**Rajiv Gandhi Institute of Petroleum Technology**

**Samarth eGov**

# For Recommending, Reviewing and Sanctioning Authorities

*Process to Recommend, Review and Sanction the Leave*

# About:

A Leave Management System automates the leave request process, making it hassle-free for both the management and the employees. It seamlessly handles all the stages involved in a leave management process: application, approval/rejection, filing leaves, managing leave balance, and analysis.

*Note:- If the employee is mapped with authorities in a hierarchical order, then the leave application goes in the same order, i.e. the leave application will first get recommended (if applicable), then reviewed (if applicable), and then sanctioned (if applicable). For cancellation, the last authority that has taken action on it needs to cancel that application.*

# Types of Leave Authorities:

There are three types of Authority in Leave Management:-

➢ **Recommending Authority**: The recommending authority will recommend the leave and respond to the note added by the higher authority.

➢ **Reviewing Authority**: Reviewing authority will review the leaves and will respond to the note added by the higher authority.

➢ **Sanction Authority**: The sanctioning authority will sanction the leave which leaves are assigned to the sanctioned authority.
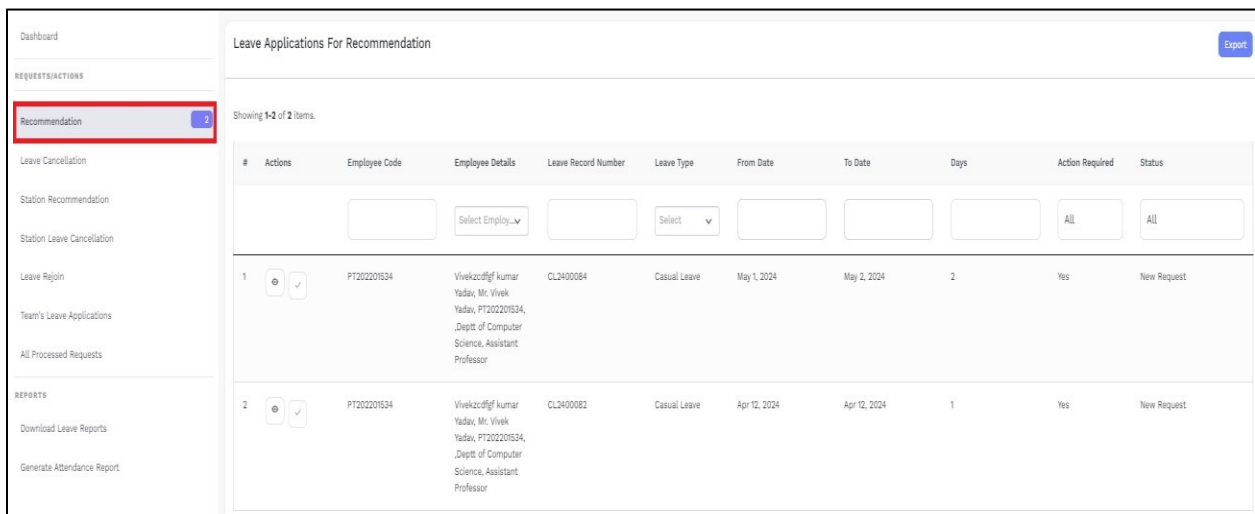
# 1. Recommending Authority

Once the applicant makes a leave request, it goes to the recommending authority. The **recommending authority** will log in his account and **Recommend** the leave. The steps are as follows:-

**Step 1:** Login as **Recommending authority** to recommend the leave of an employee, and then launch the leave management module.

After launching the module the Recommending authority can see the number of leave applications are pending for Recommendation in the dashboard.
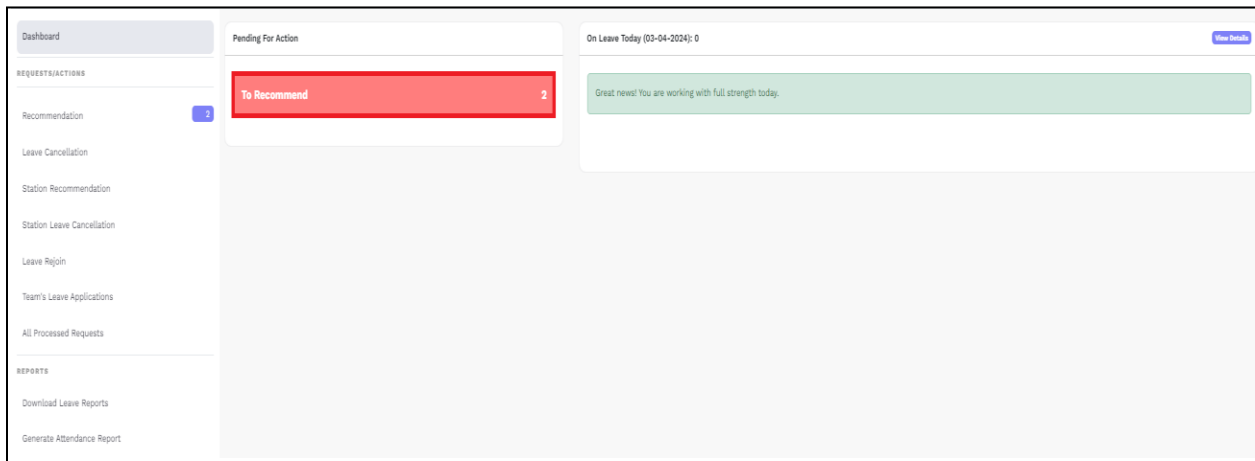


**Step 2:** Go to the "**Recommendation Requests**" option from the left side panel.

**Step 3: Recommending Authority** can view the leave application by clicking on [icon] icon available in front of every leave entry.

| # | Actions | Employee Code | Employee Details | Leave Record Number | Leave Type | From Date | To Date | Days | Action Required | Status |
|---|---------|---------------|------------------|---------------------|------------|-----------|---------|------|-----------------|--------|
| | | | Select Employ... ⌄ | | Select ⌄ | | | | All | All |
| 1 | 👁 ✓ | PT202201534 | Vivekzcdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, ,Deptt of Computer Science, Assistant Professor | CL2400084 | Casual Leave | May 1, 2024 | May 2, 2024 | 2 | Yes | New Request |

**Leave Applications For Recommendation**

Showing **1-2** of **2** items.

Export

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**Casual Leave**

Balance  Print

| Leave Record Number | CL2400084 | Leave Status | New Request |
|---|---|---|---|
| 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 | |
| Combined Leave | No | | |
| University/Institution Name & Address | | | |
| Teaching Assignment | | Teaching Arrangement | |

**Step 4: Recommending Authority** can recommend the leave by clicking on [✓] icon.

**Leave Applications For Recommendation**

Showing **1-2** of **2** items.

Export

| # | Actions | Employee Code | Employee Details | Leave Record Number | Leave Type | From Date | To Date | Days | Action Required | Status |
|---|---------|---------------|------------------|---------------------|------------|-----------|---------|------|-----------------|--------|
| | | | Select Employ... ⌄ | | Select ⌄ | | | | All | All |
| 1 | 👁 ✓ | PT202201534 | Vivekzcdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, ,Deptt of Computer Science, Assistant Professor | CL2400084 | Casual Leave | May 1, 2024 | May 2, 2024 | 2 | Yes | New Request |

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**Step 5:** After clicking on the [✓] button **Recommending authority** has to fill in the following details to recommend the leave:-

1. Recommended status (Select From drop-down, Recommended and Not Recommended)
2. Recommend Remarks(Authority can add the Remark) and click on the submit button.



# 2. Reviewing Authority

After the recommendation, the leave application goes to the reviewing authority. The **Reviewing Authority** will log in his account and **Review** the leave.
The steps are as follows:-

**Step 1:** Login as **Review Authority** to review the leave of an employee, and then launch the Leave Management Module

After launching the module the Reviewing authority can see the number of leave applications are pending for Review in the dashboard.

**Step 2:** Go to the "**Review Request**" option from the left side panel.



**Step 3: Reviewing Authority** can view the leave application by clicking on ⬤ the icon available in the Action column of the leave application.



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**Step 4: Reviewing Authority** can review the leave by clicking on [✓] the icon and filling in the following details to review the leave:-

1. Reviewing status (Select From drop-down, Mark for Approval and Mark for Rejection)
2. Comments (Authority can add the Remark) and click on the submit button.





# 3. Sanctioning Authorities

After the recommendation and review, the leave application goes to the **sanctioning authority.** The **sanctioning authority** will log in his account and **Approve** the leave.
The steps are as follows:-

**Step 1:** Login as **sanctioning authority** to review the leave of an employee, and then launch the Leave Management Module

After launching the module the Sanctioning authority can see the number of leave applications are pending for Sanction in the dashboard.

**Step 2:** Go to the "**Sanction Requests**" option from the left side panel.



**Step 3: The Sanctioning Authority** can view the leave application by clicking on 👁 icon available in front of every entry.



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**Step 4: The Sanctioning Authority** can sanction the leave by clicking on the $\boxed{\checkmark}$ icon and filling in the following details to Sanctioned the leave:-

1. Sanction Status(Select From dropdown, Sanctioned and Rejection)

2. Comments (Authority can add the Remark) and click on the submit button.

# Thank You!!

Team Samarth appreciates your time!