

DIRECTOR'S SECRETARIAT

NOTICE - 93/2022

**SUBMISSION OF LEAVE APPLICATION
AND DEMAND OF STORES ON ERP**

1. With effect from **01 Aug 2022**, following procedures will be carried out through ERP as under:-

(a) Submission of Leave Application. Submission of leave application will be through **ERP only**. Leave application form on paper will not be accepted. Late leave application except Sick Leave (SL) is not acceptable on ERP. Employee has to submit leave application on ERP before proceeding on leave except SL.

(b) Demand of Stores. Demand of stores will be through both ERP and Requisition Slip till further instructions. Procedure is as under:-

- (i) Online submission of Requisition Slip in Stores Portal on ERP.
- (ii) A Demand No will be generated after submission of Requisition Slip.
- (iii) Mention the Demand No generated on ERP on Requisition Slip (hard copy).
- (iv) Forward the Requisition Slip to Central Stores.
- (v) Requisition Slip to be recommended and approved by competitive authority on ERP as well as on hard copy.

2. In case of any clarification/ difficulties staff may contact Dr Rahul Desai, I/C ERP and Mr Suryakant Kenjale of IT dept.

3. I/C ERP. You are requested to give access to Stores Portal on ERP to concerned persons in consultation with HsoD/ Section I/Cs.

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Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 22 Jul 2022

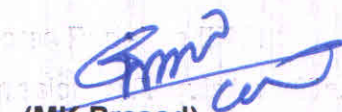
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(MK Prasad)
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