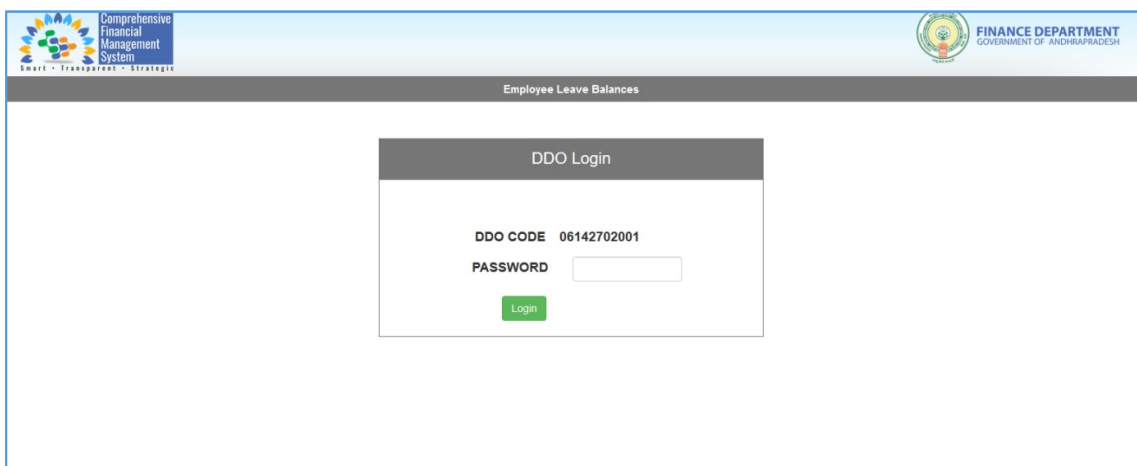# Employees' Leave Balance Entry

'Employees' Leave Balance Entry' is an application designed to capture the leave balances as on 20-02-2019 for all the Government employees. This exercise is a precursor for the forthcoming launch of HRMS and the data is required for automation of leave management and pay roll process. Casual Leave (CL), Earned Leave (EL), Half Pay Leave (HPL), Compensatory Leave (CCL), Optional Holidays (OH) and Special Casual Leave (Special CL) are the categories of leaves that are to be updated.

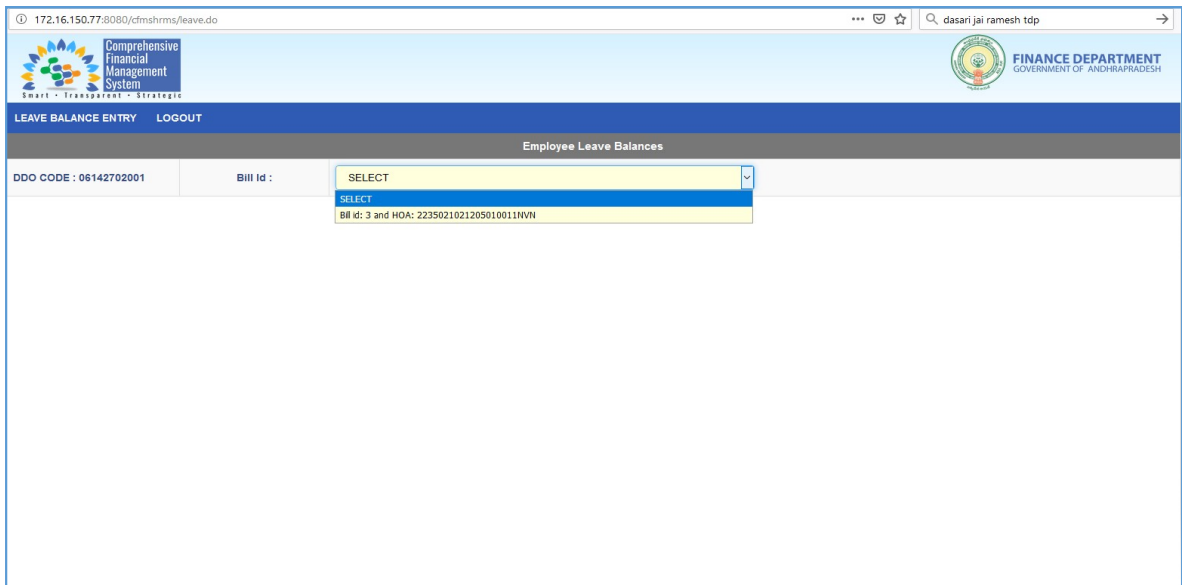This user manual guides the user step by step in completing this task.

- The DDO has to login in to DDOREQ Portal (https://treasury.ap.gov.in/ddoreq/)with the user ID and Password.
- A link will be provided in this screen to enter the leave balances. Please click on this link.
- The user will be taken to another page where he can see the DDO code and here, enter the password of the DDOREQ portal again.

- The user will be navigated to the screen as shown below. All theactive Bill IDs of HRMS of the DDO concerned will be displayed in the drop down.

- When a Bill ID is selected, all the employees under that Bill ID will be displayed. In this screen, the user can see the Employee ID, Employee Name and the said leave types of the employee covered by the respective bill id.

Here, enter the details as asked for each leave type.

1. **Casual Leave (CL):** There will be 3 columns for this leave type.
   - In the 1st column, enter the number of leaves credited on 01-01-2019.
   - In the 2nd column, enter the number leaves availed in between 01-01-2019 to 20-02-2019.
   - In the 3rd column, balance as on 21-02-2019 will be shown by the system.

2. **Earned leave (EL):** This leave type has 4 columns.
   - In the 1st column, enter the closing balance as on 31-12-2018 and as carried over to 1st January, 2019.
   - In the 2nd column, enter the number of leaves credited on 01-01-2019.
   - In the 3rd column, enter the number leaves availed in between 01-01-2019 and 20-02-2019 or as debited from the accounts in between 01.01.2019 and 20.02.2019
   - In the 4th column, balance as on that date will be shown by the system.

3. **Half Pay Leave (HPL):** This has 4 columns.
   - In the 1st column, enter the closing balance as on 31-12-2018 and as carried over to 1st January, 2019.
   - In the 2nd column, enter the number of leaves credited on 01-01-2019.
   - In the 3rd column, enter the number leaves availed in between 01-01-2019 and 20-02-2019 or as debited from the accounts in between 01.01.2019 and 20.02.2019
   - In the 4th column, balance as on that date will be shown by the system.

4. **Compensatory Leave (CCL):** There are 3 columns for this leave type.
   - In the 1st column, enter the number of sanctioned Compensatory Leaves as per the proceedings of the Competent Authority.
   - In the 2nd column, enter the number of such sanctioned leaves availed in between 01-01-2019 to 20-02-2019.

- In the 3rdcolumn, balance as on that date will be shown by the system.

5. **Optional Holidays (OH):** There will be 3 columns for this leave type.
   - In the 1st column, enter the number of leaves credited on 01-01-2019.
   - In the 2nd column, enter the number leaves availed in between 01-01-2019 and 20-02-2019.
   - In the 3rdcolumn, balance as on that date will be shown by the system.
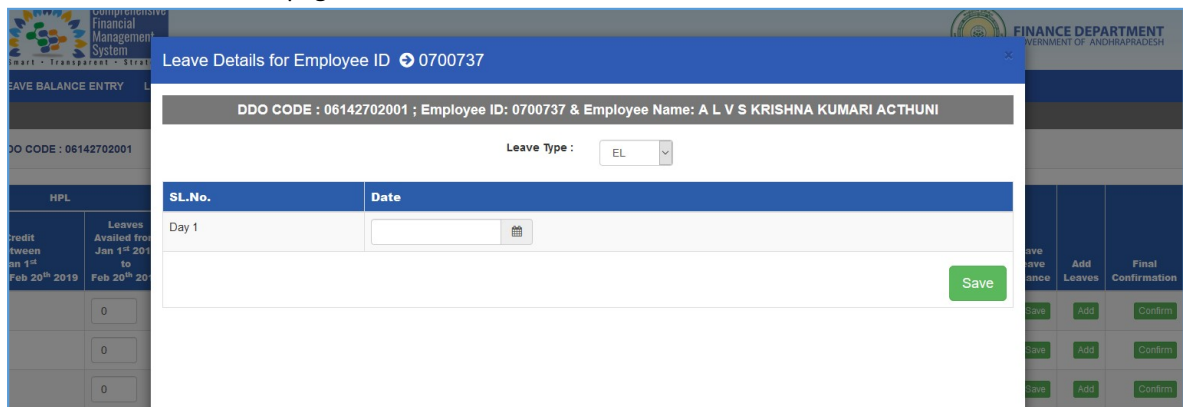
6. **Special casual Leave (Special CL):** There is only 1 column for this leave type.
   - In that column, enter the number of leaves availed in between 01-01-2019 to 20-02-2019.

- After entering these details, please save the details for each employee by clicking on the SAVE button provided. You can make changes to the saved data any number of times until it is confirmed.
  NOTE: Once the CONFIRM button is clicked, it freezes the data for that employee and changes can't be made.
- The next step is to enter the dates on which the above said leaves were availed. To do this, click on ADD button. Then a new page will be shown.

- In this page, user can see the DDO code, employee ID, employee name
- Below this, there is a dropdown box of LEAVE TYPE. In this drop down, you can see different types of leaves as shown availed by the employee concerned.
- For each leave type, you have to enter the dates on which that leave was availed. There is no restriction of ante dates or future dates. Care may be taken to choose it correctly.
- For example, if Casual Leave (CL) is selected, the system will show the number of lines (these number of lines depend on the no of days that have beenentered in the column that says number of leaves availed from 01-01-2019 to 20-02-2019) and in each line, select the date on which leave was availed. Do this for all the days on which that leave was availed.
- When all the dates for a particular leave type are entered, click on SAVE. This will save the dates for that employee and for that leave type.
- Note: Data will not be saved unless SAVE button is clicked.
- This process has to be repeated for all the leave types and dates should be entered for all the leave types; for all employees.

- These steps have to be repeated for all the Bill IDs and all the employees in each Bill ID.

- When the number of leaves and dates are entered and saved for each employee, you can confirm that by clicking on CONFIRM button. Once this button is clicked, it will freeze the data for that employee and no changes are possible.
- Like this do for all employees in all Bill IDs.
- When the whole process is completed, it can be submitted by clicking on SUBMIT button with biometric authentication of the DDO.