

Government of West Bengal
Office of the District Magistrate & District Election Officer, Murshidabad
(District Election Section)

Memo No. Msd/Elec/2010/1204 (6) / Sm.

Dated: 10/12/2010

From : The District Magistrate
&
District Election Officer,
Murshidabad.

To : 1. The Sub-Divisional Officer, Sadar (Berhampore) & in-Charge of Nomination Cell.
2. The Secretary, Murshidabad Zilla Parishad & in-Charge of Training Cell.
3. The D.P. & R.D.O, Murshidabad & in-Charge of Expenditure Monitoring & E.V.M. Cell.
4. The District Planning Officer, Murshidabad & in-Charge of Media and Communication Cell.
5. The Officer In-Charge District Election & in-Charge of Statutory, Statistical Data, Report/Returns Cell.
6. The District Nodal Officer, MGNREGA, DRD Cell, Murshidabad & in-Charge of Personnel Cell.

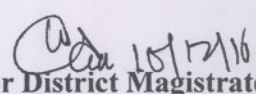
Sub. : Training of Master Trainers in connection with the ensuing Assembly General Election, 2011.

Enclosed kindly find the copy of Cell Formation at the District Level for the conduct of Assembly General Election, 2011 and as desired by Joint Chief Electoral Officer, West Bengal, the **Training of Master Trainers'** for facilitating different training at the District & Sub-Division Level has been scheduled as per following programme. The training will be held at the **A.T.I. Salt Lake, Kolkata.**

Schedule of training of Master Trainers at A.T.I., Salt Lake, Kolkata

| Sl. No. | Cell | No of Master Trainers | Training Duration | Training dates |
|---------|-------------------------------------|-----------------------|-------------------|--|
| 1 | Nomination, Statutory Cell combined | 2 | 1.5 day | 14/12/10 full day & 15/12/10 pre-lunch |
| 2 | Expenditure monitoring | 2 | 1.5 day | 15/12/10 post-lunch & 16/12/10 full day |
| 3 | E.V.M. | 2 | 1.5 day | 20/12/10 full day & 21/12/10 pre-lunch |
| 4 | Personnel | 2 | 1 day | 21/12/10 post-lunch & 22/12/10 pre-lunch |
| 5 | Media and Communication | 2 | 1 day | 22/12/10 post-lunch & 23/12/10 pre-lunch |
| 6 | Training | 2 | 1.5 day | 23/12/10 post-lunch & 24/12/10 full day |

You are requested kindly to attend the training of Master Trainers' alongwith your **Associate Officer** on the training date as prescribed by the Joint Chief Electoral Officer, West Bengal at A.T.I. Salt Lake. It may kindly be noted that all the **pre-lunch session** are to commence from **10.00 A.M.** and **post-lunch session at 2.00 P.M.**


for District Magistrate

&

District Election Officer
Murshidabad

**Cell formation at the District and Sub-divisional level for the conduct of
Assembly General Election 2011**

| SL No. | Cell | Broad functions | Training functions | Officer engaged | Superior Officer in Charge |
|--------|-----------|--|--|---|--|
| 1 | Personnel | <ul style="list-style-type: none"> Personnel database Personnel selection for Polling, Sectors, DCRC, Different Cells, Counting, Micro Observers, Expenditure Micro Observers, Videography, Expenditure surveillance, Accounting Randomization Appointment and related follow up | <ul style="list-style-type: none"> Training of the functionaries of this particular Cell. Supporting Training Cell in training of PP/CP etc. | <ul style="list-style-type: none"> Biswajit Barik, DNO, MGNRGA Koushik Lahiri, DIO, NIC Saibal Chakrabarti ADIO, NIC | <ul style="list-style-type: none"> Arindam Dutta, PD,DRDC |
| 2 | Training | <ul style="list-style-type: none"> Training plan Training schedule Coordination with Personnel and Transport Cells Training coordination with PP Cell, Transport Cell, EVM Cell, EM Cell, MCC Cell Training on demand | <ul style="list-style-type: none"> Training for RO/ARO, Development of Trainers for Training of Polling Personnel Coordinating training of PP (Pr. O/ 1st PO in small groups and complete teams in large groups) Training of Counting Personnel Training of Political Parties Training of Candidates and their agents (EA, PA, CA) Training of DCRC personnel | <ul style="list-style-type: none"> Bharat Ch. Biswas, Secy. MZP Aninda Narayan Chowdhury DPO, ICDS | <ul style="list-style-type: none"> Sujoy Sarkar ADM(ZP) |

| SL No. | Cell | Broad functions | Training functions | Officer engaged | Superior Officer in Charge |
|--------|--|--|--|--|---|
| 7 | Statutory, Statistical Data, Report>Returns | <ul style="list-style-type: none"> All Statutory functions including all statutory meetings Publication of list of Polling Stations Premises requisition Coordination with all Cells Preparation, compilation of data Preparation and transmission of reports/ returns | <ul style="list-style-type: none"> Training of the functionaries of this particular Cell. | <ul style="list-style-type: none"> Uttam Mandal, O/C Election Ruhul Amin, DDPO, SSM | <ul style="list-style-type: none"> Ulganathan P. ADM(G) |
| 8 | Law & Order, Sector Arrangements, Model Code of Conduct, Videography | <ul style="list-style-type: none"> Police Deployment Plan in association with Cell-14 Magistrate Deployment Plan Sector Plan and management All activities associated with implementation of Model Code of Conduct Deployment of Videography/ Digital Camera personnel and equipments for L&O and MCC | <ul style="list-style-type: none"> Training of the functionaries of this particular Cell. Training of Magistrates Training of Sector Officers Training of Police Personnel Training of teams associated with implementation of MCC Camera/ Video teams | <ul style="list-style-type: none"> Swapan Kr. Kundu, DPLO Manindra Nath Biswas, DMDC, Msd. | <ul style="list-style-type: none"> Mrityunjay Bandopadhyay ADM (D) |
| 9 | Transport & Vehicles | <ul style="list-style-type: none"> Assessment of vehicle requirement Movement Plan Procurement/ Requisition of vehicles Vehicle placement to Blocks, Sub-divisions, Cells Vehicle tagging for PP Fuel Vehicle hiring charges | <ul style="list-style-type: none"> Training of the functionaries of this particular Cell. | <ul style="list-style-type: none"> Milan Gahatraj, RTO, Msd Debashis Das, MVI (NT) | <ul style="list-style-type: none"> Ulganathan P. ADM(G) |

| SL No. | Cell | Broad functions | Training functions | Officer engaged | Superior Officer in Charge |
|--------|------------------------|--|--|--|---|
| 15 | Expenditure monitoring | <ul style="list-style-type: none"> • Formation and functioning of Expenditure Monitoring Cell • Rate finalization for different expenditure • Liaison with 'Video Surveillance Teams', 'Video Viewing Teams', 'Expenditure Micro Observers', 'Teams for surveillance on illegal cash transaction', 'Teams for media expenditure monitoring', 'Accounting Teams', 'Call Centres' • Coordination with Personnel Cell for list of prospective Expenditure Micro Observers • Post-election follow up on expenditure by candidates | <ul style="list-style-type: none"> • Training of the functionaries of this particular Cell • Training of Expenditure Surveillance Teams' • Surveillance Teams for tracking illegal cash etc. transactions • Training for Media Monitoring Teams • Training of Call Centre personnel • Training of 'Videography Teams' • Training of Training of 'Video Viewing Teams' • Training of 'Accounting Teams' • Training of Expenditure Micro Observers' | <ul style="list-style-type: none"> • Maloy Saha, DPRDO • SureshDutta, T.O. II, Berhampore Try. | <ul style="list-style-type: none"> • Rabindra N. Sarkar, ADM(LR) |