



# बिहार पशु विज्ञान विश्वविद्यालय, पटना

पो.-बिहार पशु चिकित्सा महाविद्यालय, पटना-800014

## BIHAR ANIMAL SCIENCES UNIVERSITY

P.O.-BIHAR VETERINARY COLLEGE, PATNA - 800014

L.No. BASU/Reg./Admin./F.No./10/Misc./200/2026/.....

Dated...../...../2026

To,

**The All Dean/Directors/Student's Welfare Officer-cum-Placement Officer/  
Comptroller/Director Work & Plant/Estate Officer/ Controller of Examination/  
Deputy Registrar (Admin./Rect./Acad.&Exam.)/Central Purchase Officer/ /Law  
Officer/Public Relations Officer, Bihar Animal Sciences University, Patna-14**

**Sub:- Mandatory use of Samarth ERP Portal for management of teaching and non-teaching employees- reg.**

**Sir/Madam,**

In order to strengthen digital governance, ensure accurate maintenance of employee records, and facilitate efficient administration across the University, it has been decided that all constituent colleges and units of Bihar Animal Sciences University shall mandatorily utilize the Samarth ERP Portal for management of service-related information of teaching and non-teaching employees.

Accordingly, you are requested to ensure the following :-

1. Complete employee profiles of all teaching and non-teaching staff working under your control shall be entered and updated in the Samarth Portal.
2. Details relating to appointment, joining, promotion, leave, transfer, training, pay fixation, service records and other relevant information shall be maintained regularly on the portal.
3. A designated nodal officer may be nominated at the college/unit level for coordination and timely updating of records.
4. All future employee-related leave requisitions from the University Headquarters shall be furnished through the Samarth Portal as far as practicable.
5. Necessary verification of data already uploaded should be completed within 15 days of issuance of this letter and compliance reported to the undersigned.
6. Heads of Colleges/Units shall be personally responsible for ensuring correctness, completeness and timely updating of employee information and leave requisition.

The use of the Samarth Portal is intended to create a centralized and reliable database of University personnel and improve administrative efficiency. Therefore, all concerned are directed to accord this matter top priority and ensure strict compliance.

Yours faithfully,  
Sd/-

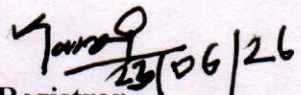
**Registrar**

Dated. 23/06/2026

MemoNo. BASU/Reg./Admin./F.No./10/Misc./200/2026/...667

**Copy forwarded for information and necessary action to :-**

1. Overall Controlling Officer, ICT Cell, Bihar Animal Sciences University, Patna for information and uploading on the University Website.

  
Registrar

**CC.:** The Secretary to VC for kind information to Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna.