



# 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.: 230 /UBKV/Est.

Date : 12.08.2021

## NOTIFICATION

Ref. No.: 196/UBKV/Est. dated 06.08.2021

For timely completion of the work of the Committee constituted for better efficient use of Non-teaching staff of the University as well as to explore the avenues leading to manpower at optimal level following information are urgently required.

The hardcopy (attached as word format) of the Staff-wise Information Sheet of Non-teaching employees to be submitted by the Controlling Officer directly to the Office of the Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari within **24.08.2021**.

The softcopy of the same information compiled in excel sheet (attached as excel format) to be prepared and submitted by the Controlling Officer directly through e-mail [registrar.recruitment.ubkv@gmail.com](mailto:registrar.recruitment.ubkv@gmail.com) after collection of staff-wise information sheets under his/her controll within **25.08.2021** for the purpose.

All are requested to act accordingly treating it **MOST URGENT**.

Sd/-

Registrar (Acting)

Ref. No.: 230 /UBKV/Est.

Date : 12.08.2021

Copy forwarded for information and necessary action to :-

- (1) The Director of Research, UBKV, Pundibari. (2) The Director of Farms, UBKV, Pundibari. (3) The Director of Extension Education, UBKV, Pundibari. (4) The Dean, Faculty of Agriculture, UBKV, Pundibari. / The Dean, Faculty of Horticulture, UBKV, Pundibari. / The Dean, Faculty of Technology, UBKV, Pundibari. / The Dean, Post Graduate Studies, UBKV, Pundibari (5) The Dean, Students' Welfare, UBKV, Pundibari (6) The Associate Dean, College of Agriculture, Majhian, (7) The In-Charge, RRS, Terai Zone, UBKV, Pundibari / The In-charge, RRS, Hill Zone, UBKV, Kalimpong / The In-charge, RRS, OAZ, UBKV, Majhian, Dakshin Dinajpur, (8) The In-charge, RRSS, UBKV, Kharibari, / The In-charge, RRSS, UBKV, Manikchak, Malda/ The In-charge, RRSS, Hill Zone, UBKV, Pedong (9) The Deputy Registrar, UBKV, Pundibari. (10) The Head, Department of Agricultural Economics/ Agricultural Entomology/ Agricultural Extension/ Agricultural Statistics/ Agronomy/Biochemistry/ Genetics and Plant Breeding/ Plant Pathology/ Seed Science and Technology/ Soil Science and Agricultural Chemistry, UBKV, Pundibari. (11) The Head, Department of Pomology & Post Harvest Technology/Plantation Crops& Processing/Vegetables & Spices Crops/ Floriculture, Medicinal & Aromatics Plant/ Forestry, UBKV, Pundibari. (12) The Comptroller (Actg.), UBKV, Pundibari. (13) The Development Officer, UBKV, Pundibari. (14) The A.D.F., (Ag.) / The A.D.F. (Hort.), UBKV, Pundibari. (15) The In-charge, Work's Dept., UBKV, Pundibari. (16) The In-charge, Central Library, UBKV, Pundibari. (17) The Medical Officer, UBKV, Pundibari. (18) The In-charge, CIC, UBKV, Pundibari. (19) The In-Charge, QCL, UBKV, Pundibari. (20) The Assistant Registrar-II/ Assistant Registrar-I, UBKV, Pundibari. (21) The In-charge, AINP on Jute and Allied Fibre. (22) The In-charge, AICW & BIP, UBKV, Pundibari. (23) The In-charge, AICRP on Spice, UBKV, Pundibari. (24) The V.C's Secretariat, UBKV, Pundibari. (25) The P.A. to Registrar, UBKV, Pundibari (26) The O.S.-I/ O.S.-II, UBKV (27) The Camp Office, UBKV, Kolkata (28) Notice Board: Office (29) University Website (30) Office Copy.

Registrar (Acting)

To be submitted by the Controlling Officer directly to the Office of the Registrar, *Uttar Banga Krishi Viswavidyalaya*, Pundibari within 24.08.2021 for the purpose to achieve better efficient use of Human Resources as notified vide Ref. No. 196/UBKV/Est. dated 06.08.2021

**STAFF-WISE INFORMATION SHEET (NON-TEACHING)**

1. Name of the Employee :
2. Designation :
3. Duration with present Department/Unit :
4. Any special skill/ability :
5. Works performed by him/her :
6. Any unwillingness for any task :
7. Remark, if any :

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Signature of the employee

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Signature of Controlling Officer  
with office seal

To be submitted by the Controlling Officer directly to the Office of the Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari and through e-mail (registrar.recruitment.ubkv@gmail.com) after collection and compilation of staff-wise information sheets under his/her control within 25.08.2021 for the purpose to achieve better efficient use of Human Resources as notified vide Ref. No. 196/UBKV/Est. dated 06.08.2021 for easy compilation of database.

STAFF-WISE INFORMATION SHEET (NON-TEACHING)

Sl. No.	Name of the Employee	Designation	Duration with present Department/Unit	Any special skill/ability	Works performed by him/her	Any unwillingness for any task	Remark, if any
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