UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section-II.

No. UH/E-II/Samarth/LMS/2024/2402 Date: 28-09-2024
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CIRCULAR

Sub: Implementation of Leave Management System module of Samarth *e*- Governance Suite– Reg.

Ref: Orders of the Vice-Chancellor dated: 27-09-2024.

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Samarth *e*-Gov Suite, an initiative of the Ministry of Education is an Enterprise Resource planning system. It aims to transform the University operations allowing Universities to achieve operational excellence, and improve productivity while meeting stakeholder's expectations.

The Leave Management System (LMS) module forms part of the SAMARTH *e*-Gov ERP Suite with a focus on the online processing of leave applications to ensure transparency in the maintenance of leave records, easy access to the employees anytime and anywhere.

Configuration and testing of the Leave Management module has been completed and is being implemented w.e.f. 1st November, 2024. With its launch, all leave applications shall be processed only through the Leave Module of Samarth and manual processing of leave shall be discontinued from 1st November 2024 for all kinds of leave.

To facilitate the implementation of the module, the leave balance of each employee (EL/HPL) as available in the two Establishment Sections has been ported to Samarth. However, since this balance is not a verified one to the last detail, the ported data will be treated as a provisional leave balance of each employee on the date of launch of the leave module of Samarth, subject to reconciliation with the records maintained in individual departments/sections.

While reconciling and updating the initial balance ported from Service Record, the following procedure shall be followed:-

(i) For Group B & C employees, Establishment Section will update and reconcile the initial opening balance of Leave (EL/HPL/Commuted Leave/CL/RH/Child Care Leave) from the leave records of the employees maintained in the Departments considering of the leaves applied/availed manually up to 31-10-2024, in respect of the type of leaves

mentioned in Samarth and thereafter the same is required to be verified /updated will be the final leave balance of each employee as on 1st November 2024.

(ii) For Group A employees, since leave records are maintained in the two Establishment Sections, the updation of the balance of all leaves (EL/HPL/Commuted Leave/Child Care Leave) shall be done by dealing officials of the two Establishment Sections.

(iii) Since leave applications in respect of the leave mentioned in Samarth are compulsorily required to be processed only through LMS w.e.f. 1st November, 2024, the balance thereafter will get updated automatically through the system itself.

(iv) While updating the records of employees (Group A, B & C), preference may be given to updating the leave records of such employees who are retiring in the next one year and those who have applied for EL/Commuted Leave/HPL/Child Care Leave etc.

(v) In case the leave record of any employee is shown as negative/blank and the employees are not able to apply to any leave through Samarth LMS, leave records of such employees shall be updated on priority.

(vi) Effort shall be taken to complete the updation process at the earliest, before crediting of leave for the further period.

(vii) To facilitate smooth transition from manual maintenance of leave records to the LMS, Admin C.C. and the Establishments Sections may provide assistance and guidance to the employees in the initial days.

(viii) Detailed guidelines regarding the Leave Module will be uploaded on the University website.

(ix) The cash equivalent of leave salary payable as per rules for the leave balance standing at the credit of the employee consequent to retirement, VRS, death, etc., shall be subject to reconciliation and vetting of the Internal Audit Officer.

In light of the above, all the Controlling Officers are hereby informed that the decentralized maintenance of Leave Account of non-teaching employees viz., Earned Leave / Commuted Leave / Half Pay Leave will be dispensed with effect from 01-10-2024 and they are requested to:

(i) Ensure updation of the leave account (EL/HPL) of employees maintained at the Department by deputing the Dealing Assistants to the Establishment Section-II for reconciliation. **The Schedule for deputing Dealing Assistant for the reconciliation of leave accounts is mentioned at Annexure-A.**

(ii) Hand over all the leave account (EL/HPL) & personal files of non-teaching employees maintained at the Departments/Schools/ Administrative Units to the Establishment Section-II for office records. Deans/Heads are required to intimate the balance of the duty leave of faculty as of 31-10-2024 for the academic year 2024-25 to the Establishment Section-I.

(iii) Forward applications of Leave from 01-10-2024 to 31-10-2024 with their recommendation to the Establishment Section-II for taking further action.

(iv) Casual Leave/Restricted Holiday accounts may be maintained at the respective Departments/administrative units where the Head/Dean/ Officer concerned is the Sanctioning Authority. **Balances of CL/RH of the non-teaching employees working under them may be communicated to the Establishment Section-II by 25-10-2024, so that the same shall be ported onto the Samarth Portal.**

(v) **With effect from 01-11-2024, all the leaves are mandatorily to be applied only through Samarth Portal.**

(vi) **All the employees are requested to get familiar with the Leave Management System module of Samarth e-Gov ERP Suite.**

For any clarifications relating to leaves of non-teaching on Samarth Suite, please contact Smt. Sunitha Ranga, Computer Operator @ 040-23132117 or, please mail to establishmenttwo@uohyd.ac.in and in case of leave of faculty and other academic staff queries may be sent to uohestablishmentone@gmail.com.

30-9-24

REGISTRAR

To
All employees concerned.

Copy to:

1. All Deans of Schools/Heads of Departments/Centres.
2. Finance Officer.
3. Controller of Examinations.
4. Librarian, IGML.
5. Dean, Student's Welfare.
6. Chief Warden.
7. University Engineer.
8. All Controlling Officers of Administrative Units.
9. Joint Registrars (F&A)
10. Joint Registrar (Guest House / Horticulture / Sanitation).
11. Joint Registrar (RCC).
12. Deputy Registrar (Acad. & Exams)
13. Assistant Registrar (Security).
14. Internal Audit Officer.
15. Hindi Officer: With a request to arrange for translation of the Circular.
16. Director, Computer Centre / CNF: With a request to send through GApps to all the Employees for information and compliance.
17. Webmaster, UoH: With a request to upload the Circular on the University website.

Annexure-A

Time-Schedule for deputing Dealing Assistant for reconciliation of leave of Group B & C employees

Sl. No.	Name of the School/Dept/Centre/Unit	No. of Employees	Scheduled date(s) for reconciliation
1.	Horticulture Department	11	03-10-2024 to 04-10-2024
2.	School of Life Sciences	18	03-10-2024 to 08-10-2024
3.	Finance & Accounts Department	18	03-10-2024 to 08-10-2024
4.	Indira Gandhi Memorial Library	29	03-10-2024 to 10-10-2024
5.	Chief Warden's Office	66	03-10-2024 to 15-10-2024
6.	Sanitation Department	14	07-10-2024 to 09-10-2024
7.	School of Chemistry	06	09-10-2024 to 10-10-2024
8.	School of Physics	11	09-10-2024 to 11-10-2024
9.	Controller of Examinations	13	09-10-2024 to 14-10-2024
10.	Internal Complaints Committee	02	11-10-2024
11.	School of Medical Sciences	03	14-10-2024
12.	Centre for Modeling, Stimulation and Design (CMSD)	02	14-10-2024
13.	ACRHEM	02	14-10-2024
14.	School of Economics	03	15-10-2024
15.	School of Engineering Sciences & Technology	01	15-10-2024
16.	S.N. School of Arts & Communication	05	15-10-2024
17.	School of Management Studies	03	16-10-2024
18.	School of Mathematics & Statistics	02	16-10-2024
19.	School of Humanities	13	16-10-2024 to 18-10-2024
20.	University Works Department	22	16-10-2024 to 22-10-2024
21.	School of Social Sciences	10	18-10-2024
22.	Dean, Students Welfare	3	21-10-2024
23.	Security Department	4	21-10-2024
24.	School of Computer & Information Sciences	02	23-10-2024
25.	Centre for Earth, Ocean & Atmospheric Sciences	01	23-10-2024
26.	Office of the International Affairs	01	23-10-2024
27.	Centre for Physical Fitness & Sports Science	04	23-10-2024
28.	Centre for Integrated Studies (CIS)	10	23-10-2024 to 25-10-2024

Annexure-A

Sl. No.	Name of the School/Dept/Centre/Unit	No. of Employees	Scheduled date(s) for reconciliation
29.	University Health Centre	10	23-10-2024 to 25-10-2024
30.	UGC-Malaviya Mission Teacher Centre (HRDC)	01	24-10-2024
31.	Centre for Distance and Virtual Learning (CDVL)	03	28-10-2024
32.	Lake View Guest House	01	28-10-2024
33.	Central Instruments Laboratory (CIL)	03	28-10-2024
34.	Campus Network Facility	02	29-10-2024
35.	Cryogenic Facility	02	29-10-2024
36.	Vice-Chancellor's Office	03	29-10-2024
37.	Registrar's Office	37	28-10-2024 to 30-10-2024
38.	Research & Development Cell	02	29-10-2024 to 30-10-2024
39.	IQAC	01	29-10-2024