

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,  
MUNI MAYARAM MARG, PITAMPURA, DELHI-110088.  
ESTABLISHMENT-IV (Phone No: 011-27322927).**

No: F.3 (21)/2018/TTE/E-IV/LSE/ Part File/ 8726-30

Dated: 24/1/19

To,

The Principal/Head of the Institutions,  
All Institutes of Technology/ITIs/Degree Level Institutions and BTE,  
All Branch-In-Charge under DTTE(HQ),  
Department of Training & Technical Education,  
Govt. of NCT of Delhi.

**Sub: Uploading of data in web based software "Polling Party Personnel Information Systems" related to Lok Sabha General Election-2019.**

As the process of General Election to House of the People (Lok Sabha), 2019 has been started, hence there is an urgent need of Manpower in the O/o the Chief Electoral Officer, Delhi.

Accordingly, find enclosed herewith a copy of the communication dated 21.01.2019 received from Election Officer (Admn.), O/o the Chief Electoral Officer, Delhi on the subject mentioned above. You are directed to upload the details of all the regular Officers/Officials (upto the Gr. Pay of Rs.8700/-) of your institution by **27.01.2019 (Sunday)** positively. All the Principals/HOOs/Registrars/Directors/(Vice Principals where the Principals are not posted) will be the Nodal Officers (Manpower) of their institutes for this purpose. The detailed instructions/guidelines are annexed with the letter.

The details of all the Officers/Officials are to be uploaded (in the URL <https://ceo.delhi.gov.in>) without any exception. Further, a **meeting of all the Nodal Officers of the Institute has been convened under the Chairmanship of Jt. Director (TTE/Admn.) in the Conference Room of DTTE(HQ) on 28.01.2019 at 11:00 A.M.** All the Nodal Officers of the Institutes are directed to attend the meeting personally without fail and bring hard copy of uploaded completion certificate alongwith uploaded data in respect of Officers/Officials of the institutes.

In case of any query, Ms. Priyanka Yadav, System Analyst, DTTE(HQ) may be contacted on Mobile No. 9873153818 & Office Tele. No. 27321013.

No excuse for non-updation of requisite details/data will be accepted under any circumstances as this a time bound exercise.

This is to be accorded **TOP PRIORITY**.

Encl: As above.

No: F.3 (21)/2018/TTE/E-IV/LSE Part File/ 8726-30

Copy to:

1. System Analyst, DTTE(HQ) with direction to upload on Department's Website and e-mail to all the concerned institutes.
2. P.S. to Secretary, TTE
3. P.A. to Joint Director, TTE.

  
(ASHOK DARYANI)  
ADMINISTRATIVE OFFICER (ADMN.)

Dated: 24/1/19

  
(ASHOK DARYANI)  
ADMINISTRATIVE OFFICER (ADMN.)



कार्यालय, मुख्य निर्वाचन अधिकारी, दिल्ली

**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

पुराना सेंट स्टीफन कॉलेज भवन,  
कश्मीरी गेट, दिल्ली -110006,

Old St. Stephen's College Building,  
Kashmere Gate, Delhi-110006.

No. F. CEO/Admn/104(05)/GE -2019/2973  
cd-000529261

Dated: -21-01-19

To

The Nodal Officer (List Annexed)

**Sub: Uploading of data in web based software "Polling Party Personnel Information Systems."**

Sir/Madam,

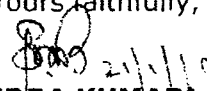
As you have been appointed Nodal Officer (Manpower) by your department and subsequent training on web based software i.e. "Polling Party Personnel Information Systems" had already been imparted by the office.

Now the URL <http://ceo.delhi.gov.in> has been operationalise and you have been provided with **User ID and Password** to access the said URL for further uploading the details of officers/officials of your Department/Ministry etc. The data needs to be uploaded as per the instruction given below:-

1. Nodal Officers are to ensure that the data of all the officers and officials are to be uploaded without any exception.
2. Data of Contractual/outsourced employees are not to be entered.
3. The mandatory fields with \* mark need to be filled up.
4. Specific issue in respect of any officer/official which need to be Informed to this office are to be entered in brief at Remarks Column. Such issues may be the period of maternity leave, Pre-sanctioned Ex-India leave, medical leave, suspension, charge sheet/penalty in connection with election matter etc.
5. Any change in Nodal Officers (manpower) may immediately be informed to undersigned with the details of new Nodal Officer.
6. All the data should be uploaded by **28.01.2019 (AN)** and completion certificate in prescribed format should be submitted by **29.01.2019 (FN)** without fail.

For any kind of information/clarification, the undersigned may be contacted over Telephone No.23965176, e-mail ID: [eadmndelhi@gmail.com](mailto:eadmndelhi@gmail.com) OR Shri Satish Kumar Rawat, Section Officer (Admn.) Mobile No. 9810063743.

Yours faithfully,

  
(SATENDRA KUMAR)  
ELECTION OFFICER (ADMN.)

103/ET  
21-01-19

**Message/e-mail to be communicated to all the Nodal Officers.**

This is in continuation to this office letter dated 21.01.2019 the URL may be read as <https://ceo.delhi.gov.in> in place of <http://ceo.delhi.gov.in>



**(SATENDRA KUMAR)**  
ELECTION OFFICER (ADMN.)

# Polling Party Personnel Information System

## Lok Sabha Election-2019 For Delhi

Training & Technical  
Education TTE, GNCTD

Entry/Update
New Employee
Update Employee
EPIC Details
Reports
Summary Report
Instructions
Office Strength
Generation of Completion Certificate
Others
Change Password
Search Employee
Contact Us
Logout

Welcome to

## "POLLING PARTY PERSONNEL INFORMATION SYSTEM FOR LOK SABHA ELECTION-2019 FOR DELHI"

### Features Available For Administrator Level.

1. Administrator level user can add and modification of the department nodal officer details and their contact details and department name and address. .
2. Various MIS reports like Summary Report of Employees entered and search the employee.

### Instructions For Completing of Entries For Department Level.

1. Generate the certificate on clicking "Generation of Completion Certificate". The generate button will appear if all the office have completed and submit the completion certificate.
2. After generation of certificate, sign the certificate and scan that and after that upload the certificate by clicking on "Upload Certificate"
3. Once if you have uploaded certificate, Form for adding of "Office / Designations / Users" can not be open.

### Features Available For Department Level.

1. User can add and modify the office details under the department.
2. User can Add designation.
3. User can create user of the office level and can Activate and Deactivate the login.
4. User can generate the completion report, if office level user have submit the completion report certificate.
5. User can Reset the Office level Userid's Password.
6. User can View Various MIS Reports for entr of employees from the different offices.

### Instructions For Completing of Entries For Office Level.

1. Click on "Office Strength" to Submit the actual strength of employee in your office.
2. After completing all the entries submit the certificate on clicking "Generation of Completion Certificate". The generate button will appear if entry under pending column are ZERO and click the Check box which "It is Certified that all the entries shown in the above table is correct".
3. The department Nodal Officer can submit the entries to Election Office, DELHI, if you

have submit the completion certificate.

**4. Once if you have Submit the button, Form for adding of "New Employee / Update Employee" can not be open.**

29

**Features Available For Office Level.**

1. User can Ad new employee details and can modify the details.
2. User can add and modify the Office strength.
3. User can generate and submit the completion report.
4. User can view the Various MIS Reports to check the employee entry details like summary report, Marital Status Report.

# Modeling Party Personnel Information System for Lok Sabha Election-2019 For Delhi

CBIC  
Training & Technical  
Education TTE, GNCTD

Master Entry
Offices
Designations
Office Level Users
Mark Nodal Officer
Reports
List of Offices
List of Designations
List of Users
Monitoring
Summary Report
Employees Off. Wise
Help
Instructions
Completion Certificate
Generation of Completion Certificate
Users
Reset Office Level Password
Change Password
Search Employee
Contact Us
Logout

## For Technical Support related queries.

**Contact Person Name** Deepak Mishra & Advitiya Abrol  
**Contact Nos** 011 - 23946410  
**Email** ceoitsupport-dl@gov.in

## For Administrative Matter related queries

**Contact Person Name** Satish Kumar Rawat  
**Contact Nos** 011-23965176, 9810063743  
**Email** eoadmndelhi@gmail.com