

DIRECTORATE OF RURAL DEVELOPMENT DEPARTMENT JAMMU

Election urgent

*most-urgent*

To,

The District Panchayat Officer,  
\_\_\_\_\_ (all)

No: DRDJ/ 2010-11/ 15929-42 Dated: 24 12 -2010

Sub: Panchayat Election Preparations.

With regard to the above noted subject, I am to say that preparations for conduct of Panchayat elections are apace and lot of activities have to be performed. You have from day-in and day-out impressed upon to attend to this important task and ensure submission of timely information as shall be required. You will also ensure that Election Cell at the District level is set up. Besides you are required to attend the important tasks, as mentioned below where your personal involvement is necessary.

- i. Physical verification of polling station.
- ii. Preparation of supplement of Electoral Rolls.
- iii. Transport Plan.
- iv. Communication Plan.
- v. Collection of election material.
- vi. Appointment of RO/AROs, their training.
- vii. Appointment of polling staff, their training.
- viii. Printing of ballot papers.

You are, therefore, directed to please look into the matter and review the progress from time to time so that free and fair elections are conducted in your district in smooth way. A feed back on daily basis be furnished to this Directorate.

*[Signature]*  
Director 24.12.10.  
Rural Development  
Jammu.

Copy to the:-

1. Chief Electoral Officer, J&K Jammu.
2. Secretary to Govt. Rural Development Department, Civil Sectt. Jammu.
3. I/C Computer Section. He shall upload the letter in website of the Directorate.