



## ಮುಖ್ಯ ಚುನಾವಣಾಧಿಕಾರಿಯವರ ಕಛೇರಿ, ಕರ್ನಾಟಕ

ನಿರ್ವಾಚನ ನಿಲಯ, ಶೇಷಾಬ್ರ ರಸ್ತೆ, ಬೆಂಗಳೂರು.

ಸಂಖ್ಯೆ: ಸಿಆಸುಇ 73 ಚುಸಿಆ 2005

ದಿನಾಂಕ: 27-03-2015

### ಅಧಿಸೂಚನೆ

2005ರ ಕೇಂದ್ರ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆಯ ಸೆಕ್ಷನ್ 4(1)(ಎ) ರಂತೆ ಮುಖ್ಯ ಚುನಾವಣಾಧಿಕಾರಿ ಮತ್ತು ಪದನಿಮಿತ್ತ ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ (ಚುನಾವಣೆಗಳು)ಗೆ ಸಂಬಂಧಿಸಿದಂತೆ 2014-15ನೇ ಸಾಲಿಗೆ 4(1)(ಎ) ಹಾಗೂ 4(1)(ಬಿ)ರ ಮಾಹಿತಿಯನ್ನು ದಾಖಲಿಸಿರುವ ವಿವರವನ್ನು ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿಗಾಲ ಪ್ರಕಟಿಸಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು  
ಅವರ ಹೆಸಲನಲ್ಲಿ,

(ಐ. ರಾಘವೇಂದ್ರ)

ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ ಹಾಗೂ  
ಉಪ ಮುಖ್ಯ ಚುನಾವಣಾಧಿಕಾರಿ  
(ತರಬೇತಿ ಮತ್ತು ಚುನಾವಣಾ ವೆಚ್ಚ),  
ಸಿ.ಆ.ಸು.ಇ. (ಚುನಾವಣೆಗಳು).

ಪ್ರಕಟಣಾ ಫಲಕಕ್ಕೆ

## GOVERNMENT OF KARNATAKA

No. CIASUE 73 CHU SIA 2005

Office of the Chief Electoral Officer &  
Ex-Officio Principal Secretary to Govt.,  
D.P.A.R. (Elections),  
Nirvachana Nilaya, Sheshadri Road,  
Bangalore, Dated: 27-03-2015.

### NOTIFICATION

Sub: Section 4(1)(b) of the Right to Information Act, 2005-  
particulars of the Office of the Chief Electoral Officer &  
Ex-Officio Principal Secretary to Government, D.P.A.R.  
(Elections) for the year 2014-2015.

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**(i) The particulars of its Organisation, functions and duties:**

The office of the Chief Electoral Officer primarily deals with:-

- a) Conduct of elections to Parliament and Karnataka Legislature under the guidance of the Election Commission of India.
- b) Preparation and periodical revision of electoral rolls of all the 224 Assembly Constituencies in the State and also of the graduates and teachers constituencies and

This office is a part of Karnataka Government Secretariat and works under the administrative control of the Chief Secretary to Government of Karnataka. This office has the sanction of posts in the officer cadre as follows:-

- 1) Chief Electoral Officer of IAS Supertime Scale (Principal Secretary) Grade.
- 2) Additional Chief Electoral Officer & Ex-Officio Additional Secretary to Government, DP&AR (Elections) of Group-A Grade.
- 3) Assistant Chief Electoral Officer & Ex-Officio Under Secretary to Government, DP&AR (Elections) of Group-A Grade.
- 4) Joint Chief Electoral Officer (Technical).
- 5) Deputy Chief Electoral officer (Training & Election Expenditure).
- 6) Section Officer, Establishment & Forms Section of Group-B Grade.
- 7) Section Officer, Electoral Registration Section of Group-B Grade.
- 8) Section Officer, General Section of Group-B Grade.

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- 9) Section Officer Electors' Photo Identity Card Section (Temporary post) of Group-B Grade.
- 10) Accounts Section headed by an Accounts Superintendent from the State Accounts Department.
- 11) Computer Section headed by a Senior Computer Programmer.

**(ii) The powers and duties of its officers and employees:**

**1) Chief Electoral Officer & Ex-Officio Principal Secretary to Government, DPAR (Elections):**

Administration and management of DPAR (Elections)- department under the guidance and instructions of the Election Commission of India. Correspondence with Election Commission of India, attending meetings, conferences and Seminars convened by Election Commission of India at New Delhi. Release of grants to the District Election Officers and issue of instructions to District Election Officers pertaining to Revision of electoral rolls, conduct of elections, etc. Reviewing authority in respect of the Annual performance reports of the officers of DPAR (Elections).

**2) Additional Chief Electoral Officer & Ex-Officio Additional Secretary to Government, DPAR(Elections):**

In the capacity of Additional/Joint head of the department, assists the Chief Electoral Officer in the Conduct of Elections and other administrative works. Performs the duty of Drawing Officer of the office. Corresponds with Election Commission of India, and arranges meetings and conferences with the Officers of Election Commission of India and District Election Officers.

**3) Assistant Chief Electoral Officer & Ex-Officio Under Secretary to Government, DPAR(Elections):**

He is the Head of all the Sections of DPAR (Elections). Reviewing the files put up by the Section Officers of various Sections of DPAR (Elections) and making recommendations/suggestions to take final decision by the JCEO/CEO. Leave sanctioning authority in respect of Group-B, Group-C and Group-D officials of the office. Reporting authority in respect of the Annual PRs of the Group-B Officers Reviewing authority in respect of the Annual PRs of Group-C officials of DPAR (Elections).

**4) Section Officer Forms & Establishment Section and supporting staff:**

- i) Establishment matters pertaining to the Officers of DPAR (Elections); Postings of election staff to the offices of the District Election Officers, postings of EROs and AEROs.
- ii) Matters relating to supply of furniture and office equipments to the offices of the DEOs and EROs.
- iii) Matters relating to postal facilities, Telephones, and purchase of Fax Machines, Computers and peripherals, etc. and their annual maintenance contracts, etc.
- iv) Co-ordination work in the office of the Chief Electoral Officer and other miscellaneous matters.
- v) Printing and supply of forms and covers required for revision of electoral roll; General elections/bye-elections to Lok Sabha and State Assembly and Legislative Council.
- vi) Procurement/printing and supply of Election related books and publications like Manual of Election Law; Handbook for Returning Officers, Handbook for Presiding Officers, etc,
- vii) Printing and supply of ballot papers pertaining to Lok Sabha, Assembly; Council and Presidential Elections.
- viii) Supply of Polling materials required for elections.
- ix) Files relating to Ballot Boxes.
- x) Matters relating to Polling stations of Assembly and Council Elections.
- xi) Sending Monthly return of Vacancy and Party position pertaining to both the Houses of Legislature to the Election Commission of India.
- xii) Matters relating to Recognized and Registered Political Parties.
- xiii) Secret Seals of the Commission.
- xiv) Issue of ID cards to the electors. – EPIC Campaign.

**5) Section Officer, Electoral Registration Section and supporting staff:**

- i. Preparation and revision of electoral rolls of Assembly constituencies including Service voters.
- ii. Preparation and revision of electoral rolls of Council Constituencies.
- iii. Remuneration regarding revision of electoral rolls.
- iv. Submission of monthly report on election work to the Election Commission of India.

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- v. Printing of electoral rolls and fixing of rates for printing and sale price.
- vi. Declaration of Dry Day during elections.
- vii. Declaring holidays on poll days.
- viii. Appointment of polling personnel.
- ix. Issuing guidelines to the political parties regarding printing of pamphlets and other publicity materials during elections.
- x. Code of conduct of political parties.
- xi. Postponement of Shandy if it falls on polling day.
- xii. Requisition of vehicles and buildings for elections.
- xiii. Police Bandobust for elections.
- xiv. Movement programme for polling personnel.
- xv. Issuing instructions regarding ensuring of free and fair elections.
- xvi. Matters relating to submission of Accounts of election expenses by the contesting candidates in the Elections.
- xvii. Matters relating to Disqualification from contesting in elections.
- xviii. Election petitions.

**6) Section Officer, General Section of Group-B Grade and Supporting Staff:**

- i) Forwarding the Amendments to Election Laws sent by the Election Commission of India to all the District Election Officers and others connected with election work.
- ii) Forwarding the Statutory instructions issued by the Election Commission of India to all the District Election Officers and others connected with election work.
- iii) Appointment of Returning and Assistant Returning Officers.
- iv) Appointment of Electoral and Assistant Electoral Registration Officers.
- v) Conduct of elections to Lok Sabha; Legislative Assembly; Rajya Sabha and Legislative Council
- vi) Matters relating to allotment of symbol.
- vii) Matters relating to Delimitation of Constituencies.
- viii) Matters relating to various stages of election from issue of Public notice till the withdrawal of candidatures including publication of lists of contesting candidates.
- ix) Counting of votes, declaration of results and allied matters.
- x) Election Statistics including return of election, index card, etc.
- xi) Matters relating to safe custody and disposal of election papers.
- xii) Supply of copies of State Gazette to the Commission.

**7) Accounts Section:**

- i) Preparation of Budget (Central and State)
- ii) Payment of Bills.
- iii) Condonation of delay
- iv) Reconciliation and consolidation of accounts.
- v) Appropriation of Accounts and preparation of Audit reports.
- vi) Furnishing replies to Audit objections.
- vii) Other Miscellaneous matters relating to Accounts including office imprest.
- viii) Reimbursement of Central Government share.
- ix) Claims statement of ROs, AROs, etc.
- x) Allotment of funds.
- xi) Settlement of T.A. claims.
- xii) Inspection of subordinate offices.

**8) ID Card Section:**

Matters relating to issue of ID Cards to the Electors; and maintenance of statistics thereon and also finalising the claims of agencies who have issued EPICs to voters

**9) Computer Section:**

Matters relating to Computerisation of electoral rolls; election data, and all other computer related activities as per the Election Commission of India's instructions.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

This office functions on the basis of the guidelines issued by the Election Commission of India. Effective implementation of the directions of the Commission through District Election Officers.

**(iv) the norms set by it for the discharge of its functions:**

All works in the Office are carried out strictly on the guidelines issued by the Election Commission of India.

**(v) the rules regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:**

The particulars are given in Annexure-II.

**(vi) A statement of the categories of documents that are held by it or under its control.**

Same as the reply to item No.(v)

**(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation thereof:**

Nil

**(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 such meetings are accessible for public.**

Nil

**(ix) A directory of its officers and employees:**

The information is furnished vide Annexure-I

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

The information is furnished vide Annexure-I

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports or disbursements made.**

No Scheme / Plans are formulated by this office. All expenditures are non-plan.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

All the schemes are non-plan schemes.

**(xiii) Particulars of recipients of concessions, permits or authorisations granted by it.**

Does not arise in view of replies to (xi) and (xii) above.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

There is a separate web-site for the office of the Chief Electoral Officer, Karnataka and it is as follows:

<http://ceokarnataka.kar.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.**

There is no separate library for the office of the Chief Electoral Officer, Karnataka. Citizens can obtain information during the office hours.

**(xvi) The names, designations and other particulars of the Public Information Officers:**

Shri Anil Kumar Jha, Chief Electoral Officer & Ex-Officio Principal Secretary to Government, DPAR (Elections).	Public Authority
Vacant Additional Chief Electoral Officer & Ex-Officio Additional Secretary to Govt., D.P.A.R. (Elections). Sri K.N. Ramesh, JCEO is in charge.	Appellate Authority
Vacant Assistant Chief Electoral Officer & Ex-Officio Under Secretary to Government, DPAR (Elections). Shri V. Raghavendra, DCEO (Training & Election Expenditure) in charge.	Public Information Officer
Vacant PS to CEO, DPAR (Elections).	Assistant Public Information Officer
Smt Premavathi .K, Section Officer, General Section DPAR (Elections).	Assistant Public Information Officer
Sri H. Ganesh, Section Officer, ER Section DPAR (Elections).	Assistant Public Information Officer
Shri Ramamurthy. R, Section Officer, Forms & Establishment Section, DPAR (Elections).	Assistant Public Information Officer



**(xvii) Such other information as may be prescribed and thereafter update these publications every year.**

Nil

By Order and in the Name of the  
Governor of Karnataka,

**(V. RAGHAVENDRA)**  
Deputy Chief Electoral Officer  
(Training & Election Expenditure),  
DPAR (Elections).

To

Office Notice Board.

## ANNEXURE-I

Sl. No.	Name of the Officer / Official	Designation	Gross Salary drawn per month (Rs.)
Sri / Smt.			
1	Sri Anil Kumar Jha	Chief Electoral Officer & Ex-Officio Principal Secretary to Govt., D.P.A.R. (Elections).	1,84,675-00
2	Sri K.N. Ramesh	Joint Chief Electoral Officer (Technical), D.P.A.R. (Elections).	65,838-00
3	Sri V. Raghavendra	Deputy Chief Electoral Officer (Training & Election Expenditure), D.P.A.R. (Elections).	48,838-00
4	Vacant	Junior Programmer	-
5	Vacant	Personal Secretary to C.E.O.	-
6	Smt Premavathi .K,	Section Officer	45,237-00
	Sri. R. Ramamurthy	Section Officer	45,237-00
9	Sri. H. Ganesh	Section Officer	38,592-00
11	Vacant	Senior Assistant	-
12	Sri. A. Kempegowda	Senior Assistant	37,760-00
13	Sri B.S. Sanjay	Senior Assistant	32,276-00
14	Vacant	Senior Assistant	-
15	Smt. S. Anuradha	Audit Officer	56,755-00
16	Vacant	Account Superintendent	-
17	Sri. B.E. Nagaraj	Assistant	28,461-00
18	Sri. Shivanand Jumanal	Assistant	27,852-00
19	Sri. Arunakumar R.L.	Assistant	26,932-00
20	Sri. S. Ravichandra	Assistant	25,290-00
21	Sri. Girish P.	Assistant	25,290-00
22	Vacant	Assistant	-
23	Vacant	Assistant	-
24	Sri. V. Ramesh	Statistical Inspector	24,126-00
25	Smt. Renuka	First Division Assistant	25,847-00
26	Smt. Shashikala Sajjan	First Division Assistant	27,153-00
27	Vacant	First Division Assistant	-
28	Sri. Basir Ahmed B. Turki	Senior Assistant	39,893-00
29	Sri. Majid Khan Muniyar	Stenographer	27,318-00
30	Smt. H.K. Sowmya	Stenographer	26,862-00
31	Sri. Shivkumar	Stenographer	26,697-00

32	Vacant	Stenographer	-
33	Sri. H. Shivanna	Junior Assistant	25,214-00
34	Vacant	Junior Assistant	-
35	Vacant	Junior Assistant	-
36	Sri. Jayaraj V.G.	Junior Assistant	19,280-00
37	Sri. Kirankumar H.A.	Junior Assistant	19,080-00
38	Sri. Madhusudhan H.V.	Junior Assistant	19,080-00
39	Sri. Yashodha V.	Second Division Assistant	19,468-00
40	Sri. K. Ramesh	Senior Typist	37,920-00
41	Sri K.S. Sandeepa	Typist	18,905-00
42	Sri Sathyanarayana Y S	Typist	18,905-00
43	Ku V. Savitha	Typist	18,905-00
44	Sri. S.D. Jainer	Driver	29,684-00
45	Sri Vijaykumar	Driver	28,750-00
46	Sri Renuka. R	Driver	25,099-00
47	Sri. Murthy	Dalayat	23,882-00
48	Smt. Vijayakumari	Dalayat	22,796-00
49	Sri. M D Usman	Dalayat	26,211-00
50	Sri B.J. Shivakumar	Dalayat	22,796-00
51	Sri Rangappa	Dalayat	22,330-00
52	T. Srinivasa Gowda	Dalayat	22,821-00
53	Vacant	Dalayat	-
54	Vacant	Dalayat	-
55	Vacant	Watch and Ward	-
56	Vacant	Watch and Ward	-

## ANNEXURE-II

### THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY DPAR (ELECTIONS) AND WHICH ARE USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- 1) The Manual of Election Law.
- 2) The Handbook for Returning Officers of elections to Parliament and Legislative Assembly (At Elections where Electronic Voting Machines are used).
- 3) The Handbook for Returning Officers of elections to Karnataka Legislative Council.
- 4) The Handbook for Presiding Officers (At elections where EVMs are used).
- 5) The Handbook for Polling Officers (At elections where EVMs are used).
- 6) The Handbook for Polling Agents (At elections where EVMs are used).
- 7) The Handbook for Counting Agents (At elections where EVMs are used).
- 8) The Handbook for Candidates (At elections where Electronic Voting Machines are used).
- 9) The Compendium of Instructions.
- 10) Handbook for Electoral Registration Officers.
- 11) The election statistics books of last General Elections.
- 12) Instructions for guidance of contesting candidates for lodging their Accounts of Election expenses.

(V. Raghavendra)  
Deputy Chief Electoral Officer  
(Training & Election Expenditure),  
D.P.A.R. (Elections).