



SAMARTH OFFICE
VISVA-BHARATI

NOTICE

As an effort to smoother implementation of **File Tracking System (FTS)** from 01st April 2026 all the departments / offices / sections / units of the university are requested to exercise working on FTS parallel to the physical file processing till 31st March 2026. Any difficulty encountered may be immediately communicated to the SAMARTH Office through the email vbsamarth.help@visva-bharati.ac.in

The Office of the SAMARTH has assigned file tracking **user id** and **password** to all the departments / offices / sections / units etc. who have submitted employee name through the Google Form circulated on 05.01.2026.

Any departments / offices / sections / units who have not submitted employee name are requested to submit the same at earliest to avoid last minute traffic.

The Google Form link is given below:

<https://forms.gle/1qoA13hyteowbFf36>

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