



বিশ্বভারতী  
विश्वभारती  
Visva-Bharati



आचार्य: श्री नरेंद्र मोदी  
ACHARYA (CHANCELLOR)  
SHRI NARENDRA MODI

संस्थापक: रवीन्द्रनाथ ठाकुर  
Founder: Rabindranath Tagore

उपाचार्य: प्रोफेसर विद्युत चक्रवर्ती  
UPACHARYA (VICE-CHANCELLOR)  
PROF. BIDYUT CHAKRABARTY

**URGENT & IMPORTANT**

No. – VB/WW/ 118 /23-24

3rd October' 2023

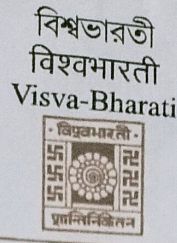
**OFFICE ORDER**

This is for information of all concerned that the following arrangements shall be ensured during the ensuing Saradabakas (autumn recess) 2023:-

1) All Directors / Adhyakshas of Bhavanas / Vibhagas, Proctor, All Heads of the Departments / Centres, University Engineer, Joint Registrar (Estate), Visva-Bharati are requested to pass necessary instructions to the appropriate Officials / In-charge to be prepared for any unforeseen incident or hazards like fire, theft etc. Notification may be issued to all concerned for closing of windows, locking of doors, shutting down of all electrical equipments properly before leaving for holiday. All Offices especially the academic Departments and hostels should be properly checked so as to avoid any kind of untoward incident.

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সংস্থাপক: রবীন্দ্রনাথ ঠাকুর  
Founder: Rabindranath Tagore

আচার্য: শ্রী নরেন্দ্র মোদী  
ACHARYA (CHANCELLOR)  
SHRI NARENDRA MODI

উপাচার্য: প্রফেসর বিদ্যুত চক্রবর্তী  
UPACHARYA (VICE-CHANCELLOR)  
PROF. BIDYUT CHAKRABARTY

(2)

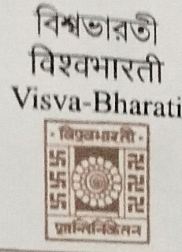
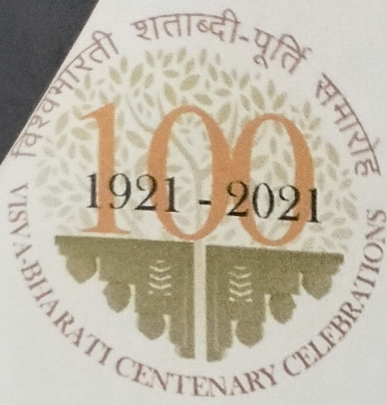
**2)** All Adhyakshas of Bhavanas and Heads of the Academic Departments, Centres, and Administrative Officers / Offices etc. are requested to ensure that electric points in class-rooms and offices are switched off and all the rooms, gates and entry-points are properly locked during the Saradabakas. Written 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 genuine academic & administrative reason only to avoid any untoward incident during the Saradabakas (autumn recess 2023).

**3)** Section Officer, Watch & Ward Section, Visva-Bharati shall remain present at Santiniketan during the autumn recess 2023.

**4)** All Security Supervisors and Security Guards of Watch & Ward, Visva-Bharati and the Site In-Charge, General Security & Information Service, Visva-Bharati Site is directed to be present within 5 km. of Santiniketan during the autumn recess 2023 and 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 Police should also be kept informed from time to time to seek necessary assistance, if required.

.....Contd. P/3





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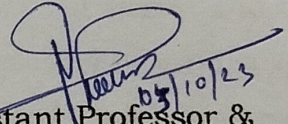
उपाचार्य: प्रोफेसर विद्युत चक्रवर्ती  
UPACHARYA (VICE-CHANCELLOR)  
PROF. BIDYUT CHAKRABARTY

(3)

5) The Site In-Charge, General Security & Information Service, Visva-Bharati Site is directed to inform 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 the Confidential Secretary to the Vice-Chancellor and Personal Assistant to the Registrar, Visva-Bharati. They will arrange to place the same to the Vice-Chancellor and the Registrar, Visva-Bharati as the case may be.

6) 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.

  
Assistant Professor &  
In-Charge (Security)  
Visva-Bharati

Copy to:-

- 1) The Registrar, Visva-Bharati;
- 2) Joint Registrar & Confidential Secretary to the Vice-Chancellor, Visva-Bharati;
- 3) The Site In-Charge, General Security & Information Service, Visva-Bharati Site;
- 4) University Web-Master – To upload it in the University Website;