



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

पत्रांक : ग.वि.वि./ RO /2024/ 145

दिनांक : 20/04/2024

OFFICE ORDER

This is for information of all Sections/ Departments/ Offices of the university that w.e.f. 1st May, 2024, all the files/ documents will have to route through File Management & Tracking System (FMTS) of SAMARTH portal only.

All Sections/ Departments/ Offices, where files are currently routed through FTS, the Section Heads should nominate one primary responsible person alongwith two substitute staff (if available) for getting training and subsequently implementing the File Management & Tracking System (FMTS) in their respective sections. The date and time for the training will be shared soon separately.

The name of above proposed staff can be submitted through following Google sheet form latest by 12:00 noon on 22/04/2024: URL: (<https://forms.gle/yAY9JraJHLUQc2Nn7>).

Registrar

Copy for information and & necessary action to:-

1. All Deans/HoDs/DSW/Proctor/Chief Hostel Warden/Librarian.
2. Campus Director (Tehri/Pauri/Chauras)/Director IQAC/MMTTC.
3. Finance Officer/ Controller of Examination.
4. Coordinator, SAMARTH PMU, HNBGU, for arranging online meeting.
5. All Deputy Registrar/Assistant Registrars.
6. EE/AEs/JEs.
7. All Section Heads/In-change Heads.
8. I/c System Manager for uploading on the university website.
9. PS to PVC, for kind information of Pro-Vice Chancellor.
10. PS to VC, for kind information of Hon'ble Vice Chancellor.
11. Guard file.

Registrar