



विश्वभारती
विश्वभारती
Visva-Bharati



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

संस्थापक: रवीन्द्रनाथ ठाकुर
Founder: Rabindranath Tagore

उपाचार्य: डॉ. प्रबीर कुमार घोष
UPACHARYA (VICE-CHANCELLOR)
DR. PROBIR KUMAR GHOSH

No.Admn./G/G-15/ 514

Date: 23.09.2025

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 409 (Four hundred and nine) outsourced workers (list enclosed) of the University for a period of 89 days from 24th September, 2025 to 21st December, 2025 on the existing terms and conditions.

The payment of wages to 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

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 24th December, 2025 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 Directors / Principals of Bhavanas / Vibhagas of the University.
2. Heads of all academic Departments and Administrative Offices / Sections.
3. Finance Officer/ Joint Finance Officer-Internal Audit.
4. Dean of Students Welfare/ Proctor
5. Chief Medical Officer, Pearson Memorial Hospital.
6. Joint Registrar & C.S. to Vice-Chancellor.
7. Professor In-Charge of Security, Visva-Bharati
8. In-Charge, Raj Bhasha Cell, Visva-Bharati- To translate it into Hindi and arrange to upload it in the University Website.
9. Assistant Registrar (Meeting)
10. Section Officer (Administration)
11. P.A. to Registrar
12. 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 24.09.2025 to 21.12.2025

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	1 Computer Operator (Including Office related Job) + 2 MTS	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	2 Computer Operator (Including Office related Job) + 1 Peon-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	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
6	Examination Section	8	3 Computer Operator (Including Office related Job)+1 MTS (NAD Scheme)+ 4 MTS	Revenue Budget of Examination Section
7	Establishment Section	2	1-Computer Operator (Including Office related Job) + 1- MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
8	Accounts Office	2	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
9	Admission Co- ordination Cell	2	Computer Operator (Including Office related Job)	Revenue Budget of Admission Co- ordination Cell
10	Internal Quality Assurance Cell (IQAC)	1	Computer Operator including Office related Job of IQAC and Online RTI Portal	Additional provision for payment of Wages for Contract workers incurred from Recurring
11	RTI Cell	1	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
12	Engineering Section	5	3 Computer Operator (Including Office related Job)+ 2 Pump Attendants	Additional provision for payment of Wages for Contract workers incurred from Recurring
13	University Library	23	21 for Sweeping & Cleaning + 2 for Stack Maintenance	Additional provision for payment of Wages for Contract workers incurred from Recurring
14	Computer Center	1	MTS	Revenue Budget of Computer Center



**ADMINISTRATION SECTION**

Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
15	Raj Bhasha Cell	1	Sweeping & Cleaning	Revenue Budget of Raj Bhasha Cell
16	Proctor	42	40 Sweepers + 2 Supervisors	Proctor's Office, Cleaning of Hostels' & Students Amenities
17	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
18	Proctor	8	2 Matrons + 3 Sevikas + 3 Sweepers	Additional provision for payment of Wages for Contract workers incurred from Recurring
19	Proctor	8	3 Matrons + 5 Sevikas (Patha Bhavana & Senior Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
20	Proctor	1	Sweeper at Maitree Girls Hostel	Additional provision for payment of Wages for Contract workers incurred from Recurring
21	Proctor	1	Computer Operator (Including Office related Job)	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	2	1 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 Computer Operator (Including Office related Job) + 2 Peon	Additional provision for payment of Wages for Contract workers incurred from Recurring
26	Public Relations Office	2	1 Peon + 1 Attendant	Additional provision for payment of Wages for Contract workers incurred from Recurring
27	Guest Houses	29	1 Computer Operator (Including Office related Job) + 10 Sweepers + 13 Attendants + 4 Gardener + 1 Upkeeping, Cooking & Indoor works at Rathindra Atithi Griha/ Purbapalli Guest House.	Additional provision for payment of Wages for Contract workers incurred from Recurring + 01 from Guest House maintenance.

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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
28	Central Transport Cell	10	a) 3 Drivers (1+2) + b) 3 Cleaners + 4 Drivers	a) (i) 1 Driver from Additional provision for payment of Wages for Contract workers incurred from Recurring, (ii) 6 Drivers from Central Transport Cell Revenue Budget, b) 3 Cleaners from Additional provision for payment of Wages for Contract workers incurred from Recurring
29	Vidya Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
30	Deptt. of Geography	1	Sweeping & Cleaning	Revenue Budget of the Department
31	Deptt. of Philosophy & Comparative Religion	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
32	Centre for Journalism and Mass Communication	1	Sweeping & Cleaning	Revenue Budget of the Department
33	Bhasha Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
34	Hindi Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
35	Department of Bengali	1	Sweeping & Cleaning	Revenue Budget of the Department
36	Deptt. of Sanskrit, Pali & Prakrit	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
37	Department of Odia	1	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
38	Center for Endangered Languages	2	MTS + Sweeper-cum- Cleaner-cum-gardener	CFEL Budget Head
39	P.M. Hospital	1	Ward Master	Additional provision for payment of Wages for Contract workers incurred from Recurring
40	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
41	Rabindra Bhavana	4	1 MTS + 1 Mopper + 2 Mopper-cum-Sweeper	1 MTS Additional provision for payment of Wages for Contract workers incurred from Recurring & 1 Mopper from "Rabindra Bhavana Including Uttarayan" & 2 from Rabindra Bhavana.



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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
42	Patha Bhavana	2	Hostel related works	Revenue Budget of the Patha Bhavana
43	Garden Section	64	62 Cleaning & Up-Keep+ One worker as Gardener and caretaker, other worker as upkeeper for both indoor and outdoor of 'Pather Sesh (House)	64 workers from House keeping of Bhavanas and campus common area
44	Watch & Ward Section	2	(i)1 Computer Operator (Including CCTV related Job) (ii)1 Security cum care taker	(i)1 Revenue Budget of Watch & Ward Section (ii) 1 Vital Instalation for Security
45	Kala Bhavana	3	MTS	Revenue Budget of the Bhavana
46	Sangit Bhavana	5	2 Gardeners + 2 Sweepers & Cleaners + 1 in Library	Revenue Budget of the Bhavana
47	Rabindra Sangit Gaveshana Kendra	2	Sweeping & Cleaning	Revenue Budget of the Kendra
48	Siksha Bhavana	2	2 Sweepers	Revenue Budget of the Bhavana
49	Department of Computer & System Sciences	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
50	Deptt. of Biotechnology	3	Office & Laboratory work	Revenue Budget of the Department
51	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
52	Department of Physics	2	One as Sweeper & Cleaner and another for Laboratory related work	Revenue Budget of the Department
53	Department of Chemistry	1	Cleaning	Revenue Budget of the Department
54	Department of Zoology	1	1 Cleaning Toilets & Sarroundings	Revenue Budget of the Department
55	Department of Botany	1	Laboratory purpose	Revenue Budget of the Department
56	Department of Statistics	1	Cleaning & Sweeping Purpose	Revenue Budget of the Department
57	Deptt. of Mathemetics	1	Cleaner	Revenue Budget of the Department
58	Vinaya-Bhavana	1	Female Sweeper	Revenue Budget of the Bhavana
59	Deptt. of Physical Education & Sport Science	2	MTS	Revenue Budget of the Department
60	Deptt. of Yogic Art & Science	2	MTS	Revenue Budget of the Department

ADMINISTRATION SECTION

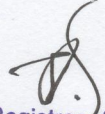
Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
61	PSNS	1	Pump Operator	Fund recived towards monthly contribution from the users of the swimming pool.
62	PSNS	20	7 Sports Trainers + 12 Technical Grounds Men + 1 Coach	Additional provision for payment of Wages for Contract workers incurred from Recurring
63	Palli Siksha Bhavana	15	Farm Workers + 3 Sweep+1Sweep+1Sweep	10 farm workers from Weed Control and Agricultural Farm + 3 sweeper from Additional provision for payment of Wages for Contract workers incurred from Recurring + 1sweeper from the revenue of Bhasha-Bhavana + 1 sweeper from the revenue budget of Vidya-Bhavana
64	Palli Siksha Bhavana	1	Office Worker	Revenue Budget of the Bhavana
65	Palli Siksha Bhavana	3	MTS	Revenue Budget under Weed Control & Agricultural Farm
66	Deptt. of Horticulture & Post Harvest Technology , PSB	1	Laboratory realted work	Additional provision for payment of Wages for Contract workers incurred from Recurring
67	Deptt. of Agronomy, PSB	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
68	Department of Genetics and Plant Breeding	1	Sweeping,Cleaning, Laboratory related work and others job.	Revenue Budget of the Department.
69	Deptt. of Animal Science, PSB	6	i)1 Supervisor,ii) 1 Animal Health Worker, iii)1 Cattle Keeping, iv)1 Skilled Labour , v)1Laboratory technician,vi) 1 Peon	i,ii,iii,iv, workers from Additional provision for payment of Wages for Contract workers incurred from Recurring and v & vi workers from the Revenue Budget of the Department of Zoology.
71	Department of Lifelong Learning & Extension, PSV	1	MTS	Revenue Budget of the Department
72	Deptt. of Rural Studies, PSV	1	Cleaner-cum-Sweeper	Revenue Budget of the Department
70	Palli Samgathana Vibhaga	1	MTS	Revenue Budget of the Vibhaga
73	Siksha Satra	3	(i)1 Computer Operator (Including Office related Job) + (ii) 1 Sweeping Cleaning & Other Works+ (iii)1 Female Worker	(i) & (ii) workers from Revenue budget of Siksha-Satra. (iii) worker from Additional provision for payment of Wages for Contract workers incurred from Recurring,
74	Indira Gandhi Centre	1	Computer Operator (Including Office related Job)	Revenue Budget of the "Indira Gandhi Centre" and "Foreign Student Assistance Cell".



Assistant Registrar (Administration)
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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
75	Sanitation Section	9	7 Cleaning & Up-Keep + 2 Sweeper	7 workers from Revenue Budget of the Section and 2 workers from Additional provision for payment of Wages for Contract workers incurred from Recurring
76	Granthana Vibhaga, Kolkata	3 (2+1)	2 Book Stall at Chatak, Santiniketan, 1 Guest House Granthana Vibhaga.	Additional provision for payment of Wages for Contract workers incurred from Recurring
77	Department of Social Work	1	Field Organiser	Revenue Budget of the Department
78	Centre for Women Studies	1	Attendent-cum-Helper	Fund provided by UGC
79	Department of Anthropology	1	Sweeping and Cleaning	Revenue Budget of the Department
80	Siksha-Bhavana	1	Maintenance of FE-SEM instrument.	Siksha-Bhavana Instrument Centre.
	Total	409		


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