

## ELECTION SECTION

### Name of In-charge with Period

<u>ADM</u>	<u>Officer</u>	<u>Clerk</u>
Sri K. M. Sarkar, W.B.C.S.(Exe.) upto 31.01.08	Sri Arindam Mani, W.B.C.S.(Exe.), upto 13.07.07	Sri Sasti Pada Saw, UDC, upto 22.01.08
Sri S.Sarkar, W.B.C.S. (Exe) From 01.02.08	Sri Debashis Chkraborty, WBCS(Exe.)	Sri Ghanashyam Datta, UDC, from 24.01.08

### Staff Pattern

<u>Category</u>	<u>Sanctioned Strength</u>	<u>Present Strength</u>
Gr. C :	7	8
Gr, D :	4	3

*Whether any Redeployment of Staff has been done keeping in view the work load?*  
No.

### Nature of Work

To conduct all sorts of works relating to election viz. i) Conduct of Gnl. Election to the House of People & Legislative assembly in the State. ii) Conduct of Gnl. Election and Bye-Election to the 6(Six) Municipalities of the district iii) Preparation: Electoral Roll of 12 ACs of the District. iv) Preparation and Issue of Voters' identity Cards. V) Coordinating the process of the revision Electoral Rolls vi) data-Entry work for [- preparation of supplements of Electoral Rolls, vii) Preservation of Electronic voting Machines, types of Ballot Boxes and Election stationery materials safely in the Election Go-down. Viii) Management of the allotment of funds so received from the Govt. time to time on different items and others.

### Acts, Rules and Regulations the Section Deals With

West Bengal Municipal Act./ Municipal Manual/ R.P.Act. – 1960/ Returning officers – Book/ Manual of Election law/ Compendium of Instructions on conduct of Election, Vol – I and Vol – II.

### Name of Registers Maintained

1. Attendance Register 2 Leave Register 3. Receive Register 4..Issue Register 5. Stock Register i) Stationery Materials at office ii) Diff. Election materials at Go-down 6. Allotment of Fund Register 7. Bill Register 8. Register of Service Voters.

### Issues & Receipts During the Period 01-04-2005 to 31-03-2006

<u>Issues</u>	<u>Receipts</u>
926	1081

**Financial Allotments Received & Expenditure Incurred**

Head	Amount Recd.	Fund unutilized
Salary	Rs. 32,87,500.00	Rs.32,40,141.00
S.R.E.R.- 06	Rs. 67,83,000.00	Rs. 67,83,000.00
EPIC	Rs. 12,31,650.00	Rs. 12,31,650.00

**Performance Report on Different Schemes**

Not applicable

**Relating to Inspection of the section**

<u>Date of Last Inspection</u>	<u>Whether major Fault/ Irregularity detected</u>	<u>If "Yes", whether Corrective Measure taken thereon</u>
03.10.2007, by D.Chakrabarty, W.B.C.S.(Exe.)		

**Report on Audit Queries**

<u>Audit Paras</u>	<u>Replies Submitted</u>	<u>Paras Dropped</u>
Action taken accordingly		

**Physical Condition of the Section**

Good

**Outstanding Achievement**

No

**Whether Work Diary for each staff is being maintained and the Quality of the Diary**

Maintained

**Status of Computerization**

<u>No of Computers</u>	<u>No of Trained Staff</u>	<u>No. of Printers.</u>
7	7	4

**Remarks**

Regular training off the employees for imparting Basic knowledge of Computer is required.

**Officer-in-charge,  
Election Section**