1. Click on Employee Services

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• Employee Services	Dashboard			:
• Finance	My Leaves	Academic	What's New	
Governance Academic	11 67 • Availed • Available		Personalized Experience Module and Apps specific personalized	
 Campus Services Data Management 	Upcoming Leaves Earned Leave (BOG Appointed NON-Vacation Staff) Apr 07, 2025 to Apr 11, 2025 •	G Question Paper Management System → Oview Class & Mark Attendance	statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience.	
Administration	Earned Leave (BOG Appointed NON-Vacation Staff) Apr 24, 2025 to Apr 29, 2025	⇒		
Account Settings				
	9 9 Apply for Leave → 9 9 View Leave Account →			
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2. Click on Apply Leaves

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• Employee Services	Dashboard					:
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- 3. Select the Leave that you want to avail from the dropdown
 - Casual Leave: नैमित्तिक / किरकोळ रजा
 - Earn Leave: अर्जित रजा
 - Commuted/Medical Leave: परिवर्तित रजा
 - Half Pay Leave: अर्धवेतनी रजा
 - Leave Not Due: अनर्जित रजा
 - Maternity/Abortion/Child Care Leave: प्रसूती रजा/ गर्भपात रजा/बाल संगोपन रजा
 - Special Disability Leave (Special Leave): विशेष विकलांगता रजा
 - Medical Treatment Leave TB/Cancer/Leprosy/Paralysis/AIDS (Special Leave): वैद्यकीय उपचार रजा - टीबी/कर्करोग/कुष्ठरोग/पक्षाघात/एड्स (विशेष रजा)

- Study Leave (Special Leave): अध्ययन रजा
- On Duty Leave (Special Leave): कर्तव्य रजा
- Vacation Leave Summer: उन्हाळी सुट्टी
- Vacation Leave Winter: हिवाळी सुट्टी

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··· Leave				E View Leave Ac	count View Leave	Applications	
MY APPLICATIONS	Apply For Leave						l
Leave				_			I
LTC	Leave Type *	Select Leave	^				I
Station Leave			٩				I
APPLY FOR		Casual Leave					1
Leave	From Date / Time	Commuted/Converted Earned Leave					
LTC		Earned Leave (BOG Appointed NON-Vacation Staff) On Duty Leave (Special Leave)					
EL(Earned Leave) Encashment	To Date / Time	Select Date	Select Time				
Station Leave							
LEAVE ACCOUNT	Prefix						
My Leaves							
My Buffer Balance		Holiday just before the first day of employee leave that has been ap	oplied for.				
History	Suffix)
Ruffer History		Holiday that falls consecutive to the last day of the employee leave	apllied for.				

4. Select the Dates: From & To along with the Time

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··· Leave			View Leave Account View Leave Applications
MY APPLICATIONS	Apply For Leave		
Leave			
LTC	Leave Type *	Earned Leave (BOG Appointed NON-Vacation Staff)	
Station Leave		Choose from list in drop box Leaves assigned to you are visible in the dropdown (In case any leave for when you are entired i	1
APPLY FOR		not visble, please contact administrator)	
Leave	From Date / Time	2025-04-02 0 AM	
LTC			, ,
EL(Earned Leave) Encashment	To Date / Time	2025-04-02 Select Time	
Station Leave		Select Time	
LEAVE ACCOUNT	Prefix	1 PM 6 PM	
My Leaves		Holiday just before the first day of employee leave that has been applied for.	5
My Buffer Balance	Cufflin	notions just serve the mat may be employee tears that has been applied for	
History	Sum		
Buffer History		Holiday that falls consecutive to the last day of the employee leave apllied for.	

5	Select the Purpose	Personal or	Academic and	write down	the Reason/	Descrit	ntion
э.	Sciect the rupose		Academic and	white down	the reason/	Descrip	JUOII

 S Apply for Leave 			- • ×
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MY APPLICATIONS	Prefix		
Leave			
LTC	e. His	Holiday just before the first day of employee leave that has been applied for.	
Station Leave	Sum		
APPLY FOR		Holiday that falls consecutive to the last day of the employee leave apliled for.	
Leave	Purpose *	Select	
LTC		Select	
EL(Earned Leave) Encashment	Reason / Description *	Academic	
Station Leave		Describe purpose of leave in brief	
LEAVE ACCOUNT	Reporting Designation		
My Leaves		Select	
My Buffer Balance		Captures who the employee reports to: this is an optional entry	
History	Upload Supporting Document		
Buffer History			
ATTENDACE			
View Attendance		Drag & drop files here	•

• If Academic, then you need to provide the relevant information along with the documentation which is mandatory

 S Apply for Leave 						×
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MY APPLICATIONS Leave	Purpose *	renova one name contractioner on one can be determined on the engingene can be approved for. Academic				
LTC	Reason / Description *	For Academic reason				
Station Leave		B Describe purpose of leave in brief				
Leave	Reporting Designation	Gard				
LTC		Captures who the employee reports to: this is an optional entry				- 1
EL(Earned Leave) Encashment Station Leave	University/Institution Name & Address					
LEAVE ACCOUNT		Full address of the University/Destination with PN, country and phone number of contact person				- 1
My Leaves My Buffer Balance	Upload Invitation					
History						
Buffer History		Drag & drop files here				
View Attendance						
		I Careat C Bowes				

6. Reporting Designation

For Adjunct Faculty, Assistant Professor, Associate Professor, Professor, Lab Assistant, Lab Attendant, etc. the Reporting Designation is Head of that concerned Department. For H.O.D. the Reporting Designation is their respective Dean.

Note: If you have been assigned an additional task by a Higher Authority and need to notify them about your leave, you can select that Authority from this dropdown.

✓ S Apply for Leave	× +				- 0	×
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MY APPLICATIONS		Holiday just before the first day of employee leave that has been applied for.	J			
Leave	Suffix					
Station Leave		Holiday that falls consecutive to the last day of the employee leave aplied for.				
APPLY FOR	Purpose *	Personal)			
Leave	Reason / Description *	Personal Reason				
EL(Earned Leave) Encashment		A Describe purpose of leave in brief				1
Station Leave	Reporting Designation	Relect				- 1
My Leaves		Select all				- 1
My Buffer Balance	Teaching Assignment	() adminsamanth- () adminuser-				- 1
History Buffer History		Chairman(Admission cell) admissions-Chetankumar Patil Chief Rector(Boys Hostel) chiefrector-Bhalchandra Birajdar				- 1
ATTENDACE	Upload Supporting Document	Coordinator(Central Computing and Networking Centre) ic.datacentre-Haridas Dadarao Gadade Coordinator(M.TECH Admission) pgadmission-Sunil Bhagwanrao Mane				- 1
View Attendance						1
		Drag & drop files here				

7. Teaching Assignment: Select Yes or No

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MY APPLICATIONS	Reason / Description *	Personal Reason	
LTC		Describe purpose of leave in brief	
Station Leave	Reporting Designation	Select	
Leave	Teaching Assignment	Captures who the employee reports to: this is an optional entry Select	
EL(Earned Leave) Encashment		Select	
Station Leave	Upload Supporting Document	Ves	
My Leaves My Buffer Balance		Drag & drop files here	
History			
ATTENDACE			
View Attendance	Station Leave ? *	C Cancel C Browse	
		Select Is the employee going out of station during/for the leave? Choose Yes/No	e

8. Station Leave: If you are leaving the station, you must select "Yes". This will open additional fields where you need to enter the required details. Some fields are mandatory, and the application cannot be submitted without filling them in.

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		Stielt	J	
MY APPLICATIONS		Are there teaching assignments during your leave? Click Yes/No		
Leave	Upload Supporting Document	×	1	
LTC				
Station Leave				
APPLY FOR		Drag & drop files here		
Leave				
LTC				
EL(Earned Leave) Encashment				
Station Leave		명 ② Cancel (그 Browse)		
LEAVE ACCOUNT	Station Leave 2 *			
My Leaves		Yes	J	
My Buffer Balance		is the employee going out of station during/for the leave? Choose Yes/No		
History	Country Leave ?	Select		
Buffer History		is the employee going out of country during/for the leave? Choose Yes/No		
ATTENDACE	Emergency Contact Details		Emergency Contact Details required	
View Attendance				
		Contact details of someone to reach for emergency purpose	§	
	Visiting Country/State Address			1
		1	4	

9. Assign Duties: Here you need to select the Employee to whom you want to assign duty during your leave period.

 S Assign Duties 						σ×
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S eGov / Assign Duties			Change Page Font Size : A - A A+	411758005-Demo BDG Non Vacation Staff , Assistant Professor (Department of Compute Science and Engineering) (Employee)	r COEP Technological University Pune	411718005 Å
··· Leave						1
MY APPLICATIONS Leave	O Success! Your leave application has been saved success	fully, Click on "Submit" button to apply.				×
Station Leave	Assign Duties					
APPLY FOR					/	
Leave	Designation	Organizational Unit	Assigned Employee			
LTC EL(Earned Leave) Encashment	Assistant Professor	Department of Computer Science and Engineering	select			^ d
Station Leave			Aarti Paygude, , 4605080	16, 460508016, Lab Assistant,Establishment Section		
LEAVE ACCOUNT	Save Cancel		Abhijeet Minakshi, , 4109	02014, 410902014, Assistant Professor,Department of Computer Science and En	gineering	
My Leaves			Abhijit Bhopale, NA, PNO	0104, , Lab Assistant,Department of Metallurgy and Material Engineering		
My Buffer Balance			Abhishek More, NA, PT00	106, , Assistant Professor,Department of Metallurgy and Material Engineering		
History			Abhishek Akhade, NA, Ol	N00267, . Peon,Student Section		
Buffer History						_
ATTENDACE						
View Attendance						

Then click on Save button.

10. A new window will open, allowing you to review all the details and take the necessary action. If everything is accurate, you can proceed by clicking the **Submit** button.

S Earned Leave (BOG Appoint				- o ×
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SeGov / Applications / Earned Leave (BOG Ap	opointed N	Change Page Font Size : A - A A+	411718005-Demo BOG Non Vacation Staff , Assistant Professor (Department o Science and Engineering) (Employee)	f Computer COEP Technological 411718005 University Pune &
··· Leave				
MY APPLICATIONS	© Success! Leave application is at "Saved" status, Kindly "Submit" for furthe	er process, if all details are correct		
LTC Station Leave	Earned Leave (BOG Appointed NON-Vacation S	taff)	Balance Assign Duties Su	bmit Edit Go Back Print
APPLY FOR				
Leave	Leave Record Number	ELBOGNVS2500022	Leave Status	Saved/Draft
LTC	Employee Name & Code	Demo BOG Non Vacation Staff & 411718005		
EL(Earned Leave) Encashment	Leave Type	Earned Leave (BOG Appointed NON-Vacation Staff)		
Station Leave	From	02 Apr 2025 (10 AM)	То	02 Apr 2025 (6 PM)
My Leaves	Total Days applied for :	1	Post Dated	No
My Buffer Balance	Employee Organization Unit	Department of Computer Science and Engineering		
History	Designation	Assistant Professor		
Buffer History	Prefix:		Suffix:	
ATTENDACE	Reason / Description	Personal Reason	Leave Created Date	29 Mar, 2025 16:03:10
view Accendance	Purpose	Personal		

11. After submitting the leave application, you can click on the My Applications > Leave and see the Status: Recommended / Reviewed / Sanctioned.

Along with it, you can also Cancel your Leave application or extend your existing leave. Please follow the steps as mentioned in the picture below,

✓ S Leave Applications	× +						-	o x
← → C 🔤 coep.sam	arth.ac.in/index.php/leave/applications/inde	x				Q	्र 🕁 🔒 Ince	ognito 🚦
S eGov / Leave / Leave Applications			Change Page Font Size : A - A A+	411718005-Demo BOG M Science and Engineerin	łon Vacation Staff , Assista g) (Employee)	ant Professor (Department of Co	mputer COEP Technological University Pune	411718005 A
··· Leave						1	View Leave Account	Apply for Leave
MY APPLICATIONS	Leave Applications						New Leav	e Application
Leave	Showing 1-3 of 3 items.							1
LTC Station Leave	# Actions Rejoin Employee	Code Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date	To Date	Days
APPLY FOR Leave		Search 🗸			All 🗸			
LTC EL[Earned Leave] Enclashment Station Leave Useves accever My Leaves My Buffer Blauce My Buffer Blauce History Page as shown in Step 3. Repeat all the	1 Not Sanctioned 411716005 Cancel If you want to Cancel your Leave Application, you can click on this. A new Window pops up wherein you can give the reason for cancellation and then click on submit.	Demo BDG Non Vacabios Staff 41718005, Askistant Professor,Department of Computer Science and Engineering	Teaching	ELBOGNVS2500022	Earned Leave (BCG Appointed NON-Vacation Staff)	02 Apr 2025	02 Apr 2025	1
autre nakory applicable steps and submit the leave extension application View Attendance	2 • • • Rejoin will be available on 30 Apr, 2025	Demo BOG Non Vacation Staff , , 411718005, Assistant Professor,Department	Teaching	ELBOGNVS2500014	Earned Leave (BOG Appointed NON-Vacation Staff)	24 Apr 2025	29 Apr 2025	6

12. Rejoin: After availing the leave, at the time of Rejoin, click on the Rejoin button and proceed to the rejoining process.

Contractions	×	🕄 Leave_Ap	oplication_dated2025-0	× +					- o ×
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SeGov / Leave / Leave Applications					Change Page Font : A - A A +	Size 411718003-Demo Computer Scient	Professor, Assistant Profe ce and Engineering) (Emplo	ssor (Department of CO syce) Un	EP Technological 411718003 iversity Pune 은
··· Leave								i View Leave	Account Apply for Leave
MY APPLICATIONS	Leave	Application	s						New Leave Application
Leave									
LTC	"	Actions	Rejoin	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date
Station Leave									
APPLY FOR					Search 🗸			All	
Leave					of Computer Science				
LTC					and engineering				
EL(Earned Leave) Encashment	4	• •	Rejoin will be availble on 22 Apr,	411718003	Demo Professor, , 411718003, Assistant	Teaching	ELGAVS2500011	Earned Leave (Government	11 Apr 2025
Station Leave		4	2025	-	Protessor,Department of Computer Science and Engineering			Appointed Vacation Staff)	
LEAVE ACCOUNT				J.					
My Leaves	5	0	Rejoin Now	411718003	Demo Professor, , 411718003, Assistant	Teaching	CEL2500004	Commuted/Converted Earned Leave	27 Mar 2025
My Buffer Balance		Ċ			of Computer Science and Engineering				
History	6		Not required	411718003	Demo Professor.	Teaching	CL2500002	Casual Leave	24 Mar 2025
Ruffer History		υÔ							

13. Now, fill in all the mandatory details: Rejoin Date, Rejoin Time, Rejoin Remarks, and Supporting Document such as Medical Certificate/Official Invitation Letter/Organization Order. Note: System does not accept .docx only accepts pdf, jpeg, jpg, and png format.

Commuted/Converted Earned × S Leave Application_dated2025 + × +							
← → C 🔤 coep.samart	th.ac.in/index.php/leave/appli	ications/rejoin?id=368b3c51ed7a	2b64c945e8ffb215eb59f	3d5f569df271d80a4145	3b90cfd1c564 Q 🖈	🔒 Incognito	
MY APPLICATIONS	Commuted/Converted Ea	rned Leave	Balance Print	Update Rejoin Status			
• Leave					Rejoin Date *	Rejoin Time	
· LTC	Leave Record Number	CEL2500004	Leave Status	Sanctioned	2025-03-28	10 AM	
Station Leave	Employee Name & Code	Demo Professor & 411718003			Rejoin Remarks *		- 1
APPLY FOR	Leave Type	Commuted/Converted Earned Leave	Leave Balance after Sanction Leave	7	Rejoining		<u>ן</u>
LTC EL(Earned Leave) Encashment	From	27 Mar 2025 (10 AM)	То	29 Mar 2025 (6 PM)	Upload Supporting Document		6
Station Leave	Total Days applied for :	3	Post Dated	No			<u> </u>
LEAVE ACCOUNT	Employee Organization Unit	Department of Computer Science and Engineering			Drag & drop files	here	
 My Leaves My Buffer Balance 	Designation	Assistant Professor	Leave Balance before Sanction Leave	10		0	
History	Prefix:		Suffix:				
Buffer History	Reason / Description	Personal	Leave Created Date	21 Mar, 2025 16:58:34	Cancel Browlastin		
View Attendance	Purpose	Personal				(

Once you have uploaded the document, click on "Update" and then status will get updated.

For any doubts, please contact us on the below email id: samarthcood.comp@coeptech.ac.in