

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.4/RTI/PIO-AA/2008

Dated 13th October, 2008

ORDER

Whereas Section 5(1) of the Right to Information Act, 2005 requires every public authority to designate as many officers as the Central Public Information Officers as may be necessary to provide information to persons requesting for the information under the said Act;

2. And whereas Section 19(1) of the said Act provides that any person who, does not receive a decision within the prescribed time or is aggrieved by a decision of the (CPIO), may prefer an appeal to such officer who is senior in rank to Central Public Information Officer who is referred to as First Appellate Authority;

3. Therefore, the Commission hereby designates the Officers indicated in column (2) of the following table as Central Public Information Officers in respect of the subjects indicated in column (3) of the said table:-

TABLE

Sl. No.	Name of the Central Public Information Officer with Designation and Phone No.	Subject Matter
(1)	(2)	(3)
1.	Sh. Varinder Kumar, Under Secretary & PAO 23716651	All policy matters relating to RTI Act. Compiling and sending of various reports/returns to Central Information Commission. All matters relating to Pay and Accounts.
2.	Sh.B.C. Shende Under Secretary 23052008	All election matters relating to Karnataka, Andhra Pradesh, Kerala and Tamil Nadu states and Puduchhery, Lakshadweep and Andaman & Nicobar Islands UTs
3.	Sh.K.N. Bhar Under Secretary 23052014	Model Code of Conduct. Biennial Elections to the Council of States (except J & K). Elections to the office of the President and Vice President of India Procurement and Maintenance of all election material. All matters relating to Secret Seals of the Commission and Electronic Voting Machines. All matters relating to Commission's Observers.
4.	Sh. Anuj Jaipuria, Under Secretary 23717069	All election matters relating to Rajasthan, Gujarat, Goa and Maharashtra states and Daman & Diu and Dadra & Nagar Haveli UTs.

5.	Sh. Sumit Mukherjee, Under Secretary 23717590	Election Programmes, General instruction relating to elections, Vacancy statements, Holidays lists, Insurance of polling personnel. Delimitation of constituencies. Matters pertaining to post delimitation activities.
6.	Sh. N.N. Butolia, Under Secretary 23052016	All matters relating to Court including references from the President and Governors. Electoral Reforms, Interpretations of election related law, Issuance of statutory directions and instructions. Registration of political parties and ancillary work to it. Recognition of parties and Inner party Democracy.
7.	Sh. Ashish Chakraborty, Under Secretary 23052017	Providing computer accessories and their maintenance, Data entry, Internet, Website. Providing projection system in conference rooms Revision of electoral rolls, Issuance of Identity Cards to electors. General instructions of polling stations
8.	Sh. S.R. Kar, Under Secretary 23717147	Establishment Work, Disciplinary cases, Recruitment Rules, Leave Account and Service Books, Office Council Meetings, Appointments/Leave of CEOs Pension & other terminal benefits, Property returns and other periodical returns of staff. Reception of international delegates and making necessary arrangements for them, All work relating to Canteen, Provision of catering during meetings and conferences in the Commission, All matters relating to hospitality, Ticketing for domestic and international tours, Visas etc. Meetings of the ECI, Procedures relating to functioning of the Commission, General coordination, Matters relating to Training of ECI Staff in election related work, International cooperation, National Voter's Awareness Campaign. Getting clearance for all foreign visits of the CEC/Commissioners /Officers.
9.	Sh. Suresh Chand, Under Secretary & DDO 23717057	Preparation of bills for drawls and disbursement of Pay and allowances Updating & compilation of various instructions/guidelines/orders etc. Updating & compilation of important Decisions taken by the Commission in connection with conduct of elections, revision of electoral rolls, Model code of conduct etc. Preparation & Publication of Annual Report of the Commission, Updating of various Handbooks, Statistical Reports on elections, Work relating to Research, references and documentation. Index Cards. Maintenance/providing of election data to other organizations.
10.	Sh. Ho Ram, Under Secretary 23717149	All election matters relating to Assam, Arunachal Pradesh, Mizoram, Sikkim, Manipur, Meghalaya, Tripura and Nagaland states.
11.	Sh. Harbans Singh, Under Secretary 23052015	All election matters relating to Bihar, Jharkhand, Orissa and West Bengal states.

12.	Sh. J.K. Rao, Under Secretary 23052022	All election matters relating to Uttarakhand, Uttar Pradesh, Chhattisgarh and Madhya Pradesh states.
13.	Sh. A.N.Das, Under Secretary 23052012	All work on Budget, Vehicle & House Building Advances, GPF Accounts and Processing of GPF withdrawals, Welfare, Annual Audit, and Settlement of audit objections. All election matters relating to Jammu & Kashmir and NCT of Delhi,
14.	Sh. Sita Ram, Under Secretary 23052004	Security of the Officers and staff/premises/Assets. Cleanliness and upkeep/Issue of Identity Cards and Passes to staff. Coordinating with CPWD Civil & Electrical Handling Daily Wagers/ Receipt, Issue and Central Diary of all correspondence including RTI applications. Receiving payments of RTI application against issue of receipts. Handling of special camp bag facilities, Daily Hoisting of Flag, Sale of Commissions Publications. Purchase and maintenance of dead stock, consumables and stationary items, Purchase and maintenance of Staff Cars. Maintenance of Commission's property registers. Meeting & Conferences- arrangements. Celebration of National Days etc. Medical care of staff. Allotment of residential accommodation for staff. Uniforms for staff. All matters relating to telecom instruments in the office and at the residences of officers. Purchase, installation, Hiring, maintenance and payment of bills.
15.	Sh. B.M. Sharma, Under Secretary 23052020	All election matters relating to Himachal Pradesh and Punjab, Haryana States and UT of Chandigarh . All matters relating to Print Media and Electronic Media. Radio and T.V. Broadcast Facilities. Publicity. Authority Letters. Printing Publication of Election Law Manual and Handbooks etc. Issue of Press Notes, placing them on website. Translation of Commissions correspondence, Notifications and Publications into Hindi. Training of employees in the use of Hindi
16.	Sh. N.K. Bar Librarian & Information Officer 23052040	General upkeep of Library. Purchase of Books, Newspapers, and Journals. Press Clippings. Archives (Record Room)

4. Sh. Shangara Ram, Principal Secretary is designated as First Appellate Authority. His official address and phone number are as under:

Room No. 114, Election Commission of India
Nirvachan Sadan, Ashoka Road,
New Delhi – 110001
Tel.: 011-23052005
23717391-98, Extn. 248

5. This order shall take effect from 13th October 2008 and it supersedes Commission's earlier Office Order No. 193/3/2008 dated 27-06-2008.

(SHANGARA RAM)
PRINCIPAL SECRETARY

To

1. The Secretary (IT) with the request to upload the above order on the Commission's website.
2. To all officers concerned.
3. Section Officer (R&I). He shall maintain a separate register in r/o applications/appeals received in the R & I Section in connection with Right to Information Act and transfer the said applications/appeals to the Assistant, CPIO immediately for further necessary action.

STANDARD DISTRIBUTION