

MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

F. No. 2-1/MGCUB/GA/2016

Dated: 21st February 2024

OFFICE ORDER

1. It is hereby notified for information of all concerned that the following modules of Samarth E-Gov Suite under Employee and Governance Groups have been activated and are ready to use:

Sl. No.	Group	Module
1.	Employee	HR (PIS)
		Knowledge Management System
		Leave Management
		Recruitment
		Career Advancement Scheme
		Pay Roll Management
2.	Governance	File Management & Tracking
		Minutes and Resolutions Archive and Retrieval System
		RTI Management
		Grievance Management
		Legal Case Management System
		Essential Services
		Fleet Management

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Signature
21/02/24

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2. In this context, the Competent Authority has directed the following activities of the University shall be performed through Samarth E-Gov Suite with effect from the date noted against each:

Sl. No.	Group	Module	Date of Implementation
1.	Employee	Leave Management	26.02.2024
		Pay Roll Management	From the salary of March 2024
2.	Governance	File Management & Tracking	26.02.2024
		Minutes and Resolutions Archive and Retrieval System	26.02.2024
		RTI Management	26.02.2024
		Grievance Management	26.02.2024
		Legal Case Management System	26.02.2024
		Essential Services	26.02.2024
		Fleet Management	26.02.2024

It is further directed that the letters/requests/file movement of the matters pertaining to above-mentioned processed through physical form (i.e. apart from Samarth E-Gov Suite) shall not be entertained at all in any circumstances.

3. The Competent Authority has also directed all concerned to fill their data on HR(PIS) and Knowledge Management System modules by 29.02.2024 without fail. The employee who has already filled the data may update the same regularly. The University may stop releasing pay and allowances of those employees who will not fill their data by 29.02.2024.

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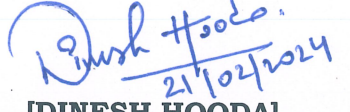
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4. Further, the Competent Authority has instructed that for promotion under Career Advancement Scheme, application is to be filled through Samarth E-Gov Suite Module only and no physical forms shall be entertained.
5. In case of any technical support; Dr Sunil Kumar Singh, Nodal Officer, Samarth E-Gov Suite may be contacted through mail on e-mail id samarthoffice@mgcub.ac.in.
6. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]
OSD (Administration)

Copy of the above is forwarded to the following for information and necessary action please:

1. The OSD (Finance)/CoE/DSW/Provost /Proctor/Director, RDC/Director (Academic Affairs)/ Librarian/Coordinator, IQAC, MGCU
2. All Deans of different School and all Heads of various Teaching Departments, MGCU.
3. All Faculty and Non-Faculty Members, MGCU through University website.
4. The Nodal Officer, Samarth E-Gov Suite, MGCU
5. The Section officer (Admin)/Section Officer (Academic)/PRO/Hindi Officer/All Assistants/UDC, MGCU
6. University Website I/c, MGCU--- with the request to upload the same on university website for information of all concerned.
7. PS to VC, MGCU
8. OSD to the Vice-Chancellor, MGCUB – for kind information of the Hon'ble Vice-Chancellor please.


[DINESH HOODA]
Section Officer (Admin)

