

FORMAT

1. Name & Designation of the Officers & staff:

| Name of the Office | Sl. No. | Name | Designation |
|---|---------|----------------------------|---|
| District Election Office, Ganjam, Chatrapur | 1 | Dr. Krishan Kumar, | Collector & District Election Officer, Ganjam |
| | 2 | Sri Sibho Narayan Sahu, | Deputy Collector (Elections), Ganjam |
| | 3 | Sri Prafulla Chandra Patra | Head Clerk |
| | 4 | Sri Biswanath Sahu | Senior Clerk |
| | 5 | Sri Abinash Mishra | Junior Clerk |
| | 6 | Sri K.Suresh Kumar Reddy | Junior Clerk |
| | 7 | Smt. K.Gangu | Peon |
| | 8 | Sri Abhiram Swain | Night Watcher |

2. Powers to the Officers

| Sl. No. | Designation of Post | Powers | | | | Duties Attached |
|---------|-----------------------------|--|---|--|-------------|--|
| | | Administrative | Financial | Statutory | Others | |
| 1 | District Election Officer | Overall supervision and Control of Election and related work in the District | Overall control and sanctioning authority | Discharge the power of the District Election Officer | | -- |
| 2 | Deputy Collector (Election) | -- | Drawing & Disbursing Officer | -- | Supervisory | -- |
| 3 | Head Clerk | -- | -- | -- | -- | Assisted the Deputy Collector (Elections) in supervision & monitoring of Office work |
| 4 | Senior Clerk | -- | -- | -- | -- | Dealing with Cash, Treasury etc. |
| 5 | Junior Clerk | -- | -- | -- | -- | Dealing with issue/dispatch of letter, establishment, matter, |

| | | | | | | |
|---|------------------|----|----|----|----|---|
| | | | | | | Bills,correspon dence on various election programmes, registration of service electors, RTI, stock of materials etc. |
| 5 | Peon | -- | -- | -- | -- | To carry files from seat to seat/Distributio n of Dak/assist the staff and Officer in Office work |
| 6 | Night Watcher | -- | -- | -- | -- | Guarding of Office & godown |

3. Duties entrusted to the staff

| Sl. No. | Name & Designation of the staff | Duties entrusted to the staff |
|---------|--|---|
| 1 | Sri Prafulla Chandra Patra, Head Clerk | Assisted the Deputy Collector (Elections) in supervision & monitoring of Office work |
| 2 | Sri Biswanath Sahu, Senior Clerk | Dealing with Cash, Treasury etc. |
| 3 | Sri Abinash Mishra, Junior Clerk | Dealing with Election, Electoral enrollment programmes like Revision, Issue of EPICs, RTI, stock & store, Establishment |
| 4 | Sri K.Suresh Kumar Reddy, Junior Clerk | Dealing with Issue, Dispatch, Bill & Budget, Registration of service electors |
| 5 | Smt. K.Gangu, Peon | To carry files from seat to seat/Distribution of Dak/assist the staff and Officer in Office work |
| 6 | Sri Abhiram Swain, Night Watcher | Guarding of Office & godown |

4. **Activities of the section in Brief:** It acts as the Nodal Agency for all election related matters like revision of electoral roll, setting up polling stations, delimitation of constituencies and the most important conduct of elections. It acts as repository all acts, rules and instructions issued by Election Commission of India from time to time. It also co-ordinates the activities of other electoral roll field functionaries like Sub-Collectors-cum-EROs and BDOs-cum-AEROs. Similarly, during election. It also co-ordinates the efforts and functioning of Returning Officer for Parliamentary Constituencies & Assembly Constituencies within the District.

5. **Relevant facts for formulation of important policies, decision, announcement relating to public life:** It publishes the voter list after every revision, the list of Polling Stations whenever there is a reorganization of Polling Stations, issues EPICs to electors.
6. **Activities of the sections including important, remarkable activities of the past/last year.**
- (i) In 2008, this Office conducted the delimitation of Assembly Constituencies & Parliamentary constituencies.
 - (ii) In 2009, this Office smoothly conducted the Simultaneous General Elections, 2009 and was able for completion of peaceful poll in a big District.
 - (iii) This Office had indigenously developed software on vehicle management system which was highly appreciated and also adopted by different states during elections held subsequently.
 - (iv) In 2011, we organized the National Voters Day for creating awareness among the young people to increase enrolment & participation in the electoral process.

7. **Brief description of the Rules, regulations, manuals and records held:**

| Sl. No. | Name of the act, rules, regulations, manuals and records. | Brief gist of the contents |
|---------|---|---|
| 1 | The representation of the People Act, 1950 & The representation of the People Act, 1951 | Delimitation of constituency, Electoral roll preparation & revision, Allocation of seats, Conduct of Election |
| 2 | The Registration of Elector Rules, 1960 | Rules relating to registration of electors including revision of Electoral Roll |
| 3 | Conduct of Election Rules, 1961 | Rules relating to conduct of general election of Lok Sabha & Legislative Assembly etc. |
| 4 | Orissa Records Manual, 1964 | Office & file maintenance procedure |
| 5 | Orissa Service Code | Establishment and service matter of employee |
| 6 | OGFR | Accounting procedure |

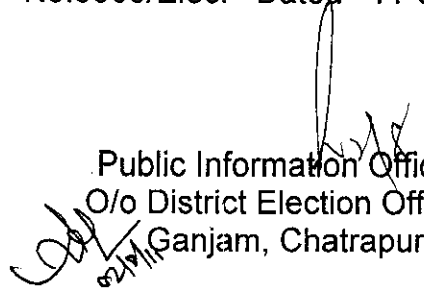
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8. **Name, Organisation & other particulars of the PIOs:** Sri Sib0 Narayan Sahu, OAS (I) JB, Deputy Collector (Elections), Ganjam, Chatrapur.
9. **Name, Designation & other particulars of the First Appellate Authority:** Sri Nirmal Chandra Mishra, OAS (SB), ADM (General), Ganjam, Chatrapur
10. **Name, Designation & other particulars of the Public Authority:** District Election Officer, Ganjam, Chatrapur.
11. **Functions of Home (Elections) Department: --**

DISTRICT ELECTION OFFICE, GANJAM, CHATRAPUR.

Memo No. 274 /Elec. XVII-25/11 Date: 02-08-2011.

Copy submitted to the Assistant Chief Electoral Officer cum Under Secretary to Government & Public Information Officer, Home [Elections] Department, Orissa, Bhubaneswar with reference to his memo No.5003/Elec. Dated 11-07-2011for information and necessary action.


Public Information Officer,
O/o District Election Officer,
Ganjam, Chatrapur