



Publishing Department
OFFICE ORDER

Kalyani Book Fair 2025 (19 to 29 December 2025)

The following order is issued for participation in the Kalyani Book Fair 2025 at Central Park, Kalyani, Nadia, West Bengal from 19 to 29 December 2025. The following officials will proceed to the venue on 18 December 2025 and return on 30 December 2025.

1. Sri Susanta Das (ID No 1988149), will be In-charge of the stall and will look after the entire sale, stock management at the Book Fair ground and will ensure safe cash handling. Sri Tapan Dey, ECW will assist him.
2. One Daily Rated Worker will be engaged for necessary support on daily wages as per Order No.Admn./G/G-15/ dt.10/09/2025.
3. The books and other necessary articles will be carried to the above mentioned venue on 18 December 2025 by hired vehicle. All unsold books and unused stationery items must be returned to the store within 30 December 2025.
4. To meet the expenses, Sri Susanta Das will be entitled to draw an advance on or before 19 December 2025 of Rs.30000/- (Rupees Thirty Thousand only).
5. Sri Susanta Das is advised to deposit cash amount of the day's sale on the very next day to the Office Bank SBI Current Account No.10937871800, IFSC Code SBIN0003031. Detailed Sale Statement and Report should be submitted shortly.
6. Cash sale is allowed and all cash should be received and deposited by permanent staff member only.
7. Adjustment of advance drawn in this connection and Sale Report should be submitted through proper channel in prescribed format within 10 (ten) working days after the fair ends.
8. **Mode of sale should be Cash or Card. UPI mode of payment (either direct mobile transfer or using QR code), will not be acceptable.**
9. A discount of 10% will be given to the all general buyers.
10. Discount for Visva-Bharati employee, student and pensioner will be as follows:
 - a) **Rabindra Rachanavali (Popular Edition) — 20%**
 - b) **All other titles — 30%**

11. Valid original ID Card must be produced at the time of purchase of books to above special discount.
12. No employee will take leave during the above mentioned mela unless there is emergency need (subject to prior intimation).
13. All deputed employee 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/Kalyani Book Fair/2025/249

Date : 16.12.2025

Sudip Das
Director 16.12.25

Visva-Bharati
Publishing Department

To

- 1. Sri Susanta Das, In-charge, Kalyani Book Fair 2025**
- 2. All Person Concerned deputed at Kalyani Book Fair 2025**

মুদ্রণালয় (গ্রন্থ-বিভাগ, বিশ্বভারতী)
মুদ্রণালয় (গ্রন্থ-বিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Visva-Bharati)

Copy to :

1. Deputy Manager (Production) & Sales (Offg.)
2. P.A. to Director
3. Inventory Manager
4. In-Charge, Accounts
5. In-charge, Establishment
6. In-Charge, Cashier
7. Office Order File