



VISVA-BHARATI
SANTINIKETAN

No. Admn/G/G-15/1553

Date: 28th September, 2020

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 394 outsourced workers (**list enclosed**) of the University for the period from **30-09-2020 to 27-12- 2020** on the existing terms & conditions.

The payment of wages/remuneration to 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 regarding re-engagement of workers performing duties under their control for next 89 days to be effective from **30-12-2020** to Deputy Registrar (Administration) at least **ten (10)** days before expiry of the existing period of engagement :

1. All Directors/Principals of Bhavanas/Vibhagas of the University
2. Heads of all academic Departments and Administrative Offices/Sections
3. Finance Officer (Acting)
4. Proctor
5. Dean of Student Welfare
6. Chief Medical Officer, Pearson Memorial Hospital
7. Prof.-In-Charge of Security
8. Deputy 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 Univ. Website.
11. Section Officer, Administration.
12. P.A. to Registrar
- ✓ 13. University Webmaster – To upload it in the University website.



VISVA-BHARATI, SANTINIKETAN

List of outsourced workers of the University for re-engagement from 30.09.2020 to 27.12.2020				
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	MTS	Temporary Establishment (Non-Academic)
2	Finance Office	1	MTS	Revenue Budget of Finance Office
3	Academic & Research Section	4	1 Computer Assistant + 2 MTS + 1 Office Worker	Temporary Establishment (Non-Academic)
4	Legal Cell	1	MTS	Revenue Budget of Legal Cell
5	Administration	3	1 Office Worker + 2 MTS	Temporary Establishment (Non-Academic)
6	Examination Section	8	3 MTS (Computer Related Job) + 1 MTS (NAD Scheme)+ 4 MTS	Revenue Budget of Examination Section
7	Establishment Section	1	MTS	Temporary Establishment (Non-Academic)
8	Admission Co-ordination Cell	2	MTS	Revenue Budget of Admission Co-ordination Cell
9	IQAC	2	1 Office Organizer(Duty allocated in two offices i) IQAC, ii) Nodal officer for online RTI portal + 1 Sweeper-cum-peon	(1)Temporary Establishment (Non-Academic), (2) Revenue Budget of IQAC
10	Engineering Section	5	2 Pump Attendants + 2 MTS + 1 Drawer	Temporary Establishment (Non-Academic)
11	University Library	23	21 for Sweeping & Cleaning + 2 for Stock Maintenance	Temporary Establishment (Non-Academic)
12	Computer Center	1	MTS	Revenue Budget of Computer Center
13	Raj Bhasha Cell	1	Sweeping & Cleaning	Revenue Budget of Raj Bhasha Cell
14	Proctor	42	40 Sweepers + 2 Supervisors	Proctor's Office, Cleaning of Hostels' & Students Amenities
15	Proctor	25	8 Metrons + 15 Attendants + 2 Sweepers (Patha Bhavana & Other Senior Girls Hostel)	Temporary Establishment (Non-Academic)
16	Proctor	8	2 Metrons + 3 Sevikas + 3 Sweepers	Temporary Establishment (Non-Academic)
17	Proctor	8	3 Metrons + 5 Sevikas (Patha Bhavana & Senior Girls Hostel)	Temporary Establishment (Non-Academic)
18	Proctor	1	Sweeper at Maitree Girls Hostel	Temporary Establishment (Non-Academic)

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Sl. No	Bhavana/Department/Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
19	Proctor	1	MTS at Patha Bhavana Hostel	Revenue Budget of Patha Bhavana
20	Proctor	1	MTS	Temporary Establishment (Non-Academic)
21	Proctor	5	2 Metrons + 3 Attendants (Different Girls Hostels)	Temporary Establishment (Non-Academic)
22	Proctor	19	1 Hostel Superintendent + 6 Wardens + 9 Metrons + 3 Sweepers (Different Girls Hostels)	Temporary Establishment (Non-Academic)
23	Proctor	4	3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel)	Temporary Establishment (Non-Academic)
24	Dean of Student Welfare	6	3 MTS + 2 Office Workers + 1 Instructor in Yoga & Meditation	Temporary Establishment (Non-Academic)
25	Centre for Women Studies	1	Attendant-cum-Helper	Fund Provided by UGC
26	Public Relations Office	1	Guest House of Granthana Vibhaga	Temporary Establishment (Non-Academic)
27	Public Relations Office	2	1 Peon + 1 Attendant	Temporary Establishment (Non-Academic)
28	Guest Houses	34	13 Sweepers + 17 Attendants + 4 Gardener	Temporary Establishment (Non-Academic)
29	Central Transport Cell	5	2 Drivers + 3 Cleaners	Temporary Establishment (Non-Academic)
30	Vidya Bhavana	2	Sweeping & Cleaning	Revenue Budget of the Bhavana
31	Deptt. of Anthropology	1	Sweeping & Cleaning	Revenue Budget of the Department
32	Deptt. of Economics & Politics	1	Sweeping & Cleaning	Revenue Budget of the Department
33	Deptt. of Geography	1	Sweeping & Cleaning	Revenue Budget of the Department
34	Deptt. of Philosophy & Comparative Religion	1	MTS	Revenue Budget of the Department
35	Bhasha Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
36	Department of Bengali	1	Sweeping & Cleaning	Revenue Budget of the Department
37	Deptt. of Sanskrit, Pali & Prakrit	2	Office Workers	Revenue Budget of the Department
38	P.M. Hospital	3	1 Ward Master + 1 Dental Surgeon + 1 Lady General Duty Medical Practitioner	Temporary Establishment (Non-Academic)

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Sl. No	Bhavana/Department/Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
39	P.M. Hospital	2	1 Security-cum-Peon-cum-Medical Attendant + 1 Attendant-cum-Dresser	Cost of Sweeping & Sanitation - Other Charges
40	Rabindra Bhavana	2	Office Organizer + 1 MTS	Temporary Establishment (Non-Academic)
41	Patha Bhavana	3	Hostel related works	Revenue Budget of the Patha Bhavana
42	Garden Section	69	Cleaning & Up-Keep	House keeping of Bhavanas and campus common area
43	Watch & Ward Section	1	Computer & CCTV related work	Revenue Budget of Watch & Ward Section
44	Kala Bhavana	3	MTS	Revenue Budget of Kala Bhavana
45	Sangit Bhavana	5	2 Gardeners + 2 Sweepers & Cleaners + 1 in Library	Revenue Budget of the Bhavana
46	Rabindra Sangit Gaveshana Kendra	2	Sweeping & Cleaning	Revenue Budget of the Kendra
47	Siksha Bhavana	3	1 MTS + 2 Sweepers	Revenue Budget of Bhavana
48	Department of Computer & System Sciences	1	MTS	Revenue Budget of the Department
49	Deptt. of Biotechnology	3	Office & Laboratory work	Revenue Budget of the Department
50	Integrated Science, Education & Research Center	2	1 Attendant-cum-Peon + 1 Peon-cum-Sweeper	One Worker from Revenue Budget & another Worker from Temporary Establishment (Non Academic)
51	Department of Physics	1	Sweeping & Cleaning	Revenue Budget of the Department
52	Department of Chemistry	1	Cleaning	Revenue Budget of the Department
53	Department of Zoology	3	1 Cleaning Toilets & Sarroundings + 1 Peon + 1 Laboratory technician	Revenue Budget of the Department
54	Department of Botany	2	1 Gardener + 1 in Laboratory	One Worker from Temporary Establishment (Non-Academic) and another Worker from Revenue Budget of the Department
55	Department of Statistics	1	Cleaning & Sweeping Purpose	Revenue Budget of the Department
56	Deptt. of Mathematics	1	Cleaner	Revenue Budget of the Department
57	Vinaya-Bhavana	1	Female Sweeper	Revenue Budget of the Bhavana
58	Deptt. of Physical Education & Sport Science	2	MTS	Revenue Budget of the Department
59	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
60	PSNS	2	1 Psychological Counsellor + 1 Career Counsellor	Students Amenities
61	PSNS	1	Pump Operator	Fund received towards monthly contribution from the users of the swimming pool
62	PSNS	24	8 Sports Trainers + 12 Technical Grounds Men + 2 Office Superintendent-cum-Coaches + 2 Coaches	Temporary Establishment (Non-Academic)
63	Palli Siksha Bhavana	10	Farm Workers	Weed Control and Agricultural Farm
64	Palli Siksha Bhavana	1	Office Worker	Revenue Budget of the Bhavana
65	Palli Siksha Bhavana	4	MTS	Weed Control & Agricultural Farm
66	Deptt. of Horticulture & Post Harvest Technology, PSB	1	Laboratory related work	Temporary Establishment (Non Academic)
67	Deptt. of Agronomy, PSB	1	Office Worker	Revenue Budget of the Department
68	Deptt. of Animal Science, PSB	4	Work at Dairy and Poultry Farm	Temporary Establishment (Non Academic)
69	Palli Samgathana Vibhaga	1	MTS	Revenue Budget of the Vibhaga
70	Department of Lifelong Learning & Extension, PSV	1	MTS	Revenue Budget of the Department
71	Deptt. of Rural Studies, PSV	1	Cleaner-cum-Sweeper	Revenue Budget of the Department
72	Siksha Satra	1	Female Worker	Temporary Establishment (Non Academic)
73	Granthana Vibhaga, Kolkata	1	Book Stall at Chatak, Santiniketan	Temporary Establishment (Non-academic)
	Total	394		


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