

**ELECTION URGENT**

West Bengal State Election Commission  
18, Sarajini Naidu Sarani  
(Rawdon Street)  
Kolkata - 700017.

No.670(19) -SEC/3P-5/2007

Dated : 19.03.2015

From : The Secretary  
West Bengal State Election Commission.

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

Sub: Order of Appointment of Presiding & Polling Officer.

Sir,

In partial modification of this office direction No. 504-SEC/3P-5/2007 dated 11.03.2015 the undersigned is directed to enclose an amended copy of the format for Order of appointment of Presiding and Polling Officers in connection with ensuing Municipal General Elections, 2015.

The constituency or Ward No. appearing in the second line in the Order of Appointment need not be mentioned. The details regarding training may either be rubber stamped and put on the body of the appointment letter or a separate Training Schedule may be included towards the end of the body of the Appointment Letter.

  
Secretary,

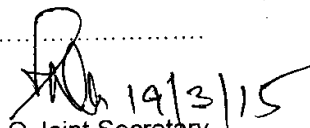
West Bengal State Election Commission

No.670(19)/1(62) -SEC/3P-5/2007

Dated : 19.03.2015

Copy forwarded for information and necessary action to the :

- 1) Municipal Returning Officer, Wards (Constituencies) ..... for Kolkata  
Municipal Corporation.
- 2) Municipal Returning Officer & Sub-Divisional Officer, .....

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

**Order of Appointment of Presiding and Polling Officer.**

General Election to the ..... Municipal Corporation / Municipality/ Notified Area.

In pursuance of sub-section (4) of section 6 of the West Bengal State Election Commission Act, 1994 (West Bengal Act VIII of 1994) read with sub-section (1) and sub-section (3) of Section 13 of the West Bengal Municipal Elections Act, 1994 ( West Bengal Act XXXIV of 1994 ). I hereby appoint the officers specified in column 2 and 3 of the Table below as Presiding Officer and Polling Officers respectively for the polling party specified in column 1 of the Table below.

I also authorize the Polling Officer specified in column 4 of the Table to perform the functions of the Presiding Officer during the unavoidable absence, if any, of the Presiding Officer.

**T A B L E**

Polling Party Number	Name of the Presiding Officer	Name of the Polling Officers	Polling Officer authorized to perform the functions of the Presiding Officer in the latter's absence.
1	2	3	4

The Poll will be taken on ..... (date) during the hours ..... to .....  
 The Presiding officer should arrange to collect the polling materials on the specified date and time from ..... (full address of the place ) and these should be returned on completion of poll to Collecting Centre at ..... (full address of the place ).

Signature .....

Municipal Returning Officer,

.....  
 Municipal Corporation / Municipality / Notified area

Place:

Date: