

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, NADIA
&
DISTRICT ELECTION SECTION, NADIA**

Memo. No.933(47)/Elec. Dated, Krishnagar, the 25th April, 2011.

From : District Magistrate, Nadia
&
District Election Officer, Nadia

To : 1-4) Sub Divisional officer, Sadar Krishnagar / Ranaghat / Kalyani/ Tehatta, Nadia.

5) Nazareth Deputy Collector, Nadia Collectorate, Krishnagar, Nadia.

6-30) Officer-in-Charge, _____ Cell,
P.O. Krishnagar, Dist – Nadia

31-47) Block Development Officer, Karimpur-II / Karimpur-I/Tehatta-I/Tehatta- II /Chapra/
Krishnagar- I /Krishnagar-II Nabadwip/ Nakashipara/ Kaliganj / Krishnaganj /Santipur
/Hanskhali/Ranaghat-I/ Ranaghat- II /Chakdaha/Haringhata.

In view of the General Assembly Election, 2011, it is being brought to the notice of all concerned following instructions that shall be complied with immediate effect;

- 1) All Cells formed so far are being dissolved with a direction to all Officials to resume charges in their respective parent departments excepting skeletal Staff in Postal Ballot Paper Cell which shall function till the date of counting ;
- 2) All data entry operators of Cells including those in Report Return & Communication cells attached to District Election section are also directed to join to their respective departments;
- 3) Respective Officer-in-Charge of cells formed are requested to earmark staff who will prepare & scrutinize and submit bills for payment within 15(fifteen) days from the date of close of Poll along with a certificate thereon in connection with their enrollment / detention of staff beyond office hours as per guidelines. In respect of bills pertaining to Counting, the bills shall be calculated from the date of counting by next 15(fifteen) days. Officers and all Staff would be required to submit their claim in format for Tiffin Allowances. It should be cleared that no conveyance allowance or any allowance has been drawn during the same period.
- 4) Officer-in-Charge of cells shall also make an inventory of records and documents generated during process of Poll and shall hand over to Officer-in-Charge of District Election for record & guidance;
- 5) All Sub Divisional Officers / Block Development Officers / N..D.C., Nadia Collectorate at Krishnagar in case of Sadar Sub Division shall submit a consolidated statement of receipt & payment in the format enclosed with 30(thirty) days calculated from close of Poll;

Contd....P/2

6) All Vehicles requisitioned for the purpose of election shall be released forthwith. All claims due on hiring and fuel etc shall be cleared within 15 days. Fresh requisition of Vehicles for observers & those required for smooth completion of counting process would be done later in due course of time;

7) In respect of advance drawal, necessary adjustments shall be submitted immediately after payment along with utilization certificates as noted in the Allotment Order;

8) Bill Register & other registers incidental to maintenance of accounts shall be maintained meticulously;

9) Officers in charge of different cells shall also physically verify stock of materials and articles procured before any payment;

10) Nazareth Deputy Collector, Nadia Collectorate at Krishnagar, Block Development Officers and Sub Divisional Officers shall take note that no allowance is permissible from the date of issuing this Order;

In view of the fact that a substantial amount is involved, Sub Divisional Officers and Officer-in-Charge of all Cell are requested to exercise complete vigil and supervision in respect of passing of bills, observing due process and instructions as laid down in West Bengal Financial Rules & West Bengal Treasury Rules as & where applicable. No plea of ignorance or divergence shall be entertained.


District Magistrate, Nadia

&


District Election Officer, Nadia

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Copy forwarded for information and taking necessary action to:

1) D.I.O.,N.I.C. is requested to upload the Order in the Website of D.M. & D.E.O., Nadia for wide publicity .

2-7) C.A. to District Magistrate & District Election Officer, Nadia / P.A. to District Magistrate & District Election Officer, Nadia / P.A. to Additional District Magistrate (General), Nadia / P.A. to the Additional District Magistrate (Dev.), Nadia / P.A. to the Additional District Magistrate (L.R.), Nadia / P.A. to the Additional District Magistrate (Zilla Parishad), Nadia with a request to place this communication before authority for his/her kind information and necessary action.


District Magistrate, Nadia

&

District Election Officer, Nadia