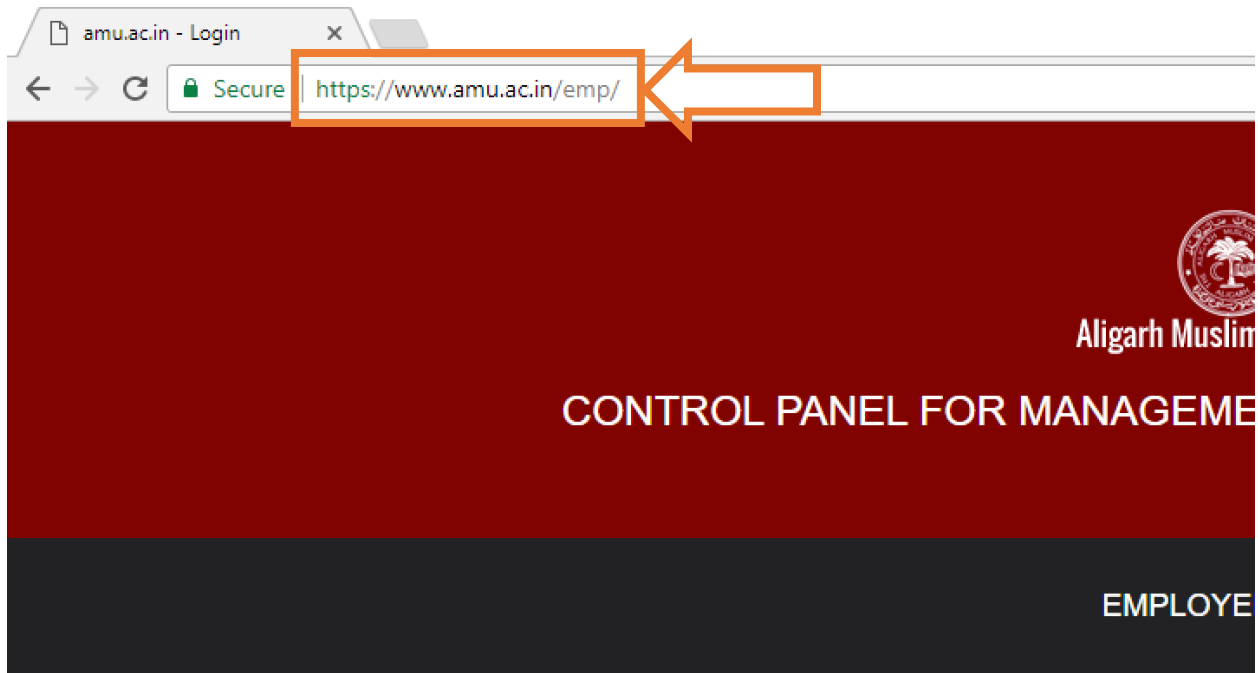


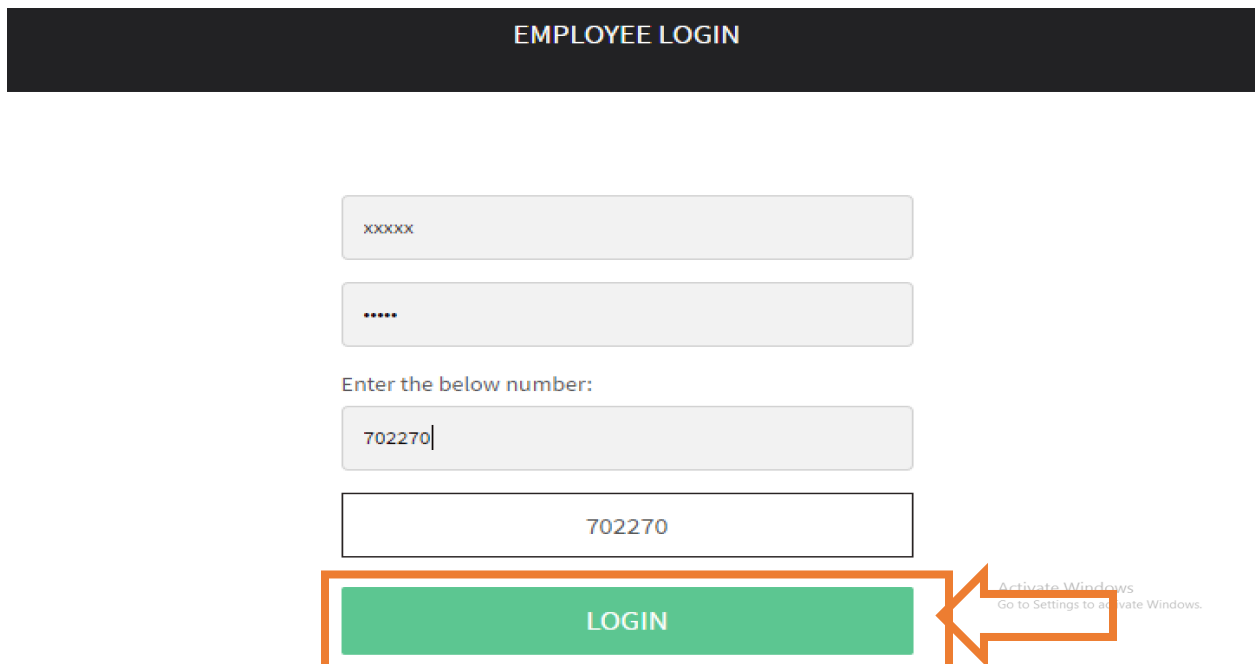
ONLINE PROVIDENT FUND ACCOUNT STATEMENT APPLICATION

To view your Leave Balance Statements online, kindly follow the below mentioned procedure.

STEP-1. We need to open our web browser and type the URL www.amu.ac.in/emp/ as shown below.



STEP-2: After entering the aforesaid URL we will be taken to the AMU Website's employee login page, where we need to provide our Employee ID and Password to login to our AMU Website Personal Profile as shown below:

A screenshot of the 'EMPLOYEE LOGIN' page. The page has a dark grey header with the text 'EMPLOYEE LOGIN' in white. Below the header, there is a form with three input fields: a username field containing 'XXXXXX', a password field containing '*****', and a CAPTCHA field containing '702270'. Below the CAPTCHA field, there is a smaller input field containing '702270'. At the bottom of the form, there is a green 'LOGIN' button. An orange box highlights the 'LOGIN' button, and an arrow points to it. A watermark 'Activate Windows' is visible in the bottom right corner.

STEP-3: Upon Successful login to our account, our profile will be displayed and a dashboard will appear in front of us, here we have to click on the Online Leave Statement link as shown below.

STEP-4: Upon clicking the Online Leave Statement link we need to choose the Year (2017 or onwards) of which we wish to see our opening balance of your leaves.

FOR MANAGEMENT INFORMATION

AMU Official Website >> Control Panel for Employees

STEP-5: After choosing the year we need to click on the proceed button as shown below.

HR MANAGEMENT INFORMATION

AMU Official Website >> Control Panel for Employees

FILE, CV, KEY PUBLICATIONS ETC.

Online Leave Balances

Year 2017

proceed

Note : In case your website profile employee ID is not same as your permanent employee ID (printed on the Leave Balance Statement), then statement will not be generated, please write/contact to webmaster (webmaster@amu.ac.in) for update.

Step-6: Once we are done with selecting the year and clicking on proceed button, our Leave Balance Statement for the chosen year will be displayed on our Screen as shown below.

ALIGARH MUSLIM UNIVERSITY, ALIGARH

Leave Balances as on 01.01.2017

I.D.	Employee ID
Name	Name of Employee
Designation	Designation of Employee
Department	Department
Earned Leave	300
Detention Leave	0
Half Pay Leave	402

Note: 1. Leave Balances are subject to Audit.
2. Errors, if any, must be brought to the notice of Leave Section.

Print

Go Back

ONLINE PROVIDENT FUND ACCOUNT STATEMENT APPLICATION

STEP-7: To take print of the Leave Statement, click on the print button at the bottom of the page as shown below.

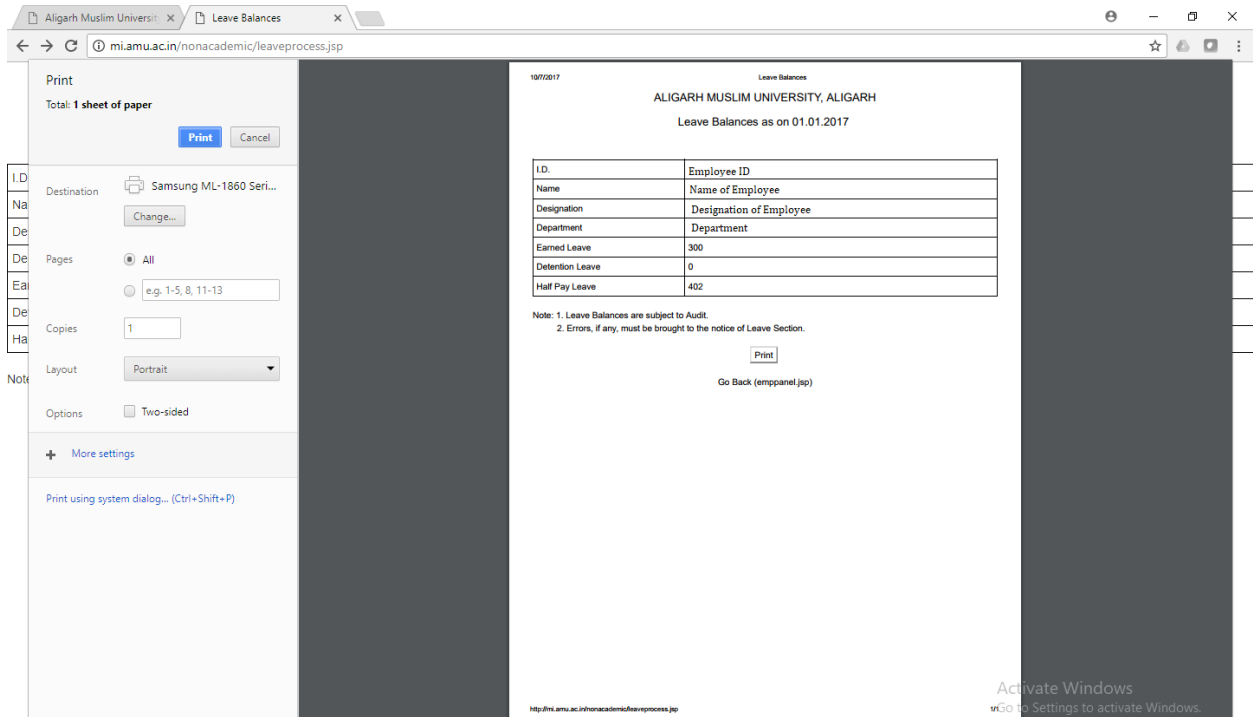
ALIGARH MUSLIM UNIVERSITY, ALIGARH
Leave Balances as on 01.01.2017

I.D.	Employee ID
Name	Name of Employee
Designation	Designation of Employee
Department	Department
Earned Leave	300
Detention Leave	0
Half Pay Leave	402

Note: 1. Leave Balances are subject to Audit.
2. Errors, if any, must be brought to the notice of Leave Section.



STEP-8: On clicking to the print option, below shown screen will come in front of us. Again clicking on the print button which will print our Leave to update our records.



The screenshot shows a web browser window with a print dialog box open. The print dialog is on the left, and the page content is on the right. The page content includes the university name, date, and a table of leave balances.

Print dialog box details:

- Total: 1 sheet of paper
- Destination: Samsung ML-1860 Seri...
- Pages: All
- Copies: 1
- Layout: Portrait
- Options: Two-sided

Page content details:

13/01/2017 Leave Balances
ALIGARH MUSLIM UNIVERSITY, ALIGARH
Leave Balances as on 01.01.2017

I.D.	Employee ID
Name	Name of Employee
Designation	Designation of Employee
Department	Department
Earned Leave	300
Detention Leave	0
Half Pay Leave	402

Note: 1. Leave Balances are subject to Audit.
2. Errors, if any, must be brought to the notice of Leave Section.

Print button and Go Back (emppanel.jsp) link are visible at the bottom of the page content.