



**VISVA-BHARATI  
SANTINIKETAN**

**NOTIFICATION**

The undersigned is to convey that Notification for providing information of Faculty and Staff members for the ensuing Loksabha Election 2019 was issued on 11/12/2018 and 16/12/2018. Further requests have been sent on 11/01/2019, 18/01/2019, 20/01/2019, 23/01/2019 for sending filled in proforma (PP2) to the Principals of Bhavanas and Heads of the Departments/ offices. However, in spite of several requests, some faculty members/ employees have not submitted the filled in PP2 format necessary for uploading in the portal.

Therefore, Principals of Bhavanas/ Heads of the Departments/offices concerned are requested to ensure that the proforma (PP2) is filled up and submitted by all the faculty members/ employees working under their control and forward the same with a comprehensive list of 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 04/02/2019, 4.00 p.m. Otherwise, the University will be compelled to send the list of the Faculty members/ employees, who have not submitted the information, to the district administration and the University will be unable to defend any action taken by the district administration/ Election Commission in this regard.

This is issued with the approval of the competent authority.

Ref. No. Estab/Election 2019/ 6  
Date 03/02/2019

Registrar (Acting)  
Visva-Bharati

**Copy forwarded of information and necessary action to:**

1. All Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Non-teaching Departments/ Centres/ Sections
3. Proctor
4. Finance Officer
5. Joint Registrar (Accounts)
6. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
7. C.M.O./C.S.O/U.E.
8. CS to Vice-Chancellor
9. Assistant Registrar (Meeting)
10. PA to Registrar
11. Pay Fixation Cell
12. Hindi Officer - to translate into Hindi and arrange to upload in the University website
13. University Webmaster - to upload in the University Website
14. File