



**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:-

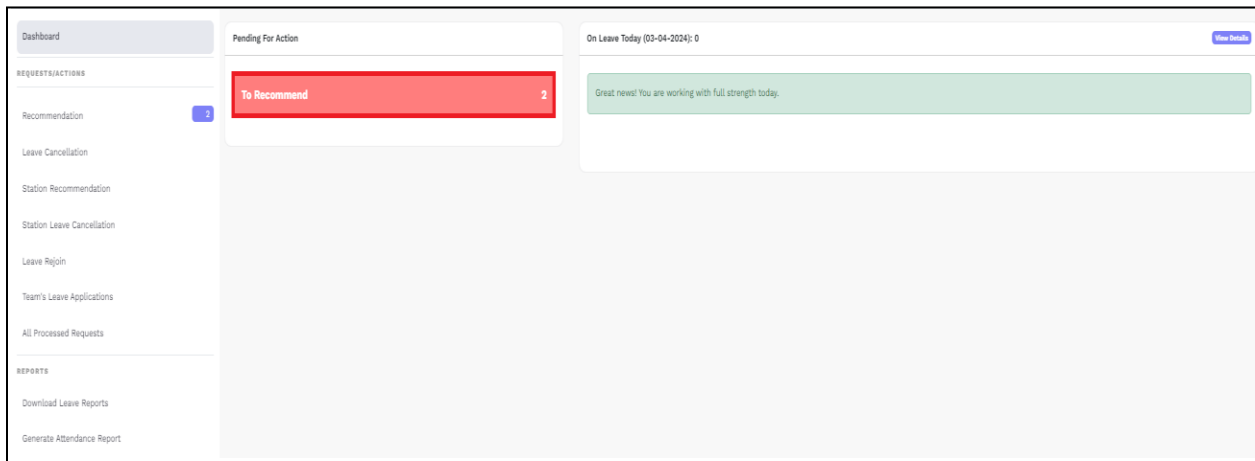
- **Recommending Authority:** The recommending authority will recommend the leave and respond to the note added by the higher authority.
- **Reviewing Authority:** Reviewing authority will review the leaves and will respond to the note added by the higher authority.
- **Sanction Authority:** The sanctioning authority will sanction the leave which leaves are assigned to the sanctioned authority.

# 1. Recommending Authority

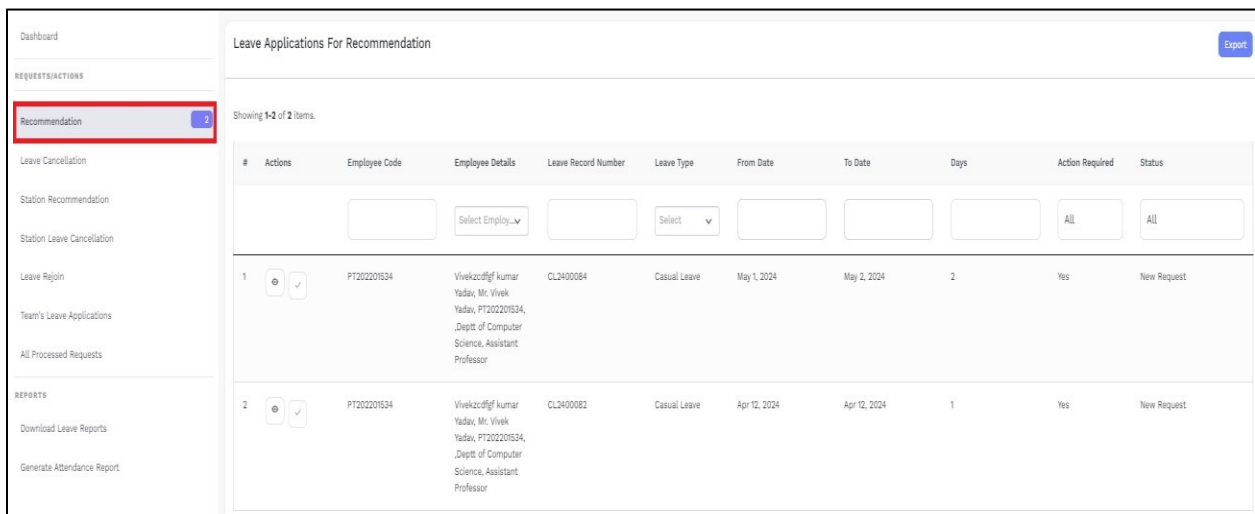
Once the applicant makes a leave request, it goes to the recommending authority. The **recommending authority** will log in his account and **Recommend** the leave. The steps are as follows:-


**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 available in front of every leave entry.

Leave Applications For Recommendation Export

Showing 1-2 of 2 items.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzddfj 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




Casual Leave Balance Print

Leave Record Number	CL2400084	Leave Status	New Request
Employee Name & Code	Vivekzddfj 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 Export

Showing 1-2 of 2 items.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzddfj 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





**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.

Casual Leave	
Current Balance	50
Opening Balance	8
Year	2024

## 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.

Dashboard

Pending For Action



To Review 1


On Leave Today (03-04-2024): 0

Great news! You are working with full strength today.

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

The screenshot shows the 'Leave Applications For Review' interface. On the left sidebar, the 'Review' option is highlighted with a red box. The main content area displays a table with the following data:

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1	 	PT202201534	Vivekzodffg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Recommended


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

This is a close-up view of the table row from the previous screenshot. The review icon (an eye with a magnifying glass) in the 'Actions' column is highlighted with a red box.




The screenshot shows the 'Casual Leave' details page. The fields are as follows:

Leave Record Number	CL2400084	Leave Status	Recommended
Employee Name & Code	Vivekzodffg 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: 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.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzcdffg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Recommended



**Casual Leave** Balance Print

### Leave Summary

Employee Name: **Vivekzcdffg kumar Yadav (PT202201534)**  
Leave Name: **Casual Leave**  
Days: **3 (4d0)**  
Duration: **From May 1, 2024 to May 2, 2024**

Casual Leave	
Current Balance	50
Opening Balance	8
Year	2024

Change Status \*

Remarks

[Click here to view Application](#)

### 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.

Dashboard	Pending For Action	On Leave Today (03-04-2024): 0 <span>View Details</span>
<b>REQUEST/ACTIONS</b>	<b>To Sanction</b> 1	Great news! You are working with full strength today.
Sanction		
Leave Cancellation		
Station Sanction		
Station Leave Cancellation		
Leave Rejoin		
Team's Leave Applications		
ALL PROCESSED REQUESTS		
<b>REPORTS</b>		
Download Leave Reports		
Generate Attendance Report		

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

The screenshot shows the 'Leave' application interface. On the left sidebar, the 'Sanction' option is highlighted with a red box. The main content area is titled 'Leave Applications For Sanction' and contains a table with the following data:

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzcdffg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Reviewed

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


This is a close-up view of the table row from the previous screenshot. The eye icon in the 'Actions' column is highlighted with a red box, indicating it is the element to be clicked to view the application details.




The screenshot shows the 'Casual Leave' application details page. The page contains the following information:

- Leave Record Number:** CL2400084
- Leave Status:** Reviewed
- 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
- University/Institution Name & Address:** /
- Teaching Assignment:** / **Teaching Arrangement:** /



**Step 4: The Sanctioning Authority** can sanction the leave by clicking on the  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.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Reviewed

Last Updated: 0 days, 0 hours, 4 minutes and 14 seconds ago



**Casual Leave** Balance Print

Leave Summary

Employee Name: **Vivekzdfgf kumar Yadav (PT202201534)**

Leave Name: **Casual Leave**

Days: **2 days**

Duration: **From May 1, 2024 To May 2, 2024**

Casual Leave	
Current Balance	50
Opening Balance	8
Year	2024

[Click here to view Application](#)

Change Status \*  
Sanctioned

Remarks  
Approved

**Submit**

# **Thank You!!**

Team Samarth appreciates your time!