



**SAMARTH OFFICE**  
**VISVA-BHARATI**

**NOTICE**

The email for managing **File Tracking Portal** has been assigned to all the academic departments of Visva-Bharati. The concerned heads of the department are requested to search “**Google Workplace**” in their HOD email search bar to get the link for setting password. All the departments are also requested to submit the details of the employee for assigning the File Tracking role of SAMARTH for management of File Tracking of the department. For this purpose, the following Google Form Link has been provided.

**Google form link:** <https://forms.gle/wWwHASceJKUFztNw5>

**Please treat this very urgent.**

Kindly ignore if you have already submitted the employee details in response to the email sent from SAMARTH on December 01, 2025.

The demonstration on the operation of File Tracking system has already been delivered to all Bhavanas excluding schools. These Bhavanas are requested to ensure that the File Tracking email and assigning File Tracking role to employee are completed by January 10, 2026.

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