

No. 18/4/2019-Estt.-IX/3347  
Govt of India  
Central Water Commission

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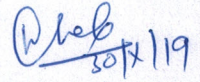
3<sup>rd</sup> floor, Sewa Bhawan,  
R.K. Puram New Delhi-66  
Dated:- 30 October, 2019.

**CIRCULAR**

Subject: Uploading of manpower data on Web based Module "Polling Party Personnel Information Systems" for ensuing General Elections to Delhi Legislative Assembly, 2020-reg.

Please find enclosed herewith a form for entering details of polling personnel regarding the above cited subject.

2. In this regard, all officers/officials having grade pay not more than 8700/- of CWC, are hereby requested to fill the form and submit to E-IX Section at the earliest.

  
(Kanchan Bala Hamza)  
Under Secretary  
Tel.-011-29583356

Encl: As above

To,

All the Officers of CWC(through CWC Website).



E-IX अ.स. / Sec. / A.M. / D.O.  
डा. सं. / Dy. No. 2484  
दिनांक / Date 24/10/19

**MOST IMMEDIATE**  
**ELECTION MATTER**

No. A-49011/1/2019-Estt.IV-387

Government of India  
Central Water Commission  
Establishment-IV  
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3<sup>rd</sup> Floor (S), Sewa Bhawan,  
R. K. Puram, New Delhi-66  
Dated the, 24<sup>th</sup> October, 2019

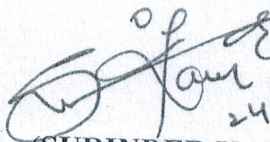
Sub: Uploading of manpower data on Web-based Module "Polling Party Personnel Information Systems" for ensuing General Elections to Delhi Legislative Assembly, 2020.

The undersigned is to refer to letter No. F.CEO/Admn./104(17)/2019/GEDLA-20/63120-63300 dated 23-10-2019 received from Office of the Chief Electoral Officer, Delhi on the above mentioned subject and to request that complete details of all officers/officials having grade pay **not more than 8700** under your jurisdiction (**posted in Delhi**) may be sent to this section in the enclosed proforma duly filled & signed **latest by 28.10.2019 at 05:00 P.M. positively without fail** so that the data could be filled on the election commission portal. The hard copy as well as soft copy of the same may be sent to this section's email address [estt4@nic.in](mailto:estt4@nic.in).

2. There is no need to provide the data of contractual /outsourced employees and also officers/official already retired but is working on extension of service and on reemployment.

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

Encl.: As Above

  
(SURINDER KAUR)  
24/10/19


Director (E-II) & Nodal Officer (Manpower)  
Tel:29583269

To:

Under Secretary/Section Officer: Estt.I, II, III, V, VI, VII, VIII, IX, X, XI, XII & XIII  
Section, CWC

Copy for information to:

1. P.S. to CE(HRM), CWC
2. P.S. to Secretary, CWC

  
20/11/19





कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली

**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**पुराना सेट स्टीफन कॉलेज भवन  
कश्मीरी गेट, दिल्ली - 110006.Old St. Stephen's College Building  
Kashmere Gate, Delhi-110006

No. F.CEO/Admn./104(17)/2019/GEDLA-20/ 63120-63300 Dated : 23-10-2019

To

All Nodal officers  
(As per annexed list)

**Sub: Uploading of manpower data on Web-based Module "Polling Party Personnel Information Systems" for ensuing General Elections to Delhi Legislative Assembly, 2020.**

Sir/Madam,

As you have been appointed Nodal Officer (Manpower) by your department and subsequent training on web based software i.e. "Polling Party Personnel Information Systems" had already been imparted by the office.

Now the URL <https://ceo.delhi.gov.in> has been placed under operational mode and you have been provided with **User ID and Password** to access the said URL for further verifying and uploading the details of officers/officials of your Department/Ministry etc. While verifying and uploading the manpower details, the Nodal Officer is required to ensure the following:-

1. that the office(s) set up in Delhi are only to be considered.
2. that the data shall also include the name of staff who are physically working in the organization such as on deputation, diverted capacity or else.
3. that 100% data of all the officer/official except Head of Department and following exempted categories shall be uploaded without any exemption:-
  - i. Uniform Personnel like Army, Navy, Air Force, CRPF, ITBP etc.;
  - ii. Contractual Staff;
  - iii. Outsourced Staff;
  - iv. Officers having grade pay more than Rs.8700=00 (in pre-revised pay scale).
  - v. Officers from educational services, technical services etc, whose pay structure is not identical with cadre staff, having grade pay more than Rs.10000=00 (in pre-revised pay scale).
  - vi. Officer/official already retired but is working on extension of service and on reemployment.

The Nodal Officer (Manpower) is further required to ensure that the entered data is complete and correct in all respect.

For any kind of information/clarification, the undersigned may be contacted over at telephone numbers 011-23994418, 23965176, 21320039 or email at [eoadmndelhi@gmail.com](mailto:eoadmndelhi@gmail.com).

Yours faithfully,

(Satendra Kumar)

Election Officer (Admn.)



## Form For Entering Details of Polling Personnel

**Note: All \* mark entries are must to provide.**

### Personal Information

Name of Official/Officer \* :- \_\_\_\_\_

Gender \* :-                      Male          Female          Others

Marital Status \* :-                      Married          Unmarried          Single

Father Name \* :- \_\_\_\_\_

Spouse Name :- \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \* :- \_\_\_\_\_

Employee Category \* :- \_\_\_\_\_

Designation \* :- \_\_\_\_\_

Department \* :- \_\_\_\_\_

Office Details (Name and Address of Office)\* :- \_\_\_\_\_

Pay Commission \* :-          6<sup>th</sup>                  7<sup>th</sup>                  Other

PayLevel/ Grade pay \* :- \_\_\_\_\_

Whether Presently Residing in Delhi \* :-    YES    NO

Present Residential Address \* :- \_\_\_\_\_

Mobile No. \* :- \_\_\_\_\_

Alternate Contact No. :- \_\_\_\_\_

E-Mail ID :- \_\_\_\_\_

Whether Appointed as BLO/BLO Supervisor \* :-    YES    NO

Whether belongs to any cadre :- \_\_\_\_\_

Whether employee on Long Leave, i.e. CCL/Medical Leave/EL. etc. :- \_\_\_\_\_

Leave Duration :- \_\_\_\_\_



**Assembly Constituency**

AC of Present Address :- \_\_\_\_\_

AC in which working Presently :- \_\_\_\_\_

Specify the Home Town of Employee \* :-      Delhi      Outside Delhi

AC of Home Town :- \_\_\_\_\_

Whether Register Voter \* :-      YES      NO

EPIC No./Voter Id Card No. :- \_\_\_\_\_

**Other Information**

Whether Person with Disability \* :-      YES      NO

Type of Disabilities :- \_\_\_\_\_

Percentage of Disabilities :- \_\_\_\_\_

Remarks :- \_\_\_\_\_