Date: 04/12/2015

URGENT

To
The Principals of the Bhavanas/Sadanas/Vibhagas and
Head of the Departments/Offices
Visva-Bharati

Sub. Preparation of Database of Polling Personnel for forthcoming Bidhan Sabha Election 2016

Ref. 543(19)/Elec. Dated 26/08/2015 of District Magistrate & District Election Officer, Birbhum, dated 14/09/2015

It is requested to send the list of staff-members (both Academic & Non-Academic) with requisite information as per enclosed pro-forma(PP-2) within 2 days to the undersigned office positively.

This may be considered as ELECTION URGENT.

Joint Registrar (Establishment)

Visva-Bharati

Format

Format for furnishing		

Name of office]	Office Code : (To be filled by DEO)															-	1			
Name in full in Block letters	Designati on in full (Block letter)		Sex (M/F)	ÁC No. & Name	part	Serial No.	EPIC No. (Voters: photo ID Card)	Pay Band No/Scale			Whether working in the district for 3yrs out of 4yrs as on 31.12:201	Residen	tial address	Assembly Constituency Number (New) in respect of			Academic Qualificat		Contact No.		Email ID	Particulars of Bank Account				Remarks
												Present	Permanent		Permanent residence				Phone No. (Residence)	Mobil		Bank Name	Branch Name	IFSC	A/c NO	
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Write

- 1. For Non-matric / Vill Standard or below
- 2. For Matric/ School Final or Higher Secondary
- 3. For Graduate and above

Write

- 1. For Head Office
- 2. For Night Guard
- 3. For Sweeper
- 4. Key Holder
- 5. For Physically Handicapped
- 6. For Peoples Représentative
- 7. For Others(Mention the exact reason as why the employee cannot be spared)

^{*} For physically handicapped person certificate issued by appropriate authority should be furnished

^{*} EPIC No. must be filled