

No. A-50013/12/2017-Admn.IV
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
ADMN-IV SECTION

Dated: 24.01.2017

CIRCULAR

Subject: - e-Leave Management at E-Office System

Ministry of I&B is going to start the management of all kind of leaves as e-Leave through NIC enabled e-office system w.e.f. 01.02.2017. e-Leave is a web-based Leave Management System that automates the leave application and approval process. e-Leave core modules are submission of Leave application, Leave cancellation/extension, Submission of joining report, Admin Module, query and Reporting.

2. The procedure to be followed while applying for e-Leave is printed overleaf. Detailed instruction in regards of e-Leave Management system may also been seen at following link:-

<https://docs.eoffice.gov.in/e-Leave/e-Leave-User-Manual.pdf>

3. Accordingly, all the officers/officials posted on the strength of Main Sectt. of M/o I&B are requested to apply all kind of leaves through NIC enabled E-office platform only, from 01.02.2017 onwards.


24.01.2017
(D.K. Chawla)

Under Secretary to the Government of India
Tel. No. 23389460

To

PS/OSD to HMI/HMSIB

PPS/PS to Secretary (I&B)/AS/AS&FA/Sr. Eco.Advisor /JS (B-I)/JS (B-II)/
JS(P&A)/JS(Films)/DS(A), M/o I&B

All officers/officials of M/o I&B

Guard file/Notice Board

Copy to

SO(Admn.I)/So (Admn.II), MS , M/o I&B

Procedure to be followed while applying for e-Leave at E-office platform

- i. Open the link mib.eoffice.gov.in
- ii. Login to the system mib.eoffice.gov.in by individual Login ID and password as used for login into NIC enabled E-mail Platform.
- iii. Click the 'Leave Management System' subhead under 'HR Services' head shown on the extreme left side of the opened window.
- iv. Subsequent window opened after clicking 'Leave Management System' comprises of following heads:-

- **Apply:** - It opens a page where the applicant applies for leave. Individual can apply for the leave as required and thereafter click 'Send Request' option.

In case of CL and RH, leave request may be approved by reporting authority itself, while in case of other kind of leaves, leave is required to be recommended and approved by the reporting authority and controlling authority respectively. The approved workflow has been updated in the system and accordingly request will automatically move to recommending and approving authority when individual will apply for leave.

e-Leave account in respect of all the officers/officials has also been updated which may be seen in this page.

- **Reports:-** It facilitates the applicant or user to view leave history report.
- **My Leave Status:** It opens a page where the applicant or user can check the status of leave i.e. whether Pending, Sanctioned, Approved or Cancelled along with the details of Data Submitted, leave Extended/Cancelled and Joining Report. All the employees may also submit Joining report through this platform after resuming the duties.

- v. After the e-Leave is approved by the concerned authority, it will be automatically received in E-office account of Section Officer of concerned Administrative Section for further necessary action.