



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

Central University of South Bihar

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur

P.S. – Tekari, District – Gaya (Bihar) Pin- 824236

F. No. CUSB/Admin./Medical Cell/07/ 0159

Date: 08.04.2025

Notice

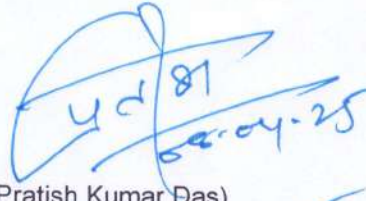
In continuation of Notice No. CUSB/Admin/IT/105/2019(6)/61 dt 29.01.2025, wherein it has been decided to process the Medical Claim bills through SAMARTH Portal only for the FY 2025-26 onwards.

In this regard, all the Faculty members and Non-Teaching staff are hereby requested to follow the following steps while uploading the Medical claim bills on SAMARTH Portal:-

Step No.	Instruction
01	Login on Samarth Portal by Employee ID
02	Click on Finance Tab on the left side of the screen
03	Click on Manage Employee bills under bill tracking tab
04	Click on add new employee bill on the left side of the screen
05	Click on Add Bill on the top right side of the screen
06	Select medical bill under bill approval Hierarchy type
07	Fill-up all the fields accordingly
08	Then upload the scan copy of physical claims forms alongwith the supporting bills, necessary certificates, prescriptions, reports and other documents. The size of the uploading file should be upto 5 MB
09	Click on Save button and then click on Reference No. to verify data of the form
10	Click on submit button for final submission
11	Print the online submitted form

Printed application alongwith the original physical form of Medical claim bills, necessary certificates, supporting bills, prescriptions, reports and other documents must be submitted to the Office of the Deputy Registrar (Medical Cell) for further processing.

This issues with the approval of the Competent Authority.


(Pratish Kumar Das)
Deputy Registrar

Copy to:-

1. PS to HVC/Registrar/FO/CoE : for information
2. All Faculty members/Officers/Officials : for information and necessary action.