

Reminder-I
Election Matter
Most Immediate

F.No.28/1/2019-Adm.(Coord.)/ 60
Government of India
Central Electricity Authority
Adm.Coord(Welfare) Section)

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

Dated the, 09th February, 2022

OFFICE MEMORANDUM

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

Refer this Section's O.M. of even number, dated 03.02.2022 seeking details of the staff working in various Divisions or are attached with officers. The requisite information has not yet been furnished in the prescribed Proforma by the Controlling officers.

2. It may be reiterated 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.


3. It is, therefore, once again requested that complete details of all officers/officials working under your control upto the level of Assistant/Head Clerk & equivalent for Presiding Officer and upto 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 10.02.2022 by 5.00 PM positively** without fail so that the data could be filled on the election commission portal in stipulated time. Details pertaining to the contractual/outsourced employees need not be sent. The hard copy as well as soft copy of the same may be sent to this section's email address ppsectioncea@gmail.com.

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**”. **Disciplinary action will be taken against the officers/officials, who fail to submit the above required information within the stipulated period as mentioned above. All the controlling officers in each Divisions and Sections may therefore please furnish the data**

6. This issue with the approval of competent authority.

Encls: As above.


(Ashwani Kumar)
Section Officer (Nodal Officer)

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. All Officers of the level of Assistant Directors to Chief Engineers.
6. All Officers Section Officers/Under Secretaries
7. All Sections/Divisions in CEA
8. Copy for uploading 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.....