

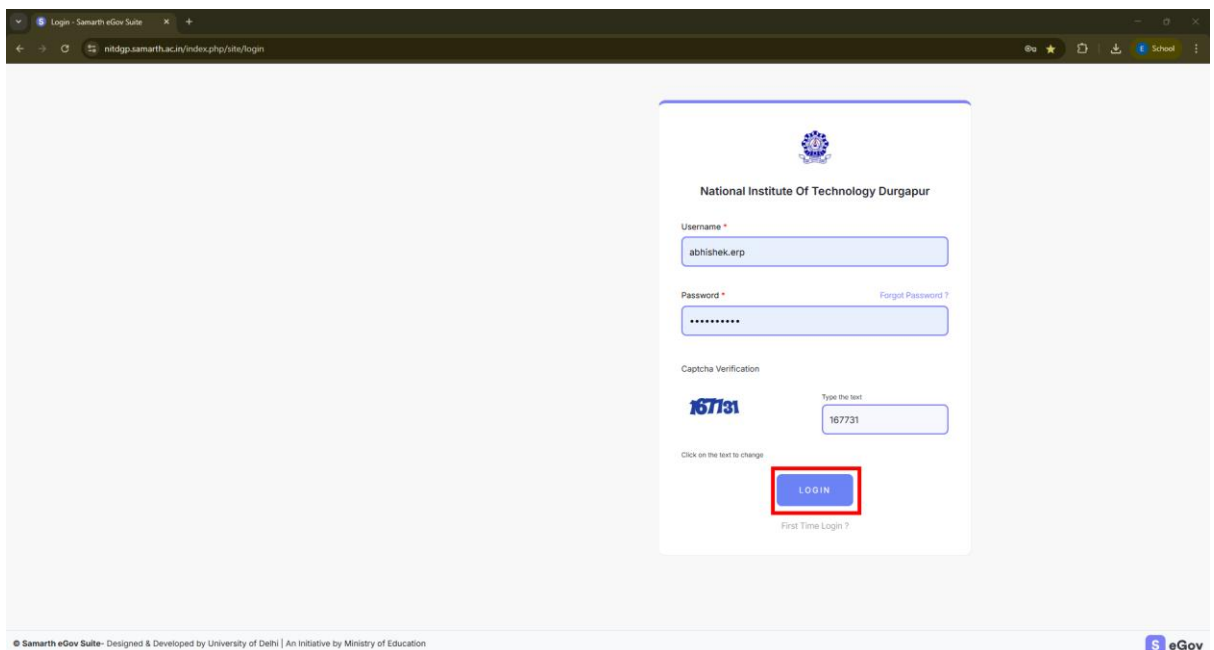
# Standard Operating Procedure (SOP)

## Using the File Management & Tracking System (FMTS) in Samarth Portal

(For Faculty & Staff of NIT Durgapur)

### 1 Login to Samarth Portal

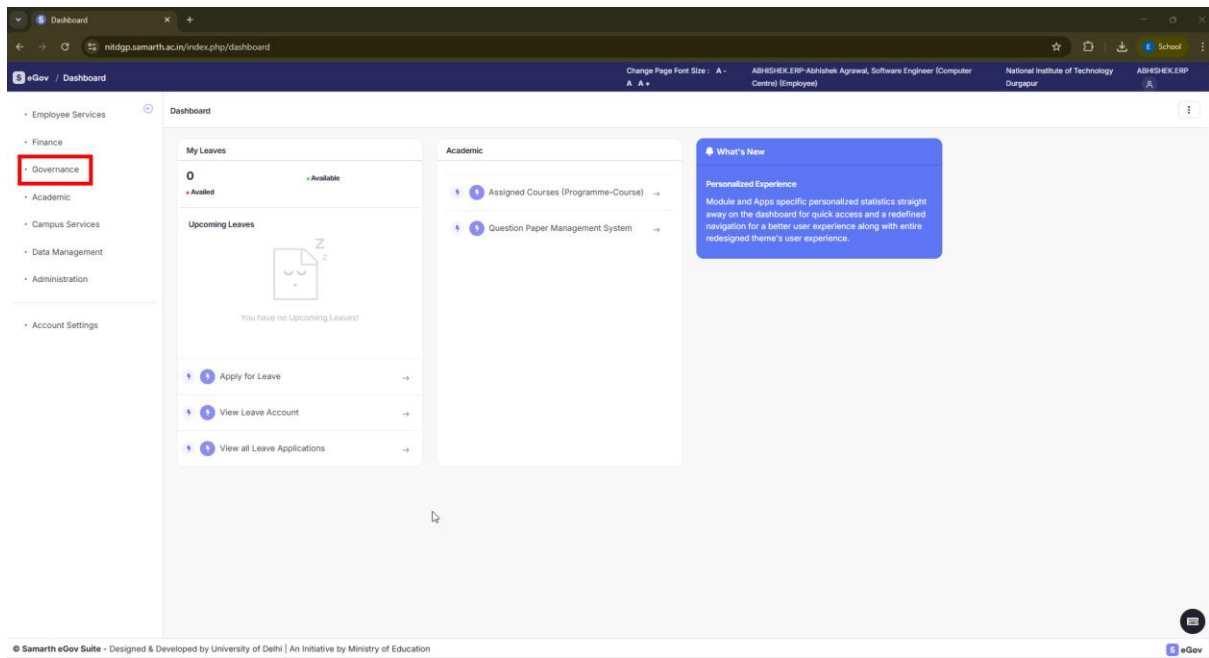
- Open your browser and go to: <https://nitdgp.samarth.ac.in/index.php/site/login>
- Enter your **User ID** and **Password** and click login



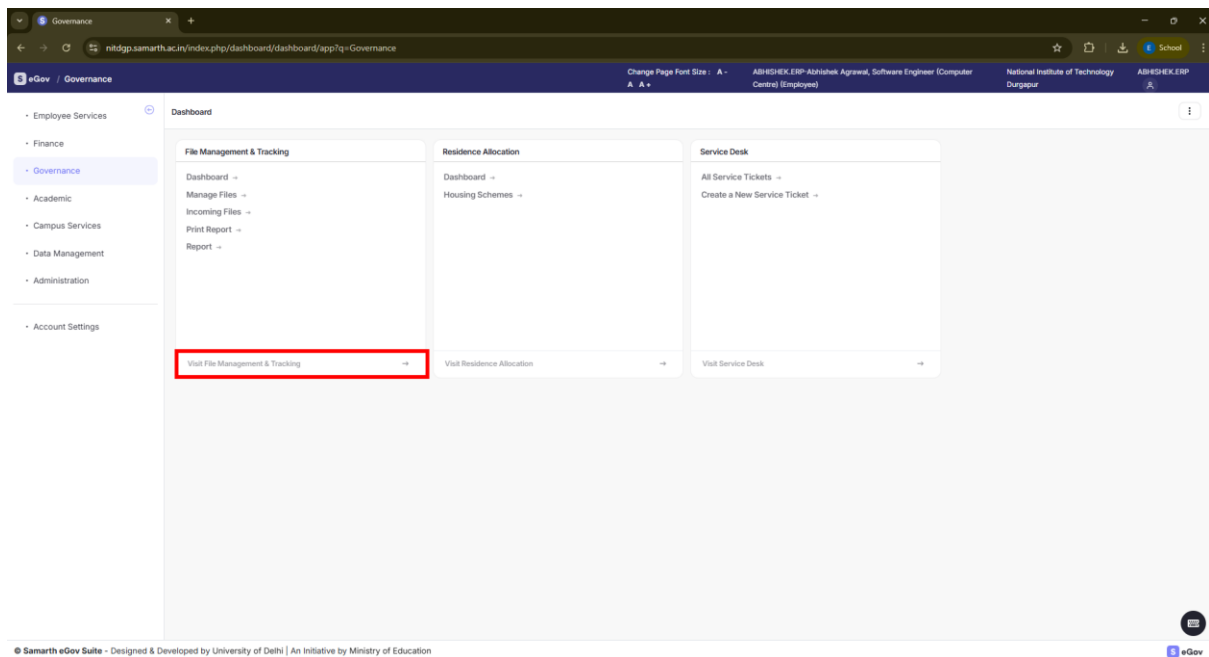
- If you are prompted to change your password, follow the instructions and set a new password.

### 2 Access the FMTS Module

- After logging in, look at the **left-hand side menu**.
- Click on the **Governance** tab.

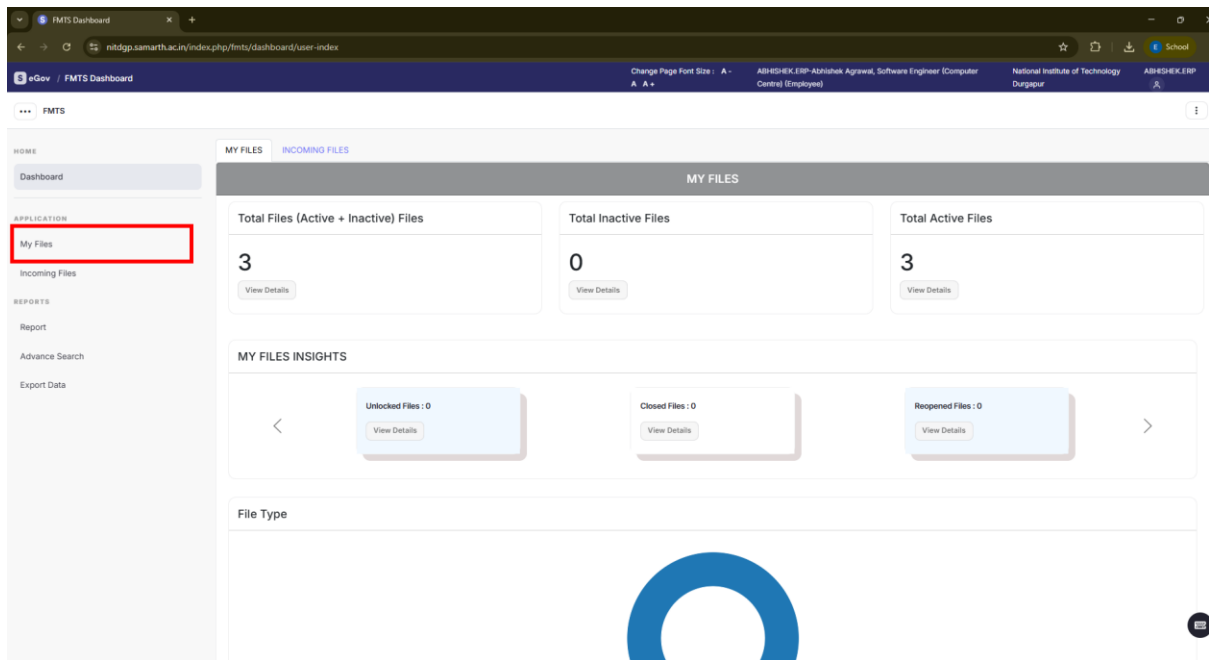


- Then click on **Visit File Management & Tracking**.







### 3 View Your Files

- Once inside the FMTS module, click on the **My Files** button.



- You will see a list of all files created or received by you.

My Files									
This page shows your created files.									
Showing 1-3 of 3 items.									
#	Actions	Reference No	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Description / Subject	File Drafted On
1	 	2025SEPFMTS00000010	Computer Centre	Administrative Approval	2025SEPFMTS00000010	test	NITDGP/2025/SEP/00016	test	2025-09-11 16:03:16 P
2		2025SEPFMTS00000009	Computer Centre	Administrative Approval	2025SEPFMTS00000009	tour approval for personal	NITDGP/2025/SEP/00014	dear sir, please forward	2025-09-08 17:50:55
3		2025SEPFMTS00000008	Computer Centre	Administrative Approval	2025SEPFMTS00000008		NITDGP/2025/SEP/00012	Testing FMTS Module	2025-09-07 18:22:05

Last Updated: 21 days, 3 hours, 8 minutes and 26 seconds ago

## 4 Create a New File

- To create a new file, click on the **Add New File** button at the top of the page.



test

body p

Allow the Receiver to forward the file \*

Yes

Is the File Confidential or not \*

Yes

Visible all response to all user or not ? \*

Select

Volume No

Select

Year Of Creation

Select

File Attached \*

No

Save Cancel

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## 5 Add a Part File (if required)

- After creating the main file, scroll down to the **Part File** section.
- Click on **Add Part File** if you need to attach related sub-files or additional information.

Part Files

Add Part File

#	Part File Reference No.	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Status	File Allowed to forward by the receiver	Is the file confidential or not?	Volume No	Year t
No results found.											

## 6 Forward the File

- To send the file to someone, scroll down to the **Forward Files** section.
- Enter the recipient's name or department, add any comments, and choose the priority level.
- Click on **Send** to forward the file.

## Forward Files

Administrative Post / Employee \*

Administrative

Sent to Designation

Assigned: Kartik Ch. Ghanta (Dean,deanresearch, Office of Dean Research Consultancy) ✕

Required Information

Please approve these file

Priority \*

High

Upload

Choose File No file chosen

Send

## 7 View Incoming Files

- To check files sent to you, click on the **Incoming Files** button on the left-hand menu.
- A list of all incoming files will appear.

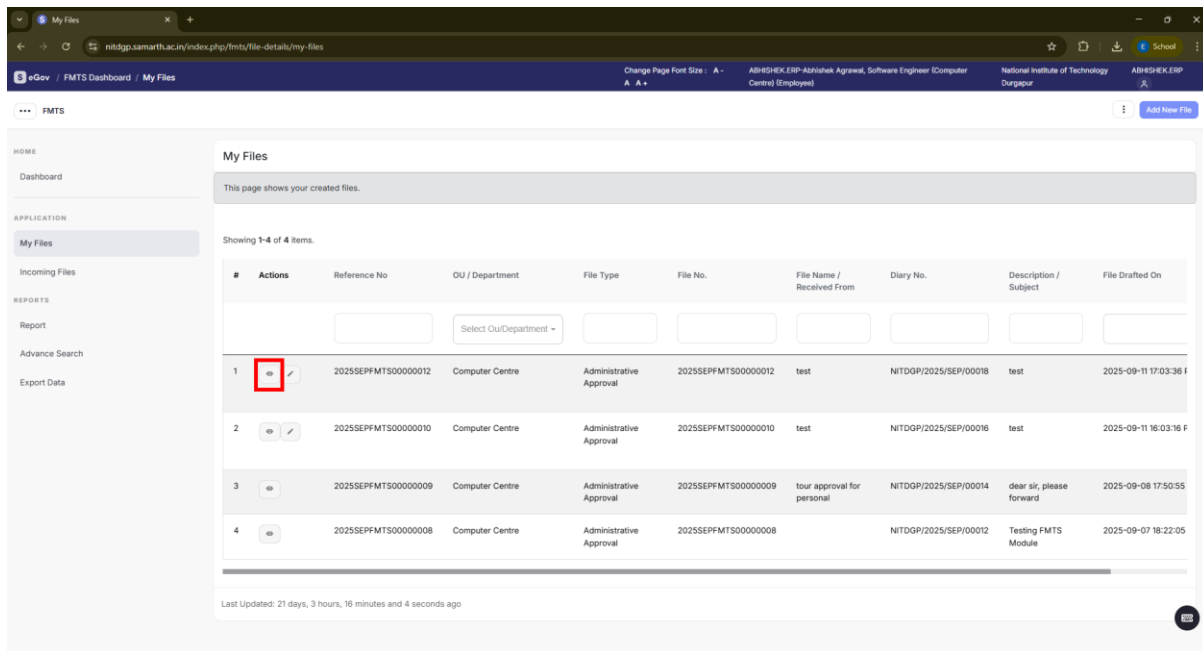
The screenshot shows the 'Forwarded Files' page in the eGov PMTS system. The left-hand menu has 'Incoming Files' highlighted with a red box. The main content area shows a table of incoming files.

#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number	File Name / Received From	Description / Subject
1		2025SEPFMTS00000008	Kartik Ch. Ghanta-deanresearch Dean (Office of Dean Research Consultancy)	04-Sep-2025 05:22:27	Responded		2025SEPFMTS00000008	test 01 deann rc	dear sir , plse see teh above
2		2025SEPFMTS00000003	Kartik Ch. Ghanta-deanresearch Dean (Office of Dean Research Consultancy)	04-Sep-2025 03:02:26	Forwarded		2025SEPFMTS00000003	Purchase	below is the fi purchase of computers in
3		2025SEPFMTS00000002	Kartik Ch. Ghanta-deanresearch Dean (Office of Dean Research Consultancy)	03-Sep-2025 04:17:34	Returned		2025SEPFMTS00000002	dean rc tst file	testing file 01 recived
4		2025AUGFMTS00000001	Bibhash Sen 4P-989,Associate Professor (Department of Computer Science & Engineering)	03-Sep-2025 04:08:48	Opened		123	test	test

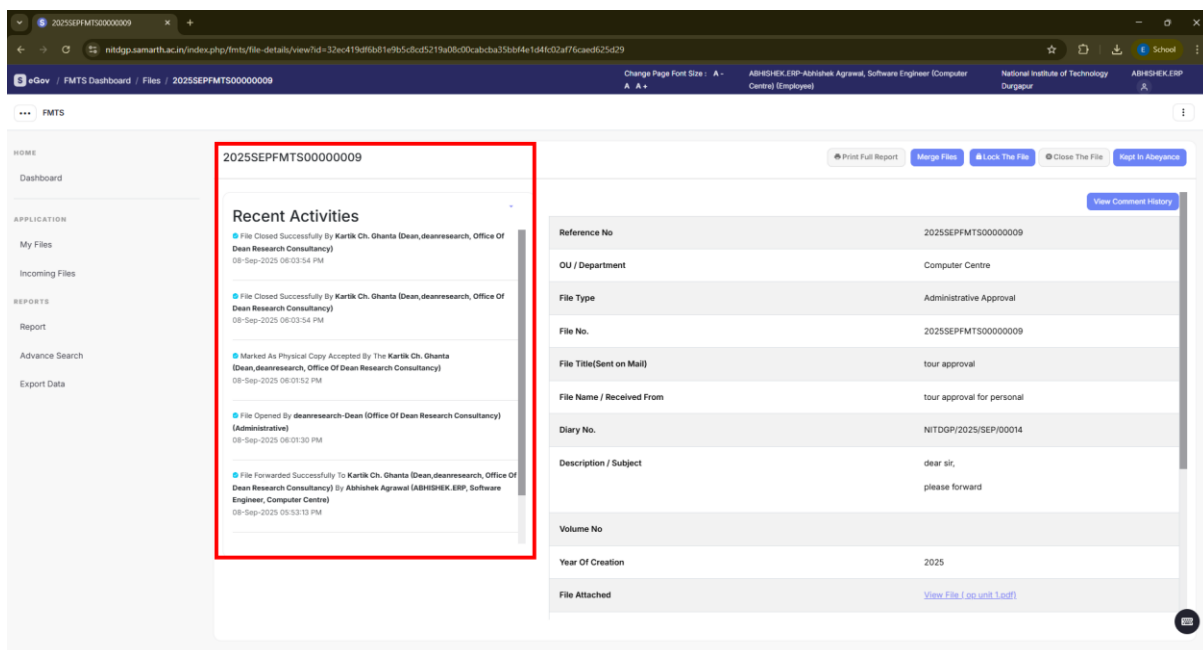
Last Updated: 0 days, 6 hours, 27 minutes and 20 seconds ago

## 8 Check File Details and Status

- To see the details of a specific file, click on the **Eye icon** next to that file.

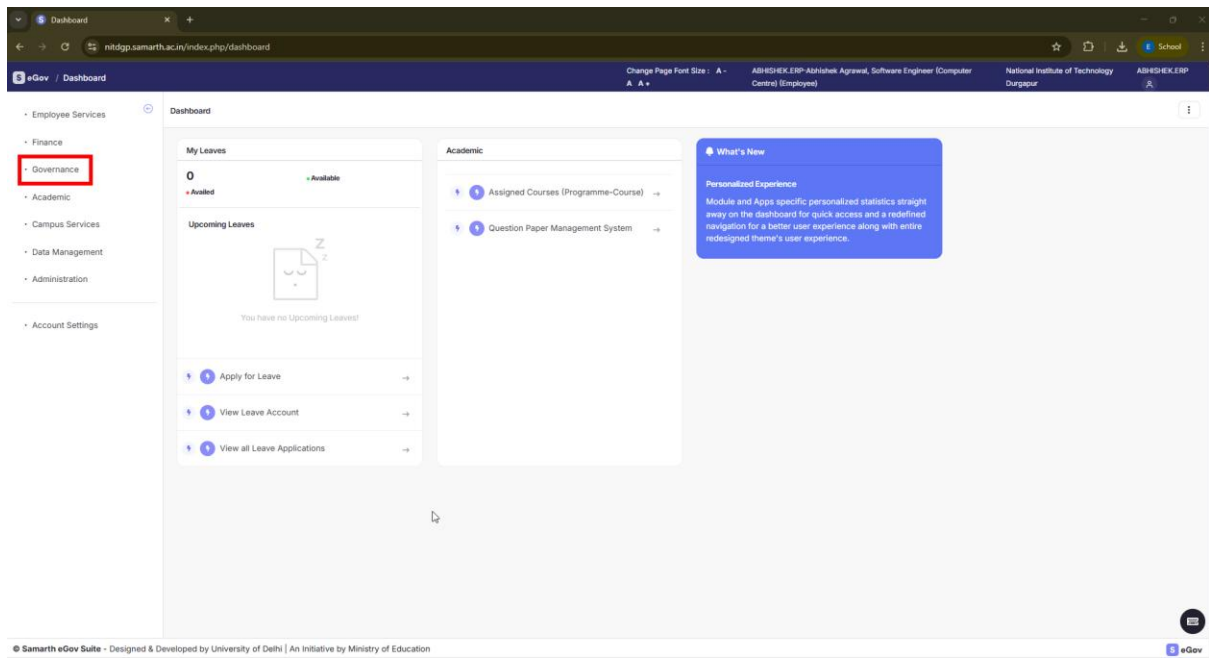


- You will be able to view:
  - Activities performed on the file
  - Current status of the file
  - Any comments or remarks added by others

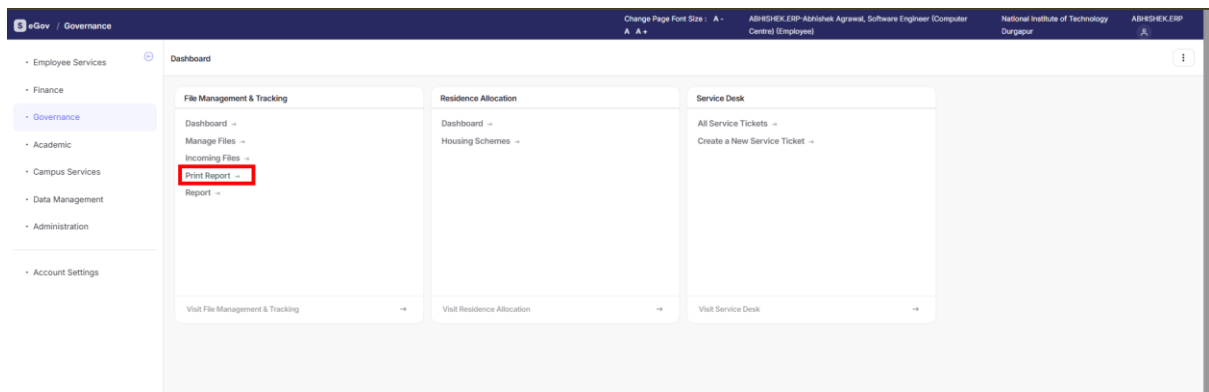


## 9 Generate a Report for the file

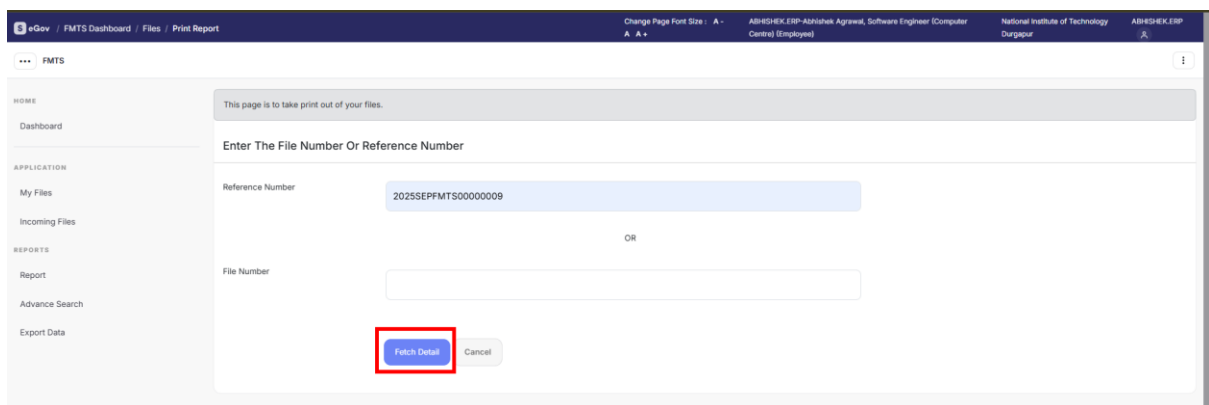
- Go to the **Governance** tab on the left-hand side panel.



- Under **FMTS**, click **Print Report**.



- Enter the **Reference Number** or **File Number**, then click **Fetch**.



- Once the report is displayed, **right-click** on the page and select the **Print** option



eGov

Change Page Font Size : A - A +

ABHISHEK.ERP-Abhishek Agrawal, Software Engineer (Computer Centre) (Employee)

National Institute of Technology Durgapur

ABHISHEK.ERP

... FMTS

HOME

Dashboard

APPLICATION

My Files

Incoming Files

REPORTS

Report

Advance Search

Export Data

2025SEPFMTS00000009

File Title	tour approval	File Type	Administrative Approval
File Initiator	Computer Centre	File Number	2025SEPFMTS00000009
Diary Number	NTDGP/2025	File Status	File Sent
File forwarded by the Receiver	Yes	File	No
File Drafted On	Sep 08, 2025	Updated On	Sep 08, 2025 17:50:55 PM
Year Of Creation	2025	File No	

File Description / Subject :  
dear sir,  
please forward

File Forwarding Details

#	File Initiated By	Administrative Post / Employee	Sent to Designation	Sent On	Physical Copy Received	Physical Copy Received On	Response	Status
1	Abhishek Agrawal (ABHISHEK.ERP, Software Engineer, Computer Centre)	Administrative	Kartik Ch. Ghanta (Dean,deemresearch, Office of Research Consultancy)	Sep 8, 2025, 5:53:13 PM	Yes	Sep 8, 2025, 6:01:38 PM	reviewed and confirmed	Responded

Part File Reference No.

2025SEPFMTS000000015

Part File Forwarding Details

#	File Initiated By	Administrative Post / Employee	Sent to Designation	Sent To Employee	Sent On	Physical Copy Received	Physical Copy Received On	Response	Status
1	Abhishek Agrawal (ABHISHEK.ERP, Software Engineer,	Employee	NA	Bibhash Sen (4P-989, Associate Professor, Department of Computer	Sep 16, 2025, 12:20:29 PM	No			No Action Initiated