



THE UNIVERSITY OF BURDWAN

RAJBATI, BURDWAN – 713 104

Registrar's Department

Tel. Nos. (0342)2634975 (30 lines)

Telegraphic Code : BURDSITY

Tel.Fax : +91(0342)2634 015

Email: registrar@buruniv.ac.in

Website: www.buruniv.ac.in

No: R/Estab/WB Legislative Assembly-2026/358

Date: 30.10.2025

From

The In-Charge, Establishment Section
Registrar's Department
The University of Burdwan
Rajbati, Burdwan

To

- i) The Dean, F.C. for P.G. Studies in Arts, etc, B.U.
- ii) The Dean., F.C. for P.G. Studies in Science, B.U.
- iii) The Heads/ TICs, All P.G. Departments, B.U.
- iv) The Officers of the University of Burdwan

Sir/Madam,

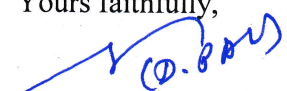
I am to inform you that the District Election Officer & District Magistrate, Purba Bardhaman, vide order no. 01(1600)/PP Cell dated 20-09-2025, has requested to check and update the office information and Employee particulars provided in the portal for the ensuing General Election to the West Bengal Legislative Assembly in 2026.

Under the circumstances, please inform all employees to fill the newly added fields in the PP2 format, which is mandatory and submit these changes by 05-11-2025 for the General Election to the West Bengal Legislative Assembly 2026. Those, who wish to make any corrections or update the previously submitted data of the PP2 format, are requested to appear at the Registrar's Establishment Section, B.U. physically and make necessary corrections accordingly. I am to request you to please circulate the proforma among all employees of your department/section and submit the said filled-in format to the office of the Registrar's Establishment Section, B.U., positively by 10-11-2025. The matter may be treated as an election urgent.

Thanking you,

Enclo: As stated

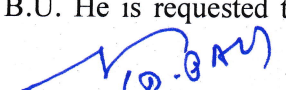
Yours faithfully,


In-Charge, Establishment Section
Registrar's Department

No: R/Estab/WB Legislative Assembly-2026/358/1

Date: 30.10.2025

Copy forwarded to the System Manager & In-charge, Computer Centre B.U. He is requested to upload the format on the University website.


In-Charge, Establishment Section
Registrar's Department

PP2 Format (For Collection of Employee Details)	
NEW FIELDS (Mandatory For All)	
Past Election Duty	
FIRST TIME FOR ELECTION DUTY	Yes /No
TIMES OF ELECTION DUTY	
YEAR OF LAST ELECTION DUTY	
If there are any corrections to the previously submitted data, please indicate them in the field below.	
Personal (Employee Information)	
Office name	
Ref code (Personnel code of old PPDS in)	
Officer Name	
Mobile	
Officer Designation	
Employee Group	
Gender	
Date of Birth	
SERVICE (Gov. Category)	
Pay Level (Under Gov. Category)	
Basic Pay	
Qualification	
Language known	
Employee Contact Details	
Address (Communication Address)	
Pin	
Mobile	
Email	
Employee Electoral Details	
EPIC No	
Part no	
Serial No	
Present Address Assembly Constituency	
Permanent Address Assembly Constituency	
Office Address Assembly constituency (Duty)	
Present Residence Details	
District	
Location Ty (Block or Muni)	
Location Name (Name Of Block or Muni)	
Name of GP or Ward	
Permanent Residence Details	
District	
Location Type (Block or Muni)	
Location Name (Name of Block or Muni)	
Name of GP or Ward	
Office Details	
District	
Location Type (Block or Muni)	
Location Name (Name of Block or Muni)	
Name of GP or Ward	
Employee Bank Account Details	
Bank Name	
Branch Name	
IFSC No	
Bank Account No	
Exclusion (Remarks in the old PPDS system)	