No. MANUU/CIT/F.No.260/1358   Date: 28/06/2024

CIRCULAR

All the university employees (Teaching/Non-Teaching) are hereby informed that MANUU is adopting SAMARTH modules to make certain manual activities online as it is being mandated by Ministry (MoE), below table shows list of modules and their targeted employees who need to start using the modules starting the given dates.

Module Name	Employee	Direction on Usage	Effective Date
Leave Management System	All the Teaching and Non Teaching Employees	From the effective date, all sort of leaves are to be applied online using this module	15th July 2024
Vendor Bill Tracking	All the employees involved in submitting various bills to Finance	From the effective date, all bills shall be submitted to Finance through this module	15th July 2024
Career Advancement Scheme (CAS)	All the Teaching Employees	All the teaching employee's CAS will be done through this	To be notified.

Registrar

Registrar
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032

Copy to:
1. Office of the Hon'ble Vice Chancellor.
2. Office of the OSD1
3. Office of the OSD2
4. Director CIT