

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 Employee Portal

This portal is only for DU Employees. If you are a student visit Student Portal (<https://slc.uod.ac.in>) instead.

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
Need any help?

FAQ
Most Asked Questions

Website
Samarth eGov

Report a Bug
Found any error? Report it

University Of Delhi

Username *

Password *

[Forgot Password ?](#)

Remember Me

LOGIN

[First Time Login ?](#)

Step-2

Enter your registered Email and captcha text

Then, Click on **Request Verification code**

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First Time Login?

Username *

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

Info!
Please check your sms for OTP Verification sent on your mobile -9*****18 or email jk*****@gmail.com. Please do not refresh this page.

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 6-100 characters
- Must include at least one Uppercase letter (Ex: A-Z)
- Must include at least one Lowercase letter (Ex: a-z)
- Must include one Numeric digit (Ex: 0-9)
- Must include one Special character (Ex: !@#\$%^&*()_+~=-;?[]{}|)

Submit Verification Code

Step-4

Samarth window will appear on your computer screen

Click on **Leave TAB**

Then, Click on **Leave Applications**

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

Dashboard

My Leaves

Availed Available

Upcoming Leaves

Apply for Leave →

View Leave Account →

View all Leave Applications →

Academic

Assigned Courses (Programme-Course) →

Assigned Courses (Manage Student(s) Course Wise) →

Question Paper Management System →

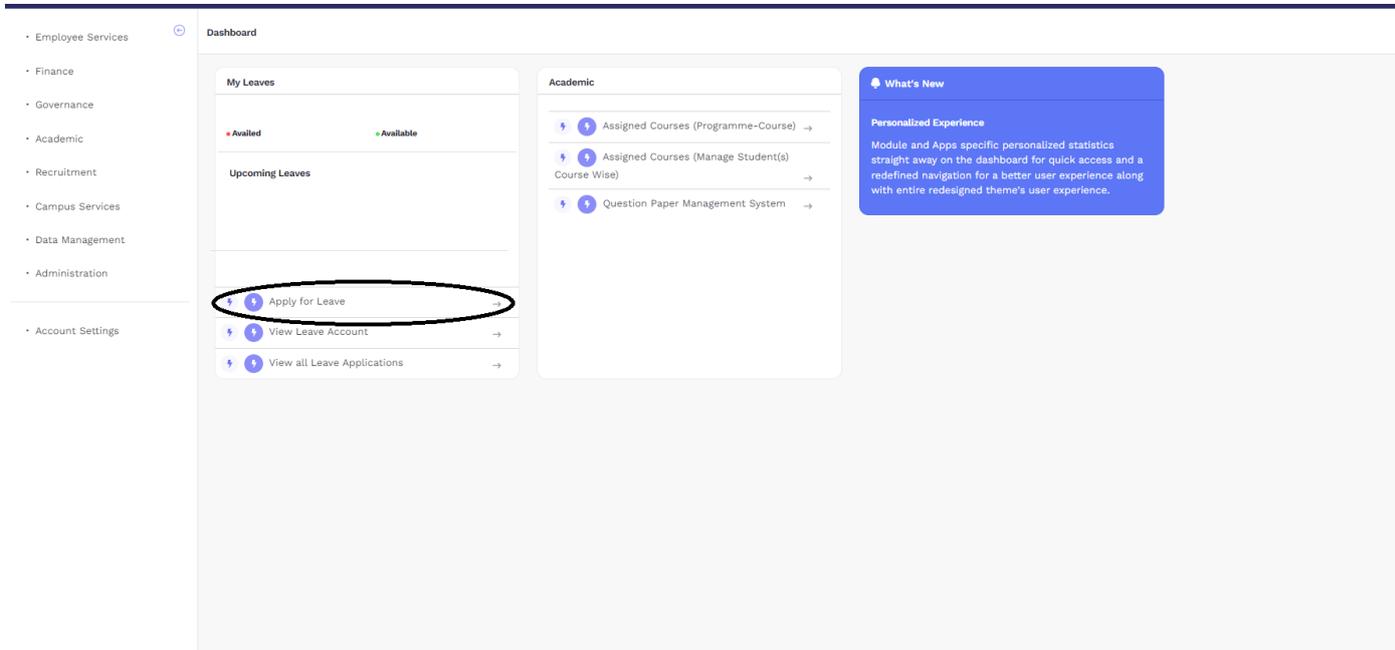
What's New

Personalized Experience

Module and Apps specific personalized 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.

Step-5

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 applied for.

Purpose *

Reason / Description *

Describe purpose of leave in brief

Upload Supporting Document

Drag & drop files here ...

Station Leave ? *

Is the employee going out of station during/for the Leave? Choose Yes/No

Step-7

This window will appear on your computer screen

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

Leave

My Applications

- Leave
- Station Leave

Apply For

- Leave
- Station Leave

Leave Account

- My Leaves
- History

Info! Your leave application has been updated successfully

Success! Leave application is at "Saved" status, Kindly "Submit" for further process, if all details are correct

Duty Leave

Leave Record Number	DL2404100	Leave Status	Saved/Draft
Employee Name & Code	Test & PT202204797		
Leave Type	Duty Leave		
From	Jun 5, 2023 (9:00 AM)	To	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:	
Reason / Description	Test	Leave Created Date	May 11, 2023 2:56:44

Step-8

User can also check Leave status by Clicking on Leave applications

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

