

विश्वभारती
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VISVA-BHARATI



Publishing Department

Office Order

VISVA-BHARATI GRANTHANA VIBHAGA

Santiniketan Poush Mela 2024 (23 to 26 December 2024) Special Sale Counter

The following order is issued for arrangement of Special Sale Counter at Poush Mela Ground, Santiniketan in the **Pous Mela 2024** to be held from 23 to 26 December and related issues thereof.

1. The following persons will proceed to Santiniketan on 22.12.2024 and may return to Kolkata Office on or before 27.12.2024 (or later as required).
 - 1) Shri Susanta Das (In charge Stock)
 - 2) Shri Sumanta Pal (In charge Sales)
 - 3) Shri Uttam Das
 - 4) Two DRW (presently working in Chatak, Santiniketan)
 - 5) Two daily rated porter, if required
2. Only the stock of the Shop No 3 (Chatak, Santiniketan) will be used for the books and other necessary articles entire mela period.
3. Director and Deputy Manager (Sales), VBGV, will visit the Special Sale Counter at Mela Ground as and when required.
4. 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 as per regular practice.
5. There will be no sale from Shop No.3 during the period of Pous Mela 2024 and that will be used as Back Office-cum-Store.
6. Shri Susanta Das will look after the Special Sale Counter besides the In-charge of Shop No. 3 i.e. Shri Sumanta Pal, Section Officer. Shri Susanta Das is authorized draw an advance of **Rs. 30,000/-** (Rupees thirty thousand only) from Accounts Section, VBGV to meet the expenditures on account of book insurance, porter charges, decorator's charge for making stall, Electric arrangement, hiring of Furniture, printing of banners as well as arrangement of refreshment, drinking water etc.

7. Rate for the daily rated porter as per Order No. Admn./G/N-5/518, dated 30.09.2024, Sl. 74.

8. Considering the Holidays, as well as the work load which will exceed normal working hours, the staff engaged with the duties in this connection will be favoured with an Honorarium of Rs. 4,000/- (Except hired porter/s).

9. Permanent staff members will be entitled to get T.A. & D.A. and other incidental charges as admissible under GOI rules and VBGV Office practice.

10. A discount of 10% will be given to the general buyers on sale of all Visva-Bharati Publication (Granthana Vibhaga Publications & Rabindra Bhavana Publications including Chitrakala, Visva-Bharati Research Publications, U.B.S and other Publications) and No book seller/agent will be permitted to purchase books in the said counter. The regular students will remain unaltered on production of sale carrying identity card.

11. All the expenditures in this connection should be submitted through proper channel in prescribed format within 10 (ten) working days for re-imbursement/payment to the vendor.

Ref. No. Sales/Poush Mela 2024/13
Date: 17.12.2024

দেওয়ান (গ্রন্থাবলি বিভাগ)
পরিচালক (গ্রন্থাবলি), বিদ্যাবাগী
Director (Publications Dept.)

Sudip Banerjee
13.12.2024
Director
Visva-Bharati
Granthana Vibhaga

R. 18/12/24

Copy to:

- 1) Deputy Manager (Production)
- 2) Deputy Manager (Sales)
- 3) In-charge, Est. *for 18/12/24*
- 4) P.A. to Director, VBGV
- 5) Cashier, VBGV
- 6) Person Concerned
- 7) Office Order File - Accounts
- 8) Office Order File - Est. *for 18/12/24*
- 9) Accountant, GV