



গণনা বিভাগ / লেখা কার্যালয় / ACCOUNTS OFFICE
বিশ্বভারতী / বিশ্বভারতী / VISVA-BHARATI

NOTIFICATION

This is for information of all concerned that as per Office Order No. Admin./G/O-2/154 dated 05/08.06.2026 (enclosed herewith), all Principals / HODs / In-charge of Centres / Offices etc. are hereby requested to send the attendance sheet (photocopy) of all outsourced worker working under their control to enable us to disburse the wages of the outsourced workers timely.

This is issued with the approval of the competent authority.

Joint Registrar (In-charge, Accounts)
Visva-Bharati

Ref. No. ACT/115/2026-27;
Date: August 03, 2026.

Copy to:

1. All Directors / Principals of Bhavanas/Sadanas/Vibhagas, Visva-Bharati.
2. The Finance Officer / The Registrar / The Internal Audit Officer, Visva-Bharati
3. Heads of all Academic Departments/In-charges of the Centres, Visva-Bharati.
4. JR & CS to Hon'ble Upacharya for information of the Upacharya.
5. All Joint Registrars / Deputy Registrars / Assistant Registrars / Section Officers, Visva-Bharati.
6. In-charge, Computer Centre— to upload on the University website.

Joint Registrar (In-charge, Accounts)
Visva-Bharati

সংযুক্ত কুলসচিব / Joint Registrar
লেখা কার্যালয় / Accounts Office
বিশ্বভারতী / Visva-Bharati

विश्वभारती
VISVA-BHARATI



OFFICE ORDER

As per the recommendations made in the meeting held on 14.05.2026 chaired by the Hon'ble Upacharya, Visva-Bharati, the following important decisions are hereby notified with immediate effect:

1. Attendance of the workers must be ensured by the agency. A supervisor must be used by the agency for monitoring the work of the engaged workers.
 - Agency will take the attendance of the workers which will be verified by the Heads of Departments/ Offices.
 - One bill for all workers engaged by them will be submitted by each agency along with the verified attendance sheets from the respective departments/Offices.
 - Payment will be made to the agency on re-imbursement basis.
2. Salary payment to the workers by the agency will be made within the 7th of the following month. Salary payment should not depend on the payment of Visva-Bharati.
3. EPF and/or ESI payment needs to be ensured by the agencies
List of workers who are eligible for EPF and/or ESI must be prepared (Eligible workers) based on salary limits for EPF and/or ESI.

This order is issued with the approval of the competent authority.

No: Admn./G/O-2/154
Date: 05.06.2026


Registrar
Visva-Bharati.
कुलसचिव
विश्वभारती
Registrar
Visva-Bharati.

Copy to:

1. Directors/ Adhyakshas of all Bhavanas/ Vibhagas/ Offices
2. Heads/ In-charge of all Academic/ Administrative Departments /Centres / Offices etc.
3. Joint Registrar & C.S. to Vice-Chancellor, Visva-Bharati
4. Joint Registrar, Accounts Office, Visva-Bharati
5. Proctor, Visva-Bharati
6. In-charge, Garden Section, Visva-Bharati
7. Section Officer, Registrar Office, Visva-Bharati
8. All the Outsourcing Agencies