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

पत्रांक : ग०वि०वि० / *RO* / 2024 / *136*   दिनांक : *16/04* / 2024

CIRCULAR

This is to inform all Teaching/Non-teaching employees that effective April 25 2024, all files intended for uploading to the University's website will henceforth be accepted through the Content Federation (CFS) Module of Samarth eGov Suite only. All files, with a size limit of 20 MB each, in PDF/Excel/Word/Image formats, can be submitted through the CFS Module of Samarth.

The Module is currently accessible to all Directors, Deans, In-charges, Heads of Departments/Sections/Cells, etc. through their respective Samarth Administrative Profiles. If required, respective heads of Departments/Sections/Cells, etc. may communicate to hnbgu.samarthpmu@gmail.com for the creation of an Admin profile for the concerned non-teaching employee within their respective department, tasked with the responsibility of forwarding files for website uploading.

Instructions for Uploading Files through CFS Module are as follows:

- Log in to Samarth Administrative Profile> Click on 'Data Management' on the left menu.> Navigate to 'Content' under the 'Content Federation System' Card and click on 'Add Content'.> Fill in all the mandatory fields, marked with an asterisk (*), and click on 'Add'.> Under the 'Actions' heading, click on the view button.> Click on 'Add file', choose the required file, and click 'Upload'. To add another file, click on 'Add File' and repeat the process.> Once all files are uploaded, click on 'Submit For Review' to submit the files for upload on the Website.

For any queries or assistance regarding the CFS Module, please contact Mr. Pradeep Mall, I/c System Manager, and CFS Module In-charge, via mallpradeep000@gmail.com or at +91-[9411110222].

Registrar

Copy for information & necessary action to:
1. All Deans/Heads.
2. Campus Directors (Tehri/Pauri/Chauras)/Director IQAC/FDC.
3. DSW/Proctor/Chief Hostel Warden/Librarian.
4. Finance Officer/Controller of Examination.
5. Executive Engineer.
6. Directors/In-charges of Cells & Centres.
7. All Deputy Registrars/Assistant Registrars
8. I/c System Manager for uploading on the University website
9. PS to VC, for kind information of Hon'ble Vice Chancellor.
10. PS to PVC, for kind information of Pro-Vice Chancellor.
11. Guard File

16.4.24
Registrar