



Visva-Bharati
Santiniketan

IMPORTANT

OFFICE ORDER

This is for information of all concerned that the following arrangements shall be ensured during the ensuing Saradabakas (Autumn Recess)-2020:

1. The Prof.-in-charge of Security is requested to be prepared for any unforeseen incident or hazard like fire, theft, vandalism, etc. Notification shall be issued by him to all concerned for closing of windows, locking of doors, shutting down of all electrical equipments properly before leaving for holidays. He is also requested to arrange for keeping proper vigil during this period for maintaining adequate safety and security of the movable and immovable properties / assets of the University. The Prof.-in-charge of Security shall remain present at Santiniketan during the Autumn Recess.

All Offices especially the academic departments and hostels should be properly checked so as to avoid any kind of untoward incident. The Police should be kept informed from time to time to seek necessary assistance, if required.

2. All Heads of Offices in the Administrative Building are requested to nominate one or two staff members under their control to attend the office during the Autumn Recess.
3. Core Cell in the Central Office :

Core Cell consisting of the following staff members of the Office of the Administration will be discharging duties during the Saradabakas:

- a) Sri Babui Kisku
 - b) Sri Debasis Roy
 - c) Sri Sarat Kumar Paridha
 - d) Sri Laltu Dey
 - e) Sri Rabi Hembram
4. Apart from the persons stated at Para 3 above, 2 (two) members of the staff, one each from Upacharya's Secretariat and Registrar's Chamber as may be nominated and directed by the Deputy Registrar & C.S. to Vice-Chancellor and the Registrar respectively, will open the office and receive mail from the Core Cell every day.
 5. The personnel mentioned at 3 & 4 above will receive the Dak and take all sorts of measures to place the important letters / communications and matters which require urgent attention of the Upacharya and the Registrar. They will also arrange for placing the Dak to the Upacharya and the Registrar during holidays.

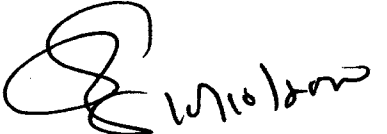
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6. All Adhyakshas of Bhavanas and Heads of the Academic Departments, Centres, Administrative Offices etc. are requested to ensure that electric points in classrooms and offices are switched off and that all the rooms, gates and entry-points are properly locked during the Saradabakas.
7. Written permission of the concerned Adhyaksha of the Bhavana and / or the Head / In-Charge of the Department /Centre concerned is mandatory, if any one is desirous of using the facilities available at the Department /Centre for genuine academic & administrative reason only to avoid any untoward incident during the Saradabakas.
8. The maintenance staff of the Electrical and Water Supply of the Engineering Section will also take all possible immediate measures for restoring and maintaining normalcy in case of any problem.

All concerned are hereby requested to comply with this office order.


This issues with the approval of the competent authority

Memo No. Admn/G/H.6/1599
Date : 10th October, 2020


Registrar (Acting)
Visva-Bharati

Copy forwarded for information and taking necessary action to :

1. All Directors / Adhyakshas of Bhavanas/Vibhagas
2. All Heads of the Departments /Centres/Administrative offices
3. Dean of Students Welfare
4. Proctor
5. Librarian (Acting)
6. Chief Medical Officer, P.M. Hospital
7. Prof.-in-charge of Security, V.B
8. All Joint Registrars/Deputy Registrars /Assistant Registrars / Section Officers
9. University Engineer
10. Deputy Registrar & C.S to Vice-Chancellor
11. Hindi Officer, Raj Bhasha Cell-To translate it into Hindi and upload it in the University Website.
12. All Superintendents / Wardens of Hostels of the University
13. P.A to Registrar
- ✓ 14. University Web-Master- for uploading it in the University Website


Registrar (Acting)
Visva-Bharati