

Name of the Office :- Dy. District Election Officer,MSD

(ELECTION BRANCH)

Right to information and Obligations of Public Authorities.

Information about section 4 (i)(b) I to XVII

Sr. No.	Para	Remarks
I.	The particulars of its Organization, functions and duties	<p>The organization of Establishment branch of Collector & District Election Officer, MSD office is headed by Dy. District Election Officer and he is assisted by Tahsildar, Naib Tahsildar, Awal Karkun & Clerks. This branch provides a suitable assistance to the Collector & District Election Officer, MSD in day-to-day function related to election.</p> <p>The duties regarding the election are as under-</p> <ol style="list-style-type: none">1) To keep control over the Electoral Registration Officer & his staff.2) Preparation & Revision of Electoral Roll.3) Preparation of Voters Identity Cards as per instructions by Election Commission of India.4) Preparation of Electoral Roll for Graduate & Teachers Constituency.5) To conduct the Election of Loksabha & Assembly as per programme declared by the Election Commission of India.6) To conduct the election to Mumbai Graduate & Teacher Constituency.7) To conduct the election of specified co-operative societies (Bank) having registered office in MSD.8) Establishment matters of staff under the Dy. District Election Officer, MSD i.e. Leave & Pension

II.	The powers and duties of its officers and employees	To co-ordinate day-to-day of the Collector & District Election Officer, MSD regarding election & establishment matter as mentioned above.
III.	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure followed in the decision making process including channels of supervision and accountability is as under-</p> <p style="text-align: center;">Collector & District Election Officer, MSD</p> <p style="text-align: center;">(Chief of Decision making process)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Dy. District Election officer,MSD (Supervisory key officer controlling the election branch)</p> <p style="text-align: center;">Tahsildar (Election & Establishment matter)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Staff</p> <p>Every staff member including the N.T.,A.K., clerk supervisory officer is responsible in decision making process.</p>
IV.	The norms set by it for the discharge of its functions	Not applicable

V.	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	1)Representation of People Act 1950 2)Representation of People Act 1951 3)Registration of Electors Rules, 1960 4)Conduct of Election Rule, 1961 5)Standing Order from Election Commission of India 6) The Maharashtra Co-Operative Societies Act,1960 7) The Maharashtra Specified Co-operative Elections to Committee Rules, 1971.
VI.	The statement of the categories of documents that are held by it or under its control	1) Electoral Rolls of 26 Assembly Constituencies. 2) Record related to Lok Sabha, Assembly & Graduate & Teachers Constituencies Elections. 3) All papers and files of Class-III and Class-IV employees pertaining to this establishment are maintained along with others papers in record. Other papers in category B,C & D are destroyed as per the time period given in the ABCD.
VII.	The 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	Not applicable

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.	Not applicable
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IX. A directory of its officers and employees

Sr. No.	Name of Govt. Servant	Desig.	Pay Scale	Grade Pay
1	Shri. T. D. Khatri	Dy. Collector	26160	5400
2	Shri. P. G. Joshi	Tahsildar	17520	5000
3	Shri. R. B. Vaishnav	Tahsildar	15600	5000
4	Vacant	Steno	--	--
5	Shri. S. G. Kamble	N.T.	--	--
6	Shri. S. L. Sarang	N.T.	14780	4300
7	Smt. S. M. Patil	N.T.	10990	4300
8	Smt. B. S. Dadarkar	N.T.	14560	4300
9	Vacant	A.K.	--	--
10	Shri. S. D. Naik	A.K.	--	--
11	Shri. S. S. Dhone	A.K.	11160	3500
12	Shri. R. T. Date	A.K.	14900	4300
13	Shri. A. J. Chonkar	Clerk	13930	3500
14	Shri. B. S. Kolekar	Cashier	6070	1900
15	Shri. R. J. Narvilkar	Enumerator	6240	1900
16	Smt. R. A. Jadhav	Enumerator	5830	1900
17	Shri. A. K. Kanherkar	Enumerator	8250	1900
18	Shri. N. M. Pange	Enumerator	5680	1900
19	Smt. A. S. Khadkikar	Enumerator	5680	1900
20	Smt. V. V. Chorge	Peon	4620	1300
21	Shri. R. R. Gaikwad	Peon	4750	1300
22	Shri. P. H. Paste	Peon	4750	1300
23	Shri. A. G. Shinde	Peon	4750	1300

X.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Gross Salary of Dy. District Election Officer & its staff is Rs.6,03,235/- There is no system to pay compensation to the Government servant.
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-	Not applicable
XIII.	Particulars of recipients of concession, permits or authorizations granted by it:	Not applicable
XIV.	Details in respect of the information, available to or held by it, reduced in an electronic form:	Not applicable
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:	Not applicable

XVI.	The names, designations and other particulars of the Public Information Officers:	<p style="text-align: center;"> Shri. Tarunkumar Khatri (Dy. District Election Officer, MSD) Appellate Authority ↓ Shri. P.G.Joshi (Tahsildar) Public Information Officer ↓ Smt. Swati Patil (Naib Tahsildar) Assti. Public Information Officer </p>
XVII.	Such other information as may be prescribed	Not applicable

**Dy. District Election Officer,
Mumbai Suburban District**