

File No. M-75075/139/2021-FCA-1-E-XI

Government of India
Central Water Commission

7th Floor (N), Sewa Bhawan
R. K. Puram, New Delhi

CIRCULAR

With reference to E-IV section letter No. M-75075/229/2023-Estt-IV dated 04.10.2023 (copy enclosed), all those employees whose cadres are being dealt in E-VIII and E-XI section (i.e. i. ISS Cadre – **Director, DD, JD**; ii. HM Cadre – **DD, AD, EAD, SA, Senior Computer, Junior Computer**; iii. Scientific Cadre – **RO, ARO, SRA**; iv. SSS Cadre – **SSO, JSO**; v. **MTS**) who have not submitted the duly filled proforma (enclosed) to the concerned section E-VIII or E-XI by today 02:00 PM urgently.

All the concerned section heads are requested to take necessary steps to send the duly filled proforma of the employees concerned working in the section by 02:00 PM positively today for forwarding the compiled report to E-IV section, CWC.



(Gomathy Jayaraman)
US – Estt. VIII/XI
CWC, New Delhi

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,
आरा. 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 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

Total Strength Of Office

S.No	Category/group	No. of officers/officials
1.	A (upto grade pay 8700/-)	
2.	B (Gazetted)	
3.	B(Non-Gazetted)	
4.	C	
5.	Sub Staff / D	

Details	Employee 1
EPIC No./Voter Id Card No.	
Title of Official/Officer (Sh. / Ms.)	
First Name of Official/Officer (Only Alphabets)	
Middle Name of Official/Officer (Only Alphabets)	
Surname of Official/Officer (Only Alphabets)	
Gender (Male / Female / Third Gender)	
Marital Status (Unmarried/Married/Single/Widow/Widower)	
Father Name (Only Alphabets)	
Date of Birth (DD/MM/YYYY)	
Employee Category (A/B Gazetted/B Non-Gazetted/C/MTS)	
Whether Presently Residing in (Delhi / Outside Delhi)	
Present Residential Address (Allowed: 0-9A-Z ,-(/))	
Pin Code	
Mobile No	
Alternate Contact No.	
email ID	
Whether Appointed as Booth Level Officer/BLO Supervisor (Yes/No)	
Whether belongs to any cadre DANICS/IAS/IES/IFS/IPS/IRS/ISS	
Whether employee on Long Leave (CCL/EL/Maternity Leave/Out.of India/Medical leave)	
Leave duration	
Assembly Constituency of Present Residential Address	
Specify the Home Town of Employee (Delhi / Outside Delhi)	
Assembly Constituency of HomeTown	
Whether Registered Voter in Delhi (Yes / No)	
Whether Person with Disability (Yes/No)	
Percentage of Disabilities	
Remarks	