



आचार्य: श्री नरेंद्र मोदी
ACHARYA (CHANCELLOR)
SHRI NARENDRA MODI

संस्थापक: रवीन्द्रनाथ ठाकुर
Founder: Rabindranath Tagore

उपाचार्य: प्रोफेसर विद्युत चक्रवर्ती
UPACHARYA (VICE-CHANCELLOR)
PROF. BIDYUT CHAKRABARTY

No.Admn./G/G-15/200

Dated: 28th June, 2023

Joint Registrar (Accounts)
Visva-Bharati



Sub:- Approval for re-engagement of outsourced workers of the University.

The undersigned is directed to convey that the competent authority is pleased to approve re-engagement of 400 (four hundred) outsourced workers (list enclosed) of the University for a period of 89 days from 28th June, 2023 to 24th September, 2023 on the existing terms and conditions.

The payment of wages for all outsourced workers will be met out of the budget heads as specified against each in the attached list.

Encl: As stated.

Assistant Registrar (Administration)
Visva-Bharati

Copy forwarded to the following for information with a request to send the proposal for re-engagement of workers performing duties under their control for next 89 days to be effective from 27th September, 2023 to Deputy Registrar (Administration) at least ten (10) days before expiry of the existing period of engagement positively. In case of non-receipt of the said proposal within the stipulated period, it will be presumed that re-engagement of the concerned workers is not required and subsequently their services may be discontinued by the competent authority of the University.

1. All Director/principals of Bhavanas / Vibhagas of the University
2. Heads of all academic Departments and Administrative Office/Sections
3. Finance Officer (Acting)
4. Proctor (Acting)
5. Dean of Students Welfare
6. Chief Medical Officer (Acting), Pearson Memorial Hospital
7. In-Charge of Security, Visva-Bharati
8. Joint Registrar & Confidential Secretary to V.C.
9. Internal Audit Officer (Acting)
10. Hindi Officer, Visva-Bharati
- To translate it into Hindi and arrange to upload it in the University Website.
11. Section Officer (Administration)
12. P.A. to Registrar
13. University Webmaster-To Upload it in the University Website

ADMINISTRATION SECTION

विश्वभारती
VISVA-BHARATI



List of outsourced workers of the University for re-engagement from 28.06.2023 to 24.09.2023

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
1	Vice-Chancellor's Secretariat	3	1 Computer Operator (Including Office related Job) + 2 MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
2	Finance Office	1	MTS	Revenue Budget of Finance Office
3	Academic & Research Section	3	2 Computer Operator (Including Office related Job) + 1 Peon-cum-Attendant	Additional provision for payment of Wages for Contract workers incurred from Recurring
4	Legal Cell	1	MTS	Revenue Budget of Legal Cell
5	Administration	4	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
6	Examination Section	8	3 Computer Operator (Including Office related Job)+1 MTS (NAD Scheme)+ 4 MTS	Revenue Budget of Examination Section
7	Establishment Section	2	1-Computer Operator (Including Office related Job) + 1- MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
8	Accounts Office	2	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
9	Admission Co- ordination Cell	2	Computer Operator (Including Office related Job)	Revenue Budget of Admission Co- ordination Cell
10	Internal Quality Assurance Cell (IQAC)	2	i) 1 Computer Operator (Including Office related Job) + ii) 1 Sweeper-cum-peon (Duty allocated in IQAC, & Nodal officer for online RTI portal	i) 1 from Additional provision for payment of Wages for Contract workers incurred from Recurring and ii) 1 from Revenue Budget of IQAC.
11	RTI Cell	1	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
12	Engineering Section	5	3 Computer Operator (Including Office related Job)+ 2 Pump Attendants	Additional provision for payment of Wages for Contract workers incurred from Recurring
13	University Library	23	21 for Sweeping & Cleaning + 2 for Stock Maintenance	Additional provision for payment of Wages for Contract workers incurred from Recurring
14	Computer Center	1	MTS	Revenue Budget of Computer Center



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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
15	Raj Bhasha Cell	1	Sweeping & Cleaning	Revenue Budget of Raj Bhasha Cell
16	Proctor	42	40 Sweepers + 2 Supervisors	Proctor's Office, Cleaning of Hostels' & Students Amenities
17	Proctor	25	8 Matrons + 15 Attendants + 2 Sweepers (Patha Bhavana & Other Senior Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
18	Proctor	8	2 Matrons + 3 Sevikas + 3 Sweepers	Additional provision for payment of Wages for Contract workers incurred from Recurring
19	Proctor	8	3 Matrons + 5 Sevikas (Patha Bhavana & Senior Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
20	Proctor	1	Sweeper at Maitree Girls Hostel	Additional provision for payment of Wages for Contract workers incurred from Recurring
21	Proctor	1	MTS at Patha Bhavana Hostel	Revenue Budget of Patha Bhavana
22	Proctor	1	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
23	Proctor	5	2 Matrons + 3 Attendants (Different Girls Hostels)	Additional provision for payment of Wages for Contract workers incurred from Recurring
24	Proctor	19	1 Hostel Superintendent + 6 Wardens + 9 Matrons + 3 Sweepers (Different Girls Hostels)	Additional provision for payment of Wages for Contract workers incurred from Recurring
25	Proctor	4	3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
26	Dean of Students Welfare	3	1 Computer Operator (Including Office related Job) + 2 Peon	Additional provision for payment of Wages for Contract workers incurred from Recurring
27	Centre for Women Studies	1	Attendant-cum-Helper	Fund Provided by UGC
28	Public Relations Office	1	Guest House of Granthana Vibhaga	Additional provision for payment of Wages for Contract workers incurred from Recurring
29	Public Relations Office	2	1 Peon + 1 Attendant	Additional provision for payment of Wages for Contract workers incurred from Recurring



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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
30	Guest Houses	32	1 Computer Operator (Including Office related Job) + 13 Sweepers + 14 Attendants + 4 Gardener	Additional provision for payment of Wages for Contract workers incurred from Recurring
31	Central Transport Cell	6	a) 3 Drivers (1+2) + b) 3 Cleaners	a) (i) 1 Driver from Additional provision for payment of Wages for Contract workers incurred from Recurring, (ii) 2 Drivers from Central Transport Cell Revenue Budget, b) 3 Cleaners from Additional provision for payment of Wages for Contract workers incurred from Recurring
32	Vidya Bhavana	2	Sweeping & Cleaning	Revenue Budget of the Bhavana
33	Deptt. of Anthropology	1	Sweeping & Cleaning	Revenue Budget of the Department
34	Deptt. of Geography	1	Sweeping & Cleaning	Revenue Budget of the Department
35	Deptt. of Philosophy & Comparative Religion	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
36	Centre for Journalism and Mass Communication	1	Sweeping & Cleaning	Revenue Budget of the Department
37	Bhasha Bhavana	2	Sweeping & Cleaning	Revenue Budget of the Bhavana
38	Hindi Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
39	Department of Bengali	1	Sweeping & Cleaning	Revenue Budget of the Department
40	Deptt. of Sanskrit, Pali & Prakrit	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
41	Department of Odia	1	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
42	Center for Endangered Languages	1	MTS	CFEL Budget Head
43	P.M. Hospital	1	Ward Master	Additional provision for payment of Wages for Contract workers incurred from Recurring
44	P.M. Hospital	9	1 Security-cum-Peon-cum- Medical Attendant + 1 Attendant-cum- Dresser + Seven (07) man-power per day from Adibasi Mahadal for Sweeping & Cleaning purpose	Additional provision for payment of wages for contractual workers incurred from recurring



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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
45	Rabindra Bhavana	2	1 MTS + 1 Mopper	1 MTS Additional provision for payment of Wages for Contract workers incurred from Recurring & 1 Mopper from "Rabindra Bhavana Including Uttarayan"
46	Patha Bhavana	3	Hostel related works	Revenue Budget of the Patha Bhavana
47	Garden Section	62	Cleaning & Up-Keep	House keeping of Bhavanas and campus common area
48	Watch & Ward Section	2	(i) 1 Computer Operator (Including CCTV related Job) (ii) 1 Security cum care taker	(i) 1 Revenue Budget of Watch & Ward Section (ii) 1 Vital Instalation for Security
49	Kala Bhavana	3	MTS	Revenue Budget of the Bhavana
50	Sangit Bhavana	5	2 Gardeners + 2 Sweepers & Cleaners + 1 in Library	Revenue Budget of the Bhavana
51	Rabindra Sangit Gaveshana Kendra	2	Sweeping & Cleaning	Revenue Budget of the Kendra
52	Siksha Bhavana	2	2 Sweepers	Revenue Budget of the Bhavana
53	Department of Computer & System Sciences	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
54	Deptt. of Biotechnology	3	Office & Laboratory work	Revenue Budget of the Department
55	Integrated Science, Education & Research Center	2	1 Attendant-cum-Peon + 1 Peon-cum-Sweeper	i) 1 Worker from Additional provision for payment of Wages for Contract workers incurred from Recurring & ii) 1 Worker from Revenue Budget of the Department
56	Department of Physics	1	Sweeping & Cleaning	Revenue Budget of the Department
57	Department of Chemistry	1	Cleaning	Revenue Budget of the Department
58	Department of Zoology	3	1 Cleaning Toilets & Sarroundings + 1 Peon + 1 Laboratory technician	Revenue Budget of the Department
59	Department of Botany	1	Laboratory purpose	Revenue Budget of the Department
60	Department of Statistics	1	Cleaning & Sweeping Purpose	Revenue Budget of the Department
61	Deptt. of Mathematics	1	Cleaner	Revenue Budget of the Department
62	Vinaya-Bhavana	1	Female Sweeper	Revenue Budget of the Bhavana
63	Deptt. of Physical Education & Sport Science	2	MTS	Revenue Budget of the Department
64	Deptt. of Yogic Art & Science	2	MTS	Revenue Budget of the Department



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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
65	PSNS	1	Pump Operator	Fund recived towards monthly contribution from the users of the swimming pool.
66	PSNS	21	7 Sports Trainers + 12 Technical Grounds Men + 1 Office Superintendent-cum-Coache + 1 Coache	Additional provision for payment of Wages for Contract workers incurred from Recurring
67	PSNS	1	Career Counselor-cum-Psychological Counselor	Students Amenities
68	Palli Siksha Bhavana	10	Farm Workers	Weed Control and Agricultural Farm
69	Palli Siksha Bhavana	1	Office Worker	Revenue Budget of the Bhavana
70	Palli Siksha Bhavana	3	MTS	Weed Control & Agricultural Farm
71	Deptt. of Horticulture & Post Harvest Technology , PSB	1	Laboratory realted work	Additional provision for payment of Wages for Contract workers incurred from Recurring
72	Deptt. of Agronomy, PSB	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
73	Department of Genetics and Plant Breeding	1	Sweeping,Cleaning, Laboratory related work and others job.	Revenue Budget of the Department.
74	Deptt. of Animal Science, PSB	4	Work at Dairy and Poultry Farm	Additional provision for payment of Wages for Contract workers incurred from Recurring
75	Palli Samgathana Vibhaga	1	MTS	Revenue Budget of the Vibhaga
76	Department of Lifelong Learning & Extension, PSV	1	MTS	Revenue Budget of the Department
77	Deptt. of Rural Studies, PSV	1	Cleaner-cum-Sweeper	Revenue Budget of the Department
78	Siksha Satra	3	(i)1 Computer Operator (Including Office related Job) + (ii) 1 Sweeping cleaning & other works+ (iii)1 Female Worker	(i) & (ii) workers from Revenue budget of Siksha-Satra. (iii) worker from Additional provision for payment of Wages for Contract workers incurred from Recurring.
79	Indira Gandhi Centre	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
80	Sanitation Section	7	Cleaning & Up-Keep	Revenue Budget of the Department
81	Granthana Vibhaga, Kolkata	1	Book Stall at Chatak, Santiniketan	Additional provision for payment of Wages for Contract workers incurred from Recurring
Total		400		



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