



Visva-Bharati
Granthana Vibhaga
OFFICE ORDER

This is for the information of all concerned that the following arrangement of duties will be made for the Seminar "Grantha Alamkaran: Itihas Bartaman Ebong Shahisyat" to be held on 30.11.2025 at Visva-Bharati Granthana Vibhaga, Kolkata:

1. Registration Desk – Sourav Ganguly and Sumona Addhya
 2. Welcoming the Guests at VBGV – Dibyendu Paladhi and Supratim Bhattacharya
 3. First floor foyer in front of Vice-Chancellor's Chamber – Swarup Biswas
 4. Payment (T.A. and Honorarium) – Vivek Kumar and Shyamal Das
 5. Tea and Biscuits – Subir Ranjan Das
 6. Lunch – Dibyendu Paladhi (2nd floor foyer) and Subir Ranjan Das (Conference Room)
 7. Seminar Kit, Programme Schedule, Lighting the lamp and water bottle distribution to the guests on stage according to the sessions – Amrita Mukherjee, Srijani Mukherjee and Anjali Kumari
 8. Anchoring/ Compering – Amrita Mukherjee
 9. Assisting in Welcoming the Guests on stage and giving Uttariya – Srijani Mukherjee
 10. Giving of Uttariya – Prof. Sudip Basu
 14. Serving tea, snacks and lunch in the Conference Room under the supervision of Subir Ranjan Das, Dinesh Sarki and Mihir Das will assist
 15. Writing names on Certificates – Asmita Ghosh and Ashis De
 16. Disbursement of Certificates – Sourav Ganguly and Sumona Addhya
 17. Sales Counter at VBGV – Tapan Dey and Ashis De
- 30% discount will be given on all books.

An advance of Rs. 30,000/- may be drawn in favour of Dr. Ashis Pathak, Deputy Manager (Production) for the said seminar on or before 26.11.2025.

All Staff Members of VBGV are requested to be present on 30.11.2025 positively for the ensuing seminar. They are also requested to wear Indian dresses on 30.11.2025.

Sudip Basu

Director

Sl. No. ADH/231
(Officiating)
Date: 19.11.2025
Vibhaga

Visva-Bharati Granthana

Copy to:

1. All Persons concerned
2. All Sectional Heads, Granthana Vibhaga
3. Office File

ব্যবস্থাপক (গ্রন্থাবলিভাগ, বিস্বাভারতী)
ব্যবস্থাপক (প্রস্তুতকরণ, বিস্বাভারতী)
Director (Publishing Dept. Visva-Bharati)