




Visva-Bharati
Santiniketan

NOTIFICATION

The undersigned is directed to convey for information of all concerned that the concessional sale period of Visva-Bharati Publications will be observed on the occasion of 74th Rabindra Prayan 2015 as communicated by the Director, Granthana Vibhaga, Kolkata.

The time schedule of concessional sale period along with rates of discount on Granthana Vibhaga publications is enclosed herewith for information.

No. Admn./G/D.21/ 315
Dated : 01.08.2015
Enclo : as above


Joint Registrar
(Establishment)
Visva-Bharati

Copy to :

1. Pro-Vice Chancellor / All Provosts / Directors /Principals of all Bhavanas / Vibhagas
2. Director, Granthana Vibhaga, Kolkata
3. All Heads of academic & non-academic Departments / Centres / Offices
4. Dean of Students Welfare
5. Proctor
6. Controller of Examinations
7. Finance Officer
8. All Joint Registrars / Deputy Registrars / Assistant Registrars
9. CS to Vice-Chancellor
10. PA to Registrar
11. University Webmaster : to upload it in the University website
12. Shri B. Kisku, General Section, Visva-Bharati



**VISVA-BHARATI
PUBLISHING DEPARTMENT**

OFFICE ORDER

RABINDRA PRAYAN SALES 2015

The concessional sale period of Visva-Bharati Publications will be observed on the occasion of 74th Rabindra Prayan 2015. It has been decided to sell the Granthana-Vibhaga Publications and other books handled by this department at the rates of discount specified below as per following time schedule:

- | | |
|---|-------------------------------|
| i. District Special Agents. Mofussil Book sellers etc.
(Books are to be sent through Road Transport) | : August 04 to 18 August 2015 |
| ii. Local Special Agents | : August 04 to 18 August 2015 |
| iii. Local Booksellers (from our Bookshop) | : August 06 to 20 August 2015 |
| iv. General customer & staff members of V.B. | : August 08 to 22 August 2015 |

GranthanVibhaga Publication, Rabindra Bhavana Publication, Research Publication,		UBS Publishers & Distributors.	RRP (Edition).
i) All Special Agents	35%	30%	30%
ii) All Booksellers	30%	30%	30%
iii) Staff & Students of V.B	30%	25%	25%
iv) General Customers	15%	25%	20%
v) Educational institutions & Public libraries	20%	20%	20%

N.B.R.R popular Edition Vols.1-18 be sold to General customers @ Rs. 4000.00 allowing 20% discount i.e. Rs.3200.00 per set, loose vol. will not be sold.

Concessional credit sale of books to the staff members will be made from V.P sales counter only. Staff members of the bookshops will send list of books to Store-cum-V.P unit. Concessional Cash Sale to staff members will however be made from Bookshop No.1, Book shop no2. and Santiniketan Bipani at Santiniketan if necessary.

Following period is noted below in connection with Rabindra Prayan sales :

College Square bookshop :

- | | |
|----------------|------------------------------------|
| a) Whole-sale | : From 06 August to 20 August 2015 |
| b) Retail sale | : From 08 August to 22 August 2015 |

Bidhan Sarani Book Shop:

- a) Whole-sale : From 06 August to 20 August 2015
- b) Retail sale : From 08 August to 22 August 2015

Santiniketan Bipani

- a) Whole-sale : From 06 August to 20 August 2015
- b) Retail sale : From 08 August to 22 August 2015

Credit & V.P. Sales & other connected works i.e. preparation of sales statements, writing of forwarding notes, arranging dispatch of the consignments of supplies etc, the following arrangements have been made:

Sri Susanta Das (Section officer).

Sri Prabir Raha They will prepare cash-memos, Credit & V.P. invoices, sale statements and do other connected works.
Sri Asish Dey
Sri Kalyanjit Debnath
Sri Birendra Ram Receiving of books from store, arrangements for dispatching the consignment
Sri Tapan Dey packing & and other connected works.
One temporary coolie

A temporary imprest of Rs.10,000.00(Rupees Ten Thousand) only will be kept in the custody of Sri Susanta Das (which will be paid him on 03.08.2015) to defray expenses for booking consignments of books during the Rabindra Prayan Concessional Sale period.

Delivery of books from Store to V.P. unit.

Sri Susanta Das (Section officer Store V.P. unit)

All orders (cash & credit) are to be forwarded to him before execution for ascertaining the stock position of individual title. Availability of particular title will be marked by him on the orders.

He will arrange to take delivery of books after checking from the Binders and issue usual receipts to them and made entries in the Day book and Binders' Registers.

He will 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 books for retail sales after careful checking under the guidance of Sri Susanta Das and he will also arrange for delivery of books to the booksellers and the Special Agents against cash sales and shops after careful checking.

Staff members including hired coolies working if necessary not less than two hours after normal working hours for extra works at sale Emporia book shop no1, book shop no2, book shop no3 &

Store-cum-V.P. Unit, in connection with Rabindra Prayan concessional sale. They will be entitled to Tiffin Allowance @ 40/- per head per day. Proper records are to be maintained by the In-charge concerned of the Section.

Credit facility to Staff members

The permanent members of the staff (including staff-members of Santiniketan and Sriniketan) will be entitled to a credit facility up to 15,000/- (Rupees fifteen thousand). But the purchase of books shall be limited to maximum of five copies of a particular title. Rabindra Rachanavali Popular Edition one set shall also be available on credit.

Staff members are requested not to avail themselves of leave during Rabindra Prayan Sales period except on unavoidable circumstances.

25 July 2015

c.c.to: Registrar. V.B.

Office Order file

Dy. Manager (Prod)

Administrative Officer

P.A to Adhyaksha G.V

Section Officer(Est)

Section Officer(A/c)

Section Officer(Sales)

Section Officer(Store/V.P. Unit)

In-charge. Shop No.1

In-charge. Shop No.2

In-charge Santiniketan Bipani

Cashier

Sri Susanta Das

Sri Prabir Raha

Sri Kalyanjit Debnath

Sri Shyamal Kabiraj

Sri Mashiur Rahaman

Sri Subhendu Kanji

Sri Birendra Ram

Sri Asish Dey

Sri Tapan Dey

Sri Sovon Lahiri

Sri Manoronjon Ganguly

Sri Supratim Bhattacharya



Director

Visva-Bharati Granthana-Vibhaga



Visva-Bharati Granthana Vibhaga
Kolkata

GUIDE LINE FOR PURCHASING BOOKS ON CREDIT DURING
RABINDRA PRAYAN 2015

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 2015-2016 in 7 equal monthly installments from August 2015 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
25 July 2015


Director
Visva-Bharati Granthana Vibhaga

