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100-97/2023-STG-I

URGENT

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

Dated the \_09 October, 2023

## **OFFICE MEMORANDUM**

Subject: Uploading of data for upcoming General election to Lok Sabha, 2024 -reg.

The undersigned is directed to refer to the subject cited above and to say that the all the officers up to Level 13 belonging to of ITS Group A and TES Group B services and posted in DoT HQs are requested to fill in their information in the prescribed proforma (attached herewith) and submit the same to Smt. Praphula Kerketta, Section officer, STG-I section (**Nodal Officer** for the said purpose) latest by 04:00 PM on 11.10.2023 as the same is required to be sent to Chief Electoral Officer and to be uploaded on their portal keeping in view the forthcoming Lok Sabha General Elections 2024.

2. All the concerned officers are requested to provide the detail information in enclosed proforma by the prescribed time above without fail as it is required to be uploaded on web portal by 12.10.2023.

Encl.: As above.

(Praphula Kerketta) Section Officer, STG-I Tele 011-2303 6282

То

All concerned officers (Through Website of DoT/ e-office Notice Board).

## 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 v	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* :-	
Gender * :- Male Fe	male Third Gender
Marital Status * :- Unmarried	Married Single Widow Widower
Father Name * ;-	
Date of Birth (DD/MM/YYYY) * :-	
Employee Category * :-	
Department in which physically working * :-	
Office Details in which physically working* :	
Whether Presently Residing in Delhi * :- Delhi	Outside Delhi
Present Residential Address * :	
Pin Code*:-	
Mobile No. * :-	
Alternate Contact No. :-	
Whether Appointed as BLO/BLO Supervisor * :- YES	S 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 working Presently: -
Specify the Home Town of Employee * :- Delhi Outside Delhi
AC of Home Town :-
Whether Register Voter * :- YES NO
Other Information
Whether Person with Disability * :- YES NO
Type of Disabilities:-
Percentage of Disabilities: -
Remarks:-