

**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

<b>Sr. No.</b>	<b>Para</b>	<b>Remarks</b>
I.	The particulars of its Organization, functions and duties	<p>The organization of Establishment branch of Collector &amp; District Election Officer, MSD office is headed by Dy. District Election Officer and he is assisted by Tahsildar, Naib Tahsildar, Awal Karkun &amp; Clerks. This branch provides a suitable assistance to the Collector &amp; 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"><li>1) To keep control over the Electoral Registration Officer &amp; his staff.</li><li>2) Preparation &amp; Revision of Electoral Roll.</li><li>3) Preparation of Voters Identity Cards as per instructions by Election Commission of India.</li><li>4) Preparation of Electoral Roll for Graduate &amp; Teachers Constituency.</li><li>5) To conduct the Election of Loksabha &amp; Assembly as per programme declared by the Election Commission of India.</li><li>6) To conduct the election to Mumbai Graduate &amp; Teacher Constituency.</li><li>7) To conduct the election of specified co-operative societies (Bank) having registered office in MSD.</li><li>8) Establishment matters of staff under the Dy. District Election Officer, MSD i.e. Leave &amp; Pension</li></ol>

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;"><b>Collector &amp; District Election Officer, MSD</b></p> <p style="text-align: center;">(Chief of Decision making process)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Dy. District Election officer,MSD</b> (Supervisory key officer controlling the election branch)</p> <p style="text-align: center;"><b>Tahsildar</b> (Election &amp; Establsihment matter)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Staff</b></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	<b>Not applicable</b>

V.	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	<ol style="list-style-type: none"> <li>1)Representation of People Act 1950</li> <li>2)Representation of People Act 1951</li> <li>3)Registration of Electors Rules, 1960</li> <li>4)Conduct of Election Rule, 1961</li> <li>5)Standing Order from Election Commission of India</li> <li>6) The Maharashtra Co-Operative Societies Act,1960</li> <li>7) The Maharashtra Specified Co-operative Elections to Committee Rules, 1971.</li> </ol>
VI.	The statement of the categories of documents that are held by it or under its control	<ol style="list-style-type: none"> <li>1) Electoral Rolls of 26 Assembly Constituencies.</li> <li>2) Record related to Lok Sabha, Assembly &amp; Graduate &amp; Teachers Constituencies Elections.</li> <li>3) All papers and files of Class-III and Class-IV employees pertaining to this establishment are maintained alongwith others papers in record. Other papers in category B,C &amp; D are destroyed as per the time period given in the ABCD.</li> </ol>
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	<b>Not applicable</b>

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.	<b>Not applicable</b>
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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. N.P.Jadhav	Dy. Collector	15600-39100	5400/-
2	Smt. A.N.Mulye	Tahsildar	9300-34800	5000/-
3	Shri. M.A.Lohakare	Tahsildar	9300-34800	5000/-
4	Shri. B.G.Mali	Steno	9300-34800	4700/-
5	Smt. M.K.Dalvi	N.T.	9300-34800	4300/-
6	Smt.M.P.Tawde	N.T.	9300-34800	4300/-
7	Vacant	N.T.	9300-34800	4300/-
8	Vacant	N.T.	9300-34800	4300/-
9	Shri. Y. B. Valvi	A.K.	5200-20200	2800/-
10	Vacant	A.K.	5200-20200	2800/-
11	Vacant	A.K.	5200-20200	2800/-
12	Shri.S.L.Sarang	A.K.	5200-20200	2800/-
13	Vacant	Cashier	5200-20200	2800/-
14	Shri. S. D. Naik	Enumerator	5200-20200	2800/-
15	Shri. S.S.Dhone	Enumerator	5200-20200	2800/-
16	Vacant	Enumerator	5200-20200	1900/-
17	Shri. A.K.Kanherkar	Enumerator	5200-20200	1900/-
18	Shri. N.M.Pange	Enumerator	5200-20200	1900/-
19	Smt. A.S.Khadkikar	Enumerator	5200-20200	1900/-
20	Vacant	Peon	4440-7440	1600/-
21	Shri. R.R.Gaikwad	Peon	4440-7440	1300/-
22	Shri. P.H.Paste	Peon	4440-7440	1300/-
23	Shri. A.G.Shinde	Peon	4440-7440	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. 4,44,526/-  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	<b>Not applicable</b>
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-	<b>Not applicable</b>
XIII.	Particulars of recipients of concession, permits or authorizations granted by it:	<b>Not applicable</b>
XIV.	Details in respect of the information, available to or held by it, reduced in an electronic form:	<b>Not applicable</b>
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:	<b>Not applicable</b>

XVI.	The names, designations and other particulars of the Public Information Officers:	<p style="text-align: center;">Shri. N.P.Jadhav ( Dy. District Election Officer, MSD )</p> <p style="text-align: center;">Appellate Authority</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Shri. M. A. Lohakare (Tahsildar)</p> <p style="text-align: center;">Public Information Officer</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Vacant (Naib Tahsildar)</p> <p style="text-align: center;">Assti. Public Information Officer</p>
XVII.	Such other information as may be prescribed	<b>Not applicable</b>

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