राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
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National Education Society for Tribal Students
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Ministry of Tribal Affairs, Govt. of India)
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22nd November 2024

Notice

1. Leave module of HRMS for marking of attendance of **NESTS employees** is developed and to be implemented in the EMRS. Salary for the month of November, 2024 will be processed only after updation of leave balance and day wise attendance of employees in the leave module of HRMS.

2. Leave balance and day wise attendance is to be updated by the **Accountant** or **any official to whom the salary work is assigned by the Principal**.

3. Procedure for operating the Leave Module of HRMS is as follows:-

   For detailed process, employees may refer the video by clicking on the link below:- **https://youtu.be/3unB1_eoa6w**

   Step wise process is as follows: -

   Step 1:-. Open www.octopod.co.in website---->Click on sign up incase of first time login---->Create your Login ID & PIN.

   Step 2:- Open www.octopod.co.in website----> Login with the Registered Mobile Number and Password (PIN)---->Select Admin Dashboard----> Select Academy i.e School from the drop down box on the top right side of the screen---->Select HRMS----> Select Employee Leave Management from the Drop Down----> A screen will be visible with the name of all the NESTS employees posted in the school.

   Step 3:- Select Action on the right side of the screen---->Select Assign Leave---->Enter Leave Balance of the Employee as on 31.10.2024 in the Leaves/Academy Year Tab---->Click on Save.
   This exercise is to be completed in respect of all the NESTS employees who have joined through ESSE-2023 and presently working in the School.

Step 4:- Again Select HRMS----> Select Employee Attendance Report from the Drop Down---->Select Employee Computation Report on the top right side of the Screen----> Select Month i.e November---->Select Employee Name---->Mark the Day wise attendance by selecting the available option in the Date Flag Tab for all the days----Select Submit Detail on the bottom right side of the screen.
This exercise is to be completed in respect of all the NESTS employees who have joined through ESSE-2023 and presently working in the school.

Step 5:- After marking of attendance of all the employees---->Click on Download--->An excel File will be downloaded---->Verify the Attendance of all the employees.

Step 6:- After verification of attendance in the Excel File----> Click on Lock Attendance.

Note:- Lock attendance is to be done only after the verification of Attendance as attendance cannot be changed after that.

4. In case of any assistance, employees can contact support team by sending an email at **support@studentink.zohodesk.in**.

Frequently Asked Questions with respect to leaves: -

1. What is the cut off date for entering the leave balance in the Leave Module?
   Ans:- Leave Balance as on 31st October 2024 is to be entered in the leave module.

2. How many leaves an employee is entitled for the calendar year?
   Ans:-

Vacation Staff (All teachers, Hostel Warden, Staff Nurse, Catering Assistant, Cook, Lab Attendant and Mess Helper)	Non- Vacation Staff (Staff other than vacation staff including Principal and Vice Principal)
Earned Leaves - 10 Days Half Pay Leave- NIL Restricted Holiday- NIL Casual Leave -08 Days	Earned Leaves - 30 Days Half Pay Leave- 20 Days Restricted Holiday- 2 Days Casual Leave -08 Days

3. Whether leaves are to be credited to an employee on prorate basis?
   Ans:- Only Earned Leaves and Half Pay leaves is to be credited to employees on prorata basis.

4. Whether different kind of leaves can be clubbed together?
   Ans:- Casual Leave cannot be clubbed with any other kinds of leaves.

5. Whether maternity leaves are allowed even though the employee has not fulfilled the condition of specific number of days of service as per the Maternity rules of various states?
   Ans:- NESTS is following CCS (leave Rules), hence Maternity Leaves are allowed

6. How many leaves will be deducted in case where an employee availed leaves one day before the vacation and joined the duty one day after the vacation?
   Ans:-
   In conjunction with vacation, leaves cannot be sanctioned by the principal in respect of vacation staff. However, State EMRS Society may consider the request if any on case-to-case basis and sanction leave only in respect of genuine cases. If leave (except casual leave) is availed before and after the vacation, leave is to be applied for the entire period including entire vacation.

7. How many days of Paternity leave is allowed. Whether Paternity Leaves can be availed in piece meal and time period within which Paternity Leaves is to be availed by an employee.
   Ans:- Paternity Leaves is allowed for 15 days and cannot be availed in piece meal.

8. Whether leave balance of employee carried forward from the previous organisation is to be considered while entering the leave balance as on 31st October, 2024.
   Ans:- Leave Balance of the employee carried forward from the previous organisation is to be considered only if leaves Salary contribution is deposited to NESTS and leave balance is communicated by the previous organisation and approved by the competent authority i.e State Society.

9. If an employee has applied leaves but leave is not sanctioned by the competent authority, whether such period is to be considered as leave?
   Ans:- Leave applied but not sanctioned should be considered as leave without pay.

10. Whether any Saturdays as observed as holiday in EMRS?
    Ans:- Being a residential schools, all Saturdays including second Saturday is a working day unless the day is declared as national holiday.