



VISVA-BHARATI  
SANTINIKETAN

OFFICE ORDER

URGENT & IMPORTANT

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

1. The Chief Security Officer is directed to be prepared for any unforeseen incident or hazards like fire, theft, vandalism or other. 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 holiday. 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 shall remain present at Santiniketan during 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 his control to attend the office.
3. Core Cell in the Central Office.

Core cell consisting of following staff members of General Section will remain present during the period from 07.10.2016 to 15.10.2016 on payment of REW as per rules.


- a) Sri Babui Kisku, Senior Assistant
  - b) Sri Nidhiram Banerjee, Junior Office Asstt.-cum-Typist
  - c) Sri Lalu Das Bairagya, Peon
  - d) Sri Rabi Hembram, outsourced worker from Mahadal
4. Apart from the persons stated at para 3 above, 2(two) staff members one each from Upacharya's Office & 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 the mail from Core cell every day.
  5. The staff-members 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.

[Contd .....P / 2]

6. All Heads of the Academic Departments, Centres, Bhavana Offices etc. are requested to ensure that electric points in the class-rooms, offices are switched off and all the rooms, gates, entry-points are properly locked during the Saradavakas.
7. Written permission of the concerned Adhyaksha of the Bhavana and / or the Head / In-Charge of the Department / Centre concerned is mandatory, if anybody is desirous of using the facilities available at the Department / Centre for genuine academic & administrative reason only to avoid any untoward incident during the Saradavakas.
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 reported.

All concerned are hereby requested to comply with the above.

Memo No. Admn/G/H.6/699  
Dated : 3<sup>rd</sup> October, 2016

  
Registrar (Acting)  
Visva-Bharati,  
**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 / Centre
3. Dean of Students' Welfare
4. Proctor
5. Chief Medical Officer
6. All Joint Registrars / Deputy Registrars / Assistant Registrars / Section Officers
7. University Engineer
8. Chief Security Officer
9. C.S. to Vice-Chancellor
10. Asstt. Registrar, Office of the Pro-Vice Chancellor
11. P.A to Registrar
12. All Superintendents / Wardens of Hostels of the University
13. University Web-Master – for uploading it in the University Website