

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI,**  
**(Rawdon Street)**  
**KOLKATA – 700 017**

**No. 4040(15)-SEC/1T-4/1995**

**Date : 04.11.2013**

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

To : 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.

Sir,

I am directed to inform you that in connection with the ensuing Municipal General and Bye-Elections scheduled to be held on the 22<sup>nd</sup> November, 2013, a Control Room in the Commission's Office will remain open as follows :-

- i) 21<sup>st</sup> November, 2013 – from 10 A.M. until receipt of report of safe arrival of polling parties at polling stations;
- ii) 22<sup>nd</sup> November, 2013– from 7 A.M. until safe return of polling parties to the D.C.R.C. after the poll;
- iii) 24<sup>th</sup> November, 2013– if there is any repoll, from 7 A.M. until the safe return of polling parties to D.C.R.C. after repoll;
- iv) 25<sup>th</sup> November, 2013– from 8 A.M. till the counting is over.

2. I am directed to request you kindly to send two reports on the 21<sup>st</sup> November, 2013--- 1<sup>st</sup> report showing dispatch of Polling Parties from DCRC and 2<sup>nd</sup> report indicating safe arrival of Polling Parties at Polling Stations.

3. On the 22<sup>nd</sup> November, 2013, following reports should be sent to this Commission by FAX :-

- 1<sup>st</sup> report on the commencement of poll as also the general law & order position at 7.00 A.M. to be sent by 7.30 A.M **in Annexure 'A'**;
- 2<sup>nd</sup> report on the progress of poll upto 9.00 A.M. to be sent by 9.30 A.M ;
- 3<sup>rd</sup> report on the progress of Poll upto 11.00 A.M. to be sent by 11.30 A.M ;

- 4<sup>th</sup> report on the progress of poll upto 1.00 P.M. to be sent by 1.30 P.M. ;
- 5<sup>th</sup> report on the progress of Poll upto 3.00 P.M. to be sent by 3.30 P.M. ;
- 6<sup>th</sup> report at the end of Poll;

**[2<sup>nd</sup> to 6<sup>th</sup> reports are to be submitted in Annexure 'B']**

- 7<sup>th</sup> report after safe arrival of Polling Parties at D.C.R.C. and deposit of polled E.V.M.s & other election materials etc. at the reception centre.

4. By 6.00 P.M. on 22<sup>nd</sup> November, 2013 a report should be sent indicating percentage of votes polled.

5. I am, further directed to request you kindly to send reports on the progress of counting and results thereof periodically on the day of counting i.e. on the 25<sup>th</sup> November, 2013. 1<sup>st</sup> report on commencement of counting and progressive reports after every 2 hours will be appreciated. Final Result Sheet in Form-23 may also be submitted through fax on 25<sup>th</sup> November, 2013 after completion of counting.

6. The list of elected member(s) of the Municipality may be sent to this Commission by FAX immediately after the results are declared. The Return of Election in Form-24 shall be sent to this Commission latest by 26<sup>th</sup> November, 2013, by Special Messenger.

7. Reports mentioned at paras 2, 3, 4, 5 and 6 above may be sent direct to this Commission by the Municipal Returning Officer & Sub-Divisional Officer with copy to you.

8. A statement showing the Telephone & FAX nos. of this Commission is enclosed. You are requested to intimate the Telephone / Fax Nos. of:

- a) District Control Room;
- b) Municipal Returning Officer's Control Room;
- c) D.C.R.C and
- d) Counting Centre.

9. I am directed to draw your attention to this Office letter No. 4024(15)-SEC/6W-2/2008 dated, 01.11.2013 regarding uploading of result in the Commission's Website (copy enclosed). You are requested to ensure that these Guidelines are followed and the result is uploaded on 26<sup>th</sup> November, 2013 positively.

Yours faithfully,

Enclo.: As stated.

Sd/  
O.SD. & E.O. Joint Secretary,  
West Bengal State Election Commission

**No. 4040(15)/1(43)-SEC/1T-4/1995**

**Date : 04.11.2013**

Copy forwarded for information and necessary action to the :

- 1) Police Commissioner, Barrackpore / Bidhannagar / Howrah / Asansol / Siliguri.
- 2) Superintendent of Police, Cooch Behar / Jalpaiguri / Darjeeling / North 24-Parganas / South 24-Parganas / Howrah / Hooghly / Purba Medinipur / Paschim Medinipur/ Burdwan / Purulia / Bankura / Murshidabad / Nadia / Kolkata.
- 3) Smt. Soma Shaw, WBCS(Ex.). Municipal Returning Officer for KMC, Ward No.1 & Assistant Election Officer, District Election Office, 63, N.S. Road, Kolkata-700001.
- 4) Sri Tanay Deb Sarkar, WBCS(Ex.), Municipal Returning Officer for KMC, Ward No.24 & Deputy Director, Panchayats & RD, Salt Lake.
- 5) Municipal Returning Officer & Sub-Divisional Officer, Dinhata / Cooch Behar(Sadar)/ Mal / Jalpaiguri (Sadar) / Siliguri / Barrackpore / Bidhannagar / Barasat / Alipur (Sadar) / Chandernagar / Raghunathpur / Purulia(Sadar) / Egra / Asansol / Lalbag / Bankura (Sadar) / Howrah(Sadar) / Midnapur(Sadar) / Jhargram / Berhampur(Sadar) / Krishnanagar(Sadar).

Sd/  
O.SD. & E.O. Joint Secretary,  
West Bengal State Election Commission

**Report in connection with Municipal General / Bye-Election on 22<sup>nd</sup> November, 2013**

Name of the Municipality :

Ward No.

(in case of by-election only)

Report showing commencement of Poll  
(to be submitted by fax by 7-30 P.M. or so)

1. No. of Electors:

Male –

Female –

Total \_\_\_\_\_

2. No. of Polling Stations:

Main –

Auxilliary –

Total \_\_\_\_\_

Poll commenced in all Polling Stations at scheduled hours [except at Polling Stations  
(no. & names) for reasons mentioned below]

No.....

date.....

Forwarded to the Secretary, West Bengal State Election  
Commission by fax (Fax No.2280-7373 / 2290-1421 /  
2280-7474)Municipal Returning Officer &  
Sub-divisional Officer .....

**Report in connection with Municipal General / Bye-Election on 22<sup>nd</sup> November, 2013**

Name of the Municipality:

Ward No.

(in case of by-election only)

Report showing Progress of Poll

Upto 9 A.M. | 11 A.M. | 1 P.M. | 3 P.M. | end of Poll.

1. Percentage of Polling
2. Poll Boycott, if any, with details
3. Poll suspension / adjournment, if any, with details
4. Major complaints and action taken thereon
5. Any other incident worth reporting
6. Law & order situation
7. Approximate number of electors standing in queue at Polling Stations at 3 P.M. [For report to be submitted Covering progress of Poll upto 3 P.M.]

No.....

date.....

Forwarded to the Secretary, West Bengal State Election  
Commission by fax (Fax No.2280-7373 / 2290-1421 /  
2280-7474)

Municipal Returning Officer &  
Sub-divisional Officer .....

**WEST BENGAL STATE ELECTION COMMISSION**

<b>SL. NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DIRECT TEL. NO.</b>	<b>RESI. NO.</b>	<b>MOBILE NO.</b>
1	<b>SMT. MIRA PANDE</b>	<b>COMMISSIONER</b>	2280-5261 2280-4195	2434-6868	9830323203
2.	<b>SHRI TAPAS RAY</b>	<b>SECRETARY</b>	2280-5277	2590-5389	9433984585
3.	<b>SHRI SABYASACHI GHOSH</b>	<b>JOINT SECRETARY</b>	2287-4727 2280-5805		9830521141
4.	<b>SHRI S.P. DEBNATH</b>	<b>ACCOUNTS OFFICER</b>	2289-2320	6515-9058	9836748212
5.	<b>SHRI R. N. MONDAL</b>	<b>P.A.TO COMMISSIONER &amp; EX-OFFICIO ASSISTANT SECRETARY</b>	2280-1392	2581-0559	9830849297
6.	<b>SHRI GOPAL CH. SAHA</b>	<b>PA-I TO COMMISSIONER</b>	2280-5261 2280-4195	2334-9018	
8.	<b>SHRI DEBAKINANDAN DAS</b>	<b>SPECIAL OFFICER</b>	2280-5805		9903349219

**FAX: 2280-7474 – Commissioner      2280-7373 - FAX Room**  
**2290-1421 – OSD & EO Joint Secretary**

**Commission's Website Address: [wbsec.gov.in](http://wbsec.gov.in)**

**Commission's Email ID: [sec-wb@nic.in](mailto:sec-wb@nic.in)**

**Control Room No: 033 - 22900911 / 22900912/22900901**