



## DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

### TCS ion

#### SOP- LEAVE APPLICATION

##### **Purpose:**

As a procedure for staff to apply leave and understand the leave application policy.

##### **Scope:**

Applicable to all staff

##### **Responsibilities and Authorities:**

- All staff are required to apply relevant leave and ensure that the leave has been approved from principal prior to commencement of leave
- Head of the department approves the leave.
- The clerk checks the attendance and ensures that the balance quota of leaves is available for the respective staff.

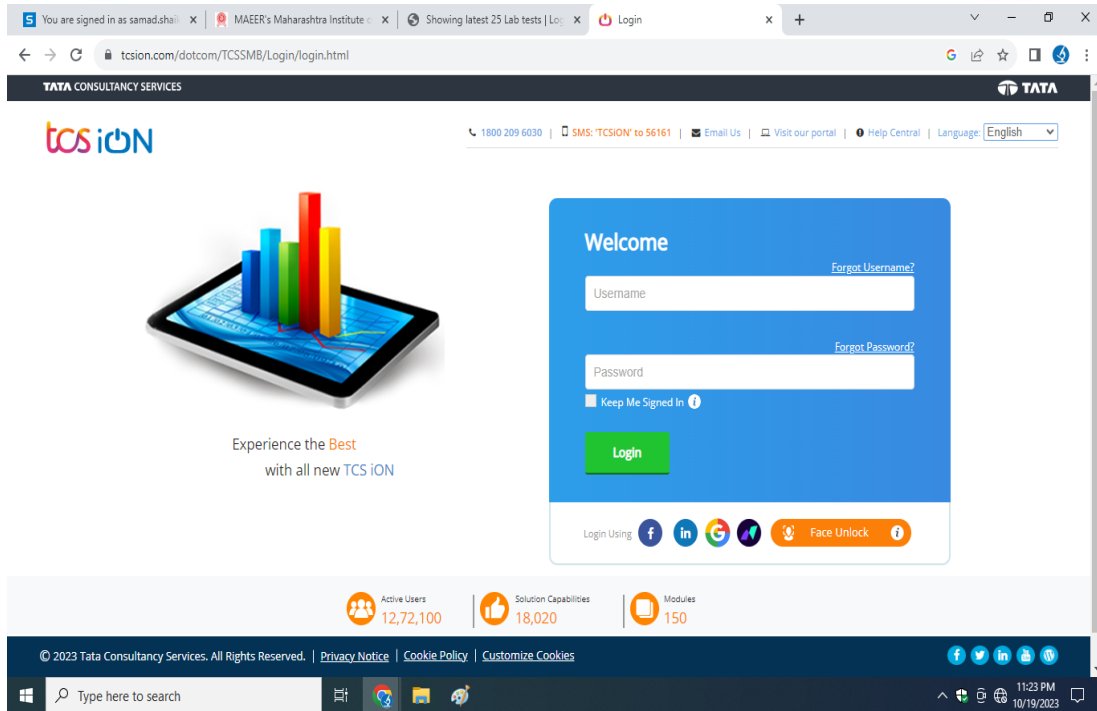
##### **Procedure:**

- Open TCS ion application on computer.
- Login with your user ID and Password
- Select “**W**” on left lower corner of screen.
- Select **HRMS** from the templet on your screen.
- Select “**leave and attendance**” then “**apply and manage leaves**”.
- In leave application management section ,select “**Raise leave application**”.
- Now fill up the form on screen for type of leave , date ,fullday / half day, perpose of leave and submit.
- This application is now forwarded to Head of the Department , who can select recommended/ not recommended.
- This is now forwarded by Head of the Department to the Principal for approval.



### **Leave Application Policy:**

- Application for Continuous Leaves for 3 days and above shall be submitted in advance.
- Application for leave less than 3 days shall be applied before the commencement date of leave.
- Staff is advised to do substitute arrangement of all departmental work before availing the leave.
- Casual leave application should be submitted before availing the leave and medical leave can be submitted after joining college along with medical certificates.



## LOGIN PAGE

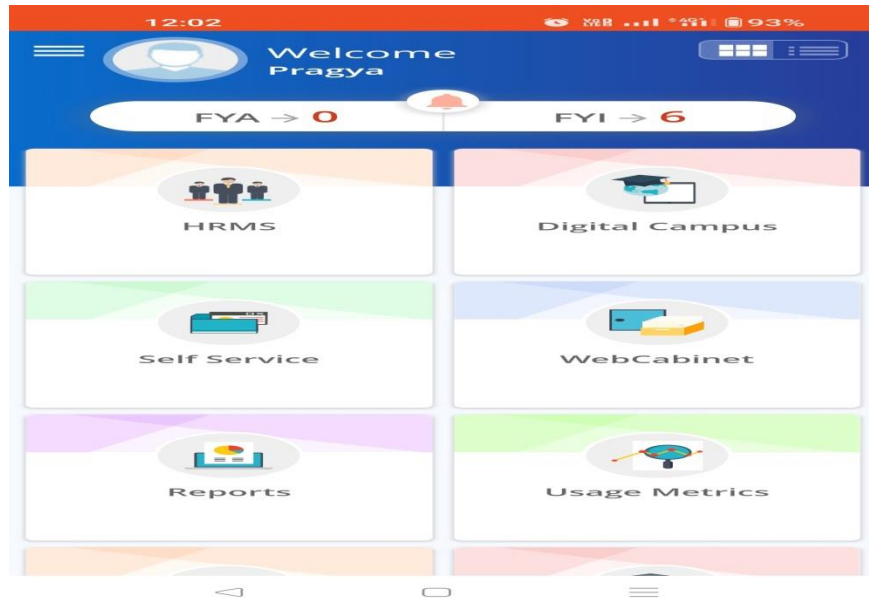


**Select “W” on left lower corner of screen**

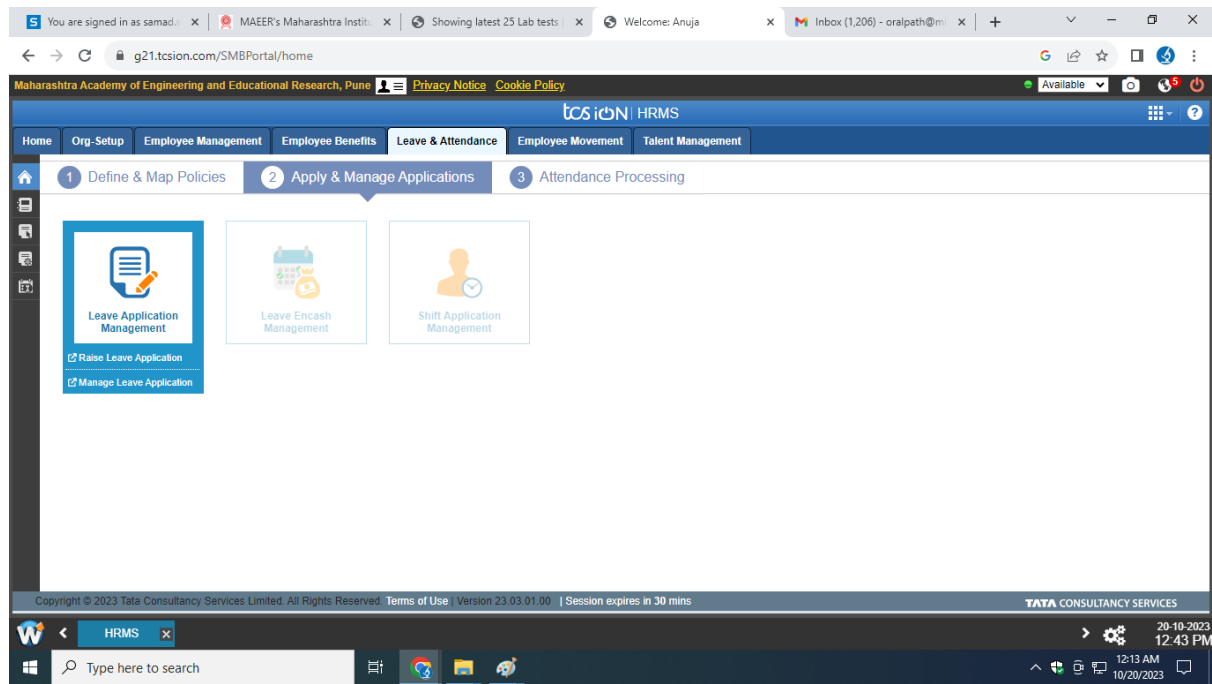


MAEER PUNE'S

# MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



**Select HRMS from the templet on your screen**



**Select “leave and attendance” then “apply and manage leaves”**



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tcsion HRMS

Home | Org-Setup | Employee Management | Employee Benefits | Leave & Attendance | Employee Movement | Talent Management

### Raise Leave Application ( \* Mandatory Fields )

Leave Application Details

\* Leave Type: P

\* Selected date (s): 0 Days

October 2023

MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

● Holiday ● Haliday ● WeekOff

Status:

Date Applied: 20-Oct-2023

\* Purpose:

Are you travelling out of station:  Yes  No

Destination Place:

Are you available on weekoff / holiday:  Yes  No

Address: NA

\* Phone Number: +91 9405255533

Delegation Of Responsibility:

Upload File:  No file chosen  
Max. Size limit: 5 MB

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HRMS

Type here to search

20-10-2023 12:44 PM

12:14 AM 10/20/2023

**fill up the form on screen and submit**