

Manual - II
Powers and duties of its officers and employees
(Section 4 (1) (b) (ii))

ELECTION SECTION

Main function of the Election Section

- ❖ Revision of Electoral Roll.
- ❖ Publication of Electoral Roll.
- ❖ Preparation and Issue of EPICs.
- ❖ Conduct of Parliamentary / Assembly Election.
- ❖ Work relating to delimitation of Parliamentary / Assembly Constituencies and re-organisation of polling stations.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Pradipta Kumar Patnaik, I.A.S., Collector, Kendrapara			Collector being the District Election Officer Monitors all the election related works in the District. The Collector is the Returning Officer for Parliamentary Constituency and manages the total election procedure.		
2	Manjulata Mallik, OAS-I (JB), Dy. Collector, Election		D.D.O. Sanctioning power up to Rs. 1000/- under sub-Rule-2 of Rule-80 of OGFR Vol – I			Processing of files and General Supervision of Election Section, Coordination of Electoral Roll Revision, EPICs Programme and election work. Drawal and disbursement of allowances of staff as well as the polling personnel during election.
3	Sri Rabi Narayan Barik, H.C					General supervision of Office work

4	Sri Akhaya Kumar Nayak, S.C. (On Deputation from District Development Section)					Office Establishment, Bill Budgeted, Cash, Stock and Store, Audit, Inspection and other Misc. matters.
5	Sri Guru Charan Parida, J.C. (On Deputation from Establishment Section)					Issue and dispatch, Forms and stationery, Report and Return, Type.
6	Sri D.D.P.S. Mohapatra, Peon					Distribution of Letters to different offices and help in office work.
7	Sri Saroj Kumar Sahoo, Peon					Distribution of Letters to different offices and help in office work.
8	Sri Charan Jena, Night Watchman (Deputed to Res Office of Collector.)					Watching the election godown and election office at night.

Manual - III

The procedure followed in the decision making process, including channels of supervision and accountability :

(Section 4 (1) (b) (iii)

ELECTION SECTION

A proposal initiated by the Ministerial staff duly checked by the Head Clerk examined and endorsed by the O.I.C., reviewed by the A.D.M. and approved / rejected by the Collector.

Sl. No.	Activity	Level of Action	Time Frame
1	To receive a letter / proposal.	D.A Concerned enters the letter in the diary register and puts a diary number.	Same day
2	Processing the file to the Head Clerk.	D.A Concerned.	Same day
3	Checking of the matter and endorsement to the Dy. Collector	Head Clerk	Same day
4	Scrutiny of the proposal and endorsement to A.D.M.	Dy. Collector	2 days
5	Recommendation to the Collector and D.E.O.	A.D.M.	2 days
6	Accept / Reject the proposal	D.E.O.	Same day

Manual - IV

The norms set by it for the discharge of its functions ;

(Section 4 (1) (b) (iv)

ELECTION SECTION

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	
3	Typing Job	30 pages per day	
4	Writing of notes and drafts	It depends upon the nature and gravity of the letters received and answer to be sent accordingly	
5	Scrutinisation of proposal	It depends upon the nature of the proposal received from different quarters.	

Manual - V

*The rules, regulations, instructions, manuals and records used for discharging functions ;
(Section 4 (1) (b) (v))*

ELECTION SECTION

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Manual of Election Law	Delimitation of Parliamentary & Assembly Constituencies, Preparation and Revision of Electoral Rolls, Reorganisation of polling station and Conduct of Election.		
2	Representation of the People Act' 1951.	-do-		
3	Hand book for Returning Officers	-do-		
4	Executive Instructions issued by the E.C.I. / C.E.O. from time to time	-do-		
5	Orissa record manual.	Compliance of Inspection note received from different quarters and maintenance of register.		

Manual - VI

*A statement of the categories of documents held by it or under its control ;
(Section 4 (1) (b) (vi))*

ELECTION SECTION

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Register of letters received	Letters received are recorded	District Election Section	
2	Register of letters issued	Letters sent to different quarters are recorded	District Election Section	
3	Index Register	To keep a note on opening of files by the D.A.s	District Election Section	
4	Guard files	Report and letters and circulars are preserved	District Election Section	
5	Assembly question register	To watch timely submission of reply of each Assembly question and Parliamentary question received	District Election Section	
6	Allotment Register	Allotment of funds for Revision of E-Roll and conduct of Election and payment of salaries of Staff .	District Election Section	
7	Complaint Register	Record the Complaints / Petitions received and action taken	District Election Section	
8	Photo Electoral Roll (soft copy)	From the year 2009	District Election Section	
9	Final result sheet (Form – 20)	From the year 2004	District Election Section	

Manual - VII

*The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
(Section 4 (1) (b) (vii))*

ELECTION SECTION

Sl. No.	Name & Address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role & Responsibility	Frequency of Meeting
1	Political party meeting for Electoral Roll Revision and EPIC Preparation.	D.E.O. , E.R.O., A.E.R.O.s Leaders of recognized functioning political parties of the district.	Consultation regarding implementation of the E-Roll Revision / EPIC programme	During the programme.

2	Political party meeting for reorganization of polling station	D.E.O. , E.R.O., A.E.R.O.s Legislators Leaders of recognized functioning political parties of the district.	Consultation regarding reorganization of polling station area.	During reorganization polling station.
3	Political party meeting during election	Collector & D.E.O. , R.O.s A.R.O.s Representatives of recognized political parties. Representatives of Registered unrecognized political parties. Contesting candidates	To discuss regarding conduct of free fair and smooth election, procedure of election, common problems relating to conduct of election, review of law & order situation, enforcement of model code of conduct for political parties etc.	Prior to / During the election.

Manual – VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;

(Section 4 (1) (b) (viii)

ELECTION SECTION

No such provision for formation of such committees or councils.

Manual – IX

Directory of its officers and employees ;

(Section 4 (1) (b) (ix)

ELECTION SECTION

Sl.	Name and Designation	Office Phone No.	E-mail address
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No.			
1	Manjulata Mallik, OAS-I (JB) Dy. Collector (Election)	06727 – 232701	
2	Sri Rabi Narayan Barik, Head Clerk	06727 – 232701	
3	Sri Akhaya Kumar Nayak, S.C.	06727 – 232701	
4	Sri Guru Charan Parida, J.C.	06727 – 232701	
5	Sri D.D.P.S. Mohapatra, Peon		
6	Sri Charan Jena, Night Watchman		
7	Sri Saroj Kumar Sahoo, Peon		

Manual – x

The monthly remuneration received by each of officers and employees, including the system of compensation as provided in its regulations ;

(Section 4 (1) (b) (x))

ELECTION SECTION

Sl. No.	Name of the Employees with Designation	Scale of Pay	P.B. / Gr. Pay	Total Remuneration
1	2	3	4	5
1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Kendrapara	9300-34800	P.B. – 2 / 4600	27,610.00
2	Sri R.N. Barik, Head Clerk	9300-34800	P.B – 2 / 4200	20,130.00
3	Sri Charan Jena, Night Watchman	4440-7440	P.B. 1-5 / 1300	30,214.00

Manual – xi

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(Section 4 (1) (b) (xi))

ELECTION SECTION

_NON PLAN BUDGET

Major Head	Activities to be performed	Sanctioned budget	Budget estimate For the Year 2010-11	Revised estimate For the Year 2010-11	Expenditure for the last year till Aug' 10
1	2	3	4	5	6
1-2015-102 / Dist. Election	Pay	4,67,700.00	6,98,000.00	678000.00	1,94,110.00
	D.A.	1,91,757.00	1,89,000.00	2,38,000.00	60,450.00

H.R.A.	23,600.00	35,000.00	34000.00	9,707.00
O.A.	-	-	-	-
R.C.M.	1200.00	8000.00	8000.00	-
T.E.	2000.00	8000.00	8000.00	-
Electricity	15,000.00	15,000.00	32,000.00	-
Telephone	4,600.00	25000	25,000.00	-
M.V.	-	-	-	-
O.C.	8,500.00	15,000.00	15,000.00	-
R.R.T.	-	1,02,960.00	1,25,420.00	-
W.C.	-	-	-	-

Manual – xii

*The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;
(Section 4 (1) (b) (xii)*

ELECTION SECTION

Nothing to comply

Manual – xiii

*Particulars of recipients of concessions, permits or authorizations granted by it ;
(Section 4 (1) (b) (xiii)*

Nothing to comply

Manual –xiv

*Information available in an Electronic form
(Section 4 (1) (b) (xiv)*

Some information is available in Official Website of Kendrapara District (www.kendrapara.nic.in)

Manual – xv

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;
(Section 4 (1) (b) (xv)*

ELECTION SECTION

Only certify copies of any Records can be available through District Record Room.

Manual – xvi

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

(Section 4 (1) (b) (xvi)

FIRST APPELLATE AUTHORITY

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate, Kendrapara.	Collectorate, Kendrapara	06727-232601		For Collectorate, Kendrapara

PUBLIC INFORMATION OFFICER

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara

ASST. PUBLIC INFORMATION OFFICER

Sl. No.	Name & Designation of the Officer designated as APIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Dharanidhar Jena, J.C.	Collectorate, Kendrapara			For Collectorate, Kendrapara

Manual – xvii
Other information as may be prescribed
(Section 4 (1) (b) (xvii)

Nothing to Comply.