



THE UNIVERSITY OF BURDWAN  
RAJBATI, BURDWAN – 713 104  
WEST BENGAL  
Registrar's Department

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No: R/Estab/Notification/2018/ 714

Date: 26.12.2018

Notification

It is notified for information of all teachers and officers of this University that for compliance of the Govt memo bearing no 15(157/(PP-Cell/GPE-19/18 dated 12-12-2018 issued by the Addl. District Magistrate(G) & Addl. District Magistrate, Election, Purba Bardhaman, the particulars of teachers and officers have to be sent to the District Election office for ensuing Parliamentary General Election 2019.

All teachers of this University are requested to submit information as per proforma as annexed with photocopy of relevant documents in the office of the respective HOD/TIC positively within **04-01-2019**. Respective HOD/TIC will send the compiled data **in excel format only** positively within **08-01-2019** through email ([registrar@buruniv.ac.in](mailto:registrar@buruniv.ac.in)) and send the hard copy along with relevant documents to the Registrar's Secretariate also. All officers are also requested to send the information in excel format only positively within **08-01-2019** through email ([registrar@buruniv.ac.in](mailto:registrar@buruniv.ac.in)) and send the hard copy along with relevant documents to the Registrar's Secretariate also.

All are requested to comply with the said notification strictly.

Encl: Proforma of Employee Particulars

By order of the Vice Chancellor

(T. Hossain)

REGISTRAR (officiating)

**N.B. The proforma is also available at the University website.**

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Copy forwarded for information and necessary action to: -

1. Heads of all teaching departments, B.U.
2. Officers of the University of Burdwan.
3. System Manager, Computer Centre, B.U. with the request to place this Notification on the University Website.
4. Jr Supdt, Vice Chancellor's Sectt / office of the Pro Vice Chancellor / Jr Supdt , Registrar's Sectt, B.U.

REGISTRAR (officiating)

[Click here to download proforma](#)