

Government of West Bengal
Office of the District Magistrate & District Panchayat Election Officer, Malda
District Panchayat & Rural Development Office

Cell Formation for 8th Panchayat General Election

In partial modification of the earlier order vide memo no. 275/1(10)/P/PGE-13 dated. 26.02.13 following cells formation has been made along with its broad function with a view to smooth implementation of the ensuing 8th Panchayat General Election, 2013; following officers have also been engaged against each cell which is headed by Superior Officer in Charge.

Sl No	Cell	Broad Functions	Officer Engaged	Superior Officer in Charge
1	Personnel Cell	<ol style="list-style-type: none"> 1 Polling Personnel database 2 Polling Personnel selection for Polling, Sectors, DCRC, Counting etc 3 Randomization and issuance of appointment letters to the Polling Personnel 4 Coordination with Training Cell and other cells 	<p>Sri Krishnava Ghosh, WBCS(Exe), DOMA</p> <p>Sri Asish Mukherjee, DIO, NIC</p>	ADM (G)
		Manning Cell	<ol style="list-style-type: none"> 1 Deployment of staff members as and when required by the different concerned cell 	<p>Sri Mrinal Kant Halder, WBCS(Exe), Sr. DC</p>
2	Training Cell	<ol style="list-style-type: none"> 1 Preparation of Training Plan and Training Schedule 2 Coordination regarding training venues 3 Coordination with Personnel & Transport Cell & Concerned SDOs 4 Training coordination with PP Cell, Transport Cell, MCC Cell 5 Insertion of individual training schedule with date, time & venue in the appointment letter 6 Training to Master Trainers 7 Preparation of Presentation, Guidelines for PP training of Counting Personnel 8 Training on awareness of Political Parties & Candidates and their agents 9 Training of DCRC Personnel, Sector Officers 10 Coordination training of PP (P. O/ 1st PO in small groups) (40 or so & complete teams in large groups) 11 Training of APPO 12 Development of Trainers for training of Polling Personnel 13 Training on Model Code of Conduct 14 Coordination with State Election Commission Office/ BDOs & SDOs 15 Training of all cells' Personnel. 16 Training of Police regarding Polling Procedure and Communication Plan 	<p>Sri Sandip Dutta, WBCS(Exe), DPLD</p> <p>Sri Ananda Sarkar, WBCS(Exe), Spl LAO</p>	ADM (LR)
		Nomination	<ol style="list-style-type: none"> 1 Nomination 2 Scrutiny 3 Withdrawal 4 Allotment of Symbols 5 List of Contesting Candidates 6 Coordination with State Election Commission Office & SDOs & BDOs 7 Preparation of guidelines regarding nomination related issues and communication of all guidelines and rules to PRO 8 Training of APPO regarding nomination and related issues 	<p>Smt Arundhati De, WBCS(Exe), Dy PD (M), DRDC</p> <p>Sri Sanjoy Mukherjee, WBCS(Exe), Dy DL&LRO</p>

This order is correct

Sl No	Cell	Broad Functions	Officer Engaged	Superior in Charge
4	Ballot Boxes	<ol style="list-style-type: none"> 1 Coordination with State Election Commission Office & SDOs & BDOs 2. Assessment of Ballot Boxes and allocation 1 Updation of Electoral Rolls 2 Issuing PB/ EDC/ Service Ballot 3 Receipts of PB/ EDC 4 EDC Marking & Certification (Preparation of Mark Copy & Working Copies) 5 Marking of Proxy Votes (CSV) & Certification 6 Liaison with Post Offices 7 Association with Training Cell during PP training 8 Facilitation center for PB 9 Assessment/ Calculation of Ballot Paper requirement 10 BP printing 11 BP distribution 12 Coordination with State Election Commission Office & SDOs & BDOs 	Sri Mirinal Kanti Haldar, WBCS(Exe), DM, SC-ST Corp	ADM (G)
5	Electoral Rolls, PB, EDC, Ballot Paper Cell		Sri Subrata Sarkar, WBCS(Exe), Dy Secretary, MZP Sri Abrar Alam, WBCS(Exe), O/C JM Sri Chinmay Sarkar, WBES, DPO, SSM	ADM (ZP)
6	Statutory, Statistical Data, Report/ Returns	<ol style="list-style-type: none"> 1 All statutory functions including all statutory meetings 2 Preparation of list of Polling Stations 3 Premises requisition 4 Coordination with all Cells 5 Preparation and transmission of reports/ returns 6 Coordination with State Election Commission Office & SDOs/ BDOs & ROs 	Sri Uttam Mandal, WBCS(Exe), DP&RDO	ADM (G)
7	Law & Order, Vulnerability Mapping and Criticality of Polling Stations, Sector arrangements Cell	<ol style="list-style-type: none"> 1 Vulnerability Mapping and Assessment of Critical Polling Station 2 Force deployment plan 3 Magistrate deployment plan and training 4 Sector plan and management and training of Sector Officers- both Police and Civil (Sub-Division level) 5 Training and awareness of Police at various levels 6 Development of Materials for training and guidelines, Power Point Presentation and coordination with SDOs for training of Sector Officers, Zonal Magistrate 7 All issues related with Cr. PC, Arms, Law & Order 8 Coordination with Police and SDOs, WBSEC, Observers and Observer Cells 9 Coordination with Model Code of Conduct Cell and Nodal Officer for Complaint Monitoring 	Sri Krishnava Ghosh, WBCS(Exe), DOMA	ADM (G)
8	Media	<ol style="list-style-type: none"> 1 Development of Media Plan 2 IEC activities 3 Coordination with Print and Electronic Media 4 Media Centers 5 Translation of Bangla media report in English 6 Providing media reporting by scanning important news and sending through email to Observers 7 Arrangement for broadcast messaging to PP/ Sector Officers, Zonal Magistrates, APROs, PROs, BDOs, PROs, MCC Teams, Candidates etc. 	Sri Subrata Mukherjee, WBCS(Exe), O/C DDM Sri Pratyarpan Singha Roy, DPO, ICDS	ADM (ZP)
9	Communication	<ol style="list-style-type: none"> 1 Development of Communication Plan 2 Identification of Latitude & Longitude 3 Preparation of Directory / Booklet of contact details 	Sri Sudipta Chakraborty, WBCS(Exe), DNO, NREGSWB Sri Chinmay Saikar, WBES, DPO, SSM	ADM (ZP)

Sl No	Cell	Broad Functions	Officer Engaged	Superior Officer In Charge
10	Model Code of Conduct & Videography	<ol style="list-style-type: none"> All activities associated with implementation of Model Code of Conduct Deployment of Videography/ Digital Camera & Personnel and equipment for L&O and MCC squads Tracking / Following of Candidates Awareness of Political Parties regarding provisions of MCC Preparation of guidelines Reporting, Follow up and coordination with Police, SDOs, PROs, Political Parties, Candidates, State Election Commission Office and Observers Coordination with all agencies / offices associated with MCC Coordination with Law and Order Cell and Nodal Officer for Complaint Monitoring 	Sri Rathindranath Dutta, WBSCS(Exe), O/C Literacy Sri Chinmay Sarkar, WBES, DPO, SSM	PO cum DWO
11	Complaint & Monitoring	<ol style="list-style-type: none"> Receive all type of complaint either from Blocks/ SDOs/ WBSEC or any other person will be disposed off immediately Maintenance of Complain Register, quick action of the complaint received from any end as mentioned above Pursue of report related to any complaint 	Sri Satyen Bhattacharjee, FCO, MZZP	ADM (ZP)
12	Observer	<ol style="list-style-type: none"> All kind of support to the Observers Logistic arrangements (Vehicle, Accommodation, Fax, Internet, Computers, Printers, Mobile, LO and Security etc.) Taking regular feedback regarding Observers in all respect Opening of emails accounts for each Observer and sending information/ reports by emails Providing information to Observers received from State Election Commission Office/ home towns etc. Functions as asked for by the Observers including coordination on report/ returns 	Sri Subrata Mukherjee, WBSCS(Exe), O/C DDM Sri Pratyarpan Singha Roy, DPO, ICDS	ADM (G)
13	Transport & Vehicles	<ol style="list-style-type: none"> Assessment of Vehicle Requirement Movement Plan and Route Chart Procurement/ Requisition / Hiring of vehicles Vehicle placement to Blocks, Sub-divisions, Cells Vehicle tagging for PP, Observers, Sectors etc Fuel and Coordination with Petrol Pumps, Transporters Association Coordination with Police and SDOs/ BDOs and other cells at district including Training and Personnel Cell and Moment Cells at DC/RC Arrangement for vehicles for Counting Personnel 	Sri Anirban Shome, WBSCS(Exe), NDC Sri Lawrence Siling, RTO	ADM (G)
14	Infrastructure	<ol style="list-style-type: none"> All infrastructural arrangements for Cells, Training, Counting, DCRC etc. Coordination with State Election Commission Office & SDOs & BDOs 	Sri Anirban Shome, WBSCS(Exe), NDC	ADM (G)
15	Forms & Materials	<ol style="list-style-type: none"> Assessment of Forms & Material requirement of all kinds and indicate source and timings and responsibility of cells/ departments/ offices Material re-use Material procurement Bagging etc Coordination with State Election Commission Office & SDOs & BDOs 	Sri Minhal Kani Halder, WBSCS(Exe), DM, SC-ST Corp Sri Sandip Dutta, WBSCS(Exe), DPLO Sri Aranda Sarkar, WBSCS(Exe), Special LAO Sri Palash Dutta, WBA&S, Treasury Officer- I Sri Jayanta Kumar Halder, WBA&S, Treasury Officer- II	ADM (G)
16	Report Return Cell of SDO	<ol style="list-style-type: none"> All type of report return and compilation related to Sadar Sub-Division 	Sri Sanjoy Mukherjee, WBSCS(Exe), Dy DL&RO Sri Sangay Dikpa, WBSCS(Exe), O/C MDM Sri Rathindranath Dutta, WBSCS(Exe), O/C Literacy	SDO, Sadar

* Sri Rathindranath Dutta, WBSCS(Exe) will act as 2nd Officer of SDO, Sadar Sub-Division for the ensuing Panchayat General Election, 2013.

Functions Common to all Cells –


- 1 Coordination with State Election Commission Office, BDOs & SDOs.
- 2 Procuring / receiving instructions from State Election Commission Office and to provide/ forward to concerned cells at district level to SDOs/ PROs /BDOs and Police and also to Political Parties / Candidates as the case may be in consultation with the Superior officer/ADM and/or DM.
- 3 Preparation of simpler working guidelines based on instructions, rules, ACTs at district level and provide to SDOs / PROs / APROs/ PP/ Sectors/ BLOs and Candidates etc. for uniformity and time saving in consultation with Superior officer, ADM and/ or DM.
- 4 Preparation of simpler formats for reporting based on instructions and collect reports, information etc. from SDOs/ PROs and other cells and to provide to State Election Commission/ Observers as required after approval/ in consultation with Superior officer.
- 5 Procurement of reports from SDOs/ PROs/ BDOs and compilation at district level and forwarding to office of State Election Commission/ Observers after approval/ in consultation with Superior officer/ ADM and for DM as the case may be.
- 6 Coordination with other cells at district levels, office of SDOs, BDOs and cells there in and PROs and Political Parties/ Candidates.
- 7 No communication should be made to Political parties/ Candidates and WBSEC/ Observers without approval/ consent or consultation with Superior officer/ ADM in charge or DM depending on the subject matter and its sensitiveness and consequences.
- 8 Training of all concerned whenever required.
- 9 Coordination with other cells.
- 10 All the files and issues having financial implications have to be initiated by O/Cs of any cell in consultation with DP&RDO Office, in case of any urgent file, after approval of DM/ concerned ADM, a copy of the note sheet must invariably be sent to ADM(G)/ DP&RDO to keep a track on the budget, allotment, and instructions of State Election Commission. In all cases having financial implications a copy of note sheet approved by DM/ ADM(G) should also be sent to DP&RDO Office.

Memo No: 382(F2)/P/PE-13.

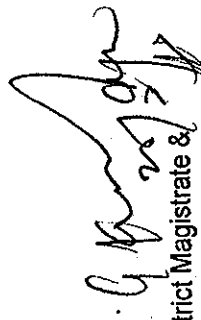
Copy forwarded for information and necessary action to:

- 1 The Superintendent of Police, Malda.
- 2 The Additional District Magistrate (G)/ (D)/ (LR)/ (ZP).
- 3 The Project Director, DRD Cell, Malda.
- 4 The Sub-Divisional Officer (Sadar/ Chanchal).
- 5 The DIO, NIC.
- 6 The Panchayat Returning Officer _____
- 7 The Officer in Charge _____ Cell. _____
- 8 The Officer in charge _____ Section.
- 9 The Block Development Officers (All).

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District Magistrate &
District Panchayat Election Officer, Malda

Dated: 25/03/2013


District Magistrate &
District Panchayat Election Officer, Malda