

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani, (Rawdon Street)**  
**Kolkata – 700017**

**No. 4163-SEC/4A-55/2013**

**Dated the 16.11.2013**

From : The Secretary,  
West Bengal State Election Commission

To : Smt. Sujata Ghosh, W.B.C.S.(Exe.)  
Joint Secretary, FPI & H Department,  
Mayukh Bhawan, Salt Lake  
Kolkata – 700 091

**Ref.: Municipal General & Bye-Elections, 2013.**

Sir,

In Modification of Commission's Memo No. 4106-SEC/4A-55/2013 dated 09.11.2013, I am directed to inform that, in exercise of the powers conferred by Article 243ZA of the Constitution of India, you have been appointed to be an Observer by the State Election Commission for the ensuing General Elections in Ward Nos. 39, 41, 42, 45 and 46 of Borough No V of the Howrah Municipal Corporation in the District of Howrah for which Polling is scheduled to be held on 22<sup>nd</sup> November, 2013.

You will be required to familiarize yourself thoroughly with your designated area and have consultation with the concerned District Magistrate & District Municipal Election Officer and the Sub-Divisional Officer & Municipal Returning Officer concerned. Your schedule of visit will be as given below:

- (a) 1<sup>st</sup> Phase : from 18.11.2013 to 23.11.2013 till polled E.V.M.s are stored in Strong Room and the Room is properly sealed (In case of re-poll you have to remain present in the constituency on the date of re-poll also)
- (b) 2<sup>nd</sup> Phase : on the date of counting i.e. on 25<sup>th</sup> November, 2013 (from opening of Strong Room till declaration of results)

You shall furnish your Report to this Commission as advised in the Guidelines for Observers.

As an Observer of the Commission, you will be provided by the District Magistrate & District Municipal Election Officer with necessary transport, accommodation and security escort for proper discharge of your duties. You are, therefore, requested to inform him about your travel-plan sufficiently in advance.

Your journey, stay and night halts in your designated area will be treated as on official duty for which travelling allowance and daily allowance as admissible as per T.A. rules will be paid by the Commission on submission of bills. In addition you will be paid an honorarium by the Commission.

Yours faithfully,

  
Secretary

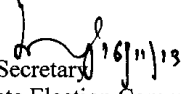
West Bengal State Election Commission

**No. 4163/1(3)-SEC/4A-55/2013**

**Dated the :16.11.2013**

Copy forwarded for information and necessary action to the:

- 1) District Municipal Election Officer & District Magistrate, Howrah
- 2) Municipal Returning Officer & Sub-Divisional Officer, Howrah (Sadar).
- 3) Shri Tarun Sinha Roy, W.B.C.S.(Exe.) Joint Secretary, Agriculture Marketing Department, Writers' Buildings, Kolkata-700001 (9434355488)

  
Secretary 16/11/13

West Bengal State Election Commission