

HIMACHAL PRADESH UNIVERSITY

General Administration Section

No.16-63/2001-HPU(Genl.)

Dated: 16 JUN 2025

CIRCULAR

Sub: Implementation of SAMARTH-ERP Portal – Submission of Basic Employee Details.

It is hereby informed to all Heads of Departments (HODs), Controlling Officers, and Teaching & Non-Teaching staff of the University that the Executive Council, in its meeting held on 28.09.2024 (Item No. 11), has approved the implementation of the SAMARTH-ERP Portal at Himachal Pradesh University. This is a flagship initiative under the National Mission on Education through ICT, Ministry of Education, Government of India.

All University Teaching and non-teaching staff are requested to note and comply with the following:

1. **Filling of Basic Details:** A link has been sent from noreply@samarth.edu.in to your email-ID with a subject "You have a New Samarth Account" on 5th May 2025 for submission of your basic employee details.
 - This process is mandatory and must be completed within 10 days from the date of issue of this circular.
 - Login using your Employee Code as the Username, then create password accordingly.
2. **Employees who have not received the link on email,** then one must contact the Computer Centre immediately to update their email ID and obtain the login link.
 - Intercom: 644 | Landline: 2833644, 2831297 or email samarthhpu@gmail.com
 - This data submission is compulsory for all Teaching and Non-Teaching employees.
 - All future activities—such as service book maintenance, salary/pension processing, budget management, inventory, admissions, file management, and other administrative tasks—will be carried out exclusively through the SAMARTH Portal.
3. **Employee Data Verification and Updation:** Once the teaching and non-teaching staff submit their data on the Samarth portal. The Establishment Branch will then verify the submitted information and update any additional required data in the Samarth portal. Access credentials for this purpose will be provided by the Incharge, Computer Centre, to the Controlling Officers/Dealing Assistantsof the Establishment Branch. The entire verification process must be completed within one month from the date of data submission by the University employees.
4. **Submission of Office Hierarchy:** All branches/departments must submit their internal office hierarchy in writing to the Incharge, Computer Centre within weeks' time from the issuance of this Circular.
 - The details of hierarchy must include:
 1. Name, Employee Code, and Designation of the Controlling Officer(s)
 2. Name, Employee Code, and Designation of the Dealing Assistant(s)
 3. Work responsibilities assigned to each
5. **User Roles and Access:** Based on the submitted hierarchy, roles and responsibilities, appropriate User Roles and Assignments will be created in the SAMARTH Portal to facilitate smooth, secure, and department-level operations. These User Roles and Assignments will be created by the Incharge, Computer Centre.

All the HOD's and Controlling Officers are also directed to extend full cooperation and provide the required data/information to the Technical Committee members notified vide Notification No. 1-78/94-HPU(Genl.) (ii) dated 11.02.2025, who may visit their respective branches/departments for the purpose of collecting information to be uploaded on the SAMARTH Portal.

This has the approval of the Hon'ble Vice-Chancellor.

REGISTRAR

Dated: 16 JUN 2025

Endst. No.: Even

Copy to:

1. The D.S/D.S.W/Chief Warden/Dean, CDC/Dean Planning & Teachers' Matter, HPU, Shimla-5
2. All Deans of the Faculties/ Chairman/ Directors of the Teaching Departments/ Institutes, HPU, Shimla-5
3. The Director ICDEOL/ Phy. Edu. & YP/MMTTC/AERC/PRC/HPUBS/DIS/PECC/UIT/UCBS/UJLS/IQAC/(SC/ST Cell)/Tribal Studies/HPUBES/ HPU R.C. Dharamshala, Distt. Kangra HP.
4. The Controller of Examinations/ Finance Officer/ ACOE/ Jt. Controller (SAD)/ I.A.O., HPU.
5. The Principal, HPUDES/HPU Model School, Shimla-5.
6. The Incharge Library/ Computer Centre/Health Centre/ Faculty House, HPU, Shimla-5.
7. The Public Relations Officer, HPU, Shimla-5
8. The XEN (Const./Maint./Public Health), HPU, Shimla- 5.
9. All the Branch Officer/Section Officer, HPU, Shimla- 5.
10. The SPS to Vice-Chancellor/PS to PVC/SPS to Registrar, HPU, Shimla- 5.
11. Guard file.

REGISTRAR