



No. AB/Estt/ ERP/2022/146

Date: 25/05/2022

//CIRCULAR//

Subject: Implementation of Leave Management System in SMILE ERP - reg.

It is well known that the institute is in process of implementing SMILE ERP Software across all the sections/departments. As per direction received from the Competent Authority, Establishment Section intends to implement Leave Management System of said ERP in full fledged manner w.e.f. 6th June 2022. Accordingly, it has been decided not to accept leave application from regular employees in offline mode under any circumstances w.e.f. 06.06.2022. In order to implement the Leave Management System of ERP Software, the ERP IDs of all employees are mandatory. Email Id (i.e. MANIT Id/Gmail Id/Yahoo/Rediffmail etc.) would be required to create ERP ID. It has been observed and reported that most of the Group C employees of the institute do not have their email Id resulting into non-creation of ERP IDs by the ERP Team.

Keeping in view of the above, all employees of the institute, who are not having Email id are hereby required to create their Email id and submit the same to Establishment Section latest by 02.06.2022. In case of any difficulties being faced/inability in creation of their respective Email id they are required to get it created by the designated person of the Computer Science Department. A help desk in this regard at Computer Science Department is being arranged for all such employees on 30.05.2022 and 31.05.2022. Respective HoDs/Section Heads are requested to encourage the staff members working under them to get their Email Id created within the prescribed timeline.

It may please be noted that no leave application of any employee in offline mode would be accepted w.e.f. 06.06.2022 under any circumstances.

Hindi version of this circular will follow.

(Registrar)

To,

All employees

Copy to:

1. Dr. Deepak Singh Tomar, Assoc. Professor, Dept. of Computer Science
2. PA to Director, for kind information of Director.
3. PA to Registrar, for record
4. Stock File

(Registrar)

25/5/2022