

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ।  
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸੈਲ)

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਮੰਡਲ ਸਿੱਖਿਆ ਅਫਸਰ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ: 15/21-2015 ਕੋ ਸੈਲ (1)/28

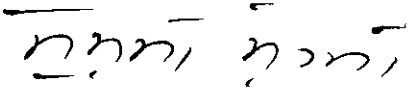
ਮਿਤੀ: 11-01-2017

ਵਿਸ਼ਾ: **General Elections to the Legislative Assemblies-2017:  
Preparedness for Commission's Review meetings reg.**

ਹਵਾਲਾ: Election Commission of India ਦਾ ਪੱਤਰ ਨੰ: 464/INST/2016-EPS  
ਮਿਤੀ: 04-01-2017.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਜੀ ਨੂੰ ਸੂਚਨਾ  
ਅਤੇ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

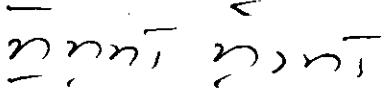


ਇੰਚਾਰਜ ਕੋਆਰਡੀਨੇਸ਼ਨ ਸੈਲ

ਪਿੱ: ਅੰ: ਨੰ: ਉਕਤ

ਮਿਤੀ: 11-01-2017

ਉਤਾਰਾ ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਸੈਸਿ), ਪੰਜਾਬ ਵਿਖੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ ਨੂੰ  
ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।



ਇੰਚਾਰਜ ਕੋਆਰਡੀਨੇਸ਼ਨ ਸੈਲ

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2016-EPS

Dated: 02 January, 2017

To

The Chief Electoral Officer

- (1) Goa, Panjim.
- (2) Manipur, Imphal.
- (3) Punjab, Chandigarh.
- (4) Uttarakhand, Dehradun.
- (5) Uttar Pradesh, Lucknow.

**Subject: General Elections to the Legislative Assemblies-2017: Preparedness for Commission's Review meetings reg...**

Sir,

As you are aware, the Constitution mandates the Election Commission of India with superintendence, direction and control of the elections to the Parliament and to the Legislature of every State, besides the elections to the offices of the President and Vice-President. To facilitate the discharge of this constitutional obligation, a hierarchical administrative structure is provided by law for each State/UT comprising of the CEO, DECs, EROs and AEROs, besides various categories of other officials, who are drafted for multifarious election responsibilities and duties.

It is noteworthy to underscore that all officers and personnel entrusted with or involved in any election-related duty or task is deemed to be on deputation to the Election Commission of India and is under its direct superintendence, discipline and control. To ensure efficient and professional election management in the country, the Commission periodically reviews the progress of the electoral roll updation and preparation, as well as, closely monitors the poll preparedness of the election machinery in the poll-bound States/UTs. In this regard, it has been observed that sometimes the quality, content and presentation of the election officials, particularly at the State/UT level, during many such review meetings leaves a scope of substantial improvement.

The Commission has reviewed the matter and considering the seminal importance of the election-related review meetings held under its aegis, the following directions are issued towards enhancement of overall efficiency and effectiveness of election administration:

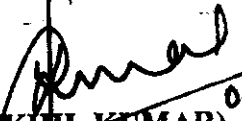
1. All meetings, reviews, workshops, conferences and seminars conducted by the Commission for monitoring, reviewing or assessing any election-related issue or subject are strictly formal occasions requiring dignified demeanour and conduct.
2. Strict punctuality must be ensured and all officers and personnel attending the Commission's meetings must take their seats, atleast 10 minutes before the arrival of the Commission.

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3. The use of mobile phones during the Commission's meetings is strictly prohibited and all officers must ensure that their mobiles are kept in switch-off mode-silent mode to prevent any disturbance to the proceedings.
  4. All officers and personnel participating in any such meeting, review, workshop, conference or seminar of the Commission shall maintain the highest standards of decorum, proper dress, official protocol and impeccable personal and professional conduct at all times befitting a responsible government servant.
  5. All officers and personnel shall remain positively attentive and focussed during the proceedings in the Commission meetings/reviews.
  6. All officers and personnel participating in any such meeting etc of the Commission shall come thoroughly prepared with the subject matter under discussion or review and bring sufficient copies of short synopsis or written report for perusal and submission to the Commission.
  7. All officers and personnel shall remain courteous and polite in their interactions with the Commission, speak precisely and cogently on the issues at hand.

The above instructions may kindly be noted and also brought to the notice of all the election functionaries for strict compliance.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

  
(NIKHIL KUMAR) 04/01/17  
DIRECTOR

Copy to:

1. The Cabinet Secretary.
2. All Chief Secretaries of States/UTs.
3. All Other Chief Electoral Officers of States/UTs.


OFFICE OF CHIEF SECRETARY  
GOVERNMENT OF PUNJAB

Endst. No. CSO/NO./ 52/B9/

Dated. 06-01-2017

A copy is forward to the following for strict and meticulous compliance of the instructions of Election Commission of India :-

1. All Administrative Secretaries, Government of Punjab.
  2. Director General of Police, Punjab
  3. All Head of Departments
  4. Additional Director General of Police (Nodal)
  5. All Divisional Commissioners
  6. All Deputy Commissioners
  7. All Sub Divisional Magistrates
  8. All Chairman / Managing Directors / Chief Executive Officers of Boards / Corporations / Commissions & Societies.
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(Harish Nayar, IAS)  
Additional Secretary, Personnel,  
For Chief Secretary, Punjab.