VISVA-BHARATI

SANTINIKETAN

NOTIFICATION

In continuation of our earlier notification No Estab/Election 2016/1 dated 11/12/2018 and Estab /Election 2019/2 dated 16/12/2018, the undersigned is to convey that most of the Bhavanas / Departments/ Sections have not submitted filled in PP1 & PP2 profoma as by BDO, Bolpur till date.

Heads of Departments concerned are requested to send the filled in PP1 & PP2 profoma to the Principal of Bhavana and Principals are requested to forward the consolidated information (Bhavana wise) to the office of the undersigned by e-mail (registrar@visva-bharati.ac.in) and hard copy by 12/01/2019, 12.00 noon positively.

In case of administrative and other offices, Heads of the offices concerned are requested to forward the same to the office of the Registrar through e-mail and hard copy by 12/01/2019, 12.00 noon positively.

This may be treated as most urgent.

Enclo: Format PP1 & PP2

Ref. No. Estab./Election 2019/3

Date: 11/01/2019

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 Registrar / 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. Hind Officer to translate into Hondi and arrange to upload in the University website, V.B
- 11. University webmaster to upload in the University website, V.B.
- 12. File



VISVA - BHARATI

SANTINIKETAN

NOTIFICATION

In continuation of earlier notification, No. Estab. / Election 2019/ 1 dated 11/12/2019 the undersigned is to convey that the Block Development Officer has sent proformaPP2 for filling the details of employees for ensuing Lok Sabha election 2019. 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 18th Dec. 2018 positively.

Ref. No. Estab./Election 2015/2

Date: 16/12/2018

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

			SI. No.	
	(Name of the Employee	
			Design ation	
			Date of Birth	
			Sex (M/F	-)
			N A	Deta
			Part	ails of enrollment in current elector roll
			No Si	enrolln t elect
			Epic No(Voters & Photo Id Card)	Details of enrollment in the current elector roll
			Pay Band No	/Scale
			Basic Pa	ау
			Grade Pa	ay
			Present address 1	Residentia
			Present address 2	Residential Address
			Pres ent	Con
			Per man ent	Assembly Constituency in
			Place of Posti ng	
			Academ qualificat	ion
			than bengali(Hindi/Ne pali)	Languag e known
			than bengali(Mobile No. Hindi/Ne pali)	Contract no
			E-mail Id	
			A/c No	Bank
			IFSC Code	Bank Details
			Caategory (A/B/C/D)	

FORMAT -PP-2

7 10



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 15th 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

	urnishing office informati		
Name of Office:-			
Designation of Officer-in-charge:-			
Office address:-			
Para/Tola/Street			
Vill/Town/Metro);-		
Post office:-			
Police Station:-			
Sub-Division:-			
Municipality:-			
District:-			
Pin Code:-	the office is	cituated:-	
Name and Number of the Assembly Constitue	ency where the office is	Situated.	
Status:-			
Coffice @:			
Category of Office @:-			
Contact Number of Head of Office :-	Phone:-	Fax:-	
Contact Number of flead of Silver	Mobile:-	E-Mail:-	
	Male:-		
Total Number of Existing Staff:	- Female:-		
Total Number of Existing	Total:-		
DO /JESC/DISE CODE:-			
DO/IFSC/DISE CODE:-		Office Seal of Officer in-Charge	
ace:		gnature with Office Seal of Officer -in-Charge	
ace: ate:	Si	gnature with Office Seal of Officer -in-Charge	
ace: ate:	Si		
ace: ate: @ Write For Department/Directorate/Other Subordin	Si	#Write	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways	Si	#Write 1. For Central Government	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL	Si	#Write 1. For Central Government 2. For State Government	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank	Si	#Write 1. For Central Government 2. For State Government 3. For Central Governement	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue G	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue Carlon Programmy School	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (7) For Primary School For Secondary/Higher Secondary School	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization	
ace: ate: Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue G For Primary School For Secondary/Higher Secondary School For College	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body	
ace: ate: Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue G For Primary School For Secondary/Higher Secondary School For College To) For College	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University The Por Water/Electricity Supply	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University The For Water/Electricity Supply For Panchayat Body	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University Tor Water/Electricity Supply For Municipal Body	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University Tor Water/Electricity Supply For Municipal Body	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University The For Water/Electricity Supply For Panchayat Body	Si ate Government Office Collection Authority	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body 8. Others (Please Specify)	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University Tor Water/Electricity Supply For Municipal Body	Si ate Government Office	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body 8. Others (Please Specify)	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University Tor Water/Electricity Supply For Municipal Body	Si ate Government Office Collection Authority	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body 8. Others (Please Specify)	
ace: ate: Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (CO) For Primary School For Secondary/Higher Secondary School For College College For University For Water/Electricity Supply For Panchayat Body Sor Municipal Body For others (Please Specify)	Si ate Government Office Collection Authority	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body 8. Others (Please Specify)	
ace: ate: @ Write For Department/Directorate/Other Subordin For Railways For BSNL For Bank For LIC/GIC etc./Financial Institution For Income Tax/Customs or other Revenue (For Primary School For Secondary/Higher Secondary School For College O For University Tor Water/Electricity Supply For Municipal Body	Si ate Government Office Collection Authority	#Write 1. For Central Government 2. For State Government 3. For Central Governement undertaking 4. For State Government undertaking 5. For Local Bodies 6. For Govt. Aided Organization 7. For Autonomous Body 8. Others (Please Specify)	