

**MOST IMMEDIATE**  
**LOK SABHA ELECTION-2024**

F.No. A-52011/5/2019-Estt.-IX /148  
Government of India  
Central Water Commission  
(Estt.-IX Section)

.....

3rd Floor, Sewa Bhavan,  
R.K. Puram New Delhi-66.  
Dated: 9<sup>th</sup> October, 2023.

**Circular**

Sub.: Information regarding polling staff for the Lok Sabha election, 2024-regarding.

Refer to Estt.-IV Section O.M. No. M-75075/229/2023-Estt.-IV dated 06.10.2023 on the above mentioned subject wherein the complete details of officers/officials working in concerned Sections/Directorates upto the level of Rs. 8700/- Grade Pay [posted in CWC (HQ)] has been sought in the enclosed proforma..

3. In this regard, all officer/staff of CSS/CSSS/CSCS/CSOLS Cadre being dealt in Estt.-IX Section are hereby directed to submit information in the prescribed Proforma to E-IX section latest by 4PM today. As election duty comes under Representation of Peoples Act, 1951 therefore the said information should be provided without fail.

Encl.: As above.

  
(Sachin Dev Verma)  
Under Secretary  
Tel.:011-29583314.

To,

All officer/staff CSS/CSSS/CSCS/CSOLS Cadre being dealt in Estt.-IX Section, CWC, New Delhi  
(Through official website of CWC).

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](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



Details	Employee 1	Employee 2
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		