

**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) -2021 :

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. All Heads of Offices in the Administrative Building are requested to nominate one or two staff members under his control to attend the office during the Autumn Recess.

3. **Core Cell in the Central Office.**

Core Cell consisting of the following staff members of the Office of the Administration will be discharging duties during the Saradabakas:

- a) Sri Babui Kisku
- b) Sri Debashis Roy
- c) Sri Laltu Dey
- d) Sri Rabi Hembram

4. Apart from the persons stated at para 3 above, 2(two) members of the staff, one each from Upacharya's Secretariat and Registrar's chamber as may be nominated and directed by the Deputy Registrar & Confidential Secretary to Vice Chancellor and the Registrar respectively, will open the office and receive mail from the Core Cell every day.

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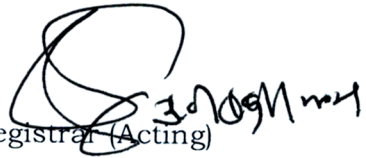
5. The personnel mentioned at 3 & 4 above will receive the Dak and take all sorts of measures to place the important letters/communications and matters which require urgent attention of the Upacharya and the Registrar. They will also arrange for placing the Dak to the Upacharya and the Registrar during holidays.
6. All Adhyakshas of Bhavanas and Heads of the Academic Departments, Centres, Administrative Offices etc. are requested to ensure that electric points in classrooms and offices are switched off and all the rooms, gates and entry-points are properly locked during the Saradabakas.
7. 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.
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.

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.6/329

Date : 23.09.2021

  
Registrar (Acting)  
Visva-Bharati

Copy forwarded or 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. Deputy 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- for uploading it in the University Website