Steps of Applying leave for Employee

Step-1

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

Then Click on First time login? TAB

This portal is only for DU Employees. If you a	re a student visit Student Portal	
(https://slc.uod.ac.in) instead.		University Of Delhi
About Samarth eGov Suite		Username *
- Samarth is an Open Source, Open Standard en Evolutionary Process Automation Engine for Uni	nabled Robust, Secure, Scalable and versities and Higher Education Institutions.	Username
- Samarth eGov Suite is operating systems ago	ostic. All you need is a browser to access and	Password * Forgot Password
operate the application modules. Quick deployn adoption.	nent and easy data migration make for fast	Password
Contact Support	FAQ	🗹 Remember Me
Need any help?	Most Asked Questions	LOGIN
Website	Report a Bug Found any error? Report it	First Time Login 2

Step-2

Enter your registered Email and captcha text

Then, Click on Request Verification code

The portal is only for DD Erreptoyees. If you are a student viait Student Portal Portage in the portal is only for DD Erreptoyees. If you are a student viait Student Portal 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. Contact Support Image material Reg Image Material Exclusion Fort All Question Exclusion Fort All Question Fort All Question Fort an Bug Fort an Bug Fort an Bug Fort and Process and Operating to the Point All Question 	DU Employee Portal			
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Website Servarth sclov Report a Bug Found any entrof Report it	Contact Support Need any help?	FAQ Most Asked Questions		Returning User ?
	Website Semarth eGov	Beport a Bug Found any error? Report it		

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

Click, Submit verification code

•	
	Set New Password
	Enter Secure verification code and set your new password.
	Please do not refresh this page. Time remaining to enter the verification code : 6 min 48 sec
	Secure Authentication Code
	523006
	New Password *
	Re-enter new password *
	Re-enter new password must be equal to New Password
	Password must be between 8–100 characters Must include at least one Uppercase letter (E:C+A2) Must include at least one Lowercase letter (E:C+32) Must include one Numeric digit (E:c+0-9) Must include one Special character (E:c 1@#S SiA*A*(L+~=,~2001.) Sutemt Vertification Code

Step-4

Samarth window will appear on your computer screen

Click on Leave TAB

Then, Click on L	_eave Ap	plications
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Employee Services	Dashboard		
Finance	My Leaves	Academic	🐥 What's New
Governance Academic	• Availed • Available	5 Sasigned Courses (Programme-Course) \rightarrow	Personalized Experience
Recruitment	Upcoming Leaves	 Massigned Courses (Manage Student(s) Course Wise) → 	whome and Apps specific personanced statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience.
Campus Services		igsim	
Data Management			
Administration			
	- • • • Apply for Leave →		
Account Settings	• • • • • •		

• Employee Services	Dashboard		
• Finance	My Leaves	Academic	What's New
Governance	• Availed • Available	🖲 🜖 Assigned Courses (Programme-Course) →	Personalized Experience
Recruitment	Upcoming Leaves	 F S Assigned Courses (Manage Student(s) Course Wise) → 	Module and Apps specific personalized statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along
Campus Services		🤊 🧿 Question Paper Management System →	with entire redesigned theme's user experience.
• Data Management			
Administration			
Account Settings	• • • • • • • • • • • • • • • • • • •		

Then, click on New Leave Application

Step-6

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

	Holiday that falls consecutive to the last day of the employee leave apllied for.	
Purpose *	Select	
Reason / Description *		
	Describe purpose of leave in brief	
Upload Supporting Document	×	
	Drag & drop files here Orage Orage Orage Drage	
Station Leave ? *	Select Is the employee going out of station during/for the leave? Choose Yes/No	
	Save Cancel	

This window will appear on your computer screen

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

··· Leave				:
My Applications	© Info! Your leave application has been updated successfully			×
Station Leave Apply For	© Success! Leave application is at "Saved" status, Kindly "Submit" for further pr	ocess, if all details are correct		×
Station Leave	Duty Leave		Balance Sut	mit Edit Go Back Print
Leave Account • My Leaves	Leave Record Number	DL2404100	Leave Status	Saved/Draft
History	Employee Name & Code	Test & PT202204797		
	Leave Type	Duty Leave		
	From	Jun 5, 2023 (9:00 AM)	То	Jun 9, 2023 (5:30 PM)
	Total Days applied for :	5	Post Dated	Yes
	Employee Organization Unit	Department of Physics and Astrophysics		
	Designation	Professor		
	Prefix:		Suffix:	
	Bassan / Description	Test	Lanus Crosted Data	Mare 11, 2022 21-24-64

User can also check Leave status by Clicking on Leave applications

And, For Checking Leave Account Status Click on Leave Account

··· Leave	
My Applications	
Leave	
Station Leave	
Apply For	
Leave	
Station Leave	
Leave Account	
My Leaves	
History	