

दक्षिणरेलवे Southern Railway

सं No: U/P.333/Election/CP

मंडलकार्यालय/ Divisional Office,  
कार्मिकशाखा/ Personnel Branch,  
मदुरै/ Madurai-625016,  
दि. /Date: 11.12.2023.

**All Branch Officer/Madurai Division.**

*विषय/* Sub: Elections – Madurai District –General Elections to Lok Sabha, 2024 –  
Appointment of Polling Personnel – Creation of Database – Details of staff  
particulars- requested-Reg

*दर्भ/* Ref: District Collector & DEO Madurai Roc.No.68644/2023/D1 dated:04.12.2023

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With reference to the DEO/DC letter cited , the selection and appointment of polling personnel for the forthcoming General Elections to Lok Sabha,2024.

In this connection, it is requested to give a suitable instructions to all your Ministerial employees to furnish the details in the prescribed format (copy enclosed) and submit in one bunch to this office on or before 15.12.2023.

Encl: As above

P  
VISWANATHAN  
THAN

Digitally signed  
by P  
VISWANATHAN  
Date: 2023.12.11  
16:16:09 +05'30'

(पी.विश्वनाथन P.Viswanathan)  
सहायककार्मिक अधिकारी/ एसईएम  
Assistant Personnel Officer/SEM  
/मंडल कार्मिक अधिकारी/मदुर  
/ Divisional Personnel Officer/MDU

General Election to Lok Sabha 2024 - URGENT POLLING PERSONNEL

From  
Tmt.M.S.Sangeetha, I.A.S.,  
District Election Officer &  
District Collector,  
Madurai.

To  
Divisional Railway Manager,  
Southern Railway,  
Mappalayam, Madurai-625016.

DPD

Roc.No.68644/2023/D1 Dated: 4.11.2023.

Sir/Madam,

**Sub :** Elections - Madurai District - General Elections to Lok Sabha, 2024 - Appointment of Polling Personnel - Creation of Database - Details of staff particulars - requested

**Ref :** Govt. Letter No.7020/Elec.III/2023-1, dated: 06.11.2023.

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In the letter above cited, the Government have directed to create database for the selection and appointment of polling personnel for the forthcoming General Elections to Lok Sabha, 2024. In this regard, a format has been prescribed (**copy enclosed**) for furnishing the particulars of staff working in all Central / State /Public Sector Undertaking / Local body / Colleges / Schools / Banks etc.,

2) I, therefore request you to give suitable instructions to all your subordinate officers in Madurai District to furnish the details of staff working in their offices to the District Election Officer / District Collector, Madurai in the format (without leaving any column in the format) before 15.12.2023. The particulars of staff working in your office may also be sent to this office.


3) In this regard, I request you to send the list of all subordinate offices under your control in Madurai District for obtaining the staff details immediately.

**Enclosure: Format**

Yours faithfully,

  
For District Election Officer &  
District Collector, Madurai.

E. 3731427/6.12.23/smv

  
4/12/2023



## ANNEXURE

## GENERAL ELECTIONS TO LOK SABHA, 2024

Photo

## Particulars of Departments / Undertakings / Local Bodies / Institutions

1 (a)	Name of Department / Undertaking	
(b)	Code No. of Department \$	
2 (a)	Name of the Office / Institution	
(b)	Office address	
(c)	Office Phone No. with STD code	
(d)	Taluk name	
3	Whether State Government (SG) or Central Government (CG)	
4(a)	Whether Public Sector Undertaking	(Y/N)
(b)	Whether Central or State Government PSU	
5	Whether the local body * (PU/TP /MU/MC)	
6	If Educational Institution, whether	(Y/N)
a)	College	
b)	Higher Secondary / High School	
c)	Elementary / Primary	
d)	Others (Non-Teaching Staff)	

## Particulars of Polling Personnel

7	Name of the Official	
8	(i) Designation	
	(ii) Age	
9	Sex ( M / F )	
10	a. Level of Pay	
	b. Applicable Cell	
11	Current Basic Pay & IFHRMS EMP. Code	
12	<b>Residential Details</b>	
i)	Residential address	
ii)	Nearest Police Station to residence	
iii)	Residence Phone No. with STD code	
iv)	Cell Phone No.	
v)	Native Taluk / District	
13	<b>No. &amp; Name of the Assembly Constituency</b>	
i)	of native place	
ii)	of place of residence	
iii)	of office location	
14 (a)	<b>No. &amp; Name of the Parliamentary Constituency</b>	
b)	Assembly Constituency in which enrolled as elector	A.C. No. : A.C. Name:
c)	Part No. in which enrolled	
d)	Sl. No. in which enrolled	
e)	EPIC Number	
15	Whether the official officiated in previous General Elections or Bye-Election (Y/N). If yes furnish details (2019/2021) etc. P.S. No. & A.C. No. etc.,	
16.	Whether the official has previous experience in handling EVMs /VVPATs (Y/N)	
17	Whether the official has been disqualified or punished or reprimanded or transferred out by the Election Commission of India (Y/N)	

\* PU - Panchayat Union / TP - Town Panchayat / MU - Municipality / MC - Corporation  
\$ - Enclosed separately.

SATYABRATA SAHOO  
CHIEF ELECTORAL OFFICER &  
PRINCIPAL SECRETARY TO GOVERNMENT.

// TRUE COPY //

M. Vijay Kumar  
6-11-2023  
SECTION OFFICER.