



SAMARTH OFFICE

VISVA-BHARATI

NOTIFICATION

With reference to the notification dated 15/07/2026 from the Office of the Registrar, Visva-Bharati (Ref REG/256/102/2026-27), the processing of all kinds of official files have been made mandatory through **File Tracking and Management module** of SAMARTH portal. Please see the link of the above official order of Register Office:

<https://www.visvabharati.ac.in/home/wp-content/uploads/2026/07/Implementation-of-File-Tracking-Management-System-in-all-Administrative-and-Academic-Units-from-1st-July-2026.pdf>

However, while processing the files, it has been observed that most of the senders are sending the files to multiple users under the same office. Please note that such exercise creates multiple references at the receiver ends which makes it difficult to track the responded file. The SAMARTH office, Visva-Bharati has already published a list of offices and the corresponding **“file tracking management users”** for sending files in Visva-Bharati website on 8/7/2026 (Ref No.: VB/SAMARTH/NOTICE/ 48 /2026-2027 dated 07/07/2026). The link of the notice is https://www.visvabharati.ac.in/home/wp-content/uploads/2026/07/FILE_TRACKING.pdf. All offices (academic and administrative) are requested to send the e-files only to the users listed in the above notification. Any user if not listed in the above notification can be searched by using following procedure-

- 1) Search it in the ‘send’ option by typing first 3-4 letters of the office. (For example, for proctor’s office, one can type ‘proct’). Some offices are using commonly used name like iqac, aihca, psb etc.
- 2) Select the username prefixed/suffixed with ‘filetracking’. (For example, for proctor’s office, the user to whom a file may be sent would be- proctor.filetracking)

All are requested to follow this guideline for smooth and speedy processing of e-files.

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