

# ICAR ERP System

## Steps for Leave application:

1. Type <http://icarerp.iasri.res.in/> at your browser URL bar



2. Login to ICAR ERP System with valid Username and Password.

A screenshot of a login form. It has two input fields: "User Name" with the example "michael.james.smith" and "Password" with the example "4u99v23". Below the fields are "Login" and "Cancel" buttons. At the bottom, it says "ICAR-ERP User Support and IBM Helpdesk".

3. Click on ICARNEH Employee Self Service



4. From ICARNEH Employee Self Service tab select My Leave



5. Now My Leaves Summary page will be display, select on Leaves Summary tab.

# ICAR ERP System

My Leaves: Summary



6. Click on **Apply Leave** button



7. Now provide all the mandatory fields,:

- **Leave Type**
- **Leave Reason**
- **Start and End date**
- **Contact Details during Leave and Leave Reason** if availing Casual Leave.
- Now click on **Calculate Duration** for total duration of Leave

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Select Confirmed if you are sure of the your leave dates, otherwise select Planned. Select an Leave Type, and enter any other infor  
\* Indicates required field

* Leave Status	Confirmed
* Leave Type	Earned Leave
* Leave Reason	Family Wedding
Duration	* Start Date 01-Oct-2013 (example: 26-Aug-2013) * End Date 10-Oct-2013
✔ TIP Start Date and End Date are required fields	
Days	
Total	Calculate Duration Calendar 2013

Contact Details during Leave and Leave Reason if availing Casual Leave

* A5 Shradhanjali Apartments Phone - 989967777
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8. Click on **Next** button
9. Finally click on **Submit** button

# ICAR ERP System

## Steps for Leave Joining Report:

1. Click on **ICARNEH Employee Self Service**



2. Click on **Joining Report**



3. Click on **Add button**

Joining Report: Special Information

Employee Name  
Organization Email Address

**Joining Report**

**Add**

Select Status Date of Joining Sp

No results found.

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- Now select **Date of Joining**, click on the circled calendar icon

Name **Dr. Rajesh Kumar**  
Address

Date of Joining  

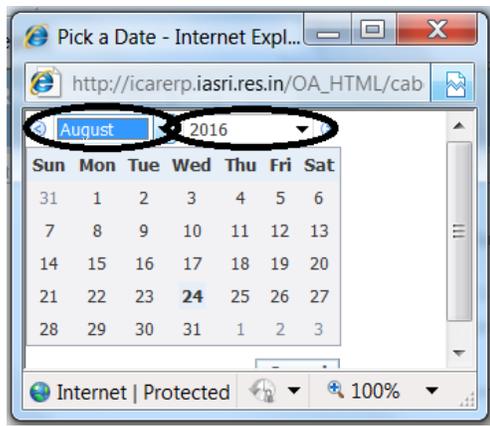
Forenoon / Afternoon  

Leave Type  

Comments (if any)

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- Select **Month and Year finally Date** from the calendar



- Now enter **Forenoon** if you join on morning or else **Afternoon**

Date of Joining  

Forenoon / Afternoon  

Leave Type  

Start Date  

End Date  

Comments (if any)

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- Select the **Leave Type** you have applied for and the **Start Date** and **End Date** of the leave applied

Date of Joining  

Forenoon / Afternoon  

Leave Type  

Start Date  

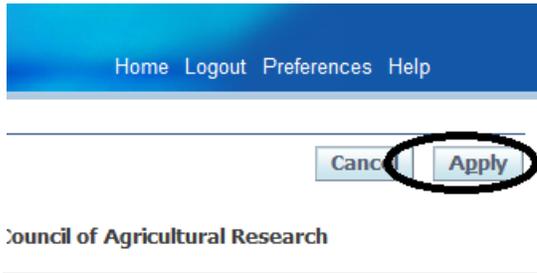
End Date  

Comments (if any)

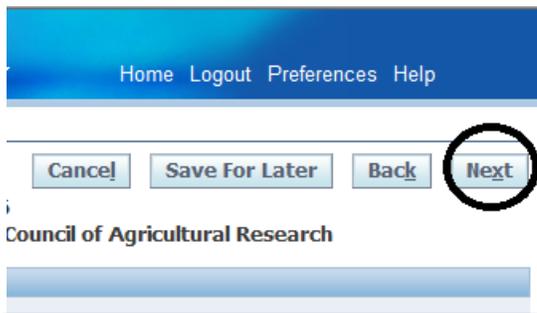
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8. Click on **Apply** button



9. Click on circled **Next** button



10. Finally click on **Submit** button

