



**Visva-Bharati
Granthana Vibhaga**

OFFICE ORDER

It is hereby ordered that the **original keys only** of Room No. 1, 2, and 3 of the Visva-Bharati Granthana Vibhaga Guest House shall be securely kept with the Security Guards (on duty) at the Security Office, Ground Floor of the premises.

The Security Department shall be solely responsible for the following:

1. Safe custody of the original keys at all times.
2. Issuing the keys to guests strictly as per the official allotment records.
3. Ensuring proper verification of guests before handing over the keys.
4. Collecting the keys from guests at the time of their checkout/exit.
5. Maintaining a logbook/register recording the issue and return of keys with relevant details (guest name, room number, date and time of check-in/check-out, signature, etc.).
6. Charging a fine of ₹100/- from the guest in case of loss of key, which must be duly recorded.

All concerned are directed to comply with the above instructions with immediate effect. Any lapse in the execution of this order will be viewed seriously and may invite administrative action.

Sl. No. Est./187
Date: 19.09.2025

Sudip Banerjee 19.09.2025
Director (Officiating)
Visva-Bharati Granthana Vibhaga

परिचालक (ग्रन्थविभाग, विश्वभारती)
प्रिन्टिगलक (ग्रन्थविभाग, विश्वभारती)
Director (Publishing Dept. Visva-Bharati)

Copy to:

1. Security Office (Ground Floor)
2. P.A. to Director
3. All Sectional Heads
4. Office Order file