

**GOVERNMENT OF HIMACHAL PRADESH
ELECTION DEPARTMENT**

No. 5-22/2003-ELN

Dated: Shimla-171009.

12th October, 2009.

NOTIFICATION

In pursuance of instructions issued by the Govt. vide U.O. No.PPS/CM/2008, dated 5th December, 2008 and PER (AR)B(15)-1/2009, dated 21 February, 2009 respectively, the job profile in respect of officers and officials of Election Department has been finalized and the same is hereby published on official website <http://ceohimachal.nic.in> for the information of general public:-

The Election Department is a Non-plan Department and is responsible for the conduct of various elections from the State. The following statutory functions/ activities are undertaken by this Department: -

1. Conduct of Presidential and Vice-Presidential Election.
2. Conduct of Biennial Elections to the Council of States.
3. Conduct of Elections to Parliament (Lok Sabha) and State Legislative Assembly (Vidhan Sabha) including bye-elections.
4. Preparation, Revision and computerization of Electoral Rolls and continuous updation thereof.
5. Setting up of Polling Stations and revision thereof.
6. Delimitation of Parliamentary and Assembly Constituencies.
7. Preparation of Electors Photo Identity Cards (EPICs).
8. National Voters Awareness Campaign.

All these statutory functions are performed in the State by the Chief Electoral Officer under the superintendence, directions and control of Election Commission of India as envisaged under Article 324 of the Constitution of India.

The Election Department has been conferred upon the **“Secretariat Status”** since 1984-1985 on the recommendations of the Election Commission of India. The Election Department functions as “Head of the Department” and also as “Administrative Department” of the Government. The main duties and responsibilities of the officers & officials of this Department are as under:-

(AT STATE HEADQUARTER, SHIMLA)

(1) The Chief Electoral Officer-cum-Secretary (Elections):

The Chief Electoral Officer, who is an officer of the Election Commission of India, belongs to IAS cadre and is also functioning as ex-officio Secretary (Elections) as there is no separate branch of Election in Himachal Pradesh Civil Secretariat. He is the **“Administrative Head”(AD)** as well as **“Head of Department”(HOD)** of Election Department. The following functions and duties are discharged/performed by the CEO-cum- Secretary (Elections): -

- Overall control of the Election Department.
- Conduct of Elections as Chief Electoral Officer.
- To implement orders/directions of Election Commission of India with regard to conduct of elections, revision of photo electoral rolls and preparation of EPICs etc. issued from time to time.
- Supervision of the work of the District Election Officers, Electoral Registration Officers and departmental officers.
- Approval of recommendations of the DPC & promotions/appointments/confirmations of the Class-I, II & III Officers/Officials.
- Sanction of prosecution of Class-I, II, III & IV Officers/ Officials of the Department.
- Grant of benefits under ACPS in favour of Class-I, II & III Officers/Officials.
- Imposition of major penalties on Class-III & IV employees and minor penalties on Class-I, & II Officers of the department.
- Removal/dismissal from service, pre-mature retirement/compulsory retirement in respect of Class-I, II & III officers/officials.
- Appellate Authority in case of adverse remarks in ACRs in respect of Class-I, II & III officers/officials.
- Financial sanctions at the CEO & Secretary levels.
- Transfer on deputation on Foreign Service of Class-I, II, III & IV officers/officials.
- Posting & transfer in respect of Class-I, II & III officers/officials.
- Annual Budget estimates in respect of Election department.
- Replies to the paras of report of Estimate Committees.
- Replies to the Audit/CAG /PAC Paras.
- Grant of NOCs/permission for appearing in the exam/interviews in respect of Class-I, II & III officers/officials.
- Cases of compassionate appointment.
- Issues Passes to media persons during elections.
- Recruitment and Promotion Rules of all the categories of the department, amendments and laying the Rules in the H.P.Vidhan Sabha.
- Replies of all Court cases.
- Submission of proposals for the consideration of Cabinet/working group.
- Pay fixation cases of all categories.
- Pay fixation cases of ex-servicemen.
- Decisions regarding demands of departmental Associations.
- Holding of various meetings of the department.
- Replies of various Assembly Questions.
- Physical verification of the departmental stores and weeding out of old record.
- Permission to purchase new store/office items which are not provided by the Govt. Press.

- Creation of new posts of all categories, continuation of temporary posts and conversion of temporary posts into permanent ones.
- Termination of lien of officers/officials on completion of probation period.
- Issue of seniority lists of all the officers/officials of the department.
- Sanction of leave in favour of Class-I & II Officers of the department.
- All cases which require advice of other departments including consultation with HPPSC.
- Submission of proposals to the Govt., which require any important change of policy or practice in the department.
- Cases dealing with the communications from the Govt. of India, Election Commission of India.
- Sanction for writing off losses of Store items.
- Investigation sanctions in respect of time barred claims.
- All cases for grant of fees and honorarium relating to conduct of elections etc.
- CEOs Conferences/meetings at New Delhi with ECI.
- Accepting Authority/Appellate Authority for all Class-III employees and Reviewing/Accepting Authority for ACRs in respect of all Class-II & III officers/officials of the department.
- Grant of permission to improve educational qualifications/professional courses etc.
- Grant of permission under conduct rule-18(2) in respect of Class-I & II officers to acquire/dispose of immovable/movable property.
- Acceptance of property returns in respect of Class-I & II officers.
- Sanctioning of maternity leave/ Study leave/EOL in favour of all employees of the department.
- Appellate Authority for the purpose of RTI Act, 2005.

2. Additional Chief Electoral Officer-cum-Additional Secretary (Elections):

The Additional Chief Electoral Officer-cum-Additional Secretary (Elections) belongs to HAS cadre. He is the **“Head of Office”** of Election Department Headquarter. The following functions and duties are discharged/performed by the Additional Chief Electoral Officer-cum-Additional Secretary (Elections):-

- To assist the CEO-cum-Secy (Elections) on each and every matter.
- Supervision of the work relating to both the Sections of the Election Department, Hqs.
- Disposal of all financial matters at the level of Head of Office.
- Approval on recommendations of the DPC & promotions/appointments/confirmations in respect of the Class-IV officials.
- Grant of retirement/premature retirement to Class-IV employees.
- Grant of permission under Conduct Rule-18 (2) to acquire/dispose of immovable/movable property in respect of Class-III & IV employees.
- Acceptance of property returns in respect of Class-III & IV officials.
- Grant of benefits under ACPS in favour of Class-IV employees.
- Imposition of minor penalties on Class-III & IV employees.
- Reporting Authority for ACRs in respect of Class-I & II offices and Reviewing Authority of ACRs in respect of Class-III officials in respect of staff posted at Headquarter.
- Leave sanctioning authority in respect of staff posted at Headquarter.

- Grant of retirement benefits viz. Leave encashment, Gratuity, DCRG, Pensionary benefits and Group Insurance scheme etc.
- Grant of paternity leave/ Family Planning Allowance in respect of staff posted at Headquarter.
- To attend Additional CEO/s conferences/meetings in New Delhi with ECI in the absence of CEO.
- Grant of NOCs/permission in respect of Class- III & IV employees to register their names with Employment Exchanges/higher studies.
- Maintenance of Service Books of the officers/officials posted at Headquarter.
- Controlling Officer in respect of staff posted at HQ.
- Sanction of GPF permanent/temporary advances in favour of Class-I & II Officers posted at HQ.
- Sanction of leave beyond 30 days up to the maximum limit in favour of Class-III & IV employees posted at HQ.
- Sanction of Casual leave up to 4 days in favour of Class-I & II officers of the department posted at HQ.
- Functioning as DDO for HP Election Department HQ Shimla.
- To look after the all the activities of department in the absence of CEO-cum-Secy (Elections).
- PIO for the purpose of RTI Act, 2005.

3. Assistant Chief Electoral Officer:

The Assistant Chief Electoral Officer of the Department is Class-I (Gazetted) officer, equivalent to that of **Under Secretary to the State Govt.** He is functioning as **“DDO”** as well as **“Controlling officer”** for the staff posted at Headquarter. The functions and duties of the said officer are as under:-

- To assist the CEO-cum-Secy (Elections) on each and every matter.
- To assist the Addl. CEO-cum-Addl. Secy (Elections) on each and every matter.
- Overall In-charge of Section-I, which deals with Establishment, Budget & Accounts and Stores matters etc.
- Functioning as DDO and signing of all kinds of bills, signing /verification of Cash Book, Service Books etc.
- Sanction of leave upto 30 days in favour of Class-III & IV employees posted at HQ.
- Sanction of GPF permanent/temporary advances in favour of Class-III & IV employees posted at HQ.
- Sanction of Casual/Compensatory leave beyond 4 days up to the maximum limit in favour of Class-III & IV employees posted at Section-I
- Controlling Officer for the purpose of TA and Medical Reimbursement in respect of all the staff posted at HQ.
- Reporting officer for writing ACR of class-III official working in sections-I
- Inspection of field offices.
- Preparation/approval of agenda notes in connection with various meeting viz. COS meeting, TAC meetings, Cabinet meetings, Efficiency in administration meetings, DPC meetings, Physical & Financial Achievements of the Department's meetings Departmental Associations meetings etc. As a Member of DPC for grant of all service benefit of class-IV.
- APIO for the purpose of RTI Act, 2005 by the Govt.

4. Electoral Officer:

Electoral Officer is also the Class-I(Gazetted) officer of the Department.

The functions and duties of the said officer are as under:-

- Overall Incharge of Section-II, which deals with Conduct of Elections, Preparation, up-dation and Computerization of E-Rolls, Issuance of EPICs, Provision of Polling Stations, Voter awareness campaign, Delimitation of Parliamentary/Assembly Constituencies, dealing with Complaints received through general public and from Election Commission of India during Assembly/Parliamentary elections.
- Functioning as DDO/Controlling Officer in the absence of ACEO and signing of all kinds of bills, verification of Cash Book, Service Books etc.
- Sanction of Casual/Compensatory leave beyond 4 days up to the maximum limit in favour of Class-III & IV employees posted in Section-II.
- Controlling Officer for the purpose of TA and Medical Reimbursement in respect of all the staff posted at HQ in the absence of Assistant Chief Electoral Officer.
- Preparation of agenda notes/proceedings of meetings held in connection with Conduct of Elections, Revisions/I-Cards, CEOs conferences/meetings, Law & Order meetings & Delimitation etc.
- Preparation of Contract Agreements in connection with preparation of I-Cards etc. when work is assigned to S.L.A/Vendors.
- Preparation of Report on General Elections to Lok Sabha/Vidhan Sabha and Bye Elections.
- As a Member of DPC for grant of all service benefits to class-IV.
- Reporting officer for writing ACR of officials of Section-II.
- APIO for the purpose of RTI Act, 2005 by the Govt.

5. Section Officer-I:

Section Officer-I is the Section In-charge of Section-I. The main duty of Section Officer-I is to assist Branch Officer of Section-I in each and every matter pertaining to this Section i.e. Establishment, Budget & Accounts, Stores and maintenance of office premises etc. etc. Some important functions of the said officer are to supervise the work of Dealing Assistants posted in Section-I, to look after their routine work and to maintain discipline and punctuality in the Section. The main functions of Section-I are as under:-

- Framing/finalization of R & P Rules of all the categories of the department.
- All disciplinary cases.
- Pay fixation cases.
- Grant of benefits under ACPS.
- Posting & transfer cases of the department.
- DPC/promotion/confirmation cases.
- Preparation/ Finalization of Seniority lists of all categories.
- Filling up of vacant posts of all categories.
- Prosecution sanctions.
- Replies of court cases/audit paras.
- Continuation of posts and conversion of temporary posts into permanent ones.
- All policy matter cases of the department.

- Compassionate appointment/regular appointment cases.
- Pension and gratuity, GIS, leave encashment cases, maintenance of Service Books etc.
- All types of leave cases of the officers/officials of the department.
- Meetings pertaining to efficiency in administration/ physical and financial achievements of the department/ cabinet/ COS/JCC etc.
- Preparation of Budget/ allocation of budget.
- Reconciliation of expenditure with AG.
- Examination of all kinds of bills i.e. Salary/TA/MR/GPF/all kinds of contingent bills etc.
- Sanction of loans and advances.
- All types of financial sanctions.
- Deduction of Income Tax at source.
- Purchase of all types of store/Stationery/Furniture/ Computer items.
- Inspections of the subordinate staff & offices.
- Correspondence relating to Fire frightening/Vehicles etc.
- Physical verification of the stores.
- Weeding out of obsolete office record.
- All Assembly/Parliamentary questions pertaining to the above matters/subjects.
- Maintenance/procurement of voting machines.

6. Section Officer-II:

Section Officer-II is the Section in charge of Section-II. The main duties of Section Officer-II are to assist Branch Officer of Section-II in each and every matter pertaining to this Section i.e. Conduct of Elections, Preparation, up-dation and Computerization of E-Rolls, Issuance of EPICs, Provision of Polling Stations, Voter awareness campaign, Delimitation of Parliamentary/Assembly Constituencies, Complaints received through general public and from Election Commission of India during Vidhan Sabha and parliamentary elections. Some important functions of the said officer are to supervise the work of Dealing Assistants posted in Section-II, to look after their routine work and to maintain discipline and punctuality in the section.

The main functions of Section-II are as under:-

- Conduct of Presidential/Vice-Presidential Elections.
- Conduct of Rajya Sabha Elections.
- Conduct of Lok Sabha/Vidhan Sabha Elections/Bye-elections.
- Preparation, Printing & Computerization of Electoral Rolls.
- Summary/Special/Summary Intensive Revision of Electoral Rolls.
- Preparation and Issuance of Electors Photo I-Cards.
- Delimitation of Parliamentary/Assembly Constituencies.
- Election Petitions.
- Maintenance of Law & Order during elections.
- Enforcement of Model Code of Conduct during elections.
- Disposal of all types of complaints received during elections.
- Voter awareness campaign.
- Preparation of Annual Administrative Report pertaining to Election Department.
- Preparation of election report pertaining to general elections/bye elections of Assembly and Parliamentary.

- Opening of Media Centers/Control Rooms during elections.
- Issuances of passes to Media Persons during elections.
- Provision of Polling Stations.
- Disposal off obsolete Electoral Rolls/Ballot Papers and other election related papers.
- CEOs conferences /Meetings.
- MOU/Agreements.

7. Computer Programmer:

There is only one technical post of Computer Programmer, Class-I(Gazetted) in the Department. The functions and duties of the said officer are as under:-

- Overall in charge of Computer Section which deals with all computerization related activities of the election department.
- Looking after the work pertaining to all computerization activities of the department.
- Development of computer software.
- Installation of software.
- Maintenance of computer hardware.
- Imparting of training to the officers & staff posted at Headquarter and District/Sub-Divisional Election Offices.
- To attend the meetings with ECI regarding development/ procurement of data, data management/transmission of data etc.
- Preparation of Report on Computer regarding General Elections to Lok Sabha/Vidhan Sabha and Bye Elections.
- Preparation of digital maps of ACs on Computers.
- Preparation of data for Delimitation.
- Submission of every report to Election Commission of India during Assembly/ Parliamentary Elections.

8. Personal Staff:

To assist the Chief Electoral Officer-cum-Secretary (Elections), Additional Chief Electoral Officer-cum-Additional Secretary (Elections), Assistant Chief Electoral Officer and Electoral Officer, One post of Private Secretary, one post of Senior Scale Stenographer and one post of Junior Scale Stenographer exist in the department. The general functions of the personal staff are to assist the above officers in their day to day disposal of work and carry out such duties as are officially assigned to them. They have to handle files/records of confidential/ secret nature and as such, they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing. Further they have to perform the duties of receipt and dispatch of dak, preparation of notes and drafts, attending to telephones, calls,

maintenance of engagement diary, furnishing of offices/residences of officers. Control over vehicles/drivers, arrangements for tours/pay etc. and also maintenance of record. Maintenance of ACRs of departmental officers & officials of the department is also looked after by the personal staff.

9. Senior Assistants:

There are two Sections with 11 Senior Assistants in the Election Department Headquarters, Shimla. The department has assigned Independent work to every Senior Assistant. They deal with receipts and submit cases to the Section Officers concerned. They are required to maintain files and present cases on files, compile data, prepare information and deal matters assigned to them including Cabinet Memorandums/Court Cases, Assembly Questions/Disciplinary cases and they present complete cases with all relevant records/datas with past precedents/references and feasible solutions to facilitate the authorities to arrive at definite decisions. The Senior Assistants are thus basic to the administrative machinery.

10. Junior Assistants/Clerks:

There are 9 posts of Junior Assistants/Clerks sanctioned for Election Department Headquarter, Shimla. No independent work has been assigned to Junior Assistants/Clerks. Some Junior Assistants are attached with Senior Assistants to assist them. Some are doing Diary/Dispatch, Typing, and data entry etc. and related work. Some Junior Assistants are assigned the work of Dealing Assistants during the leave/vacancy period of Dealing Assistants as temporary arrangement.

11. Computer Operator:

There are two posts of Computer Operator sanctioned in the department, one is on regular basis and another one is on Contract basis. The main functions and duties of the said official are to assist the Computer Programmer in all computer related activities/programmes of the department. Other functions of the Computer Operator are to impart training to staff, installation of software, attend the urgent meetings regarding computerization activities in the absence of CP, maintenance of computer software/hardware etc.

12. Driver:

There are two vehicles viz. HP-51-0018 (For CEO-cum-Secy. (Elections), HP-03-2901 (For Addl. CEO-cum-Addl Secy (Elections) in the Election Department. Two posts of Drivers are sanctioned for the above vehicles.

13. Gestetner Operator:

There is only one post of Gestetner Operator (Class-IV) sanctioned in the department for Headquarter. The main functions of the said official are as under:-

- To operate Photostat Machine and make out desired number of copies.
- To procure paper, toner etc. for ensuring proper operation of machines.
- To maintain proper account in a register with requisition slips for paper used consumption of toner etc.
- To arrange timely repair of machines.
- To perform duties of Chowkidar during the leave of Chowkidar.

14. Daftri:

There is only one post of Daftri (Class-IV) sanctioned in the department for Headquarter. The main functions of the said official are as under:-

- To mend, trim, stitch, bind, old records, files etc.
- To paste correction slips in the official reference books of various officers and those of the branches/sections.
- To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/ packets and parcels, dispatch dak and telegrams and help the dispatcher in the circulation of all printed matter etc.
- To sort-out and properly keep the record in section.
- To perform duties of Chowkidars during the leave of Chowkidar.

15. Peons:

There are 6 posts of Peons sanctioned in the department for Headquarter. One peon each is deployed to attend the Chief Electoral Officer, Additional Chief Electoral Officer, Assistant Chief Electoral Officer, Electoral Officer and Section Officers. One Peon is deployed on dak and another one is deployed for bank/treasury. The main duties of the Peons are as under:-

- To carry and deliver dak within or outside the office.
- To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.
- To perform miscellaneous and odd jobs for officer/officials.
- To attend any other work that may be assigned.
- To attend to officers at hqr.
- To perform duties of Chowkidar during the leave of Chowkidar.

16. Chowkidar:

There is only one post of Chowkidar sanctioned for Election Department, Headquarter, Shimla. The main duties of the Chowkidar are:-

- To keep watch and ward during and after office hours; and
- To take precautionary measures relating to prevention of fire and damage to Government property.
- To close and open the rooms daily.
- To dust and clean the furniture, articles, files, doors, windows etc.
- To remove, shift and replace the articles of furniture, fixture and equipment.

16. Sweeper:

There is only one post of sweeper sanctioned for Election Department, Headquarter, Shimla. The main duties of the sweeper are:-

- To sweep, clean and mop the rooms, corridors, verandahs and compound.
- To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- To light the stoves/angithies and to perform the allied work relating to this job.
- To collect and dispose of all waste in the office.

(AT DISTRICT ELECTION OFFICES)

1. District Election Officer:

The Deputy Commissioners of the districts are the "**District Election Officers**" and they are functioning as "**Head of Office**" in the district. The functions/duties of the said officer are as under:-

- To perform functions of Appellate Authority under the provision of sub rule(1) of rule 23 of Registration of Electors Rules, 1960.
- Conduct of Lok Sabha Elections as Returning Officer/Assistant Returning Officer.
- Appointment of Polling Staff.
- Overall supervision of all work pertaining to Conduct of Elections, Revision of Photo Electoral Rolls, preparation of EPICs and their distribution.
- Procurement of election material and distribution to Sub-Divisional Election Offices.
- Arrangement for safe custody of electronic voting machines and election record.
- Sanctioning of leave up to 30 days in favour of Class-I & II officers posted in District Election Offices.
- Sanctioning of leave up to the maximum limit in favour of Class-III & IV employees of the District Election Office.
- To act as Competent/Disciplinary authority under CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.
- To act as competent authority to impose minor penalties to Class-III & IV employees.
- Sanctioning GPF advances, Pension/Gratuity/GIS/DCRG etc.
- To act as reviewing authority for ACRs in respect of staff posted in DEO's office.
- Sanctioning of Family Planning Allowance.
- Grant of Paternity leave.
- Appointment, posting & transfer of Class-IV being a District Cadre.
- Appellate Authority for the purpose of RTI Act, 2005.

2. Tehsildar (Elections).

To assist the District Election Officer, one post of Tehsildar (Elections) has been provided/sanctioned for each District Election Office. He is functioning as DDO as well as ARO for Assembly Election. The main functions/duties of the said officer are as under:-

- Functions as ARO and AERO.
- Procurement of material and Supplies.

- Sanctioning of leave up to 30 days in favour of Class-III & IV employees of the District Election Office.
- Sanctioning of GPF advances.
- Signing of all kinds of bills viz. Salary/TA/MR/Contingent bills etc.
- Reporting Authority for ACRs in respect of staff posted in DEO's office.
- Supervise the work of District Election Office as well as dealing assistants.
- Maintaining discipline & punctuality amongst the staff.
- Sanctioning of Casual Leave/Compensatory leave/Special Casual Leave/Paternity leave etc.
- Signing of Cash Book.
- Inspection of subordinate staff as well as Sub-Divisional Election Offices.
- Physical verification of Stores.
- Imparting rehearsals in connection with conduct of elections/ revision of e-Rolls etc.
- Attending meetings with DEOs/CEO.
- To assist the DEO in the Conduct of Lok Sabha/Vidhan Sabha Elections.
- Designated as PIO under RTI Act, 2005 by the State Govt.
- APIO for the purpose of RTI Act, 2005.

3. Naib-Tehsildar (Elections):

To assist the Tehsildar (Elections), one post of Naib-Tehsildar (Elections) (except Mandi & Kangra where two posts being larger Districts) has been provided/sanctioned for each District Election Office (Except Kinnaur and Lahaul & Spiti). The main functions/duties of the Naib-Tehsildar (Elections) are as under:-

- Functioning as DDO in the absence of Tehsildar (Elections).
- Supervise the work of dealing assistants.
- Maintaining discipline & punctuality amongst the staff.
- Sanctioning of Casual Leave/Compensatory leave/Special Casual Leave/Paternity leave etc. in the absence of Tehsildar (Elections).
- Inspection of subordinate staff as well as Sub-Divisional Election Offices.
- Imparting rehearsals in connection with conduct of elections/ revision of Electoral Rolls etc.
- To attend the meetings on various subjects with DEOs/CEO.
- To Assist the DEO and Tehsildar (Elections) in the Conduct of Lok Sabha/Vidhan Sabha Elections.
- APIO for the purpose of RTI Act, 2005.

4. Senior Assistant:

To assist the Tehsildar/Naib-Tehsildar (Elections), one or two posts of Senior Assistants have been provided/sanctioned for each District Election Office. The main functions/duties of the Senior Assistant are as under:-

- Put up all Establishment related cases pertaining to staff posted at District Election Offices as well as Sub-Divisional Election Offices.
- Put up all Budget & Accounts related cases viz. preparation of budget estimates, requirement of budgets, Audit paras etc.
- Put up/dispose off all cases pertaining to Conduct of elections, Revision of Electoral Rolls, Issuance of Photo I-Cards etc.
- Maintenance of Cash Books.

- Put up all Policy matters related to particular cases.
- Correspondence relating to Delimitation of PCs/ACs.
- Preparation of agendas for meetings.

5. Junior Assistants/Clerks:

There are two or three posts of Junior Assistants/Clerks sanctioned for the District Election Offices. They have been assigned Independent work. The main functions/duties of the Junior Assistants/Clerks are as under:-

- To assist the Senior Assistant on each and every matter.
- Preparation of all kinds of bills.
- Maintenance of Stores.
- Procurement of Store articles.
- Hindi/English typing/ data entry, all computers related activities of the Office.
- Preparation of agendas for meetings.
- Put up all sanction cases.
- Diary & Despatch, collection of stationery and store items from State Headquarter.
- Purchase of Store articles etc.

6. Peons:

There are two or three posts of Peons sanctioned for the each District Election Office. The main duties of the Peons are as under:-

- To carry and deliver dak within or outside the office.
- To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.
- To perform miscellaneous and odd jobs for officer/officials.
- To attend any other work that may be assigned.
- To attend to officers at hq.

7. Chowkidar:

One post of Chowkidar for each District Election Office has been sanctioned in the Department. The main duties of Chowkidar are:-

- To keep watch and ward during and after office hours; and
- To take precautionary measures relating to prevention of fire and damage to Government property.
- To close and open the rooms daily.
- To dust and clean the furniture, articles, files, doors, windows etc.
- To remove, shift and replace the articles of furniture, fixture and equipment.

16. Sweeper:

One post of sweeper for each District Election Office has been sanctioned in the Department. The main duties of sweeper are:-

- To sweep, clean and mop the rooms, corridors, verandahs and compound.
- To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- To light the stoves/angithies and to perform the allied work relating to this job.
- To collect and dispose of all waste in the office.

(AT SUB-DIVISIONAL ELECTION OFFICES)

1. Electoral Registration Officers/Returning Officers:

The SDMs (as the case may be) has been designated/appointed as Electoral Registration Officers for Revision of Electoral Rolls and Returning Officers for Conduct of Assembly Elections. They are the man focus of elections and overall in charge of Sub-Divisional Election Offices. The main functions and duties of the above officers are as under:-

- Functions as Assistant Returning Officer for Lok Sabha Elections.
- To conduct general elections/bye elections to Vidhan Sabha as Returning Officer.
- Registration of electors as Electoral Registration Officer.
- Launching and overseeing revision of Photo Electoral Rolls and Photography campaigns.
- Issuance of EPICs to Electors.
- Appointment of Staff for revision process.
- Reporting Authority for ACRs in respect of election staff posted in Sub-Divisional Election Offices.
- Grant of casual leave/station leave in favour of Class-III & IV posted in Sub-Divisional Election Offices.
- To ensure timely completion of all the projects/programmes introduced/ordered by the ECI/Department.
- Attending the meetings pertaining to election related matters with DEOs.
- Rehearsals to Polling Personnel during revision and election process.
- APIO for the purpose of RTI Act, 2005.

2. Election Kanungo:

To assist the Electoral Registration Officer-cum-Returning Officer, posts of Election Kanungos are provided/sanctioned (AC wise) for Sub-Divisional Election Offices. The main functions and duties of the Election Kanungos are as under:-

- Up-keep/maintenance/computerization of Electoral Rolls.
- Preparation of AC maps.
- Physical verification of Polling Stations.
- Imparting of rehearsals to staff requisitioned for election duty.
- Data entry on computers.
- Addition/deletion of names of electors during Special Summary Revision of Electoral Rolls/continuous updation process.
- Issuance of Photo I-Cards.
- All correspondence/work relating to Delimitation of PCs/ACs.
- Election management.
- To assist the ERO-cum-RO.

3. Junior Assistants/Clerks:

One post of Junior Assistant/Clerk is sanctioned for each Sub-Divisional Election Office. The functions/duties of the said official are as under:-

- To assist the ERO-cum-RO and Election Kanungo on each and every matter.
- Preparation of all kinds of bills.
- Maintenance of Stores.
- Hindi/English typing/ data entry,
- Diary & Dispatch.
- Collection and maintenance of stationery and store items.
- Put-up all cases on files to ERO-RO.
- Procurement of EVMs.
- Put up office orders regarding appointment of staff of various departments on election related works.

4. Peons:

There is one post of Peon sanctioned for each Sub-Divisional Election Office. The functions/duties of the said official are as under:-

- To carry and deliver dak within or outside the office.
- To ensure cleanliness and general up-keep of the section/office and of the furniture, fixture and equipment.
- To perform miscellaneous and odd jobs for officer/officials.
- To attend any other work that may be assigned.
- To attend to Officers concerned.
- To close and open the rooms daily.
- To dust and clean the furniture, articles, files, doors, windows etc.

In addition to above, officials belonging to field and ministerial category have to perform any other work that may be assigned to them by the CEO and Senior Officers of the Department from time to time.

By order,

**Chief Electoral Officer-cum-
Secretary(Elections),
Govt. of Himachal Pradesh.**

Endst. No. 5-22/2003-ELN.

Dated: Shimla-171009.

12th October, 2009.

Copy to:-

1. The Principal Secretary (AR), Govt. of Himachal Pradesh with reference to his letter referred to above and subsequent reminder of even number, dated 19th August, 2009 for information.
2. All the District Election Officers (DCs) in Himachal Pradesh for information.
3. All the ERO-ROs(DCs/ADMs/SDMs) in Himachal Pradesh for information.
4. The ADC, Spiti at Kaza.

Sd/-

**Addl. Chief Electoral Officer-cum-
Additional Secretary(Elections),
Govt. of Himachal Pradesh.**