



VISVA-BHARATI  
SANTINIKETAN

**OFFICE ORDER**


The following order is issued for implementation with immediate effect :

1. In-charge, Legal Cell of the University is hereby assigned the responsibility to look after the matter regarding necessary amendment of Certificate of Registration as Principal Employer, submission of report(s)/return on contract labour from time to time and other official procedure to this effect in terms of the Contract Labour (Regulation & Abolition) Act.

All files/documents relating to the said registration, report(s)/return etc. on contract labour shall be maintained by In-charge, Legal Cell of the University.

2. The Controlling Officers who have engaged labourers on contract basis shall send necessary information/data pertaining to the engagement of labourers working under their control to In-charge, Legal Cell, Visva-Bharati on regular basis to facilitate submission of the same to the Office of the Assistant Labour Commissioner (Central), Raniganj, Durgapur in due course.

No.REG/Notify/156/141  
Date : 19.01.2017

  
Registrar (Acting)  
Visva-Bharati

**To :**

1. Shri Ashok Kumar Mahato, Joint Registrar & In-charge, Legal Cell

**Copy to :**

1. All Directors/Principals/Heads of Bhavanas/Depts/Centres/Offices
2. Dean of Students Welfare
3. Proctor
4. Finance Officer
5. All Joint Registrars & Deputy Registrars
6. University Engineer
7. Internal Audit Officer
8. C.S. to the Vice-Chancellor
9. Assistant Registrar & In-charge, Public Relations
10. Chief Security Officer
11. Assistant Registrar, Office of the Pro-Vice Chancellor
12. P.A. to the Registrar
13. University Webmaster – **With a request to upload it in the University Website**