



# Leave Attendance System 1.0

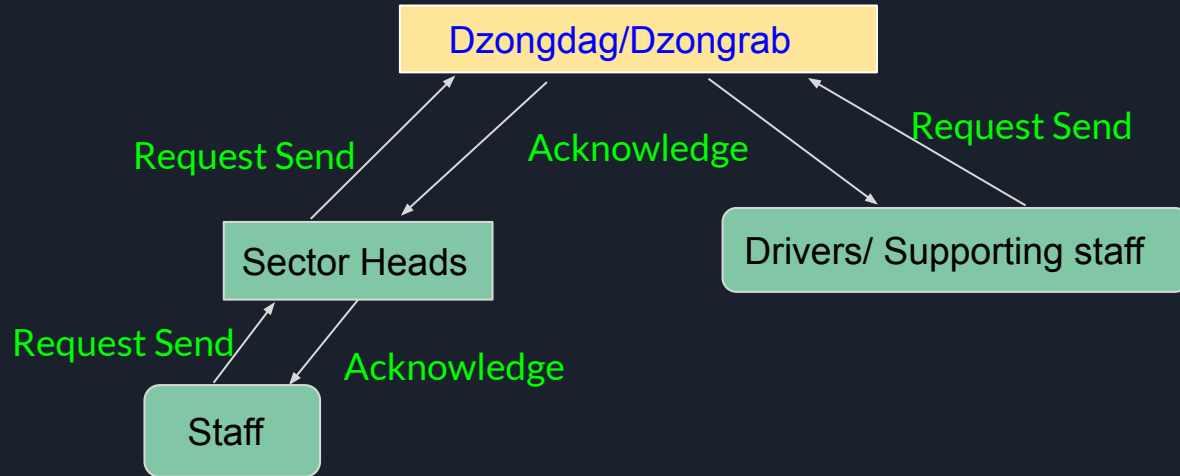
Prepared By ICT Section, Dzongkhag  
Administration, Trashi Yangtse



# What is Leave Attendance System (LAS 1.0)?

- ❖ It is a simple web based application system to record your different leaves application, attendance and tour travel datas.
- ❖ This system is accessible in Govnet Network only via laptop, desktop and smartphone otherwise it will not be accessible.
- ❖ It was designed so as to minimize the manual work of record and to assist the HR management in creating efficient recording system.
- ❖ Since it is in **prototyping phase**, hence the name LAS 1.0 , the system will be updated as per the user's demands and feasibility. Therefore, some features of the LAS will be subjected to change in the coming days.

# LAS 1.0- *System Process Flow Chart*





# What are the functionality of LAS 1.0?

The functionality of LAS 1.0 differs as per the user roles:

## I. **Casual Leave application process flow as per the user roles:**

1. **Super Admin:** has access to all the rights and privileges of the system.
2. **Division/ Dzongkhag Head:**
  - i. has the access rights to approve and reject their respective staff's leave applications and tour approval.
  - ii. can also request leave and tour approval from their respective supervisor.
3. **Users:** has the access rights to request the leave applications and tour approval only from their supervisor.

**II. The attendance record:** if the users login before office reporting time i.e 9:00 AM, it indicates you with green color otherwise if you login after the reporting time, it gives you orange color which means, you are late.

# User Dashboard



Royal Government of Bhutan  
Attendance System



## Dashboard

2:29:24 PM, Mon 16/Nov/2020

Hello ! Welcome Back Kencho Wangdi Today's Attendance Time: 10:00:00am

Daily Attendance

Search for names

ICT Sector

#	Name	Time In	Division	Status	Remarks	Extension
1	Kinzang Dema	09:59:32am	ICT Sector	In Office		04781233
2	Kencho Wangdi	10:00:00am	ICT Sector	In Office		04781233



0

Officials on Leave

Position Title: Sr. ICT Technical Associate III

Division: ICT Sector

Dept: Trashi Yangtse Dzongkhag Administration

Ministry: Ministry of Home and Culture Affairs

User Profile



Name: Kinzang Dema  
Position Title: Asst. ICT Officer  
Division: ICT Sector  
Email: kdema@trashiyangtse.gov.bt  
Telephone: 04781233

Supervisor Details



User

Your User Role

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

# SuperAdmin DashBoard



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Attendance System



## Dashboard

5:52:20 PM, Mon 16/Nov/2020

Hello ! Welcome Back Kinzang Dema Today's Attendance Time: 09:59:32am



0

Leave Requests Pending



9

Attendance after 9:00 AM



0

Officials on Leave



0

Have not used LAS

Daily Attendance

Search for names

ICT Sector

#	Name	Time In	Division	Status	Remarks	Extension
1	Kinzang Dema	09:59:32am	ICT Sector	In Office		04781233
2	Kencho Wangdi	10:00:00am	ICT Sector	In Office	little late	04781233

Position Title: Asst. ICT Officer

Division: ICT Sector

Dept: Trashi Yangtse Dzongkhag Administration

Ministry: Ministry of Home and Culture Affairs

User Profile



Name: Kinzang Dema  
Position Title: Asst. ICT Officer  
Division: ICT Sector  
Email: kdema@trashiyangtse.gov.bt  
Telephone: 04781233

Supervisor Details



Super Admin

Your User Role

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Settings

Training

# Dzongkhag Head DashBoard



Royal Government of Bhutan  
Attendance System



## Dashboard

5:57:20 PM, Mon 16/Nov/2020

Hello ! Welcome Back **Thuji Tshering** Today's Attendance Time: 05:10:29pm



0

Leave Requests Pending



9

Attendance after 9:00 AM



0

Officials on Leave



0

Have not used LAS

### Daily Attendance

Office of Dzongdag

#	Name	Time In	Division	Status	Remarks	Extension
1	Thuji Tshering	05:10:29pm	Office of Dzongdag	In Office		04781100
2	Pema Choden	Absent	Office of Dzongdag			NA
3	Jurmey Tenzin	Absent	Office of Dzongdag			NA

Position Title:Dzongdag I

Division: Office of Dzongdag

Dept: Trashi Yangtse Dzongkhag Administration

Ministry: Ministry of Home and Culture Affairs

User Profile



Name:

Position Title:

Division: Ministry of Home and Culture Affairs

Email:

Telephone:

Supervisor Details



Director

Your User Role



In Office

Remarks

Update Status

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

## Future Upgrade:

The following features will be upgraded into the system:

1. Feasible reporting and closing Office time
2. Officiating features
3. Technical adaptation/version control
4. Various accessible leave applications
5. More user roles
6. Feature to upload profile photos





# Report Generation

The ICT Section will compile the report generated by the System and submit it to the HR Section for further persuals.