

**Himachal Pradesh University**  
**(NAAC Accredited 'A' Grade University)**  
**"Establishment Branch"**

No. 9-6/82-HPU(Estt.) Vol- V

Dated: 09 JAN 2024

**CIRCULAR**

Pursuant to letter No. SML(U)6-2/2023-Elec dated 30.12.2023 received from Assistant Returning Officer- SDM, 63 Shimla Assembly Constituency with regard to Lok Sabha General Election -2024- Appointment of Polling Staff vide which the Employee Bio Data Form has been enclosed. In this context, all the non-teaching officers/officials are directed to fill up the enclosed Employee Bio Data Form immediately and submit it to the office of undersigned by 11<sup>th</sup> January, 2024 positively. It is further directed to ensure the compliance as per the directions of Assistant Returning Officer -SDM, 63 Shimla Assembly Constituency without any delay.

However, the Employee Bio Data Form can also be collected from the office of undersigned or Deputy Registrar (Establishment) during office hours.

Encls. : As above

05/01/2024  
(Virender Sharma), HAS  
REGISTRAR  
Dated: 09 JAN 2024

Endst. No. Even.

Copy to:-

1. Spl. PS to the Vice-Chancellor, HPU, Shimla-5.
2. SPS to the Registrar, HPU, Shimla-5.
3. Sh. Sunny Kumar, Assistant Professor, History (Nodal Officer), HPU, Shimla-5.  
**He is also requested visit the Establishment Branch and to pass further guidelines /instructions/advice to the office with regard to further course of action in the matter please.**
4. All the Heads/Chairperson/Director of Departments, Branch Officers/Controlling Officers with a copy of Employee Bio Data Form for further necessary action.
5. The Web Admin, Computer Centre, HPU Shimla-5 **for uploading the circular along with Employee Bio Data Form on the HP University Website.**
6. Guard File/Notice Board.

REGISTRAR

10 9 JAN 2024

### Employee Bio data form

Photograph  
of individual  
Govt. Employee  
properly pasted

Sr. No.	Employee Name	Designation	Date of birth.	Bank account details			Date of arrival in pay scale	Pay band pay + Grade pay/ Basic Pay	Category (A/B/C/D) A=Class I; B=Class II C=Class III	Father's/ Husband's name	Male /Female
				Name of bank	IFSC code	Bank account No./ Payee Code					
1	2	3	4	5(a)	5(b)	5(c)	6	7	8	9	10

Whether spouse in Govt. Service (yes/No (if yes, give full particulars of spouse))	Name of home Distt.	Name of home AC*	Name of AC in which presently residing (on account of present posting)	Name of emp.'s Office with phone No.		Date of joining in the district.	Previous posting history of entire service with district name.	Assembly Constituency (AC) No.& Name, Part No. and Serial No. of polling station in which polling personnel is enrolled as a voter.			
				Name	Phone No.			AC No. & Name	Part No.	Serial No.	EPIC (voter card No.)
11	12	13	14	15(a)	15(b)	16	17	18(a)	18(b)	18(c)	18(d)

E-Mail ID	Whether already appointed as BLO/ Supervisor/Sector Officer/Magistrate/ Nodal Officer/ Member of the Election Expenditure Monitoring Teams; (yes/No.)	Whether election duty already performed? If, yes in what capacity (presiding/ polling officer)	Whether PwD? If, yes to what extent	Whether physically fit to perform field duty? If not detailed reasons such as medical certificate.	Whether on long leave Yes/ No.	Date of retirement	Mobile No.
26	19	20	21	22	23	24	25

Signature of employee

C/s  
DDO/Controlling Officer of Office.