



# Nagercoil Municipality

## Quick Links

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## Module List

Employee Self Service

## Employee Self Service

- Leave Request
  - Create
  - Search
- Updating Qualification Details
- Medical Reimbursement
- Request for Quarters

## Approval of Request for Leave Create

ESS > Approval of Request for Leave >

### 1 Approval Of Request for Leave

#### Employee Leave Details

Employee Code : 6157001

S.No	Leave Type	Carry Over	Leave Entitled	Total Leave	Availed	Balance
1	CL	0	0	12	3.0	9.0

#### Leave Request Details

S.No	Leave Type *	Start Date *	To Date *	Full/Half *	Leave Session *	Day(s)/Hrs *	
1	CL	13/Apr/2018	13/Apr/2018	<input checked="" type="radio"/> Full <input type="radio"/> Half		1	 

#### Remarks & History

Legal Alert  
Notifications  
**Module List**  
--Select Module Here--

Employee Code : 6157001

S.No	Leave Type	Carry Over	Leave Entitled	Total Leave	Availed	Balance
1	CL	0	0	12	4.0	8.0

**Leave Request Details**

S.No	Leave Type	Start Date	To Date	Day(s)/Hrs
1	CL	16/Apr/2018	16/Apr/2018	1.0

**Remarks & History**

User Remarks

Next User's Designation : N/A

Next User : N/A

Next Action : N/A

Reject Reasons

[View Workflow History](#)

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