



TSTG ABAS - Leave Management Doc

URL: attendance.telangana.gov.in/Account/default.aspx

Login with your valid credentials, which has been sent by department to your registered Email ID.

Login Page:-

- Enter valid User name & Password .
- Enter the valid Captcha which is displayed on the screen.
- Click on Sign In Button

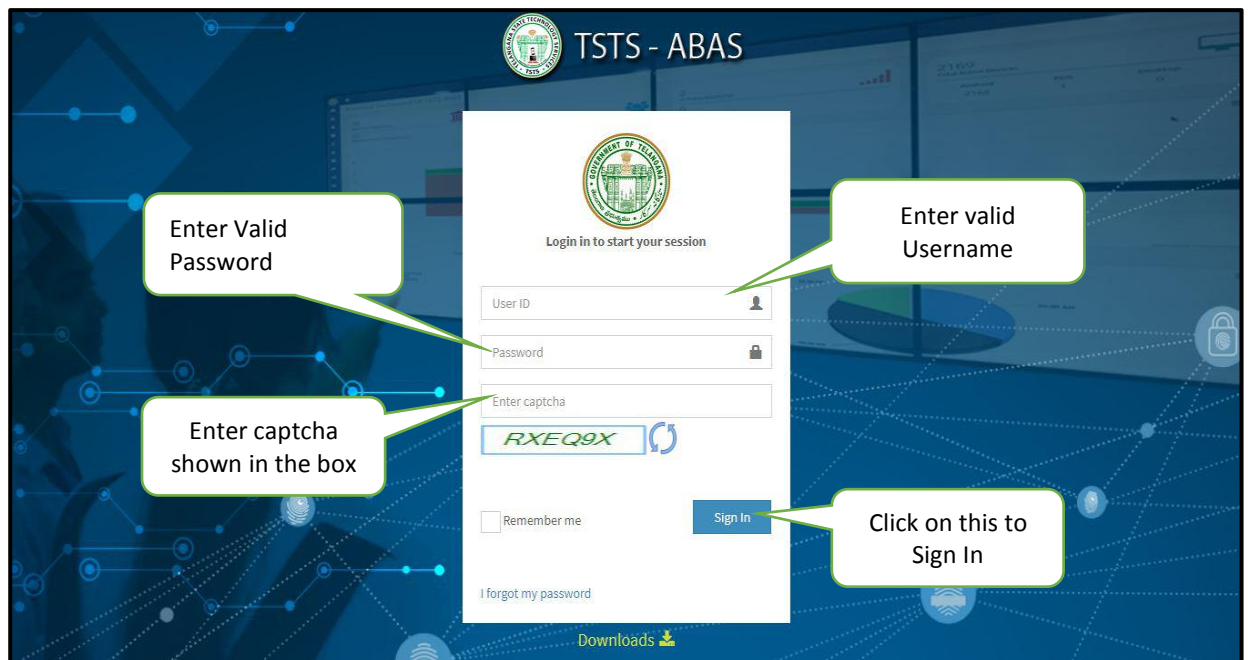


Fig No: 1

Dashboard:-

Below dashboard page will appear.

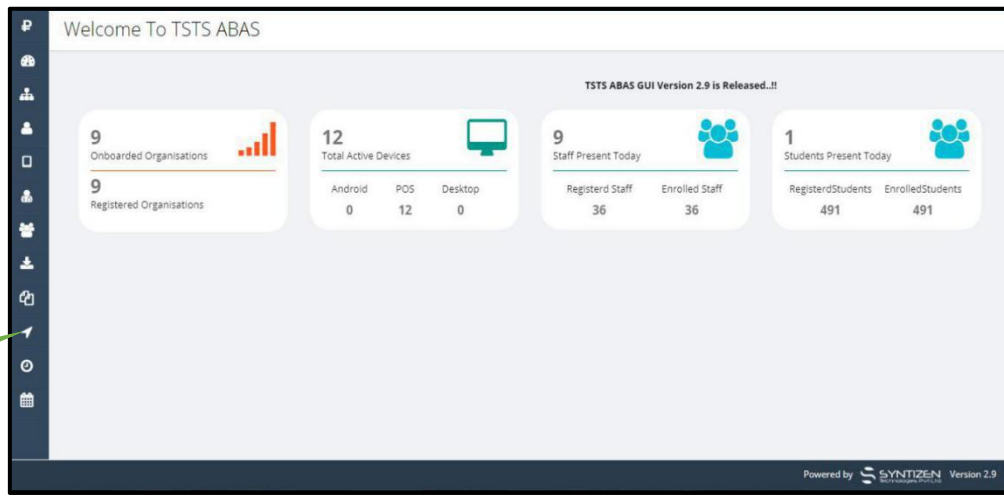


Fig No: 2

Leaves Management:-

Click on the Leaves Management icon which is displayed on the left panel of the screen.

In Leaves management we can observe 2 modules (Refer Fig no 3)

- 1) Sanction Leave
- 2) Leave List

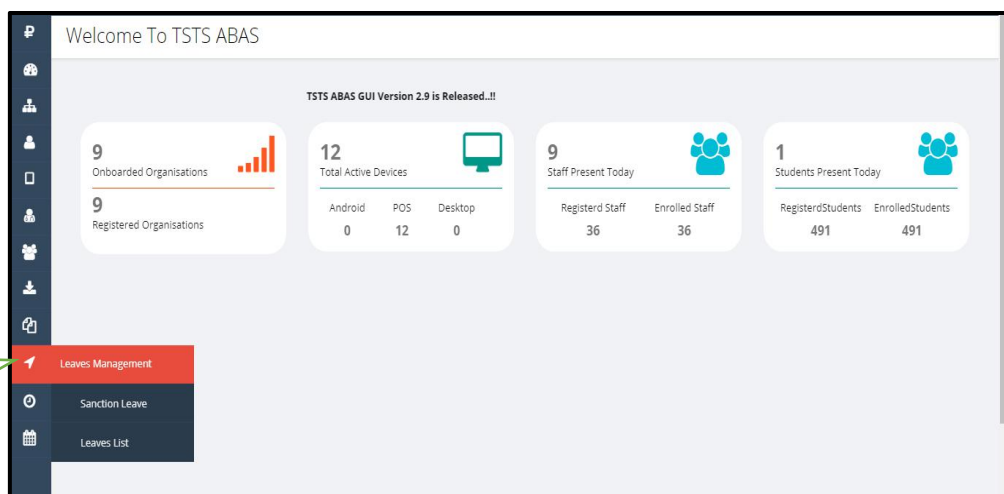


Fig No: 3

Sanction Leave:-

Click on the Leaves Management icon which is displayed on the left side of the screen, then click on sanction leave option.

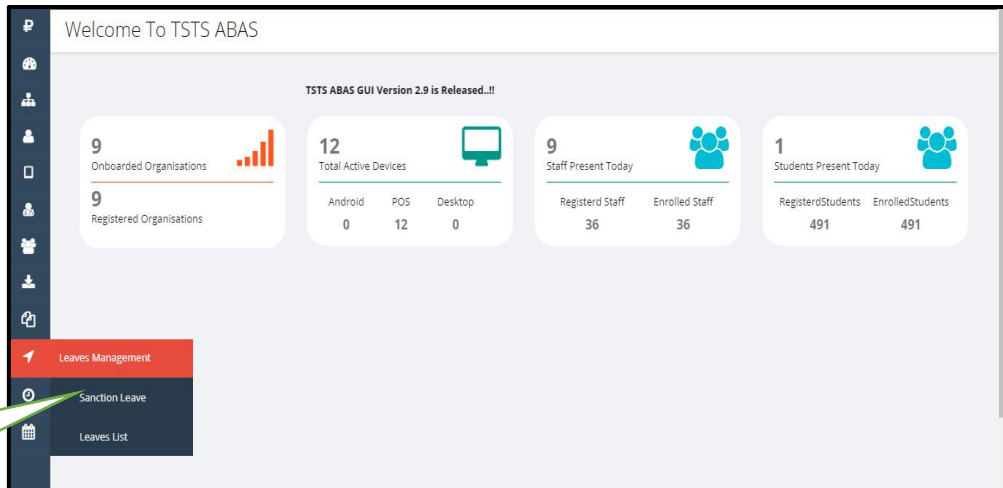


Fig No: 4

Step 1:- Select your particular Department/Organization and click on next button.

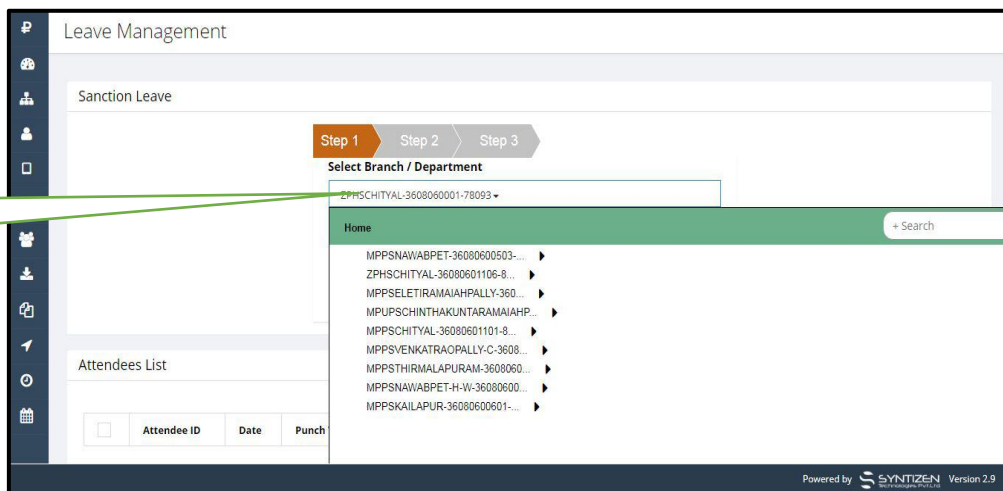


Fig No: 5

Step 2:- Based on the requirement you can select the Category which displays employees, Student, Staff and attendee. (Refer Fig No 6)

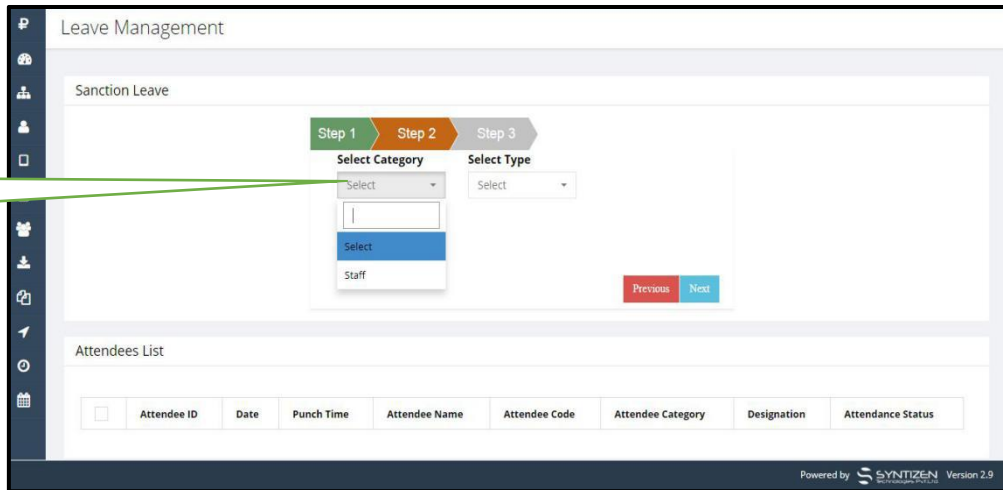


Fig No: 6

“Select Type” of the attendee's and absent attendees to apply CL & OD , then click on Next Button. (Refer Fig No 7)

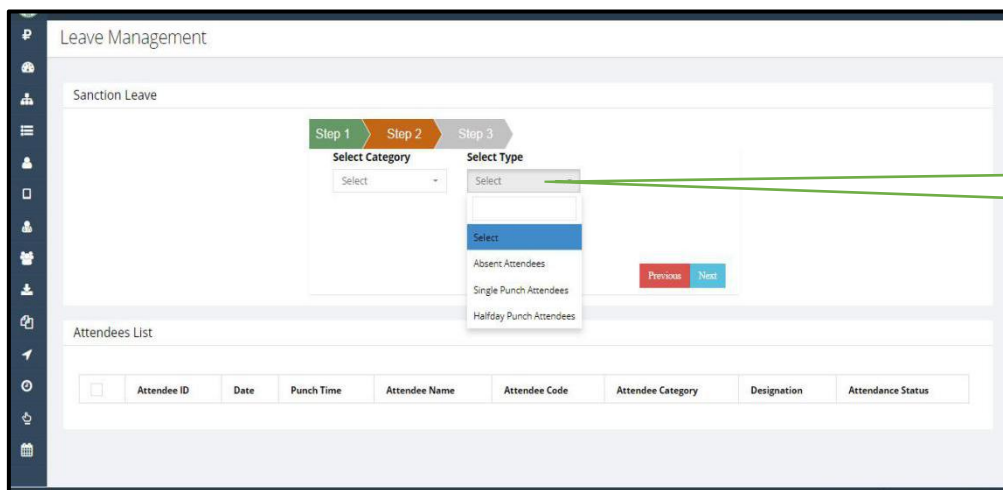


Fig No: 7

Step 3:- Select “FromDate” and “ToDate” to sanction the leave and then click on finish button.

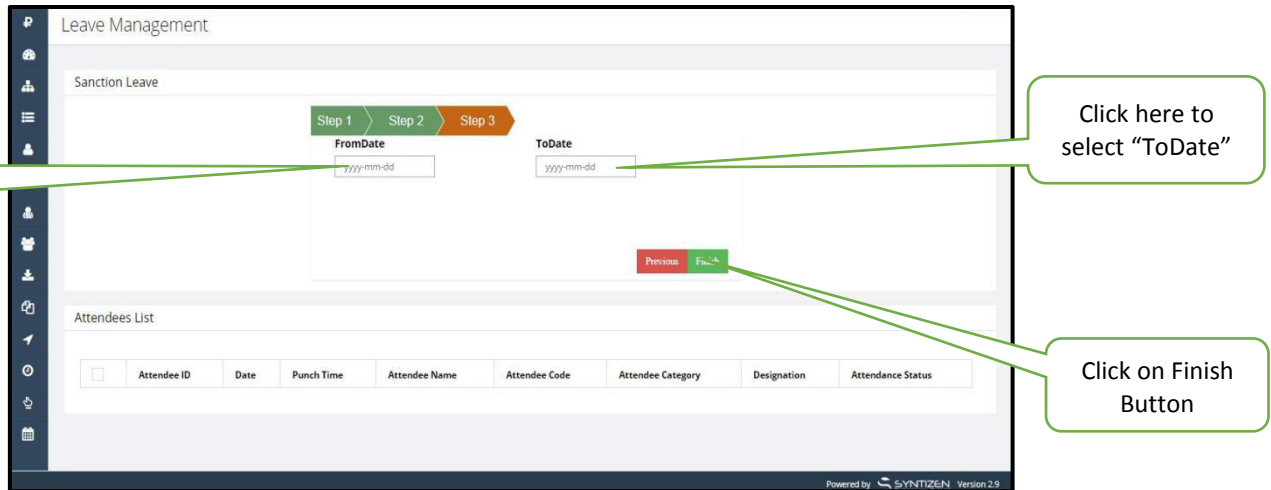


Fig No: 8

Step 4:- Records will be displayed on the shown below, you can select the particular Attendee ID or all Attendee ID's by clicking on check box and provide description for the leave in a text box which appears on left side top of attendees list.(Refer Figure No 9)

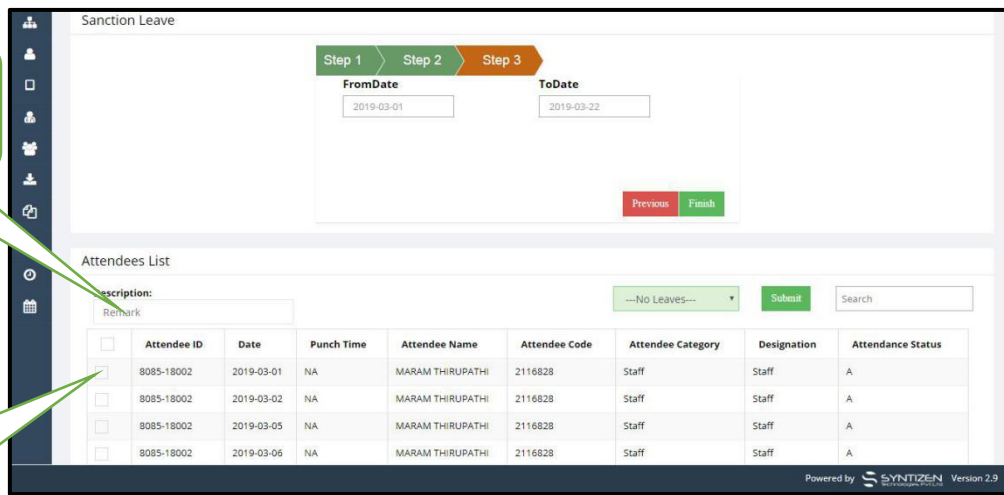


Fig No: 9

Step 5:- Select type of leave from options like On Duty, On Vacation, Casual leave etc available in the drop-down menu which is available on the second half off the screen of the submit button, then click on submit button.(Refer Fig No 10)

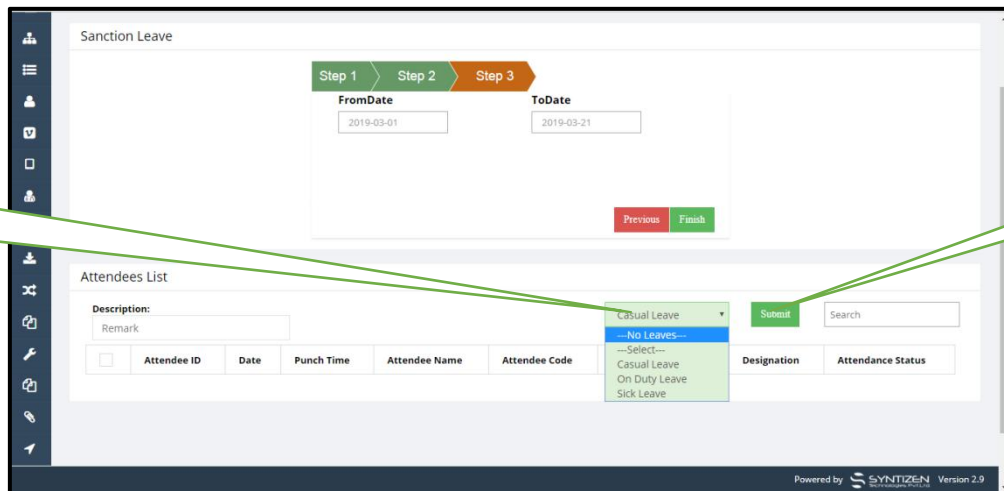


Fig No: 10

Step 6:- After clicking the submit button, popup window (Do you want to confirm the leave) appears on the screen, click on “OK” , then the leave will be sanctioned successfully, (Refer Fig No 11) else the leave management form appears.

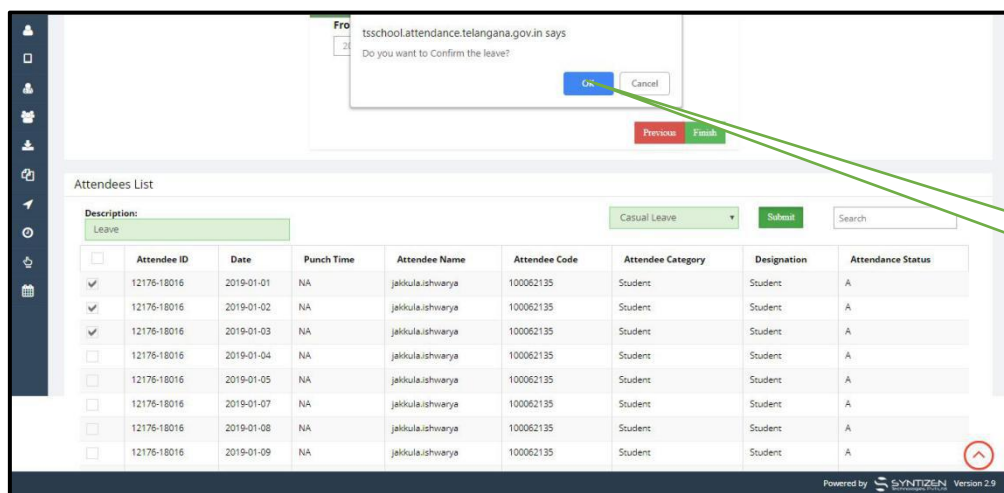


Fig No: 11

Leaves List:- Click on the Leaves Management icon which is displayed on the left pane of the screen, then click on Leaves List option for viewing of the applied leaves.(Refer Fig No 12)

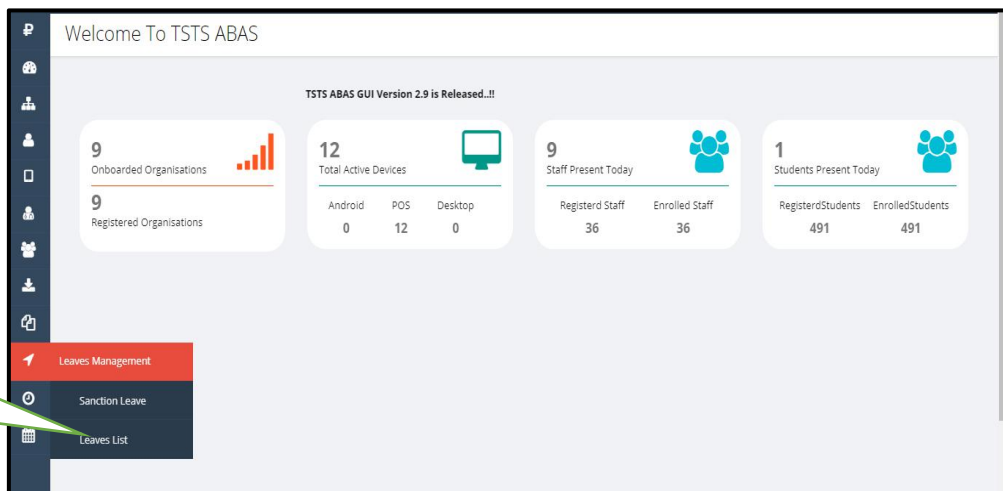


Fig No: 12

Step 1:- Select your particular Department/Organization and click on next button.(Refer Fig No 13)

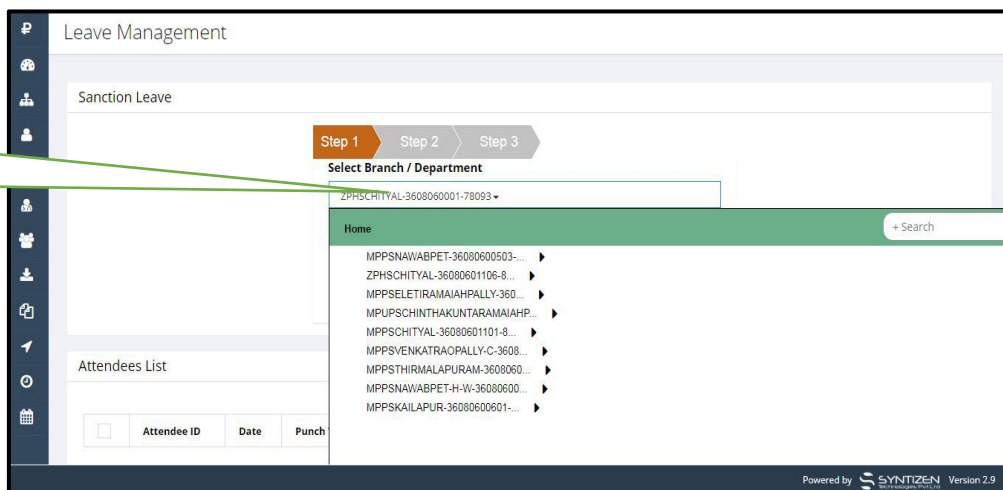


Fig No: 13

Step 2:- Based on the requirement you can select the Category which displays employees, Student, Staff and Leave type which displays On Duty, Casual Leave, On Vacation etc. and click on Next Button.(Refer Fig No 14)

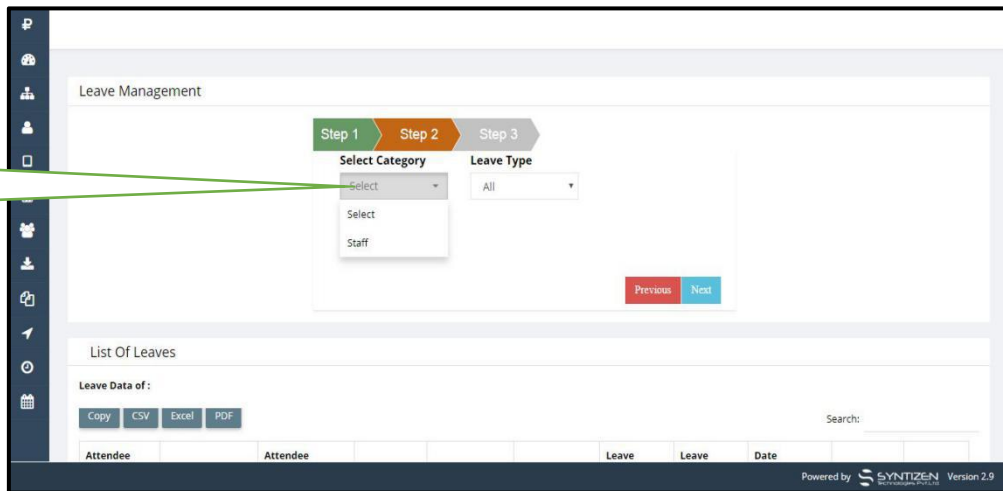


Fig No: 14

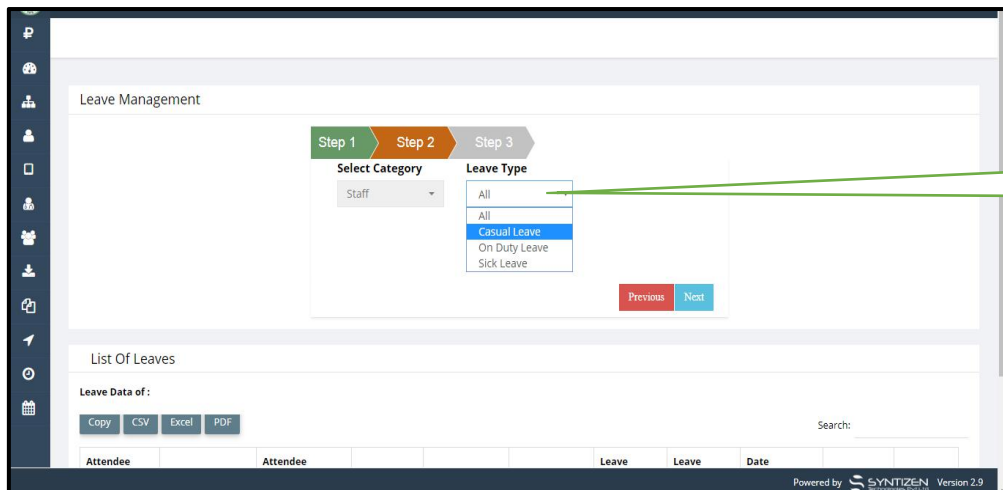


Fig No: 15

Step 3:- Select FromDate and ToDate, which we want to view the leaves list, then click on finish button.(Refer Fig No 16)

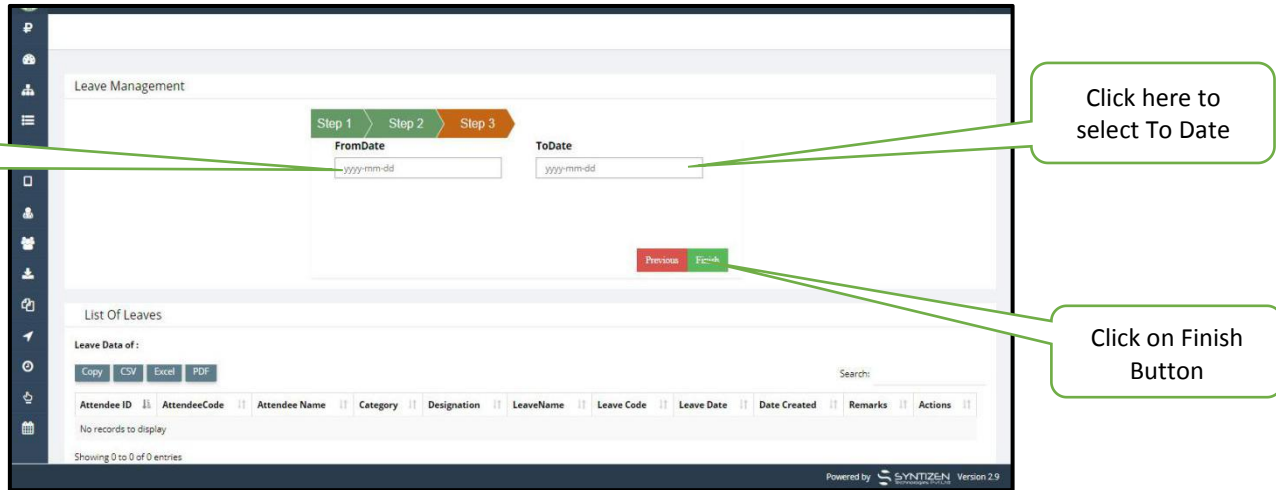


Fig No: 16

Step 4:- After clicking the finish button, the List of Leaves will be displayed as below along with an option to delete the leave.(Refer Fig No 17)

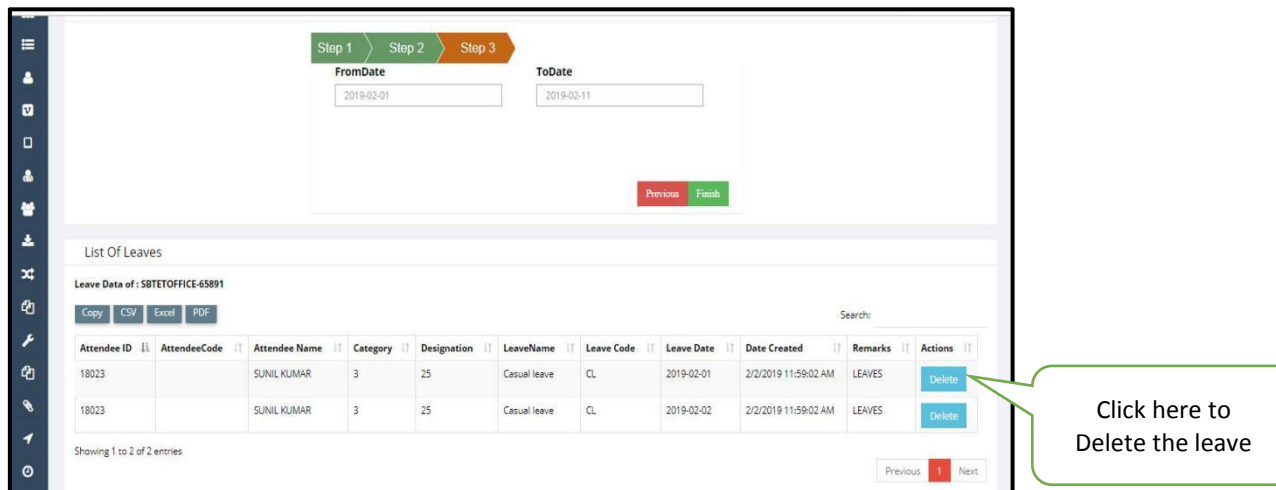


Fig No: 17

Step 5:- To delete leave record click on the delete button the applied leave will be deleted.

Note:- Please be cautious while deleting the leave record.