

**HIGH COURT OF TRIPURA**  
**AGARTALA**

F.6(37)-HC/2024/15313

Dated, the Agartala, 30<sup>th</sup> June, 2026

**NOTIFICATION**

Hon'ble The High Court of Tripura has been pleased to implement the Second Phase of the Leave Management Application (LMA) as an integrated part of the Vacancy Monitoring System (VMS) 2.0 with effect from **01.08.2026** for the Grade-I Officers of the Tripura Judicial Service and the officers and the staff members of this Registry.

The LMA facilitates end-to-end digital processing of leave applications, ranging from submission to approval, by leveraging data from the VMS database. This initiative is aimed at promoting a paperless administrative environment and enhancing operational efficiency.

Usage Guidelines for the Leave Management Application (LMA) follows:

- 1. Station Leave and Casual Leave:** These categories of leave are neither carried forward to subsequent years nor recorded in the Service Book. Accordingly, with effect from 01.08.2026, the applications for Station Leave and Casual Leave of the Grade-I Officers of the Tripura Judicial Service and the officers and the staff members of this Registry shall be submitted, processed and approved/rejected exclusively through the LMA. The use of physical paper-based applications for these leave types shall be discontinued.
- 2. Other Leave Categories (E.g., Earned Leave, Half-Pay Leave, etc.):** As these leave types are carried forward from year to year and require entry in the Service Book, the LMA shall be used solely for the purpose of digital submission and forwarding of the leave application, replacing the physical paper format at this stage. However, the final order of sanction/ rejection issued by the competent authority shall continue to be printed, communicated and maintained as per the existing practice in compliance of the relevant rules.

Further, consequent upon implementation of the Second Phase of the Leave Management Application (LMA), Identity Cards of all the Officers of the Tripura Judicial Service shall henceforth be generated through the Vacancy Monitoring System (VMS) Application by this Registry, as and when required.

For effective implementation of the Second Phase of the Leave Management Application (LMA), all the prerequisite activities, including up-to-date data entries, shall be completed **on or before 31.07.2026** by the concerned establishments including this Registry.

For smooth implementation of the Second Phase of the Leave Management Application (LMA), copies of the approved **Standard Operating Procedure (SOP)** and **User Manual** have been annexed to this Notification. Further, the following training programmes shall be conducted:

<b>Sl. No.</b>	<b>Participants</b>	<b>Date &amp; Time</b>	<b>Mode of Training &amp; Venue</b>
1	Superintendent and associated staff of the Establishment Section, Court Officer's Section, and Other Sections dealing with the leave matters of the employees of this Registry.	<b>04.07.2026,</b> 2:30 P.M. onwards	Physical Mode, Computer Section
2	System Officers, System Assistants and the concerned staff of the District and Sub-Divisional Court Complexes.	<b>10.07.2026,</b> 3:00 P.M. onwards	Virtual Mode, From respective Court complexes
3	All Group 'C' and Group 'D' staff members of this Registry.	<b>18.07.2026,</b> 3:30 P.M. onwards	Physical Mode, High Court Auditorium
4	All Group 'A' and Group 'B' staff members of this Registry.	<b>25.07.2026,</b> 3:30 P.M. onwards	Physical Mode, High Court Auditorium

By order,

Digitally signed by ANGSHUMAN DEBBARMA  
Date: 2026.06.30 17:42:32 +05'30'

**(Angshuman Debbarma)**  
Registrar General

**Copy to:**

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura for kind appraisal of His Lordship.
2. The Secretary to Hon'ble Justice Dr. T. Amarnath Goud, Judge, High Court of Tripura for kind appraisal of His Lordship.
3. The Secretary to Hon'ble Mr. Justice S. Datta Purkayastha, Judge, High Court of Tripura for kind appraisal of His Lordship.
4. The Secretary to Hon'ble Mr. Justice B. Palit, Judge, High Court of Tripura for kind appraisal of His Lordship.
5. The District & Sessions Judge, West Tripura District, Agartala/ Unakoti District, Kailashahar/ Sepahijala District, Sonamura/ North Tripura District, Dharmanagar/ Gomati District, Udaipur/ South Tripura District, Belonia/ Dhalai District, Ambassa/ Khowai District, Khowai for information and necessary action;
6. The Judge, Family Court, Sonamura, Sepahijala District/ Dharmanagar, North Tripura District/ Belonia, South Tripura District/ Khowai, Khowai District/ Kailashahar, Unakoti District/ Agartala, West Tripura District/ Udaipur, Gomati District/ Ambassa, Dhalai District, for information and necessary action;
7. The Registrar (Admn., P & M), High Court of Tripura, for information and necessary action;
8. The Registrar (Vigilance), High Court of Tripura, Agartala for kind information;
9. The Registrar (Judicial), High Court of Tripura, Agartala for kind information;
10. The Joint Registrar, High Court of Tripura, Agartala for kind information;
11. The Deputy Registrar (Vigilance) cum CPC, High Court of Tripura, Agartala for information and necessary action;
12. The **System Analyst(s)/ Programmer(s)**, Computer Section, High Court of Tripura, Agartala. **He is directed to publishing this Notification in the official website of the High Court of Tripura for general information.**
13. **Sr. System Officer**, eCourts Services, High Court of Tripura for information and necessary action.
14. **System Assistant**, eCourts Services, High Court of Tripura for information and necessary action. He is directed to impart necessary training to all the Officers and Staffs of this Registry as well as the System officers and System Assistants posted in the District & Sub-Divisional Court Complexes as per the aforesaid schedule on the LMA. The **System officers and System Assistants** posted in the District & Sub-Divisional Court Complexes shall, in turn, impart training to Grade-I Judicial Officers in their respective Court Complex well ahead of 31.07.2026.
15. Concerned File.

Digitally signed by ANGSHUMAN DEBBARMA  
Date: 2026.06.30 17:42:53 +05'30'

**Registrar General**

# Standard Operating Procedure (SOP)

## **Standard Operating Procedure (SOP) for Leave Management Application**

### **1. Purpose**

To establish a standardized procedure for applying, reviewing, approving, and tracking employee leaves through the Leave Management Module under the Vacancy Monitoring System 2.0.

### **2. Scope**

This SOP applies to all employees, officers, and administrative personnel who use the Leave Management Module for managing leave records and other leave related workflows.

### **3. Responsibilities**

<b>Role</b>	<b>Responsibility</b>
Employee	Submit leave requests, view leave balance, and monitor approval status.
Forwarding Authority	Review and forward leave applications, monitoring leaves taken by employees of the section.
Approving/ Rejecting Authority	Final approving authority, configure leave policies, manage user accounts, and oversee system operations.

### **4. Procedure**

#### **4.1 Login and Access**

- All employees will be issued unique login credentials.
- Access the Leave Management Module via the official URL/ Portal.
- Use the credentials to log in and access the personal leave dashboard.

#### **4.2 Viewing Leave Balance**

- After login, navigate to the dashboard.
- The current balance of all leave types (e.g., Earned Leave, Casual Leave, Sick Leave etc.) will be displayed.
- Click on each leave type for detailed history.

#### **4.3 Applying for Leave**

1. Click on **"Apply for Leave"**.
2. Select the **type of leave, start and end date** etc.
3. Mention ground of the leave.
4. Click **Submit**.
5. An SMS alert will be sent to the applicant and reporting authority.

#### **4.4 Leave Approval Process**

- Forwarding Authority receive SMS alerts for leave requests by applicants.
- The Section In-charge reviews details and supporting documents if any.
- Select **Forward**, by adding remarks which is optional.
- The applicant will be notified of the status via SMS alert.

#### **4.5 Leave Reports and History**

- Applicants can view their leave history under "**Leave Reports**".
- Authorities can generate leave reports for planning and monitoring.
- Administrators can export reports for HR/payroll processing.

#### **5. Security and Data Privacy**

- Applicants/ employees must not share login credentials.
- The application uses role-based access control to restrict data visibility.
- All leave data is stored securely and backed up periodically.

#### **6. Support and Escalation**

- For technical issues, contact the IT Helpdesk at [thc.itcell@indiancourts.gov.in].

#### **7. Policy Compliance**

This procedure aligns with the organization's leave rules.

#### **8. Review and Updates**

- This SOP shall be reviewed annually or as needed in response to changes in policy or system functionality.

#### **9. User Manual**

- A User Manual is prepared for the Leave Management Application which may be circulated to all the stakeholders.

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## 1. General Information

### ● Introduction

The Leave Management Application (LMA) is designed to streamline the leave application and approval process for employees and administrative authorities across establishments of Tripura. This system minimizes paperwork, reduces manual tracking and enhances transparency in leave handling. Employees can apply for leave, track application status, attach relevant documents and receive real-time SMS notifications from a single, user-friendly platform. Approving authorities can review, forward, approve, or reject leave requests with ease, ensuring timely and accountable decision-making. Features like 2FA security, document attachment, and leave type conversion provide additional convenience and flexibility.

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### ● Audience

This document is intended for:

- Court Employees (High Court, District Court, Taluka Court)
  - Establishment Sections / Leave Sections
  - Forwarding Authorities (Section In-charge)
  - Sanctioning Authorities (Heads of Office/Departments)
- 

### ● Purpose of the Document

The purpose of this document is to familiarize users with the functionalities and workflows available in the Leave Management Application and to guide them through each step of using the system effectively.

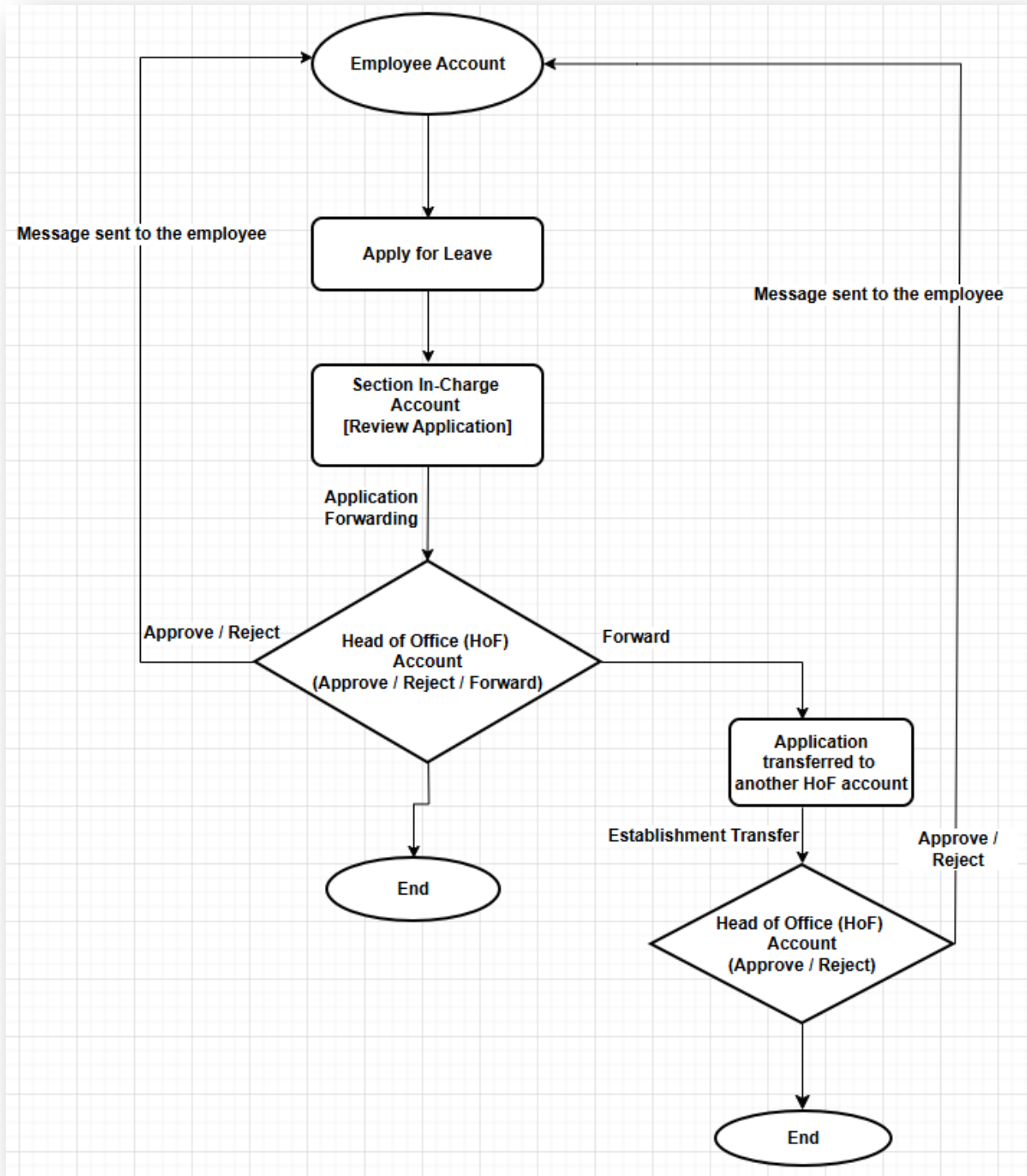
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### ● Objectives of the Document

The main objectives of this document are to enable users to:

- Log in securely using Employee ID and Date of Birth
- Enable and use Two-Factor Authentication (2FA)
- View personal leave balance through the dashboard
- Apply for various types of leave online
- Attach supporting documents (e.g., medical certificates, EL forms)
- Approve, reject or forward leave applications
- Withdraw or mark leave applications as “Not Pressed”
- Monitor real-time application status via SMS
- Use establishment transfer options for inter-level leave processing

## 2. Data Flow Diagram of Leave Application :

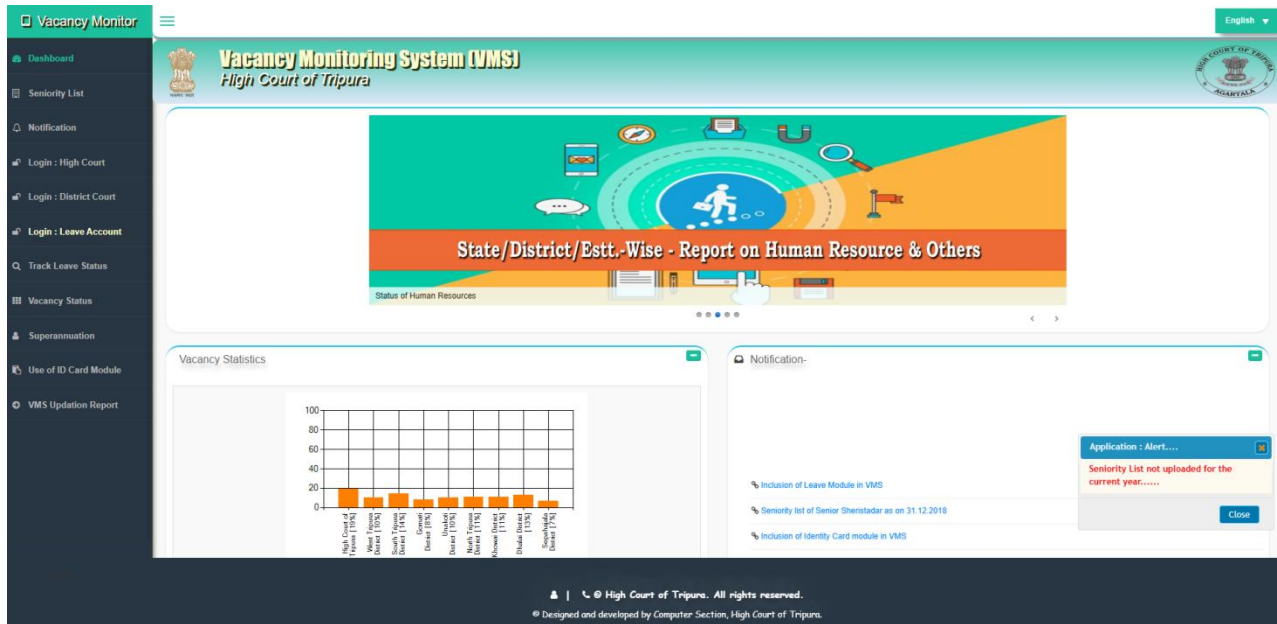


Data Flow diagram of Leave Management Application (LMA) application

### 3. Getting Started

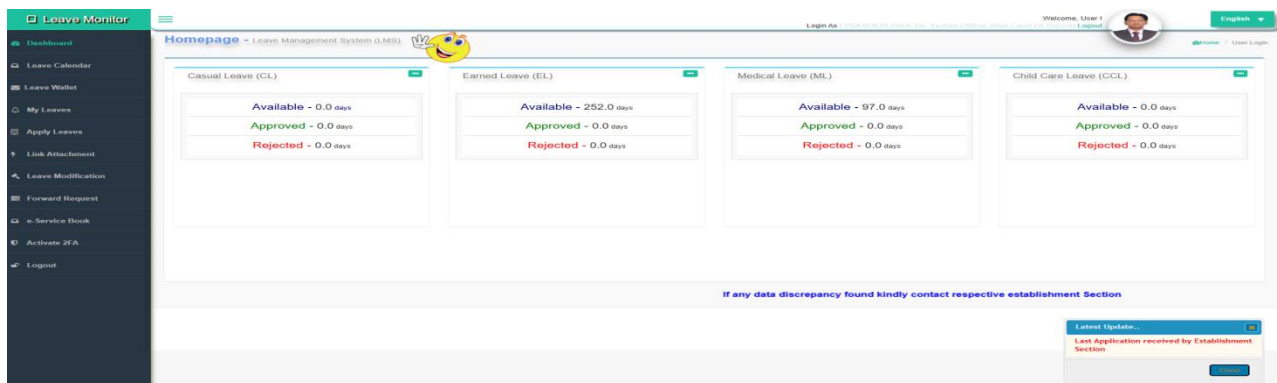
#### 3.1 Accessing the system

Visit <http://172.17.254.145/hc/Master/frmNuserLogin.aspx> to access the Leave Management Application (LMA) portal from any web browser like Google Chrome, Mozilla Firefox etc. All employees can log in to the system using their Employee ID and Date of Birth (in dd-mm-yyyy format). The Employee ID can be found on the VMS generated identity card, employees list available in the District website or by contacting the respective Establishment Section.



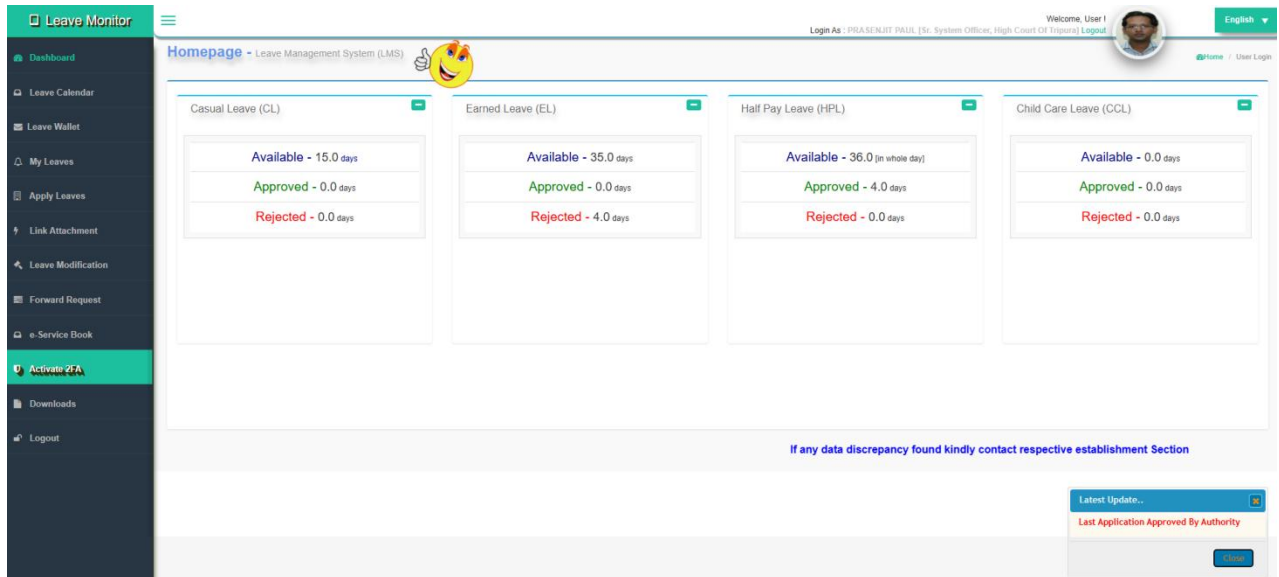
#### 3.2 Employee Dashboard

After successful login in LMA application, user dashboard page is displayed. The All-in-One Dashboard streamlines leave management by offering employees a real-time, comprehensive view of their leave balances and request statuses.



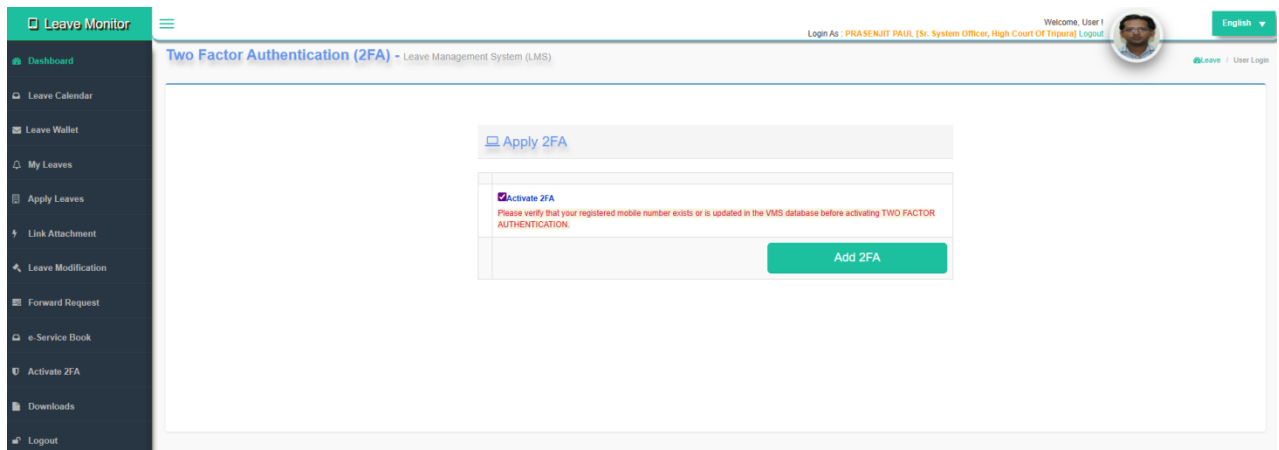
### 3.3 Enable Two Factor Authentication (2FA)

To prevent unauthorized access, the Leave Application system includes an OTP-based Two-Factor Authentication (2FA) feature. To enable 2FA, users should click on the “**Activate 2FA**” link in the left-side menu, check the ‘**Activate 2FA**’ box, and then click the ‘**Add 2FA**’ button. Once enabled, this feature adds an extra layer of security to the leave application login process after entering the Employee ID and Date of Birth.



The screenshot displays the 'Homepage - Leave Management System (LMS)' interface. The left sidebar contains a menu with 'Activate 2FA' highlighted. The main content area shows four columns representing different leave types: Casual Leave (CL), Earned Leave (EL), Half Pay Leave (HPL), and Child Care Leave (CCL). Each column has three rows: 'Available', 'Approved', and 'Rejected', with their respective day counts. A notification box at the bottom right states 'Latest Update... Last Application Approved By Authority'.

Leave Type	Available	Approved	Rejected
Casual Leave (CL)	15.0 days	0.0 days	0.0 days
Earned Leave (EL)	35.0 days	0.0 days	4.0 days
Half Pay Leave (HPL)	36.0 (in whole day)	4.0 days	0.0 days
Child Care Leave (CCL)	0.0 days	0.0 days	0.0 days



The screenshot shows the 'Two Factor Authentication (2FA) - Leave Management System (LMS)' page. The left sidebar menu has 'Activate 2FA' selected. The main content area features a form with an 'Apply 2FA' link and a checkbox for 'Activate 2FA'. Below the checkbox is a red warning message: 'Please verify that your registered mobile number exists or is updated in the VMS database before activating TWO FACTOR AUTHENTICATION.' A green 'Add 2FA' button is positioned at the bottom right of the form.

### 3.4 Leave Wallet

Leave Wallet is a feature that provides a consolidated view of an employee’s leave credits and debits balances in a single page. It helps track leave accruals and usage in a transparent and organized manner.

Leave Wallet - Leave Management System (LMS)

Sl. No	District	Establishment	Leave Type	Transaction Type	No of days	Date of Entry
1		High Court Of Tripura	Casual Leave [CL]	Credit	15.00	20-08-2025
2		High Court Of Tripura	Earned Leave [EL]	Credit	5.00	06-01-2025
3		High Court Of Tripura	Earned Leave [EL]	Debit	5.00	06-01-2025
4		High Court Of Tripura	Earned Leave [EL]	Credit	5.00	06-01-2025
5		High Court Of Tripura	Earned Leave [EL]	Debit	5.00	06-01-2025
6		High Court Of Tripura	HPL : On Medical Ground [HM]	Credit	20.00	06-01-2025

### 3.5 My Leaves

On this page, users can view all their applied leaves along with the current status of each request and any comments provided by the approving authority.

Leave Monitor

My Leaves - Leave Management System (LMS)

Sl. No	Application No	Date of Submission	Leave Type	Attachment	Status	Approved Tenure	Comment Passed by Authority	Order Copy
1	<a href="#">09022025123</a>	02-09-2025	Paternity	Not Available	Application Approved By Authority	From 09-10-2025 To 08-10-2025	Approved	
2	<a href="#">09022025122</a>	02-09-2025	Casual Leave	Not Available	Application received by Establishment Section	Not Available	Not Available	
3	<a href="#">09022025121</a>	02-09-2025	Earned Leave	Corrigendum (1)_121.pdf	Application Forwarded to Section Incharge	Not Available	Not Available	
4	<a href="#">09012025118</a>	01-09-2025	Paternity	Not Available	Application Not Pressed	Not Available	Not Available	
5	<a href="#">08202025116</a>	20-08-2025	Casual Leave	Not Available	Application received by Establishment Section	Not Available	Not Available	
6	<a href="#">01062025110</a>	06-01-2025	Earned Leave	Not Available	Application forwarded to other Section	Not Available	ok....	

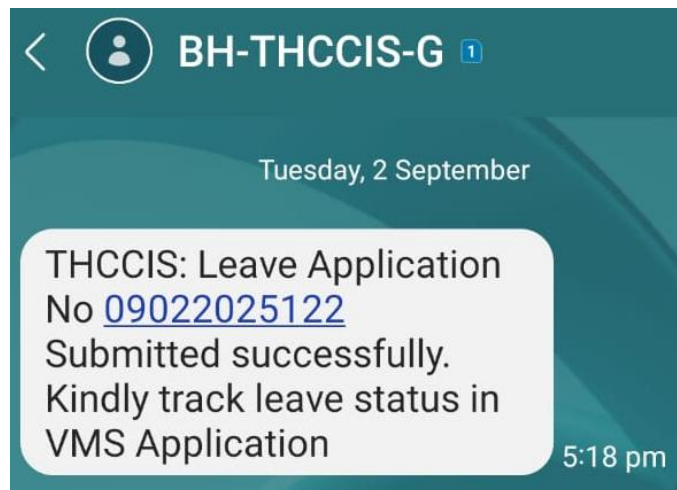
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## 4. Apply Leave online

### 4.1 Leave Submission

Before submitting a leave application, users can review their available leave balance from the grid on the right-hand side. To apply for leave online, click on the “**Apply Leaves**” link in the left-hand menu to begin the application process. Select the leave type from the list, specify the leave duration using the calendar, enter the total number of days, choose a reason and select the forwarding authority from the dropdown list. Once submitted, the application is sent to the selected **Forwarding Authority**, who reviews the request, makes any necessary changes and forward it to the Sanctioning Authority for final approval. Both the selected forwarding authority and the applicant will receive real-time SMS notification regarding the status of the application.

Leave	Available
Earned Leave (EL)	35
HPL	36 [in whole day]
Casual Leave (CL)	15
Maternity Leave (ML)	0
Child Care Leave (CCL)	0
Paternity Leave (ML)	0

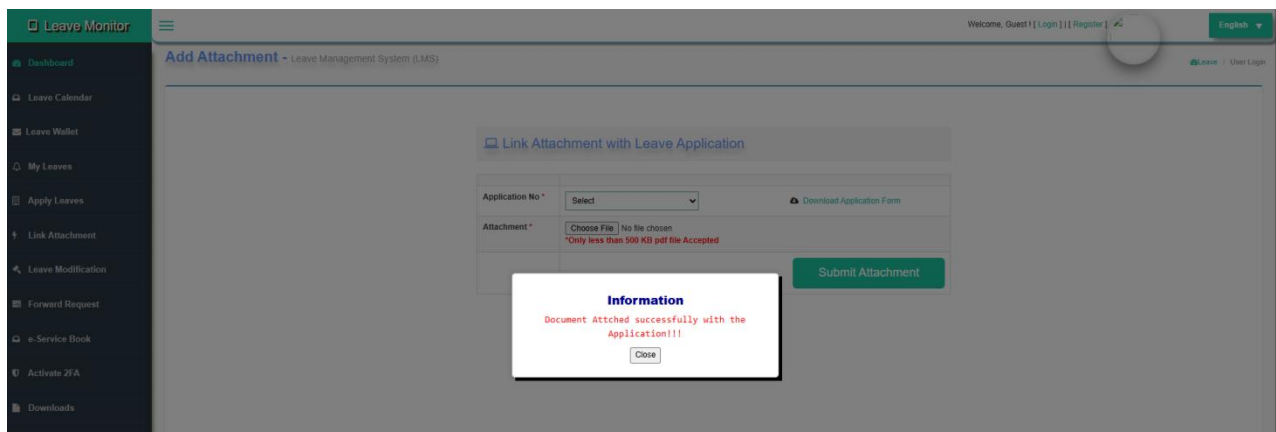


	<h2>Leave Application Form</h2> <p>Application No - <b>08202025116</b> Date of Submission - <b>20 Aug 2025 12:05:53</b></p>																					
<h3>Application Details</h3> <table border="0"> <tr> <td><b>Name :</b> <i>PRASENJIT PAUL</i></td> <td><b>Designation :</b> Sr. System Officer</td> </tr> <tr> <td><b>Location :</b> High Court Of Tripura, Agartala</td> <td><b>Station Leave :</b> Yes</td> </tr> <tr> <td><b>Leave Type :</b> Casual Leave</td> <td><b>Leave To :</b> 22-08-2025</td> </tr> <tr> <td><b>Leave From :</b> 22-08-2025</td> <td><b>Station Leave To :</b> 24-08-2025</td> </tr> <tr> <td><b>Station Leave From :</b> 22-08-2025</td> <td><b>Leave Reason :</b> Family Affairs</td> </tr> <tr> <td><b>Leave day :</b> 1.00 (1 day(s))</td> <td><b>Forwarded From :</b></td> </tr> <tr> <td><b>Section Incharge Forward :</b> Yes [SARBAJEET CHOUDHURY ] on 20-08-2025</td> <td><b>Forwarded Remarks :</b></td> </tr> <tr> <td><b>Forwarded From :</b></td> <td><b>Attachment :</b></td> </tr> <tr> <td><b>Prefix/Suffix :</b></td> <td></td> </tr> <tr> <td><b>Additional Text :</b></td> <td></td> </tr> </table>			<b>Name :</b> <i>PRASENJIT PAUL</i>	<b>Designation :</b> Sr. System Officer	<b>Location :</b> High Court Of Tripura, Agartala	<b>Station Leave :</b> Yes	<b>Leave Type :</b> Casual Leave	<b>Leave To :</b> 22-08-2025	<b>Leave From :</b> 22-08-2025	<b>Station Leave To :</b> 24-08-2025	<b>Station Leave From :</b> 22-08-2025	<b>Leave Reason :</b> Family Affairs	<b>Leave day :</b> 1.00 (1 day(s))	<b>Forwarded From :</b>	<b>Section Incharge Forward :</b> Yes [SARBAJEET CHOUDHURY ] on 20-08-2025	<b>Forwarded Remarks :</b>	<b>Forwarded From :</b>	<b>Attachment :</b>	<b>Prefix/Suffix :</b>		<b>Additional Text :</b>	
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<b>Forwarded From :</b>	<b>Attachment :</b>																					
<b>Prefix/Suffix :</b>																						
<b>Additional Text :</b>																						
																						
<p><b>Note: Leave Form Generated from VMS Application</b></p>																						

#### 4.2 Add Document in Leave Application

In a scenario where additional documents such as a signed Earned Leave/Commuted Leave form, illness certificate or fitness certificate need to be submitted with the leave application, the “**Link Attachment**” page should be used. To attach the PDF document, user must click on the ‘Link Attachment’ option in the left-hand menu, select the relevant leave application number from the list, upload the PDF file and click the ‘**Submit Attachment**’ button. Once successfully attached, the document will be visible along with the application details.

Please note: Documents can only be attached once per application.



The screenshot shows the 'Add Attachment' page in the Leave Management System (LMS). The page title is 'Add Attachment - Leave Management System (LMS)'. The main content area is titled 'Link Attachment with Leave Application'. It contains a form with the following fields:

- Application No\*:** A dropdown menu with 'Select' as the current value. There is a 'Download Application Form' link next to it.
- Attachment\*:** A file upload field with 'Choose File' and 'No file chosen' text. Below it, a red error message reads: '\*Only less than 500 KB pdf file Accepted'.
- Submit Attachment:** A green button.

An information modal window is displayed in the center of the page, containing the following text:

**Information**  
Document Attached successfully with the Application!!!  
Close

## 5. Leave Forwarding

### 5.1 Review Leave

After an employee successfully submits a leave application, the designated Forwarding Authority logs into their leave account. They should navigate to the “**Forward Request**” link in the left-hand menu and click on the relevant leave details under the **INBOX** tab. The Forwarding Authority reviews the application and if necessary, updates the ‘**Charge may remain with**’ employee from the provided list, adds remarks and clicks the ‘Forward Request’ button.

Once the application is successfully forwarded to the Sanctioning Authority, it will appear in the **OUTBOX** tab of the Forwarding Authority’s page.

The screenshot shows the 'Forward Leave Request' page in the Leave Management System (LMS). The left sidebar contains a navigation menu with 'Forward Request' selected. The main content area has a 'Forward Leave' section with two tabs: 'Inbox' (selected) and 'Outbox'. A table displays the following data:

Sl No	Application No	Employee Name	Designation	Leave Type	Date of Submission
1	09042025114	ANIMESH ROY	System Assistant	Station Leave [SL]	04 Aug 2025 10:55:02
2	09022025121	PRASENJIT PAUL	Sr. System Officer	Earned Leave [EL]	02 Sep 2025 10:38:50
3	09032025124	PRASENJIT PAUL	Sr. System Officer	Casual Leave [CL]	03 Sep 2025 11:39:56

The screenshot shows the 'Forward Applied Leave' page in the Vacancy Monitoring System (VMS). The left sidebar contains a navigation menu with 'Forward Request' selected. The main content area has a 'Forward Applied Leave' section with a 'Back...' button. The application details are as follows:

**Leave forwarded to Sanctioning authority**

Application No: 09032025124  
Application Status: Forwarded  
Employee Name: PRASENJIT PAUL  
Leave Type: Casual Leave [CL]  
Leave From: 06-09-2025 to 06-09-2025  
Day Count: 10 [1 day(s)]  
Prefix/Suffix to Leave: No  
With Station Leave: No  
Station Leave From: No  
Stay during Station Leave: No  
Reason: Family Affairs  
Justification: No  
Date of Submission: 03 Sep 2025 11:39:56  
Forwarded From: No  
Forwarded remarks: No  
Date of Decision: No  
Attachment: Corrigendum (1)\_124.pdf  
Charge may remain with: Select

Remarks:

**Forward Request**

Leave	Available
Earned Leave (EL)	33
HPL	36 [in whole day]
Casual Leave (CL)	15
Maternity Leave (ML)	0
Child Care Leave (CCL)	0
Paternity Leave (ML)	0

## 6. Sanction Leave

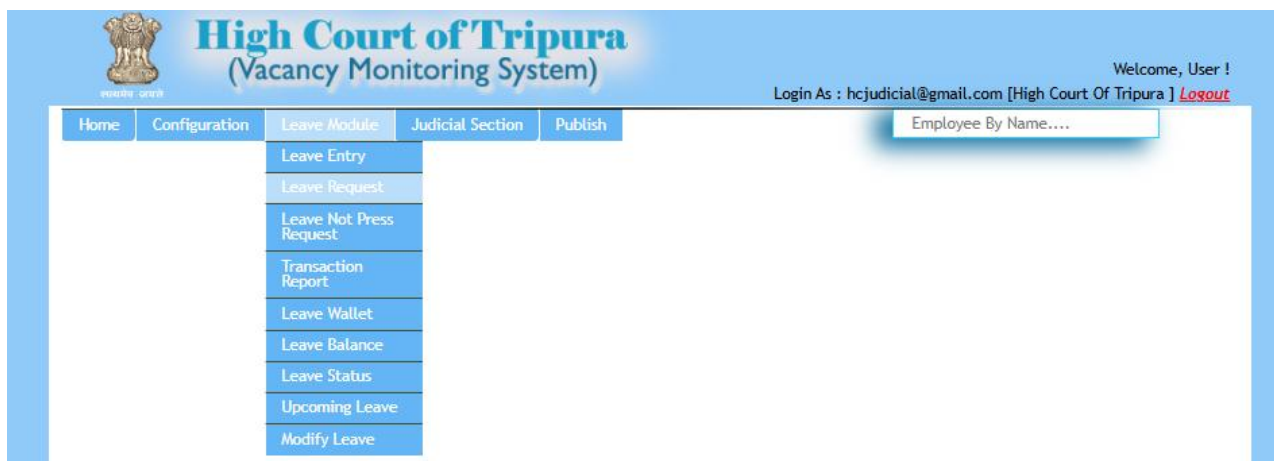
### 6.1 View Leave

The Head of Office (HoF) serves as the Sanctioning Authority for respective establishment and is responsible for taking the final decision on leave applications. To perform this action, the HoF should navigate to the '**Login: High Court**' link for High Court establishments or the '**Login: District Court**' link for District/Taluka establishments, available in the left-hand menu on the VMS application homepage.

After logging in with their credentials, user should go to the "**Leave Module**" via the menu bar and click on the '**Leave Request**' link. This will display all pending leave applications under the INBOX tab. Clicking on a specific leave application will open its detailed view for review and action.



The screenshot shows the login page for the High Court of Tripura Vacancy Monitoring System. At the top, there is a header with the court's logo, the text "HIGH COURT OF TRIPURA [Vacancy Monitoring System]", and a "Text Size" control. The main content area features a "Welcome To High Court Employee" message, a "Login!" button, and a login form with fields for "Login Id" (containing "test@gmail.com") and "Password" (containing "\*\*\*\*\*"). A green "SIGN IN" button is positioned below the form.



The screenshot shows the dashboard of the High Court of Tripura Vacancy Monitoring System. The header includes the court's logo, the text "High Court of Tripura (Vacancy Monitoring System)", and a "Welcome, User !" message. The user is logged in as "hcjudicial@gmail.com [High Court Of Tripura ]" with a "Logout" link. The main content area features a navigation menu with the following items: Home, Configuration, Leave Module, Judicial Section, and Publish. The "Leave Module" menu is expanded, showing a list of options: Leave Entry, Leave Request, Leave Not Press Request, Transaction Report, Leave Wallet, Leave Balance, Leave Status, Upcoming Leave, and Modify Leave. A search box labeled "Employee By Name...." is located on the right side of the dashboard.



### Approve / Reject / Forward Leave Request



Inbox Outbox

Sl No	Application No	Employee Name	Designation	Leave Type	Date of Submission
11	09032025124	PRASENJIT PAUL	Sr. System Officer	Casual Leave [CL]	03 Sep 2025 11:39:56
12					



### Leave Action

#### Application Details

[Back...](#)

Application No : 09032025124  
 Application Status : Pending  
 Employee Name : PRASENJIT PAUL  
 Leave Type : Casual Leave [CL]  
 Leave From : 06-09-2025 to 06-09-2025  
 Day Count : 1.0 [ 1 day(s) ]  
 Prefix/Suffix to Leave :  
 With Station Leave : No  
 Station Leave From :  
 Stay during Station Leave :  
 Reason : Family Affairs  
 Justification :  
 Date of Submission : 03 Sep 2025 11:39:56  
 Forwarding authority : Yes [SARBAJEET CHOUDHURY ] on 03-09-2025  
 Forwarding authority Remarks :  
 Forwarded Establishment :  
 Forwarded remarks :  
 Date of Decision :  
 Attachment : [Corrigendum \(1\)\\_124.pdf](#)

Leave	Available
Earned Leave (EL)	35
HPL	36 [in whole day]
Casual Leave (CL)	15
Maternity Leave (ML)	0
Child Care Leave (CCL)	0
Paternity Leave (ML)	0


Approval Rejection Forward

Download Application Form

## 6.2 Approval

The Head of Office (HoF) reviews the details of the leave application. If the application is to be approved, the HoF should click the 'Approval' button on the page. If needed, they can modify the leave tenure for partial approval, select the 'Approved By' date from the list, assign an employee to take over additional responsibilities, and add remarks to the application.

After clicking the 'Approve Request' button, the application is successfully submitted. Both the applicant and the assigned employee for additional charge will receive an SMS notification regarding the status. The approved number of leave days will be deducted from the applicant's balance for the specified leave type. The application will then appear in the OUTBOX tab.



(Vacancy Monitoring System)

Welcome, User !

Login As : hcjudicial@gmail.com [High Court Of Tripura ] [Logout](#)

Home
Configuration
Leave Module
Judicial Section
Publish

Employee By Name....

Leave Action

### Application Details

[Back...](#)

<b>Application No :</b>	09032025124	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: #4F81BD;">Leave</th> <th style="color: #4F81BD;">Available</th> </tr> </thead> <tbody> <tr> <td>Earned Leave (EL)</td> <td>35</td> </tr> <tr> <td>HPL</td> <td>36 [in whole day]</td> </tr> <tr> <td>Casual Leave (CL)</td> <td>15</td> </tr> <tr> <td>Maternity Leave (ML)</td> <td>0</td> </tr> <tr> <td>Child Care Leave (CCL)</td> <td>0</td> </tr> <tr> <td>Paternity Leave (ML)</td> <td>0</td> </tr> </tbody> </table>	Leave	Available	Earned Leave (EL)	35	HPL	36 [in whole day]	Casual Leave (CL)	15	Maternity Leave (ML)	0	Child Care Leave (CCL)	0	Paternity Leave (ML)	0
Leave	Available															
Earned Leave (EL)	35															
HPL	36 [in whole day]															
Casual Leave (CL)	15															
Maternity Leave (ML)	0															
Child Care Leave (CCL)	0															
Paternity Leave (ML)	0															
<b>Application Status :</b>	Pending															
<b>Employee Name :</b>	PRASENJIT PAUL															
<b>Leave Type :</b>	Casual Leave [CL]															
<b>Leave From :</b>	06-09-2025 to 06-09-2025															
<b>Day Count :</b>	1.0 [ 1 day(s) ]															
<b>Prefix/Suffix to Leave :</b>																
<b>With Station Leave :</b>	No															
<b>Station Leave From :</b>																
<b>Stay during Station Leave :</b>																
<b>Reason :</b>	Family Affairs															
<b>Justification :</b>																
<b>Date of Submission :</b>	03 Sep 2025 11:39:56															
<b>Forwarding authority :</b>	Yes [SARBAJEET CHOUDHURY ] on 03-09-2025															
<b>Forwarding authority Remarks :</b>																
<b>Forwarded Establishment :</b>																
<b>Forwarded remarks :</b>																
<b>Date of Decision :</b>																
<b>Attachment :</b>	<a href="#">Corrigendum (1)_124.pdf</a>															

Approval
Rejection
Forward

Download Application Form

Modify leave, if partially approve	06-09-2025	to	06-09-2025	Approve day Count	1.0	days
Approved By	Select					
Charge may remain with	MITHUN DAS [System Officer ]					
Copy To	<input type="checkbox"/> Registrar General, High Court Of Tripura , Agartala <input type="checkbox"/> REGISTRAR (Vigilance), High Court Of Tripura , Agartala <input type="checkbox"/> REGISTRAR (JUDICIAL), High Court Of Tripura , Agartala <input type="checkbox"/> REGISTRAR (ADMN.), High Court Of Tripura , Agartala <input type="checkbox"/> Principal Secretary to the Hon'ble Chief Justice, High Court Of Tripura , Agartala					
Pass Comment	<input style="width: 100%;" type="text"/>					

Approve Request

THCCIS: Leave Application No [09022025123](#) Approved by Authority. Kindly download the copy of order from your leave account

5:24 pm

### 6.3 Rejection

If the application is to be rejected, the HoF should click the 'Rejection' button on the page, enter the reason for rejection and then click the 'Reject Request' button. Once submitted successfully, the applicant will receive an SMS notification regarding the updated status. The application will then move to the OUTBOX tab.

The screenshot displays the 'High Court of Tripura (Vacancy Monitoring System)' interface. At the top, there is a navigation bar with 'Home', 'Configuration', 'Leave Module', 'Judicial Section', and 'Publish' tabs. A search bar for 'Employee By Name....' is present. The main content area is titled 'Leave Action' and 'Application Details'. It shows the following information:

- Application No : 09032025124
- Application Status : Pending
- Employee Name : PRASEJIT PAUL
- Leave Type : Casual Leave [CL]
- Leave From : 06-09-2025 to 06-09-2025
- Day Count : 1.0 [ 1 day(s) ]
- Prefix/Suffix to Leave :
- With Station Leave : No
- Station Leave From :
- Stay during Station Leave :
- Reason : Family Affairs
- Justification :
- Date of Submission : 03 Sep 2025 11:39:56
- Forwarding authority : Yes [SARBAJEET CHOUDHURY ] on 03-09-2025
- Forwarding authority Remarks :
- Forwarded Establishment :
- Forwarded remarks :
- Date of Decision :
- Attachment : [Corrigendum \(1\)\\_124.pdf](#)

To the right of the application details is a table showing leave status:

Leave	Available
Earned Leave (EL)	35
HPL	36 [in whole day]
Casual Leave (CL)	15
Maternity Leave (ML)	0
Child Care Leave (CCL)	0
Paternity Leave (ML)	0

Below the application details are three buttons: 'Approval', 'Rejection', and 'Forward'. A 'Download Application Form' button is also present. At the bottom, there is a 'Rejection Reason' text box and a 'Reject Request' button.

### 6.4 Forward

In cases where a leave application needs to be forwarded from a Taluka establishment to a District establishment, or from a District establishment to the High Court establishment, the Establishment Transfer feature must be used. To perform this action, click the 'Forward' button on the page, select the target establishment from the list, add any additional remarks if necessary and then click the 'Forward Request' button.

Upon successful submission, the leave application will be transferred to the Head of Office (HoF) of the selected establishment for final review and decision.

High Court of Tripura  
(Vacancy Monitoring System)

Welcome, User !  
Login As : hcjudicial@gmail.com [High Court Of Tripura] [Logout](#)

Home Configuration Leave Module Judicial Section Publish Employee By Name....

Leave Action

**Application Details** [Back...](#)

Application No : 09032025124  
 Application Status : Pending  
 Employee Name : PRASENJIT PAUL  
 Leave Type : Casual Leave [CL]  
 Leave From : 06-09-2025 to 06-09-2025  
 Day Count : 1.0 [ 1 day(s) ]  
 Prefix/Suffix to Leave :  
 With Station Leave : No  
 Station Leave From :  
 Stay during Station Leave :  
 Reason : Family Affairs  
 Justification :  
 Date of Submission : 03 Sep 2025 11:39:56  
 Forwarding authority : Yes [SARBAJEET CHOUDHURY ] on 03-09-2025  
 Forwarding authority Remarks :  
 Forwarded Establishment :  
 Forwarded remarks :  
 Date of Decision :  
 Attachment : [Corrigendum \(1\)\\_124.pdf](#)

Leave	Available
Earned Leave (EL)	35
HPL	36 [in whole day]
Casual Leave (CL)	15
Maternity Leave (ML)	0
Child Care Leave (CCL)	0
Paternity Leave (ML)	0

Approval Rejection Forward [Download Application Form](#)

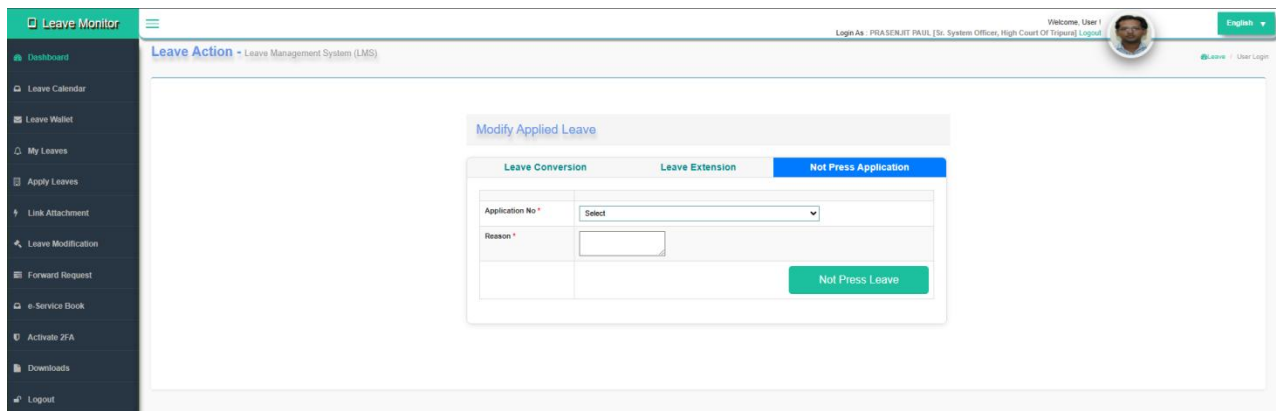
Forwarded Establishment: Select  
 Additional Remarks:  
[Forward Request](#)

## 7. Not Press Application

### 7.1 Apply for Not Press

An applied leave can be marked as “**Not Pressed**” at any stage of the leave process. To do this, the user must log in to their leave account, click on the ‘**Leave Modification**’ link in the left-hand menu and navigate to the “**Not Press Application**” tab. Then, select the leave application to be withdrawn, enter the reason and click the “**Not Press Leave**” button.

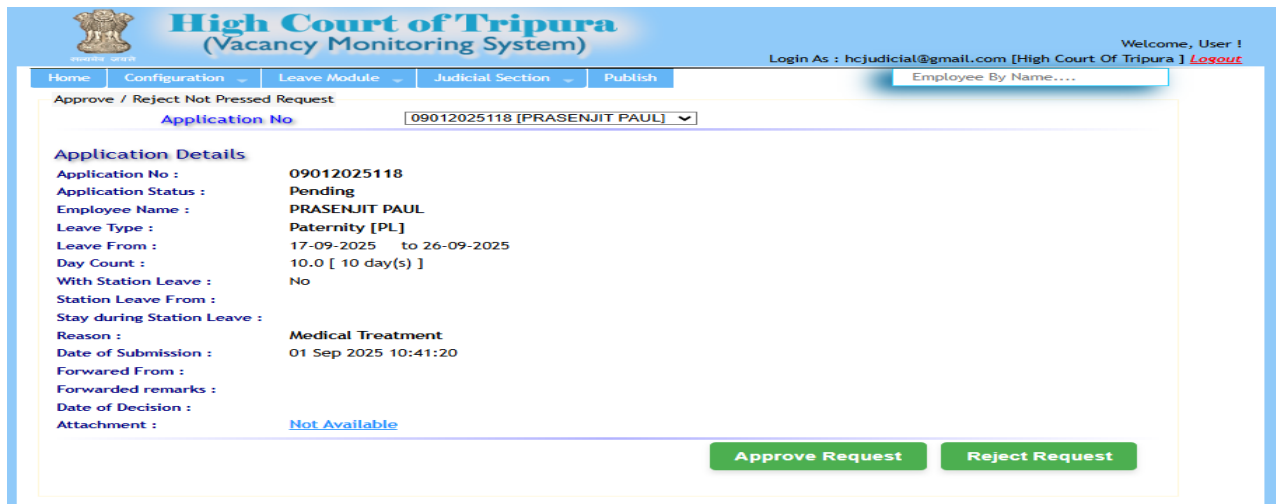
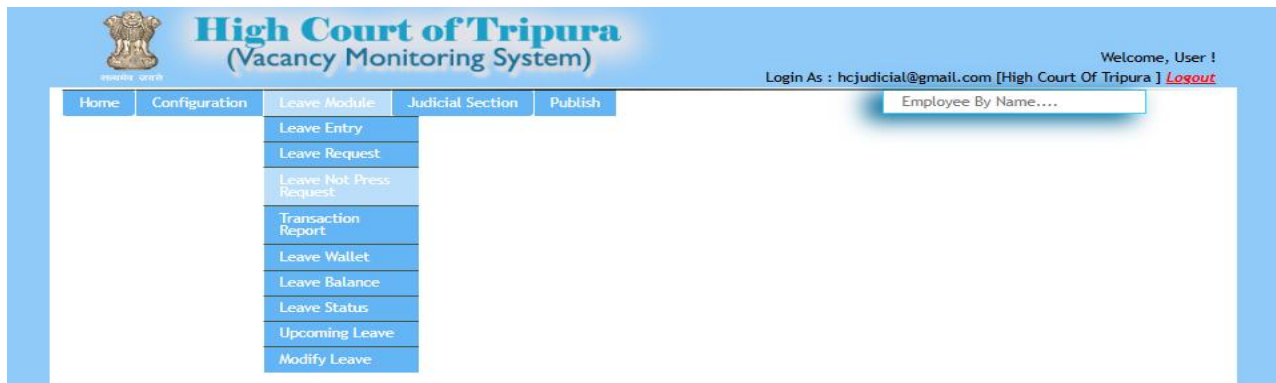
If the leave application is still under review or has not affected any leave balance (debit/credit), the Not Press request will be automatically approved upon submission. Otherwise, the request will be forwarded to the respective Head of Office (HoF) for further approval.



## 7.2 Approve Not Press Request

The Head of Office (HoF) logs in their account using the credentials, navigates to the 'Leave Module' via the menu bar and clicks on the 'Leave Not Press Request' link. From the dropdown list, select the relevant application, after which all associated details will be displayed.

The Sanctioning Authority then reviews the request and decides whether to approve it or not. If approved, the total number of previously sanctioned leave days will be credited back to the user's leave wallet.

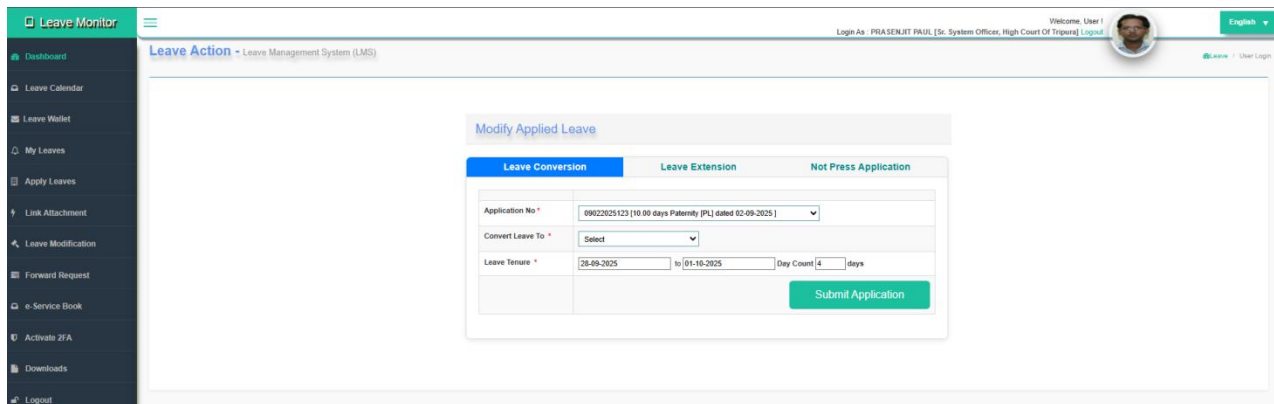


## 8. Leave Conversion

### 8.1 Convert Leave

In cases where a user needs to convert a leave from one type to another (e.g., CL to EL), then Leave Conversion feature should be used. To access this feature, the user must log in to their leave account, click on the “**Leave Modification**” link in the left-hand menu and navigate to the ‘**Leave Conversion**’ tab. Then, select the relevant leave application from the list, choose the new leave type, enter the total leave duration, and submit the request.

Upon successful submission, a new application number will be generated and the request will be forwarded to the Sanctioning Authority of respective establishment for further approval. The original application will be automatically cancelled.



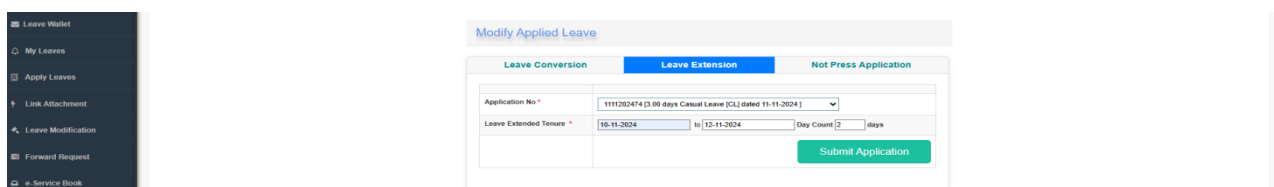
The screenshot shows the 'Leave Monitor' dashboard with a sidebar menu on the left containing options like Dashboard, Leave Calendar, Leave Wallet, My Leaves, Apply Leaves, Link Attachment, Leave Modification, Forward Request, e-Service Book, Activate ZFA, Downloads, and Logout. The main content area is titled 'Leave Action - Leave Management System (LMS)' and features a 'Modify Applied Leave' form. The form has three tabs: 'Leave Conversion' (selected), 'Leave Extension', and 'Not Press Application'. The 'Leave Conversion' tab contains the following fields: 'Application No \*' (dropdown menu showing '89022025123 (10.00 days Paternity [PL] dated 02-09-2025)'), 'Convert Leave To \*' (dropdown menu showing 'Select'), 'Leave Tenure \*' (date range from '28-09-2025' to '01-10-2025' with a 'Day Count' of '4' days), and a green 'Submit Application' button.

## 9. Leave Extension

### 9.1 Increase Leave Tenure

In a scenario where a user needs to extend his/her leave for a reason, then Leave Conversion feature should be used. To access this feature, the user must log in to their leave account, click on the ‘**Leave Modification**’ link in the left-hand menu and navigate to the “**Leave Extension**” tab. Then, select the relevant leave application from the list, enter the extended leave tenure and submit the request.

Upon successful submission, a new application number will be generated with extended leave tenure and the request will be forwarded to the respective Sanctioning Authority for approval.



The screenshot shows the 'Leave Monitor' dashboard with a sidebar menu on the left containing options like Leave Wallet, My Leaves, Apply Leaves, Link Attachment, Leave Modification, Forward Request, e-Service Book, and Logout. The main content area is titled 'Leave Action - Leave Management System (LMS)' and features a 'Modify Applied Leave' form. The form has three tabs: 'Leave Conversion', 'Leave Extension' (selected), and 'Not Press Application'. The 'Leave Extension' tab contains the following fields: 'Application No \*' (dropdown menu showing '1111202474 (3.00 days Casual Leave [CL] dated 11-11-2024)'), 'Leave Extended Tenure \*' (date range from '10-11-2024' to '12-11-2024' with a 'Day Count' of '2' days), and a green 'Submit Application' button.