



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

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Email: [registrar@buruniv.ac.in](mailto:registrar@buruniv.ac.in)  
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No: R/Estab/Notification/781  
To

Date: 16-01-2019

1. All Heads/TICs of the PG Departments
2. All officers of the University of Burdwan
3. Director, DDE/UGC-HRDC, B.U.
4. In-charge, Central Library, B.U.

Election urgent

Sir/ Madam,

It has been observed that despite several intimations, some of the employees (teaching, officers & non-teaching employees) have not yet submitted employee-particulars as required for uploading the same in the portal of the Election Commission of India. Yesterday, Addl. District Magistrate(G) & Addl. District Magistrate, Election, Purba Bardhaman vide memo no 34(389)/Elec.(PP Cell)-PGE-19/19 dated 14-01-2019 has sent a show-cause notice to the undersigned with the direction to upload entire employees data in their portal positively within 2(two) days and to complete the work. **Hence, all the employees (teachers, officers & non-teaching employees) of this University, who have not yet submitted information in the prescribed proforma) are directed to submit the duly filled-in proforma with photocopies of relevant documents in the Registrar's Establishment Section positively within 18-01-2019 (Friday).**

This is issued in modification of the earlier communication bearing no R/Estab/Notification/770 dated 14-01-2019 & R/Estab/Notification/771 dated 14-01-2019.

Non-compliance of the aforesaid direction will be intimated to the Authority and appropriate action, as per rules will be taken against them.

Encl: Proforma of Employee  
Particulars.

(T. Hossain)

REGISTRAR (officiating)

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

**EMPLOYEE PARTICULARS**

**(For full time employees enjoying regular Scale of Pay/Pay Band & G.P.)**

1. NAME OF THE EMPLOYEE : \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. DEPARTMENT: \_\_\_\_\_
4. EMPLOYEE ID (P.F. NO.): \_\_\_\_\_
5. DATE OF BIRTH : 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

 [DD-MM-YYYY]
6. FATHER'S NAME : \_\_\_\_\_
7. MOTHER'S NAME: \_\_\_\_\_
8. NAME OF SPOUSE (IF APPLICABLE) : \_\_\_\_\_
9. NAME OF CHILD/CHILDREN (IF APPLICABLE) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. (a) PRESENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. PERSONAL IDENTIFICATION MARK : \_\_\_\_\_
12. Blood Group : \_\_\_\_\_
13. (i) VOTER CARD (EPIC) NO. : \_\_\_\_\_  
(with photocopy).  
(ii) Assembly Constituency (Permanent address wise): \_\_\_\_\_  
(iii) Assembly Constituency (Present address wise): \_\_\_\_\_
14. Details of Enrolment in the Current Electoral Roll  
AC NO \_\_\_\_\_ Part No \_\_\_\_\_ Serial No \_\_\_\_\_
15. AADHAR CARD NO. ( Optional): \_\_\_\_\_  
(with photocopy)
16. PERMANENT ACCOUNT NO. (PAN): \_\_\_\_\_  
(with photocopy)
17. (a) Mobile No. : \_\_\_\_\_  
(b) Email id : \_\_\_\_\_
18. (i) Scale of Pay :  
(ii) Basic Pay:  
(ii) Grade Pay :
19. (i) Bank Account No :  
(ii) IFSC :

DATE: \_\_\_\_\_

\_\_\_\_\_  
Full signature with date