



Visva-Bharati Granthana Vibhaga

Office Order

The following Office Order is issued solely for VBGV Guest House purposes:

- i) In addition to the mandatory daily cleaning of VBGV office premises and VBGV Guest House, Kolkata, Sri Janki Rabi Das, ID No. 1988150 will perform his duties regarding guest house cleaning up to 4 pm as and when required by the guests. The same task of cleaning the guest home will be carried out by Sri Rajendra Kumar Das from 4 to 8 p.m., if required. Sri Bijoy Palai will inform Sri Janki Rabi Das and Sri Rajendra Kumar Das about this particular cleaning in accordance with the needs of the visitors.
- ii) No cleaning service will be available from 8pm to 8am the next day.
- iii) Sri Bijoy Palai will notify Sri Rajendra Kumar Das, based on the circumstances, of the need to clean the guest house on weekly off days and other holidays.

Sudip Basu

Director (Officiating)
Visva-Bharati Granthana Vibhaga
Kolkata

परिचालक (ग्रन्थविभाग, विश्वभारती)
পরিচালক (গ্রন্থবিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Visva-Bharati)

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1. Persons concerned
2. All Sectional Heads
3. Office File