

**STATE ELECTION COMMISSION, ORISSA,
TOSHALI BHAWAN, B-2, 1ST FLOOR,
SATYANAGAR, BHUBANESWAR-751007**

Information under Section 4(1)(b) of the Right to Information Act, 2005.

(i) The particulars of its organization, functions and duties.

State Election Commission, Orissa constituted since 1994 is vested with the authority to conduct election to Panchayati Raj Institutions and Urban Local Bodies in the State. This Commission is headed by one State Election Commissioner and four Officers from the State Administrative Service and assisted by another 16 Ministerial Officers. Conduct of General Election and by-election to Panchayati Raj Institutions and Urban Local Bodies is the prime duties of this Commission. The elections are conducted through District Collectors and Officers working under the supervision of the Collector of the District. Timely completion of General Election as well as by-election is the basic duties of this Commission.

(ii) The powers and duties of its officers and employees.

The State Election Commission is vested with the authority of superintendence, direction and control of the preparation of Electoral Rolls for, and the conduct of all elections to the Gram Panchayats and Municipalities. Conduct of smooth, free and fair poll being the prime concern of this Commission adequate precautionary steps are taken to ensure that election is conducted in a peaceful manner with all fairness. The Officers and employees of this Commission are duty bound to ensure conduct of smooth and free and fair election.

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

State Election Commissioner being the highest authority of the organization and holding a constitutional post is the final authority in taking decision relating to the election matters. So far as the conduct of election is concerned this is done through the District Collectors who work under the direct control and supervision of this Commission during the election process and are accountable to this Commission for any lapses either by himself or by officers subordinate to him. So far as the Commission's Office is

concerned monitoring is done at all levels to ensure smooth conduct of poll.

(iv) The norms set by it for the discharge of its functions.

Norms applicable to other government offices are also applicable to this Commission in discharge of its function.

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

Manual for Panchayat Election, Manual for Municipal Election and Manual for Municipal Corporation Election containing the relevant Acts and Rules and instructions issued by this Commission become the guiding principle for its employees in discharge of this functions.

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

District Collectors and officers working under him are declared as Election Officers for conducting election to Panchayati Raj Institutions and Urban Local Bodies. All the primary documents connected with elections are available with Election Officers. This Commission being the supervisory authority gets all the information from the field. All those letters addressed directly to the Commission by the general public and the reports received from the Districts are available with this Commission.

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

The Constitution mandates that the State Government will formulate the Acts and Rules for conduct of election which has since been done by the State Government. In matters of conduct of election this Commission convenes a meeting of representative of political parties at various stages for their opinion on the procedure of conduct of election. There is no such provision for consultation with the member of the public in relation to the formulation of its policy and implementation thereof.

(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.

Not applicable.

(ix) A directory of its officers and employees.

Sl. No.	Description of post	Number of sanctioned posts	Men in Position	G.O. No. & date in which sanctioned	Pay Scale	Category of post with no of post
1	Commissioner	1	1	8572/GP dtd.25.05.94	80000/-(Fixed) - (Pension)	GROUP A (6)
2	Secretary	1	1	16832/GP dtd.21.06.2007	37400-67000	
3	Special Secretary	1	1	20497/GP dtd.01.11.94	15600-39100	
4	Deputy Secretary	1	1	14080/GP dtd.01.11.94	15600-39100	
5	Law Officer	1	1	20486/GP dtd.01.11.94	15600-39100	
6	Sr. Private Secy.	1	1	1984/GP dtd.31.01.2000	9300-34800	
7	Personal Assistant	1	1	20486/GP dtd.01.11.94	9300-34800	GROUP B (3)
8	Section Officer	2	1	14080/GP dtd.01.11.94	9300-34800	GROUP C (23)
9	Senior Assistant	6	6	14080/GP dtd.11.08.94	9300-34800	
10	Auditor	1	1	20486/GP dtd.01.11.94	9300-34800	
11	Sr. Stenographer	1	1	4763/PR dtd.02.06.06	9300-34800	
12	Jr. Stenographer	2	2	13855/GP dtd.04.08.01	5200-20200	
13	Jr. Assistant	6	5	14080/GP dtd.11.08.94 & 20486/GP dtd.01.11.94	5200-20200	
14	Sr. Typist	1	1	6928/PR dtd.12.07.06	5200-20200	
15	Jr. Typist	2	2	14080/GP dtd.11.08.94, 20486/GP dtd.01.11.94 & 13855/GP dtd.04.08.01	5200-20200	
16	Computer Programmer	1	1	12667/GP dtd.08.08.97	9300-34800	
17	Diarist	1	1	14080/GP dtd.01.11.94	5200-20200	
18	Driver	2	2	14080/GP dtd.01.11.95	5200-20200	
19	Jamadar	1	1	14080/GP dtd.01.11.96	4440-14680	GROUP D (13)
20	Peon, Watchman-cum-Sweeper, Sweeper and contractual peons	12	12	14080/GP dtd.01.11.97 & 20486/GP dtd.01.11.94	4440-14680	
	TOTAL	45	43			45

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

Sl. No.	Category of Posts	Number of sanctioned posts	Men in Position	G.O. No. & date in which sanctioned	Revised pay band in the Pay Structure	Grade pay	No. of post to be terminated	Date from which post (s) to be terminated
1	Commissioner	1	1	8572/GP dtd.25.05.94	80000/-(Fixed) - (Pension)		Nil	Nil
2	Secretary	1	1	16832/GP dtd.21.06.2007	37400-67000	8800	Nil	Nil
3	Spl. Secretary	1	1	20497/GP dtd.01.11.94	15600-39100	7600	Nil	Nil
4	Dy. Secretary	1	1	14080/GP dtd.11.08.94	15600-39100	5400	Nil	Nil
5	Law Officer	1	1	20486/GP dtd.01.11.94	15600-39100	5400	Nil	Nil
6	Sr. Private Secy.	1	1	1984/GP dtd.31.01.2000	9300-34800	5400	Nil	Nil
7	Personal Assistant	1	1	20486/GP dtd.01.11.94	9300-34800	4200	Nil	Nil
8	Section Officer	2	1	14080/GP dtd.11.08.94	9300-34800	4200	Nil	Nil
9	Senior Assistant	6	6	14080/GP dtd.11.08.94 6928/PR dtd.12.07.06	9300-34800	4200	Nil	Nil
10	Auditor	1	1	20486/GP dtd.01.11.94	9300-34800	4200	Nil	Nil
11	Sr. Stenographer	1	1	4763/PR dtd.02.06.06	9300-34800	4200	Nil	Nil
12	Jr. Stenographer	2	2	13855/GP dtd.04.08.01	5200-20200	2400	Nil	Nil
13	Junior Assistant	6	5	14080/GP dtd.11.08.94 & 20486/GP dtd.01.11.94	5200-20200	1900	Nil	Nil
14	Senior Typist	1	1	6928/PR dtd.12.07.06	5200-20200	2400	Nil	Nil
15	Junior Typist	2	2	20486/GP dtd.01.11.94 & 13855/GP dtd.04.08.01	5200-20200	1900	Nil	Nil
16	Computer Programmer	1	1	12667/GP dtd.08.08.97	9300-34800	4200	The Computer Programmer has been engaged through Service Provider @ Rs.6500/- p.m.	
17	Diarist	1	1	14080/GP dtd.11.08.94	5200-20200	1900	Nil	Nil
18	Driver	2	2	14080/GP dtd.11.08.94	5200-20200	1900	Nil	Nil
19	Jamadar	1	1	14080/GP dtd.11.08.94	4440-14680	1400	Nil	Nil

20	Peon, Watchman- cum-Sweeper, Sweeper	12	12	14080/GP dtd.11.08.94 & 20486/GP dtd.01.11.94	4440-14680	1300	Govt. in P.R. Department vide letter No.3432 dtd.06.02.10 abolished two Group D posts. As against this two persons are continuing on Contractual basis with the approval of P.R. Deptt. vide letter No.10723 dtd.13.03.09.
	TOTAL	45	43				

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

Budget provision is made for conduct of election to Panchayats, Municipalities and the office establishment. Allotment is placed with the District Collectors for conduct of elections to the respective bodies. This allocation is as per their requirement.

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

Not applicable.

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

Not applicable.

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

All the information relating to the result of the conduct of election is available in electronic form and made available to the general public when asked for. However, this Commission has got its own Website i.e. www.secorissa.org where all the relevant information with upto date news items are available.

- (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.**

Guest room is available in the Commission office and a library is open during the working hour.

- (xvi) The names, designation and other particulars of the Public Information Officers.**

Sri R.N.Sahu, Deputy Secretary is the Public Information Officer and Sri Gangadhar Sahu, Special Secretary is the First Appellate Authority.

- (xvii) Such other information as may be prescribed and thereafter update these publications every year..**