DIRECTORATE OF EDUCATION
GAZETTED OFFICER CELL

GOVT. OF NCT OF DELHI
OLD SECRETARIAT, DELHI - 110054.
PHONE NO. 011 23890272.

TOP PRIORITY
TIME BOUND ELECTION MATTER.

No. F.37(4)/(1312)/EDN./GOC/2013/Pt.2/15212-15213 Dated: 27/10/2013

CIRCULAR

Please find enclosed herewith the Minutes of the meeting held in the Conference Hall of the Office of the Chief Electoral Officer, Delhi at 4 pm on 11/10/2013 to review the progress of Form 6 & Form 8A with respect of staff deployed/To be deployed on Election Duties. The Annexure CC should be sent on daily basis so that the target of achieving EPIC card for each member of the staff to be deployed on Election Duty along with data uploaded on the information software is achieved at the earliest. Also one official be deputed to collect prepared EPIC from Ballot paper cell daily.

The last date of receipt of forms (Forms 6,8A) is 08/10/2013 so that the EPIC cards are prepared and delivered by 23/10/2013. The date for uploading the EPIC details has been extended upto 23/10/2013. Those who have not submitted, should do so by 24/10/2013 evening positively.

Non compliance of this circular will be viewed seriously.

(SUNIL KUMAR)
SUPERINTENDENT(GOC)

All DDEs/Principals/Vice Principal for strict compliance.

No. F.37(4)/(1311)/EDN./GOC/2013/Pt.2/15212-15213 Dated: 27/10/2013

Copy forwarded to the EDP Manager (IT), Directorate of Education, GNCT of Delhi, Delhi with the request to upload the circular along with copy OF Annexure CC.

(SUNIL KUMAR)
SUPERINTENDENT(GOC)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI
OLD ST. STEPHEN'S COLLEGE BUILDING, KASHMERE GATE, DELHI-110006.

NO: CEO/BP&PBP/13-14/4/ 46917 - 47228

Dated: 08/10/2013

CORRIGENDUM

Sub: General Election to the Legislative Assembly of Delhi-2013: Providing polling personnel on election duty – uploading information through Web based Software-Enrollment of Voters-regarding

It is to inform that in Order No. CEO/BP&PBP/13-14/4/45276-587 dated 4.10.2013 following may be substituted:

FOR — “the last date of receipt of forms (Forms No 6,8A) is 8.10.13 so that the EPIC cards are prepared and delivered by 23.10.2013”

READ — “the date for uploading of EPIC details has been extended upto 23.10.2013”

Inconvenience is regretted.

(ARUN GUPTA)
NODAL OFFICER
BALLOT PAPER & POSTAL BALLOT PRINTING CELL

Copy to

NO: CEO/BP&PBP/13-14/4/ 46917 - 47228

Dated: 08/10/2013

1. All the Nodal Officers of GOI, GNCTD and Autonomous bodies
2. All the Nine District Election Officers.
3. All the Nine SDM (Election).
4. All the 70 AEROs. (Through SDM (Election)
5. DIO, NIC.
6. CA to Chief Electoral Officer, Delhi.
7. PA to Spl. CEO/Addl. CEO/Jt. CEO/Dy. CEO.
8. All Election Officers(HQ).
9. Guard fine.

NODAL OFFICER
BALLOT PAPER & POSTAL BALLOT PRINTING CELL
No. CEO/BP&PBP/2013-14/07/ Dated: 31/10/13

To,
All the Heads of Departments,
Govt. Of India/Govt. Of Delhi/PSUs,
New Delhi.

Sub: Submission of Daily report as per format through concerned Nodal Officers—regarding status of EPIC Card and upload of Data in the software.

Madam / Sir,

I am to forward herewith a format ("CC") which the concerned Nodal Officers of your Department should send on daily basis to the undersigned by 12:00 Noon, by Fax, (No. 23990050) so that the target of achieving EPIC Card for each member of the staff to be deployed on Election duty along with data uploaded on the Information Software, is achieved at the earliest.

Yours faithfully,

(AJAY KUMAR BISHT)
OSD(Election)

No. CEO/BP&PBP/2013-14/07/

Copy.-1. PS to the Spl. CEO for information.
2. Nodal Officer (Ballot) to consolidate the report on daily basis and put up to OSD (Election).
MINUTES OF THE MEETING HELD IN THE CONFERENCE HALL OF THE OFFICE OF CHIEF ELECTORAL OFFICER, DELHI AT 4 PM ON 11.10.2013 TO REVIEW THE PROGRESS OF PROCESSING OF FORM-6 & FORM-8A WITH RESPECT TO THE STAFF DEPLOYED/ TO BE DEPLOYED ON ELECTION DUTIES.

A meeting was held on 11.10.2013 to monitor the progress to ensure that EPICs are issued to all eligible staff on election duties. The following officers of the election office attended the meeting:

1. Sh. Ajay Kumar Bisht, O.S.D.
2. Sh. Arun Gupta, Nodal Officer (Ballots)
3. Sh. Ranjeet Verma, Programme, DIO Office

The list of Nodal Officers and accompanying staff who attended the meeting is enclosed.

The following points were discussed and decisions were taken accordingly:

1. **Variation in the total no. of employees:**

   It was observed by the OSD (Election) that the total no. of employees as per the report of 10.10.2013 are less than the total no. of employees as per the report of 8.10.2013 in respect of some departments. The Nodal Officers explaining that the variation was on account of two reasons:
   a) A few names were appearing more than once and they have since been deleted.
   b) Some contractual employees were included in the list but after coming to notice, the double entries were deleted.

2. **Receipt of EPICs from the office of C.E.O.**

   It was conveyed to the Nodal Officers that the EPICs for the applications in Form-6 & Form-8A received through the office of C.E.O., will be delivered centralised by the Nodal Officer (Ballots).

   (Action: Nodal Officer (Ballots)/ Nodal Officers of concerned Deptt.)

3. **The employees undergoing terminal/ severe illness:**

   Some Nodal Officers stated that the employees who are severely or terminally ill are not able to fill up the application Form-6 or Form-8A and requested that such staff may be excluded from the list of officers/ officials to be deployed in election duties. It was decided that the Administration Branch may get the necessary exclusion done through the D.I.O. on receipt of request from the concerned Nodal Officer.

   (Action: E.O. (Admn)/ DIO/Nodal Officers of concerned Deptt.)

4. **Employees retiring upto 31.3.2014:**

   In conformity with the guidelines of the Election Commission of India, it was directed that the employees retiring upto 31.3.2014 may be excluded from the list of election duties staff.

   (Action: E.O. (Admn)/ DIO/Nodal Officers of concerned Deptt.)

Contd....p-2
5. **Employees in the Grade Pay of Rs.1800/- deployed as BLOs**

Some Nodal Officers informed that Group ‘C’ employees in the grade pay of Rs.1800/- have been deployed as BLOs but they are not able to perform their duties satisfactorily. The Administrative Branch may please clarify to the D.I.O. that for the functions of BLO and Polling Officers, the minimum grade pay may be Rs.1900/- in Group ‘C’.

(Action: E.O. (Admn)/ DIO/Nodal Officers of concerned Deptt.)

6. **Employees on Ex-India Leave**

Some Nodal Officers stated that the employees who are on Ex-India leave for long period are also reflecting in the list of staff for election duties. It was decided that the Administrative Branch may please communicate to the D.I.O. to exclude all the employees who are on Ex-India leave and are not likely to join duties by 20.10.2013.

(Action: E.O. (Admn)/ DIO/Nodal Officers of concerned Deptt.)

7. **Due diligence in duties**

It was reiterated to all the officers including the Nodal Officers that the progress in the processing of Form-6 or Form-8A applications may be monitored on daily basis with due diligence. A proforma in the format ‘CC’ was circulated among all the Nodal Officers and they were requested to update the data on daily basis and report to the OSD (Ballots).

(Action: All Officers of Ballot Paper Cell & Nodal Officers of all the concerned Deptt.)

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No.F. [Signature]

Copy to:-

1. PS to Spl. C.E.O. – for information.
2. PS to OSD (Ballots) – for information.
3. Nodal Officer (Ballots)
5. SDM (Elections) of all Districts to accord due priority to processing Form-6 & Form-8A applications.
6. Election Officer (Admn) – for necessary action.
7. Nodal Officer (MPCC) – for necessary action.
8. Nodal Officers of all Departments – for necessary action.

(Ajay Kumar Bisht)
OSD (Ballots)
Dated: [Date]

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(Ajay Kumar Bisht)
OSD (Ballots)