



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):

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 at Santiniketan during Autumn recess.

All Offices especially the academic departments and hostel 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 Head 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 20.10.2015 to 28.10.2015 on payment of REW as per rules.

- a) Sri Sarat Kumar Paridha, Senior Assistant
- b) Sri Nidhiram Banerjee, Jr. Office Assistant-cum-Typist
- c) Sri Lalu Das Bairagya, Peon

4. Apart from staff members 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.

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6. All the 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.

Memo No. Admn/G/H.6/509
Dated : 16th October, 2015


Registrar (Acting)
Visva-Bharati

Copy forwarded for information and taking necessary action to :

1. All Provosts / 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
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