

F.No. RGNAU/5267/1/Admin

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Notification No. RGNAU/023/2026 Dated 02nd April 2026

Sub: Implementation of Leave Management System module of SAMARTH eGov – reg.
Ref: Notification No. RGNAU/020/2026 Dated 12th March 2026

In continuation to the Notification referred above, all Teaching and Non-Teaching Employees and the Leave Recommending, Reviewing and Sanctioning Authorities are hereby informed that the Leave Management System (LMS) module of SAMARTH eGOV for regular Teaching and Non-Teaching Employees has come into force in the University.

With this, all the Teaching and Non-Teaching shall mandatorily submit applications for grant of Casual Leave, Restricted Holiday, Earned Leave, Commuted Leave, Half-Pay Leave and Vacation Leave, as applicable, through SAMARTH Portal of the University i.e. <https://rgnau.samarth.ac.in/index.php/site/login>. Offline Leave Applications for aforesaid type of leave shall not be entertained for consideration. In case of Compensatory Leave, the concerned Department/School/Section/Centre/Unit shall invariably forward the Compensatory Leave approval notification/document to the Establishment Section for its updation on SAMARTH Portal enabling the employee(s) to apply for Compensatory Leave through portal.

It is imperative for the Recommending, Reviewing and Sanctioning Authorities to login onto SAMARTH Portal and check their Dashboards on daily basis and take necessary action on the leave application(s) submitted by the employee(s). However, it also the responsibility of the employees to keep their Recommending Authority informed of their intention to avail themselves of any kind of leave while submitting their application on the SAMARTH Portal.

Further, the Establishment Section has made every possible effort to update the Leave Balance Data and Leave Recommending, Reviewing and Sanctioning Authorities in respect of each employee correctly and accurately, however, the possibility of any inadvertent error cannot be ruled out. Therefore, all the regular Teaching and Non-Teaching Employees are requested to go through the Leave Balance Data and the mapped authorities and inform the Establishment Section immediately, in case of any discrepancy, for its resolution.

Furthermore, any Employee or Authority may contact Establishment Section for any assistance of resolution of any problem relating to leave related affairs on the following Extensions/E-mails:

Extension : 154 or 159
E-mail : so.estab@rgnau.ac.in or establishment.office@rgnau.ac.in


कुलसचिव/Registrar

To,

1. All Teaching & Non-Teaching Employees of the University, &
2. All Leave Recommending, Reviewing and Sanctioning Authorities

Copy to:

1. All Deans
2. All Heads/Coordinators of the Departments/Schools/Sections/Units
3. Finance Officer
4. Controller of Examinations
5. Librarian (Officiating)
6. All Deputy Registrars
7. Deputy Registrar (Meeting) – to report the matter in the next meeting of the Executive Council.
8. Officer on Special Duty (AAE & HR)
9. Medical Officer
10. Hindi Officer
11. System Analyst – for uploading it on University website.
12. PS to the Vice Chancellor
13. PS to the Registrar
14. Office Order/Guard File

F.No. RGNAU/5267/1/Admin

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Notification No. RGNAU/020/2026 Dated 11th March 2026

Sub: Implementation of Leave Management System module of SAMARTH eGov – reg.

The undersigned is to convey that the Vice Chancellor has approved the implementation of the Leave Management System (LMS) module of SAMARTH e-GOV in the University. The LMS aims to focus on the online processing of leave applications to ensure transparency in the maintenance of leave records, easy access to the employees anytime and anywhere.

The necessary configuration and testing of the Leave Management System is underway and will be completed shortly. The Leave Management System of SAMARTH eGOV will be implemented w.e.f. **01st April 2026**. With its implementation, all leave applications shall be processed only through the Leave Module of Samarth and manual processing of leave shall be done away with from **01st April 2026** for all kinds of leave in respect of all regular Teaching and Non-Teaching staff of the University. Further, Annexure indicating the Recommending, Reviewing and Sanctioning Authorities for leave of the employees is attached herewith.

In light of the above, all the Deans/Heads/Coordinators of the Schools/Departments/Sections/Units are informed that the forwarding of physical leave applications for processing/sanctioning of leave in respect of all regular Teaching & Non-Teaching staff will be dispensed with from **01st April 2026** and all the leaves are mandatorily to be applied only through Samarth Portal.

Further, details/guidelines etc. regarding the Leave Module will be uploaded on the University website and shared with all stakeholders in due course of time.

Encl: As stated.


कुलसचिव/Registrar

To,
All Teaching & Non-Teaching Employees of
Rajiv Gandhi National Aviation University

Copy to:

1. All Deans
2. All Heads/Coordinators of the Departments/Schools/Sections/Units
3. Finance Officer
4. Controller of Examinations
5. Librarian (Officiating)
6. All Deputy Registrars
7. Deputy Registrar (Meeting) – to report the matter in the next meeting of the Executive Council.
8. Officer on Special Duty (AAE & HR)
9. Medical Officer
10. Hindi Officer
11. System Analyst } For organizing a training session in this regard well before the implementation date as notified above.
12. PS to the Vice Chancellor
13. PS to the Registrar
14. Office Order/Guard File

SAMARTH LEAVE MANAGEMENT SYSTEM

Sr. No.	Designation	Casual Leave/Special Casual Leave/ Restricted Holiday/ Station Leave Intimation			Earned Leave/ Half Pay Leave/ Commuted Leave/ Maternity Leave/ Paternity Leave/ Child Care Leave			Sanctioning Authority for Extra Ordinary Leave (EOL)/ Leave Not Due (LND)/ Any Kind of Leave involving Foreign Visit		
		Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority
		4	5	6	6	7	8	9	10	11
1	3			Vice Chancellor			Vice Chancellor			Vice Chancellor
1	Registrar	--	--	Vice Chancellor			Vice Chancellor			Vice Chancellor
2	Finance Officer	--	--	Vice Chancellor			Vice Chancellor			Vice Chancellor
3	Librarian	--	--	Vice Chancellor			Vice Chancellor			Vice Chancellor
4	Controller of Examination	--	--	Vice Chancellor			Vice Chancellor			Vice Chancellor
5	Professor	--	--	Vice Chancellor			Vice Chancellor			Vice Chancellor
6	Associate Professor	--	--	Head of the Dept./ Dean of School/ Vice Chancellor (as the case may be)	Head of the Dept./ Dean of School/ Vice Chancellor (as the case may be)	Dean of School concerned	Vice Chancellor	Head of the Dept./ Dean of School/ Vice Chancellor (as the case may be)	Dean of School concerned	Vice Chancellor
7	Assistant Professor	--	--	Head of the Department	Head of the Department	Dean of School concerned	Vice Chancellor	Head of the Department	Dean of School concerned	Vice Chancellor
8	Collaboration-cum-Placement Officer	--	--	Dean of Academics/ Vice Chancellor	Dean of Academics	--	Vice Chancellor	Dean of Academics	--	Vice Chancellor
9	Deputy Registrar	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
10	Dy. Finance Officer	--	--	Finance Officer	Finance Officer	--	Vice Chancellor	Finance Officer	--	Vice Chancellor
11	Internal Audit Officer	--	--	Vice Chancellor	--	--	Vice Chancellor	--	--	Vice Chancellor
12	System Administrator	--	--	Head CIC	Head CIC	--	Vice Chancellor	Head CIC	--	Vice Chancellor
13	Executive Engineer	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
14	Assistant Registrar	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
15	Assistant Librarian	--	--	Librarian	Librarian	--	Vice Chancellor	Registrar	--	Vice Chancellor
16	Law Officer	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
17	Public Relations Officer	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
18	Hindi Officer	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
19	System Analyst	--	--	Head CIC	Head CIC	--	Vice Chancellor	Head CIC	--	Vice Chancellor
20	Medical Officer	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
21	All Group B and C employees in Library	--	--	Assistant Librarian	Assistant Librarian	Librarian	Vice Chancellor	Assistant Librarian	Librarian	Vice Chancellor
22	All Group A, B and C employees of Vice Chancellor Secretariat	--	--	Vice Chancellor	--	--	Vice Chancellor	--	--	Vice Chancellor
23	All Group B and C employees of Registrar Secretariat	--	--	Registrar	Registrar	--	Vice Chancellor	Registrar	--	Vice Chancellor
24	All Group A employees in Finance & Accounts Section other than Finance Officer	--	--	Finance Officer	Finance Officer	--	Vice Chancellor	Finance Officer	--	Vice Chancellor
25	All Group B and C employees in Finance & Accounts Section	--	--	Deputy Finance Officer	Deputy Finance Officer	Finance Officer	Vice Chancellor	Deputy Finance Officer	Finance Officer	Vice Chancellor
26	All Group A employees in Examination Section including Deputy/ Assistant Registrars other than Controller of Examinations	--	--	Controller of Examinations	Controller of Examinations	--	Vice Chancellor	Controller of Examinations	--	Vice Chancellor

Annexure to Notification No. RGNAU/020/2026 Dated 11th March 2026

Sr. No.	Designation	Casual Leave/Special Casual Leave/ Restricted Holiday/ Station Leave Intimation			Earned Leave/ Half Pay Leave/ Commuted Leave/ Maternity Leave/ Paternity Leave/ Child Care Leave			Sanctioning Authority for Extra Ordinary Leave (EOL)/ Leave Not Due (LND) /Any Kind of Leave involving Foreign Visit		
		Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority
27	All Group A employees in Affiliation Section including Deputy/ Assistant Registrars other than Controller of Examinations (In-charge of Affiliation Section)	--	--	Controller of Examinations	Controller of Examinations	--	Vice Chancellor	Controller of Examinations	--	Vice Chancellor
28	All Group A employees in Academic Section including Deputy/ Assistant Registrars other than Controller of Examinations (In-charge of Academic Section)	--	--	Controller of Examinations	Controller of Examinations	--	Vice Chancellor	Controller of Examinations	--	Vice Chancellor
29	All Group B and C employees in Examination Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations	Vice Chancellor
30	All Group B and C employees in Academic Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations (In-charge of Academic Section)	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations (In-charge of Academic Section)	Vice Chancellor
31	All Group B and C employees in Affiliation Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations (In-charge of Affiliation Section)	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Controller of Examinations (In-charge of Affiliation Section)	Vice Chancellor
32	All Group B and C employees in Establishment Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor
33	All Group B and C employees in Recruitment Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor
34	All Group B and C employees in Meeting Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor
35	All Group B and C employees in Coordination & General Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor
36	All Group B and C employees in Stores & Purchase Section	--	--	Deputy Registrar/ Assistant Registrar of the concerned Section	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Section	Registrar	Vice Chancellor
37	All Group B and C non-teaching employees posted in Academic Departments	--	--	Head/Coordinator of the Department concerned	Head/Coordinator of the Department concerned	Dean of School concerned	Vice Chancellor	Head/Coordinator of the Department concerned	Dean of School concerned	Vice Chancellor
38	All Group B and C employees in Engineering Section	--	--	Executive Engineer	Executive Engineer	Registrar	Vice Chancellor	Executive Engineer	Registrar	Vice Chancellor
39	All Group B and C employees in Health Centre	--	--	Head, Health Centre or Medical Officer (in-charge)	Head, Health Centre or Medical Officer (in-charge)	Registrar	Vice Chancellor	Head, Health Centre or Medical Officer (in-charge)	Registrar	Vice Chancellor
40	All Group B and C employees in Estate Office	--	--	Deputy Registrar/ Assistant Registrar of the concerned Office	Deputy Registrar/ Assistant Registrar of the concerned Office	Registrar	Vice Chancellor	Deputy Registrar/ Assistant Registrar of the concerned Office	Registrar	Vice Chancellor
41	All Group B and C employees in RTI Cell	--	--	Central Public information Officer (CPIO)	Central Public information Officer (CPIO)	Registrar	Vice Chancellor	Central Public information Officer (CPIO)	Registrar	Vice Chancellor
42	All Group B and C employees in Rajbhasha Vibhag	--	--	Hindi Officer	Hindi Officer	Registrar	Vice Chancellor	Hindi Officer	Registrar	Vice Chancellor

Annexure to Notification No. RGNAU/020/2026 Dated 11th March 2026

Sr. No.	Designation	Casual Leave/Special Casual Leave/ Restricted Holiday/ Station Leave Intimation			Earned Leave/ Half Pay Leave/ Commuted Leave/ Maternity Leave/ Paternity Leave/ Child Care Leave			Sanctioning Authority for Extra Ordinary Leave (EOL)/ Leave Not Due (LND) /Any Kind of Leave involving Foreign Visit		
		Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority	Recommending Authority	Reviewing Authority	Sanctioning Authority
43	All Group B and C employees in Legal Cell	--	--	Law Officer	Law Officer	Registrar	Vice Chancellor	Law Officer	Registrar	Vice Chancellor
44	All Group B and C employees in Dean of Students' Welfare Office	--	--	Dean of Students' Welfare	Dean of Students' Welfare	--	Vice Chancellor	Dean of Students' Welfare	--	Vice Chancellor
45	All Group B and C employees in Computer & Informatics Centre/ Information Technology Cell/ Telephone Centre	--	--	System Administrator / System Analyst	System Administrator / System Analyst	Head of the Centre / Vice Chancellor	Vice Chancellor	System Administrator / System Analyst	Head of the Centre / Vice Chancellor	Vice Chancellor
46	All Group B and C employees in Public Relations Office	--	--	Public Relations Officer	Public Relations Officer	Registrar	Vice Chancellor	Public Relations Officer	Registrar	Vice Chancellor
47	All Group B and C employees in Internal Audit Section	--	--	Internal Audit Officer	Internal Audit Officer	--	Vice Chancellor	Internal Audit Officer	--	Vice Chancellor
48	All Group B and C employees in the Hostel	--	--	Warden	Warden	Dean of Students' Welfare	Vice Chancellor	Warden	Dean of Students' Welfare	Vice Chancellor