



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur  
P.S. – Tekari. District – Gava (Bihar) PIN- 824236

F.No. : CUSB/Store/Misc./2024/ 149

Date: 10.12.2024

### Notice

As per the directions of the Competent Authority, it is being communicated to all the concerned Head of the departments/Sections/Units that now onwards, the indenting system of the Central Store of the university shall be online through SAMARTH Portal only. This online system will replace the present manual system (Indent Book Format) of the university.

Any concerned person may raise their indent following the below mentioned flow chart through SAMARTH Portal:

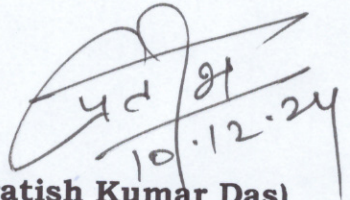
Log in to SAMARTH Portal A/c → Governance → Inventory → My Items → Requested Items → Request Item.

Portal link: <https://cusb.samarth.ac.in/index.php/site/login>

All the concerned are requested to adopt the above-mentioned online system in place of present Indent Book system for getting items from Central Stores.

**Note:** Please carry a printout of the 'Issue Voucher' at the time of receiving the items at Central Stores.

This issues with approval of the Competent Authority.

  
(Pratish Kumar Das)  
Deputy Registrar

### Copy to:

1. All concerned Head of Departments / Sectional Heads : for information and necessary action.
2. PS to HVC/Registrar/FO : for information