

Samarth eGov

How Employees can apply for leave from the Leave Management System

For National Institute of Educational Planning and Administration

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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://niepa.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 user information.

Username *

Password *

Captcha Verification



Type the text

Click on the text to change

 Remember Me


[Proceed](#)

[Forgot Password ?](#) Or [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



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

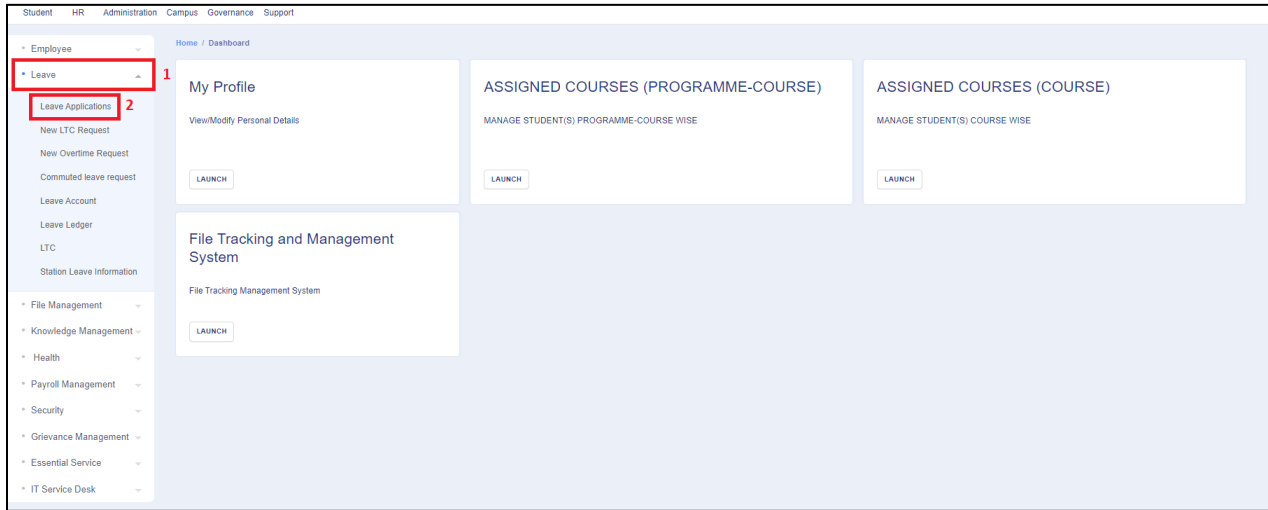
Proceed after adding a valid captcha.

Step 2. Apply for Leave

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

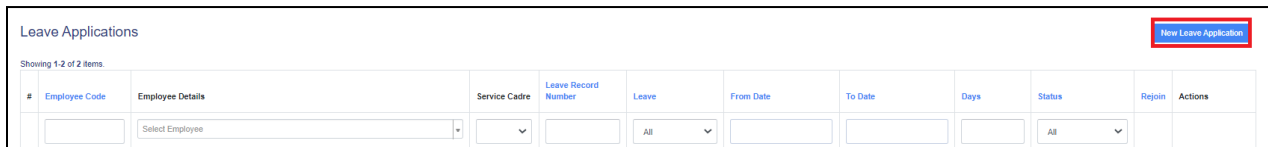
- Leave Applications
- New LTC Request
- New Overtime Request
- Commuted Leave Request
- Leave Account
- Leave Ledger
- LTC
- Station Leave Information

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
- **Reporting Designation:** Employees can select the name of their reporting manager from here.
- **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.
- **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 s/he can assign their duties to other employees.

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.

Leave Application		Generated On: 15-01-2022 16:44:15	
Leave Record Number	EL2200157	Post Dated	Yes
Employee Name & Code	PT201501071, Amit Kumar Bimal (अमित कुमार बिमल), Assistant Professor-DEPARTMENT OF MATHEMATICS PT201501071		
Employee Organization Unit	DEPARTMENT OF MATHEMATICS		
Designation	Assistant Professor		
Leave Type	Earned Leave	Current Balance	16
From	Jan 15, 2022 (10 AM)		
To	Jan 15, 2022 (6 PM)		
Leave Created Date	Jan 15, 2022 16:13:47	Total Days applied for Leave	1
Reason / Description	Teasting		
Purpose	Personal		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		Teaching Arrangement	
Finance Obligation		Amount in INR	
Finance Assistance	NA		
Invitation	No Invitation File		
Supporting Document	No Upload File		

Leave Recommendation Status	
Recommended By	Recommended On
Leave Reviewer Status	
Reviewed By	Reviewed On
Leave Approval Status	
Sanctioned By	Sanctioned On
Rejected By	Rejected On
Cancelled By	Cancelled On

*****End of Leave Application*****

SAMARTH (by MoE) University of Delhi Page (PAGENO) of (nbpg)

Step 8: Leave Application Details

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

The screenshot shows the 'Leave Applications' page. A table lists applied leaves. The 'Actions' column for the first row contains three icons: a pencil (Edit), an eye (View), and a trash can (Cancel). These icons are numbered 1, 2, and 3 respectively, with red boxes highlighting them.

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Rejoin	Actions
1	PT201591071	Amit Kumar Bimal (अमित कुमार बिमल), Mobile: 9873117725, Email: amit.bimal10@gmail.com, Designation - OU Assistant Professor - DEPARTMENT OF MATHEMATICS	Teaching	EL2200157	Earned Leave	Jan 15, 2022	Jan 15, 2022	1	New Request		1. Edit, 2. View, 3. Cancel

Here employees can perform the following actions in their applied leave:

1. **Edit:** Employees can edit the apply leave details by clicking on the Edit button/Pencil icon.
2. **View:** Employees can view the details by clicking on the View/Eye icon.
3. **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.

The screenshot shows the 'Leave Account' page. A table displays leave account details for an employee. The columns are: Leave, Year, Opening Balance, Closing Balance, and Current Balance. These columns are numbered 1 through 5 and highlighted with red boxes.

#	Employee Details	1	2	3	4	5
		Leave	Year	Opening Balance	Closing Balance	Current Balance
1	Amit Kumar Bimal (अमित कुमार बिमल), Mobile: 9873117725, Email: amit.bimal10@gmail.com, Designation - OU Assistant Professor - DEPARTMENT OF MATHEMATICS	Casual Leave For Teaching 2	2021	8	8	8
2	Amit Kumar Bimal (अमित कुमार बिमल), Mobile: 9873117725, Email: amit.bimal10@gmail.com, Designation - OU Assistant Professor - DEPARTMENT OF MATHEMATICS	Special Casual Leave	2022	4	4	4
3	Amit Kumar Bimal (अमित कुमार बिमल), Mobile: 9873117725, Email: amit.bimal10@gmail.com, Designation - OU Assistant Professor - DEPARTMENT OF MATHEMATICS	Earned Leave	2022	16	16	16
4	Amit Kumar Bimal (अमित कुमार बिमल), Mobile: 9873117725, Email: amit.bimal10@gmail.com, Designation - OU Assistant Professor - DEPARTMENT OF MATHEMATICS	Paternity Leave	2022	30	30	30


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 a 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.

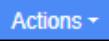
Notification:

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. 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 New Leave Application											
Showing 1-1 of 1 item.											
#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Rejoin	Actions
	<input type="text"/>	Select Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	OT200901477	Designation - OU :Assistant Professor - DEPARTMENT OF COMMERCE	Teaching	EL2200156	Earned Leave	Jan 17, 2022	Jan 17, 2022	1	New Request		 

Student	HR	Administration	Campus	Governance	Support
+ Leave			Designation	Organizational Unit	Assigned Employee
			Assistant Professor	DEPARTMENT OF COMMERCE	ON202901171, u p p (asdaddadada), ANIMAL ATTENDANT-Administration Branch
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		
Cancel Remarks					
Approval Hierarchy					
SANCTION		REGISTRAR (Administration)		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.

Earned Leave				Actions ▾
Leave Record Number	EL2200156	Leave Status	New Request	Print
Employee Name & Code				
Employee Organization Unit	DEPARTMENT OF COMMERCE			
Designation	Assistant Professor	Leave Balance before Sanction Leave		
Leave Type	Earned Leave	Leave Balance after Sanction Leave		
From	Jan 17, 2022 (10 AM)	To	Jan 17, 2022 (6 PM)	
Total Days applied for :	1	Post Dated	No	
Reason / Description	Earned Leave	Leave Created Date	Jan 15, 2022 11:20:19	
Purpose	Personal			
Station Leave	No			
Combined Leave	No			
University/Institution Name & Address				

Steps for New Overtime Request

An 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 the details, employees need to click on the **Save** button.

The screenshot displays the HR system's 'Employees on Leave' dashboard. On the left sidebar, the 'New Overtime Request' option is highlighted. The main content area shows a summary card for 'Employees On Leave : TODAY' with a large '0' and a 'VIEW DETAILS' button. Below this is a table header for 'Employees on Leave' with columns for Employee #, Code, Employee Details, Service Cadre, Leave Record Number, Leave, From Date, and To Date.

The screenshot shows a web application interface for submitting a 'New Overtime Application'. At the top, there is a navigation bar with links for 'Student', 'HR', 'Administration', 'Campus', 'Governance', and 'Support'. Below this, a breadcrumb trail reads 'Home / New Overtime Application'. On the left side, a sidebar menu is open under the 'Leave' category, listing options: 'Leave Applications', 'New LTC Request', 'New Overtime Request' (which is highlighted), 'Commuted leave request', 'Leave Account', 'Leave Ledger', 'LTC', and 'Station Leave Information'. The main content area is titled 'New Overtime Application' and contains the following form fields:

- From Date / Time:** A date selection box labeled 'Select Date' and a dropdown menu labeled 'Select'.
- To Date / Time:** A date selection box labeled 'Select Date' and a dropdown menu labeled 'Select'.
- Reason:** A large text input area.
- Buttons:** A blue 'Save' button and a white 'Cancel' button.

Steps for Commuted Leave Request

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

An 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 supports the leave request)

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

Student HR Administration Campus Governance Support

Home / Leave Dashboard / Employees on Leave

Leave Applications
 New LTC Request
 New Overtime Request
Commuted leave request
 Leave Account
 Leave Ledger
 LTC
 Station Leave Information

Employees On Leave
 : TODAY

0

VIEW DETAILS

Employees on Leave

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date
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Student HR Administration Campus Governance Support

Leave Applications
 New LTC Request
 New Overtime Request
Commuted leave request
 Leave Account
 Leave Ledger
 LTC
 Station Leave Information

Create Leave Commute Request

From Date / Time:

To Date / Time:

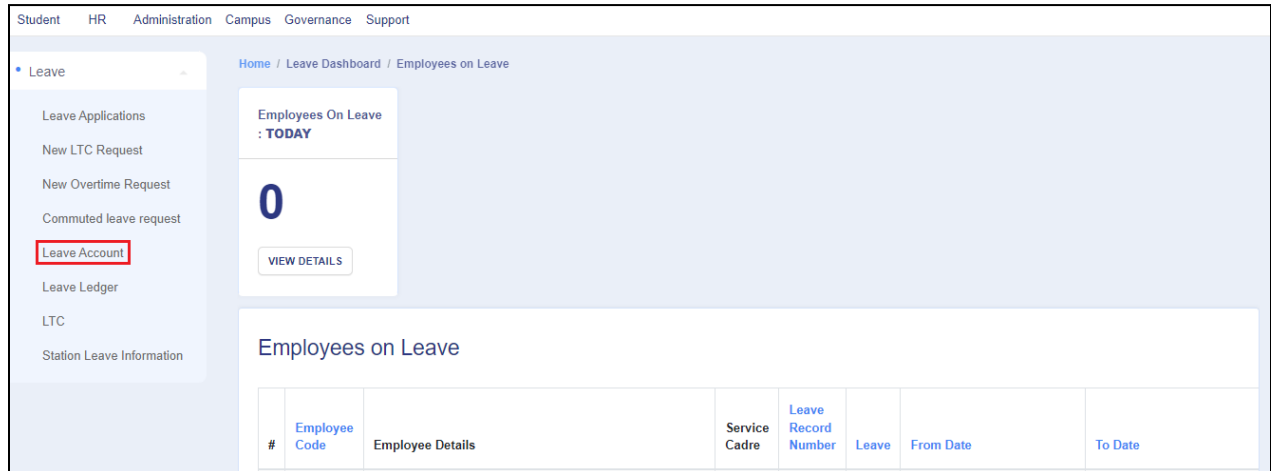
Remarks:

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.



The screenshot shows a web application interface for leave management. At the top, there are navigation tabs: Student, HR, Administration, Campus, Governance, and Support. Below these, a breadcrumb trail reads 'Home / Leave Dashboard / Employees on Leave'. On the left, a sidebar menu is visible with options: Leave Applications, New LTC Request, New Overtime Request, Commuted leave request, Leave Account (highlighted with a red box), Leave Ledger, LTC, and Station Leave Information. The main content area features a dashboard card titled 'Employees On Leave : TODAY' with a large '0' and a 'VIEW DETAILS' button. Below this is a table titled 'Employees on Leave' with the following columns: #, Employee Code, Employee Details, Service Cadre, Leave Record Number, Leave, From Date, and To Date.

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

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

Leave Account

Showing 1-6 of 6 items.

#	Employee Details	Leave	Year	Opening Balance	Closing Balance	Current Balance
	Select Employee	All				
1	Designation - OU : Assistant Professor - DEPARTMENT OF COMMERCE	Special Casual Leave	2022	10	10	10
2	Designation - OU : Assistant Professor - DEPARTMENT OF COMMERCE	Earned Leave	2022	20	20	20
3	Designation - OU : Assistant Professor - DEPARTMENT OF COMMERCE	Maternity Leave	2022	20	20	20
4	Designation - OU : Assistant Professor - DEPARTMENT OF COMMERCE	Half Pay Leave	2022	20	20	20
5	Designation - OU : Assistant Professor - DEPARTMENT OF COMMERCE	Commuted Leave	2022	20	20	20

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.

Student HR Administration Campus Governance Support

Home / Leave Dashboard / Employees on Leave

Leave Applications
New LTC Request
New Overtime Request
Commuted leave request
Leave Account
Leave Ledger
LTC
Station Leave Information

Employees On Leave : **TODAY**

0

[VIEW DETAILS](#)

Employees on Leave

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date
---	---------------	------------------	---------------	---------------------	-------	-----------	---------

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)

Leave Ledgers

Showing 1-6 of 6 items.

#	Employee Details	Leave	Date	Reason	Credit	Debit	Net Balance	Leave Application
	Select Employee	All						
1	Assistant Professor-DEPARTMENT OF COMMERCE	Leave Not Due	Jan 15, 2022	Leaves Credited By Admin	30		30	
2	Assistant Professor-DEPARTMENT OF COMMERCE	Commutated Leave	Jan 15, 2022	Leaves Credited By Admin	20		20	
3	Assistant Professor-DEPARTMENT OF COMMERCE	Half Pay Leave	Jan 15, 2022	Leaves Credited By Admin	20		20	
4	Assistant Professor-DEPARTMENT OF COMMERCE	Maternity Leave	Jan 15, 2022	Leaves Credited By Admin	20		20	
5	Assistant Professor-DEPARTMENT OF COMMERCE	Earned Leave	Jan 15, 2022	Leaves Credited By Admin	20		20	

Steps for Station Leave Information

An employee 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 click the **Add Station Leave Information** button.

Student HR Administration Campus Governance Support

Home / Station Leave Information

Station Leave Information Add Station Leave Information

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

#	Employee Name	From Date	To Date	Address	Status	Actions
	Select Employee				All	

No results found.

Station Leave Information

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**

Add new Station Leave Information

From Date

To Date

Mobile Number

Address *

Reason

Create

Samarth eGov

Thank You!!

Team Samarth appreciates your time!