

**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhaban, 3rd Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata-700 091**

**No.:860-IW-11011(99)/366/2025 Dated:10.03.2026**

From: The Deputy Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer ( Project Director, WBMIFMP), Irrigation & Waterways Directorate,

**Subject:** Forthcoming general election to the Legislative Assembly of West Bengal, 2026-Transfer/Posting of officers connected with conduct of election.

Ref: No. 342-PAR(IAS)/8P-13/26 dated 24.02.2026 received from Additional Chief Secretary, Personnel & Administrative Department

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary actions from their end.

Enclo: As stated above.

*sdf*

**Deputy Secretary to the Government of West Bengal**

No.:860/1(2)-IW Dated:10.03.2026

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
2. The Executive Engineer, DVC Study Cell, I&W Dte.---With a request to upload the same in this Department's official website.

*10.3.26*

**Deputy Secretary to the Government of West Bengal**

**Government of West Bengal**  
Personnel & Administrative Reforms Department, IAS Cell  
Nabanna, 325, Sarat Chatterjee Road, Howrah-711102

No. 342 - PAR(IAS)/8P - 13/26

Dated: Howrah, the 24<sup>th</sup> February, 2026

From: The Additional Chief Secretary to the Government of West Bengal

To: The Additional Chief Secretary/ Principal Secretary/ Secretary,  
Irrigation & Waterways Department,  
Govt. of West Bengal.

*Secretary*  
*[Signature]*  
10/03/26

Sub: Forthcoming General Election to the Legislative Assembly of West Bengal, 2026 - Transfer/ Posting of officers connected with conduct of election - reg.

Sir/ Madam,

Please find enclosed a copy of letter No. 437/6/1/INST/ECI/FUNCT/MCC/2026 dated 09.02.2026 on the above mentioned subject, from Election Commission of India which speaks for itself.

You are requested to take necessary action in strict adherence to the guidelines issued by the Election Commission of India.

Encl. as stated.

Yours faithfully,

*[Signature]*

Additional Chief Secretary

No. 342/1 - PAR(IAS)/8P - 13/26

Dated: Howrah, the 24<sup>th</sup> February, 2026

Copy forwarded for kind information to: Chief Electoral Officer, West Bengal, 21, Netaji Subhas Road, Balmer Lawrie Building, Kolkata - 700 001.

Additional Chief Secretary

*JS (E) M*  
*B 6/3*  
*DS (E)*  
*in consultation*  
*[Signature]*  
*3/2/26*  
*501(E)*  
*9.3.26*  
*Shrabani*  
*9.03.26*

NO. 884 ACS

By Speed Post/E-mail

**ELECTION COMMISSION OF INDIA**

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/INST/ECI/FUNCT/MCC/2026

Dated: 9<sup>th</sup> February, 2026

To

1. The Chief Secretaries to the Governments of:
  - (i) Assam, Dispur;
  - (ii) Kerala, Thiruvananthapuram;
  - (iii) Puducherry;
  - (iv) Tamil Nadu, Chennai; and
  - (v) West Bengal, Kolkata.
  
2. The Chief Electoral Officers of:
  - (i) Assam, Dispur;
  - (ii) Kerala, Thiruvananthapuram;
  - (iii) Puducherry;
  - (iv) Tamil Nadu, Chennai; and
  - (v) West Bengal, Kolkata.

**Subject: General Elections to Legislative Assemblies of the States of Assam, Kerala, Tamil Nadu and West Bengal and UT of Puducherry, 2026- Transfer/Posting of officers connected with conduct of elections - Regarding**

Sir/Madam,

I am directed to state that the term of existing Legislative Assemblies of the States of Assam, Kerala, Tamil Nadu and West Bengal and UT of Puducherry are due to expire as under:-

Sl. No.	Name of State/UT	Term upto
1	Assam	20.05.2026
2	Kerala	23.05.2026
3	Puducherry	15.06.2026
4	Tamil Nadu	10.05.2026
5	West Bengal	07.05.2026

2. The Commission has been following a consistent policy that officers directly connected with conduct of election in an election going State/UT are not posted in their home districts or places where they have served for a considerably long period.

1

2

**Government of West Bengal**  
**Personnel & Administrative Reforms Department, IAS Cell**  
Nabanna, 325, Sarat Chatterjee Road, Howrah-711102

No. 342 - PAR(IAS)/8P - 13/26

Dated: Howrah, the 24<sup>th</sup> February, 2026

From: The Additional Chief Secretary to the Government of West Bengal

To: The Additional Chief Secretary/ Principal Secretary/ Secretary,  
Irrigation & Waterways Department,  
Govt. of West Bengal.

*Secretary*

*[Handwritten signature]*  
*24.06/03/26*

Sub: Forthcoming General Election to the Legislative Assembly of West Bengal  
2026 - Transfer/ Posting of officers connected with conduct of election - reg.

Sir/ Madam,

Please find enclosed a copy of letter No. 437/6/1/INST/ECI/FUNCT/MCC/2026 dated  
09.02.2026 on the above mentioned subject, from Election Commission of India which  
speaks for itself.

You are requested to take necessary action in strict adherence to the guidelines  
issued by the Election Commission of India.

Encl. as stated.

Yours faithfully,

*[Handwritten signature]*

Additional Chief Secretary

No. 342/1 - PAR(IAS)/8P - 13/26

Dated: Howrah, the 24<sup>th</sup> February, 2026

Copy forwarded for kind information to: Chief Electoral Officer, West Bengal, 21, Netaji Subhas  
Road, Balmer Lawrie Building, Kolkata - 700 001.

Additional Chief Secretary

*JS (E) M*  
*24/2*  
*DS (G)*  
*24/2*  
*29.3.26*  
*Shimshani*  
*29/03/26*

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3. Hence, the Commission has decided that no officer connected directly with election shall be allowed to continue in the present district (revenue district) of postings:

(i) if she/he is posted in her/his home district.

(ii) if she/he has completed three years in that district during last four (4) years or would be completing 3 years on or before 31<sup>st</sup> May, 2026 for Assam, Kerala, Tamil Nadu and West Bengal and 30<sup>th</sup> June, 2026 for Puducherry.

While calculating the period of three years, promotion to a post within the district is to be counted. However, the services rendered (during the last four years) in the "State headquarters", even if located in the same revenue district, may not be accounted for in calculation of three years period in the present district. Similarly, the officers who are being transferred out to satisfy the condition of Para 3(ii), may be allowed to be posted in the State headquarters even if it lies in the same revenue district.

4. While implementing the above said instructions/transferring officers, the concerned departments of the State Govt. should take care that they are not posted to their home districts. It shall also be ensured that no DEO/RO/ARO/ Police Inspector/ Sub-inspector or above is posted back or allowed to continue in the AC/ district where he/she was posted in last Assembly election/any bye election held thereafter.

5. In case of any difficulty in compliance of the above instructions, specific case may be referred with reasons to the Commission through the CEO for exemption, and the Commission would issue directions, if considered necessary.

#### 6. Applicability

6.1 District Officers: -These instructions shall cover not only officers appointed for specific election duties like DEOs, Dy. DEOs, RO/AROs, FROs/AEROs, officers appointed as nodal officers of any specific election works but also district officers like ADMs, SDMs, Dy. Collector/Joint Collector, Tehsildar, Block Development Officers or any other officer of equal rank directly deployed for election works.

6.2 Officers other than District Officers: These instructions shall also cover the Divisional Commissioners, Municipal Commissioners, and the other officers deputed in Municipal Corporations and Development Authorities, etc.

6.3 Police Officers: -These instructions shall be applicable to the police department officers such as Range ADGs/IGs, DIGs, Commandants of State Armed Police, SSPs, SPs, Addl. SPs, Sub-

Divisional Head of Police, Inspectors, RIs or equivalent ranks, who are responsible for security arrangement or deployment of police forces in the district at election time. However, the police officials who are posted in functional departments like computerization, special branch, training, etc. are not covered under these instructions.

Further, the following instructions shall be adhered to while carrying out transfer/posting of Police officers of the level of Sub-Inspector or equivalent:

- i. They should not be posted in their home district.
- ii. If a Police Sub-Inspector has completed or would be completing a tenure of 3 years out of four years on or before the cutoff date in a police sub-division, then he should be transferred out to a police sub-division which does not fall in the same AC. If that is not possible due to small size of district, then he/she should be transferred out of the district.

6.4 Prohibition and Excise Officers: - Further, these instructions shall also be applicable to the officers of the Prohibition and Excise Department of the State of the rank of Sub-Inspector and above.

#### 7. Categories of Officers not covered under transfer policy

During an election, a large number of employees are drafted for different types of election duty and the Commission has no intention of massive dislocation of state machinery by large scale transfers. Hence, the aforesaid transfer policy is normally not applicable to the categories of officers mentioned below:

- (i) Officers posted in the State headquarters of the department concerned.
- (ii) Officers/Officials who are not directly connected with elections like doctors, engineers, teachers/principals, etc. However, if there are specific complaints of political bias or prejudice against any such govt. officer, which on enquiry, are found to be substantiated, the CEO/ECI may order not only the transfer of such official but also appropriate departmental action against the said officer.
- (iii) The officers appointed as Sector Officer/Zonal Magistrate involved in election duties are not covered under these instructions. However, the observers, CEO/DEOs and ROs should keep a close watch on their conduct to ensure that they are fair and non-partisan in the performance of their duties.
- (iv) It is further directed that the officers/officials against whom the Commission had recommended disciplinary action in past and which is pending or which has resulted in a penalty or the officers who have been charged for any lapse in any election or election related work in the past, shall not be assigned any election

8

related duty. However, an officer who was transferred during any past election under the Commission's order without any recommendation of disciplinary actions will not be, just on this ground, debarred from election duty, unless specifically so directed by the Commission. Tracking of names of officers so debarred from assigning election duty is done as per the instructions contained in the Commission's letter No. 464/INST/2008-EPS, dated 23<sup>rd</sup> December 2008 (Copy enclosed). The CEOs concerned must ensure its compliance.

- (v) The Commission further desires that no officer/official against whom a criminal case related to official functioning is pending in any court of law be associated with/deployed on election related duty.
- (vi) Any officer, who is due to retire by 31<sup>st</sup> May, 2026 for the States of Assam, Kerala, Tamil Nadu and West Bengal and by 30<sup>th</sup> June, 2026 for UT of Puducherry, will be exempted from the purview of the Commission's directions mentioned in para 3 above. Further, officer falling in the category (home district/3 years+ criteria and due to retire by 31<sup>st</sup> May, 2026 or 30<sup>th</sup> June, 2026, as the case may be) if holding an election related post mentioned in para 6, shall be relieved of that charge and not be associated with any election related duty. It is however, reiterated that such retiring officer need not be transferred out of the district.
- (vii) All the officials of the State (except those posted in the office of the Chief Electoral Officer), who are on extension of service or re-employed in different capacities, will not be associated with any election related work.

8. The transfer orders in respect of officers/officials, who are engaged in the ongoing Special Intensive Revision (SIR) of electoral roll work in various States or Summary Revision of electoral roll work in the State of Assam shall be issued and implemented only after final publication of the electoral rolls, in consultation with the Chief Electoral Officer. In case of any need for transfer due to any extra ordinary reasons, prior approval of the Commission shall be taken.

9. The Chief Electoral Officer of the State/UT shall invariably be consulted while posting the persons in place of present incumbents who stand transferred as per the above policy of the Commission. A copy of each of the transfer orders issued under these directions shall be given to the Chief Electoral Officer without fail.

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10. All election related Officers will be required to give a declaration in the format given below to the DEO concerned, who shall inform to CEO accordingly.

**DECLARATION**

**(To be submitted within 2 days after the last date of nomination papers)**

I.....(Name).....presently posted .....from.....(Date)  
do hereby make a solemn declaration, in connection with the current General/Bye election to Lok Sabha/.....(Legislative Assembly).....that :-  
(a) I am not a close relative of any of the contesting candidates in the current election/leading political functionary of the state/district at the aforesaid election.  
(b) No criminal case is pending against me in any court of law.

Dated.....

(Name)

Designation

Note- In case of being a close relative of a contesting candidate/leading political functionary or criminal case is pending, then give full details in a separate sheet.

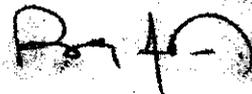
**NOTE-** Any false declaration made by any officer shall invite appropriate disciplinary actions.

11. The Commission's aforesaid instructions shall be brought to the notice of the concerned departments/offices or State Govt. for their strict compliance. The DEO or concerned district officers shall ensure that officers/officials who are transferred should immediately handover their charge without waiting for their substitute.

12. The Commission has further directed that transfer/posting of all officers covered under the above instructions shall be done and compliance reports (in the enclosed format) by Chief Secretary and DGP with details of action obtained from the concerned departments/offices of State Government shall be furnished to the Commission by 28<sup>th</sup> February, 2026.

13. Kindly acknowledge receipt of this letter.

Yours faithfully,



**(PRAFULLA WASTHI)**  
**UNDER SECRETARY**

3

Annex

### Compliance Report

It is certified that all transfer/postings of Officers in the State/UT of ..... covered under the instructions issued vide the Election Commission's letter No. 437/6/1/INST/ECI/FUNCT/MCC/2026 dated 9<sup>th</sup> February, 2026 have been carried out. The details of the action obtained from the concerned departments/offices of the State Government are enclosed herewith.

Name  
Designation

Dated.....

AM

**ELECTION COMMISSION OF INDIA**

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No 464/INST/2008/EPS

Date 23<sup>rd</sup> December 2008

To  
The Chief Electoral Officers  
of all States/UTs

Subject  
Tracking the names of officers transferred by the order of the Election Commission of India charged with dereliction of duty etc

Re  
No 437/G/2006-PLN.III dated 6<sup>th</sup> November, 2006 & ECI message No 100/1994-PLN.I dated 28.3.1994 addressed to the CEOs of all States & UTs

Sir/Madam,

The Election Commission of India vide the instruction referred to above had directed that a detailed review shall be undertaken before every election in all districts and all such officers should be posted out of their home districts or district where they have completed a tenure of 3 years out of 4 years, and had further directed that officers/officials against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work or who were transferred under the orders of the Commission in the matter may not be assigned to any election related duty.

However, it was observed during recent elections that in spite of efforts made by the CEOs and the DEOs to comply the above instruction of the Commission, there were still some instances of the officers who come under the above criteria and liable to be transferred out of the district to a non election related assignment but managed to stay back and the Commission came to know about this only at a later stage through complaints being raised by various political parties and members of public. These incidents, though few in numbers, send a wrong signal at the field level and non maintenance of proper information about the officers liable to be transferred on the above criteria has been recognised as a reason for some stray incidents of non-compliance. In order to remove the possibility of the occurrence of such incidents in future, the Commission has issued the following directions to make the existing instruction more effective.

- I The CEO of the State shall maintain a register in which the information about IAS/IPS officers, DEOs, ROs and EROs transferred by the order of the Election Commission and against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work shall be maintained.
- ii Similarly, the DEO will maintain a register containing information about other junior officers and other staff.
- iii Within 7 days of the announcement of elections by the Election Commission of India the CEO of the State will send a compliance letter to the Zonal Secretary in the Commission confirming that all the officers coming under the above category have been transferred. Similarly he shall obtain a similar

compliance certificate from all the DEOs confirming that all the officers coming under the above criteria have been transferred to non election related assignment and out of the district

- IV With reference to transfer of officers coming under 3 years out of 4 years criteria and the home district criteria, DEOs shall ensure compliance in respect of ROs, EROs, AROs and AEROs and other election related officials and send a letter to CEO within the time, if any, stipulated for this purpose by the Election Commission of India or CEO and if not, within 7 days of issue of press note announcing the elections. Similarly, information related to DDOs, SSP and SPs and other senior police officials connected with the election work shall be maintained by the CEO and compliance by the State Govt shall be ensured at his level. Compliance regarding the transfer of those officers shall be collected from the DEOs and the CEO of the State shall send a consolidated letter of compliance to the Zonal Secretary within 7 days of the announcement of election.
- V To facilitate the submission of this compliance letter within 7 days of the announcement of election, the CEO and DEO shall collect the information and ensure maintenance of register as stated above well in advance so that no time is lost.
- VI There are many departments in the State Government that are involved in transferring officials and thereby accountable for the compliance of the above instructions of the Commission. The Commission's instruction regarding transfer of the officials during election shall be brought to the notice of the Secretaries of the departments concerned with a copy to the Chief Secretary. The Chief Secretary may be requested by the CEO to ensure that all the departments concerned comply with the Commission's instruction well in time.
- VII With regard to bye-elections while the officers coming under the category, dealt within para marked as (I) shall be transferred out of the district within three days of announcement of bye-election and certainly before the first days of receipt of nomination whichever is earlier.
- VIII The above instruction be followed without any deviation.

Yours faithfully,

(SHANSARA RAM)  
PRINCIPAL SECRETARY