

**DISTRICT ELECTION SECTION, COLLECTORATE, GAJAPATI**

Chapter – 2 (Manual – 1)

Particulars of Organisation, function and duties

**2.1 Objective / purpose of the public authority**

This organization is functioning as District Election Office, Gajapati since October,1992. under the control of Government of Orissa, Home (Elections) Department . The aims and objectives of this organization is to monitor and conduct Elections of Assembly Constituencies and Parliamentary Constituencies as well as election related programs. The district Election Officer is the chief administration is the district administrative hierarchy in respect of 77-Mohana A/C, 78-Ramagari (S.T) and 79-Paralakhemundi Assembly Constituencies. The Deputy Collector, Election is to put up all the urgent and important letters before the A.D.M by D.M by quick disposal of the same.

**2.2 Mission / Vision Statement of the public authority**

The Mission and Vision of this office is only for smooth and peaceful conduct of election work during the period of state Assembly Election and Lok-Sabha Election and to select elected body for the assembly and parliament.

**2.3 Brief History of the Public Authority and context of its formation**

Gajapati and a portion of Ganjam District are coming under the jurisdiction of District Election Officer, Gajapati. There are three Assembly Constituencies namely 77-Mohana, 78-Ramagiri(S.T) and 79-Paralakhemundi in the district. 77-Mohana Assembly segment covers the area of Mohana Block of Gajapati District and some portions of Digapahandi and Sanakhemundi Blocks of Ganjam District. Similarly, 78-Ramagiri(S.T) Assembly segment covers the area of Gumma, Rayagada, Nuagada and R.Udayagiri Blocks of this District and three polling stations of Patrapur Block of Ganjam District. 79-Paralakhmeundi Assembly segment covers the area of Kashinagar Block, Kashinagar N.A.C, Gosani Block, Paralakhemundi Municipality and a portion of Gumma Block of Gajapati District. There are 509 polling booths coming under the above three Assembly segments both in Ganjam and Gajapati District as follows.

Sl.No	Name of the Assembly Segment	No. of Polling Booths in Ganjam District	No. of Polling Booths in Gajapati District	Total Polling Booths
1	77-Mohana	100	84	184
2	78-Ramagiri(S.T)	3	157	160
3	79-Paralakhemundi	-	165	165
	<b>Total</b>	<b>103</b>	<b>406</b>	<b>509</b>

All these three Assembly segments are coming under 11-Berhampur Parliamentary Constituency.

**2.4 Organization Chart**

Separate maps for 77-Mohana, 78-Ramagari (S.T) and 79-Paralakhemundi locating the polling stations have been prepared and kept in the District Election Office.

**2.5 Allocation of Business**

The District Election Officer & Collector, Gajapati is in overall charges of the District Election Office, Gajapati. The Deputy Collector, Election is functioning as the key of the organization rendering assistants with the collaboration of election staff. Beside above the Sub-Collector, Paralakhemundi is acting as R.O in respect of

Assembly segments such as 78-Ramagiri (S.T) and 79-Paralakhemudi and the A.D.M, Gajapati is functioning as R.O in respect of 77-Mohana Assembly Constituency. The Revenue Officer, Sub-Collectors Office/all the B.D.Os and the Executive Officer, Paralakhemundi Municipality are functioning as E.R.Os

## **2.6 Duties to be performed to achieve the Mission**

Since Election work is a sensitive and time-bound work and the officers concern are being engaged to remain alert to achieve the Mission / Vision and progress of work.

## **2.7 Details of Services rendered**

The services of Officers and Staff as mentioned in Sl.No. 5 above are being utilized day and night during process of Election works and other Election related programmes.

## **2.8 Citizens Interaction**

As and when required the electors of the three Assembly Constituencies are being supplied the information's relating to election and other election works such as Electoral Rolls and Photo Identity Cards.

## **2.9 Postal Address of the main Office Attached/Sub-ordinate office/Field units etc.**

- 1) District Election Officer, Gajapati At/Po. Paralakhemundi, District-Gajapati,Phone-222398
- 2) Sub-Collector's Officer, Paralakhemundi At/Po. Paralakhemundi District-Gajapati, Phone-222226
- 3) All Block Development Officers of this District as well as B.D.O; Sanakhemundi / Digapahandi / Patrapur of Ganjam District.

## **2.10 Map of Office Location.**

Available in Collectorate, Gajapati as well as Sub-Collectors Office, Paralakhemundi

## **2.11 Working hours both for Office and Public**

This Office functions during office hours on working day.

## **2.12 Public interaction if any:**

This Office is always in service of the public and provide the information's as available in the office as per requirement of the public.

## **2.13 Grievance redress mechanism:**

Every Saturday(Except Holiday) the Collector heard the grievance of the public, if any grievance on Election related works comes, the same has been complied on top priority.

## **Chapter 10 (Manual –9) Directory of Officers and Employees.**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	E-Mail	Address
				Office	Home			
1	Sri D.V.Swamy, I.A.S	D.E.O & Collector, Gajapati	956815	222397	222396	06815 222464	-	Collector, Gajapati
2	Sri Gunanidhi Jena, O.A.S(S.B)	ADM & E.R.O, 77-Mohana A/C	956815	223333	222578	-	-	Collector, Gajapati
3	Sri Baburam Partra, O.A.S	Dy.Collector, Election	956815	222398	-	-	-	District Election Office, Gajapati

4	Sri Madhab Chandra Bariha, O.A.S(1)J.B	E.R.O & Sub-Collector, PKD	956815	222226	222211	-	-	Sub-Collect Office, PKD
5	M.S.Sahani	Head Clerk District Election Office, Gajapati	956815	222398	-	-	-	D.E.O, Gajapati
6	Sarat Ch. Pattanayak	Senior Clerk Sub-Collectors Office, PKD	956815	222226	-	-	-	Sub-Collect Office, PKD
7	Padma Charana Patnaik	J.C, D.E.O, Gajapati	956815	222398	-	-	-	D.E.O, Gajapati
8	B.B.Pattanayak	Peon, Sub-Collectors Office, PKD	956815	222226	-	-	-	Sub-Collect Office, PKD
9	Jaba Sabara	N.W, Sub-Collectors Office, PKD	956815	222226	-	-	-	Sub-Collect Office, PKD
10	R.N.Patra	N.W, D.E.O,Gajapati	956815	222398	-	-	-	D.E.O, Gajapati

### ANNEXURE-C

#### CHAPTER-11(Manual. 10)

The monthly remuneration received by each of its Officers and employees including the system of compensation as provided I Regulations.

#### 11.1

1	2	3	4	5	6
1.	Sri Baburam Patra	Dy.Collector Election	18,271	-	As per Govt. Norm
2.	Sri M.S.Sahani	Head Clerk	14,595	-	-do-
3.	Sri P.C.Patnaik	Junior Clerk	8,863	-	-do-
4.	Sri R.N.Patra	Night watcher	5,839	-	-do-

### ANNEXURE-D

#### Chapter-12 (Manual-11)

#### **The Budget allocated to each Agency**

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

#### 12.1

#### For other Public Authorities 2007-2008

Sl.No	Head	Proposed Budget	Sanctioned Budget	Amount Released	Total Expenditure
	D.No. 1-2015 Election				
1	Pay	414200/-	414200/-	414200/-	290678/-
2	D.P	192352/-	192352/-	192352/-	133591/-
3	D.A	194218/-	194218/-	194218/-	181076/-
4	H.R.A	23670/-	23670/-	23670/-	21222/-
5	R.C.M	2860/-	2860/-	2860/-	2860/-
6	O.A	230/-	230/-	230/-	200/-
7	T.E	2500/-	2500/-	2500/-	1351/-
8	Electricity	3000/-	3000/-	3000/-	-
9	Telephone Charge	7600/-	7600/-	7600/-	7462/-
10	Other Cont.	5000/-	5000/-	5000/-	5000/-
11	R.R.T	12960/-	12960/-	12960/-	12960/-

**Deputy Collector, Election  
Collectorate, Gajapati.**