



Ref. No:- CUJ/ITP/2021/86/407

Date: 18.06.2026

OFFICE ORDER

1. It is for information of all concerned that Vendor Bill Tracking in Samarth Portal is functional and active in the Samarth Module.
2. Henceforth, All Officers/ Section Heads/ Departments Heads/ Faculty Members/ Non-teaching Staffs are hereby requested to upload all personal bills (LTC, Medical, Reimbursement, Children Allowances, TA/DA including advance adjustment) bills through Vendor Bill Tracking module of Samarth Portal w.e.f. 20th July, 2026.
3. Steps to follow on Vendor Bill Tracking Module –
 - Login on Samarth Portal with Personal User ID
 - Click on Finance
 - Go to Bill Tracking
 - Click on Manage Employee Bills
 - Go to Manage Employee Bills
 - Click on Add Bill
 - Select Bill Approval Hierarchy Type
 - Fill and upload required information in the online form
 - Click on Save

Take the print out of the submitted form and submit the hard copy of all original bills with printed form to Finance section for release/adjustment.

In case of any administrative/ financial issue and clarification, please contact to Mr. Prashant, Assistant, Finance Section and for any technical issue contact and drop a mail to System Analyst with a copy to - PS to Finance Officer.

Registrar I/c

Distribution:

All Department Heads/Section Heads

Copy for information:

1. PS to VC
2. PS to Registrar
3. PS to FO
4. System Analyst – for University website