



**Self-Service Portal for Student and Employee**

# HIMACHAL PRADESH TECHNICAL UNIVERSITY



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
1	User Login	3
2	Sending message from Chat room	4
3	Document Sharing	5
4	Link Sharing	6
5	Sending SMS	7
6	Sending Emails	8
7	Apply for Leave	9
8	Generate Salary slip	11



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** User Login

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Head Admin

**Path:** <http://erp.himtu.ac.in>

Enter Username and Password then click on Login Button.

**login screen:**

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Forgot password?

Login



# HIMACHAL PRADESH TECHNICAL UNIVERSITY

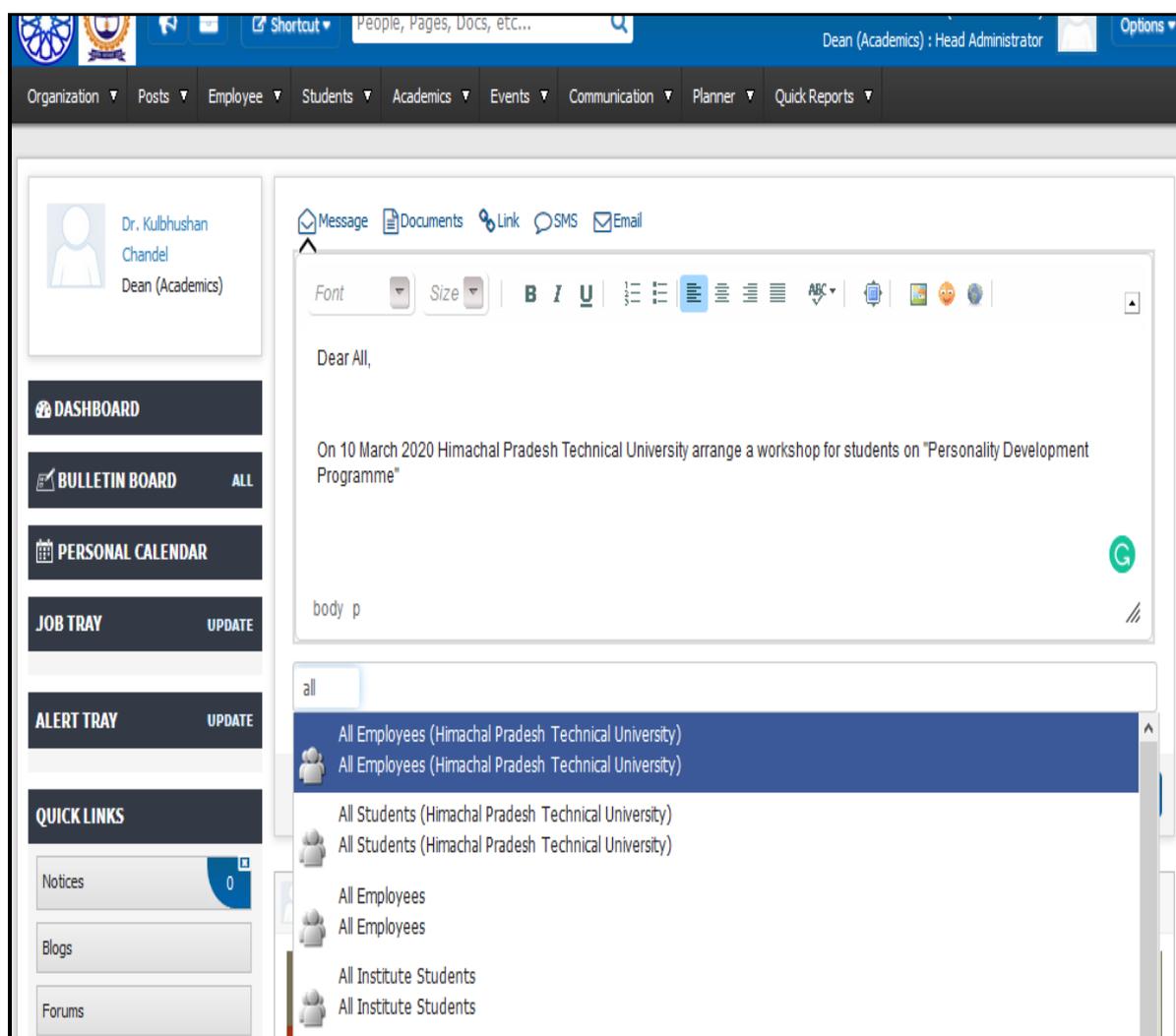
**Topic:** Sending message from Chat room

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Faculty /Staff /Student

**Path:** After Login





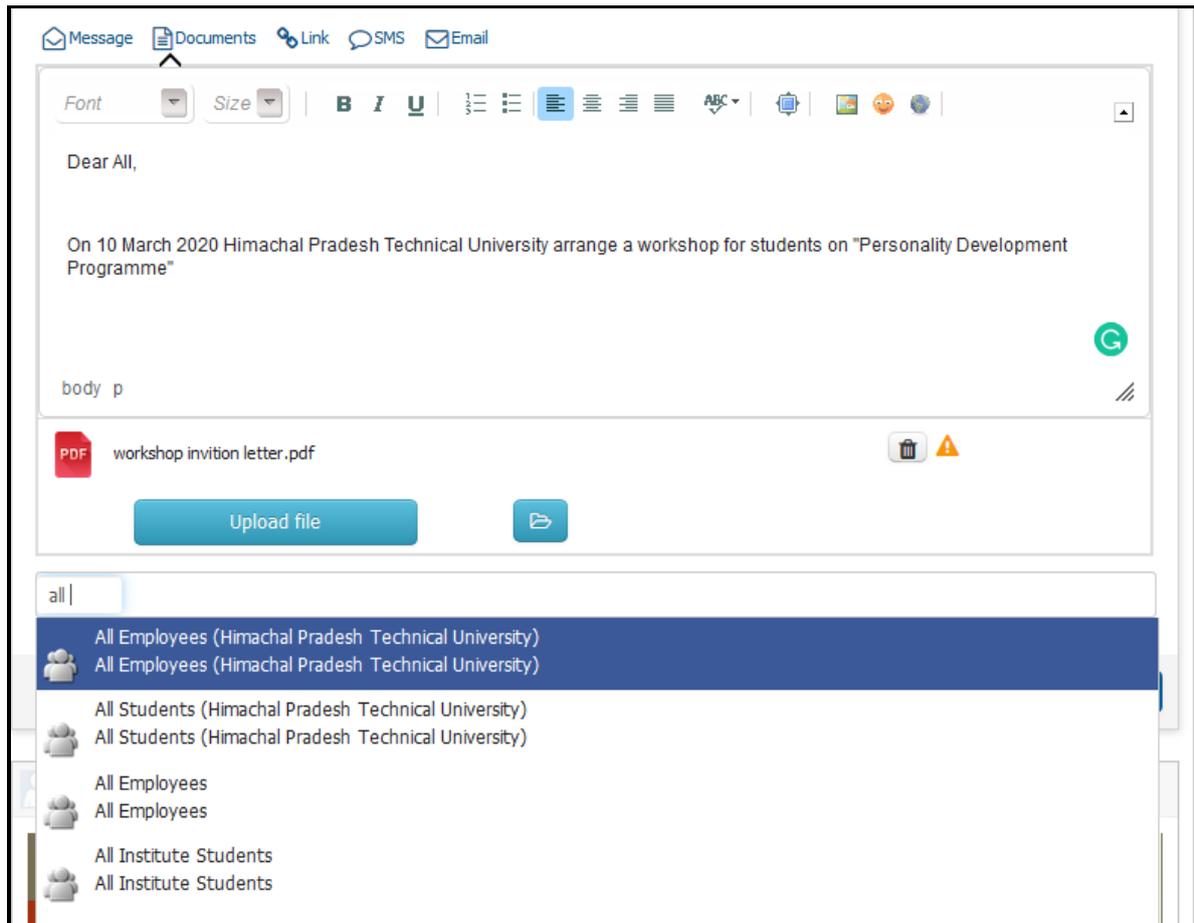
# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Document Sharing

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Faculty /Staff /Student





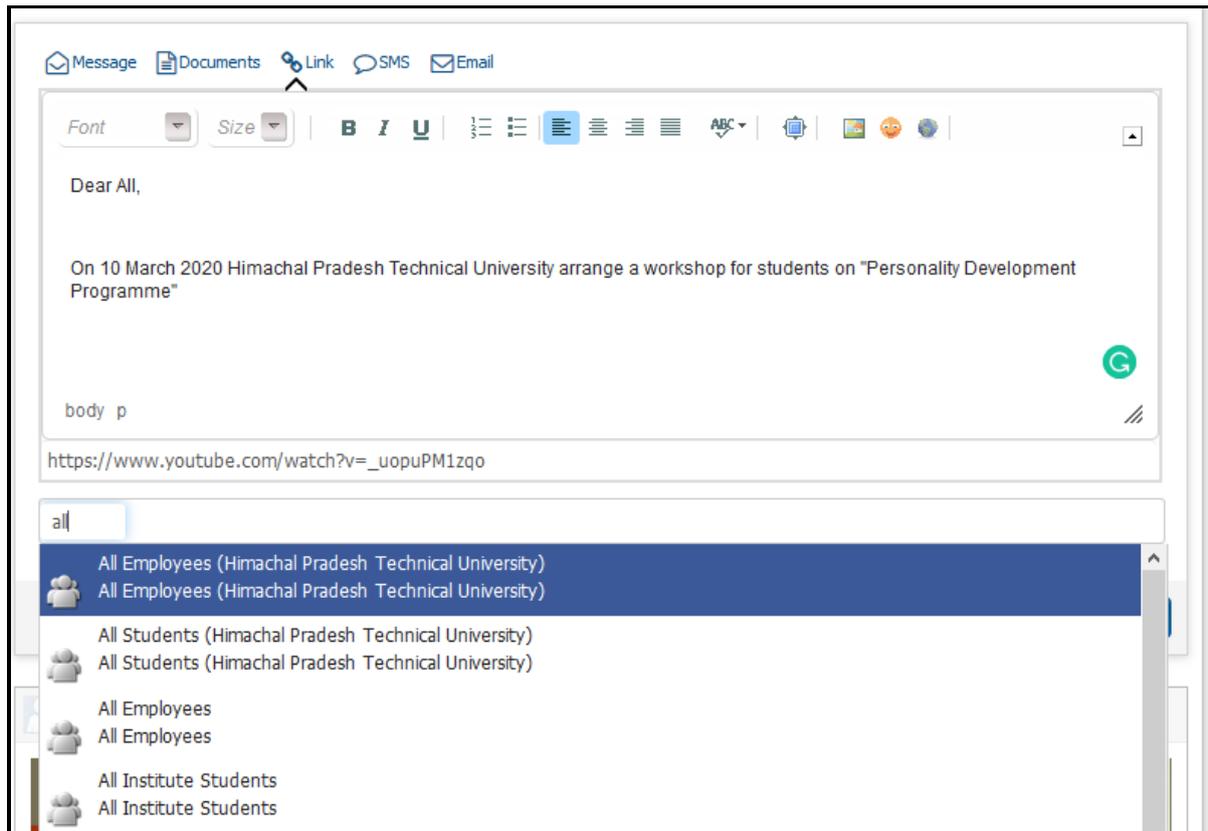
# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Link Sharing

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** Faculty /Staff /Student





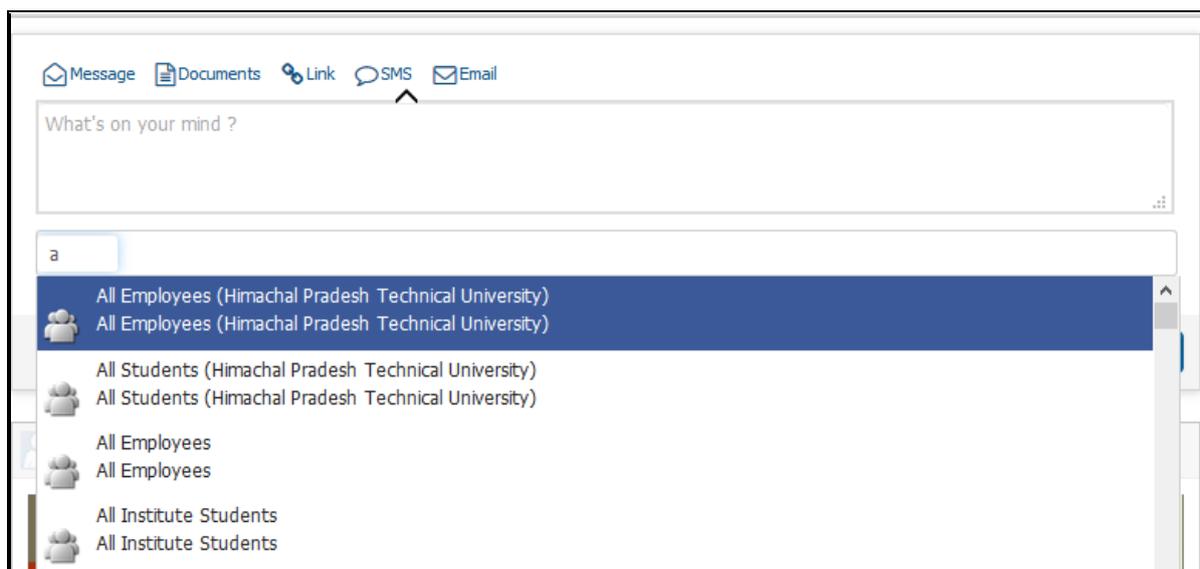
# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Sending SMS

**Prerequisite:**

1. User should be registered into JUNO Campus.
2. SMS server should be configured

**Roles:** Faculty /Staff /Student





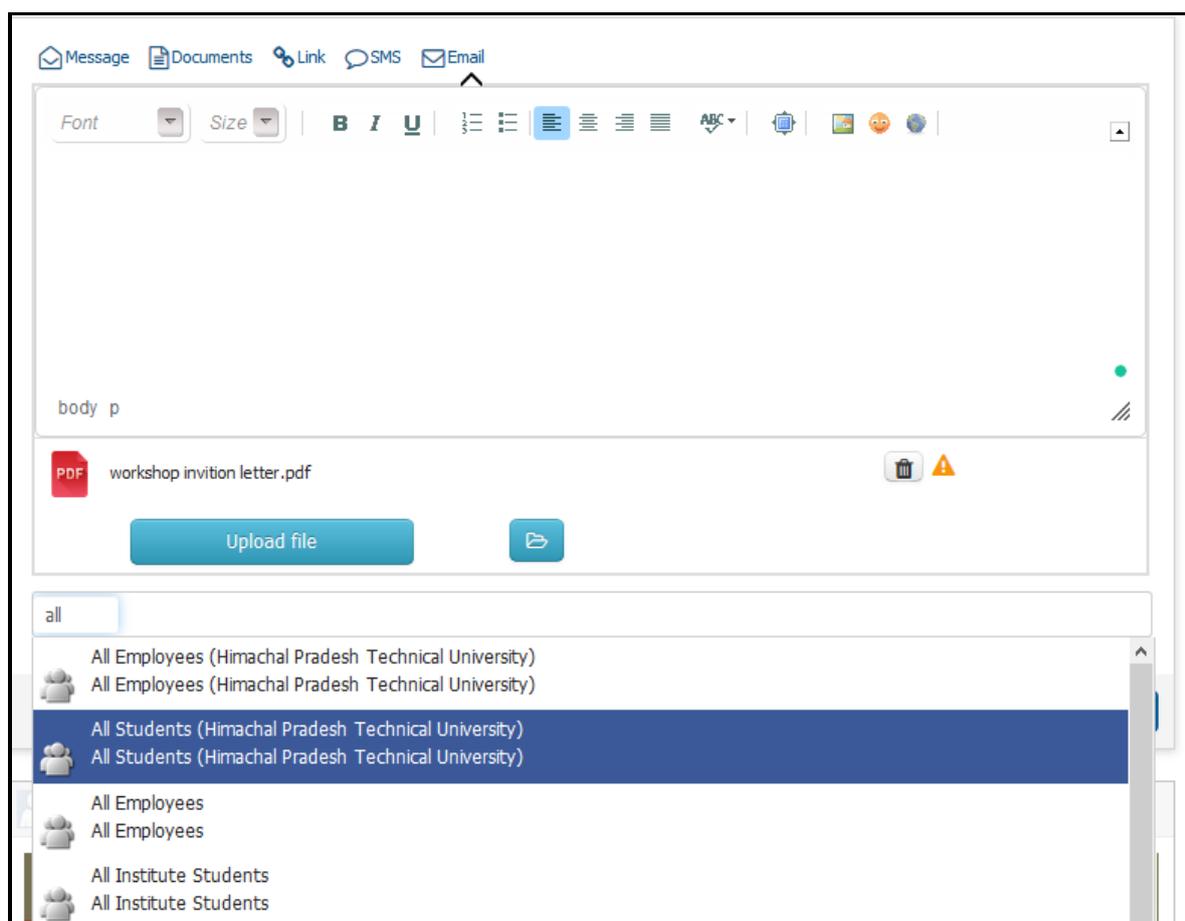
# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Sending Emails

**Prerequisite:**

1. User should be registered into JUNO Campus.
2. Email server should be configured.

**Roles:** Faculty /Staff /Student





# HIMACHAL PRADESH TECHNICAL UNIVERSITY

**Topic:** Apply for Leave

**Prerequisite:**

1. User should be registered into JUNO Campus.

**Roles:** faculty/ Staff

**Path:** Personal >> Leave Management >> Leave Application

★ PERSONAL » LEAVE MANAGEMENT » LEAVE APPLICATION MAR 08, 2020 7:45:42 PM

[Leave Application](#)
[Leave Encashment](#)
[Cancelled Leave\(s\)](#)

My Leave History History From Last Cycles

Leave History From Jan 01,2020 To Dec 31,2020

Leave Type	Leave Reason	From Date	To Date	No of Days	Reporting Manager 2	Reporting Manager 1	Sanctioning Authority	Status			
Casual Leave	To attend the marriage at Amravati	Feb 18,2020	Feb 18,2020	1.0	Recommended by Bhawarjal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande		<input type="checkbox"/>		<a href="#">Send cancellation Request</a>
Casual Leave	domestic work	Jan 24,2020	Jan 24,2020	1.0	Recommended by Bhawarjal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande		<input type="checkbox"/>		<a href="#">Send cancellation Request</a>

[Apply For Leave](#) Click to apply for leave

Current Leave Account Leaves from Last Cycle

Sr. No	Leave Type	Available Leaves	Select Leave Type
1	Casual Leave	5	<input type="radio"/>
2	Special Leave With Pay	0	
3	Special Leave Without Pay	0	
4	General Leave	0	
5	Duty Leave	0	
6	Earned Leave	300	<input type="radio"/>
7	L.W.P.	365	<input type="radio"/>
8	Compensatory Leave	1	<input checked="" type="radio"/>
9	Half Pay/Commutated Leave	476	<input type="radio"/>

Select leave type

Click to apply for leave [Apply for Leave](#) [Back](#)



PERSONAL » LEAVE MANAGEMENT » LEAVE APPLICATION MAR 08, 2020 7:48:56 PM

Leave Application | Leave Encashment | Cancelled Leave(s)

Compensatory Leave

Alternate Contact 1:  \* In case of emergency Enter alternate contact

Alternate Contact 2:  \* In case of emergency Enter leave start date & end date

Requested Date:  Half Day:  Leave Start Date:  Leave End Date:

Rejoin Date:  Total Number of Days:  Reason For Leave:  Click to submit

Click to upload document    Enter reason for leave

## After leave application

My Leave History History From Last Cycles

Leave History From Jan 01, 2020 To Dec 31, 2020

Leave Type	Leave Reason	From Date	To Date	Days	Manag	Starting Manager 1	Sanctioning Authority	Stat
Compensatory Leave	personal	Mar 09, 2020	Mar 09, 2020	1.0	Pending with Bhawarlal Babulal Paliwal	Pending with Dr. Rajesh Suresh Pande	Pending with Dr. Rajesh Suresh Pande	<input type="button" value="Request sends to Authorities"/> <input type="button" value="User able to delete before Approve"/>
Casual Leave	To attend the marriage at Amravati	Feb 18, 2020	Feb 18, 2020	1.0	Recommended by Bhawarlal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande	<input type="button" value="After Approval user send request to Cancel leave"/>
Casual Leave	domestic work	Jan 24, 2020	Jan 24, 2020	1.0	Recommended by Bhawarlal Babulal Paliwal	Recommended by Dr. Rajesh Suresh Pande	Approved by Dr. Rajesh Suresh Pande	<input type="button" value="Send cancellation Request"/>

# HIMACHAL PRADESH TECHNICAL UNIVERSITY



**Topic:** Generate Salary slip

**Prerequisite:**

1. User should be registered into JUNO Campus.
2. Salary should be published by Finance Admin

**Roles:** faculty/ Staff

**Path:** Personal >> Salary Details >> Generate Pay Slip

★ PERSONAL » SALARY DETAILS » GENERATE PAY SLIP MAR 08, 2020 8:34:29 PM

Month :

Jan 01,2020-Jan 31,2020

**Himachal Pradesh Technical University**  
Hamirpur Himachal Pradesh

**Pay Slip**  
For Month : Jan, 2020

Employee No.	Name	PAN	Designation	Department	E.P.F. NO.
DYP/F/1985	Dr. Suhas Bapuso Patil	ELZPP0720C	Principal	School of Science	-

Worked Days	Paid Holidays	Paid Leaves	LWP	Total Days
31.0	0	0	0	31

Earning(s)	Amount (Rs)	Deduction(s)	Amount (Rs)
Pay In Pay Band	1.00	PT	1.00
AGP	1.00	Flood Donation	1.00
Basic Pay	1.00	TDS	1.00
DA 141	1.00		
HRA	1.00		
CLA	1.00		
TA	1.00		
Incentive	1.00		
<b>Total Earning(s)</b>	<b>6.00</b>	<b>Total Deduction(s)</b>	<b>3.00</b>

**Net Salary: Rs.3.00 (Three)**

Notes :

**Finance Officer**