying Intimation' form with the 'Reason for Leave' field highlighted by an arrow. The form now shows the following details:

- Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]
- Nature of Leave: Casual Leave
- Leave Details: A table with columns: Halfday, F/Afternoon, From, To, and #. The 'From' date is 15-01-2024 and the 'To' date is 15-01-2024. The 'Halfday' dropdown is set to 'Yes'.
- Total No. of Leave(s): Total Leaves : 0.5
- Whether going outstation? ☒ No ☐ Yes
- Reason for Leave: Please enter reason for leave ...
- Officer for forwarding this intimation: Select

A 'SUBMIT' button is located at the bottom right of the form.

## Step 9: Select “Forwarding Officer” from the list displayed.

**Applying Intimation**

Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
Yes	Afternoon	15-01-2024	15-01-2024	

Total No. of Leave(s):

Whether going outstation?:

Reason for Leave:

Officer for forwarding this intimation: Select

Submit

## Step 10: Finally, Click on “Submit” button.

**Applying Intimation**

Intimating for Employee: YOGESH KUMAR [ 12030 ] [ System Analyst Group I Executive ]

Nature of Leave: Casual Leave

Leave Details:

Halfday	F/Afternoon	From	To	#
Yes	Afternoon	15-01-2024	15-01-2024	

Total No. of Leave(s): Total Leaves : 0.5

Whether going outstation?: No

Reason for Leave: urgent work

Officer for forwarding this intimation: YOGESH KUMAR [ B. I. ]

Submit