

Compendium on Right to Information Act, 2005

Public Authority – Election Department (Administrative branch) & Office of the Chief Electoral Officer, Meghalaya, Shillong.

Introduction: In accordance with the Rules framed under the RTI Act 2005 which requires that every Public Authority shall maintain all its records duly catalogued and indexed in a manner and form which facilitates the Right to Information under this Act, also requires under Sec. 4(1) of the Act that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources made available in the official web site of the concerned Public Authority.

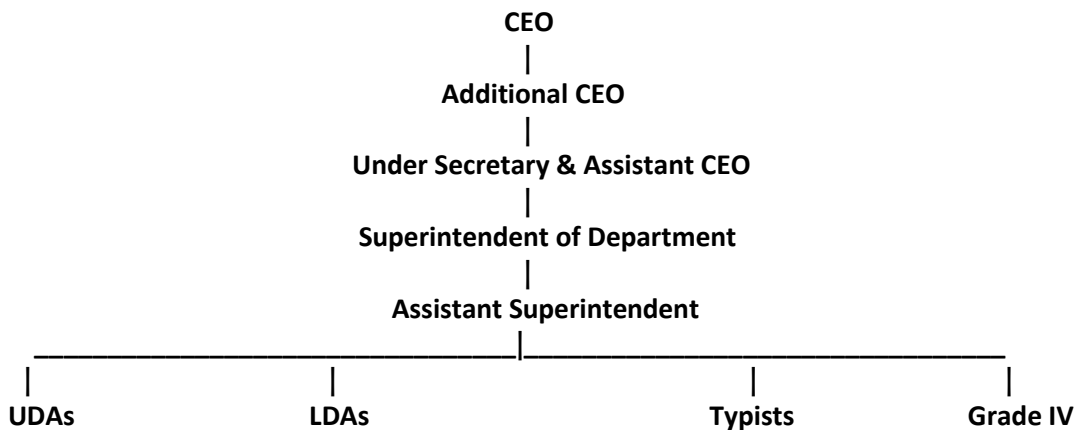
Keeping in view the above requirement, this Compendium attempts to highlight the functions and activities of the Elections Department and the Office of the Chief Electoral Officer, Meghalaya, Shillong in a manner which promotes transparency and accountability in its working and to provide easy access to the public who desire to have any information relating to the functioning of the department. Any such information will be made available on application to the concerned Public Information Officer in accordance with the Rules framed in this regard under the Right to Information Act 2005.

All attempts have been made to provide full coverage of the functioning of the department however there is always room for improvement and any suggestions in this regard is most welcome and all suggestions should be addressed to the Public Information Officer of the department for examination. We hope this compendium will prove useful to all information seekers as per Provision of the Right to Information Act, 2005.

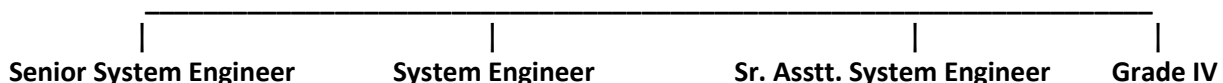
The Elections Department and Office of the Chief Electoral Officer of Meghalaya which functions under the control, direction and superintendence of the Election Commission has as its major tasks – Conduct of elections to Meghalaya Legislative Assembly, Lok Sabha, Rajya Sabha, Office of President and Vice President of India, Preparation and updation of Electoral Rolls, issue of Electoral Photo Identity cards (EPIC) to voters, rationalization/organization of Polling Stations, Voter's Education as per relevant provision of acts, and rules and instructions issued by Election Commission of India from time to time.

(i) Particulars of Organisation, functions and duties :- The Election Department an administrative department and the Office of the Chief Electoral Officer functions as one organ from the Main Secretariat Building with a Computer Cell under its wing.

At the Secretariat Level – Organisational Structure is as follows:-



Computer Cell of Chief Electoral Officer's Office



The main function of the Election Department & the Office of the Chief Electoral Officer is more of a Supervisory & Regulatory nature under the supervision and direction of the Election Commission of India where all its Instructions, Orders, Rulings and other Election Related matters for conduct of Free & Fair Elections and for preparation of Electoral rolls are disseminated to the subordinate Election Offices both at the District & Sub-division Level for their compliance and enactment.

(ii) Powers duties of Officers & Employees :- The Chief Electoral Officer as the Head of the department is also the Appellate Authority and is responsible for the smooth functioning of his office. He has the final say in all matters of importance requiring his approval.

The Additional Chief Electoral Officer assists the Chief Electoral Officer in all Election related matters and day to day administration and functioning of the department.

Next comes the Under Secretary who performs his duties under the supervision and direction of both the Chief Electoral Officer and Additional Chief Electoral Officer. Below, comes the Superintendent of the department who supervises the day to day work and over sees to the allotment of work among staff of the department and to ensure timely disposal of Important Receipts. To assist the Superintendent in the daily disposal of his duties there is the Assistant Superintendent who is expected to render valuable help to the Superintendent in the best possible manner. Next in rank comes the Upper Divisional Assistants and Lower Divisional Assistants engaged in File Work and disposal of Receipts and important Correspondences. Then comes the Typists and lastly the Grade IV staff or office peons who render valuable assistance in the movement of files and correspondences.

(iii) The Procedure followed in the decision making process, including Channels of Supervision and Accountability :- Procedurally a receipt/correspondence received in the department is first sent to the officer concerned (The CEO, Addl. CEO or the Under Secretary) as the case may be, for his Perusal and orders thereon.

The Superintendent of the department then allots the work accordingly to his staff who put up the case in the relevant file and it is further processed and put up hierarchically to the next higher authority for final orders.

Channel of Supervision and accountability are as per the Meghalaya Secretariat Manual of Office Procedure.

(iv) Norms set by it for discharge of its functions :- As mentioned, the main function of the Election department and the Office of the Chief Electoral Officer is more Supervisory & Regulatory in nature, receiving orders from the Election Commission of India and disseminating these instructions, guidelines to its subordinate offices and ensuring their compliance and timely enactment. Its subordinate offices at the District and Sub-Division level are accountable to the Election department and the Office of the Chief Electoral Officer for timely implementation of election programs, quality and timely delivery of services, and strict adherence to directions and instructions as laid down by the Election Commission of India and as deemed under the Law.

(v) Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging of its functions:-

The following are the Manuals of Instruction, Rules, Regulations, Records, etc., held by the election department and Office of the Chief Electoral Officer, for references only:

1. The Representation of Peoples Act.
2. (a) Model Code of Conduct – Instruction Booklet – (Do's and Don'ts).
(b) Model Code of Conduct – For the guidance of Political Parties.
3. Manual of Election Law – Vol. I – II
4. Compendium of Instruction – Vol. I, II, III, IV.
5. Handbook for Presiding Officer.
6. Handbook for Returning Officer.
7. Handbook for Contesting Candidates.
8. Handbook for Electoral Registration Officer.
9. Handbook for Polling Agents.
10. Handbook for Counting Agents.
11. Handbook for Booth Level Officers.
12. Copies of Electoral Rolls.

(vi) A statement of the categories of documents held by it or under its control:-

Sl. No	Name of the Document	Category of the Document	Procedure to obtain the Document.
1.	The Representation of Peoples Act	Act of Parliament	May be collected on Payment of further fees
2.	(a) Model Code of Conduct (Do's & Don'ts)	Instruction Booklet	
	(b) Model Code of Conduct – for guidance of Political Parties	Instruction Booklet	
3.	Manual of election Law – Vol. I, II.	Manual.	
4.	Compendium of Instruction Vol. I-IV.	-do-	
5.	Handbook for Presiding Officer.		
6.	Handbook for Returning Officer.		
7.	Handbook for contesting Candidates.		
8.	Handbook for Electoral Registration Officers.		
9.	Handbook for Polling Agents.		
10.	Handbook for Counting Agents.		
11.	Handbook for booth Level Officers.		

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

Our subordinate offices at the District and Sub-Divisional level interacts with the public or members of the public on all matters in relation to formulation of Policy or as per Instructions and guidelines of the Election Commission of India and their implementation thereof.

(viii) A Statement of Boards, Committees, etc.:- There are no specific Boards or Committees under the Election office.

(ix) Directory of Officers and Employees:**Elections Department (Administrative Department/Branch)**

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Smti C. Kharkongor, M.C.S.	Officer on Special Duty				Main Secretariat Building
2.	Shri. A. S. Mawkhiew	Under Secretary & Asstt. CEO.	0364	2220464	2225621	
3.	Shri. J. Sohkhlet	Superintendent	0364	2226802		
4.	Shri. A. Lakiang	Asstt. Superintendent				
5.	Shri. B. N. Areng	U.D.Asstt.				
6.	Shri. A. J. Khongwir	U.D.Asstt.				
7.	Shri. K. Warlarp	U.D.Asstt.				
8.	Shri. W. Lyngdoh	U.D.Asstt.				
9.	Shri. E. E. Thabah	U.D.Asstt.				
10.	Shri. R. D. Marbaniang	L.D. Asstt.				
11.	Shri. A. H. Kharpor	L.D. Asstt.				
12.	Shri. H. Lamare	L.D. Asstt.				
13.	Shri. W. Kharkongor	L.D. Asstt.				
14.	Shri. A. Langstieh	L.D. Asstt.				
15.	Shri. B.R. Khongmen	L.D. Asstt.				
16.	Shri. J. Jyrwa	L.D. Asstt.				
17.	Shri. R. L. Jarain	L.D. Asstt.				
18.	Shri. N. Tongper	L.D. Asstt.				
19.	Shri T. J. Kharshandy	L.D.Asstt.				
20.	Smti R. Nongkhlaw	Typist				
21.	Shri C. Khyriem	-do-				
22.	Smti S. Kharir	-do-				
23.	Shri P. Kharshiing	-do-				
24.	Shri R. Marak	-do-				
25.	Shri. K. Diengdoh	Duftry				
26.	Shri. E. Sangma	Peon				

OFFICE OF THE CHIEF ELECTORAL OFFICER

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri P. Naik, IAS	Chief Electoral Officer	0364	2223746	2220202	Meghalaya Secretariat Additional Building
2.	Shri B. Dhar, IAS	Additional Chief Electoral Officer	0364	25834829	2223949	
3.	Shri. J. Sohtun	Driver				
4.	Shri. A. Majaw	Driver				
5.	Shri. T. Sangma	Driver				
6.	Shri. J. Wahlang	Duftry				
7.	Shri. E. Lyngdoh	Duftry				
8.	Shri. W.M. Ngap – I	Peon				
9.	Shri. W.M. Ngap – II	Peon				
10.	Shri. R. Nongkynrih	Peon				

COMPUTER CELL OF OFFICE OF CHIEF ELECTORAL OFFICER.

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri L. Nongsiej	Sr. System Engineer	0364	2211225		Meghalaya Secretariat Additional Building Room No 127
2.	Shri K.G. Nongrum	System Engineer				
3.	Smti S. J. Nongbet	Sr. Asstt. System Engineer				
4.	Shri. H. Lanong	Peon				

(x) Monthly Remuneration, etc.. :-**Elections Department (Administrative Department/Branch)**

Sl. No.	Name	Designation	Monthly Remuneration	Procedure to determine the remuneration as given in the regulation
1.	Smti C. Kharkongor, M.C.S.	Officer on Special Duty		As per the Pay Rules of the State Government
2.	Shri. A. S. Mawkhiew	Under Secretary & Asstt. CEO.		
3.	Shri. J. Sohkhlet	Superintendent		
4.	Shri. A. Lakiang	Asstt. Superintendent		
5.	Shri. B. N. Areng	U.D.Asstt.		
6.	Shri. A. J. Khongwir	U.D.Asstt.		
7.	Shri. K. Warlarp	U.D.Asstt.		
8.	Shri. W. Lyngdoh	U.D.Asstt.		
9.	Shri. E. E. Thabah	U.D.Asstt.		
10.	Shri. R. D. Marbaniang	L.D. Asstt.		
11.	Shri. A. H. Kharpor	L.D. Asstt.		
12.	Shri. H. Lamare	L.D. Asstt.		
13.	Shri. W. Kharkongor	L.D. Asstt.		
14.	Shri. A. Langstieh	L.D. Asstt.		
15.	Shri. B.R. Khongmen	L.D. Asstt.		
16.	Shri. J. Jyrwa	L.D. Asstt.		
17.	Shri. R. L. Jarain	L.D. Asstt.		
18.	Shri. N. Tongper	L.D. Asstt.		
19.	Shri T. J. Kharshandy	L.D.Asstt.		
20.	Smti R. Nongkhlaw	Typist		
21.	Shri C. Khyriem	-do-		
22.	Smti S. Kharir	-do-		
23.	Shri P. Kharshiing	-do-		
24.	Shri R. Marak	-do-		
25.	Shri. K. Diengdoh	Duftry		
26.	Shri. E. Sangma	Peon		

OFFICE OF THE CHIEF ELECTORAL OFFICER

Sl. No.	Name	Designation	Monthly Remuneration	Procedure to determine the remuneration as given in the regulation
1.	Shri P. Naik, IAS	Chief Electoral Officer		As per the Pay Rules of the State Government
2.	Shri B. Dhar, IAS	Additional Chief Electoral Officer		
3.	Shri. J. Sohtun	Driver		
4.	Shri. A. Majaw	Driver		
5.	Shri. T. Sangma	Driver		
6.	Shri. J. Wahlang	Duftry		
7.	Shri. E. Lyngdoh	Duftry		
8.	Shri. W.M. Ngap – I	Peon		
9.	Shri. W.M. Ngap – II	Peon		
10.	Shri. W.M. Ngap – II	Peon		
11.	Shri. R. Nongkynrih	Peon		
12.	Shri. R. Nongkynrih	Peon		

COMPUTER CELL OF OFFICE OF CHIEF ELECTORAL OFFICER.

Sl. No.	Name	Designation	Monthly Remuneration	Procedure to determine the remuneration as given in the regulation
1.	Shri L. Nongsiej	Sr. System Engineer		As per the Pay Rules of the State Government
2.	Shri K.G. Nongrum	System Engineer		
3.	Smti S. J. Nongbet	Sr. Asstt. System Engineer		
4.	Shri. H. Lanong	Peon		

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

The Budget allocation done by the Office of the Chief Electoral Officer, Meghalaya, Shillong to all its subordinate Offices in the Districts and Sub-Divisions is exercised through the Election Department (Administrative Branch), Main Secretariat Building, where the Principal Secretary, Incharge Election is the competent authority to allocate Funds.

Normally the Head of Expenditure for the Office of the Chief Electoral Officer are classified under the following Heads of Accounts :

IMPORTANT HEADS OF ACCOUNTS

01. Salaries, Sumptuary Allowance
02. Wages
06. Medical Treatment
11. Travel Expenses, Conveyance Allowances
13. Office Expenses
14. Rents, Rates and Taxes
16. Publications
26. Advertising, Sales and Publicity Expenses
28. Payment for Profession and Special Services
50. Compensation Other Charges, payment out of discretionary grants for high dignitaries discount custom duty.
51. Motor Vehicles
52. Machinery, Equipment/Tools & Plant
CHIEF ELECTORAL OFFICER' S OFFICE
KHASI HILLS
JAINTIA HILLS
GARO HILLS
102 – (01 + 02 + 03) – Chief Electoral Officers and his Establishment at Headquarter
103 – (01 + 02) – Expenditure on Preparation and Printing of Electoral Roll for Assembly and Parliamentary Constituencies –
104 – (01 + 02) – Expenditure on Election of Lok Sabha and State Legislative Assembly when held simultaneously.
105 – (01 + 02) Expenditure on Election to Lok Sabha and Rajya Sabha -
106 – (01 + 02) – Expenditure on Election to State Legislative Assembly -
102 – Electoral Officers – (01) – Chief Electoral Officer and his Establishment at Headquarter
102 – Electoral Officers – (02) – Election Officers and Office Establishment in the District
102 - Electoral Officers – (02) – Election Officers and Office Establishment in the Sub-Division.
102 – Electoral Officers – (04) – Delimitation of Constituencies.

103 – Preparation and Printing of Electoral Rolls. (01) – Expenditure on preparation and printing of Electoral Roll for Assembly and Parliamentary Constituencies-
103 – Preparation and Printing of Electoral Rolls. (02) – Expenditure on Photo Identity Cards to Voters.
103 – Preparation and Printing of Electoral Rolls. (03) Expenditure on Booth Level Officers & Assistant Booth Level Officers.
103 – Preparation and Printing of Electoral Rolls. (04) Expenditure on Voters Awareness Campaign.
104 – Charges For Conduct of Election For Lok Sabha And State Legislative Assembly When Held Simultaneously. (01) Expenditure on Election of Lok Sabha and State Legislative Assembly when held simultaneously.
104 – Charges For Conduct of Election For Lok Sabha And State Legislative Assembly When Held Simultaneously. (02) Expenditure on Bye-Election to Lok Sabha and State Legislative Assembly when held simultaneously.
104 – Charges For Conduct of Election For Lok Sabha And State Legislative Assembly When Held Simultaneously. (03) Expenditure on Booth Level Officers & Assistant Booth Level Officers.
104 – Charges For Conduct of Election For Lok Sabha And State Legislative Assembly When Held Simultaneously. (04) Expenditure on Voters Awareness Campaign.
105 – Charges For Conduct of Election To Parliament. (01) Expenditure on Election to Lok Sabha and Rajya Sabha -
105 – Charges For Conduct of Election To Parliament. (02) Expenditure on Bye-Election to Lok Sabha and Rajya Sabha -
105 – Charges For Conduct of Election To Parliament. (03) Expenditure on Booth Level Officers & Assistant Booth Level Officers.
105 – Charges For Conduct of Election To Parliament. (04) Expenditure on Voters Awareness Campaign.
106 – Charges for Conduct of Election to State Legislature. (01) Expenditure on Election to State Legislative Assembly -
106 – Charges for Conduct of Election to State Legislature. (02) Expenditure on Bye-Election to State Legislative Assembly -
106 – Charges for Conduct of Election to State Legislature. (03) Expenditure on Booth Level Officers & Assistant Booth Level Officers.
106 – Charges for Conduct of Election to State Legislature. (04) Expenditure on Voters Awareness Campaign.
107 – Election Tribunals (01) Election Tribunal
800 – Other Expenditure (a) Ex-Gratia payment to Government servants etc., detailed for Election Duties for loss of personal properties due to fire etc..
Major Head – 2015-Elections of Sub-head 106 – Charges for conduct of Elections to State Legislature (02) Expenditure on Election to State Legislative Assembly.

Expenditure Reports are called from all subordinate offices and these offices in the Districts and Sub-Divisions are accountable to the Office of the Chief Electoral Officer and the Election Department (Administrative Branch) for Monthly Reporting of all expenditure incurred on a quarterly basis.

(xii) The names of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programs:-

The Election office implements no development schemes, hence the question of subsidy does not arise.

(xiii) Particulars of Concessions or authorization granted by it.

-Nil-

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

May refer to official website of Chief Electoral Officer, Meghalaya-
<http://ceomeghalaya.nic.in/>

(xv) Particulars of facilities available to citizens for obtaining information including working hours of a library or a reading room, if maintained by it for public use:

Presently no library facilities available and no reading room maintained. Library of Deputy Commissioner's office may be used.

(xvi) Names, designations and other particulars of Public Information Officer.

Name of Public Authority: Election Department, Secretariat Office Room No. 225, Main Secretariat Building.

(a) Appellate Authority:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. B. Dhar, IAS	Additional CEO.	0364	2223949	2223949	Additional Secretariat Building Room No. 316

(b) Public Information Officer:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. A. S. Mawkhiew	Under Secretary & Assistant Chief Electoral Officer, Elections Department	0364	2220464	2225621	Main Secretariat Building Room No. 225 – A.

(c) Assistant Public Information Officer:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. J. Sohkhlet	Superintendent, Elections Department	0364			Main Secretariat Building Room No. 225

Name of Public Authority: The Office of the Chief Electoral Officer, Meghalaya, Shillong.

(a) Appellate Authority:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. P. Naik, IAS	Chief Electoral Officer, Meghalaya	0364	2225935	2220202	Additional Secretariat Building, Room No. 412

(b) Public Information Officer:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. B. Dhar, IAS	Additional Chief Electoral Officer	0364	25834829	2223949	Additional Secretariat Building, Room No. 316

(c) Assistant Public Information Officer:

Sl. No.	Name	Designation	STD Code	Telephone No.	Fax	Address
1.	Shri. A. S. Mawkhiew	Under Secretary & Assistant Chief Electoral Officer, Elections Department	0364	2225621		Main Secretariat Building, Room No. 225

**LIST OF PUBLIC INFORMATION OFFICERS, ASSISTANT PUBLIC INFORMATION OFFICERS & APPELLATE
AUTHORITY OF ALL SUBORDINATE OFFICES AT A GLANCE**

Sl. No.	Name of the Public Authority	Assistant Public Information Officer (APIO)	Public Information Officer (PIO)	Appellate Authority
1.	District Election Officer/Deputy Commissioner (EL), East Khasi Hills District, Shillong	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Shillong.	Electoral Registration Officer/Addl. Deputy commissioner, (EL), D.C. Office, Shillong	District Election Officer, East Khasi Hills District, Shillong.
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Sohra	Electoral Registration Officer/S.D.O., (EL), Sohra Sub-Division	
2.	District Election Officer/Deputy Commissioner (EL), West Khasi Hills District, Nongstoin	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Nongstoin	Electoral Registration Officer/Addl. Deputy Commissioner (EL), D.C. Office, Nongstoin	District Election Officer, West Khasi Hills District, Nongstoin
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Mairang	Electoral Registration Officer/S.D.O., (EL), Mairang, Sub-Division	
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Mawkyrwat	Electoral Registration Officer/S.D.O., (EL), Mawkyrwat, Sub-Division	
3.	District Election Officer/Deputy Commissioner (EL), Jaintia Hills District, Jowai	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Jowai	Electoral Registration Officer/Addl. Deputy commissioner (EL), Jowai	District Election Officer, Jaintia Hills District, Jowai
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Khliehriat	Electoral Registration Officer/S.D.O. (EL), Khliehriat Sub-Division	
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Amlarem	Electoral Registration Officer/S.D.O. (EL), Amlarem Sub-Division	
4.	District Election Officer/Deputy Commissioner (EL), Ri-Bhoi District, Nongpoh	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Nongpoh	Electoral Registraton Officer/Addl. Deputy Commissioner (EL), Nongpoh	District Election Officer, Ri-Bhoi District, Nongpoh
5.	District Election Officer/Deputy Commissioner (EL), West Garo Hills District, Tura	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Tura	Electoral Registration Officer/Addl. Deputy commissioner (EL), D.C. Office, Tura	District Election Officer, West Garo Hills District, Tura.
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Ampati	Electoral Registration Officer/S.D.O. (EL), Ampati Sub-Division	
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Dadengiri	Electoral Registration Officer/S.D.O., Dadengiri Sub-Division	
6.	District Election Officer/Deputy Commissioner (EL), East Garo Hills District, Williamnagar	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Williamnagar	Electoral Registration Officer/Addl. Deputy Commissioner (EL), D.C. Office, Williamnagar	District Election Officer, East Garo Hills District, Williamnagar
		Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), Resubelpara	Electoral Registration Officer/S.D.O. (EL), S.D.O. Office, Resubelpara	
7.	District Election Officer (EL), South Garo Hills District, Baghmara	Asstt. Electoral Registration Officer/Extra Asstt. Commissioner (EL), D.C. Office, Baghmara	Electoral Registration Officer/Addl. Deputy Commissioner (EL), D.C. Office, Baghmara	District Election Officer, South Garo Hills District, Baghmara.