No. AB/Estt/2025/ 1890

Date:22/09/2025

OFFICE ORDER

Subject: Exemption from Mandatory Use of FTMS Module under SAMARTH Portal for Certain Sections – reg.

In continuation of Office Order No. AB/Estt/2025/1546 dated 08.08.2025 regarding the mandatory implementation of the File Tracking & Management System (FTMS) module under the SAMARTH portal, the following exemption is hereby notified for information of all concerned:

Due to certain procedural requirements, pending issues in FTMS Module under SAMARTH Portal, and constraints related to audit compliance, it has been decided by the Competent Authority to exempt the following sections from the exclusive use of the FTMS module for file processing till further orders:

1. **Accounts Section**
2. **Stores & Purchase Section**
3. **Leave Travel Concession (LTC) & forwarding of applications for employment pertaining to Establishment Section**

The aforesaid sections may continue to process files through the manual/physical mode until further instructions are issued. All concerned sections must work towards resolving the existing issues in coordination with the Dean (Research & Consultancy) to enable a smooth transition to the digital system at the earliest.

All other Sections, Centres and departments shall continue to strictly adhere to the previous order mandating the use of the FTMS module for all file processing and approvals.

This issues with the approval of the Competent Authority.

Registrar (I/c)

To
    All concerned

Copy to:
1. All Deans/HoDs/HoCs/Section Heads
2. All Deputy Registrars/Assistant Registrars
3. PIC (Institute Website) – for uploading on the institute website
4. PA to Registrar – for record please.
5. PA to Director- for kind information of Director.
6. Stock File

Registrar (I/c)