

THE RIGHT TO INFORMATION Act 2005
MANUALS OF ELECTION OFFICE
OFFICE OF THE DISTRICT ELECTION OFFICER ::
WEST GARO HILLS DISTRICT :: TURA

Introduction

Election Office is one of the organizations in the Set up of the office of the Chief Electoral Officer, but at the district level. The functioning of the Election Office is more of regulatory, and statutorily it functions under the superintendence, directions and control of the District Election Officer.

The Right to information Act came into being on the 15th June 2005 to provide for setting out the practical regime of the right to information for citizen to secure access to information. The Election Department has notified the following as Public Authorities under its Administrative control, namely

- (a) The Chief Electoral Officer, and**
- (b) District Election Officers in all the seven Districts of the State within their respective jurisdiction..**

The objective of having a separate handbook for the Public Authority of the Election Office is to facilitate the users, to have a snap shot on the functions and the role of the Office and its responsibilities in matters concerning with-

- 1. The preparation of Electoral Rolls.**
- 2. The Conduct of Elections, which are primarily the duties and functions of Election Branch.**

The Additional Deputy Commissioner, i/c Election who is the notified Public Information Officer of the Branch may be contacted for more information on the Election Branch.

MANUAL NO. (1).

Particulars of Organisation Functions and Duties:-- Election office is listed as one of the statutory establishment in the district. *Conducting free and fair Elections and error free Electoral Rolls continues to remain the primary and priority areas of the Branch. Public are periodically informed of the programmes of the revision of Electoral Rolls through press release, advertisements with which the public are called upon to*

- (i). Claim for the inclusion of a name in the roll and**

(ii). Object to an entry therein, which is subject to eligibility as laid down in the Law

(iii). Correction of particulars

(iv) Transposition of names.

The fee structure for obtaining information is as prescribed by the State Government.

A – State level (Secretariat)

Chief Electoral Officer

Officer on Special Duty

Under Secretary

Superintendent

Dealing Assistants, Ministerial Staff /Grade IV

B – District Level

District Election Officer

Additional Deputy Commissioner (Election)

Extra Assistant Commissioner (Election)

Ministerial Staff

The names Designations and other particulars of the Public Authorities, Public Information Officers, Assistant Public Information Officers, are as below :-

Sl. No.	Name of Public Authority	Designation
1.	Shri. P. Sampath Kumar, IAS	Deputy Commissioner (Election)
2.	Shri. A.Ch. Marak, MCS	Public Information Officer
3.	Shri. C.N. Sangma, MCS	Assistant Public Information Officer

4. Officers Appellate Authority :- Shri. P. Sampath Kumar, IAS

5. State Headquarter :- Shillong

District and Sub-Divisional level offices of **Election Department,**

West Garo Hills District

District Election Officer:- Shri. P. Sampath Kumar, IAS

Additional Deputy Commissioner (Election):- Shri. A. Ch. Marak, MCS

Extra Assistant Commissioner (Election) :- Shri. C.N. Sangma, MCS

Ampati Sub-Division

Sub-Divisional Election Officer: - Smt. F.C.A. Sangma, MCS

ELECTION BRANCH

(I) Delimitation

1. Preparation and compilation of Statistical data of population figure
2. Preparation of Maps

(II) Election Machinery

1. Establishment matters-Appointment of staff for revision of Electoral Rolls-Supervisors and Enumerators

(III) Electoral Rolls:

1. Preparation and revision of electoral rolls.
2. Electoral rolls for Service voters and Special voters
3. Compilation of statistics of Voters.
4. Schemes of photographed identity cards.

(IV) Conduct of Elections

1. Preparation of the list of Polling stations
2. Parliamentary and Assembly General Elections
3. Purchase of materials for conduct of elections
4. Indent of Stationeries and papers.
5. Requisition of vehicles
6. Polling personnel –Appointment thereof
7. Law and order arrangements.
8. Printing of Ballot Papers.
9. Counting of Votes and Declaration of results.
10. Election Expenses
11. Maintenance of list of disqualified persons.
12. Electronic Voting Machines-use of.

(V) Accounts.

1. Budget estimates including submission of estimates to the Government of Meghalaya for reimbursement of Election expenditure.
2. Maintenance of accounts –encashment of bills and disbursement of cash.
3. Miscellaneous accounts works.

The Election Branch normally confines itself to general election related works as and when directed by the State Election Department.

MANUAL NO. (ii).

The Powers and duties of officers and employees: The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The executive powers of the officers of the Branch are as per the Rules of Executive business of the State of Meghalaya. The Administrative powers are also guided by the Meghalaya Secretariat Manual of Office procedure, the Fundamental Rules, Subsidiary Rules 1984, The Discipline and

4. Appeal Rules, The Meghalaya Civil Service Conduct Rules, and the financial powers are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981, The Conduct of Election Rules, 1961, the Registration of Electors Rules, 1960, The Representation of People Acts, 1950 & 1951.

MANUAL NO. (iii).

Procedure followed in the decision making powers including channels of supervision and accountability

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. **Procedurally the process of,** decision starts with the perusal of dak by the **District Election Officer** and his endorsement thereon. The case is processed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders. Channels of supervision and accountability are as per the Meghalaya Secretariat **Manual of office procedure.**

MANUAL NO. (iv)

Norms set by it for the discharge of its functions.

The Election Office norms are for timely implementation of elections programmes, quality and timely delivery of services, directions, and logistic support to the field functionaries in discharging of their duties and responsibilities as deemed under the law.

MANUAL NO. (v)

Rules, Regulations instructions, Manuals and records held by it or under its control or use by the employees for discharging of its functions.

The following are the Acts and Rules and Instructions which the District Election Office keep for reference in its normal course of discharging its duties and responsibilities

1. The Representation of the Peoples' Act
2. The Registration of Electors Rules.
3. The Conduct of Election Rules.
4. The Handbook for Returning Officers.
5. The Compendium of Instructions.
6. The Manual for Electoral Registration Officers.
7. The Handbook for Presiding Officers.
8. The Handbook for counting.
9. The Handbook for Contesting Candidates.
10. The Handbook Polling Agents.
11. Copies of Electoral Rolls.
12. Elections Statistical Handbooks.

5. The Administrative Service Rules.

The Meghalaya Secretariat **Manual of office procedure.**

The Fundamental Rules, Subsidiary Rules 1984

The Rules of Executive business of the State of Meghalaya

The Discipline and Appeal Rules,

The Meghalaya Civil Service Conduct Rules

The financial powers are as per ,

The Meghalaya Financial Rules 1984,

The Delegation of Financial Power Rules 1981.

The Meghalaya Traveling Allowance Rules 1981,etc.

Others.

File Index Register

Instructions issued by Finance/Planning/Personnel /Law/ Departments etc. from time to time

MANUAL NO (vi).

Statement of category of document that are held by it or under its control

Sl. No.	Category of the document	Name of the document and its introduction in oneline	Procedure to obtain the document
1.	The Representation of the People's Acts, 1950 & 1951 Act of parliament	Rules	On application with payment of prescribed fees
2.	The Registration of Electors Rules 1960	Rules	- do -
3.	The Conduct of Election Rules	Rules	- do -
4.	The Handbook for Returning Officers	Manual	- do -
5.	The Compendium of Instructions	Manual	- do -
6.	A Handbook for Contesting Candidates	Manual	- do -
7.	The Manual for Electoral Registration Officers	Manual	- do -
8.	A Hand book for the Presiding Officers	Manual	- do -
9.	The Handbook for counting	Manual	- do -
10.	Copies of Electoral Rolls.	Electoral Roll	- do -
11.	Elections Statistical Handbooks.	Handbook	- do -
12.	File Index Register.		- do -

MANUAL NO (vii).

Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. The Election office implements no development schemes, but the nature and functions of the office involves the public in different ways. The political parties are frequently consulted on matters concerning with organisation and reorganization of polling stations, campaigning on new programmes of elections related matters, such as the programme on Electoral Photo Identity Card. The process of consultation is also an event where political parties, and public representatives, besides the local leaders at the village level and polling station level are regularly consulted on matters of revision of electoral rolls.

MANUAL NO (viii).

A statement of Boards Committee etc.and other bodies.

There are no specific boards or committees under the Election office.

MANUAL NO (ix).**Directory of officers and employees**

Sl. No.	Name of Officers & Employees	Designation	STD Code	Telephone No.			
				Office	Residence	FAX	Mobile No.
1.	Shri. A.C. Marak, MCS	A.D.C(Ele)	03651	223806		221100	9436160267
2.	Shri. C.N.Sangma, MCS	E.A.C.(Ele)	03651	223832		221100	9436112154
3.	Smt. Saira V.A. Sangma	Asstt. Sys.Eng	03651	223832		221100	9436118243
4.	Shri. William Sangma	S.A.	03651	223832		221100	9436313203
5.	Shri. Etwin Sangma	U.D.A.	03651	223832	220603	221100	9436113294
6.	Shri. Jarvish Sangma	L.D.A.	03651	223832		221100	9436114750
7.	Shri. Aton Marak	L.D.A.	03651	223832	224161	221100	9436313201
8.	Shri. Koushik Sanyal	L.D.A.	03651	223832	223868	221100	9436112909
9.	Shri. James Rexmay Marak	L.D.A.	03651	223832		221100	9436313202
10.	Shri. Cartish Sangma	Enumerator	03651	223832		221100	9436113432
11.	Shri. Thomas Marak	Enumerator	03651	223832	222957	221100	
12.	Shri. Milton Momin	Enumerator	03651	223832		221100	
13.	Shri. Kanu Saha	Enumerator	03651	223832	223031	221100	9436113435
14.	Shri. Bisendro Momin	Enumerator	03651	223832	232635	221100	
15.	Shri. Salban Marak	Enumerator	03651	223832		221100	
16.	Shri. Sanyo Marak	Enumerator	03651	223832		221100	9436113438
17.	Shri. Bahiram Sangma	Enumerator	03651	223832		221100	
18.	Shri. Sunindro Sangma	Peon	03651	223832		221100	
19.	Shri. Notherson Momin	Peon	03651	223832		221100	
20.	Shri. Lamekson Sangma	P/ Server	03651	223832		221100	
21.	Shri. B. Buthan Sangma	Peon	03651	223832		221100	
22.	Shri. Elgin Sangma	Chowkidhar	03651	223832		221100	
23.	Shri. Nito Sangma	Driver	03651	223832		221100	

MANUAL No. (x).
Monthly remuneration, etc.

Sl. No.	Name of Officers & Employees	Designation	Monthly Remuneration
1.	Shri. A.C. Marak, MCS	A.D.C(Ele)	Rs. 12,822/-
2.	Shri. C.N.Sangma, MCS	E.A.C.(Ele)	Rs. 13,262/-
3.	Smt. Saira V.A. Sangma	Asstt. Sys.Eng	Rs. 11,061/-
4.	Shri. William Sangma	S.A.	Rs. 9,548/-
5.	Shri. Etwin Sangma	U.D.A.	Rs. 8,455/-
6.	Shri. Jarvish Sangma	L.D.A.	Rs. 5,720/-
7.	Shri. Aton Marak	L.D.A.	Rs. 5,607/-
8.	Shri. Koushik Sanyal	L.D.A.	Rs. 6,414/-
9.	Shri. James REXMEY Marak	L.D.A.	Rs. 6,607/-
10.	Shri. Cartish Sangma	Enumerator	Rs. 6,076/-
11.	Shri. Thomas Marak	Enumerator	Rs. 8,421/-
12.	Shri. Milton Momin	Enumerator	Rs. 7,421/-
13.	Shri. Kanu Saha	Enumerator	Rs. 6,649/-
14.	Shri. Bisendro Momin	Enumerator	Rs. 5,291/-
15.	Shri. Salban Marak	Enumerator	Rs. 5,841/-
16.	Shri. Sanyo Marak	Enumerator	Rs. 5,802/-
17.	Shri. Bahiram Sangma	Enumerator	Rs. 4,549/-
18.	Shri. Sunindro Sangma	Peon	Rs. 5,895/-
19.	Shri. Notherson Momin	Peon	Rs. 6,359/-
20.	Shri. Lamekson Sangma	P/ Server	Rs. 4,328/-
21.	Shri. B. Buthan Sangma	Peon	Rs. 4,328/-
22.	Shri. Elgin Sangma	Chowkidhar	Rs. 5,088/-
23.	Shri. Nito Sangma	Driver	Rs. 8,130/-