

# **New Leave Management System & Travel Desk – SOP(Chennai)**

**May-2022**

## Agenda:-

- New HRMS Dash Board
- New Leave Management System – Leave Request (Latest Leave Rule integrated), Leave Summary, Check Attendance & Insurance Renewal.
- New Travel Management – Travel Request, Additional Advance & Visit Report.
- Reset Password – To Reset portal password.

**INDIA JAPAN LIGHTING**  
A Kvaats Group Company

**DASHBOARD** LOGOUT

Session Id: 118

Welcome to India Japan Lighting Pvt. Ltd.

CCNO:	L6160	
NAME:	M DINESH KUMAR	dinesh.kumar@ijl.co.in
DEPT:	ENGINEERING	
LOCATION:	CHENNAI	
MANAGER:	RAJASEKARAN G	raja@ijl.co.in

**POLICY AND PROCEDURE**  
Anti-Bribery Procedure  
Vigil Mechanism Policy

**TRAINING**  
6S Awareness  
EMS Awareness

**Leave Management**

**Travel Management**

**Work Permit**

**Reset Password**

Internal link -  
[http://192.168.81.174/IJL\\_HRMS/login.aspx](http://192.168.81.174/IJL_HRMS/login.aspx)

External link -  
[http://182.72.251.67/IJL\\_HRMS/login.aspx](http://182.72.251.67/IJL_HRMS/login.aspx)

# HRMS Dash Board

## HRMS LOGIN



HRMS	
CCNO	<input type="text"/>
PASSWORD	<input type="password"/>
<b>2</b>	<b>LOGIN</b>
<a href="#">Forgot Password...</a>	



### Step 1:-

Please click below link to access HRMS login

### Internal link -

[http://192.168.81.174/IJL\\_HRMS/login.aspx](http://192.168.81.174/IJL_HRMS/login.aspx)

or

### External link -

[http://182.72.251.67/IJL\\_HRMS/login.aspx](http://182.72.251.67/IJL_HRMS/login.aspx)

### Step 2:-

Please update your credential ccno and password to login into hrms.

## DASHBOARD

LOGOUT

Session Idle: 1193 secor

Welcome to India Japan Lighting Pvt. Ltd.		
CCNO:	L6160	
NAME:	M DINESH KUMAR	dinesh.kumar@ijl.co.in
DEPT:	ENGINEERING	
LOCATION:	CHENNAI	
MANAGER:	RAJASEKARAN G	raja@ijl.co.in



Anti-Bribery Procedure

Vigil Mechanism Policy



6S Awareness

EMS Awareness



Leave Management



Travel Management



Work Permit



Reset Password

**DASHBOARD** LOGOUT

Session Id: 1193 sec

Welcome to India Japan Lighting Pvt. Ltd.

CCNO: L6160  
 NAME: M DINESH KUMAR dinesh.kumar@ijl.co.in  
 DEPT: ENGINEERING  
 LOCATION: CHENNAI  
 MANAGER: RAJASEKARAN G raja@ijl.co.in

**1** Step 1:- Click Leave Management

**LEAVE MANAGEMENT**

**Employee Leave Management System**

**2** Step 2: Click Leave Request

**LEAVE REQUEST INPUT**

**3** Step 3: Click leave type as Earned leave/Coff

Reporting	<input type="text" value="RAJASEKARAN G"/>	Mail id	<input type="text" value="dinesh.kumar@ijl.co.in"/>
Department	<input type="text" value="ENGINEERING"/>	Location	<input type="text" value="CHENNAI"/>
Earned Leave Balance	<input type="text" value="14"/>	Session	<input type="text" value="Whole day"/>
Leave Type	<input type="text" value="Earned Leave"/>	Leave Days	<input type="text" value="Less than 7 days"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
From Time	<input type="text"/>	To Time	<input type="text"/>
Reason Type	<input type="text"/>		

**4** Step 4: Select any one leave days in drop down.

**5** Step 5: Click Submit

**Leave Days Type :- Rule integrated in system**

- Leave less than 7 days – Online Application to be submitted 3 days in advance.
- Leave more than 7 days - Online Application to be submitted 10 days in advance.
- Emergency Type – To be use in case of emergency.
- Existing Procedure followed for Leave approval by HOD & Authorized by HR admin

# New Travel Request - SOP

**INDIA JAPAN LIGHTING**  
A Kirati Group Company

**DASHBOARD** LOGOUT

Session Id: 1193 sec

Welcome to India Japan Lighting Pvt. Ltd.  
L6160

NAME: M DINESH KUMAR      dinesh.kumar@ijl.co.in  
DEPT: ENGINEERING  
LOCATION: CHENNAI  
MANAGER: RAJASEKARAN G      raja@ijl.co.in

**1**

POLICY AND PROCEDURE  
 TRAINING  
 Leave Management  
**Travel Management**  
 Work Permit  
 Reset Password

Anti-Bribery Procedure  
 Vigil Mechanism Policy  
 6S Awareness  
 EMS Awareness

Step 1:- Click Travel Management

**INDIA JAPAN LIGHTING**  
A Kirati Group Company

**TRAVEL SUMMARY** NEW REQUEST HOME

Session Id: 1194 sec

**2**

Step 2:- Click New Request to fill form.

ID	Visit Request	Additional Advance Request	Date	Name	Visit Type	Mode of travel	Place of Visit	Purpose	Advance amount	Remarks	Status	Travel Request Print	Advance Request Print	Visit Request Print
29			1/3/2022 4:57:50 PM	M DINESH KUMAR	IJL-Bawal		In case of One Way/ Two way, please enter as follow E.g Chennai to Delhi on 27th June 2022 Morning with approx. timing and Delhi to Chennai on 28th June 2022 afternoon. ( in the available time slots). (Please update your phone no without fail for any future communication)	In case of One Way/ Two way, please enter as follow E.g Chennai to Delhi on 27th June 2022 Morning with approx. timing and Delhi to Chennai on 28th June 2022 afternoon. ( in the available time slots). (Please update your phone no without fail for any future communication)	20000	(Please update your phone no without fail for any future communication)	Completed	<a href="#">Print</a>	<a href="#">Print</a>	<a href="#">Print</a>
28	<a href="#">Link</a>	<a href="#">Link</a>	25/2/2022 8:37:21 AM	M DINESH KUMAR	IJL-Chennai		test	test		test	Pending	<a href="#">Print</a>		
23	<a href="#">Link</a>	<a href="#">Link</a>	22/2/2022 12:49:32 PM	M DINESH KUMAR	Koito		test	test	4500	test	Pending	<a href="#">Print</a>		
17			17/2/2022 11:20:07 AM	DINESH KUMAR	IJL-Bawal		delhi	hr	15000	n	Completed	<a href="#">Print</a>	<a href="#">Print</a>	<a href="#">Print</a>

In case of One Way/ Two way, please

Step 2:- Click New Request to fill form.

**TRAVEL REQUEST INPUT**

Step 3:- Fill all rows respective rows in travel request.

Step 4:- Click Submit to proceed next page

**3**

1

2

Type only numeric value..!

IJL-Bawal

Domestic

Place of Visit

Purpose of visit

Remarks

ID Proof with number

**4** Submit

Step 3:- Fill all rows respective rows in travel request.

Step 4:- Click Submit to proceed next page

**TRAVELLER INPUT**

**5**

No of Traveller

Traveller Name

Designation

Eligibility

No of Days

Total Allowance(Bata)

Total Room Tariff

Fare Amount

Advance Amount

Mode of vehicle

**6** Add Traveller

Sno	Name	Designation	Vehicle	Allowance(Bata)	Room Tariff	Fare	Each Total	Advance
1	AGASH R P	ENGG	Flight	1200	6000	10000	17200	2400
<b>Total</b>							<b>17200</b>	<b>2400</b>

Step 5:- Select Travel Name, Designation, No of days, Total allowance will automatically update by System

Step 6:- Fill Fare, Advance amount & Mode of Vehicle, Finally click add traveller button to proceed next page.

# Travel Desk - SOP

## TRAVEL SUMMARY


NEW REQUEST

HOME

Session Idle: 1190

ID	Visit Request	Additional Advance Request	Date	Name	Visit Type	Mode of travel	Place of Visit	Purpose	Advance amount	Remarks	Status	Travel Request Print	Advance Request Print	Visit Request Print
34	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:10:08 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	4400	Test	Pending	<a href="#">Print</a>	<a href="#">Print</a>	
33	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:08:37 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	7000	Test	Pending	<b>7</b>		
32	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:07:04 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	3000	Test	Pending	<a href="#">Print</a>		

4/19/22, 12:16 PM 192.168.81.174/IJL\_HRMS/TR\_Print\_Request.aspx?ano=34

	<b>TRAVEL REQUEST</b>	ID : 34 Date : 19/04/2022 Location : CHENNAI							
CCNO	L6160	<b>8</b>							
Name	M DINESH KUMAR								
Mail Id	dinesh.kumar@ijl.co.in								
Department	ENGINEERING								
No of Traveller	2								
No of Days	2								
Visit Type	IJL-Bawal								
Segment	Domestic								
Place of visit	Test								
Purpose of visit	Test								
ID Proof Number	Test								
Remarks	Test								
<b>Sno</b>	<b>Name</b>	<b>Designation</b>	<b>Travel Type</b>	<b>Allowance (Bata)</b>	<b>Room Tariff</b>	<b>Travel Fare</b>	<b>Total</b>	<b>Requested Advance</b>	<b>Approved Advance</b>
1	AGASH R P	ENGG	Flight	1200	6000	10000	<b>17200</b>	2400	
2	ARAVINDH Y	ENGG	Flight	1200	6000	1000	<b>8200</b>	2000	
			<b>Grand Total</b>	<b>2400</b>	<b>12000</b>	<b>11000</b>	<b>25400</b>	<b>4400</b>	
Initiated by			Recommended By		Approved By		Approved By		
Finance			HOD		CO/CFO		Director/President		
Requested Advance: 4400 Approved Advance:			Remarks		<b>Note:</b> <b>Estimated Expense:-</b> Total Allowance(Bata) : 2400 Total Room Tariff : 12000 Total Fare : 11000 <b>Total : 25400</b>				

**Step 7 :- To get travel request print out, click print under Travel request print header column**

**Step 8: Take print out. Hand over to HR & Finance team after getting signature from management.**

# New Additional Advance Request - SOP

## TRAVEL SUMMARY

NEW REQUEST

HOME

Session Id: 1190

ID	Visit Request	Additional Advance Request	Date	Name	Visit Type	Mode of travel	Place of Visit	Purpose	Advance amount	Remarks	Status	Travel Request Print	Advance Request Print	Visit Request Print
34	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:10:08 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	4400	Test	Pending	<a href="#">Print</a>	<a href="#">Print</a>	
33	<a href="#">Link</a>	<b>9</b>	19/4/2022 12:08:37 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	7000	Test	Pending	<a href="#">Print</a>	<b>11</b>	
32	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:07:04 PM	M DINESH KUMAR	IJL-Bawal		Test	Test	3000	Test	Pending	<a href="#">Print</a>		

## TRAVEL ADDITIONAL ADVANCE

**10**

Travel Request No	31
Name	VELMURUGAN E
Department	ENGINEERING
Place of Visit	Test
Purpose of visit	TEst
Did you submit the bill for the previously approved advance amount? If yes, you will proceed to apply for the advance amount. If no, you will not proceed to apply for the advance amount.	
	Yes
Pls, update your previously approved advance amount.	
	1000
	Type only numeric value.!
Required Additional Advance Amount	5000
	Type only numeric value.!
Reason for additional advance	Test
<input type="button" value="Submit"/>	

	<b>Additional Advance Request</b>	ID : 54 Date : 19/04/2022 Location : CHENNAI		
Travel Request Ref no	31			
CCNO	L1835	<b>12</b>		
Name	VELMURUGAN E			
Department	ENGINEERING			
Place of visit	Test			
Purpose of visit	TEst			
Bills submitted status	Yes			
Required additional advance amount	5000			
Reason of additional advance amount	Test			
<b>Advance amount history</b>				
<b>Sno</b>	<b>Advance Date</b>	<b>Advance Remarks</b>	<b>Advance Amount</b>	<b>Approved Amount</b>
1	06/04/2022	Initial Advance	5500	1000
		<b>Total</b>	<b>5500</b>	<b>1000</b>
Initiated by		Approved Advance: _____		
Adv.Received Sign: (If Applicable)		HOD	Finance	
Please attached previous advance amount request for reference purpose in accounts department.				

Step 9 :- To fill Additional advance click Link under additional advance request header column.

Step 10: Choose yes or no to reconfirm whether previous advance amount is bill is submitted to finance team ?, Fill Additional advance amount and Finally Click Submit button.

Step 11: Click print link under additional advance request header column to take out print.

Step 12: Hand over to Finance team after getting signature from management.

# Visit Report - SOP

## TRAVEL SUMMARY

NEW REQUEST

HOME

Session Idle: 1190

ID	Visit Request	Additional Advance Request	Date	Name	Visit Type	Mode of travel	Place of Visit	Purpose	Advance amount	Remarks	Status	Travel Request Print	Advance Request Print	Visit Request Print
34	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:10:08 PM	M DINESH KUMAR	IJL-Bawal			Test	4400	Test	Pending	<a href="#">Print</a>		<a href="#">Print</a>
33	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:08:37 PM	M DINESH KUMAR	IJL-Bawal			Test	7000	Test	Pending	<a href="#">Print</a>		
32	<a href="#">Link</a>	<a href="#">Link</a>	19/4/2022 12:07:04 PM	M DINESH KUMAR	IJL-Bawal			Test	3000	Test	Pending	<a href="#">Print</a>		

### TRAVEL VISIT INPUT

Purpose of visit	<input type="text" value="Test"/>
Key Persons	<input type="text" value="Test"/>
Discussed Points	<input type="text" value="Test"/>
Visit Outcome	<input type="text" value="Test"/>
From Date	<input type="text" value="04/01/22"/>
To Date	<input type="text" value="04/12/22"/>
Total Claim Amount	<input type="text" value="0"/> Type only numbers..!
Remarks	<input type="text" value="Test"/>

Sno	Advance Date	Advance Remarks	Requested Advance	Approved Advance
1	19/04/2022	Initial Advance	4400	
		Total	4400	

Pls, update your previously approved advance amount.

Type only numeric value..!

4/19/22, 12:22 PM

192.168.81.174\JL\_HRMS\TR\_VisitPrint.aspx?no=34

Visit Report		ID : 34
		Date : 19/04/2022
		Location : CHENNAI
CCNO	L6160	
Name	M DINESH KUMAR	
Department	ENGINEERING	
Visit Type	IJL-Bawal	
Travel Duration	2	
From Date	01/04/2022	
To Date	12/04/2022	
Purpose of visit	Test	
Key Persons	Test	
Discussed Points	Test	
Visit Outcome	Test	
Remarks	Test	
Amount claimed	0	

**Advance amount history**

Sno	Advance Date	Advance Remarks	Requested Advance	Approved Advance
1	19/04/2022	Initial Advance	4400	4400
Total			4400	4400

Sno	Name	Designation	Travel type	Allowance (Bata)	Room Tariff	Travel Fare	Total
1	AGASH R P	ENGG	Flight	1200	6000	10000	17200
2	ARAVINDH V	ENGG	Flight	1200	6000	1000	8200
Grand Total				2400	12000	11000	25400

Initiated by: **HOD**

Adv. Received Sign: (If Applicable)

Step 1 :- To fill Travel request Click link available under visit request header column.

Step 2: Fill the parameter available for visit report.

Step 3: Click Submit button to get print out of visit form.

Step 4: Attached your visit report with claim form and hand over to HR dept.





# Insurance Renewal - SOP

**INDIA JAPAN LIGHTING**  
A KGC Group Company

**DASHBOARD**

LOGOUT

Session Id: 1193 sec

Welcome to India Japan Lighting Pvt. Ltd.

CCNO: L6160  
 NAME: M DINESH KUMAR      dinesh.kumar@ijl.co.in  
 DEPT: ENGINEERING  
 LOCATION: CHENNAI  
 MANAGER: RAJASEKARAN G      raja@ijl.co.in



Anti-Bribery Procedure  
Vigil Mechanism Policy



6S Awareness  
EMS Awareness

1  


Leave Management



Travel Management



Work Permit



Reset Password

- ## Insurance Renewal
1. To fill insurance renewal on every FY, Click Leave Management icon available in dash board
  2. Click Insurance Renewal Icon.
  3. Fill all your family details and click submit to update online form.

## LEAVE MANAGEMENT



**Employee Leave Management System**



Leave Request



Leave Summary



Check Attendance

2  


Insurance Renewal

## INSURANCE DATA

3

Name 2022	<input type="text" value="M DINESH KUMAR"/>	Date of Birth	<input type="text" value="08/11/1997"/>
Husband/Wife Name	<input type="text" value="XXXX"/>	DOB/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small>
Father Name	<input type="text" value="XXXXX"/>	Father Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small>
Mather Name	<input type="text" value="XX"/>	Mother Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small>
Child1 Name	<input type="text" value="X1"/>	Child1 Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small> Type <input type="text" value="Male"/> Male or Female
Child2 Name	<input type="text" value="X2"/>	Child2 Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small> Type <input type="text" value="Male"/> Male or Female
Child3 Name	<input type="text" value="X3"/>	Child3 Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small> Type <input type="text" value="Male"/> Male or Female
Child4 Name	<input type="text" value="X4"/>	Child4 Dob/Age	<input type="text" value="11-08-1996 / 26age"/> <small>eg) 11-08-1996 / 26age</small> Type <input type="text" value="Male"/> Male or Female

# THANK YOU