

**Proceedings of the District Election Officer & District Collector, Kozhikode**  
**Dtd: 12/03/2019**

(Present: Sri.Seeram Sambasiva Rao IAS)

Sub:- **General Election to Lok Sabha-2019** – Kozhikode District- Mandatory Preparations - Formation of various Cells – Deputation of officials – Orders Issued-Reg.

Ref:- This office proceedings of even No dt.08/03/2019.

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In continuation of the proceedings in the references cited, the following arrangements are made in connection with the ensuing General Election to Lok Sabha, 2019. Various cells had been formed for the effective and smooth monitoring of the entire election procedure in a time bound manner. The following modifications are hereby made in the Cells and all the officers deputed are directed to comply with the order with immediate effect. The officers shall not proceed on leave or availing holiday without prior permission of the District Election Officer. The directions issued vide references cited shall be in effect with these modifications.

| <b>Name of Officers</b>   | <b>Duties and Responsibilities</b>  |
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| <b>MAN POWER MANAGEMENT CELL</b>  |   |
| <b>Nodal Officer: Sri.Anil Kumar.M.V., Special Deputy Collector, LANH-17, Kozhilode</b>   |   |
| Sri. Dileep , JS(L)<br>Sri. Jiju.E.M., District Programmer<br>Sri. Sheejesh. Sr. Clerk (K)<br>Sri. Abdul Jaleel , Clerk (A5)<br>Sri. Premlal, Sr. Clerk (A4)<br>Smt. Neena, CA to ADM<br>Smt. Beena , Typist , fair copy<br>Sri. Gireesh.M., OA, O/o ADM<br>Sri. Jijeesh, Driver, O/o ADM | Collection of personnel details.<br>printing and serving of posting orders to personnel & all other works delegated by the DEO.<br>First, Second, Third randomization of polling personnel.<br>Posting and management of Polling personnel<br>Appointment and management of Micro observers.<br>Counting staff appointment.<br>Sectoral Officers appointment.<br>Grievances related to polling personnel.<br>All correspondence related to above subject. |
| <b>EVM MANAMAGEMENT CELL</b>  |   |
| <b>Nodal Officer: Smt. Anitha Kumari.E , Tahasildar (LR), Kozhikode</b>   |   |
| Sri. Shaji.MP ,RI, O/o The Tahsildar, LA General,KKD  | All matters in connection with handling of  |

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| <p>Sri. Rajeesh.N, Sr. Clerk., F Section<br/> Sri.Muhammed Yasir ,VA, Kuttikattur<br/> Sri.Rahul, Clerk, B section, Kozhikode Taluk<br/> Sri.Anandkumar , Clerk , LA General<br/> Sri.Sajan.MK, VA, Beypore<br/> Sri.Deevesh, VA, Kottuli.<br/> Sri.Abhilash, SVO, Vengeri<br/> Sri.Mohammed Ashraf , OA , GP Office<br/> Sri.Aijin Godwin Rose, Maslchi , KKD Taluk<br/> Sri.Abdul Salam, Chainman, KCRIP<br/> Sri.Sujith , Clerk ,Taluk KKD<br/> Sri.Rijesh ,OA ,AD Survy<br/> Sri.Nasar , PTS , KKD Taluk office<br/> Sri.Lineesh , Clerk ,KKD Taluk<br/> Sri.Pushpakaran, Driver<br/> Sri.Subeesh, OA .A sectio</p> | <p>EVMs and other equipments.<br/> Stock and custody of EVMs, Digital<br/> Cameras and other equipments.<br/> Distribution of EVMs and other<br/> equipments.<br/> Management and Distribution of VVPAT<br/> Machines.<br/> Repair of EVMs and Other equipments.<br/> Maintanance and issue of Stock Register.<br/> All Correspondance related to above<br/> Subjects.<br/> Any other works delegated by the DEO.</p> |
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**TRANSPORT MANAGEMENT**

**Nodal officer :- Sri.A.K.Sasikumar ,Regional Transport Officer, Kozhokode**

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| <p>Smt.Praveen Kumar., SDT, K Section<br/> Sri.Anoop.V.V , Sr.Clerk ,I section.<br/> Sri.Jayakrishnan.P, Sr.Clerk ,IT section.<br/> Sri.Vijith.R , Clerk , D section.<br/> Sri.Babu , OA , F section.<br/> Smt.Geetha ,Typist ,Faircopy<br/> Smt.Jeeja ,Typist ,Faircopy</p> | <p>Assessing requirement of vehicle.<br/> Maintanance of Attendance register of<br/> Drivers.<br/> Collection and Compilation of Route<br/> Chart from ARO/Taluk level.<br/> Disciplinary action on Drivers , Helpers<br/> etc.<br/> Maintanance of accounts on expenditure<br/> of vehicles requisitioned.<br/> Issue of attendance certificate to the<br/> drivers<br/> Ensuring availability of fuel for vehicles.</p> |
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**TRAINING MANAGEMENT CELL & SVEEP**

**Nodal Officer: Miss. Anju.K.S. I.A.S, Assistant Collector U/T, Kozhikode**

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| <p>Sri. Anandkumar.T.K., JS , O/o Special Deputy<br/> Collector, LANH-17, Kozhilode<br/> Sri.Dinesh Kumar.,JS., District Planning Office,<br/> Kozhikode<br/> Sri. Anil Chukkoth, RI., O/o Tahsildar (RR),<br/> Kozhikode.<br/> Sri. Ajith Prasad, RI., Taluk Office, Kozhikode</p> | <p>IT related softwares training.<br/> Training to Polling personnels, Counting<br/> Staff etc.<br/> Imparting EVM Training to LAC wise<br/> Master Trainers.- IT related softwares<br/> training.<br/> Co-ordinating LAC wise mass awareness<br/> of EVMs.</p> |
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| <p>Sri. Ajaya Kumar., Village Officer, Puthiyangadi.<br/>Sri.Ramya.K , Sr.Clerk , N Section<br/>Sri. Sarath Chandran. Sr. Clerk., District Planning Office, Kozhikode<br/>Smt.Smitha.C ,Sr. Clerk., F Section<br/>Smt. Anila.K., Sr. Clerk, K Section<br/>Sri.Sudheep.C , Sr.Clerk, L section<br/>Sri.Midhun, O/o The Spl.Deputy Collector(LANH)<br/>Sri. Ajmal.Clerk , ACUT Section<br/>Sri.Bijeesh, Clerk, PG Section<br/>Sri.Shajahan , OA , ACUT section.</p>   | <p>Monitoring attendace venues and showcause to absentees.<br/>Preparing EVM Training module- video presentation for Polling Personnels, Sectoral Officer, Counting Staff etc.<br/>Compile EVM training Schedules from all AROs.<br/>Posting of EVM Trainees.<br/>All Correspondance related to the above subjects.</p>   |
| <p><b>MATERIAL MANAGEMENT CELL</b></p>  |   |
| <p><b>Nodal Officer: Sri. Lalchand.P.S., Special Tahsildar (L.R), Kozhikode</b></p>   |   |
| <p>Sri.Sasidharan.P., J.S.(Inspection), Collectorate<br/>Sri. Amar Jyothi.T.V., Village Assistant, Puthiyangadi Village.<br/>Sri.Vineeth Kumar.U.B, Sr. Clerk, I Section<br/>Sri. Aseez, Clerk, Police Complaint Authority,<br/>Sri. Sreegesh.K, Clerk, R Section,<br/>Sri. Jilsuraj, Clerk, R Section,<br/>Sri.Ashik, Sr.Clerk, O/o Spl.Tahsildar (LR),KKD<br/>Sri.Komalankan ,Sr.Clerk, O/o Spl.Tahsildar (LR),KKD<br/>Sri.Krishnadas, OA ,O/o Spl.Tahsildar (LR),KKD<br/>Smt. Rajeswari, Attender, Record<br/>Sri,Sasi Parakkal,Attender ,RDO Office Vadamkara<br/>Sri. Shiju., OA, Record<br/>Sri. Eappan.K.J. OA , Collctorate</p> | <p>Purchase, Printing taking delivery and supply of forms and stationeries<br/>Assessing Polling station wise and LACs wise requirement of various election materials<br/>Bills settlement<br/>Maintenance of stock and distribution of stationery and forms registers<br/>Ensuing the availability of all election materials for<br/>1) Nomination phase 2) Conduct of Election 3) Counting purpose<br/>All correspondence related to above subject<br/>Any other works delegated by the DEO</p> |
| <p><b>COMPLAINTS AND MODEL CODE OF CONDUCT CELL</b></p>   |   |
| <p><b>Nodal Officer: Sri. Mercy. E.P., Deputy Collector (Gen) &amp; Addl. District Magistrate, Kozhikode</b></p>  |   |
| <p>Sri.Manoj Kumar, SS, Inspection wing.<br/>Sri. Scissy, JS (F).<br/>Sri. Balakrishnan., H.M.O. Land Tribunal, Kozhikode<br/><br/>Sri. Biju.K.V, Sr. Clerk., A Section.<br/>Smt. Geetha.C.K., Sr. Clerk.,N Section.<br/>Sri.Sheljith Sr.Clerk, S Section<br/>Smt. Haseena., Clerk., D Section.<br/>Smt. Dezy.N.M., OA., Faircopy Section<br/>Smt. Shammy., OA., D Section</p>  | <p>Enforcement of Model Code of Conduct<br/>Coordination, supervision, monitoring of working of MCC squad<br/>Compile daily report on MCC violation and action taken<br/>Prevention of misuse of vehicles by candidates<br/>Verification of permits issued to the candidates and political parties for use of vehicles<br/>Receiving , Registering, Replying to election related complaints<br/>Monitoring of election complaints cells of all levels</p>   |

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|   | <p>Requisition and allotment of police personnel to various cells and squads</p> <p>Any other works delegated by the DEO</p> <p>All correspondence related to above subject</p>   |
| <b>EXPENDITURE MONITORING CELL</b>  |   |
| <b>Nodal Officer: Sri.Rajan.M.K, Sr.Finance Officer, Collectorate</b>   |   |
| <p>Sri.Suneethi., JS (K), Collectorate</p> <p>Sri.Shibu.K ,Valuation Assistant , O/o Spl.Tahsildar ,LANHA1 ,Vadakara.</p> <p>Smt.Sasikala.N, Sr.Clerk, K Section</p> <p>Sri.Abdul Azeez. N, Sr.Clerk, K4 Section</p> <p>Smt.Sushama.K.M, Sr.Clerk, K Section</p> <p>Smt.Rinju.E, Sr.Clerk, K Section</p> <p>Smt. Sapna.P.J., Sr. Clerk, K Section</p> <p>Sri. Prasanth.M, Sr.Clerk, K Section</p> <p>Sri. Haridasan.K, Sr.Clerk, K Section</p> <p>Smt. Suryaprabha.B, Sr. Clerk, A Section</p> <p>Smt.Swapna.A, Sr.Clerk, F Section</p> <p>Sri. Mohanan, Sr.Clerk, KCRIP,</p> <p>Sri.Sooraj, Sr.Clerk, A Section</p> <p>Smt.Dhanya, Typist, KCRIP</p> <p>Sri.Krishnan, OA, Despatch</p> | <p>Expenditure monitoring of candidates and political parties</p> <p>Star campaigners expenditure</p> <p>Preparation of Expenditure statements for candidates</p> <p>Appointing and supervision of static surveillance squads, flying squads etc</p> <p>Maintenance of Accounts of candidates</p> <p>Scrutiny of accounts</p> <p>Reports to CEO observers etc</p> <p>Any other works delegated by the DEO</p> <p>All correspondence related to above subject</p>  |
| <b>OBSERVERS CELL</b>   |   |
| <b>Nodal Officer: Sri. Dhanesh, District Forest Officer (F S) , Kozhikode</b>   |   |
| <p>Sri. Asif Khan, JS, Collectorate</p> <p>Sri. Shamnad, Sr. Clerk, A Section</p> <p>Smt. Sanjusha.K, Clerk, A Section</p> <p>Sri.Akshay.R , Clerk ,L section.</p> <p>Sri.Nisamudheen ,Clerk ,DM section.</p>   | <p>Arrangement of liaison Officers</p> <p>Training for liaison officers</p> <p>Making available of all background materials required for Observers</p> <p>Arrangement of hospitality, security for observers</p> <p>Accommodation of Observers</p> <p>Arrangement for visit of Observers</p> <p>Fax, Phone, Computer, Internet, Vehicle, Video graphers and all other amenities for Observers in coordination with Election Wing</p> <p>All correspondence related to above subject</p> <p>Any other works delegated by the DEO</p> |
| <b>LAW AND ORDER</b>  |   |
| <b>Nodal Officer : Vighneswary.V., IAS., Sub Collector, Kozhikode.</b>  |   |
| <p>Sri.Gokuldas. SS. O/o Sub Collector, Kozhikode</p> <p>Sri. Abdul Khader, Sr.Clerk, O/o Sub Collector,</p>  | <p>Collecting the information and compiling it for onward transmission. Also coordinate with District Police to make</p>  |

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| Kozhikode<br>Sri. Santhosh Kumar.P.B., Sr.Clerk, O/o Sub Collector, Kozhikode<br>Sri. Vinod Kumar., Sr.Clerk, O/o Sub Collector, Kozhikode  | stay ,transport,mobile etc for the Central Police Force.   |
| <b>ICT APPLICATION CELL</b>   |  |
| <b>Nodal Officer: Smt. Mercy Sebastian, District Informatics Officer, Kozhikode</b>   |  |
| Sri.Midhun C Krishnan , DPM ,District E Govern Society & Kerala State , IT Mission.<br>Sudheesh, Dist Technical Officer, IKM<br>Sri.Jiju.Ck,Sr Clerk, E3 Section.<br>Sri. Vimal, O/o DIO, Kozhikode<br>Sri.Niyas, O/o DIO, Kozhikode<br>Sri. Dhanwath, O/o DIO, Kozhikode<br>Sri. Mahesh, O/o DIO, Kozhikode<br>Sri. Akhil, O/o DIO, Kozhikode<br>Miss. Remisha, O/o DIO, Kozhikode<br>Mrs. Nimisha, O/o DIO, Kozhikode | Support for Connectivity to the various Cells<br>Advice and Support to Various Cells, RO, EROs, AROs offices on IT matters<br>All Matters in connection with handling of IT enabled equipments<br>SMS Monitoring and Communication plan<br>Assistance to Connectivity to Polling stations, Counting stations etc |
| <b>HELPLINE &amp; COMPLAINT REDRESSAL CELL</b>  |  |
| <b>Nodal Officer: Smt. Lilly , Deputy Collector(Vigilance) ,, Kozhikode</b>   |  |
| Sri.Chandran.N.P., J.S. Vigilance<br>Smt.Reena, HD , J Section, Collectorate<br>Sri.Viswabharan ,Sr.Clerk, D Section.<br>Smt.Nisha , clerk , O/o The Dy.Collector(Vigilance)<br>Smt. Haritha., Clerk., D Section.<br>Sri.Shaji, OA, O/o The Dy.Collector(Vigilance)   | Timely disposal and redressal of complaints in the pre- election period as well as election periods, including complaints related to MCC that may be lodged on the PGR system on the ECI website.  |
| <b>SMS MONITORING &amp; COMMUNICATION PLAN</b>  |  |
| <b>Nodal Officer : Sri. Rolly TD, DIO (Associated), Kozhikode</b>   |  |
| Sri. Reju.K. , Sr. Clerk, A Section<br>Sri. Rajesh Kumar valappil,Sr. Clerk, DM Section<br>Sri. Suresh.MM. , Clerk, I Section<br>Sri. Nijupal , VA, Poolakkode Village.   | Prepare the District Communication plan and uploading it on ECI website. And look after implementation of the SMS monitoring system including training and poll day monitoring and other related works.  |
| <b>VOTER HELPLINE (1950) CELL</b>   |  |
| <b>Nodal officer : Deputy Collector (Election)</b>  |  |
| Sri. Anupama Raj.E.K, Sr. Clerk, D section<br>Sri. Shilpa.K.K , Sr. Clerk, M section.   | Calls are picked up with in 30 seconds and the quality of the response as per SOP.Disposal of complaints for giving  |

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| Smt. Dhanya, Sr. Clerk, N section<br>Smt.Lini , OA , A section.   | weekly and fortnightly reports regarding the average handling time of calls and the disposal of complaints at the NGS portal   |
| <b>R.Os CELL/STATUTORY CELL</b>   |  |
| <b>Nodal Officer: Sri. Mercy.E.P, , Deputy Collector (Gen) &amp; ADM, Collectorate</b>  |  |
| Smt. Bindu.E., J.S. (D Section)<br>Sri. Sabareesh Kumar.m.T. RI., Taluk office, Kozhikode<br>Sri. Pramod. E , Sr.Clerk ,M section.<br>Sri. Nijesh, Clerk, DC Office<br>Sri. Dhanya.K.P, Clerk, S1<br>Sri. Aparna Raghavan, Sr. Clerk, M Section<br>Sri. Jagat chandra Babu, CA to DC<br>Sri. Vipin Kamar , OA<br>Sri. Biju, Driver<br>Sri. Asokan, Driver<br>Sri. Mani, OA  | Filing of nomination verification daily report<br>Review of Daily report to Observers<br>Sectoral Officers Zonal Magistrates<br>Arrangements for meeting conducted by DEO, EDC- Preparation of Minutes<br>Scrutiny of Nominations papers<br>Issuing press release<br>Correspondence to AROs<br>Collection Compilation and submission of daily reports on Law and Order<br>All correspondence related to above subject<br>Any other works delegated by the DEO  |
| <b>GENERAL CELL</b>   |  |
| <b>Nodal Officer: Sri. Jayaprakasan.K, Deputy Collector (Election), Collectorate</b>  |  |
| Sri. Mani.CP, JS (A)<br>Sri. Subash Babu , RI , Vigilance<br>Sri. Abdul Khader , HC , N section<br>Sri. Santhoshan.A.V, Sr. Clerk, E1<br>Sri.Sajanlal.C.K, Sr.Clerk, E2<br>Sri.Jiju.C.K , Sr.Clerk, E3<br>Sri.Sajeendran.T.M.,Clerk, C4 Section<br>Sri.Sileesh Thomas, Sr. Clerk,<br>Sri. Jijith.V.J., Clerk, D2 Section,<br>Smt. Prasadha.K , Clerk, Inspection Section<br>Smt. Premeela , Clerk, S4 Section<br>Smt. Anjali.VP , Sr.Clerk,O/o The Dy.collector(vigilance)<br>Sri.Rajilesh , Sr.Clerk, S Section. | Overall coordination and supervision of all the activities related to conduct of Election.<br>Close liaisoning with CEO, AROs, EROs, Sectoral Officer etc<br>Fund management in connection with election<br>Close liaisoning with officers in charge of various election cells<br>Collection Copying and distribution of All correspondences to AROS, EROS and various Cells<br><br>Registering of communications to DEO from various offices<br><br>Functioning of Control Room<br><br>Arrangement of communication facilities to RO, AROs, Media center, Counting Center Distribution Center, Observer and other election related officers |

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| Smt. Shiji.S. , Sr. Clerk, F Section<br>Sri. Mashooda.A K, SGT, Election<br>Smt. Pradeesh.D.P. , UDT, S section<br>Smt. Sindhu , LDT, I section<br>Sri. Jiju. EM, Dist. Programmer<br>Sri. Jayaprakashan.K., Chainman, KCRIP<br>Sri. Shiju.K , OA<br>Sri. Hari.KV, OA<br>Sri. Suresh babu. OA, K section.<br>Sri Arunjith , OA, Survey<br>Sri.Joy , N section | Close liaisoning with CEOs office<br>Collection and compilation of report from various levels<br>Allotment of personnel to various Cells<br>Arrangement of Fax, Phone, Computer, Internet,Printer Vehicle, Videographers, Office materials and all other amenities for Various Cells and AROs<br>All correspondence related to above subject<br>Preparation of District Election Plan<br>Any other works delegated by the DEO |
| <b>Tapal &amp; Despatch</b>   |   |
| Smt. Nisha, Clerk, J (Survey)<br>Smt. Deepika, Clerk, D section<br>Sri. Rauf., Despatch<br>Smt. Jasna, OA , M Section<br>Smt.Shobi augustain, OA , S Section.<br>Smt. Smitha. OA , Despatch<br>Smt. Shibi Roy, OA, J Section  | Tapal Registering distribution and Dispatch<br>Sorting and distribution of communications to concerned sections   |

All Office Heads/Section Heads are directed to relieve all concerned with direction to report before concerned Nodal Officers on today itself. All officials in the cells are directed to attend in the meeting scheduled by DEO & DC on ...../03/2019 at ..... at Collectorate Conference Hall. Any other orders regarding the above personnel's are stands modified with immediate effect.

District Election Officer &  
District Collector, Kozhikode

Copy to:  
All Individuals  
All AROs and EROs  
All Nodal Officers  
CA To Collector and ADM  
Deputy Collector (Election)  
Huzur Sheritadar  
Spl. Tahsildar (RR), Kozhikode  
Spl. Tahsildar (LR), Kozhikode  
NIC,  
Disrict Planning Officer, Kozhikode

