

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110068**  
**(Administration Division)**

F. No. IG/Admn./2021/4384  
Dated: 24.12.2021

**Circular**

The University has decided to issue Plastic/Smart Health Card to all the officials of the University. Also, it is decided to seek fresh Annexure "D" for updation of the list of the dependent(s) from all the officials of the University. For uploading the required details of the dependent(s), a link has been created as follows:

[hrms.ignou.ac.in](https://hrms.ignou.ac.in)

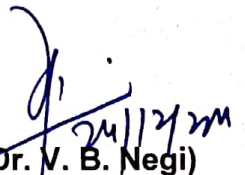
The officials may use their ODL ID as user ID and generate password initially by clicking on Reset Password link to Log in the above link. All the officials of the University are requested to upload the required details of their dependent(s) and supporting documents (Documents of proof of age, Joint Declaration in case of working spouse for Claiming LTC, CEA and Medical bills, Income Certificate regarding monthly income from all sources including pension etc.) on the above mentioned link.

All the officials are requested to upload the details on priority basis upto 03.01.2022 failing which it will be assumed that employee concerned has no dependent.

In case of any query please contact Nodal Officer for SAMARTH PORTAL of your School/Division/Centre/Unit/Institute/Cell and/or email on the following email id:

[samarth.support@ignou.ac.in](mailto:samarth.support@ignou.ac.in)

This issues with the approval pf the Competent Authority.

  
(Dr. V. B. Negi)  
Registrar (Admin.) I/c

**Distribution:**

1. Directors of Schools/HODs/Centres/Institute/Units/Cells
2. All Regional Directors/In-Charges of Regional Centres/Regional Evaluation Centres
3. AR, VCO – for kind information to Hon'ble Vice-Chancellor
4. PS to all PVCs – for kind information to all Pro-Vice-Chancellor
5. PS to Registrar (Admn.)
6. Head, Computer Division - with a request to upload the Circular on the University website and forward a copy of the circular on the e-mail id of all the Officials.
7. Circular File
8. Office Copy