

## Intra Haryana

How to Access: Intra Haryana can be accessed over internet using web link (intrahry.gov.in)

The screenshot shows the Intra Haryana login page. At the top, there is a banner with a quote in Hindi and the name 'मनोहर लाल' dated '31.03.2020'. Below the banner, it says 'Welcome To Intra Haryana'. A note mentions that Intra Haryana is a single point gateway for government transactions. The page is divided into three main sections: 'Latest News' on the left, 'GPF Account Services' in the center, and 'LOGIN' on the right. The 'LOGIN' section has fields for 'Enter Payee Code or Mobile No', 'Enter Password', and 'Enter Code' (with the value '16535' entered). There are buttons for 'Login', 'Forgot password?', 'New Registration', and 'Help?'. At the bottom, there is a footer with website design information.

For new registration click on New Registration Button as shown in above screen, after you click on new registration button below screen will appear.

The screenshot shows the 'New Registration' page. It has a header with the 'Intra Haryana' logo and 'Government of Haryana'. Below the header, it says 'Welcome : Guest!'. The main content area is a form titled 'New Registration' with the instruction 'Enter the Details Given below for Registration'. The form has three fields: 'Employee Type\*' (with a dropdown menu), 'Payee code\*' (with the instruction 'Enter Payee code number'), and 'Salary Bank Account No\*' (with the instruction 'Enter Salary Bank Account'). There are 'Submit' and 'Clear' buttons. Red arrows point to the 'Employee Type' dropdown, the 'Payee code' field, and the 'Salary Bank Account' field. A red arrow also points to the 'Submit' button. The footer contains website design information.

In the above screen as shown select employee Type, Enter your Payee code and Your Salary Bank Account No. and then click on submit button. When you click on submit button below screen will appear.

**Intra Haryana**  
Government of Haryana

Welcome : Guest! [Go to Login Page](#)

### New Registration

Enter the Details Given below for Registration

Others

Payee code\* Salary Bank Account No\*

☐ show mobile no from Esalary ☐ show mobile no from HRMS

Mobile Number Mobile Number

enter your mobile no enter your mobile no

**submit**

In this page select your mobile no either from Esalary or from HRMS and then click on submit button. When your mobile number is not updated in Esalary or HRMS, then a message will appear as shown in below screen.

So according to message ask your DDO to update correct mobile number in Esalary or HRMS.

**Intra Haryana**  
Government of Haryana

Welcome : Guest! [Go to Login Page](#)

### New Registration

Enter the Details Given below for Registration

Others

Payee code\* Salary Bank Account No\*

☒ show mobile no from Esalary ☐ show mobile no from HRMS

Mobile Number Mobile Number

enter your mobile no enter your mobile no

**If above mobile no is not correct, ask your DDO to update correct mobile no in Esalary or HRMS**

**submit**

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If your mobile number is updated then no message will appear and you click on submit button. After clicking on submit button an OTP is generate and a message has been sent to your mobile number.

This screenshot shows the OTP verification stage of a registration process. At the top, there are input fields for 'Payee code\*' and 'Salary Bank Account No\*'. Below these, two radio buttons allow the user to select the source of the mobile number: 'show mobile no from Esalary' (unselected) and 'show mobile no from HRMS' (selected). Each option has a corresponding 'Mobile Number' input field with a mobile phone icon and the placeholder text 'enter your mobile no'. A green message states: 'Message has successfully sent to your given mobile number.' Below this, a hand holds a smartphone displaying 'Enter Received OTP from your mobile' with an envelope icon. To the right, the text 'Enter received OTP' is followed by 'enter OTP' and an input field. Below the input field are two buttons: 'Submit' and 'Regenerate OTP'. A red arrow points to the 'Regenerate OTP' button with the label 'Enter OTP'.

Payee code\*      Salary Bank Account No\*

☐ show mobile no from Esalary      ☒ show mobile no from HRMS

Mobile Number      Mobile Number

enter your mobile no      enter your mobile no

Message has successfully sent to your given mobile number.

Enter received OTP  
enter OTP

Submit      Regenerate OTP

Enter OTP

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Enter the OPT number as shown in figure then click on submit button. If no OTP has been generate then click on Regenerate OTP button.

This screenshot shows the 'New Registration' form. It includes the same 'Payee code\*' and 'Salary Bank Account No\*' fields at the top. The radio buttons are now 'show mobile no from Esalary' (selected) and 'show mobile no from HRMS' (unselected). The 'Mobile Number' input fields are present. A green message states: 'Message has successfully sent to your given mobile number.' Below this, a hand holds a smartphone displaying 'Enter Received OTP from your mobile' with an envelope icon. To the right, the text 'Enter received OTP' is followed by an input field containing the number '777479'. Below the input field are two buttons: 'Submit' and 'Regenerate OTP'. A red arrow points to the 'Regenerate OTP' button.

New Registration

Enter the Details Given below for Registration

Others

Payee code\*      Salary Bank Account No\*

☒ show mobile no from Esalary      ☐ show mobile no from HRMS

Mobile Number      Mobile Number

enter your mobile no      enter your mobile no

Message has successfully sent to your given mobile number.

Enter received OTP  
777479

Submit      Regenerate OTP

After enter an OTP click on submit button then a message box will appear OTP verified successfully. Click on “OK”. After Clicking on OK button below screen appears

The screenshot shows a web browser window with a notification box at the top stating "web1.hry.nic.in says OTP verified successfully ...". Below this, a "New Registration" form is displayed. The form includes a dropdown menu for "Others", input fields for "Payee code\*" and "Salary Bank Account No\*", and two radio button options: "show mobile no from Esalary" (selected) and "show mobile no from HRMS". Under the "Esalary" option, there is a "Mobile Number" field with a phone icon. Under the "HRMS" option, there is a field labeled "enter your mobile no" with a phone icon. A message below these fields states "Message has successfully sent to your given mobile number." At the bottom, there is a section for "Enter received OTP" with the value "777479" and two buttons: "Submit" and "Regenerate OTP". A red arrow points to the "OK" button in the notification box.

In this screen Your User ID will appear and you have to enter password and confirm password as mentioned in below screen and then click on submit button.

The screenshot shows the "New Registration" form with the "Your User ID" field populated with "2ae01f". The "Password" and "Confirm Password" fields are empty, with the "Confirm Password" field showing a strength indicator. The "Submit" button is visible at the bottom of the form. The page header includes the "Intra Haryana Government of Haryana" logo and the "intra gov" logo with the tagline "BRINGING SERVICES TOGETHER".



When you click on submit button again message box will appear as shown in below screen, user registered successfully then you click on ok. This is the processor of new registration.

The screenshot shows the Intra Haryana Government of Haryana website. At the top, there is a header with the Intra Haryana logo and the text "Government of Haryana". Below the header, a message box displays "web1.hry.nic.in says User Registered successfully....." with an "OK" button. The main content area features a "New Registration" form with the following fields: "Others" (dropdown), "Payee code" (text box), "Salary Bank Account No" (text box), "Your User ID" (text box with value "2ae01f"), "Password" (text box with masked characters "\*\*\*\*\*"), and "Confirm Password" (text box with masked characters "\*\*\*\*\*"). A "Submit" button is located below the form. The footer contains the text "Web Site Designed, Developed & Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained & updated by the respective departments/offices of Haryana Government." and a status bar showing "Waiting for web1.hry.nic.in..." and system icons.

If you have already registered then you have to enter your user ID, password and code shown in right box as shown in below figure and then click on Login Button.

The screenshot shows the Intra Haryana Government of Haryana website. The header includes the Intra Haryana logo and the text "Government of Haryana". Below the header, a "Welcome To Intra Haryana" message is displayed. The main content area features a "Project Task Tracking System" section with a description of the application. To the right, a "LOGIN" form is shown with the following fields: "User ID" (text box with value "2ae094"), "Password" (text box with masked characters "\*\*\*\*\*"), and "Security Code" (text box with value "55662"). A "Login" button is located below the form. The footer contains the text "Intra Haryana is a single point gateway which integrates all government transactions and services within and across the various ministries and departments as well as those between the government and it's employees." and a status bar showing "EN" and system icons.

## LEAVE MODULE WORKFLOW

After clicking on login button below screen will appear. After that from left side menu click on Online Leave and Tour Module as shown in figure

The screenshot displays the Intra Haryana Government of Haryana portal. The top navigation bar includes links for Home, e-Office, Change Password, Content Upload, Messages, Admin, and LogOut. The left sidebar menu contains the following items: Owner Personal Detail, Salary Services, Online Leave and Tour module (highlighted with a red arrow), Property Return, and ANNUAL CONFIDENTIAL REPORT. The main content area features a 'New Updates' section with a list of recent notifications, including postings/transfers of IAS/HCS officers, notification regarding Parivartan Scheme for Team Haryana, departmental examination of Assistant Commissioners, Extra Assistant Commissioners held from 11.12.2017 to 15.12.2017, instructions/guidelines regarding foreign visits, demise of Dr. M. Karunanidhi, Former Chief Minister of Tamil Nadu, and regarding withholding the UG/HTC/Child Education Allowance/child Care Leave/Annual increments/Promotion/Loans of employees who were regularized under the Regularization Policies 2014.

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← → ↻ ⓘ Not secure | intrahry.gov.in/LeaveModule/home

Go Back To Menu Log Out Home My Leave My Tour Leave/Tour Requests of Subordinate Staff Report

Employee: **RAKESH KUMAR ( Designation:- Assistant Professor Chemistry )** 73982336 Date: 01/Jul/2020 10:52:06

Employee Information

Employee ID:	0e2lnu
Employee Name:	RAKESH KUMAR / 0E2LNU
Date Of Birth:	29/Oct/1978
Department:	Education(Higher)
Current Posting Rule:	Group B (Assistant Professor/Associate Professor)
Current Posting Designation:	Assistant Professor Chemistry
Current Posting Office Name:	Govt. P.G. Nehru College, Jhajjar
Joining Date:	16/ Jun/2017

Apply For Leave

Pending for Approval (Edit/Withdraw)

Approved Leave

Returned Back Leave

Leaves Status

If he wants to apply for leaves, then select “Apply for Leave” sub menu from “My leave” menu as shown above fig.

← → ↻ ⓘ Not secure | intrahry.gov.in/LeaveModule/LEAVE

Go Back To Menu Log Out Home My Leave My Tour Leave/Tour Requests of Subordinate Staff Report

Employee: **RAKESH KUMAR ( Designation:- Assistant Professor Chemistry, Unique Code:- 0E2LNU, Mobile:- 7973982336 )** Date: 01/Jul/2020 11:04:15

Reporting Officer

Reporting Officer Name	DEEPA (Principal)
Reporting Officer Mobile	7973982336
Reporting Officer's Office	Govt. P.G. Nehru College, Jhajjar (GNC Jhajjar)

Checker Name: NARESH KUMAR BHARDWAJ(CLERK) -- 9465259495  
Checker Office Name: GNC Jhajjar

You have already sent a request to update Reporting Officer

Leave Balance

Earned Leave Balance	270.00
Half Pay Leave Balance	88.00

Employee Mobile Details

Mobile No:- 7973982336	NOTE: If your mobile no. is wrong, please contact your checker to update it.	Checker Name: NARESH KUMAR BHARDWAJ(CLERK) 9465259495
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APPLY FOR LEAVE

Type Of Leave : \* Casual Leave

Ground on which leave applicable : \* --Select--

Date From : \* 9:00 AM

Holiday Prefixed : \*

Calculated Days : \* Calculate Leave Days

Purpose Of Leave : \*

Station Leave Required : \* YES

Upload Supporting Document : Choose File No file chosen

Submit Go Back Cancel

Total Balance 12 - In Process 2 = Available Balance 10

Select if contains FullDay / HalfDay / One-Fourth : \* Full Day 1/2 1/4

Date To : \* 5:00 PM

Holiday Suffixed : \*

Reporting Officer: DEEPA (Principal)

Address During Leave : \*

After that fill all the mandatory fields then click on submit button. After submit the data an OTP box will appear, enter OTP and click on save button as shown in below fig.

Reporting Officer Name: DEEPA (Principal)  
 Reporting Officer Mobile: 7973982336  
 Reporting Officer's Office: Govt. P.G. Nehru College, Jhajjar (GNC Jhajjar)  
 Checker Name: NARESH KUMAR BHARDWAJ (CLERK) - 9495289495  
 Checker Office Name: GNC Jhajjar  
 You have already sent a request to update Reporting Officer

**Leave Balance**  
 Earned Leave Balance: 270.00  
 Half Pay Leave Balance: 88.00

**Employee Mobile Details**  
 Mobile No.: 7973982336  
 NOTE: If your mobile no. is wrong, please contact your checker to update it.  
 Checker Name: NARESH KUMAR BHARDWAJ (CLERK) 9495289495

Type Of Leave: Casual Leave  
 Ground on which leave applicable: Medical  
 Date From: 08/07/2020 9:00 AM  
 Date To: 15/07/2020 5:00 PM  
 Holiday Prefixed:   
 Holiday Suffix:   
 Calculated Days: 8 [Calculate Leave Days](#)  
 Purpose Of Leave: testing  
 Reporting Officer: DEEPA (Principal)  
 Station Leave Required: YES  
 Address During Leave: testing  
 Upload Supporting Document: Choose File No file chosen

Enter OTP sent to your entered Mobile No.

A message box will appear click on OK.

10.88.235.134 says  
 Leave Details Has Been Saved Successfully!

Now user can withdraw, edit or download his leave by clicking on right side buttons. User also checks his leave movement. And user's leave has been sent in his Reporting Officer's account.

**Intra Haryana**  
 Government of Haryana

Employee: RAKESH KUMAR ( Designation:- Assistant Professor Chemistry, Unique Code:- 0E2LNU, Mobile:- 7973982336 ) Date 01/Jul/2020 11:09:34

**View Leave**

Name	Mobile	Type Of Leave	Purpose Of Leave	Child Detail	Date From	Date To	Attachment	No of days	Remarks/Observation	Withdraw	Edit	Leave Movement	Leave Applied Form
RAKESH KUMAR, Assistant Professor Chemistry	7973982336	Casual Leave ( Personal )	test	-	27 Jun 2020 :: 9:00 AM	27 Jun 2020 :: 5:00 PM	<a href="#">Download Attachment</a>	1		<input type="button" value="Withdraw"/>	<input type="button" value="Edit"/>	<a href="#">Leave Movement</a>	<a href="#">Download</a>
RAKESH KUMAR, Assistant Professor Chemistry	7973982336	Casual Leave ( Other )	test	-	03 Jul 2020 :: 9:00 AM	03 Jul 2020 :: 5:00 PM	<a href="#">Download Attachment</a>	1		<input type="button" value="Withdraw"/>	<input type="button" value="Edit"/>	<a href="#">Leave Movement</a>	<a href="#">Download</a>



If you want to check the status of your leaves then click on leave status from My leaves menu bar as shown in figure given below. From Status of leaves you can check your Approved, Rejected and Withdrawn leaves status.

Employee: RAKESH KUMAR

Date: 03/Jan/2020 12:36:23

Home My Leave My Tour Leave/Tour Requests of Subordinate Staff Report

Apply For Leave  
View Leaves  
Leaves Status

Status Of Leaves: Approved Leaves

Name	Mobile	Type Of Leave	Purpose Of Leave	Date From	Date To	Remarks & Date	No of days	Final remarks	Status
RAKESH KUMAR, Assistant Prof.	9955210071	Earned Leave ( Medical )	test	24 Oct 2019	25 Oct 2019	test, 16 Oct 2019	2	test, 16 Oct 2019	Approved, test, 16 Oct 2019 <a href="#">Download</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Other )	qwe	28 Sep 2019 :: 9:00 AM	30 Sep 2019 :: 5:00 PM	test, 30 Sep 2019	3	test, 30 Sep 2019	Approved, test, 30 Sep 2019 <a href="#">Download</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Medical )	ok	01 Oct 2019 :: 9:00 AM	03 Oct 2019 :: 5:00 PM	testing, 30 Sep 2019	3	testing, 30 Sep 2019	Approved, testing, 30 Sep 2019 <a href="#">Download</a>

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Now he can download his leave confirmation.

Now Reporting Officer can approve, reject and forward the leaves from “Leave/Tour Request of Subordinate Staff” menu and click on leaves approval menu then from “leave type” drop down list select leaves pending for approval as shown in figure

Employee: DAYANAND

Date: 03/Jan/2020 12:43:39

Home My Leave My Tour Leave/Tour Requests of Subordinate Staff Report

Leave Type: Leaves Pending For Approval  
Pending For Joining  
Withdrawn Leaves  
Returned Back Leaves

Name	Mobile	Leave Type	Child Detail	Date From	Date To	Attachment	No of days	Remarks/Observation	Approve	Reject/Return	Forward
RAKESH KUMAR, Assistant Prof.	9955210071	Earned Leave ( Medical )	-	26 Sep 2019 :: 9:00 AM	27 Sep 2019 :: 5:00 PM	See Balance	2		<a href="#">Approve</a>	<a href="#">Return</a>	<a href="#">Forward</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Child Adoption Leave ( Personal )	ok	08 Oct 2019	10 Oct 2019	See Balance	3		<a href="#">Approve</a>	<a href="#">Return</a>	<a href="#">Forward</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( )	zxcdfgh	01 Nov 2019 :: 9:00 AM	04 Nov 2019 :: 5:00 PM	See Balance	4		<a href="#">Approve</a>	<a href="#">Return</a>	<a href="#">Forward</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Other )	test	15 Oct 2019 :: 9:00 AM	15 Oct 2019 :: 5:00 PM	See Balance	1		<a href="#">Approve</a>	<a href="#">Return</a>	<a href="#">Forward</a>
RAKESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Medical )	test	17 Oct 2019 :: 9:00 AM	18 Oct 2019 :: 5:00 PM	See Balance	2		<a href="#">Approve</a>	<a href="#">Return</a>	<a href="#">Forward</a>

If he wants to approve the leave then he will enter the remarks and click on approve button. A message box will appear with approving dates which should be between leave taken from and to period.

The screenshot shows a web application interface for leave management. A table displays several leave requests for 'RAKESH KUMAR, Assistant Prof'. A modal dialog is open in the center, prompting the user to enter 'Approved Date From' and 'Approved Date To' dates. The dialog includes 'Submit' and 'Close' buttons.

Name	Emp ID	Leave Type	Remarks	From	To	Days	Remarks	Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( )	20929d	01 Nov 2019 : 9:00 AM	04 Nov 2019 : 5:00 PM	4		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Other )	test			1		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Medical )	test	17 Oct 2019 : 9:00 AM	19 Oct 2019 : 5:00 PM	2		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Other )	test	01 Jan 2020 : 9:00 AM	01 Jan 2020 : 5:00 PM	1		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Personal )	test	06 Jan 2020 : 9:00 AM	06 Jan 2020 : 5:00 PM	1	test	Approve	Return	Forward

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After clicking on submit button again message box appears. Now enter an OTP will should be send to reporting officer's mobile.

The screenshot shows the same web application interface. The modal dialog is now prompting the user to 'Enter OTP sent to your entered Mobile No.' and includes a 'Verify OTP' button. The 'Submit' button from the previous step is still visible.

Name	Emp ID	Leave Type	Remarks	From	To	Days	Remarks	Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( )	20929d	01 Nov 2019 : 9:00 AM	04 Nov 2019 : 5:00 PM	4		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Other )	test			1		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Medical )	test			2		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Other )	test	01 Jan 2020 : 9:00 AM	01 Jan 2020 : 5:00 PM	1		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof	9695210071	Casual Leave ( Personal )	test	06 Jan 2020 : 9:00 AM	06 Jan 2020 : 5:00 PM	1	test	Approve	Return	Forward

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If he wants to send back the request he will click on return button. Then there are two options either he can return with observation or reject.



View Leave

Leave Type:

Leaves Pending For Approval

Name	Mobile	Type Of Leave	Purpose Of Leave	Child Detail	Date From	Date To	Attachment	No of days	Remarks/Observation	Approve	Reject/Return	Forward
RAKESH KUMAR, Assistant Prof.	9985210071	Casual Leave ( Other )	review	-	26 Sep 2019 :: 9:00 AM	27 Sep 2019 :: 5:00 PM		2		Approve	Return With Observation Reject	Forward
RAKESH KUMAR, Assistant Prof.	9985210071	Child Adoption Leave ( Personal )	OK	-	09 Oct 2019	10 Oct 2019		3		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof.	9985210071	Casual Leave ( )	zodded	-	01 Nov 2019 :: 9:00 AM	04 Nov 2019 :: 5:00 PM		4		Approve	Return	Forward
RAKESH KUMAR, Assistant Prof.	9985210071	Casual Leave ( Other )	net	-	15 Oct 2019 :: 9:00 AM	15 Oct 2019 :: 5:00 PM		1		Approve	Return	Forward

If he click on return with observation then remarks is mandatory.

The screenshot shows the Intra Haryana Government of Haryana portal. A modal dialog box is open in the center, displaying the text "10.88.235.134 says" and "Please enter Remarks/Observation.....!!!!". There is an "OK" button at the bottom right of the dialog. The background shows the portal header with "Go Back To Menu", "Log Out", and "Employee: DAYANAND". The date and time at the bottom right are "Date: 03/Jan/2020 12:43:39".

If he enters the remark then he will send the file with remarks to the previous hierarchy. And then click on move button. File will automatically move back to selected user.

The screenshot shows the Intra Haryana Government of Haryana portal. The "View Leave" section is active, displaying a table of leave requests. The table has columns: Name, Mobile, Type Of Leave, Purpose Of Leave, Child Detail, Date From, Date To, Attachment, No of days, Remarks/Observation, Approve, Reject/Return, and Forward. The table contains four rows of leave requests for RAVESH KUMAR, Assistant Prof. The first row is for Casual Leave (Other) from 26 Sep 2019 to 27 Sep 2019. The second row is for Child Adoption Leave (Personal) from 08 Oct 2019 to 10 Oct 2019. The third row is for Casual Leave ( ) from 01 Nov 2019 to 04 Nov 2019. The fourth row is for Casual Leave (Other) from 15 Oct 2019 to 16 Oct 2019. The "Approve" column has a green "Approve" button. The "Reject/Return" column has a red "Return" button and a blue "Forward" button. A dropdown menu is visible in the "Reject/Return" column for the first row, showing "RAVESH KUMAR(02019)" and a "Move" button.

Name	Mobile	Type Of Leave	Purpose Of Leave	Child Detail	Date From	Date To	Attachment	No of days	Remarks/Observation	Approve	Reject/Return	Forward
RAVESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Other )	weewee	-	26 Sep 2019 :: 9:00 AM	27 Sep 2019 :: 5:00 PM		2	test	Approve	Return	Forward
RAVESH KUMAR, Assistant Prof.	9955210071	Child Adoption Leave ( Personal )	ok	-	08 Oct 2019	10 Oct 2019		3		Approve	Return	Forward
RAVESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( )	zsdffsd	-	01 Nov 2019 :: 9:00 AM	04 Nov 2019 :: 5:00 PM		4		Approve	Return	Forward
RAVESH KUMAR, Assistant Prof.	9955210071	Casual Leave ( Other )	test	-	15 Oct 2019 :: 9:00 AM	16 Oct 2019 :: 5:00 PM		1		Approve	Return	Forward

If he wants to reject the file, then simply click on reject button. File will automatically reject.

The screenshot shows the Intra Haryana Government of Haryana portal. A modal dialog box is open in the center, displaying the text "10.88.235.134 says" and "Are you sure to reject this?". There are "OK" and "Cancel" buttons at the bottom of the dialog. The background shows the portal header with "Go Back To Menu", "Log Out", and "Employee: DAYANAND". The date and time at the bottom right are "Date: 03/Jan/2020 12:43:39".



If he wants to forward the file to another reporting officer, then he clicks on forward button.

View Leave

Leave Type: Leaves Pending For Approval

Name	Mobile	Type Of Leave	Purpose Of Leave	Child Detail	Date From	Date To	Attachment	No of days	Remarks/Observation	Approving Authority	Forward Leave
RAKESH KUMAR, Assistant Prof	9955210071	Casual Leave ( )	Jostified	-	01 Nov 2019 : 9:00 AM	04 Nov 2019 : 5:00 PM		4		CHETNA SEHRAWAT	Forward

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After approving leave user can also join his duty by clicking on **“Approved Leaves”** and then click on **“Join”** button

View Leave

Name	Mobile	Type Of Leave	Purpose Of Leave	Child Detail	Date From	Date To	Attachment	days	Observation	Join	Request for Withdraw	Leave Movement
RAKESH KUMAR, Assistant Professor Chemistry	7073982336	Casual Leave ( )	test	-	29 Jun 2020 : 1:00 PM	29 Jun 2020 : 3:00 PM	Download Attachment	0.25		Join	Request for Withdraw	Leave Movement
RAKESH KUMAR, Assistant Professor Chemistry	7073982336	Earned Leave ( Other )	test	-	24 Jun 2020	24 Jun 2020	Download Attachment	1		Join	Request for Withdraw	Leave Movement

After clicking on **“Join”** button below screen will appear. User has to fill all the mandatory fields and dates. And at last click on update button. Then again joining will go to their reporting officer’s account.

Employee Details !

Employee Id : 0e2lnu  
Empname : RAKESH KUMAR  
Approved Date From : 24 Jun 2020  
Department : EDUCATION (HIGHER)  
Designation : Assistant Professor Chemistry  
Approved Date To : 24 Jun 2020

Re-Join After Leave !

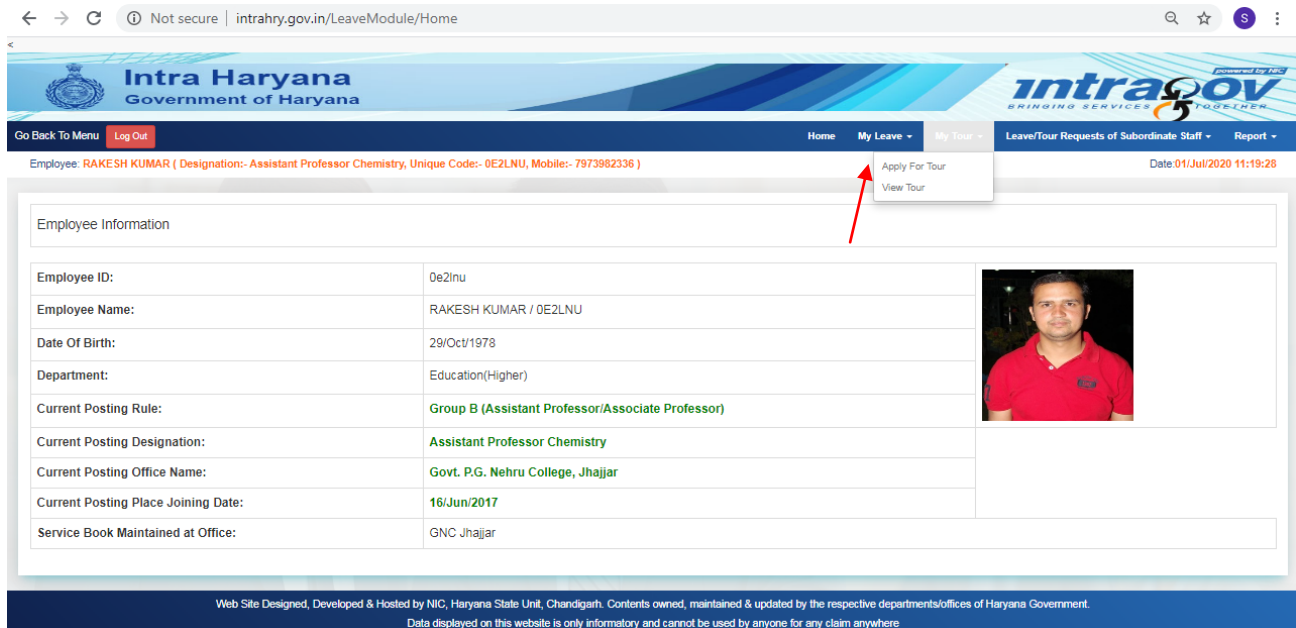
Leave Type : Earned Leave ( Other )  
Date From : 24/06/2020  
Date Of Joining : 02/07/2020  
No. Of Days : 1  
Total Balance of 12 : 270.60  
Date To : 24/06/2020  
Time Of Join : Forenoon

Update Close

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## TOUR'S WORKFLOW

If user wants to apply for tour he clicks on apply for tour button as shown in below figure.



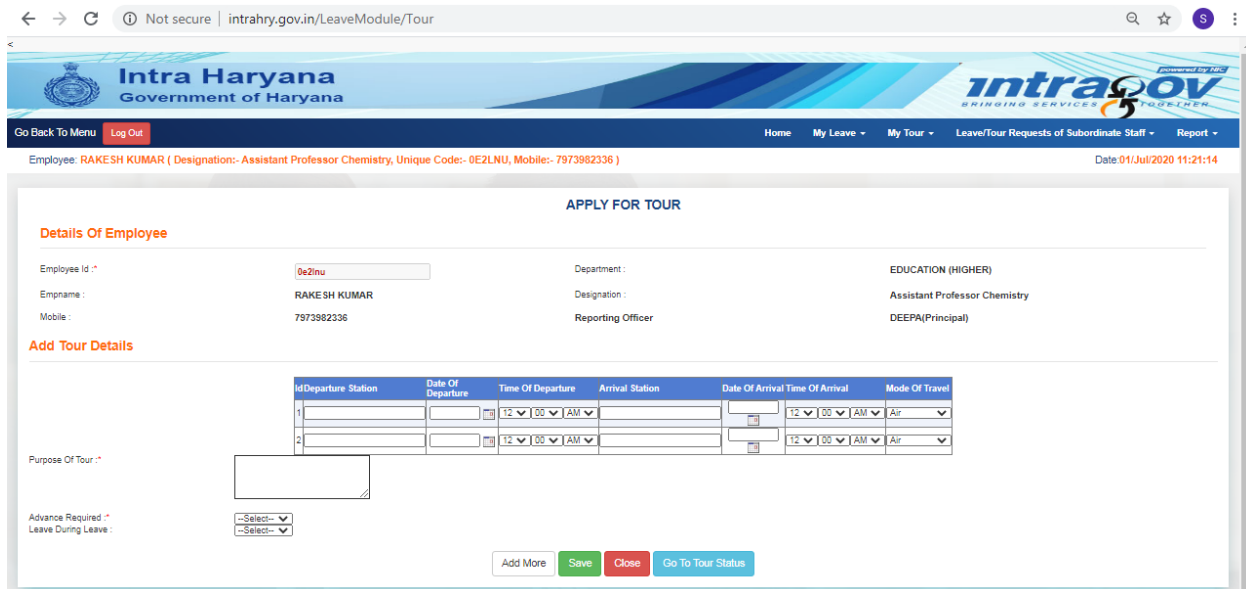
The screenshot shows the Intra Haryana Government of Haryana portal. The user is logged in as RAKESH KUMAR (Designation:- Assistant Professor Chemistry, Unique Code:- 0E2LNU, Mobile:- 7973982336). The 'My Tour' dropdown menu is open, showing 'Apply For Tour' and 'View Tour' options. A red arrow points to the 'Apply For Tour' option.

Employee Information

Employee ID:	0e2lnu
Employee Name:	RAKESH KUMAR / 0E2LNU
Date Of Birth:	29/Oct/1978
Department:	Education(Higher)
Current Posting Rule:	Group B (Assistant Professor/Associate Professor)
Current Posting Designation:	Assistant Professor Chemistry
Current Posting Office Name:	Govt. P.G. Nehru College, Jhajjar
Current Posting Place Joining Date:	16/Jun/2017
Service Book Maintained at Office:	GNC Jhajjar

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After that below screen will appear and he has to fill all the mandatory fields. He can also apply tour with leave.



The screenshot shows the 'APPLY FOR TOUR' form. The form includes fields for Employee Details, Add Tour Details, and Purpose of Tour.

**Details Of Employee**

Employee Id *	0e2lnu	Department :	EDUCATION (HIGHER)
Emprname :	RAKESH KUMAR	Designation :	Assistant Professor Chemistry
Mobile :	7973982336	Reporting Officer	DEEPA(Principal)

**Add Tour Details**

Id	Departure Station	Date Of Departure	Time Of Departure	Arrival Station	Date Of Arrival	Time Of Arrival	Mode Of Travel
1			12:00 AM			12:00 AM	Air
2			12:00 AM			12:00 AM	Air

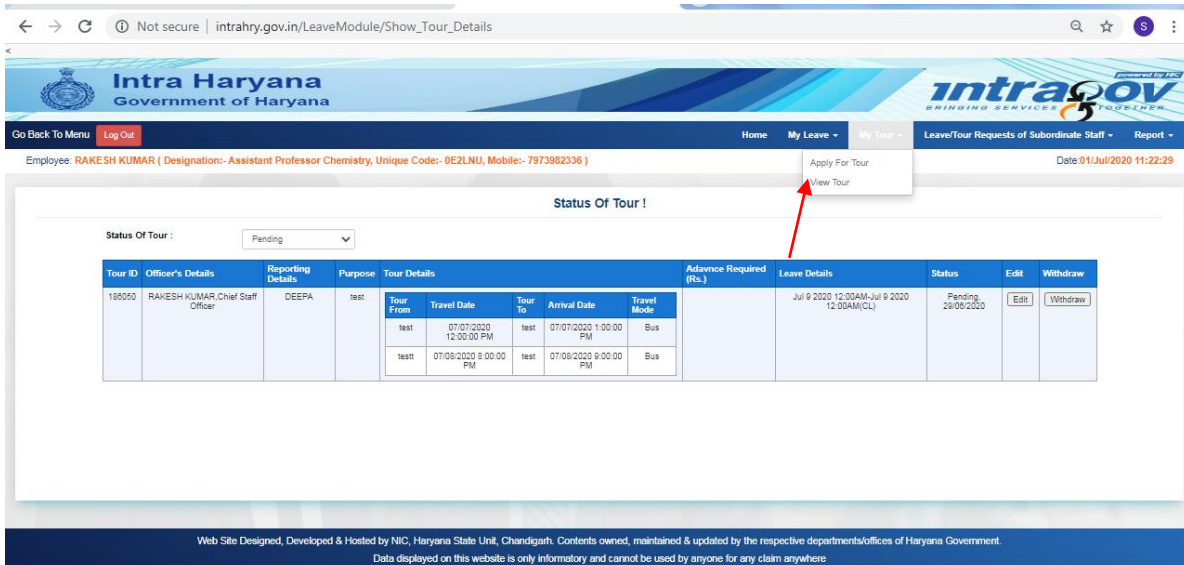
Purpose Of Tour : \*

Advance Required : \*

Leave During Leave : \*

Buttons: Add More, Save, Close, Go To Tour Status

User can also view his tour history by clicking on “**View Tour**” button as shown in below figure.



The screenshot shows the Intra Haryana Government of Haryana portal. The user is logged in as RAKESH KUMAR (Designation: Assistant Professor Chemistry, Unique Code: 0E2LNU, Mobile: 7973852336). The page displays the 'Status Of Tour' section with a dropdown menu set to 'Pending'. A table lists tour details, including Tour ID, Officer's Details, Reporting Details, Purpose, Tour Details, Advance Required (Rs.), Leave Details, Status, Edit, and Withdraw buttons. A red arrow points to the 'View Tour' button in the top navigation bar.

Tour ID	Officer's Details	Reporting Details	Purpose	Tour Details	Advance Required (Rs.)	Leave Details	Status	Edit	Withdraw															
185050	RAKESH KUMAR, Chief Staff Officer	DEEPA	test	<table border="1"> <thead> <tr> <th>Tour From</th> <th>Travel Date</th> <th>Tour To</th> <th>Arrival Date</th> <th>Travel Mode</th> </tr> </thead> <tbody> <tr> <td>test</td> <td>07/07/2020 12:00:00 PM</td> <td>test</td> <td>07/07/2020 1:00:00 PM</td> <td>Bus</td> </tr> <tr> <td>test</td> <td>07/08/2020 8:00:00 PM</td> <td>test</td> <td>07/08/2020 9:00:00 PM</td> <td>Bus</td> </tr> </tbody> </table>	Tour From	Travel Date	Tour To	Arrival Date	Travel Mode	test	07/07/2020 12:00:00 PM	test	07/07/2020 1:00:00 PM	Bus	test	07/08/2020 8:00:00 PM	test	07/08/2020 9:00:00 PM	Bus		Jul 9 2020 12:00AM-Jul 9 2020 12:00AM(CL)	Pending, 29/06/2020	Edit	Withdraw
Tour From	Travel Date	Tour To	Arrival Date	Travel Mode																				
test	07/07/2020 12:00:00 PM	test	07/07/2020 1:00:00 PM	Bus																				
test	07/08/2020 8:00:00 PM	test	07/08/2020 9:00:00 PM	Bus																				

Like leave module same process will occur. User can edit, withdraw his tour. And when he apply for tour it will go to his reporting officer's account where he can approve, forward or reject.