Dr. Harisingh Gour Vishwavidyalaya, Sagar
डॉक्टर हरीसिंह गौर विश्वविद्यालय सागर (म.प्र.)
(A Central University)
Registrar Office/ कुलसचिव कार्यालय

Phone – 07582-265228   email – registrar@dhsgsu.edu.in

No : R/581   Date : 28|5|24

Notification

Consequent upon the approval of the Competent Authority, based on the minutes of Samarth Implementation team, the budget allocation hierarchy, bill hierarchy to process bills (non-central pool), telephone bill approval hierarchy, medical bill approval hierarchy, employee bill process of central pool budgets, and separate grant budget allocation in the Samarth portal process will be as under:

1: Approval of Budget allocation Hierarchy through the Samarth Portal.

Roles	Designation	Current Employee Allocation (may be changed)
Verifier -1	Finance Officer (FO, Finance and Account Section)	Mr. Kuldeepak sharma
Verifier-2	Registrar (registrar, Registrar Office)	Dr. Satya Prakash Upadhyay
Approver	Vice Chancellor	Hon'ble Prof. Neelima Gupta

The budget will be requested by the department/section/cell/center through the Samarth portal, verified and approved as mentioned in the above table, and allocated accordingly.

2: Approval of Bill Hierarchy to process of bills (Non-Central Pool) through the Samarth Portal.

I. Common/Vendor bill approval hierarchy be set in the Samarth portal as below:

Roles	Designation	Current Employee Allocation (may be changed)
Creator	concerned department, section, cell, or center	
Verifier-1	Dealing assistant Finance (dla1, Finance and Account Section)	Mr. Arun Kumar Das
Verifier-2	Section Officer Finance (so-finance, Finance and Account Section)	Dr. Ashok Kumar Saini
Verifier-3	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya
Verifier-4	Finance Officer (fo, Finance and Account Section)	Mr. Kuldeepak sharma
Verifier-5	Section Officer Audit (audit2, Internal Audit Section)	Mr. Vivek Jain
Verifier-6	Internal Audit Officer (audit, Internal Audit Section)	Dr. Keshav Tekam

Approver-1	Registrar (registrar, Registrar Office)	Dr. Satya Prakash Upadhyay	
Approver-2	Vice Chancellor (VC, Vice Chancellor Office)	Hon'ble Prof. Neelima Gupta	
Batch Creator	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya	

II. Telephone bill approval hierarchy be set in the Samarth portal as below:

Roles	Designation	Current Employee Allocation (may be changed)
Creator and Verifier-1	Dealing assistant Finance (dla1, Finance and Account Section)	Mr. Arun Kumar Das
Verifier-2	Section Officer Finance (so-finance, Finance and Account Section)	Dr. Ashok Kumar Saini
Verifier-3	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya
Verifier-4	Finance Officer (fo, Finance and Account Section)	Mr. Kuldeepak sharma
Verifier-5	Section Officer Audit (audit2, Internal Audit Section)	Mr. Vivek Jain
Verifier-6	Internal Audit Officer (audit, Internal Audit Section)	Dr. Keshav Tekam
Approver-1	Registrar (registrar, Registrar Office)	Dr. Satya Prakash Upadhyay
Batch Creator	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya

III. Medical bills approval hierarchy be set in the Samarth portal as below:

Roles	Designation	Current Employee Allocation (may be changed)
Creator	Employee	
Verifier-1	Dealing assistant Finance (dla1, Finance and Account Section)	Mr. Arun Kumar Das
Verifier-2	Section Officer Finance (so-finance, Finance and Account Section)	Dr. Ashok Kumar Saini
Verifier-3	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya
Verifier-4	Chief Medical Officer (Health_Center)	
Verifier-5	Finance Officer (fo, Finance and Account Section)	Mr. Kuldeepak sharma
Verifier-6	Section Officer Audit (audit2, Internal Audit Section)	Mr. Vivek Jain
Verifier-7	Internal Audit Officer (audit, Internal Audit Section)	Dr. Keshav Tekam
Approver-1	Registrar (registrar, Registrar Office)	Dr. Satya Prakash Upadhyay
Approver-2	Vice Chancellor (VC, Vice Chancellor Office)	Hon'ble Prof. Neelima Gupta

Batch Creator	Assistant Registrar (ar_finance, Finance and Account Section)	Mr. Deepak Kumar Shakya

Once the budget is allocated to the department, section, cell, or center, they can create a bill, verify it, and forward it to the further process of billing as mentioned in the above table through the Samarth portal. File movement is not required in the bill process, but original documents keeping by the concerned department, section, cell, or center is necessary for at least 8 years.

3: SOP of Employee Bill Process of Central Pool Budgets through the Samarth Portal Bill Tracking System.

The budget for employee bills, which are distributed through the central pool, will be allocated to the concerned section as mentioned in the below table.
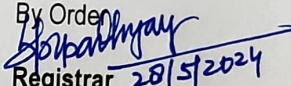
SN	Employee Bills	Employees	Bill Created by	The Budget Allocated to, Bill Verified and Forwarded by, and File Keeping by.
1	LTC	Non-Teaching Employees	Employee, Employee's Dept/sec.	Establishment
		Teaching Employees	------ " -----	DOFA
2	TA/DA (Employees)	Non-Teaching Employees	------ " -----	Establishment
		Teaching Employees	------ " -----	DOFA
3	TA/DA (Externals)	Non-Teaching Employees	------ " -----	Establishment
		Teaching Employees	------ " -----	DOFA
4	Telephone Reimbursement	All	------ " -----	Finance
5	Medical	All	------ " -----	Finance
6	Children Education Allowance	All	------ " -----	Finance

The aforesaid bills will be created by the employee, verified, and forwarded by the concerned sections through the Samarth portal, and file keeping will also be done by the concerned section. Further payment processes will be done as per the configured hierarchy in the Samarth portal. File movement is not required in the bill process, but original documents keeping by the concerned department, section, cell, or center is necessary for at least 8 years. In case of requirement, they have to produce the file before the CAG Auditor etc.

4: The sections that are receiving and maintaining their separate grants will also need to put their budgets in the Samarth portal.
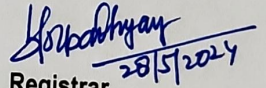
The sections that are receiving and maintaining their separate grants, like EMMRC, PRC, Ambedkar Chair, etc., submit their tentative budget as per the received grant in the Samarth portal.

The budget is first verified by the concerned department, then the assistant registrar of finance, and then the finance officer of the university. The approver authorities will be the registrar and vice chancellor of the university.

By Order

Registrar 28/5/2024

Copy to: For information and necessary action.
1. All Administrative & Academic Deans and Directors.
2. All HODs.
3. I/c Controller of Examination, I/c Finance Officer, Prof. In-Charge Library
4. All Officers.
5. I/c Officer, IT Cell Please uploads on University Website.
6. I/c Media Officer.
7. PS to Vice Chancellor- For information of the Hon'ble Vice Chancellor.
8. PA to Registrar.
9. Guard file

Registrar 28/5/2024