



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

The undersigned is directed to inform all concerned that the administration is in process of preparation of a comprehensive database on engagement of non-permanent workers at various Departments / Offices / Sections of the University.

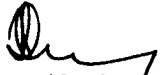
In connection with the above, the Heads of academic and non-academic Departments may kindly furnish information / data as per the prescribed format (enclosed) to the undersigned preferably within 10 (ten) days from the date of issue of this notification.

Cooperation of all concerned is solicited.

Encl: As stated above

Ref. No. Admn./G/G-15/519

Date: August 19, 2016


Registrar (Acting)
Visva-Bharati

S. P. S. P. S.
19/08/16

19.08.16
19/8/16



To:-

1. All Directors / Principals of Bhavanas / Vibhagas
2. Heads of all academic and non-academic Departments / Offices / Sections
3. Dean of Students' Welfare
4. Proctor
5. C.S. to the Vice-Chancellor
6. Assistant Registrar, Office of the Pro-Vice-Chancellor
7. P.A. to the Registrar
- ✓ 8. University Webmaster – To upload it in the University Website



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Department / Vibhaga / Office / Section:- _____

Sl. No.	Details of existing regular non-teaching staff	No(s) of existing Non-Permanent Workers			Date of first engagement	Remuneration / Wages	Duration of each / current engagement with starting date of the current engagement	Budget head (presently used) for payment of remuneration / wages
		Casual Workers with Temporary Status	Enlisted Casual Worker(s)	Out-sourced / others				

Date: _____

Signature of the Department / Office / Section

Note: Copies of the first and latest / last approvals in respect of engagement of all categories of non-permanent workers are requested to be submitted alongwith this format after dulling filling in the same.