

Sales/office Order / 309

The Registrar
Visva-Bharati
Santiniketan

डॉकेट एवं प्रेषण
साधारण विभाग
विश्वभारती

सं. दिनांक

DOCKET & DESPATCH
GENERAL SECTION
VISVA-BHARATI

No. 1/1952 .Date. 29/07/16

Office of the Registrar
Visva-Bharati

Docket No. 4537

गणित सदन / Computer Centre

विश्वभारती / Visva-Bharati

सारांश सं./Docket No. 54

तिथि/Date 2-8-16

Sub: Credit facility to the staff members of Visva-Bharati to Purchase Visva- Bharati publications, Rabindra Bhavana Publications, including V.B Research Publications, U.B.S. publications during Tagore's 75th Death anniversary, from 8 August 2016 to 22 August 2016.

We are forwarding herewith a copy of Office Order NO.8 dated 25 July 2016 issued from our office regarding concessional sale of books on credit on the occasion of 75th Death Anniversary of Rabindranath Tagore to all Permanent employees of the University.

All permanent staff members of Visva-Bharati will be allowed to purchase books on credit up to a limit not exceeding **Rs.15, 000/-** (Rupees fifteen Thousand) only. Employees posted at Santiniketan and Sriniketan are also entitled to enjoy this facility.

We would, therefore, request you kindly to circulate this among staff members of Santiniketan and Sriniketan so that all applications for credit facility including list of books (**as per enclosed guideline**) required, may reach at our Kolkata Office through respective Head of the Departments/Bhavanas/Sadanahs etc. within **22st August 2016**.

Enclo: i) Our office order No.8 Dt.25 July 2016

ii) Guideline for purchasing books on credit during Rabindra Prayan 2016.

Director
Visva-Bharati
Granthana Vibhaga

To J.R. (Admin.) pl.

① All Directors

② All Principals

③ All Heads of non-academic depts./offices

with request for wide circulation among employees.

20.07.

**Visva-Bharati Granthana Vibhaga
Kolkata**

**GUIDE LINE FOR PURCHASING BOOKS ON CREDIT DURING
RABINDRA PRAYAN 2016**

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 2016-2017 in 7 equal monthly installments from August 2016 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 forwarded by the Departmental Head with current pay slip.

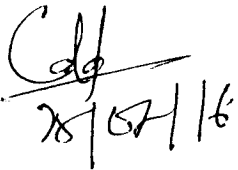
No supplementary list will be entertained.

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
25 July 2016


Director
Visva-Bharati Granthana Vibhaga




28/07/16



**VISVA-BHARATI
PUBLISHING DEPARTMENT**

**OFFICE ORDER
RABINDRA PRAYAN SALES 2016**

The concessional sale period of Visva-Bharati Publications will be observed on the occasion of 75th Rabindra Prayan 2016. 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.
(Books are to be sent through Road Transport) | : August 04 to 18 August 2016 |
| ii. Local Special Agents | : August 04 to 18 August 2016 |
| iii. Local Booksellers (from our Bookshop) | : August 06 to 20 August 2016 |
| iv. General customer & staff members of V.B. | : August 08 to 22 August 2016 |

**GranthanVibhaga Publication,
Rabindra Bhavana Publication,
Research Publication,**

**UBS Publishers
& Distributors.**

RRP (Edition).

i) All Special Agents	35%	30%	30%
ii) All Booksellers	30%	30%	30%
iii) Staff & Students of V.B	30%	25%	25%
iv) General Customers	15%	25%	20%
v) Educational institutions & Public libraries	20%	20%	20%

N.B.R.R popular Edition Vols.1-18 be sold to General customers @ Rs. 4800.00 allowing 20% discount i.e. Rs.3840.00 per set, loose vol. will not be sold.

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, Book shop no2, and Santiniketan Bipani at Santiniketan if necessary.

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

College Square bookshop & Bidhan Sarani book shop

Whole-sale:	From 06 August to 20 August 2016
Retail sale:	From 08 August to 22 August 2016

Cont..

Shop no. 03 Santiniketan book shop (Chatak)

Whole-sale: From 07 August to 20 August 2016 (after inauguration)
Retail sale: From 07 August to 22 August 2016

Credit & V.P. Sales & other connected works i.e. preparation of sales statements, writing of forwarding notes, arranging dispatch of the consignments of supplies etc, the following arrangements have been made:

Sri Susanta Das (Section officer).

Sri Asish Dey He will prepare cash-memos. Credit & V.P. invoices, sale statements and do other connected works.

Sri Birendra Ram Receiving of books from store, arrangements for dispatching the consignment
Sri Tapan Dey packing & and other connected works.

One temporary coolie

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 02.08.2016) to defray expenses for booking consignments of books during the Rabindra Prayan Concessional Sale period.

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

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.

Cont...

Staff members including hired coolies working if necessary not less than two hours after normal working hours for extra works at sale Emporia book shop no1, book shop no2, book shop no3 &

Store-cum-V.P. Unit, in connection with Rabindra Prayan 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 Prayan Sales period except on unavoidable circumstances.



Director

Visva-Bharati Granthana-Vibhaga



25 July 2016

c.c.to:

Office Order file

Joint Registrar (G.V.)

Dy. Manager (Prod)

Administrative Officer

P.A to Adhyaksha G.V

Section Officer(Est)

Section Officer(A/c)

Section Officer(Sales)

Section Officer(Store/V.P. Unit)

In-charge. Shop No.1

In-charge. Shop No.2

In-charge Santiniketan shop

Cashier

Sri Susanta Das

Sri Subhendu Kanji

Sri Birendra Ram

Sri Asish Dey

Sri Tapan Dey

Sri Sovon Lahiri

Sri Supratim Bhattacharya

