Department of School Education, TS

User Manual for

"Leave Account Register"

By



Contents

1.	OBJECTIVE	3
2.	SCOPE	3
3.	PROCESS – by Complex HM Users	4
4.	PROCESS – Leave Account Register Edit by Complex HM Users	7

List of Figures



NTRODUCTION

Department of school education portal http://schooledu.telangana.gov.in/ISMS/ was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

1. OBJECTIVE

Department of school education would like capture the Leave account details. For this, the department is desirous to having an online application.

2. SCOPE

This document explains the process of Leave Account Details Entry.

3. PROCESS – by Complex HM Users

This service is applicable for Complex HMs only, this is one-time entry for every month, once submitted edit facility available in DEO login under Serves Tab like Leave account register edit,

 Browse https://schooledu.telangana.gov.in/ISMS/, below screen is displayed select Other Logins under login tab as depicted in the below figure.



Figure 1 : Login details

 Below screen is displayed enter User Id, Password and Captcha and click Login as depicted in the below figure.



Figure 2 : Login details

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Below screen is displayed Select Teacher Information System tab as depicted in the below.

TEACHER INFORMATION SYSTEM	NON TEACHING STAFF & <u>Click here</u>	STUDENT INFORMATION SYSTEM	TEXTBOOKS
ANALYTICS REPORTS	FLN (FOUNDATIONAL LITERACY AND NUMERACY)	•	

Figure 3 : Module selection

• Select Leave Account Register Service Under Service Tab as depicted in the below figure.

Home	Services 🔹 Data Mismatch 🔹 Reports 🛸 Others 🛸 Logout
	Leave Account Register Deputation/Cancel Deputation Teacher Search Cadre Strength Updation(Teaching staff Registration) Vocational Instructors Entry
	Figure 4 : Service details

• Select month and Click on Submit button as depicted in the below figure.

	Home	Services	 Data Mismatch 	· Reports	▼ Others	▼ Logout
	LEAVE A	CCOUNT REG	ISTER			
				Month	ylut	
					submit	
			Figure 5 : M	onth details		
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 Below Screen Displayed, enter No. of leaves taken based on type of leave and submit the same as depicted in the below figure.



Figure 6 : Leave details

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 Below screen is displayed enter User Id, Password and Captcha and click Login as depicted in the below figure.



Figure 9 : Login details

Below screen is displayed Select Teacher Information System tab as depicted in the below.



 Select Leave Account Register EDIT Service Under Service Tab as depicted in the below figure.



Figure 11 : Service details

 Select Complex, Year and month and Click on Submit button as depicted in the below figure.

Complex name (SOULUUSU4-2PHS AKLI(I) V Year (2024 V Month) January	

 Below Screen Displayed, updated required changes which is requested by Complex HM and submit the same as depicted in the below figure.

	Complex Nan	ie"	36010100504	-ZPHS ARLI(T)	~	Year			2024		j,	▼ M	onth			Ja	nuary		v	I
							Submit													
	District Name	a AD	ILABAD	Con	nplex School (Name 3601	01005	04-ZPH	IS ARLI	(т)				ionth (k Year		Janua	ry-202	4	
S No	Teacher Name	Employee Code	Designation	School Name	Mandal Name	Udise Code	a,/sa.	8	Child Care	Medical	H	8	đ	Foreign	Maternity	Paternity	Abortion	Un.Au th	Others	Total
			leacher				3.5													2
38	P.SURENDER	1320668	School Assistant / TGT (Phy.Science)	MPUPS WADOOR	BHEEMPOOR	36010100602														0
39	B SUSHEELKUMAR	1301947	Secondary Grade Teacher	MPUPS WADOOR	BHEEMPOOR	36010100602														0
40	J.GANESH	1319562	Secondary Grade Teacher	MPUPS WADOOR	BHEEMPOOR	36010100602	6													6
41	K.SHIRISHA	1354499	Secondary Grade Teacher	MPPS KAMATWADA	BHEEMPOOR	36010100801	2													2
42	BANDUKULA SRINIVAS	1354883	Secondary Grade Teacher	MPPS KAMATWADA	BHEEMPOOR	36010100801														0

Figure 13 : Leave details

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