



Leave Attendance System 1.0

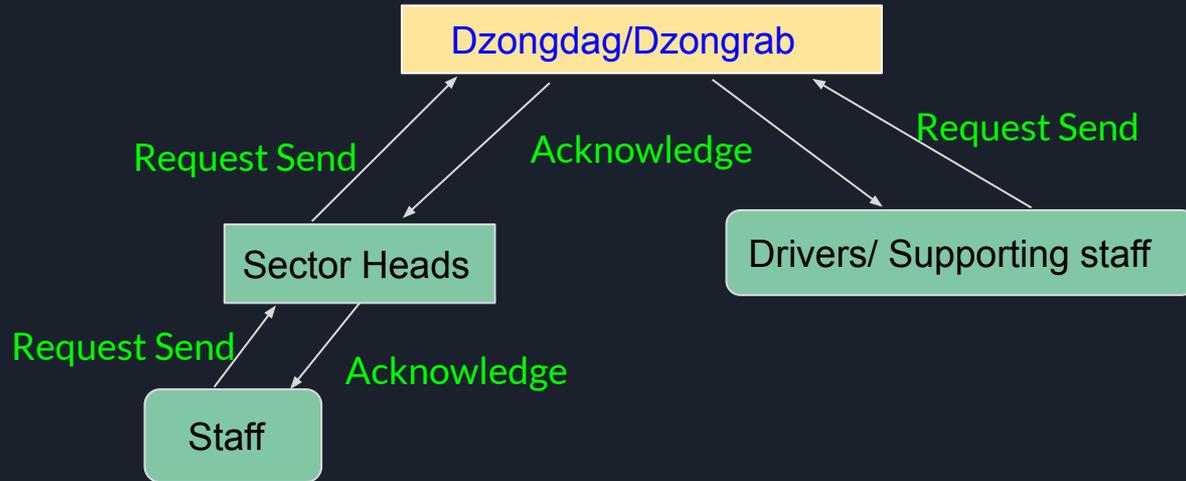
Prepared By ICT Section, Dzongkhag
Administration, Trashi Yangtse



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

Dashboard

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

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

Daily Attendance

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

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



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.