

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhavan
11A, Mirza Ghalib Street, Kolkata – 700 087

No.679(9)-E/PW/O/E-IV/14M-08/2018

Dated : 06.04.2018

From : OSD & E.O.Assistant Secretary, Public Works Department

To : The Chief Engineer, P.W.Dte., North Zone / South Zone / Planning / Head Quarter / West Zone / National Highway / Roads / Buildings & Research Institute / Social Sector

1. The Chief Engineer, P.W. (Roads), West Zone / South Zone / Planning / North Zone / Head Quarters.
2. The Chief Engineer (Electrical) – I & II, P.W.Dte
3. The Chief Engineer, Housing Dte
4. The Chief Govt. Architect & Ex-Officio Chief Engineer, P.W.Dte

Sub : Relating to the polling personnel and other relevant issue in connection with Panchayat Election 2018.

The undersigned is directed to send herewith a copy of Memo no. 1384/PN/O/I/1E-06/2017 dated 08/03/2018 of Department of Panchayats & Rural Development on the subject cited above for his kind information and necessary action to circulate the same to all the Engineers / Officers under his control

Encl : As above.

OSD & E.O.Assistant Secretary, PWD

No.679(9)/1(7)-E

Dated : 06.04.2018

Copy alongwith copy of Memo no.734-F(J)W.B. dated 28.02.2018 of Finance Department, Audit Branch forwarded for information and necessary action to the :

1. Engineer-in-Chief & Ex-Officio Secretary, P.W.Dte
2. Joint Secretary(P), P.W. Deptt.
3. Additional Secretary, P.W.Deptt.
4. Deputy Secretary(L&A), P.W.Deptt
5. Deputy Secretary (Vigilance), P.W.Deptt
6. Assistant Secretary-I,II,III,IV, P.W.Deptt.
7. Medical Cell, P.W.D.

OSD & E.O.Assistant Secretary, PWD

No.679(9)/2(100)-E

Dated : 06.04.2018

Copy forwarded for information and necessary action to :
Superintending Engineer _____ Circle.

He is requested to circulate the same to all Engineers / Officers under his control.

OSD & E.O. Assistant Secretary, PWD

E-14/Dy. No. - 62 dt. 3.4.18

(591)
SO(E)-I / ~~DA (Rajha Babu)~~
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3/4/18

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building (6th to 10th Floors) HC-07, Sector III
Bidhannagar, Kolkata - 700 106

No. 1384/PN/O/I/1E-06/2017

Dated: 08/03/2018

From: The Chief Secretary to the
Government of West Bengal
To: The Additional Chief Secretary
Principal Secretary/ Secretary to the
Government of West Bengal

Public Works Deptt. Department

Sub: Relating to the Polling Personnel and other relevant issues in connection with the Panchayat General Elections, 2018

Madam / Sir,

The 9th Panchayat General Elections to 3-tier Panchayats will be held in the State within a short period from now. As has been assessed around four lakhs of polling personnel will be required for smooth conduct of the above elections. It is therefore, essential to spare maximum number of staff for polling duties from State Government Offices, Semi Government Organizations and State Public Undertakings.

In this context, I request you to issue immediate instructions to all Directorates, other offices, statutory and local bodies and Public Undertakings under your administrative control located in the districts, to prepare lists of all their employees and to send the same to the respective District Magistrates who are also District Panchayat Election Officers. You are also requested to ensure that similar lists of all the employees of your Department, Directorates and other offices located in Kolkata be prepared and forwarded to the Secretary, West Bengal State Election Commission located at 18, Sarojini Naidu Sarani, Kolkata-700017 at the earliest.

Employees selected by the Returning Officers for polling duty will be called up for training possibly twice before the actual poll and they should be permitted to attend the training as per schedule.

The services of a large number of Assistant Returning Officer will also be required for this Election. They are to be appointed by the District Magistrates & District Panchayat Election Officer concerned from among the officers belonging to different Departments serving in the Blocks and Sub-Divisions. These officers shall also be spared as and when required by the District Magistrates & District Panchayat Election Officers.

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Further, you may be required to allow the buildings together with necessary furniture owned by Government/ Government Undertakings/ Statutory and Local Bodies for locating the polling stations and allow the Departmental vehicles, guesthouses and inspection bungalows by the Returning Officers in connection with the Panchayat General Elections and preparation thereof.

I would request you to extend all possible help and co-ordination to the District Magistrate & District Panchayat Election Officers as well as to the Returning Officers for smooth conduct of the ensuing Panchayat General Elections.

Yours faithfully,



9/3/18
Chief Secretary to the
Government of West Bengal

No. 1384/1(21) /PN/O/I/1E-06/2017

Dated: 08/03/2018

Copy forwarded for information and necessary action to:

1) The Secretary, West Bengal State Election Commission located at 18, Sarojini Naidu Sarani, Kolkata-700017

2-21) The District Magistrate & District Panchayat Election Officer,



Special Secretary to the
Government of West Bengal