



বিশ্বভারতী
विश्वभारती
Visva-Bharati



संस्थापक: रवीन्द्रनाथ ठाकुर
Founder: Rabindranath Tagore



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

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

No.Admn./G/G-15/300

Dated: 24th September, 2021

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 397 (three hundred ninety seven) outsourced workers (list enclosed) of the University for a period of 89 days from 29.09.2021 to 26.12.2021 on the existing terms and conditions.

The payment of wages/remuneration 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 to be effective from 29.12.2021 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 offices/Sections
3. Finance Officer (Acting)
4. Proctor
5. Dean of Students Welfare
6. Chief Medical Officer (Acting), Pearson Memorial Hospital
7. Deputy Registrar & Confidential Secretary to V.C.
8. Internal Audit Officer (Acting)
9. Assistant Registrar & In-Charge of Security
10. Raj- Bhasha Cell

With a request to translate it into Hindi and arrange to upload the same in the University Website.

11. Section Officer (Administration)
12. P.A. to Registrar
13. University Webmaster-To Upload it in the University Website

शांतिनिकेतन, पश्चिम बंगाल, भारत-731235
SANTINIKETAN, WEST BENGAL, INDIA-731235
Website: www.visva-bharati.ac.in



ADMINISTRATION SECTION

विश्वभारती VISVA-BHARATI



List of outsourced workers of the University for re-engagement from 29.09.2021 to 26.12.2021

| 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 | 2 MTS+1 Computer Assistant | Temporary Establishment (Non- Academic) |
| 2 | Finance Office | 1 | MTS | Revenue Budget of Finance Office |
| 3 | Academic & Research Section | 3 | 1MTS + 1Computer Assistant + 1Peon-cum- Attendant | Temporary Establishment (Non- Academic) |
| 4 | Legal Cell | 1 | MTS | Revenue Budget of Legal Cell |
| 5 | Administration | 4 | 1 Office Worker + 2 MTS + 1 Office organizer | 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 | 2 | MTS | Temporary Establishment (Non- Academic) |
| 8 | Accounts Office | 1 | MTS | Temporary Establishment (Non- academic) |
| 9 | Admission Co-ordination Cell | 2 | MTS | Revenue Budget of Admission Co- ordination Cell |
| 10 | Internal Quality Assurance Cell (IQAC) | 2 | i) 1MTS + ii) 1 Sweeper-cum- peon (Duty allocated in IQAC, & Nodal officer for online RTI portal | i) 1fromTemporary Establishment (Non-Academic) and ii) 1 from Revenue Budget of IQAC. |
| 11 | Engineering Section | 5 | 2 Pump Attendants + 2 MTS + Drawer | Temporary Establishment (Non- Academic) |
| 12 | University Library | 23 | 21 for Sweeping & Cleaning + 2 for Stock Maintenance | Temporary Establishment (Non- Academic) |
| 13 | Computer Center | 1 | MTS | Revenue Budget of Computer Center |
| 14 | Raj Bhasha Cell | 1 | Sweeping & Cleaning | Revenue Budget of Raj Bhasha Cell |
| 15 | Proctor | 42 | 40 Sweepers + 2 Supervisors | Proctor's Office, Cleaning of Hostels' & Students Amenities |
| 16 | Proctor | 25 | 8 Matrons + 15 Attendants + 2 Sweepers (Patha Bhavana & Other Senior Girls Hostel) | Temporary Establishment (Non- Academic) |
| 17 | Proctor | 8 | 2 Matrons + 3 Sevikas + 3 Sweepers | Temporary Establishment (Non- Academic) |
| 18 | Proctor | 8 | 3 Matrons + 5 Sevikas (Patha Bhavana & Senior Girls Hostel) | Temporary Establishment (Non- Academic) |
| 19 | Proctor | 1 | Sweeper at Maitree Girls Hostel | Temporary Establishment (Non- Academic) |
| 20 | Proctor | 1 | MTS at Patha Bhavana Hostel | Revenue Budget of Patha Bhavana |



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| Sl. No | Bhavana/ Department/ Office | Total No. of Workers | Type of Engagement | Wages to be charged from Budget Head | | |
|--------|---|----------------------------|---|---|---------------|-------|
| 21 | Proctor | 1 | MTS | Temporary Academic) | Establishment | (Non- |
| 22 | Proctor | 5 | 2 Matrons + 3 Attendants (Different Girls Hostels) | Temporary Academic) | Establishment | (Non- |
| 23 | Proctor | 19 | 1 Hostel Superintendent + 6 Wardens + 9 Matrons + 3 Sweepers (Different Girls Hostels) | Temporary Academic) | Establishment | (Non- |
| 24 | Proctor | 4 | 3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel) | Temporary Academic) | Establishment | (Non- |
| 25 | Dean of Students Welfare | 3 | 1 MTS + 2 Peon | Temporary Academic) | Establishment | (Non- |
| 26 | Centre for Women Studies | 1 | Attendant-cum-Helper | Fund Provided by UGC | | |
| 27 | Public Relations Office | 1 | Guest House of Granthana Vibhaga | Temporary Academic) | Establishment | (Non- |
| 28 | Public Relations Office | 2 | 1 Peon + 1 Attendant | Temporary Academic) | Establishment | (Non- |
| 29 | Guest Houses | 33 | 13 Sweepers + 16 Attendants + 4 Gardener | Temporary Academic) | Establishment | (Non- |
| 30 | Central Transport Cell | 5 | 2 Drivers + 3 Cleaners | Temporary Academic) | Establishment | (Non- |
| 31 | Vidya Bhavana | 2 | Sweeping & Cleaning | Revenue Budget of the Bhavana | | |
| 32 | Deptt. of Anthropology | 1 | Sweeping & Cleaning | Revenue Budget of the Department | | |
| 33 | Deptt. of Economics & Politics | 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 | MTS | Revenue Budget of the Department | | |
| 36 | Bhasha Bhavana | 2 | Sweeping & Cleaning | Revenue Budget of the Bhavana, | | |
| 37 | Center for Endangered Languages | 1 | MTS | CFEL Budget Head | | |
| 38 | Hindi Bhavana | 1 | Sweeping & Cleaning | Revenue Budget of the Bhavana | | |
| 39 | Department of Bengali | 1 | Sweeping & Cleaning | Revenue Budget of the Department | | |
| 40 | P.M. Hospital | 1 | Ward Master | Temporary Academic) | Establishment | (Non- |



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|--------|---|----------------------------|--|--|
| 41 | 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 |
| 42 | Rabindra Bhavana | 2 | 1 MTS + 1 Mopper | 1 MTS from Temporary Establishment (Non-Academic) & 1 Mopper from "Rabindra Bhavana Including Uttarayan" |
| 43 | Patha Bhavana | 3 | Hostel related works | Revenue Budget of the Patha Bhavana |
| 44 | Garden Section | 69 | Cleaning & Up-Keep | House keeping of Bhavanas and campus common area |
| 45 | Watch & Ward Section | 2 | (i) 1 Computer & CCTV related works (ii) 1 Security cum care taker | (i) 1 Revenue Budget of Watch & Ward Section (ii) 1 Vital Instalation for Security |
| 46 | Kala Bhavana | 3 | MTS | Revenue Budget of the Bhavana |
| 47 | Sangit Bhavana | 5 | 2 Gardeners + 2 Sweepers & Cleaners + 1 in Library | Revenue Budget of the Bhavana |
| 48 | Rabindra Sangit Gaveshana Kendra | 2 | Sweeping & Cleaning | Revenue Budget of the Kendra |
| 49 | Siksha Bhavana | 2 | 2 Sweepers | Revenue Budget of the Bhavana |
| 50 | Department of Computer & System Sciences | 1 | MTS | Revenue Budget of the Department |
| 51 | Deptt. of Biotechnology | 3 | Office & Laboratory work | Revenue Budget of the Department |
| 52 | Integrated Science, Education & Research Center | 2 | 1 Attendant-cum-Peon + 1 Peon-cum-Sweeper | i) 1 Worker from Temporary Establishment (Non Academic) & ii) 1 Worker from Revenue Budget |
| 53 | Department of Physics | 1 | Sweeping & Cleaning | Revenue Budget of the Department |
| 54 | Department of Chemistry | 1 | Cleaning | Revenue Budget of the Department |
| 55 | Department of Zoology | 3 | 1 Cleaning Toilets & Sarroundings + 1 Peon + 1 Laboratory technician | Revenue Budget of the Department |
| 56 | Department of Botany | 2 | 1 Gardener + 1 in Laboratory | i) 1 Worker from Temporary Establishment (Non-Academic) and ii) 1 Worker from Revenue Budget of the Department |
| 57 | Department of Statistics | 1 | Cleaning & Sweeping Purpose | Revenue Budget of the Department |
| 58 | Deptt. of Mathemetics | 1 | Cleaner | Revenue Budget of the Department |



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|--------|---|----------------------------|---|---|
| 59 | Vinaya-Bhavana | 1 | Female Sweeper | Revenue Budget of the Bhavana |
| 60 | Deptt. of Physical Education & Sport Science | 2 | MTS | Revenue Budget of the Department |
| 61 | Deptt. of Yogic Art & Science | 2 | MTS | Revenue Budget of the Department |
| 62 | PSNS | 1 | Pump Operator | Maintenance of Swimming Pool |
| 63 | PSNS | 21 | 7 Sports Trainers + 12 Technical Grounds Men +1 Office Superintendent-cum- Coaches + 1 Coaches | Temporary Establishment (Non- Academic) |
| 64 | Palli Siksha Bhavana | 10 | Farm Workers | Weed Contral and Agricultural Farm |
| 65 | Palli Siksha Bhavana | 1 | Office Worker | Revenue Budget of the Bhavana |
| 66 | Palli Siksha Bhavana | 3 | MTS | Weed Control & Agricultural Farm |
| 67 | Deptt. of Horticulture & Post Harvest Technology , PSB | 1 | Laboratory realted work | Temporary Establishment (Non Academic) |
| 68 | Deptt. of Agronomy, PSB | 1 | Office Worker | Revenue Budget of the Department |
| 69 | Department of Genetics and Plant Breeding | 1 | Sweeping,Cleaning, Laboratory related work and others job. | Revenue Budget of the Department. |
| 70 | Deptt. of Animal Science, PSB | 4 | Work at Dairy and Poultry Farm | Temporary Establishment (Non Academic) |
| 71 | Palli Samgathana Vibhaga | 1 | MTS | Revenue Budget of the Vibhaga |
| 72 | Department of Lifelong Learning & Extension, PSV | 1 | MTS | Revenue Budget of the Department |
| 73 | Deptt. of Rural Studies, PSV | 1 | Cleaner-cum-Sweeper | Revenue Budget of the Department |
| 74 | Siksha Satra | 3 | (i) 1 Female Worker + (ii) 1 Sweeping cleaning & other works + (iii)1 Office Organizer | (i) & (iii) worker from Temporary Establishment (Non Academic) & (ii) worker from Revenue budget of Siksha- Satra. |
| 75 | Granthana Vibhaga, Kolkata | 1 | Book Stall at Chatak, Santiniketan | Temporary Establishment (Non- academic) |
| 76 | Deptt. of Sanskrit, Pali & Prakrit | 2 | Office Workers | Revenue Budget of the Department |
| | Total | 397 | | |