



সংস্থাপক: রবীন্দ্রনাথ ঠাকুর
Founder: Rabindranath Tagore

আচার্য: শ্রী নরেন্দ্র মোদী
ACHARYA (CHANCELLOR)
SHRI NARENDRA MODI

উপাচার্য: প্রফেসর বিদ্যুত চক্রবর্তী
UPACHARYA (VICE-CHANCELLOR)
PROF. BIDYUT CHAKRABARTY

No.Admn./G/G-15/80

Dated: 28th June, 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 405 outsourced workers (list enclosed) of the University for a period of 89 days from 30.06.2021 to 26.09.2021[Except Sl. No. 45(ii)] 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 29.09.2021 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

শান্তিনিকেতন, পশ্চিম বঙ্গাল, ভারত-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 30.06.2021 to 26.09.2021

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+Computer Assistant	Temporary Establishment (Non-Academic)
2	Finance Office	1	MTS	Revenue Budget of Finance Office
3	Academic & Research Section	3	2 MTS + Office Worker	Temporary Establishment (Non-Academic)
4	Legal Cell	1	MTS	Revenue Budget of Legal Cell
5	Administration	4	Office Worker + 2 MTS + Office organizer	Temporary Establishment (Non-Academic)
6	Examination Section	8	3 MTS (Computer Related Job) + 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	1 Computer Assistant + 1 Sweeper-cum-peon (Duty allocated in two offices i) IQAC, ii) Nodal officer for online RTI portal	1 from Temporary Establishment (Non-Academic) and another 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)

**ADMINISTRATION SECTION**

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
20	Proctor	1	MTS at Patha Bhavana Hostel	Revenue Budget of Patha Bhavana
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	4	1 MTS + 2 Peon + 1 Instructor in Yoga & Meditation	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	34	13 Sweepers + 17 Attendants + 4 Gardener	Temporary Establishment (Non-Academic)
30	Central Transport Cell	5	2 Drivers + 3 Cleaners	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

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
41	P.M. Hospital	9	One Security-cum-Peon-cum-Medical Attendant + One Attendant-cum-Dresser + Seven 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	MTS from Temporary Establishment (Non-Academic) & 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) Computer & CCTV related works (ii) Security cum care taker in two phases from 03.04.2021 to 27.06.2021 & from 30.06.2021 to 26.09.2021	(i) Revenue Budget of Watch & Ward Section (ii) 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	3	1 MTS + 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	One Worker from Revenue Budget & another Worker from Temporary Establishment (Non Academic)
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	One Worker from Temporary Establishment (Non-Academic) and another Worker from Revenue Budget of the Department

**ADMINISTRATION SECTION**

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
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	2	1 Psychological Counsellor + 1 Career Counsellor	Students Amenities
63	PSNS	1	Pump Operator	Fund received towards monthly contribution from the users of the swimming pool
64	PSNS	24	8 Sports Trainers + 12 Technical Grounds Men + 2 Office Superintendent-cum- Coaches + 2 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 related 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	1 Female Worker + 1 Sweeping cleaning & other works +1 Office Organizer	Two worker from Temporary Establishment (Non Academic) & another 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	2	Office Workers	Revenue Budget of the Department
	Total	405		