

Chapter – 2 (Manual – 1)
Particulars of Organisation, function and duties

1. **Aim and objectives of the organization.**

Smoothly conducting different elections to Lok Sabha & Orissa Legislative Assembly as per the directions and guidelines of Election Commission of India & Chief Electoral Officer, Orissa.

2. **Mission / Vision**

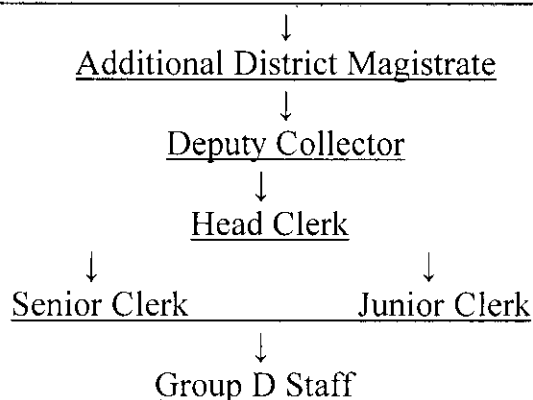
To ensure smooth & fair elections to Lok Sabha & Orissa Legislative Assembly and send reports and returns to Govt. as and when called for or as per the instructions issued from time to time.

3. **Brief History of the Public Authority and context of its formation**

The Election Section, Collectorate, Nabarangpur has been started functioning since inception of the district i.e.02.10.2000 in the Collectorate, Nabarangpur. The Collector & District Magistrate is the District Election Officer who has been empowered with all election matters within the district. The Collector is also the Returning Officer for 12-Nabarangpur (ST) Parliamentary Constituency.

4. Organisation charts.

District Election Officer & Collector and District Magistrate



5. **Allocation of business**

Conduction different elections to Lok Sabha and Orissa Legislative Assembly.

6. **Duties to be performed to achieve the mission.**

On issue of notifications for General Elections to Lok Sabha or Orissa Legislative Assembly or Simultaneous General Elections to both Lok Sabha & Orissa Legislative Assembly, and as per the instructions of Election Commission of India and Chief Electoral Officer, Orissa (State Election Commission), Elections to the Lok Sabha / Assembly Constituencies within the district are being conducted. Besides, different election related works like revision of electoral rolls, preparation of route charts, issue of voter photo identity cards etc. are being taken in advance before conducting the elections to the Lok Sabha & O.L.A.

7. Details of Service rendered

Prepared revised electoral rolls, issued voters I.D. Cards, prepared route charts and maps and conducted elections to Loka Sabha & OLA from time to time.

8. Citizens interaction

Citizens are directly interacted with election by giving their valuable votes to the candidates.

9. Postal address of the main office attached / Sub-ordinate office / field units etc.

Collectorate, Nabarangpur.

10. Map of Office location.

Not applicable.

11. Working hours both for office and public.

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM during day office and from 7.00 AM to 1.00 PM during morning office with out lunch break. The office functions on all working days as provided in Government Calendar printed and published by the Government of Orissa. However Officer and employees are available to dispose off the assignment up to extended hours or days as per requirement.

12. Public Interaction if any

The public is welcomed cordially and extended every possible assistance as per their requirement.

13. Grievance redressal mechanism

Any grievance petition related to election matters only redressed within the stipulated period with due recourse to the law.

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Powers and duties of Officer and employees (Section 4(1)(b)(ii))

Powers and duties of Officers and Staff.

Sl. No	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
01	District Election Officer & Collector, Nabarangpur	Confers Over all power				
02	Deputy Collector, Election	Over all supervision of the Section	--	--	--	To supervise all correspondences of the District Election Section.
03	Head Clerk	--	--	--	--	Overall supervision of the section. All files routed through him
04	Sr. Clerk.	--	--	--	--	Accounts, Office Establishment & Other correspondence.
05	Jr. Clerk	--	--	--	--	Issue & Dispatch, Bill & Budget and Report and Returns.
06	Class-IV		--	--	--	Assist Ministerial staff

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Procedure followed in decision-making process (Section 4(1)(b)(iii))

Sl. No.	Activity	Level of action	Time frame
1	Letter received centrally (except letter received in the last hour) put for perusal of Head of the Office.	Jr.Clerk	Instantly
2	Process of urgent letter for action	Dealing Assistant	Same day
3	Examination of contents of letters	Head Clerk	Same day
4	Proposal of action to be taken	Deputy Collector, Election	Same day
5	Approval of proposed action	DEO & Collector, Nabarangpur	Same day

Manual-4

Norms set for the discharge of functions (Section 4(1)(b)(iv))

Procedures of Orissa Record Manual are duly followed as far as possible while correspondence taken up for action by Head of the Office.

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Rule, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No., if any.
1	Manual of Election Law	Conduct of election to the Orissa Legislative Assemblies/ House of People	

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A statement of catagories of document that are held by it or under its control (Section 4(1)(b)(vi))

- a) Service Books
- b) Acquittance rolls
- c) Attendance Register
- d) Log books of dealing assistants
- e) Bill register
- f) Book of drawal
- g) GPF ledgers

- h) Annual periodical increment registers of Gazetted /non-Gazetted establishment
 - i) Register of letters received
 - j) Register of letters issued
 - k) Register of registered letters received.
 - l) Register of Assembly questions/Parliamentary questions
 - m) Index register
 - n) Pending list of letters received
 - o) Pending list of letters issued
 - p) Peon Book
 - q) Files relating to the above matters
- Etc.

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation. (Section 4(1)(b)(vii))

Not applicable

Manual-8

A statement of Boards councils and other bodies constituted (Section 4(1)(b)(viii))

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
Nil				

Date up to which valid	Whether meetings open to public	Whether minutes assessable to public	Frequency of meetings.	Remarks
6	7	8	9	10
Nil				

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Directory of Officers and Employees (Section 4(1)(b)(ix))

Sl. No.	Name and Designation	Officer Ph. No.	E-mail / Address
1	District Election Officer & Collector, Nabarangpur	06858-222045	
2	Dr. Rudra Narayan Dash, Deputy Collector, Election	06858-222339	--
3	Sri Narendra Kumar Takiri, Head Clerk	-do-	--
4	Sri Narasing Gadaba, Sr.Clerk	-do-	--
5	Sri Dullabha Gouda, Jr.Clerk	-do-	--
6	Sri Santosh Kumar Mohakuda, Peon	-do-	--

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The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations. (Section 4(1)(b)(x))

A statement showing the list of the employees of Election Section Collectorate, Nabarangpur indicating the scale of pay of different posts and monthly salary of each employee is enclosed as Annexure-I & Annexure-II for the last month.

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The budget allocated to each agency (Section 4(1)(b)(xi))

Head of Account:- 01-2015-Elections-102-Electoral Officers (Non-Plan)

Unit of Expenditure	Allotment received during the year 2009-10	Expenditure up to July' 2009	Balance	Expenditure for the last year (2008-09)
1	2	3	4	
136-PAY & G.P	990000	254312	735688	488666
156-DA	230000	52899	177101	193919
403-HRA	30000	7691	22309	21009
OA	0	0	0	0
516-RCM	0	0	0	5000
000-TE	0	0	0	7500
154-Telephone	7600	0	7600	7600
506-O.C.	4000	0	4000	9000
074-Electricity	6000	0	6000	6000
149-Water charges	0	0	0	600
855-Arrear Pay	0	0	0	197600
Total	1267600	314902	952698	936894

Head of Account:- 01-2015-Elections-103-Preparation & printing of Electoral Rolls (Non-Plan)

Unit of Expenditure	Allotment received during the year 2009-10	Expenditure up to July' 2009	Balance	Expenditure for the last year (2008-09)
Preparation & Printing of Electoral Rolls	54767	--	54767	2054578

Head of Account:- 01-2015-Elections-108-Issue of Photo Identity Cards to Voters (Non-Plan)

Unit of Expenditure	Allotment received during the year 2009-10	Expenditure up to July' 2009	Balance	Expenditure for the last year (2008-09)
Issue of Photo Identity Cards to Voters	--	--	--	590866

Head of Account:- 01-2015-Elections-104-Issue of Photo Identity Cards to Voters (Non-Plan)

Unit of Expenditure	Allotment received during the year 2009-10	Expenditure up to July' 2009	Balance	Expenditure for the last year (2008-09)
Charges for conduct of joint election-13002-Simultaneous General Election 2009	6766965	6516965	250000 (Surrendered)	4726800

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Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes (Section 4(1)(b)(xii))

Not applicable.

Manual-13

Particular of recipient of compensations and permit or authorization granted (Section 4(1)(b)(xiii))

Not applicable

Manual-14

Details of informations held reduced in an electronic form (Section 4(1)(b)(xiv))

Nil

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Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))

Sl no	Facility available	Nature of information available	Working hour
1	Notice board	Quotations, tender notice	10am to 5pm(day office) 7am to 1pm(Morning office)
2	Web site nabarangpura.nic.in	Details of project for which land acquisition taken up.	--do--

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Name, Designation and other particulars of Public Information Officers. (Section 4(1)(b)(xvi))

Sl. No.	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	Dr. Rudra Narayan Dash, OAS, Deputy Collector, Election	Collectorate, Nabarangpur	06858-222339		
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
1	Sri Narendra Kumar Takiri, Head-Clerk, Election Section	Collectorate, Nabarangpur	06858-222339		

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	Sri Upendranath Jena, OAS SB, Addl. District Magistrate	Collectorate, Nabarangpur	06858-222040		
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Other information as may be prescribed (Section 4(1)(b)(xvii))

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