

R02/19/3726

(102)

Punjab University  
Sec. 14  
**GENERAL ELECTION**  
**MOST IMMEDIATE**

From

The Deputy Commissioner-cum-  
District Election Officer,  
Union Territory, Chandigarh.

To

All HoDs (UT Administration, Central Government, PSUs)  
In Chandigarh.

Memo.No.Elec-2019/UTC/97/  
Dated, Chandigarh the 20-2-19

**Subject:- General Election to Lok Sabha-2019 of 01-Chandigarh  
Parliamentary Constituency-Requirement of staff list for  
election duties-reg.**

Kindly refer to this Office Memo No.Elec-2018/UTC/613-746  
dated 19.03.2018 and Memo No.Elec-2019/UTC/405 dated 24.01.2019 in  
which this department had requested to supply a complete list of employees  
working under your kind jurisdiction.

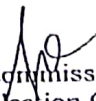
The staff list so received in this department is incomplete to enter  
in the format. A Proforma in this regard is enclosed herewith to again send the  
staff list in the prescribed proforma. Further, your attention is also invited  
to section 159 of R.P. Act, 1951 which envisages that:-

Staff of certain authorities to be made available for election  
work:- the following authorities, when so requested by the Chief Electoral  
Officer of the State, shall make available to any Returning Officer such staff as  
may be necessary for the performance of any duties in connection with an  
election:-

- i. Every local authority.
- ii. Every University established or incorporated by or under a  
Central, Provincial or State Act;
- iii. A Government company as defined in section 617 of the  
Companies Act, 1956;
- iv. Any other institution, concern or undertaking which is  
established by or under a Central, Provincial or State Act or which is  
controlled, or financed wholly or substantially by funds provided, directed or  
indirectly, by the Central Government or a State Government.

You are also directed to depute concerned officials of your  
department to contact Sh.Y.Sapru, System Manger, his Mobile No.9988279678  
Conference Hall, Department of IT, 5<sup>th</sup> Floor, Additional Deluxe Building,  
Sector-9 D, Chandigarh on 21-02-2019 at 9.00 A.M. The Official so deputed  
should carry complete details of all employees of their department in both hard  
as well as soft format in the enclosed format with photograph of employees.

Head of the department will also give an undertaking "that data of  
all the employees working in your department has been supplied and no  
employee is leftout" by 25-02-2019 at 3.00 PM.

  
for Deputy Commissioner-cum-  
District Election Officer,  
Union Territory, Chandigarh

**REMINDER**

Endst. No. 4219-4369 /Estt.

Dated 27/2 /2019

Please refer to the memo. No. Elec-2019/UTC/971 dated 20.2.2019 alongwith the format circulated on 22.2.2019 through E-mail to all the Heads of the branches/deptts. to providing information to the Election Commission, Chandigarh directly.

It is requested to send the required information directly to the Election Commission, Chandigarh immediately, if not sent earlier.

The required information should be send to Sh. Y. Sapru, System Manager, (Mob. No. 9988279678) Conference Hall, Deptt. of IT, 5<sup>th</sup> floor, Additional Deluxe Building, Sector-9 D, Chandigarh **in both hard as well as soft format** in the enclosed format with photograph of employees. Their Email ID smdit-chd@nic.in and ceochdelection19@gmail.com., under the intimation to A.R. (Estt.) on Email Id arestt@pu.ac.in

Kindly treat it as MOST URGENT.

  
Assistant Registrar (Estt.)

FORMAT

1.	Department Name	
2.	Office Name	
3.	Name of Employee	
4.	Photograph	<input type="text"/>
5.	Father's/Husband's Name	
6.	Designation	
7.	Gender	
8.	Class (A B/ C)	
9.	Pay Scale	
10.	Grade Pay	
11.	Basic Pay	
12.	Office Address	
13.	Home / Residence Address	
14.	Residence Phone No.	
15.	Already Excised Election Duty (Y/N)	
16.	Date of Birth	
17.	Date of Retirement	
18.	Mobile No.	
19.	Email id	
20.	Is Physically Handicapped (Y/N)	
21.	On long Leave (Y/N)	
22.	Voter registered in Chandigarh (Y/N) If yes, EPIC No. Part No. Serial No.	

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Sr.No.	Department / Office Name	Employee Name	Name of Father's/ Husband's Name	Designation	Gender	Class(A/B/C)	Pay Scale	Grade Pay	Basic Pay	Office Address	Home /Residence Address	Residence No	Residence Phone No	Already Elected Duly(Y/N)	Date of Birth	Date of Retirement	Mobile No	Emailid	Is Physically Handicapped(Y/N)	On long Leave(Y/N)	Voter registered in Chandigarh(Y/N)	If yes, EPIC No	Part No.	Serial No.	
1																									
2																									
3																									