



Department of Information Technology and Telemedicine
University of Health Sciences Rohtak

Apply for Leave on NMC AEBAS



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**After logging in to your account
Click on update information**



NMC India Attendance

- My Home
- Face Authentication
- Update Information**
- Attendance Register
- Leave
- Leave (Subordinates)
- Tour
- Tour (Subordinates)
- Feedback
- Change Password

Employee Corner Attendance Register

Load Register



Make sure the name of your HOD is shown in the field .Your HOD will be your reporting officer who will be accepting your leaves on her/his login page.

If the field is empty please fill in the form titled - NMC-AEBAS HOD Update available on the pgims website.



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Employee Registration update Employee info

Personal Details

Organization Details

Employee Type *

GOV

Pt B D Sharma Post Graduate Institute of Medical

Reporting Officer Name ()

Select

IMR/SMR No.(Leave blank if not available)

Enter your Employee Code. If you have



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Click on Leave . *You will only be able to apply for leave if the name of reporting officer is updated (Name of HOD)-*

The screenshot shows a mobile web application interface for NMC India Attendance. The top navigation bar is dark green with the text 'NMC India Attendance'. Below it is a dark sidebar menu with the following items: My Home, Face Authentication, Update Information, Attendance Register, Leave (highlighted with a red arrow), Leave (Subordinates), Tour, Tour (Subordinates), Feedback, Change Password, and Logout. The main content area is white and displays 'Employee Corner Attendance Register'. A green 'Load Register' button is visible at the bottom right of the main content area. The bottom of the screen shows a status bar with the time '08 PM'.



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Click on Apply Leave



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User Corner

Hi! Sukhdev Singh Chandla

Welcome to Biometric Attendance System (BAS)! **User Corner**

Update Profile | Reminder | Register | Leave | Feedback

Admin Panel | Update Att. Id

What can be done in the User Corner

- Update the demographic information.
- Set reminder to receive attendance reports.
- View User Attendance Photograph.
- Add Full/Half day Leave or Attendance register.
- Add Tour records. (requirement to register)

Note:

- Adding Leave and Tour Records in Attendance Register.
- Update your Users Designation. Attendance reports are generated per unit.
- You can view historical attendance photograph.
- For any other assistance please contact [support\[at\]aebas\[at\]nmc.org](mailto:support[at]aebas[at]nmc.org)



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NMC India Attendance

Apply Leave employee leave record

Leave Type ⁺

- Select -

CL
EL
RH
HPL
CCL
Special Leave
Medical Leave
One Third

Instructions

1. Selec
2. Selec
3. Enter
4. Enter

Note:

- a. Employee
- b. For any ot

support[dot]

Select Leave type. If the kind of leave you are applying is not listed, select Special Leave.



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NMC India Attendance

Apply Leave employee leave record

Leave Type *
- Select -

Leave Category *
- Select -
Full Day
Half Day

Submit

Instructions for adding a leave record

1. Select Leave type
2. Select Leave category
3. Enter the leave start and end date in dd-mm-yyyy
4. Enter the leave description.

Note:

- a. Employee leave record added in the leave register will be reflected in the employee attendance register.
- b. For any other assistance please get in touch with the At support@jaebas.nmc.org.in.

1- Select full day or Half day.

Select half day here even if you have selected one third in the leave type.



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Apply Leave employee leave record

Leave Type *
CL

Leave Category *
Full Day

Leave Start Date **Leave End Date**
24-07-2023

Description
Reason

Submit

Note:
a. Emp
employ
b. For :
suppo

1.
2.
3.
4.

Mention the reason so that you(in the future) and the reporting officer (HOD) knows why you had applied for leave.

Then Click Submit.



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You can view all your leaves and the status of your leaves in this section



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Admin Panel | Update Att. Id

Nodal Officer Details

Sukhdev Singh Chandla
Professor
sukhdevchandla@uhsr.ac.in

What can be done

1. Update
2. Set rem
3. View Us
4. Add Full on Atten
5. Add Tou register)

Note:

- a. Adding Leave Attendance Reg
- b. Update your Attendance rep unit.
- c. You can view photograph.
- d. For any other support[dot]ae



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There are other menu items/options listed in your login page.

Especially you can view your attendance register.

Please Explore .

If there is any query please contact us by email -

it@uhsr.ac.in or on internal number 2958.