

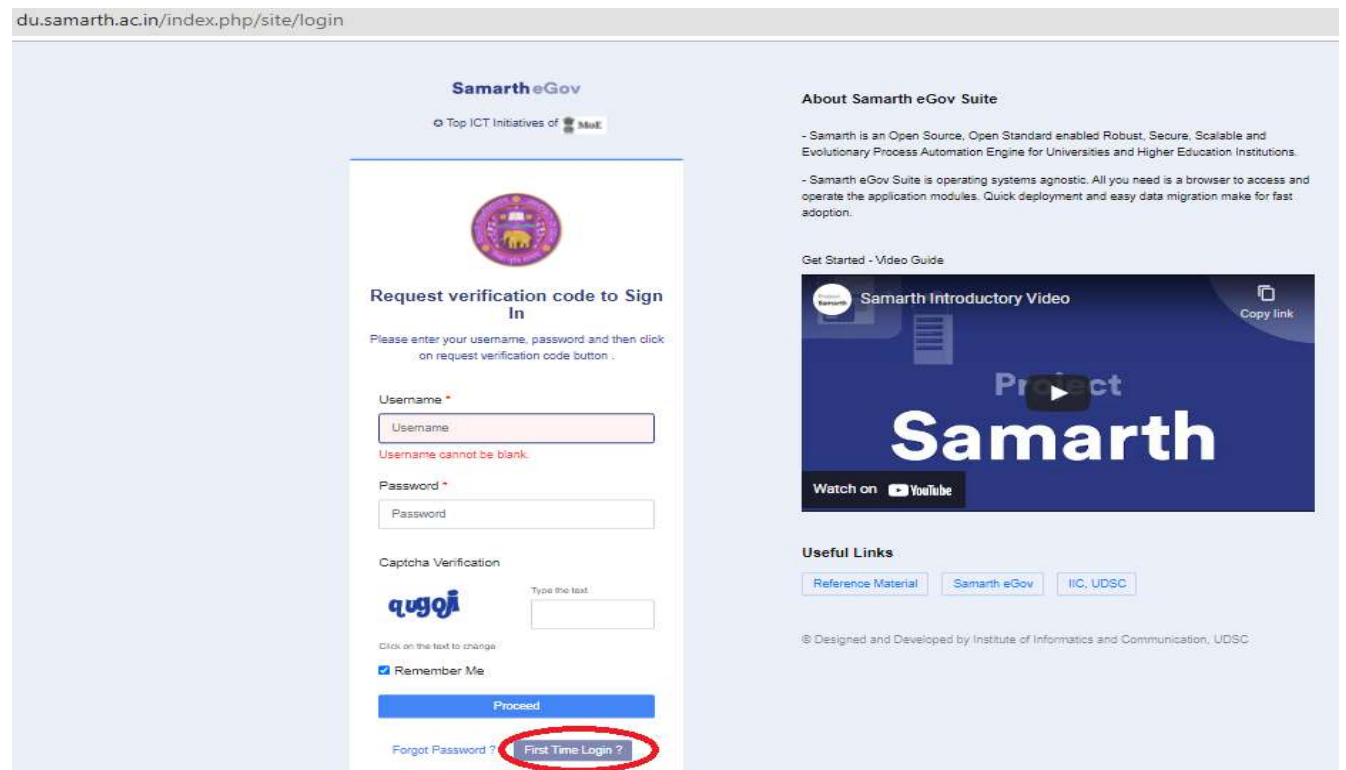
# Steps of Applying leave for Employee

## Step-1

Click on <https://du.samarth.ac.in/index.php/site/login> and login window appears on user screen.

Then Click on **First time login?** TAB

du.samarth.ac.in/index.php/site/login



**Samarth eGov**  
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**Request verification code to Sign In**  
Please enter your username, password and then click on request verification code button .

Username \*  
  
Username cannot be blank.

Password \*

Captcha Verification  
Type the text  
**१५५७३**   
Click on the text to change

Remember Me

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 Introductory Video**  
Watch on **YouTube**

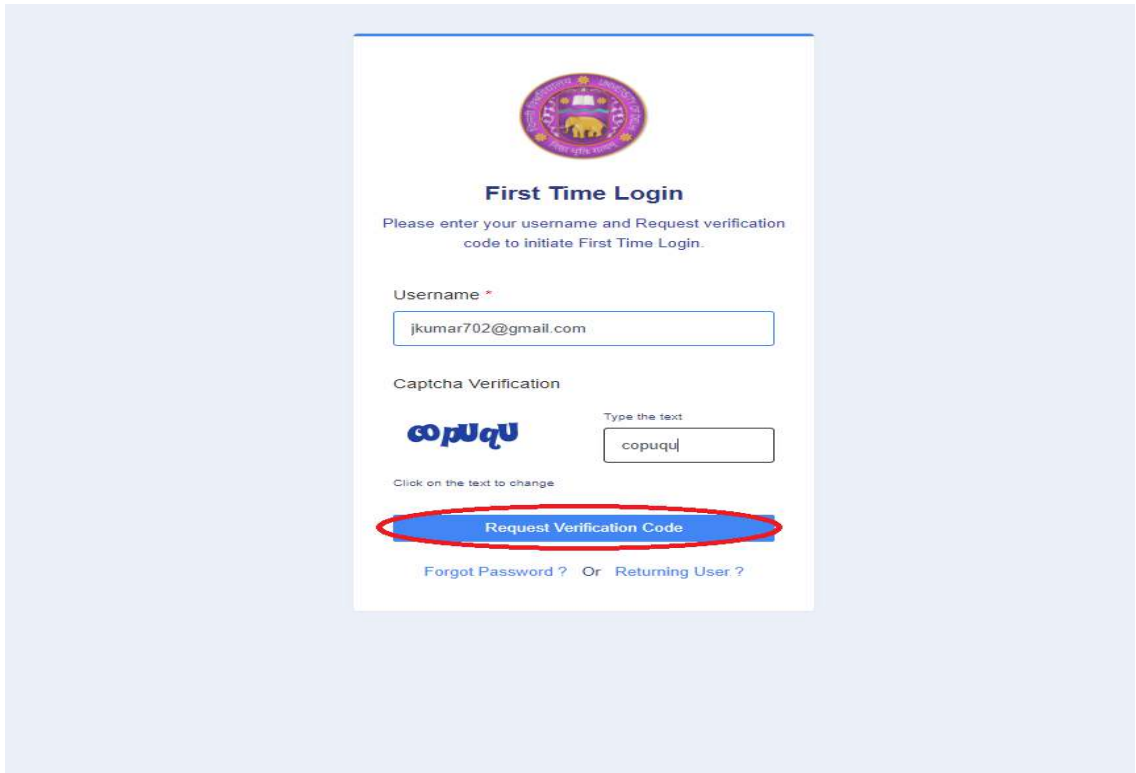
**Useful Links**  
[Reference Material](#) [Samarth eGov](#) [IIC, UDSC](#)

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## Step-2

Enter your registered Email and captcha text

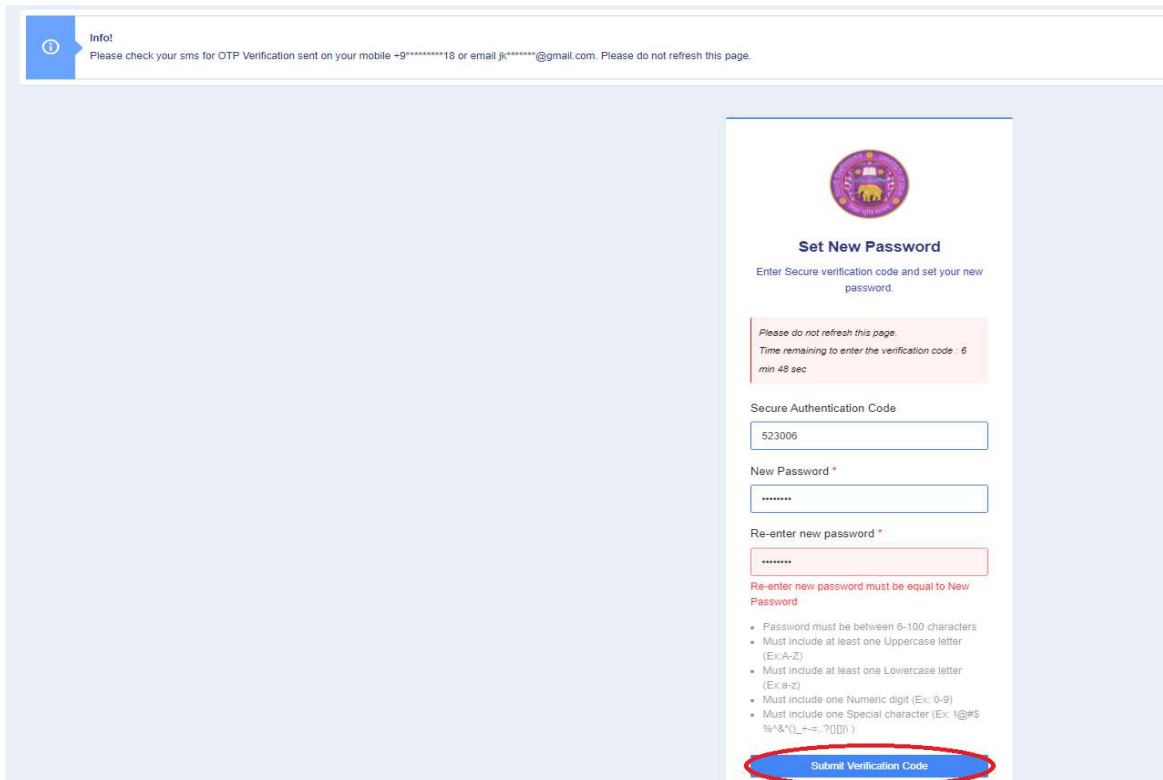
Then, Click on **Request Verification code**



### Step-3

Enter your verification code sent to your registered Email and Mobile no. and Enter your own password

Click, Submit verification code



## Step-4

Samarth window will appear on your computer screen

Click on **Leave TAB**

Then, Click on **Leave Applications**

The screenshot shows the SamarthGov dashboard. The top navigation bar includes the logo, user name 'Jitender Kumar (XXXX, TECHNICAL ASSISTANT, Delhi University Computer Centre)', and 'DU'. Below the navigation bar, there are tabs for 'Home / Dashboard'. The left sidebar menu is expanded to show 'Leave' and 'Leave Applications' (both circled in red and green respectively). The main content area displays an 'Info!' message: 'The password has been set successfully.' Below this, there are three cards: 'My Profile' (View/Modify Personal Details), 'ASSIGNED COURSES (PROGRAMME-COURSE)' (MANAGE STUDENT(S) PROGRAMME-COUR...), and 'ASSIGNED COURSES (COURSE)' (MANAGE STUDENT(S) COURSE WISE). Each card has a 'LAUNCH' button. The footer contains copyright information, 'Designed & Developed by', 'Initiative By MoE', and 'Activate Windows'.

## Step-5

Then, click on **New Leave Application**

The screenshot shows the 'Leave Applications' page. The breadcrumb is 'Home / Leave Applications'. The page title is 'Leave Applications'. In the top right corner, there is a button labeled 'New Leave Application' circled in red. Below the title, there is a table with the following columns: '#', 'Employee Code', 'Employee Details', 'Service Cadre', 'Leave Record Number', 'Leave', 'From Date', 'To Date', 'Days', 'Status', 'Rejoin', and 'Actions'. The table is currently empty, and a message below it says 'No results found.' At the bottom, there is a timestamp: 'Last Updated: 3 days, 23 hours, 50 minutes and 30 seconds ago'.

## Step-6

User will apply Leave as shown below and click on **save button**

Home / Applications / New Leave Application

### New Leave Application

Leave \*

Your remaining Casual Leave (Contactual)s : 4

From Date / Time

9 AM

To Date / Time

6 PM

You are applying for 1 days

Reason / Description \*

Purpose \*

Upload Supporting Document

Drag & drop files here ...

Station Leave ? \*

## Step-7

This window will appear on your computer screen

Click on submit button, your Leave Application will submit successfully.

Casual Leave (Contactual)

Assign

Leave Record Number	CLC2200033	Leave Status	Saved
Employee Name & Code	CN200504738 Jitender Kumar (Jitender), TECHNICAL ASSISTANT-Delhi University Computer Centre CN200504738		
Employee Organization Unit	Delhi University Computer Centre		
Designation	TECHNICAL ASSISTANT	Leave Balance before Sanction Leave	
Leave Type	Casual Leave (Contactual)	Leave Balance after Sanction Leave	
From	Jan 26, 2022 (9 AM)	To	Jan 26, 2022 (9 PM)
Total Days applied for	1	Post Dated	No
Reason / Description	Trip	Leave Created Date	Jan 26, 2022 10:32:08
Purpose	Personal		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment	Teaching Arrangement		
Finance Obligation			
Finance Assistance	NA	Amount In INR	
Inflation	No Inflation File	Supporting Document	No Uploaded File
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			
RECOMMENDING	SECTION OFFICER (Delhi University Computer Centre)	Status	Pending
SANCTION	DIRECTOR (Delhi University Computer Centre)	Status	Pending

Activate Windows  
Go to Settings to activate Windows.

Submit Edit Go Back

### Step-8

User can also check Leave status by Clicking on Leave applications

And, For Checking Leave Account Status Click on **Leave Account**

**Samarth eGov** Jitender Kumar (XXXX), TECHNICAL ASSISTANT, Delhi University

HR Campus Governance Support

Home / Leave Applications

Leave Applications

Continued leave request

**Leave Account**

Leave Ledger

LTC

Station Leave Information

#### Leave Applications

Showing 1-1 of 1 item

#	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status
1	CN200504738	Jitender Kumar (Jitender), Mobile:7065080218, Email: jkumar702@gmail.com, Designation - DU TECHNICAL ASSISTANT - Delhi University Computer Centre	Non-Teaching	CLC2200033	Casual Leave (Contactual)	Jan 26, 2022	Jan 26, 2022	1	New Request

Last Updated: 0 days, 0 hours, 7 minutes and 38 seconds ago