



Information Handbook

under

Right to Information Act 2005

**Floor, 30 Bays Building Sector- 17,
Chandigarh**

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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 Department of Elections, Haryana is located at 3^d 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/Joint 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, 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 are **1.27** crore electors out of which **91.15%** have been issued Electors' Photo Identity Cards. There are **12,732** polling stations.
- 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 Shri Chander Bhan Vashistha, 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:

<u>Office Address</u>	<u>Residential Address</u>
Office of the Chief Electoral Officer, Haryana 3 rd Floor,30-Bays Building, Sector- 17, Chandigarh  0172-2701362 Fax: 0172-2706556	House No. 294, Sector: 22-A, Chandigarh

- 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

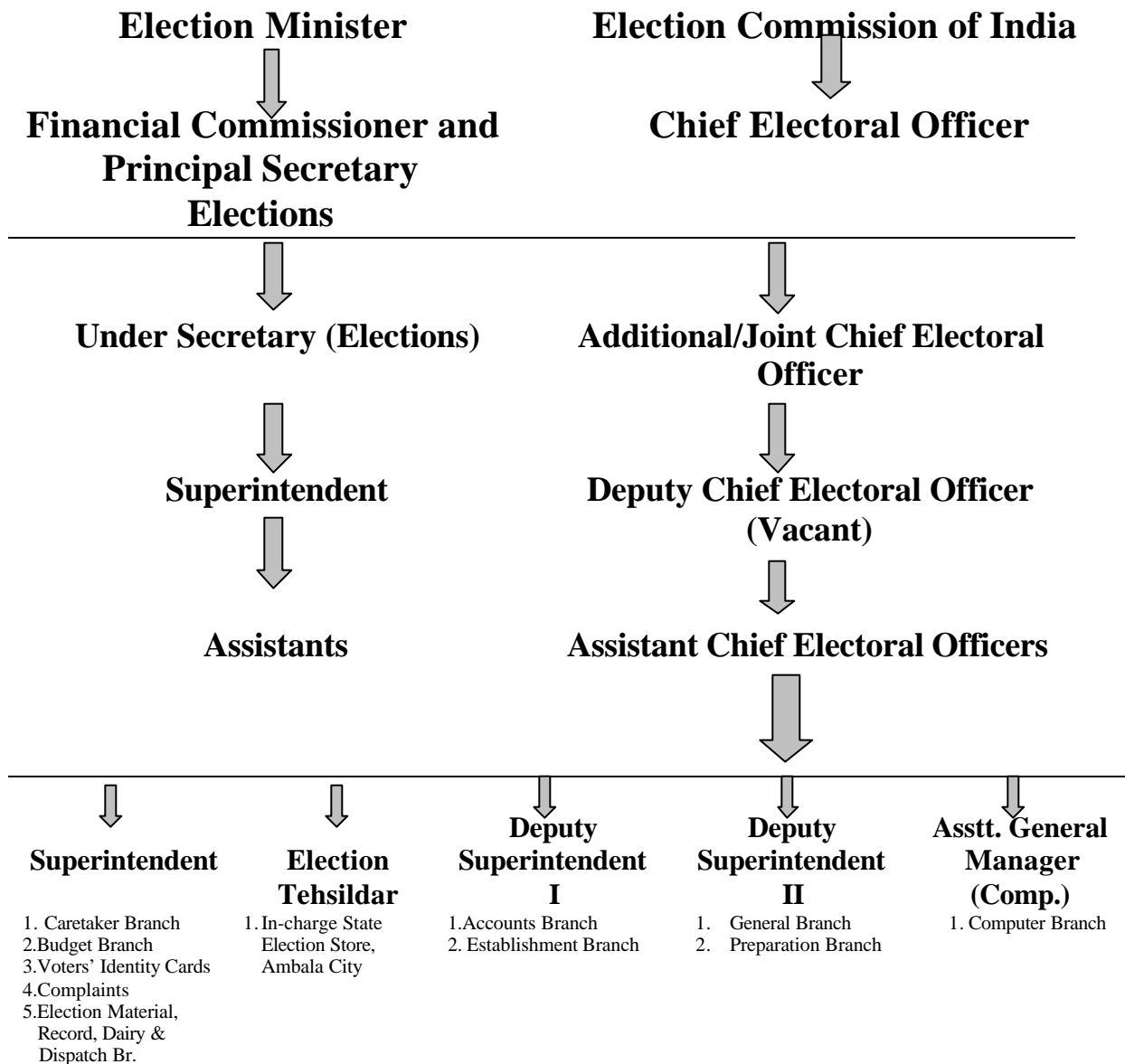
(Manual- 1)

Particulars of Organization, Functions and Duties

2.1. Organisation, Functions and Duties

Department of Elections, Haryana

Administrative Setup [Head Office]



2.2. Organisation, Functions and Duties

Administrative Setup [Field Office]

District Election Officer
[Deputy Commissioner]



Deputy District Election Officer
[City Magistrate & any other officer
authorized by the Distt. Election Officer]



**Returning Officer/
Electoral Registration Officer**

1. Assistant Returning Officer/
Assistant Electoral Registration
Officer

**Election Tehsildar/Election Naib
Tehsildar**

1. Assistant
2. Election Kanungo
3. Jr.Programmer
4. Clerk
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 Financial Commissioner and Principal 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. **Additional/Joint Chief Electoral**- 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 administrative and 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. The officer has been delegated administrative and financial powers of Head of the Department.
- 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 eleven 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 and 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, Faridabad, Hissar, Karnal, Kurukshetra, Mahendergarh at Rewari, Rohtak, Sirsa, and Sonapat 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 related matters/activities.
- 3.12. **Election Tehsildar (State Store)-** This is a departmental post filled by promotion though there is also provision for direct recruitment. His office is located at District Court, Ambala City. He collects/distributes the election material, forms and Electronic Voting Machines (EVMs) etc. to the District Election Offices.
- 3.13. **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.
- 3.14. **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 deals 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.

- 3.15. **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, Voters' Identity Cards and its miniatures etc.
- 3.16. **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.

Chapter 4

(Manual-3)

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

- 4.1. This Department had adopted the Punjab Election Department Service Rules, 1963 before framing 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

In spite 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, if 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] Municipal Corporation/Council/Committee Gram Panchayats, and Committees is also sought to ensure the correctness of the voters' lists.
- 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 Department of Elections:
- 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 for 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

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 Chander Bhan Vashitha	Assistant Chief Electoral Officer, Haryana	0172	2701362	---	2706556	Nil	Department of Elections, Haryana 3 rd 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 B.R. Beri, HCS	Additional Chief Electoral Officer, Haryana	0172	2701200	2723271	2706556	Addlceo_haryana@eci.gov.in	Department of Elections, Haryana 3 rd 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.	Shri Manik Sonawane, IAS	Financial Commissioner and Principal Secretary to Govt. Haryana Department of Elections & Chief Electoral Officer, Haryana	0172	2740922	2791952	2706556	ceo_haryana@eci.gov.in	Haryana Civil Secretariat, Room No. 46, 7 th Floor, 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.	Name S/Shri/Smt.	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Amrita Singh, HCS	City Magistrate, Ambala.	0171	2530400	2553430			City Magistrate, Ambala.
2.	Virender Dahiya, HCS	SDO ©, Panchkula	0172	2561685	2576851			SDO ©, Panchkula
3.	Aurbind Sharma, HCS	City Magistrate, Yamunanagar.	01732	237806	237856			City Magistrate, Yamunanagar.
4.	Hema Sharma, HCS	City Magistrate, Kurukshetra.	01744	220273	232533			City Magistrate, Kurukshetra.
5.	Dharambir Singh Dhankar, HCS	City Magistrate, Kaithal	01746	234280	234549			City Magistrate, Kaithal.
6.	Anurag Dhalia, HCS	City Magistrate, Hissar.	01662	233243	231053			City Magistrate, Hissar.
7.	Satbir Singh, HCS	City Magistrate, Sirsa	01666	248881	247645			City Magistrate, Sirsa.
8.	Ranjit Chaudhary, HCS	City Magistrate, Jind	1681	245692	245293			City Magistrate, Jind
9.	Ishwar Singh	Election Tehsildar, Bhiwani	01664	246033	--	246033		District Election Office, Bhiwani.
10.	Jaideep Kumar, HCS	City Magistrate, Fatehabad.	01667	231034	226534			City Magistrate, Fatehabad
11.	Jagniwas, HCS	City Magistrate, Rohtak	01262	244936	244872			City Magistrate, Rohtak.
12.	Rajinder Singh Dahiya	Election Naib Tehsildar, Sonapat.	0130	2221728	--	2221728		District Election Office, Sonapat.
13.		City Magistrate, Panipat	0180	2651801	2650701			City Magistrate, Panipat.
14.	Dr. Ved Parkash	Distt. Public Relation Officer, Karnal.	0184	2261746	2275455			Distt. Public Relation Officer, Karnal.
15.	Surjeet Singh, HCS	City Magistrate,	01251	252556	252557			City Magistrate, Jhajjar.

		Jhajjar.						
16.	Vir Singh Kaliramna, HCS	City Magistrate, Faridabad.	0129	2227934	3092043			City Magistrate, Faridabad.
17.	Ajay Malik, HCS	City Magistrate, Gurgaon	0124	2320305	2320405			City Magistrate, Gurgaon.
18.	Subhita Dhaka, HCS	City Magistrate, Rewari.	01274	225161	225162			City Magistrate, Rewari.
19.	Hazari Lal	Distt. Public Relation Officer, Narnaul.	01282	251286	260349			Distt. Public Relation Officer, M. Garh at Narnaul.
20.	Partap Singh, HCS	City Magistrate, Mewat at Nuh.	01267	274602	--			City Magistrate, Mewat at Nuh.

b) Assistant Public Information Officers:

Sr. No.	Name S/Shri/Smt.	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Rajinder Singh	Election Kanungo, Ambala	0171	2535175		2535175		Distt. Election Office, Ambala.
2.	Arvind Kumar	Election Kanungo, Panchkula	0172	2572325		2572325		Distt. Election Office, Panchkula.
3.	Sadhu Ram	Asstt.(Election Naib Tehsildar), Yamunanagar	01732	237829		237829		Distt. Election Office, Yamunanagar.
4.	Dalel Singh	Tehsildar, Thanesar(KUK)	01744	220507		220507		Distt. Election Office, Kurukshetra.
5.	Rajinder Singh	Asstt. Distt. Election Office, Kaithal.	01746	235153		235153		Distt. Election Office, Kaithal.
6.	Chandu Lal	Election Naib Tehsildar, Hisar	01662	236499		236499		Distt. Election Office, Hisar.
7.	Parkash Lal	Election Naib Tehsildar, Sirsa.	01666	248886	225319	248886		Distt. Election Office, Sirsa.
8.	Sant Lal	Election Naib Tehsildar, Jind.	1681	248577		248577		Distt. Election Office, Jind.
9.	Ram Kumar Singh	Asstt., Distt.	01664	246033		246033		Distt. Election Office, Bhiwani.

		Election Office, Bhiwani.						
10.	Jagdish Mehta	Election Naib Tehsildar, Fatehabad.	01667	230146		230146		Distt. Election Office, Fatehabad.
11.	Gulshan Kumar	Election Tehsildar, Rohtak	01262	256337		256337		Distt. Election Office, Rohtak.
12.	Arjun Dass Bhateja	Election Kanungo, Distt. Election Office, Sonapat.	0130	2221728		2221728		Distt. Election Office, Sonapat.
13.	Mahavir Singh	Election Kanungo, Distt. Election Office, Panipat.	0180	2654282		2654282		Distt. Election Office, Panipat.
14.	Hanuman Dass	Asstt. Public Relation Officer, Karnal	0184	2275009		2275009		Distt. Election Office, Karnal.
15.	Balraj Singh	BD&PO; Jhajjar	01251					BD&PO, Jhajjar.
16.	Daulat Ram	Election Tehsildar, Faridabad.	0129	2227910		2227910		Distt. Election Office, Faridabad.
17.	Prehlad Singh	Election Naib Tehsildar, Gurgaon.	0124	2224047		2224047		Distt. Election Office, Gurgaon.
18.	Attar Singh	Election Tehsildar, Rewari.	01274	222779		222779		Distt. Election Office, Rewari.
19.	C.M. Bhatnagar	D.C.W.O., Narnaul	01282	256220		256220		Distt. Election Office, Narnaul.
20.	Jai Kishan	Election Kanungo, Distt. Election Office, Mewat at Nuh.	01267	274602				Distt. Election Office, Mewat at Nuh.

c) **Departmental Appellate Authority:**

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Shri Manik Sonewane, IAS	Chief Electoral Officer, Haryana	0172	2740922	2791952	2706556	Ceo.haryana@eci.gov.in	Haryana Civil Secretariat, Room No. 46, 7 th Floor, Chandigarh

Chapter 9

(Manual-8)

Procedure followed in Decision Making Process

- 9.1. All the procedures to be followed in decision making processes are already framed in the Standing Orders of the Department of Elections.
- 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 making suggestions. The file is then submitted to the Deputy/Asstt. Chief Electoral Officer. Most of the files terminate at the level of the Additional/Joint Chief Electoral Officer, but some cases involving financial powers, promotion cases of Gazetted Officers, and new schemes/policies are sent to the Chief Electoral Officer for final decision/approval as the latter is also the administrative secretary. This is the procedure followed in routine.
- 9.3. Some routine files are disposed of at the level of superintendent or Asstt. Chief Electoral Officers.
- 9.4. The cases which are to be disposed of at the level of the Assistant Chief Electoral Officer being Head of Office are put up to him by branches through the concerned superintendent/Deputy Superintendents for appropriate decision/action.
- 9.5. All the cases which are to be disposed of at the level of the Additional/Joint Chief Electoral Officer being Head of the Department are put up to him/her by branches through the concerned Superintendent/Deputy Superintendent, Deputy Chief Electoral Officer/Asstt. Chief Electoral Officer for appropriate decision/action.

9.6. Cases involving financial powers, promotion cases of Gazetted Officers, and new schemes/policies are sent to the Administrative Secretary-cum-Chief Electoral Officer, Haryana for final decision/approval.

Chapter 10

(Manual-9)

Directory of Officers and Employees

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

Sr. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Shri Manik Sonawane, IAS	Financial Commissioner and Principal Secretary to Govt. Haryana, Elections Department & Chief Electoral Officer, Haryana.	0172	2740922	2791952	2706556	ceo_haryana@eci.gov.in	# 81, Sector-7, Chandigarh
2.	Shri B.R. Beri, HCS	Additional Chief Electoral Officer, Haryana	0172	2701200	2723271	-do-	Addlceo_haryana@eci.gov.in	# 2247, Sector-19, Chandigarh
3.	Shri Chander Bhan Vashitha	Assistant Chief Electoral Officer, Haryana	0172	2701362	---	-do-	hryelect@yahoo.co.in	#294, Sector 22-A, CHD
4.	Shri Bani Singh	Assistant Chief Electoral Officer, Haryana	0172	-do-	---	-do-	hryelect@yahoo.co.in	#277,22-D,CHD
5.	Shri Ishwar Dass	Superintendent	0172	-do-	---	-do-	Nil	#2321,Sector 20, CHD
6.	Shri H C Jagga	Election Tehsildar	0171	2535175	2542079	2535175	--	# 27, Vita Enclave, Jaggi Colony, Phase II, Ambala City
7.	Shri Rajinder Singh Bisht	AGM	0172	2701362	98153-91964	2706556	hryelect@yahoo.co.in	5094/3, MHC, MM, Chandigarh
8.	Shri Naresh Kumar Saini	Deputy Superintendent -I	0172	-do-	94170-52603	-do-	Nil	#1321, Sector 23-B, CHD
9.	Shri Mohinder Kumar	Deputy Superintendent-II	0172	-do-	--	-do-	Nil	#260, Sector 41-A, CHD
10.	Shri Subhash Chander	Assistant	0171	2535175	2645067	2535175	--	# 155, Topkhana Bazar, Ambala Cantt
11.	Shri Rajesh Kumar	Elec.Kanungo	0171	2535175	2552734	-do-	--	# 222, Vivek Vihar, Amb. City

12.	Smt. Sudesh Kumari	Assistant	0172	2701362	32343000	-do-	Nil	#1010, Sector 35-B, CHD
13.	Smt. Chander Kala	Assistant	0172	-do-	2628696	-do-	Nil	#261/2, Sector 41-A, CHD
14.	Smt. Shakuntla Devi	Assistant	0172	-do-	2700187	-do-	Nil	#2130, Sector 23-C, CHD
15.	Sh.Surinder Kumar	Assistant	0172	-do-	2556224	-do-	Nil	#12, GH-24,MDC,Sector 5,PKL.
16.	Shri Rakesh Kalra	Assistant	0172	-do-	98761-11559	-do-	Nil	#530,Mamta Enclave Dhakauli PANJAB
17.	Shri Pritam Singh	Assistant	0172	-do-	2699759	-do-	Nil	#1266-A, Sector 39-B, CHD
18.	Shri Rohit Kohli	Assistant	0172	-do-	2701411	-do-	Nil	#3106, Sector 22-D, CHD
19.	Shri Harkesh Saini	Assistant	0172	-do-	01762-508524	-do-	Nil	#464,Saini Vihar, Phase II, Baltana
20.	Shri Om Parkash	Assistant	0172	-do-		-do-	Nil	C/o Sh. Dev,Vill. Kansal, Near Haryana Civil Sectt. CHD
21.	Shri Ran Singh	Assistant	0172	-do-		-do-	Nil	C/o Sh. Tarshem Giri,Vill. Kansal, Near Haryana Civil Sectt. CHD
22.	Shri Sat Pal Singh	Assistant	0172	-do-		-do-	Nil	C/o Sh. Tarshem Giri,Vill. Kansal, Near Haryana Civil Sectt. CHD
23.	Shri Sachin Grover	Programmer	0172	-do-	2696197	-do-	hryelect@yahoo.co.in	# 3562, Sector 37, Chandigarh
24.	Shri Ashish Sharma	Jr.Programmer	0172	-do-	2739482		hryelect@yahoo.co.in	# 6056, MHC, MM, CHD
25.	Shri Parmanand	Clerk	0172	-do-		-do-	Nil	#2518/1, Sector 20-C, CHD
26.	Shri Jai Pal	Clerk	0172	-do-		-do-	Nil	#165-A,, M.Majra Town,UT, CHD
27.	Shri Vijay Kumar	Clerk	0172	-do-	2727878	-do-	Nil	#1201-A, Sector 20, CHD
28.	Shri Som Nath	Clerk	0172	-do-		-do-	Nil	#165,Pipli Wala Town, M.Majra,UT, CHD
29.	Shri Ajay Parkash	Clerk	0172	-do-		-do-	Nil	#2322/1, Mari Wala Town, M.Majra, UT, CHD
30.	Shri Kali Ram	Clerk	0172	-do-		-do-	Nil	C/o Shri Ram Phal, H. No. 2110, M.Majra,UT, CHD
31	Shri Rameshwar Dass	Clerk	0172	-do-		-do-	Nil	# 1713, Sector 26, Panchkula

32.	Shri Swadesh Chander	Clerk	0172	-do-		-do-	Nil	C/o Tarsem Giri, Village Kansal (Punjab)
33.	Smt. Jogita	Clerk	0172	-do-		-do-	Nil	#3390, Sector 22-D, CHD
34.	Shri Mangal Sain	Clerk	0172	-do-		-do-	Nil	C/o Shri Bansilal, Vill. Kansal (Punjab)
35	Shri Dharam Pal	Clerk	0172	-do-		-do-	Nil	187 Shanti Nagar, M. Majra, UT, CHD.
36	Shri Virender Kumar	Clerk	0172	-do-		-do-	Nil	#171 Sector 19, PKL
37	Smt. Parmeshwari Devi	Clerk	0172	-do-		-do-	NIL	C/o Shri Sarup Singh Gosai, Vill. Kansal (Punjab)
38	Ms. Monika Bhatnagar	Data Entry Operator	0172	-do-	2694259	-do-	hryelect@yahoo.co.in	# 2775, Sector 40-C, CHD
39	Shri Deepak Sharma	Data Entry Operator	0172	-do-	2615585	-do-	hryelect@yahoo.co.in	# 3215/1, Sector 44, Chandigarh

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.

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 other Public Authorities:

Year 2004-05					In Rupees
Sr. No.	Head	Proposed Budget	Sanctioned Budget	Amount released /disbursed (no. of installments)	Total expenditure
1	102-Electoral Officer (i) H.Q. staff(99)	5397000.00	5397000.00	5397000.00	5762793.00
2	102-Electoral Officer (ii) District staff(98)	18278000.00	18278000.00	18278000.00	19184571.00
3	103-Preparation & Printing of Electoral Rolls (i) Preparation of Electoral Rolls(99)	10368000.00	10368000.00	10368000.00	12764509.00
4	103-Preparation & Printing of Electoral Rolls (ii) Printing of Electoral Rolls(98)	2000000.00	2000000.00	2000000.00	1567002.00
5	104-Charges for conduct of election to Lok Sabha and State/UT Legislative Assembly when held simultaneously.	0.00	0.00	0.00	0.00
6	105-Charges for conduct of Election to Lok Sabha (i) General Election(99)	81700000.00	55200000.00	55200000.00	48313287.00
7	105-Charges for conduct of Election to Lok Sabha (ii) Bye Election(98)	700000.00	700000.00	700000.00	0.00
8	106-Charges for conduct of election to State/UT Legislative (i) General Election (99)	40600000.00	40600000.00	40600000.00	49120587.00
9	106-Charges for conduct of election to State/UT Legislative (ii) Bye Election (99)	700000.00	700000.00	700000.00	0.00
10	108-Issue of photo Identity Cards to voters	10400000.00	10400000.00	10400000.00	6327537.00
	Grand Total	170143000.00	143643000.00	143643000.00	143040286.00

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, except in case of original EPIC is lost by the holder. Rs.25/- (Rupees Twenty Five only) are being charged as the cost of preparation/issuance of duplicate EPIC. This card can also be used as an identity card under different Government schemes.

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 General Elections/By-elections to Parliament and the State Legislative Assembly, Presidential Elections, Biennial Elections to Rajya Sabha, preparation of electoral rolls and preparation/issue of electors' photo identity cards. All these works 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 Department's website namely www.ceoharyana.nic.in.
- c) All the statutory forms for the inclusion/deletion/correction of name in the electoral rolls are also available on Chief Electoral Office website namely www.ceoharyana.nic.in.
- d) The latest election results of Lok Sabha are available on the Department's website.
- e) The latest election results of Vidhan Sabha are also available on the Department's website.
- f) The Election Commission of India's website is also linked with the aforesaid Department'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 Department of Elections 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.

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).

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.

2. 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 subsection (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).
