



**HALL MANAGEMENT CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGUR**

No:HMC/Election/2023

Date:17/10/2023

**MEMO**

With reference to the Memo No. 01/1(1467)/PPCELL/PASMID/2023-24 dated 12.09.2023 received from the Office of the District Magistrate and District Election Officer, Paschim Medinipur regarding updation of Employee Data for Parliamentary General Election 2024, the undersigned is to convey that **all the Hall Employees** of the **HMC** are required to submit the filled in information as per **PP-2** format (copy enclosed) considering as **Election Urgent** and submit to the **Dispatch Section of HMC by 19.10.2023( FN)**.

  
Chairman (HMC)

अध्यक्ष/Chairman  
छ.प्र.के.भा.प्र.स.खड़दपुर  
HMC, IIT Kharagpur

Encl: As stated above

To  
All Persons Concerned

**PP2 Format (For Collection of Employee Details)**

<b>Personal(Employee Information)</b>	
HALL Name	
Office code as per PPDS	NA
Ref code (Personnel code of old PPDS PIN)	NA
Employee Name And EC	
Mobile	
Employee's Designation	
Employee Group	<b>B / C</b>
Gender	
Date of Birth ( DD/MM/YYYY)	/ /
SERVICE (Gov. category)	CENTRAL AUTONOMOUS
Pay Level (Under Gov. Category)	
Basic Pay	
Qualification	
Language known	
<b>Employee Contact Details</b>	
Address (Communication Address)	
Pin	
Mobile	
Email	
<b>Employee Electoral Details</b>	
EPIC No	
Part no	
Serial No	
Present Address Assembly Constituency	

Permanent Address Assembly Constituency	
Office Address Assembly Constituency (Duty)	
<b>Local Constituency Details ( As per Present Address)</b>	
District	
LOCAL CONSTITUENCY LOCATION TYPE	<b>BLOCK / MUNICIPALITY</b>
CONSTITUENCY LOCATION (Name of the Block/Municipality)	
LOCAL CONSTITUENCY (Name of GP or Ward)	
<b>Permanent Local Constituency ( As per Permanent Address)</b>	
District	
LOCAL CONSTITUENCY LOCATION TYPE	<b>BLOCK / MUNICIPALITY</b>
CONSTITUENCY LOCATION (Name of the Block/Municipality)	
LOCAL CONSTITUENCY (Name of GP or Ward)	
<b>Duty Local Constituency ( As per Office Address)</b>	
District	
LOCAL CONSTITUENCY LOCATION TYPE	<b>BLOCK / MUNICIPALITY</b>
CONSTITUENCY LOCATION (Name of the Block/Municipality)	
LOCAL CONSTITUENCY (Name of GP or Ward)	
<b>Employee Bank Account Details</b>	
Bank Name	
Branch Name	
IFSC No	
Bank Account No	

Signature of Hall Manager/Supervisor

Signature of the Employee