

अति-आवश्यक  
लोकसभा चुनाव-2024

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग  
केंद्रीय जल आयोग

\*\*\*\*\*

त्रतीय तल (दक्षिण), सेवा भवन,  
आर। के। पुरम, नई दिल्ली-110066  
दिनांक: 04 अक्टूबर, 2023

कार्यालय ज्ञापन

Subject: **Information regarding polling staff for the Lok Sabha Election, 2024-regarding.**

The undersigned is directed to refer to the above mentioned subject.

2. It is requested to provide complete details of all officers/officials working in concerned Directorates/Sections upto the level of Rs.8,700/- Grade Pay (**posted in CWC(HQ)**) to E-IV Section in the enclosed proforma latest by **06.10.2023** without fail so that the data could be filled on the election commission portal. It is also requested to send the hard copy as well as the soft copy (in excel form) of the same to this section's email address **estt4@nic.in**.

3. The data of contractual/outsourced employees need not be provided.

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

5. The matter may be accorded **"TOP PRIORITY"**.

Enclosures: **As above**

Digitally Signed by  
K.venkatesan  
Date: 04-10-2023 16:32:14  
(K. Venkatesan)  
Reason: Approved  
Under Secretary

To

1. All Technical Directorates of CWC, HQ(through Director(C) WP&P wing/D&R Wing, RM Wing)
2. Director (E-I, E-II, E-III, Admin) CWC.
3. Secretary, CWC.

Copy to:

SE(C), YBO, with a request to fill up the data on [ceo.delhi.gov.in](http://ceo.delhi.gov.in) portal in respect of employees of YBO.

Copy for favour and information:

1. PPS to Member (WP&P), CWC
2. PPS to Member (D&R), CWC
3. PPS to Member (RM), CWC

4. PPS to CE (HRM), CWC

[https://drive.google.com/drive/folders/1HY-r-b1NfFICHXBcoyRTp\\_qjUpFOSdqM?usp=sharing](https://drive.google.com/drive/folders/1HY-r-b1NfFICHXBcoyRTp_qjUpFOSdqM?usp=sharing)