Guidelines for Vice Chancellors of State Universities & Directors of Institutions of Uttar Pradesh for using Leave Management System

Leave Management System of Governor's Secretariat enables Vice Chancellors of State Universities & Directors of Institutions of Uttar Pradesh to:

- Apply for Personal Leave
- Apply for Conference Leave
- Request for Cancellation of Approved/Pending Leave
- Intimation to Secretariat while visiting Out of Station on any Official Holiday
- Upload Holiday Calendar of University/Institution
- View the Status of Leave Applied For
- View the Status of Request for Cancellation of Approved/Pending Leave

1.Process to Register

1. To use Leave Management System of Governor's Secretariat as a Vice Chancellor/Director, VC/Director will have to get himself/herself registered first.

2. For Registration, VC/Director will have to select/fill details like **Title, Full Name, Date of Birth, Gender, Email ID, Mobile Number** and **Name of University/Institution** (where he/she is appointed as VC/Director) in the respective fields of Registration Form.

3. After filling all the details in the respective fields, click on **Register** button.

4. A One Time Password (OTP) will be sent to the Email ID and Mobile Number entered by the VC/Director in the registration form, for the verification. Fill that **OTP** in the respective field and click on **Verify** button. In case no OTP is received, click on **Resend OTP** button.

5. After OTP verification, Registration Application will be forwarded to the concerned authority of Governor's Secretariat for verification purpose.

6. Once the Governor's Secretariat verifies the Registration Details, VC/Director will be notified via SMS & Email and his/her Login Credentials (**Username** & **Password**) will be sent on the registered Email ID & Mobile Number for further proceedings.

Note:- Kindly fill all the details in the Registration Form correctly as no modifications will be allowed in the details once filled and Email ID & Mobile No. once got registered on **Leave Management System** can't be used for registration again.

2.Process to Login

1. After successful Registration, VC/Director will have to Login using the Login Credentials sent on his/her registered Mobile Number & Email ID.

2. VC/Director will have to fill the Login Credentials (Username & Password) and Calculated Captcha Value in the respective fields of Login Page and click on **Login** button.

3. On first Login, VC/Director will be redirected to **Change Password** page where he/she will have to change his/her auto-generated password, for security reasons. VC/Director will not be allowed to proceed further unless he/she has changed his/her password.

4. To change the password, VC/Director will have to fill the desired password in **New Password** and **Confirm New Password** fields correctly and click on **Submit** button.

Note: New Password must be of atleast 8 characters and must contain at least 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character.

5. After successful creation of **New Password**, VC/Director will be redirected to **Login** page again where he/she will have to Re-Login by filling **Username, New Password** and **Calculated Captcha Value** in the respective fields and click on **Login** button.

3. Process to Apply for Personal Leave

1. In case VC/Director wants to apply for Personal Leave then he/she will have to click on **Leave Application** menu and select the Type of Leave i.e., **Personal Leave**.

2. After selecting the Leave Type a form will open on the screen in which VC/Director will have to fill/select the details like **Period of Leave**, **Reason for Taking Leave**, **Destination of Visit** (fill the destination name if visiting out of station else fill the name of city where you are residing).

3. Along with, also fill **Name**, **Designation**, **Mobile Number** & **Email ID** of the Person In-charge in VC's/Director's absence and click on **Submit** button.

4. After submission of the details, leave application will be forwarded to the concerned authority of Governor's Secretariat for further proceedings.

5. VC/Director can view the status of applied leave through his/her dashboard. Once the leave application has been Approved/Rejected by Governor's Secretariat the status will displayed on **Status of Leave** page.

6. VC/Director can also view the **Balance Personal Leave** on his/her dashboard.

Note- VC/Director will not be allowed to apply for Personal Leave in following cases:

- For next 10 days from the current date
- For Back date and Current Date
- Dates marked as Holiday in University's/Institution's Holiday Calendar
- Saturdays & Sundays
- Dates for which VC/Director has already applied for Leave

7. VC/Director should keep following points in mind while applying for Personal Leave:

- On the basis of 2.5 Personal Leaves per month, total 30 Personal Leaves will be provided to VC/Director in a year (from 01st January to 31st December of that year). Therefore, VC/Director cannot apply for more than 30 Personal Leaves in a year.
- If VC/Director applies for leave for the date one day prior or later to Official Holiday or Sunday or Saturday then after selecting the Period of Leave, VC/Director will have to select the dates of Official Holiday or Sunday or Saturday on which he/she is going out of station, if any.
- VC/Director will be able to apply in advance for Personal Leave for next 03 months from the current date.
- In November month of every year, VC/Director will be able to apply for Personal Leave for the months of November and December.
- In December month of every year, VC/Director will be able to apply for Personal Leave for the months of December of current year and January of next year.
- Balance Personal Leaves of last year will not be carry forwarded to the next year.
- If VC/Director applies for Personal Leave(s) for any particular date and afterwards he/she uploads the holiday calendar for the same date(s), then in such case the applied leave(s) will be readjusted to the Balance Personal Leave of the VC/Director.

4. Process to Apply for Conference Leave

1. In case VC/Director wants to apply for Conference Leave then he/she will have to click on **Leave Application** menu and select Type of Leave i.e., **Conference Leave**.

2. After selection of Leave Type, a form will open in which VC/Director will have to fill/select the details like **Period of Leave, Whether Visiting Out of India or not?, Destination of Visit** (fill the destination name if visiting out of station else fill the name of city where you are residing) and details of Person In-charge in VC's/Director's Absence like **Name, Designation, Mobile Number** and **Email ID.**

3. Along with, also fill the details of **Benefits to the University/Institution by participating in the Conference** (maximum 500 words) in the respective field and select **Who is going to bear the tour expenses** i.e., **University/Institution/Organization/Own.** In case VC/Director selects **Organization** then mention the name of Organization in the respective field. Also, upload the **NOC Letter** issued by the State Government (if visiting out of India) and **Conference Invitation Letter** in **JPG/JPEG/PDF** format whose file size should not exceed **2 MB** each.

4. After filling the form correctly, click on **Submit** button. Leave application will be forwarded to the concerned authority of Governor's Secretariat for further proceedings.

5. VC/Director can view the status of leave through his/her dashboard. Once the leave application has been Approved/Rejected by Governor's Secretariat the status will be displayed on **Status of Leave** page.

6. VC/Director can also view the **Balance Conference Leave** on his/her dashboard.

Note- VC/Director will not be allowed to apply for Conference Leave in following cases:

- For next 10 days from the current date
- For Back Date & Current Date
- Dates marked as Holiday in University's/Institution's Holiday Calendar
- Saturdays & Sundays
- Dates for which VC/Director has already applied for Leave

7. VC/Director should keep following points in mind while applying for Conference Leave:

- On the basis of 2.5 Conference Leaves per month total 30 Conference Leaves will be provided to VC/Director in a year (from 01st January to 31st December of that year). Therefore, VC/Director cannot apply for more than 30 Conference Leaves in a year.
- If VC/Director applies for leave for the date one day prior or later to Official Holiday or Sunday or Saturday then after selecting the Period of Leave, VC/Director will have to select the dates of Official Holiday or Sunday or Saturday on which he/she is going out of station, if any.
- VC/Director will be able to apply in advance for Conference Leave for next 03 months from the current date.
- In November month of every year, VC/Director will be able to apply for the Conference Leave for the months of November and December.
- In December month of every year, VC/Director will be able to apply for the Conference Leave for the months of December of current year and January of next year.
- Balance Conference Leaves of last year will not be carry forwarded to the next year.
- If VC/Director applies for Conference Leave(s) for any particular date and afterwards he/she uploads the holiday calendar for the same date(s), then in such case the applied leave(s) will be readjusted to the Balance Conference Leave of the VC/Director.

5. Process for Intimation if going Out of Station

1. In case VC/Director wants to visit out of station during Official Holiday(s) then he/she will have to inform Secretariat. To inform, VC/Director will have to click on **Intimation for Outstation** menu from their dashboard and fill/select the details like **Period of Visit, Destination of Visit** and details of Person In-charge in VC's/Director's absence like **Name, Designation, Mobile Number** and **Email ID.**

2. After filling all the details correctly click on **Submit** button.

3. After submission of the details, intimation will be forwarded to the concerned authority of Secretariat for further proceedings.

6. Process to Upload Holiday Calendar

1. If VC/Director wants to upload the Holiday Calendar of his/her University/Institution then he/she will have to click on **Upload Holiday Calendar** menu.

2. After clicking on the aforesaid menu, VC/Director will be redirected to **Upload Holiday Calendar** page where he/she will have to fill the details related to Holiday (Occasion) & its Period and click on **Submit** button.

3. After clicking on **Submit** button, Holiday Calendar will be updated and it will be displayed on the same page as well as on dashboard.

4. In case VC/Director wants to delete the details of any particular Holiday, then he/she will have to click on **Delete Icon** of that particular entry, after which a pop-up regarding confirmation for deletion will appear on the screen. Click on **Yes, I am Sure!** button to delete it else click on **No, Cancel it!** button.

Note: VC/Director will be allowed to delete uploaded Holiday Calendar on the day it is uploaded. If calendar is not deleted on uploading date itself, then deletion of the Holiday Calendar details will not be allowed.

7. Process to View the Status of Applied Leave(s)

1. To View the Status of Applied Leave(s), VC/Director will have to click on **Status of Leave** menu.

2. After clicking on aforesaid menu, VC/Director will have to select the Type of Leave whose status he/she wants to see i.e., **Personal Leave** or **Conference Leave**.

3. After selecting the Leave Type, VC/Director will be redirected to particular Leave Status Page where he/she can view the status of all the leaves (**Approved**/**Rejected**/**Pending**) for which he/she has applied for.

4. Status of particular leave request will be displayed in front of it.

8. Process to Cancel Approved/PendingLeave(s)

1. To cancel any Approved/Pending Leave, VC/Director will have to click on **Status of Leave** menu.

2. After clicking on the aforesaid menu, VC/Director will have to select the Type of Leave which he/she wants to cancel i.e., **Personal Leave** or **Conference Leave**.

3. After selecting the Leave Type, VC/Director will be redirected to particular Leave Status Page from where he/she can cancel the approved/pending leave.

4. Approved/Pending request will have the feature of cancellation. To cancel the leave, click on **Cancel Leave** button of a particular leave, after which dates for which VC/Director has applied for leave will appear on screen.

5. VC/Director will have to select the leave date(s) to which he/she wants to cancel and will have to fill the **Reason for Cancellation** in the respective field.

6. After filling all the details correctly click on **Submit** button.

7. Request for Cancellation of Leave will be forwarded to the concerned authority of Secretariat for further proceedings. Once the cancellation request has been Approved/Rejected by Secretariat, VC/Director can view its status by clicking on respective button on the same page.

9. Process to Apply for Urgent Personal Leave

1. In case VC/Director has gone on leave urgently (without applying the Leave) or has to go on leave in next 10 days from the current date or on current date, then he/she will have to apply for **Urgent Personal Leave**.

2. To apply for **Urgent Personal Leave**, VC/Director will have to contact the concerned authority of Secretariat & convey him the details of Leave, after which authority will apply for **Urgent Personal Leave** i.e., for back date/current date/next 10 days from the current date on behalf of VC/Director.

3. Once the concerned authority has submitted the leave details, its status will be displayed on Personal Leave Status page of VC's/Director's Login.

Note:- There is no provision for cancellation of applied Urgent Personal Leave **.**

10. Process to Change the Password

1. If VC/Director wants to change his/her password then he/she will have to click on user icon & then on **Change Password** menu.

2. After clicking on the aforesaid menu, VC/Director will have to fill his/her **Current Password, New Password** & **Re-enter New Password** in the respective fields.

3. After filling data in all the fields correctly, click on **Change Password** button.

Note: New Password must be of at least 8 characters and must contain at least 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character.

4. Click on **Logout** button after completion of the process.