

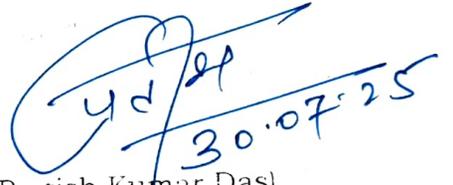
F.No.CUSB/Admin./Samarth/2025/ 62

Date: 30.07.2025

**Notice**

In continuation of earlier notice issued vide F.No. **CUSB/Admin./Samarth/2025/36** dated 23.05.2025, it has been decided to process files after its receipt over SAMARTH in **File Management & Tracking Module** and file movement will not be entertained without its entry over SAMARTH in the module. All Department/Section Heads are hereby requested to ensure forwarding their file after its entry in File Management & Tracking Module.

In case of any query regarding using the module, Mr. Kshitiz Singh, Information Scientist may be contacted for resolution.

  
(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 n/a