

विश्वभारती
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VISVA-BHARATI



Publishing Department

Office Order

VISVA-BHARATI GRANTHANA VIBHAGA

24th Chandannagar Book Fair, 2025 (05th January to 13th January 2025)

The following order is issued for participation in the 24th Chandannagar Book Fair at Chandannagar Hospital Ground, Hooghly, West Bengal, from 05th January to 13th January 2025. The following officials will proceed to Chandannagar on 04th January 2025 (Saturday) and return on 14th January 2025 (Tuesday)

- 1) Sri Supratim Bhattacharya, Computer Assistant (ID No 2009054) will look after the entire sale, stock management at the Book Fair ground and will ensure safe cash handling.
- 2) Two Outsourced helpers will be engaged for necessary support on daily wages basis.
- 3) The books and other necessary articles will be carried to Chandannagar on 04th January 2025 (Saturday) by hired vehicle. All unsold books and unused stationery items must be returned to store within 15th January 2025.
- 4) To meet necessary expenses, Sri Supratim Bhattacharya, Computer Assistant (ID 2009054) will be entitled to draw an advance on or before 03.01.2025 of Rs. 25,000/- (Rupees Twenty-Five thousand only).
- 5) 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 5000/-. The outsourced helpers will be paid at per with daily wages fixed rate vide Visva-Bharati Office Order No. Admn./G/N-5/518, dated 30.09.2024, Sl No 74.
- 6) Sri Supratim Bhattacharya, Computer Assistant (ID 2009054) is advised to deposit cash amount of the day's sale on very next day as far as possible to 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. Detailed Sale Statement and Report should be submitted shortly after the fair is over.

7) Discount structure will be notified later.

8) All records of the expenditures in this connection should be submitted through proper channel in prescribed format within 10 (ten) working days for necessary adjustments in accounts.

Ref. No. Sales/Chandannagar Fair/14
Date: 21.12.2024

Sudip Das

Director
Visva-Bharati Granthana Vibhaga
Kolkata

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

Copy to:

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