



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/ *RS/6.01.01/15/0771*

Date: 30.10.2015

**NOTIFICATION**

The teachers and officers of the Dibrugarh University are hereby informed that the University Administration shall be implementing the MIS module for processing all kinds of leave to be availed by the teachers and officers *w.e.f. 15.11.2015*.

All concerned shall accordingly apply for leave by strictly following the procedures as shown overleaf.

Further, Duty Leave and Special Casual Leave shall have to be applied 7 (seven) days in advance and earned Leave before 15 (fifteen) days along with application for permission for Station Leave. Leaving the station without permission shall be treated as unauthorized absence in the University.

*Masnil*  
*30/10/15*

**Registrar**  
Dibrugarh University *ll*

Memo No DU/ *RS/6.01.01/15/0771*

Date: 30.10.2015

**Copy to:**

1. All Deans, D.U. for information and necessary action.
2. The Heads, All Departments, D.U. for information and necessary action.
3. The Directors/Centre i/c, All Centres, D.U. for information and necessary action.
4. All Officers, D.U. for information and necessary action.
5.  Office File.

*Masnil*  
*30/10/15*

**Registrar**  
Dibrugarh University *ll*

## Procedure to apply a leave through online

- Step -1 : Type the url <http://10.100.2.1:9090/campus> in a web browser preferably Mozilla Firefox or Google Chrome.
- Step -2 : Authenticate yourself with valid login id and password.
- Step -3 : Select the **Leave Portal** role.
- Step -4 : Click on **Leave Application** in the **Leave Management Menu**.
- Step -5 : Select the Leave Type and fill-up the other boxes and finally Click on **Save** button. A message as **Data Saved Successfully** will be displayed.

### Note :

1. The **Next Employee** is the Head of the Department or the Director In-charge who would forward the online leave either to the Hon'ble Vice-Chancellor or the Registrar.

## Procedure to forward a leave through online

- Step -1 : Type the url <http://10.100.2.1:9090/campus> in a web browser preferably Mozilla Firefox or Google Chrome.
- Step -2 : Authenticate yourself with valid login id and password.
- Step -3 : Select the **Leave Portal** role.
- Step -4 : Click on **Incoming Leave Applications** in the **Leave Management Menu**.
- Step -5 : Select the **Leave Year** and **View as Pending**.
- Step -6 : Click on **Forward** button.
- Step -7 : Select the **Status** as **Forward**, the **Next Employee** as Vice-Chancellor or the Registrar, select the **Date of Action** and type in the **Remarks** box if needed. Finally click the **Save** button. A message as **Data Saved Successfully** will be displayed.

### Note :

1. The **Next Employee** is either the Hon'ble Vice-Chancellor or the Registrar.