



Office of the Registrar
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103, West Bengal.

No. RMS/.151.../2023

Date: 03rd April, 2023

NOTICE

With reference to the Memo No. 01/P.P. Cell dated 22.02.2023 (copy attached) of the District Magistrate & District Election Officer, Howrah, all regular employees (teaching and non-teaching) of the Institute are hereby requested to furnish their details as per the attached format to their respective heads (Deans/Heads of the Departments/Schools/Centres/Sections) by 12th April, 2023.

The Deans/Heads of the Departments/Schools/Centres are also requested to send all the filled in formats (submitted by the concerned employees) by 13th April, 2023 to the record section.

The employees may also send the filled in format to the Assistant Registrar (Admin) in his email: ar.akm@iiests.ac.in mentioning the email subject as 'Election Urgent 2023' by 12th April, 2023.

Sd/-
(Dr. Devasis Datta)
Registrar (Acting)

Enclo.: As stated above

Memo No.: RMS/.151.../2023 (7)

Date: 03rd April, 2023

Copy forwarded for information and necessary action to:-

1. Office of the Director
2. All Deans/ Heads of the Departments/Schools/Centres
3. All Hostel Superintendents
4. All Officers
5. Superintendent (Establishment Section)
6. Record Section
7. Institute Website

(Dr. Devasis Datta)
Registrar (Acting)

P.O. BOTANIC GARDEN, HOWRAH, 711 103, WEST BENGAL, INDIA

Phone: (033) 2668-1503 Fax: (033) 2668-2916

E-mail : regis@iiests.ac.in Website : www.iiests.ac.in

PP2 Format (For Collection of Employee Details)[illegible]



Received
on 31/03/2023
@ 31/03/2023

Surds-5/11
29.03.2023

AK (Bunin)
mapl
24.03.23

1201180005||HMC



ELECTION URGENT

Government of West Bengal

Office of the District Magistrate & District Panchayat Election Officer
Howrah

Memo No. 01/P.P Cell

Dated- 22/02/2023.

From: The District Magistrate & District Panchayat Election Officer, Howrah.

To : REGISTRAR
IEST, SHIBPUR
SHIBPUR
BOTANICAL GARDEN, 711103
03326681503/9874222228

Sub: Updation of database of offices (in PP1 format) and of the employees (in PP2 format) for preparation of Database Polling Personnel in c/w ensuing Panchayat General Election 2023.

Ref: 137(22)-SEC/3P-14/2023 dated 21.02.2023 of the Secretary, W.B State Election Commission.

In reference to the above he/ she is requested to take necessary action for updation of database of offices in PP1 format and of the employees in PP2 format (Enclosed for ready reference) for preparation of database of polling personnel in c/w ensuing Panchayat General Election, 2023.

The PP1 & PP2 format should be filled properly as per prescribed Excel Format (do not merge cell) and submit the same to mail id ppcellhowpanch23@gmail.com by 28.02.2023.

Also the signed hardcopy by the head of the office should be sent to the O/C P.P Cell (General Establishment Section, Howrah) by 28.02.2023. The duplicate copy of the database also made available at your end to ensure that the data may be transferred into the portal immediately on requirement.

Any suppression of material information as regard to number of employees and details there of shall be viewed seriously and dealt with appropriate provisions of Election laws.

This is ELECTION URGENT

Enclosure: PP1 & PP2 format.

For any further Query Contact

1. Sri Dipankar Das 7003607210
2. Sri Vivekananda Chatterjee 9830599943

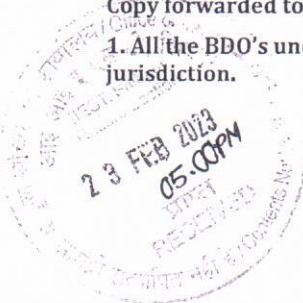
District Panchayat Election Officer
& District Magistrate, Howrah

Dated- 22/02/2023.

Memo No. 01/1/P.P Cell

Copy forwarded to:

1. All the BDO's under Howrah district with request to collect the data of PP-1 and PP-2 of all the offices under his/her jurisdiction.



27 MAR 2023
at 5:00 PM

District Panchayat Election Officer
& District Magistrate, Howrah