

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001
Dated: 01.08.2014

No. 226/7/2014

OFFICE ORDER

With immediate effect and till further orders, following transfers & postings are hereby made:

Sl. No.	Name & Designation of Officer/Official	Present Allocation/posting	New Allocation/Posting	Remarks
1.	Sh. Anoop Kumar, Under Secretary	Protocol Division	1. Protocol Division 2. East Section-I	-
2.	Shri A.K.Pathak, Under Secretary	RTI Section	1. RTI Section 2. Statistical Section 3. R&D Section	-
3.	Shri A.N. Das, Under Secretary	1.Stores and Purchase Section 2. Bill Section	1.Stores and Purchase Section 2.Bill Section 3. Maharashtra (West Section-II)	-
4.	Km. Pushpa Niroj Lakra, Under Secretary	1.Statistical Section 2. R&D Section	East Section-II	-
5.	Shri Sheesh Ram, Section Officer	Election Planning Section	North Section-I	-
6.	Km. Usha, UDC	Cash Section	Statistical Section	-



(B. C. PATRA)
UNDER SECRETARY

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SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.181/2/2005 (PIO)

Dated: 15th September, 2005

To

✓ The Chief Electoral Officers of all States
and Union Territories.

Subject: Right to Information Act, 2005- Designation of Public Information
Officers and Assistant Public Information Officers- regarding.

Sir/Madam,

I am directed to say that the Government of India has passed the Right to Information Act, 2005, and the same has been published in the official gazette of Government of India on 21st June, 2005. It provides that the Act shall come into force on the one hundred and twentieth day of its enactment.

Under Section 5 of the said Act, every public authority shall, within 100 days of the enactment of the said Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it even at the sub-divisional level or sub-district level.

The Commission has decided that the following officers may be designated as Public Information Officers (PIO) and Assistant Public Information Officers (APIO) in the offices of Chief Electoral Officers:-

Sl.No.	Officers in the Office of CEO	Designated as
1.	Joint CEO or Dy. CEO where there is no Joint CEO	Public Information Officer
2.	Assistant CEO or any officer equivalent to Asstt. CEO	Assistant Public Information Officer

It has also been decided that District Election Officers may be asked to designate suitable officers as Public Information Officers (PIO) and Assistant Public Information Officers (APIO) in their respective offices.

You are requested to take necessary action and intimate the names and addresses of the designated officers to the Commission within one week from the date of issue of this letter.

Yours faithfully,


(RAJESH AGGARWAL)
DIRECTOR (ADMN.)

BY FAX/SPEED POST

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001

No. 181/2/2005 (PIO)

Dated: - 1st October, 2005

To

The Chief Electoral Officers of all States
and Union Territories.

**Subject: Appellate Authority in respect of the Office of the Chief
Electoral Officers and the Office of District Election Officers.**

Sir/Madam,

I am directed to draw attention to Section 8 Sub-section (iii) of the Right to Information Act, 2005 wherein the particulars of the Appellate Authority need to be mentioned by the Public Information Officer (PIO) when the PIO rejects a request for information.

2. In this connection, it is stated that under Section 19(1) of the said Act appeal against the decision of the PIO can be made to such officer who is senior in rank to the Central Public Information Officer or the State Public Information Officer as the case may be.

3. In view of the above, the Commission has decided to designate the Chief Electoral Officers (CEOs) as the Appellate Authority in their offices for the purpose of the Right to Information Act, 2005. In so far as the Appellate Authority for the Office of the District Election Officer (DEO) is concerned, an officer, who is senior to the PIO of the District in terms of Section 19(1) of the Act, or the DEO may be designated as the Appellate Authority.

Yours faithfully,


(RAJESH AGGARWAL)
DIRECTOR (ADMN.)

RIGHT TO INFORMATION ACT, 2005
INFORMATION IN RESPECT OF THE ELECTION COMMISSION OF INDIA

(1) The particulars of the organization, function and duties.

Election Commission of India is an autonomous Constitutional body established on 25th January, 1950. The Constitution of India (Article 324) has vested in the Election Commission of India, the responsibility of superintendence, direction and control of the preparation of electoral rolls for, and conduct of, elections to the Parliament and the Legislature of every State and to the offices of the President and Vice- President of India.

Initially, the Commission was a single member body with the Chief Election Commissioner being the only member. From October 1993 onwards, the Commission is a three-member body consisting of the Chief Election Commissioner and two other Election Commissioners.

The Commission has a Secretariat at Nirvachan Sadan, Ashoka Road, New Delhi, consisting of about 500 officials, in a hierarchical set up.

Deputy Election Commissioners and Directors General, are the senior most officers in the Secretariat, to assist the Commission. They are generally appointed from the All India Services and the Central Services of the country and are selected and appointed by the Commission on a tenure basis. Senior Principal Secretaries, Directors, Principal Secretaries, Joint Directors, Secretaries, Deputy Secretaries and Under Secretaries provide the support to them. There is functional and territorial distribution of work and the work is organized in Divisions, Branches and Sections; each of the last mentioned units is under the charge of a Section Officer. The main functional divisions are Planning, Electoral Rolls, Regulatory Audit, Judicial, Political Parties, Administration, Information Systems, Media, Systematic Voters' Education and Electoral Participation (SVEEP), International Co-operation, Secretarial Co-ordination, Training, and Election Expenditure Monitoring Division. The territorial work is distributed among separate units responsible for different Zones into which the constituent States and Union Territories of the country are grouped for convenience of management.

At the State level, the election work is supervised, subject to overall superintendence, direction and control of the Commission, by the Chief Electoral Officer (CEO) of the State, who is appointed by the Commission from amongst senior Civil Servants of the State Government in consultation with the Government concerned. CEO is a full time officer and has a small team of supporting staff. At the district and constituency levels, the election functionaries are the District Election Officers, Electoral Registration Officers and Returning Officers. They utilize the services of other officials in the performance of the election related work. They all perform their functions related to elections in addition to their other responsibilities. During election time, however, they are available to the Commission, more or less, on a full time basis. During the period of their deployment on election related duty, they all are deemed to be on deputation to the Commission and are subject to its superintendence, control and discipline. [For further details please see Commission's website at (<http://eci.gov.in>)]

(2) The functions and duties: -

Article 324 of the Constitution of India vests in the Election Commission of India the powers of superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Houses of Parliament and Legislature of every State and of the elections to the offices of President and Vice-President.

The Commission appoints/designates, in consultation with the Government concerned, the Chief Electoral Officer in each State and Union Territory, District Election Officer in each district, Electoral Registration Officers, Assistant Electoral Registration Officers, Returning Officers and Assistant Returning Officers for each Constituency, under the Representation of the People Act, 1950 and Representation of the People Act, 1951. These officers carry out actual field-cum-office work in the preparation and revision of electoral rolls and conduct of elections under the superintendence, direction, control and discipline of the Election Commission of India.

(3) The procedure followed in the decision-making process, including channels of supervision and accountability.

There is functional and territorial distribution of work in the Commission. The work is organized in Divisions, Branches and Sections; each of the last mentioned units is under the charge of a Section Officer. Under Secretary or Branch Officer looks after two or more sections. The Secretary looks after one or more zones. The main functional divisions are Planning, Electoral Rolls, Regulatory Audit, Judicial, Political Parties, Administration, Information Systems, Media, Systematic Voters' Education and Electoral Participation (SVEEP), International Co-operation, Secretarial Co-ordination, Training, and Election Expenditure Monitoring Division.

The territorial work is distributed among separate units responsible for different Zones into which the constituent States and Union Territories of the country are grouped for convenience of management. The details of distribution of work in the Commission are as follows:

<u>DISTRIBUTION OF WORK AMONG OFFICERS FROM THE LEVEL OF UNDER SECRETARY AND ABOVE</u>			
<u>SHRI UMESH SINHA, SECRETARY GENERAL</u>			
Sl. No.	SECTION NAME	SR.PR.SECY/ SECRETARY/PR.SECY. /DIRECTOR	UNDER SECRETARY
FUNCTIONAL DIVISIONS			
1.	ESTABLISHMENT SECTION-I	STANDHOPE YUHLUNG, SR. PR. SECY B.C.PATRA, SECY	ABHISHEK MOHAN, U.S. KAPTAN CHAND, U.S.
2.	ESTABLISHMENT SECTION-II	STANDHOPE YUHLUNG, SR. PR. SECY B.C.PATRA, SECY	ABHISHEK MOHAN, U.S. KAPTAN CHAND, U.S.
3.	ESTABLISHMENT SECTION-III	STANDHOPE YUHLUNG, SR. PR. SECY B.C.PATRA, SECY	ABHISHEK MOHAN, U.S. KAPTAN CHAND, U.S.
4.	STORES AND PURCHASE SECTION	STANDHOPE YUHLUNG, SR. PR. SECY A. N. DAS, SECY	MUKESH KUMAR, U.S.
5.	BILLS SECTION	STANDHOPE YUHLUNG, SR. PR. SECY A. N. DAS, SECY	MUKESH KUMAR, U.S.
6.	R & I SECTION	STANDHOPE YUHLUNG, SR. PR. SECY	MUKESH KUMAR, U.S.
7.	SERVICES & MAINTENANCE SECTION	STANDHOPE YUHLUNG, SR. PR. SECY	MUKESH KUMAR, U.S.
8.	OBSERVERS' PLANNING DIVISION	-----	SOUMYAJIT GHOSH, U.S.
9.	LIBRARY & RESOURCES CENTRE	A. MONA SREENIVAS, DIR	LOVE KUSH YADAV, U.S.
10.	INTERNATIONAL COOPERATION	DHIRENDRA OJHA, DG P.K. SHARMA, SECY	K.P. SINGH, US
11.	ELECTION PLANNING	A. MONA SREENIVAS, DIR SUMIT MUKHERJEE, PR. SECY	SANJEEV KUMAR PRASAD, US
12.	PROTOCOL DIVISION	RAHUL SHARMA, SECY	POONAM SARANG, US
13.	SVEEP SECTION-I	S. K. MISHRA, SECY	NARESH KUMAR, U.S.
14.	SVEEP SECTION-II	S. K. MISHRA, SECY	NARESH KUMAR, U.S.
15.	SVEEP SECTION-III	S. K. MISHRA, SECY	NARESH KUMAR, U.S.
TERRITORIAL DIVISIONS			
16	SOUTH SECTION-I (TAMIL NADU, PUDUCHERRY)	MALAY MALLICK, SECRETARY	TANUJ, U.S.
17	SOUTH SECTION-II (Karnataka)	STANDHOPE YUHLUNG, SR. PR. SECRETARY B C PATRA, SECY	ASHWANI KUMAR MOHAL, U.S.
18	SOUTH SECTION-III (TELANGANA, ANDHRA PRADESH, A& N ISLANDS)	S. K. RUDOLA, SR.PR. SECY & AVINASH KUMAR, SECY (ANDHRA PRADESH, TELANGANA)	K. P. SINGH, U.S.
19	EAST SECTION-I (CHHATTISHGARH)	N. N. BUTOLIA, PR. SECY (CHHATTISGARH)	RITESH SINGH, US
20	WEST SECTION-I (GUJARAT, DAMAN&DIU)	VARINDER KUMAR, PR SECY, (GUJARAT) BERNARD JOHN, SR. PR. SECY, (DAMAN & DIU)	LAXMI DEVI, U.S. (GUJARAT & DAMAN AND DIU)
21	WEST SECTION-II (GOA , D&NH)	SUMIT MUKHERJEE, PR. SECY (GOA) BERNARD JOHN, SR. PR. SECY, (D&NH)	RAJESH KUMAR SINGH, U.S.

SHRI SANDEEP SAXENA, SR. DEPUTY ELECTION COMMISSIONER

Sl. No.	SECTION NAME	SECRETARY/ SR. PR. SECY/PR.SECY. /DIRECTOR	UNDER SECRETARY
FUNCTIONAL DIVISIONS			
22	AUTOMATION & TECH. DIVISION	ASHOK KUMAR, DIR (IT) N.N. BUTOLIA, PR. SECY (IT) ANOOP KUMAR, SECY (IT)	AJAY KUMAR VERMA, U.S.
		KUSHAL KUMAR PATHAK, DIR (ICT) DARSUOTHANG, SECY (ICT)	RAJESH KUMAR SINGH, U.S.
23	CODE OF CONDUCT SECTION	NARENDRA N BUTOLIA, PR. SECY	ASHWANI KUMAR MOHAL, U.S.
24	ELECTORAL ROLLS DIVISION	NARENDRA N. BUTOLIA, PR.SECY AJOY KUMAR, SECY	RITESH SINGH, US RAJAN AGGARWAL, US
25	RTI SECTION	K. F. WILFRED, SR.PR. SECY & FAA T. C. KOM, SECY VARINDER KUMAR, PR.SECY – NODAL OFFICER (RTI)	HARJIT KAUR, US&CPIO
26	PGRS	KUSHAL KUMAR PATHAK, DIR	RAJESH KUMAR SINGH, U.S.
TERRITORIAL DIVISIONS			
27	NORTH SECTION-I (RAJASHTHAN, JAMMU AND KASHMIR, PUNJAB, HIMACHAL PRADESH)	N.N. BUTOLIA, PR. SECY(RAJASTHAN),RAHUL SHARMA, SECY (HIMACHAL PRADESH & PUNJAB) STANDHOPE YUHLUNG, SR.PR. SECY & KUMAR RAJEEV, SECY (JAMMU & KASHMIR)	AJAY KUMAR VERMA, U.S.
28	NORTH SECTION-II (DELHI, HARYANA, UTTARAKHAND, CHANDIGARH)	K. F. WILFRED, SR. PR. SECY,AJOY KUMAR, SECY (DELHI), N.N. BUTOLIA, PR. SECY(HARYANA) RAHUL SHARMA, (UTTARAKHAND)	NAVIN KUMAR, U.S.

SHRI SUDEEP JAIN, DEPUTY ELECTION COMMISSIONER

Sl. No.	SECTION NAME	SECRETARY/ SR. PR. SECY/PR. SECY./DIRECTOR	UNDER SECRETARY
FUNCTIONAL DIVISIONS			
29	EVM MANAGEMENT & POLICY SECTION	MADHUSUDAN GUPTA, SECY	DILIP KUMAR MAHTO, U.S.
30	ELECTION MATERIAL SECTION	MADHUSUDAN GUPTA, SECY	DILIP KUMAR MAHTO, U.S.
31	EVM (POLICY & LEGAL) SECTION	S. K. DAS, SECY	SOUMYAJIT GHOSH, U.S.
32	EVM (DESIGN & PRODUCTION)	S. K. DAS, SECY	SOUMYAJIT GHOSH, U.S.
33	EVM INVENTORY MANAGEMENT SECTION	ARVIND ANAND, SECY	O. P. SAHNI, U.S.
TERRITORIAL DIVISIONS			
34	SOUTH SECTION-II (KERALA)	DARSUOTHANG, SECY	TANUJ, U.S.
35	EAST SECTION-I (JHARKHAND)	ARVIND ANAND,SECY, (JHARKHAND)	RAKESH KUMAR, U.S.
36	EAST SECTION-II (WEST BENGAL)	RAKESH KUMAR,SECY	AMIT KUMAR, U.S.
37	WEST SECTION-I (Madhya Pradesh)	S. K. DAS, SECY	AMIT KUMAR, U.S.
38	NORTH EAST SECTION-I (MIZORAM, SIKKIM, NAGALAND, TRIPURA)	S. K. DAS, SECY (MIZORAM) ARVIND ANAND, SECY, (SIKKIM, NAGALAND, TRIPURA)	SANTOSH KUMAR DUBEY, U.S.
39	NORTH EAST SECTION-II (ASSAM, MANIPUR)	K. F. WILFRED, SR PR. SECY (ASSAM) MD. UMAR, SECY, (MANIPUR)	SANTOSH KUMAR DUBEY, U.S.

SHRI CHANDRA BHUSHAN KUMAR, DEPUTY ELECTION COMMISSIONER

Sl. No.	SECTION NAME	SECRETARY/ SR. PR. SECY/PR.SECY./DIRECTOR	UNDER SECRETARY
FUNCTIONAL DIVISIONS			
40	COORDINATION SECTION	A. MONA SREENIVAS, DIR	LOVE KUSH YADAV, U.S.
41	REFERENCE AND COURT CASES SECTION	VIJAY KUMAR PANDEY, DIR(LAW) MALAY MALICK, SECY	RAJEEV RANJAN, U.S.
42	STATUTORY DIRECTIONS & REFORMS SECTION	K. F. WILFRED, SR. PRINCIPAL SECRETARY N. T. BHUTIA, SECY	ABHISHEK TEWARI, US
43	DELIMITATION SECTION-I	K. N. BHAR, PR SECY KUMAR RAJEEV, SECY	VASDEV ARORA, U.S.
44	DELIMITATION SECTION-II	K. N. BHAR, PR SECY KUMAR RAJEEV, SECY	VASDEV ARORA, U.S.
45	CASH SECTION	BERNARD JOHN, SR.PR. SECY	A. N. DAS, SECY & DDO
46	PAY & ACCOUNTS SECTION	BERNARD JOHN,SR. PR. SECY	VASDEV ARORA, U.S.
47	INTERNAL FINANCE DIVISION-I	BERNARD JOHN, SR.PR. SECY MD. UMAR, SECY	LATA TRIPATHI, US
48	INTERNAL FINANCE DIVISION-II	BERNARD JOHN,SR. PR. SECY MD. UMAR, SECY	LATA TRIPATHI, US
49	REGISTRY	VIJAY KUMAR PANDEY, DIR(LAW) MALAY MALICK, SECY	RAJEEV RANJAN, U. S.
50	ELECTION DATA MANAGEMENT DIVISION	MUKESH MEENA, DIRECTOR T. C. KOM, SECY	LOVE KUSH YADAV, U.S.
51	DOCUMENTATION	MUKESH MEENA, DIRECTOR T. C. KOM, SECY	POONAM SARANG, US
TERRITORIAL DIVISIONS			
52	NORTH SECTION-III, (UTTAR PRADESH)	ANUJ JAIPURIAR, PR. SECY P.N. LAKRA, SECY	PRAFULL AWASTHI, US
53	SOUTH SECTION-III (Lakshadweep)	-----	K. P. SINGH, US
54	WEST SECTION-II (Maharashtra)	A. N. DAS, SECY	RAJESH KUMAR SINGH, US
55	EAST SECTION-I (BIHAR)	ANOOP KUMAR, SECY	RAKESH KUMAR, U.S.
56	EAST SECTION-II (ODISHA)	RAKESH KUMAR, SECY	RAKESH KUMAR, US
57	NORTH EAST SECTION-II (MEGHALAYA, ARUNACHAL PRADESH)	STANDHOPE YUHLUNG,SR. PR. SECY (MEGHALAYA) N.T. BHUTIA, SECY (ARUNACHAL PRADESH)	SANTOSH KUMAR DUBEY, U.S.

ELECTION EXPENDITURE DIVISION

Sl. No.	SECTION NAME	SECRETARY/SR. PR. SECY/PR.SECY. /DIRECTOR	UNDER SECRETARY
58	CANDIDATES EXPENDITURE MONITORING SECTION-I	S. K. RUDOLA, SR. PR. SECY	ANUP KUMAR KHAKHLARY, US
59	EXPENDITURE MONITORING POLICY DIVISION	S. K. RUDOLA, SR. PR. SECY AVINASH KUMAR, SECY	ANUP KUMAR KHAKHLARY, US
60	CANDIDATES EXPENDITURE MONITORING SECTION-II	VIKRAM BATRA, DIRECTOR AVINASH KUMAR, SECY	TEETAV RAO, US
61	POLITICAL PARTIES EXPENDITURE MONITORING SECTION	VIKRAM BATRA, DIRECTOR	TEETAV RAO, US

SHRI DHIRENDRA OJHA, DIRECTOR GENERAL

Sl. No.	SECTION NAME	SECRETARY/ SR. PR. SECY/PR.SECY. /DIRECTOR	UNDER SECRETARY
62	MEDIA/COMMUNICATION	P. K. SHARMA, SECY	PAWAN DIWAN, US
63	OL SECTION	RACHNA GUPTA, JD(OL)	PRASHANT KUMAR,AD(OL) SANDEEP MOHAN AD(OL)

SHRI DHARMENDRA SHARMA, DIRECTOR GENERAL

Sl. No.	SECTION NAME	SECRETARY/SR. PR.SECY/PR. SECY./DIRECTOR	UNDER SECRETARY
FUNCTIONAL DIVISIONS			
64	TRAINING SECTION-I	A MONA SREENIVAS, DIRECTOR KULDEEP KUMAR SAHARAWAT, DIRECTOR S. B. JOSHI, SECY A. K. PATHAK, SECY	RAKESH KUMAR SAINI, US SANTOSH KUMAR, US
65	TRAINING SECTION-II		
66	POLITICAL PARTIES SECTION-I	K. F. WILFRED, SR. PR. SECY KDK VARMA, SECY JAIDEB LAHIRI, SECY	BINOD KUMAR, U.S.
67	POLITICAL PARTIES SECTION-II		
68	POLITICAL PARTIES SECTION-III	K.F.WILFRED, SR, PR. SECY N.T. BHUTIA, SECY	ABHISHEK TIWARI, U.S.
69	BIENNIAL ELECTION SECTION	VARINDER KUMAR, PR. SECY	PRAFULL AWASTHI, US

(4) The norms set by the Commission for the discharge of its functions.

The Commission transacts its business by circulation of papers/files and also by internal meetings. The Chief Election Commissioner and the Election Commissioners have equal power in decision making in the Commission. The Commission, from time to time, delegates some of its executive functions to its officers in its Secretariat.

(5) The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.

Various Acts and Rules, particularly those related to elections are the Representation of the People Act, 1950, Representation of the People Act, 1951, Presidential & Vice-Presidential Elections Act, 1952, Conduct of Elections Rules, 1961, Registration of Electors Rules, 1960 and the Presidential and Vice-Presidential Election Rules 1974. The other relevant records and Manuals are the Compendia on the conduct of elections, Hand Books for the ROs, Presiding Officers, Electoral Registration Officers, Candidates, Polling Agents, Counting Agents; Statistical Data of elections, Model Code of Conduct, Election Symbols (Reservation & Allotment) Order, 1968 etc. All the said documents/materials are also available on our website (<http://eci.gov.in>)]

(6) A statement of the categories of documents that are held by it or under its control.

- (a) Compilation of the Acts and Rules mentioned in the above part (Part 5), Compendia i.e. compilation of various instructions issued by the Commission from time to time for the conduct of elections and preparation of Electoral Rolls, Statistical data of elections, various Hand-books, like, Handbooks for Returning Officers, Presiding Officers, Polling Officers, Electoral Registration Officers, Candidates etc. are available in the Commission's Secretariat, in the offices of Chief Electoral Officers and District Election Officers, and also in Commission's website.
- (b) Documents related to registration and recognition of Political Parties, and the notifications containing the names of registered political parties and election symbols.
- (c) Accounts of election expenses filed by recognized Political Parties in connection with General Elections to the Lok Sabha and State Legislative Assemblies
- (d) Statement of donations received by Political Parties, submitted under Section 29C of Representation of the People Act, 1951;
- (e) Accounts of election expenses of candidates are available with the DEOs.
- (f) Electoral Rolls for assembly constituencies are available at the level of District Election Officers and Electoral Registration Officers. Two copies each of draft electoral rolls and final rolls are made available, free of cost, to all recognized state and national political parties. Electoral Rolls are also available on the websites of Chief Electoral Officers of all States & UTs. Link to the websites of all Chief Electoral Officers is also provided in the website of the Election Commission. Information on matters related to electoral rolls would be available with the Electoral Registration Officer of the constituency concerned.
- (g) Preparation of Electors Photo Identity Card (EPIC) is done at the level of the Electoral Registration Officers of the Constituencies. Information related to preparation and issue of EPIC can be had from the office Electoral Registration Officer of the Constituency concerned.
- (h) Copies of affidavits filed by candidates at the time of nominations are available with the Returning Officers during the elections and with the District Election Officer after the elections. These are also put on the websites of Chief Electoral Officers. Link to the website of the Chief Electoral offices has been provided on the website. (<https://eci.gov.in>)
- (i) Statistical data of all general elections to the Lok Sabha and State Legislative Assemblies can be seen on this website, <https://eci.gov.in/statistical-report/statistical-reports/>

- (j) Documents related to conduct of elections.

(7) The particulars of any arrangement that exists for consultation with or representation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The members of public can send their suggestions and views through communications addressed to the Secretary to the Election Commission of India. There is an all-India toll free No: 1950 for enquiries.

(8) Directory of its officers and employees:

Contact details of the Officers of the Commission is available in the Commission's website under the following link <https://eci.gov.in/contact-us/directory/>.

(9) The Scale of pay applicable to the Chief Election Commissioner, Election Commissioners and the officers and employees of the Commission in order of its organizational hierarchy are as under: -

S. No.	Designation	Level of Pay in Pay matrix as per 7 th CPC Scale
1.	Chief Election Commissioner	Rs. 2,50,000/- (Fixed)
2.	Election Commissioner	Rs. 2,50,000/- (Fixed)
3.	Deputy Election Commissioner	Level 14 in pay Matrix Rs 1,44,200 – 2,18,200/-
4.	Director General	Level 14 in pay Matrix Rs 1,44,200 – 2,18,200/-
5.	Senior Principal Secretary	Level 14 in pay Matrix Rs 1,44,200 – 2,18,200/-
6.	Director	Level 13 in pay Matrix Rs 1,23,100 – 2,15,900
7.	Principal Secretary	Level 13 in pay Matrix Rs 1,23,100 – 2,15,900
8.	Principal Staff Officer	Level 13 in pay Matrix Rs 1,23,100- 2,15,900/-
9.	Secretary	Level 12 in pay Matrix Rs 78,800-2,09,200/-
10.	Jt. Director (OL)	Level 12 in pay Matrix Rs 78,800-2,09,200/-
11.	Sr. Principal Pvt. Secy.	Level 12 in pay Matrix Rs 78,800-2,09,200/-

12.	Lib. & Info. Officer	Level 11 in pay Matrix Rs 67,700-2,08,700/-
13.	Under Secretary	Level 11 in pay Matrix Rs 67,700-2,08,700/-
14.	Principal Pvt. Secy.	Level 11 in pay Matrix Rs 67,700-2,08,700/-
15.	Deputy Director (Coord.)	Level 11 in pay Matrix Rs 67,700-2,08,700/-
16.	Assistant Director (OL)	Level 10 in Pay Matrix Rs. 56,100-1,77,500/-
17.	P.A.O.	Level 10 in Pay Matrix Rs. 56,100-1,77,500/-
18.	Asst. Accounts Officer	Level 10 in Pay Matrix Rs. 56,100-1,77,500/-
19.	Section Officer	Level 8 in pay Matrix Rs 47600-1,51,100/-
20.	Protocol Officer	Level 8 in pay Matrix Rs 47600-1,51,100/-
21.	Pvt. Secretary	Level 8 in pay Matrix Rs 47600-1,51,100/-
22.	Audit Officer	Level 8 in pay Matrix Rs 47600-1,51,100/-
23.	Asst. Lib. & Info. Officer	Level 7 in pay Matrix Rs 44,900-1,42,400/-
24.	Assistant Section Officer	Level 7 in pay Matrix Rs 44,900-1,42,400/-
25.	Personal Assistant	Level 7 in pay Matrix Rs 44,900-1,42,400/-
26.	Sr. Hindi Translator/Sr. Translation Officer	Level 7 in pay Matrix Rs 44,900-1,42,400/-
27.	Jr. Hindi Translator/Jr. Translation Officer	Level 6 in pay Matrix Rs 35400-1,12,400/-
28.	Sr. Accountant	Level 6 in pay Matrix Rs 35400-1,12,400/-
29.	Transport Supervisor	Level 6 in pay Matrix Rs 35400-1,12,400/-
30.	Library Assistant	Level 5 in pay Matrix Rs 29,200-92,300/-
31.	Staff Car Driver (Spl. Gr.)	Level 6 in pay Matrix Rs 35400-1,12,400/-
32.	Staff Car Driver (Gr. I)	Level 5 in pay Matrix Rs 29,200-92,300/-
33.	Jr. Accountant	Level 5 in pay Matrix Rs 29,200-92,300/-
34.	SSA	Level 4 in pay Matrix Rs 25,500-81,100/-
35.	Steno Grade 'D'	Level 4 in pay Matrix Rs 25,500-81,100/-
36.	Data Entry Operator Grade 'A'	Level 4 in pay Matrix Rs 25,500-81,100/-

37.	Data Entry Operator Grade 'B'	Level 5 in pay Matrix Rs 29,200-92,300/-
38.	Data Entry Operator Grade 'D'	Level 6 in pay Matrix Rs 35400-1,12,400/-
39.	JSA	Level 2 in pay Matrix Rs 19,900-63,200/-
40.	Xerox Operator	Level 2 in pay Matrix Rs 19,900-63,200/-
41.	Staff Car Driver (Gr. II)	Level 4 in pay Matrix Rs 25,500-81,100/-
42.	Staff Car Driver (Ord. Grade)	Level 2 in pay Matrix Rs 19,900-63,200/-
43.	Despatch Rider	Level 2 in pay Matrix Rs 19,900-63,200/-
44.	Lib. Attendant Gr. I	Level 2 in pay Matrix Rs 19,900-63,200/-
45.	Multi Tasking Staff	Level 1 in pay Matrix Rs 18,000-56900/-
46.	Assistant Manager Cum Store Keeper	Level 4 in pay Matrix Rs 25,500-81,100/-
47.	Clerk	Level 2 in pay Matrix Rs 19,900-63,200/-
48.	Halwai Cum Cook	Level 3 in pay Matrix Rs 21,700-69,100/-
49.	Assistant Halwai Cum Cook	Level 2 in pay Matrix Rs 19,900-63,200/-
50.	Canteen Attendant	Level 1 in pay Matrix Rs 18,000-56900/-

(10) Budget Estimates/Revised Estimates and Actual Expenditure 2017-2018, 2018-2019 and Budget for 2019-2020 (Rs. In crores)

BUDGET ESTIMATES/REVISED ESTIMATES AND ACTUAL EXPENDITURE 2017-2018, 2018-2019 AND BUDGET FOR 2019-20(Rs. in crores)										
Accounting Code	Major Head/Minor Head/Sub-Head/Detail Head/Object Head	Year, 2017-2018		Actual Expenditure	Year, 2018-2019					Year, 2019-20
		Budget Estimates for the financial year, 2017-18	Revised Budget Estimates for the financial year, 2017-18		Budget Estimates for the financial year, 2017-18	Budget Estimates for the financial year, 2018-19	Revised Budget Estimates for the financial year, 2017-18	Revised Budget Estimates for the financial year, 2018-19	Actual Expenditure	Budget Estimates for the financial year, 2019-20
2015	Elections									
2015.00.101	Election Commission									
01	Establishment									
01.00.01	Salaries	35.00	38.27	38.27		40.18		41.40	44.06	43.46
01.00.02	Wages	0.01	-	-		0.01		-	-	0.01

01.00.03	Over Time Allowance	0.16	0.08	0.09		0.16		0.06	0.05	0.04
01.00.06	Medical Treatment	0.98	1.16	1.04		1.16		1.16	1.18	1.20
01.00.11	Domestic Travel Expenses	1.30	1.90	2.95		2.00		2.71	2.63	3.30
01.00.12	Foreign Travel Expenses	0.80	0.90	1.12		0.80		1.28	1.74	1.00
01.00.13	Office Expenses	12.00	14.52	16.07		15.85		15.85	19.14	17.67
01.00.16	Publications	0.55	1.27	1.42		0.85		1.01	0.96	1.25
01.00.20	Other Administrative Expenses (Hospitality)	1.90	2.89	3.94		2.10		3.16	4.34	2.50
01.00.27	Minor Works & Maintenance	4.00	1.80	0.93		2.50		2.75	1.14	2.50
01.00.28	Professional Services	4.00	5.60	5.52		4.60		5.00	6.72	10.36
01.00.50	Other Charges	0.45	0.45	0.33		0.48		0.48	0.27	0.50
01.99	Information Technology			-		-		-	-	
01.99.13	Office Expenses	11.00	14.00	10.79		100.00		44.20	29.52	59.61
01.99.28	Professional Services	2.85	2.30	2.79		8.33		5.80	4.97	10.89
02	Voter Awareness			-						
02.00.13	Office Expenses	-	1.60	5.70		3.84		1.25	1.24	0.01
02.00.16	Publications	-	0.25	0.33		6.00		4.75	4.62	0.50
02.00.20	Other Administrative Expenses (Hospitality)	-	-	-		-		0.85	-	3.00
02.00.26	Advertising & Publicity	-	-	-		-		30.00	41.84	6.00
02.00.28	Professional Services	-	0.12	0.05		0.50		0.55	0.44	0.49
02.00.31	Grant in Aid	24.00	22.03	22.00		33.00		33.60	41.65	63.50
003	Training									
01	Imparting Training for Election									
01.00.02	Wages	-	-	-		0.01		-	-	0.05
01.00.06	Medical Treatment	-	0.01	-		0.01		-	-	0.05
01.00.11	Domestic Travel Expenses	-	0.07	0.03		0.74		1.20	0.19	0.65
01.00.12	Foreign Travel Expenses	-	0.25	-		0.50		0.06	0.10	0.55
01.00.13	Office Expenses	-	2.38	0.10		10.69		6.00	2.12	7.93
01.00.16	Publications	-	0.11	0.00		0.24		0.35	0.06	1.20
01.00.20	Other Administrative Expenses (Hospitality)	-	0.62	0.09		1.97		2.00	1.41	2.87

01.00.27	Minor Works & Maintenance	-	0.01	-		0.01	-	-	0.05
01.00.28	Professional Services	14.00	5.15	4.12		11.37	15.70	7.98	19.60
01.00.50	Other Charges	-	0.01	-		0.01	-	-	0.05
01.99	Information Technology								
01.99.13	Office Expenses	-	0.24	-		0.74	0.70	0.08	0.74
01.99.28	Professional Services	-	0.01	-		0.01	0.29	0.29	0.15
4059	Capital Outlay on Public Works								
4059.01	Office Building								
4059.01.051	Construction								

Expenditure on Electoral Rolls and Electoral Photo Identity Cards is borne by the Central Government and respective State Governments on a 50:50 basis. Expenditure on Electronic Voting Machines (EVMs) is borne by the Central Government. Expenditure regarding General Election to Lok Sabha is borne by the Central Government and for General Election to the State Legislative Assemblies is borne by the respective State Governments. In case of simultaneous election, the expenditure is shared by the Central Government and respective State Governments on 50:50 basis. The above expenditure is reflected in the budget for the M/o Law and Justice (Legislative Department) and in the budget of the respective State Governments.

(11) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

The Election Commission does not provide any subsidy on any programme.

(12) Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable in the case of the Election Commission.

(13) Details in respect of information, available to or held by it, reduced in an electronic form.

Statistical data of elections held since 1952 are available in the Commission on its website, <https://eci.gov.in/statistical-report/statistical-reports/>. Since General Election to Lok Sabha, 2009 apart from election data, affidavits filed by the candidates are also available on the

website. The Electoral Rolls of states are available on the websites of the respective Chief Electoral Officers.

(14) The particulars of facilities available to citizens for obtaining information.

Information can be obtained from the Commission's website i.e. <http://eci.gov.in> and one can also apply in writing to the Central Public Information Officers (CPIOs) and/or Assistant Public Information Officer (APIO) whose details are provided under. Applications can be made through a dedicated portal, <https://rti.eci.nic.in/>.

The publications that are available for sale can also be obtained on all working days from the sales counter of the Commission at Receipt & Issue Section, Nirvachan Sadan, Ashoka Road, New Delhi-110001.

(15) The names, designations and other particulars of the Public Information Officers :

Names, designations and other particulars of the CPIOs of the Commission is available in the Commission's website under the following link <https://rti.eci.nic.in/reports>

(16) Such other information as may be prescribed.

The details of APIO, Co-ordinating CPIO, First Appellate Authorities, Nodal Officer and Transparency Officer are given below: -

1. APIO: -

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

2. Co-ordinating CPIO: -

Ms. Harjeet Kaur,
CPIO and Under Secretary,
Room No. 209-C, Election Commission of India
Nirvachan Sadan, Ashoka Road,
New Delhi – 110001
E-mail: mohammed.umar@eci.gov.in
Tel. 23052064

3. Nodal Officer

Sh. Varinder Kumar,
Secretary
Room No 312A, Election Commission of India

Nirvachan Sadan, Ashoka Road,
New Delhi – 110001
Tel.: 011-23052242,
Fax no. 23052065.
Email:- varinderkr@eci.gov.in

3. First Appellate Authorities: -

Available at link <https://rti.eci.nic.in/public/download/reports/FAA.pdf>

4. Transparency Officer: -

Sh. Umesh Sinha, Secretary General,
Room No.603, Election Commission of India,
Nirvachan Sadan, Ashoka Road,
New Delhi – 110001
Tel. 23052081, 23052226,
Fax. 23052227
Email:- decus@eci.gov.in

Election to Local Bodies

There appears to be a misconception in the minds of the general public that the elections to local bodies are also conducted by this Commission. It is clarified that under Articles 243K and 243ZA of the Constitution, the responsibility of superintendence, direction and control of all elections to Panchayats and Municipalities, and the preparation of electoral rolls for these elections, is vested with the State Election Commission of the respective State/UT and not with this Commission (i.e. Election Commission of India).

Every State/UT has a State Election Commission (SEC) for the purposes of elections to Local Bodies. The SEC is an independent Constitutional Authority and is neither a part of the Election Commission of India nor comes under its purview. Thus, the Election Commission of India is not responsible for conduct, superintendence and control of elections to the Local Bodies i.e. Panchayats and Municipalities. Therefore, for information pertaining to elections to Local Bodies and matters related to electoral roll for these elections, the authorities concerned in the State Election Commission of the State should be approached.
