

**Visva-Bharati Granthana Vibhaga
Kolkata**

**GUIDE LINE FOR PURCHASING BOOKS ON CREDIT DURING
RABINDRA JANMOTSAV 2016**

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.

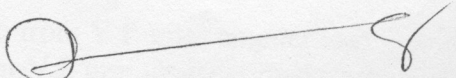
The cost of books will be realized from the pay bill of the employee concerned within the financial year 2016-2017 in 10 equal monthly installments from May 2016 or within the available months in case of the employee going to retire before 10 months.

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
23 April 2016


Director
Visva-Bharati Granthana Vibhaga



VISVA-BHARATI
PUBLISHING DEPARTMENT

Serial No. 2

OFFICE ORDER
RABINDRA JANMOTSAV SALES 2016

The concessional sale period of Visva-Bharati Publications will be observed on the occasion of 155 Rabindra Janmotsav 2016. 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:

District Special Agents. Mofussil Book sellers etc.	03 May to 23 May 2016
(Books are to be sent through Road Transport)	
Local Special Agents	: 03 May to 23 May 2016
Local Booksellers (from our Bookshop)	: 05 May to 26 May 2016
General customer & staff members of V.B.	: 07 May to 27 May 2016

Granthana Vibhaga Publication,
Rabindra Bhavana Publication,
Research Publication,

RRP (Edition),
UBS Publishers & Distributors.

All Special Agents	35%	30%
All Booksellers	30%	25%
Staff & Students of V.B	30%	25%
General Customers	15%	15%
Educational institutions & Public libraries	20%	20%

N.B.R.R popular Edition Vols.1-18 be sold to General customers @ Rs. 4500.00 allowing 20% discount i.e. Rs.3600.00 per set.

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, 2 and Santiniketan Bipani at Santiniketan if necessary.

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

College Square bookshop :

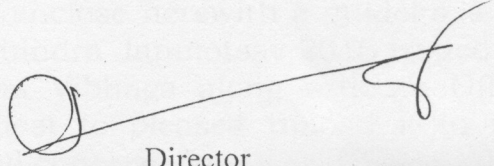
Whole-sale	: From 05 May to 25 May 2016
Retail sale	: From 07 May to 27 May 2016

Staff members including hired coolies working not less than two hours after normal working hours for extra works at sale Emporia book shop no1,2 3 & Store-cum-V.P. Unit, in connection with Rabindra Janmotsava 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 Janmotsava Sales period except on unavoidable circumstances.



Director

Visva-Bharati Granthana-Vibhaga

23 April 2016

c.c.to: P.A. to Director

Office Order file

Dy. Manager (Prod)

Administrative Officer

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 Biplani

Cashier

Sri Susanta Das

Sri Birendra Ram

Sri Asish Dey

Sri Tapan Dey

Sri Sovon Lahiri

Sri Manoronjon Ganguly

Sri Supratim Bhattacharya