

## GOVERNMENT OF KARNATAKA

No. CIASUE 73 CHU SIA 2005

Office of the Chief Electoral Officer &  
Ex-Officio Principal Secretary to Govt.,  
D.P.A.R. (Elections),  
K.G.I.D. Old Building (Annex),  
Bangalore, Dated: 12-03-2010.

### NOTIFICATION

Sub: Section 4(1)(b) of the Right to Information Act, 2005 of Government of India-the particulars of the Office of the Chief Electoral Officer & Ex-officio Principal Secretary to Government, D.P.A.R.(Elections) for the year 2009.

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#### **(i) The particulars of its Organisation, functions and duties:**

The office of the Chief Electoral Officer deals with conduct of elections to Lok Sabha from 28 Lok Sabha Constituencies in Karnataka , Karnataka Legislative Assembly from 224 constituencies of the State, Karnataka Legislative Council from the Teachers', Graduates' and Local Authorities constituencies in the State, maintenance and periodical revision of electoral rolls of the above constituencies and issue of Photo Identity Cards to the electors on the guidelines issued by the Election Commission of India and such other election related works entrusted by the Election Commission of India. This office is a part of Karnataka Government Secretariat and works under the administrative control of the Chief Secretary to Government of Karnataka. This office comprises of the following Officers:

- 1) Chief Electoral Officer of IAS Supertime Scale (Principal Secretary) Grade.
- 2) Joint Chief Electoral Officer & Ex-officio Deputy Secretary to Government, DP&AR (Elections) of Group-A Grade.
- 3) Assistant Chief Electoral Officer & Ex-officio Under Secretary to Government, DP&AR (Elections) of Group-A (Junior Scale) Grade
- 4) Section Officer, Establishment & Forms Section of Group-B Grade.
- 5) Section Officer, Electoral Registration Section of Group-B Grade
- 6) Section Officer, General Section of Group-B Grade

- 7) Section Officer Electors' Photo Identity Card Section (Temporary post) of Group-B Grade.
- 8) Accounts Section headed by an Accounts Superintendent.
- 9) Computer Section headed by a Senior Computer Programmer.

**(ii) The powers and duties of its officers and employees:**

- 1) Chief Electoral Officer & Ex-officio Principal Secretary to Government, DPAR (Elections):

Overall supervision of all the works carried out in DPAR (Elections). Correspondence with Election Commission of India, attending meetings, conferences and Seminars convened by Election Commission of India at New Delhi. Passing the bills pertaining to goods and services obtained by the DPAR(Elections). Release of grants to the District Election Officers and issue of instructions to District Election Officers pertaining to Revision of electoral rolls, conduct of elections, etc. Reviewing authority in respect of the Annual CRs of the officers of DPAR(Elections).

- 2) Joint Chief Electoral Officer & Ex-officio Deputy Secretary to Government, DPAR(Elections):

Assists the Chief Electoral Officer in the Conduct of Elections and other administrative works. Performs the duty of Drawing Officer in respect of above office. Corresponds with Election Commission of India, and arranges meetings and conferences with the Officers of Election Commission of India and District Election Officers.

- 3) Assistant Chief Electoral Officer & Ex-officio Under Secretary to Government, DPAR(Elections):

He is the Head of all the Sections of DPAR(Elections). Reviewing the files put up by the Section Officers of various Sections of DPAR(Elections) and making recommendations/suggestions to take final decision by the JCEO/CEO. Leave sanctioning authority in respect of Group-B, Group-C and Group-D officials of the office. Reporting authority in respect of the Annual CRs of the Group-B Officers Reviewing authority in respect of the Annual CRs of Group-C officials of DPAR(Elections).

- 4) Section Officer Forms & Establishment Section and supporting staff:
- i) Establishment matters pertaining to the Officers of DPAR(Elections); Postings of election staff to the offices of the District Election Officers, postings of EROs and AEROs.
  - ii) Matters relating to supply of furniture and office equipments to the offices of the DEOs and EROs.
  - iii) Matters relating to postal facilities, Telephones, and purchase of Fax Machines, Computers and peripherals, etc. and their annual maintenance contracts, etc.
  - iv) Co-ordination work in the office of the Chief Electoral Officer and other miscellaneous matters.
  - v) Printing and supply of forms and covers required for revision of electoral roll; General elections/bye-elections to Lok Sabha and State Assembly and Legislative Council.
  - vi) Procurement/printing and supply of Election related books and publications like Manual of Election Law; Handbook for Returning Officers, Handbook for Presiding Officers, etc,
  - vii) Printing and supply of ballot papers pertaining to Lok Sabha, Assembly ; Council and Presidential Elections.
  - viii) Supply of Polling materials required for elections.
  - ix) Files relating to Ballot Boxes.
  - x) Matters relating to Polling stations of Assembly and Council elections.
  - xi) Sending Monthly return of Vacanc and Party position pertaining to both the Houses of Legislature to the Election Commission of India.
  - xii) Matters relating to Recognised and Registered Political Parties.
  - xiii) Matters relating to Disqualification from contesting in elections.
  - xiv) Election petitions.
  - xv) Secret Seals of the Commission.
  - xvi) Matters relating to submission of Accounts of election expenses by the contesting candidates in the Elections.
- 5) Section Officer, Electoral Registration Section and supporting staff:
- i. Preparation and revision of electoral rolls of Assembly constituencies including Service voters.
  - ii. Preparation and revision of electoral rolls of Council Constituencies.
  - iii. Remuneration regarding revision of electoral rolls.
  - iv. Submission of monthly report on election work to the Election Commission of India.

- v. Printing of electoral rolls and fixing of rates for printing and sale price.
- vi. Declaration of Dry Day during elections.
- vii. Declaring holidays on poll days.
- viii. Appointment of polling personnel.
- ix. Issuing guidelines to the political parties regarding printing of pamphlets and other publicity materials during elections.
- x. Code of conduct of political parties.
- xi. Postponement of Shandy if it falls on polling day.
- xii. Requisition of vehicles and buildings for elections.
- xiii. Police Bandobust for elections.
- xiv. Movement programme for polling personnel.
- xv. Issuing instructions regarding ensuring of free and fair elections.

6) Section Officer, General Section and Supporting Staff:

- i) Forwarding the Amendments to Election Laws sent by the Election Commission of India to all the District Election Officers and others connected with election work.
- ii) Forwarding the Statutory instructions issued by the Election Commission of India to all the District Election Officers and others connected with election work.
- iii) Appointment of Returning and Assistant Returning Officers.
- iv) Appointment of Electoral and Assistant Electoral Registration Officers.
- v) Conduct of elections to Lok Sabha; Legislative Assembly; Rajya Sabha and Legislative Council
- vi) Matters relating to allotment of symbol.
- vii) Matters relating to Delimitation of Constituencies.
- viii) Matters relating to various stages of election from issue of Public notice till the withdrawal of candidatures including publication of lists of contesting candidates.
- ix) Counting of votes, declaration of results and allied matters.
- x) Election Statistics including return of election, index card, etc.
- xi) Matters relating to safe custody and disposal of election papers.
- xii) Supply of copies of State Gazette to the Commission.

7) Accounts Section:

- i) Preparation of Budget (Central and State)
- ii) Payment of Bills.
- iii) Condonation of delay
- iv) Reconciliation and consolidation of accounts.

- v) Appropriation of Accounts and preparation of Audit reports.
- vi) Furnishing replies to Audit objections.
- vii) Other Miscellaneous matters relating to Accounts including office imprest.
- viii) Reimbursement of Central Government share.
- ix) Claims statement of Ros, AROs, etc.
- x) Allotment of funds.
- xi) Settlement of T.A. claims.
- xii) Inspection of subordinate offices.

**8) ID Card Section:**

Matters relating to issue of ID Cards to the Electors; and maintenance of statistics thereon and also finalising the claims of agencies who have issued EPICs to voters

**9) Computer Section:**

Matters relating to Computerisation of electoral rolls; election data, and all other computer related activities as per the Election Commission of India's instructions.

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

This office functions on the basis of the guidelines issued by the Election Commission of India. Effective implementation of the directions of the Commission through District Election Officers.

**(iv) the norms set by it for the discharge of its functions:**

All works in the Office are carried out strictly on the guidelines issued by the Election Commission of India.

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

The particulars are given in Annexure-II.

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

Same as the reply to item No.(v)

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

Nil

**(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.**

A State-level Agency is appointed as per orders of the of Election Commission of India for the purpose of production of software required for computerisation of Electoral Rolls and other related activities.

**(ix) A directory of its officers and employees:**

The information is furnished vide Annexure-I

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

The information is furnished vide Annexure-I

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

No Scheme / Plans are formulated by this office. All expenditures are non-plan.

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

All the schemes are non-plan schemes.

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

Does not arise in view of replies to (xi) and (xii) above.

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

There is a separate web-site for the office of the Chief Electoral Officer, Karnataka and it is as follows:

<http://ceokarnataka.kar.nic.in>

**(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.**

There is no separate library for the office of the Chief Electoral Officer, Karnataka. Citizens can obtain information during the office hours.

**(xvi) The names, designations and other particulars of the Public Information Officers:**

Shri C.S. Suranjana, Chief Electoral Officer & Ex-officio Principal Secretary to Government, DPAR(Elections)	Public Authority
Shri Jagannath Shetty, Gazetted Personal Assistant to Chief Electoral Officer & Ex-officio Principal Secretary to Govt, DPAR (Elections)	Assistant Public Information Officer
Shri P.T.Kulkarni, Assistant Chief Electoral Officer & Ex-officio Under Secretary to Government, DPAR (Elections)	Public Information Officer
Shri Prakash S. Bhusanur, Section Officer, Forms & Establishment Section	Assistant Public Information Officer
Shri K.R. Shridhar, Section Officer, General Section	Assistant Public Information Officer
Shri R. Chandrashekhar, Section Officer, ER Section	Assistant Public Information Officer
Sri. B.V. Kulkarni, Joint Chief Electoral Officer & Ex-Officio Deputy Secretary to Govt., D.P.A.R. (Elections)	Appellate Authority

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

Nil

By Order and in the Name of the  
Governor of Karnataka,

**(P.T. KULKARNI)**  
Assistant Chief Electoral Officer &  
Ex-officio Under Secretary to Govt,  
DPAR (Elections).

To

Office notice board.