

विश्वभारती
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VISVA-BHARATI



No.Admn./G/G-15/६२०

Date: 20th September, 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 400 (four hundred) outsourced workers (list enclosed) of the University for a period of 89 days from 28.09.2022 to 25.12.2022 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 to be effective from 28.12.2022 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 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

**ADMINISTRATION SECTION**

विश्वभारती
VISVA-BHARATI

**List of outsourced workers of the University for re-engagement from 28.09.2022 to 25.12.2022**

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	Additional provision for payment of Wages for Contract workers incurred from Recurring
2	Finance Office	1	MTS	Revenue Budget of Finance Office
3	Academic & Research Section	3	1MTS + 1Computer Assistant + 1Peon-cum- Attendant	Additional provision for payment of Wages for Contract workers incurred from Recurring
4	Legal Cell	1	MTS	Revenue Budget of Legal Cell
5	Administration	5	1 Office Worker + 3 MTS + 1 Office organizer	Additional provision for payment of Wages for Contract workers incurred from Recurring
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	Additional provision for payment of Wages for Contract workers incurred from Recurring
8	Accounts Office	1	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
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 from Additional provision for payment of Wages for Contract workers incurred from Recurring and ii) 1 from Revenue Budget of IQAC.
11	Engineering Section	5	2 Pump Attendants + 2 MTS + 1 Drawer	Additional provision for payment of Wages for Contract workers incurred from Recurring
12	University Library	23	21 for Sweeping & Cleaning + 2 for Stock Maintenance	Additional provision for payment of Wages for Contract workers incurred from Recurring
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 Aminities

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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
16	Proctor	25	8 Matrons + 15 Attendants + 2 Sweepers (Patha Bhavana & Other Senior Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
17	Proctor	8	2 Matrons + 3 Sevikas + 3 Sweepers	Additional provision for payment of Wages for Contract workers incurred from Recurring
18	Proctor	8	3 Matrons + 5 Sevikas (Patha Bhavana & Senior Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
19	Proctor	1	Sweeper at Maitree Girls Hostel	Additional provision for payment of Wages for Contract workers incurred from Recurring
20	Proctor	1	MTS at Patha Bhavana Hostel	Revenue Budget of Patha Bhavana
21	Proctor	1	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
22	Proctor	5	2 Matrons + 3 Attendants (Different Girls Hostels)	Additional provision for payment of Wages for Contract workers incurred from Recurring
23	Proctor	19	1 Hostel Superintendent + 6 Wardens + 9 Matrons + 3 Sweepers (Different Girls Hostels)	Additional provision for payment of Wages for Contract workers incurred from Recurring
24	Proctor	4	3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
25	Dean of Students Welfare	3	1 MTS + 2 Peon	Additional provision for payment of Wages for Contract workers incurred from Recurring
26	Centre for Women Studies	1	Attendent-cum-Helper	Fund Provided by UGC
27	Public Relations Office	1	Guest House of Granthana Vibhaga	Additional provision for payment of Wages for Contract workers incurred from Recurring
28	Public Relations Office	2	1 Peon + 1 Attendant	Additional provision for payment of Wages for Contract workers incurred from Recurring
29	Guest Houses	33	13 Sweepers + 16 Attendants + 4 Gardener	Additional provision for payment of Wages for Contract workers incurred from Recurring

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Sl. No	Bhavana Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
30	Central Transport Cell	6	a) 3 Drivers (1+2) + b) 3 Cleaners	a) (i) 1 Driver from Additional provision for payment of Wages for Contract workers incurred from Recurring, (ii) 2 Drivers from Central Transport Cell Revenue Budget, b) 3 Cleaners from Additional provision for payment of Wages for Contract workers incurred from Recurring
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	Additional provision for payment of Wages for Contract workers incurred from Recurring
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 Additional provision for payment of Wages for Contract workers incurred from Recurring & 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

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Sl. No	Bhavana/ Department/ Office	Total No. of	Type of Engagement	Wages to be charged from Budget Head
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 Additional provision for payment of Wages for Contract workers incurred from Recurring & ii) 1 Worker from Revenue Budget of the Department
53	Deptment of Physics	1	Sweeping & Cleaning	Revenue Budget of the Department
54	Department of Chemistry	1	Cleaning	Revenue Budget of the Department
55	Department of	3	1 Cleaning Toilets &	Revenue Budget of the Department
56	Department of Botany	2	1 Gardener + 1 in Laboratory	i) 1 Worker from Additional provision for payment of Wages for Contract workers incurred from Recurring 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 Mathematics	1	Cleaner	Revenue Budget of the Department
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	Additional provision for payment of Wages for Contract workers incurred from Recurring

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Sl. No	Bhavana/ Department/Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
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 related work	Additional provision for payment of Wages for Contract workers incurred from Recurring
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	Additional provision for payment of Wages for Contract workers incurred from Recurring
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 Laboratory attendant	(i) worker from Additional provision for payment of Wages for Contract workers incurred from Recurring, (ii) & (iii)workers from Revenue budget of Siksha-Satra.
76	Granthana Vibhaga, Kolkata	1	Book Stall at Chatak, Santiniketan	Additional provision for payment of Wages for Contract workers incurred from Recurring
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	400		

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