# Instructions for Online Leave
# for
# Leave Authority

## (https://mzu.samarth.ac.in)

**Start Date of Online Leave
15th February, 2024**

# Step by step procedure for Online Leave Management

**Step 1:**

Open Samarth Portal:

# https://ict.mzu.edu.in
Or
# https://mzu.samarth.ac.in

**Step 2:**

**Login with Leave Authority User account**

# Mizoram University

Username *

Username

Username cannot be blank.

Password *                    Forgot Password ?

Password

Captcha Verification

**612843** | Type the text

**S eGov / Dashboard**

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- Employee Services

- Finance

- Governance

- Recruitment

- Campus Services

- Data Management

- Account Settings

**Dashboard**

**RTI Management**

Capture/Track RTI Requests and Re...

LAUNCH

**Leave Management Syste...**

Leave Applications and Management

LAUNCH

**Research Project Manage...**

Research Project Grant Managemen...

LAUNCH

**File Tracking And Mana**
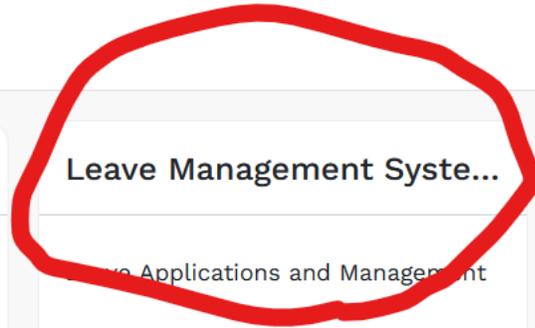
File Tracking Management Syste

LAUNCH

**Inventory Management S...**

Inventory Management System

LAUNCH

S eGov / Leave

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••• **Leave**

- **Dashboard**

- All Applications

REQUESTS

- Recommendation

- Review

- Sanction

- Leave Cancellation

- Station Recommendation

- Station Review

- Station Sanction

**On Leave : Today**

0

VIEW DETAILS

**Pending Recommendation Leave**

7

VIEW DETAILS

**Pending Review Leave**

0

VIEW DETAILS

**Pending Sanction Leave**

0

VIEW DETAILS

**Pending LTC Review Requests**
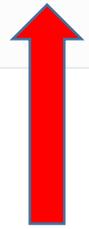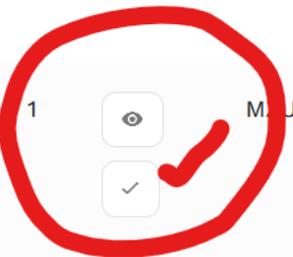
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VIEW DETAILS

**Pending LTC Sanction Requests**

0

VIEW DETAILS

https://mzu.samarth.ac.in/index.php/leave/applications/recommending-index

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System Administrator (ICT Centre)

Mizoram University

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Processed

## Leave Applications For Recommendation

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Cancellation

n Recommendation

n Review

n Sanction

Showing **1-7** of **7** items.

| # | Actions | Employee Code | Employee Details | Leave Record Number | Leave Type | From Date | To Date |
|---|---------|---------------|------------------|---------------------|------------|-----------|---------|
|   |         |               | Select Employ...⌄ |                     | Select ⌄   |           |         |
| 1 | 👁 ✓ | MZUNT028 | Jacob Lalawmpuia , जैकब लालवम्पुईए, MZUNT028, MZUNT028,ICT Centre, Network Engineer | CL NT2400034 | Casual Leave Non Teaching | Feb 1, 2024 | Feb 1, 2024 |

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System Adminis
Centre)

··· **Leave**

- Dashboard

- All Applications

REQUESTS

- Recommendation

- Review

- Sanction

- Leave Cancellation

- Station Recommendation

- Station Review

- Station Sanction

## Leave Approval

**Approver's Designation And O**

System Administrator (ICT Centre )

Recommended Status *

Select

Recommend Remarks

Submit

## Casual Leave Non Teaching

| Leave Record Number | CL NT2400034 | Le |
|---|---|---|
| Employee Name & Code | Jacob Lalawmpuia & MZUNT028 | |
| Leave Type | Casual Leave Non Teaching | |
| From | Feb 1, 2024 (10 AM) | To |
| Total Days applied for : | 1 | Po |
| Employee Organization Unit | ICT Centre | |
| Designation | Network Engineer | |

Note : Depending on type of leave and type of authority, different options – Recommended/Rejected/Sanctioned etc will appear in the box. Please select appropriate option.
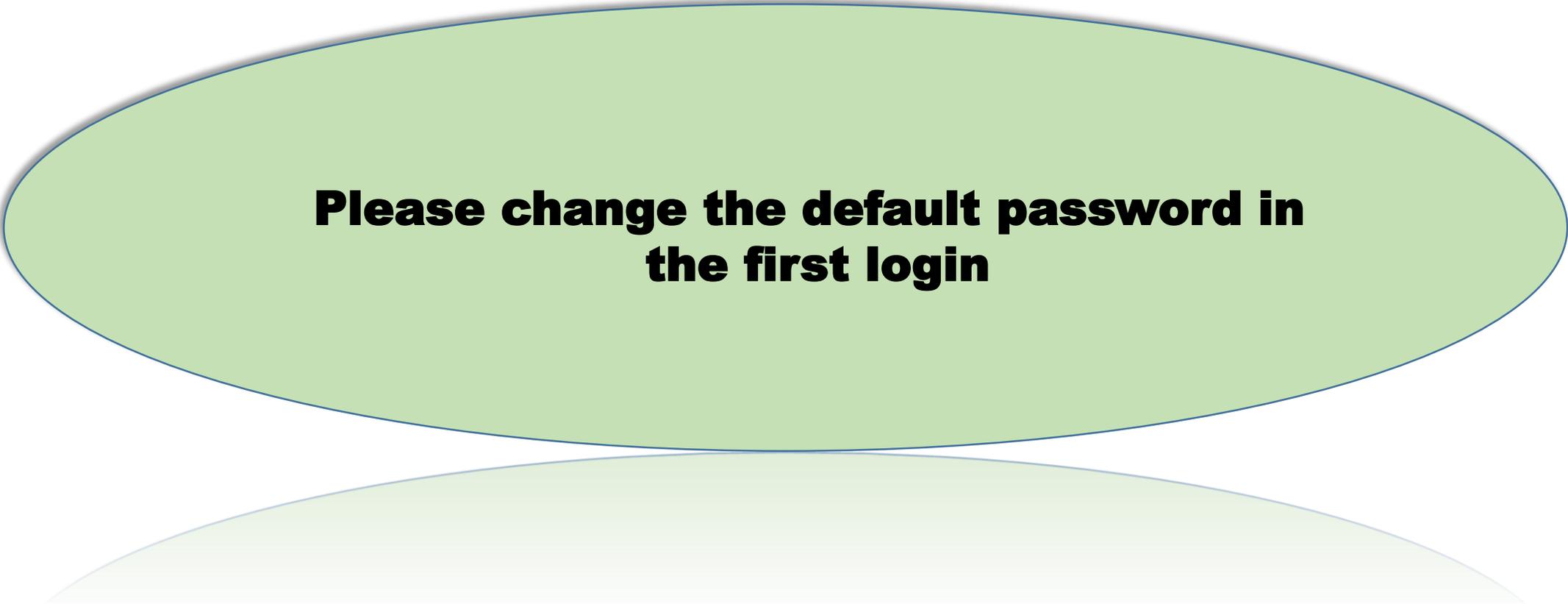
Dashboard

All Applications

EQUESTS

Recommendation

Review

Sanction

Leave Cancellation

Station Recommendation

Station Review

Station Sanction

Station Leave Cancellation

Leave Rejoin

System Administrator (ICT Centre )

Recommended Status *

Recommended

Recommend Remarks

Submit

| Leave Record Number | CL NT2400034 | Leave Status | New Request |
|---|---|---|---|
| Employee Name & Code | Jacob Lalawmpuia & MZUNT028 | | |
| Leave Type | Casual Leave Non Teaching | | |
| From | Feb 1, 2024 (10 AM) | To | Feb 1, 2024 (6 PM) |
| Total Days applied for : | 1 | Post Dated | Yes |
| Employee Organization Unit | ICT Centre | | |
| Designation | Network Engineer | | |
| Prefix: | | Suffix: | |
| Reason / Description | Private | Leave Created Date | Feb 01, 2024 09:59:17 |
| Purpose | Personal | | |

Please change the default password in the first login

In case of technical problems,

Please Contact

**ICT Centre, Mizoram University**