



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)  
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F.No. : 16(18)/2018-19/ 11838

Dated: 17<sup>th</sup> December, 2018

CIRCULAR

This Institute is in receipt Memo No.201(703)/Elec/Bkp dated 10.12.2018 from the Sub-Divisional Officer, Barrackpore, North 24 Parganas, regarding General Election to Lok Sabha 2019, vide which information has been sought for in respect of the employees including contractual employees of this Institute.

In this connection, all the employees including contractual employees (RA/SRF/JRF/Y.P.-I/Y.P.-II) are requested to submit the required information in the prescribed format within 20.12.2018 to this Office positively so that the complete information may be sent to the District Election Officer & District Magistrate, North 24 Parganas, Barasat within the stipulated period(21.12.2018).

This issues with the approval of the Competent Authority.

Encls.: As above.

*Subrata Bhattacharya*  
Asstt. Admn. Officer  
Admn.I  
17.12.18

Distribution to :-

1. All the Head of Divisions/Sections, ICAR-CRIJAF with a request to inform all the employees/ contractual employees (RA/SRF/JRF/Y.P.-I/Y.P.-II) working under him/her to submit the information as per prescribed format.
2. PS to Director, ICAR-CRIJAF.
3. PA to CAO, ICAR-CRIJAF.
4. 1/e AKMV, ICAR-CAIJAF, with the request to upload the circular in CAIJAF website.

Polling Personnel Proforma		
<b>Personal Details</b>		
Name of Officer	:	
Designation	:	
Date of Birth	:	
Gender	:	
Qualification	:	
Language known other than english	:	
<b>Salary Details</b>		
Pay Scale	:	
Basic Pay	:	
Pay Level	:	
Employee Group	:	
Working Status	:	
<b>Address Details</b>		
Present Address	:	
Permanent Address	:	
Email	:	
Phone No (with STD)	:	
Mobile No	:	
Present Block or Municipality	:	
Permanent Block or Municipality	:	
Office Block or Municipality	:	
<b>Electoral Details</b>		
EPIC No	:	
Part No	:	
Serial No	:	
Present Assembly Constitution	:	
Permanent Assembly Constitution	:	
Office Assembly Constitution	:	
<b>Bank Details</b>		
IFSC No	:	
Bank Account No	:	

Signature of the Officer