



MOST URGENT

OFFICE OF THE DISTRICT ELECTION OFFICER
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No.1-1/DEO/Manpower/GELS-2024/

Puducherry, dt.20.02.2024

MEMORANDUM

Sub: DEO, Puducherry - General Elections to Lok Sabha 2024 -
Drafting of Officials at various levels by the District Election
Officer for performing ensuing General Elections related tasks -
Updating the personal details of Staff Members - Reg.

The Office of the District Collector, Puducherry - cum - Returning Officer, Puducherry Parliamentary Constituency is in the process of conduct of ensuing General Elections to the Lok Sabha 2024. Upon instructions being issued by the Election Commission of India and the Chief Electoral Officer, Puducherry, this office, by default is gearing up the District Administration Machinery towards smooth conduct of the ensuing National Event.

2. As per Instructions of Election Commission of India, it is the responsibility of every District Election Officer to have updated Staff Database of the District for appointment of Polling Personnel to be deployed for Poll Day Duty. Instances in the past elections were there that due to lapses on the part of some of the Drawing and Disbursing Officers in updating the staff details such as Transfers, Promotions, Home Constituency, Date of Birth, GPF/PRAN Number, EPIC Number, Mobile Number, Residence Address, % of disability in case of PwBD, etc., putting the authorities in a state of chaos and forcing this office to unnecessarily consume additional time and manpower in purifying the database; ultimately having impact in the process of randomization of polling personnel.

3. Hence, in order to have the updated staff database of the District for ensuring hazel free randomization of polling personnel, **necessary provision has been made available now in the Pay-soft portal (<https://esalary.py.gov.in>) of DAT, Puducherry enabling all the Drawing and Disbursing Officers to update the required details such as Home Constituency, Date of Birth, GPF/PRAN Number, EPIC Number, Mobile Number, Residence Address, % of disability in case of PwBD, etc., of each of the staff members working under their control. Necessary 'Standard Operating Procedure - Election Updates 2024' is also made available in the Pay-soft portal for guidance/assistance.**

4. Accordingly, all the Drawing and Disbursing Officers of Government of Puducherry in the Puducherry Region shall give personal attention to this matter and ensure completion of the task with respect to the staff under their respective control immediately. **All the Drawing and Disbursing Officers shall also submit Compliance Report in this regard to the undersigned on or before 29.02.2024.**


(KULOTHUNGAN.A I.A.S.)
**DISTRICT ELECTION OFFICER
PUDUCHERRY**

To
All the Drawing and Disbursing Officers,
Puducherry Region.

Copy to:

1. The Chief Electoral Officer, Puducherry.
2. The Private Secretary to Chief Secretary, Puducherry.