



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

Prof. Sanjay K. Jha

Finance Officer (Offg.)

F No. 21-42/2019/Finance/31

By Hand/e-mail/ Speed Post

Date: 12/06/2024

Circular No./F&A/03/2024-25

Sub: Creation of bills in SAMARTH portal for payment/reimbursement – Reg.

As per directives of Ministry of Education, SAMARTH modules are to be implemented by the University and the same has been communicated to the Schools and Departments. Therefore, Schools and Departments of the University are required to create, process and submit bills for payment/reimbursement of any nature (vendor bill, employee bills, project related bills etc.) on SAMARTH Portal only. Hard copies of the bills will be accepted by F&A department only after online submission of the same in the SAMARTH portal. Proof of the same is also required to be attached along with original bills while submitting it to F&A department for further processing for payments.

Henceforth, Department/ PIs/ individual employees are requested to submit bills for payment/reimbursement on SAMARTH Portal. Hard copies of bills, duly verified and recommended by respective HoDs are also to be submitted to F&A department. For any technical and other support ICT department may be contacted.

This has approval of competent authority.


Finance Officer (Offg.)

To,

1. Registrar
2. CoE
3. Librarian (Prof. I/c)
4. All Deans
5. All HoDs/Chairpersons/Nodal Officer
6. Director, RDC
7. Chairperson, ICT (For uploading on CUG Site)
8. Deputy Registrar, Admin
9. Deputy Registrar, A&A
10. IWD
11. All Assistant Registrars
12. All Purchase Officers
13. Purchase and Store Section
14. Rajbhasha Cell (For Hindi Version)
15. PS to Hon'ble VC (for kind information to Hon'ble VC)
16. All teaching and non-teaching staff.

सेक्टर-29, गांधीनगर-382030, फोन नं - 079-23977414, फेक्स-079-23260076

Sector-29, Gandhinagar, Phone No. 079-23977414, Fax-079-23260076

Email: ddo@cug.ac.in, website: www.cug.ac.in