

F.No.28/1/2019-Adm.(Coord.)/57
Government of India
Central Electricity Authority
(Adm.Coord.(Welfare) Section)
....

5th Floor(N), Sewa Bhawan,
R.K. Puram, New Delhi – 110 066.

Dated the, 03rd February, 2022

OFFICE MEMORANDUM

Sub: **Uploading of data in web based software “POLLING PARTY MASTER” Personnel Information System.**

The undersigned is directed to state that Delhi State Election Commission has directed to upload the data of Polling Parties in the “**Polling Party Master information system software**” for the coming election of three Municipal Corporations (MCD) of Delhi in March/April, 2022.

2. It is, therefore, requested that complete details of all officers/officials under your jurisdiction up to the level of Assistant/Head Clerk & equivalent for Presiding Officer, up to the level of SSA/Gr.III & equivalent for Polling Officer and MTS & equivalent for Helper may be sent to this section in the enclosed proforma **duly filled & signed latest by 04.02,2022 by 5.00 PM positively** without fail so that the data could be filled on the election commission portal in stipulated time. The hard copy as well as soft copy of the same may be sent to this section’s email address **ppsectioncea@gmail.com**.


3. There is no need to provide the data of contractual/outsourced employees.

4. Any specific issue in respect of any officer/official which needs to be informed are to be filled in brief in remark column. Such issues may be the period of maternity leave, Pre sanctioned Ex-India leave, medical leave, suspension, charge sheet/penalty in connection with election matter, etc.

5. The matter may be accorded “**TOP PRIORITY**”.

6. This issue with the approval of competent authority.

Encls: As above.


(Ashwani Kumar)
Section Officer(Welfare)
Nodal Officer

To:

1. Deputy Secretary (B&A), CEA.
2. Deputy Secretary (Vigilance – on loan basis), CEA.
3. Under Secretary, Adm.I, Adm.II, Budget, Vigilance, GS Section, CEA.

Copy for information to:

1. Senior PPS to Chairperson, CEA.
2. PPS to PCE-I and PCE-II, CEA.
3. PPS to Members, CEA.
4. PS to Secretary, CEA.
5. Director(Admn.), CEA.
6. Uploading the above O.M. on CEA’s Website.

FORM FOR ENTERING DETAILS OF POLLING PERSONNEL

Personal Information

Name of Officer/Official	
Designation	
Section/Division	
Gender	a) Male b) Female
Age	
Date of Birth	
Employ Code	
Mobile Number	
Phone Number	
Email Id	
Address	
District	
Pin Code	
Voter ID	
Any Remarks	
Appointed As*	For office use only

Date:.....

Signature of officer/official.....