

विश्वभारती
VISVA-BHARATI



OFFICE ORDER

The undersigned is directed to convey that Labour Welfare Cell has been constituted to deal with all matters related to non-regular workers (all categories) engaged at Visva-Bharati along with the detailed points of responsibility as follows:

1. Preparing and maintaining a database of non-regular workers, including Date of Birth, Date of Retirement, Place of Posting etc.
2. Maintain University's compliance with all new Labour Codes, Laws, Notifications and updates from time to time.
3. Co-ordinate with the engaged Labour Contractors and various Labour related Government Agencies for compliances, complaints and grievances.
4. Deal with court cases and legal issues related to non-regular workers engaged at the University.
5. Timely redressal of all grievances/ complaints from the workers' side.
6. Clearance of all pending issues including the timely payment of EPF, ESI for the workers engaged at the University.
7. Co-ordinate with the Internal Inspection Committee.
8. Controlling and ensuing proper duty of the non-regular workers engaged at the University.
9. Timely processing of Manpower Tender and renewals.
10. Any other issue related to Labour and Labour related matters including implementation of New Labour Codes.

Shri Daibakinandan Das, Deputy Registrar (Accounts) will be In-Charge of the Labour Welfare Cell as additional charge. Shri Das is hereby requested to take the charge immediately and send a copy to the undersigned.

Ref. No.REG/OO/89/120/2026-27
Date: 30/07/2026

Registrar
Visva-Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy forwarded for information and necessary action to:

1. All Directors/ Principals of Bhavanas/ Vibhagas of the University
2. Head/In-Charges of all academic Departments and Administrative Offices/ Sections/Centres
3. Finance Officer, Visva-Bharati
4. Librarian, Visva-Bharati
5. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/ Section Officers of all Offices
6. Joint Registrar and C.S. to Vice Chancellor, Visva-Bharati
7. Section Officer, Registrar's Office, Visva-Bharati
8. In-Charge, Rajbhasha Cell, Visva-Bharati-To translate it into Hindi
9. Nodal Officer, SAMARTH
10. University Webmaster-to upload it in the University website