USER MANUAL
OF
LEAVE/ TOUR MONITORING
MODULE
FOR
AIMS
VERSION 1.4
(15-Jan-2016)

Prepared By

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
NIELIT, DELHI CENTRE
An Autonomous Body of Dept. of IT, Ministry of C & IT, Govt. of India
II Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi – 110052
Tel:- 23644849 Ext:328; Fax: 23655083
## INDEX

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Opening the application using the internet</td>
<td>03</td>
</tr>
<tr>
<td>2.</td>
<td>Introduction</td>
<td>07</td>
</tr>
</tbody>
</table>

### LIST OF FORMS

<table>
<thead>
<tr>
<th>F1</th>
<th>Login</th>
<th>09</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2</td>
<td>Menu</td>
<td>10</td>
</tr>
<tr>
<td>F3</td>
<td>Change Password</td>
<td>11</td>
</tr>
<tr>
<td>F4</td>
<td>Reset Password</td>
<td>12</td>
</tr>
<tr>
<td>F5</td>
<td>Apply for Leave/ Tour</td>
<td>13</td>
</tr>
<tr>
<td>F6</td>
<td>Recommend/ Reject Leave/ Tour</td>
<td>15</td>
</tr>
<tr>
<td>F7</td>
<td>Approval of Leave/ Tour</td>
<td>16</td>
</tr>
<tr>
<td>F8</td>
<td>Search Leave/ Tour Details</td>
<td>17</td>
</tr>
<tr>
<td>F9</td>
<td>Intimate Leave/ Tour Details</td>
<td>19</td>
</tr>
<tr>
<td>F10</td>
<td>Submit Tour Report</td>
<td>23</td>
</tr>
<tr>
<td>F11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LIST OF OUTPUTS/ REPORTS

<table>
<thead>
<tr>
<th>O1</th>
<th>Leave/ Tour Application Acknowledgement</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>O2</td>
<td>Search Result of Leave Tour Details</td>
<td>18</td>
</tr>
<tr>
<td>O3</td>
<td>Intimate Leave/ Tour Acknowledgement</td>
<td>20</td>
</tr>
<tr>
<td>R1</td>
<td>Report of Leave/ Tour Taken.</td>
<td>21</td>
</tr>
<tr>
<td>R2</td>
<td>Status of Leave</td>
<td>22</td>
</tr>
<tr>
<td>O4</td>
<td>Tour Report</td>
<td>24</td>
</tr>
<tr>
<td>R3</td>
<td>View Tour Report</td>
<td>25</td>
</tr>
<tr>
<td>O5</td>
<td>Detailed Tour Report</td>
<td>26</td>
</tr>
<tr>
<td>R4</td>
<td>Consolidated Leave/ Tour Report</td>
<td>27</td>
</tr>
<tr>
<td>R5</td>
<td>Details of Leave/ Tour</td>
<td>28</td>
</tr>
<tr>
<td>R6</td>
<td>List of Approved Leave/ Tour Cancelled</td>
<td>29</td>
</tr>
<tr>
<td>R7</td>
<td>Search Approved Leave/ Tour Details that have been cancelled</td>
<td>30</td>
</tr>
<tr>
<td>O6</td>
<td>Search Result of Cancelled Approved Leave Tour</td>
<td>31</td>
</tr>
<tr>
<td>R8</td>
<td>Leave Dashboard</td>
<td>32</td>
</tr>
<tr>
<td>R9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. OPENING THE APPLICATION USING INTERNET

- Open Internet Explorer
- Type www.nielit.in in the address bar of Internet Explorer
- Click on 'NIELIT Online Services' [1]
➢ Click on ‘AIMS’ [2]

Login Page will open

➢ Enter the Login Details.
  o Select the respective centre
  o Enter user id
  o Enter password
  o Click on login button, if credentials are correct menu will be displayed.
NOTE:

In case the browser used is Google Chrome and you are unable to login even after entering the correct credentials, kindly clear the cache of the browser.

Step 1: Go to ‘Customize and Control Google Chrome’ [3] button on the top right corner of the Chrome browser.

Step 2: Select ‘Setting’ option in the menu.

Step 3: Click on ‘Show Advanced Settings’ [4]
Step 4: Click ‘Clear Browsing Data’ under ‘Privacy’ option

Step 5: Select ‘The beginning of time’ option in Obliterate the following items from ‘’. Make sure that ‘Empty the Cache’ and ‘Clear Saved passwords’ options are checked.

Step 6: Click on ‘Clear Browsing Data’ to clear the cache.
Step 7: re-open the browser and open the website and try again.
Introduction

1.1. About Leave/Tour Monitoring System:

Leave/ Tour Monitoring System provide an online interface to NIELIT Centre employees, currently all officers of the rank Joint Director and above, for applying for leave or tour. The leave/ tour applied by the official goes through the hierarchy of recommendation and its final approval. A User ID and Password is provided to all registered users on their mobile for logging into the system.

1.2. For Applicants

➢ Once logged-in, the Officer will be able to apply for leave or tour.
➢ Once applied, the applications for leave/ tour that are yet to be recommended are available in the login of the Reporting Officer for further processing.
➢ On recommending/ non- recommending of application, SMS is sent to the applicant’s registered mobile number regarding the status (recommended/not recommended) of leave/tour application.
➢ On approval/ non-approval of application, SMS is sent to the applicant’s registered mobile number regarding the status (approved/not approved) of leave/tour application.
➢ Applicant can cancel an already approved Tour after logging in.
➢ Detail of Leave Balance of the applicant is available in their respective login.

1.3. For Reporting Officer:

➢ Once logged-in, the Reporting Officer will be able to view all leave/ tour applications submitted to him for recommending/ rejecting.
➢ The Reporting Officer will be able to apply for his/ her leave or tour.
➢ Once applied, the applications for leave/ tour that are yet to be approved are available in the login of the Approving Authority for further processing.
➢ On approval/ non-approval of application, SMS is sent to the User’s registered mobile number regarding the status (approved/not approved) of leave/tour application.
- Officer can cancel an already approved Tour after logging in.
- Officer can submit a Report on Tours that have been undertaken by him within 15 days of taking tour.
- The report of all leaves/tours applied and their status is available to the Officer.
- Detail of Leave Balance of the Officer is available in their respective login.

**1.4. For Approving Authority**

- The Approving Authority can approve/reject the leave and tour submitted/recommended by the Reporting Officer.
- The Approving Authority may apply for leave/tour using the Leave/Tour Monitoring System.
- The details of leaves/tours can also be searched based on various criteria like nature of leave, name of person, status of leave etc.
- The details of approved leaves/tours that have been cancelled can also be searched based on various criteria like nature of leave, name of person, cancelled between etc.

**1.5. For Managing Director:**

- The Managing Director will approve the leave and tour submitted by Director or Director In-Charge.
- The Managing Director may intimate approved leave/tour details using the Leave/Tour Monitoring System.
- The details of leaves/tours can also be searched based on various criteria like nature of leave, name of person, status of leave etc.
- The details of approved leaves/tours that have been cancelled can also be searched based on various criteria like nature of leave, name of person, cancelled between etc.
- The Managing Director can view the Tour Reports submitted by the Director/Director In-Charge.
F01 - Login Page

The form is used for user authentication. It has three levels of security i.e. Stakeholder (Centre), User ID, Password.

**Working:**

1. Select Stakeholder/ Centre
2. Enter User ID
3. Login Button will be activated only on entry of the correct User ID for the selected Centre.
4. Once the Login Button is enabled, enter the Password
5. Click on Login
6. Output:- Displays form F02.
F02 – User Menu

Working:

1. Displays the menu associated with the logged in User
2. Click on a link and it will navigate to the corresponding form.
3. Clicking on Logout icon, the user will be logged out.
4. Clicking on Help icon, User Manual will be displayed.
F03 – Change Password

Working:
1. Type the old Password
2. Enter new password of minimum length 8 and having atleast 1 special character & 1 digit.
3. Re-type the new password
4. Click on ‘Submit’
5. If all details are valid, the User password will be updated.
6. Output – F02 will be displayed
**F09 – Reset Password**

Form for entering verification OTP code

<table>
<thead>
<tr>
<th>Working:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the User Id and submit, OTP will be sent on user mobile and the next form will be displayed.</td>
</tr>
<tr>
<td>2. Enter the code received on mobile and click on ‘Verify’.</td>
</tr>
<tr>
<td>3. Only if the OTP entered is correct, the User will be able to reset password.</td>
</tr>
</tbody>
</table>
FL01 – Apply for Leave/ Tour (Available for Joint Director and above)

The form FL01 is available to all the NIELIT Centre officials of rank Joint Director and above Login to apply for Leave/ Tour.

Working:
1. Select the Nature of Leave applied
2. If applying for Leave,
   • Select Type of Leave
   • For CL, Option for applying Half Day Leave is available.
   • Select if User will be leaving station; If Yes, enter the location.
3. If applying for Tour,
   • Select the State to be visited
   • Enter the Location
4. Select the Date from which the leave/ tour is applied.
5. Select the Date to which leave/ tour is applied.
6. No. of Days is automatically calculated.
7. Enter the name of the Officiating In-charge for the period of leave/ tour.
8. Enter the Purpose of Tour/ Reason for Leave in the Remarks/ Purpose
9. The list of recently applied leave/ tour is displayed below.
   • In case a leave/ tour is incorrectly filled and yet to be processed, the applicant can remove the application.
   • In case a leave has been processed, it can be cancelled by sending a mail to the Head, Admin Section at NIELIT HQ
   • In case a Tour has been processed, the applicant can cancel the entry in case the date of tour is after the current date.

Output: OL01.

NOTE: If applying for CL with holidays in between or along with half day, kindly apply separately for each leave.
OL01 – Acknowledgement

Leave/ Tour Application Acknowledgement.
FL02 – Recommend Leave/Tour (Available in Reporting Officer Login)

The form displays the list of Tours and Leaves applied and awaiting further processing.

Working:

1. List of Tours/ Leaves yet to be processed is displayed.
2. Click on Recommend/ Not Recommend to recommend/reject Leave/Tour application.
3. SMS will be sent to the concerned officer regarding the status of applied leave/ tour.
4. The modified status will also be displayed on the screen.
5. List of recently processed Leave/ Tour is displayed below.
6. RL01 is available on clicking the link ‘View All Leave/ Tour Details’ above the recently processed leave/ tour.
FL02 – Approve Leave/ Tour (Available in Approving Authority Login)
The form displays the list of Recommended Tours and Leaves and awaiting further processing.

**Working:**
7. List of Tours/ Leaves recommended by Reporting Officer is displayed.
8. Click on Approved/ Not Approved/ Kept in Abeyance to approve/ not approve/ keep Leave/ Tour pending.
9. SMS will be sent to the concerned officer regarding the status of applied leave/ tour.
10. The modified status will also be displayed on the screen.
11. List of recently processed Leave/ Tour is displayed below.
12. RL01 is available on clicking the link ‘View All Leave/ Tour Details’ above the recently processed leave/ tour.
FL04 – Search Leave/ tour Details (Available in Managing Director Login)

The form will be used to search for details of leave/tour.

Working:

1. Details of Leave/ Tour can be searched on any combination of the following criteria:
   a. Nature of Leave (Leave/ Tour)
   b. Director/ Director In-Charge Name
   c. Dates of Leave/ Tour taken
   d. Dates of Leave/ Tour processed
   e. Leave Status (Approved/ Not Approved).

2. If no criteria are chosen, all records will be displayed.

Output: OL02.
### OL02 - Search Report

## Details of Leave/ Tour of NIELIT Officials

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Center</th>
<th>Leave Nature</th>
<th>Leave Type</th>
<th>Date</th>
<th>No. of Days</th>
<th>Location</th>
<th>Remarks</th>
<th>Applied On</th>
<th>Status</th>
<th>Approving Au Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System Administrator Add. Director</td>
<td>NELIT Head Quarter</td>
<td>Leave</td>
<td>CL</td>
<td>28/11/2014 To 28/11/2014</td>
<td>1</td>
<td>Test</td>
<td>Testing Leave/ tour entry</td>
<td>20/11/2014</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>System Administrator Add. Director</td>
<td>NELIT Head Quarter</td>
<td>Tour</td>
<td>--</td>
<td>20/11/2014 To 22/11/2014</td>
<td>3</td>
<td>Ghyghfgh, Ghyghfgh</td>
<td>ghyghfgh, Ghyghfgh</td>
<td>18/11/2014</td>
<td>Yet to be Approved</td>
<td>18/11/2014 Yes approved</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>System Administrator Add. Director</td>
<td>NELIT Head Quarter</td>
<td>Tour</td>
<td>--</td>
<td>26/11/2014 To 26/11/2014</td>
<td>1</td>
<td>Shmia, Himachal Pradesh</td>
<td>ghyghfgh, Ghyghfgh</td>
<td>16/11/2014</td>
<td>Not Approved</td>
<td>19/11/2014 Yes approved</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>System Administrator Add. Director</td>
<td>NELIT Head Quarter</td>
<td>Leave</td>
<td>EL</td>
<td>27/11/2014 To 28/11/2014</td>
<td>2</td>
<td>Jaipur</td>
<td>ghyghfgh</td>
<td>17/11/2014</td>
<td>To be Discussed</td>
<td>19/11/2014 Yes approved</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>R Lakshmi</td>
<td>Administrator</td>
<td>NELIT Head Quarter</td>
<td>Leave</td>
<td>10/07/2014 To 10/07/2014</td>
<td>1</td>
<td>Jaipur</td>
<td>test entry of backdated leave</td>
<td>25/07/2014</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Working:

1. Details of Leave/ Tour based on the criteria
FL05 – Intimate Leave/Tour (Available to the Director General only)

The form will be used to enter the details of leave/tour of the Director General only

**Working:**

10. Select the Nature of Leave applied
11. If Leave,
   - Select Type of Leave
   - Select if User will be leaving station; If Yes, enter the location.
12. If Tour,
   - Select the State to be visited
   - Enter the Location
13. Select the Date from which the leave/tour is applied.
14. Select the Date to which leave/tour is applied.
15. No. of Days is automatically calculated.
16. Select the Approving Authority.
17. Enter the Remarks/ Purpose of Leave/Tour
18. The list of recently intimated leave/tour is displayed below.

**Output:** OL03.

**NOTE:** If applying for CL with holidays in between, kindly apply separately for each leave.
Leave/ Tour Intimation Acknowledgement.
## RL01 - Report of Leave/Tours

### Details of Leave/Tour of Officers of NIELIT

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Center</th>
<th>Leave Nature</th>
<th>Leave Type</th>
<th>Date</th>
<th>No. of Days</th>
<th>Location</th>
<th>Remarks</th>
<th>Applied On</th>
<th>Status</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System Administrator</td>
<td>Addl. Director</td>
<td>NIELIT Head Quarter</td>
<td>Leave</td>
<td>CL</td>
<td>28/11/2014 To 28/11/2014</td>
<td>1.0</td>
<td>Test</td>
<td>Testing Leave/ tour entry</td>
<td>20/11/2014</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>System Administrator</td>
<td>Addl. Director</td>
<td>NIELIT Head Quarter</td>
<td>Leave</td>
<td>EL</td>
<td>27/11/2014 To 28/11/2014</td>
<td>2.0</td>
<td>Jaipur</td>
<td>gfhghfgh</td>
<td>17/11/2014</td>
<td>To be Discussed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>System Administrator</td>
<td>Addl. Director</td>
<td>NIELIT Head Quarter</td>
<td>Tour</td>
<td>--</td>
<td>26/11/2014 To 26/11/2014</td>
<td>1.0</td>
<td>Shimla, Himachal Pradesh</td>
<td>gfhghfghfgh</td>
<td>19/11/2014</td>
<td>Not Approved</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>System Administrator</td>
<td>Addl. Director</td>
<td>NIELIT Head Quarter</td>
<td>Tour</td>
<td>--</td>
<td>20/11/2014 To 22/11/2014</td>
<td>3.0</td>
<td>Manipur</td>
<td>gfhghfh</td>
<td>18/11/2014</td>
<td>Yet to be Approved</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>R Lakshmi</td>
<td>Administrator</td>
<td>NIELIT Head Quarter</td>
<td>Leave</td>
<td>EL</td>
<td>10/07/2014 To 10/07/2014</td>
<td>1.0</td>
<td>Jaipur</td>
<td>test entry of backdated leave</td>
<td>25/07/2014</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

List of all leave/tour applications and their status.
List of leaves and their balance is displayed for the logged-in User. The list of leaves applied and their details are also displayed below.
FL06 – Submit Tour Report (Available to Director/ Director In-Charge)
The form will be used to enter the details of tour undertaken by the NIELIT Center Director/ Director In-Charge

**PART I**

![Image of Part I](image1)

**PART II**

![Image of Part II](image2)

**Working:**

1. List of approved tours in the last 15 days, for the logged-in employee, is displayed in Part I.
2. The list of last 15 tours undertaken and their details are displayed below in Part I. To view a submitted tour report, click on the image corresponding to the Tour beneath ‘View’.
3. Select the Tour for which report is to be submitted.
4. Screen in Part II is displayed.
5. List of already submitted report(s), if any, for the selected tour is displayed below.
6. Enter the details of the Tour. Fields marked ‘*’ are mandatory.
7. Click on ‘Submit’ after entering details.

**Output:** OL04.
Submitted Tour Report
1. List of approved tours of Director/ Directors In-Charge are displayed.
2. The Tour for which the report(s) has been submitted displays check mark(s).
3. On clicking on the image, the tour report (OL05) is displayed.
4. Tours for which report has not yet been submitted are marked with a cross.
OL05 – Detail of Tour Report

Tour Report Details

National Institute of Electronics and Information Technology

TOUR REPORT

Tour ID: 20142005
Tour Data: 15/06/2014 To 15/06/2014
No. of Days: 1
Location: Chandigarh, Chandigarh
Purpose: Project work

Contact Details
Person Contacted: [Name]
Department: [Department]
Email: [Email]
Contact No.: [Phone]

Meeting Details
Details in Brief: [Details]
Outcome: [Outcome]
Action Required: [Action]

Submitted By System Administrator On: 31/03/2014 11:09 AM
Report Generated on: 31/03/2014 11:42 AM

Post Close
RL04 – Consolidated Leave/Tour Report (Available to HQ)

PART-I

1. Select the period for which report required in Part-I.
2. Part-II will display the consolidated report of all different types of leaves and tours taken by Directors/ Directors In-charge.
3. Clicking on the link provided at <<No. of Times>>, RL05 is displayed.
Details of leave/tour taken by the Director/ Director In-charge based on the Employee and the type of Leave.
Details of all approved Leave/ Tour that have been cancelled after processing.
Working:

1. Details of cancelled approved Leave/ Tour can be searched on any combination of the following criteria:
   a. Nature of Leave (Leave/ Tour)
   b. Director/ Director In-Charge Name
   c. Dates of Leave/ Tour taken
   d. Cancelled Between

2. If no criteria are chosen, all records will be displayed.

Output: OL02.
**OL06 – Result of Cancelled Approved Leave/Tour Search**

**Details of Approved Leave/ Tour of NIELIT Officials Cancelled**

| S.No | Name           | Designation       | Center | Leave Nature | Leave Type | Date       | No. of Days | Location         | Remarks       | Applied On | Cancelled On | Cancelled By | Remarks |
|------|----------------|-------------------|--------|--------------|------------|------------|------------|--------------|----------------|--------------|-------------|--------------|-------------|---------|
| 1    | System Administrator | Addl. Director   | NIELIT Head Quarter | EL       | --          | 14/11/2013 To 19/11/2013 | 6          | In Station     | high           | 27/11/2013  | 20/11/2014  | System Administrator |

Report Generated on Nov 24 2014 11:34AM

**Details of Leave/ Tour based on the criteria**

****************************************************************************** End of User Manual ******************************************************************************