

WORK ALLOCATION OF THE ELECTION BRANCH

Sr. No.	Name of the Official	Designation
1.	Bindiya B. Gaonkar	UDC
2.	Sadanand S. Pagui	Election Clerk

1. Proposal for Appointment of DEO/RO/ARO/ERO/AERO.
2. Preparation of list of Polling Stations – New/Old/proposals, if required.
3. Compilation & Sending of reports on Summary Revision.
4. Compilation & Sending of reports on Intensive Revision.
5. Compilation & Sending of reports on Continuous Updation.
6. Delimitation of the Constituency.
7. Updates of the EPIC information, time to time.
8. Providing information on inclusion/Deletion/Correction/Transposition of the Entries in the Electoral Roll.
9. Preparation of the photo Electoral Roll.
10. Providing Photo Electoral Roll to the Political Parties/EROs etc.
11. Process of Legislative Assembly Election & Parliamentary elections.
12. First Level Checking/randomization of Electronic Voting Machines (EVMs)
13. Training/randomization of Polling Staff.
14. Counting arrangement.
15. Election Expenses of Candidates.
16. Appointment of Sector officer/Flying Squad etc.. during election
17. Service voters.
18. Maintenance of Polling Stations.
19. Initial Process for providing Ramps to the Polling Stations.
20. Requisition of staff for different Election related work.
21. Compilation & Reports of the Information on Service Voters.
22. Booth Level Officers.
23. Appointment of Booth Level Agents.
24. Different Kinds of meetings.
25. Regarding Central/State recognized & State unrecognized Political Parties.
26. Sending the report on the preparation of Manuscript.
27. Information of Bogus Votes.
28. Setting up of Control Room at the time of Elections.
29. Compilation & Reports on the information of Missing Voters.
30. Registration of Overseas voters.
31. Looking after the requirement like stationery/materials etc.. of the Election Branch.
32. All Misc Correspondence.

(Shri Jeetendra Bugde)
Mamlatdar – in – Collectorate
South Goa District, Margao

To,
The Superintendent,
Establishment Section