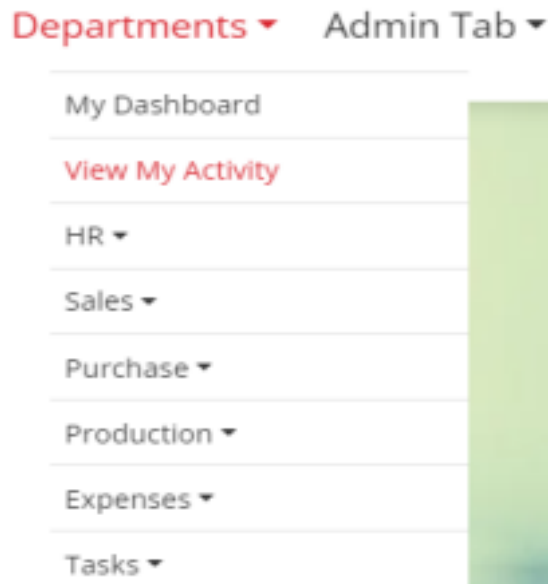
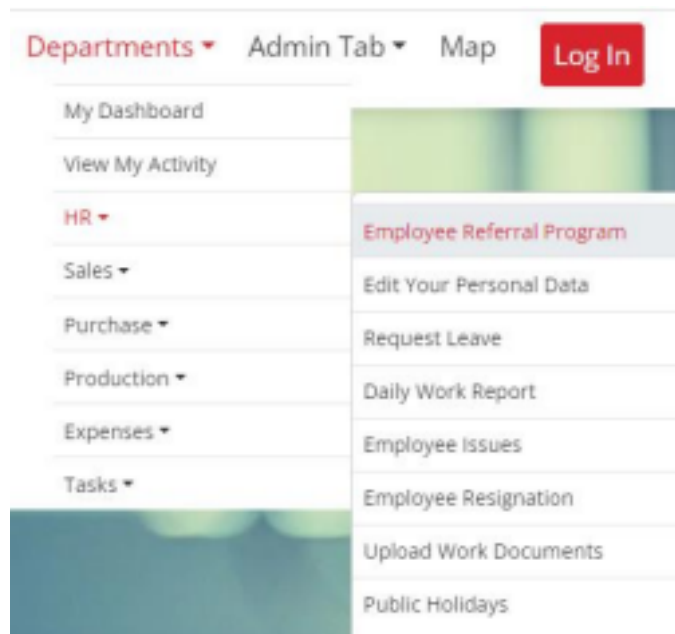


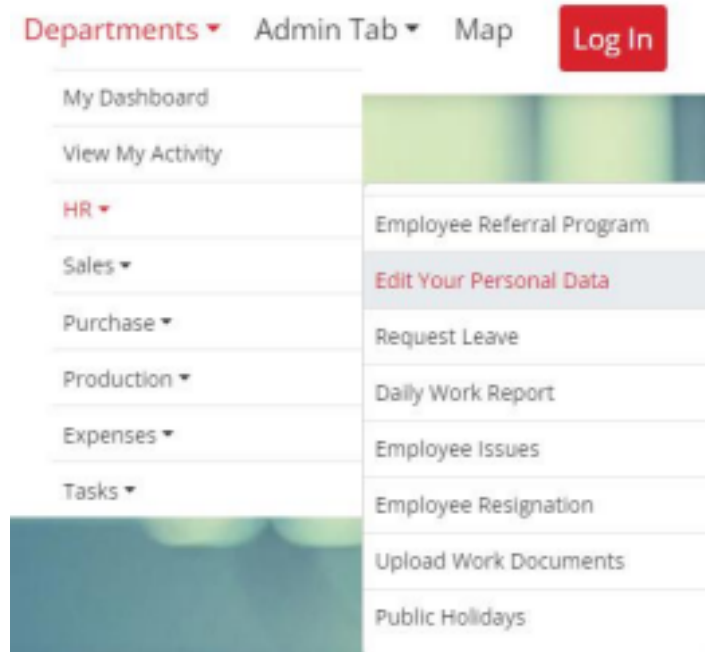
ANAND IMS INSTRUCTIONS



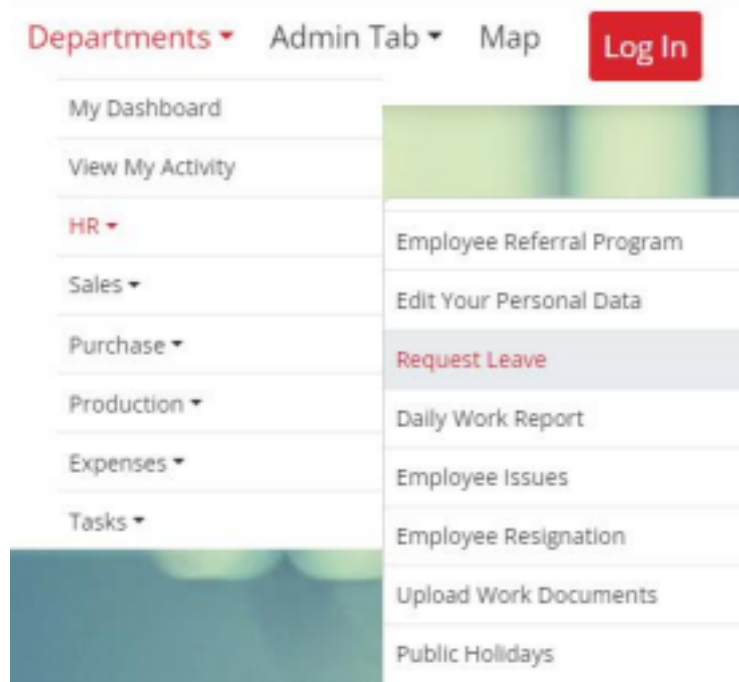
View My Activity shows all the activities perform by employee on Anand IMS.



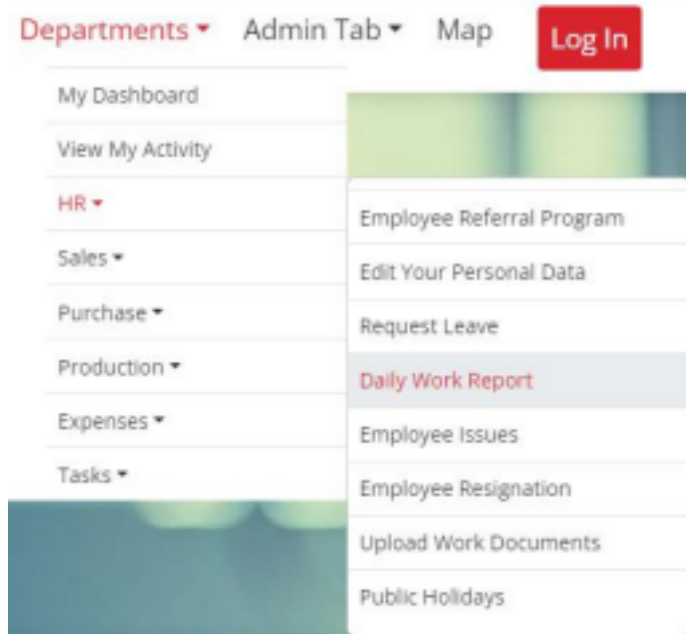
Refer your friends and if he/she joins the company fill the Employee Referral Program Form.



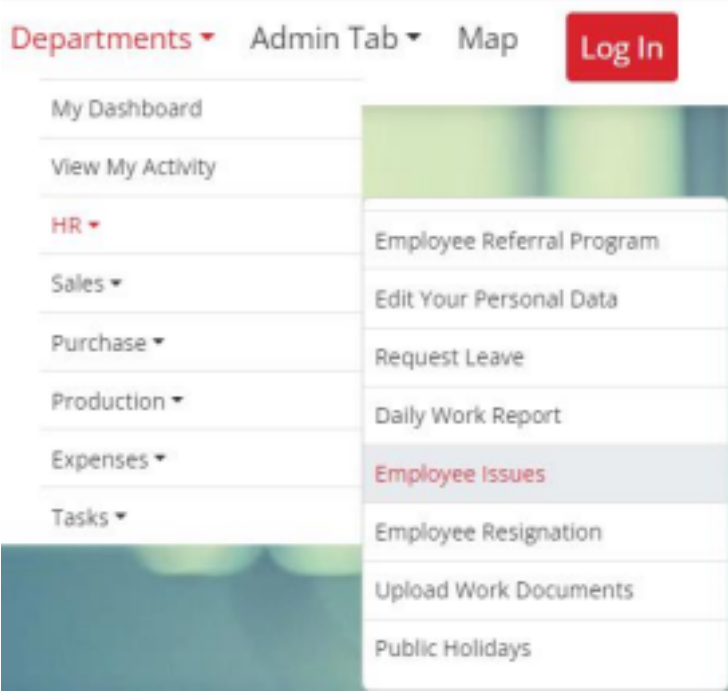
Employee can edit his/her personal data which hr/she fill during the registration by filling the Edit Your Personal Data Form.



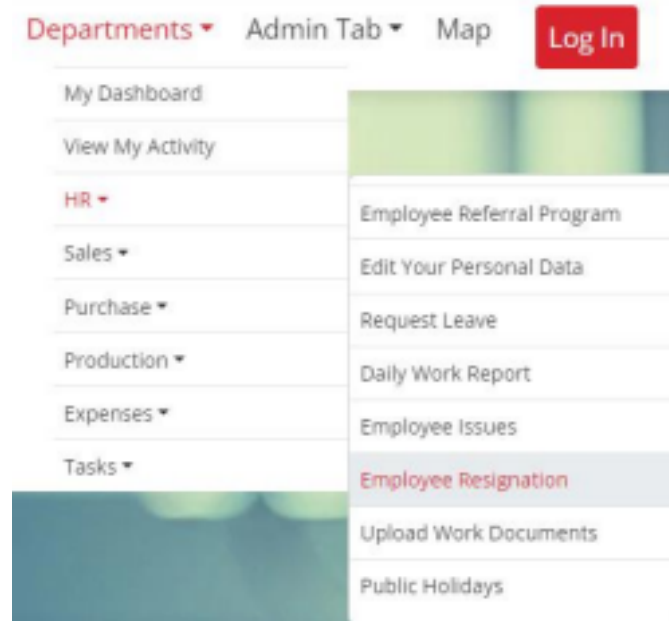
Employee can apply for the leave by feeling the Request Leave Form.



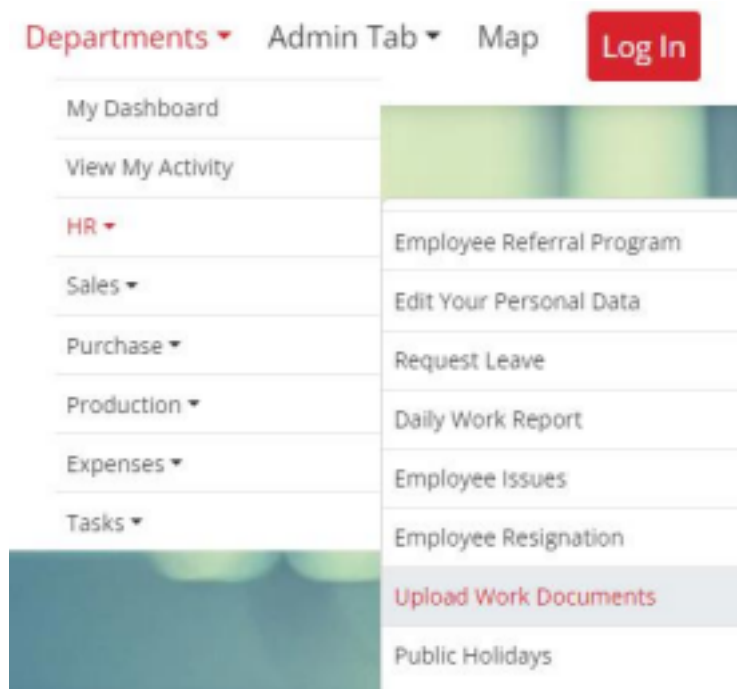
Employee have to fill his/her daily work done in detail by filling the Daily Work Report Form.



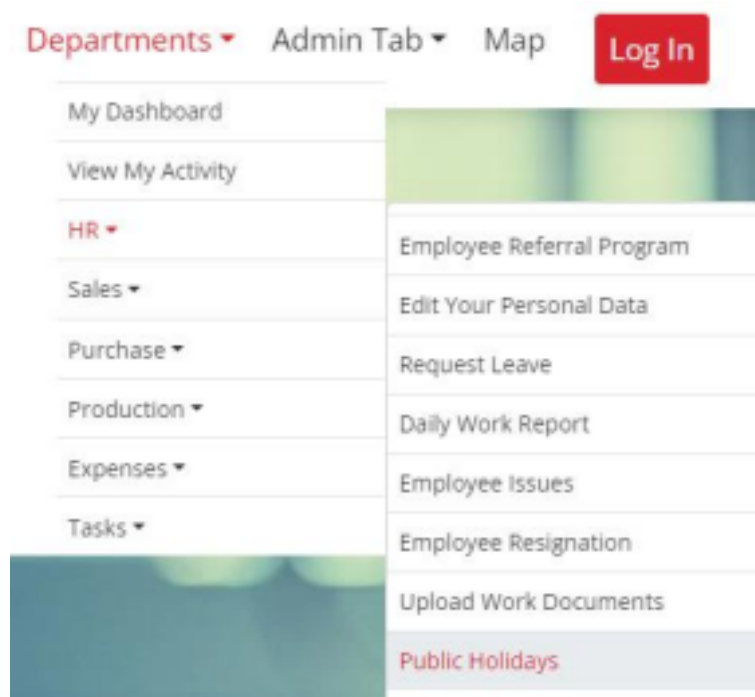
Employee can fill the Employee Issue Form if they faces any issues in company.



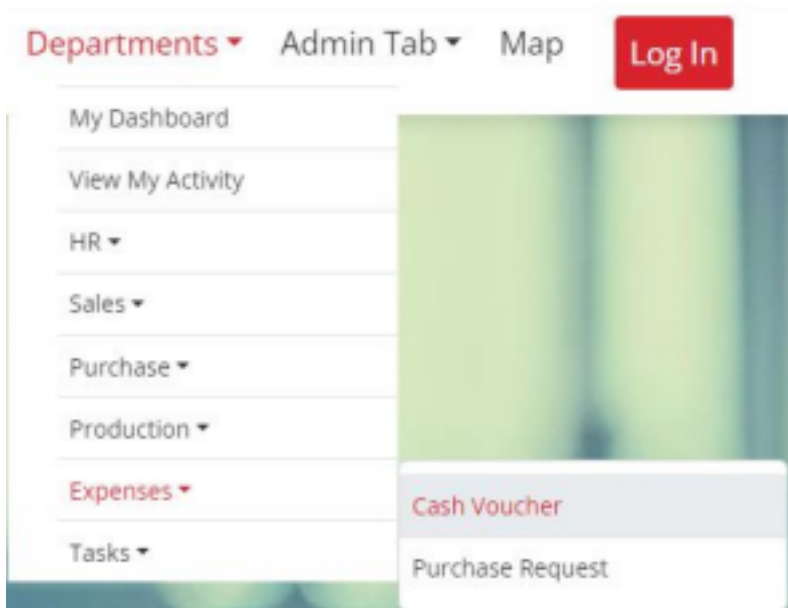
If employee want to resign from the company then employee have to fill the Employee Resignation Form.



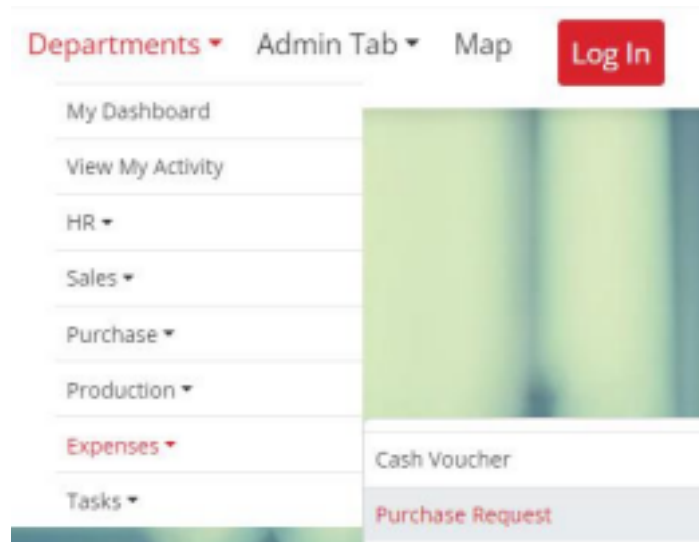
Employee can upload the work related documents by feeling the Upload Work Documents Form.



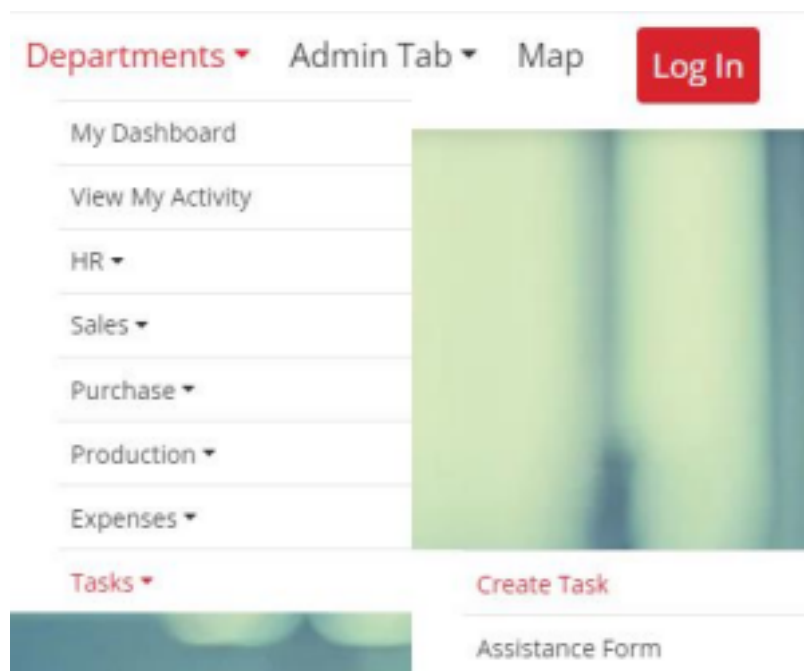
Employee can see the public holidays by clicking on Public Holidays Tab.



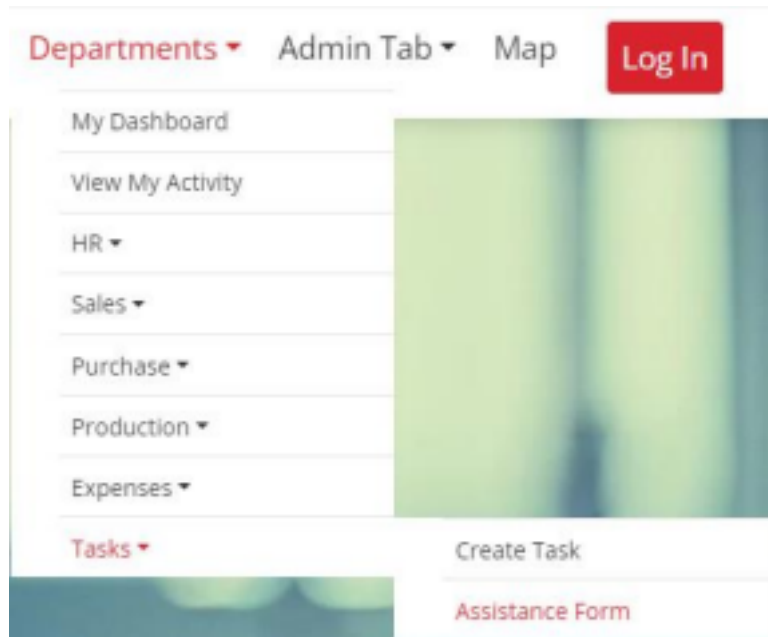
If employee buy any thing for the official use , he/she has to fill the Cash Voucher Form.



If employee want any material related his work then employee can fill the Purchase Request Form.



Employee can create the task for the other employees by filling the Create Task Form.



If employee want a assistance for the work then he/she can fill the Assistance Form.