



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

Tel. Nos. (0342)2634975 (30 lines)
Tel. Fax : +91(0342)2634 015
Email: registrar@buruniv.ac.in
Website: www.buruniv.ac.in

No: R/Estab/Notification/2018/ 615

Date: 28.11.2018

Notification

It is notified for information of all concerned that with a view to updating employee records as required for various purposes, all non-teaching employees of this University are requested to collect the proforma as annexed from their respective Controlling officer and submit the duly filled-in proforma with photocopies of relevant documents in the Registrar's Establishment Section positively within 15 days from the date of notification.

All are requested to comply with the said notification.

By order of the Vice Chancellor

Encl: Proforma of Employee
Particulars


(T. Hossain)
REGISTRAR (officiating)

No: R/Estab/Notification/2018/ 615/1(95)

Date: 28.11.2018

Copy forwarded for information and necessary action to: -

1. Dean, F. C. for P. G. Studies in Arts etc., B.U.
2. Finance Officer, B.U.
3. All Heads of the teaching departments, B.U. - With the request to inform this notification to all the non-teaching employees attached to his/her department.
4. All Officers of this University- with the request to inform this notification to all the non-teaching employees attached to his/her department.
5. System Manager, Computer Centre, B.U. with the request to place this Notification on the University Website.
6. Notice Board, B.U.
7. Jr Supdt, Vice Chancellor's Sectt/ office of the Pro Vice Chancellor/ Jr Supdt, Registrar's Sectt, B.U.


REGISTRAR (officiating)

THE UNIVERSITY OF BURDWAN

EMPLOYEES 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. AADHAR CARD NO.(Optional): _____
(with photocopy)

15. DETAILS OF ENROLLMENT IN THE CURRENT ELECTORAL ROLL:
AC NO.

--

Part No.

--

Serial No.

--

16. PERMANENT ACCOUNT NO. (PAN): _____
(with photocopy)
17. (a) MOBILE No.:

--	--	--	--	--	--	--	--	--	--

(b) Email id : _____

18. Other information (if any):

DATE:

Full signature of the employee