

SAMARTH
DDUC



DEEN DAYAL UPADHAYA COLLEGE
(UNIVERSITY OF DELHI)

SAMARTH IMPLEMENTATION TEAM

WELCOMES YOU

LEAVE MANAGEMENT MODULE

Samarth Portal Login:

URL to open Samarth Login Page : <https://dducollege-du.samarth.ac.in>

This link is also available on the Home Page of the College Website under the Tab “Samarth”.



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)
दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
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दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://dducollegedu.ac.in>



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Principal's Desk



Dear Students,
Welcome to the DDUC
parivar. Higher Education
does not simply mean an
arithmetic progression from
Class XII to an Undergraduate
Programme.

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DEEN DAYAL UPADHYAYA COLLEGE
(University of Delhi)
ANNUAL PRIZE DISTRIBUTION
14th September, 2023

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IPORTANT WEBSITE/LINKS

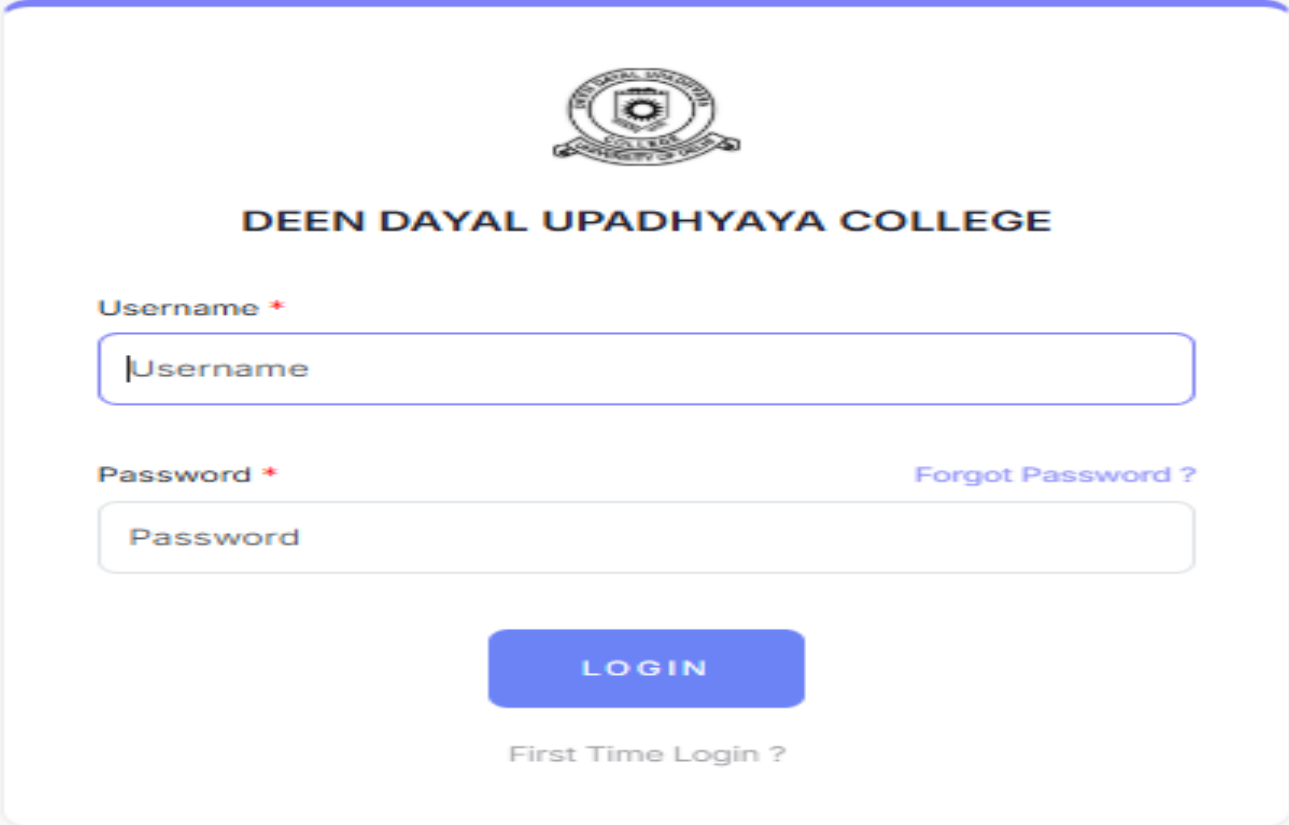
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Login on Samarth Portal:

Step 1: Login your dashboard

Fill the given Username and Password and click on Login.





DEEN DAYAL UPADHYAYA COLLEGE

Username *

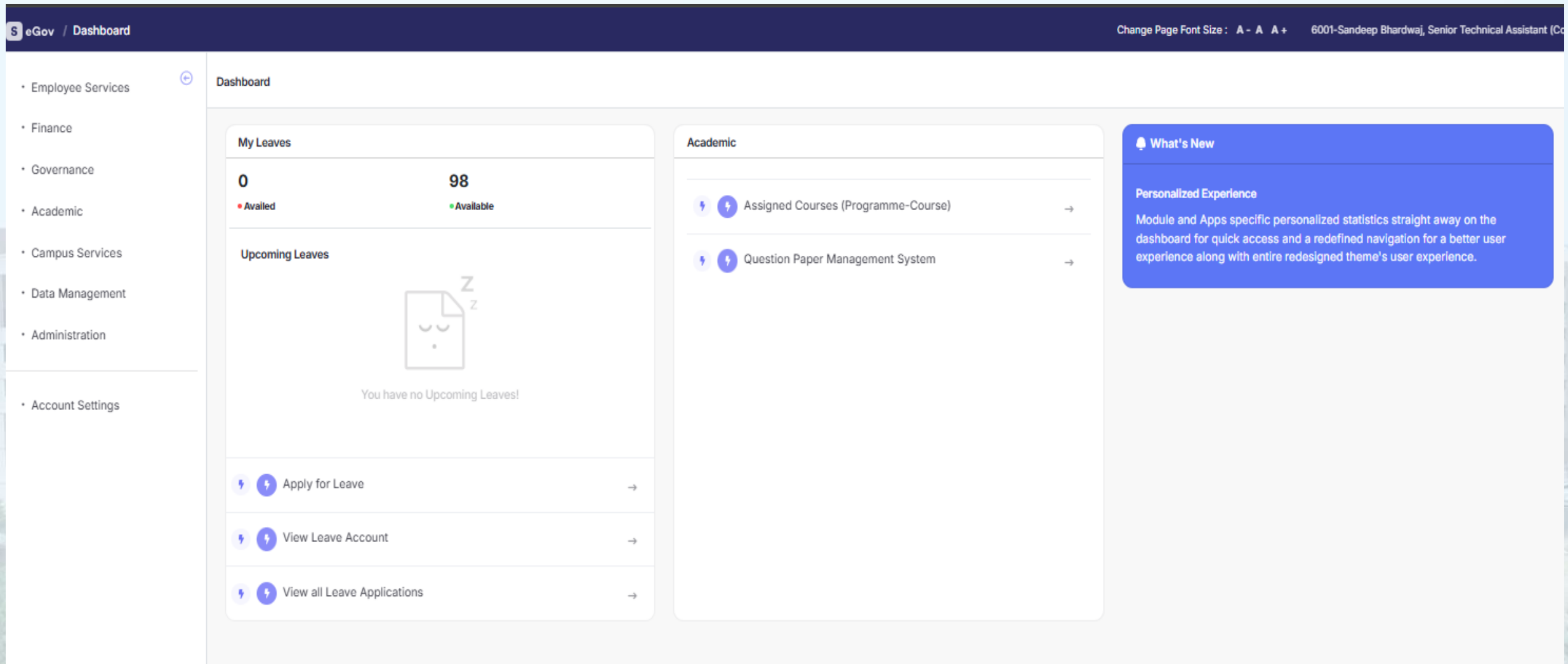
Password * [Forgot Password ?](#)

LOGIN

[First Time Login ?](#)

Steps for a new leave application:

Step 2: After Login to the Samarth Portal, You will see the dashboard, now click on Apply for Leave as follows:



The screenshot displays the eGov Dashboard interface. The top navigation bar includes the eGov logo, the word "Dashboard", and a font size adjustment tool. A user profile indicator shows "6001-Sandeep Bhardwaj, Senior Technical Assistant (Co)".

The left sidebar contains a menu with the following items:

- Employee Services
- Finance
- Governance
- Academic
- Campus Services
- Data Management
- Administration
- Account Settings

The main content area is titled "Dashboard" and is divided into several sections:

- My Leaves:** A summary card showing 0 Availed leaves and 98 Available leaves.
- Upcoming Leaves:** A card with a sleeping person icon and the text "You have no Upcoming Leaves!".
- Academic:** A list of items with lightning bolt icons and right-pointing arrows:
 - Assigned Courses (Programme-Course)
 - Question Paper Management System
- Apply for Leave:** A button with a lightning bolt icon and a right-pointing arrow.
- View Leave Account:** A button with a lightning bolt icon and a right-pointing arrow.
- View all Leave Applications:** A button with a lightning bolt icon and a right-pointing arrow.

On the right side, there is a blue "What's New" notification box with the following text:

Personalized Experience
Module and Apps specific personalized statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience.

Steps for a new leave application:

Step 3: After Clicking on apply for leave, You will see the window to fill required leave details as follows:

S eGov / Leave / Apply For Leave Change Page Font Size : A - A A + 6001-Sandeep Bhardwaj, Senior Technical Centre) (Employee)

... Leave

MY APPLICATIONS

- Leave
- Station Leave
- Compensatory Requests

APPLY FOR

- Leave
- Station Leave
- Compensatory Requests

LEAVE ACCOUNT

- Account
- My Buffer Balance
- Leave Ledger
- Buffer History

Apply For Leave

Leave Type *

From Date / Time

To Date / Time

Prefix

Suffix

Purpose *

Reason / Description *

Casual Leave (Contractual)

Compensatory Leave (Non Teaching)

Extra Ordinary Leave (Without Pay)

Medical Leave (Contractual)

Restricted Holiday (Contractual)

Holiday just before the first day of employee leave that has been applied for.

Holiday that falls consecutive to the last day of the employee leave applied for.

Steps for a new leave application:

Step 3: After Clicking on apply for leave, You will see the window to fill required leave details as follows:

The screenshot shows a web application interface for submitting a leave request. On the left is a sidebar menu with the following items: 'Compensatory Requests', 'APPLY FOR' (with a sub-item 'Leave' highlighted), 'Station Leave', 'Compensatory Requests', 'LEAVE ACCOUNT' (with sub-items 'Account', 'My Buffer Balance', 'Leave Ledger', and 'Buffer History'). The main content area is titled 'Reason / Description *' and contains a large text input field. Below this is the label 'Upload Supporting Document' and a file upload area with a dashed border and the text 'Drag & drop files here ...'. At the bottom of the upload area are three buttons: a trash icon, 'Cancel', and 'Browse ...'. Below the upload area is the label 'Station Leave ? *' and a dropdown menu currently showing 'Select'. Underneath the dropdown is the text 'Is the employee going out of station during/for the leave? Choose Yes/No'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Compensatory Requests

APPLY FOR

Leave

Station Leave

Compensatory Requests

LEAVE ACCOUNT

Account

My Buffer Balance

Leave Ledger

Buffer History

Reason / Description *

Describe purpose of leave in brief

Upload Supporting Document

Drag & drop files here ...

Cancel Browse ...

Station Leave ? *

Select

Is the employee going out of station during/for the leave? Choose Yes/No

Save Cancel

Steps for a new leave application:

Step 3: If you are going out of station during leave then select “Yes” from drop down under station leave and thereafter, you will be required to give following information:

Station Leave ? *

Yes

Is the employee going out of station during/for the leave? Choose Yes/No

Country Leave ?

Select

Is the employee going out of country during/for the leave? Choose Yes/No

Emergency Contact Details

Contact details of someone to reach for emergency purpose

Visiting Country/State Address

Name of country/State you are heading to

Save

Cancel

Steps for a new leave application:

Step 4: After filling up the details and click save, you will get the preview of the applied leave:

Casual Leave (Contractual) Balance Submit Edit Go Back Print

Leave Record Number	CL_Cont2600351	Leave Status	Saved/Draft
Employee Name & Code	Mr. Sandeep Bhardwaj & 6001		
Leave Type	Casual Leave (Contractual)		
From	10 Mar 2026 (9 am)	To	10 Mar 2026 (5.30 pm)
Total Days applied for :	1	Post Dated	No
Employee Organization Unit	Computer Centre		
Designation	Senior Technical Assistant (Computer)		
Prefix:	Suffix:		
Reason / Description	To attend family function	Leave Created Date	09 Mar, 2026 14:59:53
Purpose	Personal		
Station Leave	No		
Country Leave			
Visiting Country/State Address	Emergency Contact Details		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment	Teaching Arrangement		
Financial Obligation			
Financial Assistance	NA	Amount in INR	
Invitation	No Invitation File	Supporting Document	No Uploaded File

Steps for a new leave application:

Step 4: At the bottom of the screen, you will see the status of the leave applied:

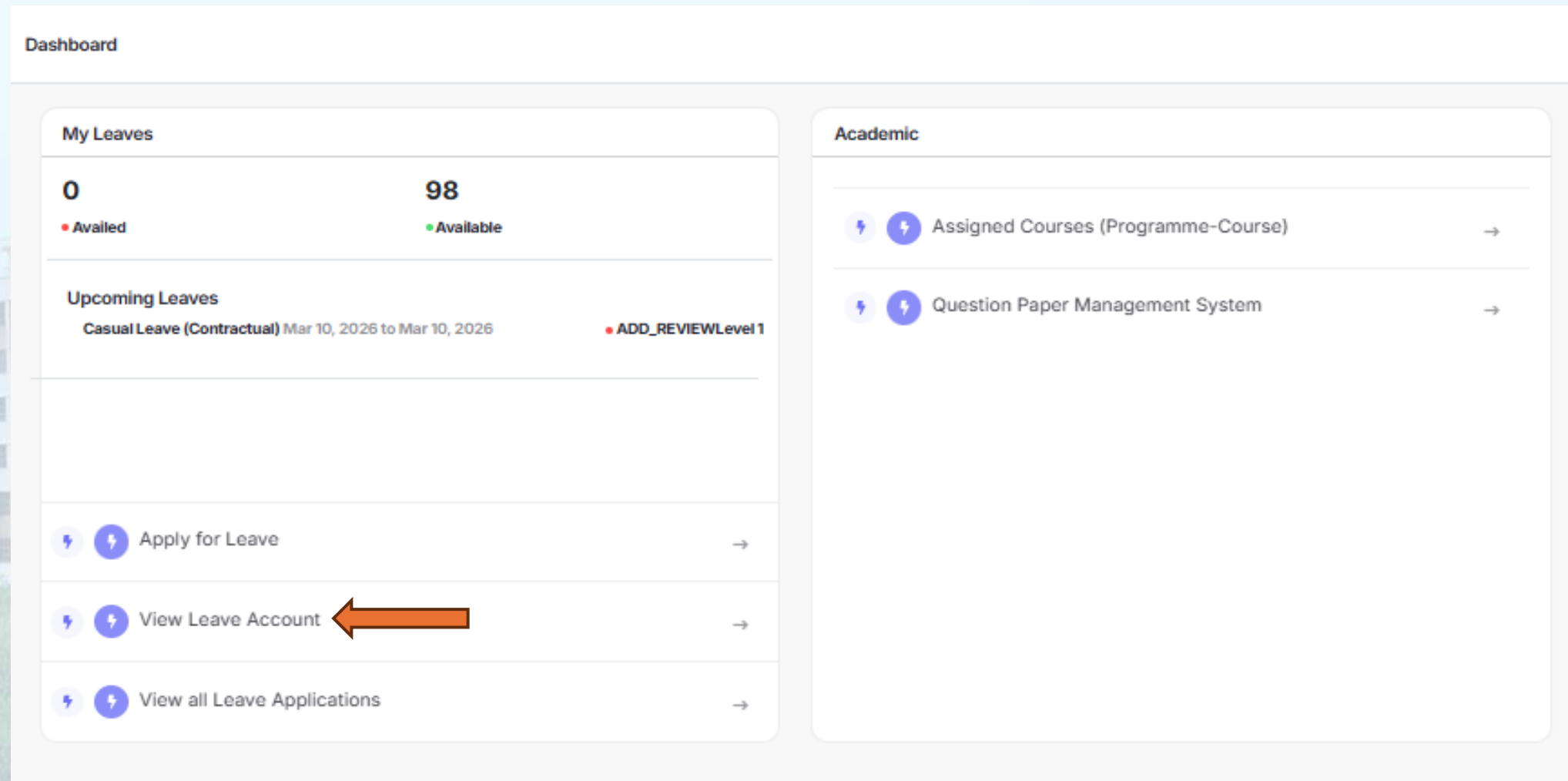
Leave Recommendation Status		Recommend Remarks
Recommended By		Recommended On
Leave Approval Status		Sanction Remarks
Sanctioned By		Sanctioned On
Rejected By		Rejected On
Cancelled By		Cancelled On
Cancellation Reason		Cancel Remarks
Approval Hierarchy		
ADD_REVIEWLevel 1	Assistant (Admin) Username: non_teaching_da	Status Pending
ADD_REVIEWLevel 2	Section Officer (Admin) Username: so_admin	Status Pending
ADD_REVIEWLevel 3	Administrative Officer (Admin) Username: ao_admin	Status Pending
SANCTION	Principal (Admin) Username: principal_admin	Status Pending

[Submit](#) [Edit](#) [Go Back](#)

To view leave account:

You may view your leave account by clicking on “View Leave Account” as follows :

Employees can see assigned leaves on their accounts, which are assigned to them by the leave administrator.



The screenshot displays a dashboard with two main sections: "My Leaves" and "Academic".

My Leaves

- 0** Availled (indicated by a red dot)
- 98** Available (indicated by a green dot)

Upcoming Leaves

- Casual Leave (Contractual) Mar 10, 2026 to Mar 10, 2026 (indicated by a red dot and "ADD_REVIEWLevel1")

Actions:

- Apply for Leave →
- View Leave Account** ← (highlighted with an orange arrow)
- View all Leave Applications →

Academic

- Assigned Courses (Programme-Course) →
- Question Paper Management System →

To view leave account:

After clicking on “View Leave Account” you will see the window as follows :

Employees can see assigned leaves on their accounts, which are assigned to them by the leave administrator.

Leave Account									
Select Columns		Export							
Showing 1-4 of 4 items.									
<input type="checkbox"/>	#	ID	Cadre	Designation	Organization Unit	Leave	Year	Opening Balance	Closing Balance
<input type="checkbox"/>		<input type="text"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	1	723	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	Extra Ordinary Leave (Without Pay)	2026	90	90
<input type="checkbox"/>	2	627	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	Restricted Holiday (Contractual)	2025	1	1
<input type="checkbox"/>	3	690	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	Medical Leave (Contractual)	2025	3	3
<input type="checkbox"/>	4	658	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	Casual Leave (Contractual)	2025	4	3

To view Leave Ledger:

Employees can see their leave ledger as debit or credit (consumption of leaves):

eGov / Leave / Leave Ledgers Change Page Font Size : A - A A + 6001-Sandeep Bhardwaj, Senior Technical Assistant (Computer) (Computer Centre) (Employee) DEEN DAYAL UPADHYAYA COLLEGE 6001

Leave View Leave Applications Apply for Leave

MY APPLICATIONS

Leave

Station Leave

Compensatory Requests

APPLY FOR

Leave

Station Leave

Compensatory Requests

LEAVE ACCOUNT

Account

My Buffer Balance

Leave Ledger ←

Buffer History

Leave Ledgers

Select Columns Expert Search dd-----yyyy dd-----yyyy

Showing 1-5 of 5 items. Use this filter to view records between specific dates.

#	Employee Details	Leave	Cadre	Designation	Organization Unit	Date	Reason	Credit	Debit	Net Balance	Leave Application	Start Date	End Date
1	6001,Sandeep Bhardwaj	Extra Ordinary Leave (Without Pay)	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	26 Feb 2026	Leaves imported.	90		90			
2	6001,Sandeep Bhardwaj	Extra Ordinary Leave (Without Pay)	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	26 Feb 2026	Leaves imported.	180		180			
3	6001,Sandeep Bhardwaj	Medical Leave (Contractual)	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	25 Feb 2026	Leaves imported.	3		3			
4	6001,Sandeep Bhardwaj	Casual Leave (Contractual)	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	25 Feb 2026	Leaves imported.	4		4			
5	6001,Sandeep Bhardwaj	Restricted Holiday (Contractual)	Non-Teaching	Senior Technical Assistant (Computer)	Computer Centre	25 Feb 2026	Leaves imported.	1		1			

To view Buffer Balance:

By clicking on My Buffer Balance tab on the left side under Leave Account, Employees can see their leave buffer as follows:

The screenshot shows a web application interface for managing leave. On the left, there is a sidebar with several sections: 'MY APPLICATIONS' (Leave, Station Leave, Compensatory Requests), 'APPLY FOR' (Leave, Station Leave, Compensatory Requests), and 'LEAVE ACCOUNT' (Account, My Buffer Balance, Leave Ledger, Buffer History). The 'My Buffer Balance' option is highlighted with a red arrow. The main content area is titled 'Leave Buffers' and shows 'Showing 1-1 of 1 item.' Below this is a table with the following data:

#	Cadre	Designation	Organization Unit	Leave	Year	Buffer New	Reason	Start Date	End Date
1	Non-Teaching	Technical Assistant	Physics	Earned Leave (Non-Teaching)	2026	13	Balance Imported	2026-01-01	2026-06-30

Leave Buffer:

Buffer is an additional virtual leave account used to store excess leave when an employee's leave balance crosses the maximum accumulation limit defined in the leave rule.

For example, if the maximum limit for Earned Leave is 300 and an employee already has 300 ELs, any newly credited ELs will be moved to the Buffer account instead.

Leave Buffer Logs:

The Leave Buffer logs provides:

The date when excess leaves were transferred.

The number of days moved into the buffer.

The source leave type (e.g., Earned Leave).

Any deduction from the buffer (e.g., when an employee applies leave and it is first deducted from the buffer).

Related remarks or reasons for transfer/deduction.

In the Leave Buffer Logs section, both the Leave Administrator and the employee can view the buffer balance.

To apply Station leave :

If you are applying for Stand alone station leave i.e. during closed days/holidays/vacations, please click on station leave button from the left side of the dashboard and fill desired information and click on create button at the bottom.

The screenshot shows a web application interface for applying for station leave. On the left, there is a sidebar with a menu. The menu is divided into three sections: 'MY APPLICATIONS', 'APPLY FOR', and 'LEAVE ACCOUNT'. Under 'MY APPLICATIONS', there are links for 'Leave', 'Station Leave', and 'Compensatory Requests'. Under 'APPLY FOR', there are links for 'Leave', 'Station Leave', and 'Compensatory Requests'. Under 'LEAVE ACCOUNT', there are links for 'Account', 'My Buffer Balance', 'Leave Ledger', and 'Buffer History'. A red arrow points to the 'Station Leave' link in the 'APPLY FOR' section. The main content area is titled 'Add Out Of Station Information' and contains several input fields: 'From Date' and 'To Date' (both with date pickers), 'Mobile Number' (with a dropdown for country code and a text input), 'Address' (with a text input), 'Reason' (with a text input), and 'Upload Supporting Document' (with a large dashed box for file upload). At the bottom of the form, there are buttons for 'Create' and 'Cancel'.

To apply Station leave :

After clicking on create you will see the preview of your application as follows:

Station Leave View		Update	Submit
Employee Name	6001, Sandeep Bhardwaj (NA), Senior Technical Assistant (Computer)-Computer Centre		
From Date	15 Mar 2026		
From Time	9:00:00 AM		
To Date	16 Mar 2026		
To Time	9:35:00 PM		
Mobile Number	+918800949807		
Address	JAIPUR		
Status	Saved		
Reason	PERSONAL VISIT		
Submitted Date	09-03-2026		
Supporting Document	No Uploaded File		

Verify the details, if everything is correct, click on submit button, otherwise you may also update by clicking update button.

To cancel leave :


To cancel leave application, click on cross button “X” against the desired leave showing under Action Tab as follows:

Leave Applications

New Leave Application

Use this filter to view records between specific dates.

Showing 1-1 of 1 item.

#	Actions	Rejoin	Employee Code	Employee Details	Organization Unit	Service Cadre	Leave Record Number	Leave Type	From Date
1		Not required	6001	Sandeep Bhardwaj, NA, 6001, Senior Technical Assistant (Computer), Computer Centre	Computer Centre	Non-Teaching	CL_Cont2600351	Casual Leave (Contractual)	10 Mar 2026

After clicking on cancel button :

You need to fill the reason for cancellation and click on submit button as follows:

Cancel Application

Cancellation Reason

Casual Leave (Contractual)

Leave Record Number	CL_Cont2600351	Leave Status	Sanctioned
Employee Name & Code	Mr. Sandeep Bhardwaj & 6001		
Leave Type	Casual Leave (Contractual)		
From	10 Mar 2026 (9 am)	To	10 Mar 2026 (5.30 pm)
Total Days applied for :	1	Post Dated	No
Employee Organization Unit	Computer Centre		
Designation	Senior Technical Assistant (Computer)	Leave Balance before Sanction Leave	4
Prefix:		Suffix:	
Reason / Description	To attend family function	Leave Created Date	09 Mar, 2026 14:59:53
Purpose	Personal		

FOR TECHNICAL SUPPORT REGARDING SAMARTH PORTAL:

You may contact via email:

Email ID – samarthdduc@ddu.du.ac.in

