

File No.A-22020/5/2019-E-X

MOST IMMEDIATE
ELECTION MATTER

Government of India
Central Water Commission

3rd Floor (S), Sewa
Bhawan, R.K. Puram, New Delhi-110066, the Oct., 2019.

OFFICE MEMORANDUM

Sub: Uploading of manpower data on web based module "Polling Personnel Information System" for ensuing General Elections to Delhi Legislative Assembly, 2020

A copy of CWC Office Memorandum No. 49011/1/2019-E.IV/387 dated 24th October 2019 is forwarded to all Head Draftsman posted in CWC HQ with the directions that the complete information asked for in the requisite "Form For Entering Details of Polling Personnel" may please be filled and the same may be submitted to Estt. X Section by 5:00 PM today for further necessary action.

Encl: As above

(Raji Chacko)
Under Secretary
Phone: 29583534

All Head Draftsman posted in CWC HQ (through CWC website)

Copy to: Deputy Director (SMD), CWC, R.K. Puram, New Delhi, with the request to kindly upload the OM on the website of CWC.

**MOST IMMEDIATE
ELECTION MATTER**

No. A-49011/1/2019-Estt.IV-387

Government of India
Central Water Commission
Establishment-IV

3rd Floor (S), Sewa Bhawan,
R. K. Puram, New Delhi-66
Dated the, 24th October, 2019

Sub: **Uploading of manpower data on Web-based Module "Polling Party Personnel Information Systems" for ensuing General Elections to Delhi Legislative Assembly, 2020.**

The undersigned is to refer to letter No. F.CEO/Admn./104(17)/2019/GEDLA-20/63120-63300 dated 23-10-2019 received from Office of the Chief Electoral Officer, Delhi on the above mentioned subject and to request that complete details of all officers/officials having grade pay **not more than 8700** under your jurisdiction (**posted in Delhi**) may be sent to this section in the enclosed proforma duly filled & signed **latest by 28.10.2019 at 05:00 P.M. positively without fail** so that the data could be filled on the election commission portal. The hard copy as well as soft copy of the same may be sent to this section's email address estt4@nic.in.

2. There is no need to provide the data of contractual /outsourced employees and also officers/official already retired but is working on extension of service and on reemployment.
3. The matter may be accorded **"TOP PRIORITY"**.

Encl.: As Above


(SURINDER KAUR)Director (E-II) & Nodal Officer (Manpower)
Tel: 29583269

To:

Under Secretary/Section Officer: Estt.I, II, III, V, VI, VII, VIII, IX, X, XI, XII & XIII
Section, CWC

Copy for information to:

1. P.S. to CE(HRM), CWC
2. P.S. to Secretary, CWC



कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली

OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHIपुराना सेंट स्टीफन कॉलेज भवन
कश्मीरी गेट, दिल्ली - 110006.Old St. Stephen's College Building
Kashmere Gate, Delhi-110006

No. F.CEO/Admn./104(17)/2019/GEDLA-20/ 63120-63300 Dated : 23-10-2019

To

All Nodal officers
(As per annexed list)

Sub: Uploading of manpower data on Web-based Module "Polling Party Personnel Information Systems" for ensuing General Elections to Delhi Legislative Assembly, 2020.

Sir/Madam,

As you have been appointed Nodal Officer (Manpower) by your department and subsequent training on web based software i.e. "Polling Party Personnel Information Systems" had already been imparted by the office.

Now the URL <https://ceo.delhi.gov.in> has been placed under operational mode and you have been provided with **User ID and Password** to access the said URL for further verifying and uploading the details of officers/officials of your Department/Ministry etc. While verifying and uploading the manpower details, the Nodal Officer is required to ensure the following:-

1. that the office(s) set up in Delhi are only to be considered.
2. that the data shall also include the name of staff who are physically working in the organization such as on deputation, diverted capacity or else.
3. that 100% data of all the officer/official except Head of Department and following exempted categories shall be uploaded without any exemption:-
 - i. Uniform Personnel like Army, Navy, Air Force, CRPF, ITBP etc.;
 - ii. Contractual Staff;
 - iii. Outsourced Staff;
 - iv. Officers having grade pay more than Rs.8700=00 (in pre-revised pay scale).
 - v. Officers from educational services, technical services etc, whose pay structure is not identical with cadre staff, having grade pay more than Rs.10000=00 (in pre-revised pay scale).
 - vi. Officer/official already retired but is working on extension of service and on reemployment.

The Nodal Officer (Manpower) is further required to ensure that the entered data is complete and correct in all respect.

For any kind of information/clarification, the undersigned may be contacted over at telephone numbers 011-23994418, 23965176, 21320039 or email at eadmndelhi@gmail.com.

Yours faithfully,

(Satendra Kumar)

Election Officer (Admn.)

Form For Entering Details of Polling Personnel

Note: All * mark entries are must to provide.

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/ Grade pay * :- _____

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 :- _____