No.100-97/2023-STG-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, New Delhi-01

Dated the 16 August, 2024

OFFICE MEMORANDUM

Subject: Details in respect of ITS Group 'A' & TES Group 'B' officer- Matters related to Delhi Legislative Assembly Elections 2025- reg.

The undersigned is directed to refer to OM No. 30-22/2024-Admn.I dated 13.08.2024 of Admin. I Section, DoT HQs (copy attached) on the subject cited above and to say that the all the officers, belonging to ITS Group A and TES Group B services (up to pay Level 13) and posted in DoT HQs, are requested to fill in their information in the prescribed proforma (attached herewith).

2.   The requisite filled proforma may be submitted to the undersigned i.e. Under Secretary, SGT (also **Nodal Officer** for the said purpose) **latest by 02:00 PM on 21.08.2024 without being fail** as the same is required to be consolidated & uploaded on the web portal of CEO, Delhi keeping in view the upcoming Delhi Legislative Assembly Elections 2025.

Encl.: As above.

Signed by Bijender Singh
Date: 16-08-2024 17:27:26

(Bijender Singh)
Under Secretary to the Government of India
Tele 011-2303 6282
Email: bijender.s83@gov.in

To
      All concerned ITS Gr. 'A' & TES Gr. 'B' officers (through Website of DoT/ e-office Notice Board).

Date: 13 .08.2024

OFFICE MEMORANDUM

Subject: Matters related to Delhi Legislative Assembly Elections – 2025.

The undersigned is directed to say that in connection with the above-mentioned subject, all the Cadre Controlling Authorities of DoT, HQ are required to populate the data of all the Officer/Officials [up to the grade pay of Rs. 8700/- (pre-revised)/ Level – 13 (revised)] under their respective administrative control on the concerned web-portal (https://ceo.delhi.gov.in/) of Chief Election Officer, Delhi.

2. Now, it has been decided to keep up to 50% staff (upper limit) [up to the grade pay of Rs. 8700/- (pre-revised)/ Level-13 (revised)] from each cadre in DoT, HQ among their in-position strength (not in sanctioned strength) reserved and not to be ordinarily deputed for Election Duty, for enabling functioning of the organization provided that the Officers/Officials [up to the grade pay of Rs. 8700/- (pre-revised)/ Level-13 (revised)] attached to the following offices of DoT, HQ are fully exempted from Election Duty: -

    a. O/o Hon'ble MoC.
    b. O/o Hon'ble MoSC.
    c.O/oSecretary(T)/Member(S)/Member(T)/Member(F)/AS(T)/Administrator (USOF)/Officers of Central Staffing Scheme.

3. It is, therefore, requested that all the Cadre Controlling Authorities in DoT, HQ may please record in-position strength of their respective cadre(s) after deducting the 50% staff as mentioned at Para-2 above on the web-portal (https://ceo.delhi.gov.in/) of Chief Election Officer, New Delhi. The User-ID and Password for populating the requisite data has been provided/is being provided to Sub-Nodal Officers of DoT designated for the purpose.

4. This Issues with the approval of the Competent Authority.

(Rajeev Verma)
Under Secretary to the Govt. of India & Nodal Officer (Manpower)
Ph. 2303 6884

To,

1. Shri Zafar Iqbal, Assistant CGCA (Sub-Nodal Officer of CGCA, Ghitorni)
2. Shri Ajay Kumar Meena, ADG (Sub-Nodal Officer of DG(T))
3. Shri M. Kiran Kumar, SO (Sub-Nodal Officer of Admn.I)
4. Shri Gaurav Bhardwaj, SO (Sub-Nodal Officer of Admn.II)
5. Shri Amit Kundan, Under Secretary (Sub-Nodal Officer of Admn.III)
6. Shri Zakir Hussain, Director (Sub-Nodal Officer of LSA, Delhi)
7. Shri Subhas Barua, Engineer-in-charge (Sub-Nodal Officer of NRHQ, Ghitorni)
8. Shri Shyam Lal Das, Assistant Controller & Communication Accounts (Sub-Nodal Officer of Pr.CCA)
9. Shri Neeladrishekhar Ray Chowdhury, ACAO (Sub-Nodal Officer of SEA)
10. Shri Bijendra Singh, Under Secretary (Sub-Nodal Officer of STG)
11. Shri Yogesh Goyal, ADET (Sub-Nodal Officer of TEC)
12. Shri P S Shekhawat, Engineer-in-charge (Sub-Nodal Officer of WMDTC, Ghitorni)
13. Shri R K Dora, Deputy Director (Sub-Nodal Officer of WMO, HQ)
14. Shri Sunil Kumar Rawat, AWA (Sub-Nodal Officer of WPC)
15. Sub-Nodal Officer of NICF, Ghitorni

Copy to

1. WA/DDG (Pers.)/DDG (A&F)/DDG (Estt.), DoT.
2. Director (Admn. & Parl)/ DS (Admn.II), DoT.

Copy for information to: -

1. Sr. PPS to DDG (C&A)
2. US (Admn.III & IV)/ US (STG)/ US (SEA)/ DWA, WPC, DoT.

Form For Entering Details of Polling Personnel

Note: All * mark entries are must to provide.

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

EPIC No./Voter Id Card No. **:-**_____

Personal Information

Title of Official/Officer ***:-**Sh./Ms.

First Name of Official/Officer*** :-**_____

Middle Name of Official/Officer***:-**_____

Surname of Official/Officer***:-**_____

Gender*** :-**   Male   Female   Third Gender

Whether Pregnant (if Female):-   Yes NO

Marital Status***:-**   Unmarried   Married Single   Widow   Widower

Father Name***:-**_____

Spouse Name: -

_____   _____

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

Employee Category***:-**   _____

Designation***:-**   _____

Pay Commission***:-**   6th, & 7th or Other

Pay Level or Grade Pay***:-**

_____

Department in which physically working ***:-**_____

Office Details in which physically working***:-**_____

_____

Whether Presently Residing in Delhi*****   **:-**   Delhi   Outside Delhi

Present Residential Address *****   **:-**_____

_____

Pin Code*:-_____

MobileNo.:

Alternate Contact :- _____

E-Mail ID :-_____

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

If BLO, Assembly Constituency where posted as BLO _____

If BLO, AC Part 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   Residential   Address: -
_____
_

AC in which workingPresently: -_____

Specify the Home Town of Employee* :-Delhi   OutsideDelhi

AC of HomeTown (if Delhi):- _____

Whether Register Voter in Delhi*   :-   YES NO

Other Information

Whether Person with Disability* :-   YESNO

Type of Disabilities:-

Percentage of Disability:- _____

Remarks:-_____