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**MOST URGENT**

	<b>DELHI JAL BOARD: GOVT. OF NCT OF DELHI</b> <b>OFFICE OF THE ASSTT. COMMISSIONER(W)</b> <b>VARUNALAYA PHASE-II</b> <b>KAROL BAGH, NEW DELHI-110005</b> <b>PHONE:- 011-23544796</b> <b>E-mail:- ac.water22@yahoo.co.in</b>	
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F. No. 90 (2011) Part-II/DJB/AC (W)/2021/ 299

Dated: 31.12.2021  
31.12.2022

**Subject: Regarding Provision of staff for General Election to the MCD Election, 2022.**

A DO letter No. F.2 (12)/21/S.I/2728 dated 15<sup>th</sup> December, 2021, has been received from the Secretary (Services), Govt. of NCT of Delhi, Services Department, 7<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, I.P.Estate, New Delhi-110002, regarding to provide the Polling Parties (each party manned by 05 officials) and another Parties (each party manned by 04 officials) for Reception & Counting duties for General Election to the three Municipal corporations of Delhi, which are scheduled to be held in March/April, 2022.

Accordingly, all the DDO's/Controlling Officer are hereby requested to provide the details in the enclosed proforma in excel sheet (consolidated list of employees including ZRO's/AE's) upto 07.01.2022 positively in hard copy as well as in soft copy through e-mail at ac.water22@yahoo.co.in.

It may also be ensured by all the DDO's and as well as AAO concerned that no column should be left blank.

Moreover, in addition to above, a certificate in this regard may also be furnished by all the DDO's/Controlling Officer that details of each and every official/officer upto the Grade Pay of Rs. 8,700/- (pre-revised) have been provided.

(Note: It is mandatory to fill all the fields given in the enclosed format for onward submission to the State Election Commission).

Encl: As above.

  
(NEELAM KAPOOR)  
ASSISTANT COMMISSIONER (W)

All DDOs/Controlling Officers

Copy for kind information to:

1. State Election Commissioner, Govt. of NCT of Delhi, Nigam Bhawan, Kashmire Gate, Delhi-110006.
2. Secretary (Services) Govt. of NCT of Delhi, Services Department, 7<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, I.P.Estate, New Delhi-110002.
3. Member (A)/Member (Finance)/Member (W/S)/Member (Dr.)/CVO.
4. Director (A&P)/Director (Revenue)/Director (Finance)/Addl. CEO.
5. Secretary to CEO/All Jr. Director's.
6. All AC's.
7. EE (EDP): with the request to kindly upload on the website of Delhi Jal Board.

  
ASSISTANT COMMISSIONER (W)

SPM  
06.01.2022  
CC (EDP)  
EE (EDP)

YAG-I (EDP)  
JA-I (EDP)

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
59 06-01-2022

OFFICE OF THE \_\_\_\_\_

Address \_\_\_\_\_

e-mail ID \_\_\_\_\_ Phone No. \_\_\_\_\_

S.No.	Name of Employee	Designation	Mobile No.	Father's Name	Date of Birth	Place of Posting	Employee Code	Employee Category (A/B/C)	Mobile No. of DDO/Controlling Officer	Present Residential Address	Remarks

DDO/Controlling Officer

Signature:

Name:

Designation:

Date: