Information Handbook Under

Right to Information Act 2005

By:-

Chief Electoral Officer, Haryana

3rd Floor, 30 Bays Building, Sector- 17, Chandigarh

Right to Information Act, 2005
Information Handbook

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Chapter 1

Introduction

1.1. This Handbook is prepared in the light of the Right to Information Act, 2005 [No. 22 of 2005 dated 15th June 2005] about the objects and functions of the Department of Elections for awareness of the general public, political parties, scholars as well as educational institutions.

1.2. Section 13A of the Representation of the Peoples' Act, 1950 envisages a Chief Electoral Officer for each State who will be an officer of that State Government, as the Election Commission of India may, in consultation with that Government, designate or nominate in this behalf.

1.3. The Office of Chief Electoral Officer, Haryana is located at 3rd Floor, 30-Bays Building, Sector 17, Chandigarh. Its main functions are to hold General Elections/Bye-elections to Parliament and the State Legislative Assembly, Presidential elections, Biennial elections to Rajya Sabha, preparation of Electoral Roll and Preparation/Issue of Electors' Photo Identity Cards.

1.4. The Chief Electoral Officer, as the head of the election machinery in the State is assisted by an Additional Chief Electoral Officer, a Deputy Chief Electoral Officer, two Assistant Chief Electoral Officers, besides the Superintendent/Deputy Superintendents and other ministerial staff. The District staff, viz., the District Election Officer, the Deputy District Election Officer, the Returning Officers, the Assistant Returning Officers, Electoral Registration Officers, Assistant Electoral Registration Officers, Election Tehsildar, Election Naib Tehsildar and other staff also assist the Chief Electoral Officer in holding General Elections/Bye-elections to Parliament and the State Legislative Assembly, Presidential elections, Biennial elections to Rajya Sabha, Preparation of Electoral Roll and Electors Photo Identity Cards.

1.5. There are 10 Parliamentary Constituencies and each comprises 9 assembly segments. Out of these 10 PCs, 2 parliamentary constituencies are reserved for candidates belonging to Scheduled Castes, and out of 90 assembly constituencies 17 are reserved for Scheduled Caste candidates. In addition the State has 5 Rajya Sabha seats.

1.6. In the State of Haryana there are **16873650*** electors out of which **100%** have been issued Electors' Photo Identity Cards. There are **16357*** polling stations. [*As on 11.01.2016]

1.7. Any one desiring more information on the topics covered in the hand-book, as well as other information relating to this department, may contact Sh Prehlad Singh Assistant Chief Electoral Officer, Haryana who is designated as

the Assistant Public Information Officer for this purpose. The particulars of the officer are as under:

Office Address	**Residential Address**
Office of the Chief Electoral Officer, Haryana 3rd Floor,30-Bays Building, Sector- 17, Chandigarh ☎ 0172-2701362 Fax: 0172-2706556	

1.8. The information which is not available in this hand book can be obtained through electronic media and by logging into the Chief Electoral Officer's website, viz., **www.ceoharyana.nic.in.**

Chapter 2
(Manual-1)

Particulars of Organization, Functions and Duties

2.1. **Organisation, Functions and Duties**

Office of Chief Electoral Officer, Haryana

Administrative Setup [Head Office]

Election Minister

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Financial Commissioner and Principal Secretary Elections

Election Commission of India

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Chief Electoral Officer

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Additional Chief Electoral Officer

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Deputy Chief Electoral Officer

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Assistant Chief Electoral Officers

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Superintendent

1. Accounts Branch
2. Establishment Branch
3. Record Branch
4. Diary& Dispatch Branch

Deputy Superintendent I

1. General Branch
2. Election Branch
3. Preparation Branch

Deputy Superintendent II

1. Caretaker Branch
2. Budget Branch
3. Record Branch

2.2. Organisation, Functions and Duties

Administrative Setup
[Field Office]

District Election Officer
[Deputy Commissioner]

Deputy District Election Officer
[City Magistrate]

Returning Officer/
Electoral Registration Officer

1. Assistant Returning Officer/ Assistant Electoral Registration Officer

Election Tehsildar/Naib Tehsildar

1. Assistant
2. Election Kanungo
3. Clerk
4. Junior Programmer
5. Data Entry Operator
6. Peon
7. Chowkidar

Chapter 3
(Manual-2)

Particulars of Powers and Duties of Officers and Employees

3.1. **Chief Electoral Officer-**This is a post of the IAS cadre and is filled by the Election Commission of India in consultation with the State Government under Section 13A of the Representation of the People Act, 1950. The Officer works under the superintendence, direction and control of the Election Commission of India. Presently, the Chief Electoral Officer is also the Commissioner and Secretary for the Department of Elections. The Chief Electoral Officer is the overall in- charge of the Department of Elections in Haryana and is directly answerable to the Election Commission of India.

3.2. **Joint/Additional Chief Electoral Officer-** This is a Departmental post, but presently, it is also filled from the HCS cadre and its current nomenclature is that of Additional Chief Electoral Officer. In addition to financial powers, the officer is responsible for implementing all the schemes of the Election Commission of India as well as those of the State Government.

3.3. **Deputy Chief Electoral Officer-**This is a departmental post which is required to be filled by promotion or on transfer/deputation basis. The Officer is responsible for conducting General Elections/Bye-Elections to Parliament and the State Legislative Assembly, besides, Presidential elections and preparation of electoral rolls and Electors Photo Identity Cards.

3.4. **Assistant Chief Electoral Officer-** This is a departmental post filled by promotion. The Officer is responsible for conducting General Elections/Bye-Elections to Parliament and the State Legislative Assembly, besides Presidential elections preparation of electoral rolls and Electors Photo Identity Cards etc.

3.5. **Superintendent/Deputy Superintendents-**There is one post of Superintendent and two posts of Deputy Superintendent. There are ten branches in this department. All the Superintendent/Deputy Superintendents have been allotted branches for supervision and computer branch works under the supervision of Assistant General Manager Computers.

3.6. **Assistants/Clerks-**

a) **Assistants-**deal with subjects allotted to them and put up the files to the branch officer through their respective Superintendent/Deputy Superintendents.

b) **Clerks**- Clerks assist Assistants in their routine work and also do the work of typing, record keeping and diary & dispatch.

3.7. **District Election Officer-** The Deputy Commissioner of each district is designated as the District Election Officer by the Election Commission of India under section 13AA of the Representation of the Peoples Act, 1950 in consultation with the State Government. He is responsible for the conduct of elections to the Lok Sabha, Legislative Assembly, preparation of Electoral Rolls and Electors' Photo Identity Cards.

3.8. **Deputy District Election Officer-**The officer assists the District Election Officer in various election related matters/activities.

3.9. **Returning Officer for Parliamentary Constituency-**The Deputy Commissioners of Ambala, Bhiwani-Mahendergarh, Faridabad, Hisar, Karnal, Kurukshetra, Gurgaon, Rohtak, Sisra, and Sonepat are functioning as the Returning Officers for their respective parliamentary constituencies.

3.10. **Returning Officer/Electoral Registration Officer for assembly constituency-**The officer is responsible for the conduct of elections, the preparation of the electoral roll and Electors' Photo Identity cards of the constituency allotted to him/her.

3.11. **Assistant Returning Officer/Assistant Electoral Registration Officer for assembly constituency-** The officer assists the Returning Officer/Electoral Registration Officer in various election, Preparation of Electoral Rolls related matters/activities.

3.12. **Election Tehsildar/Election Naib Tehsildar-**This is a departmental post filled by promotion though there is also provision for direct recruitment. His office is located in the District Election Office of the respective district. He assists the District Election Officer-cum-Deputy Commissioner in all types of election related work.

3.13. **Assistant-** This is a departmental promotional post though there is also provision for recruitment through other Govt. Departments by transfer or deputation basis. He/she deal with the work as per the duties assigned under the rules and directions issued by the State Government as well as the Election Commission of India.

3.14. **Election Kanungo-**This is a departmental promotional post though there is also provision for direct recruitment. These posts are sanctioned by the Government on the basis of number of Assembly Constituencies in the State. The duty of the Election Kanungo is to assist the RO/ARO/ERO/ AERO in all the election related functions and matters. He/she is

responsible for maintaining the record of Voters List, Voter Identity Cards and its miniatures etc.

3.15. **Clerks-**This is a feeder cadre cum departmental promotion post. The clerks maintain all the record and Store Articles of their respective District Election Office, typing, bill preparing etc. and at the State headquarter level.

3.16. **Junior Programmers/Data Entry Operators**-These are departmental posts to be filled on contractual basis. All the technical work like updation of Photo Electoral Roll using ERMS etc, preparation of EPICs, Report generations, e-salary, emails, Updation of various types of informations using web based ECI applications and other day-to-day technical activities.

Chapter 4
(Manual-3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1. This Department has adopted the Punjab Election Department Service Rules, 1963 before framed the following own departmental service rules:

a) Haryana Elections Department (Group-A&B) Service Rules-2000

b) Haryana Elections Department (Group-C) Service Rules-2000

c) Haryana Election Department (Group-D) Service Rules-1997

Inspite of it the department has also adopted all the Civil Services and Financial Rules of the Punjab State adopted by the Haryana State.

4.2. The Representation of the People Act, 1950, the Representation of the People Act, 1951, Registration of Electors Rules 1960 and conduct of Elections Rules 1961 are already on the website of the Chief Electoral Officer Haryana as well as the Election Commission of India. The address of the website of CEO Haryana is **http://www.ceoharyana.nic.in.**

4.3. The Departmental Service Rules mentioned in 4.1 above from serial no. (a) to (c) are not for public sale. However, should any officer/official wish to get a copy of the said rules, he can submit his request in writing to the Head of Department for the supply of the said rules and he will have to bear the actual cost of photocopying.

Chapter 5
(Manual-4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

5.1. Interface with the public is mostly at the time of elections to the Lok Sabha or State Assembly and also at the time of the Revision of the Electoral Roll or preparation of photo Identity Cards. At that time meetings are held with the representatives of different Political parties as per the guidelines of the Election Commission of India. Press notes and advertisements are published in the leading newspapers, both in English & the vernacular languages, for the information of the General public.

5.2. During the revision of electoral rolls the assistance and cooperation of the Residential Welfare Associations [RWAs], Gram Panchayats, and Committees is also sought to ensure the correctness of the voters' lists. The Election Commission of India has also appointed the BLOs'(Booth Level Officers) for assisting the field work relating to preparation of Electoral Rolls etc.

5.3. The Department of Elections is a non-plan Department. This Department implements the guidelines/directions of the Election Commission of India.

Chapter 6
(Manual-5)

A Statement of the categories of documents that are held by it or under its control

6.1. The following is the statement of the categories of documents that are held by it, or are under the control of the Chief Electoral Officer, Haryana:

i. Election Results for parliamentary constituencies relating to the State of Haryana.

ii. Election Results for assembly constituencies relating to the State of Haryana.

iii. Electoral Roll relating to the State of Haryana.

iv. Miniatures of Electors' Photo Identity Cards, issued to the electors.

v. Documents regarding the selection of the State Level Agency for election related work in Haryana State.

6.2. The documents mentioned at serial no. (i) to (iii) are available in the concerned District Election Offices for sale to the public at a nominal price.

6.3. The documents mentioned at serial no. (iv) & (v) are only for official use and are not available for sale, or for public use.

Chapter 7
(Manual-6)

A Statement of boards, council, committees and other bodies constituted as its part

7.1. The Department of Elections does not have any Board, Council, Committee or any other body affiliated with it. However, as per the direction issued by the Election Commission of India from time to time, a Standing Committee has been constituted by the District Election Officer during the Parliament and State Assembly Elections, revision of electoral rolls and preparation of Electors' Photo Identity Cards.

7.2. The Standing Committee comprises the following members:

1.	The Deputy Commissioner-cum-District Election Officer concerned	Chairman
2.	Representatives of the Political Parties and contesting candidates etc.	Member
3.	Returning Officer/Asstt, Returning Officer/ Electoral Registration Officer/Asstt. Electoral Registration Officer concerned.	Member
4.	Election Tehsildar/Election Naib Tehsildar concerned.	Member

7.3 Further as per the directions of Election Commission of India one Committee namely MCMC (Media Certification and Monitoring Committee) is also constituted to monitor the advertisements of the Candidates/Political Parties during Elections.

Chapter 8
(Manual-7)

The names, designations and other particulars of the Public Information Officers

8.1. List regarding particulars of Assistant Public Information Officers, Public Information Officers and Departmental Appellate Authority of Public authority at the Head Office, Chandigarh:

a) **Assistant Public Information Officers**:

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Shri Prehlad Singh	Assistant Chief Electoral Officer, Haryana	0172	2701362	--	2706556	Hry_elect@yahoo.com	O/o Chief Electoral Officer, Haryana 3rd Floor, 30-Bays Building, Sector 17, Chandigarh

b) **Public Information Officers**:

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Shri Jaibir Singh Arya, HCS	Additional Chief Electoral Officer, Haryana	0172	2700717		2706556	hry_elect@yahoo.com	O/o Chief Electoral Officer, Haryana 3rd Floor, 30-Bays Building, Sector 17, Chandigarh

c) **Departmental Appellate Authority**:

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Sh. Shrikant Walgad, IAS	Commissioner and Secretary to Govt. Haryana Department of Elections & Chief Electoral Officer, Haryana	0172	2711697 2701200		2706556	ceo_haryana @eci.gov.in	Haryana New Secretariat, Room No. 607, 6th Floor, Sector 17, Chandigarh

8.2. List regarding particulars of Assistant Public Information Officers, Public Information Officers and Departmental Appellate Authority of Public authority for the offices at district level are as under:

a) **Public Information Officers**:

Sr. No.	Designation	STD code	Phone Number		Fax	Email	Address
			Office	Home			
1.	Deputy District Election Officer-cum-City Magistrate, Ambala.	0171	2530400	2530430 9896093926			City Magistrate, Ambala.
2.	Sub Divisional Officer (C), Panchkula	0172	2561685	---			SDO ©, Panchkula
3.	Deputy District Election Officer-cum-City Magistrate, Yamunanagar.	01732	237806	---			City Magistrate, Yamunanagar.
4.	Deputy District Election Officer-cum-City Magistrate, Kurukshetra.	01744	220273	---			City Magistrate, Kurukshetra.
5.	Deputy District Election Officer-cum-City Magistrate, Kaithal	01746	234280	---			City Magistrate, Kaithal.
6.	Deputy District Election Officer-cum-City Magistrate, Hisar.	01662	233243	---			City Magistrate, Hisar.
7.	Deputy District Election Officer-cum-City Magistrate, Sirsa	01666	248881	---			City Magistrate, Sirsa.
8.	Deputy District Election Officer-cum-City Magistrate, Jind	1681	245692	---			City Magistrate, Jind
9.	Deputy District Election Officer-cum-City Magistrate, Bhiwani	01664	242121	---			District Election Office, Bhiwani.
10.	Deputy District Election Officer-cum-City Magistrate, Fatehabad.	01667	230030	---			City Magistrate, Fatehabad
11.	Deputy District Election Officer-cum-City Magistrate, Rohtak	01262	251336	---			City Magistrate, Rohtak.
12.	Deputy District Election Officer-cum-City Magistrate, Sonepat.	0130	2220638	---			District Election Office, Sonepat.
13.	Deputy District Election Officer-cum-City Magistrate, Panipat	0180	2651801	---			City Magistrate, Panipat.
14.	Deputy District Election Officer-cum-City Magistrate, Karnal.	0184	2267220	---			Distt. Public Relation Officer, Karnal.
15.	Deputy District Election Officer-cum-City Magistrate, Jhajjar.	01251	252556	---			City Magistrate, Jhajjar.
16.	Deputy District Election Officer-cum-City Magistrate, Faridabad.	0129	2227934	---			City Magistrate, Faridabad.
17.	Deputy District Election Officer-cum-City Magistrate, Gurgaon	0124	2320305	---			City Magistrate, Gurgaon.
18.	Deputy District Election Officer-cum-City Magistrate, Rewari.	01274	225161	---			City Magistrate, Rewari.
19.	Deputy District Election Officer-cum-City Magistrate, Narnaul.	01282	251206	---			City Magistrate, Narnaul.
20.	Deputy District Election Officer-cum-City Magistrate, Mewat at Nuh.	01267	27461011	---			City Magistrate, Mewat at Nuh.
21.	Deputy District Election Officer-cum-City Magistrate, Palwal	01275	248910	---			City Magistrate, Palwal

b) **Assistant Public Information Officers**:

Sr. No.	Designation	STD code	Phone Number		Fax	Email	Address
			Office	Home			
1.	Election Tehsildar, Ambala	0171	2535175		2535175		Distt. Election Office, Ambala.
2.	Election Naib Tehsildar, Panchkula	0172	2572325		2572325		Distt. Election Office, Panchkula.
3.	Election Naib Tehsildar, Yamunanagar	01732	237829		237829		Distt. Election Office, Yamunanagar.
4.	Election Tehsildar, (KUK)	01744	220507		220507		Distt. Election Office, Kurukshetra.
5.	Election Naib Tehsildar, Kaithal.	01746	235153		235153		Distt. Election Office, Kaithal.
6.	Election Naib Tehsildar, Hisar	01662	283178		283178		Distt. Election Office, Hisar.
7.	Election Tehsildar, Sirsa.	01666	248886		248886		Distt. Election Office, Sirsa.
8.	Election Naib Tehsildar, Jind.	1681	248577		248577		Distt. Election Office, Jind.
9.	Election Tehsildar, Bhiwani.	01664	246033		246033		Distt. Election Office, Bhiwani.
10.	Election Naib Tehsildar, Fatehabad.	01667	230146		230146		Distt. Election Office, Fatehabad.
11.	Election Tehsildar, Rohtak	01262	256337		256337		Distt. Election Office, Rohtak.
12.	Election Tehsildar, Sonepat.	0130	2221728		2221728		Distt. Election Office, Sonepat.
13.	Election Naib Tehsildar, Panipat.	0180	2654282		2654282		Distt. Election Office, Panipat.

Sr. No.	Designation	STD code	Phone Number		Fax	Email	Address
			Office	Home			
14.	Election Tehsildar, Karnal	0184	2275009		2275009		Distt. Election Office, Karnal.
15.	Election Naib Tehsildar Jhajjar	01251					BD&PO, Jhajjar.
16.	Election Tehsildar, Faridabad.	0129	2227910		2227910		Distt. Election Office, Faridabad.
17.	Election Naib Tehsildar, Gurgaon.	0124	2224047		2224047		Distt. Election Office, Gurgaon.
18.	Election Naib Tehsildar, Rewari.	01274	222779		222779		Distt. Election Office, Rewari.
19.	Election Naib Tehsildar, Narnaul.	01282	256220		256220		Distt. Election Office, Narnaul.
20.	Election Naib Tehsildar, Mewat at Nuh.	01267	274602				Distt. Election Office, Mewat at Nuh.
21	Election Tehsildar(addl. Charge)	01275	247706		248902		Distt. Election Office, Palwal.

Deputy Commissioner-cum-District Election Officers (First Appellate Authority for RTI)					
Sr. NO.	Name of District	Code	Telephone No. Office	Telephone No. Residence	E-mail Address
1.	Ambala	0171	2530100 2535800	2552200, Fax-2552201	dcynr@hry.nic.in
2.	Bhiwani	01664	243535 242174	256678 243333	dcamb@hry.nic.in
3.	Faridabad	0129	2227936 2226604	2227272 2226262	dcfbd@hry.nic.in
4.	Fatehabad	01667	230001 230002	230003 230004	dcftb@hry.nic.in
5.	Gurgaon	0124	2321144 2325500	2303333 Fax-2320508	dcgrg@hry.nic.in
6.	Hisar	01662	232045 233928	253444 253888	dchsr@hry.nic.in
7.	Jhajjar	01251	252448 252440	Fax- 252446 255200	dcjjr@hry.nic.in
8.	Jind	01681	246820 246822	246818 245252	dcjnd@hry.nic.in
9.	Kaithal	01746	234208 234608	224240 Fax-224235	dcktl@hry.nic.in
10.	Karnal	0184	2267500 Fax-2266110	2255300 2254000	dckrl@hry.nic.in
11.	Kurukshetra	01744	220270 227777 220273	220271 Fax-220935	dckrk@hry.nic.in
12.	Narnaul	01282	254000 251221	251202 Fax-251200	dcnrl@hry.nic.in
13.	Panchkula	0172	2568313 Fax-2585000	2585777 2585666 2582173	dcpkl@hry.nic.in
14.	Rewari	01274	225368	225246 223779	dcrwr@hry.nic.in
15.	Rohtak	01262	250252 268255	245588 245533	dcroh@hry.nic.in
16.	Sirsa	01666	248890 Fax-248770	248880 248870	dcsrs@hry.nic.in
17.	Panipat	0180	2651502 2652800	2652800 2655800	dcpnp@hry.nic.in
18.	Sonepat	0130	2220500 2221500	2221500 2221255	dcsnp@hry.nic.in
19.	Yamuna Nagar	01732	237801 237800	237850 220122	dcynr@hry.nic.in
20.	Mewat at Nuh	01267	274610 274611 274602	274600 274601 (TF)	dcnuh@hry.nic.in
21.	Palwal	01275	298052 248910	248901 Fax-248911	dcpwl@hry.nic.in

Chapter 9
(Manual-8)

Procedure followed in Decision Making Process

9.1. All the procedures to be followed in decision making processes are as per rules and regulations of the Govt of Haryana as well as the guidelines/ Instructions of the Election Commission of India.

9.2. The dealing assistant deals cases as per relevant rules and instructions. Then the file is put up to the Branch Superintendent/Deputy Superintendent for decisions/suggestions. The file is then submitted to the Deputy/Asstt. Chief Electoral Officer and Additional Chief Electoral Officer. The files are then submitted to the Chief Electoral Officer for final approval.

9.3. Some routine files are disposed off at the level of superintendent or Asstt. Chief Electoral Officers or Deputy Chief Electoral Officer. The Deputy Chief Electoral Officer also works as DDO (Drawing and Disbursing Officer)

9.4 The matters are reffered to the administrative department Headed by Principal Secretary /Commissioner and Secretary Election Department, Haryana. This post is held by the Chief Electoral Officer simultaneously.

Chapter 10
(Manual-9)

Directory of Officers and Employees

10.1. The directory of officers and employees of headquarter is as under:

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Sh. Shrikant Walgad, IAS	Commissioner and Secretary to Govt. Haryana, Elections Department & Chief Electoral Officer, Haryana.	0172	2715767		2706556	ceo_haryana @eci.gov.in	House No. 2524, Sector-27-C, Chandigarh
2.	Shri Maheshwar Sharma, H.C.S.	Additional Chief Electoral Officer, Haryana	0172	2701200	---	-do-	Addlceo_haryana@ eci.gov.in	House No. 3435, Sector-24-D, Chandigarh
3.	Shri Jaibir Singh Arya, HCS	Additional Chief Electoral Officer, Haryana	0172	2700717	---	-do-	Nil	
4.	Shri Sant Lal	Deputy Chief Electoral Officer, Haryana	0172	2728936	----	-do-	Nil	House No. 432, Sector-22, Chandigarh
5.	Shri Prehlad Singh	Assistant Chief Electoral Officer, Haryana	0172	2701936	09540514140	-do-	Nil	
6.	Shri Jagdish Chander Mehta	Assistant Chief Electoral Officer, Haryana	0172	-do-	09416488784	-do-	Nil	
7.	Sh. Maha Singh	Superintendent	0172	2701362	08901149001	-do-	Nil	House No. 150, Vill. Kansal., Chandigarh
8	Smt. Sudesh Kumari	Deputy Superintendent	0172	2701362	9646615705	-do-	Nil	#1077, Sector-23-B, Chandigarh
7.	Smt. Shakuntla Devi	Assistant	0172	-do-	9501522386	-do-	Nil	#2130, Sector 23-C, CHD
8.	Sh.Surinder Kumar	Assistant	0172	-do-	9465447105	-do-	Nil	#12, GH-24,MDC,Sector 5,PKL.
9.	Shri Rakesh Kalra	Assistant	0172	-do-	09914734482	-do-	Nil	#530,Mamta Enclave Dhakauli PANJAB

10.	Shri Pritam Singh	Assistant	0172	-do-	09467582294	-do-	Nil	#1352, Sector 39-B, CHD
11.	Shri Harkesh Saini	Assistant	0172	-do-	9988768491	-do-	Nil	#464,Saini Vihar, Phase II, Baltana
12	Smt. Parmeshwari	Assistant	0172	-do-		-do-	Nil	C/o Sarup Singh Gosai, Vill. Kansal
13.	Shri Rameshwar Dass	Assistant	0172	-do-		-do-	Nil	#1719 F, Sector-26, Panchkula

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
14.	Smt. Jogita	Assistant	0172	-do-		-do-	Nil	#3390, Sec-22-D, Chandigarh
15.	Shri Dharam Pal	Assistant	0172	-do-		-do-	Nil	# 2238/48, Gali 8, Mani Majra, Chandigarh
16.	Smt. Kavita Devi	Assistant	0172	-do-		-do-	Nil	
17.	Sh. Jagdish Chand	Assistant	0172	-do-	9416635067	-do-	Nil	C/o Krishan Kumar Vill. Kansal
18.	Smt. Kamlesh	Assistant	0172	-do-	8556054690			
19.	Smt. Usha Saini	Clerk	0172	-do-		-do-	Nil	
20.	Sh. Ram Kishan	Clerk	0172	-do-	9988581036	-do-	Nil	#2590/15, Panchkula
21.	Sh. Narinder Singh	Clerk	0172	-do-	9467227502	-do-	Nil	#132, Rally Sec-12A, PKL.
22.	Sh. Kuldeep Singh	Clerk	0172	-do-		-do-	Nil	
23.	Sh. Satyawart	Clerk	0172	-do-		-do-	Nil	
24.	Sh. Bhag Singh Sh. Ram Chander	Photocopier Peon	0172 0172	-do- -do-		-do- -do-	Nil Nil	Sh. Bhag Singh Sh. Ram Chander
25.	Sh. Bijedner	Peon	0172	-do-		-do-	Nil	Sh. Bijedner
26.	Sh. Rajesh Kumar	Peon	0172	-do-		-do-	Nil	Sh. Rajesh Kumar
27.	Sh. Tek Nath	Chowkidar	0172	-do-		-do-	Nil	
28.	Shri Naresh Kumar	Programmer	0172	-do-		-do-	Nil	# Sector-20, Chandigarh
29.	Arora							
30.	Shri Ashish Sharma	Junior Programmer	0172	-do-	2739482	-do-	Nil	# 6056, MHC, Mani Majra, Chandigarh
31.	Shri Deepak Sharma	Data Entry Operator	0172	-do-		-do-	Nil	#641, Sec-10, Panchkula
32.	Shri Ratanjay	Steno Typist	0172	-do-		-do-	Nil	#259, Sec-19, Panchkula
33.								
34.								
35.								
36.								

Chapter 11
(Manual-10)

The Monthly Remuneration Received by each of its Officers and Employees, Including the System of compensation as Provided in Regulations

11.1. The monthly remuneration to the officers and employees of this Department are in accordance with the notifications/guidelines/ instructions issued from time to time by the Government of Haryana. This Department has not adopted any independent policy for the remuneration of its officers and officials. The expenditure incurred on the establishment side is shared in 50:50 between Govt of Haryana and Central Govt.

Number of Posts with pay scale

Sr.No.	Name of Posts	Confirm	Temporary	Total	Pay Scale
1	Joint Chief Electoral Office	1	-	1	15600-39100+7600 G.P.
2	Deputy Chief Electoral Officer	1	-	1	15600-39100+6000 G.P.
3	Assistant Chief Electoral Officer	1	1	2	9300-34800+5400 G.P.
4	Election Tehsildar	1	9	10	9300-34800+5400 G.P.
5	Superintendent	1	-	1	9300-34800+4200 G.P.
6	Election Naib Tehsildar	-	12	12	9300-34800+4000 G.P.
7	Deputy Superintendent	1	1	2	9300-34800+4000 G.P.
8	Assistant	8	27	35	9300-34800+3200 G.P.
9	Election Kanungo	29	62	91	9300-34800+3200 G.P. + 50/- S.Pay
10	Junior Scale Stenographer	1	-	1	5200-20200+2400 G.P. + 200/- S.Pay
11	Driver	1	2	3	5200-20200+2400 G.P. + 200/- S.Pay
12	Steno Typist	-	1	1	5200-20200+1900 G.P. + 100/- S.Pay
13	Clerk	14	25	39	5200-20200+1900 G.P.
14	Moharir	1	-	1	5200-20200+1900 G.P.
15	Restorer	1	-	1	5200-20200+1900 G.P.
16	Photo Copier Operator	-	1	1	5200-20200+1900 G.P.
17	Daftri	1	-	1	5200-20200+1800 G.P.
18	Jamadar	1	-	1	5200-20200+1800 G.P.
19	Peon	46	6	52	4440-7440+1300 G.P.
20	Chowkidar	14	-	14	4440-7440+1300 G.P.
21	Sweeper	1	-	1	4440-7440+1300 G.P.

Chapter 12
(Manual-11)

The Budget allocated to each agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

12.1. **The information about the details of the budget for 2016-17 of CEO, Haryana allotted by FD, Haryana:**

Sr. No	Head	Sanctioned Budget 2016-17
1	102-Electoral Officer (i) H.Q. staff(99)	37350000/-
2	102-Electoral Officer (ii) District staff(98)	112900000/-
3	103-Preparation & Printing of Electoral Rolls (i) Preparation of Electoral Rolls(99)	174950000/-
4	103-Preparation & Printing of Electoral Rolls (ii) Printing of Electoral Rolls(98)	25000000/-
5	104-Charges for conduct of election to Lok Sabha and State/UT Legislative Assembly when held simultaneously.	200000/-
6	105-Charges for conduct of Election to Lok Sabha (i) General Election(99)	1200000/-
7	105-Charges for conduct of Election to Lok Sabha (ii) Bye Election(98)	26000000/-
8	106-Charges for conduct of election to State/UT Legislative (i) General Election (99)	3800000/-
9	106-Charges for conduct of election to State/UT Legislative (ii) Bye Election (99)	31000000/-
10	108-Issue of photo Identity Cards to voters	16450000/-
	Grand Total	**428850000/-**

Chapter 13
(Manual-12)

The Manner of Execution of Subsidy Programmes

13.1. The Department of Elections is a non-plan Department, hence there are no subsidy programmes in this department.

Chapter 14
(Manual-13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. As per directions of the Election Commission of India voters are being provided bilingual Electors' Photo Identity Card [EPIC] (in English & Hindi) free of cost since 1994-95.

Chapter 15
(Manual-14)

Norms set by it for the discharge of its functions

15.1. **The details of the Norms/Standards set by the department for execution of various activities/programmes:**

a) This Department deals with the conduct of elections and preparation of electoral rolls and electors' photo identity cards. All the work on these activities are done as per norms/instructions/ guidelines of the Election Commission of India.

Chapter 16
(Manual-15)

Information available in an electronic form

16.1. **The details of the information relating to various schemes which are available in electronic format:**

a) Electoral Roll (Hindi) in PDF format in CDs.

b) Electoral Roll (Hindi) in PDF format on Chief Electoral Officer's website namely www.ceoharyana.nic.in.

c) All the statutory forms for the inclusion/ deletion/ correction/ transposition of name in the electoral rolls are also available on Chief Electoral Officer's website namely www.ceoharyana.nic.in.

d) The latest election results of Lok Sabha are available on the Chief Electoral Officer's website.

e) The latest election results of Vidhan Sabha are also available on the Chief Electoral Officer's website.

f) The Election Commission of India's website is also linked with the aforesaid Chief Electoral Officer's website and all the manuals, guidelines, and instructions issued by the Election Commission of India can be obtained from that website.

Chapter 17
(Manual-16)

Particulars of the facilities available to citizens for obtaining information

17.1. The Chief Electoral Officer, Haryana does not have the facility of a departmental library, but all the required public related information is available on the website of the Chief Electoral Officer (www.ceoharyana.nic.in) & Election Commission of India (www.eci.gov.in). Any such information can also be obtained from the District Election Officer at each district head quarters. The Establishment of Library is underway.

Chapter 18
(Manual-17)

Other Useful Information

18.1. **How to register ones' name in the Electoral Roll after final publication:**

1. Under section 17 of the Representation of Peoples Act, 1950-no person shall be entitled to be registered in the electoral roll for more than one constituency.

2. Under section 18 of the Representation of People Act, 1950- no person shall be entitled to be registered in the electoral roll for any constituency more than once.

3. **Conditions of registration-**Subject to the foregoing provisions of this Part, every person who-

   (a) is not less than [eighteen years] of age on the qualifying date, and
   (b) is ordinarily resident in a constituency

   Shall be entitled to be registered in the electoral roll for that constituency, (section 19 of the Representation of People Act, 1950). The qualifying date is 1st Jan of the year in which the applicant seeks enrolment. The applicant has to apply in FORM 6

4. **Correction of entries in electoral roll-**If the Electoral Registration Officer for a constituency, on an application made to him, or on his own motion, is satisfied after such inquiry as he thinks fit, that any entry in the electoral roll of the constituency.

a. is erroneous or defective in any particular,
b. should be transposed to another place in the roll on the ground that the person concerned has changed his place of ordinary residence within the constituency, or
c. should be deleted on the ground that the person concerned is dead, or has ceased to be ordinarily resident in the constituency, or is otherwise not entitled to be registered in that roll.

The electoral registration officer shall, subject to such general or special direction, if any, as may be given by the Election Commission in this behalf, amend, transpose or delete the entry:
Provided that before taking any action on any ground under clause (a) or clause (b) or any action under clause (c) on the ground that the person concerned as ceased to be ordinary resident in the constituency or that he is otherwise not entitled to be registered in the electoral roll of the constituency, the electoral registration officer shall give the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him, (section 22 of the Representation of People Act, 1950).

5. **Inclusion of names in electoral roll-**

1. Any person whose name is not included in the electoral roll of a constituency may apply to the electoral registration officer for the inclusion of his name in that roll.

2. The electoral registration officer shall, if satisfied that the applicant is entitled to be registered in the electoral roll, direct his name to be included therein.
Provided that if the applicant is registered in the electoral roll of any other constituency the electoral registration officer shall inform the electoral registration officer of that other constituency and that officer shall, on receipt of the information strike off the applicant's name of the roll.

3. No amendment, transposition or deletion of any entry shall be made under section 22 and no direction for the inclusion of a name in the electoral roll of a constituency shall be given under this section, after the last for date for making nominations for an election in that constituency or in the parliamentary constituency within which that constituency is comprised and before the completion of that election, (section 23 of the Representation of People Act, 1950).

6. **Disqualification for registration in an electoral roll-**

1. A person shall be disqualified for registration in an electoral roll if he-

a. is not a citizen of India; or
b. is of unsound mind and stands so declared by a competent court; or
c. is for the time being disqualified from voting under the provision of any law relating to corrupt practices and other offences in connection with election.

1. the name of any person who becomes so disqualified after registration shall forthwith be struck of the electoral roll in which it is included:
Provided that the name of any person struck of the electoral roll of a constituency by reason of a disqualification under clause (c) of sub- section (1) shall forthwith be re-instated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorizing such removal, (section 16 of the Representation of People Act, 1950).