

ICAR-CIFE

User Manual for Online Payslips - through ICAR Samarth Portal

□ Steps to generate online Payslip: **Samarth eGov account**

□ URL : <https://icar.samarth.ac.in/index.php/site/login>

□ If you are accessing the Portal for the **First Time**:

□ Select the option: [First Time Login ?](#)

Administration | Official website | X | Inbox - rajani@cife.edu.in - C... | Login - Samarth eGov Suite | + | Ask Gemini | - | X

icar.samarth.ac.in/index.php/site/login


Indian Council of Agricultural Research

Username/Email *

Username/Email

Username cannot be blank.

Password * [Forgot Password ?](#)

Password

LOGIN

[First Time Login ?](#)

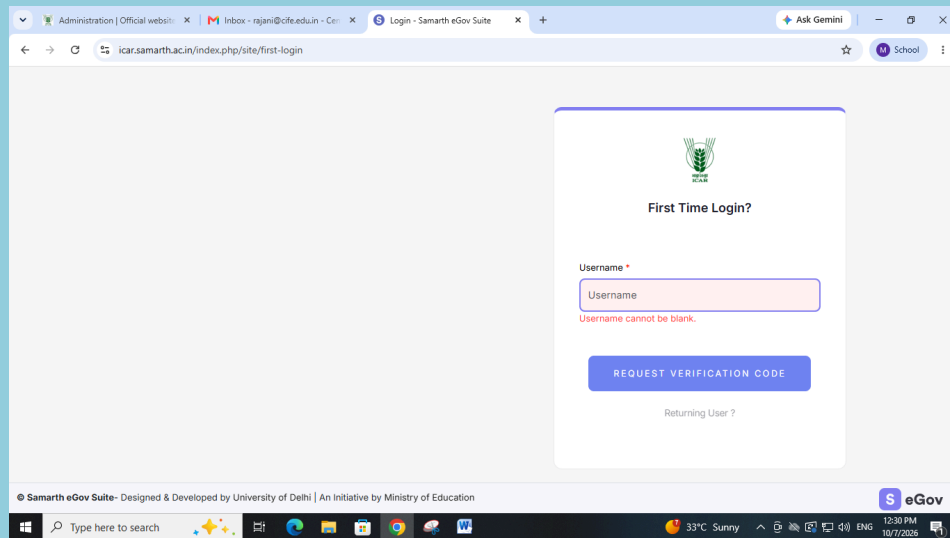
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eGov

Type here to search

33°C Sunny 4:35 PM 10/7/2026

First Time Login Steps :



The screenshot shows a web browser window with the URL icar.samarth.ac.in/index.php/site/first-login. The page features the ICAR logo at the top, followed by the heading "First Time Login?". Below this, there is a "Username *" label and a text input field containing the word "Username". A red error message "Username cannot be blank." is displayed below the input field. A blue button labeled "REQUEST VERIFICATION CODE" is positioned below the input field. At the bottom of the form, there is a link for "Returning User ?". The footer of the page states "© Samarth eGov Suite- Designed & Developed by University of Delhi | An Initiative by Ministry of Education" and includes the "eGov" logo. The browser's taskbar at the bottom shows the system time as 12:30 PM on 10/7/2026, with a temperature of 33°C and a sunny weather forecast.

- ❑ Username : It is your ICAR Mail Id : (xyz@icar.org.in)
- ❑ Click : **Request verification Code**
- ❑ Message : (Please check your sms for OTP Verification sent on your mobile or email xyz@icar.org.in. Please do not refresh this page.)
- ❑ Follow the below steps:

Set New Password
Enter Secure Verification Code And Set Your New Password.

Please do not refresh this page.
Time remaining to enter the verification code : 0 min 3 sec

Secure Authentication Code

Enter Verification Code

OTP cannot be blank

New Password *

Re-enter new password *

- Password must be between 6-100 characters
- Must include at least one Uppercase letter (Ex:A-Z)
- Must include at least one Lowercase letter (Ex:a-z)
- Must include one Numeric digit (Ex: 0-9)
- Must include one Special character (Ex: !@#\$ %&*()_+~`~'{}|\\)

Submit Verification Code

❑ Select: **Submit Verification code**

❑ The Samarth dashboard is opened

Log in to the Portal:

❑ User Name: xyz@icar.org.in

❑ Password:

❑ It will send Verification code to registered Mobile number

❑ Enter the verification code

❑ Click: **Login**

On the opening screen:

- Select : **Finance**
- [Salary Slips →](#)
- Payslips are displayed
- Select the required Month
- Select: **Download** or **Print PDF** (It will display the Pay Slip in proper format)
- **Logout**

(For any queries contact DDO Section)
