



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
Maulana Azad National Institute of Technology Bhopal-462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./2026/ 414

Date: 02/04/2026

OFFICE ORDER

Subject: Discontinuation of Processing of Certain Files through FTMS Module under SAMARTH Portal – reg.

In continuation of Office Order No. AB/Estt/2025/1546 dated 08.08.2025 and the subsequent circular regarding exemption from the mandatory use of the File Tracking & Management System (FTMS) module under the SAMARTH Portal for certain sections, it has been observed that files pertaining to these sections, which are not required to be processed through the FTMS module of the SAMARTH Portal, are still being processed/received through the Samrarth module.

In this regard, it is hereby reiterated that due to constraints related to audit compliance as well as requirement of detailed examination, the files pertaining to following sections/categories are required to be initiated and routed, out of the FTMS module till further orders:

1. Accounts Section
2. Stores & Purchase Section
3. Leave Travel Concession (LTC) matters and forwarding of applications for employment pertaining to Establishment Section
4. Works (Construction & Maintenance both Civil & Electrical)

Accordingly, all concerned have to ensure that files related to the above-mentioned sections/categories shall not be processed or submitted through the SAMARTH (FTMS) module. Such cases must be processed strictly through the manual/physical mode, as was being followed earlier. Any such files received through the SAMARTH (FTMS) module with effect from 01.04.2026 shall not be considered under any circumstances.

All other Sections/Centres/Departments shall continue to adhere to the instructions regarding mandatory use of the FTMS module under the SAMARTH Portal for file processing and approvals.

This is issued with the approval of the Competent Authority.


Registrar

To

All concerned

Copy to:

1. All Deans/HoDs/HoCs/Section Heads
2. All Deputy Registrars/Assistant Registrars
3. PIC (Institute Website) – for uploading on the institute website
4. PA to Registrar – for record please.
5. PA to Director- for kind information of Director.
6. Stock File


Registrar