No.F.NITA.13(CSE-7)MIS/Requisition/2019/ 1549 - 55.   Dated 18/12/2020

CIRCULAR

As a step towards implementing e-Governance at NIT Agartala, the Dean's Committee approved the agenda of online Leave Portal in a meeting held on 10th November 2020. It has been decided that, the Institute has to start an **ONLINE PORTAL** to manage the leaves for its employees from 1st January 2021. All the applications and approvals of the CL and EL will be carried out using thyis online leave portal. To approve the leaves one should refer to the order published vide No.F.NITA.73(59-Legal Cell)/2017/10264 dated 19.01.2018, Circular No.F.NITA.3(4-GEN)/2018/6059-64 daqted 04.09.2019 and Notification No.F.NITA.36(6-DFW)/MISC/2020/14062-65 dated 24.06.2020.

The steps mentioned below need to be followed to apply and approve the leave :

Step-1 : Apply for Leave:

Login to Staff MIS account : Establishment : Transactions : Employees Leave Card. (**This link is available in the MIS account of all employees) (Link : 172.19.2.20/mis (inside campus) or https://mis.nita.ac.in/mis (outside campus).**

Step-2 : Open leave application form:

a) Click on the desired leave type and complete leave application entry;
b) Fill-up the charge hand over form (if one has additional responsibilities) or in case any information is to be furnished to the Reporting Officer, fill-up the information in the same TAB under charge handover. Click on Add. This has to be used repeatedly in case of multiple charges;
c) Fill-up the class arrangement form if any. Click on Add. This may be repeated for multiple classes;
d) Complete the station leave form (if required) and submit it;
e) In case the applicant has requested for sharing of responsibility an intimation will be sent to the nominated reliever.

Step-3: Acceptance of charges/classes/responsibility and information:

(This link is available in the MIS Account of all employees mentioned above).

1. An employee/reporting officer will receive intimation in the MIS account regarding request to accept responsibility of additional charges or class load or information regarding a leave;
2. The employee/reporting officer will accept/reject such responsibility and submit the form.

Step-4: Leave approval page:

(This link is available in the MIS Account of HoDs/Section-in-Charges (if authorized)/Dean (FW)/Registrar/Director).

After logging into the MIS account on the above mentioned posts, the Officer can select the leave card and then Forward/Approve/Reject the leave.

Step-5: Order Generation:

Once the leave is approved by an Officer at any level, an order is generated and is made available in the MIS account of the employee.

All the employees of NIT Agartala are hereby requested to go through the above Circular and submit the leave application through online mode from **1st January, 2021** positively failing which no leave will be sanctioned.

(DR. GOVIND BHARGAVA)
REGISTRAR

Copy to :

All concerned.

Copy to:

1) The PS to Director for kind information to the Director.
2) All Deans, NIT Agartala.
3) All HoDs, NIT Agartala.
4) FIC (MIS), NITA for information and necessary action.
5) System Administrator to upload the same in the Institute website.
6) All Sectional Heads, NIT Agartala.

REGISTRAR