

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;

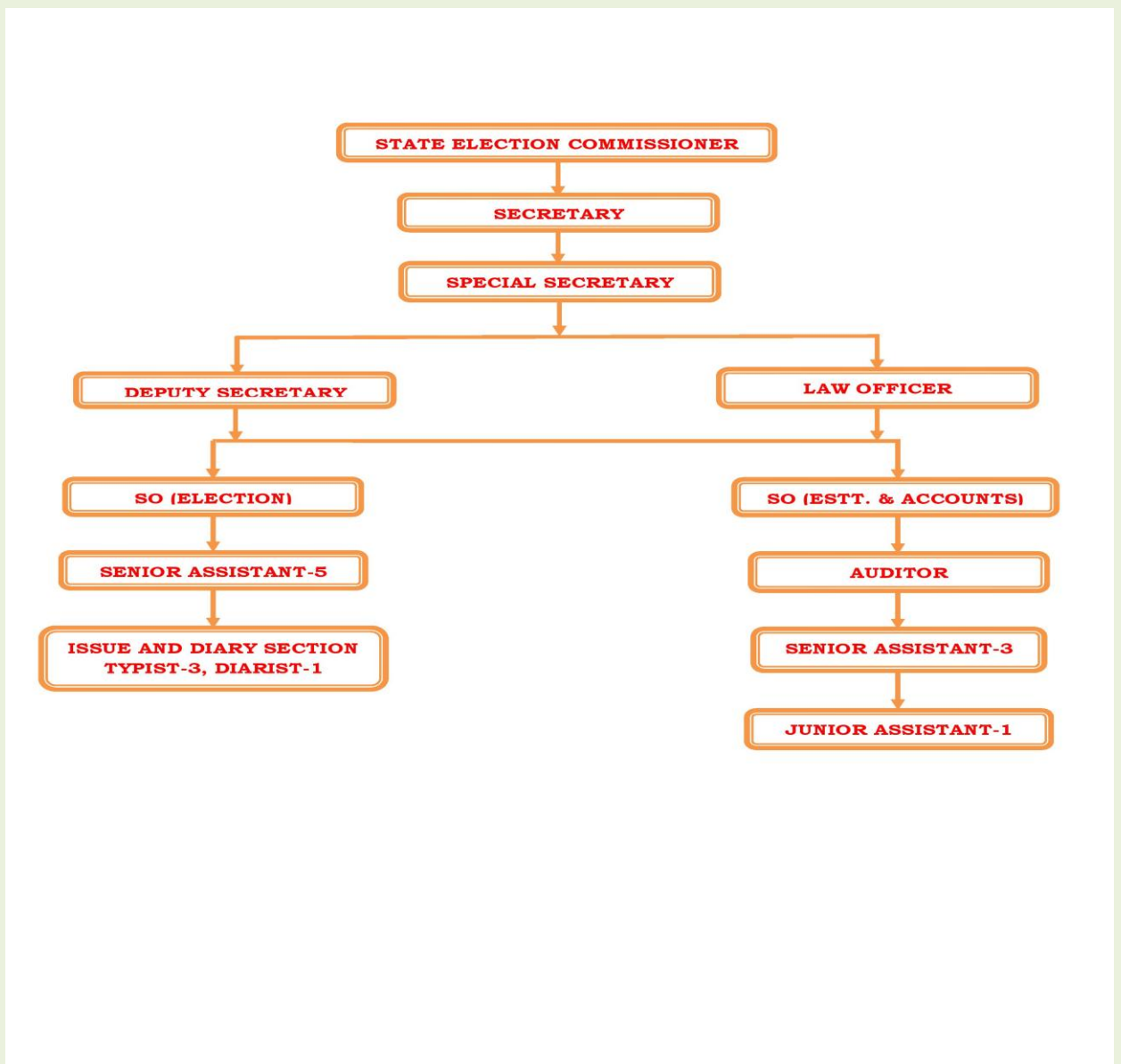
A. Acts & Rules for Panchayat Elections:-

- 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 Aditya Prasad Padhi, IAS (Retd.)	State Election Commissioner	225000
2	Sri Bijaya Kumar Dash, IAS	Secretary	199200
3	(VACANT)	Special Secretary	
4	(VACANT)	Deputy Secretary	
5	Miss Madhuri Mishra, OAS(S)	Law Officer	78800 (L-14)
6	Sri Basudev Satapathy	OSD to the Commissioner	35000
7	Sri Nishakar Khatua	Private Secretary to the Commissioner	On Deputation
8	(VACANT)	Private Secretary to the Secretary	
9	Sri Uttam Kumar Parida	Section Officer (Election-PRI & ULB)	96600
10	Sri Saroj Patnaik	Section Officer (Estt. & Accounts)	87370
11	Farzana Khanum	Audit Superintendent	90732
12	(VACANT)	Assistant Law Officer	0
13	Sri Prabhu Prasad Gadnayak	Personal Assistant to the Secretary	80406
14	(VACANT)	Personal Assistant to the Commissioner	0
15	Miss Sujata Boipai	Senior Asst. (Estt.) Section	87166
16	Sri Deepak Ranjan Mohanty	Senior Asst. (Election PRI's). Section)	87166
17	Sri Sukumar Sarkar	Senior Asst. (Account) Section	79602
18	Miss Kabita Jena	Senior Asst. (Election Municipal) Section	71760
19	Sri Bibhuti Bhusan Ray	Senior.Asst. (Estt.) Section	69690
20	Sri Sundar Mohan Beshra	Senior.Asst. (Estt.) Section	70390
21	Sri Rohitaswa Biswal	Senior Asst. (Election Municipal) Section	72814
22	Sri Rajendra Kumar Sahu	Senior Asst.(Election Materials, Store & EVM etc)	69690
23	(VACANT)	Senior Stenographer	0
24	(VACANT)	Junior Stenographer	0
25	Miss Kamal Kumari Devi	Junior Asst.(PRI's & Legal Cell) Section	70242

26	(VACANT)	Junior Asst.	0
27	(VACANT)	Junior Asst.	0
28	(VACANT)	Junior Asst.	0
29	Smt. Binodini Soren	Senior Typist	62658
30	Sri Pradipta Chandra Rout	Junior Grade Typist	55506
31	Miss Shradhanjali Behera	Junior Grade Typist	33840
32	Sri Chandan Kumar Satpathy	Computer Programmer (Out Sourced)	21100
33	Sri Ramesh Chandra Behera	Driver	57132
34	Sri Prahlad Pradhan,	Driver	35230
35	Sri Binoy Kumar Sethi	Jr. Grade Diarist	45540
36	Sri Sadananda Behera	Zamadar	47782
37	Sri Phiroj Pradhan	Peon	47672
38	Sri Bijay Kumar Das	Peon	47782
39	Sri Pabitra Mohan Mohapatra	Peon	47672
40	Sri Pramod Kumar Sethi	Peon	49789
41	Sri Bijay Kumar Parida	Peon	49789
42	Sri Pravat Kumar Pradhan	Peon	50249
43	Sri Rabindra Kumar Panda	Peon	50209
44	Sri Singram Marandi	Peon	47672
45	Sri Rabindra Gouda	Peon	30470
46	Sri Krushna Chandra Barik	Peon	30470
47	Sri Dillip Reddy	Peon	27158
48	Sri Sadhu Charan Barik	Watchman-cum-Sweeper	47672
49	Sri B.Mohan Rao	Sweeper	47672
50	Sri Santosh Kumar Nayak	Contractual Driver(Outsourced)	11100
51	Sri Pramod Kumar Bhoi	Contractual Driver(Outsourced)	11100

- 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 Uttam Kumar Parida	Section Officer	0674-2573242	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.	Miss Madhuri Mishra, OAS(S)	Law Officer	0674-2573880	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**
