



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Pr. Accountant General (A & E), West Bengal



संख्या/No.: PAGAE-
ITSM0ITSC(WEB)/1/2019-ITSC

दिनांक/Date : 30.12.2019

OFFICER ORDER

The Leave Application Module (EL & Commuted Leave) for Sr. Accounts Officers has been implemented from December 2019 as per Office Order No. PAGAE-ITSM0ITSC(WEB)/1/2019-ITSC dated 29.11.2019. The date of implementation of this module for other officials would be notified separately.

2. It has now been decided to implement online **Casual Leave and Restricted Holiday** module for **all officials** of this office from January 2020. Officials intending to avail CL/RH have to apply through this module only from 01/01/2020. However, the special CL application will continue in present manual form.

3. The modalities for online Leave Module are attached herewith for guidance. The sections concerned are also directed to take necessary actions for smooth implementation. For any assistance regarding implementation ITSC may be contacted.

[Authority: Pr. Accountant General (A&E), West Bengal

Dated: 30/12/2019].

Deputy Accountant General (Admin)& ITSM

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Modalities for Online Application Modules

This office has recently implemented an online web application pertaining to the Leave Module and Training Allotment Module. For implementation of the Leave Application Module and Training Allotment Module, the detailed modalities are given below: -

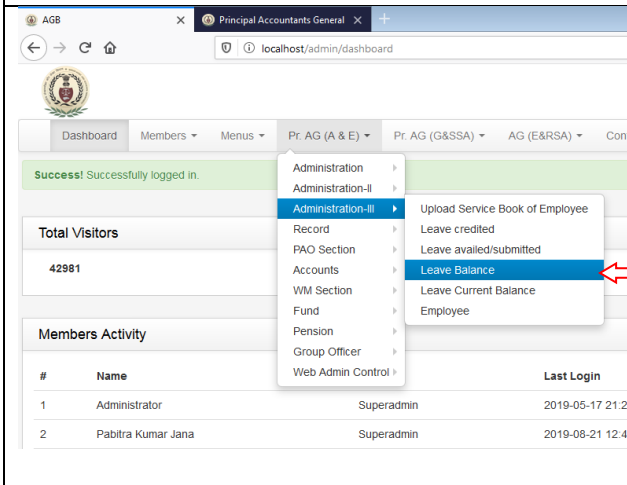
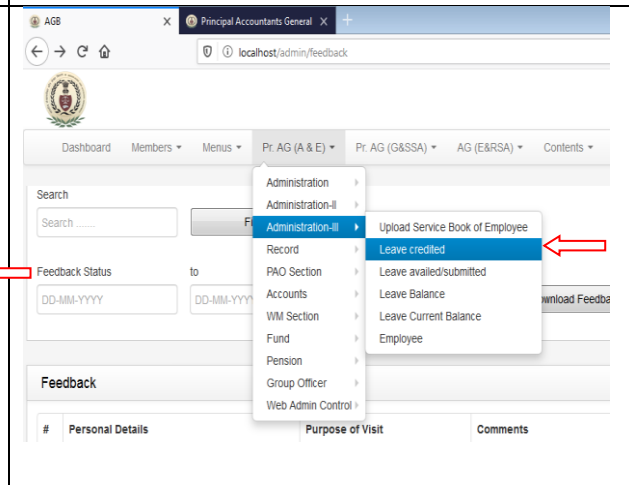
1. Leave Application Module

A Credit of Casual Leave and Restricted Holiday

The eight Casual Leave and two Restricted Holiday for each employee will be credited by IT Support Cell through uploading data in the excel format as per available provision of “Add or Update Leave” under “Leave Credited” menu on 1st January each year. Balance of Casual Leave and Restricted Holiday will be set to zero on 10th January of the next year. No application for the preceding year will be accepted by the system after this date. The system will maintain the CL/RH account of each employee.

B Upload /Credit of other Leave

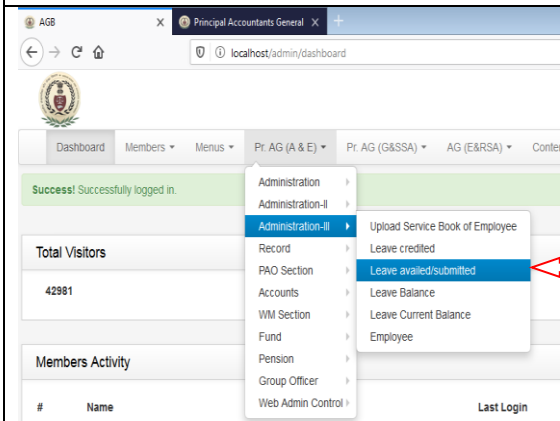
In case of other leave, Administration –III will upload the balance of different types of leaves and credit leaves against the employees by uploading data in the excel format as per available provision of “Add or Update Leave” under “Leave Credited” menu.

1 Balance Upload	2 Credit Upload
	

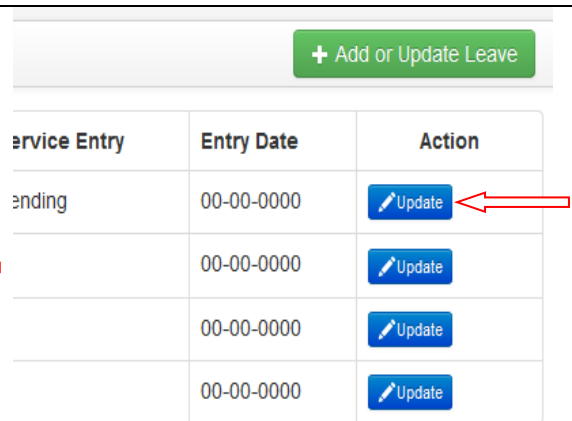
C Leave Entry in the Service Book

After sanction of the leaves which are required to be made entry in the service book are to be done by Administration –III Section. The sanctioned leaves for the requisite period may be downloaded in excel format and distributed among the officials entrusted with the work of making entry in the service book for the purpose. After completion of the entry work in the service book the service book entry status against the leave is to be updated in the website through admin login by “Update” option against the leave under “Leave Availed / Submitted” menu.

1. Service Book Entry



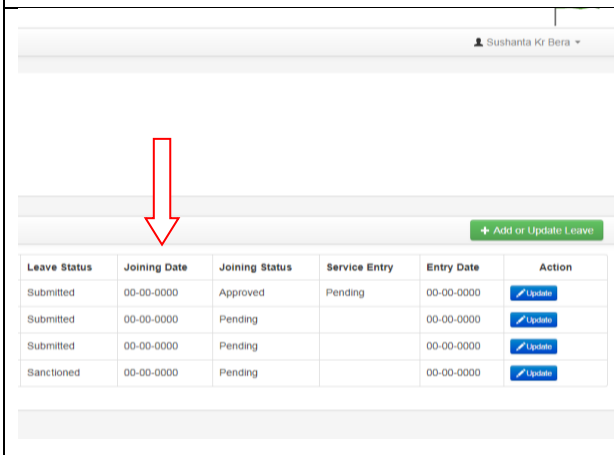
2. Service Book Entry update.



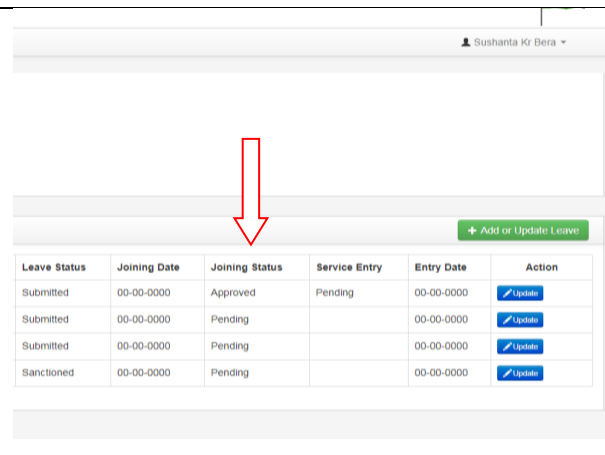
C Status of Joining Report.

The joining application on expiry of leave submitted by the official against the sanctioned leave shall be approved online by the authority concerned. The joining date and status of joining report can be viewed by Admin Login by Administration-III Section for necessary action.

1. Joining Status



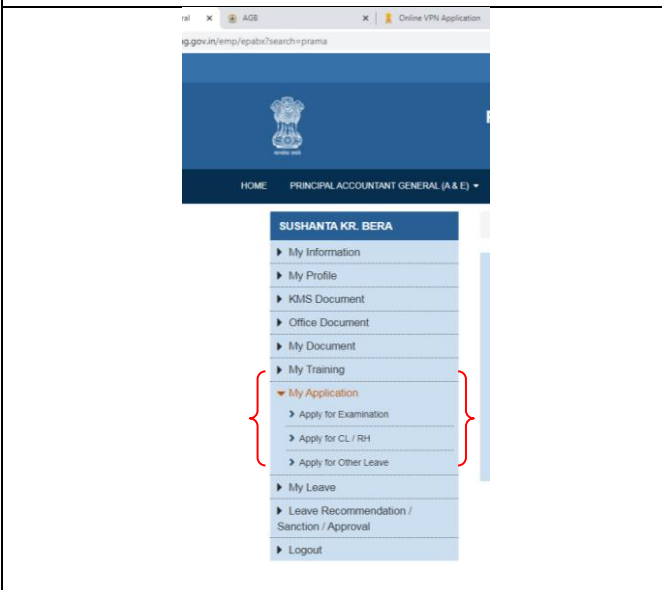
2. Service Book Entry update.



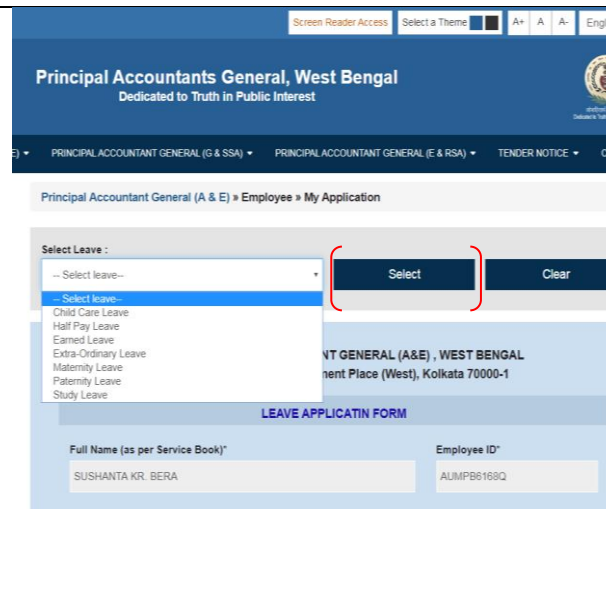
D Application for Leave

The leave is to be applied by the officials of this office through employee's login of this website. The employee is required to log in to Employee Login for submitting leave. Under My application menu, application form for Casual Leave and Restricted Holiday will be available in a menu and other leave application form will be available under "Other Leave" in another menu. The employee is required to select the type of leave from the dropdown menu and click on the selection button before filling up the other details and submitting the same to the recommending authority/ authority concerned. For view submitted leave, edit the submitted leave or apply joining. However, the leave can be edited before the same is sanctioned by the competent authority.

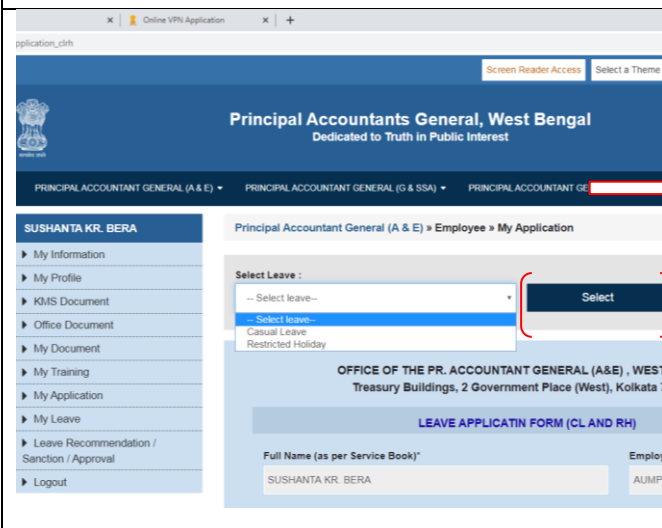
1. Application for leave



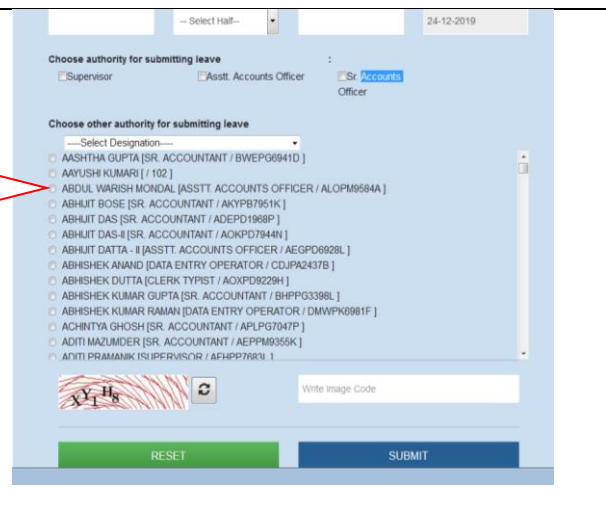
2. Selection of Leave



3. CL or RH Selection



4. Authority Selection and submission



E Recommendation of Leave

The recommending authority shall return to the official or recommend the leave applied by the official and forwarded the same to the leave sanctioning authority. The present balance of the leave applied for shall be taken as admissibility of the leave applied for. Before recommendation of leave, recommending authority can view the history of leaves taken by the officials by clicking “View” button under “History” column.

1.Recommendation of Leave

The screenshot shows the user interface for recommending leave. The user is logged in as SUSHANTA KR. BERA. The main content area is titled 'Leave for Recommendation' and includes a search bar for selecting leave types and a table with columns: SI No, ID, Type, From, To, Days, Applied On, Status, Action, and History. The table currently shows 'No documents found'. A red arrow points to the 'Other Leave for Recommendation' option in the left sidebar.

2. Forwarding to Sanctioning Authority

The screenshot displays the 'Forwarding to Sanctioning Authority' form. It includes fields for 'Type of Last leave taken', 'From', 'To', and 'Joined On'. Below these are fields for 'LTC/HTC Block', 'Address during leave', and 'Application Date'. There is a section for 'View supporting copies of medical certificates' and a 'Note of Recommendation Authority' section with fields for Name, Designation, PAN, Status, and Date. A list of sanctioning authorities is provided for selection.

F Sanction of Leave

The leave sanctioning authority shall return the application to the official or sanction the leave applied by the official. The authority can also cancel the sanctioned leave if necessary. He can also approve joining report of the officials. Before sanction of leave, leave sanctioning authority can view the history of leaves taken by the officials by clicking “View” button under “History” column.

In case of CL/RH, the leave sanctioning authority shall ensure the entry of the leave in the attendance register.

1.Recommendation of Leave

This screenshot is similar to the first one, showing the 'Leave for Sanction' section. A red arrow points to the 'Other Leave for Sanction' option in the left sidebar.

2. Joining Report Approval

The screenshot shows the 'Joining Report Approval' interface. It includes a 'Joining Report' section with a search bar and a table with columns: SI No, Type, From, To, Days, Applied On, Status, and Action. The table shows 'No records found'. A red arrow points to the 'Joining Report for Approval' option in the left sidebar.

G Joining of Leave

After a leave is sanctioned by the leave sanctioning authority, the office shall be able to apply for joining against the leave. The joining application shall be approved by authority concerned and joining report status will be updated automatically and the same will reflect to Admin Login of Administration –III Section.

1. Joining Report application	2. Editing Leave & Joining Report Approval

G Adjustment of Casual Leave on late attendance

Adjustment of Casual Leave on late attendance as per OPM can be adjusted by the Dy. Accountant General (for BOs) and Branch Officer (for other officials). The late attendance(s) can be adjusted on the basis of Report of Late Attendance.

1. Casual Leave Adjustment	2. Casual Leave adjustment form

2.Training Module

A Training Master Upload and Training Allotment

The Administration Section upload the training programme in the website and allot the programme to the employees / trainee selected for the training programme. Immediately on allotment of training, an application generated SMS alert in this regard will be sent to trainees mobile number. However, the email intimation process as exists at present will continue.

<h4>1.Adding Training Master & Allotting to Employee</h4>	<h4>2.Trainee(s) Selection</h4>
<h4>3.Viewing training allotted to Trainees</h4>	<h4>4.Viewing Training Order from Search.</h4>

A Viewing Training Order.

The employee who has been allotted a training programme shall be able to view the training order from Employee Login. The employee is required to open “My Training Tab” and print order, if necessary.

1. My Training Tab

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Principal Accountant General (A & E) » Employee » My Training

Select Training :
-- Select Training-- Search Clear

SI No	Type	Description	Location	From	To	Days	Order
No records found!							

2. Training Type

Principal Accountants General, West Bengal
Dedicated to Truth in Public Interest

Principal Accountant General (A & E) » Employee » My Training

Select Training :
EDP Training Search Clear

SI No	Type	Description	Location	From	To	Days	Order
1	EDP Training	mpmpmpmp	PPP	00-00-0000	00-00-0000	10	PRINT