

**PROCEEDING OF THE DISTRICT ELECTION OFFICER & COLLECTOR,
Jagtial**

Proc. No.H4/1214/2018

Presents: Sri Dr.A.Sharath, IAS.,
Dated:28.09.2018.

Sub:- Preparedness for General Elections – Instructions of Election Commission of India - Allotment of Election work among the certain officers – Appointment of Nodal Officers for various activities - Orders issued.

Read:- Chief Electoral Officer, TS, Hyderabad Memo No.970/Elecs.A/2018-1 Dt.15.09.2018.

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ORDER:

In the reference read above the Chief Electoral Officer, Telangana State, Hyderabad has issued instructions on the preparative activities to be taken up by the District Election Officer concerned before announcement of Elections.

In view of the above , the following officers are hereby appointed as Nodal Officer and certain Officers are drafted for arrangements for advance preparation of Election work mentioned below:

Sl. No	Activity Team	Nodal Officer Name and Designation with Contact Number	Coordination Officers & Team with Contact Number	Description of Work
1	2	3	4	5
1	Man Power Management Cell-1	B. Rajesham Joint Collector 7995084602	Venkateshwarlu, Dist Educational Officer 9866079277 Venu Gopal, Dy.S.O., O/o CPO 9494357223 N.Venkatesh, A-Superintendent, O/o Collectorate Jagtial 8499055999 R.Sruthi Charan, Sr.Asst, O/o Collectorate Jagtial 9676666187 T.Sandeep, Computer Operator O/o Collectorate Jagtial 8106919119	1. This team will ensure, for assessing the entire requirement of manpower for the conduct of elections in the district, their availability, obtaining their data, analyzing the data, appointing them on time, tracking their presence /absence /leave, etc., 2. Preparation of Polling personal orders & services, their welfare and Randomisation 3. Issue of identity cards to Election staff

2	<p style="text-align: center;">EVM Management Cell-2</p>	<p style="text-align: center;">J.Pratap Singh, Dist Horticulture & Sericulture officer, Jagtial 7997725061</p>	<p>N.Rana Prathap, District Fisheries Officer, 9948933196</p> <hr/> <p>P. Naveen, Superintendent-E, O/o Collectorate, Jagtial</p> <hr/> <p>G.Anand, Senior Assistant, O/o Collectorate ,Jagtial 8186070809</p> <hr/> <p>N.Srinivas, Computer Operator, O/o Collectorate 9701789949</p>	<ol style="list-style-type: none"> 1. This team will ensure the proper storage, security, availability and checking of EVMs by ECIL Engineers. 2. Include overall monitoring and ensuring of First Level Checking as per procedure outlined by ECI. 3. EVM randomization, EVM sealing, transportation of EVM, EVM data management, Allocation of EVMs to A/c s, Dos and Donts on EVMs. 4. Preparing report in accordance with the ECI instructions and all other related works.
3	<p style="text-align: center;">Transport Management Cell-3</p>	<p style="text-align: center;">T.Kishan Rao, District Transport Officer 9848528600</p>	<p>V. Jagadish DMRTC, Jagtial 9959225925</p> <hr/> <p>P. Naveen, Superintendent-E, O/o Collectorate, Jagtial</p> <hr/> <p>N. Preethi , Junior Assistant, O/o Collectorate, Jagtial 9989937887</p> <hr/> <p>Venkatesh , Computer Operator, O/o DRDO Jagtial 7095516711</p>	<ol style="list-style-type: none"> 1. This team will ensure assessing the requirement and availability of all kinds of transport to be used in the elections. 2. Look after the arrangements for their day to day deployment, POLL requirement, remuneration, maintaining respective reports, anticipating future requirements and making necessary arrangements and all other related works

4	Training Management Cell-4	S.Ramanujacharya, District Co-Op Officer, Jagtial 9100115665	Rajitha, DSCDO, Jagtial. 8317564118	<ol style="list-style-type: none"> 1. This team will ensure for the capacity building and training of all officials who would be performing any kind of election duty in accordance with State Training Plan. 2. The Official who will need to be trained, including the Returning Officers, Micro-Observers, Counting Staff, Officers looking after Model Code of Conduct, Officer who will handle EVMs in any capacity, videographers and micro-observers, personnel involving in expenditure monitoring etc., among others as decided by the DEO. 3. Will also ensure for arrangements of training venue and all logistics required at the training venue 4. Will ensure availability of training material, its timely distribution and all related works. 5. Will also arrange training/training material for political parties, candidates, their agents, if required. 6. Facilitating officers at polling Stations/ Booth Level Agents.
			G.Santhosh Kumar, MPDO Korutla 9866715557	
			N. Rajesh, Superintendent O/o Collectorate Jagtial 9866448283	
			U. Prasad , Senior Assistant O/o Collectorate, Jagtial 7989515616	
			Afsar, Computer Operator O/o Collectorate, Jagtial 8519933322	

5	Material Management Cell-5	G.Srinivas Rao, EE R&B, Jagtial 9440818090	Terala Krishna Mohan Rao, AD, Agriculture, Dharmapuri 7288894126	This team will ensure for 1. Estimating the requirements and arranging or arranging to procure all the material required for conducting elections at the District Level. 2. For ensuring proper arrangements to receive materials being distributed by the CEO's Office. 3. Make proper arrangements for distribution of material to the concerned officials at the District level. 4. Will ensure timely procurement or provision of material such as video cameras, computer, printers, statutory and non statutory forms, all materials required to set up the dispatch as well as reception centres and all other related works.
			P. Naveen, Superintendent-E, O/o Collectorate, Jagtial	
			G.Sravan Kumar Jr.Asst, O/o R&B, jagtial 9848569740	
			M. Prasad, Computer Operator O/o Collectorate Jagtial 9701705922	

6	MCC Monitoring Cell-6	B.Rajesham, Joint Collector, Jagtial 7995084602	J.Rajeshwar Dy. EE Housing O/o Collectorate, Jagtial 7032708444	This team is responsible for 1. For ensuring that all instructions of the ECI regarding MCC are followed by the Officers/ candidates/Political parties/ Media etc in the District. 2. Should collect a list of on going works of all departments and give it due publicity. If he gets any information of any other new work being undertaken after announcement of elections. Will conduct due enquiry and report the matter for necessary action. 3. The compilation of daily reports to be sent in respect of MCC violations will be the responsibility of this Officer. 4. He will also ensure the availability of CD/DVD player, Television, etc., for monitoring MCC violations. 5. He will ensure that all references made by any Office in the district are routed through the DEO in the format specifically designed for such references, with the clear opinion of the DEO. 6. He will impart training to all the teams formed for implementing MCC.
			N. Rajesh, D-Superintendent O/o Collectorate Jagtial 9866448283	
			Shiva Kumar, AO, (Admin), O/o DRDA 7095549806	
			Radha Krishna, Sr. Asst, O/o MPDO, Mallial 9848467436	
			N.Venkat Ramana E-Panchayath Operator O/o Dpo, Jagtial 9951135436	
			Madhu Dharani Co-ordinator. O/o Collectorate, Jagtial 9948636463	
		B.Rajesham, Joint Collector, Jagtial	K.Janardhan, Dist Audit Officer 9912227136	1. Appoint Audit Officers for the expenditure

7	<p>Expenditure Monitoring</p> <p>Cell-7</p>	7995084602	<p>P.V.Shiva Nagendra, Asst Registrar O/o DCO, Jagtial Ph:9100115669</p> <p>Dileep Nayak Superintendent-H, O/o Collectorate, Jagtial 9705217260</p> <p>N. Ranga Vishnu, Senior Aditor, O/o District Audit Officer, Jagtial 8790097853</p> <p>Md. Amer Sohail, Junior Assistant, O/o Collectorate, Jagtial 9494992872</p>	<p>Observers to assist them in scrutiny the accounts of contesting Candidates.</p> <p>2. Prepare and furnish report to CEO and Observers</p> <p>3. Monitor Expenditure of the Contesting Candidates as per the guidelines of ECI.</p>
8	<p>Observers</p> <p>Cell-8</p>	<p>P.Sreedhar, Excise Superinten-dent 9440902701</p>	<p>P. Naveen, Superintendent-E, O/o Collectorate, Jagtial</p> <p>Kiran, Junior Assistant, O/o Excise Superintendent 7396943330</p> <p>Sampath, Computer Operator, O/o DCSO 9177447989</p> <p>Vijay kumar Rathod A.D., Mines, Ph:9676086008</p> <p>Chethi Sadanandam, Sr.Asst. O/o AD, Mines 9849494234</p> <p>Madhu, Computer operator O/o A.D. Mines 9908423342</p> <p>K.Rajalingu, B.C. Dev. Officer, Ph:9848950512</p>	<p>1. This team will ensure for protocol arrangements The ECI will be appointing General Observers, Expenditure Observers, Police Officers, etc., during the time of polls.</p> <p>2. The responsibility of this Officer is to keep track of the arrival, departure, boarding and lodging arrangements, liasion officer arrangement, regarding material, transportation, security, telephone connectivity, computers, printer, DVD Player, etc. as per the directions of the ECI.</p> <p>20-Korutla Constituency General Observer</p> <p>21-Jagtial Constituency General Observer</p>

			Venkateshwarlu, Jr.Asst, O/o B.C.Dev.Office Ph:9440288232	
			Ramesh, Computer Operator, DRDO, Jagtial, 9949075376	
			Rajeshwar Reddy, EE, SRSP Jagtial Ph:8498094580	
			Sathyanarayana, Sr.Asst O/O SRSP, Jagtial Ph:9440593320	22-Dharmapuri (SC) Constituency General observer
			Bhanuchander, Computer Operator, MPDO, Dharmapuri	
			Ch. Balram, Asst. Audit Officer, O/o Dist. Audit Office, Jagtial. Ph: 9849093893	
			L.Chandra Shekar,Sr.Auditor O/o Dist.Audit Office Ph:9550505143	Expenditure observer
			B.Suman, Typist O/o Dist.Audit Office Ph:9949298602	
9	Law and Order Cell-9	J.Aruna Sri, Dist Revenue Officer	Sathish, APD SERP, O/o DRDA, Jagtial. 8008200845	As per the prevailing ECI direction every district has to ensure that it's

		897853390	<p>Vijay Kumar Rathod, District Mines and Geology Officer, Jagtial 9676086008</p> <p>C-Superintendent Collectorate, Jagtial</p> <p>K. Archana, Senior Assistant O/o Collectorate, Jagtial 9989729796</p> <p>Rajashekar, Inspector Special Branch, O/o Superintendent of Police, Jagtial. 9490680764</p> <p>Chinnaiah, DVO, O/o DRDA, Jagtial. 7095549825</p> <p>Thirupathi, Computer Operator, O/o DRDA, Jagtial 7095516710</p> <p>M. Prasad Computer Operator O/o Collectorate Jagtial 9701705922</p>	<p>daily law & order report reaches the State Nodal Officer every day. This Officer will ensure for:</p> <ol style="list-style-type: none"> 1. Effectively collecting this information and compiling it for onward transmission. 2. On behalf of the DEO, he/she will also coordinate with the district Police to make stay, transport, mobile etc., arrangements in advance, for the central Police Force likely to be stationed in the District 3. The Briefing and training, if required, of all the Officers' in-charge of the Central Police Force units.
10	Ballet Paper/ Dummy Ballet Paper	Y.Narasimha Rao, Dist Forest Officer 9440810357	J. Rajeshwar, Dy.EE. (Housing), Jagtial 7032708444	<p>This team will ensure for</p> <ol style="list-style-type: none"> 1. The printing of ballot paper/dummy ballot

	Cell-10		<p>Dileep Nayak Superintendent O/o Collectorate, Jagtial 9705217260</p>	<p>sheet/braaille ballot, EVM Ballot papers etc., at the printing press decided at the State Level</p>
			<p>Ramana, Sr.Asst, O/o MPDO, Kodimail 7093876704</p>	<p>2. He will also ensure its timely transportation, proper storage, distribution and all other related works</p>
			<p>Rajinikanth, Computer Operator, O/o EGS, Pegadapalli, Ph:7095516157</p>	<p>3. He will also monitor the printing, dispatch and receipt of postal ballot/service voters. At state level, Officer concerned will take care of responsibility of printing and dispatch of the ballot papers through the concerned ARO of the constituencies</p>
11	Media Cell-11	<p>B.Venkata Swami, DPRO, Jagtial 9949351648</p>	<p>Divya Darshan, MPDO, Pegadapalli, 9989773075</p>	<p>This team will ensure for</p>
			<p>N. Rajesh, Superintendent O/o Collectorate Jagtial 9866448283</p>	<p>1.Dissemination of information, instructions, briefs, press notes, etc., arrangement of press conferences, submitting of press cuttings on daily basis to the DEO Office, handing over of accreditation cards to media members, constant exchange of information with media and all other related works.</p>
			<p>A.Ravi Sudhakar, Superintendent, O/o MEPMA, Jagtial, 7702941717</p>	
			<p>Arshiya Naaz, Jr Asst O/o Collectorate, Jagtial 9652583099</p>	
			<p>N.Srinivas, Computer Operator O/o Collectorate Jagtial 9701789949</p>	<p>2. He/she will also ensure for maintaining scanned records of press cuttings and compiling them at the end of the polls for district level record keeping</p>
12	Computerization	<p>J. Aruna Sri, Dist. Revenue</p>	<p>Sathish, APD SERP 8008200845</p>	<p>1. This team will ensure for providing</p>

	Cell-12	Officer 8978533900	N.Venkatesh, A-Superintendent O/o Collectorate Jagtial 8499055999 Naresh, DRP, O/o DRDA 7095516555 Shiva Kumar, DPM, O/o DPO 8555805048 B. Praneeth, Junior Assistant O/o Collectorate, Jagtial 9177032809 Rajendra Prasad HHRP 9848809582 Ranjith, Computer Operator, O/o DRDA 9346005278	necessary software and hardware as and when required. 2. Ensuring constant exchange of information on CEO's server. 3. Constant updation of CEO's website with local news/updates regarding conduct of elections, uploading of latest photographs and information on CEO's website in respect of District level activities, and all other related works.
13	SVEEP Cell-13	B.Rajesham, Joint Collector, Jagtial799508460 2	DSV. Rajan APD(EGS) Korutla 7095503420 K.Dileep Naik, Superintendent-H O/o Collectorate Jagtial 9494430688 Gangadhar, Superintendent, O/o MPDO Jagtial 9440468508 A. Jeevan, Typist, O/o Collector, Jagtial 9908834563	This team will ensure 1. For preparing and, if already prepared, finalizing District SVEEP plan, getting it approved at State Level and ensuring its proper implementation at district Level. 2. Implement the initiatives for Voter Education. 3. Work in partnership with various Public and Private sector organizations. 4. At the end of poll he/she should prepare the documentation of the SVEEP activities in the district in consultation with the DEO.
14	Help Line and Complaints Redressal	G.Kalpana, AD Agriculture, O/o DAO, Jagtial 7288894120	Sadanandam, FRO, Jagtial 9866573736	1. This Officer will have to be imparted training about help-line number and PGR

	Cell-14		<p>P.Naveen, Superintendent-E O/o Collectorate Jagtial</p> <p>Sandhya, Senior Assistant, O/o DAO, Jagtial 9666447222</p> <p>R.Swarna Latha, Computer Operator O/o Collectorate Jagtial 8500468366</p>	<p>system.</p> <p>2. He/she will ensure timely disposal and redressal of complaints in the pre-election period as well as election period including complaints related to MCC that may be lodged in the PGR system on the ECI website.</p>
15	<p>SMS Monitoring and Communication Plan</p> <p>Cell-15</p>	<p>G. Srinivas, GM, Industries, Jagtial 9848021778</p>	<p>P.Naveen, Superintendent-E O/o Collectorate Jagtial</p> <p>Srinivas, Jr.Asst, O/o MPDO, Sarangapur Ph:9848281092</p> <p>Mohan, Computer Operator, O/o Mandala Samakhya, Gollapalli 9704044432</p>	<p>The team will ensure for</p> <ol style="list-style-type: none"> 1. Preparing the District communication plan, Emails downloading from ECI Website for perusal of DEO and reports of Election Cell uploading on ECI Website. 2. He/She will also look after the implementation of the SMS monitoring system including training and Poll day monitoring and other related Works. 3. Route chat preparation Sector movement plan
16	<p>Web Casting</p> <p>Cell-16</p>	<p>N.V. Ramana, Principal JNTU</p>	<p>A. Mamatha, EDM, Jagtial 8008994433</p>	<ol style="list-style-type: none"> 1. This team should Select the students for webcasting and should give training to them.

			<p>Madhu, Dharani Project Coordinator, Jagtial 9951568114</p>	<p>2. And to keep check on illegal activities such as booth capturing , moneydistribution and bogus voting to bringing about complete transparency To broadcast and</p> <p>monitor LIVE election process from a distant polling station.</p> <p>3. To capture faces of voters coming to vote at PS in a sequence for remote viewing by election officials.</p> <p>4. To spread AWARENESS to participate in Free and Fair Elections.</p> <p>5. Videography on main events of campaign by Political Parties/ Observance of MCC during filling of nominations/Processions/Rallies Meetings etc.</p>
			<p>N. Rajesh, Superintendent-D O/o Collectorate Jagtial 9866448283</p>	
			<p>N.Venkataramana, Mandal Daata Entry Operator, O/o MPDO, Jagtial Ph:9951135436</p>	
17	<p>Poll Management Cell-17</p>	<p>D. Prakash, AD Marketing Ph: 7330733148</p>	<p>Boosa Rajender, ED SC Corporation 9676953621</p>	<p>1. Booth Level Agents/Officers at Polling Stations appointment</p> <p>2. Monitoring with micro observers</p>
			<p>K.Dileep Naik, Superintendent-H O/o Collectorate Jagtial 9494430688</p>	
			<p>Shyam Prasad, Finance Manager, O/o DRDA, Jagtial. 7095558666</p>	

			Srinivas, Computer Operator, O/o EDSC Corporation Ph:9676929873	
18	Electoral Roll Cell-18	B. Rajesham, Joint Collector, Jagtial	N.Venkatesh, A-Superintendent, O/o Collectorate Jagtial 8499055999 Laxman , Computer Operator O/o Mandal Samakhya, Mallial	1. Preparation of working copies of electoral rolls. 2. Classified Service Voters. 3. Supply of working copies of rolls to candidates of recognized political parties. 4. Printing & Distribution of Poll Chits
19	Monitoring & Evaluation Cell-19	J. Aruna Sri, Dist Revenue Officer 8978533900	N.Venkatesh, A-Superintendent, O/o Collectorate Jagtial8499055999 DT EPIC A.Naresh, T.A O/o DRDO, Jagtial Ph:7095515121 G.Shravan Goud,IT Consultant 7013126915 M. Rajendhar, IT Consultant 9966990970 Rajendra Prasad, HHRP, Collectorate, Jagtial 9848809582 Thirupathi, Computer operator O/o DRDA, Jagtial	Meeting and Minutes of the meeting, Video conferences notes preparation & Minutes Monitoring of Day to Day reports to CEO, Hyderabad

20	Polling Stations Management Cell-20	S.Manohar Reddy, EE PR 9440002770	K.Gopal Dy. E.E., Korutla O/o EE PR, Jagtial Ph: 9440005714	1.Vulnerability Mapping 2. Identification of Sensitive/Critical polling stations 3.Facilities to be provided at polling station to electors with disability Basic Minimum Facilities (BMF) at polling stations. a) Provision for ramp b) Provision for drinking water c) Adequate furniture d) Proper lighting e) Help Desk f) Proper signage g) Toilet Assured Minimum Facilities: Parking for persons with disability (PWD), for PWD wheel chair availability After entrance arrow signs marks indicating the queue Arrow mark indicating the polling personel Signage for male/ female toilets Signage for toilets for PWD voters Signage indicating drinking water Lighting Furniture, Nomenclature of polling stations
			K. Dileep Naik, H-Superintendent O/o Collectorate Jagtial 9494430688	
			G.Anand Kumar, Senior Assistant, O/o Collectorate ,Jagtial 8186070809	
			Shyam Prasad, Finance Manager, O/o DRDA, Jagtial. 7095558666	
			K.Laxman, Typist, O/o DPRE, Jagtial Ph: 9441873399	
21	General Coordination Cell-21	J. Aruna Sri, Dist Revenue Officer 8978533900	N.Venkatesh, Administrative Officer O/o Collectorate Jagtial 8499055999	Coordinator with all nodal officers and allotted staff
22	Strong Room Arrangements at Counting Centre, Distribution and Reception Centre Cell-22	B. Rajesham, Joint Collector, Jagtial	Vittal Dy. Surveyor 9440305348	Identification and preparation of and strong room distribution and reception and counting centre
			Vidyasagar, Computer Operator, Mandal Samakhya, Korutla 9010277218	

23	Media Certification & Monitoring Committee	B.Venkata Swami, DPRO, Jagtial 9949351648	K. Laxmi Narayana, APD, EGS, Jagtial 7095503419	
			C.Amarender AC Endowment, Karimnagar 9491000653	
			Rajagopala Chari Senior Citizen 9346191911	
			N.Rajesh Superintendent-D, O/o Collectorate, Jagtial 9866448283	
			Md. Kaleemudddin Urdu Officer, Collectorate, Jagtial 8555841417	
			Prasad, Computer Operator, o/o DRDA, Jagtial. 9908182123	
24	Refreshment	K. Ashok Raju, DVAHO, Jagtial	Prabhakar Reddy, Supdt. O/o DVAH, Jagtial Ph: 7036666106	Procure required refreshment materials in advance to the meeting/Video Conference/Press Meets and provide on time.
25	Budget	Administrative Officer, Collectorate, Jagtial		All type of financial matters.

The above said officers and staff are directed to attend the allotted works to them with immediate effect. Further it is to directed to the activities on the day to day basis and ensure proper implementation the activities assign to them any deviation in the matter will be viewed seriously

//By Order//
Sd/- J.Aruna Sri
District Revenue Officer
Jagtial

Copy to the concerned officers for necessary action

Copy to all RO's/ AERO's

Copy CC to Collector/ Joint Collector/ DRO