

Date: 03.12.2021/4264

CIRCULAR**Sub: Implementation of Samarth Modules in the University.**

Implementation of the Administrative and Finance modules of the Samarth have already been inaugurated in the University. However it has been observed that its not been used by the officials of the University so far. In view of this it is decided to designate one or more Nodal Officer(s) in every School/Division/Centre/Cell/Institute/Unit who will report to **Sh. Banmali Singh** in the Administration Division for smooth implementation of different modules of Samarth in the concerned School/Division/Centre/Cell/Institute/Unit. In view of this you are requested to nominate Nodal Officer in your School/Division/Centre/Cell/Institute/Unit and inform the names upto 06.12.2021 positively on the following e-mail id:

samarth.support@ignou.ac.in

It is also informed that from 13.12.2021, File Tracking Management System (FTMS) must be implemented in all the School/Division/Centre/Cell/Institute/Unit at University HQs. No files will be accepted unless and until it is routed through File Tracking Management System (FTMS).


Also from 13.12.2021, Leave Management System will be implemented in ACD, Administration Division, Computer Division and School of Agriculture. This facility will not be available for all the officials of these four Divisions/School in ODL from 13.12.2021.

Query Solving Sessions will be organised on every Monday, Wednesday & Friday in the Meeting Room, Computer Division from 11:30 AM to 12:30 PM. Official of the University may visit there with his/her query regarding Samarth and the same will be resolved by the members of Samarth Project Implementation Team.

All queries will also be resolved on the below-mentioned e-mail id:

samarth.support@ignou.ac.in

This issues with the approval of the Competent Authority


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

1. Directors of Schools/HODs of Divisions/Centre/Institute/Units/Cells
2. AR, VCO - for kind information of Hon'ble Vice-Chancellor
3. PS to all PVCs - for kind information of Pro Vice-Chancellor
4. PS to Registrar (Admin.) - for kind information of Registrar (Admin.)
5. Head, Computer Division } with a request to upload the Circular on the website and forward a copy of the circular on the e-mail id of all the Officials