

(Workflow Application)

Workflow Applications

109128 HARI PRASAD



Date 10/12/2015

Unit 1

HO



Welcome to IFFCO's Enterprise Human Resource Management System

(Employee Information System)

- 1. Users are advised to keep on changing user password.
- 2. In case of any discrepancy please contact concerned Department.

(Application Form)


Employee will select the Leave Purpose as Visit to foreign country. A popup alert will be displayed stating "Foreign Leave can only be sanctioned by MD/Director (HR/Legal)".

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS

IFFCO
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Home Page Logout

Leave Application

 Pers. No 109128
Grade G0

Name Hari Prasad
Designation Dy. Mgr.(Sys.)

Dept. MANAGEMENT SERVICE
Section SYSTEMS

Unit HO
Work Unit HO

Email EIS-HRMS@iffco.in
Mobile 9716958767

Leave Header

Date 04/12/2015

Remarks Visit to foreign country

Leave Purpose VISIT TO FORIEGN COUNTRY

Leaving Station Yes No

Leave Balances

CL Balance 5 EL Balance 239 SL Balance 90

Leave Details

Add Leave Detach

Leave Type	From Date	To Date	Half Day	Half Pay	In Lieu Of	Total Leave	Total Absen	Remarks	Shift for shift allowance	
CASUAL LEAVE	07/12/2015	10/12/2015	Full Day			4	4			Delete

Workflow Options

Workflow operations.

Click to select authority

Select Authority Janardan Tripathi

Submit Exit

TSP ID - /WEB-INF/leave/f/ApplyNewLeave.xml#ApplyNewLeave @ anonymous / ADF Auth - false

Form for Recommending Authorities to forward.

The screenshot displays a web browser window with the URL `10.11.1.37:7003/eiswf/faces/LeaveWorkFlowTaskFlow/LeavesForAction?_adf.ctrl-state=fhw4vv7uu_29`. The page header identifies the organization as **INDIAN FARMERS FERTILISER COOPERATIVE LIMITED** and the section as **WORKFLOW APPLICATIONS**. The IFFCO logo is present in the top right corner.

The main content area is titled "Leave Application" and contains the following information:

- Pers. No:** 109128, **Grade:** G0
- Name:** HARI PRASAD, **Designation:** Dy. Mgr.(Sys.)
- Dept.:** MANAGEMENT SERVICE, **Section:** SYSTEMS
- Unit HO:** HO, **Work Unit HO:** HO
- Email:** EIS-HRMS@iffco.in, **Mobile:** 9716958767
- Application Type:** New Application
- Status:** Applied
- Doc No:** 59135, **HRMS No:** [blank]
- Pending With:** JANARDAN TRIPATHI
- Recomm. By / Sanction By:** System Remarks Approval Chain

Leave Header:

- Date:** 04/12/2015
- Leave Purpose:** VISIT TO FORIEGN COUNTRY
- Remarks:** Visit to foreign country
- Leaving Station:** Yes No

Leave Balances:

- CL Balance:** 5
- EL Balance:** 239
- SL Balance:** 90

Leave Details:

Leave Type	From Date	To Date	Half Day	Half Pay	In Lieu Of	Total Leave Absent	Total Remarks	Shift for shift allowance
CASUAL LEAVE	07/12/2015	10/12/2015	Full Day			4	4	

Workflow Options:

Workflow operations.

For foreign leaves clearances from P&A are needed, before sanctioning. Please select Forward to P&A for sending leaves to P&A for clearances.

Recommend Reject

TSF ID - /WEB-INF/leavevf/Leave_NormalApproval.xml#Leave_NormalApproval @ anonymous / ADF Auth - false

Recommending Authority Will Recommend the leave and will forward to sanctioning authority. The leave cannot be sanctioned without approvals from P&A department, for this the sanctioning authority will select "Send To P&A" option.

Recommending screen: - Authority will recommend the leave and will send to sanctioning authority

Form for PLA to give clearances

LeavePage.jspx x


10.11.137:7003/eiswf/faces/LeaveWorkFlowTaskFlow/LeavesForAction?_adf.ctrl-state=2dfzv9j9h_29

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
WORKFLOW APPLICATIONS

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Leave Application

 **Pers. No** 109128 **Name** HARI PRASAD **Dept.** MANAGEMENT SERVICE **Unit** HO
Grade G0 **Designation** Dy. Mgr.(Sys.) **Section** SYSTEMS **Work Unit** HO **Email** EIS-HRMS@iffco.in
Mobile 9716958767

Application Type New Application **Pending With** SURESH CHANDER GUPTA **Recomm. By** JANARDAN TRIPATHI, Ch. Mgr.(Sys) at 04-12-2015 12:38:02 pm ok
Status Recommended **Sanction By** System **Remarks**
Doc No 59135 **Approval Chain** JANARDAN TRIPATHI -> SANJAY KUMAR
HRMS No

Leave Header

Date 04/12/2015 **Remarks** Visit to foreign country
Leave Purpose VISIT TO FOREIGN COUNTRY
Leaving Station Yes No

Leave Balances

CL Balance 5 **EL Balance** 239 **SL Balance** 90

Leave Details

[Add Leave](#) [Detach](#)

Leave Type	From Date	To Date	Half Day	Half Pay	In Lieu Of	Total Leave	Total Absen	Remarks	Shift for shift allownace
CASUAL LEAVE	07/12/2015	10/12/2015	Full Day			4	4		

Foreign Leave Clearances

- HBL Clearance Yes No
- IR Clearance Yes No
- Vigilance Clearance Yes No
- Admin Clearance Yes No

Remarks


Click to select Authority Select Authority

• TSF ID : /WEB-INF/leavetf/Leave_PAApproval.xml#Leave_PAApproval @ anonymous / ADF Auth - false

Forum for Sanctioning Authority

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED


WORKFLOW APPLICATIONS



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Leave Application



Pers. No 109128
Grade G0

Name HARI PRASAD
Designation Dy. Mgr.(Sys.)

Dept. MANAGEMENT SERVICE
Section SYSTEMS

Unit HO
Work Unit HO

Email EIS-HRMS@iffco.in
Mobile 9716958767

Application Type New Application

Status Recommended

Doc No 59135

HRMS No

Pending With R P SINGH

Recomm. By JANARDAN TRIPATHI, Ch. Mgr.(Sys) at 04-12-2015 12:38:02 pm ok

Sanction By System

Remarks Approval Chain: JANARDAN TRIPATHI -> SANJAY KUMAR -> SURESH CHANDER GUPTA

Leave Header

Date 04/12/2015

Leave Purpose VISIT TO FORIEGN COUNTRY

Leaving Station Yes No

Remarks Visit to foreign country

Leave Balances

CL Balance 5	EL Balance 240	SL Balance 90
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Leave Details

[Add Leave](#) [Detach](#)

Leave Type	From Date	To Date	Half Day	Half Pay	In Lieu Of	Total Leave	Total Absen	Remarks	Shift for shift allowance
CASUAL LEAVE	07/12/2015	10/12/2015	Full Day			4	4		

Details of Foreign Leave Clearances

<p>HBL Clearance Yes</p> <p>IR Clearance Yes</p>	<p>Vigilance Clearance Yes</p> <p>Admin Clearance Yes</p>
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Workflow Options

Workflow operations.

TSF ID - /WEB-INF/leave/Leave_NormalApproval.xml#Leave_NormalApproval @ anonymous / ADF Auth - false