

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

1	Our Objective	All Election related matters as well as conduct of Parliament/ Assembly/ Municipality Election.
2	Brief History & Background	This Section functions under supervision of District Magistrate & District Election Officer, Birbhum through A.D.M.(Elec.), Birbhum
3	Organizational Structure	<p>District Magistrate, & District Election Officer, Birbhum</p> <p>↑</p> <p>Additional District Magistrate, Election, Birbhum</p> <p>↑</p> <p>Officer – in – Charge, Election Section</p> <p>↑</p> <p>Head Clerk(S.L.), Election Section</p> <p>↑</p> <p>Dealing Assistant, Election Section</p>
4	Activities of the Department	<ol style="list-style-type: none"> 1. Conduct of General Election and Bye-Election to the House of People and Legislative Assembly of the State 2. Conduct of General and Bye-election to 6(six) Municipalities of Birbhum 3. Preparation and Correction of Electoral rolls through Summary Revision of electoral roll as well as Continuous Updation. 4. Data Entry work for preparation of Electoral roll 5. Preparation of EPIC 6. Preservation of EVMs and Ballot Boxes and election related forms and stationary 7. Online data entry of EVMs through EVM Tracking Software, information relating to the BLOs and management of Online Complaint Monitoring System 8. Sub-allotment of Funds under head of A/C 2015-Election 9. Conduct of meeting with the EROs, BDOs, recognized political parties and other stake holders from time to time. 10. Preparation of Electoral Roll for Service Voters 11. Implementation of provisions of RTI Act, 2005, 12. Rationalisation of polling stations 12. Delimitation of constituencies and reservation of seats as per provisions of law in respect of Assembly as well as 6 (Six) Municipalities.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
Officer – in – Charge, Election Section		To act as monitoring and supervisory officer for effective functioning of all works of this Section
Head Clerk(S.L.), Election Section		To act as monitoring and supervisory staff for effective functioning of all works of this Section
Dealing Assistant, Election Section		To deal with respective files.

3. Procedures followed in the Decision Making Process including channels of supervision and accountability

1	Administration	<p style="text-align: center;"> District Magistrate & District Election Officer, Birbhum ↑ Additional District Magistrate, Election, Birbhum ↑ Officer – in – Charge, Election Section </p>
2	Technical	N.A.

4 Norms set by the Department for discharging of its functions

Particulars
All election related matters including Delimitation, Rationalisation of Polling Stations, EPIC, Summery Revision, Report return, Complaints, RTI matters, Sub – Allotment of funds, Electoral Rolls, List of Polling Stations, EVM, Ballot boxes etc. – submitted to the A.D.M., Election & District Magistrate & DEO, Birbhum through O.C., Election for approval and actions are taken as per instruction.

5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

1.	• Constitution of India-particularly relating to Articles 79 to 85, 101 to 104,168 to 174,190 to 193, 324 to 334.
2.	• Representation of People Act, 1950.
3.	• Representation of People Act, 1951.
4.	• Delimitation Act, 1972.
5.	• Returning Officers Hand Book.
6.	• Indian Penal Code-sections-153-(A,B,C,D,E,F,G,H,I).
7.	• The Registration of electors Rules, 1960.
8.	• The Conduction of Election Rules, 1961.
9.	• The Election Symbols (Reservation and Allotment) Order, 1968.
10.	• The Constitution (Schedules Castes) Order, 1950.
11.	• The Constitution (Schedules Tribes) Order, 1950.
12.	• The Parliament (Prevention of Disqualification) Act 1959.
13.	• The West Bengal Legislature (Removal of Disqualifications) Act, 1952.
14.	• Election Laws and Compendium of Instruction on Conduct of Election.
15.	• EVM Manuals/ BLO Handbook/ Election Expenditures related orders.

6. Statement of categories of documents held by it or under its control.

Particulars
N.A.

7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof

Particulars
N.A.

8. 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 meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

<u>Particulars</u>
<u>N.A.</u>

9. Directory of Officials & Employees

Sl. No	Name of Post	Officer Name	Office Address	Contact No
1.	O.C., Election	<i>B.Ghosh Choudhury</i>	Prasashan Bhavan, Suri, Birbhum	255238
2.	H.C.(S.L.)	<i>Shri S. K. Bandyopadhyay</i>	Prasashan Bhavan, Suri, Birbhum	255238
3.	U.D.C.	<i>Shri T. K. Roy</i>	Prasashan Bhavan, Suri, Birbhum	255238
4.	U.D.C.	<i>Sri. A. K. Mukherjee</i>	Prasashan Bhavan, Suri, Birbhum	255238
5.	U.D.C.	<i>Sri M. k. Sadhu</i>	Prasashan Bhavan, Suri, Birbhum	255238
6.	U.D.C.	<i>Sri S. Mukherjee</i>	Prasashan Bhavan, Suri, Birbhum	255238
7.	U.D.C.	<i>Smt. D. Singha</i>	Prasashan Bhavan, Suri, Birbhum	255238
8.	U.D.C.	<i>Sri R. K. Roy</i>	Prasashan Bhavan, Suri, Birbhum	255238
9.	D.E.O.	<i>Sri. B. M. Sarkar</i>	Prasashan Bhavan, Suri, Birbhum	255238
10.	Gr.'D'	<i>Sk. A. Ahmmed</i>	Prasashan Bhavan, Suri, Birbhum	255238
11.	Gr.'D'	<i>K. Khan</i>	Prasashan Bhavan, Suri, Birbhum	255238

10.The monthly Remuneration received of its Officers and Employees

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay (ROPA -09)	
1.	<i>Sri. B. G..Chaudhury</i>	D.M.& D.C.	PB – 4A	15600 - 42000
2.	<i>Shri S. K. Bandyopadhyay</i>	H.C.(S.L.)	PB - 3	7100 – 37600
3.	<i>Shri T. K. Roy</i>	U.D.C.	PB - 3	7100 – 37600
4.	<i>Sri. A. K. Mukherjee</i>	U.D.C.	PB - 3	7100 – 37600
5.	<i>Sri M. k. Sadhu</i>	U.D.C.	PB - 3	7100 – 37600
6.	<i>Sri S. Mukherjee</i>	U.D.C.	PB - 3	7100 – 37600
7.	<i>Smt. D. Singha</i>	U.D.C.	PB - 3	7100 – 37600
8.	<i>Sri R. K. Roy</i>	U.D.C.	PB - 3	7100 – 37600
9.	<i>Sri. B. M. Sarkar</i>	DEO	PB – 2	5400 - 25200
10.	<i>Sk. A. Ahmmed</i>	Gr.'D'	PB – 2	5400 - 25200
11.	<i>K. Khan</i>	Gr.'D'	PB – 2	5400 - 25200

11. Details in respect of information available to or held by it reduced in an electronic form.

Particulars
N.A.

12 The Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if maintained for public use

Particulars
N.A.

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act, 2005.

Sl. No	Name & Designation of Appellate Authority SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1.	<i>Shri Devi Prasad Karanam, I.A.S., Addl. District Magistrate, Birbhum (Appellate Authority)</i>	Birbhum	“Prasashan Bhavan”, Suri, Birbhum	03462 - 255272
2.	<i>B.Ghosh Choudhury, Dy. Magistrate & Dy. Collector, Birbhum (SPIO)</i>	Birbhum	“Prasashan Bhavan”, Suri, Birbhum	03462 - 255238

14 Such other information as may be prescribed

Particulars
N.A.