




No./DoFA/2024/ 4185

2, July, 2024

OFFICE ORDER

It is notified that the leave application of the faculty members will henceforth be processed through the leave management module of the Samarth Portal. Hence, all the faculty members are requested to apply for the leave whether it is Earned Leave, HPL, Commuted Leave, Duty Leave, Special Causal Leave, Causal Leave (in case of HoDs & Deans of School & Administrative Directors), Maternity Leave, Paternity Leave, etc. through their employee login and password. If any faculty member does not have his/her employee login & password, please email to IT Cell (itcell@dhsgsu.edu.in) and get it. Henceforth, no physical file will be entertained for leave. Even sanction or rejection on their leave application will be communicated to the faculty members on their Samarth Employee Login ID. The manual to apply for the leave through the Samarth Portal is enclosed herewith for ready reference.


(Prof. Ajeet Jaiswal)
Director of Faculty Affairs

Copy to:

1. All the Deans of Schools and Heads of Departments- **with a request to take note of the above and ensure that the teachers working under their control move their leave applications accordingly.**
2. I/c IT Cell - **with a request to upload it on the University website cell.**
3. PA to VC – for information of Hon'ble VC please.
4. PA to Registrar.
5. Guard File.