

Information u/s 4(1)(b) of RTI Act, 2005

4. (1) (b):-publish within one hundred and twenty days from enactment of this act:-

i) The particulars of its organization, functions and duties:

Article 40 of the Constitution of India provides for the State to take steps to organize village Panchayats and endow them with such powers and authority so as to enable them to function as units of self-Government. Consequent upon the Constitution 73rd Amendment Act, 1992, details of provision have been made in the Constitution for the 3-tier Panchayats & 74th Amendment Act, 1992 for Municipalities, in every State and also providing for the constitution of and election to these Panchayats under a constitutional authority. Details are available in Part IX of the Constitution.

The State Election Commission constituted under Article 243-K & Articles 243-ZA of the Constitution of India is vested with the powers of superintendence, direction and control of preparation of electoral roll for, and conduct of all elections to the 3-tier Panchayati Raj Institutions and Urban Local Bodies.

ii) The power and duties of its officers and employees;

Sl No	Designation of Post	Powers of Admin.	Financial	Statutory	Others	Duties Attached
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	State Election Commissioner (SEC)	Full Powers for conduct of Elections	-	The Superintendence direction and control of the preparation of Electoral Roll and conduct of Elections	-	Conduct of Elections to Panchayats & ULBs of Odisha
2	Secretary	Head of Department	Controlling Officer of the Budget			Head of Deptt. and to assist the SEC in performing his statutory & administrative duties
3	Special Secy.	-	-	-	-	All the files submitted by Deputy Secretary and Law Officer will be routed through the Special Secretary.
4	Deputy Secy.	-	-	-	-	Works as Section in Charge(Estt),Panchayat Election, Library, Plan, Budget, Vehicle, Legal Matters, RTI acts as 1 st Appellate Authority
5	Law Officer	-	DDO	-		FAA, All Matters relating to Elections, Establishment, Accounts and RTI

						Commissioner's Court, Store, Office Building etc
6	Section Officer	Election(PRI & ULB)	-	-	-	To assist Seniors & Dealing Assistant give file to them
7	Section Officer	Estt. and Accounts	-	-	-	To assist Seniors & Dealing Assistant give file to them
8	Senior Asst/ Junior Asst	-	-	-	-	Sectional Work assigned to them

- iii) The procedure followed in the decision making process, including channels of supervision and accountability:-**As Per Hierarchy**
- iv) The norms set by it for the discharge of its functions:-**As Per Hierarchy**
- v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

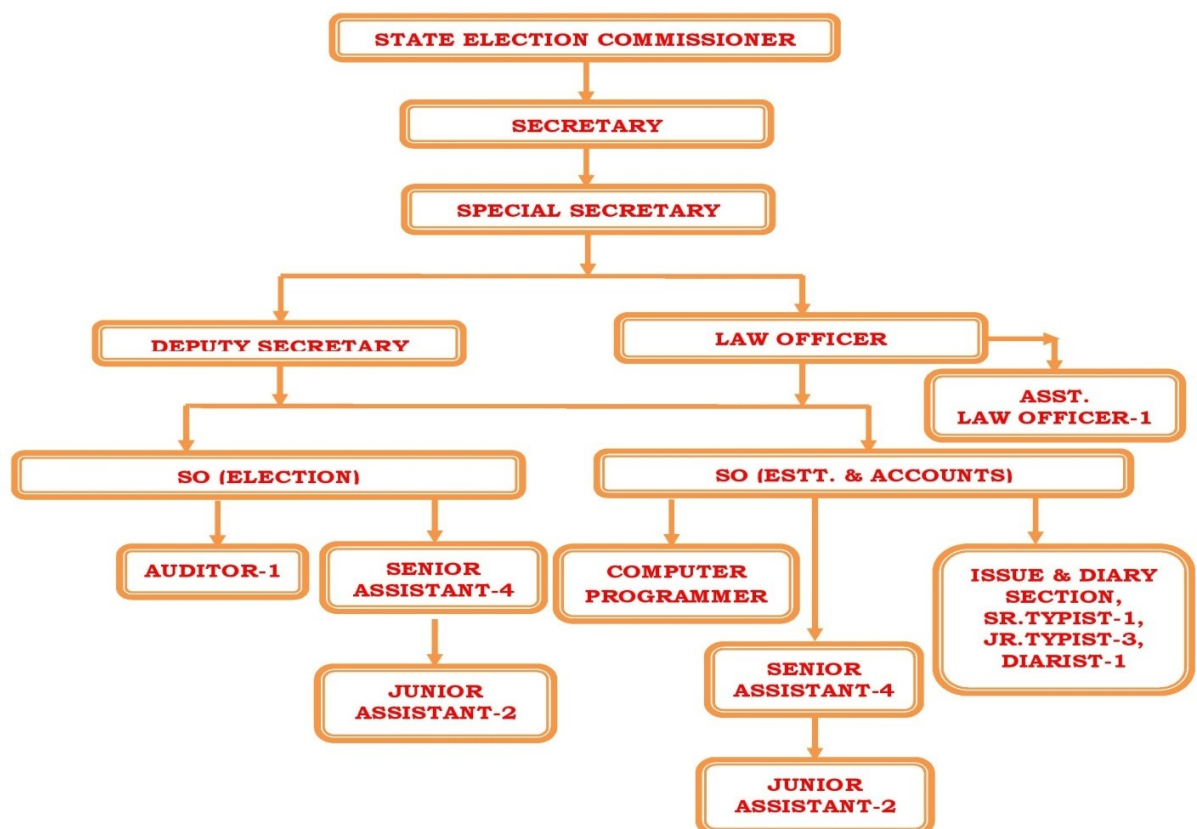
A. Acts & Rules for Panchayat Elections:-

- 1) The Provisions of the Panchayats (Extn. to Scheduled Areas) Act, 1996.
- 2) Extracts from the Odisha Grama Panchayat Act,1964
- 3) The Odisha Grama Panchayat Rules, 1965
- 4) Extracts from the Odisha Panchayat Samiti Act,1959
- 5) The Odisha Panchayat Samiti Election Rules,1991
- 6) The Odisha Panchayat Samiti (Removal of Chairman and Vice-Chairman) Rules,1986
- 7) Extracts from the Odisha Zilla Parishad Act,1991
- 8) The Odisha Zilla Parishad (Division & reservation of Constituencies)Rules,1995
- 9) The Odisha Zilla Parishad Election Rules,1994

B. Acts & Rules for Elections to Urban Local Bodies:-

- 1) Extract from the odisha Municipal Act,1950
 - 2) The Odisha Municipal (Delimitation of Wards & Reservation of Seats and Conduct of Election) Rules,1994
 - 3) Extract from the Odisha Municipal Corporation Act,2003
 - 4) The Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats & Conduct of Election) Rules,2003
- vi) A statement of the categories of documents that are held by it or under its control:-**As per Odisha Record Manual,1964**

- vii) The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof :- **As Per Law**
- 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 the such meetings are accessible for public;
- 1) Purchase Committee for Procurement Election materials as well as materials for Office Establishment.
 - 2) Screening Committee for deciding promotion officials and other service benefits.
- ix) A directory of its officer and employees;



The monthly remuneration received by the SEC, each of its officers and employees, including the system of compensation as provided in its regulations;

SL No.	Name of the Officers & Employees	Designation	Gross Salary (In Rupees)
1	Sri Madhusudan Padhi, IAS (Retd.)	State Election Commissioner	330750
2	Sri Santosh Kumar Dash, OAS(SS)	Secretary	245214
3	Special Secretary	(VACANT)	0
4	Sri Durga Charan Murmu, OAS(SB)	Deputy Secretary	63000
5	Miss Madhuri Mishra, OAS(SAG)	OSD	
6	Sr. Private Secretary to the Commissioner	(VACANT)	0
7	Sri Prabhu Prasad Gadnayak	Private Secretary to the Secretary	104024
8	Sri Deepak Ranjan Mohanty	Section Officer (Election)	109611
9	Sri Saroj Patnaik	Section Officer (Estt. & Accounts)	112860
10	Smt. Banita Priyadarshini Sarangi	Auditor	47609
11	Sri Soumya Ranjan Barwa	Assistant Director (Law)	Deputed from PR & DW Deptt.
12	Personal Assistant to the Commissioner	(VACANT)	0
13	Personal Assistant to the Secretary	(VACANT)	0
14	Miss Sujata Boipai	Senior Asst. (Estt.) Section	109611
15	Sri Sukumar Sarkar	Senior Asst. (Account Section & RTI Cell)	100206
16	Sri Bibhuti Bhusan Ray	Senior.Asst. (Estt. Stock & Store)	83080
17	Sri Sundar Mohan Beshra	Senior.Asst.(Municipal Section)	83780
18	Sri Rajendra Kumar Sahu	Senior Asst.(Election Materials, Store & EVM etc)	83080
19	Miss Kamal Kumari Devi	Senior Asst.(PRI's & Legal Cell)	85560
20	Senior Asst.	(VACANT)	0
21	Senior Asst.	(VACANT)	0
22	Senior Stenographer	(VACANT)	0
23	Junior Stenographer	(VACANT)	0
24	Junior Asst.	(VACANT)	0
25	Junior Asst.	(VACANT)	0
26	Junior Asst.	(VACANT)	0

27	Junior Asst.	(VACANT)	0
28	Smt. Binodini Soren	Senior Grade Typist	78861
29	Junior Grade Typist	(VACANT)	0
30	Sri Pradipta Chandra Rout	Junior Grade Typist	66060
31	Miss Shradhanjali Behera	Junior Grade Typist	41570
32	Sri Chandan Kumar Satpathy	Computer Programmer (Out Sourced)	28400
33	Sri Ramesh Chandra Behera	Driver	70060
34	Sri Prahlad Pradhan,	Driver	45828
35	Sri Binoy Kumar Sethi	Jr. Grade Diarist	57660
36	Sri Rabindra Kumar Panda	Zamadar	63035
37	Sri Phiroj Pradhan	Peon	56775
38	Sri Pabitra Mohan Mohapatra	Peon	56775
39	Sri Pramod Kumar Sethi	Peon	62615
40	Sri Bijay Kumar Parida	Peon	62615
41	Sri Pravat Kumar Pradhan	Peon	63075
42	Sri Singram Marandi	Peon	56775
43	Sri Rabindra Gouda	Peon	39701
44	Sri Krushna Chandra Barik	Peon	39701
45	Sri Dillip Reddy	Peon	34058
46	Sri Pabitra Kumar Das	Peon(Outsourced)	12600
47	Sri Alok Gourab Beura	Peon(Outsourced)	12600
48	Sri Pradeep Kumar Parida	Peon(Outsourced)	12600
49	Peon	(VACANT)	0
50	Sri Sadhu Charan Barik	Watchman-cum-Sweeper	56775
51	Sweeper	(VACANT)	0
52	Sri Santosh Kumar Nayak	Contractual Driver(Outsourced)	13900
53	Sri Pramod Kumar Bhoi	Contractual Driver(Outsourced)	13900

- x) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**N.A**
- xi) The manner of execution of subsidy programmes ,including the amounts allocated and the details of beneficiaries of such programmes:- **N.A**
- xii) Particulars of recipients of concessions, permits or authorizations granted by it:-**N.A**
- xiii) Details in respect of the information, available to or held by it, reduced in an electronic form:- **In Website(www.sec.odisha.gov.in)**
- xiv) 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:- **In Website(www.sec.odisha.gov.in)**
- xv) The Names, Designations and other particulars of the Public Information Officers;

1. Public Information Officer(PIO):

Sl. No.	Name	Designation	Office Phone No.	Address
1	2	3	4	5
1.	Sri Saroj Patnaik	Section Officer	0674-2573880	State Election Commission, Odisha, Toshali Bhawan, B-2,1 st Floor, Satya Nagar, Bhubaneswar

2. First Appellate Authority(FAA):

Sl. No.	Name	Designation	Office Phone No.	Address
1	2	3	4	5
1.	Sri Durga Charan Murmu, OAS(SB)	Deputy Secretary	0674-2573423	State Election Commission, Odisha, Toshali Bhawan, B-2,1 st Floor, Satya Nagar, Bhubaneswar

- xvi) Such other information as may be prescribed and thereafter update these publications every year:- **N.A**
