

Visva-Bharati
Granthana Vibhaga

OFFICE ORDER

This is for the information of all concerned that the following arrangement of duties will be made for the Seminar "Grantha Prakasanar Bartaman Ebong Shabhisat" to be held on 28.02.2025 at Visva-Bharati Granthana Vibhaga, Kolkata:

1. Registration Desk – Sourav Ganguly and Sumona Addhya
2. Welcoming the Guests at VBGV – Dibyendu Paladhi
3. First floor foyer in front of Vice-Chancellor's Chamber – Swarup Biswas and Subir Ranjan Das
4. Payment (T.A. and Honorarium) – Supratim Bhattacharya and Shyamal Das
5. Tea and Biscuits - Subir Ranjan Das
6. Lunch – Dibyendu Paladhi (2nd floor foyer) and Subir Ranjan Das (1st floor foyer)
7. Seminar Kit, Programme Schedule, Lighting the lamp and water bottle distribution to the guests on stage according to the sessions – Amrita Mukherjee and Srijani Mukherjee
8. Anchoring / Compering – Amrita Mukherjee
9. Assisting in Welcoming the Guests on stage and giving Uttariya - Srijani Mukherjee
10. Giving of Uttariya in the Welcome Session – Prof. Sudip Basu
11. Giving of Uttariya in the 1st Session – Susanta Das
12. Giving of Uttariya in the 2nd Session – Dr. Ashis Pathak
13. Giving of Uttariya in the 3rd Session – Dibyendu Paladhi
14. Serving tea, snacks and lunch in the Vice-Chancellor's Chamber under the supervision of Subir Ranjan Das, Dinesh Sarki and Mihir Das will assist.
15. Bringing Uttariya – Uttam Das

16. Bringing Certificates – Uttam Das
17. Writing names on Certificates – Sourav Ganguly and Ashis De
18. Disbursement of Certificates - Sourav Ganguly and Sumona Addhya
19. Sales Counter at VBGV - Ashis De and Tapan Dey

30% discount will be given on all books.

An advance of Rs. 73,000/- may be drawn in favor^u of Cashier, VBGV Anup Prasad for the said seminar on or before 25.02.2025.

All Staff Members of VBGV are requested to be present on 27.02.2025 and 28.02.2025 positively for the ensuing seminar. They are also requested to wear Indian dresses on 28.02.2025.

Sudip Banerjee 20.02.2025
Director (Officiating)
Visva-Bharati Granthana Vibhaga

Sl. No. 31/2024-25
Date: 20.02.2025

Copy to:

1. All Persons concerned
2. All Sectional Heads, Granthana Vibhaga
3. Office File