Help Manual for Earned Leave Encashment Application:-
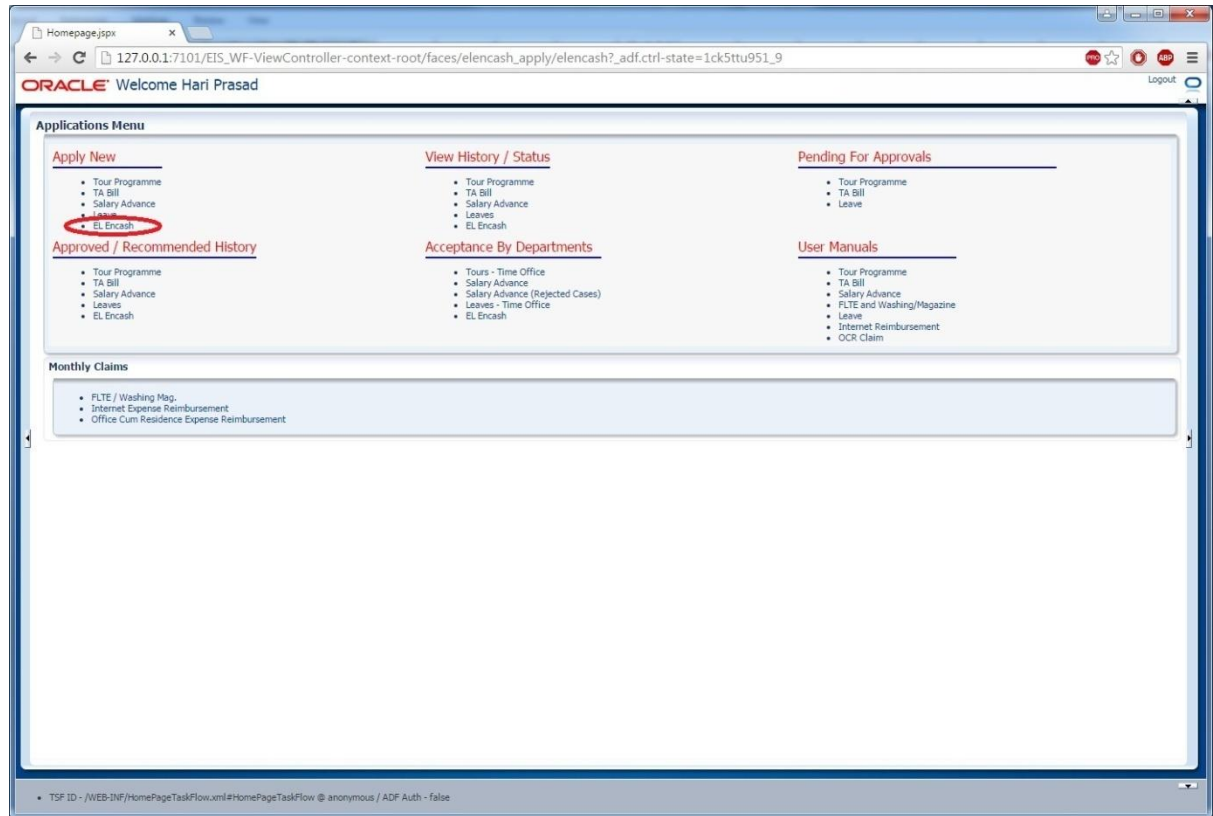
1. For Earned leave encashment application, click on the link "*EL Encash*" on the home page as shown below.

2. For applying encashment click on the link "EL Encash" in the "Apply New" section . A new form will open displaying the current Earned leave balance and the sum of basic and D.A. of the processed salary. The user needs to provide the number of Earned leaves to be encashed.

Indian Farmers Fertiliser Cooperative Limited

Application For Grant Of Encashment Of Earned Leave

Name : **Hari Prasad**   PersonalNo : **109128**   Designation : **Asstt. Mgr.(Systems)**   Earned Leaves Balance : **229**

Last Salary Paid Month April 2015

EL Wage 66383.00

Application Date : **12/08/2015**

Kindly accord sanction for encashment of Earned Leave . The details are given herein below :

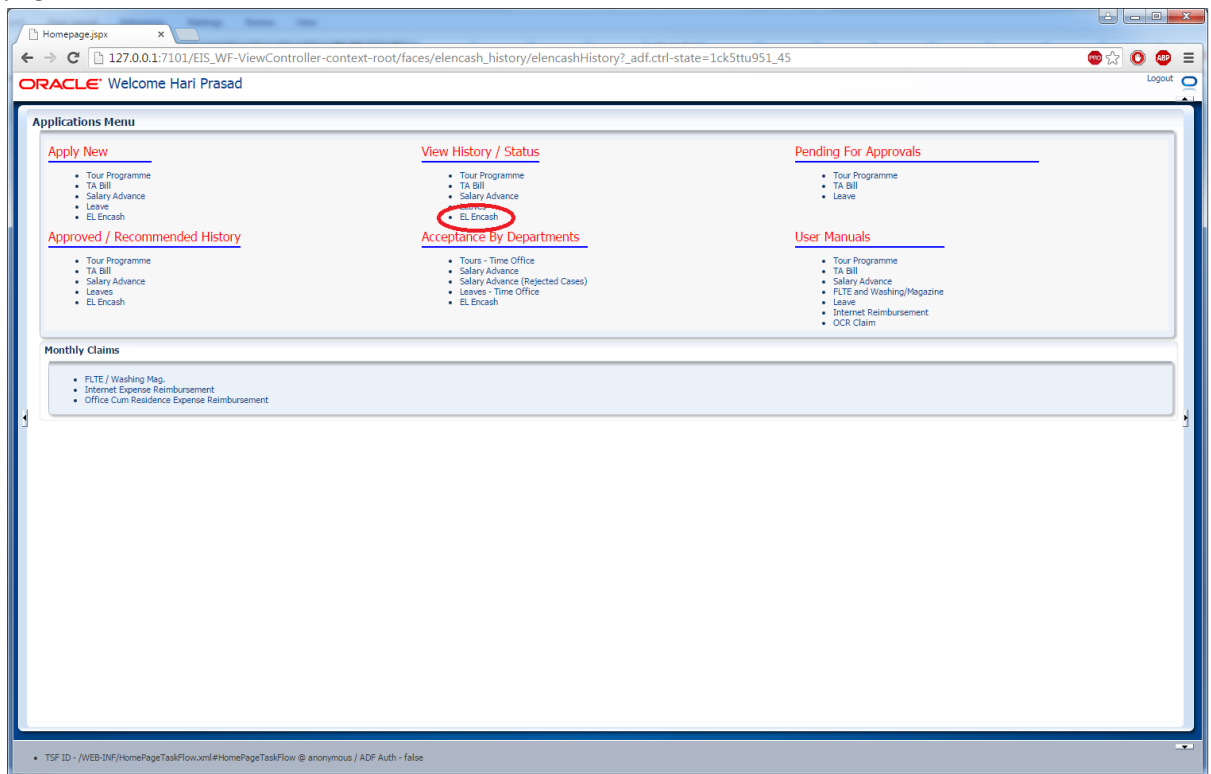**No. of Earned Leaves to be Encashed : *** [   ]

Encashment Amount as per last drawn Salary :

I certify that

i) I am availing leave encashment after keeping a balance of 15 days of earned leave in my leave account.
ii) I am availing leave encashment for the first/ second time in this calender year.
iii) I have completed one year's continuous service in IFFCO.

[Apply Earned Leave Encashment]   [Exit (Home Page)]

The total amount of encashment for the number of leaves applied will be displayed on the page.

Indian Farmers Fertiliser Cooperative Limited

Application For Grant Of Encashment Of Earned Leave

Name : **Hari Prasad**   PersonalNo : **109128**   Designation : **Asstt. Mgr.(Systems)**   Earned Leaves Balance : **229**

Last Salary Paid Month April 2015

EL Wage 66383.00

Application Date : **12/08/2015**

Kindly accord sanction for encashment of Earned Leave . The details are given herein below :

No. of Earned Leaves to be Encashed : * [1]

Encashment Amount as per last drawn Salary : 2553

I certify that

i) I am availing leave encashment after keeping a balance of 15 days of earned leave in my leave account.
ii) I am availing leave encashment for the first/ second time in this calender year.
iii) I have completed one year's continuous service in IFFCO.

[Apply Earned Leave Encashment]   [Exit (Home Page)]

3. The users can view the applied history by clicking on the "*View History/Status*" on the home page.

4. Processing of Application by Accounts Personal: - For processing the applications the accounts user will need to click on the link "EL Encash" in the Acceptance by Department section. All the pending applications will be displayed; accounts user can also search for application by filtering the application on basis of personal number or year month or both. For processing the applications the user needs to select the desired applications and then press "Accept Selected Records" button. The user can select multiple records for processing in a single go. For selection of multiple records user can use the ctrl key along with the down arrow on the key board.

5. For viewing the history of applications processed by accounts the accounts user can use the link "*EL encash*" in **the** *Approved / Recommended History* section provided on Earned Leave Encashment home page. A page displaying all the applications history will be displayed.

ORACLE Welcome Hari Prasad

Home Page Logout

Processed Earned Leave Encashment History

Document Sr. No.	Unit Code	Name	Personal No.	Designation	Application Date	Application Type	Document Status	Days Encashed	Applied Amount	EL Wage when Applied	Accepted Date	Accepted By	Accep
4	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/10/2015	New	Accepted	50	127659	66383	8/10/2015	109128	HARI
3	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Returned	100	255319	66383	8/10/2015	109128	HARI
2	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Rejected	100	255319	66383	8/8/2015	109128	HARI
1	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	8/8/2015	New	Returned	100	255319	66383	8/8/2015	109128	HARI