



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

Ref. No. CUJ/ITP/2021/86/48

Date: 10/11/2023, 2023

NOTICE

The Transport request, Guest House Booking request and IT Service Desk (for raising any IT related complaints) modules under Samarth e-Governance are now functional.

All the employees are requested to use these modules from their personal Samarth Login. The request through above modules in physical copies will be entertained till 30th Nov, 2023. However, no physical request through hard copy will be entertained w.e.f. 01st December, 2023.

The process to submit all the above request in Samarth Module shall be circulated to all the concerned through Email/University Website.


Yalao
10/11/2023
Registrar

Copy to:

1. All Employees
2. University Website.
3. P.S. to Vice Chancellor
4. P.S. to Registrar
5. PS to Finance Officer

How to Access Transport request Module

1. Enter the username and password <https://cujsamarth.ac.in/index.php/site/login>



Central University Of Jharkhand

Username *

anupam.kumar@cujs.ac.in

Password * [Forgot Password ?](#)

.....

Captcha Verification

741174 Type the text

741174

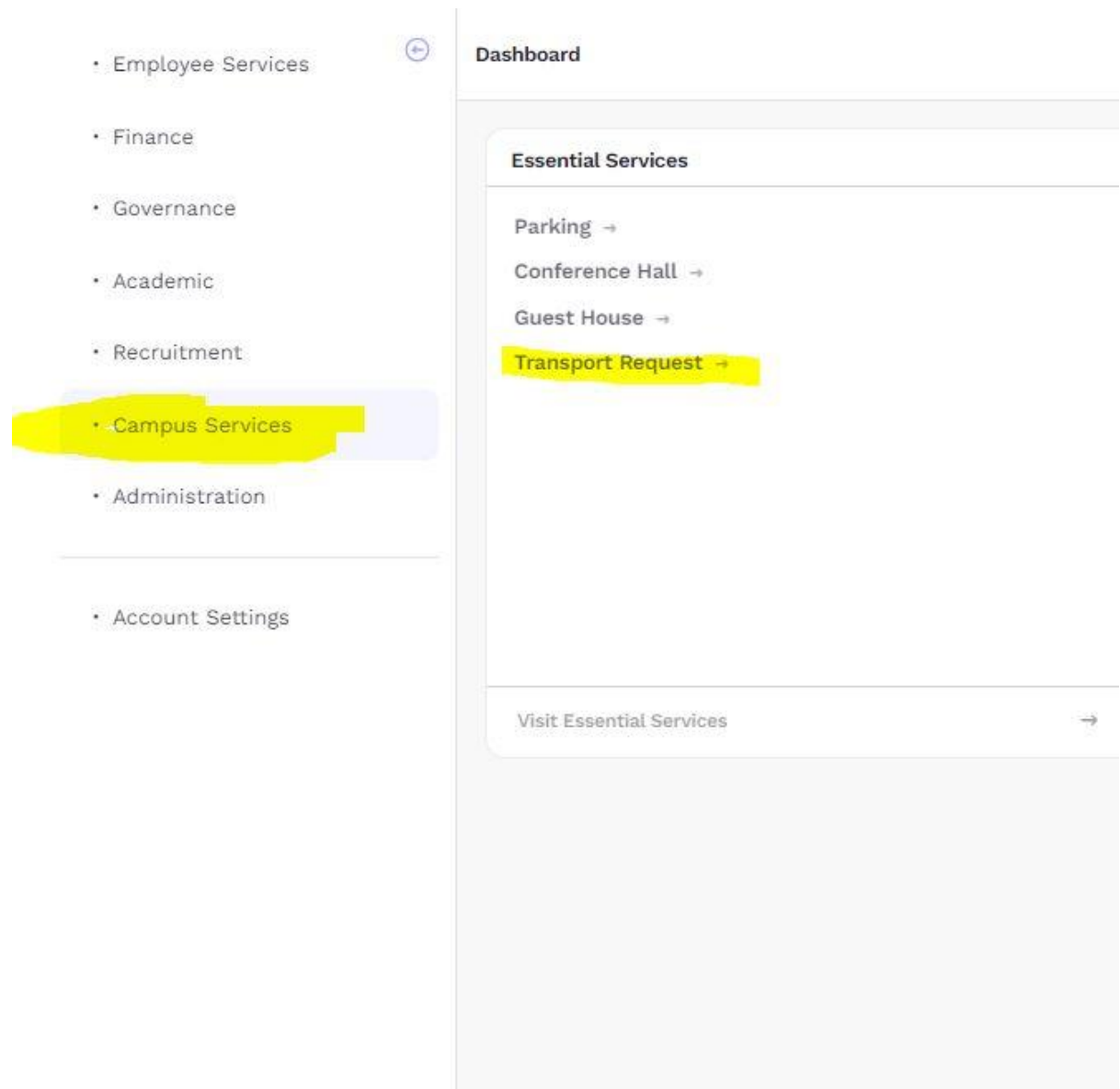
Click on the text to change

☒ Remember Me

LOGIN

[First Time Login ?](#)

2. Click on Campus Services and select Transport Request



3. Click on Request Transport

Request Transport

Vehicle	Sitting Capacity	Department	Guest/Persons
		<div>Search</div>	
	4	Technical Cell	NIC Director
	3	Technical Cell	Anupam Kumar

4. Fill the Create Transport Request and Save

Create Transport Request

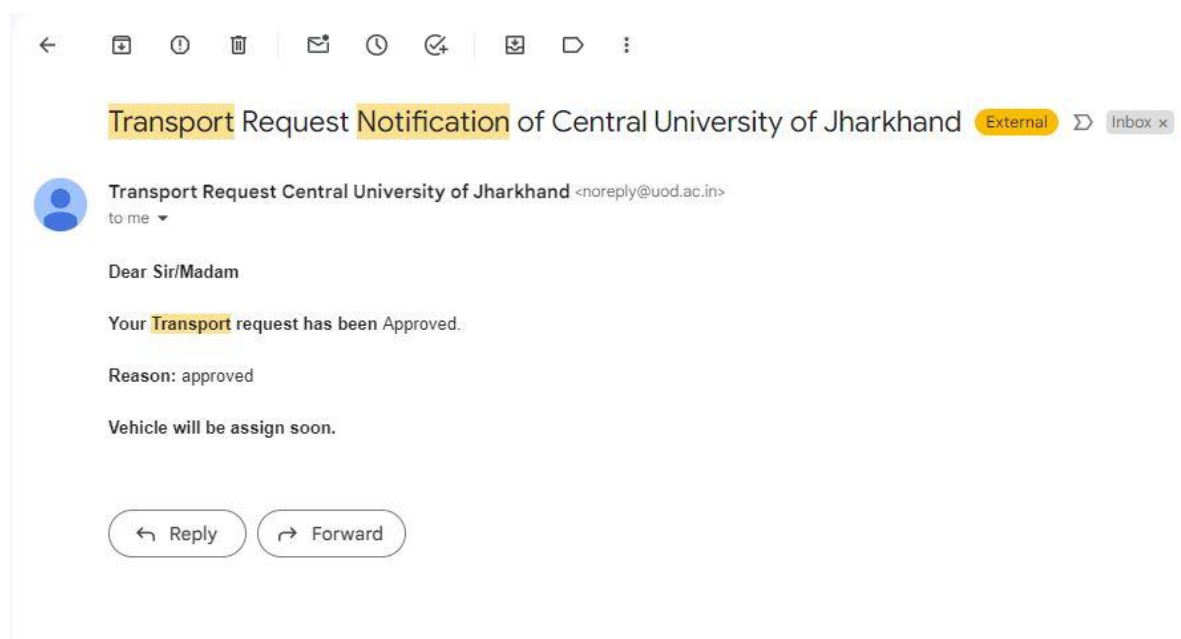
Type of Vehicle	<div>Select</div>
Sitting Capacity	<div></div>
Request For *	<div>--Select Department--</div>
Guest/Person Name	<div></div>
Address	<div></div>
Contact No.	<div></div>
Departure(From)	<div></div>
Arrival(To)	<div></div>
Reason For Request *	<div></div>
Date From *	<div>Enter event time ...</div>
Date To *	<div>Enter event time ...</div>
Any other information	<div></div>
<div>SaveCancel</div>	

5. On Transport Page you can see the status of Transport Request (Approved/Rejected)

Request Transport


For Request	Date To	Date From	Status	Submit	Actions
			All	All	
g ICT	2023-10-18 23:00:00	2023-10-18 05:00:00	Reject	Yes	
g official	2023-09-20 11:50:00	2023-09-20 09:45:00	Approved	Yes	

6. You will receive the confirmation mail in your Email regarding approval and rejection of Transport Request House



How to Access Guest House Booking request Module

1. Enter the username and password <https://cujsamarth.ac.in/index.php/site/login>




Central University Of Jharkhand

Username *

Password * [Forgot Password ?](#)

Captcha Verification



Type the text

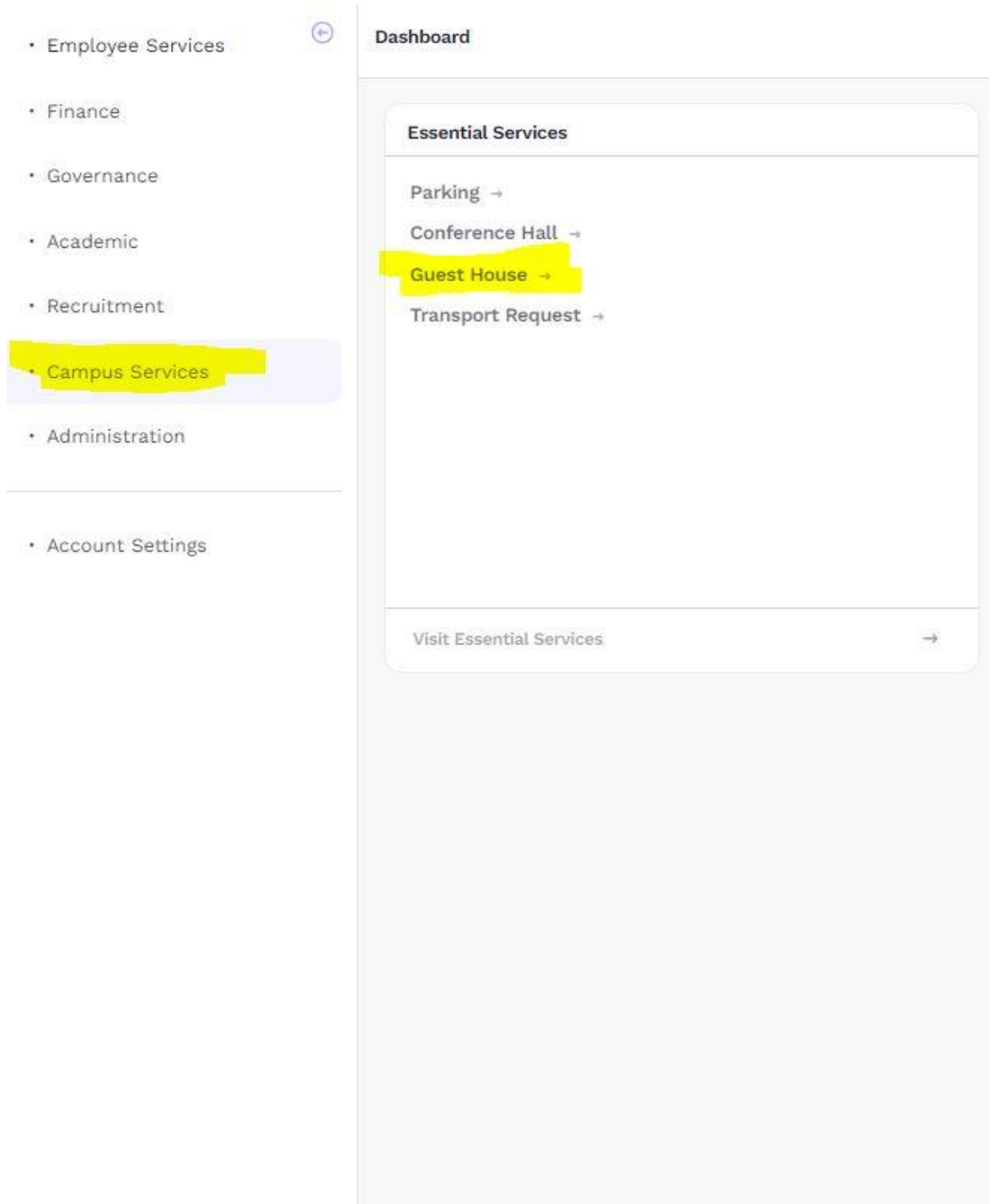
Click on the text to change

☒ Remember Me

LOGIN

[First Time Login ?](#)

2. Click on Campus Services and select Guest House

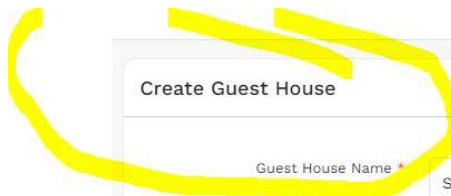


3. Click on Request Guest House

Request Guest House

Email of the Guest	Employee Name	Organisation Unit	Type Of Account	Administ
<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="All"/>	<input type="text" value="Search"/>
systemanalyst@cuja.ac.in	Anupam Kumar	Technical Cell	Employee	
vivek.singh@samarth.ac.in	Anupam Kumar	Technical Cell	Employee	

4. Fill the Create Guest House



Create Guest House

Guest House Name *

Name of the Guest *

Designation with Address

Contact No. of the Guest *

Email of the Guest *

Nationality of the Guest *

Purpose of visit

Name and Relationship of person
accompanying the guest

Date and Time of Arrival *

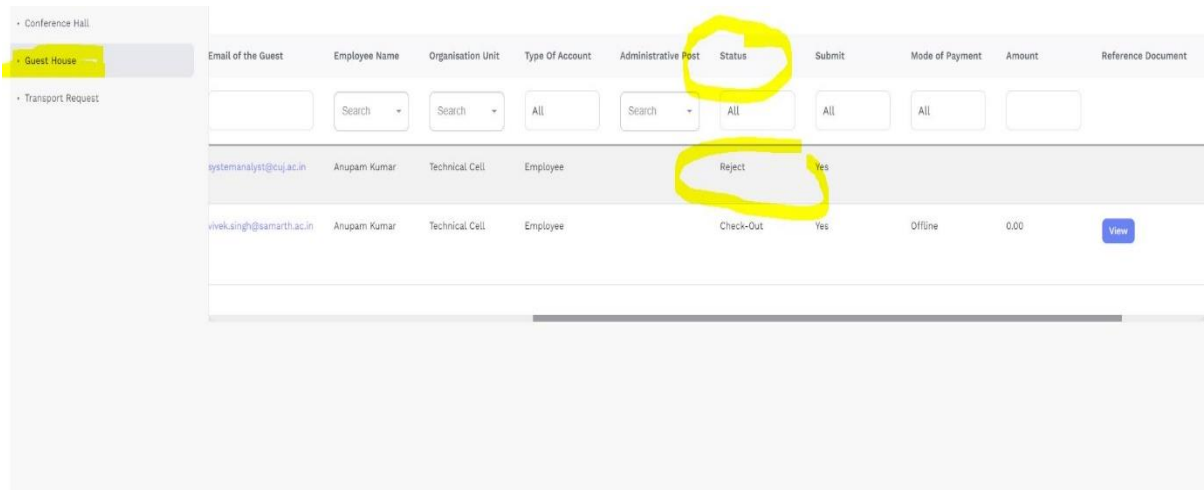
Date and Time of Departure *

Guest House Incharge Name *

5. After filling the form Click on Submit

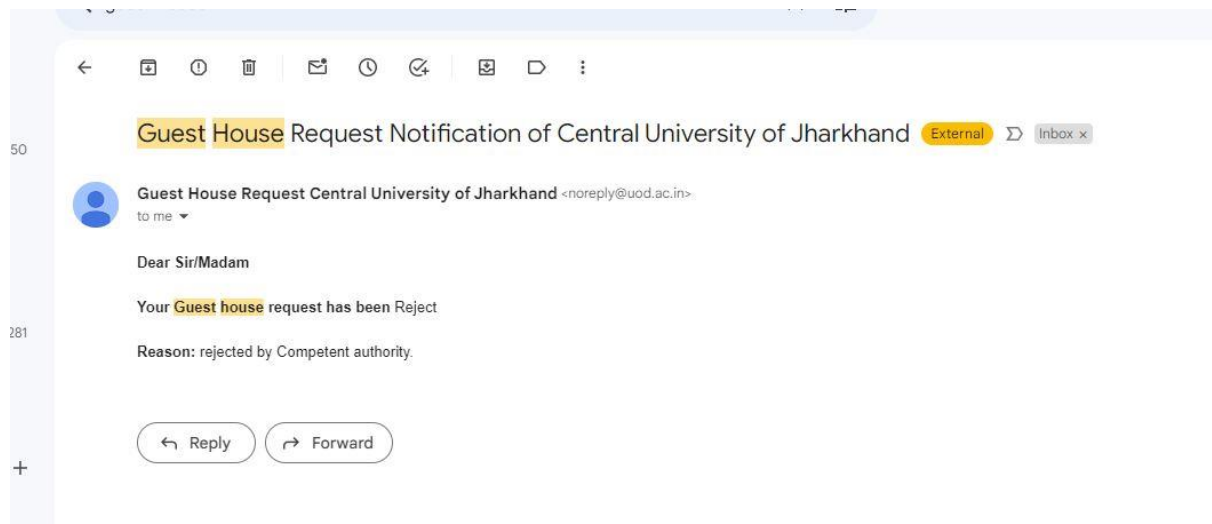
Name and Relationship of person accompanying the guest		
Date and Time of Arrival *	Enter event time ...	
Date and Time of Departure *	Enter event time ...	
Guest House Incharge Name *		
Guest House Incharge Mobile Number *		
Guest House Incharge Email *		
Room Type *	Select..	View Room Details
No. of Rooms Required *		
Medical History(Any Serious Disease)		
	Save	Cancel

6. On clicking the Guest House link you can see the status of the Booking




Email of the Guest	Employee Name	Organisation Unit	Type Of Account	Administrative Post	Status	Submit	Mode of Payment	Amount	Reference Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
systemanalyst@cuja.ac.in	Anupam Kumar	Technical Cell	Employee		Reject	Yes			
vivek.singh@samarth.ac.in	Anupam Kumar	Technical Cell	Employee		Check-Out	Yes	Offline	0.00	View

7. You will receive the confirmation mail in your Email regarding approval and rejection of Guest House



How to Access IT Service Desk

1. Enter the username and password <https://cujsamarth.ac.in/index.php/site/login>



Central University Of Jharkhand

Username *

anupam.kumar@cujs.ac.in

Password * [Forgot Password ?](#)

.....

Captcha Verification

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Type the text

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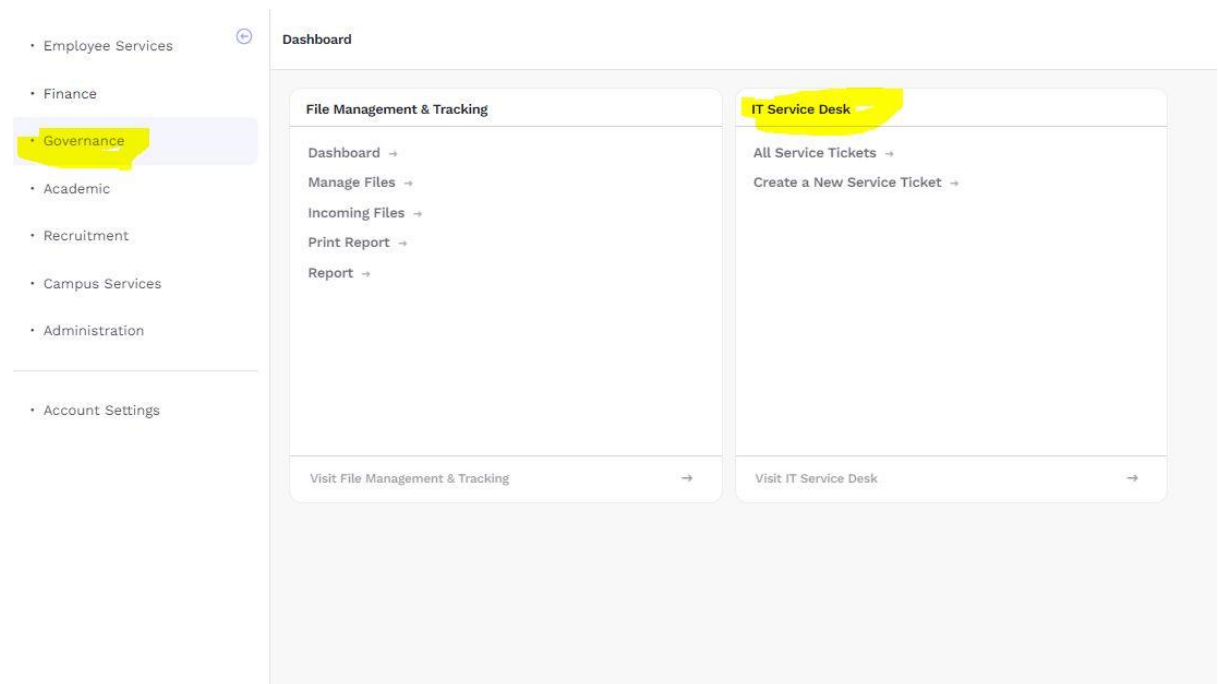
Click on the text to change

☒ Remember Me

LOGIN

[First Time Login ?](#)

2. Click on Governance and select IT Service Desk



3. Create a new Ticket and Save

HOME

- Dashboard

APPLICATION

- Tickets
- Assigned Tickets
- Responses To User

Create Ticket

Service Queue * Service Queue c

Select

Details *

Upload

Choose File No file chosen

Save Cancel

4. A ticket number will generate and click on submit

IT42208

UpdateSubmit

Please submit the ticket for further action.

Ticket No	IT42208
User Name	Anupam Kumar
Service Queue	Website Content Creation/ Updation
People	Employee
Ticket State	Open
Decision Status	DRAFT
Submit	No
Sender	Anupam Kumar (N999010048, System Analyst, Technical Cell)
Sender Email	systemanalyst@cuja.ac.in
Created At	Nov 10, 2023, 3:30:18 PM
Upload	View

5. A ticket will be logged and you can see the status of your ticket

Info Mail Sent Successfully

IT42208

CloseSend Mail

Ticket No	IT42208
User Name	Anupam Kumar
Service Queue	Website Content Creation/ Updation
People	Employee
Ticket State	Open
Decision Status	PENDING
Submit	Yes
Sender	Anupam Kumar (N999010048, System Analyst, Technical Cell)

Remarks *

Is visible for user ?

---Select---

SaveCancel

Article

Ticket No	Remarks	Ticket State	Article Added By	Article Added At
IT42208	pls check	Open	Anupam Kumar (N999010048, System Analyst, Technical Cell)	Nov 10, 2023, 3:32:52 PM