

# **How to Apply Leave on Intranet**

## Step-1 :- Home page

Not secure | 10.1.10.99/rswm/rswm\_files/rswmkgm.asp

an LNJ Bhilwara Group Company

PROUD TO BE INDIAN  
PRIVILEGED TO BE GLOBAL


About RSWM   Company Address   Quality,Environment,Health and Safety   Our Vision   Prayer

Many Many Happy Returns of The Day

Many Many Happy Returns of The Day

*Winners Don't Do Different Things, They Do Things Differently*

- IT Portal
- Help Desk
- HR Portal
- Policy & Manuals
- Photo / Video Gallery
- Other
- Change Password
- ABHIVYAKTI-SUGGESTIONS (New)
- HR Manual (\*New)



**Core Values**

**G**iving Back to Society

- We are committed to social responsibility and are committed to the well-being of our employees, customers, and the community.
- We are committed to the environment and to the well-being of our employees, customers, and the community.
- We are committed to the well-being of our employees, customers, and the community.

**R**espect for Individual

- We respect and value the individuality of our employees, customers, and the community.
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**I**ntegrity

- We are committed to the highest standards of integrity and ethical conduct.
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**P**erformance

- We are committed to the highest standards of performance and excellence.
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We, as the members of LNJ Bhilwara Group, pledge to uphold these Core Values.

Employee Portal

- Salary
- Leave Status   [Click Here for Apply Leave](#)
- Attendance
- Staff Correction
- OLMS(On Line Leave MS) **Local** 
- Electricity Exp.
- Furniture Loan
- Loan Status
- PF Statement
- HR Correction
- LTA (New)
- Income Tax (New)
- Time View for OT (HOD Only)
- HOD Correction
- OLMS(On Line Leave MS) **Outside**

IT Department RSWM Kharigram Unit

Step-2 :- Login Page



RSWM Limited  
an LAL Birlwara Group Company



RSWM Limited Kharigram



BIRLWARA GROUP  
PROUD TO BE INDIAN  
PRIVILEGED TO BE GLOBAL



To Receive Your Attendance Slip, enter your EmpCode below:

Username:


Password:

Enter Your Emp. Code  
And PAssword for  
login

IT Department RSWM Kharigram Unit

Step-3 :- Fill Leave Details

Department	Information Technology		Designation	Executive
Kind Of Leave	Casual Leave		Select Leave type	
From Date	14-01-2022	Whole Day	Select From and to date	
To Date	dd-mm-yyyy	Whole Day		
Purpose of Leave :	Domestic Work		Select Perpose of leave	
No of days:		calculate	Calculate no of days	
Address During the period of Leave in which Communication if Necessary may be sent	Type Leave day address			
Date of Appointment :	05 Oct 2011			
Leave Record as on Date: 19-01-2022				
Last Leave Availed on : 09-12-2021				
Leave	Privilege Leave	Casual Leave	Sick Leave	
Due	30	10	7	
Availed	30	4	7	
<b>Balance</b>	<b>0</b>	<b>6</b>	<b>0</b>	

Then Submit for apply leave 

**Thanks**