



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

No.F.3 (96)/Admn./2017/IGDTUW/ 4072

Dated: 31/10/19

CIRCULAR

As per letter No. F.3 (35)/2019/VSE/TTE/E-IV/Part File/3664-68 dated 24/10/2019 received from Deputy Director (Admn.), DTTE, data in web based software "Polling Party Personal Information Systems" related to Delhi Legislative Assembly Election-2020" is to be uploaded in prescribed proforma annexed herewith as Annexure 'A' for Election duty purpose.

All the regular Teaching & Non Teaching staff (upto the Gr. Pay of Rs.8700/-) are requested to submit the filled proforma duly signed with in a day without fail.

The Proforma can either be downloaded from the website of IGDTUW or can be obtained from concerned HoD/Branch Officer, Personnel Branch, from Nodal Officer (Election), IGDTUW.

Encls: As above.

Ashwani K
31/10/19
(Prof. Ashwani Kumar)
Registrar, IGDTUW

No.F.3 (96)/Admn./2017/IGDTUW/ 4073-80

Dated: 31/10/19

Copy to the following for kind information and necessary action:-

1. All HOD's (AS&H, MAE, CSE, IT, ECE and A&P)/Branch Officer, IGDTUW along with prescribed proforma with the request to supply the proforma to all concerned teaching & non teaching staff under them upto the Gr. Pay of Rs.8700.
2. Nodal Officer (Election), IGDTUW.
3. System Analyst, IGDTUW with a request to upload the Proforma on the University website.
4. Deputy Finance Officer, IGDTUW.
5. Librarian, IGDTUW.
6. Store Incharge, IGDTUW.
7. PS to Hon'ble Vice Chancellor, IGDTUW.
8. PA to Registrar, IGDTUW.
9. Guard file.

Ashwani K
(Prof. Ashwani Kumar)
Registrar, IGDTUW

Personal Information

Name of Official/Officer :- _____

Gender :- Male Female Others

Marital Status :- Married Unmarried Single

Father Name :- _____

Spouse Name :- _____

Date of Birth (DD/MM/YYYY) :- _____

Employee Category :- _____

Designation :- _____

Department :- _____

Office Details (Name and Address of Office) :- _____

Pay Commission :- 6th 7th Other

PayLevel/ Gradepay :- _____

Whether Presently Residing in Delhi :- YES NO

Present Residential Address :- _____

Mobile No. :- _____

Alternate Contact No. :- _____

E-Mail ID :- _____

Whether Appointed as BLO/BLO Supervisor :- YES NO

Whether belongs to any cadre :- _____

Whether employee on Long Leave, i.e. CCL/Medical Leave/EL, etc. :- _____

Leave Duration :- _____

Assembly Constituency

AC of Present Address :- _____

AC in which working Presently :- _____

Specify the Home Town of Employee * :- Delhi Outside Delhi

AC of Home Town :- _____

Whether Register Voter * :- YES NO

EPIC No./Voter Id Card No. :- _____

Other Information

Whether Person with Disability * :- YES NO

Type of Disabilities :- _____

Percentage of Disabilities :- _____

Remarks :- _____