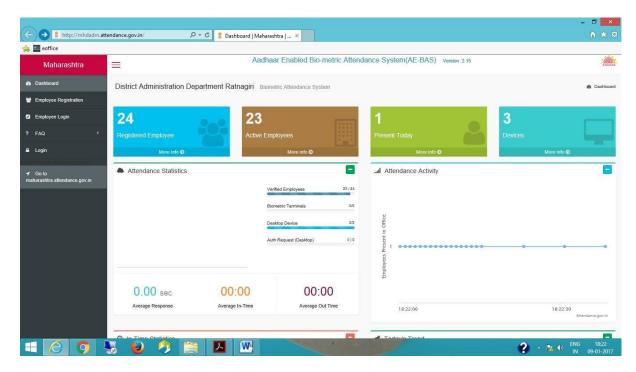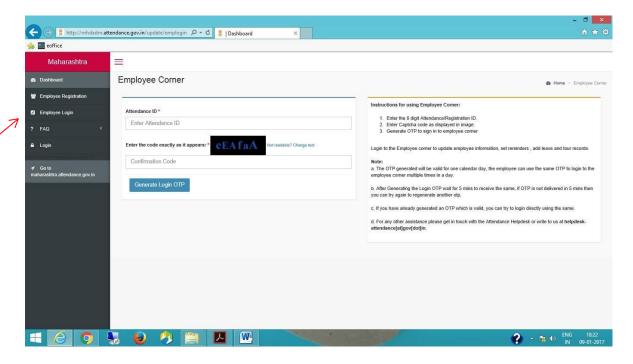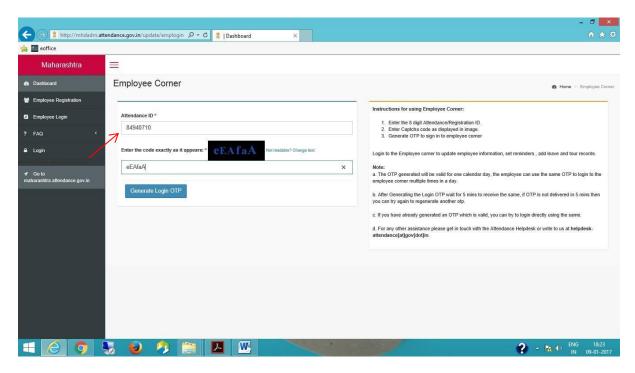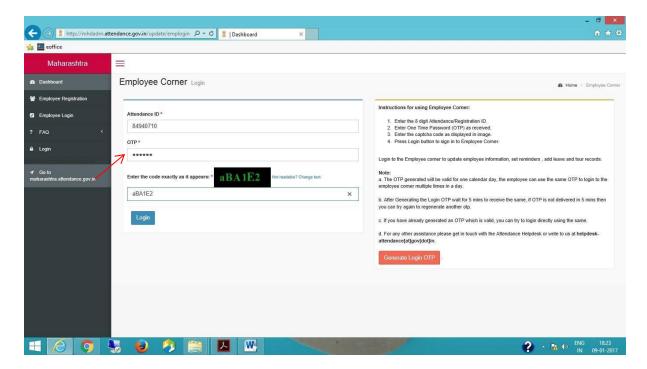## Open URL – http://mhdadrn.attendance.gov.in

Click on Employee Login

Enter your Attendance ID(last 8 Digits of Aadhar number), enter captcha and generate OTP. You will receive OTP on your registered mobile.
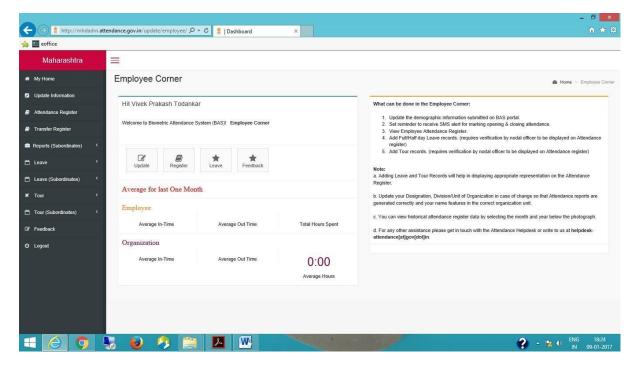

Enter OTP and Login

Following modules are available on Employee Home page. Each module is self explainatory.

1. Update Personal Information
2. Attendance Register
3. Reports of subordinates
4. Add/View Leave
5. View/Process subordinates' leaves
6. Add/View Tour
7. View/Process subordinates' tours

Procedure for Leave/Tour Management

For leave/tour management it is required that reporting officer's attenadance id is updated in employee's information. (Please see "Update Reporting Officer Manual".)

Employee -
1. Employee should login into website http://mhdadrn.attendance.gov.in as shown in above procedure.
2. To apply leave/tour click on respective menus.

Reporting Officer –
1. Reporting officer should login into website http://mhdadrn.attendance.gov.in as shown in above procedure.
2. To approve/reject the applications click on respective menus (Leave Subordinates/Tour Subordinates)

** Also note that the leaves/tours of employee's can be approved/rejected by location user (ddo user) login module.