

31-08-2022

NOTIFICATION

The Competent Authority of Central Sanskrit University, Delhi has directed for implementation of LEAVE MANAGEMENT through SAMARTH Module from 1st September, 2022 for all employees of CSU at Headquarter Office and in its constituent Campuses.

In this connection, the access is given to all employees of CSU for applying the following LEAVES :-

1. Casual Leave (Permanent - Teaching/Non-Teaching and Contract/Guest Faculty)
2. Restricted Holiday (Permanent – Teaching/Non-Teaching and Contract/Guest Faculty)
3. Earned Leave (Permanent– Teaching/Non-Teaching)
4. Half Pay Leave (Permanent – Teaching/Non-Teaching)
5. Commuted Leave (Permanent – Teaching/Non-Teaching)
6. Compensatory Leave (Permanent – Teaching/Non-Teaching and Contract/Guest Faculty)
and
7. Station Leave Information (Permanent/Adhoc–Teaching/Non-Teaching&Contract/Guest Faculty)

All the employees are requested to check their SAMARTH ID in the University website through the following link http://sanskrit.nic.in/employee_portal.php under respective Campus. Permanent and Contract/Guest Faculty are requested to kindly download their Identity Cards.

It is requested to kindly contact the ICT Cell of Project Section, Head Quarter Office for assistance to access login credentials, if yet not accessible, corrections still any in Personal Profile and in ID Card.

The procedure for applying leave is attached herewith for kind perusal. Also, the list of leaves and the respective recommending, reviewing and sanctioning authority(ies) is attached (Annexure-1) herewith for kind perusal.

The administrative accounts for Officers i.e., Directors of Campuses and Section Heads at Headquarter Office are given to recommend/reviewing/sanctioning of leaves for employees under their control.

Also, the access for applying other types of leaves i.e. Duty Leave, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Child Care Leave, Study Leave, Special Casual Leave and Leave Travel Concession will be made accessible within 15 days.

If any employee can't access the eligible leave made accessible i.e. listed above, then they may kindly intimate to the Nodal Officer – SAMARTH.

As the module is started in the mid of calendar year, all the employees are requested to kindly verify the number of leaves remaining (C.L.), accumulated (E.L.) and so on and inform if any corrections/clarifications/changes in discrepancy against the number of leaves. The intimation of same may be forwarded through the Director of Campus/Section Head to the Deputy Director (Administration) of CSU Headquarter Office, New Delhi on or before 10th September, 2022.

The Competent Authority has directed to recommend/review/sanction the leaves as per the approved chart attached herewith (Annexure-1) only when applied through the SAMARTH Portal. Up to deployment of all other types of leaves, they may be granted as per rules and according to the hierarchy of recommending/reviewing/sanctioning authority.

No leave will be sanctioned/granted without prior intimation/approval. Except in urgency and which may be considered as valid by the Competent Authority, post approval of leave will not be entertained, in any case.

If the employee wishes to cancel any type of leave applied, may do so before the start of leave only.

The 'Station Leave Intimation' should be posted on SAMARTH portal by every employee (Permanent/Adhoc – Teaching/Non-Teaching including Contract/Guest Faculty), even when out of workplace on weekends/holidays.

This is for information of all concerned requesting for strict compliance and issued with the approval of Competent Authority.

Sd/-
REGISTRAR

CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India]
New Delhi – 110 058

SAMARTH LEAVE MANAGEMENT SYSTEM

CASUAL LEAVE & RESTRICTED LEAVE

FACULTY & STAFF AT CAMPUSES	RECOMMENDING	REVIEWING	SANCTIONING
DIRECTOR	-	-	VICE CHANCELLOR
PROFESSOR/ ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR & Jr. Lecturer	-	-	DIRECTOR
Asst. Librarian, and Assistant Director (Physical Education & Sports)	-	-	DIRECTOR
Asst. Professor (Contract / Guest) and Instructor (Physical Education & Sports), Assistant Librarian (Contract), PDF/JRF	HoD of School at Campus Level	-	DIRECTOR
SECTION OFFICER ASSISTANT UDC / LDC / MTS	-	SECTION OFFICER	DIRECTOR

STAFF AT CSU H.Q.O., DELHI	RECOMMENDING	REVIEWING	SANCTIONING
REGISTRAR, FINANCE OFFICER, LIBRARIAN, CONTROLLER OF EXAMINATIONS, DIRECTOR / DEANS	-	-	VICE CHANCELLOR
P.O., D.D., D.C.E., A.D., A.C.E.,	-	-	REGISTRAR
SECTION OFFICER ASSISTANT UDC / LDC / MTS	-	-	HEAD OF CONCERNED SECTION

NOTE :

- 1) **Station Leave Intimation of all Campus Directors will be accessed/approved by the Hon'ble Vice Chancellor.**
- 2) **Station Leave Intimation of Faculty/Staff at Campuses will be accessed/approved by the concerned Director of the Campus.**
- 3) **Station Leave Intimation of Section Heads (Teaching) will be approved by the Hon'ble Vice Chancellor.**
- 4) **Station Leave Intimation of Section Heads (Non-Teaching) will be approved by the Registrar.**
- 5) **For Staff at Headquarters Office, Delhi below the D.D. level will be accessed and approved by the Deputy Director (Administration)**

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SAMARTH LEAVE MANAGEMENT SYSTEM

**EARNED LEAVE, COMMUTED LEAVE, HALF PAY LEAVE
COMPENSATORY LEAVE, DUTY LEAVE, EXTRA ORDINARY LEAVE
STUDY LEAVE, LEAVE TRAVEL CONCESSION, SPECIAL CASUAL LEAVE
MATERNITY LEAVE, CHILD CARE LEAVE, PATERNITY LEAVE**

FACULTY & STAFF AT CAMPUSES	RECOMMENDING	REVIEWING	SANCTIONING
DIRECTORS	D.D. (Admin)	REGISTRAR	VICE CHANCELLOR
PROFESSOR/ ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR & Jr. Lecturer	DIRECTOR of concerned CAMPUS	REGISTRAR	VICE CHANCELLOR
Asst. Librarian, and Assistant Director (Physical Education & Sports), Jr. Lecturer	DIRECTOR of concerned CAMPUS	D.D. (Admin)	REGISTRAR
Asst. Professor (Contract / Guest) and Instructor (Physical Education & Sports), Assistant Librarian (Contract), PDF/JRF	Eligible Leaves are made accessible from time to time as per directions of Competent Authority		
SECTION OFFICER ASSISTANT UDC / LDC / MTS	DIRECTOR of concerned CAMPUS	D.D. (Admin)	REGISTRAR

STAFF AT CSU H.Q.O., DELHI	RECOMMENDING	REVIEWING	SANCTIONING
REGISTRAR, FINANCE OFFICER, LIBRARIAN, CONTROLLER OF EXAMINATIONS, DIRECTOR / DEANS SECTION HEADS	D.D. (Admin) [Forwarding]	REGISTRAR	VICE CHANCELLOR
P.O., D.D., D.C.E., A.D., A.C.E.,	D.D. (Admin) [Forwarding]	REGISTRAR	VICE CHANCELLOR
SECTION OFFICER ASSISTANT UDC / LDC / MTS	HEAD OF CONCERNED SECTION	D.D. (Admin) [Forwarding]	REGISTRAR