

বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI



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 sale and display of Visva-Bharati publications have been made for 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 entire book stall at 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 Swarup Biswas (ID No. 2023114)
 4. Smt. Srijani Mukherjee (ID No. 2023104)
 5. Sri Tapan Dey (ID No. 170)
3. The In-charge, KBF 2026 may engage six daily-rated porters and one skilled outsourced worker for generating invoice which will be provided by the registered outsourcing agency 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 fair ground on 21.01.2026 (afternoon) and 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 the all general buyers.
8. Discount for Visva-Bharati employee, student and pensioner will be as follows:
 - a. **Rabindra Rachanavali (Popular Edition) — 20%**
 - b. **All other titles — 30%**(Valid original ID Card must be produced at the time of purchase of books to avail the above special discount.)
9. On account of necessary petty expenses, including payment to 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 before 19.01.2026.

10. In-charge, KBF 2026 is advised to deposit cash amount of the day's sale on the following day into the Office Bank account 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.
11. Due to paucity of personnel, Shop No. 1 will remain closed from 22.01.2026 to 03.02.2026.
12. No employee will take leave during the Book Fair unless there is an emergency need (subject to prior intimation).
13. In-charge may arrange for tea and refreshments at the book fair premises for all deputed employees and DRWs as well as guest also.
14. Deputed staff members will be entitled to get TA as admissible under existing rules and entitlements.
15. 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.


9/1/2026

Director

Visva-Bharati

Publishing Department

Ref. No. Sales/IKBF/2026/5(Revised)

Date : 09.01.2026

To

1. **Dr. Dibyendu Paladhi, In-charge, IKBF 2026**
2. **All Person Concerned**

Copy to :

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