



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 10.10.2025

OFFICE MEMORANDUM NO.72/2025

As directed by Office of the District Election Officer, Kolkata North, the details of the employees of Tea Board are required to be uploaded in PP-2 format in their respective portal in connection with the forthcoming West Bengal Legislative Assembly Election 2026.

Therefore, all employees of Board's Head Office, Kolkata are requested to submit their details in the enclosed PP-2 format positively by 15.10.2025 to the undersigned for taking necessary action at our end:


(Dr. Rishikesh Rai)
Secretary (I/c)

Encl: PP-2 Format

Distribution:

1	All Heads of Department in H.O., Kolkata (excepting Dy. Chairman/Secretary)	With the request to bring the contents of this Office Memorandum to the notice of all concerned working under them.
2	PAs to Dy. Chairman/ FA&CAO/ DTD/Secretary	
3	IT Cell	With the request to upload in the Board's website.
4	TBEA	
5	Establishment Branch	With spare copies

Ref.No.1(8)/Estt/Miss/2016/Part-I/

POLLING PERSONNEL DATABASE		
1	Office Code	
2	EMPLOYEE CODE	
3	Name of the Employee	
4	Designation	
5	Date of Birth	
6	Sex (M/F)	
7	AC No.	
8	Part No.	
9	Serial No.	Details of enrollment in the current electoral roll
10	EPIC No. (Voter's photo Id Card)	
11	Scale of Pay	
12	Basic Pay	
13	Grade Pay	
14	Present/1	Residential Address
15	Present/2	
16	Permanent/1	
17	Permanent/2	
18	Present Residence	Assembly Constituency in respect of
19	Permanent Residence	
20	Place of Posting	
21	Present Residence	PARLIAMENTARY Constituency in respect of
22	Permanent Residence	
23	Place of Posting	
24	Academic Qualification #	
25		Language known other than Bengali (Hindi/Nepali)
26	Phone (Residence)	Contact Number
27	Mobile	
28		E-mail ID
29		Remarks
30	BANK AC No.	BANK DETAILS
31	BANK NAME	
32	BRANCH NAME	
33	IFSC CODE	
		EDC/PB ISSUED
		PB RETURNED

POST GRADUATE
 GRADUATE
 MATRIC/MADHYAMIC
 NON MATRIC/NON MADHYAMIC
 VIII Standard or below
 NOT KNOWN-00