OFFICE OF THE REGISTRAR

BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR P.O. – Botanic Garden Howrah – 711 103 West Bengal, India



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No. 948/1/127

Date, 9/12/ , 2013.

In response to Memo No. 2455/Estt./Part. Genl.Elec.14 dated 25th July,2013 regarding sending list of name of Officers and Staff in connection with ensuing Parliament Election ,2014 as per direction of Election Commission of India , all Heads of the Departments, Officers and Section-in-charges are hereby requested to prepare a list of Officers and Staff members placed in the respective departments and Sections furnishing all information in the enclosed format (Format-PP-2) and forward the same to the Record Section positively by 4 p.m of 5th January,2012

(Biman Bandyopadhyay) Registrar

Memo.No.948(2)1/1/27

Date.

,2013.

Copy forwarded for information to :-

All Heads of the Departments/ Officers/ Section -in-charges / Head Care Taker of Bengal Engineering and Science University, Shibpur

Registrar

Bengal Engineering and Science University, Shibpur.

FORMAT – PP-2

Format for furnishing detailed Information of employee

Office Code										
(to be filled in by DPEO)										

Name of office

BESU, SHIBPUR

PICSA Dept.

Name	Designation	Date of Birth	Age	Sex(M/F)	A/c No.	EPIC No. (Voter's photo ID card)	Present Scale of pay	Present Pay Band	Present Basic Pay	Residential Address	Academi c Qualificat ion	Assembly Constitue ncy in	Language known other than Bengali	Contact No.	Remarks