

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER,
(DISTRICT ELECTION SECTION), NADIA

ORDER

In partial modification to this Office Order no. 3035(63) dated 11.12.2020 regarding formation of different cells in connection with the ensuing General Election to the west Bengal Legislative Assembly -2021, are hereby modified as follows for smooth conduct of Assembly Election, 2021 until further order.

SL. NO.	NAME OF THE CELL	BRIEF DESCRIPTION OF THE FUNCTION	ADM IN CHARGE	OFFICER IN CHARGE
1.	TRANSPORT MANAGEMENT	<ol style="list-style-type: none"> ASSESSMENT OF REQUIREMENT AND AVAILABILITY OF ALL KINDS OF TRANSPORT TO BE USED IN THE ELECTION INCLUDING TRANSPORTATION OF EVM/ VVPAT AT DIFFERENT STAGES. MOVEMENT PLAN AND ROUTE CHART. PROCUREMENT / REQUISITION / HIRING OF VEHICLES. VEHICLE PLACEMENT TO BLOCKS, SUB-DIVISION, DIFFERENT CELL, VEHICLE TAGGING FOR PP, OBSERVERS, SECTORS. IMPLEMENTATION OF SUGAM FUEL AND COORDINATION WITH PETROL PUMPS, TRANSPORT ASSOCIATION. COORDINATION WITH POLICE AND SDOS / BDOS AND OTHER CELLS AT DISTRICT INCLUDING TRAINING AND PERSONNEL CELL AND MOVEMENT CELL AT DC/RC. ARRANGEMENT OF VEHICLES FOR COUNTING PERSONNEL. 	SRI ANEESH DASGUPTA, IAS, ADDITIONAL DISTRICT MAGISTRATE, (LR), NADIA. MOB – 8373050634	SRI SARWAT ABBAS, WBCS (EXE), DMDC MOB :9932896493 ASISH KUNDU, RTO MOB: 8167001884/ 9434237824 Email: octransport2021@gmail.com
2.	SVEEP	<ol style="list-style-type: none"> PREPARATION OF SVEEP PLAN AND ITS PROPER IMPLEMENTATION AT DISTRICT LEVEL, FOLLOW UP WITH THE FINDINGS OF THE BASELINE SURVEY BUILDING AWARENESS FOR VOTERS' PARTICIPATION THROUGH MEDIA AND INTERACTIONS, ALL KINDS OF AWARENESS RELATED WORKS INCLUDING EVM-VVPAT AWARENESS PROGRAMME. ALL OTHER RELATED WORKS. 	SMT. TENZICHODEN VERMA NEE BHUTIA, WBCS, (EXE.), ADDITIONAL DISTRICT MAGISTRATE (DEVELOPMENT), NADIA. MOB : 8373050635	RABINDRANATH BISWAS, WBCS(EXE), SPL. LAO MOB: 8373050639 SUBIR SARKAR, SDICO,TEHATTA MOB: 9609029410 Email: ocsveepnadia2021@gmail.com

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3.	LAW AND ORDER, VULNERABILITY & CRITICALITY MAPPING OF POLLING STATIONS AND DISTRICT SECURITY PLAN	<ol style="list-style-type: none"> VULNERABILITY MAPPING AND ASSESSMENT OF CRITICAL POLLING STATION. DISTRICT FORCE DEPLOYMENT PLAN . MAGISTRATE DEPLOYMENT PLAN AND TRAINING. PREPARATION OF TRAINING MATERIAL IN COORDINATION WITH TRAINING CELL FOR TRAINING OF SECTOR MAGISTRATE (BOTH CIVIL AND POLICE) AND SUPPLY THEREOF. TRAINING AND AWARENESS OF POLICE AND CPF OFFICIAL AT VARIOUS LEVELS. WEB CASTING AT SELECTED POLLING STATION. DEVELOPMENT OF MATERIALS FOR TRAINING AND GUIDELINES, PRESENTATION AND COORDINATION WITH SDOS FOR TRAINING OF SECTOR OFFICERS, ZONAL MAGISTRATES, ASSISTANT ZONAL MAGISTRATES, MICRO OBSERVERS. ALL ISSUES RELATED WITH CAPF, ARMS, LAW AND ORDER AND DAILY REPORT ROUTE MARCH/ CBM ACTIVITIES BY CAPF. COORDINATION WITH POLICE, CAPF AND SDOS, OBSERVERS AND OBSERVER CELL. COORDINATION WITH MODEL CODE OF CONDUCT CELL, EXPENDITURE MONITORING CELL AND NODAL OFFICER FOR COMPLAINT MONITORING. 	SRI SEKHAR SEN, WBCS(EXE.) ADDITIONAL DISTRICT MAGISTRATE (GENERAL), NADIA. MOB : 8373050633	<p>GOBINDA HALDER, WBCS (EXE), DY PD (M) & OC ELECTION MOB: 9163251400/ 8373050649</p> <p>KOUSIK CHATTERJEE, WBCS (EXE), O.C J.M/ R.M. MOB: 8017450087</p> <p>Email: oclawordernadia@gmail.com</p>
4.	SMS MONITORING AND COMMUNICATION PLAN, IT APPLICATION, SUVIDHA	<ol style="list-style-type: none"> PREPARATION OF THE DISTRICT COMMUNICATION PLAN IN CONSULTATION WITH STATUTORY CELL. IMPLEMENTATION OF THE SMSMONITORING SYSTEM INCLUDING TRAINING AND POLL DAY MONITORING AND OTHER RELATED WORKS. IMPLEMENTATION OF SUVIDHA. BOOTH APP & VOTER TRUN OUT IMPARTING OF TRAINING OF IT APPS 	SRI KRISHNAVA GHOSH, WBCS(EXE.), ADDITIONAL DISTRICT MAGISTRATE (ZP), NADIA. MOB : 8373050652	<p>SUJOY SADHU, WBCS(EXE), DYO MOB- 9874033901</p> <p>ARINDRAJIT DEBSARMA, WBCS(EXE), DP & RDO MOB- 8373050645</p> <p>SUDIPTA ADHIKARI, WBCS (EXE), DMDC ON PROB. MOB- 7001640494</p> <p>Email: ocsmnsnadia2021@gmail.com</p>

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5.	EVM & VVPAT MANAGEMENT	<ol style="list-style-type: none"> 1. PROCUREMENT & DISTRIBUTION OF EVMS, VVPATS POWER PACKS AND ASSOCIATED SEALS. 2. STORAGE 3. SECURITY 4. FIRST LEVEL CHECKING. 5. FIRST RANDOMIZATION & EVM DISTRIBUTION. 6. EVM COMMISSIONING & SECOND RANDOMIZATION 7. COORDINATION WITH PP CELL / BP CELL. 8. EVM DATA MANAGEMENT 9. LIAISON WITH ECIL FOR SERVICE OF TECHNICIANS 10. PREPARING REPORTS RELATED TO EVM/VVPAT 11. DEVELOPMENT OF MATERIALS FOR TRAINING AND GUIDELINES, PRESENTATION AND COORDINATION WITH SDOS AND TRAINING CELL. 12. SENSITIZATION / AWARENESS PROGRAMMES ON EVM AND VVPAT FOR CANDIDATES / AGENTS / POLITICAL PARTIES / VOTERS AND GENERAL PUBLIC / POLICE. 13. ALL OTHER RELATED WORKS. 	<p>SRI SEKHAR SEN, WBCS (EXE.), ADDITIONAL DISTRICT MAGISTRATE (GENERAL), NADIA. MOB : 8373050633</p>	<p>BISWAJIT DHANG, WBCS(EXE), DPO SSM MOB : 9732034233</p> <p>PROSANTA ROY, WBCS(EXE), DM&DC MOB- 9733302724</p> <p>Email: ocevmnadia2021@gmail.com</p>
6.	OBSERVER	<ol style="list-style-type: none"> 1. MAKING ARRANGEMENT FOR ARRIVAL, DEPARTURE, BOARDING AND LODGING, TRANSPORT FOR THE OBSERVER. 2. LIAISON OFFICER/PSO/ VIDEOGRAPHER ARRANGEMENT, 3. KIT, MOBILE PHONE, 4. COMPUTERS, PRINTERS, DVD PLAYERS, FAX, INTERNET ETC. 5. MATTERS RELATED TO ENGAGEMENT, DEPLOYMENT OF MICRO OBSERVERS AS PER THE DIRECTION OF THE OBSERVERS THROUGH MAN POWER MANAGEMENT CELL. 6. OPENING OF E-MAILS ACCOUNT FOR EACH OBSERVERS AND SENDING INFORMATION/ REPORTS BY E-MAIL. 7. PROVIDING INFORMATION TO OBSERVERS RECEIVED FROM ECI / CEO. 8. ALL OTHER RELATED WORKS 	<p>SMT. TENZICHODEN VERMA NEE BHUTIA, WBCS, (EXE.) ADDITIONAL DISTRICT MAGISTRATE (DEVELOPMENT), NADIA. MOB : 8373050635</p>	<p>BISHNU KABIRAJ, WBCS(EXE), PO-CUM- DWO, BCW MOB : 9434881509/ 8373050651</p> <p>DIBYENDU GHOSHWAMI , W.B.C.S (EXE), DM&DC. MOB: 9474411150</p> <p>Email: ocobservernadia2021@gmail.com</p>

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7.	TRAINING MANAGEMENT	<ol style="list-style-type: none"> 1. PREPARATION OF TRAINING PLAN AND TRAINING SCHEDULE. 2. COORDINATION REGARDING TRAINING VENUES. 3. COORDINATION WITH MANPOWER MANAGEMENT ,TRANSPORT CELLS , EVM CELL, EM CELL, MCC CELL AND SDOS. 4. INSERTION OF INDIVIDUAL TRAINING SCHEDULE WITH DATE, TIME AND VENUE IN THE APPOINTMENT LETTER. 5. TRAINING ON DEMAND. 6. TRAINING TO ASSEMBLY LEVEL MASTER TRAINERS, AROS, BDOS AND OTHER OFFICIALS RELATED TO ELECTION WORK. 7. ARRANGEMENT OF TRAINING FOR POLICE PERSONNEL. 8. PREPARATION OF PRESENTATIONS, GUIDELINES FOR PP, MICRO OBSERVERS, TRAINING OF COUNTING PERSONNEL. 9. TRAINING AND AWARENESS OF POLITICAL PARTIES AND CANDIDATES AND THEIR AGENTS. 10. TRAINING OF DCRC PERSONNEL. 11. COORDINATING TRAINING OF PP IN SMALL GROUPS. 12. TRAINING FOR RO / ARO, 13. DEVELOPMENT OF TRAINERS FOR TRAINING OF POLLING PERSONNEL. 14. TRAINING ON MODEL CODE OF CONDUCT AND EXPENDITURE MONITORING CELL. 15. COORDINATION WITH OFFICE OF SDOS AND BDOS. 	<p>SRI KRISHNAVA GHOSH, WBCS(EXE.), ADDITIONAL DISTRICT MAGISTRATE (ZP), NADIA. MOB : 8373050652</p>	<p>ANIRUDDHA NANDI, WBCS (EXE), DPLO. MOB: 8373050648</p> <p>AJAY KR. SAHA, WBCS(EXE), DM&DC MOB : 9733734431</p> <p>Email: octrainingnadia2021@gmail.com</p>

