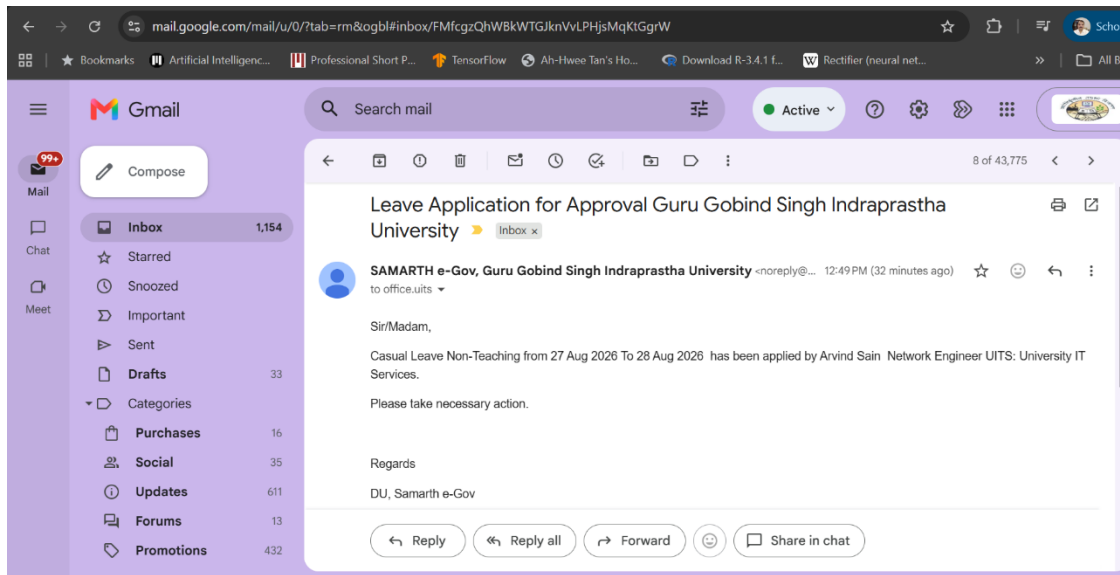


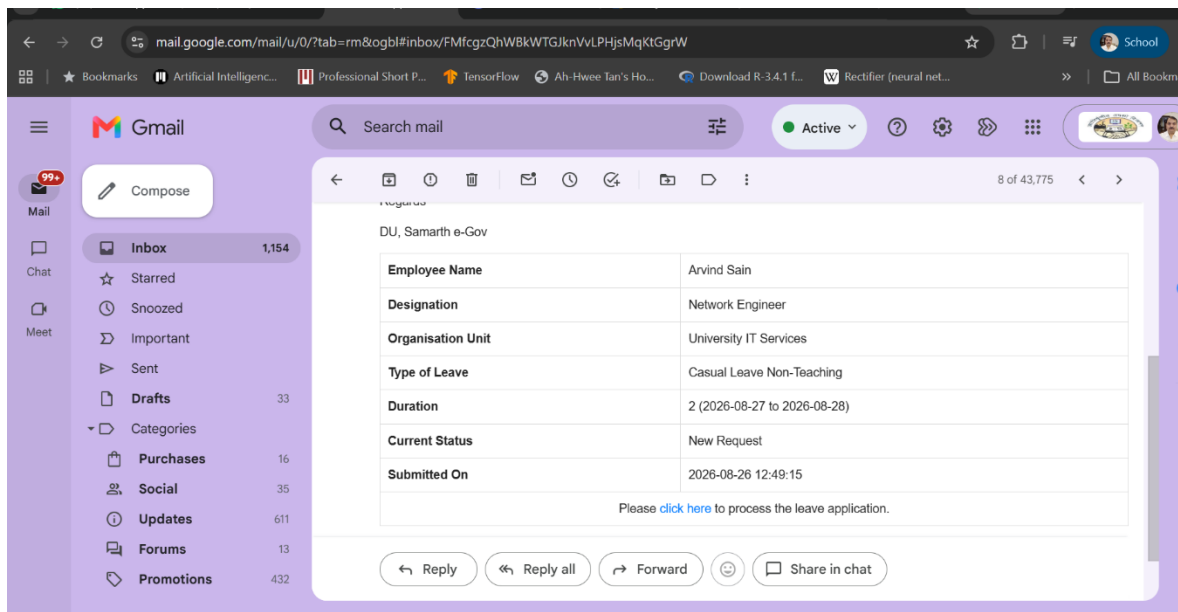
University IT Services

Procedure to sanction Casual Leave

Step 1 : A Notification mail will be received by the sanctioning officer at respective dean mail id (Dean.school@ipu.ac.in)



Step 2: Information of employees is being communicated to Dean official email id



Step 3: Dean/Sanctioning Authority is requested to Log-in through **ftms** account of respective school

The screenshot shows a web browser window with the URL `ipu.samarth.ac.in/index.php/site/login`. The page displays the login interface for the IPU ftms system. At the top, there is a header with the IPU logo and the text "Guru Gobind Singh Indraprastha University". Below this, there are two input fields: "Username" and "Password". The "Username" field contains the text "uits_ftms". The "Password" field is masked with dots. To the right of the "Password" field, there is a link that says "Forgot Password?". Below the password field, there is a checkbox labeled "Remember Me" which is checked. The browser's address bar shows several bookmarks, including "Artificial Intelligenc...", "Professional Short P...", "TensorFlow", "Ah-Hwee Tan's Ho...", "Download R-3.4.1 f...", and "Rectifier (neural net...".

Step 2: Select Leave Module

The screenshot shows the "Leave Dashboard" in the IPU ftms system. The dashboard is titled "Leave Dashboard" and shows the date "Wednesday, 26 August 2026". It features several summary cards: "ON LEAVE TODAY" with a value of 0, "PENDING SANCTION" with a value of 1, "UNDER REVIEW" with a value of 0, and "RECOMMENDATIONS" with a value of 0. Below these cards is a "Leave Calendar" section showing the month of August 2026. The calendar includes a key for "Week Off", "Holiday", "Restricted Holiday", and "Leave". The calendar shows that August 26, 2026, is a "Leave" day. To the right of the calendar is a "PENDING FOR ACTION" section showing 1 total sanction. The dashboard also includes a sidebar with a "Dashboard" link and a list of "REQUESTS/ACTIONS" including "Sanction 1", "Leave Cancellation 0", "Station Sanction 0", "Station Leave Cancellation...", "Pending Compensatory A...", "Pending Leave Shift Requ...", "Leave Rejoin 0", and "Team's Leave Application...". The top navigation bar shows the user is logged in as "uits_ftms-Project Director (University IT Services) (Administrative)" and the school is "Guru Gobind Singh Indraprastha University".

Step 3: Select employee for leave sanctioned/Rejected

Dashboard

REQUESTS/ACTIONS

Sanction 1

Leave Cancellation 0

Station Sanction 0

Station Leave Cancellation...

Pending Compensatory A...

Pending Leave Shift Requ...

Leave Rejoin 0

Team's Leave Application...

All Processed Requests

All Station Leave Process...

CL-NT2600053 CASUAL LEAVE NON-TEACHING NEW REQUEST PRINT SEND REMINDER EMAIL

EMPLOYEE DETAILS

Mr. Arvind Sain (10762)
Network Engineer
University IT Services

LEAVE PERIOD

Aug 27, 2026 -
Aug 28, 2026
2 Days
STATION LEAVE APPLIED

QUICK CONTEXT

Reason / Description
I need to visit my village for personal reasons.
Purpose: Personal
Balance: 5 →

Station Leave Info

Station Leave: Yes
Country Leave: No
Visiting Country/State Address:
Emergency Contact Details: 9654339357

Approval Hierarchy

SANCTION
Project Director (University IT Services) (Employee : Dr. Amit Prakash Singh) Username: uits_ftms Pending

Action For Authority

Change Status *

☐ Sanctioned
☐ Rejected

Remarks

Submit

Choose appropriate button and submit

Step 4: Sanctioned/Rejected mail will be sent to employee.

Info!

Mail sent successfully.

Success!

Status Updated Successfully

Warning!

Leave action mail is not mapped with the template for Event-Sanction Authority

Stay on this page Go back to pending request listing

CL-NT2600053 CASUAL LEAVE NON-TEACHING SANCTIONED

In case of any difficulty, please contact undersigned:

(Prof. Amit Prakash Singh)
M: 9899166168/9717963311
Email: amit@ipu.ac.in