



1 | Open the form and enter travel details

1. Open the website

Go to <https://cas.cnr.edu.bt>. Click **Staff Substitution +** on the home page, or **Staff Substitution** in the menu. No faculty login is required. On a phone, tap **Menu** to see navigation.

2. Identify yourself and describe the travel

Select **Your name** and enter the email registered in the staff directory. Choose whether substitution is required and select a **Purpose**.

Your name	Your official email
Demo Tutor	faculty@example.test
Is substitution required?	Purpose
Yes	Workshop
Travel start date	Travel end date
10/12/2026	10/12/2026
Return date	Place of travel
10/12/2026	Thimphu
Funding agency (or not applicable)	Transportation
College	Pool

Class arrangements

Add one row for each affected class, an exemption reason, a new number of days. Travel dates are Example screen from the local demonstration system.

Enter travel start, travel end and return dates, place, funding agency and transportation. The return date must be on or after the travel end date. For **Other** purpose or transportation, complete the extra details field. Use “Not applicable” for funding when appropriate.



2 | Add your class arrangements

3. Click + Add class session

If substitution is required, add at least one **Affected class**. Add a separate row for each affected class. Use **Compensation** for a planned replacement session.

Session type	Class date	Start time
Affected class	10/12/2026	09:00 AM
End time	Module name	Module code
10:00 AM	Sustainable Agriculture	AG201
Substitute / teaching faculty	Classroom	Number of students
Demo Programme Leader	Room 201	32
Remove session		

Example screen from the local demonstration system.

4. Complete each session

Choose the session type; enter class date, start and end times, module name and code, substitute / teaching faculty where applicable, classroom and number of students.

Affected class dates must fall within your travel dates. End time must be later than start time. Enter a positive student count. Use **+ Add class session** for another row or **Remove session** to remove an incorrect row.

Before submitting: agree on the teaching arrangement with the substitute and check that all affected classes are covered.



3 | Submit and follow the status

5. Attach supporting information

Where needed, add an online learning resource link, assignment / blockday / blockweek document, and invitation or nomination document. Accepted files: PDF, DOCX, XLSX, PNG or JPEG; maximum **10 MB per file**.

6. Review and submit

Check your email, dates and class arrangements, then click **Submit request** once. Wait for the confirmation message and note your request reference number.

Cancel

Submit request

Example screen from the local demonstration system.

7. Check the home page

Find your request in **Latest Requisitions & Services**. Use the page controls for older records. The reference number identifies your application.

Pending HoD - waiting for the department head.

Pending DAA - HoD approved; waiting for the final decision.

Approved - final approval recorded.

Rejected by HoD / DAA - contact the relevant official about the reason and next steps.

Approval route: Faculty submits → HoD reviews → DAA makes the final decision. Submission alone does not mean approval.

If something goes wrong: correct any highlighted validation error. If your name is missing or your email is rejected, contact ICT / the administrator. If no confirmation appears, check the records before submitting again to avoid duplicates.