

## 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 & 74<sup>th</sup> 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;

<b>Sl No</b>	<b>Designation of Post</b>	<b>Powers of Admin.</b>	<b>Financial</b>	<b>Statutory</b>	<b>Others</b>	<b>Duties Attached</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
<b>1</b>	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
<b>2</b>	Secretary	Head of Department	Controlling Officer of the Budget			Head of Deptt. and to assist the SEC in performing his statutory & administrative duties
<b>3</b>	Special Secy.	-	-	-	-	All the files submitted by Deputy Secretary and Law Officer will be routed through the Special Secretary.
<b>4</b>	Deputy Secy.	-	-	-	-	Works as Section in Charge(Estt),Panchayat Election, Library, Plan, Budget, Vehicle, Legal Matters, RTI acts as 1 <sup>st</sup> Appellate Authority
<b>5</b>	Law Officer	-	DDO	-		PIO,ULB Elections, Commissioner's Court, Store, Office Building etc

6	Section Officer	Estt.	-	-	-	To assist Seniors & Dealing Assistant give file to them
7	Section Officer	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;

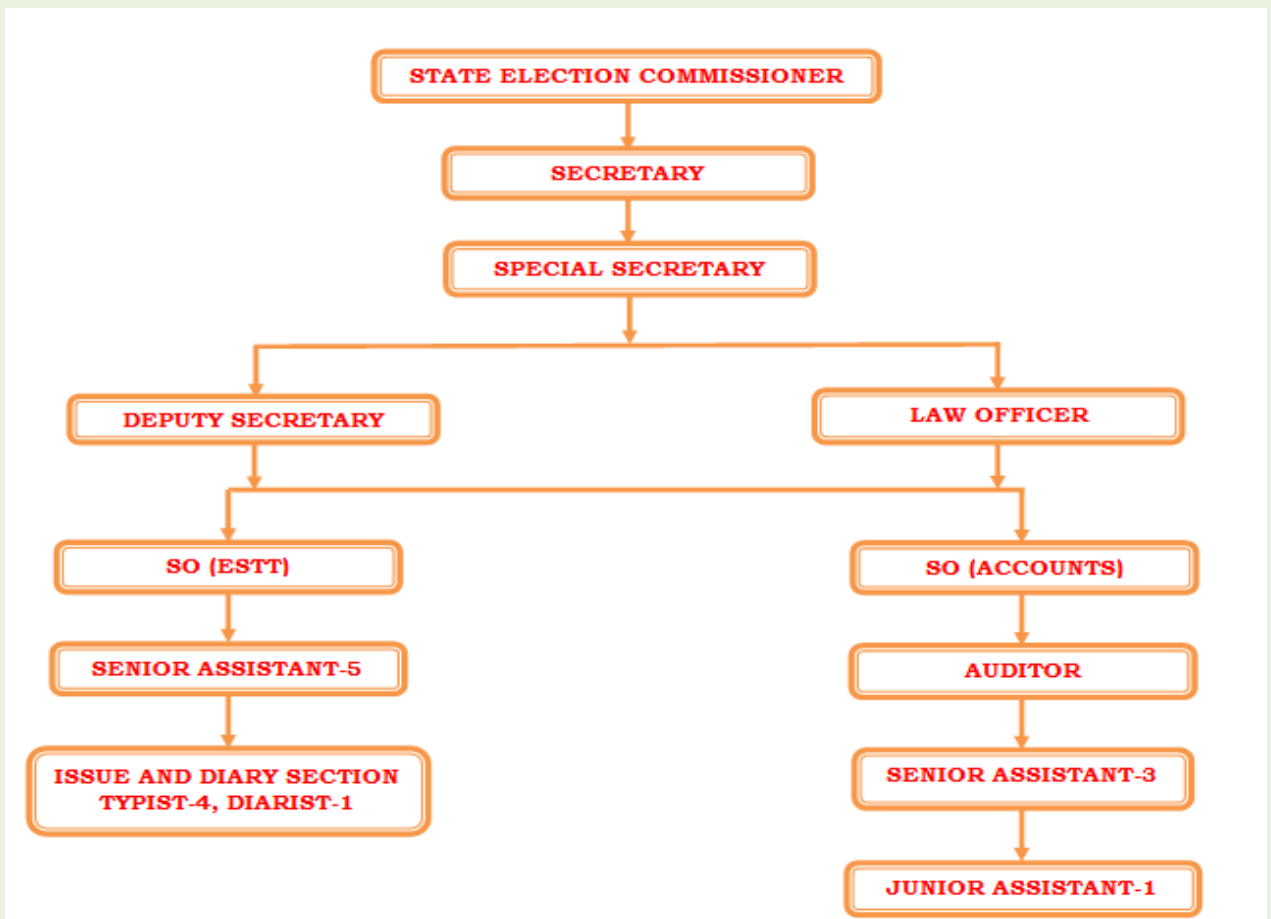
**A. Acts & Rules for Panchayat Elections:-**

- 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;



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

<b>SL No.</b>	<b>Name of the Officers &amp; Employees</b>	<b>Designation</b>	<b>Gross Salary (In Rupees)</b>
1	Sri Aditya Prasad Padhi	State Election Commissioner	166500+Pension
2	Sri Rabindra Nath Sahu	Secretary	160608
3	(VACANT)	Special Secretary	0
4	Sri Azad Hind Panigrahi	Deputy Secretary	43358
5	Miss Madhuri Mishra	Law Officer	56280 (Pre-Revised)
6	Sri Basudev Satapathy	Principal Private Secretary	On Deputation
7	Sri Nishakar Khatua	Private Secretary	On Deputation
8	Sri Uttam Kumar Parida	Section Officer	67648
9	Sri Saroj Patnaik	Section Officer	65842
10	Sri Nilamadhaba Mohanty	Personal Assistant	58280
11	Sri Prabhu Prasad Gadnayak	Personal Assistant	60440
12	(VACANT)	Assistant Law Officer	0
13	Farzana Khanum	Auditor	71920
14	Miss Sujata Boipai	Senior.Asst.	65638
15	Sri Deepak Ranjan Mohanty	Senior.Asst.	65638
16	Sri Sukumar Sarkar	Senior.Asst.	59986
17	Miss Kabita Jena	Senior.Asst.	51744
18	Sri Bibhuti Bhusan Ray	Senior.Asst.	51744
19	Sri Sundar Mohan Beshra	Senior.Asst.	51744
20	Sri Rohitaswa Biswal	Senior.Asst.	53412
21	Sri Rajendra Kumar Sahu	Senior.Asst.	50288
22	(VACANT)	Senior Stenographer	0
23	Sri Chandan Kumar Satpathy	Computer Programmer(O.S)	16880
24	Sri Mihir Kumar Samantray	Senior Typist	45234
25	Miss Kamal Kumari Devi	Junior Asst.	50624
26	(VACANT)	Junior Asst.	0

27	(VACANT)	Junior Asst.	0
28	(VACANT)	Junior Asst.	0
29	(VACANT)	Junior Steno	0
30	Smt.Binodini Soren	Junior Grade Typist	45076
31	Sri Pradipta Chandra Rout	Junior Grade Typist	39230
32	Miss Shradhanjali Behera	Junior Grade Typist	25118
33	Sri Ramesh Chandra Behera	Driver	42448
34	Sri Binoy Kumar Sethi	Diarist	33824
35	Sri Sadananda Behera	Zamadar	35490
36	Sri Phiroj Pradhan	Peon	35380
37	Sri Baset Charan Soren	Peon	11419 (Pre-Revised)
38	Sri Bijay Kumar Das	Peon	35490
39	Sri Pabitra Mohan Mohapatra	Peon	35380
40	Sri Pramod Kumar Sethi	Peon	37497
41	Sri Bijay Kumar Parida	Peon	37497
42	Sri Pravat Kumar Pradhan	Peon	37957
43	Sri Rabindra Kumar Panda	Peon	37917
44	Sri Singram Marandi	Peon	35380
45	Sri Sadhu Charan Barik	Watchman-cum-Sweeper	35380
46	Sri B.Mohan Rao	Sweeper	35380
47	Sri Prahlad Pradhan,	Contractual Driver	14330
48	Sri Rabindra Gouda	Contractual Peon	13020
49	Sri Krushna Chandra Barik	Contractual Peon	13020
50	Sri Dillip Reddy	Contractual Peon	9770
51	Sri Santosh Kumar Nayak	Contractual Driver(Outsource)	8880
52	Sri Pramod Kumar Bhoi	Contractual Driver(Outsource)	8880
53	Sri Pravat Das	Contractual Driver(Outsource)	8070

xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**N.A**

- xii) The manner of execution of subsidy programmes ,including the amounts allocated and the details of beneficiaries of such programmes:- **N.A**
- xiii) Particulars of recipients of concessions, permits or authorizations granted by it:-**N.A**
- xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:- **In Website([www.secodisha.nic.in](http://www.secodisha.nic.in))**
- xv) 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.secodisha.nic.in](http://www.secodisha.nic.in))**
- xvi) The Names, Designations and other particulars of the Public Information Officers;

### 1. Public Information Officer(PIO):

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office Phone No.</b>	<b>Address</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Miss Madhuri Mishra, OAS-1(JB)	Law Officer	0674-2573880	State Election Commission, Odisha, Toshali Bhawan,B-2,1 <sup>st</sup> Floor, Satya Nagar, Bhubaneswar

### 2. First Appellate Authority(FAA):

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office Phone No.</b>	<b>Address</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Sri Azad Hind Panigrahi,OAS-1(JB)	Deputy Secretary	0674-573423	State Election Commission, Odisha, Toshali Bhawan,B-2,1 <sup>st</sup> Floor, Satya Nagar, Bhubaneswar

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

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