



SAMARTH OFFICE
VISVA-BHARATI

NOTICE

As an effort to smoother implementation of **File Tracking & Management System (FTMS)** from 01st July 2026 all the departments / offices / sections / units of the university are requested to exercise working on FTMS parallel to the physical file processing till 30th June 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.

The SAMARTH Office has conducted 29 training programmes on FTMS in the last 03 months covering all employees of the University. However, if any department / office / section / unit has missed the training they may contact to SAMARTH office for a demo on FTMS. Demonstration to individual employees may not be possible.

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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