

**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 on Frequently Asked Questions (FAQs) on Leave Application Management System (LAMS) - e-Leave (ENGLISH VERSION)

DISCLAIMER

This compilation of Frequently Asked Questions (FAQs) has been published for general guidance, information, and assistance of users. The information contained herein is general in nature and is by no means exhaustive, and is not in the nature of legal or statutory opinion, advise, interpretation or authority on the issues involved. The Process, Procedures etc. cited may be changed or modified over time, and any clarification made by the Competent Authority i.e. DP&AR (GGC) may be referred to.

1. What is the full form of LAMS?

Ans: Leave Application Management System

2. Who can use it?

Ans: All the Group 'A' Officers under the Government of Mizoram.

3. How many accounts can an officer have in LAMS?

Ans: Under LAMS, an officer should have only one account and is not allowed to create more than one account by using different numbers and email addresses. On being transferred an officer shall update his profile through the **edit posting Department** option, which can be accessed by clicking the name of the user located at the top right corner of the user's dashboard.

4. Once registration has been completed in LAMS, can an officer log in right away?

Ans: Once registration is finished/completed in LAMS, it is in **pending status**, and an officer cannot log in until the account has been enabled by the Department's Administrator or Super-Administrator from DP&AR.

5. What should an officer do when applying for leave?

Ans: Use your registered cell phone number and password to log into your LAMS account. On the dashboard's left side, select Leave Form. After providing the necessary information, click on **submitted to**, choose the name of your immediate superior, and then click on the submit button.

6. How does the Leave Application proceed?

Ans: Any level of leave processing officer/personnel will receive an SMS alert once leave is furnished in his/her account. He will check his/her account as quickly as possible, click on the pending files and the leave application forms in

details will be listed there, click on the green action button on the right side of the application. If he/she is an approving authority, he/she will have the choice to approve, reject, forward to the cadre controlling, or return the application to the applicant in the first phase.

7. How can a leave applicant know whether his leave has been approved or not??

Ans: LAMS enables leave applicants to monitor the status of their leave application from the Leave File Movement in their account. The Leave Applicant will receive an SMS alert when leave is approved by the Approving Authority. The Leave Order can be printed from the Issued Leave option in the Applicant's Account. Leave Order issued by the Dealing Assistant shall be docketed in the file (if found necessary – all leave files are stored/hosted at the data centre in Aizawl).

8. Should leave applications in respect of Officers working under the Directorate and DC/Subordinate Offices be forwarded directly to the Cadre Controlling Department without going through the Administrative/Secretariat Office?

Ans: Heads of Department shall send the recommended leave application/their leave application to their concerned Secretariat/Administrative Department using the **Forward to Posting Department (Secretariat) option**. Therefore, the Secretariat will continue to take appropriate action. Any Leave Application should be routed through the concerned Secretariat before reaching the Cadre Controlling Department – if the officer has a service cadre.

9. Who shall send the Leave Application to the Cadre Controlling of Leave Applicant?

Ans: Head of Administrative Department/Approving Authority shall send the application. Secretariat Departments are required to register the Dealing Assistant who will be responsible to receive leave application files. Applications received from Directorate/Subordinate/DC Office to Secretariat will be transferred to the account of Dealing Assistant in the Secretariat/the Department Administrator Account, who will then pass them to the

Superintendent, and the Superintendent will forward to Administrative Head of Department in a manner similar to the manual method. The Head of Department shall forward the file from his level to the Cadre Controlling Department.

10. When the Dealing Assistant forward a leave application, and when the Processing Personnel finds error in the leave order (transferring of charge, where the relieving officer is excluded, and where there is error in the wording), what action should be taken?

Ans: If the Processing Personnel/Officer finds any error viz. typo, imperfection in the leave order at his level, he/she may send the application to either his subordinate or Dealing Assistant indicating the error and suggestion to rectify the leave order in the remark box.

11. What has to be done if the Approving Authority/Administrative Head receives a leave application that needs to be sent to the Cadre Controlling Department but there is no option to send it to the concerned Cadre Controlling Department?

Ans: Choose the Forward to Posting Department(Secretariat) option, then proceed. The Leave Application will be returned to the Dealing Assistant account after being processed, the DA will send the application to other officers in the line-up/hierarchy (of the Administrative line-up), which will culminate at the Approving Authority. Once the application is received in the Approving Authority's Account (for a second time), he/she will have an option viz Forward to Cadre Controlling Department, etc and take appropriate actions.

12. How can users check details of Leave availed and Leave Balance from the LAMS portal?

Ans: All the different types of leaves will display when you click on the Leave Forms; once you click on them, a list of the Leaves availed will be displayed in order.

Eg. i) All of the Casual Leaves you have taken will be listed in order along with the date and duration of each Leave when you click on the Casual Leave on the

Leave Forms,. Similarly, all the information on leave can be accessed, if you click on any kinds of Leave Forms.

ii))**How to check Leave Balance** : Click on the User Name in the upper right corner of the Users Account dashboard, the **Profile and Log out button** will appear. Click on the Profile button, the Users information and Leave Balance will be displayed.

13. Is it possible to withdraw the Leave Application that has already been submitted or the leave application that is already approved ?

Ans: There is no distinct option to cancel or pull back leave application in LAMS from the applicants end, at this juncture. However, Cancellation/Pulling back of Leave can be done from the Department Administrator's account/Super Administrators through Leave forms option and selecting the type of leave that has been availed/applied, and by further identifying the leave that has to be cancelled .On identification of the leave to be cancelled, the option i.e. Action be clicked, and the particular leave may be cancelled by clicking the cancel button. However, actions on cancellation of already submitted leave/ already approved leave, should be taken, in consultation with and on prior consent or approval of the Competent Authority.

14. Can a Recommending Authority other than the Approving Authority approve a leave application?

Ans: Application for Casual Leave could be approved by the Processing Personnel and the Recommending Authority. All kinds of Leave except Casual are to be approved by the Administrative Heads of Department or any other officers delegated as such by the Competent Authority by written Order.

15. Can the Leave order that have certain errors be amended after it has already been approved?

Ans: Approved Leave Order can be edited by the Department's Administrator. Go to Forwarded File Received, and by clicking the action button the office order may be edited.

16. Can level jumping in the line of processing of leave be taken up for a particular office?

Ans: Level jumping can be done without breaking the sanctity of the administrative system (if some officers/staff are on leave or tour etc.), and Department may practice so in their own convenience.

17. What needs to be done if the name of the concerned Officer in the Secretariat Office do not appear in the forward to dropdown while sending the leave application to the Secretariat from Directorate/ Subordinate Office

Ans : Each Directorate/Subordinate Office leave processing officers are given the role of Recommending Authority. The Recommending Authority shall forward the leave application to the Secretariat by using the option of Forward to Posting Department(Secretariat) rather than the option Forward to Other officer.

18. How will a joining report be submitted on return to the post after the expiry of leave?

Ans: Joining Reports option is being integrated in LAMS. Hence, joining report is to be done online through LAMS. The following are to whom the Joining Reports be submitted:-

- i. Head of Office for Directorate and Subordinate offices
- ii. Head of Administrative Office for the Secretariat office

19. How do we change LAMS users' department in the portal when they are transferred to other departments?

Ans: Department Transfer can be done from Users' account. In the Users' account dashboard , click on the user name in the top right corner of the dashboard, click on the profile button and select the new department and update the profile.

20.What advantages and convenience does LAMS bring in terms of leave applications as well as processing of the same?

Ans: LAMS makes availing leave much easier than before. For Government official posted in far flung Districts, they can receive leave approval in just one or two days after applying for leave. In addition, Group 'A' officials can easily access information regarding number of days they had applied for leave, amount of leave balance and date of application of leave.

But, in order to receive approval on time, the Processing Personnel/Recommending/Approving Authority are advised/requested to check leave account at least twice daily, especially in the morning and evening so that leave applications thus received are expended on receipt – this will help in achieving the very objective for which LAMS was set up/ developed. Therefore, competent authorities having an important role in leave applications are humbly requested to take actions accordingly.

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