বিশ্বভারতী
विश्वभारती
VISVA-BHARATI

NOTIFICATION

Sub: Implementation of File Tracking Management System in all Administrative and Academic Units from 1st July, 2026

In pursuance of the direction of the Competent authority, it is hereby notified that the File Tracking and Management System (FTMS) has already been implemented across all Administrative Offices, Sections, Units, Centres, Institutes, Departments, and Academic Units of Visva-Bharati with effect from 1st July, 2026 vide a notification of this office (Memo No. - Admn./G/N-5/199 dated 29/06/2026).

All concerned Departments, Sections, Centres, Institutes, Offices and Units are hereby advised to strictly follow that official notification for processing all kinds of file (below 15 MB) with exceptions of files considered by the competent authority.

No hard copy of official communication/ files to be entertained from 20th of July, 2026.

No: REG/256/102/2026-27
Date: 15/07/2026

15/07/2026
Registrar
Visva-Bharati

Copy to:

1. Directors and Principals of Bhavanas/Vibhagas
2. Heads/In-charge of Academic & Administrative Departments/Centres/Offices, etc.
3. Joint Registrar & C.S. to Vice-Chancellor
4. Section Officer, Registrar's Office
5. In-charge, Computer Centre: To upload it on the University Website