

I/180072/2024

**TOP PRIORITY**  
**MOST IMMEDIATE**  
**ELECTION MATTER**

भारत सरकार/Government of India  
जल शक्ति मंत्रालय/Ministry Jal Shakti  
जल संसाधन आर डी एवं जी आर विभाग /Department of Water Resources RD & GR  
केंद्रीय जल आयोग/Central Water Commission  
स्थापना पांच अनुभाग/Establishment V Section

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3rd Floor(S), Sewa Bhawan,  
R.K.Puram, New Delhi - 66.  
Dated 02.08.2024.

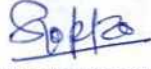
**Sub.: Information regarding polling personnel for Delhi Legislative Assembly  
Election, 2025-reg.**

US, E-IV Section vide OM dated 30.07.2024 has requested that the complete details of officers/officials working in concerned Directorates/Sections up to Level 13 (pre-revised Grade pay of 8700/-) posted in CWC (HQ), Delhi is to be provided in the enclosed proforma latest by 02.08.204 without fail.

Therefore all the Assistant Director-II who are posted in CWC (HQ) are requested to provide their details to the section (latest by 5:30 p.m. on 02.08.2024 without fail) by submitting the duly filled signed proforma (enclosed) in both hard and soft copies (in excel format vide email at estt5@nic.in). Being election matter, non compliance will be viewed seriously and disciplinary action may be initiated.

The matter may be accorded Top priority.

Encls.: As above.

  
( SUMITRA TOPPO )  
UNDER SECRETARY, Estt.V  
BPL No.011- 2958 3356

To:

All Assistant Director -II, CWC(HQ), New Delhi.

Entry of employee is to be done by the office in which the employee is physical

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

**y working.**

[illegible]

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग  
केंद्रीय जल आयोग  
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तृतीय तल (दक्षिण), सेवा भवन,  
आर।के।पुरम, नई दिल्ली-110066  
दिनांक: 30<sup>th</sup> जुलाई, 2024

कार्यालय ज्ञापन

Subject: **Information regarding polling personnel for Delhi Legislative Assembly Election, 2025 -regarding.**

The undersigned is directed to refer to the communication from Election Commission on the subject mentioned above and to state that complete details of all Officers/Officials, upto level-13 (pre-revised Grade Pay of Rs.8,700/-) posted in CWC(HQ), Delhi is required to be sent to Election Commission .

2. It is, therefore, requested to provide complete details of all Officers/Officials, upto level-13 (pre-revised Grade Pay of Rs.8,700/-) working under your administrative control, posted in CWC(HQ), Delhi, to E-IV Section in the enclosed proforma **latest by 02.08.2024 without fail** so that the data could be filled on the Election Commission's portal. Hard copies as well as the soft copy (in excel form) of the same may be forwarded to this section's email address [estt4@nic.in](mailto:estt4@nic.in).

3. It is also requested to forward details of Officers/Officials upto level-13 (pre-revised Grade Pay of Rs.8,700/-), who are no more working in CWC(HQ), after 01.10.2023 in the format given below:


S.No	Name & Designation	Reason for leaving CWC(HQ) (Dismissal/ Expired/ Posted Out of Delhi/ Posted Out of India/ Resigned/ Retired/Suspended / VRS/ Transfer Out from Office	Mobile No (Mandatory)

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

5. Any specific issue (i.e, Suspension, Charge Sheet/Penalty, Unauthorized Absence etc.) in respect of any officer/official which needs to be informed are to be filled in brief in the remark column of the proforma.

6. The matter may be accorded "TOP PRIORITY".

Enclosures: **As above.**

  
(Sachin Arora)  
Under Secretary

To

1. All Establishment Section of CWC (HQ).
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 information to :

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



Entry of employee is to be done by the office in which the employee is physically working.

Details	Employee 1	Employee 2
Whether registered voter in Delhi *		
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)		
Whether Pregnant* (Yes/No)		
Marital Status (Unmarried/Married/Single/Widow/Widower)		
Father Name * (Only Alphabets)		
Spouse Name (Only Alphabets)		
Date of Birth (DD/MM/YYYY)		
Employee Category (A/B Gazetted/B Non-Gazetted/C/MTS)		
Designation *		
Pay Level *		
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)		
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Whether Person with Disability (Yes/No)		
Percentage of Disabilities		
Remarks		