



Dr. Ram Manohar Lohia Institute of Medical Sciences
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Ref. no. 015/Manav Sampada/D.C./2024

Dated 20.06.2024

OFFICE ORDER

Ref.: Office Order No. 010/मानव संपदा / डॉ०रामलोहा/2024 dated 24/05/2024

Sub. : Strict compliance of Leave Module of the Manav Sampada Portal

With reference to the above mentioned Order the Leave module of the Manav Sampada portal has been implemented from 10/06/2024 in this institute. For a smooth adoption of the leave module various training sessions have been organized by the Manav Sampada portal Office along with sharing of videos and PPTs illustrating the step by step procedure to be followed by the employee and the reporting officers.

2. In this regard, all regular Employees of this institute are directed to ensure the following:
 - a) All the 3 Establishments must ensure that the leaves are forwarded to the leave approving authority through complete prescribed leave channel only.
 - b) Each Officer in the role of **approving or forwarding** leaves in the previously followed leave channel shall **routinely (daily)** login on the Manav Sampada portal and view pending leave requests received by them and take subsequent action.
 - c) It shall also be ensured that except the designated Approving Authorities, no other officer shall approve leaves of their subordinate staff on the portal. Approval of leaves by non-designated officials shall be considered invalid.
 - d) The regular staff who could not attend the training sessions of the leave module shall meticulously go through the tutorials provided by the Manav Sampada portal office.
3. All Regular employees of this institute are hereby directed to ensure their sincere compliance in this regard.


(Prof.(Dr.) C.M. Singh)
Director

Copy forwarded for information & necessary action:-

1. All Head of the department/ Incharges/ Employees (Approving officers or Forwarding officers for strict compliance of the same.
2. All permanent employees, Dr. RMLIMS
3. All establishments, Dr. RMLIMS for circulation.
4. Nodal Officer, Manav Sampada Portal, Dr. RMLIMS
5. Senior Programmer for website upload.


(Prof.(Dr.) C.M. Singh)
Director