

NO.A.24017/1/2022-DP&AR (GGC)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
GOOD GOVERNANCE CELL

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Dated Aizawl, the 24th March, 2023.

Compendium of Frequently Asked Questions (FAQs) on Leave Application Management System (LAMS) -e-Leave (MIZO VERSION)

THUHMA

Heng FAQ hi LAMS hmangtute tana hriattur pawimawh leh portal hman dan inhriattirna a ni a. A chung a thu awm te statutory rule ang bur a ngaih tur a ni lova, a hmangtute te samkhaina tur liau liau a tihchhuah a ni a. A chung a leave Process leh Procedure tarlante hi engtik hunah pawh tih danglamlam leh theih an ni a, chutiang a tih thil tih danglam a awm chuan Competent Authority/thuneitu i.e. DP&AR(GGC) chhanna emaw, annin tih dan tur an zam ang zel a kal tur a ni e.

1. LAMS full form enge?

Ans: Leave Application Management System.

2. Tute nge hmang thei?

Ans: Mizoram Sawrkar hnuai a Group 'A' Officer zawng zawng.

3. Officer Pakhatin LAMS ah account engzat nge an neih theih?

Ans: LAMS hnuai hian officer pakhatin account pakhat bak neih loh tur a ni a, number leh email hran hran hmang a account pakhat aia tam siam loh tur a ni. Officer te transfer an nih hi, an designation leh Department LAMS ah an edit tur a ni. Hei hi officer in LAMS a a log-in in, a chung kil sir a ama hming lo lang kha a hmet anga, chuan edit posting Department tih lo lang hnuai hian a post thar. Leh Department thar in a thlak ang.

4. Officer in LAMS a registration a tih hian a log in nghal theih em?

Ans: Officer in LAMS a registration a tih hian, a log in nghal theihloh a, Department Administrator/Super Administrator in an **enable** hunah a log in theih.

5. Officer in leave a dil dawnin engtin nge a tih ang?

Ans: A registered mobile number leh password hmangin LAMS a account ah a log in anga, a account chhung a dashboard veilam ah Leave Form tih a click anga, leave chi hrang hrang form lo in tlar thla a, leave a dil tur a duh ber ah a click anga, information tul ang te a chhut luh zawh hnuah, '**Submitted to**' tih ah a click anga, a immediate superior hming zawn ah a va click/select anga, submit button a click anga, a submit ang.

6. Leave Application chu engtin nge a kal zel ang?

Ans: Officer, eng level pawh in ama account a leave an rawn theh luh reng reng in SMS alert a dawng anga, a theih ang a hma in a account a check vat anga, dashboard hnuai ah File Pending tihah a lut anga, chutah chuan Leave Application a dawn ho kha a mal te te in a lo in tlar anga, Application a dawn sir dinglam a 'Action' tih button hring ah a hmet anga, Approving Authority a nih chuan approve emaw, reject emaw, forward to cadre controlling emaw, return to applicant option a nei anga a, a nih loh chuan tul dan ang zel in hma a la ang.

7. Leave diltu in engtin nge a leave an approve leh approve loh a hriat theih ang?

Ans: LAMS hmang a leave diltuten an leave application thlen chin hi anmahni account a Leave File Movement atangin an track thei a, Approving Authority in a lo approve rualin SMS alert a dawng anga, ama Account a Issued Leave option atangin a Leave Order hi a lo print chhuak thei bawk a ni. Leave Order issue tawh te hi Department/Office in File a docket a duh a nih chuan a print-out mai theih a ni.

8. Directorate leh Subordinate/DC office hnuai a mite leave application hi Administrative/ Secretariat through lovin leave diltu Cadre (Cadre nei hran service) Controlling Department-ah thawn mai tur em ni?

Ans: Ni love, Directorate/Subordinate/DC Office hnuai ah miten leave an dil reng reng in, Head of Department/Office (District office a nih chuan Deputy Commissioner kaltalngin) in Forward to Posting Department option hmangin concerned Secretariat Department ah a thawn zel ang. Chutichuan, Secretariat lamin atul dan angin hma an o la chhonzawm ang. Leave Application reng reng hi Cadre Controlling Department a thlen hmain concerned Secretariat a kal tlang zel tur a ni.

9. Tuin nge Leave Application chu leave diltu cadre controlling-ah thawn ang?

Ans: Head of Administrative Department/Approving Authority in a thawn thin tur a ni. Secretariat Department theuh te hian manual a leave application file changtu Dealing Assistant kha LAMS ah hian an register ve tur a ni a, D/A te

(pakhat aia tam te pawh an awm thei ang chu) hi Secretariat Department leh a hnuai a awm Department te thlunzawm tu ber a ni a. Directorate/Subordinate/DC Office atanga Secretariat a Application a lo lut reng reng chu Secretariat a D/A account ah leh Department Administrator Account ah a lut zel ang, Dealing Assistant chuan, a account a leave dilna ho chu achung lamah a Administrative Head of Department thleng a ti chho ve leh ang, Head of Department in Cadre Controlling Department a thawn chi a nih chuan ama level atangin a forward zel ang.

10. Dealing Assistant in leave application a rawn tih chhoh in, Processing Personnel ten leave order ah dik lo awm in (Charge hlan chhawn ngaia, charge la tu tur alo telh lo emo, thumal dik lo te e maw dik lo a awmin), engtia tih tur nge?

Ans: Processing Personnel/Officer in leave order emaw leave application a dik hlel a hmu a nih chuan, Remarks tih hnuai a box awmah a dik lo lai te thai lang in, **forward to** ah khan a processing line up a a subordinate officer emaw a Dealing Assistant hnen ah thawn let in, siamtha turin a thai lang ang.

11. Approving Authority-in Cadre Controlling Department hnen a thawn tur chi leave application a dawng a. Mahse, Forward to Cadre Controlling Department/ Forward to DP&AR(CSW) tih option nei si lo se, engtia tih tur nge ni ang?

Ans: Forward to posting Department(Secretariat) tih option a thlang anga ,a proceed ang. Chutiang a a proceed hnu chuan Leave Application kha Secretariat a Dealing Assistant account ah let leh anga, D/A chuan a ngai ang chiahin Superintendent atanga Approving Authority thleng a lo tih chhoh leh hnu in (vawihnih a dawngna ah) Options ho kha a full set in a lo nei tawh anga, a tul ang zelin hma a la thei tawh ang.

12. Users ten LAMS portal atangin an Leave lak leh an Leave Balance an check theih em? Engtingge a tih dan tur?

Ans: 1. Leave Lak tawhte en dan: Leave Account a luh in leave Form a leave chi hrang hrang han click khan kan leave lo lak tawh ho kha a lo intlar thla zel ang.

Eg. Leave Form a Casual Leave I click chuan Casual Leave I lo lak tawh ho zawng zawng a lo intlar anga, engtik ni a lak nge tihte, period of leave te a lo in record vek ang. Chutiang zelin Leave dangah i click chuan information zawng zawng kha a lo in store vek ang.

ii) Leave Balance en dan: Users Account dashboard chip sir dinglam kilah User Hming a hmeh khan **Profile** leh **Log out** tih a lo lang anga, Profile zawk a han click khan Users information leh Leave Balance a lo in tar lang ang.

13. Leave application submit tawh emaw approve tawh hi cancel leh dan a awm em?

Ans: A hranpa tawp a cancel option emaw pull back option hi LAMS ah hian a awm lova. Amaherawh chu Department Administrator account atang a leave forms ah lut in type of leave ah khan khami leave kha identify a (period etc), chuan action ah khan delete mai tur (kan cancel tawp duh a nih chuan). Hei hi approve hnu ah pawh a tih dan a ni, leave cancel ngai leh si a nih chuan, leave in paih sa pawh kha amahin leave account-ah alo in belh leh mai, a khawl in.

14. Approving Authority nilo Recommending Authority ten leave application an approve ve thei tho em?

Ans: Casual Leave Application chu Processing leh Recommending Authority in an approve ve thei. Casual Leave ni lo Leave dang reng reng chu Heads of Administrative Department emaw, Officers dang leave grant thei tur a Heads of Department in written order hmang a, thuneihna a pek chhawn te chauhvin leave hi an grant tur a ni.

15. Leave Approve tawh si Leave Order ah File Number emaw thildang tihsual palh a awmin a edit leh theih em?

Ans: Leave Approve tawh Leave Order a tihdikloh palh a awmin Department Administrator/Super Administrator te atangin edit leh theih a ni. Forwarded File Received atangin Action ah luh a, Office Order atang khan edit leh mai tur a ni. Leave Order siamdanglam/thlak chungchangah chuan mahni remchan ang ang a lo thlak mai lovin, leave approving authority te hriatpuina a tih zel tur a ni.

16. Department pakhat a subordinate Office tam tak awmna, leave application kal kualna tur tam lutuk ang ah hian officers thenkhatte in kal kan theih an ni em?

Ans: Administration kal phung tibuai silo in mahni department remchan ang zelin a kal kan theih. Processing personnel chho a, chawl te an lo awm a nih chuan, thawn kan mai tur a ni.

17. Directorate atangin Secretariat a leave application kan thawn dawnin Forward to ah Secretariat a ka thawn tur Officer hming a lang lova engtia tih tur nge?

Ans: Directorate/Subordinate Office a leave processing officer ho reng reng hi Recommending Authority role pek an ni a, recommending authority chuan concerned department a leave application a thawn dawnin a mihring mal anga thawn lo in, action option chi hrang hrang zinga Forward to Posting Department (Secretariat) hmangin Secretariat lam ah leave application te a thawn tur a ni.

18. Miin leave a lak in a leave zawhah a post rawn zawm leh dawn se, joining report hi engtia pek tur nge?

Ans: LAMS ah hian joining report digital a tih theihna a awm a, joining report reng reng hi leave kan dil ang chiah in online a tih tur a ni a, kan in report na tur te chu hengte hi an ni:-

- i. Directorate leh Subordinate office tan Head of Office
- ii. Secretariat Office tan Head of Administrative Office

19. LAMS users te department dang a transfer an nihin an Department/Designation etc. te thlak turin engtin nge kan tih ang?

Ans: Department Transfer hi Users account/Administrator/Super Administrator Level atangin a tih theih a, User Account atanga kan siamthat dawn chuan dashboard chunglam kil (dinglam) a user hming zawna user profile alo lang anga, chu a profile chungah chuan a awmna thar department a select in a profile a update theih a ni.

20. LAMS hian eng tangkaina leh hlawkna nge leave lak chungchangah a thlen?

Ans: LAMS hian leave lak a ti zangkhai in, District hla zawk a awm te tan, nikhat /hnih thil thuah leave approval an hmu mai theih a ni. Chumai bakah leave lak tawh te, leave la neih zat te, leave lak ni etc. thlengin awlsam takin sawrkar hnathawk (Group A) ten an hmu thei tawh a ni.

Mahse leave lak a hun taka phalna hmu tur chuan Processing Personnel/Recommending/Approving Authority ten an leave account a leave dilna an dawn leh dawn loh, nitin (Zing leh tlaia) vawi khat tal an en ni thei se, chuti chuan leave dilna a hun taka phalna a diltu tan a hmuh theih leh zual dawn a ni - LAMS thil tum lian ber a hlen theih dawn a ni. Chuvangin leave lak chungchanga thuneitute a chungsa sawi anga hma laturin, kan han in ngen nawn leh a ni.

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