



**SAMARTH OFFICE**

**VISVA-BHARATI**

**NOTIFICATION**

With regard to the notification Admn./G/N-5/199 dated 29.06.2026, implementation of File Tracking and Management System (FTMS), a list of users for FTMS through SAMARTH has been given below.

Besides these User IDs, all Administrative Heads are also provided with the File Tracking and Management System module. Files as per requirement may also be shared with the Administrative Heads.

Any Office / Department / Section / Unit yet to create User ID may write to [vbsamarth.help@visva-bharati.ac.in](mailto:vbsamarth.help@visva-bharati.ac.in) from the official mail.

Ref. No.: VB/SAMARTH/NOTICE/ 48 /2026-2027  
Date: 07.07.2026

(Prof. Surjya Kumar Saikia)  
Nodal Officer  
SAMARTH Office  
Ground Floor, Old  
Academic and Research  
Building  
Visva-Bharati  
**Nodal Officer, SAMARTH  
Visva-Bharati**

SL. No.	Departments / Offices / Sections / Units	File Tracking Username
1	Department of Bengali	filetracking.bengali
2	Department of English	filetracking.english
3	Department of Sanskrit, Pali and Prakrit	filetracking.sanskrit
4	Department of Odia	filetracking.odia
5	Department of Arabic, Persian, Urdu & Islamic Studies	filetracking.arabic
6	Department of Santali	filetracking.santali
7	Department of Chinese	filetracking.chinese
8	Department of Tamil	filetracking.tamil
9	Department of Assamese	filetracking.assamese
10	Department of Comperative Literature	filetracking.complit
11	Vidya Bhavana	filetracking.vdb
12	Department of Ancient Indian History Culture & Archaeology	filetracking.aihca
13	Department of Anthropology	filetracking.anthropology
14	Department of Economics & Politics	filetracking.economics
15	Department of Geography	filetracking.geography
16	Department of History	filetracking.history
17	Department of Philosophy & Comperative Religion	filetracking.compphilreleg
18	Centre for Women's Studies	filetracking.wmnstudies
19	Department of Education	filetracking.eduvidya
20	Department of Physics	filetracking.physics
21	Department of Chemistry	filetracking.chemistry
22	Department of Mathematics	filetracking.math
23	Department of Zoology	filetracking.zoology
24	Department of Botany	filetracking.botany
25	Department of Statistics	filetracking.statistics
26	Department of Computer & System Sciences	filetracking.computerscience
27	Department of Environmental Studies	filetracking.envstud
28	Department of Biotechnology	filetracking.biotech
29	Department of Ceramic & Glass Design	filetracking.ceramicandglass
30	Department of Sculpture	filetracking.sculpture
31	Department of Painting	filetracking.painting

Academic Offices / Sections / Units

<b>SL. No.</b>	<b>Departments / Offices / Sections / Units</b>	<b>File Tracking Username</b>		
32	Department of Graphic Art (Printmaking)	filetracking.graphics	<b>Academic Offices / Sections / Units</b>	
33	Rabindra Sangit, Dance & Drama	filetracking.rsdd		
34	Hindustani Classical Music	filetracking.hcm		
35	Vinaya Bhavana	filetracking.vinayabhavana		
36	Department of Education	filetracking.education		
37	Department of Physical Education & Sports Science	filetracking.phyedu		
38	Department of Yogic Art & Science	filetracking.yoga		
39	Palli Samgathana Vibhaga	filetracking.psv		
40	Department of Life Long Learning and Extension (Rural Extension Centre)	filetracking.lle		
41	Department of Rural Studies (Palli Charcha Kendra)	filetracking.ruralstudies		
42	Silpa-Sadana	filetracking.silpasadana		
43	Department of Social Work	filetracking.socialwork		
44	Palli Siksha Bhavana	filetracking.psb		
45	Department of Agricultural Economics	filetracking.agrieco		
46	Department of Agricultural Entomology	filetracking.agriento		
47	Department of Agricultural Extension	filetracking.agriexten		
48	Department of Agricultural Statistics	filetracking.agristat		
49	Department of Agronomy	filetracking.agronomy		
50	Department of Animal Science	filetracking.animalscience		
51	Department of Genetics & Plant Breeding	filetracking.gpb		
52	Department of Horticulture & Post Harvest Technology	filetracking.hpht		
53	Department of Soil Science & Agricultural Chemistry	filetracking.soilsc		
54	Patha Bhavana	filetracking.pathabhavana		
55	Siksha-Satra	filetracking.sikshsatra		
56	Vice Chancellor's Office	vcof.filetracking		<b>Administrative Offices / Sections / Units</b>
57	Accounts Office	ao.filetracking		
58	Central Library	clibrary.filetracking		

<b>SL. No.</b>	<b>Departments / Offices / Sections / Units</b>	<b>File Tracking Username</b>	<b>Administrative Offices / Sections / Units</b>
59	Central Transport Cell	ctransportc.filetracking	
60	Computer Centre	computercentre.filetracking	
61	Development Section	dev.filetracking	
62	Establishment Section	estab.filetracking	
63	Examination Section	exam.filetracking	
64	Finance Office	finance.filetracking	
65	Administration	admin.filetracking	
66	Grantha Vibhaga (Publishing Department), Kolkata	grantha.filetracking	
67	Internal Audit Office	iao.filetracking	
68	Internal Quality Assurance Cell	iqac.filetracking	
69	Meeting Section	meeting.filetracking	
70	Proctor Office	proctor.filetracking	
71	Purchase & Store Section	purchase.filetracking	
72	Watch & Ward (Security Office)	wardandwatch.filetracking	
73	World Heritage Cell	heritage.filetracking	
74	Right to Information Cell	rti.filetracking	
75	Rabindra Bhavana	rb.filetracking	
76	SAMARTH	samarth.filetracking	
77	A.K Dasgupta Centre	akd.filetracking	
78	Establishment (Recruitment)	establishmentone.filetracking	