

**Amritsar College of Engineering & Technology,**  
**Amritsar**  
**(Main Office)**

**Circular**

**Immediate**  
**Urgent**

Acet/Res/8134

**Dated: 09.12.2016**

In connection with the ensuing Vidhan Sabha General Elections 2017, the District Election Officer-cum-Deputy Commissioner, Amritsar has asked this office to supply a list of all the Teaching and Non Teaching Staff working in this College in a form of C.D. (database)- including the names of the Head of the Departments/Principal/Director.

They have also asked this office to send a certificate to this effect that none of the name of the Staff Member has been left and all the staff members(excluding class IV employees) have been included in the CD/software.


All the Heads of the Deptts. (Teaching and Non-Teaching) are requested to kindly instruct all the faculty and staff members to supply the following documents in the Main Office on 12.12.2016 at 1:00pm sharp. Please also arrange to supply the information as per proforma enclosed.

1. One Passport Size Photograph
2. Photocopy of voter card as an ID Proof.
3. Profoma Duly filled in (Attached)

This may be treated as most urgent.

DA/As above

1. Dean Academic Affairs
2. All the Heads of Teaching & Non-Teaching Deptts.
3. PA to Chairman
4. PA to Director/Principal
5. Incharge Buses/Stores

  
Principal  
Principal,  
Amritsar College of Engg. & Tech.  
AMRITSAR.  
09-12-16