

বিশ্বভারতী  
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VISVA-BHARATI



Publishing Department

OFFICE ORDER

**48<sup>th</sup> International Kolkata Book Fair 2025 at Central Park, Karunamoyee, Kolkata**  
**from 28 January to 09 February 2025**

The following arrangements for sale and display of Visva-Bharati publications have been made for Visva-Bharati Book Stall No. 516 of the International Kolkata Book Fair 2025 to be held at Central Park, Karunamoyee, Kolkata.

1. **Dr. Ashis Pathak, Deputy Manager, Production & Sales (Offg.)** (ID No. 2014021) will supervise the activities of entire book stall at International Kolkata Book Fair, 2025.
2. **Dr. Dibyendu Paladhi, Copy Editor** (ID No. 2014013), will be In-charge of the stall and will perform all related duties with the following employees of the department:
  1. Sri Sourav Ganguly (ID No. 1996051)
  2. Sri Supratim Bhattacharya (ID No. 2009054)
  3. Sri Uttam Kumar Das (ID No. 2008030)
  4. Smt. Sumona Addhya (ID No. 2023046)
  5. Smt. Srijani Mukherjee (ID No. 2023104)
  6. Sri Swarup Biswas (ID No. 2023114)
  7. Sri Subir Das (ID No. 169)
  8. Sri Tapan Dey (ID No. 170)
3. The In-charge, KBF 2025 may engage five daily-rated porters as and when required at the rate of daily wages fixed vide Visva-Bharati Office Order No. Admn./G/N-5/518, dated 30.09.2024, Sl.No. 74.
4. The In-charge, KBF 2025 will take delivery of stock of books from the store section on 27.01.2025. Insurance will be made by the Publishers and Booksellers Guild for the entire stock of books. Books and other materials should reach fair ground on 27.01.2025 (afternoon). A reconciliation statement of books shall be submitted within 10 days after completion of the book fair along with all financial adjustments.
5. To make necessary arrangements and packing of books, all the deputed employees shall be present at VBGV office on 25 and 26 January 2025 without fail. They will be allowed compensatory leave for working on these weekly off-days and holidays. The Store will remain open on these days under the supervision of Inventory Manager.
6. The working hours of the bookstall will be from 12 noon to 8 p.m. all days, as fixed by the Publishers and Booksellers Guild.
7. A discount of 10% will be allowed on the printed price of the books to general customers. Special discount for Visva-Bharati employees and students will be allowed on production of original ID Card.
8. The selling price of RRP Edition (full set) will be as follows:  
RRP Ed. Set (Vol. 1-18) Rs. 4800.00/- . This title will be sold as set only.

9. All VB employees deputed for book fare will get honorarium at per with the rate fixed for FY 2024-2025 after the successful completion of all book fair related procedures. The honorarium will be paid from the Accounts Section, GV. If any employee is willing to avail compensatory leave for the service in holidays and weekly off-days, he/she will not get honorarium.
10. The books and other necessary articles will be carried to fair ground on 27.01.2025, and the books will be returned on 10.02.2025 by hired vehicle.
11. A car will be hired for (the entire period of book fair) necessary movements of officials as required in relation to smooth running of the stall. The payment for the hired car will be made by the Accounts Section, GV after the receipt of proper GST bill.
12. On account of necessary petty expenses, including payment to porter charges, transportation of books, sales facilities and basic refreshments i.e. drinking water etc., an amount of Rs. 70,000.00/- (Seventy Thousand Only) will be paid to the In-charge, KBF 2025, as an advance on 27.01.2025.
13. In-charge, KBF 2025 is advised to deposit cash amount of the day's sale on the very next day as far as possible to Office Bank account SBI Shakespeare Sarani Branch C.A. No 10937871800, IFSC Code SBIN0003031, SWIFT Code: VTBIINBB OBC, Bank Code 03031. Visva-Bharati Publishing Department, TAN No. CALP00881G/GST: 19CALP008816109. A detailed sale statement and report should be submitted shortly.
14. Due to paucity of personnel, Shop No. 1 will remain closed from 27.01.2025 to 10.02.2025.
15. No employee will take leave during the Book Fair unless there is an emergency need (subject to prior intimation).

**Ref. No. Sales/IKBF/2025/18**

**Date: 22.01.2025**

*Sudip Banerjee*, 22.01.25  
Director

Visva-Bharati  
Publishing Department

**To**

1. **Dr. Dibyendu Paladhi, In-charge, KBF 2025**
2. **All Person Concerned**

परिचालक (ग्रन्थनिर्माण, विश्वभारती)  
परिचालक (ग्रन्थनिर्माण, विश्वभारती)  
Director (Publishing Dept. Visva-Bharati)

**Copy to:**

- 1) Deputy Manager (Production)
- 2) Deputy Manager (Sales, Offg.)
- 3) Accountant, GV
- 4) Inventory Manager, GV - is requested to prepare the books and other necessary articles on or before 27.01.2025.
- 5) In-charge, Est.
- 6) P.A. to Director, VBGV
- 7) Cashier, VBGV
- 8) Office Order File - Accounts
- 9) Office Order File - Establishment