

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT ELECTION OFFICER**  
**BAKSA :: MUSHALPUR**

Dated Mushalpur, the 3<sup>rd</sup> February, 2021

**ORDER**

No. BEL. 14/2021/02 :: In view of the ensuing General Election to Assam Legislative Assembly, 2021 in respect of 58-Tamulpur LAC, 62-Barama (ST) LAC and 63-Chapaguri (ST) LAC of Baksa Election District and to deal with all matters relating to engagement of personnel for the smooth conduct of election works, a **Personnel Cell** is hereby constituted with immediate effect with the following officers and staff :

**Officer Incharge:** Sri Dilip Kr. Bothra, ACS, Addl. Deputy Commissioner, Baksa

**Assisting Officers :** 1. Ms. S. Mithertangsa, ACS, Assistant Commissioner, Baksa  
2. Sri Atul Kumar, District Informatics Officer, NIC, Baksa  
3. Sri Gunajit Das, DM, DITECH, Baksa

**Assistants :**

1. Sri Sarat Brahma, Computer Operator, O/o Deputy Commissioner, Baksa
2. Sri Bipul Boro, Sr. Asstt., O/o Deputy Commissioner, Baksa
3. Sri Priya Kr. Kalita, Sr. Asstt., O/o Deputy Commissioner, Baksa
4. Sri Mantu Basumatary, Jr. Asstt., O/o Inspector of Schools, Baksa
5. Sri Sansuma Khungur Basumatary, Jr. Asstt., O/o Inspector of Schools, Baksa
6. Sri Bakul Narzary, Jr. Asstt., O/o Inspector of Schools, Baksa
7. Sri Dhruvajyoti Das, FMS, NIC, Baksa
8. Sri Deepjyoti Deka, FMS, NIC, Baksa
9. Sri Sabitra Brahma, Gr-III, O/o District Elementary Education Officer, Baksa
10. Sri Arup Das, DTSS, O/o Sub-Divisional Officer (Civil), Salbari
11. Mrinal Kr. Deka, Steno-III, O/o Sub-Divisional Officer (Civil), Salbari.

**Grade IV :**

1. Sri Pankaj Deka, OP, O/o Deputy Commissioner, Baksa
2. Sri Ringkhang Gwra Boro, OP, O/o Deputy Commissioner, Baksa
3. Sri Mantu Das, JK, O/o Deputy Commissioner, Baksa
4. Sri Promod Kr. Deka, JK, O/o Deputy Commissioner, Baksa
5. Sri Manmath Das, JK, O/o Deputy Commissioner, Baksa
6. Sri Basanta Das, OP, O/o Inspector of Schools, Baksa
7. Syed Najma Abdullah, Gr-IV, O/o Inspector of Schools, Baksa

### Functions and duties of the cell:

1. To collect the names of all eligible polling personnel and prepare a database in electronic format incorporating therein all relevant particulars like name, designation, office/department/institution, gender, place of residence, date of retirement, work place, home constituency and electoral roll particulars, etc. as per instruction of the Commission. The database shall contain distinctly and separately the State Government employees as well as Central Govt. Employees including public sector undertakings, teachers, banks, etc. In addition to these two databases, a separate database shall be prepared for retired Govt. of India and State Govt. officers along with members of NCC and NSS for utilizing their services in specified manner only with prior approval of the Commission as may be necessary.
2. Regarding appointment of polling personnel, the Cell will follow the Returning Officers Handbook -2014 and other latest Circular guidelines issued by ECI in this regard.
3. The Cell will engage Master Trainers for imparting training to the Poll Personnel and other officials.
4. The Cell will collect EVMs and VVPATs from Election Branch for training and proper maintenance of records of EVMs. Similarly, the Cell will also ensure issue and deposit of EVMs and VVPATs properly.
5. The Cell will be responsible for ensuring that all polling personnel, other key officials related to the conduct of poll, i.e., Constituency Magistrates, Zonal and Sector Officers are thoroughly trained in operation of EVMs and VVPATs and the prescribed procedure of the poll.
6. The Cell will collect the Handbook of Presiding Officers, Checklist of Presiding Officers, etc. and distribute among the Presiding Officers.
7. The Cell should draw up a time bound schedule for training of polling personnel, who should be familiar with the EVMs and VVPATs and also be given hands on training in small batches of not more than 50 each.
8. To identify the Presiding and 1<sup>st</sup> Polling Officers and issue appointment letters in the prescribed format to them in duplicate, with a request to attend the Training on EVM and VVPAT as per schedule to be issued in due course and compliance report should be submitted to the DEO.
9. The Cell will make appointment of Presiding and Polling Officers for all Polling Stations. This cell will also oversee any changes in the appointment of polling personnel, if needed on medical ground or other unavoidable circumstances. Cases may be referred to the Medical Board to be constituted for the purpose, if required.
10. The Cell will also appoint counting staff and other staff as per requirement in co-ordination with the Nodal Cell for counting of votes. Against both Presiding/Polling officials as well as counting personnel, 20% reserved personnel are to be kept and appointment letters issued in due time for training, along with the rest of the polling officials.
11. Maintain attendance registers of Presiding/Polling/Counting officials during training. The registers will have to be handed over to Nodal Cell the day training is over.
12. Along with the letter of appointment of polling personnel, another communication should also be sent indicating therein that the duly filled in Form 12 provided with the appointment letter is to be invariably submitted by each polling official on the first day of training at the venue along with the duplicate appointment letter for identification for issue of the postal ballot and 2 passport size photographs are also to be submitted with the duplicate appointment letter on the first day of training for issue of identity cards.



13. The Cell will detail additional staff if required to perform Election Duty in various cells. This cell will take special care to maintain all required records in systematic manner and hand it over to the Election Officer once the election is over. The cell-in-charge should ensure that the appointment is fully computerized and allotment of Polling Station is decoded before the Election, which shall be intimated later in order to maintain confidentiality.
14. Officers of the cell shall acquaint themselves with Election Law, the ECI released guidelines, procedures and directions issued from time to time and shall consult DEO as and when required.
15. They shall submit certificate to RO in the Form prescribed in RO's Handbook stating that Polling Personnel have been appointed as per guidelines of ECI.
16. They shall disburse TA/DA/Remuneration, etc. to poll party through the election cell and shall perform other duties that may be assigned from time to time.

Deputy Commissioner  
&  
District Election Officer  
Baksa, Mushalpur

Memo No. BEL-14/2021/ 2 -A

Dated Mushalpur, the 3<sup>rd</sup> February, 2020

Copy to:

1. The Chief Electoral Officer, Assam, Dispur for kind information.
2. Officer/Staff concerned. They are directed to report to the Cell's Officer Incharge immediately.
3. Order file.

Deputy Commissioner  
&  
District Election Officer  
Baksa, Mushalpur

4/3/20