



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

Circular No. RDO/1334/25
Dated, October 27, 2025

Circular

The undersigned is directed to inform all concerned that the Institute is going to onboard the Samarth Finance Module for processing all financial transactions with effect from 1st November, 2025. Accordingly, all bills from Departments/Schools/Centres/Sections shall be submitted through the Samarth Portal **with effect from 3rd November, 2025** and the hard copy of the bill(s) along with all relevant enclosures generated from Samarth Module to be submitted to the Finance Section for processing of the final payment etc.

No other mode of submission of bills for payment will be accepted **after 31st October, 2025**.

All nominated officials of the respective departments/schools/centres are requested to kindly ensure that their administrative Ids in the Samarth Portal are created and functional before the said date. They are also encouraged to familiarize themselves with the system by practicing on the demo portal at <https://demo.samarth.ac.in>.

In case of any difficulty or clarification, Shri Ankit Kumar, Assistant Registrar (Accounts and Research & Consultancy) and Nodal Officer, Samarth-Finance Module (email: ar.rc@iiests.ac.in) may be contacted.

This is issued with the approval of the Competent Authority.


Registrar

Copy to :-

- 1) All Deans
- 2) All Heads of the Departments/Schools/Centres
- 3) All Officers
- 4) PS to the Director
- 5) PS to the Registrar
- 6) Institute Website

পোঃ বোটানিক গার্ডেন,
হাওড়া-৭১১ ১০৩
পশ্চিমবঙ্গ, ভারত
দূরভাষ : (০৩৩) ২৬৬৮-১৫০৩
ইমেল : regis@iiests.ac.in
ওয়েবসাইট : www.iiests.ac.in

ডাকঘর : বোটানিক গার্ডেন,
হাওড়া-৭১১ ১০৩
পশ্চিম বঙ্গাল, ভারত
ফোন : (033) 2668-1503
ইমেল : regis@iiests.ac.in
वेबसाईट : www.iiests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iiests.ac.in
Website : www.iiests.ac.in