

FORMAT

1- Name & Designation of the Officers & Staff:-

- 1) Smt. Roopa Roshan Sahoo, IAS
DEO & Collector, Sundargarh.
- 2) Sri Prabhat Kumar Lenka, OAS-I (SB)
Additional District Magistrate & 1st Appellate Authority.
- 2) Sri Bhagaban Sahoo, OAS-I (JB)
Deputy Collector, District Election Office, Sundargarh.
- 4) Smt. Lily Kumari Kullu, OAS-I (JB)
A.P.D.(Admn), DRDA & Public Information Officer,
Collectorate, Sundargarh.
- 5) Sri Jagannath Amat, Head Clerk
District Election Office, Sundargarh.
- 6) Sri Sarangadhar Prusty, Sr. Clerk
District Election Office, Sundargarh.
- 7) Smt. Rajani Toppa, Peon
Deployed from Collectorate, Sundargarh to
District Election Office, Sundargarh.

2- Power of officers:-

- 1) Power of DEO & Collector is to sanction of financial assistance/ appointment / transfer of staff, disposal of important letters of Election Section.
- 2) Power of Deputy Collector, Election is sign the Pay bills / Vouchers / Sanction of C.L / To sign the Cash Book, Account Registers and disposal of letters.

3- (a) Duties of Head Clerk:-

- i) Accounts matter
- ii) Checking of Log Book
- iii) Staff meeting with information etc.
- iv) Compliance report on Audit / Inspection Reports.

(b) Duties of Senior Clerk:-

- i) All correspondence of Election matters
- ii) Establishment matters
- iii) RTI Act. 2005
- iv) Tours / Inspection
- v) Stock & Store
- vi) Stationary
- vii) Report & returns.

(c) Duties of Peon:-

To carry out orders of Officer on official works.

4- Activities of the Section:-

The main activities of this section are to conduct & monitor the Election process of Assembly Constituencies & Parliamentary Constituency. To keep consolidated records on Election matters. To watch/supervision of EPIC photograph programme scheduled from time to time. Submission of U/cs & D.C Bills to Government against the funds released in favour of DEO/ERO & Sub-Collectors.

5- The citizens who have been reached 18 years are being informed through T.V/Daily News Papers/by bit of drums in order to include their names in the Electoral Roll and are being provided EPICS by the ERO & Sub-Collectors are supervised & monitored. Secondly the programme addition/ deletion/ shifting/ death/ marriage cases of the Electors taken up through the BLOS in regular intervals are also supervised / monitored by the DEO/Dy. Collector, Election. Issue of duplicate EPICs has been formulated. The above policies are relating to public life.

6- Important remarkable activities of the section in the last year i.e. Special Summary Revision of Photo Electoral Roll with reference to 1st January 2011 as the qualifying date.

7- Some important rules, regulations, manuals and records have been framed to conduct the Elections or By Elections of Assembly Constituencies & Parliamentary Constituency.

- i) The citizens below the age of 18 years are not eligible to cast his/her vote.
- ii) Electors are bound to produce their EPICS before the polling officers at the time casting of votes.
- iii) Compensation benefit is being paid to the employees affected in the accident who is engaged in the election duty.
- iv) Important powers are being exercised by the Sub-Collectors & Collector at the time of Election/ By Election.

8- Smt. Lily Kumari Kullu, OAS-I (JB), APD (Admn.), DRDA is the Public Information Officer of District Election Office, Sundargarh. She disposes only RTI matters.

9- Sri Pravat Kumar Lenka, OAS-I (SB), Additional District Magistrate, Sundargarh is the First Appellate Authority. He disposes important files relating to Revenue matters. He handles entire administrative power in the Collectorate, Sundargarh.

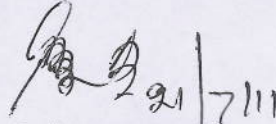
10- Roopa Rashan Sahoo, IAS, Collector, Sundargarh is the Public Authority under RTI Act. 2005. She is the District Election Officer, Sundargarh. She exercises District Magistrate Powers for District administration at the time of law & order situation. Important decisions are being taken up by the District Election Officer & Collector.

11- Nothing to comply.


COLLECTORATE, SUNDARGARH
(Election Section)

Memo No. 162 / Dt. 25/7/2011

Copy submitted to the ACEO-Cum-Under Secretary to Government & PIO, Home (Elections) Department, Orissa, Bhubaneswar for information & necessary action with reference to his memo No.5003/Elec. Dt.11.07.2011. The above information has been web-hosted in the web-site of DEO & Collector, Sundargarh.

 25/7/11

Deputy Collector, Election

 Sundargarh