



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/G.01.01/2023/6051

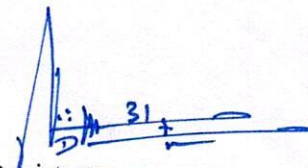
Date : 31.07.2023

NOTIFICATION

In continuation to the Notification No. DU/RG/G.01.01/2023/5695 dated 14.02.2023, all the teachers and officers of Dibrugarh University are hereby requested to apply for their Earned Leave, Duty Leave and Special Casual Leave wherever applicable through the ERP Portal only w.e.f. 01.08.2023 in addition to the leaves notified earlier.

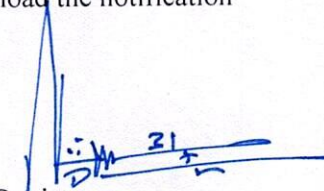
A Standard Operating Procedure(SoP) for the ERP Leave Module has also been issued herewith for administrative convenience.

Issued with due approval.


Registrar,
Dibrugarh University

Copy to:

1. Hon'ble Vice-Chancellor, Dibrugarh University, for kind information.
2. The Deans, Dibrugarh University, for kind information.
3. The Heads, Chairpersons and Director of the Teaching Departments / Centres for Studies/DODL/DUIET, Dibrugarh University for information and needful.
4. All the teachers for information.
5. All the officers for information
6. The Programmer, Dibrugarh University for information and with a request to upload the notification on the Dibrugarh University Website.
7. File.


Registrar,
Dibrugarh University

Standard Operating Procedure

ERP Leave Module

1. For Teachers and Officers

The Teachers and Officers can apply for leave after login to their user account in ERP which can be accessed through <https://staff.dibru.work/staff-login>. If they are accessing the account for the first time, then there is an initial one-time setup which is to be done before being able to apply for leave.

1.1 Initial Setup

- Please click on “Apply for Leave”. Then complete the profile by going to “Edit Profile” section.
- Please verify your email id first by entering your correct email id and submitting the OTP sent to that email id.
- Please setup your Leave Approving/Forwarding Authorities. Select the Approving Authority as “Vice-Chancellor” or “Registrar” whoever is applicable. If your application needs to be forwarded by HoD/Chairperson/Controlling Officer etc. , please select **the Name** of the concerned person as your Forwarding Authority. Otherwise leave this field blank. You can setup upto two forwarding authorities if there is a forwarding hierarchy. You can edit the forwarding/approving authority anytime you want.

1.2 Applying for Leave

- Go to “Apply for Leaves” section and click on the Apply button corresponding to the required type of leave.
- Please check whether forwarding authority/approving authority is correct or not. If not, you can change it by going to “Edit Authority” option.
- For some types of leaves, remaining leaves will be displayed.
- In case of duty leave, uploading of supporting document is mandatory.
- Initially Earned leave may be shown as “Not Calculated”. However, you may apply for Earned Leave and after receiving your application, Establishment Branch will calculate the Earned Leave and display there.



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2. For Forwarding Authority

- Forwarding authority shall go to "Forward/Approve Leaves" section and view the applications to be forwarded.
- Once forwarded the application will be visible to "Approving Authority".
- The forwarding authority may also "Accept Request for Cancellation of Leaves" if requested by the User and if the leave is not already forwarded.

3. For Approving Authority

- Approving authority shall go to "Forward/Approve Leaves" section and view the applications. Approving authority may approve or reject the leave applications or in some cases change the leave types before approving.
- The Approving authority may also "Accept Request for Cancellation of Leaves" if requested by the User.

4. For Establishment Branch

- Establishment Branch can view the status of each and every leave application. They will also get email alert once a leave is approved or rejected by the competent authority.
- Establishment Branch can also view the Leave report against a particular user or a particular leave type.
- In case of **Duty Leave**, Establishment Branch shall keep an eye on the status and issue Official Order(s) if necessary.
- All the applications for **Earned Leave** will first come to Establishment Branch Account once forwarded by the forwarding authority, if any. The Establishment Branch will calculate the Earned Leave accumulated by the applicant till date and update the same on the system. Then they will forward it to the concerned Approving Authority with a recommendation note. The approving authority shall approve or reject the application.
- Establishment Branch will create user accounts for new incumbents, assign leaves and deactivate existing accounts when required. Other operations like Name correction, Date of Birth correction, designation change, mobile no. change etc. can be done by Establishment Branch whenever required or approached by the User.

