

VISVA-BHARATI GRANTHANA VIBHAGA

Monthly Performance Report : November 2016

PUBLICATIONS :

NIL

SALES STATEMENT :

NET SALE -- **Rs 5,55,257.00**
(Rupees Five lacs, fifty-five thousand, two hundred fifty-seven only)

GROSS SALE -- **Rs 7,70,890.00**
(Rupees Seven lacs, seventy thousand, eight hundred ninety only)

SANTINIKETAN PRESS

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Sl. No.	Delivery Challan No.	Date	Delivered to	Jobs details
1.	1416	5/11/16	Establishment, V.B.	i) Envelope for Citation of Pensioners → 400
2.	1417	8/11/16	Rabindra Bhavana	i) T.S. Bengali → 1200 ii) T.S. English → 200 iii) T.S. Hindi → 60 iv) Answer Sheet (No. 2001 to 3400) = 1400 nos.
3.	1418	8/11/16	Computer Centre, V.B.	i) EL = 300 nos. ii) CL = 300 nos.
4.	1419	11/11/16	Accounts Officer (Cash-Section)	i) Inflow Register → 07 books
5.	1420	17/11/16	Exam., V.B.	i) Admit Card → 7000 nos.
6.	1421	18/11/16	Guest House	i) Docket → 02 books ii) Despatch → 02 books
7.	1423	21/11/16	Siksha-Satra	i) Patha Sanchay → 550 books
8.	1425	25/11/16	Transport, V.B.	i) V.B. Cash Receipt No. 1 to 200 → 4 books
9.	1426	25/11/16	Deptt. of Tamil	i) Letterheads → 100

				ii) Envelope → 500 iii) Note Sheet → 2 pads
10.	1427	26/11/16	V.C. Office	i) Docket → 06 books
11.	1428	28/11/16	Internal Audit Office, V.B.	i) Note Sheet → 4 pads ii) E.L. → 2 pads iii) C.L. → 3 pads iv) Letterhead → 2 pads v) Envelope → 250 copies
12.	1430	29/11/16	Proctor Office	i) Attendance Register for Hostel _ 130 pages (No. 1 to 130) → 5 nos. ii) Attendance Register for Hostel _ 60 pages (No. 1 to 60) each → 2 nos. iii) Attendance Register for Hostel _ 155 pages (No. 1 to 155) → 2 nos. iv) Attendance Register for Hostel _ 170 pages (No. 1 to 170) → 6 nos.

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