



Visva-Bharati Granthana Vibhaga

Notice

All concerned staff members are directed to comply with the below mentioned instructions with immediate effect (Ref: VB/WW/224/25-26 dated 17.09.2025)

1. No employee will be allowed to enter any office premise without wearing/displaying/producing proper ID Card. Security may restrict anybody trying to enter any office premises without proper ID Card.
2. Official papers before throwing to waste must be shredded/ teared to maintain official secrecy. It is to be ensured that all waste papers are shredded daily under adequate supervision. The paper waste may be sent to Shilpa-Sadan for making handmade paper and other product.
3. Before leaving the offices, rooms of responsible officials/Faculties must be locked after ensuring the electrical switches are turned off.
4. All the Bhavana/ Vibhaga/ Building must have adequate Fire Fighting arrangements.
5. In case of any suspicious activity, safety or security hazards observed by any staff/Faculty Member /Out - sourced person, the matter has to reported to the Director or Security Personnel in that proximity.

Siddhartha 19.09.25

Director (Officiating)
Visva-Bharati Granthana Vibhaga
Kolkata

Ref. No.: Est./188
Date: 19.09.2025

परिचालक (ग्रन्थनविभाग, विश्वभारती)
পরিচালক (গ্রন্থনবিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Viava-Bharati)

Copy to: 1. All Sectional Heads
2. PA to Director
3. Office File
4. Security Office
5. Notice Board