

Samarth eGov

How Employees can apply for leave from the Leave Management System

For Central Sanskrit University

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About the document

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

Features

The employee can perform the following actions through their account:

1. **Leave Application:** Employees can apply for a new Leave Application.
2. **New Overtime Request:** Employees can apply for overtime.
3. **Commuted Leave Request:** Employees can apply for commuted leave.
4. **Leave Account:** Employees can see assigned leaves on their accounts which are assigned to them by the Leave admin.
5. **Leave Ledger:** Employee can see their leave ledger as debit or credit (consumption of leaves)
6. **Station Leave Information:** Employees share their out-of-station leave details.

Steps for new leave application

Step 1: Login to Samarth Portal

Open the <https://sanskrit.samarth.ac.in/> link which will directly land you on the below-given page.

Samarth eGov

Top ICT Initiatives of MoE



Sign In

Please enter your username, password and then click on Proceed button .

Username *

Password *

Captcha Verification

 Type the text

Click on the text to change

Remember Me

[Proceed](#)

[Forgot Password ?](#) [First Time Login ?](#)

About Samarth eGov Suite

- Samarth is an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions.
- Samarth eGov Suite is operating systems agnostic. All you need is a browser to access and operate the application modules. Quick deployment and easy data migration make for fast adoption.

Get Started - Video Guide



Samarth

Watch on  YouTube

Useful Links

[Reference Material](#)
[Samarth eGov](#)
[IIC, UDSC](#)

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Here the employees need to fill their:

- Username (provided by the institute)
- Password

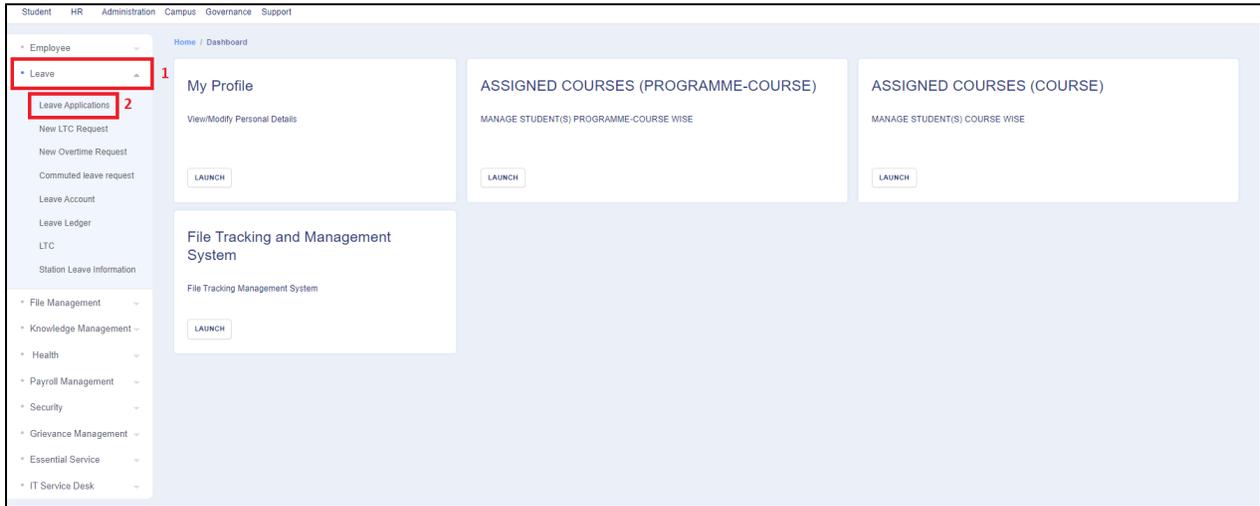
Proceed after adding a valid captcha.

Step 2. Apply for Leave

On the right-hand menu, the following options are available:

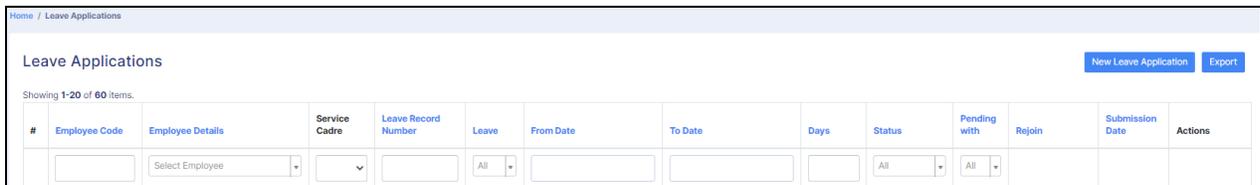
- Leave Applications
- New Overtime Request
- Commuted Leave Request
- Leave Account
- Leave Ledger
- LTC
- Station Leave Information

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/Suffix:** If any week off/holiday is prefixed or suffixed in the leave application.
- **Reporting Designation:** Employees can select the name of their reporting manager from here.
- **Reason / Description:** The reason 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.
- **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.

- The employees can also export their leave application history by clicking on Export button in the Leave Applications menu.

Step 4: Assign Duties

After clicking the **Save** button, employees will see a new page where s/he can assign their duties to other employees.

Home / Assign Duties

Great!
Your leave application has been saved successfully

Assign Duties

Designation	Organizational Unit	Assigned Employee
Assistant Professor	DEPARTMENT OF PHYSICS	select
JOINT REGISTRAR	General Administration	select
JUNIOR ASSISTANT	National Institute of Technology Delhi	select

Save Cancel

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.

EL				Balance	Submit	Edit	Go Back	Actions -
Leave Record Number	EL 2200255	Leave Status	Saved/Draft					
Employee Name & Code	Arun Mishra & ON202101402							
Employee Organization Unit	Campus Development							
Designation	ASSISTANT							
Leave Type	EL							
From	Aug 22, 2022 (10 AM)	To	Aug 22, 2022 (6 PM)					
Total Days applied for :	1	Post Dated	No					
Prefix:	Suffix:							
Reason / Description	nuhh	Leave Created Date	Aug 20, 2022 12:20:16					
Purpose	Personal							
Station Leave	No							
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	No Uploaded File					

Duties Assignment Details			
Designation	Organizational Unit	Assigned Employee	
ASSISTANT	Campus Development	ON202201490, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC	
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			
SANCTION	Registrar (University Campus)	Status	Pending
			1 2 3
			Submit Edit Go Back

Step 6: Actions on leave applied

The leave applicant can perform the following actions:

- 1. Submit:** If the filled details are correct and verified.
- 2. Edit:** If the leave applicant finds any discrepancy, they can click on the edit option to rectify it.
- 3. Go back:** The Leave applicant can also go back and see the previously added 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.

Leave Application		Generated On: 20-08-2022 12:28:47	
Project Samarth		Delhi University 000000	
Leave Record Number	EL 2200255	Post Dated	No
Employee Name & Code	Arun Mishra (arun mishra), ON202101402		
University Employee Code	0000		
Employee Organization Unit	Campus Development		
Designation	ASSISTANT		
Leave Type	EL	Current Balance	149
From	Aug 22, 2022 (10 AM)		
To	Aug 22, 2022 (6 PM)		
Leave Created Date	Aug 20, 2022 12:20:16	Total Days applied for Leave	1
Reason / Description	nuhuh		
Purpose	Personal		
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	No Upload File		
Leave Recommendation Status			
Recommended By		Recommended On	
Leave Reviewer Status			
Reviewed By		Reviewed On	
Sanction Remarks			
Sanctioned By		Sanctioned On	
Rejected By		Rejected On	
Cancelled By		Cancelled On	
*****End of Leave Application*****			

SAMARTH (by MoE)
University of Delhi
Page 1 of 1

Step 8: Leave Application Details

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

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Pending with	Rejoin	Submission Date	Actions
1	ON202101402	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	EL.2200255	EL	Aug 22, 2022	Aug 22, 2022	1	New Request	Registrar (I University Campus)	Not Sanctioned	2022-08-20 12:28:34	1 2

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 **Leave Account** button and view the details.

#	Leave	Leave ID	Employee Details	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Actions
1	3	3	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	ASSISTANT	Campus Development	EARNED LEAVE	2022	210	208	208	
2	5	5	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	ASSISTANT	Campus Development	Paternity Leave	2022	15	9	9	

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:

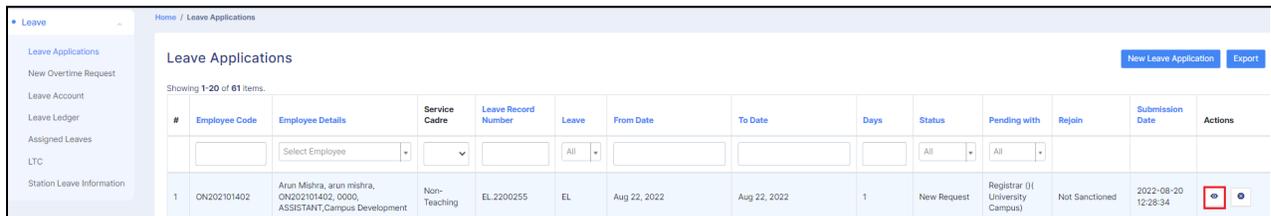
- **Recommending Authority**
- **Review Authority**
- **Sanction Authority**

Commutated leave can only be availed if the employee has half pay leave balance in his account. For every commuted leave availed, two half pay leaves will be deducted from employees' half pay leave balance upon approval.

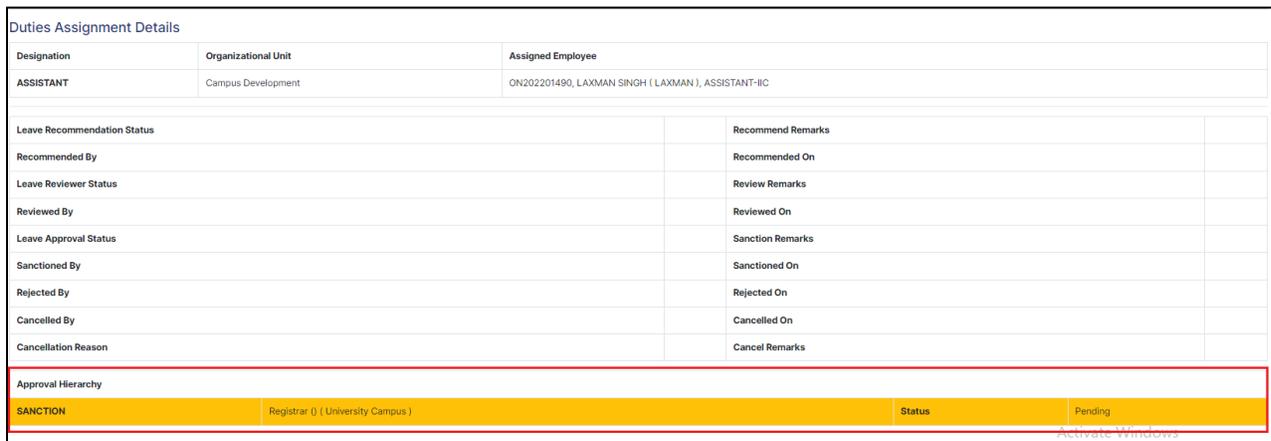
Notification:

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 via email.

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



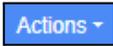
#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Pending with	Rejoin	Submission Date	Actions
1	ON202101402	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	EL2200255	EL	Aug 22, 2022	Aug 22, 2022	1	New Request	Registrar (I) University Campus)	Not Sanctioned	2022-08-20 12:28:34	 

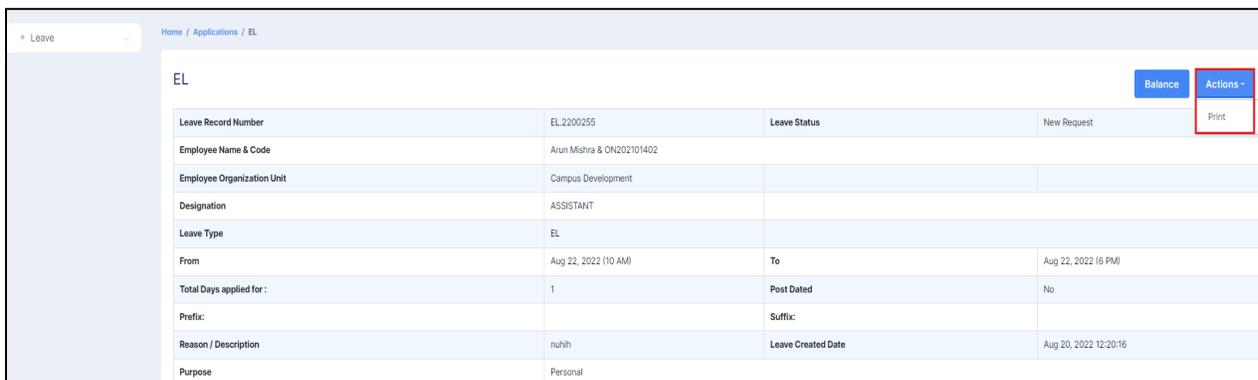


Designation	Organizational Unit	Assigned Employee
ASSISTANT	Campus Development	ON202201490, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC

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	
SANCTION	Registrar (I) (University Campus)
Status	Pending

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



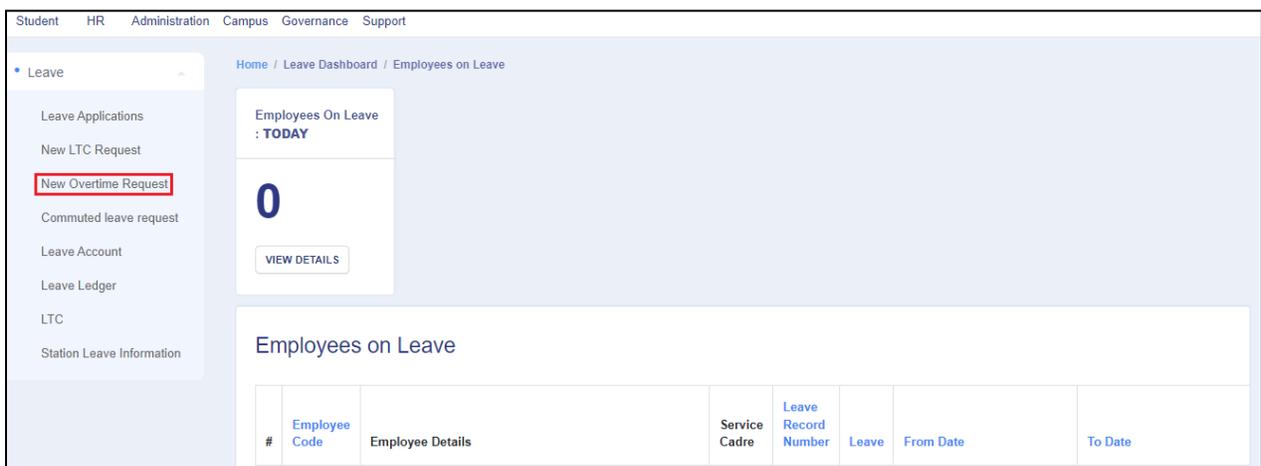
Leave Record Number	EL2200255	Leave Status	New Request
Employee Name & Code	Arun Mishra & ON202101402		
Employee Organization Unit	Campus Development		
Designation	ASSISTANT		
Leave Type	EL		
From	Aug 22, 2022 (10 AM)	To	Aug 22, 2022 (6 PM)
Total Days applied for :	1	Post Dated	No
Prefix:		Suffix:	
Reason / Description	nu/h	Leave Created Date	Aug 20, 2022 12:20:16
Purpose	Personal		

Steps for New Overtime Request

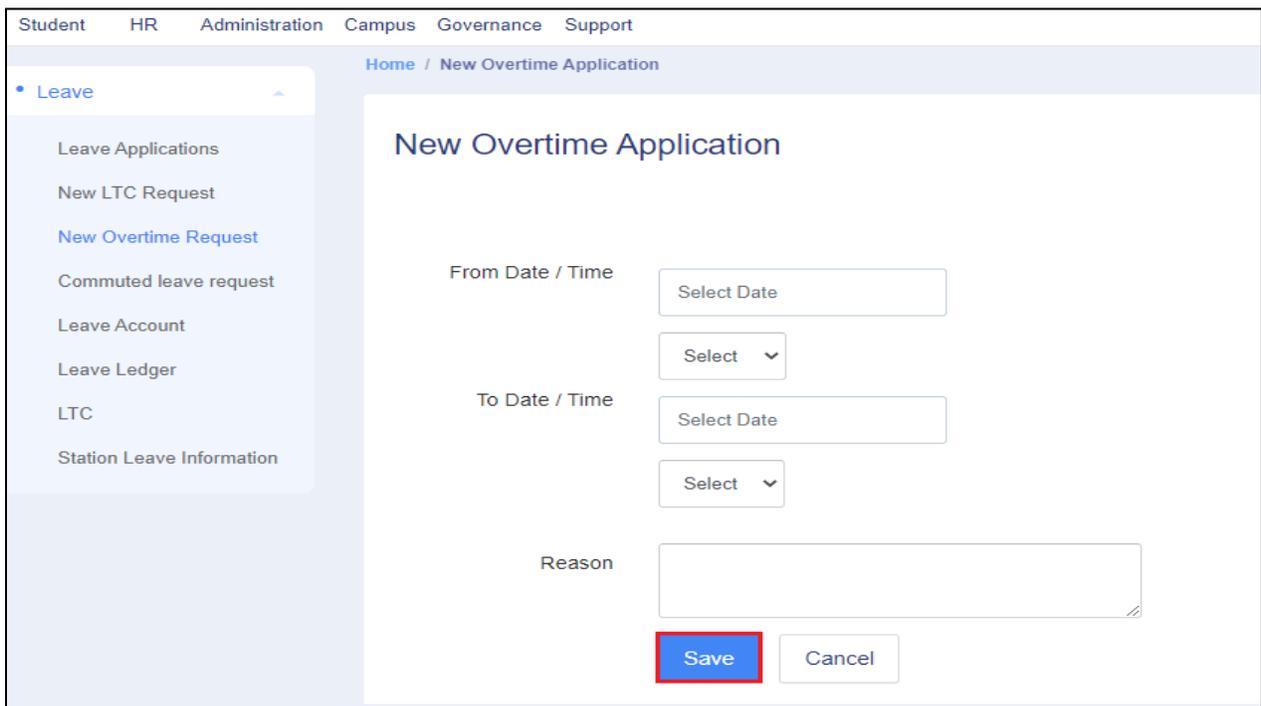
The employee can add a New Overtime Request by clicking on the **New Overtime Request** tab present on the left side of the window and needs to fill in the required details on the opened window:-

- **From and To Date / Time** (Select date from Calendar and time from dropdown)
- **Reason** (Enter the reason or description about the overtime)

After successfully filling in the details, employees need to click on the **Save** button.



The screenshot shows a web application interface with a top navigation bar containing 'Student', 'HR', 'Administration', 'Campus', 'Governance', and 'Support'. A left sidebar menu is open to the 'Leave' section, with 'New Overtime Request' highlighted in a red box. The main content area displays 'Home / Leave Dashboard / Employees on Leave'. A card shows 'Employees On Leave : TODAY' with a large '0' and a 'VIEW DETAILS' button. Below this is a table titled 'Employees on Leave' with columns: '#', 'Employee Code', 'Employee Details', 'Service Cadre', 'Leave Record Number', 'Leave', 'From Date', and 'To Date'.



The screenshot shows the 'New Overtime Application' form. The top navigation bar is the same as the previous screenshot. The left sidebar menu is open to 'Leave', with 'New Overtime Request' highlighted in blue. The main content area displays 'Home / New Overtime Application' and the title 'New Overtime Application'. The form contains the following fields:

- 'From Date / Time' with a 'Select Date' input field and a 'Select' dropdown menu.
- 'To Date / Time' with a 'Select Date' input field and a 'Select' dropdown menu.
- 'Reason' with a large text area.

At the bottom of the form are two buttons: 'Save' (highlighted in a red box) and 'Cancel'.

Steps for Commuted Leave Request

Note: Commuted leave can only be availed if the employee has half pay leave balance in his account. As leave commutation is allowed only in medical cases, so uploading the supporting document is mandatory.

Employee can apply for a Commuted Leave by clicking on the **Commuted leave request** tab present on the left side of the window and needs to fill in the required details on the opened window:-

- **From and To Date / Time** (Select date from Calendar and time from dropdown)
- **Remarks** (Enter the remarks if any)
- **Upload Supporting Document** (Upload the document which are supports the leave request)

After successfully filling in the details, employees need to click on the **Save** button.

The screenshot displays the 'Leave Dashboard' interface. On the left sidebar, the 'Commuted leave request' option is highlighted with a red box. The main content area shows 'Employees On Leave : TODAY' with a large '0' and a 'VIEW DETAILS' button. Below this is a 'Leave Dashboard' section with a table. The table has columns for '#', 'Employee Code', 'Employee Details', 'Service Cadre', 'Leave Record Number', and 'Leave'. The 'Employee Details' column contains a search input field. Below the table, it states 'No results found.'

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave
	<input type="text"/>	<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="All"/>

Home / Leave Commute Requests / Create Leave Commute Request

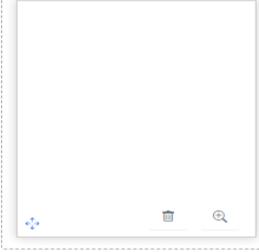
Create Leave Commute Request

From Date / Time

To Date / Time

Remarks

Upload Supporting Document *



Leave Account

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

Home / Leave Dashboard

Employees On Leave : **TODAY**

0

Leave Dashboard

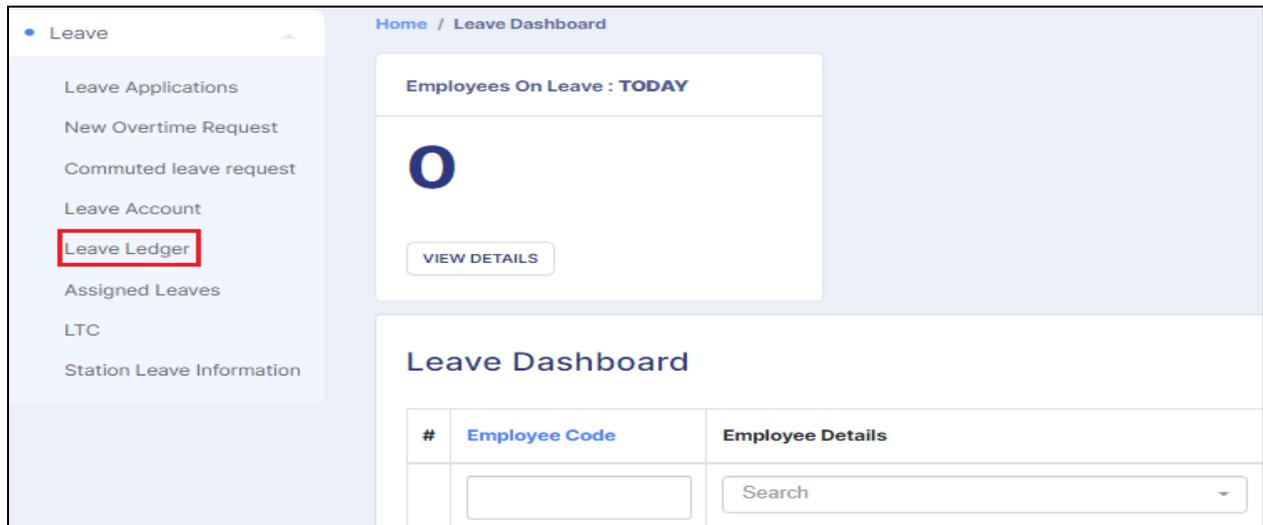
On that opened window, Employees see the following details related to assigned leaves on their account:

- Leave ID
- Employee Details
- Cadre
- Designation
- Organization Unit
- Leave
- Year
- Opening Balance
- Closing Balance
- Current Balance

Leave Account												
Select Columns Export												
Showing 1-10 of 10 items.												
#	Leave	Leave ID	Employee Details	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Actions
	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Employee"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	3	3	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	ASSISTANT	Campus Development	EARNED LEAVE	2022	210	208	208	
2	5	5	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	ASSISTANT	Campus Development	Paternity Leave	2022	15	9	9	
3	6	6	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	Non-Teaching	ASSISTANT	Campus Development	Half Pay Leave	2022	20	14	14	

Leave Ledger

Employees can see their Leave Ledger (actual monthly leave credit as per rules & leave type) by clicking on the [Leave Ledger](#) 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**
- **Cadre** (Cadre of the employee)
- **Designation** (Designation of the employee)
- **Organization Unit** (OU of the employee)
- **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 the leave)

Leave Ledgers

Select Columns Export

Showing 1-20 of 71 items.

#	Leave	Leave ID	Employee Details	Leave	Cadre	Designation	Organization Unit	Date	Reason	Credit	Debit	Net Balance	Leave Application
			Select Employee	All	All	All	All						
1	75	50	ON202101402, Arun Mishra (arun mishra), ASSISTANT-Campus Development	EL	Non-Teaching	ASSISTANT	Campus Development						
2	3	3	ON202101402, Arun Mishra (arun mishra), ASSISTANT-Campus Development	EARNED LEAVE	Non-Teaching	ASSISTANT	Campus Development	Aug 8, 2022	testing demo1		2	208	View Application

Assigned Leaves

Employees can see all the types of leaves assigned to them by clicking on the [Assigned Leaves](#) tab present on the left side of the window.

Here the employee can check all the leave mapped to his account, along with the recommending, review, and sanctioning authority for each leave type, and apply for only those leaves which are assigned to him.

#	Emp Code	Employee Details	Cadre	Designation	Organization Unit	Leave	Recommending Authority	Reviewing Authority	Sanction Authority	Actions				
		Select Employee	All	All	All		All	All	All					
1	ON202101402	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT_Campus Development	Non-Teaching	ASSISTANT	Campus Development	EARNED LEAVE	Head of Department(DEPARTMENT OF COMPUTER SCIENCE)	<table border="1"> <thead> <tr> <th>Level</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dean(Faculty of Computer science)Dean(Faculty of Computer science)</td> </tr> </tbody> </table>	Level	Designation	1	Dean(Faculty of Computer science)Dean(Faculty of Computer science)	Registrar (I(University Campus)	Update Status
Level	Designation													
1	Dean(Faculty of Computer science)Dean(Faculty of Computer science)													
2	ON202101402	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT_Campus	Non-Teaching	ASSISTANT	Campus Development	Paternity Leave	Head of Department(DEPARTMENT OF COMPUTER SCIENCE)	<table border="1"> <thead> <tr> <th>Level</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dean(Faculty of Computer science)</td> </tr> </tbody> </table>	Level	Designation	1	Dean(Faculty of Computer science)	Registrar (I(University Campus) Activate Windows	Update Status
Level	Designation													
1	Dean(Faculty of Computer science)													

Steps for Station Leave Information

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

Station Leave Information

This is for intimation of information about "Out Duty Station Leave" Only

Showing 1-2 of 2 items.

#	Employee Name	From Date	To Date	Address	Status	Actions
	Select Employee				All	
1	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	2022-07-23	2022-07-24	testing		
2	Arun Mishra, arun mishra, ON202101402, 0000, ASSISTANT,Campus Development	2021-10-27	2021-10-30	house 48 Delhi university new delhi		

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

Add new Station Leave Information

From Date: Select Date

To Date: Select Date

Mobile Number: 9999999999

Address *

Reason

Create Cancel

Samarth eGov

Thank You!!

Team Samarth appreciates your time!