

বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI



Publishing Department
OFFICE ORDER

Santiniketan Pous Mela 2025 (23 to 28 December 2025) (Special Sale Counter)

The following order is issued for arrangement of Special Sale Counter at Pous Mela Ground, Santiniketan in the Pous Mela 2025 to be held from 23 to 28 December 2025 and related issues thereof.

The following persons will proceed to Santiniketan on 22/12/2025 and may return to Kolkata Office on or before 30/12/2025 (or later as required):

1. **Dr. Dibyendu Paladhi** (ID No.2014013), will be In-charge of the stall and will perform all related duties with the following employees of the department :
 2. **Sri Supratim Bhattacharya** (ID No.2009054)
 3. **Sri Uttam Kr Das** (ID No. 2008030)
 4. **Sri Swarup Biswas** (ID No.2023114)
 5. **Sri Amit Jaiswal** (ID No.2023247)
 6. **Sri Asis De** (ID-012)
 7. **Two nos. Daily Rated Workers (DRW)**
 8. **Daily Rated Porters, if required**
- 1) Only the stock of the Shop No.3 (Chatak, Santiniketan) will be used for the books and other necessary articles during the entire mela period.
 - 2) Director and Deputy Manager (Production) & Sales (Offg.), VBGV may visit the Special Sale Counter at mela ground as and when required.
 - 3) The Special Sale Accounting will be considered as part and parcel of the sale of Shop No.3 and the cash amount will be deposited to the SBI Account, Santiniketan on very next day as per regular practice.
 - 4) There will be no sale from Shop No.3 during the period of Pous Mela 2025 and that will be used as Back Office-cum-Store.
 - 5) **Dr. Dibyendu Paladhi is authorized to draw an advance of Rs.50,000/- (Rupees Fifty Thousand Only) from the Accounts Section, VBGV to meet the expenditure incurred on account of making insurance of books, porter charges, hiring of furniture if needed, and other promotional materials as well as arrangement of basic refreshment, drinking water etc. as and when required.**
 - 6) Rate of daily rated workers will be as per Order No.Admn./G/G-15/ dt.10/09/2025
 - 7) Permanent staff members will be entitled to get TA & DA and other incidental charges as admissible under extant rules and entitlement.

- 8) 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 mela ends.
- 9) **Mode of sale should be Cash or Card. UPI mode of payment (either direct mobil transfer or using QR code), will not be acceptable.**
- 10) A discount of 10% will be given to the all general buyers.
- 11) Discount for Visva-Bharati employee, student and pensioner will be as follows:
 - a) **Rabindra Rachanavali (Popular Edition) — 20%**
 - b) **All other titles — 30%**
- 12) Valid original ID Card must be produced at the time of purchase of books to avail the above special discount.
- 13) No employee will take leave during the Pous Mela unless there is an emergency need (subject to prior intimation).
- 14) 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/Pous Mela/2025/250

Date : 17.12.2025

Sudip Bar 17.12.25
Director
Visva-Bharati
Publishing Department

To

1. **Dr. Dibyendu Paladhi, In-charge, Pous Mela 2025**
2. **All Person Concerned deputed at Pous Mela 2025**

अधिकांक (ग्रन्थविभाग, विश्वभारती)
अधिकांक (अधुनविभाग, विश्वभारती)
Director (Publishing Dept. Viava-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