



**VISVA – BHARATI**

**SANTINIKETAN**

**NOTIFICATION**

The undersigned is to convey that in connection with the ensuing Lok Sabha Election 2019, The University has been requested by the office of the Block Development Officer, Bolpur to send data base of employees.

For the purpose, all employees (both Academic & Non – teaching ) are requested to fill in the enclosed proforma with signature (sent by the office of the Block Development Officer, Bolpur) and submit to the Head of the office concerned. Head of the office concerned are requested to ensure that the proforma is filled up and submitted by all the employees working under their control and forward the same with a comprehensive list of the employees (both Academic and Non-teaching) who have submitted the proforma as well as who have not submitted the same, so as to reach the office of the Joint Registrar (Establishment) by 15<sup>th</sup> Dec. 2018 positively.

Ref. No. Estab./Election 2019/ 1

Date : 11/12/2018

  
Registrar (Acting)

Visva-Bharati

**Copy to :**

1. All Directors / Principals of all Bhavanas / Vihagas, V.B.
2. All Heads of Academic and Non-teaching Departments / Centres / Sections, V.B.
3. Proctor, V.B.
4. Finance Officer, V.B.
5. All Joint Registrars / Deputy Registrars / IAO / Assistant Registrars, V.B.
6. C.M.O / C.S.O / U.E. V.B.
7. C.S to Vice-Chancellor, V.B.
8. Assistant Registrar (Meeting), V.B.
9. PA to Registrar, V.B.
10. Hindi Officer – to translate into Hindi and arrange to upload in the University website, V.B.
11. University webmaster – to upload in the University website, V.B.
12. File

FORMAT -PP-1

Format for furnishing office information

- 1 Name of Office:-
- 2 Designation of Officer-in-charge:-
- 3 Office address:-

Para/Tola/Street:-  
Vill/Town/Metro:-  
Post office:-  
Police Station:-  
Sub-Division:-  
Municipality:-  
District:-  
Pin Code:-

- 4 Name and Number of the Assembly Constituency where the office is situated:-

- 5 Status:-

- 6 Category of Office @:-

- 7 Contact Number of Head of Office :-

Phone:-  
Mobile:-

Fax:-  
E-Mail:-

- 8

Total Number of Existing Staff:-

Male:-  
Female:-  
Total:-

DDO/IFSC/DISE CODE:-

Place:

Date:

Signature with Office Seal of Officer -in-Charge

@ Write

- 1) For Department/Directorate/Other Subordinate Government Office
- 2) For Railways
- 3) For BSNL
- 4) For Bank
- 5) For LIC/GIC etc./Financial Institution
- 6) For Income Tax/Customs or other Revenue Collection Authority
- 7) For Primary School
- 8) For Secondary/Higher Secondary School
- 9) For College
- 10) For University
- 11) For Water/Electricity Supply
- 11) For Panchayat Body
- 13) For Municipal Body
- 14) For others (Please Specify)

#Write

1. For Central Government
2. For State Government
3. For Central Government undertaking
4. For State Government undertaking
5. For Local Bodies
6. For Govt. Aided Organization
7. For Autonomous Body
8. Others (Please Specify)

To be filled up by D.E.O

Office Code (10 digit):-

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Assembly Constituency Number in which the office is located:-