

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani(Rowdon Street)
Kolkata-700017
Ph. No. 2280-5805
FAX- 2280-7373

No. 3930(3)-SEC/2M-35/2010(Pt.-I)

Date : 24.10.2013

From : The Secretary,
West Bengal State Election Commission

- To : 1) The Principal Secretary,
Higher Education Department, Bikash Bhavan,
Salt Lake, Kolkata – 700 091.
- 2) The Principal Secretary,
School Education Department, Bikash Bhavan,
Salt Lake, Kolkata – 700 091.
- 3) The Principal Secretary,
Technical Education Department, Bikash Bhavan,
Salt Lake, Kolkata – 700 091.

**Sub.: Requisition of the schools and colleges premises
along with the services of their non-teaching employees.**

Sir,

I am directed to state that the Municipal General Elections to 5(five) Urban Local Bodies and Bye-Elections to 29(twenty nine) Municipal Constituencies (Ward) are scheduled to be held on the 22nd November, 2013 from 7.00 A.M. to 3.00 P.M.(List enclosed).

The services of non-teaching employees of educational institutions may be required for the aforementioned election work. Besides, school and college premises within the concerned Municipal areas will also be required to be used for polling purposes.

I am, therefore, directed to request you kindly to issue necessary instructions so that –

- i) services of non-teaching employees of educational institutions can be utilized by the District Magistrate and District Municipal Election Officer concerned, if required;

- ii) the premises of schools and colleges in the aforesaid Municipal areas as may be required by the Municipal Returning Officers can be used for polling and other allied election purposes and;
- iii) furniture in these premises as may be required, with the facility of power, drinking water supply, toilets and use of public convenience, may be made available in the said premises in connection with these elections.

A copy of the instructions to be issued in this regard may kindly be endorsed to this Commission for its information and record.

Yours faithfully,

Sd/
Secretary,
West Bengal State Election Commission

No. 3930(3)/1(15)-SEC/2M-35/2010(Pt.-I)

Date : 24.10.2013

Copy forwarded for information and necessary action to the:

- 1) District Municipal Election Officer for Kolkata Municipal Corporation & District Magistrate, South 24-Parganas.
- 2) District Municipal Election Officer & District Magistrate, Cooch Behar / Jalpaiguri / Darjeeling / North 24-Parganas / South 24-Parganas / Howrah / Hooghly / Purba Medinipur / Paschim Medinipur/ Burdwan/ Purulia / Bankura / Murshidabad / Nadia.

Sd/

O.S.D. & E.O. Joint Secretary,
West Bengal State Election Commission