

Date: 11.10.2021**CIRCULAR**

Sub: Implementation of Samarth Modules in the University and starting training of the officials of the University for the same.

University is in the process of implementing different modules of SAMARTH Portal. In continuation to this, Pilot Run of SAMARTH Portal is going to start from 12.10.2021. During this Pilot Run, following activities will be performed:

1. Implementation of UMS (User Management System) and EMS (Employee Management System)
2. Under EMS (Employee Management System), individual employee will check and validate their individual data and corrections, if any, will be made by the SAMARTH Portal Support Team. In view of this, all the users are requested to login to the SAMARTH Portal following the steps mentioned below and verify their personal data during 12-20 October, 2021.

Steps for Login to the Samarth Portal for individual data validation:

- a. Open any web browser in your PC/Mobile (Chrome/Internet explorer/Mozilla Firefox etc.)
 - b. In address bar type <https://cuignou.samarth.ac.in/>
 - c. Click on **Forget Password**
 - d. Enter your **ODL ID (XXXX)** and captcha
 - i. If error message is "user does not exist", enter **ODL ID (00XXXX)** by prefixing two zeros.
 - e. Check your email (mentioned in info) for verification code.
 - f. Enter the verification code and reset new password. Please follow the password guidelines.
 - g. In case of any problem contact SAMARTH Portal Support Team by sending email at samarth.support@ignou.ac.in mentioning your Name, ODL ID, Intercom Number & Mobile Number.
 - h. A separate user manual with proper step to step guidance on "How to use SAMARTH Portal" will be uploaded on Home Page of the University website to facilitate the employees. In case of any difficulty an **online training will also be conducted as and when required and recording of the same will be shared with all employees.**
 - i. After login, check your data. Please send email to samarth.support@ignou.ac.in if any discrepancy is found in your personal data.
3. Once the validation of user's data is completed, initially File Tracking System (Diary & Despatch) will be implemented for IGNOU HQs and Leave Management System will be implemented for SOA, ACD, Computer Division & Administration Division after providing all required training on 21-22 October through ONLINE & OFFLINE mode both. On successful testing, it will be extended to all other Schools/Divisions/Centres/Cells/Institute.
 4. Payroll Module of SAMARTH Portal will be implemented from the month of October. Salary for the month of October will be prepared through SAMARTH Portal for testing and validation.

This is issued with the approval of the Competent Authority



(Banmali Singh)
Deputy Registrar (GA)

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 (Admn.) - for kind information of Registrar (Admin.)
 5. Head, Computer Division
 6. Circular File
- } 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