



User Manual For Leave Attendance System (LAS 1.0)

1. How To Login ?

Works

10-Sep-2020

This is to notify all the contractors who have been awarded works by Dzongkhag Administration, Trashi Yangtse to resume all the construction activities from today.

17th Aug 2020: Toll Free Numbers – National, Central, Southern and Eastern Regions of Bhutan

18-Aug-2020

17th Aug 2020: Toll Free Numbers – National, Central, Southern and Eastern Regions of Bhutan

The Project for Human Resource Development Scholarship (JDS) 2020

10-Aug-2020

This is to bring in your kind notice that the RCSC has announced the availability of scholarships (9 slots) for Masters Degree under the Government of Japan: The Project for Human Resource...

[View All](#)

Performance Agreement

Performance Agreement of



28-Sep-2020

Every child has the right to live free from violence, exploitation and abuse. Please Watch the following videos and share it to your family and...



Public Notification On eGP Training

10-Sep-2020

This is to inform all the general public especially contractors that electronic Government Procurement (eGP) training will be provided



Press Release: Initiating The Unlocking Phases

01-Sep-2020

Bhutan witnessed the first of a kind lockdown to combat spread of coronavirus in the country on August 11. Today, 21 days on, we are confident to...

[View All](#)

[Click the Online Leave Attendance System link](#)

Tender

Letter of intent

Corrigendum

Notification Period : 07-May-2020 To 01-Jun-2020

This is to inform interested bidders wishing to participate in providing Catering Services to Dzongkhag Administration, Trashi Yangtse for the Financial Year 2020-2021 to kindly refer revised SBD for...

Notice Inviting Tender

Notification Period : 06-May-2020 To 01-Jun-2020

The Dzongkhag Administration, Trashi Yangtse kindly invites sealed bids from Hoteliers/Restaurants for the Catering and Canteen Services for the Financial Year 2020-2021

RWSS Quotation

Grievance Redressal Form

[Click Here](#)

Dzongkhag Info-Desk

[Status Of CID/SRP Card](#)

Dzongkhag Online Services

[Online Leave Attendance System](#)

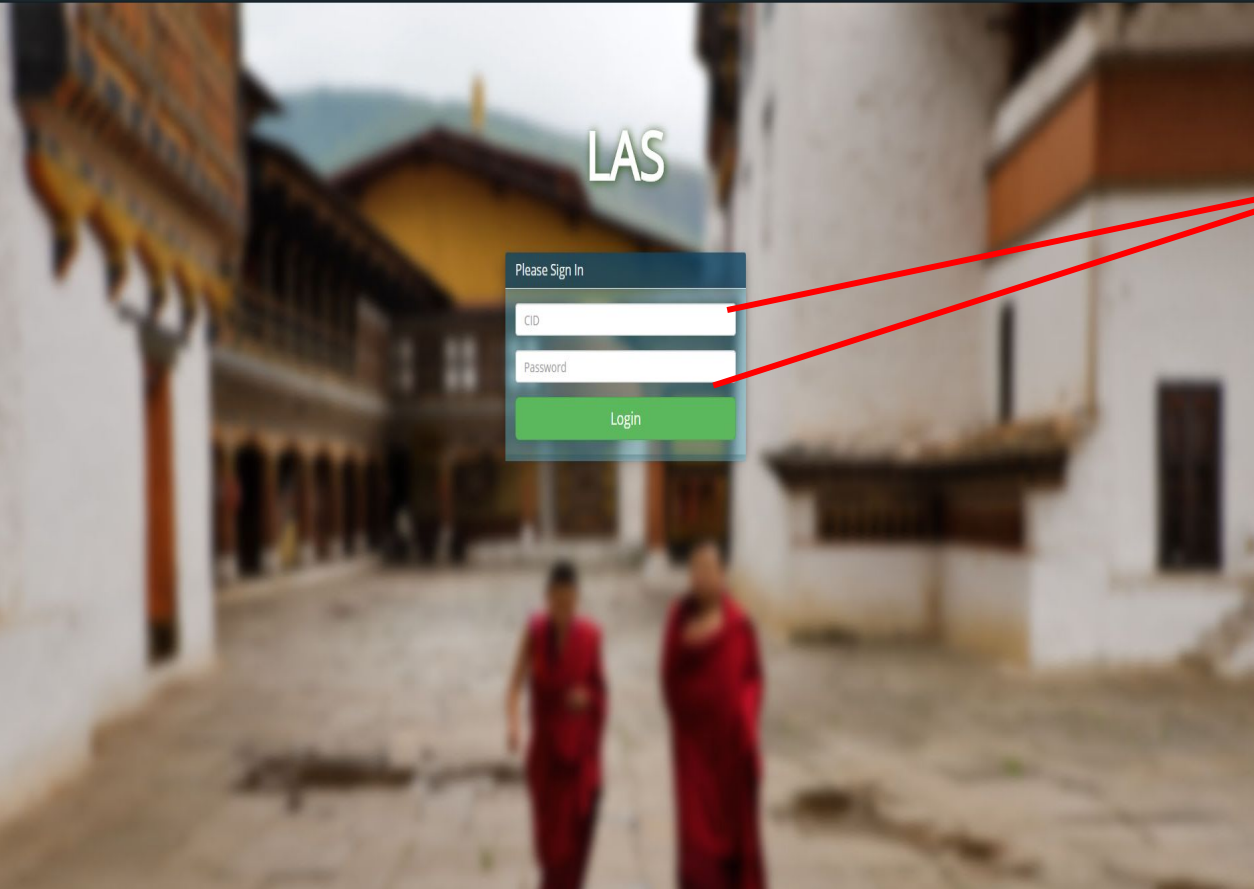
Service Delivery Standard

A Service Delivery Standard Of Each Sectors.

[View](#)

1. First connect your laptop/desktop/smartphone to Dzongkhag Local Area Network.
2. Type www.trashiyangtse.gov.bt in your web browser to go to Trashi Yangtse Dzongkhag website.
3. Follow the image shown at the left side.


1.1 Login Page





Enter your Default Username and Password i.e. your CID no.


***Please change your default password once you sign in.**

2.1 After Login- For The User Role



Royal Government of Bhutan
Attendance System





In Office ▼
little late
Update Status

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Dashboard

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	little late	04781233

7:16:06 PM, Mon 16/Nov/2020


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

2.3 Update Menu

2.2 Daily Report View


2.4 User View

2.5 User Management

2.1 After Login: User role (contd)

2.2 Daily Report View:

Once you log into the System, you will see your daily attendance record and activity status

- If you login on time i.e between (9:00 AM- 9:15 AM), you login time will be indicated with **green color** in the **Time In Status column**, which means your on time and is in the office. Otherwise it will indicate your login time with **orange color** which means your are late and you did not login on time.
- You can view your and other sectors attendance report also by selecting the sector from the dropdown 
- You can also view whether the user is in the office or not by checking the **Status and Remarks Columns**.

***** Notes: For now those who login before 9:00 AM will be indicated with **green color**, however, in the system database you will be indicated as **in office** if you report between 9:00 AM-9:15 AM. Hence, don't worry if your color is **orange** if you login between permissible reporting time i.e between **9:00 AM-9:15 AM**.*

2.3 Update Menu

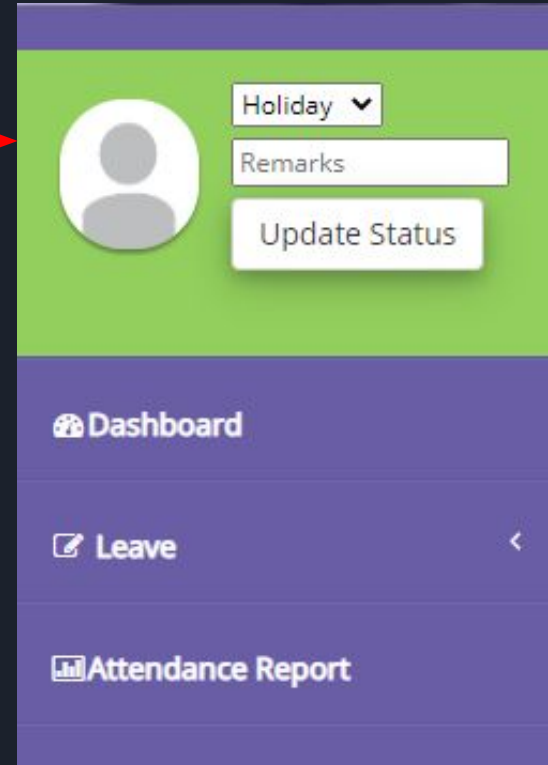
The Update Menu Consists of following features:

1. Update status:

This is used to show your **in office status** in the **Status** column of the **daily report view** to whether you are attending any meeting/seminar/site visits when **you are in the office**.

Example: let's assume that you are in the office but you are attending the HR Meeting. To show that, you have to update your **in office status** to meeting by selecting **Meeting** from the drop down list and add details of the meeting in the **Remarks Textbox** and then click on **update status button**. The updated **in office status** will be shown in the **daily report view**.

***Please don't forget to update your status to **in office** from Meeting **When you are done with the meeting**.



The screenshot shows a user interface for updating status. It features a green header bar with a user profile icon on the left. To the right of the icon are three elements: a 'Holiday' dropdown menu, a 'Remarks' text input field, and an 'Update Status' button. Below this header is a purple sidebar with three menu items: 'Dashboard' (with a globe icon), 'Leave' (with a calendar icon and a left arrow), and 'Attendance Report' (with a bar chart icon).



contd...


2. Dashboard: When you click on dashboard, you will be directed to the home page.

3. Attendance Report: Will give you the monthly attendance report. Red indicates Absent, Green (on time and present), Orange (Late and present) and Blue (Holiday).



4. Telephone Directory: Will show all the contact details of the officials in Dzongkhag Sector wise.


5. Holidays: Will show the Dzongkhag Calendar Holidays.

Contd... 5. Leave



Royal Government of Bhutan
Attendance System





In Office ▾
little late
Update Status

Dashboard

Leave

Attendance report

Telephone Directory

Holidays

Request Leave

Start Date

End Date

Total Days count:
Weekends in between:
Holidays in between:
Days leave requested:

-----Leave Type----- ▾

Remarks

Request Leave

Leave History

CL Balance 9 Days

#	Leave Type	Start Date	End Date	Leave Count	Status	Remarks	Supervisor Remarks
1	Casual Leave	2020/11/17	2020/11/17	1	Approved	personal	approve

7:16:54 PM, Mon 16/Nov/2020

**** All the fields are mandatory**
**** Enter the start and end dates for your leave type**
**** Select the leave type**
**** Add the details in the Remarks. For tour/meetings/training/ workshop, you have to enter the approved notesheet no. o f your relevant head or any authorisation details in the Remarks. Otherwise, incomplete details will not be considered for attendance record.**
**** Click request leave and then confirm and click ok subsequently.**

I. Click on Request Leave

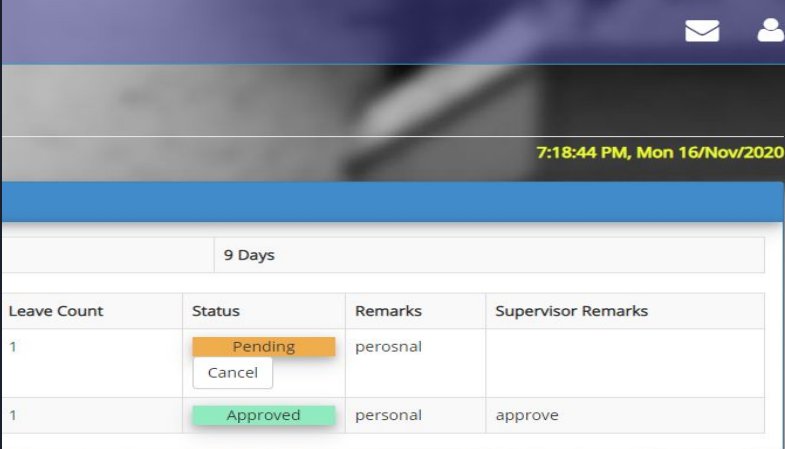
Your approved/rejected leave history will be shown here along with your casual leave balance.

5. Leave (contd..)

I. Once you request for leave, it will be shown as **pending** as given in the image. You can also **cancel** it before your request gets approved by your supervisor.

II. If you are requesting for the leave type other than casual leave i.e tour, workshop and etc which are out of station travel then you need to have prior approval from you relevant supervisor. After that add the details such as **notesheet no. or any authorisation details in the Remarks textbox** for record keeping.

III. Total no. of days requested for leave type will be automatically generated excluding the holidays and weekends.

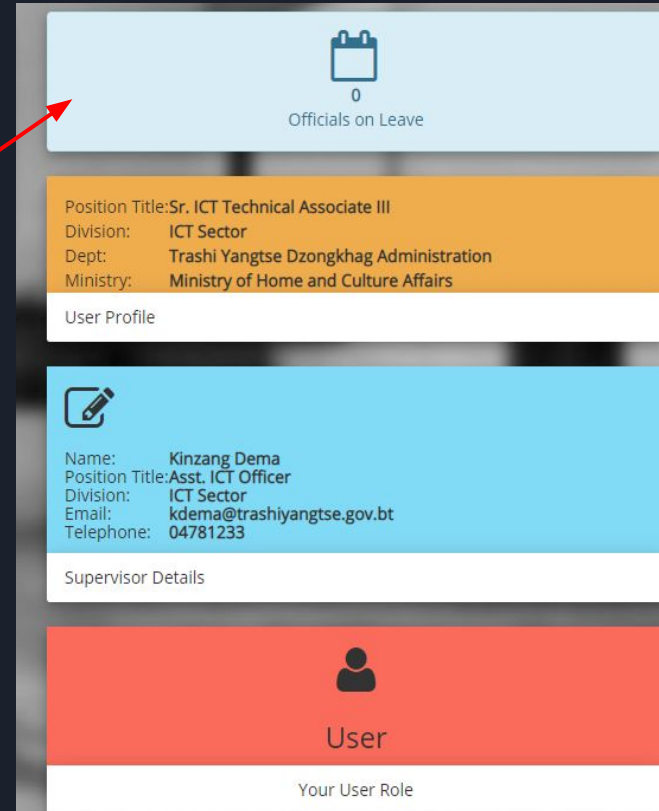


The screenshot displays a web application interface for leave management. At the top right, there are icons for a mail envelope and a user profile. Below these, the date and time '7:18:44 PM, Mon 16/Nov/2020' are shown. A blue header bar is present above a white form area. The form contains a text input field with '9 Days' entered. Below this is a table with four columns: 'Leave Count', 'Status', 'Remarks', and 'Supervisor Remarks'. The first row shows a 'Leave Count' of 1, a 'Status' of 'Pending' (with a 'Cancel' button below it), 'Remarks' of 'perosnal', and an empty 'Supervisor Remarks' field. The second row shows a 'Leave Count' of 1, a 'Status' of 'Approved' (with a green highlight), 'Remarks' of 'personal', and 'Supervisor Remarks' of 'approve'.

Leave Count	Status	Remarks	Supervisor Remarks
1	Pending Cancel	perosnal	
1	Approved	personal	approve

2.4 User View

- In the **user view** you will see your details such as your position title, level, system role and your supervisor/ sector head details.
- You can also view how many officials are on leave, tour and etc by clicking this tab



The screenshot displays the 'User View' interface with several sections:

- Officials on Leave:** A light blue tab with a calendar icon and the number '0'.
- User Profile:** An orange tab containing the following details:
 - Position Title: Sr. ICT Technical Associate III
 - Division: ICT Sector
 - Dept: Trashi Yangtse Dzongkhag Administration
 - Ministry: Ministry of Home and Culture Affairs
- User Profile:** A white tab with a pencil icon and the following details:
 - Name: Kinzang Dema
 - Position Title: Asst. ICT Officer
 - Division: ICT Sector
 - Email: kdema@trashiyangtse.gov.bt
 - Telephone: 04781233
- Supervisor Details:** A white tab.
- User:** A red tab with a person icon and the text 'User'.
- Your User Role:** A white tab.

A red arrow points from the text 'etc by clicking this tab' in the list to the 'Officials on Leave' tab.

2.5 User Management

User management provides following features:

1. Message Notification Bar:

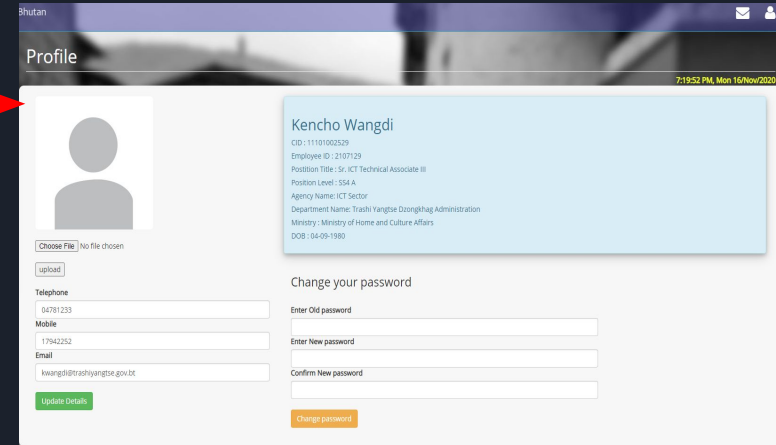


When you click on this it will show all the notification messages you have received till date.

2. User Profile

You can change your default password and update your contact details here.

*** Photo upload will not work, hence please don't upload it.

A screenshot of a user profile page. The header shows 'Bhutan' and a 'Profile' tab. The profile information for 'Kencho Wangdi' is displayed, including ID, Employee ID, Position Title, Position Level, Agency Name, Department Name, Ministry, and DOB. Below this is a 'Change your password' section with fields for 'Enter Old password', 'Enter New password', and 'Confirm New password', and a 'Change password' button. On the left, there is a 'Choose File' button, an 'upload' button, and fields for 'Telephone', 'Mobile', 'Email', and 'Email' (with a placeholder 'kwangdi@trashiyangtse.gov.bt'). An 'Update Details' button is at the bottom left. The top right corner shows the time '7:19:52 PM, Mon 16/Nov/2020' and icons for a message and user profile.




3. Division/Dzongkhag Head Role

- The Division/Dzongkhag Head role is given to sectorheads or your direct supervisor.
- Shares similar features of **user role i.e. same user management, user view, update status and daily report view.**
- The only difference is that they have the access rights to approve or reject their staff leave applications and also can request their own leave application which will be forwarded to their direct supervisor for approval.

3.1 Division/Dzongkhag Head Dashboard

Dashboard



In Office ▼

Remarks

Update Status

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Hello ! Welcome Back Kuenzang Peldon Today's Attendance Time: 04:29:10pm

0

Leave Requests Pending

2

Attendance after 9:00 AM

10

Officials on Leave

0

Have not used LAS

Daily Attendance

Search for names

Agriculture Sector ▼

#	Name	Time In	Division	Status	Remarks	Extension
1	Dorji Laythro	10:56:11am	Agriculture Sector	In Office		04781104
2	Kuenzang Peldon	04:29:10pm	Agriculture Sector	In Office		04781104
3	Chhimi Dakpa	NA	Agriculture Sector	In Office		NA


Position Title:Dy. Chief Dzongkhag Agriculture Officer

Division: Agriculture Sector

Dept: Trashi Yangtse Dzongkhag Administration

Ministry: Ministry of Home and Culture Affairs

User Profile



Name: Thuji Tshering


Position Title:Dzongdag I

Division: Trashi Yangtse Dzongkhag Administration

Email: ttshering@trashiyangtse.gov.bt

Telephone: 04781100

Supervisor Details



Division Head

Your User Role

The supervisor will click on this to approve or reject their staff's leave application, tour and etc. However, please note that details should be provided in the remarks text.

To check who all reported before 9:00 AM.



3.2 Dos and Don'ts of Division/Dzongkhag Head Role


- I. The supervisor should not approve their staff's appraisal such as tour/workshop/training if the details such as **approved notesheet no or any authorisation details are not given.**
- II. The supervisor should always check their staff's attendance record and if they don't do it on time remind them to do so.





4. Super Admin Dashboard

1. **Has access to all the rights and privileges of the system.**
2. **Will monitor the overall LAS system functionality.**

4.1 Super Admin Dashboard



Royal Government of Bhutan
Attendance System





In Office ▾
Remarks
Update Status

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Settings

Training

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: Trashy 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



Reminders

- I. You should connect your Laptop/Desktop/Mobile Device in the **Dzongkhag Local Area Network** to access the LAS system.
- II. If you request for any **leave type** other than **casual leave**, you must have prior approval from your relevant sectorhead or approved notehseet no. details must be filled in the **Remarks text box** for your request application.
- III. For now **green color** will be highlighted only when you report before 9:00 AM, however, in the System database you will be indicated as **present** if you report between 9:00 AM-9:15 AM.