WELCOME TO HRMS, AIIMS, RAIPUR WEB BASED LEAVE MANAGEMENT SYSTEM **(USER MANUAL)**

OF MEDICA Establishment (Nursing)

INTRODUCTION

HR Leave Management System is to ensure a centralized system for the maintenance of leave record and automate the system as much as possible. Leave management system application allows creating, monitoring, and routing of the leave applications from the user to the Reporting/Controlling/Approving authority of the Administrator/Establishment of the department. The current procedure requires an employee to manually fill the leave-request form and submit it to their Reporting /Controlling/Approving authority. After the approval of forwarding authority, request sometimes moves up to many channels i.e., recommending and approving, which later submitted to the Admin/Establishment section of a department for sanctioning. The department's Admin/Establishment section currently maintains employee leave records in registers or local system depending on the individual department. The complete process takes a lot of time and after following the cumbersome practice data discrepancy remains in many cases. Also, the current system is limited to the geographical boundaries, as the process does not provide the convenience to apply and approve leave anywhere and anytime. Therefore, the present system requires an automated system which will provide a quick and efficient validation method that can save time at every level and eliminate a cumbersome paper process.

Home Page of HR Management System



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR (C.G.) HR MANAGEMENT SYSTEM

		Notice Board	
SNo	Category	Title	Date
	Administration	List of Gazetted Holidays to be observed during the year 2021	13/11/2020
	Administration	Office Order regarding following of COVID-19 guidelines and submission of Undertaking while availing leave for personal reasons	14/10/2020
	Administration	Office Order regarding quarantine/isolation period of officials of AIIMS Raipur found to be COVID positive	14/10/2020
	Establishment	Circular regarding duty off	28/09/2020
5	Circular	Advisory for managing health care worker working in COVID & non-COVID areas of hospital in AIIMS Raipur	28/07/2020
6	Establishment	Circular regarding availing leave on the basis of Medical Certificate	24/07/2020
7	Establishment	Circular regarding use full name on applications	24/07/2020
8	Establishment	Circular regarding mentioning full name of Nursing Officer in duty roster	24/07/2020
9	Establishment	Circular regarding issuance of NOC	24/07/2020
10	Establishment	Circular regarding Maternity leave (Covid-19 period)	24/07/2020
	Establishment	Circular regarding travelling from other state to headquarter	24/07/2020



Employee Log-in Page

मुख सम्पद्म	
	Employee Sign In Login Name (Employee Id) :
	Employee Id
	*Password :
	Password
	*Enter Captcha:
	Captcha
	NTA3
	Forgot Password?

Enter the Username and Password and click Sign In



Applicant Dashboard

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Dashboard

Click he

Employee here to apply Leave	Leave	A Application		ہم eave Extens	ion	Eeave Cane	cellation	(← Canality (Canality	ng	i ≣ View Leave	29
/	S Leave State	us						Recent Circu	llars		
	CL Commuted Leave						8 21				
	n.						65				
	RH						43 2	Regarding Extensio	on Of Leave		
	🔁 Calendar							I≡ Leave Rules	At a Glance		
	< >	Today		DECEMBE	ER 2020		Month			CENTRAL CIVIL S	ERVICES
	SUN	MON	TUE	WED	тни	FRI	SAT	Leave cannot be	claimed as of right a	and leave of any kind may Rule 7(1)(2) of the CCS Le	be refused or revoked by the com ave Rule, 1972)
	29	30 Guru Nanak's Birthday	1	2	3	4	5	Type of Leave Casual Leave (Can be combined only with Rh and Duty Off).	Allotment 8 days per year	Purpose Personal work etc.	Remark
	6	7	8	9	10	11	12	Restricted Holiday	02 Days per Year		Can be availed only on dates Declared as each year
	13	14	15	16	17	18	19	Half-Pay Leave (HPL)	10 days for every six months	Medical grounds / private affairs	Credited in advance on 1st January and 1s
	20	21	22	23	24	25 Christmas Day	26	Commuted Leave (based on medical certificate)		Medical grounds	Twice the amount of commuted leave gra against HPL. Commuted upto 180 days du service.(EL and Commuted Leave together 240 days).
	27	28	29	30	31	1 New Year's Day	2	Earned Leave (can be combined with any leave except CL and		EL can be availed up to a	 Earned leave shall be credited to the lease Government servant at the rate of 23 day calendar month of service which he is like year of the calendar year in which he is ap 2. If a Government servant has availed of
	3	4	5	6	7	8	9	also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	15 days for every six months	maximum of 180 days at a stretch.	and/or some period of absence has been a half-year,the credit to be afforded to his commencement of the next half-year shal 1/10th of the period of such leave and/or maximum of 15 days

Combination of Leave

Leave Type	CL	RH	EL.	HPL	Com. Leave	PL	ML	SPL	cci	EOL	Duty Of
CL	NA	۲	N	N	N	N	N	Y	N	N	Y
RH	Y	NA	۲	Y	¥.	۲	Y	×.	Y	Y	Y
EL	N	۲	NA	۲	¥	Y	Y	Y	Y	Y	Y
HPL	N	۲	۲	NA	¥	Y	Y	Y	Y	Y	Y
Com. Leave	N	۲	۲	Y	NA	×	Y	Y	Y	۲	Y
PL	N	۲	Y	Y	¥	NA		۲	NA	۲	Y
ML	N	۲	Y	Y	¥	NA		۲	Y	Y	Y
SPL	Y	Y	Y	Y	Y	Y	Y	NA	۲	۲	Y
CCL	N	Y	Y	Y	¥	NA	۷	Y	NA	۲	Y
EOL	N	۲	Y	Y	¥	Y	Y	Y	Y	NA	Y
Duty Off	×	×	×	×	×	×	×	Y	×	×	NA

			21
Regarding Extension	Of Leave		Jul
■ Leave Rules A	t a Glance		
		CENTRAL CIVIL S	ERVICES
		LEAVE RULES 1	.972
Leave cannot be cla	imed as of right an (R	d leave of any kind may ule 7(1)(2) of the CCS Lea	be refused or revoked by the competent authority. we Rule, 1972)
Type of Leave	Allotment	Purpose	Remark
Casual Leave (Can be combined only with RH and Duty Off).	8 days per year	Personal work etc.	
Restricted Holiday	02 Days per Year		Can be availed only on dates Declared as RH by AIIMS Raipur for each year
Half-Pay Leave (HPL)	10 days for every six months	Medical grounds / private affairs	Credited in advance on 1st January and 1st July each year
Commuted Leave (based on medical certificate)		Medical grounds	Twice the amount of commuted leave granted will be debited against HPL. Commuted upto 180 days during the entire service; IL and Commuted Leave together should not exceed 240 days).
Earned Leave (can be combined with any leave except CL and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	15 days for every six months	EL can be availed up to a maximum of 180 days at a stretch.	 Campel lower shall be credited to the lower account of Governments arrivent at the cred of 25 kips for each completed calendar month of service which the k likely to render in a half- year of the colorador year in which the is appointed. If a Government servant has availed of extraordinary leave and/or some precision of above the horizontal and a service of the service of the next half year shall be reduced by 1/10th of the period of subcert shared as a horized by 1/10th of the period of subcert shared as a horized by 1/10th of the period of subcert shared as a horized by 3. Credited in divance on 112 Jonary and 1st July each year
Maternity Leave	Maternity: 180 days Miscarriage/ Medical Termination of Pregnancy: 45 days	Maternity/ Miscarriage/Medical termination of Pregnancy	Maternity: Up to 02 Surviving Children. Miscarriage/MTP: Up to 45 days in total in entire service
Paternity leave	A male Government se Leave by an authority i.e., up to 15 days befo	rvant (including an apprentice) s competent to grant leave for a p re, or up to Six months from the	with less than two surviving children, may be granted Paternity criod of 15 days, during the confinement of his wife for childbirth, date of delivery of the child.
Extraordinary leave	Extraordinary leave ma admissible: (b) When o extraordinary leave.	ay be granted to a Government s other leave is admissible, but the	ervant in special circumstances- (a) when no other leave is Government servant applies in writing for the grant of
Child Care Leave	A woman Govt, servan be granted child care is during the entire servik examination, sickness, demanded as a matter of the leave by the con not ordinary be grante sanctioning authority i	t having minor children below th save by an authority competent: to for taking care of upto two chi- etc. (a) CCL may not be granted of right. Under no circumstance opetent authority. (c) CCL may no d during the probation period ex s fully satisfied about the need o	ie age of 18 years and who has no earned leave at her credit, may to grant leave, for a maximum period of two years. Le., 200 days for a period test han five days at at hims, (b) CCL earnot be to a period test han five days at at hims, (b) CCL earnot be to can any employee proceed on CCL without proor proper approval to be granted in more than 3 spell in calendar yeas, (d) CCL should expl in case of certain extreme situation where the leave fCL to the proteion.

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HOW TO APPLY FOR LEAVE

- a. Click Leave application and follow below steps
- b. Fields marked with "*" are mandatory to be filled.
- c. Select ward/department:
- d. Leave From: start date of the leave.
- e. Leave To: last date of the leave.
- **f.** Nature of Leave: Type of leaves can be applied as mentioned below:
 - **CL (Casual Leave):** Maximum 5 CLs can be availed in one spell.
 - RH (Restricted Holiday): Maximum 02 RH can be availed in a calendar year.
 - EL (Earned Leave): Maximum 180 EL can be availed one spell.
 - HPL (Half Pay Leave): HPL can be taken whenever required.
 - **Commuted Leave:** Can be permitted only on providing Medical certificate.
 - **PL (Paternity Leave):** Can be availed by a male employee.
 - **ML (Maternity Leave):** Can be availed by a female employee.
 - **MTP (Medical Termination of Pregnancy):** Can be availed by a female employee on providing medical certificate of above.
 - **CCL (Child Care Leave)**: Can be granted for maximum of 03 spells & minimum of 5 days each in a calendar year.
 - **EOL:** when no Leave is available or when requested by the employee.
- g. No. of Days: Shows the total number of leave days applied for.
- h. Available Leave: Shows leave balance as on date.
- i. Add Leave: click on add Leave (More than one type of leave can be applied).
- j. List of Applied Leave: Shows List of leave(s) applied for.
- k. Prefix Days: (Sunday/GH/RH/Duty Off) to be prefixed with the leave applied for.(If any)
- 1. Suffix Days: (Sunday/GH/RH/Duty Off) to be suffixed with the leave applied for. (If any)
- m. Reason for Leave: Reason for applying for leave.
- n. Address During Leave: The Complete address of during Leave period with mobile number.
- o. File Upload the Supporting Documents (duty-roster(In case of duty offs) /Medical certificate etc)
- p. Is Leave Extension: Yes If employee is extending his/her previously sanctioned leave, else No.
- q. Headquarters Leaving: Yes if employee is going out of Headquarter during his/her leave period else No.
- r. Avail LTC: Yes If employee is availing LTC for the leave period (submit hard copy of LTC form) else No.
- s. Apply: After entering all the mandatory fields on leave application form click on Apply button.
- t. After successful submitting leave request, status of the application can be viewed in Leave Details tab.
- u. Reset: click to start the application from start.

LEAVE APPLICATION FORM

- আযুর্বিজ্ञান -

Navigation	Leave Application Entry									Dashboard / Employee / Leave Entry
Dashboard										
\rm Employee >	Designation (Post Held)		Date of Joining		Pay		Department / Wa	ard *	House Rent & Other	Compensatory Allow.
E Leave Information >	NURSING OFFICER		13/10/2018		27000.00		1B1 WARD	~	as per rule	
Operation >										
Logout										
	Leave From *	Leave To *		Nature of Leave *		No of Days		Available Leave		
	12/12/2020	12/12/2020	Ē	EL	~	1		65		Add Leave
	List of Applied Leaves									
	SNo. Lea	ave Type	Ava	ilable Leaves		Leave From	L	Leave To	No of Days	Delete
	Sunday & Holidays, if any propos	ed to be prefixed s	uffixed to leave							
	Reason*									ŀ
	Address during the leave period*									ų
	File Upload		Browse No fi	ile selected.						
	Is Leave Extension	0	NO OYES							
	Headquarters Leaving		NO OYES							
	Avail LTC		NO OYES.							
	Apply Reset									
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LEAVE CANCELLATION

- a. Click on Leave Cancellation under leave information tab./E-leave.
- b. Select application number to be cancelled.
- c. Approved leaves will be shown under List of Applied leaves.
- d. Click on checkboxes beside leaves to be cancelled and select period.
- e. Enter reason for cancellation.
- f. Click on send request.

Navigation	l	Leave Cancellation Applicati	on						Dashboa	ard / Employee / Leave Cancellation Application	
\varTheta Employee >		Application No	Select Leave	Select Leave							
Leave Information		Designation (Post Held)	Date of Joining	Date of Joining Pay			Working Ward / Department		House Rent and Other Compensatory Allowance		
Leave Application		NURSING OFFICER	13/10/2018						as per rul	le	
Leave Joining Leave Details		List of Applied Leaves									
Deration >		SNo.	Leave Type		Leave Period		Leave From	Leave 1	o	No of Days	
Logout											
			☐ Suffix Reason* Address during the leave period*								
		File Upload		Browse N	lo file selected.						
		Is Leave Extension	۱								
		Headquarters Leaving	۲	NO YES							
		Avail LTC	۱	NO YES.							
		Cancellation Reason					Save Leave Applic	ation			

JOINING AFTER LEAVE

- a. Click on Leave Joining under leave Information Tab/E-leave .
- b. Select application no.
- c. Leave History will be shown which you have been taken
- d. Select Date of returning to duty after completion of leave.
- e. Remark (if any)
- f. Click Send Request

Navigation Dashboard	Office Joining Re	quest			Dashboard / Employee / Office Joining Request
\varTheta Employee >	Application No*				
E Leave Information ~	122020000048	~			
Leave Application					
Leave Cancellation	Leave History				
Leave Correction List	<u>Douve motory</u>				
Leave Joining	SNo.	Nature of Leave	Leave From	Leave To	No of Days
	1	EL	21/12/2020	22/12/2020	2
Uperation >			1		
De Logout					
	Date of Joining*	Remark	Send	Remest	
	23/12/2020			. roquost	
	ion List SNo. Nature of Leave To Icave To No of Days 1 EL 21/12/2020 22/12/2020 2 1 Date of Joining" Remark Send Request 23/12/2020 2019 © Ideas Inc.				

LEAVE DETAILS

a. Click on Leave Detailsb. Select Year/All

c. Click on Show (To view Leave History)

igation	Viev	v Leave Detai	ils						Dashboard / L	.eave / Leave De
Dashboard										
Employee >	Se	lect Year			_					
Leave Information 🗸 🗸		2020			✓ Show					
ave Application										
ave Cancellation										
ave Joining										
ave Details										
Operation >										Export to PDF
Logout		SNo.	AppliedOn	Application No	Leave Type	Leave From	Leave To	No of Days	Reason	Status
		1	01/01/2020	012020000117	EL	01/01/2020	09/01/2020	9	Personal reason	Approved
		2	05/11/2020	112020000001	CCL	05/05/2020	14/05/2020	10	Child Care	Approved
		3	05/11/2020	112020000002	EL	20/08/2020	04/09/2020	16	Personal Reason	Approved
		4	05/11/2020	112020000003	EL	05/10/2020	22/10/2020	18	Personal Reason	Approved
		5	28/11/2020	112020000063	Commuted Leave	06/08/2020	19/08/2020	14	NA	Approved
						1				

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For any query or help please contact Establishment (Nursing), AIIMS Raipur.

Ph no 0771-2577313.

Thank You!

Establishment (Nursing)

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