

**THE RIGHT TO INFORMATION Act 2005**  
**MANUALS OF ELECTION BRANCH**  
**OFFICE OF THE DEPUTY COMMISSIONER ::**  
**EAST KHASI HILLS DISTRICT :: SHILLONG**

## **Introduction**

Election Branch is one of the Administrative organizations in the administrative Set up of the D.C's Office. The functioning of the Branch is more of a regulatory, and statutorily body. It functions under the superintendence, directions and control of the Deputy Commissioner (Election)/District Election Officer.

The Right to information Act came into being on the 15<sup>th</sup> June 2005 to provide for setting out the practical regime of the right to information for citizen to secure access to information .The Election Department has notified the following as Public Authorities under its Administrative control, namely

- (a).The Department of Elections, and**
- (b). Deputy Commissioners (Elections) in all the seven Districts of the State within their respective jurisdiction..**

The objective of having a separate handbook for the Public Authority of the Election Branch is to facilitate the users, to have a snap shot on the functions and the role of the Branch and also its responsibilities as well as the duties of the general public in matters concerning with

- 1. Preparation of Electoral Rolls.**
- 2. The Conduct of Elections, which are primarily the duties and functions of Election Branch.**
- 3. Implementation of Electors Photo Identity Card Scheme.**

The Additional Deputy Commissioner (Election), i/c Election who is the notified public information officer of the Branch may be contacted for more information on the Election Branch.

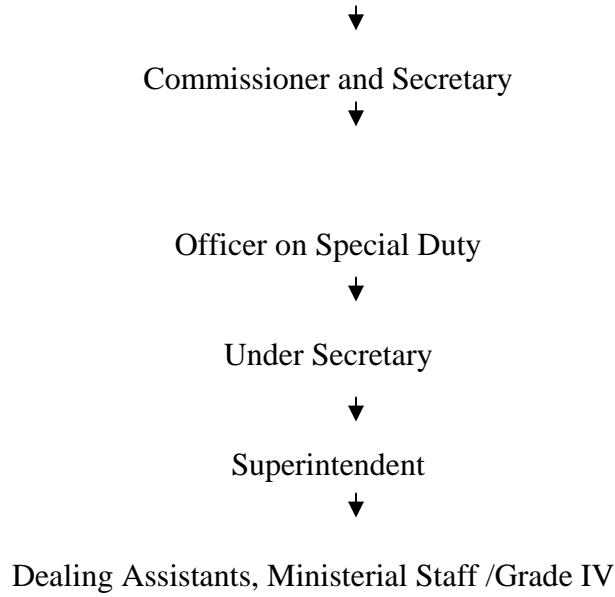
### **MANUAL NO. (1).**

**Particulars of Organisation Functions and Duties:--** Election Branch is listed as one of the Administrative Branch under the D.C's Establishment. *Conducting free and fair Elections and error free Electoral Rolls continues to remain the primary and priority areas of the Branch. Public are periodically informed of the programmes of the revision of Electoral Rolls through press release, advertisements with which the public are called upon to*

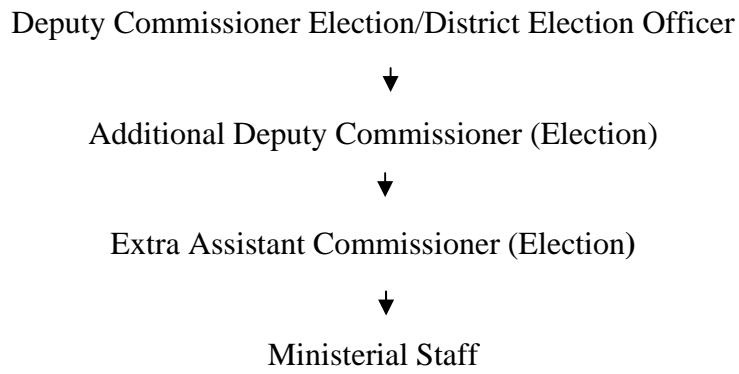
- (i). Claim for the inclusion of a name in the roll and**
- (ii). Object to an entry therein, which is subject to eligibility as laid down in the Law**
- (iii). Correction of particulars**

The fee structure for obtaining information is as prescribed by the State Government.

**A – State level (Secretariat)**



**B – District Level**



The names Designations and other particulars of the Public Authorities, Public Information Officers, Assistant Public Information Officers, are as below :-

<b>Organiza- tions</b>	<b>Public Authority</b>	<b>Assistant Public Information Officers</b>	<b>Public Information Officers</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>State Headquarter</b>				
<b>District and Sub-Divisional level offices of Election Department</b>				
<b>East Khasi Hills District</b>	Deputy Commissioner (Election), East Khasi Hills District	Extra Assistant Commissioner (Election), East Khasi Hills District	Additional Deputy Commissioner (Election), East Khasi Hills District	Deputy Commissioner (Election), East Khasi Hills District

<i>Sohra Sub-Division</i>	Deputy Commissioner (Election), East Khasi Hills District	Extra Assistant Commissioner (Election), East Khasi Hills District	Sub-Divisional Officer (Election)	Deputy Commissioner (Election), East Khasi Hills District
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## **ELECTION BRANCH**

### **(I) Delimitation**

1. Preparation and compilation of Statistical data of population figure
2. Preparation of Maps

### **(II) Election Machinery**

1. Establishment matters-Appointment of staff for revision of Electoral Rolls-Supervisors and Enumerators

### **(III) Electoral Rolls:**

1. Preparation and revision of electoral rolls.
2. Electoral rolls for Service voters and Special voters
3. Compilation of statistics of Voters.
4. Schemes of photographed identity cards.

### **(IV) Conduct of Elections**

1. Preparation of the list of Polling stations
2. Parliamentary and Assembly General Elections
3. Purchase of materials for conduct of elections
4. Indent of Stationeries and papers.
5. Requisition of vehicles
6. Polling personnel –Appointment thereof
7. Law and order arrangements.
8. Printing of Ballot Papers.
9. Counting of Votes and Declaration of results.
10. Election Expenses
11. Maintenance of list of disqualified persons.
12. Electronic Voting Machines-use of.

### **(V) Accounts.**

1. Budget estimates including submission of estimates to the Government of Meghalaya for re imbursement of Election expenditure.
2. Maintenance of accounts –encashment of bills and disbursement of cash.
3. Miscellaneous accounts works.

The Election Branch normally confines itself to general election related works as and when directed by the State Election Department.

## **MANUAL NO. (ii).**

**The Powers and duties of officers and employees:** The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The executive powers of the officers of the Branch are as per the Rules of Executive business of the State of Meghalaya. The Administrative powers are also guided by the

Meghalaya Secretariat Manual of Office procedure, the Fundamental Rules, Subsidiary Rules 1984, The Discipline and Appeal Rules, The Meghalaya Civil Service Conduct Rules, and the financial powers are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981.

**MANUAL NO. (iii).**

**Procedure followed in the decision making powers including channels of supervision and accountability**

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. **Procedurally the process of**, decision starts with the perusal of dak by the **Deputy Commissioner** and his endorsement thereon .The case is processed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

Channels of supervision and accountability are as per the Meghalaya Secretariat **Manual of office procedure.**

**MANUAL NO. (iv)**

**Norms set by it for the discharge of its functions.**

The Election Branch norms are for timely implementation of elections programmes, quality and timely delivery of services, directions, and logistic support to the field functionaries in discharging of their duties and responsibilities as deemed under the law.

**MANUAL NO. (v)**

**Rules, Regulations instructions, Manuals and records held by it or under its control or use by the employees for discharging of its functions.**

The following are the Acts and Rules and Instructions which the Department of Co-operation keep for reference in its normal course of discharging its duties and responsibilities

1. The Representation of the Peoples' Act
2. The Registration of Electors Rules.
3. The Conduct of Election Rules.
4. The Handbook for Returning Officers.
5. The Compendium of Instructions.
6. The Manual for Electoral Registration Officers.
7. The Handbook for Presiding Officers.
8. The Handbook for counting.
9. The Handbook for Contesting Candidates.
10. The Handbook Polling Agents.

11. Copies of Electoral Rolls.
12. Elections Statistical Handbooks.

**The Administrative Service Rules.**

The Meghalaya Secretariat **Manual of office procedure.**

**The Fundamental Rules, Subsidiary Rules 1984**

The Rules of Executive business of the State of Meghalaya

The Discipline and Appeal Rules,

The Meghalaya Civil Service Conduct Rules

**The financial powers** are as per ,

The Meghalaya Financial Rules 1984,

The Delegation of Financial Power Rules 1981.

The Meghalaya Traveling Allowance Rules 1981.

Pension Rules

**Others.**

File Index Register

Instructions issued by Finance/Planning/Personnel /Law/ Departments etc. from time to time

**MANUAL NO (vi).**

**Statement of category of document that are held by it or under its control**

SI No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1	<b>The Representation of the People' s Act 1951</b>	<b>Act of parliament</b>	
2	<b>The Registration of Electors Rules 1960</b>	<b>Rules</b>	
3	<b>The Conduct of Election Rules</b>	<b>Rules</b>	
4	<b>The Handbook for Returning Officers</b>	<b>Manual</b>	
5	The Compendium of Instructions.	<b>Manual</b>	
6	<b>A Handbook for Contesting Candidates</b>	<b>Manual</b>	
7	The Manual for Electoral Registration Officers.	<b>Manual</b>	
8	<b>A Hand book for the Presiding officers</b>	<b>Manual</b>	
9	The Handbook for counting.	<b>Manual</b>	

10	Copies of Electoral Rolls.			
11	File Index Register.			
12	File movement Register.			

**MANUAL NO (vii).**

**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.** The Election Branch implements no development schemes, but the nature and functions of the branch involves the public in different ways. The political parties are frequently consulted on matters concerning with organisation and reorganization of polling stations, campaigning on new programmes of elections related matters, such as the programme on Electoral Photo Identity Card. The process of consultation is also an event where political parties, and public representatives, besides the local leaders at the village level and polling station level are regularly consulted on matters of revision of electoral rolls.

**MANUAL NO (viii).**

**A statement of Boards Committee etc.and other bodies.**

There are no specific boards or committees under the Election Branch.

**MANUAL NO (ix).**

**Directory of officers and employees**

Sl. No.	Name	Designation	STD Code	Telephone no		Fax	Address
				Office	Res		
1.	Shri P. S. DKHAR, IAS	DISTRICT ELECTION OFFICER	0364	2224003	2223250	2223394	Shillong
2.	SHRI S. S. SYIEMLIH, MCS	Addl. Deputy Commissioner (Election),	0364				Shillong
3.	Dr. (SMTI) T. S. R. MARAK	Extra Asst. Commissioner (Election)	0364				Shillong
4.	SMTI D. D. PDAH	SR. ASE	0364				Pohkseh, Shillong-6

5.	SHRI D. C. KHARPURI	ASE	0364				Laitumkrah, Shillong-3
6.	SMTI R. BLAH	SA	0364	2502079			Umpling, Shillong-6
7.	SHRI R. PYNGROPE	UDA	0364		2229268		Lumparing, Shillong-4
8.	SMTI ANASIN SURONG	LDA	0364				Mawiong, Shillong-16
9.	SMTI R. BASAIWMOIT	LDA	0364				Upper Shillong
10.	SHRI MICHAEL WARJRI	LDA	0364				Laitumkrah, Shillong-3
11.	SHRI F. TONGPER	LDA	0364				Malki, Shillong- 1
12.	SHRI L. NONGPIUR	LDA	0364				Rynjah, Shillong
13.	SHRI R. R. JARAIN	LDA	0364				Lawsotun, Shillong
14.	SHRI RIMANBHA KHARUMNUID	LDA	0364				Sunny Hills, Shillong
15.	SMTI I. BLAH	Sr. Enumerator	0364				Wahingdoh, Shillong
16.	SHRI J. J. DKHAR	Sr. Enumerator	0364				Upper Shillong
17.	SHRI C. KHARPHULI	Sr. Enumerator	0364				Kench's Trace, Shillong
18.	SMTI M. LYNGDOH	Sr. Enumerator	0364				Kench's Trace, Shillong
19.	SMTI MELITA LYNGDOH	Sr. Enumerator	0364				Jaiaw, Shillong
20.	SHRI S. KHONGSNGI	Enumerator	0364				Nongkynrih, Pin- 793110
21.	SHRI P. MALNGIANG	Enumerator	0364				Mawlai, Shillong
22.	SMTI I. NONGPIUR	Enumerator	0364				Lawsotun, Shillong
23.	SMTI SIDALYNE KHARIONG	Enumerator	0364				Mawlai, Shillong
24.	SHRI BANTEISKHEM SYNREM	Enumerator	0364				Lummawbah, Shillong
25.	SMTI FINNISHEA	Enumerator	0364				Mawlai, Shillong

	TARIANG						
26.	SHRI RICKY W. DKHAR	Enumerator	0364				Jaiaw, Shillong
27.	SHRI WALLAM P. LAWRIANIANG	Enumerator	0364				Mawkhar, Shillong
28.	SMTI ELDORA NONGBRI	Enumerator	0364				Nongthymmai, Shillong
29.	SHRI K. A. RAPTAP	Enumerator	0364				Nongkrem
30.	SMTI N. D. KHARWANLANG	Enumerator	0364				Laban, Shillong
31.	SHRI SHNGAINLANG LALOO	Peon	0364				Mawkhar, Shillong
32.	SHRI G. SYIEMIONG	Peon	0364				Laitumkrah, Shillong-3
33.	SMTI C. IAWPHNIAW	Peon	0364				Jaiaw, Shillong
34.	SMTI MIRANDA PARIAT	Peon	0364				Nongrim Hills, Shillong
35.	SHRI RAMU CHETRI	Driver	0364				Laitumkrah, Shillong-3
36.	SMTI ROSALYNE WARJRI	Chowkidar	0364				Mawlai, Shillong

**MANUAL No. (x).  
Monthly remuneration etc.**

Sl No.	Name	Designation	Monthly remuneration (Gross)	Compensation allowance	The procedure to determine the remuneration as given in the regulation
1	Shri P. S. DKHAR, IAS	DISTRICT ELECTION OFFICER			As per the pay rules of the state Government.
2	SHRI S. S. SYIEMLIH, MCS	ADDL. DEPUTY COMMISSIONER (ELECTION)			
3	Dr. (SMTI) T. S. R. MARAK	EXRTRA ASSISTANT COMMISSIONER (ELECTION)			
4	SMTI D. D. PDAH	SR. ASE			
5	SHRI D. C. KHARPURI	ASE			



6	SMTI R. BLAH	SA			
7	SHRI R. PYNGROPE	UDA			
8	SMTI ANASIN SURONG	UDA			
9	SMTI R. BASAIWMOIT	LDA			
10	SHRI MICHAEL WARJRI	LDA			
11	SHRI F. TONGPER	LDA			
12	SHRI L. NONGPIUR	LDA			
13	SHRI R. R. JARAIN	LDA			
14	SHRI RIMANBHA KHARUMNUID	LDA			
15	SMTI I. BLAH	SR. ENUMERATOR			
16	SHRI J. J. DKHAR	SR. ENUMERATOR			
17	SHRI C. KHARPHULI	SR. ENUMERATOR			
18	SMTI M. LYNGDOH	SR. ENUMERATOR			
19	SMTI MELITA LYNGDOH	SR. ENUMERATOR			
20	SHRI S. KHONGSNGI	ENUMERATOR			
21	SHRI P. MALNGIANG	ENUMERATOR			
22	SMTI I. NONGPIUR	ENUMERATOR			
23	SMTI SIDALYNE KHARIONG	ENUMERATOR			
24	SHRI BANTEISKHEM SYNREM	ENUMERATOR			
25	SMTI FINNISHEA TARIANG	ENUMERATOR			
26	SHRI RICKY W. DKHAR	ENUMERATOR			
27	SHRI WALLAM P. LAWRINIANG	ENUMERATOR			
28	SMTI ELDORA NONGBRI	ENUMERATOR			

29	SHRI K. A. RAPTHAP	ENUMERATOR			
30	SMTI N. D. KHARWANLANG	ENUMERATOR			
31	SHRI SHNGAINLANG LALOO	PEON			
32	SHRI G. SYIEMIONG	PEON			
33	SMTI C. IAWPHNIAW	PEON			
34	SMTI MIRANDA PARIAT	PEON			
35	SHRI RAMU CHETRI	DRIVER			
36	SMTI ROSALYNE WARJRI	CHOWKIDAR			

**MANUAL NO. (xi).**

*The budget allocated to each of its Agency, indicating the particulars of all its plans, proposed expenditure and reports of expenditure made*

**The Election Branch obtain funds from the Election Department Government of Meghalaya against the expenditure incurred in the maintenance of the establishment and implementation of various election related programmes.**

**MANUAL NO. (xii).**

*The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;*

**The Election Branch implements no development scheme.**

**MANUAL NO. (xiii).**

*Particulars of recipients of concessions, or authorization granted by it.*

*-NIL-*

**MANUAL NO (xiv)**

*Details in respect of the information, available to or held by it, reduced in the Electronic form.*

**May refer to the website of the Deputy Commissioner, State Election Deptt. and E.C.I.**

**MANUAL NO (xv)**

*Particulars of facilities available to citizens for obtaining information including the working hours of a library or a reading room, if maintained for public use;-*

**The branch has no library facilities, no reading room.**

**MANUAL NO. (xvi)**

**Names, designations and other particulars of Public information officers.**

Organisation	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
<b>Election Branch, D.C's Office, Shillong</b>	<i>Deputy Commissioner (Election)/District Election Officer</i>	<i>Asst. Electoral Registration Officer/Extra Asst. Commissioner (Election)</i>	<i>Electoral Registration Officer/Addl. Deputy Commissioner (Election),</i>	<i>District Election Officer, East Khasi Hills District Shillong</i>

*\*Names designations and other particulars of the public information officers*

### **Name of the Public Authority**

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri P.S. Dkhar, IAS	Deputy Commissioner (Election),	0364	2224003	2223250	2223394	dcshillo.nic.in	D.C's Office, Shillong, Room No. 301

### **Assistant Public Information Officers**

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1.	Smti T.S.R. Marak, MCS	Extra Asst. Commissioner (Election)	0364	2224235	2521056	2225003	nil	D.C's Office, Shillong, Room No. 307

### **Public Information Officers**

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri S.S. Syiemlieh, MCS	Addl. Deputy Commissioner (Election),	0364	2225003	2500635	2225003	nil	D.C's Office, Shillong, Room No. 317

### **Department Appellate Authority**

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri P.S. Dkhar, IAS	Deputy Commissioner (Election),	0364	2224003	2223250	2223394	dcshillo.nic.in	D.C's Office, Shillong, Room No. 301

**\*Powers and duties of officers and employees.**

The powers of the branch is exercised by the Deputy Commissioner (Election), Shillong and his powers and duties are guided by the rules and regulations, notably those which are listed in Manual No.(v) .The duties of other employees are as per Meghalaya Secretariat manual on office procedure.

Designation	Deputy Commissioner (Election),		
Powers	Administrative		
	Financial		
Duties	Others		

**MANUAL NO. (xvii)**

**\*Rules, Regulations etc. (Same as manual No (vi)).**

* Type of document (Rules, Regulation, Instructions, Manuals, Records, Others)	*
Name /Title of the document	
The Representation of the Peoples' Act 1950	
Brief write up of the Document	
From where one can get a copy of the document (Rules, Regulation, Instructions, Manuals, Records, Others)	Address:  Telephone: 2224235 Fax: ----- E-mail: dcshillo.nic.in Others: -----
Fees charged by the Department for a copy of (Rules, Regulation, Instructions, Manuals, Records, (If any)	

<b>Subject on which the decision is to be taken</b>	<b>On the right to information Act</b>
<b>Guideline /direction if any</b>	<b>As per Govt of Meghalaya direction on the matter.</b>
<b>Process of execution</b>	<b>As may be prescribed under the rules.</b>
<b>Designation of Officer involve in the decision making process</b>	<b>Deputy Commissioner (Election)</b>

Contact information of the above mentioned officers	0364-2224003
If not satisfied by the decision, where and how to appeal	Deputy Commissioner (Election)

**\*Budget allocation to each agency (Particulars of all plans proposed expenditure etc For Other Public Authority**

SI No	Head	Proposed Budget	Sanctioned Budget	Amount released/disburse (no. of installments)
	No Plan schemes in election Branch as such this part is also Not applicable to Election Branch			

**\*Manner of execution of subsidy programmes**

SI No	Beneficiary name	Amount of subsidy	Parent/ guardians	Criteria of selection	Address			
					Dist	City	Town/ village	House no
	Not relevant to Election Branch							

**\*Particulars of recipients of concessions etc**

SI No	Beneficiary name	Validity period	Parent/ guardians	Address			
				Dist	City	Town/ village	House no
	Not relevant to Election Branch						

**\*Formulation of policies**

SI No	Subject/Topic	Is it mandatory to ensure public participation(yes/No)	Arrangements for seeking public participation
	The formulation of policies in the Election Branch	The participation of the public as Electors is essentials for ensuring error free electoral rolls.	The Electoral Rolls are periodically revised with the sole objective of maintaining a correct and update electoral information. Eligible citizen may approach the Electoral Registration Officers for the purpose. Designated locations are set up during the summary revision period to provide easier access for Public participation.

**\*Implementation of policy.**

SI	Subject/Topic	Is it mandatory to ensure public participation(yes/ No)	Arrangements for seeking public participation
	<b>Implementation of policy in the Election Branch</b>	<b>The participation of the public as Electors is essentials for ensuring error free electoral rolls and also for ensuring free and fair conduct of Elections.</b>	<b>Public participation in matters of Election Branch are in the nature of exercising their rights as citizens of the country, to the extend that they participate actively in course of registering their names in the electoral rolls, under due process of law, and also participate in the election process . Eligible citizen may approach the Electoral Registration Officers for the purpose of registering their names in the electoral rolls. Designated locations are set up during the summary revision period to provide easier access for Public participation on the matter. Polling Stations are set up in different locations to facilitate the voters to freely and fairly exercise their voting rights.</b>

**\*Procedure followed in decision making process.**

	<b>Subject on which the decision is to be taken</b>	<b>Administrative decisions starts with perusal of dak by the Deputy Commissioner (Election) and his endorsement thereon .The case is processed further by the staff of the department and putting it up hierarchically to the higher authority for final order.</b>
	<b>Guideline /direction if any</b>	<b>Guidelines /directions etc are invariably referred in the process of decision making</b>
	<b>Process of</b>	<b>The orders of the Branch are issued through the issue sections of the branch.</b>
	<b>Designation of Officer involve in the decision making process</b>	<b>The officers involve in the decision making process in the Election Branch are as per the hierarchy already stated in the organization pattern of the Office</b>
	<b>Contact information of the above mentioned officers</b>	<b>Particulars are as per the hierarchy already stated in the organization pattern of the Office</b>
	<b>If not satisfied by the decision, where and how to appeal</b>	<b>Appeals procedure on administrative matters are as per standing instructions of the Government, which inter alia include appeal to the Deputy Commissioner, Appeals on matters of Registration of Electors rolls are as the provisions in the Registration of Electors Rules.</b>

**The Organisational Set up of Election Branch in the D.C's Office, Shillong**

The Deputy Commissioner is the Controlling Officer of the Election Branch. Below him are the Addl Deputy Commissioner and the Extra Assistant Commissioner and ministerial staff.

Sl.No	Name of Districts	Deputy Commissioners	Contact Nos.	Name of Civil Sub-Divisions	SDO (Elections)	Contact No.
1	East Khasi Hills	Deputy Commissioners	0364 2224003 2223250	Sohra	SDO (Election)	927-03637 235236

The Deputy Commissioner who is also the **District Election Officer** of the District concerned is the District administrative head. He is assisted by the Additional Deputy Commissioners (Election), the Sub-Divisional Officers (Election) and the Extra Assistant Commissioners (Election).

**Duties and functions of Election Branch:-** The following are primarily the duties and functions of Election Branch

- 1 The Preparation of Electoral Rolls.
- 2 The Conduct of Elections
- 3 Implementation of Electoral Photo Identity Card Scheme

**The Administrative Machinery for Preparation of Electoral Rolls.**

Meghalaya has 2 (two) Parliamentary Constituencies namely, 1-Shillong Parliamentary Constituency and 2-Tura Parliamentary Constituency and 60(Sixty) Assembly Constituencies. For the purpose of Preparation of Electoral Rolls each Assembly Constituency has a designated **Electoral Registration Officer and Assistant Electoral Registration Officers which details are herein below indicated**

**The details of the Electoral Registration Officers and the Assistant Electoral Registration Officers are as below.**

Name of the Districts /Sub-Division	NO& Name of the Assembly Constituency.	Particulars of Electoral Registration Officers and the Assistant Electoral Registration Officers		
		Electoral Registration Officers	Contact No.	Assistant Electoral Registration Officers
<b>Jaintia Hills</b>	1-War Jaintia(ST)	SDO(Civil) Amlarem	<b>912-03652 220721</b>	Extra Assistant Commissioner - Amlarem
	2-Rymbai (ST)	SDO(Civil) Khliehriat		(1) Extra Assistant Commissioner, Khliehriat. (2) Block Development Officer, Khliehriat.
	3-Sutnga-Shangpung (ST)	SDO(Civil) Khliehriat		Extra Assistant Commissioner, Khliehriat.
	4-Raliang(ST)	Additional Deputy Commissioner – I, Jowai.		Extra Assistant Commissioner – I, Jowai.
	5-Nartiang (ST)	Additional Deputy Commissioner – I, Jowai.		(1) Extra Assistant Commissioner, – II, Jowai. (2) Extra Assistant Commissioner, – III, Jowai.

	6-Nongbah-Wahjer (ST)	Additional Deputy Commissioner – II, Jowai.		(1) Extra Assistant Commissioner, – IV, Jowai. (2) Extra Assistant Commissioner, –VI, Jowai.	
	7-Jowai (ST)	Additional Deputy Commissioner – II, Jowai.		Extra Assistant Commissioner , –V, Jowai.	
<b>Ri Bhoi</b>	8- Mawhati (ST)	Additional Deputy Commissioner, Nongpoh.	<b>928-03638</b>	Extra Assistant Commissioner –I, Nongpoh.	
	9- Umroi (ST)	Extra Assistant Commissioner –II, Nongpoh.		Extra Assistant Commissioner –III, Nongpoh.	
	10- Nongpoh (ST)	Additional Deputy Commissioner - I, Nongpoh.		Extra Assistant Commissioner –I, Nongpoh.	
	11- Jirang (ST)	Extra Assistant Commissioner –I, Nongpoh.		Extra Assistant Commissioner –II, Nongpoh.	
District	No. & Name of Assembly Constituency	Electoral Registration Officer			Assistant Electoral Registration Officer
East Khasi Hills	13- Mawryngkneng (ST)	ADC-I	Contact No. 0364-2224003	BDO Mawryngkneng	
	14- Pynthorumkrah (GEN)	ADC-II		EAC-I	
	15-Mawlai (ST)	ADC-II		EAC-II	
	16-East Shillong (ST)	ADC-III		EAC-IV	
	17-North Shillong (ST)	ADC-III		EAC-III	
	18-West Shillong (GEN)	ADC-IV		EAC-IV	
	19-South Shillong (GEN)	ADC-IV		EAC-I	
	20-Mylliem (ST)	ADC-I		Contact No.	BDO Mylliem
	21- Nongthymmai (ST)	ADC-V			EAC-II
	22- Nongkrem (ST)	ADC-IV	EAC-III		
	23-Sohiong (ST)	ADC-V	EAC-III		
	24- Mawphlang (ST)	ADC-V	BDO Mawphlang		



	25- Mawsynram (ST)	ADC-VI		BDO Mawsynram
	26-Shella (ST)	Sub-Divisional Officer (Civil), Sohra		EAC, Sohra
	27-Pynursla (ST)	ADC-VI		BDO Pynursla
	28-Sohra (ST)	Sub-Divisional Officer (Civil), Sohra		EAC, Sohra
	29- Mawkynrew (ST)	ADC-III		BDO Mawkynrew
District	No. & Name of Assembly Constituency	Electoral Registration Officer		Assistant Electoral Registration Officer
<b>West Khasi Hills</b>	12- Mairang (ST)	Sub-Divisional Officer (Civil), Mairang.	<b>914-03654 222221</b>	Extra Assistant Commissioner, Mairang.
	32- Mawkyrwat (ST)	Additional Deputy Commissioner, Mawkyrwat.		Extra Assistant Commissioner, Mawkyrwat.
	33- Pariong (ST)	Additional Deputy Commissioner - II, Nongstoin.		Block Development Officer, Mawthadraishan Development Block.
	34- Nongstoin (ST)	Additional Deputy Commissioner - I, Nongstoin.		Extra Assistant Commissioner, Nongstoin.
	35- Langrin (ST)	Additional Deputy Commissioner, Mawkyrwat.		Block Development Officer, Mawkyrwat Community and Rural Development Block.
	36- Mawthengkut (ST)	Additional Deputy Commissioner - I, Nongstoin.		(1) Extra Assistant Commissioner, Nongstoin. (2) Block Development Officer, Nongstoin. (3) Block Development Officer, Mawshynrut.

**The above Assemblies Segments are under the control of the Deputy Commissioner, East Khasi Hills District who is the Returning Officer of 1-Shillong Parliamentary Constituency.**

The duties and functions of each functionary are as below

**1 Election Commission**

Article 324 of the Constitution lays down, among other things, that the superintendence, directions and control of the preparation of the electoral rolls for all elections to Parliament and to the Legislature of every State shall be vested in the Election Commission.

**2. Chief Electoral Officer**

Under Section 13A of the R.P. Act, 1950, there shall be a Chief Electoral Officer for each State/Union Territory. He is an Officer of the Government designated or nominated by the Election Commission in this behalf in consultation with the State Government. Subject to the superintendence, direction and control of the Election Commission, the Chief Electoral Officer shall supervise the preparation and revision of electoral rolls of all the constituencies in the State.

**3. District Election Officers**

Section 13AA of the R.P. Act, 1950 provides for the appointment of a District Election Officer in each district who shall be an officer of Government. Normally the District Collectors/ District Magistrates/ Deputy Commissioners have been designated as District Election Officers of their districts. However, there are some exceptions to this normal practice in certain States like Assam because of administrative reasons. Subject to the superintendence, direction and control of the

Chief Electoral Officer, the District Election Officer shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with preparation and revision of electoral rolls for all the parliamentary, assembly and council constituencies.

3.2 Under the law, the Election Commission has the power to designate or nominate more than one such officer for a district if the Commission is satisfied that the functions of the Office cannot be performed satisfactorily by one Officer. The Commission has appointed more than one District Election Officer in one district in State like Assam.

4. **Electoral Registration Officer**

According to Section 13B of the Act, the electoral roll for each constituency in the State shall be prepared and revised by an Electoral Registration Officer, who shall be such Officer of Government or of a local authority as the Election Commission may, in consultation with the Government of the State, designate or nominate in this behalf. Normally the Sub-Divisional Magistrates or the Sub-Divisional Officers or Officers of equivalent status are appointed as Electoral Registration Officers for the Assemble Constituencies within their respective jurisdiction as far as practicable. The Electoral Registration Officers are permitted to employ such person as they think fit, subject to such restrictions as may be imposed by the Commission, for the preparation and revision of Electoral rolls.

5. **Assistant Electoral Registration Officer**

Section 13C of the Act provides for the Appointment of one or more persons as Assistant Electoral Registration Officers to assist the Electoral Registration Officer in the performance of their functions. The Assistant Electoral Registration Officers are competent to perform all the function of the Electoral Registration Officers subject to the control of the Electoral Registration Officers. The *Tehsildars* are normally appointed as the Assistant Electoral Registration Officers.

6. **Appellate Officers**

6.1 During the process of preparation or revision of electoral roll an Appeal shall lie from any decision of the Electoral Registration Officers under rules 20, 21, or 21A to such Officer of the Government as the Election Commission may designate in this behalf. The District Collectors/ District Magistrates/ Deputy Commissioners are normally appointed as Appellate Officers.

6.2 After the final publication of the roll, an Appeal shall be from an order of the Electoral Registration Officer. Under Section 22 or 23 of the Representation of the People Act, 1950 to the Chief Electoral Officer.

**The Administrative Machinery for Conduct of Election.**

As has been indicated in the forgoing paragraphs, Meghalaya has 2 (two) Parliamentary Constituencies namely, 1-Shillong Parliamentary Constituency and 2-Tura Parliamentary Constituency and 60(Sixty) Assembly Constituencies. For the purpose of Conduct of Election, each **Parliamentary** Constituency and each Assembly Constituency has a designated **Returning Officer and Assistant Returning Officer which details are herein below indicated**

The details of the **Returning Officers and the Assistant Returning Officers for the Parliamentary Constituencies are as below.**

NO &.Name. of .the Parliamentary Constituency.	Particulars of Returning Officers and the Assistant Returning Officers		
	<b>Returning Officers</b>	<b>Contact NO</b>	<b>Assistant Returning Officers</b>
1-Shillong	Deputy Commissioner East Khasi Hills District Shillong	920-0364 2224003/22 23250	Deputy Commissioner Jaintia Hills District Jowai

	<b>Deputy Commissioner West Khasi Hills District Nongstoin</b>
	<b>Deputy Commissioner Ri-Bhoi District Nongpoh</b>

The details of the Returning Officers and the Assistant Returning Officers for the Assembly Constituencies are as below.

District	No. & Name of Assembly Constituency	Returning Officers	Contact No.	Assistant Returning Officers
East Khasi Hills	13-Mawryngkneng (ST)	Deputy Commissioner/ Additional Deputy Commissioners	0364-2224003	EAC, Shillong
	14-Pynthorumkhrah (GEN)			EAC, Shillong
	15-Mawlai (ST)			EAC, Shillong
	16-East Shillong (ST)			EAC, Shillong
	17-North Shillong (ST)			EAC, Shillong
	18-West Shillong (GEN)			EAC, Shillong
	19-South Shillong (GEN)			EAC, Shillong
	20-Myllem (ST)			EAC, Shillong
	21-Nongthymmai (ST)			EAC, Shillong
	22-Nongkrem (ST)			EAC, Shillong
	23-Sohiong (ST)			EAC, Shillong
	24-Mawphlang (ST)			EAC, Shillong
	25-Mawsynram (ST)			EAC, Shillong
	26-Shella (ST)			Sub-Divisional Officer (Civil), Sohra
27-Pynursla (ST)	Deputy Commissioner/ Additional Deputy Commissioners	0364-2224003	EAC, Shillong	
28-Sohra (ST)	Sub-Divisional Officer (Civil), Sohra		EAC, Sohra/BDO, Laitkroh Khatarshnong	
29-Mawkynrew (ST)	Deputy Commissioner/ Additional Deputy Commissioners	0364-2224003	EAC, Shillong	

(xvi) The names Designations and other particulars of Public Information Officers.

<b>Organizations</b>	<b>Public authority</b>	<b>Assistant Public Information Officers</b>	<b>Public Information Officers.</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
East Khasi Hills District	Deputy Commissioner (Elections) East Khasi Hills District	Extra Assistant Commissioner(El)	Addl. Deputy Commissioner (Elections)	Deputy Commissioner (El)
Sohra Sub-Division	Deputy Commissioner (Elections) East Khasi Hills District	Extra Assistant Commissioner (Elections)	Sub-Divisional Officer (Elections)	Deputy Commissioner (El) East Khasi Hills District