



UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment Section-II

No. UH/E-II/F. Samarth/LMS/2024/ 2558

November 12, 2024

CIRCULAR

Sub: Forwarding of monthly events (absentee statements) in the revised format –
Reg.

Ref: (1) Circular No. UH/E-II/Samarth/LMS/2024/2402 dated 30-09-2024.
(2) Circular No. UH/E-II/Samarth/LMS/2024/2548 date 08-11-2024.

In continuation to the Circulars under reference, and on implementation of the Leave Management System (LMS) module of Samarth e-Governance Suite, all kinds of leave (Except EOL, Compensatory Leave) applications of non-teaching staff are being processed only through the Leave Module of Samarth and manual processing of leave has been discontinued w.e.f. 01-11-2024, all the Schools/Departments/Centres/Administrative Units are hereby advised to forward the monthly events of (absentee statement) of non-teaching staff working under respective authority in the attached revised format latest by 15th of every month so as to enable the Establishment Section to forward the Consolidated Statement of Events of all the non-teaching staff to Finance & Accounts by 20th.

Further, all the Controlling Authorities are requested to keep a copy of the leave application of the employee, duly Recommended & Sanctioned in LMS Samarth in their respective Departments, and attach a copy of the same to the Monthly Events to enable the Section to monitor the accuracy of functioning of LMS module.

Note: The Departments who have not yet forwarded the balance of CL/RH account of their staff as on October 25, the respective employees may not have access to apply the CL/RH through Samarth until their account/ledger is updated in the LMS of Samarth for the remaining period of 2024. Therefore, all the controlling authorities are advised to forward the CL/RH accounts to the establishment section (establishmenttwo@uohyd.ac.in) immediately to take further action.


12-11-24
Registrar

To

- | | |
|---|--------------------------------------|
| (1) All Deans of Schools | (2) All Heads of Departments/Centres |
| (3) Finance Officer | (4) Joint Registrar (Pay Bills, F&A) |
| (5) All Officers of Administrative Units | (6) O.S.D. to the Vice-Chancellor |
| (7) Asst. Registrar (HR, EC & Legal) | (8) Asst. Registrar (PF & Medical) |
| (9) P.S. to F.O/C.E./Registrar | (10) Pay Bills Section |
| (11) Webmaster, UoH ... with a request to upload the Circular on the University website | |



UNIVERSITY OF HYDERABAD

Department/Centre/Section: _____

School/Unit: _____

No. UH/...../

Date: _____

Statement of Events for the period from 10/ /20 to 09/ /20

Sl. No.	Id. No.	Name of the Employee	Designation	Nature of Leave (EL/HPL/Committed Leave/Child Care Leave/CL/RII)	Period of Leave		Purpose	No. of days Encashed During LTC	Balance Leave			If leave sanctioned, indicate Leave Record Number of Samarth & attach sanction & joining copy (16)	Remarks	Wearing Uniform regularly (Yes/ No)				
					From	To			EL	HPL	CL				RII	Child Care Leave		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	
1																		
2																		
3																		
4																		
5																		

Signature of the Controlling Authority

- To
1. Assistant Registrar (Establishment-II)
 2. Assistant Registrar (Pay Bills)