

F.No.28/1/2019-Adm.(Coord.)/
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, 25th February, 2022

OFFICE MEMORANDUM

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

The undersigned is directed to enclosed the letter No.F.1(57)/SEC/Admin./2021/Pt.File-II/3820, dated 23.02.2022, which has been received from the Deputy Secretary, State Election Commission (copy enclosed).

2. Refer this Section's O.M. of even number, dated 03.02.2022 and subsequent reminder 09.02.2022, 18.02.22 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 some Controlling officers.

2. It may be reiterated that Delhi State Election Commission has directed as mentioned above 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 up to the level of Assistant/Head Clerk & equivalent i.e. PA etc. for Presiding Officer and up to the level of SSA/Gr.III & equivalent i.e. steno.etc. for Polling Officer and MTS & equivalent for Helper may be sent to this section in the enclosed proforma **duly filled & signed latest by 28.02.2022 by 4.00 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 as State Election Commission pressing hard for the same.**

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.(Shri Manish, OS, Adm.(Coord.) Section, CEA).



STATE ELECTION COMMISSION
N.C.T. OF DELHI & UT CHANDIGARH
NIGAM BHAWAN, KASHMERE GATE, DELHI
Phone : 23990915, 23914156, 23952340, Fax : 23921236

No. F.1(57)/SEC/Admin./2021/Pt.File-III/ 3820

Dated: 23/02/2022

To

Shri Ashwani Kumar
Section Officer
CENTRAL ELECTRICITY AUTHORITY, Govt. of India
5th Floor (N), Sewa Bhawan, R. K. Puram, New Delhi-110066

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Sub: Uploading of details of Polling Parties and Counting Parties for MCD Election-2022

Madam/Sir,

Kindly refer to DO letter no. 14011/29/2021-Delhi-II dated 12.01.2022 of the Home Secretary, MHA, Govt of India requesting all the Secretaries to the Govt of India for providing 10,000 polling parties and 1500 parties for reception/counting duties for the forthcoming MCD Elections scheduled to be held in April,2022.

In this connection, it is informed that user ID & password of Nodal officer of your department has already been assigned to you by the Commission but the requisite details of Polling Parties and Counting Parties for MCD Election-2022 have not yet been uploaded on the web link secdelhi.in.

It is therefore, once again requested to upload the details of Polling Parties and Counting Parties on the aforesaid weblink latest by 25.02.2022 as per below requirement.

| Polling party provided during 2017 | Tentative requirement for 2022 election |
|------------------------------------|---|
| 111 | 217 |

In case there is any difficulty in uploading the details of polling staff, kindly contact the following person:

Sh. Vishal Jain, IT Consultant,
State Election Commission
Ph. No. 9818750376
7827323992



Yours faithfully,


(P.K. Goel)
Deputy Secretary

Copy for information to: -

1. PPS to Home Secretary, Ministry of Home Affairs, Govt. of India, North Block, New Delhi
2. P.S. to Hon'ble SEC
3. PA to Secretary, SEC

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.....