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.

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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.



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

ORACLE: Welcome Hari Prasad	
	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
1	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 am availing leave encadment after keeping a balance of 15 days of earned leave in my leave account. I am availing leave encadment for the first/ second time in this calender year. I have completed one year's continuous service in IFFCO.
	Apply Earned Leave Encashment Exit (Home Page)
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3. The users can view the applied history by clicking on the "*View History/Status*" on the home page.

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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.

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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.

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