

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### **1. Organization and Function**

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Chief Electoral Officer, UT, Chandigarh. <a href="https://ceochandigarh.gov.in/">https://ceochandigarh.gov.in/</a>
		(ii) Head of the organization	DR. Vijay Namdeorao Zade, IAS Chief Electoral Officer-cum- Finance Secretary, Union Territory, Chandigarh.
		(iii) Vision, Mission and Key objectives	The main objective of this department is to conduct the General Election to Lok- Sabha, to enroll eligible electors and prepare the Electoral Roll, Elector Photo Identity Card also provide the other e-roll services and create awareness to public.
		(iv) Function and duties	<ul style="list-style-type: none"> <li>• Supervising and Conduct of General Elections.</li> <li>• Revision/Continuous updation of Electoral Rolls and Elector Photo Identity Cards (EPICs).</li> <li>• All correspondence from the Election commission of India (ECI), Ministry of Law, Pay and Accounts Officer, New Delhi as well as Chandigarh Administration.</li> <li>• Other activities as directed by the Election Commission of India from time to time</li> </ul>
		(v) Organization Chart	<p style="text-align: center;">Chief Electoral Officer ↓ Additional Chief Electoral Officer/DEO/RO ↓ Electoral Registration Officer ↓ 10 Asstt. Electoral Registration Officers ↓ Joint Chief Electoral Officer ↓ Naib Tehsildar</p> <p style="text-align: center;">01 AERO is appointed for Educational Institutions</p>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure-A
		(ii) Power and duties of other employees	Annexure-B

		(iii) Rules/ orders under which powers and duty are derived and	Available on ECI website URL of Representation of People Act, 1951 is as under:- <a href="https://eci.gov.in/files/file/9315-the-representation-of-people-act-1951/">https://eci.gov.in/files/file/9315-the-representation-of-people-act-1951/</a>
		(iv) Exercised	As per rules
		(v) Work allocation	Annexure -B

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure-C
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure-D
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/instruction.	This department follows the recruitment rules of Chandigarh Administration are applicable
		(ii) List of Rules, regulations, instructions manuals and records.	One set of Electoral Roll since the Election Department setup is available with this department for public.
		(iii) Acts/ Rules manuals etc.	Available on the website of Election Commission of India
		(iv) Transfer policy and transfer orders	This department is directly under the control of Election Commission of India as well as Ministry of Law & Justice.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	All the Electoral Rolls of Chandigarh Parliamentary Constituency.
		(ii) Custodian of documents/categories	Chief Electoral Officer, U.T., Chandigarh, Plot No. 3, Nagar Yojana Bhawan, C- Wing, Ground Floor, Sector 18A, Madhya Marg, Pin 160018
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	-NA-
		(ii) Composition	-NA-
		(iii) Dates from which constituted	-NA-
		(iv) Term/ Tenure	-NA-
		(v) Powers and functions	-NA-
		(vi) Whether their meetings are open to the public?	-NA-
		(vii) Whether the minutes of the meetings are open to the public?	-NA-
		(viii) Place where the minutes if open to the public are available?	-NA-
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Annexure-E
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	Annexure -F

	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	As per the guidelines/directions issued by the Election Commission of India from time to time.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	Annexure-G
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	-Nil- -Nil-
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	The CPIO/ACPIO of this department frequently attends the educational programmes in connection with the RTI organized by the Chandigarh Administration from time to time.

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	This department fully depends upon the Ministry of Law & Justice, New Delhi. Ministry is sanction budget to this Constituency for the current financial year i.e. 2022-23 is Rs.2.25 Crore. The expenditure upto March, 2023 is Rs.2,24,99,077/- Head of expenses includes the following:- i.Salary of Employees ii.Office expenditure iii.Other/Mics. expenses
2.2	Foreign and domestic tours during 2022-23	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	-Nil- -Nil-

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	This department follows the General Financial Rules for procurement of election/ official material.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	-NA-
		(ii) Objective of the programme	-NA-
		(iii) Procedure to avail benefits	-NA-
		(iv) Duration of the programme/ scheme	-NA-
		(iv) Physical and financial targets of the programme	-NA-
		(vi) Nature/ scale of subsidy/amount allotted	-NA-
		(vii) Eligibility criteria for grant of subsidy	-NA-
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	-NA-
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	-NA-
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	-NA-
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	-NA-
		<p>(ii) For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorizations</p> <p>d) Date of award of concessions /permits of authorizations</p>	-NA-
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	The Accounts of this department is being maintained by the Pay and Accounts Officer, Electoral Offices, New Delhi and the audit of this department being carried out by Pay and Accounts Officer, New Delhi as well as Accountant General, Chandigarh.

**3. Publicity Band Public interface**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>The programme of Special Summary Revision-2024 has already been received from the Commission. Rationalization of Polling Stations will be conducted as per schedule conveyed by the Commission. Before rationalization of polling stations, the Political Parties will be consulted and their suggestions incorporated in the final list. The schedule will be strictly followed.</p> <p>Call Centre with Toll Free No.1950 has been working in this department to provide information about Election and Electoral Roll processes related queries to facilitate the residents.</p> <p>-NA-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-Nil-</p> <p>-NA-</p>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	<p>This department follows the directions/guidelines of Election Commission of India issued from time to time. Information about the publication of Electoral Rolls as well as other projects carried out on the directions of the Commission from time to time are being published in the newspapers and also through electronic media for the awareness of the public.</p>

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	This department has created account of this department on Facebook, Twitter and Youtube. Further all the information is available on ECI website i.e. <a href="https://eci.gov.in">https://eci.gov.in</a> as well as Official website of this department i.e. <a href="https://ceochandigarh.gov.in/">https://ceochandigarh.gov.in/</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes
		(ii) Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Forms are provided free of cost and are also available online
		(ii) At a reasonable cost of the medium	Manual/Handbook are available on the ECI website i.e. <a href="https://eci.gov.in">https://eci.gov.in</a> it can be freely downloaded in format i.e. Hand Books of R.O. PO & SO

#### 4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/ Local Language	Yes, Hindi
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	ECI has updated the information from time to time
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Manual/Handbook is available on ECI website i.e. <a href="https://eci.gov.in">https://eci.gov.in</a> . Further the current E/Roll is available in official website i.e. <a href="https://ceochandigarh.gov.in/">https://ceochandigarh.gov.in/</a> it can be freely downloaded in format
		(ii) Name/ title of the document/record/ other Information	Electoral Roll
		(iii) Location where available	Chief Electoral Officer, U.T., Chandigarh Plot No. 3, Nagar Yojana Bhawan, C-Wing, Ground Floor, Sector 18A, Madhya Marg, Pin 160018 (O) 0172-2700322
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	1. On official websites <a href="https://eci.gov.in/">https://eci.gov.in/</a> <a href="https://ceochandigarh.gov.in/">https://ceochandigarh.gov.in/</a> 2. Chief Electoral Officer, UT, Chandigarh. Plot No. 3, Nagar Yojana Bhawan, C-Wing, Ground Floor, Sector 18A (Madhya Marg) Pin 160018

		(ii) Details of information made available	Statistics of General Elections, Electoral Rolls (In PDF format), detail of Polling Stations, Name of AEROs, Booth Level Officers are available on the official website. Call Centre with Toll Free No.1950 has been set up in Election Department, Sector-18, Chandigarh to provide relevant information about Election and Electoral rolls processes related queries to facilitate the residents.
		(iii) Working hours of the facility	Official hours 09:30 AM to 5:30 PM on all working days
		(iv) Contact person & contact details (Phone, fax email)	Sh. Devi Ditta, Naib Tehsildar (Election) 0172-2700322
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	ECI is maintaining centralized grievance redressal mechanism
		(ii) Details of applications received under RTI and information provided	Annexure H
		(iii) List of completed schemes/ projects/ Programmes	-Nil-
		(iv) List of schemes/ projects/ programme underway	-Nil-
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Presently the contract for providing the manpower services was awarded to M/s Franks Services through GeM for the period from 01.04.2022 to 31-03-2025.
		(vi) Annual Report	Timely submitted through online to the C.I.C., New Delhi
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as a) Citizen's Charter	N.A
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	In the financial year 2022-23 Upto March this department received 65 applications and 1 appeal all are disposed off in a time bound manner.(Annexure-H)
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA


## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Current CPIO details attached at Annexure – J
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third Party Audit carried out on 18-08-2023
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	

		(a) Date of appointment (b) Name & Designation of the officers	24-07-2020 Sh. Devi Ditta, Naib Tehsildar (Election)
	(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	-Nil-
		(a) Dates from which constituted (b) Name & Designation of the officers	
	(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	
		(a) Dates from which constituted (b) Name & Designation of the Officers	N.A

**6. Information Disclosed on own Initiative**

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		For the purpose of public the Election Commission of India has provided a toll free number 1950 all over India. The information is being provided on this number to the public. All the information is also available on the official website of this department i.e. <a href="http://ceochandigarh.gov.in">ceochandigarh.gov.in</a>

  
 for Chief Electoral Officer,  
 Union Territory, Chandigarh.



**Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

1.1.1 Powers and duties of officers (administrative, financial and judicial)

<b>Sr. No.</b>	<b>Name of the post.</b>	<b>Powers and duties and Work allocation (in brief)</b>
1.	Chief Electoral Officer	1. Supervision of General Elections. 2. Revision/Continuous updation of Electoral Rolls. 3. Preparation and issue of Elector Photo Identity Cards (EPICs). 4. Full powers of sanctioning authority.
2.	i)Addl. Chief Electoral Officer ii)Returning Officer iii)District Election Officer	1. Conduct of General Elections. 2.Returning Officer for declaration of results of Parliamentary Elections.
3.	Electoral Registration Officer	Enrollment of voters as E.R.O Preparation and issue of Elector Photo Identity Cards (EPICs). Service Voters
4.	i)Joint Chief Electoral Officer ii)Asstt. Electoral Registration Officer(HQ)	1. PIO/ Appellate Authority in RTI Act 2. Public Grievance Redressal Officer (PGRO) 3. Supervise all the work done by the Election officials
5.	Assistant Electoral Registration Officer	Enrollment of voters SVEEP Activities Appointment of Booth Level Officers Distribution of EPIC through BLOs
6.	Section Officer	Drawing and Disbursing Officer (DDO)
7.	Naib Tehsildar(Election)	1.Forwarding all cases to their seniors for taking decision 2.Redressal of Public Grievances 3.Preparation of Cheques 4.Revision of Electoral Rolls 5.Manpower Management and service rules 6.Work as CPIO 7.Signing the extract (Certified copies) of Electoral Rolls 8.Procurement of Election material

**OFFICE OF CHIEF ELECTORAL OFFICER UNION TERRITORY CHANDIGARH****Regular Staff of Chief Electoral Officer, U.T., Chandigarh**

<b>Sr. No</b>	<b>Name and Designation</b>	<b>Work Assigned</b>
1.	Sh. Devi Ditta, Naib Tehsildar (Election)	<ul style="list-style-type: none"> <li>• Supervise the Election Work</li> <li>• Redressal of Public Grievances</li> <li>• Preparation of Cheques</li> <li>• Conduct of Elections,</li> <li>• Revision of Electoral Rolls</li> <li>• Manpower Management and service rules</li> <li>• Work as CPIO</li> <li>• Signing the extract (Certified Copies) of E/Rolls</li> <li>• Procurement of Material</li> </ul>
2.	Sh. Kuldeep Singh, Sr. Asstt-cum-Acctt.	<ul style="list-style-type: none"> <li>• Work as ACPIO</li> <li>• Monthly/Quarterly/Annual reports of GST/Income Tax/RTI etc.</li> <li>• Correspondence work related to:-               <ol style="list-style-type: none"> <li>1.Election Commission of India</li> <li>2.Establishment &amp; GPF Accounts of Class-IV employees</li> <li>3.Budget</li> <li>4.Accounts</li> <li>5.Personel files of the Employees</li> <li>6.Service Books &amp; maintain the Earned Leave Record</li> <li>7.Pprocurement of material from gem portal.</li> <li>8.On line Tender's on Gem etc.</li> </ol> </li> <li>• Put up files for the payment of BLO/Supervisors</li> <li>• Noting/Drafting of EVM related cases</li> <li>• EHRMs</li> </ul>
3.	Sh. Jiten Kumar Programmer	<ul style="list-style-type: none"> <li>• Maintaining of Website</li> <li>• Implementation of ERO-net, BLOnet</li> <li>• Supervise the digitization of Forms, CSNO, Social Media, E/Rolls</li> <li>• Handle all the Programming Work</li> <li>• Training Plan and related materials and to keep the data thereof</li> <li>• CEO Admin for PGR Website</li> <li>• Providing the trainings to the Master Trainers being SLMT</li> <li>• Prepare the PPT for the Meeting /Conference relating to election work</li> <li>• All training programmes and to send the reports to ECI.</li> <li>• Work pertains to SVEEP/ELC Activities</li> <li>• Printing of EPICs</li> <li>• Service Voters and Printing of Electoral Rolls etc.</li> <li>• Uploading the MIS Reports</li> </ul>
4.	Ms. Mamta Sharma, Jr. Asstt.	<ul style="list-style-type: none"> <li>• Preparation of Weekly/Monthly/Receipt Statement</li> <li>• Reconciliation of figures</li> <li>• Maintain the Cash Book &amp; their related vouchers.</li> <li>• Deposit the Duplicate Charges of EPIC in the bank</li> <li>• Prepare of Salary/Contingency/TA bills etc, on PFMS as well as offline.</li> <li>• Put up all types of bills for sanction</li> <li>• Prepare Form No.16-A (TDS) and GST challan etc.</li> <li>• Republication of Commission's notifications under e-gazette in Chandigarh Administration</li> </ul>
5.	Sh. Sohrab Khurana Data Entry Operator	<ul style="list-style-type: none"> <li>• Keep the records of Master Sets of E/Roll since the Election Department born to till date &amp; their checking to Public through E/Rolls</li> <li>• Revision of E/Rolls &amp; their connected forms as well as Claims &amp; Objections u/s 22/23</li> <li>• Received the Claims &amp; Objections (forms) from the Supervisors of AEROs</li> <li>• Incharge of Store</li> <li>• Maintain the Stock Registers</li> </ul>

		<ul style="list-style-type: none"> <li>• Attend all local court cases and out of station</li> <li>• Record of EPICs before 2007(Miniature Sheets)</li> <li>• Preparing the Supplements u/s 22/23</li> <li>• Keep the record of EVM, ETS/EMS (except Noting/Drafting)</li> </ul>
<b>Outsourcing staff/HARTRON deals in the following</b>		
Outsourcing staff hired from M/s Franks' Services (Gurgaon) through GeM and	<ul style="list-style-type: none"> <li>• Deal all application under RTI</li> <li>• Deal all Complaints/FIR Cases</li> <li>• CCMS (court cases)</li> <li>• Dictation Work from Jt. CEO &amp; Naib Tehsildar</li> <li>• Maintain the stock register of prepared EPICs received from SLA and further distribution to the concerned AEROs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Comparing of Certified Copies of E/Rolls</li> <li>• Preparing of Computerized Certified Copies after 2007</li> <li>• Preparing of NOC</li> <li>• Diary &amp; Dispatch Work</li> <li>• Records of Service Stamps</li> <li>• Checking of Email on daily and print and also e-mail the reply to the Commission/Ministry etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Prepare the Duplicate EPIC &amp; Minor Correction</li> <li>• Data Entry related work</li> <li>• Printing of EPICs</li> <li>• Assistance in Social Media</li> <li>• Assist to the Programmer</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update Data on the PGR Website</li> <li>• Manage Help Desk</li> <li>• Digitization of Forms received from the Sampark Centres</li> </ul>	
	<ul style="list-style-type: none"> <li>• Data Entry at AERO-01-cum-SDM(Central) office</li> </ul>	
	<ul style="list-style-type: none"> <li>• Data Entry at AERO-04-cum-SDM(East) office</li> </ul>	
	<ul style="list-style-type: none"> <li>• Data Entry at AERO-07-cum-SDM(South) office</li> </ul>	
	<ul style="list-style-type: none"> <li>• Attend Calls in Call Centre and keep their records</li> <li>• BLO annual payment list</li> <li>• Provide information to the Programmer in the call centre matter</li> <li>• Assist to the Sh. Sohrab Khurana, Data Entry Operator for receiving the claims and objection from the Supervisors of AEROs, after their counting/record them and handed over to Sourabh Khurana, DEO.</li> </ul>	
	<ul style="list-style-type: none"> <li>• SVEEP, ELC</li> <li>• Assist to Jr.Asstt. to upload the data of BLOs in PFMs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Filing Work and proper page numbering of noting and inner pages of the all files.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Reception Counter</li> <li>• Prepared certified copies of Electoral Rolls</li> </ul>	
	Staff engaged through M/s HARTRON	<ul style="list-style-type: none"> <li>• Assist in Service Voters, PFMS, GEM, Search Voter etc.</li> </ul>
		<ul style="list-style-type: none"> <li>• Website &amp; ERONET, Assistance in Networking</li> </ul>

**Annexure-C**

**1.1 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

Sr. No	Nature/Type of work	Level at which the case is initiated(Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (Name of the post)
1.	Electoral Roll, Preparation and issue of EPIC, Preparation of Votes U/S 22/23 of the R.P.Act,1950, Service Electoral Rolls	Revision/Continuous updation process of E/Rolls, EPICs and Service Voters	Sr. Asstt. & N.T.,(E)	ERO/AERO/ Jt.CEO/Addl. CEO/CEO
2.	Budget/Letters	All P.U.Cs received from the ECI as well as local, RTI applications, Letters of Budget etc. received from Govt. of India, Ministry of Law, PAO are being dealt by the Sr.Asstt..	Sr. Asstt. & N.T.,(E), S.O	Jt.C.E.O/Addl. C.E.O/C.E.O
2.	Payment of Bills	All payment bills are put up for sanction by the Jr.Asstt. and preparing bills after sanctioned by the competent authority through PFMS.	Sr. Asstt. & N.T.(E), S.O	Jt.CEO/ Addl.CEO/ CEO
3.	Certified copies	Issuance of certified copies from the extract of the E/Roll, maintaining the office files are dealt by the Data Entry Operator.	Date Entry Operator	N.T.(E)
4.	Programming and Computerization work	To implement the ERO-Net, BLO- Net, Training and handle all the programming work, Social Media, CSNO, SVEEP and ELC activities and other technical work by the Programmer.	Programmer, Sr.Asstt. & N.T.(E)	ERO/AERO/ Jt.C.E.O./ Addl.CEO/ CEO
5.	SVEEP	Awareness and publicity of Electoral Roll process	Programmer/ Sr.Asstt./N.T (E)	Nodal Officer SVEEP/Jt.CEO /Addl. C.E.O/ CEO
6.	EVM	ETS/EMS and physical verification	Data Entry Operator/Sr. Asstt./N.T.(E)/ Nodal Officer of EVM	Jt.C.E.O /Addl. C.E.O/ CEO

**NOTE:-**

**1.3 (iv) & (v) All the activities during the Revision of Electoral Rolls etc. have been completed within the Time limit prescribed by the Election Commission of India from time to time.**

**Nature of functions/ services offered**

<b>Sr. No.</b>	<b>Item of work</b>	<b>Norms set by the department (number of days taken for decision making)</b>
1.	All the P.U.Cs pertaining to the Election Commission of India. Ministry of Law Justice & Company Affairs, New Delhi	All P.U.Cs are dealt within stipulated period and are sent to the senior for taking for decision.
2.	Preparation and issue of Photo Identity Cards.	<b>Within one month after the recommendation of the concerned A.E.R.Os.</b>  <b>Time line specified in the ERO Handbook</b>
3.	Preparation of Voters Under Section 22/23 of R.P.Act,1950	
4.	Issuance of Certified copies of the Electoral Roll.	Within a week, but in urgent cases within 24 hours.

**Annexure-E****1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

<b>Sr. No</b>	<b>Name of the Officers/employees</b>	<b>Designation</b>	<b>Telephone Number (O) and Email ID</b>	<b>Mobile No. of the officers/officials</b>
1.	Dr. Vijay Namdeorao Zade, IAS	Chief Electoral Officer	2740017 ceo_chandigarh@eci.gov.in	2740017 Personnel Staff
2.	Sh. Vinay Pratap Singh, IAS	Addl. Chief Electoral Officer, RO/DEO	2700109 dc-chd@nic.in	2700109 Personnel Staff
3.	Sh. Rupesh Kumar, IAS	Electoral Registration Officer	2700025 adc-chd@nic.in	2700025 Personnel Staff
4.	Sh. Sorabh Kumar Arora, PCS	Joint Chief Electoral Officer, ARO (HQ)	2700322	9501602021
5.	Sh. Jaspal Singh	Section Officer, DDO	2700322	9779876555
6.	Sh.Devi Ditta Malhotra	Naib Tehsildar (Election)	2700322	9876061183
7.	Sh. Kuldeep Singh	Sr.Asstt.-cum-Acctt.	2700322	9988291132
8.	Sh.Jiten Kumar	Programmer	2700322	9855709266
9.	Smt.Mamta Sharma	Jr. Assistant	2700322	2700322
10.	Sh.Sohrab Khurana	Data Entry Operator	2700322	9888382129
11.	Sh.Balbir Singh	Peon	2700322	9988875163

**1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**

**1.9.1 List of employees with Gross monthly remuneration as on July, 2023**

Sr.No	Name of the Officer/employee	Monthly emoluments (Rupees)
1.	Dr. Vijay Namdeorao Zade, IAS	Nil. On deputation with Election Commission of India.
2.	Sh. Vinay Pratap Singh, IAS	Nil. On deputation with Election Commission of India.
3.	Sh. Amit Kumar, DANICS	Nil. On deputation with Election Commission of India
4.	Sh. Sorabh Kumar Arora, PCS	Nil. On deputation of Election Commission of India.
5.	Sh.Devi Ditta, Naib Tehsildar (E)	Rs.145936/-
6.	Sh.Kuldeep Singh, Sr.Asstt.	Rs.103602/-
7.	Sh.Jiten Kumar, Programmer	Rs.95276/-
8.	Smt.Mamta Sharma, Jr.Asstt.	Rs.71904/-
9.	Sh. Sohrab Khurana, Data Entry Operator	Rs.79002/-
10.	Sh.Balbir Singh, Peon	Rs.66158/-
11.	For the contractual staff:- M/S Franks' Services **	As per DC rates
12.	Staff engaged from M/s HARTRON	As per Haryana State Govt. Policy

**\*\*The contract of M/s Franks' Services for providing the services of manpower has been awarded to M/s Franks' Services w.e.f. 01-04-2022 to 31-03-2025**

**Annexure-G**

**1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority

<b>Sr. No</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Contact Details</b>	<b>Office Address</b>
1.	Sh. Sorabh Kumar Arora, PCS PIO & First Appellate Authority	Jt.CEO	0172- 2700322(O) 9501602021	Plot No.3, Nagar Yojana Bhawan, C-Wing, Ground Floor, Sector-18A, Chandigarh.
2.	Sh. Devi Ditta, Naib Tehsildar (E) Assistant Public Information Officer	Naib Tehsildar	0172- 2700322 (O) 9876061183	



**Annexure-J**

**DETAILS OF THE CPIO'S & FIRST APPELLATE AUTHORITY**

<b>Name of Department</b>	<b>Name and Mobile Nos of the Officers</b>		<b>Period</b>
Chief Electoral Officer, UT Chandigarh	Sh.Sorabh Kumar Arora, PCS M- 9501602021	First Appellate Authority	15.01.2022 to till today
	Sh.Devi Ditta Malhotra, Naib Tehsildar. (Election) M-9876061183	Central Public Information Officer	From 1-1-2015 to till today

## Annexure-H

### RTI Annual Return Information System (2022-23) upto June,2023

	No. of applications received as transfer from other PAs u/s 6(3) during the FY 2022-23.	Received during the FY 2022-23 (including cases transferred to other PAs)	No. of cases transferred to other PAs.	Decisions where requests/ appeals rejected	Decisions where requests/ appeals accepted
Requests	<b>45</b>	<b>40</b>	<b>11</b>	-	<b>74</b>
First Appeals	-	<b>02</b>	-	-	<b>02</b>

\*This department received 74 requests and 2 Appeals all of them have been off in a time bound manner.