

URGENT & IMPORTANT

विश्वभारती  
**VISVA-BHARATI**



SANTINIKETAN

OFFICE ORDER

This is for information of all concerned that the following arrangements shall be ensured during the ensuing Saradabakas (Autumn recess) -2022 :

- 1 The In-charge, Security is directed to be prepared for any unforeseen incident or hazards like fire, theft, vandalism etc. 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 In-charge, Security shall remain present at Santiniketan during the Autumn recess.  
All Offices especially the academic Departments and hostels 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, if required.
2. The Security Personnel posted at the Central Administrative building will receive the letters / various communications from Post Office / Courier service etc. and send the same to C.S. to Upacharya and P.A to the Registrar. They will arrange to place the same to the Upacharya and the Registrar as the case may be.
3. All Adhyakshas of Bhavanas and Heads of the Academic Departments, Centres, Administrative Offices etc. are requested to ensure that electric points in class-rooms and offices are switched off and all the rooms, gates and entry-points are properly locked during the Saradabakas.
4. Written permission of the concerned Adhyaksha of the Bhavana and/or the Head/In-Charge of the Department/Centre concerned is mandatory, if any one is desirous of using the facilities available at the Department/Centre for genuine academic & administrative reason only to avoid any untoward incident during the Saradabakas.

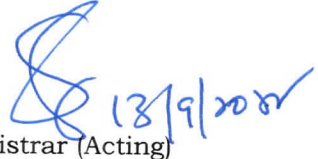
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5. The maintenance staff of the Electrical and Water Supply of the Engineering Section will also take all possible immediate measures for restoring and maintaining normalcy in case of any problem.

All concerned are hereby requested to comply with this office order.  
This issues with the approval of the competent authority.

Memo No. Admn/G/H.6/497  
Date : 13.09.2022

  
Registrar (Acting)  
Visva-Bharati

Copy forwarded for information and taking necessary action to :

1. All Directors / Adhyakshas of Bhavanas / Vibhagas
2. All Heads of the Departments / Centres / Administrative Offices
3. Dean of Students Welfare
4. Proctor
5. Librarian (Acting), Central Library
6. Chief Medical Officer (In-Charge), P.M. Hospital
7. All Joint Registrars / Deputy Registrars / Assistant Registrars / Section Officers
8. University Engineer
9. Joint Registrar & Confidential Secretary to the Vice-Chancellor
10. In-charge, Security
11. All Superintendents / Wardens of Hostels of the University
12. P.A to Registrar
13. University Web-Master-To upload it in the University Website.