



## Visva-Bharati Granthana Vibhaga

### Office Order

The Director, Visva-Bharati Granthana Vibhaga, has been pleased to issue the following office order for ensuring the highest cleanliness and maintaining proper hygiene at the VBGV Office Premises and VBGV Guest House, Kolkata:

1. Sri Brahmananda Pradhan, E.C.W will open the VBGV main office by 7 am positively.
2. Sri Janki Rabi Das, Sweeper, ID No. 1988150 will ensure that dusting and floor wiping of the whole office premises, staircases and VBGV guest house and proper cleaning of all gents and ladies' toilets are completed by 9 am daily. It is mandatory.
3. Depending on the situation, if needed, section wise dusting and wiping of the doors, furniture, tables, bookracks, file cabinets etc. will be done by the attendants deputed section-wise as per the following schedule:

Floor No.	Persons concerned
All the rooms of Ground floor	Joy Mondal, Sahabuddin Sekh
All the rooms of 1 <sup>st</sup> floor including Maharshi Debendranath Sabhagriha	Dinesh Sarkheti Sarki, Rajendra Kumar Das
All the rooms of 2nd floor	Mihir Das, Nitesh Kumar Ram, Shyamal Das

The aforementioned individuals will make sure that their designated duty areas are kept clean.

*Judipras*

Director (Officiating)  
Visva-Bharati Granthana Vibhaga  
Kolkata

परिचालक (ग्रन्थविभाग, विश्वभारती)  
পরিচালক (গ্রন্থবিভাগ, বিশ্বভারতী)  
Director (Publishing Dept. Visva-Bharati)

Sl. No. ADH/154  
Date: 01.09.2025

Copy To:

1. Persons concerned
2. All Sectional Heads
3. Office File