



भारत निर्वाचन आयोग  
ELECTION COMMISSION OF INDIA  
निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001  
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.4/RTI/PIO-AA/2021

Dated: 22.10.2021

**ORDER**

The Officers mentioned in column (1) of the following table will be the CPIOs in respect of the divisions/subject matter indicated in Column (3) of the table:-

CPIOs Name	Section Name	Subject allocated Functional	Territorial
(1)	(2)	(3)	
Shri B. C. Patra, Secretary  E-mail: <a href="mailto:bcpatra@eci.gov.in">bcpatra@eci.gov.in</a>  Tel:011-23052079	Establishment Section-I & II (Group A and B)	Creation and continuation of Posta (through Financial Division) Appointment/Promotion Disciplinary Cases Property Returns and other periodical returns. Creation and continuation of Posta (through Financial Division) Appointment/Promotion Disciplinary Cases Property Returns and other periodical returns All work related to Recruitment Rules Maintenance of CRs. Leave Accounts and Service Books Pensions Celebration of National Days and other occasions. Training of ECI personnel. All other Establishment matters	Karnataka
Sh. B.C. Patra, Secretary  E-mail: <a href="mailto:bcpatra@eci.gov.in">bcpatra@eci.gov.in</a>  Tel:011-23052079	Store and Purchase Section	Purchase of consumables, stationeries (other than books).	
Sh. B.C. Patra, Secretary  E-mail: <a href="mailto:bcpatra@eci.gov.in">bcpatra@eci.gov.in</a>  Tel:011-23052079	Service and Maintenance Section	Security of the officers and staff of the Commission, premises and assets of the Commission; Cleanliness and upkeep of the ECI premises. ISSUE OF Identity Cards and passes of staff. Coordinating with CPWD Civil & Electrical and handling daily wagers. Purchase	



		electoral agencies. Nomination to Seminar/Symposium/visits etc of ECI Secretariat or CEO/DEO estt. Will be done through the Administration Division.	
Shri Sandeep Mohan, Assistant Director (OL)  E-mail: hindi.section24@gmail.com  Tell:523 (Extn.)	Official Language Section	Translation of Commission's correspondence, notification and publications into Hindi Training of employees in the use of Hindi	
Shri Binod Kumar, Secretary  E-mail: <a href="mailto:bkumar.eci@eci.gov.in">bkumar.eci@eci.gov.in</a>  Tel:011-23052151	RCC Section	All matters relating to court cases including reference from the President and Governors	
	Registry	Dealing with account of Election Expenditure cases relating to returned candidates where detailed enquiry is called for and there is a need for hearing by the Commission	
Shir N. T. Bhutia, Secretary  E-mail: <a href="mailto:ntbhutia@eci.gov.in">ntbhutia@eci.gov.in</a>  Tel:011-23052083			Arunachal Pradesh and  Assam
Sh. Jaydeb Lahiri, Secretary  E-mail: <a href="mailto:jlahiri@eci.gov.in">jlahiri@eci.gov.in</a>  Tel:011-23052020	Political Parties Section – I & II	All matters related to registration of political parties. All matters related to recognized political parties. Recognition and de-recognition Disputes Organizational elections of recognized parties Symbols Order/Reservation of symbols/free symbol Concession under para 10, 10A, 10B of Symbols orders	



Shri K. D. K Varma, Pr. Secretary E-mail: Tel:011-23052060	Political Parties Section – III & IV	All post registration matters relating to un-recognized political parties. Recognition and de-recognition. Disputes. Organizational elections. Symbols order	
Shri Madhusudan Gupta, Secretary E-mail: <a href="mailto:msgupta@eci.gov.in">msgupta@eci.gov.in</a> Tel:011-23052235	<b><u>EVM Inventory</u></b> (EIMS-I & II)		Madhya Pradesh and Manipur
	<b><u>EVM Admn.</u></b> (1. Election Material Section 2. EVM Management Section)		
	<b><u>EVM Technical</u></b>  EVM (Design & Production Section)  EVM ( Policy & Training)		
Shri Ashwani Kumar Mohal, Secretary E-mail: <a href="mailto:ashwanimohal@eci.gov.in">ashwanimohal@eci.gov.in</a> Tel:011-23052019	Model Code of Conduct Section/  SDR	Model Code of Conduct and instructions related thereto. Breaches of Model Code of Conduct – All cases relating to Central Government. Consolidation of MCC decisions. Updation/Reviewing of Handbooks  Electoral Reforms Interpretation of election related law Manual and Handbooks, revision of Handbooks. Issuance of Statutory Direction and Instructions.	
Shri S. K. Das, Secretary E-mail:	Biennial Election Section	Biennial election to Council of States and Legislative Council (except that of J&K). Election to the office President and Vice-president	Maharashtra

sumands34@gamil.com Tel:011-23052082		of India.	
Sh. Sheesh Ram, US E-mail: <a href="mailto:sheesh@eci.gov.in">sheesh@eci.gov.in</a> Tel: 011-23052045	Cash Section	Preparation of bills for and drawl and disbursement of pay and allowances.	
Shri T. C. Kom, Secretary E-mail: <a href="mailto:tckom@eci.gov.in">tckom@eci.gov.in</a> Tell:011-23052075	EDMD Section		
Md. Umar, Secretary E-mail: <a href="mailto:mohammed.umar@eci.gov.in">mohammed.umar@eci.gov.in</a> Tel:011-23052066	IFD- I (Budget Section)	All work on budget. Vehicle and house building advances. GPF withdrawals. Welfare.	Mizoram
	IFD- II (Internal Audit Section)	Annual Audit and Settlement of Audit Objections. Physical verification of stores and Library. Internal Audit	
Sh. Mallay Mallick, Pr. Secretary E-mail: <a href="mailto:malaym@eci.gov.in">malaym@eci.gov.in</a> Tel:011-23052058			Tamil Nadu & Pudducherry
Shri Ajoy Kumar, Secretary E-mail: <a href="mailto:ajoykumar@eci.gov.in">ajoykumar@eci.gov.in</a> Tel:011-23052067			Delhi, Haryana & Chandigarh
Sh. Rakesh Kumar, Secretary E-mail: <a href="mailto:rakesh.kumar73@eci.gov.in">rakesh.kumar73@eci.gov.in</a> Tel:011-23052077	Electoral Rolls Division	Revision of Electoral Rolls. Photo Electoral Rolls. Issuance of Electors' Photo Identity Cards. General instruction of Polling stations. Electoral Rolls of Legislative Council Constituencies.	West Bengal and Odisha

<p>Shri Malay Mallick, Pr. Secretary</p> <p>E-mail: <a href="mailto:malaym@eci.gov.in">malaym@eci.gov.in</a></p> <p>Tel:011-23052058</p>	<p>SVEEP Section-I</p>	<p>Grant of budget including budget estimation, phase wise disbursement of funds, obtaining Utilization certificate and vetting of utilization certificate.</p> <p>Communication and co-ordination with UNDP, relating to electoral awareness work and others. Documentation of all SVEEP activities. State wise impact Assessment of SVEEP work undertaken in all states during Assembly election/summary revision. Organizing consolation/workshop/symposia/c onference and follow up action. All work/reference associated with appointment of Awareness Observer, Nodal Officer and Campus Ambassadors. Dealing with the references related to engagement of PSUs and CSOs. Inputs of SVEEP as well as analysis of recommendations of SVEEP for/during CEO's conference.</p>	<p>Tamil Nadu and Puducherry</p>
	<p>SVEEP Section-II</p>	<p>All SVEEP related work associated with Summary Revision of Electoral Rolls. All work related to SVEEP with reference to election going states. Vetting of all SVEEP outreach campaign material. All work related to NVD except the work related to organizing of NVD at National Level. Association and co-ordination with NLMA and SLMA and related work. Communication with all partner agencies from Govt. of India, Media units and Media Units. Conducting of KABBP survey of electors with regard to summary revision and election. Enriching the data bank of all SVEEP outreach campaign material (NVD, SR and elections). Analysis of PGR portal report.</p>	



<p>Sh. Anuj Chandak, Jt. Director</p> <p>E-mail: <a href="mailto:jdenuj.eci@gmail.com">jdenuj.eci@gmail.com</a></p> <p>Tel:011-23052120</p>	<p>Communication Division</p>	<p>All matters relating to print-media and electronic-media. Radio and T.V. broadcast facilities. Authority letters under rules 32 &amp; 53 of the conduct of rules, 1961. Printing publication &amp; distribution of election law manual and handbooks etc. Preparation of data products. press briefings and issue of press notes. Issue press notes, placing them on website etc. All matter relating to print-media and electronic-media. All matters relating to paid news.</p>	
<p>Shri S. K. Mishra, Secretary</p> <p>E-mail: <a href="mailto:skmishra@eci.gov.in">skmishra@eci.gov.in</a></p> <p>Tel:011-23052064</p>	<p>Documentation Section</p>	<p>Updating and compilation of various instructions/order/guidelines etc. issued from time to time by the Commission. Updating and compilation of important decisions taken by the Commission in connection with conduct of election, revision of electoral rolls, Model Code of Conduct and make available consolidated instruction to different Sections. Updating various Hand Books. Maintenance of Record Room/review of recorded files.</p>	<p>Bihar</p>
<p>Shri Rahul Sharma, Pr. Secretary</p> <p>E-mail: <a href="mailto:rahulsharma.eci@gmail.com">rahulsharma.eci@gmail.com</a></p> <p>Tel:011-23052067</p>	<p>Protocol Section</p> <p>Bill Section</p>	<p>Reception of delegates, international dignitaries and making necessary arrangement for them. All work relating to canteen. Provision of catering during meeting and conference in the Commission. Provision of catering facilities to the employees of the Commission. All matters related to hospitality. Ticketing for domestic and international tours and visas. Meeting and conference – room arrangements</p> <p>Medical care of staff. Allotment of residential accommodation for the officers and staff. Uniforms for staff. Purchase and Maintenance of telecom instruments in the office</p>	<p>Uttarakhand , Himachal Pradesh, Rajasthan &amp; Punjab</p>

		and at the residence of officers. Scrutiny and processing of bills of medical, telephone and coverage for payment.	
<p>Shri Rakesh Kumar Saini, US</p> <p>E-mail:  <a href="mailto:rakeshrnsaini@eci.gov.in">rakeshrnsaini@eci.gov.in</a></p> <p>Tel:011-25303498</p>	Training Section-I	<p>Organizing all domestic training/workshop /seminars. Conducting trainings/workshops/seminars/all arrangement for study tours in respect of international participants including ITEC, SAARC and Commonwealth etc. Conducting trainings/workshops for ECI officials. Conducting trainings/workshops for ECI officials. Conducting specific trainings as per demands of CEOs SECs etc. Training need assessment. Maintaining of database of all training conducted. Coordinating with other national and international training institutes/University and organizations for development of training modules and undertaking/signing MOUs with these organizations. Preparation of standardized training materials/modules/booklets/brochure. Coordinating development of lesson plans, case studies, case law, FAQs for enhancing quality of course contents. Development of e-learning course material and e-learning web portal, films and other advance version of the training module. Engagement and post-engagement matters related to consultants/internship etc.</p>	
<p>Sh. Santosh Kumar, US</p> <p>E-mail:  <a href="mailto:santosh.kumar77@eci.gov.in">santosh.kumar77@eci.gov.in</a></p> <p>Tel:011-25303501</p>	Training Section-II	<p>All activities related to development of new campus for IIIDEM. Planning Annual Training at IIIDEM, State HQs and at field level on conduct of election and electoral roll matters. Preparation-roll matters. Preparation and Printing of Annual Event Calendar. Development of funds to CEOs</p>	



		and monitoring of trainings at State and District HQ. Issues relating with operationalization of RIDEMs. Upgrading infrastructure, enhancement of training resources at IIIDEM.	
<p>Shri Avinash Kumar, Pr. Secretary</p> <p>E-mail: <a href="mailto:avinash.kr@eci.gov.in">avinash.kr@eci.gov.in</a></p> <p>Tel:011-23052055</p>	CEMS-I & II and EEPS	<p>To streamline election expenditure monitoring and formulate policies for expedient. Expenditure monitoring. To liaise with other departments (CBDT etc.) regarding deployment. To take follow up measures. To prepare guidelines and instructions for Election Expenditure Monitoring. Training of officials of State and Election Commission. Observer appointment. To monitor the progress/status of all election expenditure cases of the candidates with territorial divisions under North, North Eastern and Eastern region. Observer report relating to above mentioned regions. To prepare notices and follow up action. Returned candidate cases (except Lok Sabha 2014). Uploading of scanned copies of contribution reports, annual audit reports and contribution reports from electoral trusts and submission of status reports. Parliament question and RTI matters relating to the expenditure statements contribution reports and returned candidate cases (except Lok Sabha -2004)</p>	<p>Telengana, Andhra Pradesh, Andaman &amp; Nicobar Island and Lakshadweep</p>
<p>Shri Kumar Rajeev, Secretary</p> <p>E-mail: <a href="mailto:k.rajeev71@eci.gov.in">k.rajeev71@eci.gov.in</a></p> <p>Tel:011-23052247</p>	CEMS-III & IV and PPEMS	<p>Cases related to returned candidates relating to Lok Sabha, 2014. Uploading of scanned copies of the expenditure statements of political parties and submission of status reports. Contribution reports of Political Parties. Policy matter relating to PPEMS</p>	<p>Jammu &amp; Kashmir</p>
Shri A. K. Pathak,	IT-I	Maintenance and provisioning of automation equipment's,	

<p>Secretary</p> <p>E-mail: <a href="mailto:akpathak@eci.gov.in">akpathak@eci.gov.in</a></p> <p>Tel:011-25303429</p>		computers and their accessories. Maintenance of Commission's website. Overseeing and standardization of CEO's websites. GIS mapping of electoral data. Supervision and monitoring of Control Tables and computerized database of electoral rolls and EPIC maintained by states. Maintenance of national elector database. Arrangements for video conferencing	
	PGRS	To process and mark all public grievances in the Commission to divisions concerned. To monitor disposal of the grievances received within stipulated time. To monitor grievance redressal in states and make periodic reports to the Commission. To put in place a mechanism for redressal of public grievances at all levels	
<p>Shri Anoop Kumar, Secretary</p> <p>E-mail: <a href="mailto:anoopkr@eci.gov.in">anoopkr@eci.gov.in</a></p> <p>Tel:011-23052071</p>	Delimitation Section-I & II	Delimitation of constituencies. Matter pertaining to post delimitation activities. Court Cases related to delimitation. Delimitation of constituencies. Matter pertaining to post delimitation activities. Court Cases related to delimitation.	
<p>Shri Arvind Anand, Pr. Secretary</p> <p>E-mail: <a href="mailto:arvind.anand@eci.gov.in">arvind.anand@eci.gov.in</a></p> <p>Tel:011-23052063</p>	Electoral Roll Monitoring		Sikkim, Tripura, Nagaland, Jharkhand and Kerala
	IT-II		
<p>P. N. Lakra, Secretary</p> <p>E-mail: <a href="mailto:pnlakra@eci.gov.in">pnlakra@eci.gov.in</a></p> <p>Tel:011-23052074</p>	Uttar Pradesh		

Sh. Soumyajit Gosh, Secretary  E-mail: <a href="mailto:somyajit.g@eci.gov.in">somyajit.g@eci.gov.in</a>  Tel:011-23052155	Observer Planning Section	All matters related to ECI Observers. Observer deployment. Payment to Observers	
	IT-III		
Shri Sanjeev Kumar Prasad, Secretary  E-mail: <a href="mailto:sanjeevk.prasad@eci.gov.in">sanjeevk.prasad@eci.gov.in</a>  Tel:011-23052144	Election Planning Section	Election programmes (including bye election) for Lok Sabha and Vidhan Sabha. General instruction relating to elections. Vacancy statement.	
Shri S. K. Dubey, Under Secretary  E-mail: <a href="mailto:santoshdubey@eci.gov.in">santoshdubey@eci.gov.in</a>  Tel:011-23052096	RTI Section	CPIO for ECI General instructions on RTI matters. Preparation of periodic reports on RTI matters. Coordination of RTI cases	
Shri Ritesh Singh, Under Secretary  E-mail: <a href="mailto:ritesh@eci.gov.in">ritesh@eci.gov.in</a>  Tel:011-23052104	Chhattisgarh		
Sh. Prafull Awasthi, Under Secretary  E-mail: <a href="mailto:prafullawasthi@eci.gov.in">prafullawasthi@eci.gov.in</a>  Tel:011-23052141	Biennial Election		
Mrs. Anuradha Singh, Under Secretary  E-mail: <a href="mailto:anu.eci@gov.in">anu.eci@gov.in</a>  Tell: 011-23052158	Gujarat		
Ms. Guncha Batra	Accessibility Section.		



Aneja, Under Secretary  E-mail: <a href="mailto:gunchabatra@eci.gov.in">gunchabatra@eci.gov.in</a>  Tell: 011-23052072			
Shri Love Kush Yadav, Under Secretary  E-mail: <a href="mailto:lovekush28@eci.gov.in">lovekush28@eci.gov.in</a>  Tell:8800361373	Co-ordination Section	All matter relating to parliament questions and issuers relating to parliamentary standing committee. Co-ordination of Commission's meetings. Coordination between different functional and territorial divisions. Administrative matters relating to meeting etc. All matters related to the Conference of the Chief Electoral Officers. Co-ordination with CEOs Offices. Matter pertaining to State Election Commission.	Meghalaya and Assam
Shri Mukesh Kumar, LIO, E-mail: <a href="mailto:mukesh.csl@nic.in">mukesh.csl@nic.in</a>  Tell: 011-23052039	Library Section	General upkeep of library. Purchase of books, newspapers journals. Press clippings. Archives (record room).	
Shri Chander Prakesh, PAO  E-mail: <a href="mailto:cprakash@eci.gov.in">cprakash@eci.gov.in</a>  Tell: 011-2302165	Pay & Accounts Section	Pay & accounts.	

2. APIO:-

Smt. Suruchi Nawani,  
APIO & Section Officer,  
Room No. 510, Election Commission of India,  
Nirvachan Sadan, Ashoka Road,  
New Delhi-110001  
Tel. 23052114

3. The details of First Appellate Authority are as under: -

(i). Sh. K.N. Bhar,  
Sr. Principal Secretary & FAA, [For matters of CPIOs in ECI's premises]  
Election Commission of India,  
Room No. 708(B), 7<sup>th</sup>Floor, Nirvachan Sadan,  
New Delhi-110001  
Tel: 23052065

Email: [knbhar@eci.gov.in](mailto:knbhar@eci.gov.in)

- (ii). Shri Kuldeep Kumar Sehrawat,  
Director, [For matter of CPIOs in IIIDEM's premises]  
Election Commission of India,  
Nirvachan Sadan, New Delhi-110001  
Tel: 25303450  
E-mail:- [diridm@eci.gov.in](mailto:diridm@eci.gov.in)

4. Nodal Officer:-  
Shri Varinder Kumar,  
Sr. Principal Secretary, Room No. 308A,  
Election Commission of India,  
Nirvachan Sadan, Ashoka Road,  
New Delhi-110001  
Tel: 23052242  
E-mail: [varinderkr@eci.gov.in](mailto:varinderkr@eci.gov.in)

5. Transparency Officer:-  
Shri Umesh Sinha,  
Secretary General,  
Election Commission of India,  
Nirvachan Sadan, Ashoka Road,  
New Delhi-110001  
Tel: 23052081, 23052226

6. This order supersedes the Commission's earlier Office Order of even number dated

24.10.2019 and 03.03.2020.

7. The Establishment Division may please place all the work distribution Order among the Pr. Secretary/Director, the Secretaries, Jt. Director and Under Secretaries mentioned in this order on the website under the head "Right to Information".

Yours faithfully,



(K.N. Bhar)

Sr. Principal Secretary & FAA  
Election Commission of India