

Guru Nanak Dev University, Amritsar
Online Leave Management System (OLMS)
(Step-by-Step Procedure)

Prerequisite: It is mandatory for all teaching departments and establishment to complete the data updation of all types of leaves for all the employees before launching Online Leave Management System (OLMS).

1. OLMS is compatible with all prominently used browsers like Google Chrome, Mozilla Firefox, Microsoft Edge etc.
2. Click on “**Employee Portal**” link available under **e-Services** menu option on website www.gndu.ac.in .
3. Login into “**Employee Portal**” using correct employee-id and password and employee dashboard will be appeared on screen with his/her official details and some menu options.
4. After successful login, Employee dashboard will appear with various options like, personal details, salary details, Online Leave Management System (OLMS), Complain management System (CMS), Award Entry, Accounts portal etc.
5. Click on OLMS link available on employee dashboard to access leave management facility.
6. The following employee activities are available under OLMS employee dashboard;
 - Leave Rules
 - Apply for Leave
 - List/Print/Track/Cancel Leave applied
 - Availed Leave Report
 - Balance Leaves Report
7. The employee can apply for any kind of leave by clicking “**Apply Leave**” menu option and then select particular type of leave from list of leaves like **Casual Leave, Special Casual Leave, Privileged Leave (P-Leave), Half Pay (Leave), Extra Ordinary Leave-EOL (without pay), Study Leave, Child Care Leave etc.** populated on the screen.
8. The details about leave selected like Maximum leaves, Balance Leaves, Appointing Authority and rules will be displayed on the screen.
9. The employee has to select/Enter the Start Date, End Date, Reason, Mobile Number, Address (during Leave) etc. and **submit** for approval to competent authority (Head). After successful submission of leave request, a **reference number** will be generated (e.g. Leave Request Submitted vide Ref. No.: 125). The leave requests submitted will be populated in the List of Leaves applied/approved under concerned employee’s dashboard.
10. The employee can **track/print** the status of leaves applied any time from his employee dashboard of OLMS. The employee can cancel his/her leave request any time till the status of leave is “**Pending**”. The employee can check “Availed Leaves” and “Balance Leaves” by clicking related option under employee activities menu option.
11. The head of Department will login into the “**Employee portal**” using valid employee-id and password, the following additional options will be displayed under “**HOD activities**” on HOD dashboard along with employee activities mentioned in point 6;
 - Leave Rules
 - Leave Requests Received
 - Set Casual Leave
 - Leaves availed by staff: Report
 - Balance Leaves: Report

12. HOD will select pending leave of particular teacher from “**Leave Requests Received**” option available under “**HOD activities**” on HOD dashboard and **approve/Disapprove/Return/Forward** the leave application submitted by teacher from his login. In case of CL only, HOD has to set the Total Number of casual Leaves by using “**Set Casual Leaves**” at this time only for employees of his/her department or when any employee transferred to his/her department in between the year mandatorily as per university rules.
13. If the leave is approved/disapproved/returned by HOD, leave request will be populated in the login of teacher with status “**Approved/Disapproved/Returned**” otherwise leave will be forwarded to next competent authority (**DAA/AR (Establishment)**) for further approval.
14. If there is any objection raised by competent authority at any level then the request will be returned back to the previous authority/concerned employee for justification/reply. The previous authority/concerned employee will justify/reply the objection and again forward the leave request to concerned authority for approval.
15. Leave Approval Authorities;
 - HOD is competent authority to **approve/disapprove** the **Casual leave** only and all other types of leaves will be forwarded/recommended by HOD to concerned competent authority for further approval.
 - Dean Academic Affairs is competent authority to **approve/disapprove** the **special Casual leave** of teaching employees forwarded by HOD and CL of HOD.
 - All other types of leaves except **Casual and special Casual leaves** will be forwarded to AR (Establishment) for further approval from concerned competent authority (**Registrar/Vice Chancellor**) depending upon following conditions:
 - Approval of **P-Leave and Medical Leave up to 10 days** will be approved by the Registrar.
 - Approval of **P-Leave and Medical Leave above 10 days** will be approved by the Vice Chancellor Sir.