

m-STHAPNA (Android Application) (User Manual)

To apply leave, check status or process applied leave download the Android Application from the

<http://ehrms.upsdc.gov.in/>



m-STHAPNA

Steps to Login.

Step 1 :

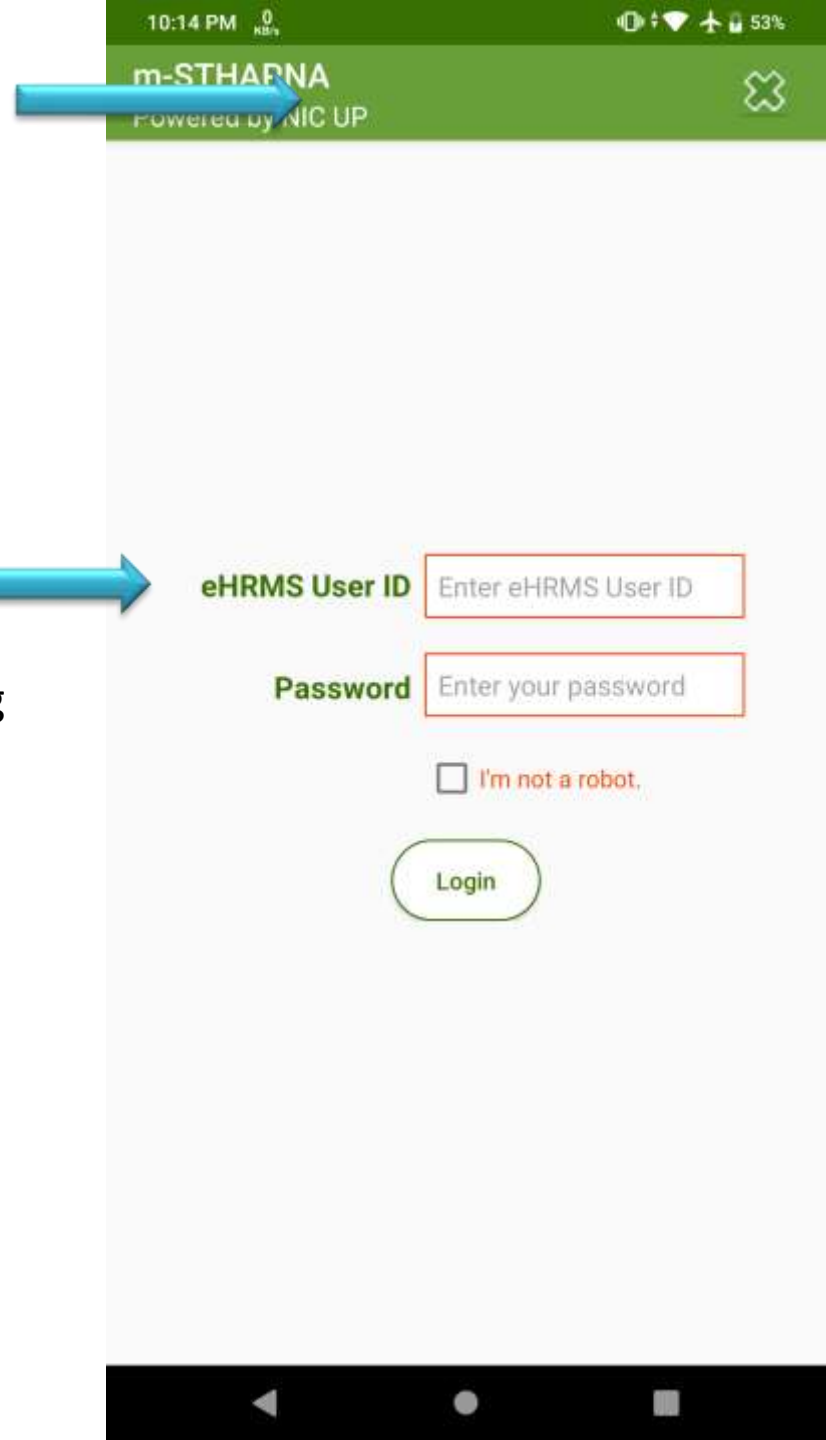


After application starts, click on “Welcome! Continue to Login.” button.



Welcome! Continue to Login.

Click on the Exit button to close the application.



Step 2 :

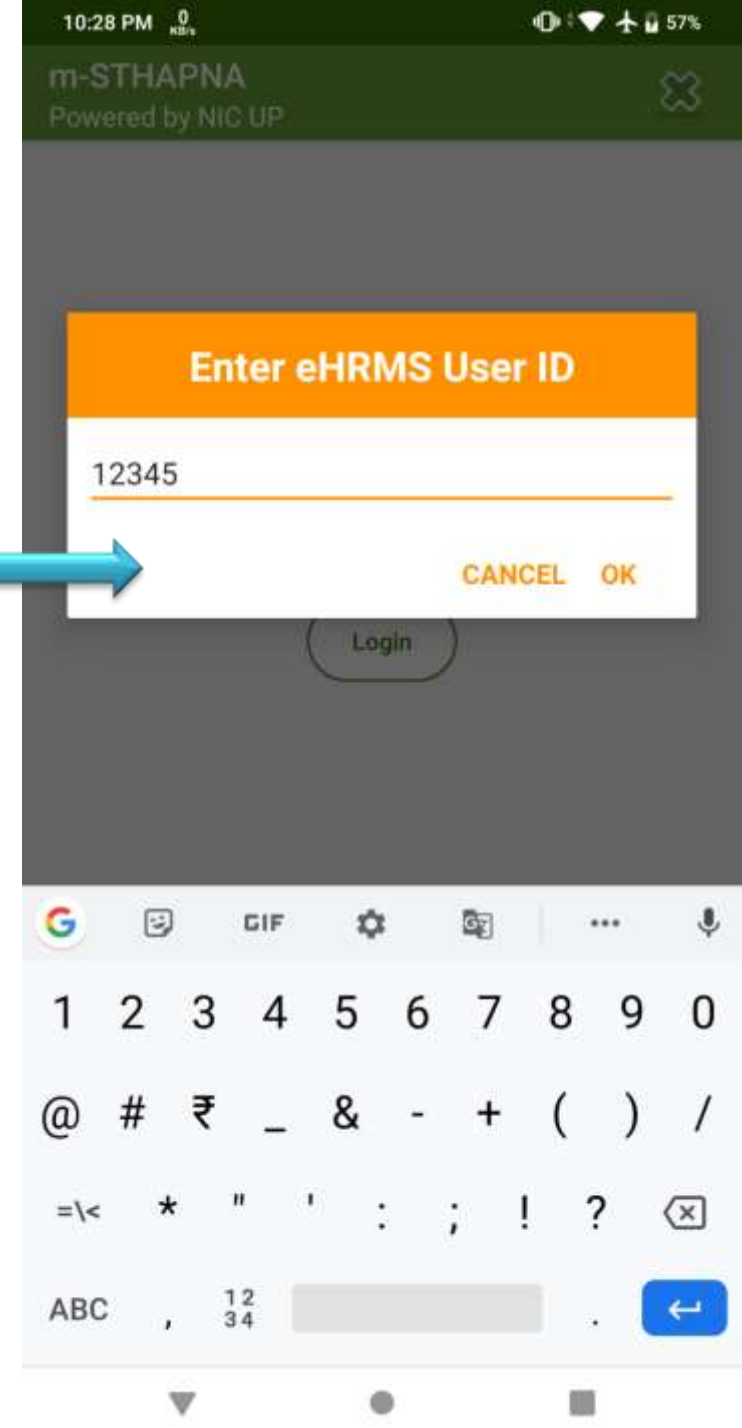
Here, login screen will appear.
Now, fill the credentials and click on the
“Login” button.

Click on the “Enter eHRMS User ID”, a dialog
box will appear.

Step 2(a) :

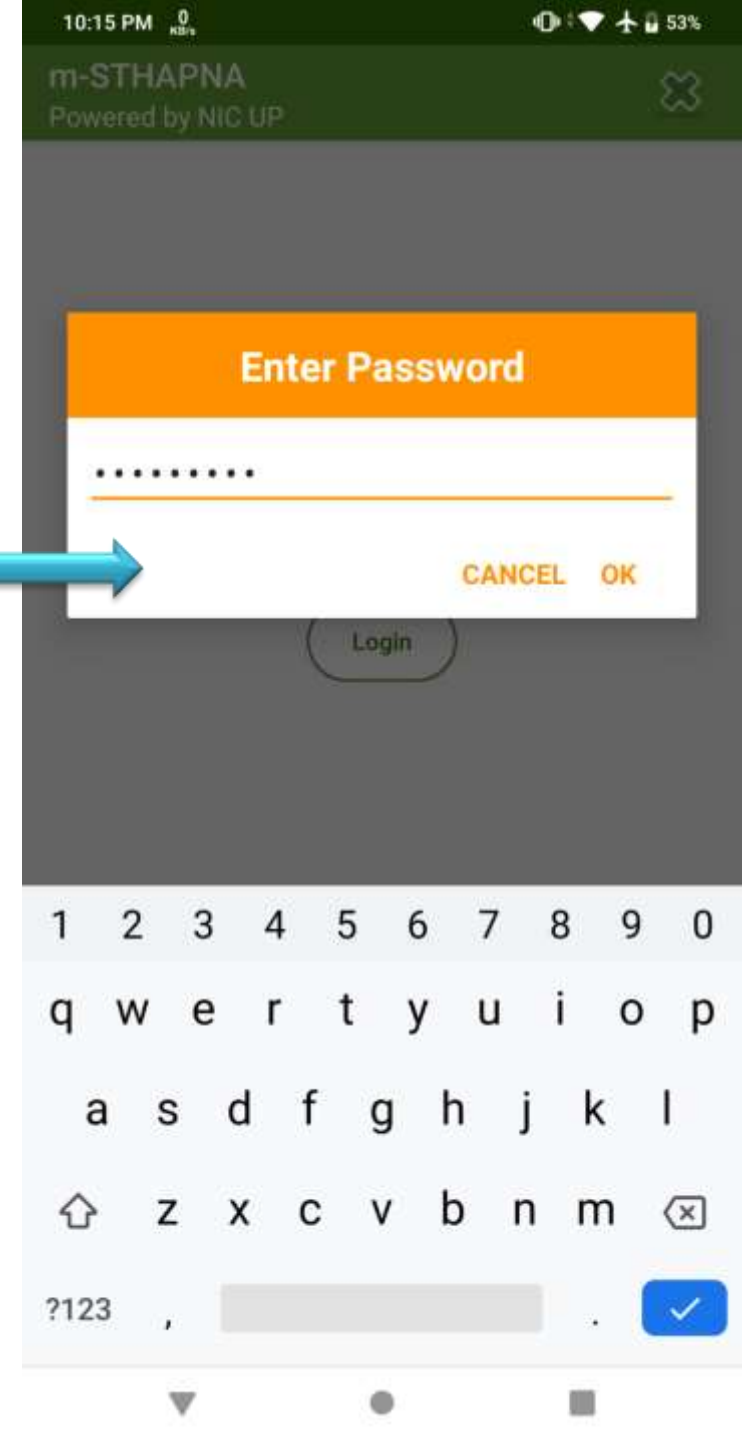
Here, enter your eHRMS user id and click on "OK" to continue.

Similarly, click on password field to enter password.



Step 2(b) :

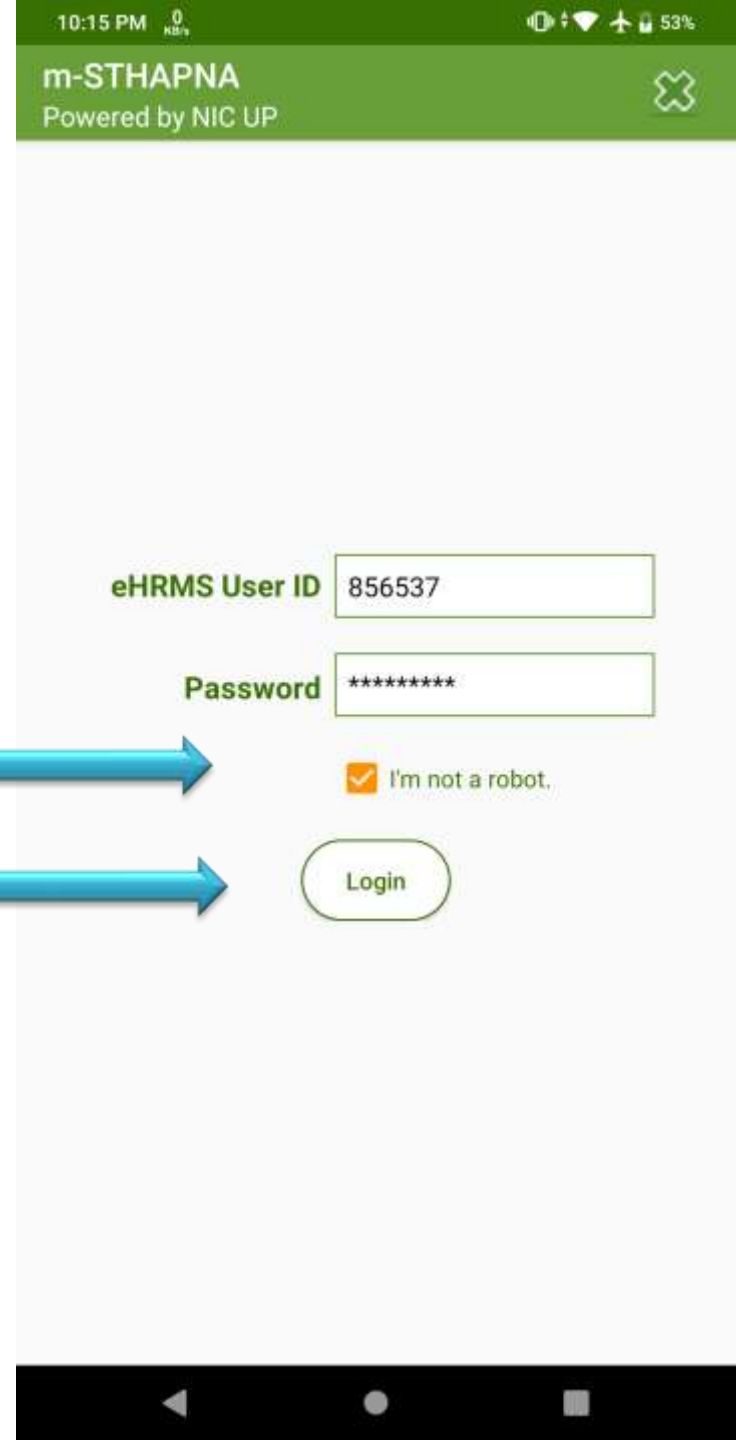
Here, enter your password and click on “OK” to continue.



Step 2(c) :

After entering in fields, tick the check box and complete human verification process.

Then, click on “Login” button for successful login.



Step 3 :

After login user will see menu screen, where user can see their details on the top.



Welcome,
(HRMS Code -856537) -->> EMP ONE
ACCOUNTANT CASHIER FSL

For applying leave click on "Apply for Leave" button (Step 4).



Apply For Leave

To check status of applied leave click on "Check Status" button (Step 5).



Check Status

To view pending leave request click on "View Leave Request" button (Step 6).



View Leave Request

To exit and logout of the application click "Exit" button or "Logout" button respectively.

Steps to Apply for fresh leave.

Step 4(a) :

On clicking “Apply for Leave” button Leave form screen will appear, fill the form and click submit to apply for leave.

Click on “Select Leave Type” button to select the type of Leave.



Leave Types :

From :

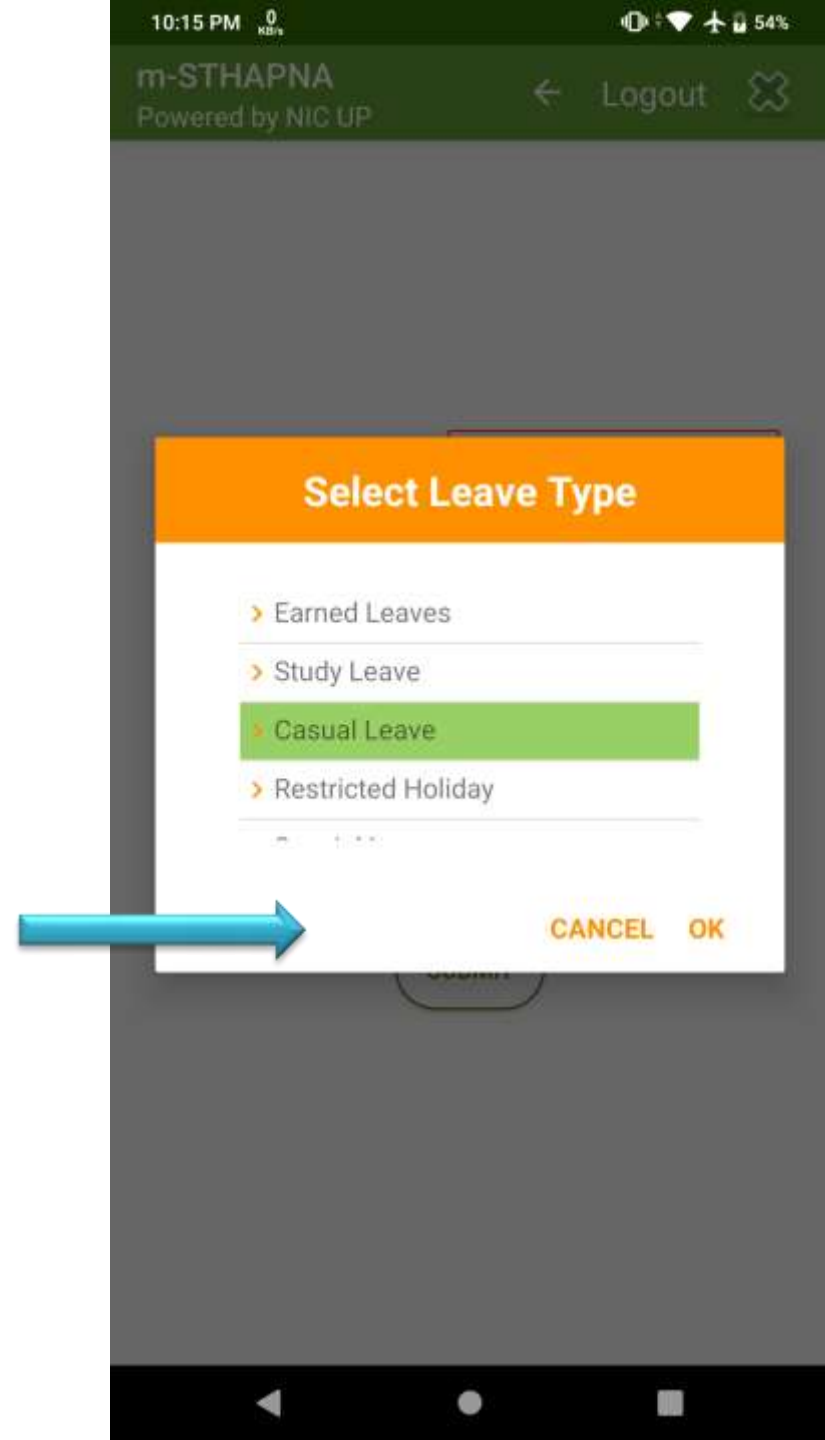
To :

Ground :

Reporting Officer :

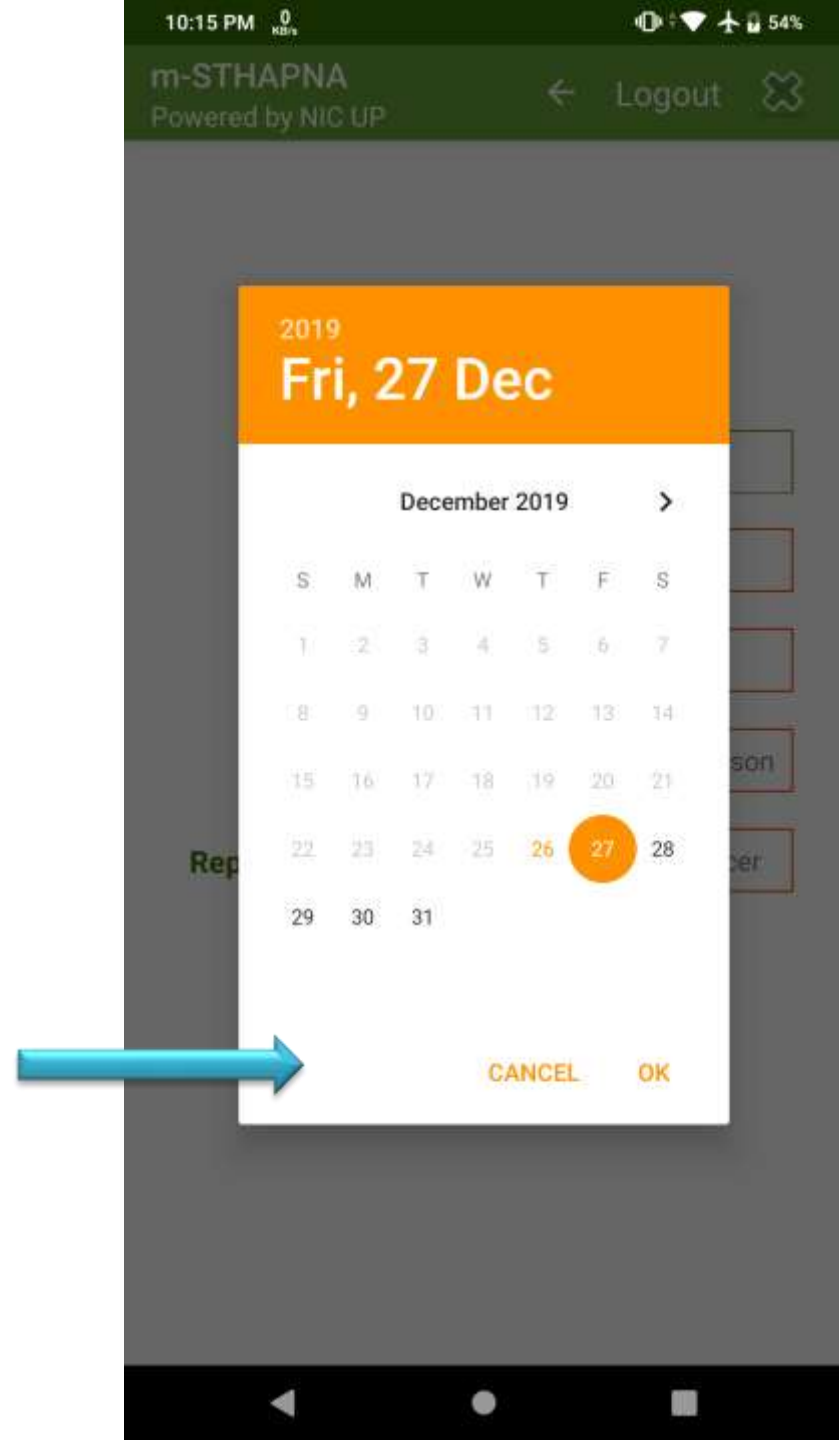
Step 4(b) :

On clicking “Select Leave Type” a window will appear, select the type of leave you want to apply for and click on “OK” or “Cancel” to cancel selection.



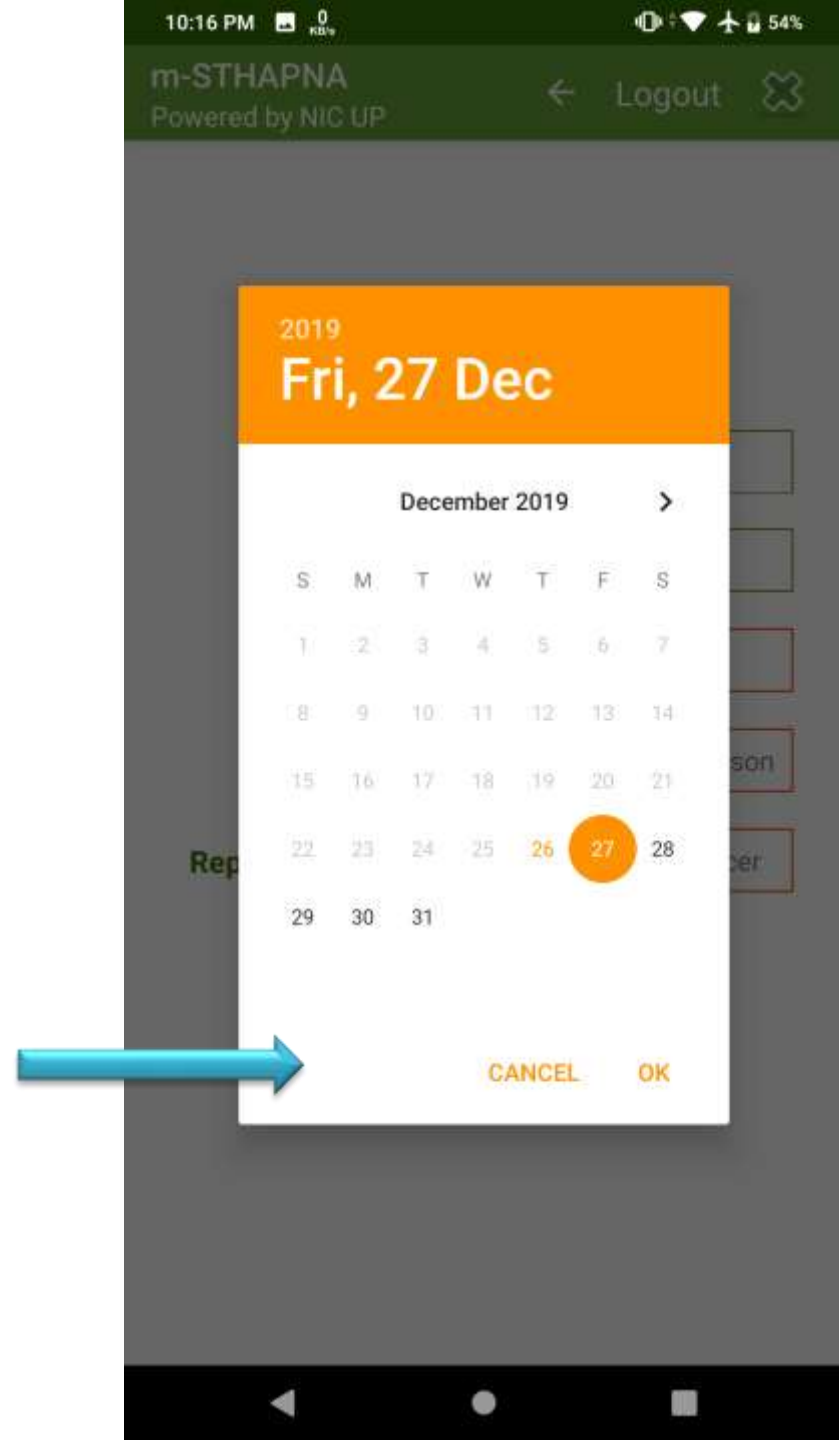
Step 4(c) :

On clicking “Select Date” a window will appear, select the start date for the leave you want to apply for and click on “OK” or “Cancel” to cancel selection.



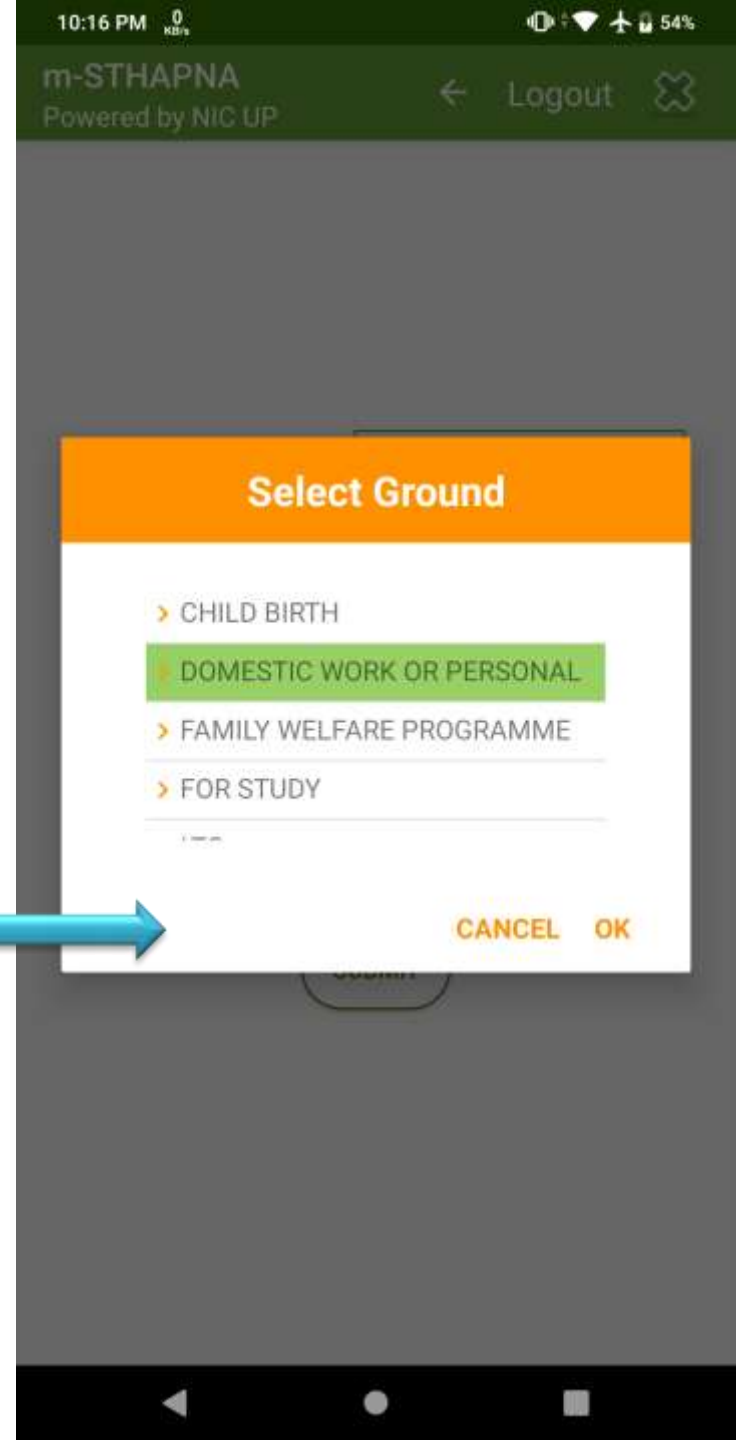
Step 4(d) :

On clicking “Select Date” a window will appear, select the end date for the leave you want to apply for and click on “OK” or “Cancel” to cancel selection.



Step 4(e) :

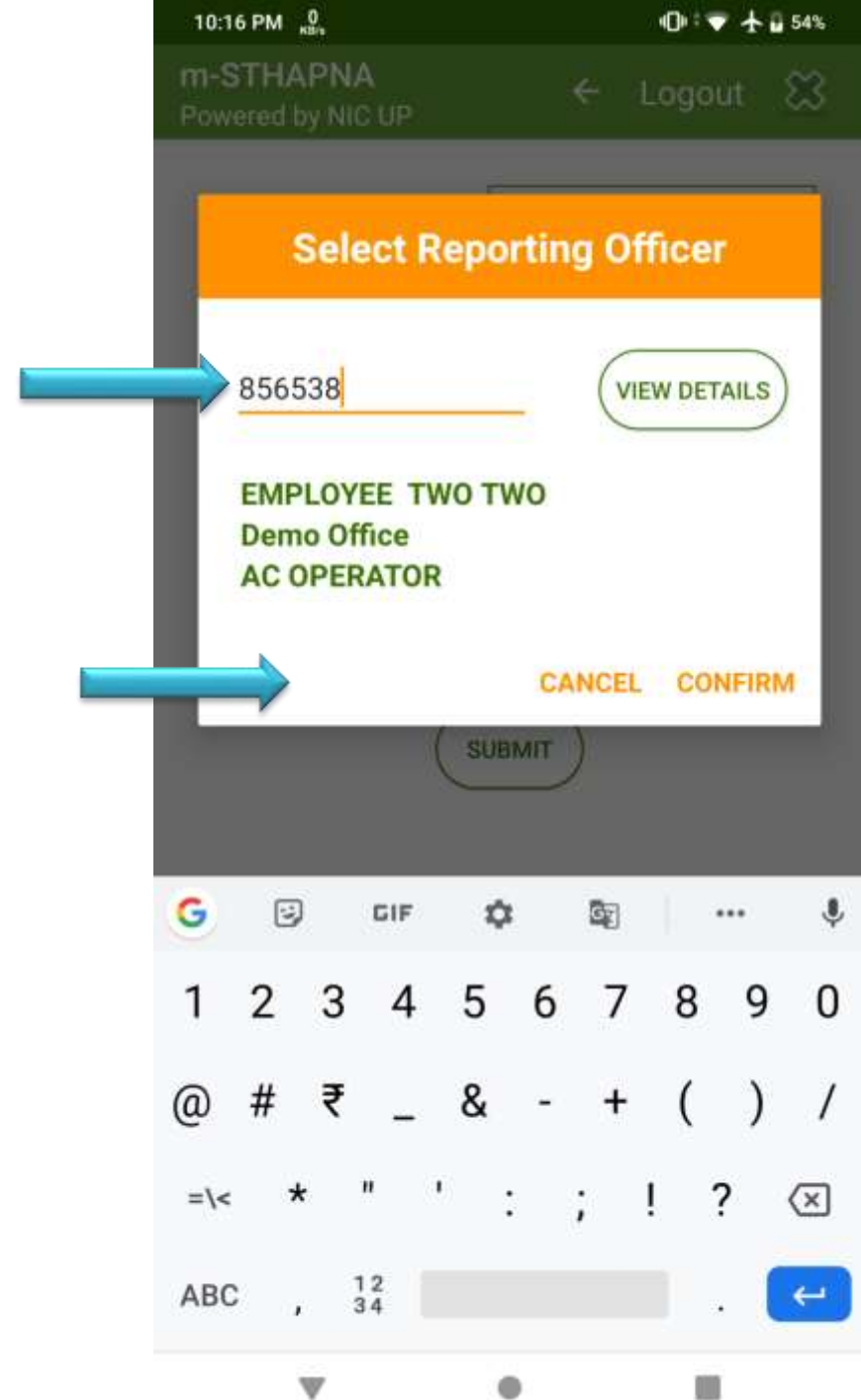
On clicking “Select Ground or Reason” a window will appear, select the ground or reason for which you want to apply leave and click on “OK” or “Cancel” to cancel selection.



Step 4(f) :

On clicking “Select Reporting Officer” a window will appear. Enter Manav Sampada ID(MS ID) of your Reporting Officer and click on “View Details” button.

The details will appear, if details are right click on “CONFIRM” to continue.



Step 4(g) :

Leave Types :

From :

To :

Ground :

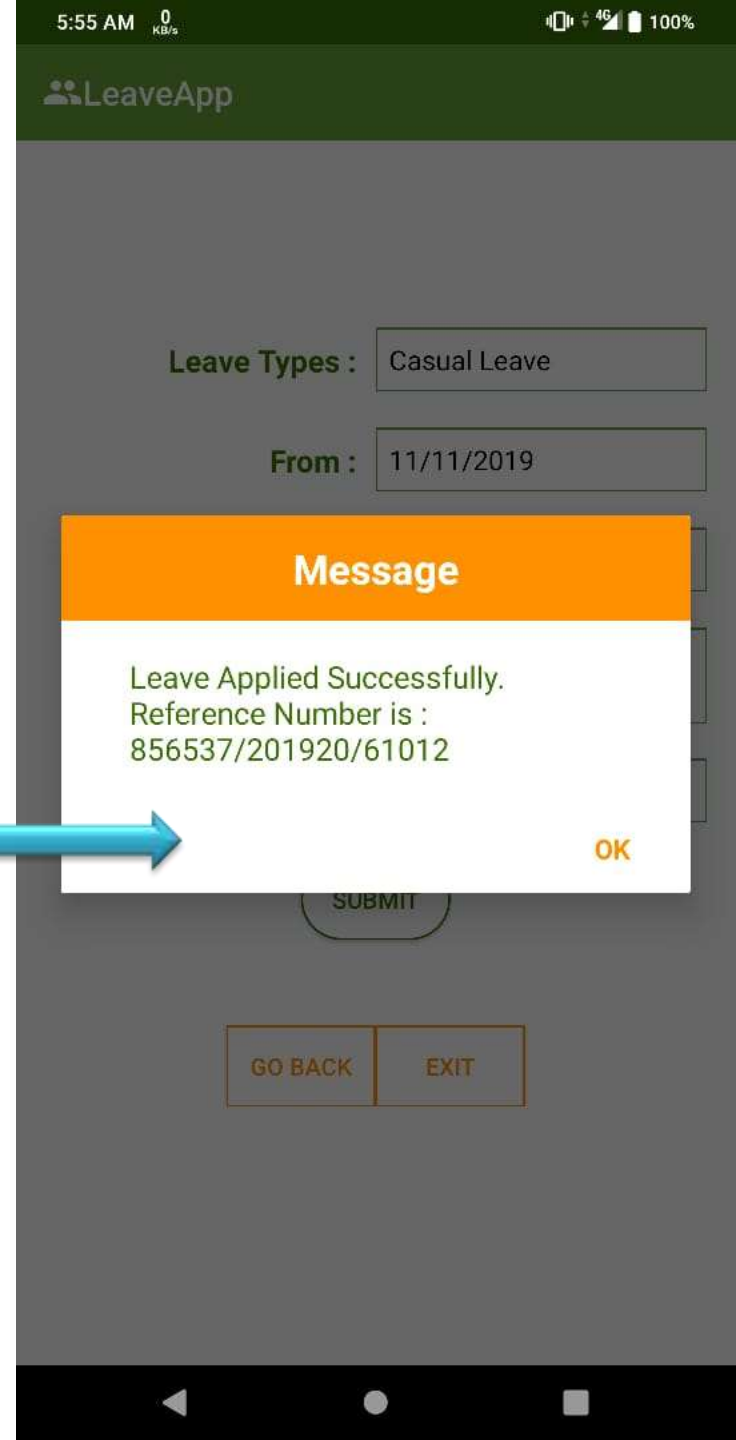
Reporting Officer :

Check details on leave application and click on "SUMBIT" to submit application.



Step 4(h) :

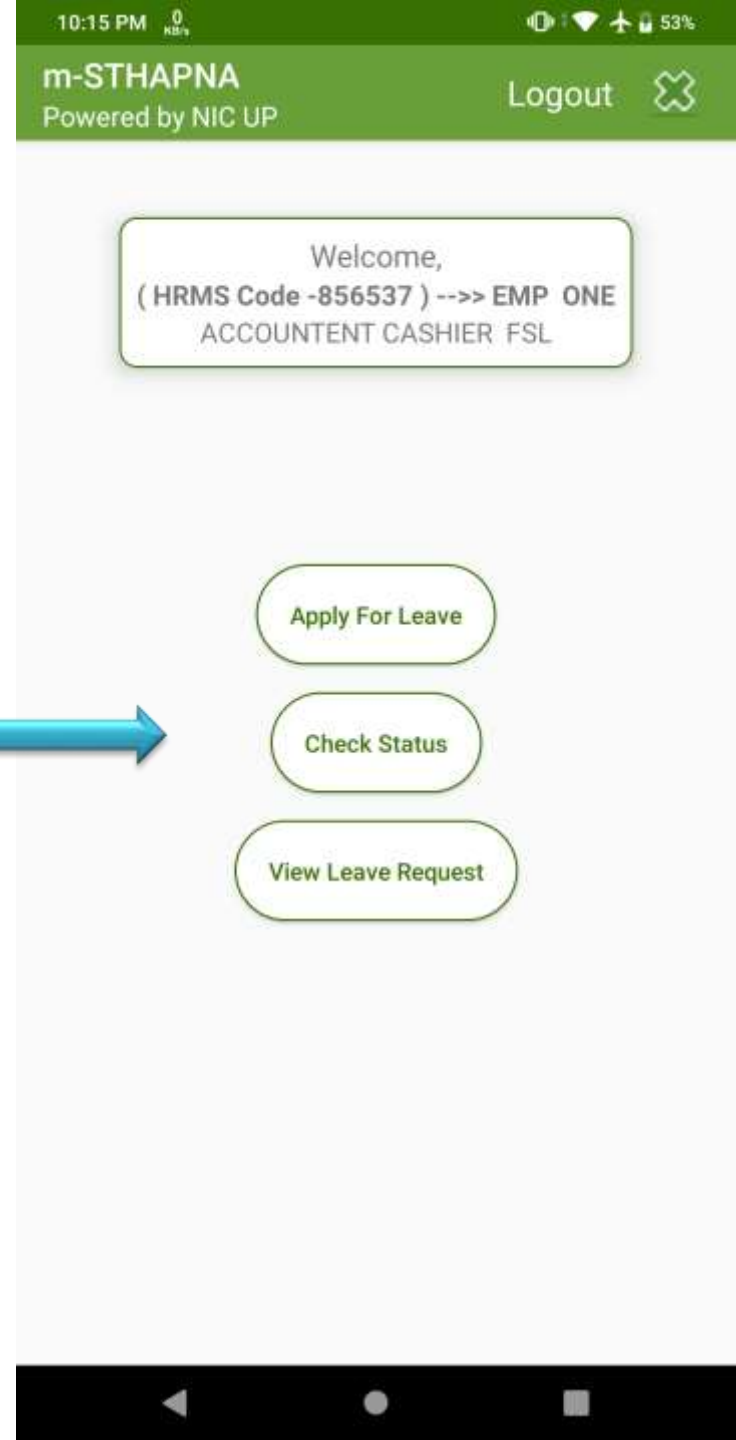
If all the details are valid then you will get leave application reference number. Click “OK” to continue.



Steps to check status of applied leave.

Step 5 :

To check status of your applied leave. Click on “Check Status”.



Step 5(a) :

Enter your leave application reference number and click on "CHECK".



30899

CHECK

Status of your leave application will appear here.

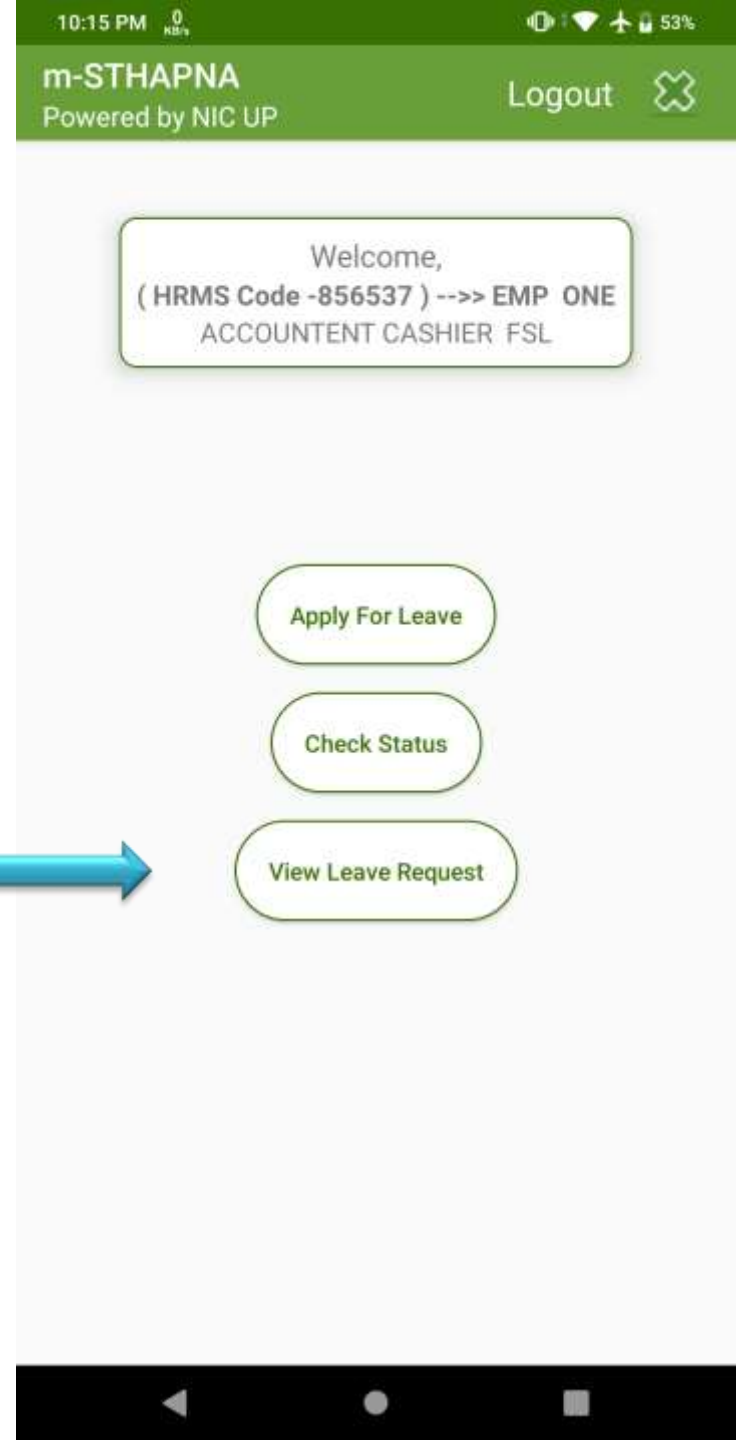


Employee Name : EMP ONE
Employee Code : 856537
Reporting Officer Name : EMPLOYEE TWO TWO
Applied Leave Type : Earned Leaves
Leave Status : Cancelled
Leave Applied On : 30/10/2019
Leave Reference Number : 856537/201920/30899

Steps to process applied leave.

Step 6 :

Click on “View Leave Request” to view pending leave requests for forwarding or rejecting or approving.



Step 6 (a):

Here, all pending leave request will appear.



Click on “Click to View” to take further actions for forwarding or rejecting or approving.



3:43 PM 0 KB/s 73%

m-STHAPNA
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← Logout ✕

Leave Reference Number :856537/201920/193529
Employee Name :EMP ONE
Leave From Date :08/01/2020
Leave To Date :10/01/2020
Leave Type :Extra Ordinary Leave
Leave Status :Approval Pending
Leave Applied On :27/12/2019
Is Forwarded :N

[Click to View](#)

Leave Reference Number :856537/201920/193512
Employee Name :EMP ONE
Leave From Date :02/01/2020
Leave To Date :02/01/2020
Leave Type :Casual Leave
Leave Status :Approval Pending
Leave Applied On :27/12/2019
Is Forwarded :N

[Click to View](#)

Step 6 (b):

Click on “Approve ” to approve leave, “Reject” to reject leave and “Forward ” to forward leave.

3:44 PM 1 KB/s

m-STHAPNA
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← Logout ✕

Employee Name : EMP ONE
Designation : ACCOUNTANT CASHIER FSL-
Posting Office : Test Office
Leave Type : Extra Ordinary Leave
Applied On : 27/12/2019
Leave Application Ref Number : 856537/201920/193529
Leave Days : 3
Leave From Date : 08/01/2020
Leave To Date : 10/01/2020
Address During Leave :
Ground or Reason : DOMESTIC WORK OR PERSONAL
Forwarded By : -
Reason : _____

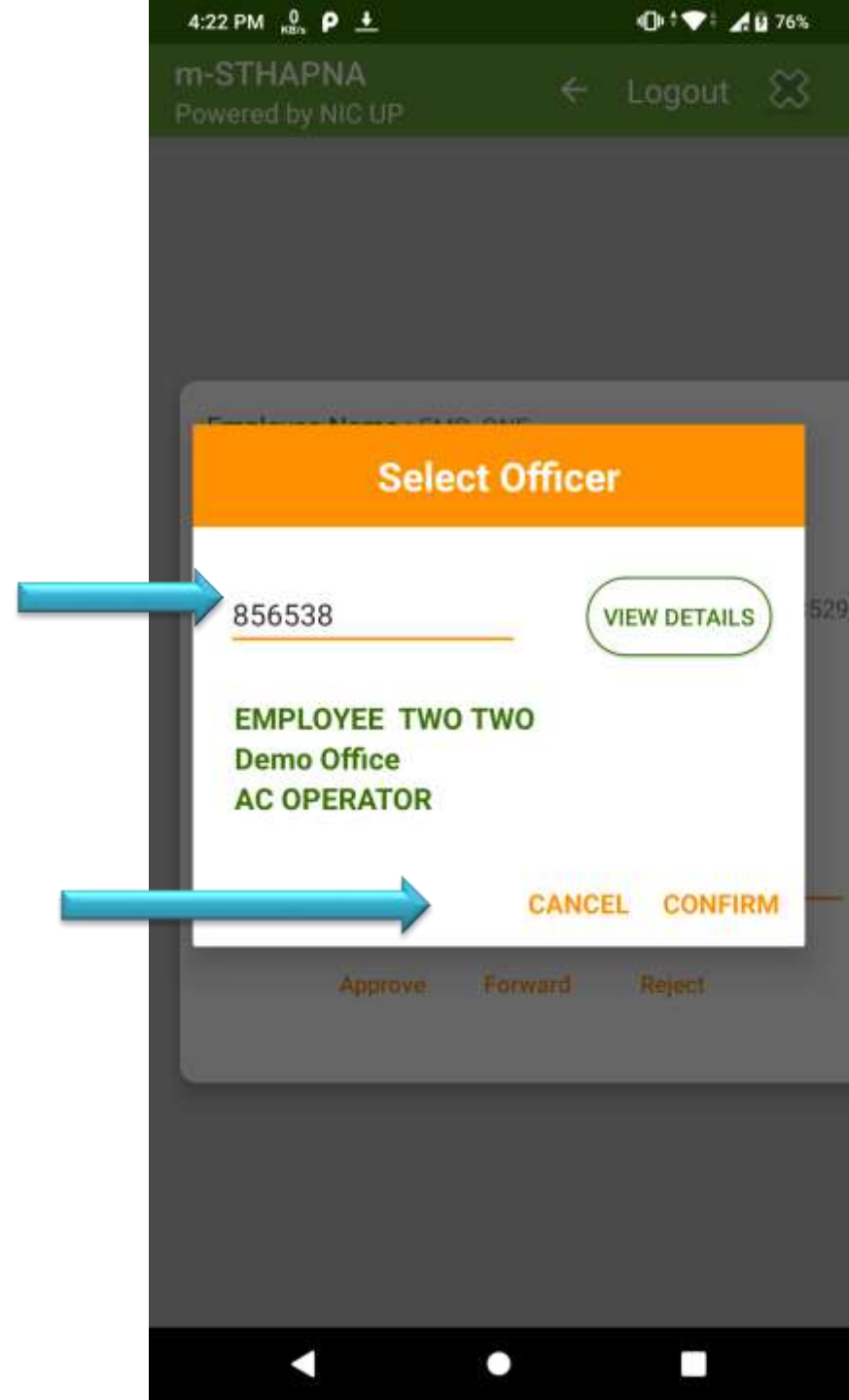
Approve Forward Reject



Step 6(c) :

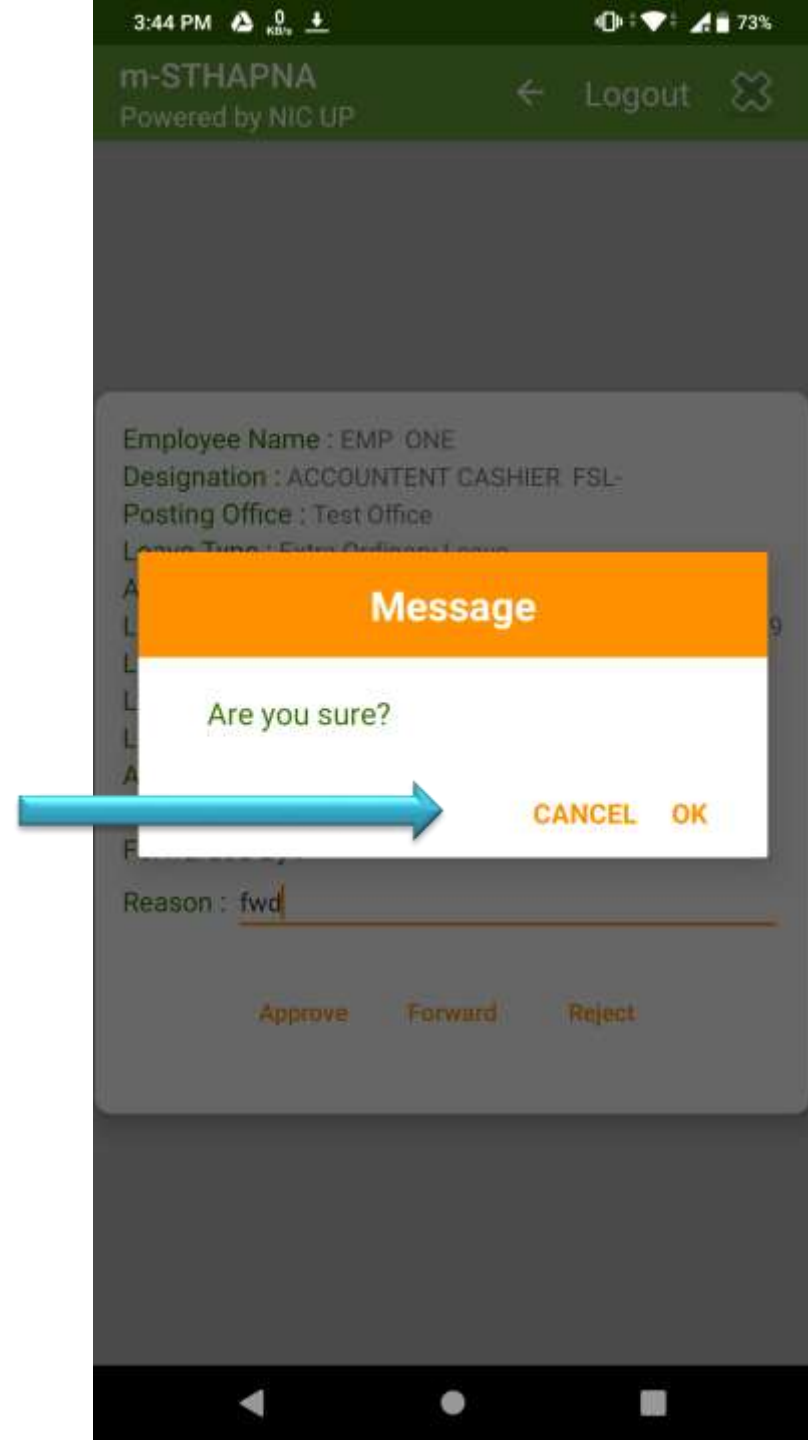
On clicking “Forward” a window will appear. Enter Manav Sampada ID (MS ID) of your Officer to whom you will forward and click on “View Details” button.

The details will appear, if details are right, click on “CONFIRM” to continue.



Step 6(d) :

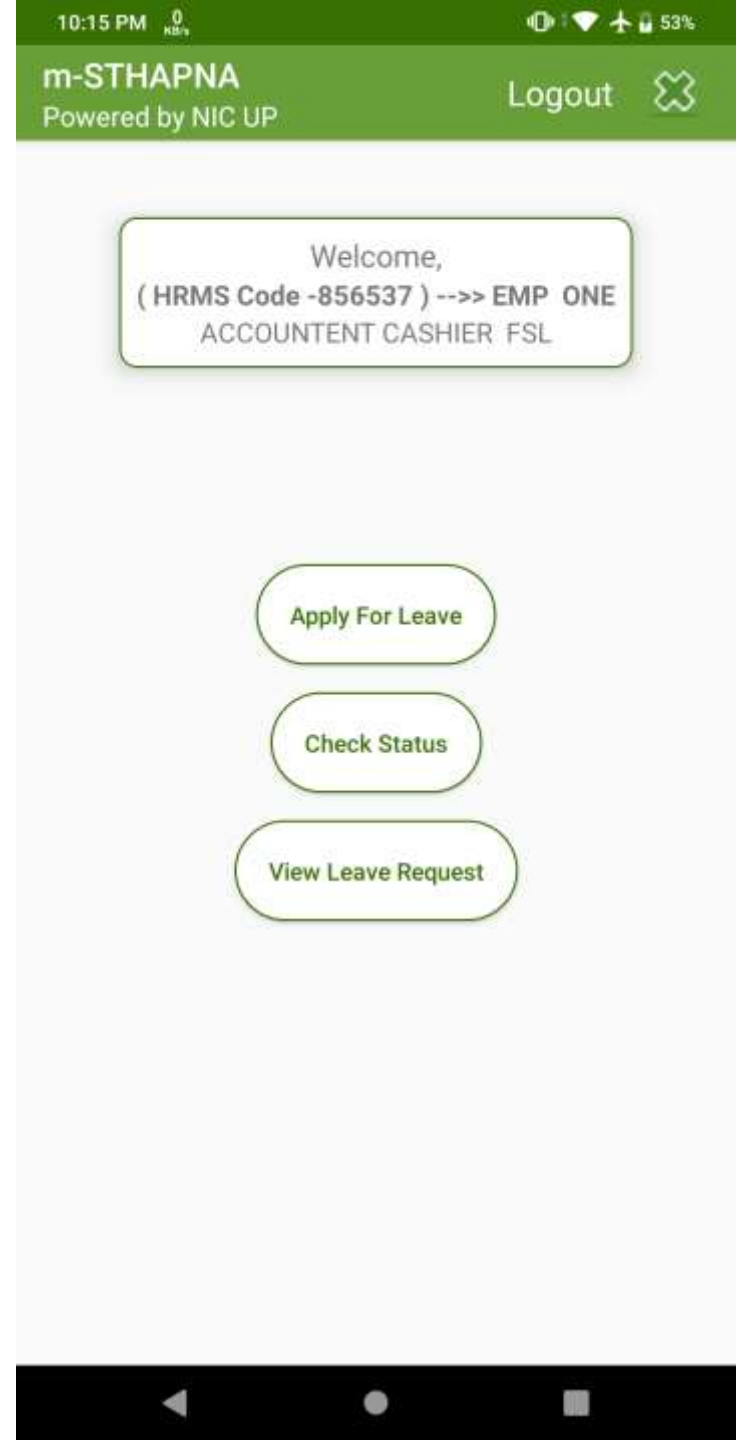
On clicking confirm, a confirmation window will appear click on “OK” to continue.



Steps to Logout from App.

Step 7 :

Click on “Logout” button at the top to logout from the app.



Step 7(a) :

A confirmation window will appear before logging you out. Click on “OK” to logout from the app.

