

विश्वभारती
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VISVA BHARATI



GRANTHANA VIBHAGA

OFFICE ORDER

38th Jamshedpur Book Fair, 2024 (15th to 24th November, 2024)

The following arrangements for sale and display of Granthana-Vibhaga Publications have been made for 38th Jamshedpur Book Fair to be held at Rabindra Bhavane, Sakchi, Jamshedpur from 15 to 24 November 2024.

1. **Sri Dibyendu Paladhi (In-charge) and Sri Swarup Biswas** will work at 38th Jamshedpur Book Fair, 2024.
2. **Sri Dibyendu Paladhi and Sri Swarup Biswas** will arrange to take necessary stock of books and other miscellaneous articles with them which should be returned to Store Section, VBGV within **15 days** from the date of their return to office.
3. The books and other necessary articles will be carried to Jamshedpur by road transport and these items should reach on or before 14 November 2024.
4. **Sri Dibyendu Paladhi and Sri Swarup Biswas**, deputed for attending the bookstall at Jamshedpur, will be entitled to T.A. & D.A. and other incidental charges as admissible under the rules mentioned in 7th CPC.
5. A daily rated porter will be engaged for **12 days**, i.e. 14 November to 25 November, and the In-charge will pay the porters @ **Rs. 300/- + Rs. 100/- (for tiffin) per day**. Another porter may be engaged if necessary.
6. On account of necessary petty expenses including payment to porter, transportation, sales facilities etc., an **amount of Rs. 30,000/-** will be paid to Sri Dibyendu Paladhi as an advance.
7. Staff members deputed in the book fair will be entitled to get **Honorarium Rs. 5000/-** each for the entire mela period. In case they do not take honorarium, they will be entitled to **Compensatory Casual Leave** for the service on holidays and weekly off-days.
8. Sri Dibyendu Paladhi is advised to deposit the daily cash during the Book fair to the office bank account i.e. SBI Shakespeare Sarani Branch, C.A. No 10937871800, IFS Code SBIN0003031, Bank Code 03031, V.B.P.D TAN NO CALP00881G & GST No. 19CALP00881G1D9.

9. A discount of 20% (for Granthana Vibhaga Publications, Rabindra Bhavana Publications including Chitrakala, VB Research Publications, UBSPD and other publications) and 40% (special discount for listed Granthana Vibhaga books, approved by competent authority) will be given to the general buyers.
10. Director, GV will keep close contact and advice all the above employees as and when required for smooth functioning of the stall.
11. The In-charge of the Bookstall will meet Sri Ashis Chowdhury (The General Secretary, Tagore Society, Jamshedpur, Contact No. 9835734479) for necessary help at Jamshedpur during mela period.

Kolkata
04 October 2024

Gudipati 04.10.2024
Director
Visva-Bharati Publishing Department

1. Deputy Manager (Production), VBGV
2. Inventory Manager, VBGV
3. In-charge (Sales), VBGV
4. In-charge (Est.), VBGV
5. in-charge (Acc.), VBGV
6. P.A. to Director, VBGV
7. Person Concerned
8. Office Order File