

राजीव गाँधी विश्वविद्यालय
रोनो हिल्स दोईमुख,
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

F. No. RGU/REG-181/Portals/21

दिनांक /Dated: 31.01.2025

कार्यालय आदेश / OFFICE ORDER

Consequent upon the directives from the Ministry of Education for the time-bound implementation of the Samarth Financial Module, and in light of the upcoming visit by an expert on the module from Samarth team, the offices/branches involved in bill creation shall remain open on February 1st and 2nd 2025, (Saturday and Sunday).

Moreover, all administrative branches under the supervision of the respective controlling officers are requested to prepare their papers and pending issues relating to Samarth Modules for resolution during the hands-on training session as per the attached schedule at **Annexure-I**.

Further, compensatory leave shall be granted to the employees who are actively involved in the work against the duty performed on those days on recommendations of the Controlling Officers along with attendance sheet.

Sd/-

कुलसचिव / Registrar

F. No. RGU/REG-181/Portals/21

दिनांक /Dated: 31.01.2025

प्रतिलिपि / Copy to:

1. PS to Vice Chancellor for information.
2. PS to Finance Officer / Controller of Examinations for information.
3. Librarian / Professor-in-charge, Placement Cell for information.
4. All Branch Heads for information and necessary action.
5. Office copy.

(Dr. N.T. Rikam)
कुलसचिव /Registrar

**TENTATIVE SCHEDULE FOR HANDHOLDING SESSIONS BY SAMARTH TEAM ON FINANCE MODULES
IN THE SAMARTH PORTAL TO BE HELD FROM 01.02.2025 TO 03.02.2025.**

| Session | Branch/Centre/Cell | Date & Time | Venue |
|---------|--|----------------------------------|---|
| I. | 1. Finance Officer 2. Joint Director (CC) 3. Assistant Registrar (Finance) 4. DDO 5. Section Officer (Audit) 6. Assistant (Accounts) | 01.02.2025 11:30 am onwards | Smart Theatre, Computer Centre & Mass Communication Building |
| II. | 1. VC Secretariat 2. Registrar Office 3. Physical Education Branch 4. Development Branch 5. Academic Branch 6. Administration Branch 7. Finance Branch | 01.02.2025 02:30 pm- 04:30 pm | |
| III. | 1. Bill Section 2. Establishment (Non-Teaching) 3. Establishment (Teaching) 4. Finance Branch | 02.02.2025 10:00 am- 01:00 pm | |
| IV. | 1. UGC & Project Cell 2. Estate/Store Branch 3. Vehicle Branch 4. Exam Branch 5. Finance Branch | 02.02.2025 02:30 pm- 04:30 pm | |
| V. | 1. Central Library 2. Computer Centre 3. Hindi Cell 4. Placement Cell 5. Finance Branch | 03.02.2025 10:00 am- 01:00 pm | |
| VI. | Open Session | 03.02.2025 02:30 pm- 04:30 pm | |

M. S. S.
31/1/2025