

**IMMEDIATE**  
**ELECTION MATTER**

No. A.50013/263/2019-Admn.

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, River Development & Ganga Rejuvenation  
(Administration)  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 28<sup>th</sup> October, 2019

**OFFICE MEMORANDUM**

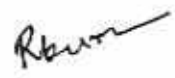
**Subject: Providing details of Polling Personnel for Delhi Legislative Assembly Elections, 2020- reg.**

The undersigned is directed to refer to the above mentioned 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 & MoS, personal staff of officers of the level of Joint Secretary and above) are requested to fill up the prescribed proforma (enclosed) and **submit the duly filled & signed proforma** in Admn. Section, D/o WR, RD & GR latest by **30.10.2019** 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**.

Encl.: As above.

  
(Rakesh Kumar)  
Section Officer (Admn)  
Tel No 2371033

To

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

## **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 :- \_\_\_\_\_