

VISVA-BHARATI GRANTHANA VIBHAGA

Monthly Performance Report : October 2014

PROGRAMME :

Cleaning programme of Office premises was held on 2nd October 2014, the birthday of Mahatma Gandhi to participate in the 'Swachha Bharat Abhiyan' at Publishing Department, Visva-Bharati. All staff members came to the office and cleaned their own desks as well as the whole office premises.



'Swachh Bharat Abhiyan' at Visva-Bharati Granthana Vibhaga 2 October 2014, Kolkata

Mahatma Gandhi laid great emphasis on cleanliness. He followed it religiously in his life also. True to the spirit of the Father of the nation, Sri Narendra Modi, Hon'ble Prime Minister of India, launched the 'Swachh Bharat Abhiyan' programme.

On the auspicious day of 2 October 2014, the birth anniversary of Mahatma Gandhi, the Father of the Nation, 'Swachh Bharat Abhiyan' was implemented in the premises of the Visva-Bharati Granthana Vibhaga.

The beginning of the day marked with Dr Ramkumar Mukhopadhyay, Director, Visva-Bharati Granthana Vibhaga, speaking on the 'Swachh Bharat Mission' and stressing the importance on different aspects of cleanliness in every day life especially with regard to the teachings of Mahatma Gandhi and Rabindranath Tagore on cleanliness & hygiene. Then all the employees including three female staff-members inspired by this spirit, took up the brooms and cloth dusters, and started cleaning up the campus. Dry leaves gathered at the lawns were picked up and disposed off. Cleaning activities inside and outside the building was done by all employees in a participatory manner towards 'Swachh Bharat'. Next began the cleaning of the rooms, store-rooms, library, toilets, drinking water areas, kitchen sheds and stores, etc. Present renovation of the Granthana Vibhaga building including white wash and painting also adds to this spirit of hygiene and cleanliness. Last but not the least all the staffs cleaned their tables, chairs, desks, computers, etc to ensure that they maintain a neat and clean workplace. Cooperation and contribution of all the officials made the campaign a grand success.



PUBLICATIONS :

1. WANDERLUST (New Title)

Translated and Edited by Somdatta Mandal

Price : Rs.450

Pages : 402

ISBN-978-81-7522-594-7

2. TOWARDS TAGORE (New Title)

Edited by Sanjukta Dasgupta, Ramkumar Mukhopadhyay & Swati Ganguly

Price : Rs.1,500

Pages : 680

ISBN-978-81-7522-583-1

SALES STATEMENT :**NETT** -- **Rs.3,34,312.60**

(Rupees Three Lakhs Thirty-Four Thousand Three Hundred Twelve And Paise Sixty Only)

GROSS -- **Rs.4,62,051.00**

(Rupees Four Lakhs Sixty-Two Thousand Fifty-One Only)

SANTINIKETAN PRESS**Monthly Performance Report: October 2014**

Sub.: The following printing jobs had been completed & delivered

from 01/10/2014 to 31/10/2014

Sl. No.	Delivery Challan No.	Date	Delivered to	Jobs details
1.	691	24/10/2014	Account Section	A/C Money Receipt No. 2601 to 3000 = 400; 8 Books.
2.	692	24/10/2014	Account Section	i. A/c Cash Coupon Rs. 500/- → No. 2001 to 2600 = 600 (6 books) ii. A/c Cash Coupon Rs. 150/- → No. 1000 to 1400 = 400 (4 books)

3.	570	17/10/2014	Examination Section	i. Attendance Register / Exam (1+1) → 40 pads ii. Exam Form No. 1 (1+1) → 19 pads.
4.	865	13/10/2014	Academic & Research	Admission form of Ananda Pathsala → No. 1 to 1000.
5.	866	14/10/2014	PM Hospital	i. OPD Ticket → 8000.
6.	867	14/10/2014	Academic & Research	i. Santosh Pathsala / Ananda Pathsala Admission Form → No. 1001 to 3150.
7.	868	17/10/2014	Dinabandhu Andwrus Memorial Hospital	i. Out door ticket → 500 pcs. ii. Letterhead → 500 pcs.
8.	869	18/10/2014	Deptt. Of Botany	i. Order pad → 10 pads
9.	870	18/10/2014	Rabindra Bhavana	R. B. National Manuscript Manas data → 2000