



Visva-Bharati
Santiniketan

URGENT & IMPORTANT

OFFICE ORDER

This is for information of all concerned that the following arrangements be ensured during the ensuing Saradabakas (Autumn recess)-2019:

1. The Chief Security Officer(Officiating) is directed to be prepared for any unforeseen incident or hazard like fire, theft, vandalism, etc. Notification may 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 directed 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 Chief Security Officer(Officiating) 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 also be kept informed from time to time to seek necessary assistance.

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.
3. Core Cell in the Central Office :

Core Cell consisting of the following members of the staff /re-engaged /former employee / non-permanent worker of the General Section will remain present during the period from 04.10.2019 to 13.10.2019:

- a) Sri Babui Kisku
- b) Sri Sarat Kumar Paridha
- c) Sri Laludas Bairagya
- d) Sri Rabi Hembram

4. Apart from the persons stated at Para 3 above, 2 (two) members of the staff, one each from Upacharya's Office and Registrar's Chamber as may be nominated and directed by the 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.

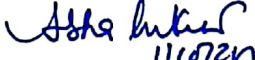
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6. All Adhyakhas and Heads of the academic Departments, Centres, Bhavanas, Offices etc. are requested to ensure that electric points in class-rooms and offices are switched off and that all the rooms, gates and entry-points are properly locked during 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 body 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 the above.

This issues with the approval of the competent authority

Memo No. Admn/G/H.6/
Dated : 29th September, 2019


11/07/2019
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
3. Dean of Students Welfare
4. Proctor
5. Chief Medical Officer, P.M. Hospital
6. Faculty-in-Charge of Security, V.B
7. All Joint Registrars/Deputy Registrars /Assistant Registrars / Section Officers
8. University Engineer
9. Deputy Registrar & C.S to Vice-Chancellor
10. Chief Security Officer (Officiating)
11. All Superintendents / Wardens of Hostels of the University
12. P.A to Registrar
13. University Web-Master- for uploading it in the University Website