implement a mandatory transition to the ERP portal for all leave applications. Effective immediately, no hard copy leave applications will be accepted.

Dear BFIT 2.0 & GNC College Teaching and Non-Teaching Staff,

I hope this message finds you well. We are writing to inform you of a significant decision made by the Executive Committee of BFIT 2.0 & GNC College.

After careful consideration and deliberation, the Executive Committee has decided to implement a mandatory transition to the ERP portal for all leave applications. Effective immediately, no hard copy leave applications will be accepted.

This decision has been taken to modernize and streamline our administrative processes. By utilizing the ERP portal for leave applications, we aim to expedite the approval process, enhance record-keeping, and facilitate more efficient management of staff leave.

To apply for leave on the ERP portal, please adhere to the following steps:

1. Log in to the ERP portal using your credentials.

2. Navigate to the "Leave Application" section.

3. Provide the necessary details, including leave type, duration, and reason.

4. Attach any required supporting documents.

5. Submit your application.

The Executive Committee appreciates your cooperation in implementing this change. We believe that this transition will not only benefit the staff but also contribute to the overall improvement of our administrative procedures.

If you encounter any challenges or have questions regarding the online leave application system, please contact the ERP CELL department for assistance.