



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর প্রদ্যুৎ কুমার পাল

নিয়ামক (ভারপ্রাপ্ত)

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Registrar (Acting)

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Ref. No: 0891 /UBKV/Est.(Elct.)/F-63

Date: 09.10.2025

## NOTIFICATION

As per order vide No. PPCell/WBLA-26/CBR/001 dated 19.09.2025 of the District Election Officer & District Magistrate, Cooch Behar, list of employees along with duly filled up particulars is to be submitted in connection with General Election to West Bengal Legislative Assembly 2026. All the Controlling Officers/ Head of Departments/Unit/Section and In-charges (Pundibari Campus only) are requested to furnish the information in the prescribed PP-2 proforma (*hardcopy and softcopy*) in respect of the employees under his control to the office of the undersigned **within 31/10/2025** to enable this office to submit the information. In this connection, the softcopy of proforma (PP-2) may be downloaded through University Website ([www.ubkv.ac.in](http://www.ubkv.ac.in))

This may be treated as **VERY URGENT**.

Sd/-

Registrar (Acting)

Ref. No.: 0891 / UBKV/Est.(Elct.)/F-63

Date: 09.10.2025

Copy forwarded for information and necessary action to:-

(1) The V.C's Secretariate, UBKV, Pundibari. (2) The Director of Research, UBKV, Pundibari. (3) The Director of Farms, UBKV, Pundibari. (4) The Director of Extension Education, UBKV, Pundibari. (5) The Dean, F/Ag., UBKV, Pundibari. (6) The Dean, F/Hort., UBKV, Pundibari. (7) The Dean, F/Tech., UBKV, Pundibari. (8) The Dean, Students Welfare, UBKV, Pundibari (9) The Dean, Post Graduate Studies, UBKV, Pundibari (10) The Deputy Registrar, UBKV, Pundibari. (11) The Head Dept. of Agril. Economics/ Agril. Entomology / Agril. Extension / Agril.Statistics / Agronomy/ Biochemistry/Genetics& Plant. Breeding/ Plant Pathology/Seed Sc. & Technology/ Soil Sc &Agril. Chemistry, UBKV, Pundibari. (12) The Head Dept. of Pomology & Post Harvest Technology/Plantation Crops& Processing/Vegetables & Spices Crops/ Floriculture, Medicinal & Aromatics Plant/ Forestry, UBKV, Pundibari. (13) The In-Charge, RRS, Terai Zone, UBKV, Pundibari (14) The Senior Scientist & Head of Cooch Behar KVK, Pundibari (15) The A.D.F., (Ag.) & The A.D.F. (Hort.), UBKV, Pundibari. (16) The Development Officer, UBKV, Pundibari. (17) The In-Charge, Comptroller's Department, UBKV, Pundibari. (18) The In-charge Works Deptt., UBKV, Pundibari. (19) The In-charge, Central Library, UBKV, Pundibari. (20) The Medical Officer, UBKV, Pundibari. (21) In-Charge, AICRP on Spices, UBKV, Pundibari. (22) The In-Charge, AINP on Jute and Allied Fibre. (23) The In-charge, AICW & BIP UBKV, Pundibari. (24) The In-charge, AICRN on Potential Crops, UBKV, Pundibari (25) The In-charge, Farm Machinery Workshop, Training and Testing Centre (FMWTTC), UBKV, Pundibari (26) In-Charge, CIC, UBKV, Pundibari. (27) In-Charge, QCL, UBKV, Pundibari. (28) The P.A. to Registrar, UBKV, Pundibari. (29) The Care-taker, UBKV, Pundibari. (30) The Assistant Registrar- I/II, UBKV, Pundibari. (31) The Instrumentation Engineer, UBKV, Pundibari (32) The Security In-charge, UBKV, Pundibari, (33) The O.S.-I/ O.S.-II (34) Office Copy.

Registrar (Acting)

<b>PP2 Format (For Collection of Employee Details)</b>	
<b>Personal (Employee Information)</b>	
Ref code (Personal code of old PPDS pin)	
Full Name of Employee	
Gender	
Date of Birth	
Mobile No.	
Designation	
Group (A/B/C/D)	
SERVICE (Gov. category)	STATE COLLEGE/UNIVERSITY
Pay Level	
Basic Pay	
Qualification	
Language Known	
<b>Employee Contact Details</b>	
State	
Address	
PINCODE	
Alternative Mobile	
Email	
<b>Employee Electoral Details</b>	
EPIC No.	
Part No.	
Serial No.	
Present Residence Assembly Constituency	
Permanent Residence Assembly Constituency	
Workplace Assembly Constituency	Cooch Behar Uttar (SC) (003)
<b>Present Residency Location</b>	
District	
Location Type (Block / Municipality)	
Name of GP OR Ward	
Name of the Panchayat/ WARD	
<b>Permanent Residency Location</b>	
District	
Location Type (Block / Municipality)	
Name of GP OR Ward	
Name of the Panchayat/ WARD	
<b>Workplace Location</b>	
District	COOCH BEHAR
Location Type (Block / Municipality)	BLOCK
Name of GP OR Ward	COOCH BEHAR II
Name of the Panchayat/ WARD	PUNDIBARI
<b>Employee Bank Account Details</b>	
Bank Name	
Branch Name	
IFSC No	
Bank Account No	
<b>Past Election Duty</b>	
Number of Times Election Duty	
Year of Last Election Duty	