



कार्यालय, मुख्यनिर्वाचन 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-11006

No.F.26/CEO/Trg/LA-19//2019/ 12738-42

Dated: 15/01/2020

ADVISORY

It has been observed that sometimes the poll material i.e Presiding Officer Handbook, Address Tags, all kinds of seals and Forms etc. is not made available to the trainees till the last trainings, which leads to gaps in understanding and comprehension.

1. It is therefore advised that the poll officials/trainees be familiarized with all kinds of Seals, Address Tags and Forms etc well in advance. The Presiding Officer Handbook should also be made available in advance enabling the Presiding Officer to acquaint himself/herself with the statutory provisions related to process and procedure of Poll activities.
2. The Envelops for putting Statutory /Non Statutory Forms, should be of good quality and of proper size. These should be appropriately superscripted as to what content is to be put inside, if possible.
3. While planning the mass activities i.e. disbursal and receipt of poll material, comfort and convenience of poll officials, be also kept in mind.

15/1/2020

(SUBODH RAWAT)

EO (Media & Training)

All SDMs Election, B

NCT of Delhi

No.F.26/CEO/Trg/LA-19//2019/ 12738-42

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Copy for information & further necessary action to:

1. Sr. System Analyst, O/o CEO, Delhi with the request to upload the ADVISORY on the department's website.
2. PA to CEO, Delhi
3. PA to Spl. CEO-I/Spl. CEO-II/Dy. CEO, Delhi.

15/1/2020

(SUBODH RAWAT)

EO (Media & Training)

192/57  
16/1/2020

SACPS

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