



**Rajiv Gandhi Institute of
Petroleum Technology**

Samarth eGov

For Institute's Employees

*Process to apply Leave through
Leave Management System*

About the document

This user manual has developed to guide all the employees of RGIPT and its centers to apply for leave and perform relevant actions related to it.

Features

The employee can perform the following actions through their account:

1. **My Application:** The employee can see his all past leave applied application
2. **Leave Application:** Employees can apply for a new Leave Application.
3. **Leave Account:** Employees can see assigned leaves on their accounts, which are assigned to them by the Leave Administrator.
4. **Leave Ledger:** Employee can see their leave ledger as debit or credit (consumption of leaves)
5. **Station Leave Information:** Employees can submit out-of-station leave request.

Steps for new leave application

Step 1: Login to Samarth Portal

Open the Samarth Portal link of the RGIPT, which will direct you on the login page.

Here, the employees need to fill in their:

- Username (provided by the institute)
- Password

Proceed after adding a valid captcha.

Username *

demo

Password * [Forgot Password ?](#)

.....

Captcha Verification

3368758 Type the text

Click on the text to change

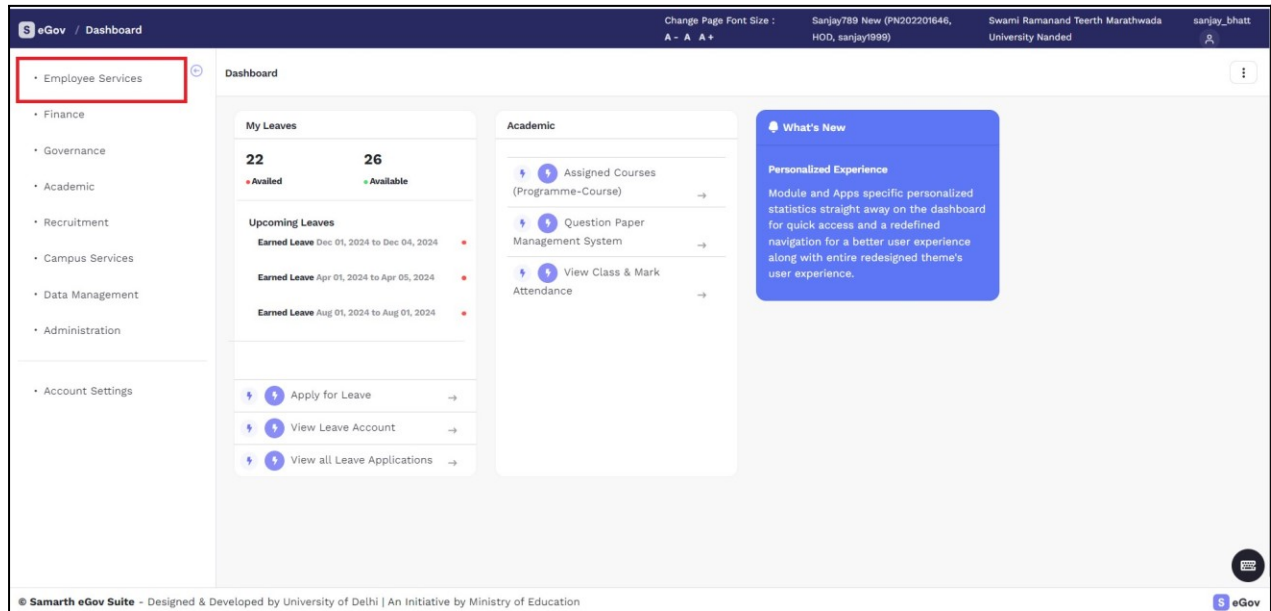
Remember Me

LOGIN

[First Time Login ?](#)

Step 2. Launch the Leave Management Module

After successfully logging into the employee account, click on the Employee Service option which is available on the right-hand side menu.

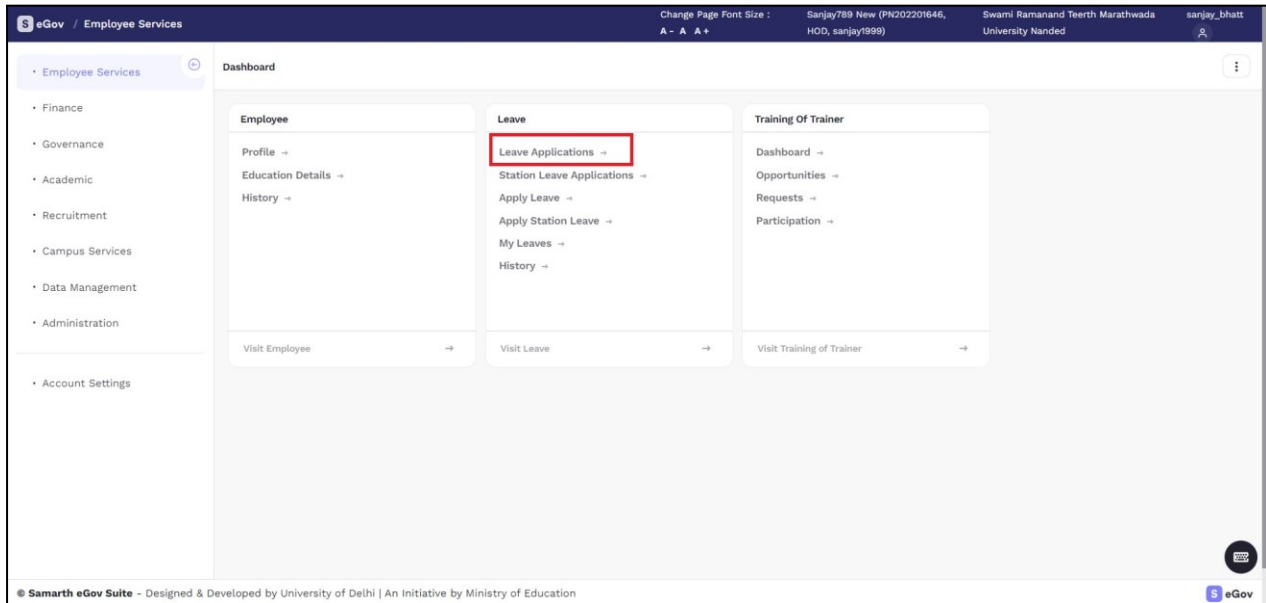


Step 3. Apply for Leave

After launching the leave management module, the following options are available:

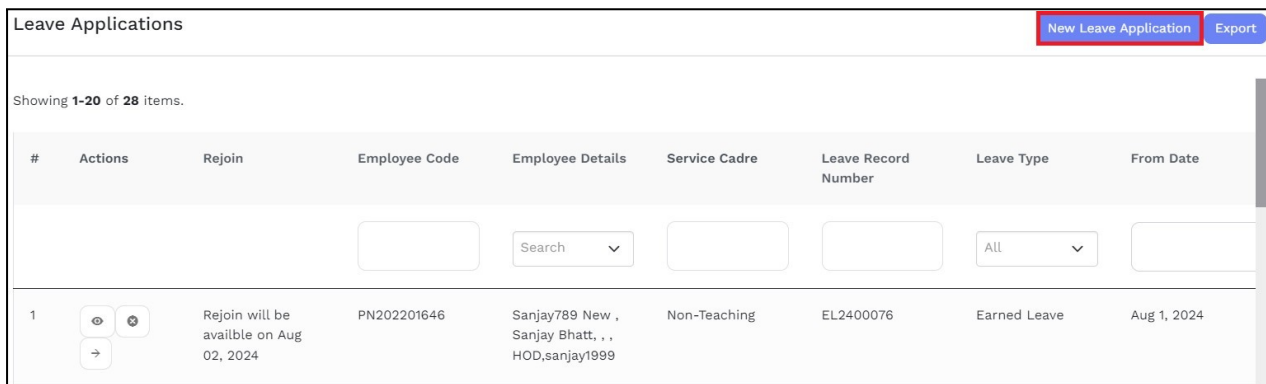
- Leave Application
- Station Leave Application
- Apply for Leave
- Apply for Station Leave
- My Leave
- History

The employee needs to click on the “Leave Application” from the list.



Step 3. New Leave Application

After clicking on the **Leave Application**, 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

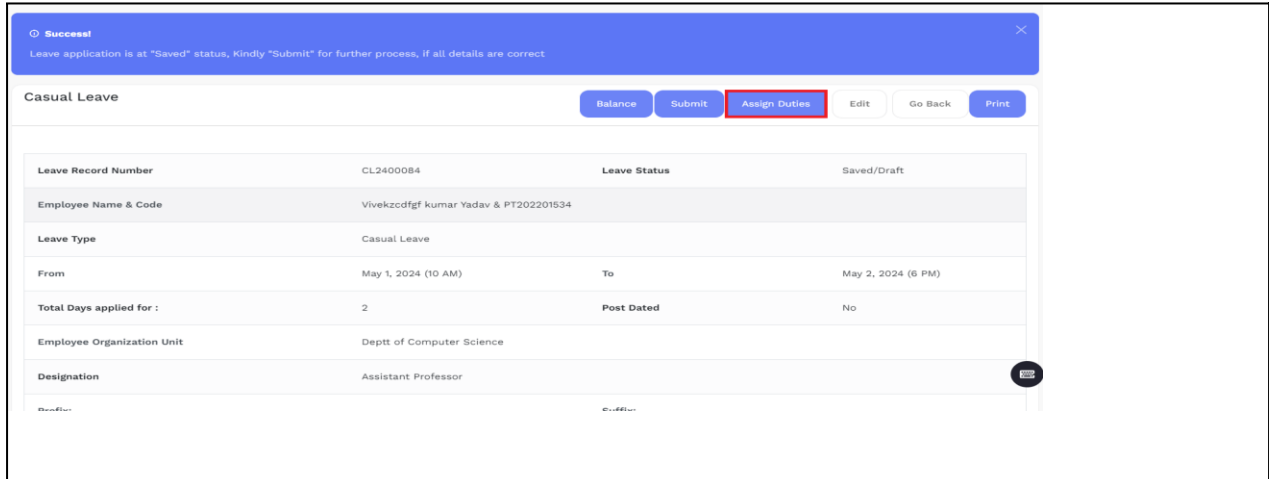
- **Prefix:** Employees can enter the Holiday just before the first day of leave that has been applied for.
- **Suffix:** Employee can apply for leave for a Holiday that falls consecutive to the last day of the leave applied for.
- **Reporting Designation:** Employees can select the name of their reporting officer from the list. This option will be visible once the admin has enabled
- **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 official tour 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.
- **Current Location:** While applying the employee will select his Current location, University Campus or the Outside University Campus.
- **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 entering 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 she/he can assign their duties to other employees. This option will be visible, if the leave admin has enabled from the leave setting.

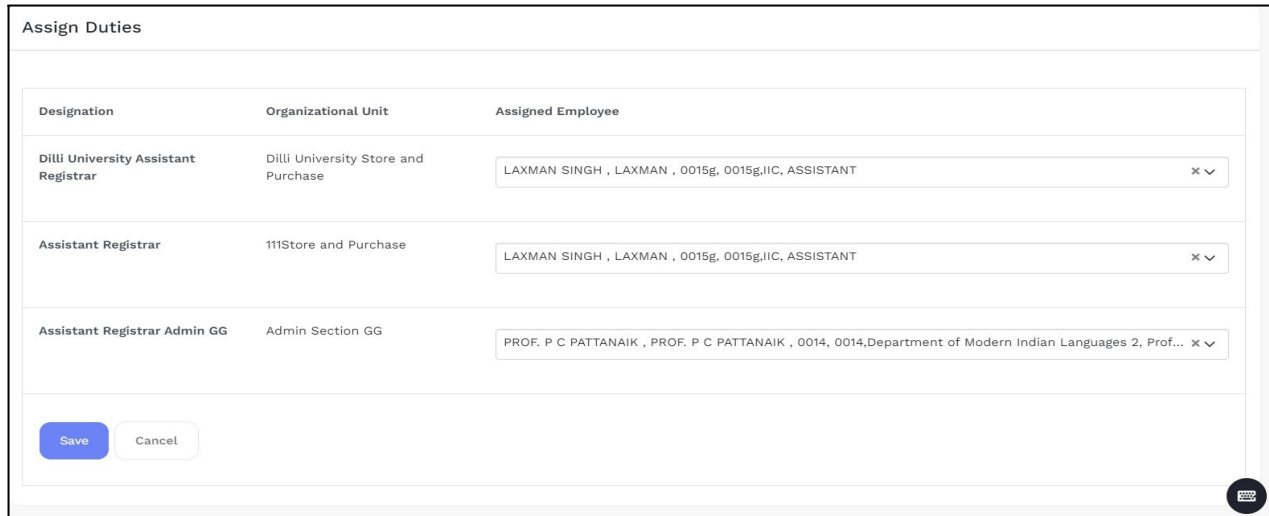
For assigning the duties, please click on the Assign Duties option.



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

Casual Leave Balance Submit **Assign Duties** Edit Go Back Print

Leave Record Number	CL2400084	Leave Status	Saved/Draft
Employee Name & Code	Vivekzcdgfg kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		



Assign Duties

Designation	Organizational Unit	Assigned Employee
Dilli University Assistant Registrar	Dilli University Store and Purchase	LAXMAN SINGH , LAXMAN , 0015g, 0015g,IIC, ASSISTANT
Assistant Registrar	111Store and Purchase	LAXMAN SINGH , LAXMAN , 0015g, 0015g,IIC, ASSISTANT
Assistant Registrar Admin GG	Admin Section GG	PROF. P C PATTANAİK , PROF. P C PATTANAİK , 0014, 0014,Department of Modern Indian Languages 2, Prof...

Save Cancel

Click on the **Save** button after assigning duties.

Step 5: Verification of leave details

A preview page will appear where you can see and verify it.

Success
✕

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

Casual Leave

Balance
Submit
Edit
Go Back
Print

Leave Record Number	CL2400084	Leave Status	Saved/Draft
Employee Name & Code	Vivekzcdfgf kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Prefix:		Suffix:	
Reason / Description	testing	Leave Created Date	Apr 03, 2024 16:25:49
Purpose	Academic		
Station Leave	No		
Country Leave			
Visiting Country/State Address	Emergency Contact Details		

Visiting Country/State Address	Emergency Contact Details
Combined Leave	No
University/Institution Name & Address	
Teaching Assignment	Teaching Arrangement
Financial Obligation	
Financial Assistance	NA
Invitation	No Invitation File
	Supporting Document View

Duties Assignment Details

Designation	Organizational Unit	Assigned Employee
Dilli University Assistant Registrar	Dilli University Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar	111Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar Admin GG	Admin Section GG	0014, PROF. P C PATTANAİK (PROF. P C PATTANAİK), Professor-Department of Modern Indian Languages 2

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									
Cancellation Reason	Cancel Remarks									
Approval Hierarchy										
RECOMMENDING	00 Head of Department (00 Store and Purchase)	Status	Pending							
ADD_REVIEWLevel 1	Bavuma (00 Store and Purchase)	Status	Pending							
SANCTION	00 Registrar (00 Store and Purchase)	Status	Pending							
			<input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Go Back"/>							
Clarification/Discussions										
#	Title	Summary	Initiated By	Forwarded To	Action Required	Action Status	Remarks	Note Forwarded	Forwarded To Person	Action
No results found.										

Step 6: Actions on leave applied

The leave applicant can perform the following actions:

- **Submit:** If the filled details are correct and verified
- **Edit:** If the leave applicant finds any discrepancy, they can click on the edit option to rectify it
- **Go back:** The Leave applicant can also go back and see the previously added details
- **Print:** The Employees can download and print the leave details PDF for further use
- **Balance:** The employee can view the leave balance details

Step 7: Action Button

The action button appears on the top right of the last page. After clicking on the Submit button, employees can download and print the leave details PDF for further use.

Leave Record Number	CL2400084	Post Dated	No
Employee Name & Code	Vivekzcdgfkumar Yadav & PT202201534	Status	New Request
University Employee Code			
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)		
To	May 2, 2024 (6 PM)		
Prefix		Suffix	
Leave Created Date	Apr 03, 2024 16:25:49	Total Days applied for Leave	2
Reason / Description	testing		
Purpose	Academic		
Station Leave	No		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment		Teaching Arrangement	
Financial Obligation			
Financial Assistance	NA	Amount in INR	
Invitation	No Invitation File		
Supporting Document	<input type="checkbox"/>		

Duties Assignment Details

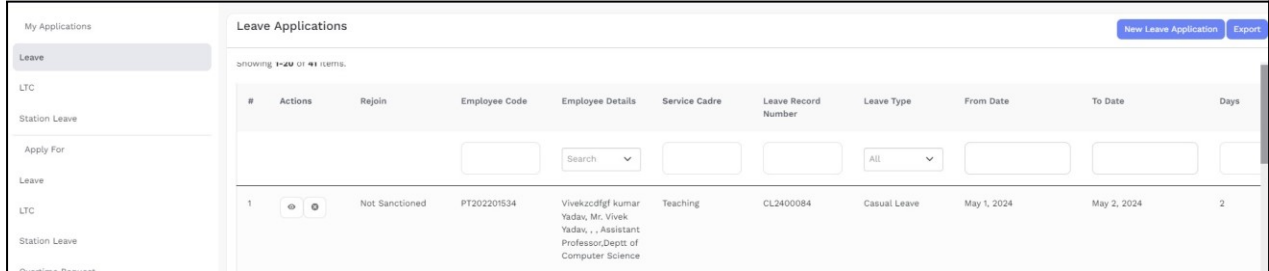
Designation	Organizational Unit	Assigned Employee
Dilli University Assistant Registrar	Dilli University Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar	111Store and Purchase	0015g, LAXMAN SINGH (LAXMAN), ASSISTANT-IIC
Assistant Registrar Admin GG	Admin Section GG	0014, PROF. P C PATTANAIAK (PROF. P C PATTANAIAK), Professor-Department of Modern Indian Languages 2

Leave Recommendation Status



Recommended By		Recommended On	
Recommend Remarks			
Sanction Remarks			
Sanctioned By		Sanctioned On	
Rejected By		Rejected On	
Cancelled By		Cancelled On	

Step 8: Leave Application Details

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



The screenshot shows the 'Leave Applications' section of a portal. On the left, there is a sidebar with 'My Applications' and a list of leave types: Leave, LTC, Station Leave, Apply For, Leave, LTC, and Station Leave. The main area displays a table of leave applications. The table has columns for #, Actions, Rejoin, Employee Code, Employee Details, Service Cadre, Leave Record Number, Leave Type, From Date, To Date, and Days. A single record is shown with the following details:

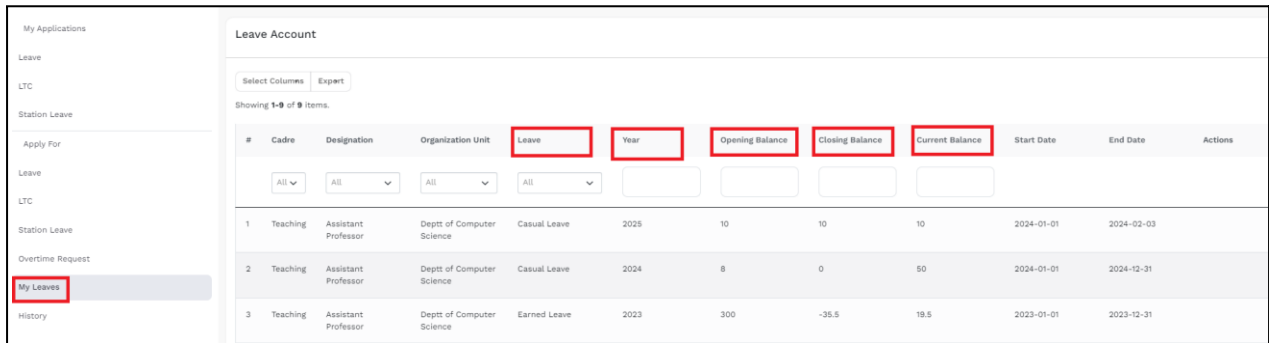
#	Actions	Rejoin	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date	To Date	Days
1	 	Not Sanctioned	PT202201534	Vivek.kzdjgf kumar Yadav, Mr. Vivek Yadav, , Assistant Professor,Deptt of Computer Science	Teaching	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2

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

1. **View:** Employees can view the details by clicking on the View/Eye icon.
2. **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 **My Leaves** button and view the details.



The screenshot shows the 'Leave Account' section of a portal. On the left, there is a sidebar with 'My Applications' and a list of leave types: Leave, LTC, Station Leave, Apply For, Leave, LTC, Station Leave, Overtime Request, **My Leaves**, and History. The main area displays a table of leave account details. The table has columns for #, Cadre, Designation, Organization Unit, Leave, Year, Opening Balance, Closing Balance, Current Balance, Start Date, End Date, and Actions. The table shows three records:

#	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Start Date	End Date	Actions
1	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2025	10	10	10	2024-01-01	2024-02-03	
2	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2024	8	0	50	2024-01-01	2024-12-31	
3	Teaching	Assistant Professor	Deptt of Computer Science	Earned Leave	2023	300	-35.5	19.5	2023-01-01	2023-12-31	


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 the employee's 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 Export

Showing 1-20 of 41 items.

#	Actions	Rejoin	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date	To Date	Days	Sta
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Search <input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All
1		Not Sanctioned	PT202201534	Vivekzcdffg kumar Yadav, Mr. Vivek Yadav, . Assistant Professor,Deptt of Computer Science	Teaching	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Ne

Cancelled By	Cancelled On									
Cancellation Reason	Cancel Remarks									
Approval Hierarchy										
RECOMMENDING	00 Head of Department (00 Store and Purchase) Status Pending									
ADD_REVIEWLevel 1	Bavuma (00 Store and Purchase) Status Pending									
SANCTION	00 Registrar (00 Store and Purchase) Status Pending									
Clarification/Discussions										
#	Title	Summary	Initiated By	Forwarded To	Action Required	Action Status	Remarks	Note Forwarded	Forwarded To Person	Action
No results found.										

Also, Employees can **take a printout/pdf** of the application by clicking on the **Actions** button present on the top right side of the opened application.

Casual Leave			
Leave Record Number	CL2400084	Leave Status	New Request
Employee Name & Code	Vivekzcdffg kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Prefix:		Suffix:	
Reason / Description	testing	Leave Created Date	Apr 03, 2024 16:25:49
Purpose	Academic		
Station Leave	No		
Country Leave			
Visiting Country/State Address	Emergency Contact Details		
Combined Leave	No		

Leave Account

Employees can see **assigned leaves** (Leave Account) on their account by clicking on the **My Leaves** tab present on the left side of the window.

My Applications
Leave
LTC
Station Leave
Apply For
Leave
LTC
Station Leave
Overtime Request
My Leaves
History

On that opened window, you can also see following details related to assigned leaves in your account:

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

Leave Account

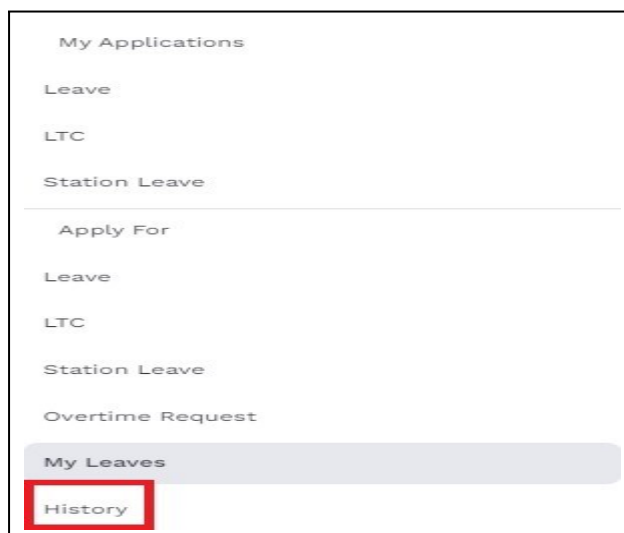
Select Columns Export

Showing 1-9 of 9 items.

#	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance	Current Balance	Start Date	End Date	Actions
1	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2025	10	10	10	2024-01-01	2024-02-03	
2	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2024	8	0	50	2024-01-01	2024-12-31	
3	Teaching	Assistant Professor	Deptt of Computer Science	Earned Leave	2023	300	-35.5	19.5	2023-01-01	2023-12-31	
4	Teaching	Assistant Professor	Deptt of Computer Science	Casual Leave	2023	8	-9	47	2023-01-01	2023-12-31	

Leave Ledger

You can see Leave Ledger (actual monthly leave credit as per rules & leave type) by clicking on the **History** tab present on the left side of the window.



On that opened window, You can see following details related assigned leaves ledger on your 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											
Select Columns		Export									
Showing 1-20 of 137 items.											
#	Employee Details	Leave	Cadre	Designation	Organization Unit	Date	Reason	Credit	Debit	Net Balance	Leave Application
1	PT202201934, vivekzcdgfkumar Yadav (Mr. Vivek Yadav), Assistant Professor- Deptt of Computer Science	Casual Leave	Teaching	Assistant Professor	Deptt of Computer Science	Apr 1, 2024	Early rejoining on 2024-01-01 00:00:00 for leave application no. CL2400057	2		47	
2	PT202201934, vivekzcdgfkumar Yadav (Mr. Vivek Yadav), Assistant Professor- Deptt of Computer Science	Casual Leave	Teaching	Assistant Professor	Deptt of Computer Science	Apr 1, 2024	Applied for a leaveCasual Leave Application from Apr 1, 2024, 12:00:00 AM to Apr 1, 2024, 12:00:00 AM		1	50	View Application
3	PT202201934, vivekzcdgfkumar Yadav (Mr. Vivek Yadav), Assistant Professor- Deptt of Computer Science	Casual Leave	Teaching	Assistant Professor	Deptt of Computer Science	Apr 1, 2024	Applied for a leaveCasual Leave Application from Apr 10, 2024, 12:00:00 AM to Apr 10, 2024, 12:00:00 AM		1	51	View Application
4	PT202201934, vivekzcdgfkumar Yadav (Mr. Vivek Yadav), Assistant Professor- Deptt of Computer Science	Casual Leave	Teaching	Assistant Professor	Deptt of Computer Science	Mar 28, 2024	Casual Leave Application from Apr 10, 2024, 12:00:00 AM to Apr 10, 2024, 12:00:00 AM was cancelled.	1		52	View Application

Steps for Station Leave Information

An employee can add their out-of-station leave details by clicking on the **Station Leave** tab present on the left side of the window and click the **Add Station Leave Information** button.

Out Of Station Information										
This is For Information Of information About "Out Duty Station Leave" Only										
Showing 1-12 of 12 items.										
#	Actions	From Date	From Time	To Date	To Time	Address	Status	Submitted Date	Pending with	
1	...	2022-12-03		2022-12-03		Mahfil	New Request	11-03-2024 22:47:47	00 Head of Department(00 Store and Purchase)	
2	...	2023-02-01		2023-02-03		Mumbai	New Request	11-03-2024 22:47:43	00 Head of Department(00 Store and Purchase)	
3	...	2023-07-09		2023-07-09		dfgdfgdfgds	New Request	11-03-2024 22:50:02	Banurmal(00 Store and Purchase)	
4	...	2022-12-05		2022-12-07		ll	New Request	11-03-2024 22:47:49	00 Head of Department(00 Store and Purchase)	

After that, a new window will appear, where you will be required to fill the following details and 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 Out Of Station Information

From Date

To Date

Mobile Number

Address *

Reason

Thank You!!

Team Samarth appreciates your time!