

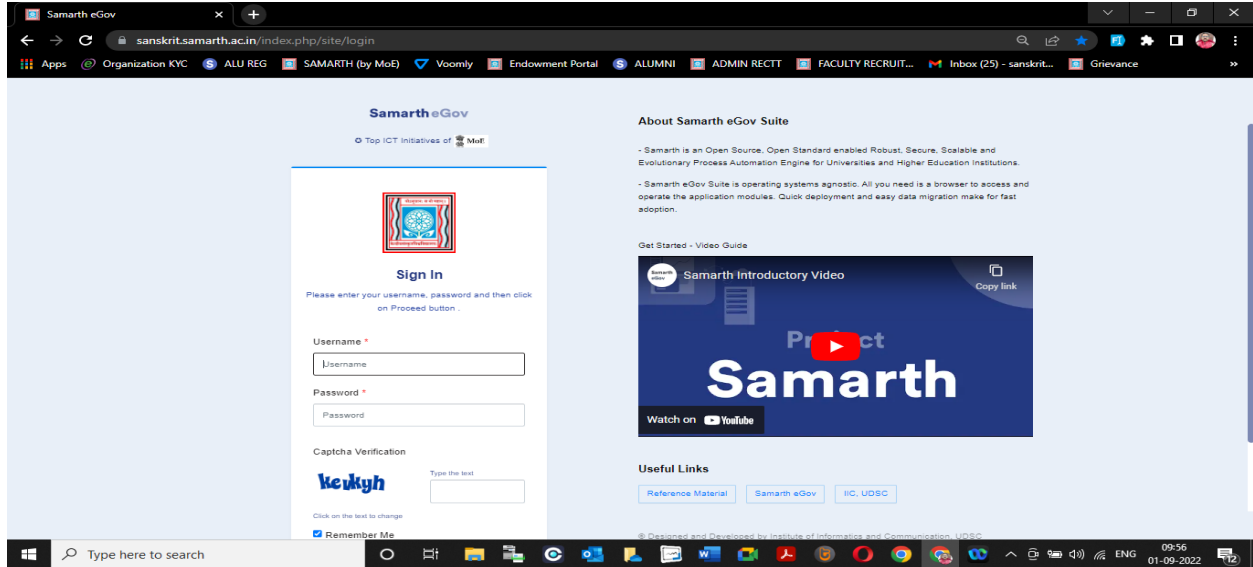
GUIDELINES FOR HOW TO APPLY
LEAVE(S)
THROUGH
CSU SAMARTH PORTAL



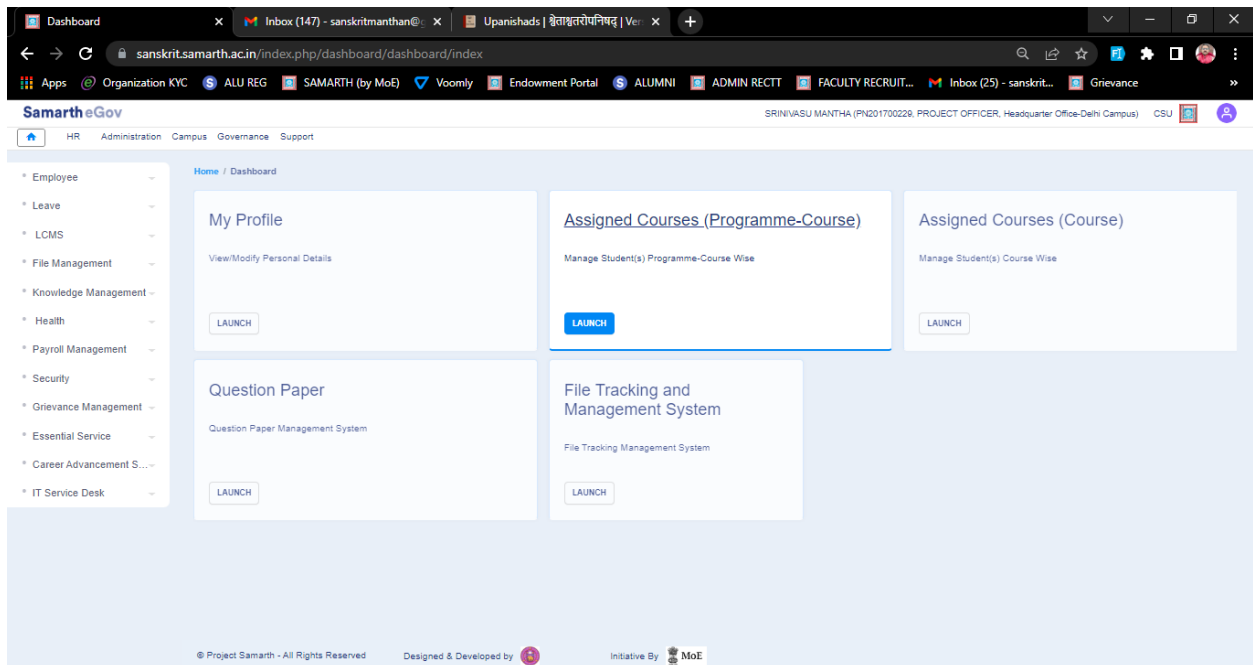
CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India]
New Delhi – 110 058

LEAVE MANAGEMENT

Employee should first login in the portal <https://sanskrit.samarth.ac.in> with personal details i.e. through e-mail ID registered or SAMARTH ID Number.



After entering the login credentials, the following screen will appear:



The screen will not be same for all employees. It will vary slightly on Teaching/Non-teaching , Permanent/Contract accordingly. But the basic modules for all are same.

The LEAVE option will under HR tab at the top or in the left side bar menu, need to be clicked.

Under LEAVE menu, following options will appear:

- (i) Leave Applications
- (ii) Commuted Leave Request
- (iii) Leave Account
- (iv) Leave Ledger
- (v) Assigned Leaves
- (vi) LTC
- (vii) Station Leave Information

Leave Dashboard

Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All

No results found.

Firstly, to apply any LEAVE, click on LEAVE APPLICATIONS

Leave Applications

Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave	From Date	To Date	Days	Status	Pending with	Rejoin	Submission Date	Actions
	Select Employee	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All			

No results found.

Last Updated: 0 ago

Further click on 'New Leave Application' which is on right side corner on the screen.

First, carefully select the type of leave, you wish to apply

The screenshot shows a web browser window displaying the 'New Leave Application' form on the SamarthGov portal. The form is titled 'New Leave Application' and is located at the URL 'sanskrit.samarth.ac.in/index.php/leave/applications/create'. The form includes the following fields:

- Leave:** A dropdown menu with 'Select' as the current selection. A list of options is shown: 'CASUAL LEAVE' (highlighted), 'COMMUTED LEAVE', 'EARNED LEAVE - NON-TEACHING', 'HALF PAY LEAVE', and 'RESTRICTED HOLIDAY'.
- From Date / Time:** A text input field with a search icon.
- To Date / Time:** A text input field with a search icon.
- Prefix:** A text input field.
- Suffix:** A text input field.
- Reporting Designation:** A dropdown menu with 'Select' as the current selection.

The form is part of a web application with a navigation bar at the top and a footer at the bottom. The navigation bar includes links for 'HR', 'Administration', 'Campus', 'Governance', and 'Support'. The footer includes the text '© Project Samarth - All Rights Reserved', 'Designed & Developed by', and 'Initiative By MoE'.

Note:

- (1) For all employees except PWD, the Casual Leave will be shown as 'Casual Leave' only.
- (2) For PWD employees, Casual Leave will be shown as 'Casual Leave – PWD'.

Request:

If any Non-PWD employee got 'Casual Leave – PWD' option or
If any PWD employee didn't get 'Casual Leave – PWD', kindly inform to make necessary changes, please.

- (3) For all Teaching Faculty, the Earned Leave will be shown as 'Earned Leave – Teaching' and For all Non-Teaching Staff, the EL will be shown as 'Earned Leave – Non-Teaching'

Request:

If any Academic Faculty, by mistake got 'Earned Leave – Non-Teaching' or the Non-Teaching Staff got 'Earned Leave – Teaching' in place of 'Earned Leave – Non-Teaching', kindly inform to make necessary changes.

New Leave Application

Leave *

From Date / Time

To Date / Time

Prefix

Suffix

Reporting Designation

- (i) After selecting the type of leave wish to apply, the starting date of leave should be mentioned in 'From Date/Time'. Also, the end date of leave to be mentioned
*Time is necessary, especially in case of 'Half Day Leave' and for Station Leave Intimation, Rejoining etc.,
- (ii) Prefix / Suffix, wherever applicable (EL etc.,) as per rules, must be mentioned.
- (iii) Reporting Designation for all Academic/Non-Academic employees at Campus(es) is Director of concerned Campus. Kindly check and confirm the name of your Campus (Director).
- (iv) Reporting Designation for Non-Academic Staff at H.Q.O., Delhi is Deputy Director (Admin.) and for all Academic Staff is Registrar.

New Leave Application

Reason / Description *

Purpose *

Upload Supporting Document

Station Leave ? *

- Further, the 'Reason/Description' for applying to the must be mentioned.
- Next, the 'Purpose' of the leave is to be mentioned whether 'Academic' or 'Personal'.
Note:
*In case of Official assignments Duty Leave / Special Casual Leave etc., 'Academic' may be selected, and for leave on personal reasons 'Personal' may be opted.
- If any supporting document required for leaves like Medical/LTC/EL then it may be uploaded at 'Upload Supporting Document'.
- In cases of leaving "Headquarters Office/Campus" while on leave period, then the option under 'Station Leave ?' should be opted as 'YES' otherwise 'NO'.

Finally press 'SAVE' button, the process is completed.

SPECIAL NOTE

As ICT is developed, applying for LEAVE in sudden circumstances will be easy, so

- (i) Kindly and mostly avoid for applying for leave after leave period for post-approval.
- (ii) If you wish to cancel the leave applied for any reason, it should be done before the period of start of leave.

NOTIFICATION:

- (a) Instantly after saving leave, the notification of applying leave will be received in your e-mail registered with CSU-SAMARTH portal.
- (b) According to types of leaves, and hierarchy of recommending/reviewing/ sanctioning, that authority will get e-mail and every time, employee (user) will get notification (track) about the status of leave.
- (c) At the instance acceptance or rejection of any type of leave, by Sanctioning (Competent) Authority, then it will get reflected in your registered e-mail.

LEAVE ACCOUNT:

- The LEAVE ACCOUNT reflects the opening balance, closing balance and current balance of number of leaves.

#	Leave	Leave ID	Employee Details	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Actions
1	1	1	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	CASUAL LEAVE	2022	4	4	4	
2	12	6	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	RESTRICTED HOLIDAY	2022	2	2	2	
3	2	2	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	EARNED LEAVE - NON-	2022	108	108	108	

LEAVE LEDGER:

- ❖ The LEAVE LEDGER reflects the Credit / Debit / Net Balance and list / history of total Leave Applications applied / sanctioned.

Employee Details	Leave	Cadre	Designation	Organization Unit	Date	Reason	Credit	Debit	Net Balance	Leave Application
PN201700229, SRINIVASU MANTHA SRINIVASU), PROJECT OFFICER-Headquarter Office-Delhi Campus	EARNED LEAVE - NON-TEACHING	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	Aug 31, 2022	Leaves imported.	108		108	
PN201700229, SRINIVASU MANTHA SRINIVASU), PROJECT OFFICER-Headquarter Office-Delhi Campus	RESTRICTED HOLIDAY	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	Aug 31, 2022	Leaves imported.	2		2	
PN201700229, SRINIVASU MANTHA SRINIVASU), PROJECT OFFICER-Headquarter Office-Delhi Campus	CASUAL LEAVE	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	Aug 31, 2022	Leaves imported.	4		4	

ASSIGNED LEAVES:

- The list of type of leave and the authority assigned for recommending/reviewing/sanctioning will be reflected in the ASSIGNED LEAVES option.

Office-Delhi Campus									
3	PN201700229	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	COMMUTED LEAVE	DEPUTY DIRECTOR(ADMINISTRATION)-DDAdm	REGISTRAR(Headquarter Office-Delhi Campus)-RR	Update
4	PN201700229	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	CASUAL LEAVE		REGISTRAR(Headquarter Office-Delhi Campus)-RR	Update
5	PN201700229	SRINIVASU MANTHA, SRINIVASU, PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus	Non-Teaching	PROJECT OFFICER	Headquarter Office-Delhi Campus	EARNED LEAVE - NON-TEACHING	DEPUTY DIRECTOR(ADMINISTRATION)-DDAdm	REGISTRAR(Headquarter Office-Delhi Campus)-RR	Update

Note:

- Kindly check the LEAVE ACCOUNT and LEAVE LEDGER, verify the details, if any difference regarding leave balance, kindly intimate the same for necessary change.
- Kindly check the authority assigned for recommending/reviewing/sanctioning as per notification and if any mistake happens, kindly intimate the same for necessary change.

AS on date, the leaves are added as per notification and further all other leaves remaining will be added at the earliest.

LASTLY, it is the best practice, that even though not on LEAVE on WEEKENDS or GAZETTED Holidays, if for any reason going outside the H.Q.Office / Campus i.e. leaving the Station of Posting, then you are requested to kindly intimate the same through 'Station Leave Intimation' option.

NO LEAVE will be deducted against this 'Station Leave Intimation', but in exigencies, the record of the same will be useful for administration / personnel purpose.

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.

[Add Station Leave Information](#)

Click on ‘Add Station Leave Information’ for intimation of Station Leave.

Add new Station Leave Information

From Date:

To Date:

Mobile Number:

Address:

Reason:

[Create](#) [Cancel](#)

For any further information/assistance, please contact to Project Section.