

Government of Himachal Pradesh.  
"Election Department"

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No. 5-12/2005-ELN, dated: Shimla-171009, the

24 May, 2006.

**NOTIFICATION**

The Governor, Himachal Pradesh is pleased to publish the following information pertaining to Election Department Himachal Pradesh for citizens to secure access to information, as required under the provisions of Sub-Section 1(b) of Section-4 of the Right to Information Act, 2005 for promoting transparency in the working of the Department:-

The Election Department has been conferred upon the "Secretariat Status" since 1984-1985 on the recommendations of the Election Commission of India. The Election Department functions as "Head of the Department" and also as "Administrative Department" of the Government. The Forest Minister is the Minister-in-charge of the Election Department. The particulars, organizational set-up, functions, powers and duties of the Election Department are as under:-

1	Particulars of Organization, Functions and Duties	<p><b><u>Functions of the Election Department:</u></b></p> <p>The Election Department is a Non-plan Department and is responsible for the conduct of various elections. This department does not undertake/execute any Developmental/welfare functions/activities. The following statutory functions/activities are undertaken by the Election Department: -</p> <ol style="list-style-type: none"><li>(1) Conduct of Presidential and Vice-Presidential Election.</li><li>(2) Conduct of Biennial Elections to the Council of States.</li><li>(3) Conduct of Elections to Parliament (Lok Sabha) and State Legislative Assembly (Vidhan Sabha) including bye-elections.</li><li>(4) Preparation, Revision and computerization of Electoral Rolls and continuous updation thereof.</li><li>(5) Setting up of Polling Stations and revision thereof.</li><li>(6) Delimitation of Parliamentary and Assembly Constituencies.</li><li>(7) Preparation of Electors Photo Identity Cards (EPICs).</li><li>(8) National Voters Awareness Campaign.</li></ol> <p>All these statutory functions are performed in the State by the Chief Electoral Officer under the superintendence, directions and control of Election Commission of India as envisaged under Article 324 of the Constitution of India. Besides other routine work pertaining to Establishment/Budget, Accounts, Store procurement etc. are also performed by the department.</p> <p><b><u>The Division of work of the Department:</u></b></p> <p><b>(i) <u>At State Hqs:</u></b></p> <ol style="list-style-type: none"><li>(a) The Secretary (Elections) functions as "Administrative Department" and is appointing authority in respect of Class-I and II posts of the department.</li></ol>
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- (b) The Chief Electoral Officer is the “Head of the Department” and appointing authority in respect of Class-III posts of the Department. As regards Appointing Authorities in respect of Class-IV staff, the additional Chief Electoral Officer exercise the powers at the State Hqs. and Deputy Commissioners in the respective Districts.
- (c) To assist the Chief Electoral Officer, in the implementation of statutory functions, a post of Additional Chief Electoral Officer-cum-Additional Secretary (Election) exists. He is the “Head of Office” and “Controlling Officer” under the H.P. Financial Rules for the purpose of Controlling Budget & contingency.
- (d) A departmental cadre post of Assistant Chief Electoral Officer (Class-I) (Equivalent to that of Under Secretary of the State Government) exist in the department. He is also functioning as “D.D.O” as well as “Controlling Officer” for TA and Medical Reimbursement. One Section Officer with Seven Senior Assistants is assisting the said officer in Section-I of the department.
- (e) Another departmental cadre post of Electoral Officer (Class-I) also exists in the department. To assist this officer one Section Officer with 4 Assistants has been provided in Section-II. He is looking the entire technical work relating to conduct of elections, preparation, updation, computerization and Revision of Electoral Rolls, issuance of Photo Identity Cards to electors, provision of Polling Stations, delimitation of Parliamentary/Assembly Constituencies etc. The Electoral Officer functions as D.D.O, looks after administrative branch including Budget, Accounts and Stores in the absence of Assistant Chief Electoral Officer.
- (f) There is one Technical Class-I post of Computer Programmer. To assist this officer one Computer Operator and one Junior Assistant, who is also a computer professional, have been provided in Computer Cell. He is looking after the entire computerization activities of the department viz. development of computer software, installation of software, maintenance of computer hardware, imparting of trainings to the officers and staff posted at Hqs. as well as District/Sub-Divisional Election Offices.

**(ii) At District Headquarters:**

The Deputy Commissioners of the districts are the “District Election Officers” and they are functioning as “Head of Office” in the district. The Deputy Commissioner, Shimla, Mandi, Hamirpur and Kangra are also functioning as “Returning Officer for Parliamentary Constituency”. To assist the District Election Officers one Tehsildar (Elections), one Naib-Tehsildar (Elections) (except Kinnaur and Lahaul Spiti),

		<p><b><u>(iii) At Sub Divisional Headquarters:</u></b></p> <p>Since 1996 onwards the respective Sub Divisional Officers(c) have been designated/appointed as “Returning Officers-cum-Electoral Registration Officers” for respective Assembly Constituencies by the Election Commission of India. Two Deputy Commissioners (Lahaul &amp; Spiti and Kinnaur) and two Additional District Magistrates (Una and Hamirpur) are also functioning as Returning officer-cum-Electoral Registration Officers for Assembly Constituencies. The Revenue and Election Tehsildars and Naib-Tehsildars Revenue have been appointed as “Assistant Returning Officers and Assistant Electoral Registration Officers”. One Additional District Magistrate (Kullu), Two Additional Deputy Commissioners (Pooh &amp; Kaza) and 4 Sub Divisional Officers (C) (Kalpa, Dodra-Kawar, Pangi &amp; Udaipur) are also appointed as Asstt. Returning Officers and Asstt. Electoral Registration Officers.</p> <p>To assist the Returning Officers, 1 Election Kanungo for each Assembly Constituency with one clerk and one peon for each Sub-Divisional Election Office have been provided.</p>
2	Powers and Duties of its Officers and Employees.	<p><b><u>The Chief Electoral Officer-cum-Secretary (Elections):</u></b></p> <p>The Chief Electoral Officer, who is an officer of the Election Commission of India, belongs to IAS cadre and is also functioning as ex-officio Secretary (Elections) as there is no separate branch of Election in Himachal Pradesh Civil Secretariat. He is the “Administrative Department” as well as “Head of Department” of Election Department. The following functions and duties are discharged/performed by the CEO-cum- Secretary (Elections): -</p> <ul style="list-style-type: none"> <li>➤ Overall control of the Election Department.</li> <li>➤ Supervision of the work of the District Election Officers, Electoral Registration Officers and departmental officers.</li> <li>➤ Approval of recommendations of the DPC &amp; promotions/appointments/confirmations of the Class-I, II &amp; III Officers/Officials.</li> <li>➤ Sanction of prosecution of Class-I, II, III &amp; IV Officers/ Officials of the Department.</li> <li>➤ Grant of benefits under ACPS in favour of Class-I, II &amp; III Officers/Officials.</li> <li>➤ Imposition of major penalties on Class-III &amp; IV employees and minor penalties on Class-I, &amp; II Officers of the department.</li> <li>➤ Removal/dismissal from service, pre-mature retirement/compulsory retirement in respect of Class-I, II &amp; III officers/officials.</li> <li>➤ Appellate Authority in case of adverse remarks in ACRs in respect of Class-I, II &amp; III officers/officials.</li> <li>➤ Financial sanctions at the CEO &amp; Secretary levels.</li> <li>➤ Transfer on deputation on Foreign Service of Class-I, II, III &amp; IV officers/officials.</li> <li>➤ Posting &amp; transfer in respect of Class-I, II &amp; III officers/officials.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Annual Budget estimates in respect of Election department.</li> <li>➤ Replies to the paras of report of Estimate Committees.</li> <li>➤ Replies to the Audit/CAG /PAC Paras.</li> <li>➤ Grant of NOCs/permission for appearing in the exam/interviews in respect of Class-I, II &amp; III officers/officials.</li> <li>➤ Cases of compassionate appointment.</li> <li>➤ Issues Passes to media persons during elections.</li> <li>➤ Recruitment and Promotion Rules of all the categories of the department, amendments and laying the Rules in the H.P.Vidhan Sabha.</li> <li>➤ Replies of all Court cases.</li> <li>➤ Submission of proposals for the consideration of Cabinet/working group.</li> <li>➤ Pay fixation cases of all categories.</li> <li>➤ Pay fixation cases of ex-servicemen.</li> <li>➤ Decisions regarding demands of departmental Associations.</li> <li>➤ Holding of various meetings of the department.</li> <li>➤ Replies of various Assembly Questions.</li> <li>➤ Physical verification of the departmental stores and weeding out of old record.</li> <li>➤ Permission to purchase new store/office items which are not provided by the Govt. Press.</li> <li>➤ Creation of new posts of all categories, continuation of temporary posts and conversion of temporary posts into permanent ones.</li> <li>➤ Termination of lien of officers/officials on completion of probation period.</li> <li>➤ Issue of seniority lists of all the officers/officials of the department.</li> <li>➤ Sanction of leave in favour of Class-I &amp; II Officers of the department.</li> <li>➤ All cases which require advice of other departments including consultation with HPPSC.</li> <li>➤ Submission of proposals to the Govt., which require any important change of policy or practice in the department.</li> <li>➤ Cases dealing with the communications from the Govt. of India, Election Commission of India.</li> <li>➤ Writing of losses of Store items.</li> <li>➤ Investigation sanctions in respect of time barred claims.</li> <li>➤ All cases for grant of fees and honorarium relating to conduct of elections etc.</li> <li>➤ CEOs Conferences/meetings at New Delhi with ECI.</li> <li>➤ Accepting Authority/Appellate Authority for all Class-III employees and Reviewing/Accepting Authority for ACRs in respect of all Class-II &amp; III officers/officials of the department.</li> <li>➤ Grant of permission to improve educational qualifications/professional courses etc.</li> <li>➤ Grant of permission under conduct rule-18(2) in respect of Class-I &amp; II officers to acquire/dispose of immovable/movable property.</li> <li>➤ Acceptance of property returns in respect of Class-I &amp; II officers.</li> </ul>
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**Assistant Chief Electoral Officer:**

The Assistant Chief Electoral Officer of the Department is an Officer to the rank of Class-I (Gazetted) equivalent to that of Under Secretary of the State Govt. He is functioning as DDO as well as Controlling officer for the staff posted at HQ. The functions and duties of the said officer are as under:-

- To assist the CEO-cum-Secy (Elections) on each and every matter.
- Overall In-charge of Section-I, which deals with Establishment, Budget & Accounts and Stores matters etc.
- Functioning as DDO and signing of all kinds of bills, signing /verification of Cash Book, Service Books etc.
- Sanction of leave upto 30 days in favour of Class-III & IV employees posted at HQ.
- Sanction of GPF permanent/temporary advances in favour of Class-III & IV employees posted at HQ.
- Sanction of Casual/Compensatory leave beyond 4 days up to the maximum limit in favour of Class-III & IV employees posted at Section-I
- Controlling Officer for the purpose of TA and Medical Reimbursement in respect of all the staff posted at HQ.
- Reporting officer for writing ACR of class-III official working in sections-I
- Inspection of field offices.
- Preparation/approval of agenda notes in connection with various meeting viz. COS meeting, TAC meetings, Cabinet meetings, Efficiency in administration meetings, DPC meetings, Physical & Financial Achievements of the Department's meetings Departmental Associations meetings etc. As a Member of DPC for grant of all service benefit of class-IV.

**Electoral Officer:**

Electoral Officer is also the Class-I(Gazetted) officer of the Department. The functions and duties of the said officer are as under:-

- Overall Incharge of Section-II, which deals with Conduct of Elections, Preparation, up-dation and Computerization of E-Rolls, Issuance of EPICs, Provision of Polling Stations, Voter awareness campaign, Delimitation of Parliamentary/Assembly Constituencies, dealing with Complaints received through general public and from Election Commission of India during Assembly/Parliamentary elections.
- Functioning as DDO/Controlling Officer in the absence of ACEO and signing of all kinds of bills, verification of Cash Book, Service Books etc.
- Sanction of Casual/Compensatory leave beyond 4 days up to the maximum limit in favour of Class-III & IV employees posted in Section-II.
- Controlling Officer for the purpose of TA and Medical Reimbursement in respect of all the staff posted at HQ in the absence of Assistant Chief Electoral Officer.

- Preparation of agenda notes/proceedings of meetings held in connection with Conduct of Elections, Revisions/I-Cards, CEOs conferences/meetings, Law & Order meetings & Delimitation etc.
- Preparation of Contract Agreements in connection with preparation of I-Cards etc. when work is assigned to S.L.A/Vendors.
- Preparation of Report on General Elections to Lok Sabha/Vidhan Sabha and Bye Elections.
- As a Member of DPC for grant of all service benefits to class-IV.
- Reporting officer for writing ACR of officials of Section-II.

**Computer Programmer:**

There is only one technical post of Computer Programmer, Class-I(Gazetted) in the Department. The functions and duties of the said officer are as under:-

- Overall in charge of Computer Section which deals with all computerization related activities of the election department.
- Looking after the work pertaining to all computerization activities of the department.
- Development of computer software.
- Installation of software.
- Maintenance of computer hardware.
- Imparting of training to the officers & staff posted at Headquarter and District/Sub-Divisional Election Offices.
- To attend the meetings with ECI regarding development/procurement of data, data management/transmission of data etc.
- Preparation of Report on Computer regarding General Elections to Lok Sabha/Vidhan Sabha and Bye Elections.
- Preparation of digital maps of ACs on Computers.
- Preparation of data for Delimitation.
- Submission of every report to Election Commission of India during Assembly/ Parliamentary Elections.

**Section Officer-I:**

Section Officer-I is the Section In-charge of Section-I. The main duty of Section Officer-I is to assist Branch Officer of Section-I in each and every matter pertaining to this Section i.e. Establishment, Budget & Accounts, Stores and maintenance of office premises etc. etc. Some important functions of the said officer are to supervise the work of Dealing Assistants posted in Section-I, to look after their routine work and to maintain discipline and punctuality in the Section.

The main functions of Section-I are as under:-

Work relating to:-

- Framing/finalization of R & P Rules of all the categories of the department.
- All disciplinary cases.
- Pay fixation cases.
- Grant of benefits under ACPS.
- Posting & transfer cases of the department.

- DPC/promotion/confirmation cases.
- Preparation/ Finalization of Seniority lists of all categories.
- Filling up of vacant posts of all categories.
- Prosecution sanctions.
- Replies of court cases/audit paras.
- Continuation of posts and conversion of temporary posts into permanent ones.
- All policy matter cases of the department.
- Compassionate appointment/regular appointment cases.
- Pension and gratuity, GIS, leave encashment cases, maintenance of Service Books etc.
- All types of leave cases of the officers/officials of the department.
- Meetings pertaining to efficiency in administration/ physical and financial achievements of the department/ cabinet/ COS/JCC etc.
- Preparation of Budget/ allocation of budget.
- Reconciliation of expenditure with AG.
- Examination of all kinds of bills i.e. Salary/TAMR/GPF/all kinds of contingent bills etc.
- Sanction of loans and advances.
- All types of financial sanctions.
- Deduction of Income Tax at source.
- Purchase of all types of store/Stationery/Furniture/ Computer items.
- Inspections of the subordinate staff & offices.
- Correspondence relating to Fire frightening/Vehicles etc.
- Physical verification of the stores.
- Weeding out of obsolete office record.
- All Assembly/Parliamentary questions pertaining to the above matters/subjects.
- Maintenance/procurement of voting machines.

**Section Officer-II:**

Section Officer-II is the Section in charge of Section-II. The main duties of Section Officer-II are to assist Branch Officer of Section-II in each and every matter pertaining to this Section i.e. Conduct of Elections, Preparation, up-dation and Computerization of E-Rolls, Issuance of EPICs, Provision of Polling Stations, Voter awareness campaign, Delimitation of Parliamentary/Assembly Constituencies, Complaints received through general public and from Election Commission of India during Vidhan Sabha and parliamentary elections. Some important functions of the said officer are to supervise the work of Dealing Assistants posted in Section-II, to look after their routine work and to maintain discipline and punctuality in the section.

The main functions of Section-II are as under:-

Work relating to:-

- Conduct of Presidential/Vice-Presidential Elections.
- Conduct of Rajya Sabha Elections.
- Conduct of Lok Sabha/Vidhan Sabha Elections/Bye-elections.
- Preparation, Printing & Computerization of Electoral Rolls.



- Summary/Special/Summary Intensive Revision of Electoral Rolls.
- Preparation and Issuance of Electors Photo I-Cards.
- Delimitation of Parliamentary/Assembly Constituencies.
- Election Petitions.
- Maintenance of Law & Order during elections.
- Enforcement of Model Code of Conduct during elections.
- Disposal of all types of complaints received during elections.
- Voter awareness campaign.
- Preparation of Annual Administrative Report pertaining to Election Department.
- Preparation of election report pertaining to general elections/bye elections of Assembly and Parliamentary.
- Opening of Media Centers/Control Rooms during elections.
- Issuances of passes to Media Persons during elections.
- Provision of Polling Stations.
- Disposal off obsolete Electoral Rolls/Ballot Papers and other election related papers.
- CEOs conferences /Meetings.
- MOU/Agreements.

**Personal Staff:**

To assist the Chief Electoral Officer-cum-Principal Secretary (Elections), Additional Chief Electoral Officer-cum-Additional Secretary (Elections), Assistant Chief Electoral Officer and Electoral Officer, One post of Personal Assistant, one post of Senior Scale Stenographer and one post of Junior Scale Stenographer exist in the department. The general functions of the personal staff is to assist the above officers in their day to day disposal of work and carry out such duties as are officially assigned to them. They have to handle files/records of confidential/ secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing. Further they have to perform the duties of receipt and dispatch of dak, preparation of notes and drafts, attendance of telephones, maintenance of engagement diary, furnishing of offices/residences of officers. Control over vehicles/drivers, arrangements for tours/pay etc. and also maintenance of record. Another important work pertaining to maintenance of ACRs of departmental officers & officials of the department is disposed off by the personal staff.

**Senior Assistants:**

There are two Sections with 11 Senior Assistants in the Election Department Headquarter, Shimla. The department has assigned Independent work for every Senior Assistant. They deal with receipts and submit cases to the Section Officers concerned. They are required to maintain files and present cases on files, compile data, prepare information and deal matters assigned to them including Cabinet Memorandums/Court Cases, Assembly Questions/Disciplinary Cases and so as to present complete cases with all relevant

records/datas with past precedents/references and feasible solutions to facilitate the authorities to arrive at definite decisions. The Senior Assistants are thus basic to the administrative machinery.

**Junior Assistants/Clerks:**

There are 9 posts of Junior Assistants/Clerks sanctioned for Election Department Headquarter, Shimla. No independent work has been assigned to Junior Assistants/Clerks. Some Junior Assistants are attached with Senior Assistants to assist them. Some are doing Diary/Dispatch, Typing, and data entry etc. and related work. Some Junior Assistants are assigned the work of dealing during the leave/vacancy period of dealing assistants being a temporary arrangement.

**Computer Operator:**

There is one post of Computer Operator sanctioned in the department. The main functions and duties of the said official are to assist the Computer Programmer in all computer related activities/programmes of the department. Other functions of the Computer Operator are to impart training to staff, installation of software, attend the urgent meetings regarding computerization activities in the absence of CP, maintenance of computer software/hardware etc.

**Driver:**

There are three vehicles viz. HP-03-2811 (For CEO-cum-Pr. Secy. (Elections), HP-03-1935 (For Addl. CEO-cum-Addl Secy (Elections) and HP-03-2901 (Pooled Vehicle for ACEO/EO/Other departmental Officers) in the Election Department. To drive above vehicles three posts of Drivers are sanctioned.

**Gestetner Operator:**

There is only one post of Gestetner Operator (Class-IV) sanctioned in the department for Headquarter. The main functions of the said official are as under:-

- To operate Cyclostyling /Photostat machine and make out desired number of copies.
- To procure paper, ink, toner etc. for ensuring proper operation of machines.
- To maintain proper account in a register with requisition slips for paper used, consumption of ink/toner etc.
- To arrange timely repair of machines.

**Daftri:**

There is only one post of Daftri (Class-IV) sanctioned in the department for Headquarter. The main functions of the said official are as under:-

- To mend, trim, stitch, bind, old records, files etc.
- To paste correction slips in the official reference books of various officers and those of the branches/sections.
- To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/ packets and parcels,

dispatch dak and telegrams and help the dispatcher in the circulation of all printed matter etc.

- To sort-out and properly keep the record in section.

**Peons:**

There are 6 posts of Peons sanctioned in the department for Headquarter. One peon each is deployed to attend the Chief Electoral Officer, Additional Chief Electoral Officer, Assistant Chief Electoral Officer, Electoral Officer and Section Officers. One Peon is deployed on dak and another one is deployed for bank/treasury. The main duties of the Peons are as under:-

- To carry and deliver dak within or outside the office.
- To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.
- To perform miscellaneous and odd jobs for officer/officials.
- To attend any other work that may be assigned.
- To attend to officers at hq.

**Chowkidar:**

There is only one post of Chowkidar sanctioned for Election Department Headquarter, Shimla. The main duties of the Chowkidar are:-

- To keep watch and ward during and after office hours; and
- To take precautionary measures relating to prevention of fire and damage to Government property.

**AT DISTRICT ELECTION OFFICES:**

**District Election Officer:**

The Deputy Commissioners of the districts are the "District Election Officers" and they are functioning as "Head of Office" in the district. The functions/duties of the said officer are as under:-

- Sanctioning of leave up to 30 days in favour of Class-I & II officers posted in District Election Offices.
- Sanctioning of leave up to the maximum limit in favour of Class-III & IV employees of the District Election Office.
- To act as Competent/Disciplinary authority under CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.
- To act as Competent authority to impose minor penalties to Class-III & IV employees.
- Sanctioning GPF advances, Pension/Gratuity/GIS/DCRG etc.
- To act as reviewing authority for ACRs in respect of staff posted in DEO's office.
- Sanctioning of Family Planning Allowance.
- Grant of Paternity leave.
- Appointment, posting & transfer of Class-IV being a District Cadre.

**Tehsildar (Elections).**

To assist the District Election Officer, one post of Tehsildar (Elections) has been provided/sanctioned for each District Election Office. He is functioning as DDO as well as ARO for Assembly Election. The main functions/duties of the

said officer are as under:-

- Sanctioning of leave up to 30 days in favour of Class-III & IV employees of the District Election Office.
- Sanctioning of GPF advances.
- Signing of all kinds of bills viz. Salary/TA/MR/Contingent bills etc.
- Reporting Authority for ACRs in respect of staff posted in DEO's office.
- Supervise the work of District Election Office as well as dealing assistants.
- Maintaining discipline & punctuality amongst the staff.
- Sanctioning of Casual Leave/Compensatory leave/Special Casual Leave/Paternity leave etc.
- Signing of Cash Book.
- Inspection of subordinate staff as well as Sub-Divisional Election Offices.
- Physical verification of Stores.
- Imparting rehearsals in connection with conduct of elections/ revision of e-Rolls etc.
- Attending meeting with DEOs/CEO.

**Naib-Tehsildar (Elections):**

To assist the Tehsildar (Elections), one post of Naib-Tehsildar (Elections) (except Mandi & Kangra where two posts being larger Districts) has been provided/sanctioned for each District Election Office (Except Kinnaur and Lahaul & Spiti). The main functions/duties of the Naib-Tehsildar (Elections) are as under:-

- Functioning as DDO in the absence of Tehsildar (Elections).
- Supervise the work of dealing assistants.
- Maintaining discipline & punctuality amongst the staff.
- Sanctioning of Casual Leave/Compensatory leave/Special Casual Leave/Paternity leave etc. in the absence of Tehsildar (Elections).
- Inspection of subordinate staff as well as Sub-Divisional Election Offices.
- Imparting rehearsals in connection with conduct of elections/ revision of Electoral Rolls etc.
- To attend the meetings on various subjects with DEOs/CEO.

**Senior Assistant:**

To assist the Tehsildar/Naib-Tehsildar (Elections), one or two posts of Senior Assistants have been provided/sanctioned for each District Election Office. The main functions/duties of the Senior Assistant are as under:-

- Put up all Establishment related cases pertaining to staff posted at District Election Offices as well as Sub-Divisional Election Offices.
- Put up all Budget & Accounts related cases viz. preparation of budget estimates, requirement of budgets, Audit paras etc.
- Put up/dispose off all cases pertaining to Conduct of elections, Revision of Electoral Rolls, Issuance of Photo I-Cards etc.

- Maintenance of Cash Books.
- Put up all Policy matters related to particular cases.
- Correspondence relating to Delimitation of PCs/ACs.
- Preparation of agendas for meetings

**Junior Assistants/Clerks:**

There are two or three posts of Junior Assistants/Clerks sanctioned for the District Election Offices. They have been assigned Independent work. The main functions/duties of the Junior Assistants/Clerks are as under:-

- To assist the Senior Assistant on each and every matter.
- Preparation of all kinds of bills.
- Maintenance of Stores.
- Procurement of Store articles.
- Hindi/English typing/ data entry, all computers related activities of the Office.
- Preparation of agendas for meetings.
- Put up all sanction cases.
- Diary & Despatch, collection of stationery and store items from State Headquarter.
- Purchase of Store articles etc.

**Peons:**

There are two or three posts of Peons sanctioned for the each District Election Office. The main duties of the Peons are as under:-

- To carry and deliver dak within or outside the office.
- To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.
- To perform miscellaneous and odd jobs for officer/officials.
- To attend any other work that may be assigned.
- To attend to officers at hq.
- To Check the EVMs.

**Chowkidar:**

One post of Chowkidar for each District Election Office has been sanctioned in the Department. The main duties of Chowkidar are:-

- To keep watch and ward during and after office hours; and
- To take precautionary measures relating to prevention of fire and damage to Government property.

**AT SUB-DIVISIONAL ELECTION OFFICES:**

**Electoral Registration Officers/Returning Officers:**

The SDMs (as the case may be) has been designated/appointed as Electoral Registration Officers for Revision of Electoral Rolls and Returning Officers for Conduct of Assembly Elections. They are the overall in charge of Sub-Divisional Election Offices. The main functions and duties of the above officers are as under:-

- Reporting Authority for ACRs in respect of election staff posted in Sub-Divisional Election Offices.

		<ul style="list-style-type: none"> <li>➤ Grant of casual leave/station leave in favour of Class-III &amp; IV posted in Sub-Divisional Election Offices.</li> <li>➤ To ensure timely completion of all the projects/programmes introduced/ordered by the ECI/Department.</li> <li>➤ Attending the meetings pertaining to election related matters with DEOs.</li> <li>➤ Rehearsals to Polling Personnel during elections.</li> </ul> <p><b><u>Election Kanungo:</u></b></p> <p>To assist the Electoral Registration Officer-cum-Returning Officer, posts of Election Kanungos are provided/sanctioned (AC wise) for Sub-Divisional Election Offices. The main functions and duties of the Election Kanungos are as under:-</p> <ul style="list-style-type: none"> <li>➤ Up-keep/maintenance/computerization of Electoral Rolls.</li> <li>➤ Preparation of AC maps.</li> <li>➤ Physical verification of Polling Stations.</li> <li>➤ Imparting of rehearsals to staff requisitioned for election duty.</li> <li>➤ Data entry on computers.</li> <li>➤ Addition/deletion of names of electors.</li> <li>➤ Issuance of Photo I-Cards.</li> <li>➤ All correspondence/work relating to Delimitation of PCs/ACs.</li> </ul> <p><b><u>Junior Assistants/Clerks:</u></b></p> <p>One post of Junior Assistant/Clerk is sanctioned for each Sub-Divisional Election Office. The functions/duties of the said official are as under:-</p> <ul style="list-style-type: none"> <li>➤ To assist the Election Kanungo on each and every matter.</li> <li>➤ Preparation of all kinds of bills.</li> <li>➤ Maintenance of Stores.</li> <li>➤ Hindi/English typing/ data entry,</li> <li>➤ Diary &amp; Dispatch.</li> <li>➤ Collection and maintenance of stationery and store items.</li> <li>➤ Put-up all cases on files to ERO-RO.</li> <li>➤ Procurement of EVMs.</li> <li>➤ Put up office orders regarding appointment of staff of various departments on election related works.</li> </ul> <p><b><u>Peons:</u></b></p> <p>There is one post of Peon sanctioned for each Sub-Divisional Election Office. The functions/duties of the said official are as under:-</p> <ul style="list-style-type: none"> <li>➤ To carry and deliver dak within or outside the office.</li> <li>➤ To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.</li> <li>➤ To perform miscellaneous and odd jobs for officer/officials.</li> <li>➤ To attend any other work that may be assigned.</li> <li>➤ To attend to Officers concerned.</li> <li>➤ To Check the EVMs.</li> </ul>
3.	The procedure followed in the decision-making	In pursuance of provision of Rules-26 and 27 of the Rules of Business of the Govt. of Himachal Pradesh, 1971, list of all matters/cases has been prepared. In this regard a standing

	process, including channels of supervision and accountability.	<p>order has been issued vide office order No. 5-15/2003-ELN, dated 9<sup>th</sup> December 2003. Besides, work of the Election Department has been distributed amongst officers and dealing assistants of the department properly and accountability of the every officer/official has been fixed.</p> <p>As regards supervision and accountability, all the dealing assistants put up their cases to the Section Officers. Section Officer submits the same to the Branch Officers concerned. Branch Officer submits their files to Additional Chief Electoral Officer who is Head of Office as well as Additional Secretary (Elections). Additional Chief Electoral Officer-cum-Additional Secretary (Elections) disposes the cases, which are required to be disposed off at his level. Those cases which are to be disposed of at the level of Chief Electoral Officer-cum-Secretary (Elections) being HOD &amp; AD are submitted to him by the Addl. CEO &amp; Addl. Secy (Elections). Similarly, Chief Electoral Officer-cum-Secretary (Elections) submits the cases to the Minister-in-charge, which are required to be disposed off by him. Election Department has a single line administration. Decisions are taken quickly on each and every matter.</p>
4	The norms set by it for the discharge of its functions.	<p>There are statutory provisions for each officer of the Election Department as well as ROs/AROs/EROs/AEROs to discharge their functions and duties. All the programmes/schemes /projects are introduced/announced/ordered by the Election Commission of India and undertaken by the department. Targets and time Schedule completion of each programme/ scheme/project are already fixed by the ECI. Staff for the Election Department has been created/sanctioned as per the norms/standard staffing pattern fixed by the ECI. Each officer of the department discharges his functions and duties as per allocation of work/subjects assigned to them and according to delegation of Administrative/financial powers.</p>
5	The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions:	<p>Election Department has no Acts/Rules/Regulations/ Manuals of its own except recruitment and Promotion Rules of the employees. The functioning of Election Department is under the strict superintendence, control and directions of Election Commission of India. Following Central Acts/ Rules/ Manuals/ Hand Books etc. are used for discharging functions in the department:-</p> <ul style="list-style-type: none"> <li>➤ Presidential &amp; Vice-Presidential Elections Act, 1952.</li> <li>➤ Presidential &amp; Vice-Presidential Elections Rules, 1974.</li> <li>➤ Representation of People Act, 1950 and 1951.</li> <li>➤ Registration of Electors Rules, 1960.</li> <li>➤ Conduct of Elections Rules, 1961.</li> <li>➤ The Delimitation Act, 2002.</li> <li>➤ Hand Book for Electoral Registration Officers.</li> <li>➤ Election Symbols (Reservation and Allotment) order, 1968.</li> <li>➤ Compendium of instructions pertaining to Conduct of Elections.</li> <li>➤ Model Code of Conduct.</li> <li>➤ Returning Officers Hand Books.</li> <li>➤ Returning Officers Hand Book for elections to council of states (Rajya Sabha).</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Presiding Officers Hand Books.</li> <li>Besides above, the routine work of the Election Department is disposed off under the following Rules/Instructions/Hand Books etc.:-</li> <li>➤ Himachal Pradesh Financial Rules, 1971, Vol. I &amp; II.</li> <li>➤ Himachal Pradesh Budget Manual.</li> <li>➤ FR &amp; SR, Vol.I &amp; II.</li> <li>➤ CCS (Conduct) Rules, 1964.</li> <li>➤ CCS (CCA) Rules, 1965.</li> <li>➤ CCS (Pension) Rules, 1972.</li> <li>➤ CCS (Leave) Rules, 1972.</li> <li>➤ Temporary Service Rules, 1965.</li> <li>➤ Himachal Pradesh Civil Services (Pre-mature retirement) Rules, 1976.</li> <li>➤ Hand Book for Personnel Matters, Volume-I,II &amp; III.</li> <li>➤ Consolidated Instructions regarding grant of Proficiency Step under ACPS.</li> <li>➤ CCS(Commutation of Pension Rules), 1981.</li> <li>➤ CS(Medical Attendant)Rules, 1944.</li> <li>➤ LTC Rules.</li> <li>➤ GPF Rules.</li> <li>➤ Office Manual.</li> <li><u>ect. ect.</u></li> </ul>
6	A statement of the categories of the documents.	<ul style="list-style-type: none"> <li>➤ Booklet regarding allocation of Annual Budget by the Govt.</li> <li>➤ Booklet of Annual Administrative Report prepared by the Department.</li> <li>➤ Booklet of General Elections Reports pertaining to Lok Sabha/Vidhan Sabha.</li> <li>➤ Citizen Charter prepared by the Department showing the activities of the department as well as rights and duties of the citizens.</li> </ul>
7.	The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	<p>Election Department in the State is responsible for the conduct of various elections viz. Presidential/Vice-Presidential Elections, Biennial Elections to Rajya Sabha, Lok Sabha and Vidhan Sabha Elections and its related activities i.e. revision of Electoral Rolls, issuance of Photo I-Cards to Electors, provision of Polling Stations and Delimitation of PCs/ACs etc. For the successful completion of these activities, meetings with the representatives of the political parties are also held. Policy formulation work mainly pertains to the State Govt. and Election commission of India and this Department strictly implements these policies framed for different purposes. Apart from above, a quarterly meeting of the department regarding "Efficiency in Administration" of the department are regularly being held to review the programmes/activities of the department.</p>
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to	No Board, Council, Committees and other Bodies are constituted by this department.



	whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public.																																																																									
9	A directory of its officers and employees.	<p>There are 299 posts of different categories sanctioned in the Election Department. Category-wise detail of the same at HQ as well as District/Sub-Divisional HQ is as under: -</p> <table border="1" data-bbox="667 551 1414 2016"> <thead> <tr> <th colspan="2">Name and designation of the officer/official.</th> <th>No. of posts.</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><b><u>At State Headquarter:</u></b></td> </tr> <tr> <td>1.</td> <td>Chief Electoral Officer-cum-Secretary (Elections).</td> <td>1 (IAS Cadre)</td> </tr> <tr> <td>2.</td> <td>Addl. Chief Electoral Officer-cum-Addl. Secretary (Elections).</td> <td>1 (HAS Cadre)</td> </tr> <tr> <td>3.</td> <td>Assistant Chief Electoral Officer. (Class-I, Gazetted)</td> <td>1</td> </tr> <tr> <td>4.</td> <td>Electoral Officer. (Class-I, Gazetted)</td> <td>1</td> </tr> <tr> <td>5.</td> <td>Section Officer. (Class-I, Gazetted)</td> <td>2</td> </tr> <tr> <td>6.</td> <td>Computer Programmer (Class-I, Gazetted)</td> <td>1</td> </tr> <tr> <td>7.</td> <td>Personal Assistant. (Class-II, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>8.</td> <td>Senior Assistant. (Class-III, Non-Gazetted)</td> <td>11</td> </tr> <tr> <td>9.</td> <td>Senior Scale Stenographer. (Class-III, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>10.</td> <td>Junior Scale Stenographer. (Class-III, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>11.</td> <td>Junior Assistant/Clerks. (Class-III, Non-Gazetted)</td> <td>9</td> </tr> <tr> <td>12.</td> <td>Computer Operator. (Class-III, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>13.</td> <td>Driver. (Class-III, Non-Gazetted)</td> <td>4</td> </tr> <tr> <td>14.</td> <td>Gestetner Operator. (Class-IV, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>15.</td> <td>Daftri. (Class-IV, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td>16.</td> <td>Peon. (Class-IV, Non-Gazetted)</td> <td>6</td> </tr> <tr> <td>17.</td> <td>Chowkidar. (Class-IV, Non-Gazetted)</td> <td>1</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total:-</b></td> <td><b>44</b></td> </tr> <tr> <td colspan="3" style="text-align: center;"><b><u>At District Headquarter:</u></b></td> </tr> <tr> <td>1.</td> <td>Tehsildar (Elections). (Class-I, Gazetted)</td> <td>12</td> </tr> <tr> <td>2.</td> <td>Naib-Tehsildar (Elections). (Class-II, Gazetted)</td> <td>12</td> </tr> <tr> <td>3.</td> <td>Senior Assistant. (Class-III, Non-Gazetted)</td> <td>14</td> </tr> </tbody> </table>	Name and designation of the officer/official.		No. of posts.	<b><u>At State Headquarter:</u></b>			1.	Chief Electoral Officer-cum-Secretary (Elections).	1 (IAS Cadre)	2.	Addl. Chief Electoral Officer-cum-Addl. Secretary (Elections).	1 (HAS Cadre)	3.	Assistant Chief Electoral Officer. (Class-I, Gazetted)	1	4.	Electoral Officer. (Class-I, Gazetted)	1	5.	Section Officer. (Class-I, Gazetted)	2	6.	Computer Programmer (Class-I, Gazetted)	1	7.	Personal Assistant. (Class-II, Non-Gazetted)	1	8.	Senior Assistant. (Class-III, Non-Gazetted)	11	9.	Senior Scale Stenographer. (Class-III, Non-Gazetted)	1	10.	Junior Scale Stenographer. (Class-III, Non-Gazetted)	1	11.	Junior Assistant/Clerks. (Class-III, Non-Gazetted)	9	12.	Computer Operator. (Class-III, Non-Gazetted)	1	13.	Driver. (Class-III, Non-Gazetted)	4	14.	Gestetner Operator. (Class-IV, Non-Gazetted)	1	15.	Daftri. (Class-IV, Non-Gazetted)	1	16.	Peon. (Class-IV, Non-Gazetted)	6	17.	Chowkidar. (Class-IV, Non-Gazetted)	1	<b>Total:-</b>		<b>44</b>	<b><u>At District Headquarter:</u></b>			1.	Tehsildar (Elections). (Class-I, Gazetted)	12	2.	Naib-Tehsildar (Elections). (Class-II, Gazetted)	12	3.	Senior Assistant. (Class-III, Non-Gazetted)	14
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19.	Daftri. (Class-IV, Non-Gazetted)	RS.2820-4400 +160 SA
20.	Peon. (Class-IV, Non-Gazetted)	Rs.2520-4140 +120 SA (With initial start Rs.2620/-)
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All the expenditure incurred on the pay and allowances of the officers and employees of the Election Department is borne by the State Govt. 50 % of total expenditure is reimbursed by the Govt. of India by the end of financial year.

Note:- Secretariat Allowance is admissible only at State Headquarter as the Election Department Headquarter i.e. office of the Chief Electoral Officer-cum-Secretary (Elections) has been conferred upon the Secretariat status since 1984 and enjoys all facilities admissible to Himachal Pradesh Civil Secretariat employees.

11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	<p>The Election Department is a Non-Plan Department and responsible for the conduct of various elections and its related work. All the projects/schemes pertaining to Election Department are ordered/introduced by the Election Commission of India. The funding pattern/budgetary system of the department is as under:-</p> <p style="text-align: center;"><u>For Non-Tribal Area:</u> <u>Demand No.17-“Elections”</u></p> <p><u>Head of Account:-“2015-Elections(Non-Plan)Voted.</u> <u>Sub-Heads:</u> 102-Electoral Officer. 01-Chief Electoral Officer and his staff, Salary, Part-I &amp; II. 103-Preparation and Printing of Electoral Rolls-01-Assembly. 103-Preparation and Printing of Electoral Rolls-02-Parliamentary. 104-01-Charges for the conduct of Lok-Sabha &amp; State/UT legislature Elections when held Simultaneously. 105-Charges for the conduct of Lok Sabha Elections -01-Parliamentary. 106-Charges for the conduct of State/UT Legislature Elections-01-Assembly. 108-Issuance of Photo I-Cards to Electors.</p> <p style="text-align: center;"><u>Demand No.31-“Tribal Development”</u> <u>Head of Account:-“2015-Elections(Non-Plan)Voted.</u> <u>Sub-Heads:</u> 796-Tribal Area Sub-Plan. 01-Expenditure on Chief Electoral Officer &amp; his staff, Part-I &amp; II, Salary.</p>
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		<p>02-Preparation and Printing of Electoral Rolls-Assembly.</p> <p>03-Preparation and Printing of Electoral Rolls-Parliamentary.</p> <p>04-Charges for the conduct of Parliamentary Elections.</p> <p>05-Charges for the conduct of State/UT Legislature Elections.</p> <p>08-Issuance of Photo I-Cards to Electors.</p> <p>09-Charges for the conduct of Lok-Sabha &amp; State/UT legislature Elections when held Simultaneously.</p> <p>Funds are sanctioned/provided to the Election Department by the Finance Department, Government of Himachal Pradesh as per requirement/demand submitted by the department.</p> <p>Another Head of Account namely "8658-Suspense Account PAO-Suspense Account adjustable by Pay &amp; Account officer ECI" is operated by this department to meet out the expenditure incurred on Presidential/Vice-Presidential Elections and Rajya Sabha Elections. The major activities undertaken by the Department and funding pattern have been succinctly brought out by Finance Department. In general, the expenditure on Electoral Officer i.e. establishment of Election Department Preparation and Printing of Electoral Rolls and Computerization, issue of Electors Photo Identity Cards, Charges for the conduct of Elections to State Legislature and Lok Sabha when held simultaneously are shared on 50:50 basis with the Central &amp; State Govt. The expenditure on charges for the conduct of elections to Parliament is fully reimbursable by the Govt. of India. The charges for the conduct of elections including bye-elections to State Legislature when held without getting linked to Lok Sabha elections are borne exclusively by the State Govt. All the expenses incurred by the Department are met-out of non-plan funds by the State Govt. in the first instance and thereafter reimbursement sought from Govt. of India.</p>
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes.	As the Election Department is a non-plan department and does not undertake any developmental/public welfare programmes/ activities, therefore no subsidy/amount is given/paid to the public.
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	This point does not pertain to Election Department as no concession/permits/authorizations are granted by this Department.
14.	Detail of the information available to, or held by it, reduced in an electronic form.	Computerized Electoral Rolls of all 68 Assembly Constituencies have been displayed on internet website "http://ceohimachal.gov.in" and "http://ceohimachal.nic.in" for information of general public. All relevant forms pertaining to inclusion, deletion, correction and transfer of names/ entries of E-Rolls have also been displayed on website. As per orders

		<p>of Election Commission of India, E-registration facility to file-Form-6 for inclusion of name in the Electoral Rolls has been provided to all citizens of Himachal Pradesh through internet at our website "<a href="http://ceohimachal.nic.in/electreg/default.asp">http://ceohimachal.nic.in/electreg/default.asp</a>" during the revision of Electoral Rolls.</p> <p>A citizen charter showing the activities of the department and facilities for the general public has been drawn by the department and displayed.</p>
15.	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.	There is no Reading Room/Library maintained by the department for public use. However, CDs of PCs/ACs wise electors data can be had from the office on cost. Similarly reports of previous General Elections of Lok Sabha and Vidhan Sabha can also be got on cost. Wide publicity of each programme/ activity / scheme is given through all means of communication viz. Print and Electronic Media and by affixing notices, posters etc. on Notice Boards etc. The programmes are also telecast on Doordarshan and through All India Radio.
16.	The names, designations and other particulars of the Public Information Officers.	The names, designation and other particulars regarding appointment of Public information Officers, Assistant Public Information Officers and Appellate Authorities in respect of Election Department have already been notified by the Public Authority i.e. Principal Secretary (Elections) to the Govt. of Himachal Pradesh vide Notification No.5-12/2005-ELN, dated 31 <sup>st</sup> October, 2005 (Copies enclosed for reference at Annexure-A).
17.	Such other information as may be prescribed and thereafter update these publications every year.	All the relevant information pertaining to this department has already been given and nothing remains to be prescribed. However this information shall be updated by the Department as and when required.

By order,

Perm Kumar

Principal Secretary (Elections) to the  
Government of Himachal Pradesh.

Endst.No. 5-12/2005-ELN, dated: Shimla-171009, the

24 May, 2006.

Copy for information to:-

1. All the Administrative Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments/Boards/Corporations/Universities in Himachal Pradesh.
3. All the District Election Officers (DCs) in Himachal Pradesh.
4. All the AROs (ADMs /SDMs) in Himachal Pradesh.
5. The Controller, Printing & Stationery Department, Himachal Pradesh, Shimla-171005 for publication in the Rajpatra (Extra-Ordinary). He is requested to send 10 copies of the same to this department for record.
6. Computer Cell of Election Department for placing it on the departmental Website.

SD/-

Additional Secretary (Elections) to the  
Government of Himachal Pradesh.