



OFFICE OF THE FINANCE OFFICER

Dr. Shehbaz Ahmed  
Finance Officer

No. MANUU/F&A/2024-25/ 1096

31<sup>st</sup> January 2025

**CIRCULAR**

Sub: Implementation of Finance Module of Samarth ERP System in the University – Reg.

Ref: Approval of the Vice Chancellor dated 31.01.2025

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The Ministry of Education (MoE), Govt of India has introduced Samarth ERP System for Universities and Higher Institutions (HEIs) with a digital framework for planning, management, delivery, and monitoring of operations and services, thereby aligning with the transformative goals of the National Education Policy (NEP).

2. The MoE, Govt of India has made it mandatory to implement all the modules of the Samarth ERP System in the University including Finance Module. The University has already implemented many modules of the Samarth. Now, it has been decided to implement the Finance Module in the University with immediate effect.

3. Henceforth, all the expenditure in the University shall be booked and all the bills shall be routed through Samarth Portal.

4. Further, all the Teaching /Non-Teaching employees shall also process their entitled personal claims or prefer the bills through Samarth Portal only.

5. The employees may login the Samarth Portal through the credentials provided to them.

6. Therefore, all the employees and Heads/Incharges of Teaching and Non-Teaching Departments/Sections/Offices/Institutes are hereby requested to forward all the financial claims/bills/requisitions through Samarth portal henceforth. The bills routed other than Samarth portal shall not be entertained.

  
Finance Officer 31/1/25

**Copy to:**

1. All the Teaching/Non-Teaching employees
2. All Deans, School of Studies/Directors of the Centres
3. All Head/Incharges of the Departments/Section
4. All the Principals/Incharges of off campuses/Satellite Campus/ Polytechnics/ CTEs/ITIs / Model Schools
5. All the Regional Directors/Asst Regional Directors of Regional/Sub Regional Centres
6. Librarian/CoE/Proctor/Provost (BH)/Provost (GH) etc
7. Offices of the VC / Registrar / OSD-I / OSD-II / F.O
8. Director, CIT – For uploading the Circular on the website
10. Concerned file

