



**VISVA-BHARATI  
SANTINIKETAN**

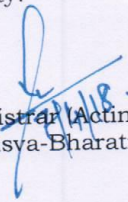
**NOTIFICATION**

The undersigned is to convey that in connection with the ensuing Panchayet Election 2018 the University has been requested by the office of the Block Development Officer, Bolpur Sriniketan to send database of employees.

For the purpose, all employees are requested to **fill in the enclosed proforma with signature** sent by the office of the Block Development Officer, Bolpur Sriniketan and submit to the Head of the Office concerned within 9<sup>th</sup> April 2018 positively. Heads 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 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 9<sup>th</sup> April 2018, 04.00 p.m.

This is issued with the approval of the competent authority.

Ref. No. Estab/DR/00/232  
Date 07/04/2018

  
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

1	Office Code
2	Office Name
3	Name of Employee
4	Designation
5	Date of Birth ( DD/MM/YYYY)
6	Sex(M/F)
7	Scale of Pay
8	Basic Pay
9	Grade Pay
10	Present Address
11	Permanent Address
12	Email ID
13	Mobile No
14	Qualification (Class B Pass/Madhyamik/HS/Graduate/PG/Other )
15	Language Known (other than Bengali) ( Nepali/Hindi/None)
16	Bank
17	Branch
18	IFSC Code
19	Bank A/C No
20	Voter of Assembly
21	EPIC No
22	Block/Muni of Present Address
23	Block/Muni of Permanent Address
24	Block/Muni of Place of Posting
25	Remarks ( Armed Guard/BLO/Driver/Head of Office/Key Holder/Night Guard/People's Repre/Phy handicapped/Sweeper)
26	Group only for Contractual Employees ( Contractual Gr-A staff/ Contractual Gr-B Staff/Contractual Gr-C Staff/Contractual Gr-D Staff)

Employee details

(New Data Sheet)