



OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY
Dibrugarh | PIN - 786 004 | Assam

No: DU/RG/G.01.01/2023/6381

Date: 29/12/2023

NOTIFICATION

This is to notify that, all the Grade-III Employees (permanent/ contractual) should apply their leaves (Casual Leave/Station Leave/Restricted Holiday/Earned Leave /Special Casual Leave whichever applicable) in online mode through ERP Portal only w.e.f. 1st January, 2024. However, leaves other than those specified above will be required to be applied in existing manner.

A Standard Operating Procedure (SOP) in this regard is also issued hereby for operational convenience.

Registrar
Dibrugarh University

Memo No: DU/RG/G.01.01/2023/6381

Dated :- 29/12/2023

Copy to:-

1. The Hon'ble Vice-chancellor for favour of kind information
2. The Dy. Registrar, Admn – for information and necessary action
3. All the concerned officers/employees
4. The Section Officer, Estt-B, for information and necessary action
5. The Programmer – for uploading in the DU website
6. Office File

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Standard Operating Procedure

ERP Leave Module

1. For Grade-III Employees

The employees can apply for leave after login to their staff account (staff login) in ERP which can be accessed through <https://staff.dibru.work>. 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 Forwarding Authorities by searching the Name of your Controlling Officer. By default, your Approving Authority is set as “Deputy Registrar (Admin)”. If your application needs to be forwarded by two controlling officers, please select **the Name** of the another person as your Forwarding Authority 2. Otherwise leave this field blank. You can setup upto two forwarding authorities if there is a forwarding hierarchy. You can edit the forwarding authority whenever your controlling officer gets changed.

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.
- 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 the same 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-B

- Establishment Branch-B 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-B can also view the Leave report against a particular user or a particular leave type.
- Establishment Branch shall keep an eye on the status of leaves and issue Official Order(s) if necessary.
- All the applications for **Earned Leave** will first come to Establishment Branch-B 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.


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