



Assam University, Silchar
Notification

This is to inform all that the **Transport Requests Facility of Samarth Portal in Assam University** is fully operational and is open for all the Departments, Officers, Employees, etc. for raising a transport booking request through SAMARTH.

The step by step procedure is attached for raising a transport booking request by the stakeholders.

For any Technical Assistant, please contact Computer Centre.

Attachment: As above

File No. AUSSAMARTHCELL/2025/01,

Dated. 10/3/2025


Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File


Registrar

Manual for Usage of Transport Requests facility of Samarth Portal

This manual outlines the steps that need to be followed by -

- each department/section/employee of Assam University to book a Transport request to avail Transportation facility under Samarth.
- Transport Administrator/Staff of the Estate section who will approve the transport booking requests, assign vehicle and verify completion of journey.

A. For Raising a Transport Booking Request

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Essential Services", click on "Transport Request" to go to the Transport request index page.
4. Click on the "Request Transport" button from the top right corner to open the request form.
 - a. Select the appropriate option from "Type of Vehicle" dropdown.
 - b. Select the appropriate option from the "Request for department" dropdown.
 - c. Enter the appropriate reason for request.
 - d. Select the appropriate option from "Type of Account" dropdown.
 - e. Specify start date and start time under "Date From".
 - f. Specify end date and end time under "Date To".
 - g. Specify the following optional fields, if required -
 1. Sitting Capacity
 2. Guest/Person Name
 3. Address
 4. Contact No
 5. Place For Departure(From)
 6. Place For Arrival(To)
 7. Reference Doc (If any file need to upload)
 8. Any other information
 - h. Submit the form by clicking the "Save" button.
 - i. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

Booking Request appears under Transport Request section of Dashboard

An Email is sent to the Transport Admin for approval of the Request

On approval of Booking Request by Transport Admin an email is received by the Requestor

B. For approving a request to book any Vehicle

1. Open aus.samarth.ac.in as Transport admin using your office credentials.
2. Click on "Campus Services".
3. Under "Essential Services", click on "Transport request" to go to the Transport Request index page.
4. Click on the "Tick" icon against any transport request record to process a request for booking.
5. Enter the "Reason" for booking the vehicle.
6. Specify "Status" as applicable from dropdown.
7. Submit the form by clicking the "Save" button.

After Approval of a Booking Request, a vehicle needs to be assigned

C. For assigning a Vehicle to requestor

1. Click on "Approved Transport Requests" from the left menu.
2. On the Approved Transport Requests index page, click on the view icon against the Transport request.
3. Click on the "Assign Vehicle" button at the right top position.
4. Select the appropriate option from "University Vehicle" dropdown
5. Select the appropriate option from "Vehicle" dropdown
6. Specify the following optional fields, if required:-
 - a) Driver
 - b) Other Details
7. Submit the form by clicking the "Save" button.

Booking Requests approved by the Transport Admin appears under the Approved Transport Request section of the Dashboard of Transport Admin.

B. To Verify the completion of Journey

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Essential Services", click on "Approved Transport Request".
4. Click on the "view" icon next to an entry to see the details of the request and click on the "Verify journey" button from the right top corner.
5. Enter the "Remarks" option (Provide the status of the journey).
6. Select the appropriate option from "Status" dropdown.
7. Submit the form by clicking the "Save" button.

After completion of verification of journey by Transport Admin an email is received by the Requestor