

Visva-Bharati Granthana Vibhaga
Kolkata

GUIDE LINE FOR PURCHASING BOOKS ON CREDIT DURING
RABINDRA PRAYAN 2019

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 R.R. Popular Edition).

Rabindra Rachanavali Popular Edition One set (vol.1 to 18) on credit.

The cost of books will be realized from the pay bill of the employee concerned within the financial year 2019-2020 in 10 equal monthly installments from May 2019 or within the available months in case of the employee going to retire before 10 months.

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

No supplementary list will be entertained.

The employee concerned will be required to collect books from Visva-Bharati Granthana Vibhaga, Kolkata personally on giving a proper receipt in proof of the delivery of books.

Kolkata
16 April 2019

[Handwritten Signature]
16/4/19.

Director(Offg.)
Visva-Bharati Granthana Vibhaga

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16/4/19.