



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

संस्थापक: रवीन्द्रनाथ ठाकुर
Founder: Rabindranath Tagore

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

No.Admn./G/G-15/257

Dated: 24th June, 2022

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 399 (three hundred ninety-nine) outsourced workers (list enclosed) of the University for a period of 89 days from 29-06-2022 to 25-09-2022 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.

Enclo: 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 days to be effective from 28-09-2022 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. Joint Registrar & Confidential Secretary to Vice-Chancellor
8. Internal Audit Officer (Acting)
9. In-charge, Security, Visva-Bharati
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

Assistant Registrar (Administration)
Visva-Bharati

**ADMINISTRATION SECTION**

विश्वभारती
VISVA-BHARATI

**List of outsourced workers of the University for re-engagement from 29.06.2022 to 25.09.2022**

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) 1 fromTemporary Establishment (Non-Academic) and ii)1 from Revenue Budget of IQAC.
11	Engineering Section	5	2 Pump Attendants + 2 MTS + 1 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 Supervisers	Proctor's Office, Cleaning of Hostels' & Students Aminities
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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ADMINISTRATION SECTION

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
21	Proctor	1	MTS	Temporary Establishment (Non-Academic)
22	Proctor	5	2 Matrons + 3 Attendants (Different Girls Hostels)	Temporary Establishment (Non-Academic)
23	Proctor	19	1 Hostel Superintendent + 6 Wardens + 9 Matrons + 3 Sweepers (Different Girls Hostels)	Temporary Establishment (Non-Academic)
24	Proctor	4	3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel)	Temporary Establishment (Non-Academic)
25	Dean of Students Welfare	3	1 MTS + 2 Peon	Temporary Establishment (Non-Academic)
26	Centre for Women Studies	1	Attendant-cum-Helper	Fund Provided by UGC
27	Public Relations Office	1	Guest House of Granthana Vibhaga	Temporary Establishment (Non-Academic)
28	Public Relations Office	2	1 Peon + 1 Attendant	Temporary Establishment (Non-Academic)
29	Guest Houses	33	13 Sweepers + 16 Attendants + 4 Gardener	Temporary Establishment (Non-Academic)
30	Central Transport Cell	6	a) 3 Drivers (1+2) + b) 3 Cleaners	a) (i) 1 Driver from Temporary Establishment (Non-Academic), (ii) 2 Drivers from Central Transport Cell Revenue Budget, b) 3 Cleaners from Temporary Establishment (Non- Academic)
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 Establishment (Non-Academic)



ADMINISTRATION SECTION

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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	62	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



ADMINISTRATION SECTION

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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	Fund recived towards monthly contribution from the users of the swimming pool.
63	PSNS	1	Career Counselor	Students Amenities
64	PSNS	21	7 Sports Trainers + 12 Technical Grounds Men +1 Office Superintendent-cum- Coaches + 1 Coaches	Temporary Establishment (Non- Academic)
65	Palli Siksha Bhavana	10	Farm Workers	Weed Control and Agricultural Farm
66	Palli Siksha Bhavana	1	Office Worker	Revenue Budget of the Bhavana
67	Palli Siksha Bhavana	3	MTS	Weed Control & Agricultural Farm
68	Deptt. of Horticulture & Post Harvest Technology , PSB	1	Laboratory realted work	Temporary Establishment (Non Academic)
69	Deptt. of Agronomy, PSB	1	Office Worker	Revenue Budget of the Department
70	Department of Genetics and Plant Breeding	1	Sweeping,Cleaning, Laboratory related work and others job.	Revenue Budget of the Department.
71	Deptt. of Animal Science, PSB	4	Work at Dairy and Poultry Farm	Temporary Establishment (Non Academic)
72	Palli Samgathana Vibhaga	1	MTS	Revenue Budget of the Vibhaga
73	Department of Lifelong Learning & Extension, PSV	1	MTS	Revenue Budget of the Department
74	Deptt. of Rural Studies, PSV	1	Cleaner-cum-Sweeper	Revenue Budget of the Department
75	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.
76	Granthana Vibhaga, Kolkata	1	Book Stall at Chatak, Santiniketan	Temporary Establishment (Non- academic)
77	Deptt. of Sanskrit, Pali & Prakrit	1	Office Worker	Revenue Budget of the Department
78	Indira Gandhi Centre	1	Office Worker	Revenue Budget of the Department
79	Sanitation Section	7	Cleaning & Up-Keep	Revenue Budget of the Department
Total		399		

