

Government of West Bengal
Office of the District Magistrate, Murshidabad
(Confidential Section)

Memo No. C

Dated : 8th March 2009

From : District Magistrate,
 Murshidabad

To : 1. All SDOs
 2. All BDOs

Sub : **Communication through Email and Role of SDOs**

Sir,

You are requested to kindly recall discussions held with some of you over phone and my earlier mails on this matter. It has been seen that SDOs (or their officers) are sending emails and reports in a very confusing and unorganized manner. For making the system of sending reports and emails more user-friendly, systematic, professional and organized following points are mentioned for compliance-

1. Do not fully depend on the Data Entry Operator or Computer Operator for sending the reports as attachments or writing the contents in the forwarding mail. He is merely a technical person. Please see yourself and advise him what he should write in the mail.
2. Write the subject properly in the Subject field of your email which should be able to clear that this mail contains which report.
The subject of the email may be like this (examples) -
“ELECTION URGENT - Model CODE of Conduct - subject of the letter / matter”
“ELECTION - Model CODE of Conduct - subject of the letter / matter”
“ELECTION URGENT - EVM - subject of the letter / matter “
“ELECTION URGENT - polling personnel - subject of the letter / matter”
3. The file name of the report should also be in line with the subject / letter / report. For example –
“ report on sector arrangements of SUTI AC. doc”
“ Report on Vulnerability mapping of Polling Stations of BHARATPUR AC . xls”
4. The BDOs should send the report to SDOs concerned by email as well in Hard Copy. However one copy of email and hard copy may be send to Election section at District Level.
5. The SDOs being supervisory officer shall supervise and coordinate that BDOs are preparing the report in right format following the correct rule / instructions and correct procedure. They should also follow up whether the work of preparation of report at BDOs level is as per schedule. They shall coordinate and ensure that BDOs prepare the desired report well in time keeping the time SDOs require at Sub-division level to compile the report AC wise.
6. The SDOs shall check whether the block wise reports received from BDOs are correct and complete in all respect. If required they shall ask the BDOs to correct or revise the report. After satisfying themselves about propriety of the report received from BDOs the SDOs shall compile the reports from different block AC wise at their level. The SDOS are in better position to check and verify at their level about the correctness of the report as they are nearer to ground and are familiar with issues more than at district level. The SDOs shall ensure that the report is send through email AC wise to District Election Section and / or to the concerned cell at district level. Email IDs of ADMs / Superior

officers-in-charge and / or officers-in-charges of different cells at district level has already been send to you, if not received please send a mail to me I will send it again. Final AC wise compiled report should be send by SDOs in Hard copy also to District Election Section or concerned cell.

7. In case some parts of an AC falls in different sub-division the SDOs shall send the report pertaining to their jurisdiction only. But they shall mention this point clearly in their forwarding letter / email that – Report for _____ AC have information for part from ___ to Part ___. Remaining parts falls in _____ sub-division.
8. **The responsibility of receiving a correct report and as per schedule lies with the receiving end as much as it lies with the office and officer who is responsible for preparing the correct report and sending to desired recepoint.**

Yours faithfully,



(Parwez Ahmed Siddiqui)
District Magistrate
Murshidabad

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Copy forwarded for information and necessary action and with request to follow up with SDOs and BDOs in case a report is expected, in advance, so that we are able to compile the report for the district and take further course of action, to :

1. Returning Officers (all)
2. OC Election Cell - for information and necessary action
3. ADM (LR) / ADM(D) / PD DRDC
4. OCs _____ (Cell), Murshidabad



District Magistrate
Murshidabad