

CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India]
New Delhi – 110 058

30.10.2022

NOTIFICATION

This is for information all employees of the University requesting to attach/update the 'Document' section in personal Profile on CSU-SAMARTH portal.

The list of attachments to be updated in the Document section in personal Profile on SAMARTH portal are as below:

- (i) 'ID proof' of employee issued by the university duly generated from SAMARTH portal.
- (ii) 'Signature' of the employee, and
- (iii) 'Diploma/Certificate' (S.S.C/10th), preferably in which DoB (Date of Birth) and Photo are depicted.

It is mandatory verify/validate the Profile for having access to university assignments and other benefits. In this concern, all university employees are requested to update the academic, career and family details, along with above mentioned attachments in Documents section on or before 01-11-2022 and update research, publications, projects and other details from time to time.

The Employee Profile details will be scrutinized and verified by the Administration at H.Q. Office and further access will be provided.

It is mandatory to wear/display University Identity Card properly at the workplace, all the time. Director(s) of Campus(es) are requested to ensure and take necessary initiatives so that every employee must hold ID Card (generated from the SAMARTH portal) in the Campus premises.

This is issued with the approval of the Competent Authority of CSU.

Sd/-
NODAL OFFICER
CSU-SAMARTH e-Gov

PROCEDURE TO UPDATE DOCUMENTS IN PROFILE

SamartheGov SRINIVASU MANTHA (PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus) CSU

Student HR Administration Campus Governance Support Settings

Employee Home / Profiles / Dr. SRINIVASU MANTHA

Dr. SRINIVASU MANTHA

[Update Profile](#) [Verify Profile](#)

Profile Updates Family Details University Assignments Academic Career Profile Membership & Association Other Details **Documents**

ID Proof <small>Accepted formats: pdf .jpg .jpeg .png (10Kb - 3 Mb)</small>	+ Select file
Signature <small>Accepted formats: pdf .jpg .jpeg .png (10Kb - 3 Mb)</small>	+ Select file
Diploma/Certificate <small>Accepted formats: pdf .jpg .jpeg .png (10Kb - 3 Mb)</small>	+ Select file

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SamartheGov SRINIVASU MANTHA (PN201700229, PROJECT OFFICER, Headquarter Office-Delhi Campus) CSU




HR Administration Campus Governance Support

Employee Home / Dr. SRINIVASU MANTHA

Dr. SRINIVASU MANTHA

[Update Profile](#) [Verify Profile](#)

Profile Family Details University Assignments Academic Career Profile Membership & Association Other Details **Documents**

ID Proof <small>Accepted formats: pdf .jpg .jpeg .png (10Kb - 3 Mb)</small>	+ Select file		Delete
Signature <small>Accepted formats: pdf .jpg .jpeg .png (10Kb - 3 Mb)</small>	+ Select file		Delete
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