

**IMMEDIATE/TIME BOUND**  
**ELECTION MATTER**

No. A.50013/6/2019-Admn.  
Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 22<sup>nd</sup> January, 2019

**OFFICE MEMORANDUM**

Subject: Providing details of Polling Personnel- reg.

The undersigned is directed to refer to Admn. Section's O.M. of even number dated 15.1.2019 on the above subject [wherein all officers/officials upto the level of Director & equivalent (except the employees of Service Sections, viz. Admn., General Admn. & Cash, employees in the O/o Hon'ble Minister & MoSs, personal staff of officers of the level of Joint Secretary and above) were requested to fill up the prescribed proforma and **submit duly filled & signed proforma** in Admn. Section, MoWR,RD&GR by 18.1.2019] and to say that **many officers/officials have not yet submitted their details in the prescribed proforma.**

2. Election Commission has directed to fill up the details of officers online (on the portal ceo.delhi.gov.in) [as per the proforma enclosed] urgently and issue a Certificate in this regard.
3. Accordingly, all officers/officials of the Ministry (Sectt.) [as mentioned in para-1] (who have not submitted their details) are requested to **submit duly filled & signed proforma** in Admn. Section, MoWR,RD&GR **immediately latest by 24.1.2019** without fail, so that the data could be filled on the portal urgently.
4. **The names of officers/officials who fail to submit their details by 24.1.2019, will be forwarded to Election Commission for taking further action.**
5. It is re-iterated that the duly filled & signed proforma may be submitted to Admn. Section urgently. **All Wing Heads/Division Heads/Branch Heads are requested to ensure submission of the above information by employees working under their control (except the officers mentioned in para-1) immediately.**

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6. The matter may be accorded **PRIORITY**.

Encls.: As above.



(A.K. KAUSHIK)

Under Secretary to the Govt. of India

Tel. No. 23738126

E-mail: usadmn-mowr@nic.in

To

1. All Wing Heads of the Ministry of Water Resources, RD&GR
2. All Division Heads of the Ministry of Water Resources, RD&GR
3. All Branch Heads of the Ministry of Water Resources, RD&GR
4. All Employees upto the rank of Director & equivalent of the Ministry of Water Resources, RD&GR
5. PPS to Secretary/PS to AS/PPS to ADG(Stats)/PPS to JS(A)/PPS to JS(IC&GW)/PPS to JS&FA, MoWR, RD&GR
6. NIC Cell, MoWR, RD&GR - with a request to upload the same on intra-net of the Ministry.

**IMMEDIATE**  
**ELECTION MATTER**

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Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 15<sup>th</sup> January, 2019

**OFFICE MEMORANDUM**

Subject: Providing details of Polling Personnel- reg.

The undersigned is directed to enclose herewith this Ministry's letter dated 10.1.2019 on the above subject and to say that all officers/officials upto the level of Director & equivalent (except the employees of Service Sections, viz. Admn., General Admn. & Cash, employees in the O/o Hon'ble Minister & MoSs, personal staff of officers of the level of Joint Secretary and above) are requested to fill up the prescribed proforma and **submit duly filled & signed proforma** in Admn. Section, MoWR, RD&GR **latest by 18.1.2019** positively without fail.

2. **All Wing Heads/Division Heads/Branch Heads are requested to ensure submission of the above information by employees working under their control (except the officers mentioned above) urgently.**

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

Encls.: As above.

  
15/1/19

(A.K. KAUSHIK)

Under Secretary to the Govt. of India

Tel. No. 23738126

E-mail: usadmn-mowr@nic.in

To

1. All Wing Heads of the Ministry of Water Resources, RD&GR
2. All Division Heads of the Ministry of Water Resources, RD&GR
3. All Branch Heads of the Ministry of Water Resources, RD&GR
4. All Employees upto the rank of Director & equivalent of the Ministry of Water Resources, RD&GR
5. PPS to Secretary/PS to AS/PPS to ADG(Stats)/PPS to JS(A)/PPS to JS(IC&GW)/PPS to JS&FA, MoWR, RD&GR
6. NIC Cell, MoWR, RD&GR - with a request to upload the same on intra-net of the Ministry.

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**Subject:- Uploading of Information of Officers/Officials on Polling Party  
Personal Information System of Election commission-reg.**

The undersigned is directed to refer to order no. 1070/2018 dated 26.10.2018 and to Chief Electoral Officer, Delhi letter no. 104(05)HE/2019/639 dated 04.01.2019 pursuant to which I had attended training on 09.01.2019 as Nodal Officer (Manpower) in respect of this Ministry. In the aforementioned training, I was verbally instructed to get the information of Officers/Officials upto the level of Director & equivalent uploaded on the Polling Party Personal Information system of Election Commission. The aforementioned portal will be live on or after 14.01.2019, consequent to which the credentials for accessing the portal will be shared. A specimen proforma consisting details of individual to be entered on the portal are annexed herewith. The latest information of concerned officers/officials in this regard may be sought in advance, in order to avoid last minute rush. It is therefore requested to timely upload the requisite information of the Officers/Officials under your purview.

*Ashok*  
10/11/19  
(Ashok Kumar Gupta)  
dal Officer(Manpower)  
Tel. 23074005

**Encl: As above.**

1. Under Secretary(Admin), Ministry of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
2. Under Secretary(Admin), Central Soil & Material Research Station, Olof Palme Marg, Hauz Khas, New Delhi, Delhi 110016

**FORM FOR ENTERING DETAILS OF POLLING PERSONNEL****Personal Information**

Name of the officer	
Gender	a) Male b) Female (pregnant or not)
Marital Status	
Father's name	
Spouse Name	
Date of Birth	
Employee Category	
Designation	
Department/Office detail	
Pay Commission	
Pay level	
Whether presently Residing in Delhi	
Present Residential Address	
Mobile No.	
Alternate contact No.	
E-mail ID	

Assembly Constituency

Assembly Constituency of present address	
Assembly Constituency in which working presently	
Specify the Home Town of Employee	<input type="checkbox"/> Delhi <input type="checkbox"/> Outside Delhi
Assembly Constituency of Home Town	
Whether Register Voter a) Yes b) No	
EPIC No./Voter ID Card No.	

Other Information

Whether person with disability	
Type of Disabilities	
Percentage of Disabilities	
Remarks	

( Signatures)