



VISVA-BHARATI  
SANTINIKETAN

**NOTIFICATION**

The undersigned is directed to convey for information of all concerned that as per the communication made by the Director, Granthana Vibhaga, Kolkata, concessional sale of Visva-Bharati publications will be observed on the occasion of 154<sup>th</sup> Rabindra Janmotsava 2015 according to the time schedule and rates specified in the attached office order No.3 dated 20 April, 2015 issued by Granthana Vibhaga.

Memo No. Admn./G/P.7.1/79

Date: May 08, 2015

Enclo: As stated

Joint Registrar  
(Etab. & Admn.)

Copy to:

1. Pro-Vice-Chancellor/All Provosts/ Directors/Principals of all Bhavanas/Vibhagas
2. All Heads of Departments/Centres/Offices
3. Controller of Examinations
4. Finance Officer
5. All Joint Registrars/Deputy Registrars/Internal Audit Officer/Assistant Registrars
6. Chief Medical Officer/Chief Security Officer/University Engineer
7. C.S. to Vice-Chancellor
8. P.A. to Registrar
9. Hindi Officer – to translate it into Hindi and upload in the University website.
- ✓ 10. University Webmaster – to upload it in the University website





Serial No.3

**VISVA-BHARATI  
PUBLISHING DEPARTMENT**

**OFFICE ORDER**

**RABINDRA JANMOTSAV SALES 2015**

The concessional sale period of Visva-Bharati Publications will be observed on the occasion of 154<sup>th</sup> Rabindra Janmotsav 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.<br>(Books are to be sent through Road Transport) | : May 05 to 26 May 2015 |
| ii. Local Special Agents  | : May 05 to 26 May 2015 |
| iii. Local Booksellers (from our Bookshop)  | : May 07 to 28 May 2015 |
| iv. General customer & staff members of V.B.  | : May 09 to 30 May 2015 |

**Granthana Vibhaga Publication,  
Rabindra Bhavana Publication,  
Research Publication,**

**RRP (Edition),  
UBS Publishers & Distributors.**

i) All Special Agents	35%	30%
ii) All Booksellers	30%	25%
iii) Staff & Students of V.B	30%	25%
iv) General Customers	15%	15%
v) Educational institutions & Public libraries	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.

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 and Santiniketan Bipani at Santiniketan if necessary.

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

**College Square bookshop :**

- |                |                              |
|----------------|------------------------------|
| a) Whole-sale  | : From 07 May to 28 May 2015 |
| b) Retail sale | : From 09 May to 30 May 2015 |

**Santiniketan Bipani**

- |               |                              |
|---------------|------------------------------|
| a) Whole-sale | : From 07 May to 28 May 2015 |
|---------------|------------------------------|



Credit & V.P. Sales & other connected works i.e. preparation of sales statements. Writing of forwarding notes. Arranging despatch of the consignments. Checking of supplies etc. the following arrangements have been made:

Sri Susanta Das (Section officer)  
Sri Prabir Raha  
Sri Asish Dey  
Sri Kalyanjit Debnath

They will prepare cash-memos.  
Credit & V.P. invoices. Sale-  
Statements and do other connected works.

~~Sri Subhendu Kanji~~  
Sri Birendra Ram  
Sri Tapan Dey  
One temporary coolie

Receiving books from store, arrangements  
for packing & dispatching the consignment  
and other connected works.

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 04.05.2015) to defray expenses for booking consignments of books during the Janmotsava Concessional Sale period.

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

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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 not less than two hours after normal working hours for extra works at sale Emporia book shop no1, book shop no3 & 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**

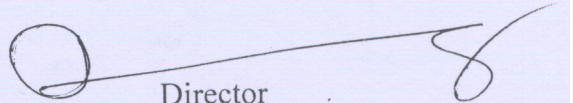
The permanent members of the staff (including staff-members of Santiniketan and Sriniketan will be entitled to a credit facility up to 15,000/- (Rupees fifteen thousand) But the purchase of



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.

April  
20 ~~May~~ 2015

  
Director  
Visva-Bharati Granthana-Vibhaga

c.c.to:

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 Santiniketan Bipani  
Cashier  
Sri Susanta Das  
Sri Prabir Raha  
Sri Kalyanjit Debnath  
Sri Shyamal Kabiraj  
Sri Subhendu Kanji  
Sri Birendra Ram  
Sri Asish Dey  
Sri Tapan Dey  
Sri Sovon Lahiri  
Sri Manoronjon Ganguly  
Sri Supratim Bhattacharya



Sales/238

Visva-Bharati Granthana Vibhaga  
Kolkata

GUIDE LINE FOR PURCHASING BOOKS ON CREDIT DURING  
RABINDRA JANMOTSAV 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 10 equal monthly installments from May 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 be 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  
20 ~~May~~ 2015  
April

  
Director  
Visva-Bharati Granthana Vibhaga