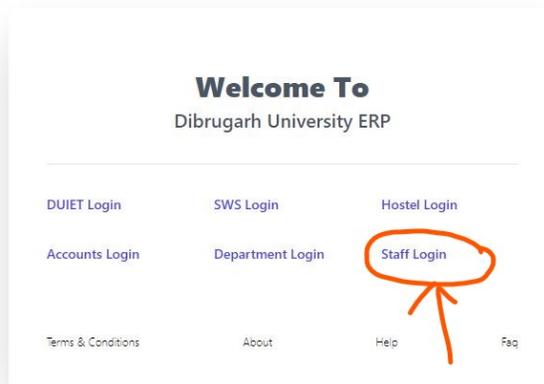
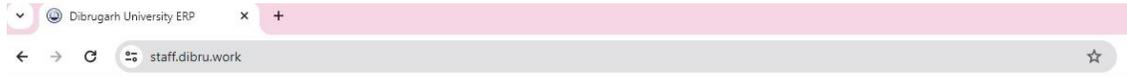


# A Pictorial Guide on How to Apply for Leave through DU ERP

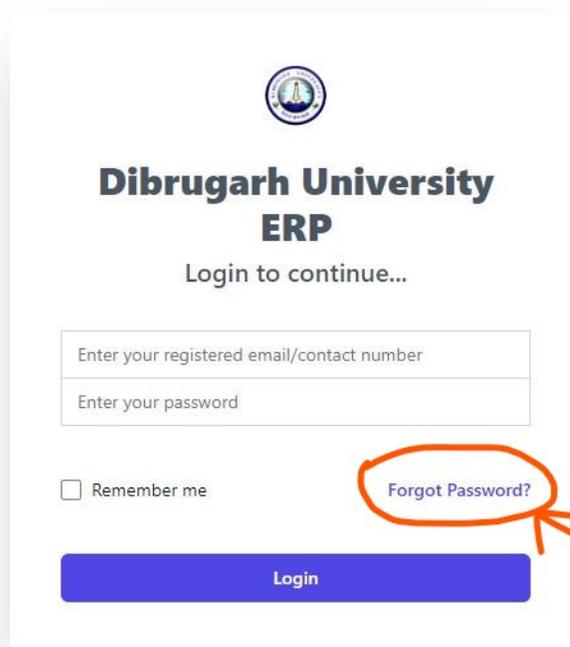
(For Grade-III Employees)

## A. First Login and Password Setup

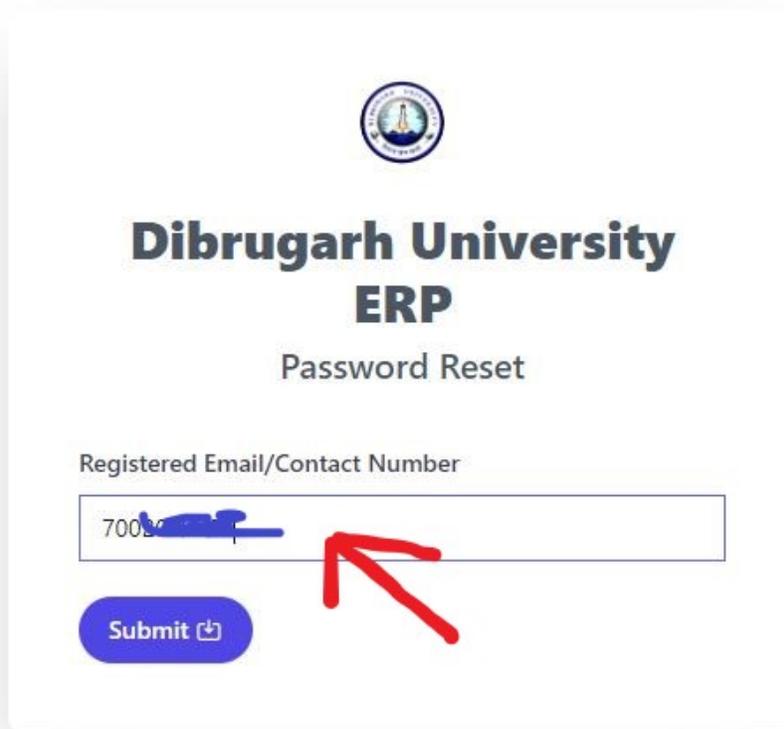
1. Please visit <https://staff.dibru.work>



2. Click "Staff Login"



3. If this is your first visit and you do not know the password, click “Forgot Password”

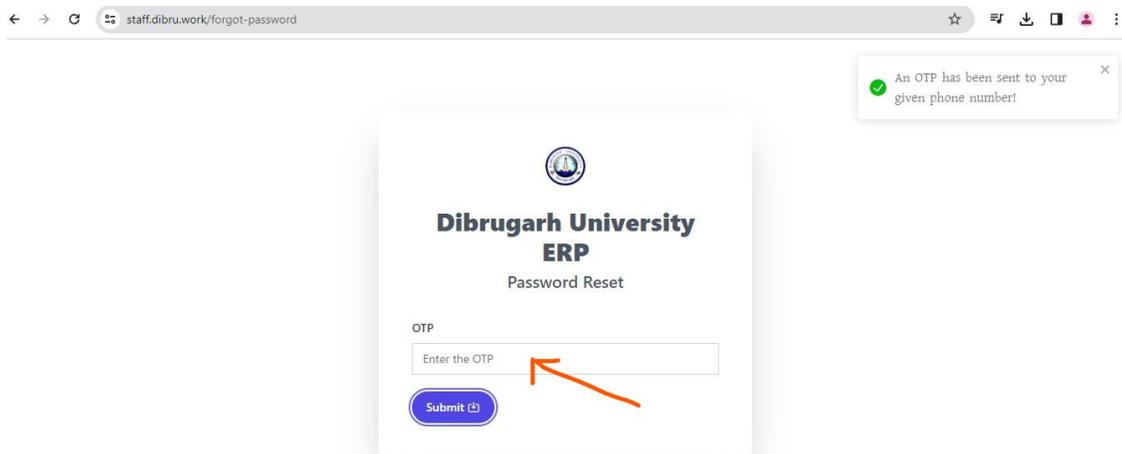


Dibrugarh University  
ERP  
Password Reset

Registered Email/Contact Number

Submit

4. Enter your mobile number and click “Submit”.



staff.dibru.work/forgot-password

An OTP has been sent to your given phone number!

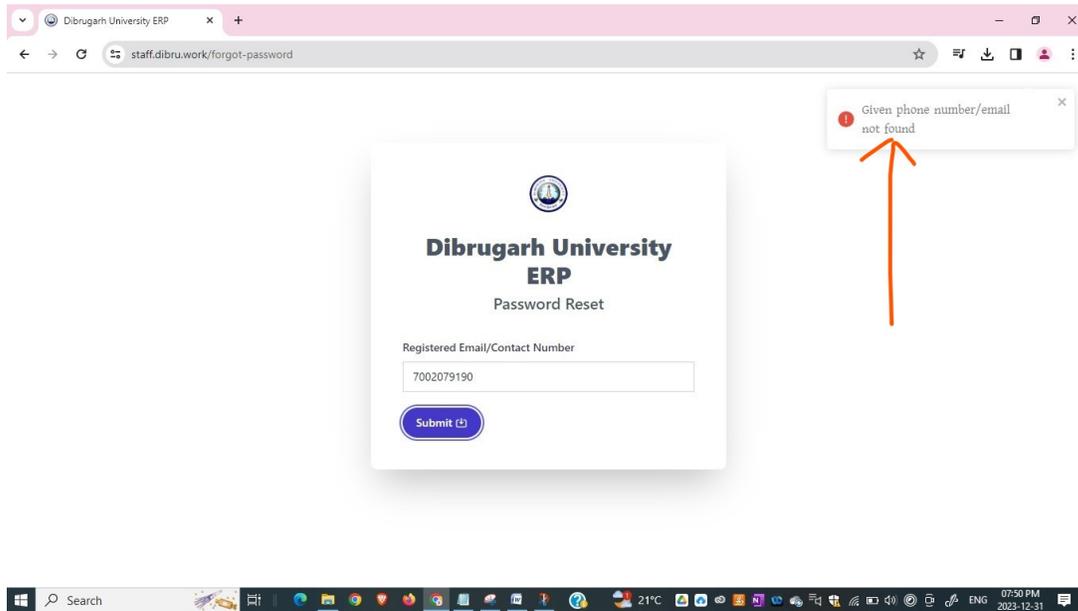
Dibrugarh University  
ERP  
Password Reset

OTP

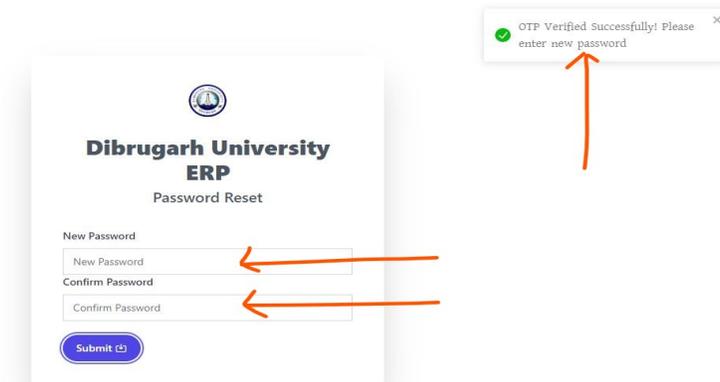
Submit

5. If your mobile number is already registered by the Establishment Branch-B, you will receive an OTP in your mobile and a screen as shown above will appear to enter the OTP.

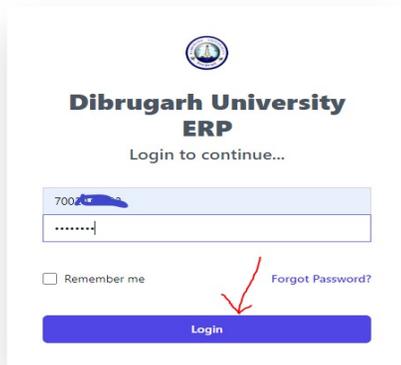
If you see the following message, please contact Establishment Branch-B and provide your correct mobile number.



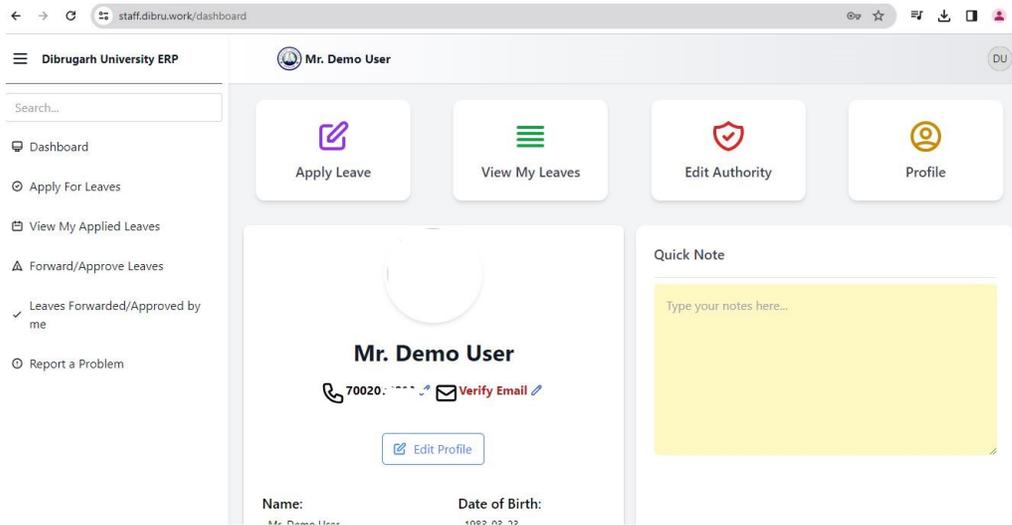
6. Once you receive the OTP, please enter it and click “Submit”.



7. Set up your own password and Click “Submit”. Now you can login using your mobile number and password.



8. After successful login, you will see the following dashboard.



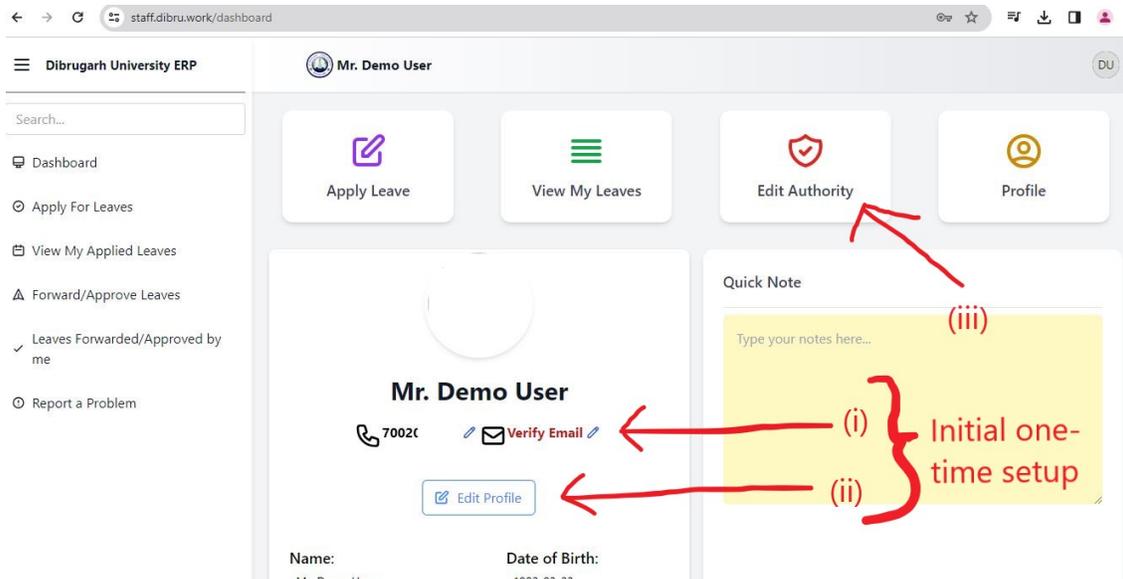
## B. Initial Profile Setup

If this is your first login, you need to perform the following three steps as shown below.

(i) Verify Email id

(ii) Edit Profile

(iii) Edit Authority



(i) **Verify Email id:** Click the pencil icon next to “Verify Email” text. Type your Email id and click “Submit”. You will receive an OTP in your email. Please submit the OTP to verify your email id.

Mr. Demo User

## Edit Email

Email ID (Preferably Gmail ID)

Enter Email ID

Submit

(ii) **Edit profile :** Click “Edit Profile”. Fill up all the requisite fields and click “Update”.

Dibrugarh University ERP

Mr. Demo User

### Edit Profile

Salutation: Mr.

Name: Demo User  
Contact Establishment Branch for name correction.

Father's Name\*: Enter Father's Name

Mother's Name: Enter Mother's Name

Blood Group\*: Select

Address\*: Address

DU

Upload Photo  
Choose File | No file chosen

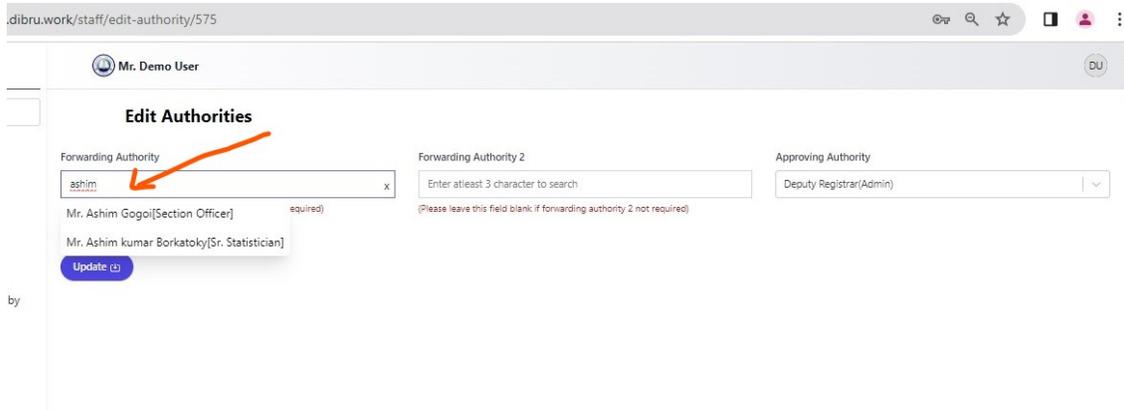
Invalid Signature

Upload Signature  
Choose File | No file chosen

Update

(iii) **Edit Authority:** Click “Edit Authority” to set-up your forwarding authority. In the “Forwarding Authority” field, type the first three/four letters of the **Name** of your Controlling Officer and select the name from

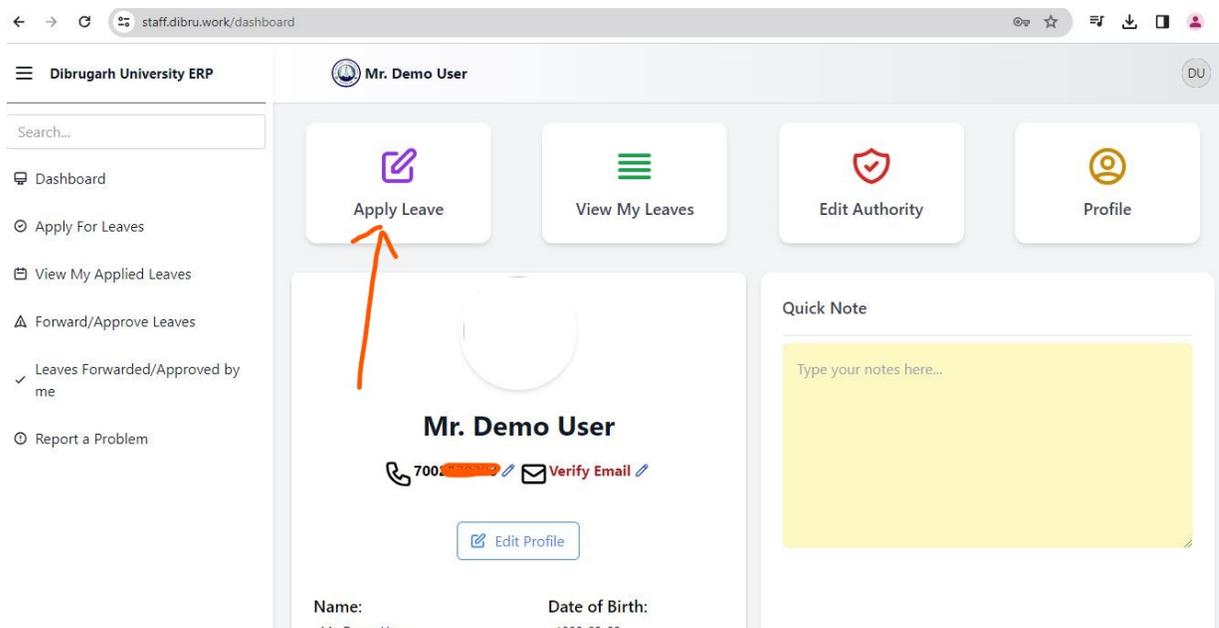
the suggested list. If you have two forwarding authorities, select the second forwarding authority in “Forwarding Authority 2”, otherwise leave this field blank.



If your Controlling Officer gets changed or goes on long leave, you need to change your forwarding authority by going to ‘Edit Authority’ again.

## C. Applying for Leave

1. Click “Apply leave”.



2. The types of applicable leaves along with remaining number of leaves will be shown as follows.

 Mr. Demo User
DU

### Apply for Leave

Forwarding Authority: Dr. Gunadeep Chetia Forwarding Authority 2:		Approving Authority: Deputy Registrar(Admin)	<a href="#">Edit Authority</a> <a href="#">Edit Profile</a>
Type	Remaining Leave	Action	
Casual Leave	12	<a href="#">Apply &gt;&gt;</a>	
Restricted Holiday	2	<a href="#">Apply &gt;&gt;</a>	
Only Station Leave	N/A	<a href="#">Apply &gt;&gt;</a>	
Special Casual Leave	10	<a href="#">Apply &gt;&gt;</a>	
Earned Leave	Not Calculated	<a href="#">Apply &gt;&gt;</a>	

3. To apply for leave, click the “ Apply” button against a particular leave type.

4. If you apply for casual leave the following form will appear.

#### Apply for Casual Leave

From \*

To \*

No. of Days \*

(Excluding Saturday/Sunday/Holidays)  
[Click here to include, if applicable](#)

View Holiday Calendar

Arrangement of Classes/Lab (if applicable)

Reason for Leave\*

Supporting Document(if any)  
(Excluding Saturday/Sunday/Holidays)  
[Click here to include, if applicable](#)

**Proposed In-charge**

Select in-charge  Remark

[+](#) [-](#)

Would you like to apply for station leave during this period? \*

Out of Station from \*

Out of Station to \*

Address during Absence \*

[Next >](#)

Please choose the “From Date” and “To Date” from the calendar. If you are applying leave for only one day, keep the “From Date” and “To Date” same.

The number of days is auto-calculated based on the “From Date” and “To Date” excluding the Saturday/Sunday/Other Holidays that may fall in-between. However if your duty is assigned on such days and you want to apply for casual leave on such days, you can include these days by clicking the link “Click here to include, if applicable”.

### Include Saturday/Sunday/Holidays in Leave

From : 22/12/2023 To : 26/12/2023

22/12/2023		<input checked="" type="checkbox"/>
23/12/2023	Sat	<input checked="" type="checkbox"/>
24/12/2023	Sun	<input type="checkbox"/>
25/12/2023	Holiday	<input type="checkbox"/>
26/12/2023		<input checked="" type="checkbox"/>

CANCEL
SAVE

5. After filling all the applicable fields, click “Next”. A preview will appear as follows to check the application. Click “Apply” to finally submit the application.

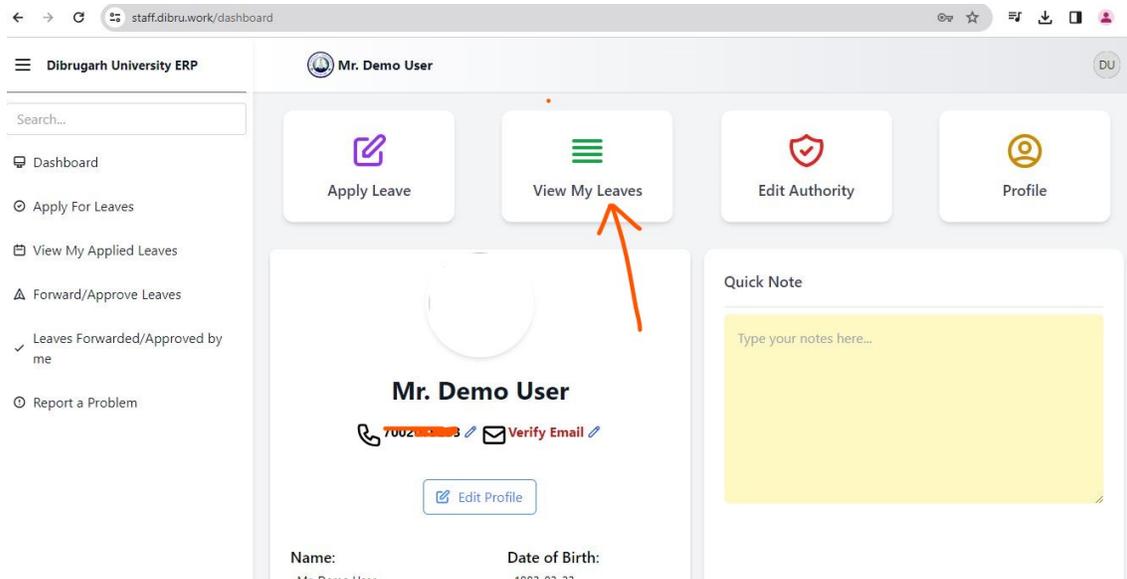
### Preview

<b>Leave Type:</b>	Casual Leave
<b>From:</b>	22-12-2023
<b>To:</b>	26-12-2023
<b>No. of Days:</b>	2
<b>Reason/Remarks:</b>	some reason
<b>Proposed In-charge:</b>	Not Selected-
<b>Arrangement of Classes/Lab:</b>	
<b>Have Station Leave?:</b>	No
<b>Address during Absence:</b>	
<b>Supporting Document:</b>	Not Selected
<b>Forwarding Authority:</b>	Dr. Gunadeep Chetia
<b>Approving Authority:</b>	Deputy Registrar(Admin)

CLOSE
APPLY

*Other types of leaves can be applied in similar way.*

6. You can view the status of your leave application by clicking “View My Leaves” from the dashboard.



Please contact Establishment Branch-B in case of any issue.

**Thank You**