



**OFFICE ORDER**

This is for information of all concerned that the following arrangements shall be ensured during Saradabakasha (Autumn Recess)-2026:

1. The In-charge, Security shall remain 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 will 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.
2. The Security Personnel posted at the Security Camp of Central Administrative building will receive letters/various communications from Post Office/Courier service etc. and send the same to Joint Registrar & Confidential Secretary to Upacharya and P.A. to the Registrar/Section Officer, Registrar's Office.
3. Adhyakshas of Bhavanas and Heads/In-charge of 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 Saradabakasha.
4. Written permission of the concerned Adhyaksha of the Bhavana and/or the Head/In-charge of the Department/Centre concerned is mandatory, if anyone is desirous of using the facilities available at the Department/Centre for any genuine academic and administrative reason only to avoid any untoward incident during the Saradabakasha.
5. The maintenance staff of the Electrical and Water Supply wings of the Engineering Section will also take all possible immediate measures for restoring and maintaining normalcy in case of any problem.

No: Admn./G/O-2/425

Date: 14.10.2026

*16/10/2026*

Registrar  
Visva-Bharati

कुलसचिव  
विश्वभारती  
Registrar  
Visva-Bharati

Copy forwarded for information and necessary action to:

1. All Directors/Adhyakshas of Bhavanas/Vibhagas
2. All Heads of the Departments/Centres/Administrative Offices/Sections
3. Dean of Students Welfare
4. Proctor
5. Librarian, Central Library

6. Chief Medical Officer, P.M. Hospital
7. All Joint Registrars/Deputy Registrars/Assistant Registrars/Section Officers
8. Joint Registrar & C.S. to Vice-Chancellor, Visva-Bharati
9. Professor In-charge, Engineering Section
10. Professor In-charge, Security
11. All Superintendents/Wardens of Hostels of the University
12. Section Officer, Registrar's Office
13. University Web-Master – To upload it on the University Website.