

Ref. No:- CUJ/ITP/2021/86/ 530

Date: ..13. August, 2026

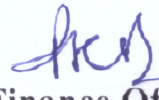
OFFICE ORDER

1. It is for information of all concerned that Vendor Bill Tracking in Samarth Portal is functional and active in the Samarth Module.
2. Henceforth, All Officers/ Section Heads/ Departments Heads are hereby requested to upload all vendor bills through Vendor Bill Tracking module of Samarth Portal w.e.f. 17th August, 2026.
3. Steps to follow on Vendor Bill Tracking Module –
 - Login on Samarth Portal with Administrative User ID
 - Click on Finance
 - Go to Bill Tracking
 - Click on Manage Bills
 - Go to Manage Bills
 - Click on Add Bill
 - Select Organization Unit – Central University of Jharkhand
 - Select Bill Approval hierarchy type (Annexure – I)
 - Skip Purchase order
 - Select vendor name
 - Fill and upload required information in the Bill Details section
 - Click on Save
 - Click on final submit

Take the print out of the submitted form and submit the hard copy of all original bills with printed form in the respective file and submit to Finance section for release/adjustment of final payment. The entry in Samarth Portal as well as physical movement of file should move parallelly. Otherwise, the processing of the file will not be considered.

In case of any issue and clarification regarding creation of vendor, entry of bills etc., please contact and drop a mail to Shri Prashant, Assistant, Finance Section and for any technical issue contact to System Analyst, Technical Cell.

This is issued with the approval of Hon'ble Vice Chancellor.


Finance Officer 13/8/2026

Copy for information:-

1. All Department Heads/Section Heads
2. PS to Hon'ble Vice Chancellor
3. PS to Registrar
4. PS to Finance Officer
5. Concerned File

Annexure - I

Bill Type Report

Sr.No	Bill Category	Bill Type	Status
1	VENDOR BILL	Lab Equipment Bill	Active
2	VENDOR BILL	Stationary	Active
3	VENDOR BILL	Office Equipments	Active
4	VENDOR BILL	Computer Desktop System	Active
5	VENDOR BILL	Furniture & Fixture	Active
6	VENDOR BILL	Printers	Active
7	VENDOR BILL	UPS	Active
8	VENDOR BILL	Photocopier Machine	Active
9	VENDOR BILL	Laptop	Active
10	VENDOR BILL	SOFTWARE	Active
11	VENDOR BILL	REFILLING OF FIRE EXTINGUISHER	Active
12	VENDOR BILL	Small Equipment	Active
13	VENDOR BILL	ICT NETWORKING	Active
14	VENDOR BILL	Newspaper/ Advertisement	Active
15	VENDOR BILL	Refreshment/Lunch/Food/Catering Services	Active
16	VENDOR BILL	FELLOWSHIP	Active
17	VENDOR BILL	HONORARIUM/TA-DA	Active
18	VENDOR BILL	BUILDING RENT	Active
19	VENDOR BILL	PAYROLL BILL	Active
20	VENDOR BILL	REPAIRING & MAINTENANCE	Active
21	VENDOR BILL	HOTEL/GUEST HOUSE BOOKING	Active
22	VENDOR BILL	INTERNET SERVICES/MOBILE BILL	Active
23	VENDOR BILL	SUBSCRIPTION FEE	Active
24	VENDOR BILL	NPS	Active
25	VENDOR BILL	UGC-FRP	Active
26	VENDOR BILL	ELECTRICITY BILL	Active
27	VENDOR BILL	SALARY - OTHER COMPONENTS	Active
28	VENDOR BILL	FUEL BILL	Active
29	VENDOR BILL	SERVICES	Active
30	VENDOR BILL	Payment of Bill for supply of items	Active
31	VENDOR BILL	Printing	Active
32	VENDOR BILL	Remuneration	Active
33	VENDOR BILL	TRAVEL TICKET BOOKING	Active
34	VENDOR BILL	Vendor Progressive Advance	Active
35	VENDOR BILL	Legal & Consultancy Service	Active
36	VENDOR BILL	CONSTRUCTION WORKS	Active
37	VENDOR BILL	FIELD WORK/TOUR	Active
38	VENDOR BILL	SCHOLARSHIP	Active
39	VENDOR BILL	ICSSR FELLOWSHIP SATYA PRAKASH MISHRA	Active
40	VENDOR BILL	CONSULTANCY FEE	Active
41	VENDOR BILL	PENSION BILL	Active
42	VENDOR BILL	TDS	Active
43	VENDOR BILL	GST TDS	Active
44	VENDOR BILL	TDS SALARY	Active
45	VENDOR BILL	STUDENT REFUND CANCELLATION	Active
46	VENDOR BILL	REGISTRATION FEE	Active
47	VENDOR BILL	EMD	Active
48	VENDOR BILL	CONFERENCE/CONTINGENCY BILL	Active
49	VENDOR BILL	UGC RAJBHASHA CELL	Active
50	VENDOR BILL	BIO-WASTE	Active
51	VENDOR BILL	DOCTORAL FELLOWSHIP NEHA KUMARI	Active
52	VENDOR BILL	SD REFUND	Active
53	VENDOR BILL	POST DOCTORAL FELLOWSHIP PRASHANT KUMAR	Active
54	VENDOR BILL	NAAC REGISTRATION BILL	Active
55	VENDOR BILL	PROFESSIONAL TAX	Active
56	VENDOR BILL	INSPIRE FELLOWSHIP	Active
57	VENDOR BILL	ICSSR DOCTORAL FELLOWSHIP RITESH CHATURVED	Active
58	VENDOR BILL	INSURENCE PREMIUM	Active
59	VENDOR BILL	INTEREST FEE	Active
60	VENDOR BILL	CULTURAL ACTIVITY	Active
61	VENDOR BILL	SEMINAR & CONFERENCE	Active
62	VENDOR BILL	STATIONERY EXPENSES	Active
63	VENDOR BILL	CUJ SELF FINANCE COURSE	Active
64	VENDOR BILL	ICSSR DOCTORAL FELLOWSHIP SURAJ MINZ	Active
65	VENDOR BILL	REFUND BOOK EXIBITION PARTICIPATION FEE	Active

Note - If any other head of Bill Type is required, please contact to Shri Prashant, Assistant (Finance Section)