Samarth eGov

How Employees Can Apply for Leave From their Employee Account Through Leave Management System

Prepared By

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About the document

This user manual will guide all the employees in a university/HEI to apply for leave and perform relevant actions related to it.

Features

The employee can perform the following actions through their account:

1. **My Application:** The employee can see his all past leave applied application
2. **Leave Application:** Employees can apply for a new Leave Application.
3. **Leave Account:** Employees can see assigned leaves on their accounts, which are assigned to them by the Leave Administrator.
4. **Leave Ledger:** Employee can see their leave ledger as debit or credit (consumption of leaves)
5. **Station Leave Information:** Employees share their out-of-station leave details.

Steps for new leave application

Step 1: Login to Samarth Portal

Open the Samarth Portal link of the University, which will directly land you on the below-given page.

Username *

demo

Password *   Forgot Password ?

••••••••

Captcha Verification

3368758   Type the text

Click on the text to change

☑ Remember Me

LOGIN

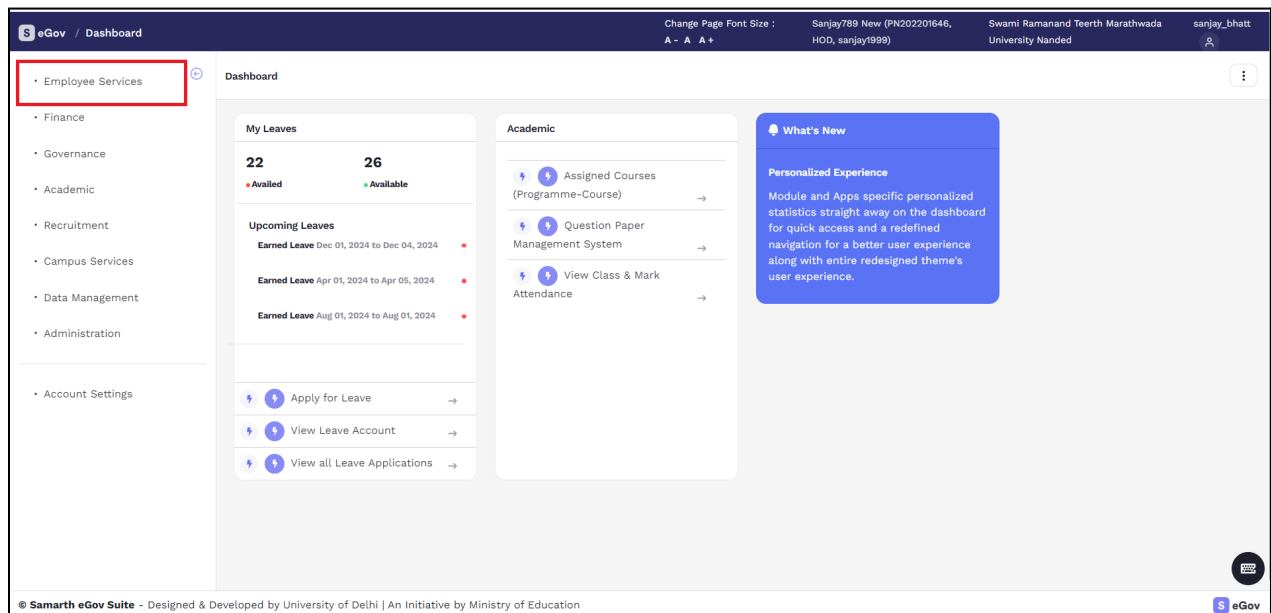First Time Login ?

Here, the employees need to fill in their:
- Username (provided by the institute)

●   Password

Proceed after adding a valid captcha.

Step 3. Launch the Leave Management Module

After successfully logging into the employee account, click on the Employee Service option which is available on the right-hand side menu.
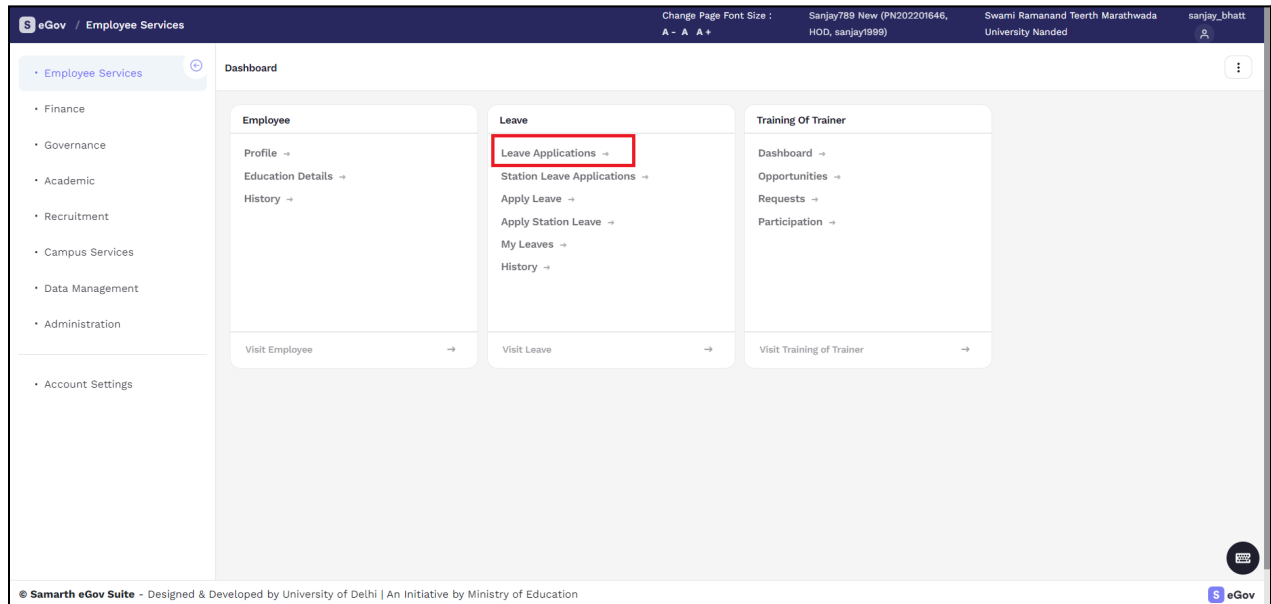

Step 2. Apply for Leave

After launching the leave management module, the following options are available:
●   Leave Applications
●   Station Leave Applications
●   Apply for Leave
●   Apply for Station Leave
●   My Leave
●   History

The employee needs to click on the **"Leave Applications"** from the list.

Step 3. New Leave Application

After clicking on the **Leave Applications,** the employee has to click on the "New Leave Application" option present at the top right of the screen in which the following details have to be filled:

- **Leave:** An Employee can select the leave type from here. For example CL, EL, HPL, etc…
- **From and To Date / Time:** Select the date and time

- **Prefix:** Employees can enter the Holiday just before the first day of employee leave that has been applied for.
- **Prefix:** Employee can Holiday that falls consecutive to the last day of the employee leave applied for.
- **Reporting Designation:** Employees can select the name of their reporting manager from here. This option will be visible once the admin has enabled
- **Reason / Description:** The description of leave has to be mentioned here.
- **Purpose:** Employee has to select the purpose whether it's **Academic/personal.**
  - If employees select the **Academic** option, then the following details have to be additionally filled in:
    - **University/Institution Name & Address:** Employee has to add university/Institution Name.
    - **Upload Invitation:** Employee uploads the invitation from the University/Institution any Document(Academic).
    - **Teaching Assignment:** Yes/No
      - If employees select the **Yes** in Teaching Assignment option then,
        - **Finance Obligation:** Yes/No
      - If employees select **Yes** in the Finance Obligation option, then she/he has to fill the following additional fields:
        - **Finance Assistance:** Employees can select the required information
        - **Amount in INR:** Add Amount
- **Upload Supporting Document:** An employee can upload leave-related supporting documents here.
- **Current Location:** While applying the employee will select his Current location, University Campus or the Outside University Campus.
- **Station Leave:** If the employee is applying for outstation leave, then she/he has to select yes, else no.
  - If she/he has selected yes, then a drop-down will appear, where the following details have to be filled:
    - Emergency Contact Details
    - Visiting Country/State Address

After filling in all the required fields and details, the employee has to click on the **Save** button.

Step 4: Assign Duties

After clicking the **Save** button, employees will see a new page where she/he can assign their duties to other employees. This option will be visible if the leave admin has enabled from the leave setting.

For assigning the duties the employee clicks on the Assign Duties option

Click on the **Save** button after assigning duties.

Step 5: Verification of leave details

A preview will appear after that, where all the filled details can be seen and verified by the leave applicant.

Visiting Country/State Address		Emergency Contact Details	
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		Teaching Arrangement	
Financial Obligation			
Financial Assistance	NA	Amount in INR	
Invitation	No Invitation File	Supporting Document	View

Duties Assignment Details

Designation	Organizational Unit	Assigned Employee
Dilli University Assistant Registrar	Dilli University Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar	111Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar Admin GG	Admin Section GG	0014, PROF. P C PATTANAIK (PROF. P C PATTANAIK), Professor-Department of Modern Indian Languages 2

Leave Recommendation Status		Recommend Remarks	
Recommended By		Recommended On	
Leave Reviewer Status		Review Remarks	
Reviewed By		Reviewed On	

Leave Approval Status		Sanction Remarks	
Sanctioned By		Sanctioned On	
Rejected By		Rejected On	
Cancelled By		Cancelled On	
Cancellation Reason		Cancel Remarks	

Approval Hierarchy			
RECOMMENDING	00 Head of Department (00 Store and Purchase)	Status	Pending
ADD_REVIEWLevel 1	Bavuma (00 Store and Purchase)	Status	Pending
SANCTION	00 Registrar (00 Store and Purchase)	Status	Pending

Submit Edit Go Back

Clarification/Discussions

#	Title	Summary	Initiated By	Forwarded To	Action Required	Action Status	Remarks	Note Forwarded	Forwarded To Person	Action
No results found.										

Step 6: Actions on leave applied

The leave applicant can perform the following actions:
- **Submit**: If the filled details are correct and verified.

- **Edit**: If the leave applicant finds any discrepancy, they can click on the edit option to rectify it.
- **Go back**: The Leave applicant can also go back and see the previously added details.
- **Print:** The Employees can download and print the leave details PDF for further use
- **Balance:** The employee can view the leave balance details

Step 7: Action Button

The action button appears on the top right of the last page. After clicking on the Submit button, employees can download and print the leave details PDF for further use.

Swami Ramanand Teerth Marathwada University Nanded
स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

Leave Record Number	CL2400084	**Post Dated**	No
Employee Name & Code	Vivekzcdfgf kumar Yadav & PT202201534	**Status**	New Request
University Employee Code			
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)		
To	May 2, 2024 (6 PM)		
Prefix		**Suffix**	
Leave Created Date	Apr 03, 2024 16:25:49	**Total Days applied for Leave**	2
Reason / Description	testing		
Purpose	Academic		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		**Teaching Arrangement**	
Financial Obligation			
Financial Assistance	NA	**Amount in INR**	
Invitation	No Invitation File		
Supporting Document	[x]		

Duties Assignment Details

Designation	Organizational Unit	Assigned Employee
Dilli University Assistant Registrar	Dilli University Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar	111Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar Admin GG	Admin Section GG	0014, PROF. P C PATTANAIK (PROF. P C PATTANAIK), Professor-Department of Modern Indian Languages 2

Leave Recommendation Status

Recommended By		**Recommended On**	
Recommend Remarks			
Sanction Remarks			
Sanctioned By		**Sanctioned On**	
Rejected By		**Rejected On**	
Cancelled By		**Cancelled On**	

Step 8: Leave Application Details

After **Printing the Document,** the employee can click on the **My Leave Application** and see his applied leave details.

Here employees can perform the following actions in their applied leave:
1. **View**: Employees can view the details by clicking on the View/Eye icon.
2. **Cancel**: Employees can cancel the applied leave by clicking on the Cancel button.

Step 9: Leave Account Details

Employees can also view the Leave Account details in the portal, by clicking on the **My Leaves** button and view the details.

NOTE: The employee's application goes through three authorities (or authorities which are assigned by the admin for that leave) before the leave application is approved which are as follows:

- **Recommending Authority**
- **Review Authority**
- **Sanction Authority**

Commuted leave can only be availed if the employee has a half pay leave balance in his account. For every commuted leave availed, two half pay leaves will be deducted from the employee's half pay leave balance upon approval.
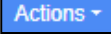
<u>Notification:</u>

When the application is submitted or goes through one authority to another authority or is Sanctioned/ Approved, the employee receives the notification regarding the actions taken on the submitted application. email.

Also, employees can view the Approval Hierarchy of their submitted leave applications by clicking on the ⬚ button presented on the right side of the application details, and going to the end of the viewed application.

Leave Applications											
Showing **1-20** of **41** items.											
#	Actions	Rejoin	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date	To Date	Days	Sta
				Search			All				A
1	👁 ⊗	Not Sanctioned	PT202201534	Vivekzcdfgf kumar Yadav, Mr. Vivek Yadav, , , Assistant Professor,Deptt of Computer Science	Teaching	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Ne

Cancelled By		Cancelled On	
Cancellation Reason		Cancel Remarks	
Approval Hierarchy			
RECOMMENDING	00 Head of Department (00 Store and Purchase)	Status	Pending
ADD_REVIEWLevel 1	Bavuma (00 Store and Purchase)	Status	Pending
SANCTION	00 Registrar (00 Store and Purchase)	Status	Pending

Clarification/Discussions

#	Title	Summary	Initiated By	Forwarded To	Action Required	Action Status	Remarks	Note Forwarded	Forwarded To Person	Action
No results found.										

Also, Employees can **take a printout/pdf** of the application by clicking on the Actions button present on the top right side of the opened application.

Casual Leave			Balance Print
Leave Record Number	CL2400084	Leave Status	New Request
Employee Name & Code	Vivekzcdfgf kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Prefix:		Suffix:	
Reason / Description	testing	Leave Created Date	Apr 03, 2024 16:25:49
Purpose	Academic		
Station Leave	No		
Country Leave			
Visiting Country/State Address		Emergency Contact Details	
Combined Leave	No		

Leave Account

Employees can see **assigned leaves** (Leave Account)on their account by clicking on the **My Leaves** tab present on the left side of the window.

On that opened window, Employees see the following details related to assigned leaves on their account:

- **Leave**
- **Year**
- **Opening Balance**
- **Closing Balance**
- **Current Balance**

#	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Start Date	End Date	Actions
	All ⌄	All ⌄	All ⌄	All ⌄							
1	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2025	10	10	10	2024-01-01	2024-02-03	
2	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2024	8	0	50	2024-01-01	2024-12-31	
3	Teaching	Assistant Professor	Deptt of Computer Science	Earned Leave	2023	300	-35.5	19.5	2023-01-01	2023-12-31	
4	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2023	8	-9	47	2023-01-01	2023-12-31	

Leave Ledger

Employees can see their Leave Ledger (actual monthly leave credit as per rules & leave type) by clicking on the **History** tab present on the left side of the window.
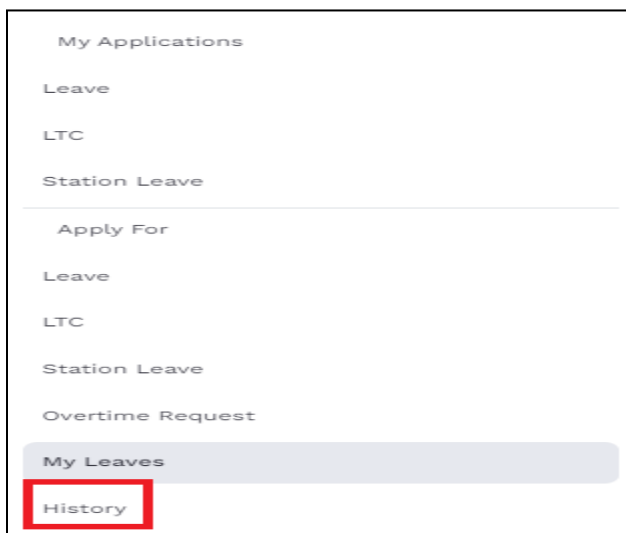
On that opened window, Employees see the following details related assigned leaves ledger on their account:

- **Leave**
- **Date** (Leave Application Date)
- **Reason** (defined reason in the leave application)
- **Credit** (credited leaves on account)
- **Debit** (debited leaves from the account)
- **Net Balance** (Balanced leaves on account)
- **Leave Application** (Applications of leave according to the leave)

Steps for Station Leave Information

An employee can add their out-of-station leave details by clicking on the **Station Leave** tab present on the left side of the window and click the Add Station Leave Information button.

After that, a new window will appear where the employee needs to fill in the following required details and then click on to the **Create** button.

- **From Date** (Select from the calendar)
- **To Date** (Select from the calendar)
- **Mobile Number**
- **Address** (Enter the Address of visiting station)
- **Reason**

Thank You!!

Team Samarth appreciates your time!