



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: 162 /UBKV/Est.(Elct.)/F-63

Date: 28.02.2023

NOTIFICATION

As per memo No. 420(50) dated 27.02.2023 of the Block Development Officer, Cooch Behar, list of employees along with duly filled up particulars is to be submitted in connection with ensuing Election. All the Controlling Officers/ Head of Department/Unit/Section and In-charge are requested to furnish the information in the prescribed PP-2 proforma (*hardcopy and softcopy*) in respect of the employees (except teachers and officers) under his control to the office of the undersigned within 02.03.2023 to enable this office to submit the information to the office of the Block Development Officer, Cooch Behar-II, Pundibari, Cooch Behar. In this connection, the softcopy of proforma (PP-2) may be downloaded through University Website (www.ubkv.ac.in)

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

Sd/-


Registrar (Acting)

Ref. No.: 162 / UBKV/Est.(Elct.)/F-63

Date : 28.02.2023

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 Dy. 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 A.D.F., (Ag.) & The A.D.F. (Hort.), UBKV, Pundibari. (15) The Development Officer, UBKV, Pundibari. (16) The In-Charge, Comptroller's Department, UBKV, Pundibari. (17) The In-charge Works Deptt., UBKV, Pundibari. (18) The In-charge, Central Library, UBKV, Pundibari. (19) The Medical Officer, UBKV, Pundibari. (20) In-Charge, AICRP on Spices, UBKV, Pundibari. (21) In-Charge, CIC, UBKV, Pundibari. (22) In-Charge, QCL, UBKV, Pundibari. (23) The P.A. to Registrar, UBKV, Pundibari. (24) The Care-taker, UBKV, Pundibari. (25) The In-Charge, AINP on Jute and Allied Fibre. (26) The In-charge, AICW & BIP UBKV, Pundibari. (27) The Assistant Registrar- I/II, UBKV, Pundibari. (28) The Instrumentation Engineer, UBKV, Pundibari (29) The Security In-charge, UBKV, Pundibari, (30) The O.S.-I/ O.S.-II (31) Office Copy.


28/02/2023
Registrar (Acting)

PP2 Format (For Collection of Employee Details)	
Personal (Employee Information)	
Office name	
Ref code (Personal code of old PPDS pin)	
Officer Name	
Mobile	
Officer Designation	
Employee Group	
Gender	
Date Of Birth	
SERVICE (Gov. category)	
Pay Lvel (Under Gov. Category)	
Basic Pay	
Qualification	
Language Known	
Employee Contact Details	
Address (Communication Address)	
Pin	
Mobile	
Email	
Employee Electrolal 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 Type (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)	