

LOGIN LINK - <https://dhsgsu.samarth.ac.in/index.php/site/login>

Always use your Department/section **DISPATCH USERNAME** & Password for FILE Tracking

Enter username & password

Click on login

Doctor Harisingh Gour Vishwavidyalaya

Username *

dispatch_itcell

Password *

Forgot Password ?

Captcha Verification

481167

Type the text

481167

The verification code is incorrect.

Click on the text to change

LOGIN

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STEP 1- How to fill FILE details in Samarth Portal

Click here

File Tracking And Management System

File Tracking Management System

PROCEED

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The screenshot shows the FMTS Dashboard interface. The left sidebar contains a menu with the following items: HOME, Dashboard, APPLICATION, Manage Files, Incoming Files, Print Report, Report, Advance Search, and Export Data. A green arrow points to the 'Manage Files' option, which is highlighted with a yellow box containing the text 'Click on manage Files'. The main content area displays 'File Type' and 'Department wise Files' sections, along with three summary cards: 'Total Files (Active + Inactive) Files' (0), 'Total Inactive Files' (0), and 'Total Active Files' (0). Below these is a 'FILE INSIGHTS' section.

The screenshot shows the 'Files' page in the FMTS application. The left sidebar is the same as the dashboard, but the 'Manage Files' option is highlighted. The main content area displays a table with columns: #, Actions, Reference No, OU / Department, File Type, File No., File Name / Received From, and Subject. Below the table, there is a search bar and a message 'No results found.' A green arrow points to the 'Add New File' button in the top right corner, which is highlighted with a yellow box containing the text 'Click on Add New File'.

Fill all your file details in below form

Browser tabs: samarth dhsgsu - Search, dhsgsu - Search, Samarth Portal, Add New File

Address bar: <https://dhsgsu.samarth.ac.in/index.php/fmts/file-details/create>

Page Header: eGov / FMTS Dashboard / Files / Add New File

Page Header: Change Page Font Size: A - A A+ Laboratory Attendant (dispatch_itcell, Information Technology Cell) Doctor Harislaingh Gour Vishwavidyalaya dispatch_itcell

Left Sidebar: FMTS, HOME, Dashboard, APPLICATION, Manage Files, Incoming Files, Print Report, Report, Advance Search, Export Data

Form Title: Add New File

Form Fields:

- File Type * (Dropdown menu)
- File No. (Text input)
- File Name / Received From (Text input)
- Description / Subject (Text input)
- Allow the Receiver to forward the file * (Text input: Yes)
- Is the File Confidential or not * (Text input: No)
- Visible all response to all user or not ? * (Text input: Select)
- Volume No (Dropdown menu)
- Year Of Creation (Dropdown menu)
- File Attached * (Text input: Yes)
- Upload File (Scanned Copy) [upto 5 MB] (Choose File button, No file chosen text)

Buttons: Save, Cancel

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System Tray: Type here to search, 1:09 PM 4/24/2024

Select File Type

Browser tabs: samarth dhsgsu - Search, dhsgsu - Search, Samarth Portal, Add New File

Address bar: <https://dhsgsu.samarth.ac.in/index.php/fmts/file-details/create>

Page Header: eGov / FMTS Dashboard / Files / Add New File

Page Header: Change Page Font Size: A - A A+ Laboratory Attendant (dispatch_itcell, Information Technology Cell) Doctor Harislaingh Gour Vishwavidyalaya dispatch_itcell

Left Sidebar: FMTS, HOME, Dashboard, APPLICATION, Manage Files, Incoming Files, Print Report, Report, Advance Search, Export Data

Form Title: Add New File

Form Fields:

- File Type * (Dropdown menu with open list)
- File No. (Text input)
- File Name / Received From (Text input)
- Description / Subject (Text input)
- Allow the Receiver to forward the file * (Text input: Yes)
- Is the File Confidential or not * (Text input: No)
- Visible all response to all user or not ? * (Text input: Select)

Dropdown List:

- Select
- Academic File
- Administrative File
- Admission File
- Confidential File
- Convocation
- DOFA

Buttons: Save, Cancel

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System Tray: Type here to search, 1:09 PM 4/24/2024

To upload the scanned copy of your file

Dashboard

APPLICATION

Manage Files

Incoming Files

Print Report

Report

Advance Search

Export Data

Allow the Receiver to forward the file *

Yes

Is the File Confidential or not *

No

Visible all response to all user or not ? *

YES

Volume No

V1

Year Of Creation

2024

File Attached *

Yes

Upload File (Scanned Copy) [upto 5 MB]

Choose File No file chosen

Save Cancel

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eGov

Type here to search

1:25 PM 4/24/2024

Open

This PC > Downloads

Search Downloads

Organize New folder

Quick access

Desktop

Downloads

Documents

Pictures

Aditya_Tiwari

BACKUP

MAYANK IT CELL

website table all

OneDrive

This PC

Name

Date modified

Type

Today (12)

samarth kpi 4/24/2024 1:24 PM Adobe Acrobat

admin export 4/24/2024 12:23 PM Microsoft Excel

grid-export (1) 4/24/2024 12:22 PM Microsoft Excel

finance & account 4/24/2024 11:08 AM Adobe Acrobat

docs.samartha - Copy (3) 4/24/2024 11:03 AM Microsoft Word

docs.samartha - Copy (4) 4/24/2024 11:03 AM Microsoft Word

docs.samartha - Copy (5) 4/24/2024 11:03 AM Microsoft Word

docs.samartha - Copy (6) 4/24/2024 11:03 AM Microsoft Word

docs.samartha - Copy (7) 4/24/2024 11:03 AM Microsoft Word

docs.samartha - Copy 4/24/2024 11:03 AM Microsoft Word

docs.samartha 4/24/2024 11:03 AM Microsoft Word

File name:

All files

Upload from mobile

Open Cancel

Yes

Upload File (Scanned Copy) [upto 5 MB]

Choose File No file chosen

Save Cancel

Upload File (Scanned Copy) [upto 5 MB] cannot be blank.

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eGov

Type here to search

1:25 PM 4/24/2024

Select the file from the list

*PDF file Only

Dashboard

APPLICATION

Manage Files

Incoming Files

Print Report

Report

Advance Search

Export Data

Allow the Receiver to forward the file *

Yes

Is the File Confidential or not *

No

Visible all response to all user or not ? *

YES

Volume No

V1

Year Of Creation

2024

File Attached *

Yes

Upload File (Scanned Copy) [upto 5 MB]

Choose File samarth kpi.pdf

Click on SAVE

Save Cancel

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eGov

Type here to search

1:26 PM 4/24/2024

2024APRFMTS00000203

Change Page Font Size: A Laboratory Attendant (dispatch_itcell, information Technology Cell) Doctor Harislingh Gour Vishwavidyalaya disatch_itcell

FMTS

Note down this Samarth Reference no. on your File

2024APRFMTS00000203

Print Full Report Merge Files Delete Update Lock The File Close The File Kept in Abeyance

Recent Activities

New File Created 24-Apr-2024 01:28:54 PM

View Comment History

Reference No	2024APRFMTS00000203
OU / Department	Information Technology Cell
File Type	Administrative File
File No.	ITcell/794
File Name / Received From	
Diary No.	ITCELL/2024/00002
Description / Subject	
Volume No	V1
Year Of Creation	2024
File Attached	View File
Status	New File Added
Allow the Receiver to forward the file	Yes
Is the File Confidential or not	No

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eGov

Type here to search

1:29 PM 4/24/2024

STEP 2 :- how to forward Your file to other SECTION / DEPARTMENT

2024APRFMTS00000203

Print Full Report Merge Files Delete Update Lock The File Close The File Kept In Abeyance View Comment History

Recent Activities

New File Created
24-Apr-2024 01:28:54 PM

Scroll down the page

Reference No	2024APRFMTS00000203
OU / Department	Information Technology Cell
File Type	Administrative File
File No.	ITcell/794
File Name / Received From	Samarth-office order Related to KPI
Diary No.	ITCELL/2024/00002
Description / Subject	To issue Notification/ orders to all teaching staff, DOFA and establishment section to update information to the samarth portal to improve KPI
Volume No	V1
Year Of Creation	2024
File Attached	View File
Status	New File Added
Allow the Receiver to forward the file	Yes
Is the File Confidential or not	No

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2024APRFMTS00000212

Last Updated On 2024-04-24 16:24:38 PM

Part Files

[Add Part File](#)

# Part File Reference No.	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Status	File Allowed to forward by the receiver	Is the file confidential or not?	Volume No	Year Of Creation
No results found.										

Forward Files

Administrative Post / Employee * Administrative

Sent to Designation Select

Required Information dispatch

Priority * Multi Tasking Staff (dispatch_in, Department of Linguistic)
Upper Division Clerk (dispatch_commerce, Department of Commerce)
Upper Division Clerk (dispatch_history, Department of History)
Laboratory Attendant (dispatch_anthro, Department of Anthropology)
Multi Tasking Staff (dispatch_geography, Department of General and Applied Geography)
Upper Division Clerk (dispatch_journalism, Department of Journalism and Mass Communication)

Upload [Choose File](#) | No file chosen

Select Administrative

Select the dispatch ID of department where your file has to be Forwarded

Activate Windows
Go to Settings to activate Windows

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Samarth Portal

2024R-KW150000212

https://dhgsu.samarth.ac.in/index.php/fmts/file-details/view?id=940975ef9873cdca39408db1f185b9aa74a030c90f2735e40d7f273...

SOME

Dashboard

APPLICATION

Manage Files

Incoming Files

Print Report

Report

Advance Search

Export Data

#	Part File Reference No.	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Status	File Allowed to forward by the receiver	Is the file confidential or not?	Volume No	Year Of Creation
No results found.											

Forward Files

Administrative Post / Employee *

Administrative

Sent to Designation

Laboratory Attendant (dispatch_edu, Department of Education)

Required Information

Any Comments

Priority *

Medium

Upload

Choose File

No file chosen

Click on send

Send