



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

संस्थापक: रवीन्द्रनाथ ठाकुर  
Founder: Rabindranath Tagore

उपाचार्य (स्थानापन्न): प्रोफेसर विनय कुमार सरेन  
UPACHARYA (VICE-CHANCELLOR) (Offg.)  
PROF. BINOY KUMAR SAREN

No.Admn./G/G-15/747

Date: 22.12.2024

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 408 (Four hundred and eight) outsourced workers (list enclosed) of the University for a period of 89 days from 25<sup>th</sup> December, 2024 to 23<sup>rd</sup> March, 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

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 26<sup>th</sup> March, 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/ Principal of Bhavanas/ Vibhagas of the University
2. Heads of all academic Departments and Administrative Offices / Sections.
3. Finance Officer (Acting)
4. Proctor (Acting)
5. Dean of Students Welfare
6. Chief Medical Officer, Pearson Memorial Hospital.
7. Joint Registrar & Confidential Secretary to Vice-Chancellor.
8. Internal Audit Officer (Acting)
9. Security Officer, Visva-Bharati
10. In-Charge, Raj Bhasha Cell, Visva-Bharati: To translate it into Hindi and arrange to upload it 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 25.12.2024 to 23.03.2025**

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)	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 Stock Maintenance	Additional provision for payment of Wages for Contract workers incurred from Recurring
14	Computer Center	1	MTS	Revenue Budget of Computer Center

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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 Aminties
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	MTS at Patha Bhavana Hostel	Revenue Budget of Patha Bhavana
22	Proctor	1	Computer Operator (Including Office related Job)	Additional provision for payment of Wages for Contract workers incurred from Recurring
23	Proctor	5	2 Matrons + 3 Attendants (Different Girls Hostels)	Additional provision for payment of Wages for Contract workers incurred from Recurring
24	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
25	Proctor	4	3 Sweepers (Elmhirst Boys Hostel) + 1 Sweeper (Khoai Girls Hostel)	Additional provision for payment of Wages for Contract workers incurred from Recurring
26	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
27	Public Relations Office	2	1 Peon + 1 Attendant	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
28	Guest Houses	32	1 Computer Operator (Including Office related Job) + 13 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.
29	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
30	Vidya Bhavana	2	Sweeping & Cleaning	Revenue Budget of the Bhavana
31	Deptt. of Geography	1	Sweeping & Cleaning	Revenue Budget of the Department
32	Deptt. of Philosophy & Comparative Religion	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
33	Centre for Journalism and Mass Communication	1	Sweeping & Cleaning	Revenue Budget of the Department
34	Bhasha Bhavana	2	Sweeping & Cleaning	Revenue Budget of the Bhavana
35	Hindi Bhavana	1	Sweeping & Cleaning	Revenue Budget of the Bhavana
36	Department of Bengali	1	Sweeping & Cleaning	Revenue Budget of the Department
37	Deptt. of Sanskrit, Pali & Prakrit	1	Computer Operator (Including Office related Job)	Revenue Budget of the Department
38	Department of Odia	1	MTS	Additional provision for payment of Wages for Contract workers incurred from Recurring
39	Center for Endangered Languages	2	MTS + Sweeper-cum-Cleaner-cum-gardener	CFEL Budget Head
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



  
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Sl. No	Bhavana/ Department/ Office	Total No. of Workers	Type of Engagement	Wages to be charged from Budget Head
42	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.
43	Patha Bhavana	2	Hostel related works	Revenue Budget of the Patha Bhavana
44	Garden Section	64	62 Cleaning & Up-Keep+ One worker as Gardener and caretaker, other worker as upkeep for both indoor and outdoor of 'Pather Sesh (House)	64 workers from House keeping of Bhavanas and campus common area
45	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
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	Computer Operator (Including Office related Job)	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	Department of Physics	2	One as Sweeper & Cleaner and another for Laboratory related work	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	1	Laboratory purpose	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



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Sl. No	Bhavana/	Total No.	Type of Engagement	Wages to be charged from Budget
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	20	7 Sports Trainers + 12 Technical Grounds Men + 1 Coach	Additional provision for payment of Wages for Contract workers incurred from Recurring
64	PSNS	1	Career Counselor-cum-Psychological Counselor	Students Amenities
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	Revenue Budget under Weed Control & Agricultural Farm
68	Deptt. of Horticulture & Post Harvest Technology , PSB	1	Laboratory realted work	Additional provision for payment of Wages for Contract workers incurred from Recurring
69	Deptt. of Agronomy, PSB	1	Computer Operator (Including Office related Job)	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	1 Supervisor, 1 Animal Health Worker, 1 Cattle Keeping, 1 Skilled Labour	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 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,
76	Indira Gandhi Centre	1	Computer Operator (Including Office related Job)	Revenue Budget of the Centre
77	Sanitation Section	7	Cleaning & Up-Keep	Revenue Budget of the Section
78	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
79	Department of Social Work	1	Field Organiser	Revenue Budget of the Department
<b>Total</b>		<b>408</b>		

