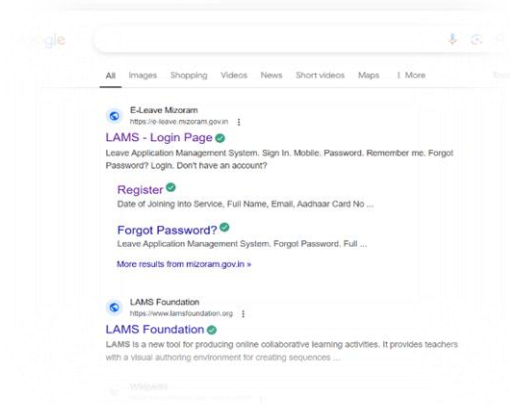
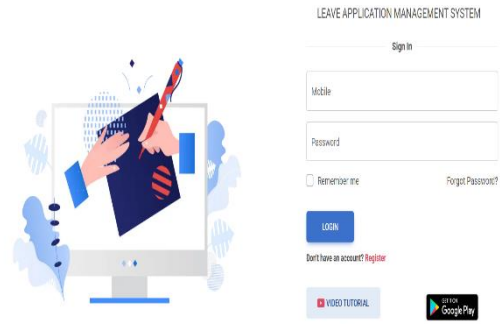


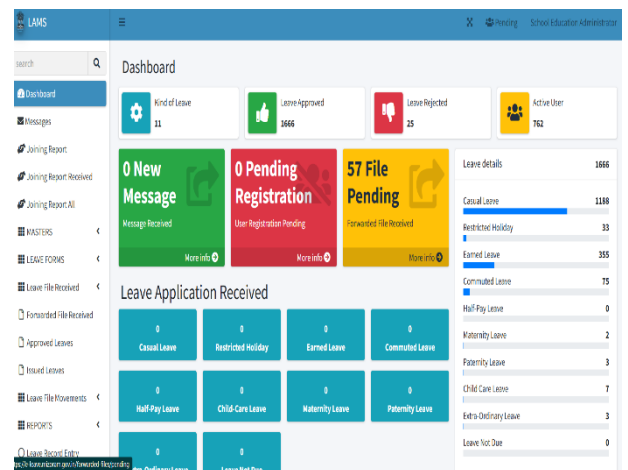
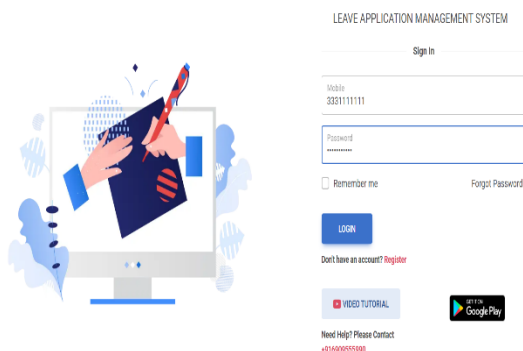
LAMS luh dan: Google search engine-ah <https://e-leave.mizoram.gov.in/login> tih kan chhu tawp anga, LAMS log in page ah a lut anga, Department Admin credentials (Number Digit sawm) leh kan password kan chhu ang chuan kan log in ang.



Step-1



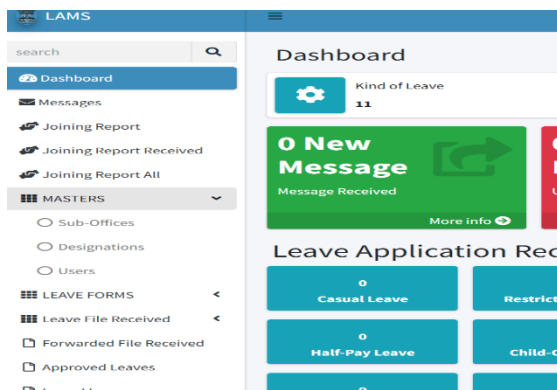
Step- 2



Step-3

Step-4

Designation leh Subordinate add dan: Kan account a kan luhin Step-5 figure a kan hmuh ang hian a sir Dashboard sir veilama Masters ah kan click anga, Option hran hran a rawn pop ang viz Sub-Offices, Designations, Users



Step-5

Designation tihah kan click leh anga Step -6 Figure a kan hmuh ang hian Designation add theihna kha alo lang dawn a ni. Dashboard sir dinglamah Add New tih kan hmu thei anga, Designation Name tih ah khan kan Designation kan mamawh tur hming kan chhu lut ang eg. Assistant, LDC, IV-Grade etc. Designation Name tih hnuai Department thlanna a lo aw manga, mahni Department kha kan thlang anga, chumi hnuai chuan Level tih a lo awm leh anga (heath hian Pay Level nilovin a rank san dan indawtin level hi pek tur ani eg. IV-Grade chu a Office set up a hnuai ber an nih angin Level 1 kan ti anga, LDC Level-2, UDC Level-3 chutiang zelin), chumi hnuai chuan Teaching Staff an nih leh nih loh thlanna a lo awm anga, Teaching Staff an nih chuan 'Yes' kan thlang anga, an nih loh chuan 'No' kan thlang thung ang. Hemi hnuai lehah hian Office Superintendent tih a lo awm leh anga Yes or No kha a tul dan a zirin thlan leh mai tur a ni. Fill up tul zawng zawng kan tih zawh chuan submit tih click in Designation thar a lo insiam dawn a ni.[Kan Department hnuai a Designation awm thei zawng zawng Group A Atanga Group D thleng a enter vek tur a ni]

The screenshot shows a web form titled 'Add New'. It contains the following fields and values:

- Designation Name:** Assistant
- Level:** 4
- Department:** School Education Department
- Teaching Staff:** No
- Office Superintendent:** No

At the bottom right, there are two buttons: a red 'RESET' button and a green 'SAVE' button.

Step-6

The screenshot shows a web form titled 'Add New'. It contains the following fields and values:

- Department:** School Education Department
- Sub-Offices Name:** Govt. Primary School-I
- Location:** Khumtung
- Description:** (Empty text area)

At the bottom right, there are two buttons: a red 'RESET' button and a green 'SAVE' button. A green circular icon with a white 'G' is visible in the bottom right corner of the form area.

Step-7

Step-7 figure a kan hmuh ang hian Subordinate- Offices kan add dawn chuan Sub-Offices tih ah kan click anga, dashboard sir dinglamah Add new tih hnuai Department, Sub-Offices Name, Location, Description tih kan hmu anga, hengte hi a tul anga fill up zawh hnuah save tih kan click leh anga sub-office thar a lo in siam zel ang. [Kan Department hnuai a Subordinate Office awm thei tur zawng zawng enter leh vek bawk tur a ni. Eg.E-in-C/ CE, Highways/ CE, Roads etc]

User account enable dan : Data enter ngai zawng zawng kan enter hnuah User te an rawn in register anga, Administrator account ah a rawn lut khawm diat anga khang ho kha kan lo Administrator account atangin kan lo enable sak diat diat a ngai dawn a ni. Step-8 na figure a lan ang hian Pending Registration tih bawn (sen) ah chung ho chu a rawn lut khawm dawn a ni.

The dashboard displays the following information:

- Kind of Leave:** 11
- Leave Approved:** 16874
- Leave Rejected:** 324
- 0 New Message:** Message Received
- 6 Pending Registration:** User Registration Pending
- 0 File Pending:** Forwarded File Received
- Leave Application Received:**
 - Casual Leave: 0
 - Restricted Holiday: 0
 - Earned Leave: 0
 - Commuted Leave: 0
 - Half-Pay Leave: 0
 - Child-Care Leave: 0
 - Maternity Leave: 0
 - Paternity Leave: 0
- CLICK HERE!**

#	Name/Audit No.	Phone/Email	Department/Designation	Role	Group A Gazetted	Status	Control
1	Albert Lalhansanga, MFAS (MZTH) 196(FAS)	9862024317 abralte87@gmail.com	Finance Department Assistant Director, A&T	Applicant	yes	Pending	
2	J. Zochanzuala, MZHORTI (MZHORTI) PE000925	9612738157 jzuala51@gmail.com	Horticulture Department Horticulture Demonstrator	Applicant	no	Pending	
3	Laibokzami, MMS (MZRO) NA	9612364723 biakzami1@gmail.com	Public Works Department Dealing Assistant, PWD	Applicant	no	Pending	
4	Lalchhanchhuaha, GSS (MZCT) DICT/19/15	9436132554 chhana.saha@gmail.com	Information & Communication Technology Computer Operator	Applicant	no	Pending	
5	Lalnundiki Saho, MMS (MZPWD) NA	9436154829 lnsaloi7@gmail.com	Public Works Department Dealing Assistant, PWD	Applicant	no	Pending	
6	LAL NUNPULU, MZPWD (MZPWD) ODC/PWD/24/006	8014124124 lalnunpulihte1976@gmail.com	Public Works Department Lower Division Clerk	Applicant	no	Pending	

Step-8

Step-9

Pending Registration bawm a More info tih ah clickin a bawm chungah kan lut anga, Step-9 figure a kan hmuh ang hian Pending Registration list a rawn in tlar ang. An hming tawp a bawm hring tereuhte ah hian kan han click anga, Step -10 figure a kan hmuh ang hian users details a lo lang anga, Status tih ah hian users details a dik chuan 'Enable' tih kan thlang anga chumi hnu ah Update tih kan click leh anga user account a lo nubng tawh anga, leave apply thei tawh dawn a ni. (Step-10 figure refer nise).

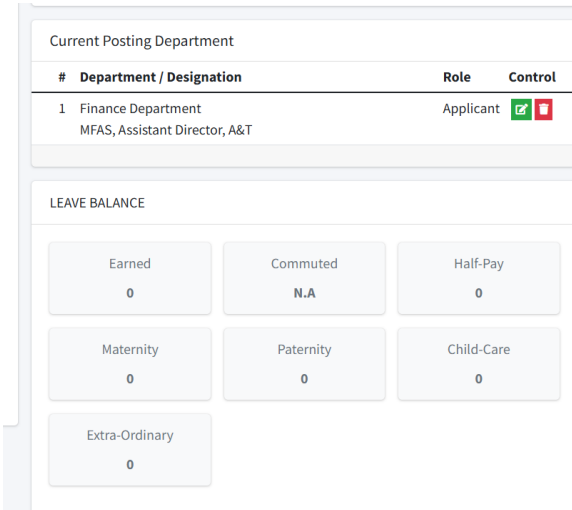
The registration form includes the following fields:

- Mobile No.:** 9862024317
- Password:** [Empty]
- Confirm Password:** [Empty]
- E-Mail:** abralte87@gmail.com
- Aadhaar:** 641984019618
- Date of Birth:** 27-02-1985
- Date of Joining Service:** 17-01-2025
- Gender:** Male
- Status:** Enable
- Is Deputy Commissioner:** no
- Buttons:** RESET, UPDATE
- Choose Role:** [Dropdown]
- Current Posting Department:** # Department / Designation
- Department / Designation:** 1 Finance Department MFAS, Assistant Director, A&T
- LEAVE BALANCE:**
 - Earned: 0
 - Maternity: 0
 - Extra-Ordinary: 0

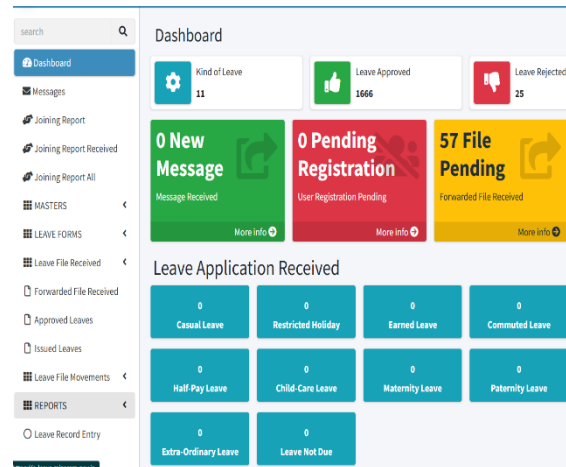
Step-10

[User account kan enable dawnin users details kha dik vek mahse tul bik riau thil a nih loh chuan enable nghal mail oh tur a ni a, a leave account

kha kan en hmasa leh te te anga a in update loh chuan user Leave Account hi an Service Book a an leave Account in record mil thlap in an leave balance kan update te te anga, chumi hnuah account te hi update chauh zel tur a ni] Step- 11 figure refer leh nise

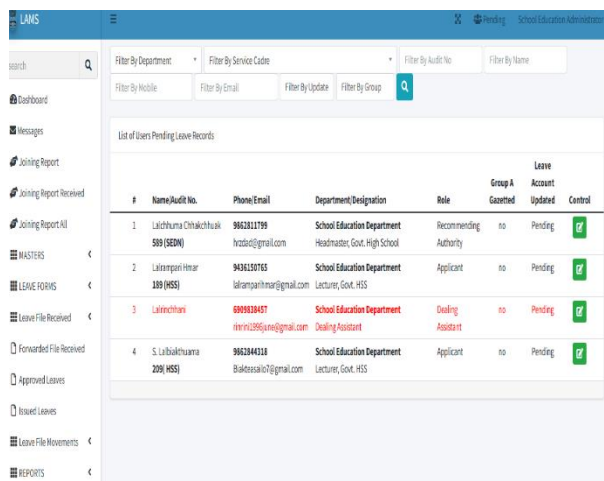


Step-11

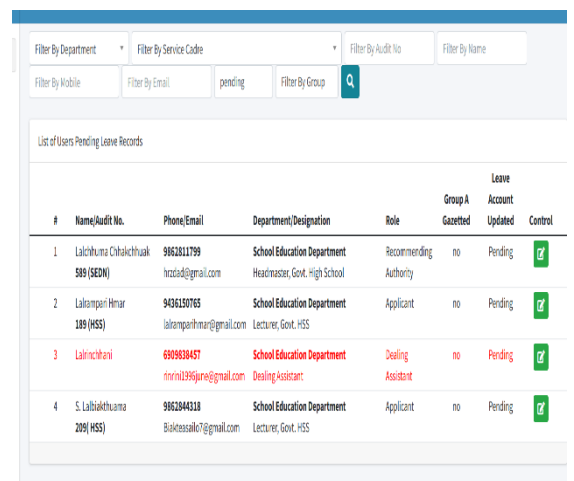


Step-12

Leave Credit dan: Leave kan credit dawn chuan Step-12 figure a kan hmuh ang hian, Leave Record entry ah kan click anga Step -13 figure a kan hmuh angin a lo lang ang. Filter by Update tih khi Pending in kan thlak anga kan search tawp anga Step -14 figure a kan hmuh angin leave account la update ngai ho zawng kha an lo lang leh ang.



Step-13



Step-14

Leave kan update sak duh hming zawn a control tih zawn a bawn hringah kan click leh anga Step-15 figure a kan hmuh ang hian a lo lang leh anga Earned Leave, Half Pay Leave leh leave dang dang update ngai chu het tang hian an Service Book a record milin kan update sak dawn a ni.

CREDIT OFFICER LEAVE BALANCE

Earned Leave	Commuted Leave
Half-Pay Leave	Maternity Leave
Paternity Leave	Child Care Leave
Extra-Ordinary Leave	Leave Not Due
As-On Date dd-mm-yyyy	
Remark / Note	
Submit	

Step-15

CREDIT OFFICER LEAVE BALANCE

Earned Leave 150	Commuted Leave
Half-Pay Leave 145	Maternity Leave 360
Paternity Leave	Child Care Leave 730
Extra-Ordinary Leave	Leave Not Due
As-On Date 05-03-2025	
Remark / Note	
Submit	

Step-16

Step-16 figure a kan hmuh ang hian Earned Leave emaw Leave engemaw ber a kan click khan leave kan credit duh zat kan chu anga Eg. User khan a Service Bookah EL 150 a neih chuan 150 kan chhu anga, As-on-Date ah kan update ni emaw, Service Book a as on date kan select anga submit tih ah kan click anga leave account ah kan credit zat chiah kha a lut dawn a ni. Step-16 figure refer nise.

[Tun dinhmunah hian data entry leh registration a kal mek a, registration thar ho hi lo la pending vek hrih ila a, a chhan chu new users te leave account he update zet a nih hma a a lo nung chuan a dik thei dawn lova. Department tin users te Leave Account update tuturte fel fai zawk a ruahmanna a awm lo nghak ta ila.]

FAQ

1. PE leh Contract employee leh a nghet a chhawr ni lo te hi LAMS ah hian an in register dawn em?

Ans: Tun dinhmun ah chuan LAMS ah hian Sawrkar hnathawk nghette chauh la register rih tur a ni. PE, Contract leh a nghet a thawk nilo te chu an la tel ve hrih loving.

2. Department Administrator account credentials kan dawng ve lova engtinng e kan account ah kan luh ve ang.

Ans: Department Administrator's account credentials te hi kan Administrative Department (Secretariat) theuh ah te furnish tawh a ni a, kan Secretariat ah zawh mai ni se or DP&AR(GG&TW) ah pawh a zawh theih bawk ang.

