

Samarth eGov

## How Leave Authority can take action on Leave

Prepared By

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## About:

A Leave Management System automates the leave request process, making it hassle-free for both the management and the employees. It seamlessly handles all the stages involved in a leave management process: application, approval/rejection, filing leaves, managing leave balance, and analysis.

**Note:-** If the employee is mapped with authorities in a hierarchical order, then the leave application goes in the same order, i.e. the leave application will first get recommended (if applicable), then reviewed (if applicable), and then sanctioned (if applicable). For cancellation, the last authority that has taken action on it needs to cancel that application.

## Types of Leave Authority:

There are three types of Authority in the Leave Management :-

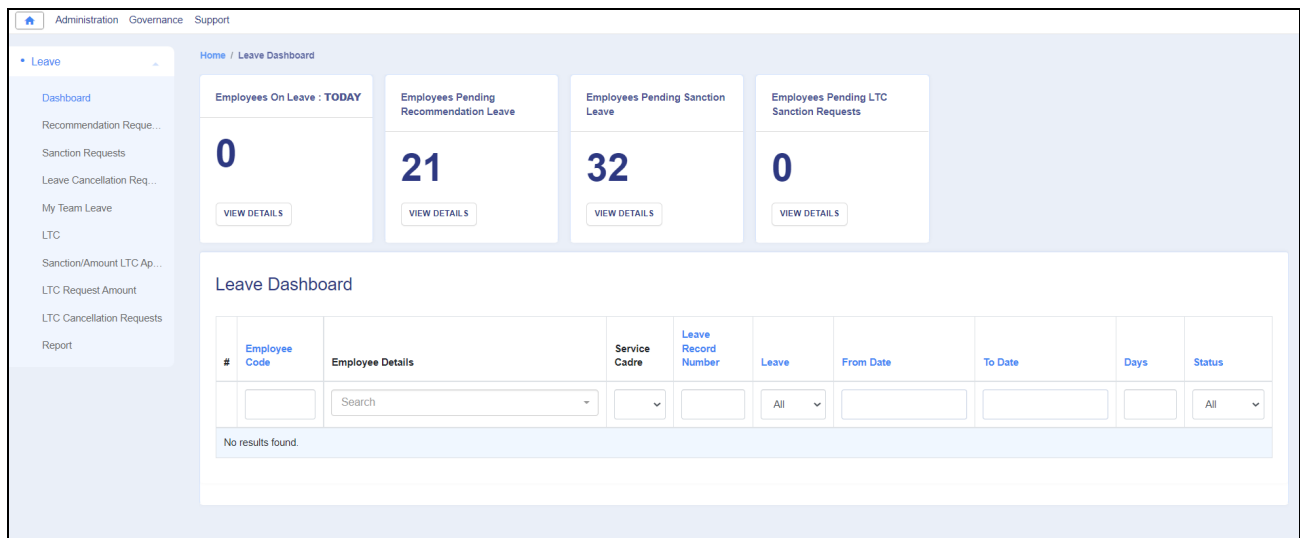
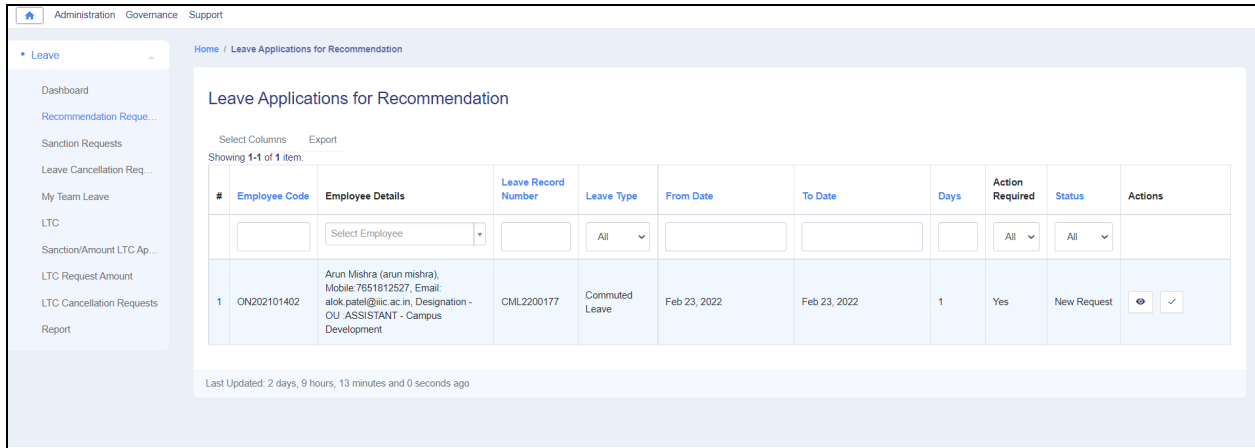
- **Recommendation Authority:** Recommendation authority will recommend the leaves and respond to the note added by the higher authority.
- **Reviewer Authority :** Reviewer authority will review the leaves and will respond to the note added by the higher authority.
- **Sanction Authority :** Sanction authority will sanction the leave which leaves are assigned to the sanctioned authority.

## 1. Recommending Authority


Once the applicant makes a leave request, it goes to recommending authority. The **recommending authority** will login from his portal and **Recommend** the leave. The

steps are as follows:-

**Step 1:** Login as **Recommending authority** to recommend the leave of an employee.



**Step 2:** Go to the **"Recommendation Requests"** option from the left side panel.

**Step 3:** **Recommending Authority** can view the leave application by clicking on  icon available in front of every leave entry.

**Step 4:** **Recommending Authority** can recommend the leave by clicking on  icon.

The screenshot displays a web interface for leave management. On the left, there is a 'Leave Approval' form with the following fields:

- Approver's Designation and Organization: Head of Department (DEPARTMENT OF COMPUTER SCIENCE)
- Recommended Status: A dropdown menu with 'Select' as the current value.
- Recommend Remarks: A text area for providing comments.
- A 'Submit' button at the bottom.

On the right, there is a 'Commuted Leave' details table with the following data:

Leave Record Number	CML2200177	Leave Status	New Request
Employee Name & Code	ON202101402, Arun Mishra (arun mishra), ASSISTANT-Campus Development ON202101402		
Employee Organization Unit	Campus Development		
Designation	ASSISTANT		
Leave Type	Commuted Leave		
From	Feb 23, 2022 (10 AM)	To	Feb 23, 2022 (6 PM)
Total Days applied for :	1	Post Dated	No
Prefix:		Suffix:	
Reason / Description	ddfsdf	Leave Created Date	Feb 14, 2022 17:44:27
Purpose	Personal		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		Teaching Arrangement	

**Step 5: Recommending authority** has to fill in the following details to recommend the leave:-

1. Recommended status(Select From drop-down, Recommended and Not Recommended)
2. Recommend Remarks(Authority can add the Remark) and click on the submit button.

## 2. Reviewing Authority

After the recommendation, the leave application goes to reviewing authority. The **Reviewing authority** will login from his portal and **Review** the leave.

The steps are as follows:-

**Step 1:** Login as **Review authority** to review the leave of an employee.

**Step 2:** Go to the "**Review Request**" option from the left side panel.

**Samarth eGov** Dean (Dean.cs, Faculty of Computer science) DU



Administration

Leave

Dashboard  
Review Requests  
Sanction Requests  
Leave Cancellation Req...  
My Team Leave  
LTC  
Review LTC Approval  
Sanction/Amount LTC A...  
LTC Request Amount  
LTC Cancellation Requests  
Report


### Leave Applications for Review

Select Columns Export

Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status	Actions
Select Employee						A	All	
Anjum Tomar (Anjum Tomar), Mobile:9999999999, Email: anjum.tomar@samarth.ac.in, Designation - OU ASSISTANT ENGINEER - DEPARTMENT OF COMPUTER SCIENCE	TST2100074	TEST1	May 3, 2021	May 4, 2021	2	Yes	Recommended	 

**Step 3: Reviewing Authority** can view the leave application by clicking on 

icon available in the Action column of the leave application.

**Step 4: Reviewing Authority** can review the leave by clicking on  icon and fill in the following details to reviewing the leave:-

1. Reviewing status (Select From drop-down, Mark for Approval and Mark for Rejection)
2. Comments (Authority can add the Remark) and click on the submit button.

Administration

Home / Applications for Approval / TEST1

### Leave Approval



Approver's Designation and Organization  
Dean (Faculty of Computer science)

Reviewer Status \*  
Select

Review Remarks

### TEST1

Leave Record Number	TST2100074	Leave Status	Recommended
Employee Name & Code	PN200401045, Anjum Tomar (Anjum Tomar), ASSISTANT ENGINEER-DEPARTMENT OF COMPUTER SCIENCE PN200401045		
Employee Organization Unit	DEPARTMENT OF COMPUTER SCIENCE		
Designation	ASSISTANT ENGINEER		
Leave Type	TEST1		
Reporting Manager	Vice-Chancellor ( University Campus )		
From	May 3, 2021 (10 AM)	To	May 4, 2021 (6 PM)
Total Days applied for :	2	Post Dated	Yes
Prefix:		Suffix:	
Reason / Description	ok	Leave Created Date	Apr 29, 2021 14:08:25
Purpose	Personal		
Station Leave	No		
Combined Leave	No		

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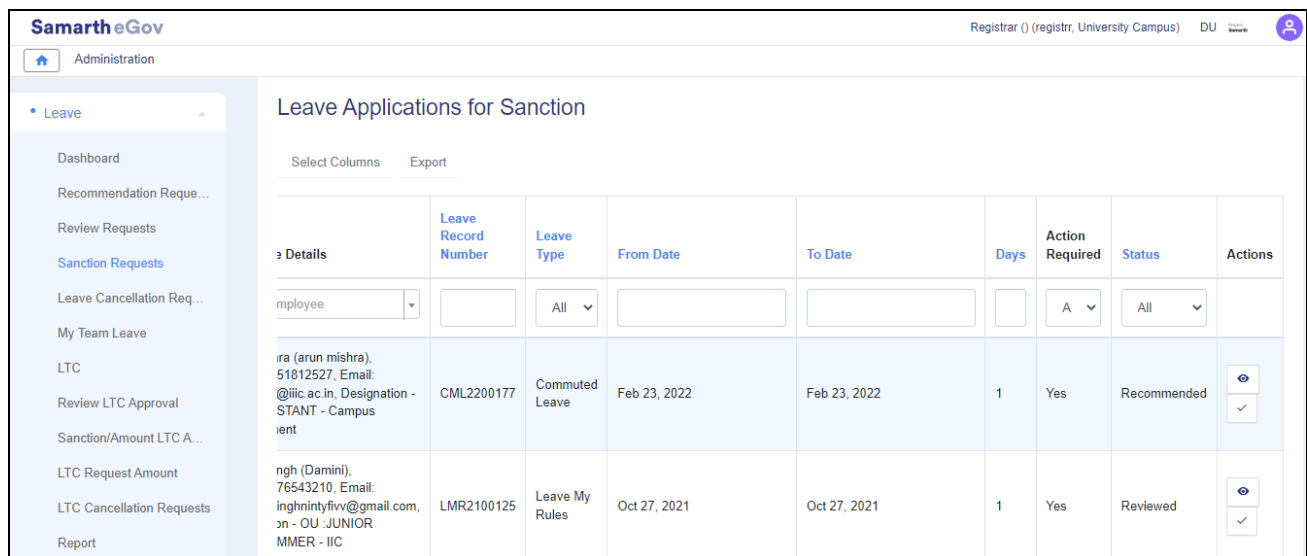
### 3. Sanction Authorities





After the recommendation and review, the leave application goes to **sanction authority**. The **sanction authority** will login from his portal and **Approve** the leave.


The steps are as follows:-


**Step 1:** Login as **sanction authority** to review the leave of an employee.

**Step 2:** Go to the "Sanction Requests" option from the left side panel.



Details		Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status	Actions
Employee			All				A	All	
Mishra (Arun Mishra), 51812527, Email: @iic.ac.in, Designation - STANT - Campus		CML2200177	Commuted Leave	Feb 23, 2022	Feb 23, 2022	1	Yes	Recommended	 
Singh (Damini), 76543210, Email: inghntintyfv@gmail.com, Designation - JUNIOR MMER - IIC		LMR2100125	Leave My Rules	Oct 27, 2021	Oct 27, 2021	1	Yes	Reviewed	 

**Step 3:** Sanctioning Authority can view the leave application by clicking on  icon available in front of every entry.

**Step 4:** Sanctioning Authority can sanctioned the leave by clicking on  icon and fill in the following details to Sanctioned the leave:-

1. Sanction Status(Select From dropdown, Sanctioned and Rejection)
2. Comments (Authority can add the Remark) and click on the submit button.

### Leave Approval

Approver's Designation and Organization

Registrar () (University Campus )

Sanction Status \*

Select

Sanction Remarks

Submit

### Commuted Leave

Balance Actions

Leave Record Number	CML2200177	Leave Status	Recommended
Employee Name & Code	ON202101402, Arun Mishra (arun mishra), ASSISTANT-Campus Development ON202101402		
Employee Organization Unit	Campus Development		
Designation	ASSISTANT		
Leave Type	Commuted Leave		
From	Feb 23, 2022 (10 AM)	To	Feb 23, 2022 (6 PM)
Total Days applied for :	1	Post Dated	No
Prefix:		Suffix:	
Reason / Description	dfsfdf	Leave Created Date	Feb 14, 2022 17:44:27
Purpose	Personal		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		Teaching Arrangement	

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**Thank You!!**

Team Samarth appreciates your time!