

Office Order Template

"Samarth" is an initiative by the Ministry of Education started in 2019, under the National Mission on Education through Information and Communication Technology NMEICT-II (now NMEICT-III), intending to enable Universities and Higher Education Institutions (HEIs) through a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Under the project, the HEIs are provided with a fully managed, cloud-based, comprehensive ERP custom-built for HEIs in the country.

The following members are at this moment nominated till further notice for the respective roles in the smoother implementation of the Samarth eGov Suite:

S. No.	SAMARTH Role	Institution's Representative	Representative's Designation	Representative's Contact Information
1.	Nodal Officer/Single Point of Contact/Super Admin	Prof. Shobha Sharma Basistha (Ph.D)	Principal, Sikkim Government College, Rhenock	Mobile No: 8927640374 Email Id: sgcrhenock@gmail.com
2.	Associate Nodal Officer (Optional)	Dr. Santosh Sharma	Vice- Principal, SGCR.	Mobile No: 7430928564 Email Id: santoshpoudyel0234@gmail.com

The progress of Samarth Implementation at the institution will be assessed by the **SAMARTH Implementation Committee** (at the Institution's level)

S. No.	Committee	Name of the Committee Member	Designation	Contact Details
1.	Academic Council	Mr. Saurav Pradhan	Dean, SGCR.	Mobile No: 9547276764 Email Id: saurav01.sp@gmail.com
2.	Executive Council	Mr. Dilli Prasad Adhikari	Admin Officer, SGCR.	Mobile No: 9932563699
3.	Finance Committee	Mr. O.P. Gautam	(D&DO), SGCR.	Mobile No: 9832563483
4.	Others	Mr. Manoj Rai	Sr. Accountant, SGCR.	Mobile No: 8670707999

Module Admins

	SAMARTH Role	Institution's Representative	Representative's Designation	Representative's Contact Information
1.	HR & Employee Lifecycle Package			
1.1.	Group Admin	Mr. Dilli Prasad Adhikari	Admin Officer, SGCR.	Mobile No: 9932563699
2	Career Advancement Scheme			
2.1.	Module Admin	Dr. Kesang Wangmo Bhutia	Associate Professor, SGCR.	Mobile No: 9832695115 Email Id: kesang1319@gmail.com
2.2.	Associate Module Admin (Optional)	Dr. Prasansha Dong	Assistant Professor, SGCR.	Mobile No: 9609958600 Email Id: prasanshadong@gmail.com
2.3.	Implementation Assistant	Mr. Shanti Ram Sharma	Data Entry Operator, SGCR.	Mobile No: 9083887374
3	Academics and Student Lifecycle Package			
3.1.	Group Admin	Mr. Saurav Pradhan	Dean, SGCR.	Mobile No: 9547276764 Email Id: saurav01.sp@gmail.com
4	Academics, Student, Examination, Evaluation & Grading, Certificate			
4.1.	Module Admin	Mr. Anmol Gurung	Assistant Professor, SGCR.	Mobile No: 8637822420 Email Id: anmolgurung01@gmail.com
4.2.	Associate Module Admin (Optional)	Ms. Sona Jairu	Assistant Professor, SGCR.	Mobile No: 9679158251 Email Id: sonajairu9@gmail.com

4.3.	Implementation Assistant	Mr. Bikash Sharma	Computer Operator, SGCR.	Mobile No: 9832432359
5.	Alumni Portal, Training & Placement, Student Feedback, Convocation			
5.1.	Module Admin	Mr. Nir Kama Dahal	Assistant Professor, SGCR.	Mobile No: 8954822210 Email Id: nirkamald@gmail.com
5.2.	Associate Module Admin (Optional)	Mr. Dinesh Rai	Assistant Professor, SGCR.	Mobile No: 7900431855 Email Id: drai44768@gmail.com
5.3.	Implementation Assistant	Ms. Puja Pariyar	Office Assistant, SGCR.	Mobile No: 9641933233
6.	Affiliation Management, Endowment Portal			
6.1.	Module Admin	Ms. Rinchen Doma Bhutia	Under Secretary, SGCR.	Mobile No: 9002774201
6.2.	Associate Module Admin (Optional)	Ms. Bhawana Tamang	Stenographer, Grade-I, SGCR.	Mobile No: 9593747456
6.3.	Implementation Assistant	Mr. Dilip Kumar Darjee	Accountant, SGCR.	Mobile No: 9641979254

Note:

Samarth eGov Suite follows a role-based access control system. Institutions are advised to share the overall admin and respective module-wise admin and assistant details before the implementation begins.


 Prof. Shobha Sharma Basistha (Ph.D)
 Principal
 Sikkim Government College, Rhenock
 Date: 01/07/2026