



ELECTION URGENT

Memo No. : REG/GE/38/ ৯৯ /2025-26

Date: 21/10/2025

To,

1. Director, PSNS
2. Director, Granthana Vibhaga, Kolkata
3. Director, Indira Gandhi Centre
4. Proctor
5. Coordinator, World Heritage Cell
6. Professor-in-charge, Engineering Department
7. In-Charge, IQAC
8. Joint Registrar (Examination)
9. Joint Registrar (Academic & Research)
10. Joint Registrar (Estate & Legal Cell)
11. Joint Registrar & CS to Vice-Chancellor
12. Joint Registrar (Development)
13. Joint Registrar (Purchase & Stores)
14. Deputy Registrar (Administration & Establishment)
15. Assistant Registrar (Meeting)
16. In-Charge, SC & ST Cell
17. In-Charge, Sanitation
18. In-Charge, Security
19. In-Charge, Garden Section
20. In-Charge, Central Transport Cell
21. In-Charge, Public Relations
22. In-Charge, Guest Houses
23. In-Charge, Computer Centre
24. In-Charge, Raj Bhasha Cell
25. Co-ordinator, Admission Co-ordination Cell
26. Nodal Officer, Samarth

Sub. : Mandatory registration, update & verification of employee's details in the Election Manpower Management System (EMMS) portal for ensuing General Election to West Bengal Legislative Assembly 2026 – reg.

In terms of the communication received from District Magistrate & District Election Officer, Birbhum vide Order No. 01/MMW Dated 19/09/2025 & Block Development Officer, Bolpur-Sriniketan Development Block, Govt. of West Bengal, Birbhum vide Memo No. 2396(134)/BSB (AGE-23) dated 22/09/2025, the undersigned is directed to convey that it is mandatory to make registration, Update and verification of details of the employees of Visva-Bharati in the EMMS Portal (<https://emms.wb.gov.in>) for the purpose of the ensuing General Election to West Bengal Legislative Assembly 2026 within 31.10.2025.

In view of the above, you are requested to kindly arrange to circulate the prescribed format (attached) amongst the permanent employees working under your control and also request them to submit the hard copy of the same duly filled-in all respect, to the office of the undersigned within 31.10.2025. Please treat this matter as MOST URGENT.

Encl. : **Format - A1:J55PP2**

Copy to :

1. Joint Registrar & C.S to Vice-Chancellor
2. P.A to Registrar
3. University Webmaster: To upload it in the University Website.


Registrar
Visva-Bharati
कुलसचिव
विश्वभारती
Registrar
Visva-Bharati



FORMAT- A1:J55PP- 2

(For collection of Employee Details i.c.w. AGE 2026)

NAME OF THE OFFICE (Potal) : Office of the Registrar, Visva-Bharati

OFFICE CODE :19307250028/PWFDL

Personal (Employee Information)	1	Name of the Office	
		Name of the Employee/Officer	
		ID No.	
		Present Designation	
		Group	GROUP - A / GROUP - B / GROUP - C / GROUP - D / GROUP - E
		Gender	Male / Female
		Date of Birth	/ / (DD/MM/YYYY)
		Basic Pay	Rs.
		Pay Level with Band	Level - ()
		Educational Qualification	
		Language Known	Bengali/English/Hindi/
Employee Contact Details	2	Address for Communication with Pin code	
		Mobile No	
		Email ID	
Employee Electoral Details	3	EPIC No.	
		Part No.	
		Serial No.	
		Present Address Assembly Constituency	
		Permanent Address Assembly Constituency	
Present Residence Details	4	Office Address Assembly Constituency (Present post of duty)	286 - BOLPUR /
		District	
		Location Type (Block or Muni.)	BLOCK/MUNICIPALITY
		Location Name (Name of the Block or Muni.)	
Permanent Residence Details	5	Name of GP or Ward	
		District	
		Location Type (Block or Muni.)	BLOCK/MUNICIPALITY
		Location Name (Name of the Block or Muni.)	
Office Details	6	Name of GP or Ward	
		District	
		Location Type (Block or Muni.)	BLOCK/MUNICIPALITY
		Location Name (Name of the Block or Muni.)	
Employee Bank Account Details	7	Name of GP or Ward	
		Bank Name	STATE BANK OF INDIA
		Branch Name	SANTINIKETAN
		IFSC No.	SBIN0002121
Past Election Duty	8	Bank Account No.	
		First Time for Election Duty/Process	Yes/No (if No, please specify the details mentioned below)
		Number of Election Duty performed	
		Year of which Last Election Duty performed	

Date :

Place:

Signature of the Employee