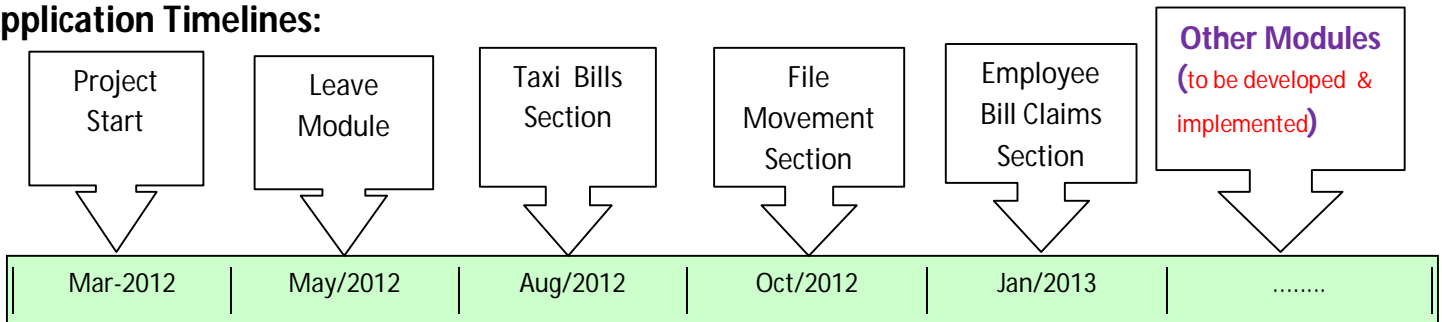


Employee Self Service (ESS)

				
Leaves Module	Taxi Bills Module	File Movement Section	Tour-Program approval (Developed & under beta. To be live in Jan '13)	Other Modules (to be developed subsequently)
✓	✓	✓	✓	

Application Timelines:



Leaves Appl, Taxi Hiring Bills, File Movement and other Enquiry modules for employees have been implemented so far, as part of Employee Self Service (ESS) Applications for CRIS employees.

Main functionalities include :

Leaves, Taxi Bills, File Movements, Salary & Allowances	Upcoming Modules
<ul style="list-style-type: none"> ➤ Facility to apply for all type of Leave on-line i.e. CL, RH, LAP, PL/ML, CCL. ➤ Facility to withdraw/Apply for Cancellation of all type of Leave i.e. CL, RH, LAP, PL/ML, CCL. ➤ Facility to take action on any leave application by SMS also. ➤ Facility for Personnel Department to take action on LWP, LHAP and LAP with Encashment leave application. ➤ Facility of Admin Department to process bills of Hired Vehicle. ➤ Facility to keep details of all files in system. ➤ Entry of Movement of Files by Officers /employee. ➤ Transfer of Files from one employee to other in case of pending of file due to transfer/Retirement. ➤ Facility to approve Taxi bills by Officers itself online. ➤ Facility to view various details progress of leave application and other bills. ➤ Options to download Salary Slips, TAX Schedule, Form 16, PF Slip, CRIS Telephone Directory. ➤ Download different Forms used in CRIS of claim and declaration purpose. 	<ul style="list-style-type: none"> ➤ On-line Tour-program sanction. ➤ On-line advance sanction against approved tour-programs. ➤ On-line submission of accounts of tour-program. ➤ On-line submission of imprest bills for re-couplement. <p>In further pipe line -</p> <p>On-line entry for approval /sanction of other employee claims /re-imbusement bills. (e.g. Local conveyance, Medical, Tiffin, NDA, NHA, Contingency expenditure etc.)</p>