

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
GOVT. OF NCT OF DELHI
THE STATE TRAINING FRAMEWORK FOR THE GOVT. OF DELHI (THOSS)
ESTABLISHMENT-IV (Phone No: 011-27322927).

No: F.3 (35)/2019/VSE/TTE/E-IV/Part File/3664-68

Dated: 24/10/19

To.

The Principal/Head of the Institutions,
All Polytechnics/ITIs/Degree Level Institution and BTE,
All Branch-In-Charge under DTTE(HQ),
Department of Training & Technical Education,
Govt. of NCT of Delhi.

Sub: Uploading of data in web based software "Polling Party Personnel Information Systems" related to Delhi Legislative Assembly Election-2020.

As the process of Delhi Legislative Assembly Election-2020 has been started and the O/o the Chief Electoral Officer, Delhi has directed to upload the details of the regular officer/officials, therefore, you are requested to upload the details of all the regular Officers/Officials (upto the Gr. Pay of Rs.8700/-), who are physically working in your Institute, excluding the officers/officials who are drawing salary from your Institute and working in diverted capacity in other office, by 30.10.2019 (A/N) and completion certificate in prescribed format should be submitted by 31.10.2019 (F/N) positively. All the Principals/HOOs/Controller/Vice-Principals (where the Principals are not posted) will be the Nodal Officers (Manpower) of their Institutes for this purpose. The detailed instructions/ guidelines are annexed with the letter.

In this connection, it is to inform that the details of the officers/officials uploaded during General Lok Sabha Election, 2019 is available on the user Id of the institute/office and the same is required to be updated as per instructions/guidelines attached herewith.

In case of any query, the following officer/official may be contacted on their mobile number and office telephone number:-

S. No.	Name of the Officer/Office	Mobile No.	Office Telephone No.
1.	Smt. Priyanka Yadav, System Analyst, Computer Branch, DTTE (HQ)	9873153818	27321013
2.	Sh. Sanjay Kumar, Junior Assistant, E-IV Branch, DTTE (HQ)	9910525806	27322927
3.	Sh. Ramesh, Junior Assistant, E-IV Branch, DTTE (HQ)	9650040751	27322927

No excuse for non-updation of requisite details/data in respect of any employee will be accepted under any circumstances as this a time bound exercise.

This is to be accorded **TOP PRIORITY**.

Encl: As above.

(A.N. GAUR)
DEPUTY DIRECTOR (ADMN.)

No: F.3 (21)/2018/TTE/E-IV/LSE Part File/ 3664-68

Dated: 24/10/19

Copy to:

1. System Analyst, DTTE (HQ) with the request to upload this letter on Department's Website and e-mail to all the concerned institutes.
2. P.S. to Secretary/Director, TTE
3. P.A. to Joint Director, TTE.

(A.N. GAUR)
DEPUTY DIRECTOR (ADMN.)

Suggested Steps for the Polling Party Personnel Information System

Nodal Officer Level

1. View list of offices and identify for the new addition of the offices, editing of the offices.
2. Create New Office from the link – Create New Offices
3. Create Office level users, if required.
4. Edit details of the office level users from the existing users.
5. View list of the existing designations from the list of designations.
6. Add new designations, if required.
7. Impart training to the office level users for the entry of the users.
8. Monitoring through various reports available in the software.
9. Analyse and forward the exemption request to CEO office.
10. Reset the office level User ID.
11. Submit the Completion Certificate – when all the offices had completed the entries and uploaded the completion certificate.
12. For reset of departmental nodal office, kindly contact at election office.

Office level

1. Check the list of existing employees from the Summary Report
2. Identify the employees who had been transferred out from the department due to any reason.
3. Mark such employees through Transfer Out option.
4. Prepare a list of the employees whose name is not appearing in the summary report list. All such employees should be entered in the software through New Employee link.
5. Identify the employees whom details are to be updated. The updation may be carried out through the EDIT option.
6. Monitoring may be checked through the various MIS reports.
7. If any designation not found, may contact to departmental nodal officer.
8. If password locked or reset required kindly contact to department nodal officer.
9. Office strength i.e. who are physically working at your office should be entered in the software through Office Strength link.
10. After completed all the entries, submit the completion certificate. The completion certificate can be generated only if office strength and entered employees count matches.

- The entry of the employee is to be done by the offices where the employee is physically working.
- All the employees posted in Delhi office location are to be entered irrespective to their residential address.
- Uniform personnel employee details are not to be entered.

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 * :- 6th 7th Other

PayLevel/ Gradepay * :- _____

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 :- _____