



# KALANJIYAM

**Mobile App**  
(Self Employee Service)



## Mobile Apps

❖ **Employee Self Service**

❖ **Set App PIN Number**

❖ **MY APPS**

❖ **Notification**

❖ **Leave**

- **Earned Leave**
- **Unearned Leave**

❖ **Advances**

- **Festival Advance**
- **Pay Advance**
- **Short term Advance**

❖ **Transfer Joining Report**

❖ **Income Tax**

❖ **Report**

❖ **Settings**

❖ **PIN Change**

❖ **Password Change**

## Employee Self Service:-

- ❖ First Install **Kalanjiyam** Mobile App on Mobile.
- ❖ Click on **Kalanjiyam** Mobile App Login Page.
- ❖ Click Login With Password Click Enter **Kalanjiyam** Password to login.
- ❖ OR Click Employee Enter User Name System Automatically Display Already Registered Mobile Number in **Kalanjiyam** on Login Page.
- ❖ Click the Sign button.

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**KALANJIYAM**

Employee Pensioner Guest

User Number

Mobile Number

Login with password  Fogot Password?

[Check your Mustering status](#)

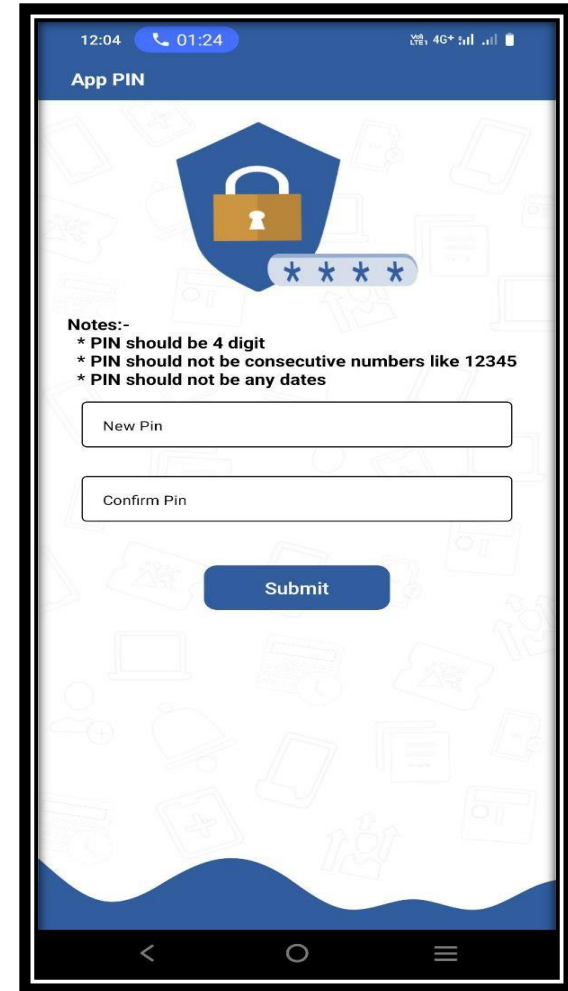
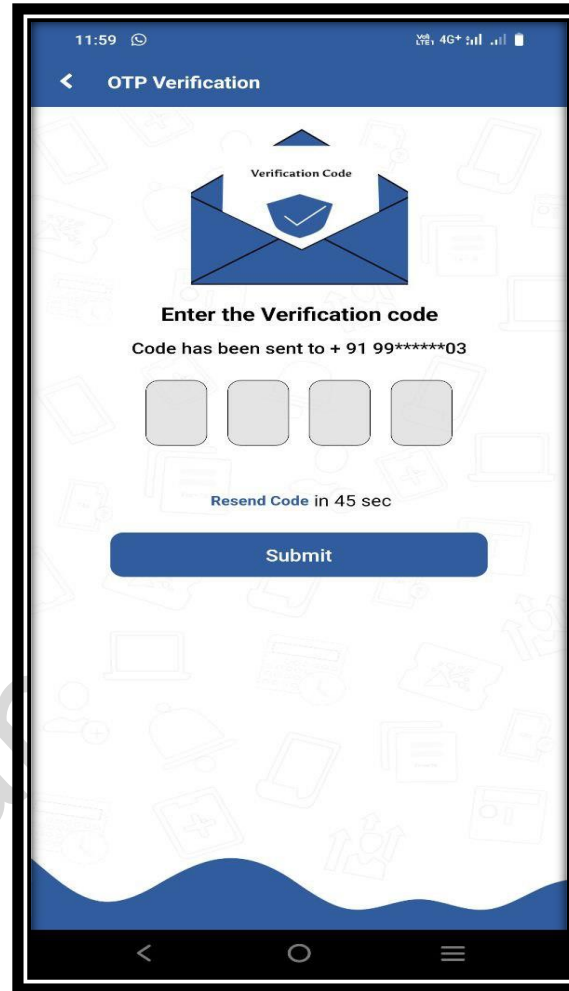
Sign in

## Set App PIN Number :

- ❖ OTP Number Message Sent to Registered Mobile Number in KALANJIYAM.
- ❖ Enter the 4 Digit OTP Number

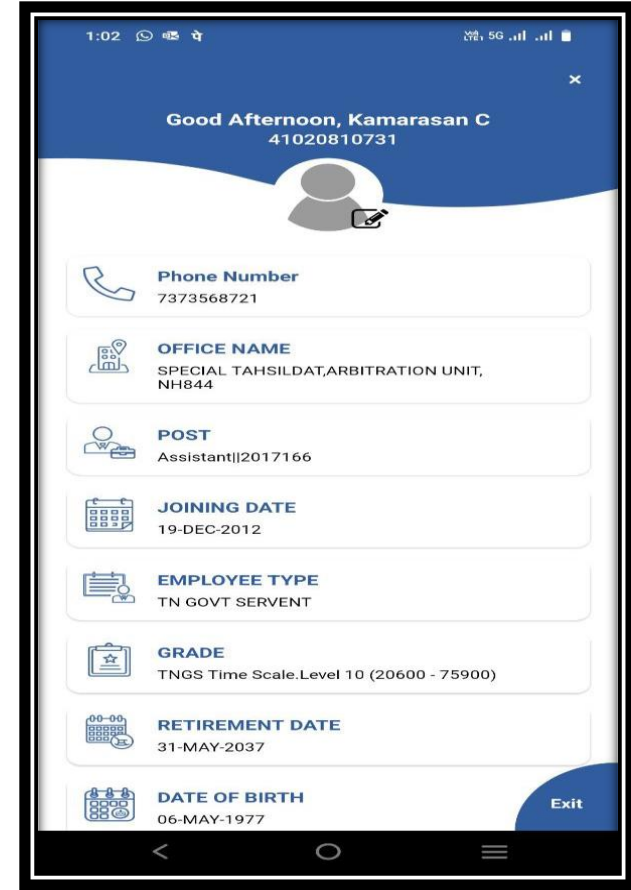
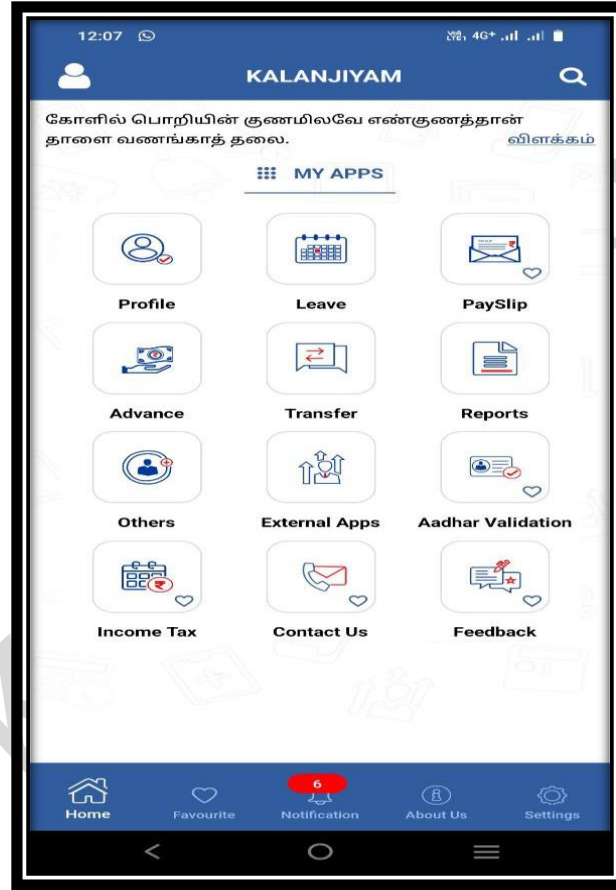
### Notes:

1. PIN Should be 4 digit (Like: 5197)
  2. PIN Should not be Consecutive Numbers Like 12345
  3. PIN Should not be any dates
- Enter pin Number and Confirm PIN Number



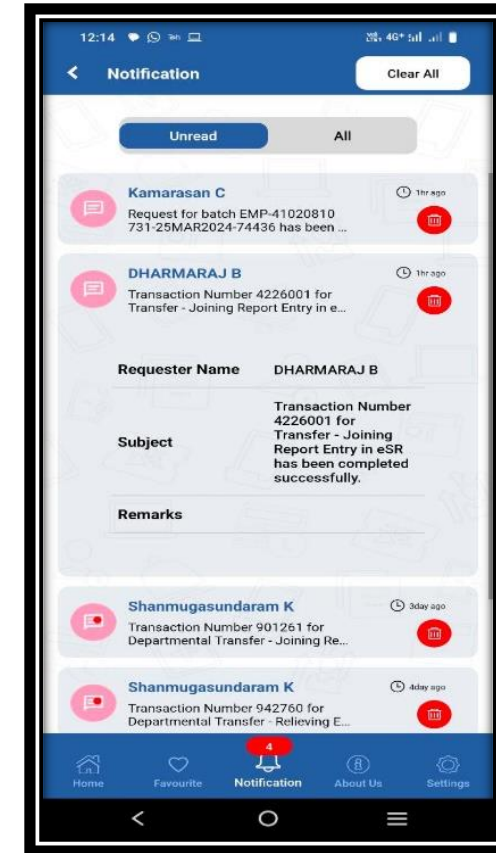
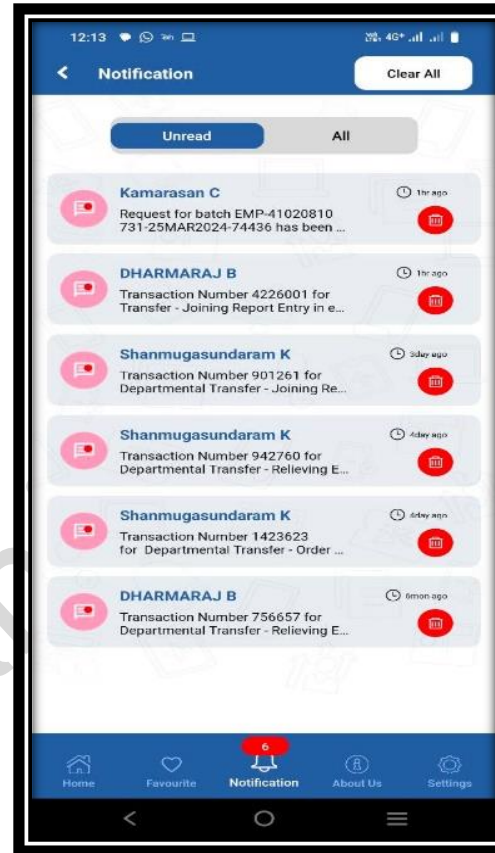
## MY APPS;

- ❖ Leave
- ❖ Pay slip
- ❖ PF
- ❖ Advance
- ❖ Transfer
- ❖ Reports
- ❖ Pre retirement
- ❖ Aadhar Validation
- ❖ Income Tax
- ❖ External Apps



## Notification:

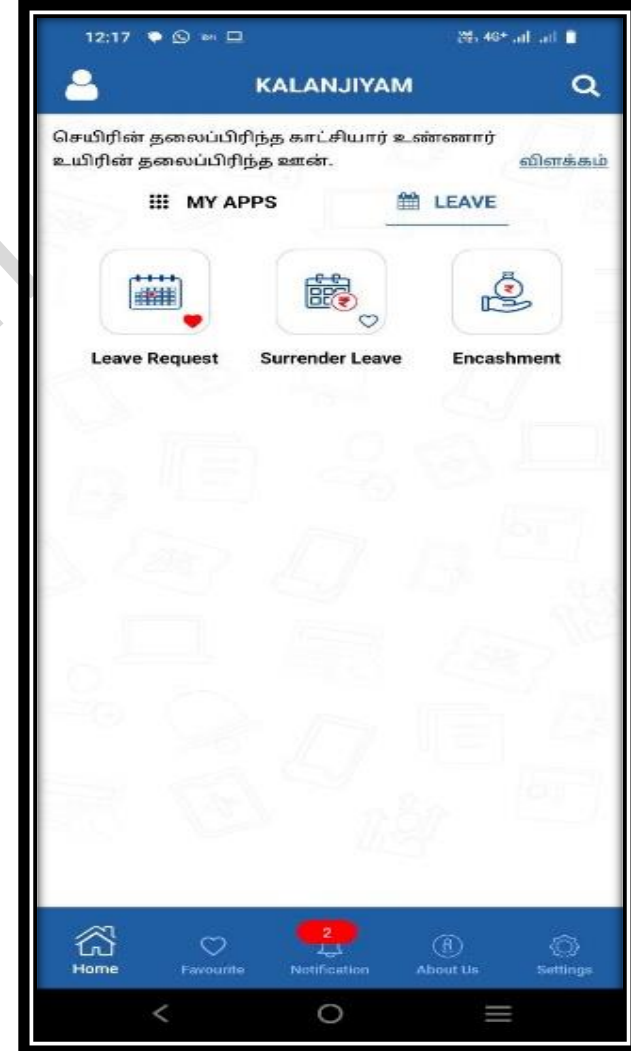
- ❖ **Click Unread:** New Notifications will be displayed.
- ❖ **Click All:** All Notifications will be displayed.
- ❖ **Click Notification:** Requested Transaction ID Details Employee can be viewed



## Leave Management:

- Casual leave
- Child Adoption leave
- Child care leave
- Compensatory leave
- Earned leave
- EOL on aboard
- EOL without MC
- Extra ordinary leave with MC
- Half pay leave
- Hospital leave
- Leave on full allowance

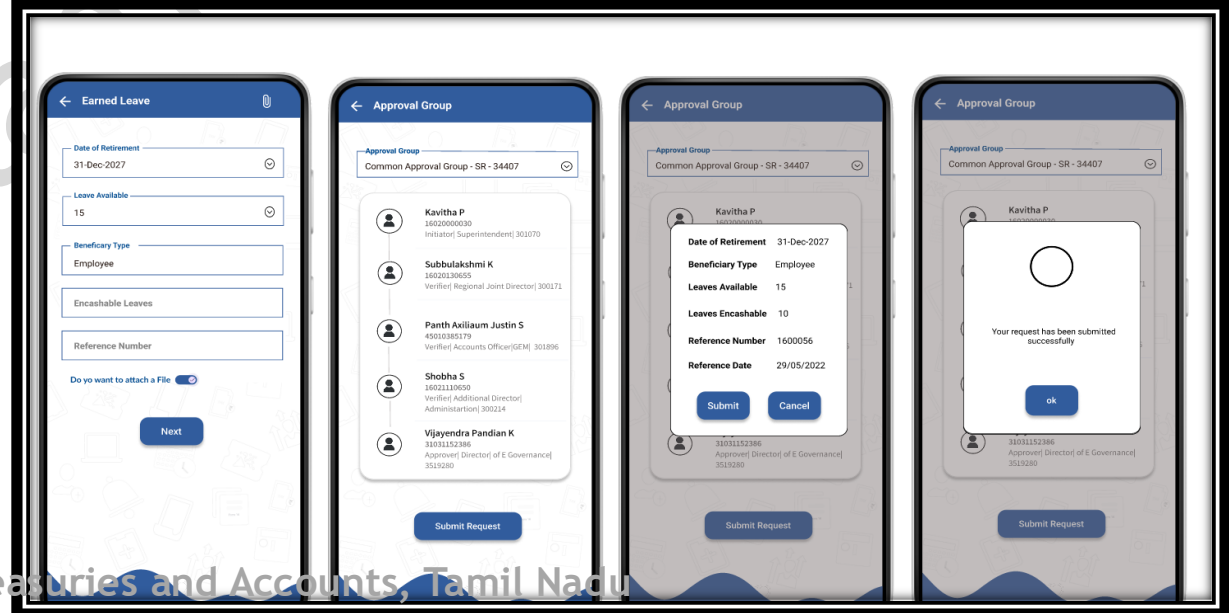
- Maternity leave
- Paternity leave
- Restricted Holiday
- Special Casual leave
- Special disability leave
- Special leave medical department
- Study leave
- Study leave AIS
- Un regularized leave
- Unauthorized leave
- Unearned leave on MC





## Earned leave & Unearned leave:

- ❖ Click the Leave Process button on the Employee Self Service Mobile APP and select Encashment Earned Leave Leave Calendar Date.
- ❖ Click Apply Leave Do You Want to Upload file next Click Add Attachment Upload Attached
- ❖ Click Validate Request Then Select Approval Group Office IVA
- ❖ **Message:** Transaction has been Submitted successfully!  
Transaction status (In Process, Approved, Rejected)  
Mobile App will be displayed.

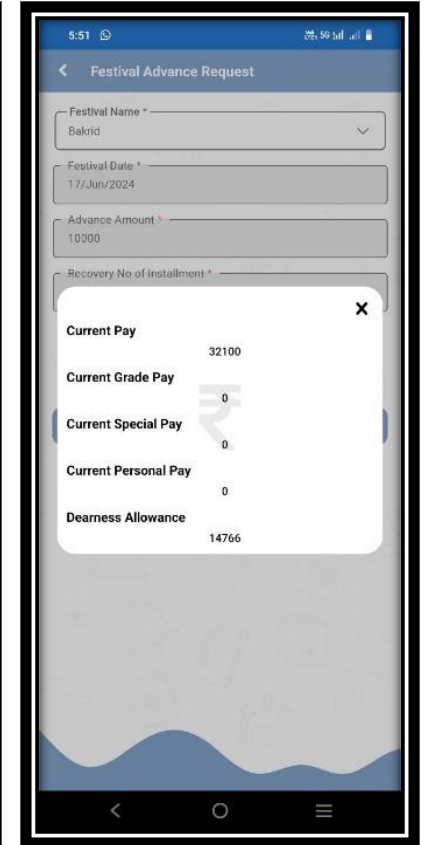
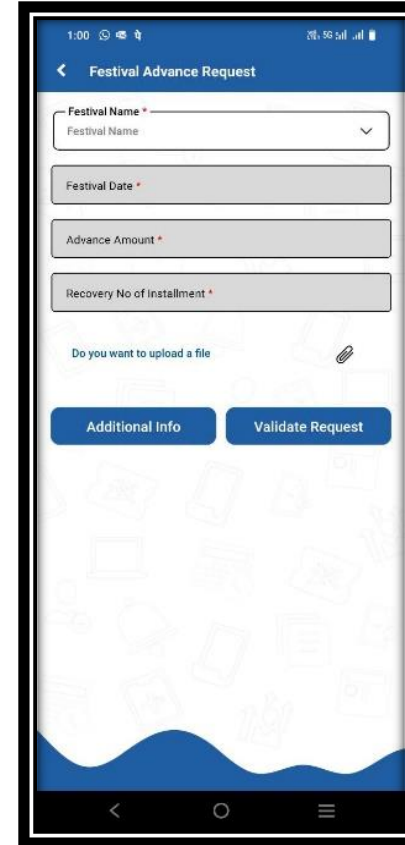




## Advances:

- ❖ Festival Advance
- ❖ Pay Advance
- ❖ Short term Advance

**Message:** Transaction has been Submitted successfully!. Transaction status (In Process, Approved, Rejected) Mobile App will be displayed.



# Transfer Joining Report

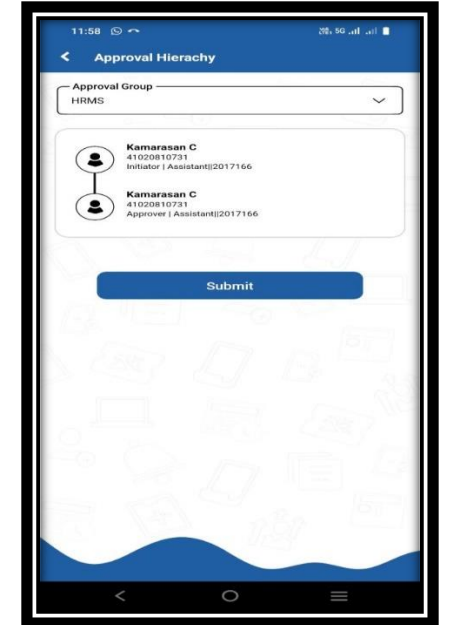
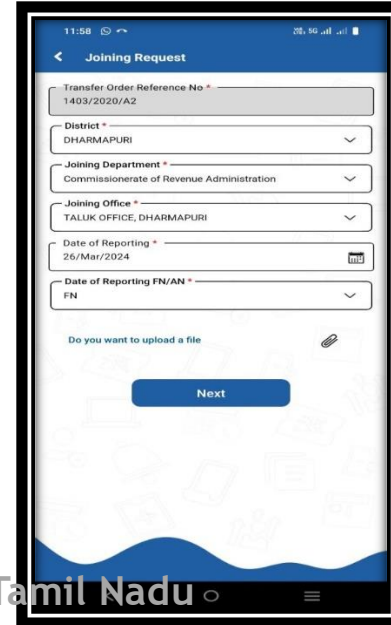
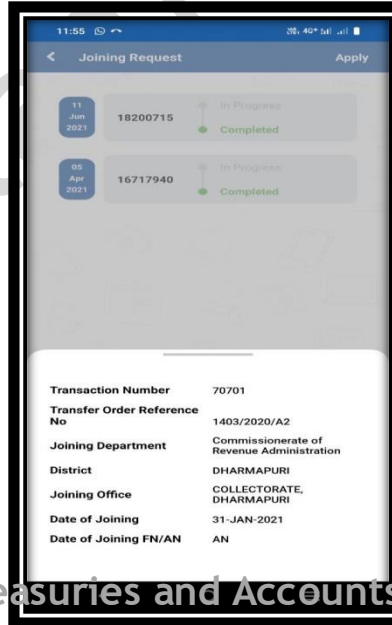
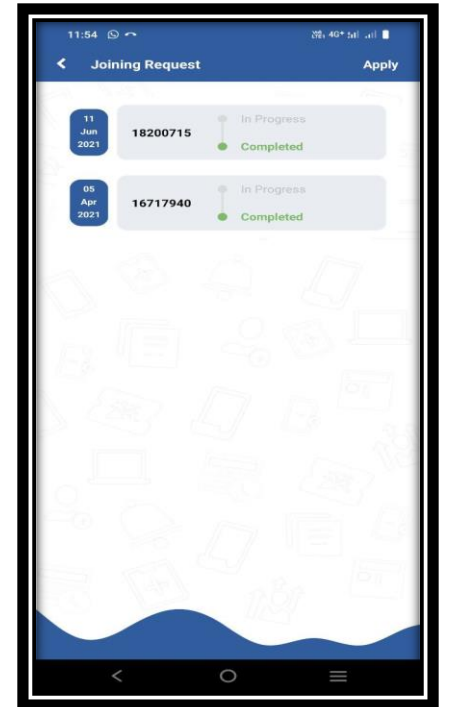
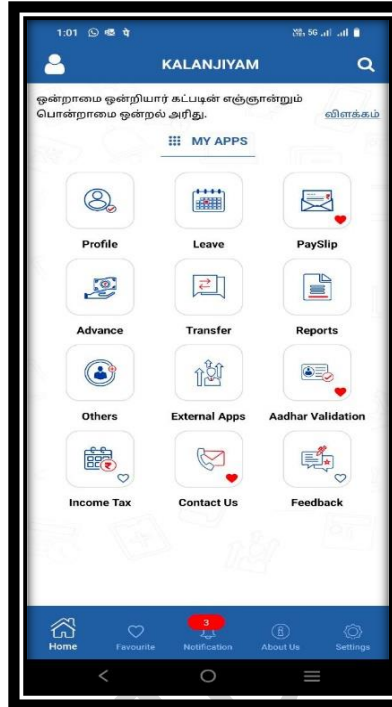
❖ Click on the Transfer Joining Report button in the Employee Self Service Mobile APP .

## **NOTE:**

Transfer Joining Report Entry Update can be done only if Transfer Order and Relieving Order have been updated in Old Office.

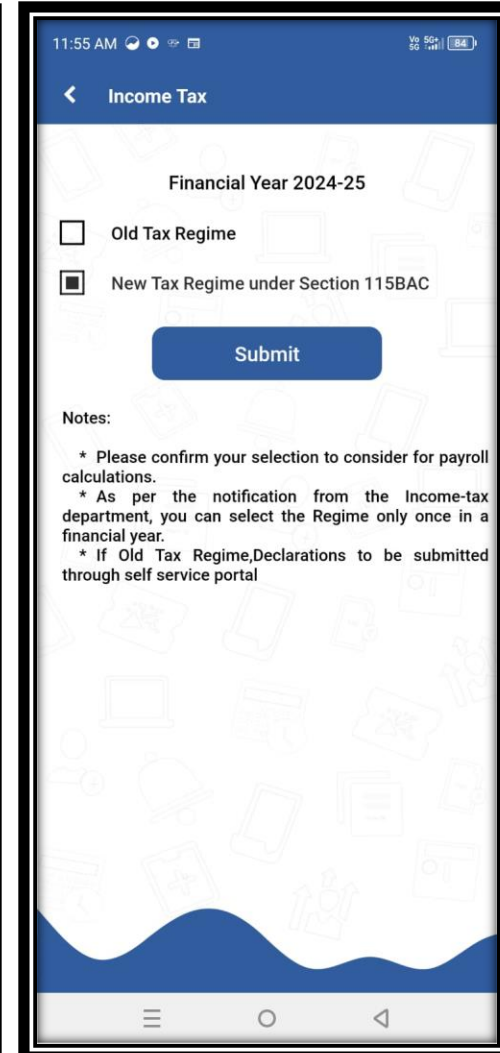
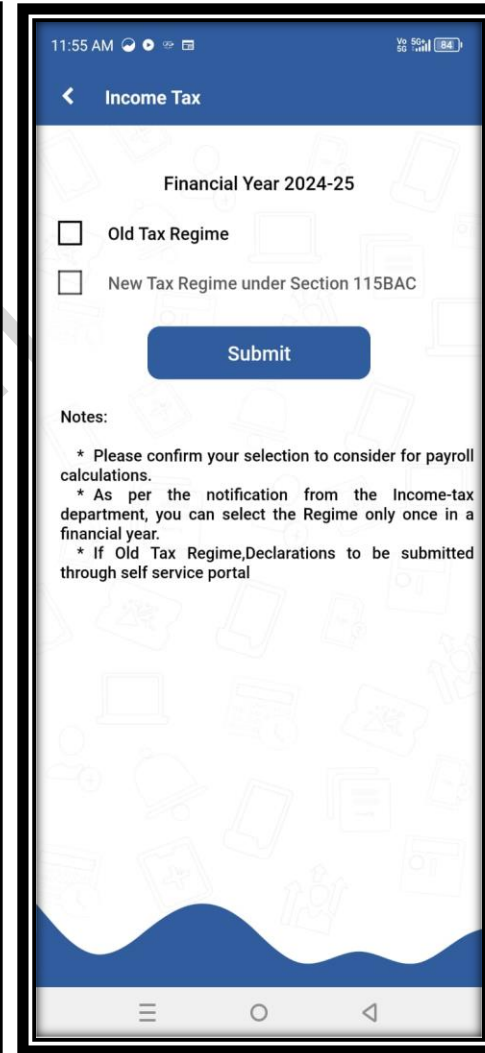
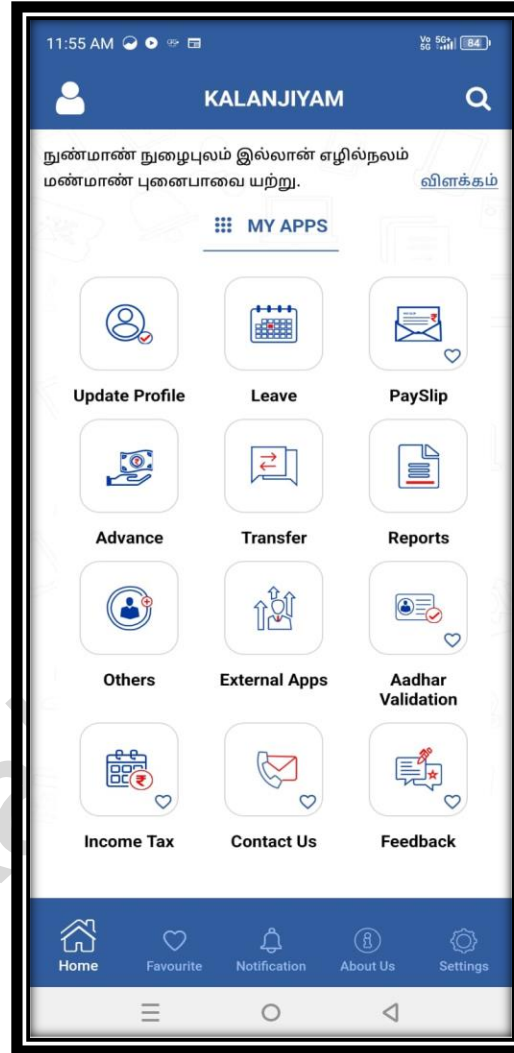
## **Message:**

Transaction has been Submitted successfully!. Transaction status (In Process, Approved, Rejected) Mobile App will be displayed.



# Income Tax

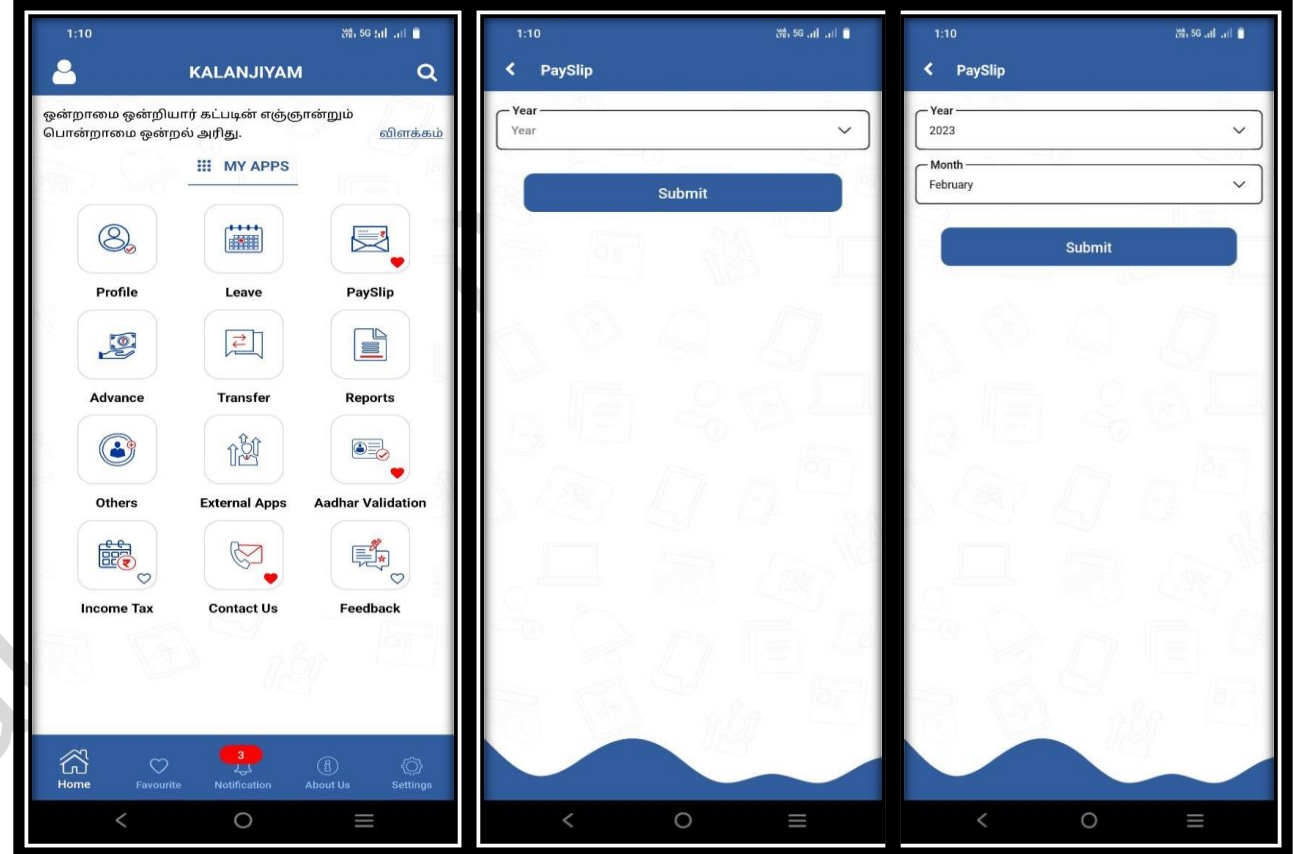
- ❖ Click on the Income Tax icon.
- ❖ After Selecting the Income tax then Check box for Tax regime on Financial Tear 2024-25.
  - Old Tax Regime
  - New Tax Regime under Scrtion1158AC
- ❖ Once select Tax regime check box ,click Submit button.
- ❖ Income Tax Regime selected successfully.



## Report:

### Pay Slip:

- ❖ Click on the Reports button in the Employee Self Service Mobile APP.
- ❖ Select Pay slip Month & Year
- ❖ Click the Download Pay slip button .Monthly Pay slip Will be Downloaded in PDF



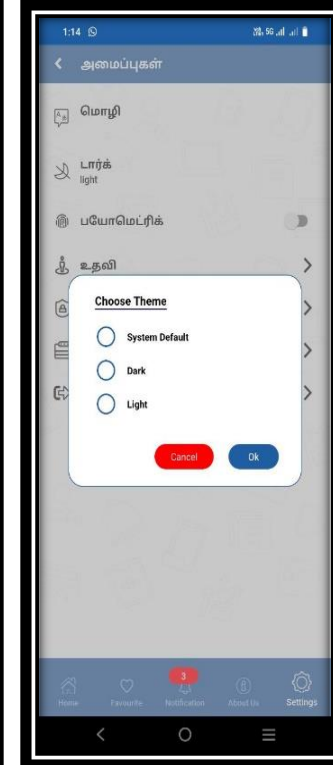
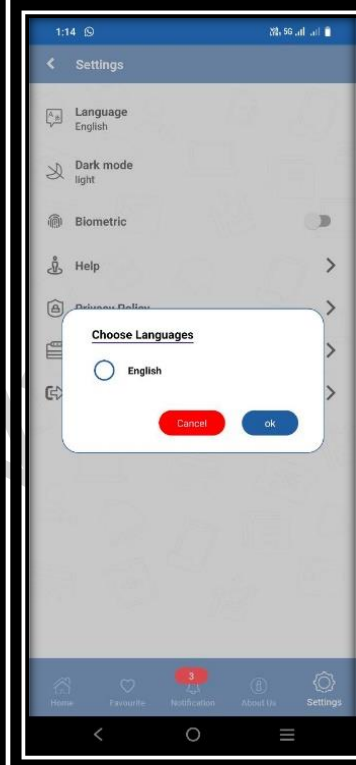
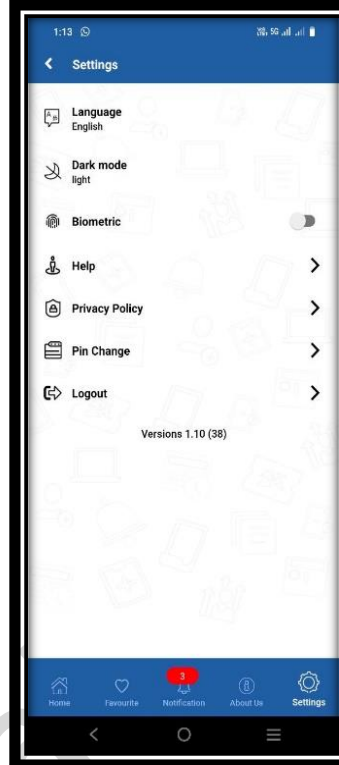
## Settings:

**Languages:** Tamil and English Changes can be made.

**Dark Mode:** Choose the theme (System Default, Dark, Light) Change is possible.

**Biometric:** Click Enabled Thumb Impression Security Option enabled.

**Note:** Once exit the app Again Enter to app No need enter PIN Number again once Biometric is enabled Press Thumb impression App will be allowed.

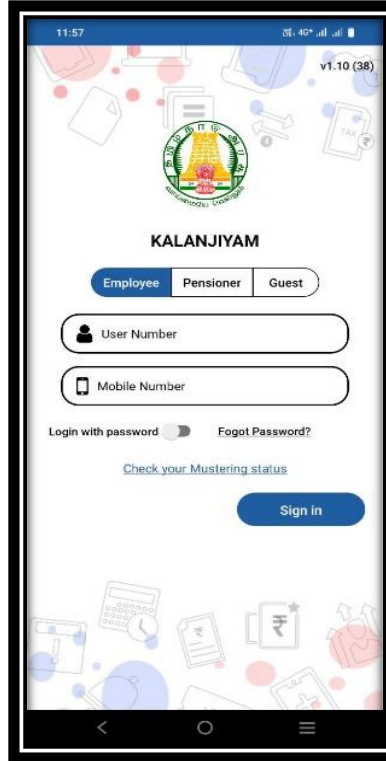
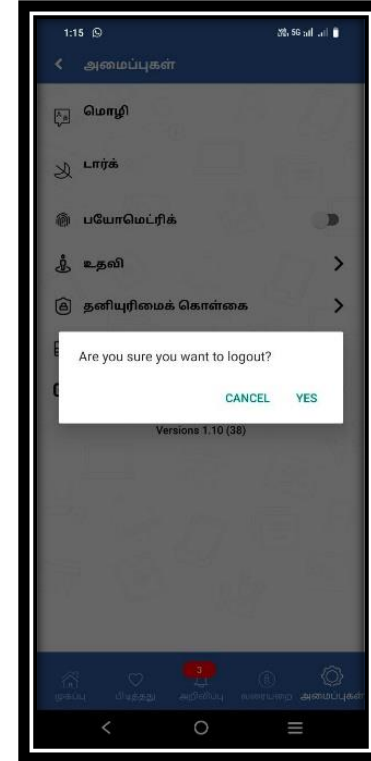
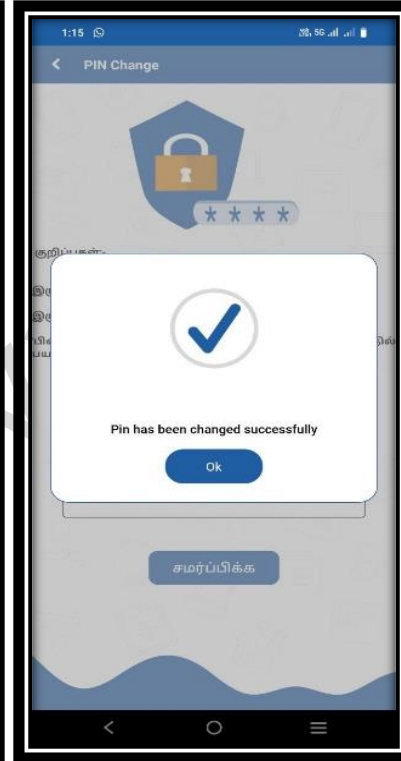


## PIN Change:

- ❖ This option can be used to change the existing PIN number.
- ❖ Current PIN Enter Old PIN Number.
- ❖ New PIN & Confirm New PIN Click Update Pin New Pin updated

## Password Change:

- ❖ This option can be used to change the existing password.
- ❖ New Password & Confirm New Password Click Update Password New Password updated .







**THANK YOU**

Kalanjilayam