



Publishing Department
OFFICE ORDER

49th International Kolkata Book Fair 2026 at Central Park, Karunamoyee, Kolkata
from 22 January to 03 February 2026

The following arrangements for the sale and display of Visva-Bharati publications have been made for the Visva-Bharati Book Stall of the International Kolkata Book Fair 2026 to be held at Central Park, Karunamoyee, Kolkata.

1. **Dr Ashis Pathak, Deputy Manager, Production & Sales (Offg.)** (ID No. 2014021), will supervise the activities of the entire book stall at the International Kolkata Book Fair, 2026.
2. **Dr Dibyendu Paladhi, Copy Editor** (ID No. 2014013), will be In-charge of the stall and will perform all related duties with the following employees of the department:
 1. Sri Anup Prasad (ID No. 2011045)
 2. Sri Supratim Bhattacharya (ID No. 2009054)
 3. Sri Uttam Kumar Das (ID No. 2008030)
 4. Smt Srijani Mukherjee (ID No. 2023104)
 5. Smt Asmita Ghosh (ID No. 2023054)
 6. Sri Swarup Biswas (ID No. 2023114)
 7. Sri Tapan Dey (ID No. 170)
3. The In-charge, KBF 2026, may engage six daily-rated porters as and when required at the rate of daily wages fixed vide Visva-Bharati Order No.Admn./G/G-15/ dt.10/09/2025.
4. Books and other materials should reach the fairground on 21.01.2026 (afternoon) and be returned on 04.02.2026 by hired vehicle.
5. A reconciliation statement of books shall be submitted within 10 days after completion of the book fair along with all financial adjustments.
6. The working hours of the bookstall will be from 12 noon to 8 p.m. all days, as fixed by the Publishers and Booksellers Guild.
7. A discount of 10% will be given to all general buyers.
8. Discounts for Visva-Bharati employees, students and pensioners will be as follows:
 - a. **Rabindra Rachanavali (Popular Edition) — 20%**
 - b. **All other titles — 30%**
9. A valid original ID card must be produced at the time of purchase of books to avail the above special discount.
10. A car will be hired for the entire duration of the book fair to facilitate the necessary movements of officials required for the smooth running of the stall. The payment for the hired car will be made by the Accounts Section, GV after the receipt of proper GST bill.
11. On account of necessary petty expenses, including payment for porter charges, transportation of books, sales facilities, and basic refreshments (i.e., drinking water, etc.), an amount of Rs. 70,000.00 (seventy thousand only) will be paid to the in-charge, KBF 2026, as an advance on or after 19.01.2026.

12. In addition to that, an amount of Rs. 9000.00 (nine thousand only) will be paid to Sri Swarup Biswas (ID No. 2023114), as an advance on 19.12.2025 to pay the required premium of insurance for books at KBF 2026.
13. In-charge, KBF 2026 It is advised that the cash amount from the day's sales be deposited the following day into the Office Bank account at SBI Shakespeare Sarani Branch, C.A. No. 10937871800, IFSC Code SBIN0003031, SWIFT Code VT BI IN BB OBC, Bank Code 03031. Visva-Bharati Publishing Department, TAN No. CALP00881G/GST: 19CALP008816109. A detailed sale statement and report should be submitted shortly.
14. Due to paucity of personnel, Shop No. 1 will remain closed from 22.01.2026 to 03.02.2026.
15. No employee will take leave during the Book Fair unless there is an emergency need (subject to prior intimation).
16. Permanent staff members will be entitled to TA, DA, and other incidental charges as admissible under existing rules and entitlements.
17. All deputed employees will get compensatory leave in lieu of holidays and other days in which normal work is suspended, as notified by the Visva-Bharati authority during the mela period.

Ref. No. Sales/IKBF/2026/252

Date: 18.12.2025

To

1. Dr Dibyendu Paladhi, In-charge, KBF 2025
2. All Person Concerned

Copy to :

1. Deputy Manager (Production) & Sales (Offg.)
2. P.A. to Director, VBGV
3. Inventory Manager, VBGV – is requested to prepare the books and other necessary articles on or before 22.01.2026.
4. In-charge, Accounts, VBGV
5. In-charge, Establishment, VBGV
6. Cashier (In-Charge), VBGV
7. Office Order File

Sudip Barua 19.12.2025

Director (Offg.)

Visva-Bharati

Publishing Department

परिचालक (ग्रन्थनिर्माण, विश्वभारती)

परिचालक (ग्रन्थनिर्माण, विश्वभारती)

Director (Publishing Dept. Visva-Bharati)