

Ref: No: KGMU/VC/181/2021,

Dated: November 18, 2021

**CIRCULAR**

As per the earlier circular no vc/kgmu/163/2021, dated: 22 Oct-2021 online leave submission is mandatory for all faculty members.

It has been observed that there are few issues are causing confusion among faculty members and officials regarding online leave submission and execution of the online leave portal.

In view of above, the following SOP is being circulated for perusal and strict compliance.

1. Faculty applying for leave will log on to the Leave Module on Manav Sampada portal with their User ID Password. The leave shall be sent to the immediate reporting officer-Head of the Department/Incharge.
2. After that, the Head of the Department/In-charge will forward the concerned Leave to the Registrar with his login ID and password. The approval/rejection of casual leave and restricted holiday shall be by the respective head of the department/In-charge. Except for the first time, where the casual leave and restricted holiday have to be forwarded to the Registrar for the entry of leave balance if not filled.
3. The Registrar will forward it to the concerned section through his login id and password.
4. After leave balance entry, the leave request shall come back again to the Registrar.
5. The Registrar will send the leave to the concerned officer (Pro-Vice Chancellor / Vice Chancellor/ Head of the department/In-charge) with his login ID and password for action.
6. All faculty while applying online leave have to upload an attachment that indicates the name of the person taking care of clinical/administrative/teaching/work/duties in his/her absence. Faculty can use the previous hard copy leave perform for the same.
7. Also, All HODs while applying for leave to select reporting officer as Registrar, KGMU, Lucknow (EHRMS ID of Registrar - 1388893) for smooth maintenance of leave balance.
8. The leave which are not forwarded through the proper channel will not be entertained.



(Lt. Gen.(Dr.) Bipin Puri)  
Vice Chancellor

**Distribution**

- 1- All faculty Members, KGMU, Lko.
- 2- Registrar, KGMU, Lko.
- 3- Finance Officer KGMU, Lko
- 4- Circular Book.