

विश्वभारती
VISVA-BHARATI



PUBLISHING DEPARTMENT

OFFICE ORDER
RABINDRA JANMOTSAVA SALES 2022

The concessional sale period of Visva-Bharati Publications will be observed on the occasion of **161st Rabindra Janmotsava 2022**. It has been decided to sell the Granthana-Vibhaga Publications and other books handled by Granthana Vibhaga at the rates of discount specified below as per following date and time schedule (Except Saturday, Sunday and Govt. Holiday from 10.30 a.m. to 5.30 p.m.)

- A) Special Agents (from V.B.G.V. Office) : 09 May to 24 May 2022
B) Local Booksellers (from V.B.G.V. Office / Shops) : 09 May to 24 May 2022
C) General customer & staff/Student of V.B. (from V.B.G.V. Office / Shops) : 09 May to 24 May 2022
and Educational Instituted /Libraries

Buyer	Visva-Bharati Publication	UBS Publishers & Distributors	Rabindra Rachanavali (Popular Edition)
Special Agents	35%	30%	30%
Book Sellers	30%	25%	25%
Staff & Students of VB	30%	25%	25%
General Customers	15%	15%	20%
Educational Institutes and Libraries	20%	20%	20%

Concessional Credit Sale of books to the staff members of Visva-Bharati will be made from V.P Sales counter at Visva-Bharati Granthana Vibhaga Office only. In-Charge of bookshops, GV will send requisition of Books to Store-cum-V.P Unit, VBGV for Concessional Cash Sale at the Sale Counters.

Following period is specified for sale of books in connection with **Rabindra Janmotsava**:

College Square Book Shop : 2, Bankim Chatterjee Street, Kolkata- 700073

Whole-sale and Retail Sale : From 09 May to 24 May 2022

Santiniketan Bipani: Chatak Building, Santiniketan (Beside Public Relations Office)

Whole-sale and Retail Sale : From 09 May to 24 May 2022

Sri Susanta Das (Inventory Manager, Store & V.P.), Sri Asish Dey (Sales Section) and Sri Tapan Dey (Store / Sales Section) will prepare Cash-memos, Statements and will do other connected works related to Credit & V. Invoice Sale.

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(2)

Sri Sovon Lahiri will receive books from store and will arrange for packing of books etc. **Two temporary Porters** will also do the work of packing & dispatching the consignment and other connected works.

An Advance of Rs.10,000/- (Rupees ten thousand) only will be kept in the custody of **Sri Susanta Das** to defray expenses for booking consignments of books during the Janmotsava Concessional Sale period.

Delivery of books from Store to V.P. Unit

All orders (Cash & Credit) will be forwarded to **Sri Susanta Das** (Section Officer, Store & V.P. Unit) for execution. He is given the responsibility of ascertaining the stock position of individual title. Availability of particular title will be marked by him on the orders. He will also arrange for replenishing stock from other godowns to the main godown as and when necessary.

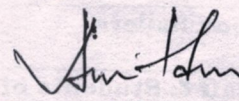
Sri Tapan Dey will arrange for delivery of books to the V.P. Unit against requisition and also for retail sales after careful checking under the guidance of **Sri Susanta Das**. He will also arrange for delivery of books to the Booksellers and to the Special Agents against DD/ Online Transaction after careful checking of Bank Challan by Accounts Section, VBGV.

Credit sale facility to Visva-Bharati Staff members [Guidelines attached] :

The Permanent Staff members of Visva-Bharati will be entitled to a credit facility up to **15,000/-** (Rupees fifteen thousand) only which will be deducted from their salary in 10 (Ten) installments. The purchase of books will be limited to maximum of five copies of a particular Title. One set of Rabindra Rachanavali Popular Edition will also be available on Credit (within the mentioned Credit facility of Rs. 15,000/- only).

Staff members are requested not to avail leave during Rabindra Janmotsava Sales period except prior approval from the Competent Authority of VBGV.

Date: 29th April, 2022
Granthana Vibhaga, Kolkata-700017


Director (Offg.)
Granthana-Vibhaga
Visva-Bharati

29/4/2022

Copy to:

1. Joint Registrar (Accounts), VB
2. C.S to Vice-Chancellor, VB
3. Deputy Registrar (Administration), VB
4. Assistant Registrar, GV
5. Security Officer, VB
6. Section Officer (Production), GV
7. Section Officer (Establishment), GV
8. Section Officer (A/c), GV
9. Section Officer (Sales), GV
10. Section Officer (Store/V.P. Unit), GV
11. P.A to Registrar, VB
12. P.A to Director, GV
13. In-charge Shop No.1, College Square, Kol-73
14. In-charge Shop No.2, Bidhan Sarani, Kol-06
15. In-charge Shop No.3, Santiniketan
16. Cashier, GV
17. Sri Asish Dey, ECW, GV
18. Sri Tapan Dey, ECW, GV
19. Sri Sovon Lahiri, ECW, GV
20. Office file

21. University Web Master: *With a request to upload it in the University Website*

परिचालक (ग्रन्थविभाग, विश्वभारती)
अभिधानक (ग्रन्थविभाग, विश्वभारती)
Director (Publishing Dept. Visva-Bharati)

विश्वभारती
VISVA-BHARATI



PUBLISHING DEPARTMENT
6 A.J.C Bose Road, Kolkata-700017

**Guide Lines For Purchasing Books On Credit During
Rabindra Janmotsava-2022**

Any permanent employees of Visva-Bharati posted at Santiniketan / Sriniketan / Kolkata will be entitled to avail credit facility not exceeding Rs. 15,000/- (Fifteen thousand) net.

Purchase of books shall be limited to maximum 5 (Five) copies of a particular title (except Rabindra Rachanavali Popular Edition).

One set of Rabindra Rachanavali Popular Edition (Vol. 1 to 18) will also be available on Credit within the mentioned Credit facility of Rs. 15,000/-.

The cost of books will be realized from the pay bill of the employee concerned within the financial year 2022-2023 in 10 (ten) equal monthly installments from May 2022 of within the available months in case of the employee going to retire before 10 months.

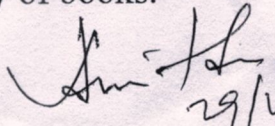
The application forwarded by the Departmental Head with a complete list of books along with current pay slip should be submitted for purchasing Granthana Vibhaga Publications.

No supplementary list will be entertained.

The employee concerned will be required to collect books from Visva-Bharati Granthana Vibhaga at 6, A.J.C Bose Road, Kolkata-700017 personally (*with original Employee ID Card of VB*) on giving a proper receipt in proof of the Delivery of books.

Date: 29th April, 2022

Place: Kolkata


29/4/22
Director (Offg.)
Granthana Vibhaga
Visva-Bharati

परिचालक (ग्रन्थविभाग, विश्वभारती)
পরিচালক (গ্রন্থবিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Visva-Bharati)