

RTI DISCLOSURE

Year 2022-2023

*Under Section 4(1) (b) of the
Right to Information Act, 2005*

**Office of the
Chief Electoral Officer
Nagaland : Kohima**

Contents

Chapter	Particulars/Descriptions	Page Nos.
	Introduction	1-2
1	Particulars of its Organization, functions and duties.	2-6
2	Powers and duties of its Officers and employees.	6-9
3	Procedure followed in decision-making process, including channels of supervision and accountability.	9-21
4	The norm set by it for the discharge of its functions	21
5	Rules, Regulations, Instruction, Manuals and Records for Discharging Function.	22-23
6	A Statement of the categories of documents that are held by it under its control.	23
7	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.	23
8	A statement of 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.	24
9	A Directory of Officers and Employees	24-26
10	Monthly Remuneration received by each of the Officers and Employees.	27-33
11	Budget Allocation.	34
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	34
13	Particulars of recipients of concessions, permits or authorizations granted by it.	34
14	Details in respect of the information, available to or held by it, reduced in electronic form.	34
15	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.	34-35
16	List of Appellate Authority, Public Information Officer and Assistant Public Information Officer.	35-36
17	Such other information as may be prescribed.	36-40

Introduction.

1.1. Background, objective and purpose of this Hand Book:

The Right to Information Act, 2005 (Central Act 22 of 2005) has been enacted to provide for setting out a practical regime of the right to information for citizens to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every Public Authority. This publication under section 4(1) (b) of the Right to Information Act sets out the obligations of public authorities concerned with electoral administration.

1.2. Intended users of this book:

Members of public, political parties, officers and staff concerned with electoral administration will be the users of this Hand Book.

1.3. Organization of the Information:

The organization of the information in this Hand Book is given Chapter-wise in the index.

1.4. Contact person:

Public Information Officer, i.e. Additional Chief Electoral Officer and Assistant Public Information Officer, i.e. Assistant Chief Electoral Officer, Election Department, Nagaland, Kohima.

1.5. Procedure and Fee Structure for getting information:

(GO No.AR-3/Gen-147/2005 (A) dated 30.11.2005)

(a) Every application for obtaining information under sub-section (1) of the section 6 of the Act shall be accompanied by an application fee of Rs.10/- by way of cash or Demand Draft or Bankers Cheque payable in the Head of Account "0070-Other Administrative Services". The applicant may also remit the fee under the above head of account in the Govt. Treasury through a Treasury Challan and produce the Challan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing the information under sub-section (1) of Section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates :-

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) Actual charge or cost price of a copy in larger size paper;
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes in (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the head of account, at the following rates –

- (i) for information provided in diskette or floppy Rs. 50/- per diskette or floppy: and
- (ii) for information provided in printed form, at the price fixed for publication or rupees two per page of photo copy for extracts from the publication.

Persons below the poverty line are exempted from the payment of fee for seeking information under the Right to Information Act, 2005. The list of persons below the poverty line as approved by the Village Council and Local Bodies will be the basis for claiming concessions and the certified extract of the list will be sufficient to avail this concession.

Chapter-1: Particulars of its Organization, functions and duties:

2.1 Name & Address:

The Chief Electoral Officer & Ex-Officio Secretary to Government of Nagaland, Election Department.

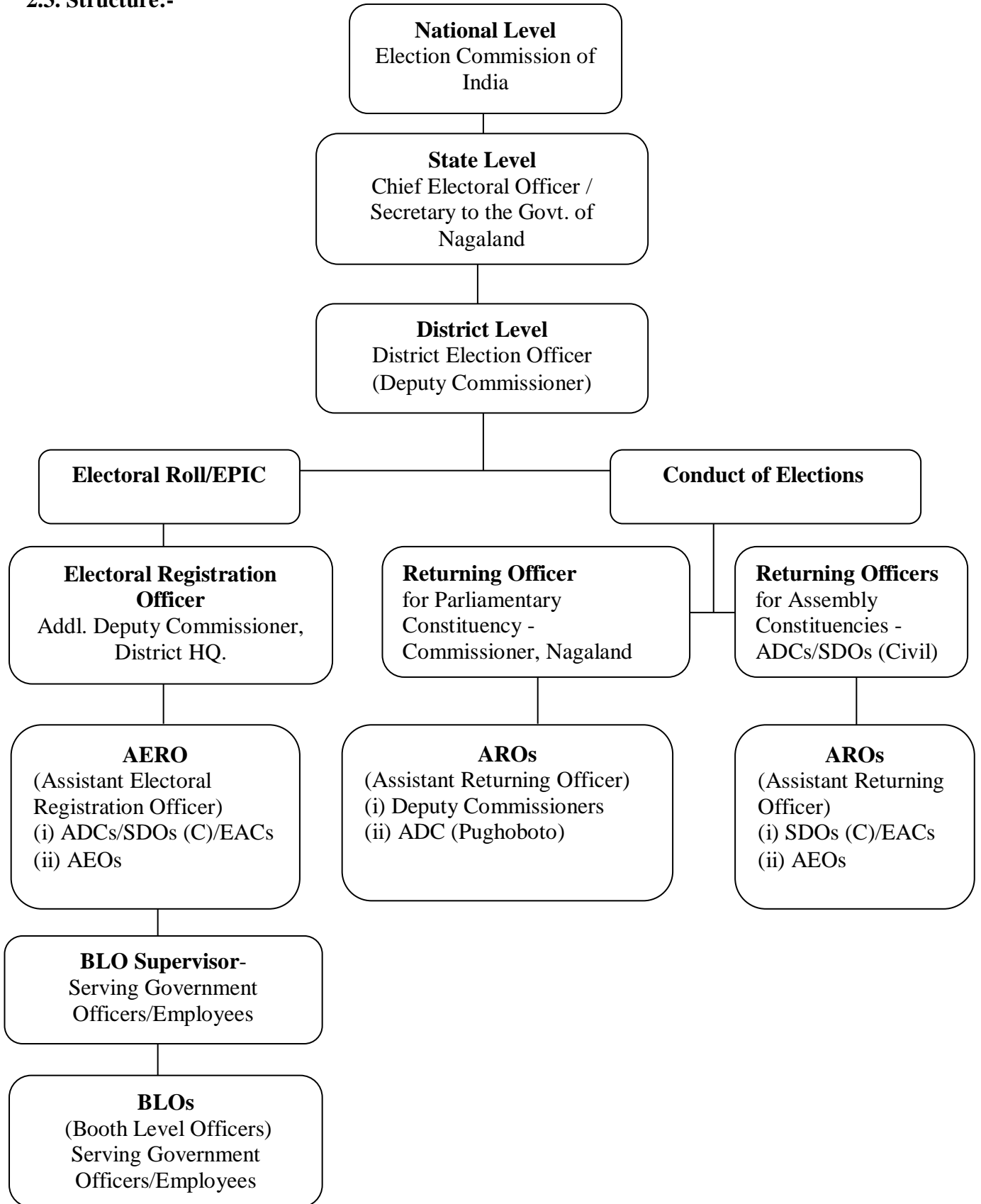
2.2 Legal standing and creation:

Under Article 324 of the Constitution, the superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to the Parliament and to the Legislature of every State and the elections in the offices of President & Vice-President are vested in the Election Commission which consists of the Chief Election Commissioner and Election Commissioners. At the state level, the election work is supervised subject to the superintendence, direction and control of the Election Commission, by the Chief Electoral Officer (appointed by the Election Commission) and the officers and staff working under him.

The Chief Electoral Officer (CEO) is normally appointed from All India Service in the cadre of Secretary & above. Chief Electoral Officer is, therefore, designated as Chief Electoral Officer and Ex-Officio Secretary to Government. Field administration at the district level is run by the District Election Officers (DEOs) who are the Deputy Commissioners.

The Addl. Deputy Commissioners in the district HQs are designated as Electoral Registration Officers (EROs) for preparation & maintenance of electoral rolls. Generally, officers in the level of ADC/ Sub-Divisional Officers (Civil)/ Extra Assistant Commissioners and Assistant Elections Officers etc. are designated/appointed as Assistant Electoral Registration Officers (AEROs) to assist ERO. For the first time, the ADCs & SDOs (civil) were designated/appointed as Returning Officers and the SDOs (civil) and EACs were designated/appointed as Assistant Returning Officers for the conduct of 13th General Election to Nagaland Legislative Assembly in February 2018. The office of the Chief Electoral Officer was set up in Nagaland for the General Elections in 1963, in accordance with Section 13A of the Representation of the People Act, 1950, for carrying out the following functions and duties.

2.3. Structure:-



2.4 Employees at the State Level Department:

Sl. No.	Name of Post	No. of Employees
1	Chief Electoral Officer & Secretary to the Government	1
2	Additional Chief Electoral Officer	1
3	Joint Chief Electoral Officer	2
4	Deputy Chief Electoral Officer	2
5	Assistant Chief Electoral Officer	2
6	Administrative Officer	1
7	Assistant Election Officer-II(MIS)	1
8	Project Manager	1
9	Programmer	1
10	Assistant Programmer	3
11	Superintendent	3
12	Assistant Superintendent	5
13	UDA	3
14	LDA-cum-Computer Assistant	11
15	Data Processing Operator	5
16	Call Centre Operator	3
17	Library Assistant	1
18	Stenographer- II	2
19	Stenographer-III	3
20	Peon (Including 1 fixed pay)	9
21	Driver (Including 3 fixed pay)	12
22	Sweeper (Including 5 fixed pay)	6
23	Office Chowkidar	1

2.5 Employees at the District Level:

All District Election Officers (DEOs), Returning Officers (ROs), Assistant Returning Officers (AROs), Electoral Registration Officers (EROs) and Assistant Electoral Registration Officers (AEROs) are notified by Election Commission of India in consultation with the State Government.

1. 15 DCs & ADC of Pughoboto as **DEOs** : 16 Nos.
2. 14 ADCs District Hq. & SDO (civil) Pughoboto/Noklak as **EROs** : 16 Nos.
3. ADCs /SDOs (civil)/EACs as **AEROs** : 60 Nos.
4. ADCs/SDO (civil) as **ROs** : 60 Nos.
5. SDOs (civil)/EACs as **AROs** : 60 Nos.
6. AEOs as **AROs & AEROs** : 11 Nos.

Note: ECI designated 3 (three) new District Election Officers (DEOs) namely Tseminyu, Chumuokedima and Shamator in November 2022.

Office of the District Election Officer establishment consists of-

1. Assistant Election Officer : 1 No.
(Except Noklak, Tseminyu, Chumuokedima, Shamator & Pughoboto.)
2. Head Assistant : 1 No.
3. UDA : 1 No.
4. LDA-cum-Computer Assistant : 3 or 4 Nos.
5. Driver : 1 No.
6. Peon : 2 Nos.
7. Chowkidar/Sweeper : 1 (contingency fixed pay)
8. Noklak, Tseminyu, Chumuokedima & Shamator are a new Election District and so there are no regular employees now.

2.6. Working hours for Office:

The working hours for all Offices are from 9:30 AM to 4:00 PM.

(Note: Applications/petitions under the Right to Information Act/ Rules will be accepted during office hours on the working days only).

2.7. Public Grievance Redressal Mechanism:

The representations/genuine grievances relating to the subject of elections from the citizens of Nagaland are received in the Office of the Chief Electoral Officer through toll free phone No. 1950 and also in the Office of the District Election Officers and Electoral Registration Officers during working hours on all working days.

2.8. Functions and duties:

Subject to Superintendents, discipline and control of Election Commission of India under the Article 324 of the Constitution of India, the Powers and duties has been vested to the Chief Electoral Officer, District Election Officer, Electoral Registration Officer, Assistant Electoral Registration Officer, Returning Officer and Assistant Returning Officer respectively (Refer Section 13A/13AA/13B/13C of the Representation of the People Act, 1950, and Section 20/20A/21/22 of the Representation of the People Act, 1951).

(i). Conduct of General Elections/Bye-Elections to:

- (a) the 60 Assembly Constituencies in Nagaland Legislative Assembly
- (b) the lone Lok Sabha seat allocated to Nagaland

Note: These two elections are direct elections where the people directly participate.

- (c) the lone Rajya Sabha seat allocated to Nagaland – elected by the elected members of the Legislative Assembly of the State.
- (d) the Office of the President of India – elected by the members of electoral college consisting of the elected members of both Houses of Parliament and Legislative Assemblies of States
- (e) the Office of the Vice-President of India - elected by the members of electoral college consisting of the elected members of both Houses of Parliament

Note: The elections of these Offices [above (c), (d), (e)] are indirect elections.

- (ii). It is the duty of all election related officers to ensure that the elections are conducted in a free and fair manner and in accordance with all relevant Acts, Rules and executive directions of the Election Commission of India.
- (iii). Preparation of an error free electoral roll.

Chapter-2: Powers and duties of its Officers and employees:

(a) Chief Electoral Officer:

In accordance with the provisions of Section 13A of the Representation of the People Act 1950, for each State, an officer of Government is designated or nominated in consultation with the State Government by the Election Commission of India as the Chief Electoral Officer. The Chief Electoral Officer shall, under the superintendence, direction and control of the Election Commission of India, supervise the preparation, revision and correction of all electoral rolls in that State. The Chief Electoral Officer of each State shall, subject to the superintendence, direction and control of the Election Commission, supervise the conduct of all elections in the State under Section 20 of the Representation of the People Act, 1951.

- i). Facilitating and coordinating all the above works at the State level so that the instructions/directions of the Election Commission of India are carried out without any omission or commission.
- ii). Functioning as the appellate authority to certain decisions of the Electoral Registration Officers/District Election Officer.

(b) District Election Officer:

For each district in a State, other than a Union Territory, the Election Commission of India shall, in consultation with the Government of that State, designate or nominate a **District Election Officer** who shall be an officer of Government to co-ordinate and supervise, under the superintendence, direction and control of the Chief Electoral Officer, all work in the district or in the area within his jurisdiction in connection with the preparation, revision and correction of the electoral rolls for the Parliamentary and all Assembly Constituencies within the district (Section 13AA of RP Act 1950). The District Election Officer shall co-ordinate and supervises all work in the district or in the area within his jurisdiction in connection with the conduct of all elections to Parliament and the Legislature of the State (Section 20A of RP Act, 1951). The District Election Officer shall also perform such other functions as may be entrusted to him by the Election Commission and the Chief Electoral Officer.

- (i) Functioning as appellate authority for certain decisions taken by Electoral Registration Officer in regard to claims and objections;
- (ii) Grievance redressal related to elections;
- (iii) Coordinate and supervise the work of Electoral Registration Officers and Returning Officers;
- (iv) Controlling Officer of the District Election Office/establishment.

General Duties of District Election Officer with relation to election:

- (1) Responsible for the provision of polling stations and publication of list of polling stations with the previous approval of the Election Commission;

- (2) Formation of polling parties and appointment of Presiding Officer and Polling Officers for each polling station in respect of all the Assembly Constituencies comprised within that district;
- (3) Imparting intensive training to the polling personnel;
- (4) Requisition of Vehicles;
- (5) Building awareness about the use of Electronic Voting Machine among the general public, political parties, candidates and media.
- (6) Printing of postal ballot papers and dispatch to the service voters and persons on election duty.
- (7) Scrutiny of accounts of election expenses of contesting candidates and submission of returns to the Commission.
- (8) Safe custody of all voting machines, election papers and election materials after the completion of election and during the period specified for the purpose.

(c) Returning Officer:

For every constituency, for every election to fill a seat or seats in the Lok Sabha, Legislative Assembly, Council of States etc, the Election Commission shall, in consultation with the Government of the State, designate or nominate a **Returning Officer** who shall be an officer of Government or of a local authority (Section 21 of RP Act, 1951)

The Returning Officer is primarily responsible for overseeing the conduct of election in his constituency. The functions of the Returning Officer (as well as those of the District Election Officer) are:

- Drawing up the programme and detailed arrangements for the poll;
- Procurement of election materials;
- Provision of polling stations;
- To publish the notice regarding election;
- To accept and scrutinize the nomination papers
- Allotment of symbols;
- Prepare the list of contesting candidates;
- Prepare EVMs/VVPATs for election;
- Appointment, training of polling personnel;
- Deployment of polling parties to polling booths;
- Printing of postal ballot papers and dispatch to service voters and persons on election duty;
- Meetings/contact with candidates, political parties to ensure free, fair and smooth elections and proper enforcement of model code of conduct;
- Setting up of Election Expenditure Monitoring Mechanism;
- Requisition of Vehicles and providing conveyance to the Polling Parties;
- Arrangement and supply of ballot papers for EVM and other election materials;
- Supervision of poll and sending reports to Election Commission;
- Transportation and storage of EVMs under full proof security arrangements;
- Designating counting centre's and getting approval of the Commission;
- Sending notice to the candidates about the place, date and time of counting;
- To appoint and train counting staff;

- To count the votes and declare the result;
- Safe custody of election papers and materials after counting;
- Scrutiny of accounts of election expenses of contesting candidates and submission of their returns to the Commission;
- Overseeing the overall election work and ensuring free and fair manner of conduct of election as per the statutory provisions.

(d) Assistant Returning Officer:

The Assistant Returning Officer shall assist any Returning Officer in the performance of his functions. Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer. However the Assistant Returning Officer cannot perform any of the functions of the Returning Officer relating to scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said function (Section 22 of RP Act, 1951).

(e) Presiding and Polling Officers

The District Election Officer shall appoint a presiding officer for each polling station and such polling officer or officers as he thinks necessary but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election. A polling officer shall, if so directed by the presiding officer, perform all or any of the functions of a presiding officer. If the presiding Officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorized by the district election officer to perform such functions during any such absence.

The general duty of the presiding officer at a polling station is to maintain order and to ensure that the poll is fairly taken. He enjoys full legal power to control the proceedings in the polling station under his charge. The duty of the polling officers at a polling station is to assist the presiding officer in the performance of his functions. The polling party generally consists of a Presiding Officer and, at a single election, 3 polling officers if the number of electors attached to a polling station is 1200 or less and 4 polling officers if the number of electors is more than 1200. At a simultaneous election, the polling party consists of a Presiding Officer and 5 Polling Officers. With the introduction of VVPATs (Voter Verifiable Paper Audit Trail) system used allongwith the EVMs, additional polling officer is appointed in charge of the VVPAT starting from the conduct of General Assembly Election, 2018.

(f) Electoral Registration Officers :

The Electoral roll for each Assembly Constituency shall be prepared and revised by an Electoral Registration Officer who shall be an Officer of Government or of a local authority as the Election Commission may, in consultation with the Government of the State in the Constituency is situated, designate or nominate in this behalf (Section 13B of RP Act, 1950). The general duties of Electoral Registration Officers are:

- (i) Preparation of electoral rolls with 1st January of the year as the qualifying date.
- (ii) Employ such persons as he thinks fit (like Supervisory Officers and Booth Level Officers etc.) for the preparation and revision of electoral roll for the constituency;

- (iii) Preparation and issue of Electoral Photo Identity Cards (EPICs).
- (iv) Grievance redressal related to Electoral Rolls and EPICs.

(g) Assistant Electoral Registration Officers:

The Assistant Electoral Registration Officer shall assist any Electoral Registration Officer in the performance of his functions and he shall, subject to the control of the Electoral Registration Officer, be competent to perform all or any of the functions of the Electoral Registration Officer (Section 13C of RP Act, 1950).

(h) BLO Supervisor:

As directed by the Commission, to coordinate the field work of the BLOs (Booth Level Officers) one BLO Supervisor/Supervisor is appointed for every 10 (ten) BLOs. The BLO Supervisors are Officers of Government appointed by the Electoral Registration Officer under Section 13B (2) of RP Act, 1950 after obtaining approval of District Election Officer. The BLO Supervisor supervise the activities of BLOs, prepare hand drawn map of the part/polling station, prepare schedule of BLO field visits and monitor the progress of work done by the BLOs on daily basis and help them in collecting correct and good quality data.

(i) BLO (Booth Level Officer):

BLOs are the serving Officers of the Government or Local Bodies. They are appointed by the Electoral Registration Officer under Section 13B (2) of RP Act, 1950 after obtaining approval of the District Election Officer. One BLO is appointed for each part/polling station. They are the custodian of the electoral roll of that part assigned and will make a thorough study of the electoral roll, make frequent field visit and interact with the local people for preparing correct electoral roll. The main duties of BLOs are:

- Distribution and collection of claims and objections forms
- conduct house to house visit to verify correctness of the current electoral roll
- Identification of dead/shifted/non-existing electors
- Analysis of the polling station electoral data to identify the gaps
- Collection of correct details of the electors
- Display and reading out of draft electoral roll in the polling station
- Distribution of EPIC (Electors Photo Identity Card) to electors
- Preparation of polling station map
- Organizing SVEEP (Systematic Voters Education and Electors Participation) programme
- Organizing/Participating in the National Voters Day
- Manning Help Desk at polling station and maintenance of alphabetical electoral roll on poll day.

Chapter-3 : Procedure followed in decision-making process, including channels of supervision and accountability .

The major areas of decision-making relevant to the public and the norms followed in those areas are set out below Para 4.1. to 4.9. The channels of supervision and enforcing accountability generally follow the hierarchy specified in the organizational structure set out earlier in chapter-2.

4.1. Conditions and disqualifications for registration in the electoral roll, types of electors and Forms and Procedures followed:

4.1.1. Condition for registration- Every person who –

- (i) is not less than 18 years of age on the qualifying date (1st January of the year);
- (ii) is ordinarily resident in a constituency.

4.1.2. Disqualification for registration-

(1) A person shall be disqualified for registration in an electoral roll if he-

- (a) is not a citizen of India; or
- (b) is of unsound mind and stands so declared by a competent court;
- (c) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections.

(2) The name of any person who becomes so disqualified after registration shall forthwith be struck off from the electoral roll in which it is included:

(Provided that the name of any person struck off from the electoral roll of a constituency by reason of a disqualification shall forthwith be re-instated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorizing such removal).

4.1.3. Types of Electors:

There are three types of electors (General Electors, Service Electors and Overseas Electors).

(i) General Electors:

The general electors are the electors who are registered at the places where they are ordinarily resident and enrolled in the general electoral rolls. The general elector uses various application Forms like- Form-6 for registration/inclusion, Form-7 for objection/deletion, Form-8 for correction and Form-8A for transposition from one polling station to another polling station within the constituency. After registration of name in the electoral rolls, EPIC (Electors Photo Identity Card) is issued to the general electors. During the conduct of election, general electors go to the polling station to cast individual vote. The general electors who are on election duty are provided the facility of casting vote through Postal Ballot or Election Duty Certificate.

(ii) Service Electors:

The Service Electors are those persons having service qualifications like - Personnel of Indian Army, Navy, Air Force and CPMF (being a member of the Armed Forces of the Union; or being a member of a force to which provisions of the Army Act, 1950 (46 of 1950) have been made applicable whether with or without modifications); State Armed Police Forces posted outside the State and the Government of Indian Officials posted abroad.

They are registered as Service Electors in their native places though they are not ordinarily residing there because of the specific conditions of their services. They also have an option to get themselves enrolled as general elector at the place of their posting where they factually, at the point of time, are residing ordinarily with their family with a sufficient span of time. They Service Electors are enrolled in the last part of the electoral and maintained separately. The wife of Service Elector shall, if she is residing with her husband will also be entitled to be registered as Service Elector. For registration of Service Elector, following Forms are used-

- (a) Form-2, registration form for personnel of Indian Army, Navy, Air Force and CPMF;
- (b) Form-2A, registration form for personnel of State Armed Police Forces posted outside the State; and
- (c) Form-3, registration form for Government of India Officials posted abroad.

The Service Electors are allowed the facility to opt to cast vote either through Postal Ballot or Proxy during election. The Service Electors who opt to vote through proxy are categorized as Classified Service Voters (CSV). The CSV can appoint a person who is 18 years above and not disqualified from registration and residing in the constituency as a Proxy. The appointment of Proxy is made in Form 13F, and revocation of such appointment is made in Form 13G. During election the Proxy will cast vote for himself as well as Proxy vote on behalf of the CSV. A CSV who has appointed a Proxy shall not be issued a postal ballot paper. If a proxy is not appointed, then, they will be issued postal ballot.

(iii) Overseas Electors:

The NRIs (Non Resident Indians) who have not acquired the citizenship of any other country are eligible to be registered in the electoral roll of the constituency in their place of residence in India as mentioned in their passport is located. These electors are called an Overseas Electors. The NRIs can apply application for registration through Form-6A, for objection/deletion in Form-7, for correction in Form-8 and for transposition within same constituency in Form-8A. Separate list for Overseas Electors is prepared polling station-wise.

The Overseas Electors will not be issued Electors Photo Identity Card. During election the Overseas Electors will personally come to the native polling station where name is registered and will be identified through their original passport to enable cast vote.

4.1.4. Forms and Procedures:

(i) Inclusion in the Electoral Rolls.

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted along with application	Time during which and places where application can be submitted	Minimum statutory period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer.	Submission of duly filled in Form 6 (Form 6 can be obtained from Office of ERO, AEROs and Designated Locations/BLOs.	Inclusion of name in the electoral roll.	The elector concerned or any member of his/her family, but Form 6 should be signed by elector himself/herself.	1. Proof of residence 2. Proof of age for 18-20 years. 3. For shifted cases the previous address detail and EPIC number if issued earlier must be furnished.	The claim application can be submitted in the EROs/AEROs Offices and to BLOs. - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	1.Receipt of Forms 2. Publication in Form-9 the list of Claims received in Form-6 during revision period. 3.Field verification by verifying officials or summary enquiry if necessary 4.Check by higher officials 5. Passing of orders by ERO 6.Preparation of manuscript 7. Data entry and publication of final roll in EROs & AEROs offices and designated centers as per the schedule drawn by the Election Commission of India.	Appeal against the decision of the electoral Registration Officer on the disposal of claims and objections during the revision period lies with District Election Officers. During non revision period, appeal against the decision of Electoral Registration Officer lies with CEO.

During Intensive revision of rolls, fresh enumeration is done door-to-door using enumeration pad/card and no claim forms are received before draft publication of fresh rolls.

(ii) Deletion in the Electoral Rolls.

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted alongwith application	Time during which and places where application can be submitted	Minimum and Maximum time period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer.	Submission of duly filled in Form 7 (Form 7 can be obtained from Office of ERO, AEROs and Designated Locations/BLOs)	Deletion in the electoral roll.	1. Self 2. Objector whose name is already included in the roll 3. ERO has suo moto powers of deletion if he/she is otherwise satisfied.	1. Proof of shifting or death or underage, if any.	The objection /deletion application can be submitted in the EROs/ AEROs Offices and to BLOs - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	1. Receipt of Forms 2. Publication in Form-10 the list of objections/deletion received in Form-7 3. Notice to be issued 4. Passing of orders by Electoral Registration Officer 5. Preparation of manuscript.	Appeal against the decision of the electoral Registration Officer on the disposal of claims and objections during the revision period lies with District Election Officers. During non revision period, appeal against the decision of Electoral Registration Officer lies with CEO.

During intensive revision of rolls, house-to-house enumeration is done using enumeration pad/card and no objection forms are received before draft publication of fresh rolls.

(iii) Correction of Particular(s) relating to an entry in the roll.

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted along with application	Time during which and places where application can be submitted	Minimum and Maximum time period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer	Submission of duly filled in Form 8 (Form 8 can be obtained from Office of ERO, AEROs and Designated Locations/ BLOs	Correction of particular(s) relating to an entry in the roll	Only the person whose particular(s) of entry need to be corrected	Sufficient proof of the correction of particular(s) / details	The correction application can be submitted in the EROs/ AEROs Offices and to BLOs. - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	Electoral Registration Officer to pass orders during the disposal period.	--

(iv) Transposition of entries from one part to another part of the electoral roll within the same Assembly Constituency.

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted along with application	Time during which and places where application can be submitted	Minimum and Maximum time period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer.	Submission of duly filled in Form 8A (Form 8A can be obtained from Office of ERO, AEROs and Designated Locations/ BLOs	Shifting of residence	The person concerned.	Sufficient proof for shift in residence.	The transposition application can be submitted in the EROs/ AEROs Offices and to BLOs. - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	Electoral Registration Officer to pass orders during the disposal period.	--

4.2. Election of President and Vice President.

4.2.1. (A) Election of President: The President shall be elected by the members of an electoral college consisting of the elected members of both Houses of Parliament and Legislative Assemblies of States.

4.2.1. (B) Qualification for election as President: (1) No person shall be eligible for election as President unless he –

(a) is a citizen of India;

(b) has completed the age of 35 years; and

(c) is qualified for election as a member of the House of the People.

(2) A person shall not be eligible for election as President if he holds any Office of profit under the Government of India or the Government of any State or under any local or other authority subject to the control of any of the said Governments.

Explanation – A person shall not be deemed to hold any office of profit by reason only that he is the President or the Vice-President of the Union or the Governor of any State or is either for the Union or for any State.

4.2.2. Election as Vice-President

The Vice-President shall be elected by the members of an electoral college consisting of the elected members of both Houses of Parliament. Qualifications for election as Vice-President are the same as for the President. The Vice-President shall be *ex-officio* Chairman of the Council of States.

4.3. Qualifications and Disqualifications for Membership of Parliament and State Legislature:

4.3.1. Qualifications for membership of Parliament: A person shall not be qualified to be chosen to fill a seat in the Parliament unless he-

(a) is a citizen of India, and makes and subscribes before some person authorized in that behalf by the Election Commission an oath or affirmation according to the form set out for the purpose in the Third Schedule;

(b) is, in the case of a seat in the Council of States, not less than thirty years of age and, in the case of a seat in the House of the People, not less than twenty five years of age; and

(c) possesses such other qualifications as may be prescribed in that behalf or under any law made by the Parliament.

4.3.2. Disqualifications for membership of Parliament:

(1) A person shall be disqualified for being chosen as, and for being, a member of either House of Parliament-

(a) if he holds any office of profit under the Government of India or the Government of any State, other than an office declared by Parliament by law not to disqualify its holders;

(b) if he is of unsound mind and stands so declared by a competent court;

(c) if he is an undischarged insolvent;

(d) if he is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State, or is under any acknowledgement of allegiance or adherence to a foreign State;

(e) if he is so disqualified by or under any law made by Parliament.

(2) A person shall be disqualified for being a member of either House of Parliament if he is so disqualified under the Tenth Schedule.

4.3.3. Qualifications for membership of the State Legislature: A person shall not be qualified to be chosen to fill a seat in the Legislature of a State unless he-

- (a) is a citizen of India, and makes and subscribes before some person authorized in that behalf by the Election Commission an oath or affirmation according to the form set out for the purpose in the Third Schedule;
- (b) is, in the case of a seat in the Legislative Assembly, not less than twenty five years of age and, in the case of a seat in the Legislative Council, not less than thirty years of age; and
- (c) possesses such other qualifications as may be prescribed in that behalf or under any law made by the Parliament.

4.3.4. Disqualifications for membership of the Legislative Assembly or Legislative Council of a State-

- (1) A person shall be disqualified for being chosen as, and for being, a member of the Legislative Assembly or Legislative Council of a State-
 - (a) if he holds any office of profit under the Government of India or the Government of any State specified in the First Schedule, other than an office declared by Legislature of the State by law not to disqualify its holders;
 - (b) if he is of unsound mind and stands so declared by a competent court;
 - (c) if he is an undischarged insolvent;
 - (d) if he is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State, or is under any acknowledgement of allegiance or adherence to a foreign State;
 - (e) if he is so disqualified by or under any law made by Parliament.
- (2) A person shall be disqualified for being a member of Legislative Assembly or Legislative Council of a State if he is so disqualified under the Tenth Schedule.

4.3.5. “Disqualified” means disqualified for being chosen as, and for being, a member of either House of Parliament or of the Legislative Assembly or Legislative Council of a State as mentioned below:-

(A) Disqualification on conviction for certain offences (Sec. 8 of the RP Act, 1951)-

(1) A person convicted of an offence punishable under-

(a)	Indian Penal Code	
	Section 153A	Offence of promoting enmity between different groups on ground of religion, race, place of birth, residence, language, etc. and doing acts prejudicial to maintenance of harmony or
	Section 171E	Offence of bribery or
	Section 171F	Offence of undue influence or personation at an election or
	Sub-section (1) or (2) of Section 376 or 376A or 376B or 376C or 376D	Offence relating to rape or
	Section 498A	Offence of cruelty by husband or relative of a husband or
	Sub-section (2) or (3) of Section 505	Offence of making statement creating or promoting enmity, hatred or ill – will between classes or offence relating to such statement in any place of worship or in any Assembly engaged in the performance of religious worship or religious ceremonies; or

(b)	The Protection of Civil Right Act, 1955	Which provides for punishment for the preaching and practice of “untouchability” and for the enforcement of any disability arising therefrom; or
(c)	Section 11 of the Customs Act, 1962	Offence of importing or exporting prohibited goods; or
(d)	Sections 10 to 12 of the Unlawful Activities (Prevention) Act, 1967	Offence of being a member of an association declared unlawful offence relating to contravention of an order made in respect of a notified place; or
(e)	The Foreign Exchange (Regulation) Act, 1973; or	
(f)	The Narcotics Drugs and Psychotropic Substances Act, 1985; or	
(g)	The Terrorists and Disruptive Activities (Prevention) Act, 1987	Section 3- Offence of committing terrorist acts or Section 4- Offence of committing disruptive activities; or
(h)	Section 7 of the Religious Institutions (Prevention of Misuse) Act, 1988	Offence of contravention of the provision of Section 3 to 6; or
(i)	The Representation of the People Act, 1951	Section 125- Offence of promoting enmity between classes in connection with the election or Section 135- Offence of removal of ballot papers from polling papers from polling stations or Section 135A - Offence of booth capturing or Clause (a) of sub-section (2) of Section 136- Offence of fraudulently defacing or fraudulently destroying any nomination paper; or
(j)	Section 6 of the Places or Worship (Special Provisions) Act, 1991	Offence of conversion of a place of worship; or
(k)	Prevention of Insults to National Honour Act, 1971	Section 2- Offence of insulting the Indian National Flag or the Constitution of India or Section 3- Offence of preventing singing of National Anthem.

shall be disqualified for a period of 6 years from the date of such conviction. (The quantum of punishment is immaterial).

(2) A person convicted for the contravention of -

- (a) any law providing for the prevention of hoarding of profiteering; or
- (b) any law relating to the adulteration of the food or drugs; or
- (c) any provisions of the Dowry Prohibition Act, 1961; or

(3) A person convicted of any offence and sentenced to imprisonment for not less than 2 years (other than an offence referred to in sub-section (1) or sub-section (2) above), shall be disqualified from the date of such conviction and shall continue to be disqualified for a further period of 6 years since his release.

(4) Notwithstanding anything in sub-section (1) or sub-section (2) or sub-section (3), a disqualification under either sub-section shall not, in the case of a person who on the date of the conviction is a member of Parliament or the Legislature of a State, take effect until 3 months have elapsed from the date or, if within that period an appeal or application for revision is brought in respect of the conviction or the sentence, until that appeal or application is disposed of by the court.

(B) Disqualification on ground of corrupt practices:

According to section 8A of the RP Act 1951, the case of every person found guilty of a corrupt practice by an order under section 99 of the Representation of the People Act, 1951 (made by the High Court at the conclusion of the trial of an Election Petition in case where a charge is made in an Election Petition of any corrupt practice having been committed at an Election) , shall be submitted, as soon as may be, after such order takes effect, by such authority as the Central Government may specify in this behalf, to the President for determination of the question as to whether such person shall be disqualified and if so, for what period. Provided that the period for which any person may be disqualified shall in no case exceed 6 years from the date on which the order made in relation to him under Section 99 takes effect.

(The Central Government has specified –

- (a) In relation to an Election to the House of the People or the Council of States, the Secretary General of the House of the People, and
- (b) In relation to an election to the Legislative Assembly of a State, the Secretary of the Legislative Assembly of a State is the authority for the above purpose).

Before giving his decision on any question indicated above, the President/Governor shall obtain the opinion of the Election Commission and shall act according to such opinion.

(C) Disqualification for dismissal for corruption or disloyalty:

According to Section 9 of the RP Act, 1951, a person who having held an office under the Government of India or under the Government of any State has been dismissed for corruption or for disloyalty to the State shall be disqualified for a period of 5 years from the date of such dismissal. For this purpose, a certificate issued by the Election Commission to the effect that a person having held office under the Government of India or under the Government of any State has or has not been dismissed for corruption or for disloyalty to the State shall be conclusive proof of that fact. Provided that no certificate to the effect that a person has been dismissed for corruption or for disloyalty to the State shall be issued unless an opportunity of being heard has been given to the said person.

(D) Disqualification for Government contracts, etc.

According to Section 9A of the RP Act, 1951, a person shall be disqualified if, and so long as, there subsists a contract entered into by him in the course of his trade business with the appropriate Government for the supply of goods to, or for the execution of any works undertaken by, that Government.

(E) Disqualification for office under Government Company:

According to Section 10 of the RP Act, 1951, a person shall be disqualified if, and so long as, he is a managing agent, manager or secretary of any company or corporation (other than a co-operative society) in the capital of which the appropriate Government has not less than 25% share.

(F) Disqualification for failure to lodge account of election expenses (Sec. 10A of the RP Act, 1951)-

If the Election Commission is satisfied that a person-

(a) has failed to lodge an account of election expenses within the time and manner required by or under the Act; and

(b) has no good reason or justification for the failure, the Election Commission shall, by order published in the Official Gazette, declare him to be disqualified and any such person shall be disqualified for a period of 3 years from the date of the order.

(According to Section 77 –

- (1) Every Candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive
- (2) The account shall contain particulars such as expenditure incurred on vehicles, meetings, publicity, etc.,
- (3) The total of the said expenditure shall not exceed ceiling limit of **Rs.95 lakhs in the case of Parliament and Rs.28 lakhs in the case of Legislative Assembly.**

According to Section 78 of the Act, every contesting candidate at an election shall, within 30 days from the date of election of the returned candidate or, if there are more than one returned candidate at the election and the dates of their election are different, the later of those two dates, lodge with the District Election Officer (Returning Officer in the case of a constituency in a Union Territory) an account of his election expenses which shall be a true account of the account kept by him or his election agent under Section 77).

(G) removal or reduction of period of disqualification (Sec. 11 of the RP Act, 1951)-

The Election Commission may, for reasons to be recorded, remove any disqualification except under Section 8A or reduce the period of such disqualification.

4.4. Security Deposit:

For nomination, a candidate has to make deposit as indicated below:-

	<u>General</u>	<u>S.C</u>	<u>S.T</u>
Rajya Sabha	Rs.10,000/-	Rs. 5,000/-	Rs. 5,000/-
Lok Sabha	Rs.25,000/-	Rs.12,500/-	Rs.12,500/-
Assembly	Rs.10,000/-	Rs. 5,000/-	Rs. 5,000/-

4.5. Refund of deposit:

The deposit amount will be returned if the candidate receives more than one-sixth of the total number of valid votes polled. If the candidate is elected, the deposit will be refunded even if he did not poll more than 1/6 of the total votes polled by all the candidates.

4.6. Number of Proposers for Nomination:

Under Section 33 of the Representation of the People Act, 1951, in respect of candidates set up by recognized National party or by a recognized State political party in the State or States in which it is recognized as State party, it should be subscribed by one elector of the constituency as proposer. In the case of candidate set up by registered un-recognized political party or independent candidate, it should be subscribed by ten electors of the constituency as proposers.

4.7. Documents to be submitted along with nomination :

1. Affidavit in Form 26. (Stamp paper value Rs.20/-)
2. Form A & B in case of recognized and registered political parties.
3. Certified copy of Electoral Roll if he is a voter of another constituency.
4. Additional affidavit alongwith “No Demand Certificate” from the agencies providing electricity, water, telephone and Government accommodation.
5. Copy of cast certificate (if the candidate claims to belong to SC/ST)
6. Security deposit
7. Form of oath and affirmation

4.8. Registration of new political party:

New political party can be registered with the Election Commission of India under Section 29A of the Representation of the People Act, 1951 in the prescribed proforma. The proposal should be sent to the Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi- 110 001.

4.9. Election Petition

Any election can be called in question only through the Election Petition which should be filed before the High Court within 45 days from the date of declaration of results.

Chapter-4: The norm set by it for the discharge of its functions:

The discharge of functions and duties mentioned in the previous chapter are governed by the various election laws, rules and orders contained in the Manual of Election Law (Volume I & II) and the various Handbooks and Manuals listed out later.

Chapter-5 : Rules, Regulations, Instruction, Manuals and Records for Discharging Functions:

Sl. No.	Name of the act, rules, regulations manual etc.	Brief gist of the contents/reference no. if any	Price, if any (Rs.)
1.	Manual of Election Law (Volume-I)	<ol style="list-style-type: none"> 1. Extract from the Constitution. 2. Extract from the Indian Penal Code (45 of 1860). 3. The Representation of the People Act, 1950 (43 of 1950). 4. The Representation of the People Act, 1951 (43 of 1951). 5. Extracts from the Government of National Capital Territory of Delhi Act, 1991 (1 of 1992). 6. The Delimitation Act, 2002 (33 of 2002). 7. The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 (108 of 1976). 8. Officers before whom candidates may make or subscribe oath or affirmation. 9. The Constitution (Scheduled Castes) Order, 1950. 10. The Constitution (Scheduled Castes) [(Union Territories)] Order, 1951. 11. Law relating to removal of disqualification 	600/-*
2.	Manual of Election Law (Volume-II)	<ol style="list-style-type: none"> 1. The Registration of Electors Rules, 1960. 2. The Conduct of Elections Rules, 1961. 3. The Election Symbols (Reservation and allotment) Order, 1968. 4. List of political parties and symbols in relation to elections in all parliamentary and assembly Constituencies other than assembly constituencies in the State of Jammu and Kashmir. 5. The Delimitation of Council Constituencies Orders. 6. Authorities specified under section 8A to accept petitions about corrupt practices. 7. Officers before whom a candidate for election to fill a seat in the Legislative Assembly of a Union Territory shall make and subscribe oath or affirmation. 	* for both volumes
3.	Handbook for Candidates	Salient provisions of Election law and procedures for standing as a candidate for a election.	100/-
4.	Handbook for Polling Agents	Salient provisions of Election law and procedures in relation to discharge of duty as Polling agent at polling station for election.	50/-
5.	Handbook for Counting Agents	Salient provisions of Election law and procedures in relation to discharge of duty as Counting agent at Counting Centre for election.	50/-
6.	Political parties and election symbols	It is the list of Political parties, Registered and un-registered at National/State levels and list of symbols allotted to the	75/-

		parties.	
7.	List of persons disqualified under Section 8A, 10A & 11A(2) Representation of People Act, 1951	Consists of list of persons disqualified by the Commission under different sections for violating election laws.	200/-
8.	Electoral Rolls Assembly Constituencies Extract of Electoral Rolls	Name of the electors, polling station-wise Assembly Constituency-wise (page-wise).	Rs.1/- per page

All the books above are available at the Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi 110 001 and can be purchased at this office. The contents of these booklets are also available at the website of Election Commission of India (www.eci.gov.in) for download. The Hand Books for candidates, Hand Book for Polling Agents and Hand Books for Counting Agents are also available with the District Election Officers for sale during election time. The copies of Electoral Rolls are available with the respective Electoral Registration Officer.

Chapter-6 : A Statement of the categories of documents that are held by it under its control:

Sl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period
1	Electoral Rolls	Name of the electors Polling Station- wise, AC-wise	At the office of the concerned Electoral Registration Officers in the District	As per the directions of Election Commission of India
2	Election related records	Nomination papers along with affidavits, results in Form 20, 21C, 21D, 21E etc.	At the office of the District Election Officers	As per the directions of the Election Commission of India and also on the basis of the orders from any court.

Chapter-7 : 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:

For any kind of Election Department works like conduct of election/preparation of electoral rolls/EVMs & VVPATs related activities/SVEEP (Systematic Voters Education and Electors Participation)/Polling Stations etc., the recognized National and State Political Parties and the registered political parties are consulted and works are executed taking their confidence. During the conduct of election after the nomination is filed and after the last date and hour of withdrawal and the list of Contesting Candidates is finalized the Contesting Candidates are consulted for all matters.

Chapter-8.

A statement of 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:

There are no boards, councils, committees constituted in the department. The Office functioning is based on periodic work distribution/assignment among Officers and Staff.

Chapter-9 : A Directory of Officers and Employees:

(i) Office of the Chief Electoral Officer:

Sl. No.	Name and e-mail address	Mobile No.	Office	Fax
1	Chief Electoral Officer ceo_nagaland@eci.gov.in	9711511379	0370-2290456/ 2290458	2290460
2	Additional Chief Electoral Officer	7005572344	0370-2290452	2290406
3	Joint Chief Electoral Officer (A)	9436241365	0370-2292023	
4	Joint Chief Electoral Officer (S)	9366867095		
5	Deputy Chief Electoral Officer (M)	9402433063	0370-2292313	
6	Deputy Chief Electoral Officer (A)	7005948915	0370-2292315	
7	Assistant Chief Electoral Officer (T)	9436001957		
8	Assistant Chief Electoral Officer (R)	7005132909		
9	Administrative Officer	9436000710		2290310
10	Superintendent (M)	8119850435		
11	Superintendent (T)	7005616153		
12	Superintendent (K)	9856206716	0370-2292314	
13	AEO-II (MIS)	9436062658	0370-2290344	2290310

(ii) Office of the District Election Officers & Electoral Registration Officers for conduct of special summary revision of electoral rolls with reference to 01.01.2021 as the qualifying date:

Sl. No.	District with STD Code	Designation of the Officer	Name of the Officer/Designation	Telephone Number				E-mail ID
				Office	Residence	Fax	Mobile	
1	Dimapur 03862	DC & DEO	Sachin Jaiswal, IAS	248530	225100	248050	9717824814	aeodmp@gmail.com
		ADC & ERO	Mhalo Humtsoe		242823		9436013739	aeodmp@gmail.com
		AEO & AERO	Toshimongba Longchar				9856776699	aeodmp@gmail.com
2	Peren 03839	DC & DEO	Vineet Kumar, IAS	267225	267220	268560	8880689349	electionofficeperen@gmail.com
		ADC & ERO	Vekhoyi Chakhesang				8731009972	electionofficeperen@gmail.com
		AEO & AERO	Aketo Shohe				8730067484	electionofficeperen@gmail.com
3	Kohima 0370	DC & DEO	Shanavas C, IAS	2290355	2240713	2290355	8732893116	kohimaelection@gmail.com
		ADC & ERO	Rhosietho Nguori	2290340		2290340	9612581203	kohimaelection@gmail.com
		AEO & AERO	Olive Thur	2290340			7005938332	kohimaelection@gmail.com
4	Pughoboto 0370	ADC & DEO	Tiameren Chang, NCS				9436007098	adc.pughoboto@gmail.com
		SDO(C) & ERO	Daniel Angami, NCS				9436273942	adc.pughoboto@gmail.com
		EAC & AERO	Nitile Tep, NCS	-	-	-	9862734040	adc.pughoboto@gmail.com
5	Phek 03865	DC & DEO	Kumar Ramnikant, IAS	223037	223038	223045	8787679448	electionphek@gmail.com
		ADC & ERO	T. Moa Lemtor, NCS				8974639248	electionphek@gmail.com
		AEO & AERO	Nathan Konyak	223060		223605	9862917080	electionphek@gmail.com
6	Mokokchung 0369	DC & DEO	Shashank Pradap Singh, IAS	2226231	2226206	2226055	7838327839	electionofficemkg@gmail.com
		ADC & ERO	Chumlamo Humtsoe, NCS	2226238	2226237		8974406511	electionofficemkg@gmail.com
		EAC & AERO	Renben Muzhui	2226397			9862872949	electionofficemkg@gmail.com
7	Zunheboto 03867	DC & DEO	Rahul Bhanudas Mali, IAS	220335	220325	220387	9156022998 9284488068	zbtodc@gmail.com
		ADC & ERO	Moakumzuk Tzudir, NCS				9612960148	zbtodc@gmail.com
		AEO & AERO	Bisalee Thonger				7005659143	electionofficezbtoto@yahoo.in
8	Wokha	DC & DEO	Ajit Kumar Ranjan, IAS	242040	242021	242010	8285957168	dcwokha@gmail.com
		ADC & ERO	K. Furhesie Nyuwi, NCS				9862582722	elecwk@gmail.com
		AEO & AERO	Chisho K. Swu				9856537418	elecwk@gmail.com

Sl. No.	District with STD Code	Designation of the Officer	Name of the Officer	Telephone Number				E-mail ID
				Office	Residence	Fax	Mobile	
9	Mon 03869	DC & DEO	Ajit Kumar Verma, IAS	2290355	2222930	2290355	8880689345	electionofficeron@gmail.com
		ADC & ERO	Temjennaro Longkumer, NCS				8974887294	electionofficeron@gmail.com
		AEO & AERO	Phachulo				6009805630	electionofficeron@gmail.com
10	Longleng 0369	DC & DEO	Dharam Raj, IAS	2236271	2236211	2236271	8880689348	dc.longleng@gmail.com
		ADC & ERO	Alongdhimen Jamir, NCS				7629839741	dc.longleng@gmail.com
		AEO & AERO	Lungkube				7005797042	dc.longleng@gmail.com
11	Tuensang 03861	DC & DEO	Nokchasashi, NCS	220333	220123	220791	9436831044 8880689344	dctuensang@yahoo.com
		ADC & ERO	Thungchanbemo Tungoe, NCS				9436016595	dctuensang@yahoo.com
		AEO & AERO	Nilo Kathiry				9612740384	tsgao@gmail.com
12	Kiphire 03863	DC & DEO	Wati Aier, NCS	225511	225552	225511	9612098708	dckiphire@gmail.com
		ADC & ERO	D. Robin, NCS				8974459648 7005890895	electionofficekiphire@gmail.com
		EAC & AERO	Ane Keiya, NCS				6009714595	electionofficekiphire@gmail.com
13	Noklak	DC & DEO	Mhathung Tsanglao, NCS				9862326258	dcnoklak@gmail.com
		SDO & ERO	Vikhoto Richa, NCS				8415050062	dcnoklak@gmail.com
		EAC & AERO	Kathyinla, NCS				6009765632 9862888353	elenlk@gmail.com
14	Tseminyu	DC & DEO	Dr. Zasekulie Chusi, IAS				8787636505	dcoffice.tseminyu@gmail.com
		ADC & ERO	Longaen Lotha, NCS				8732094903	dcoffice.tseminyu@gmail.com
		EAC & AERO	Tumben Tsanglo, NCS				7085799022	dcoffice.tseminyu@gmail.com
15	Chumuokedi ma	DC & DEO	Abhinav Shivam, IAS				9415457000	aechumu@gmail.com
		ADC & ERO	Dr. Kuzonyi Wideo, NCS				9366802911	aechumu@gmail.com
		SDO & AERO	Temsuchuba, NCS				7005831306	aechumu@gmail.com
16	Shamator	DC & DEO	Thsuvisie Phoji, NCS				9436871041	deoshamator@gmail.com
		SDO & ERO	Bodi Kapfo, NCS				8787829986	deoshamator@gmail.com
		EAC & AERO	Chenithung, NCS				8787478590	deoshamator@gmail.com

Chapter-10 : Monthly Remuneration received by each of the Officers and Employees:

(i) Establishment of Chief Electoral Officer:

Sl. No	Name of Officer/Staff	Designation	Pay Level	Gross Amount
1	Shri. V. Shashank Shekhar IAS	Chief Electoral Officer		
2	Shri. Ruokuovituo Khezhe	Addl. Chief Electoral Officer	18	192206
3	Shri Awa Lorin	Joint Chief Electoral Officer	17	158918
4	Smti. Sharon Longchari	Joint Chief Electoral Officer	17	158918
5	Shri R. Mhathung	Dy. Chief Electoral Officer	16	135996
6	Smti. Alila Chang	Dy. Chief Electoral Officer	16	132054
7	Shri. R. Toshimeren Aier	Assistant Chief Electoral Officer	15	123878
8	Shri. Roland Merry	Assistant Chief Electoral Officer	15	103292
9	Kum. Ketousie-u-Khruomo	Assistant Election Officer-II (MIS)	14	116724
10	Kum. Iliho	Project Manager	13	90298
11	Shri Kitoka Sumi	Programmer	12	70588
12	Shri Seroba Sangtam	Asst. Programmer	10	62850
13	Smti. Limatila Ozukum	Asst. Programmer	10	62850
14	Shri. Temjenmeren	Asst. Programmer	10	17000 (Fixed)
15	Smti. Neidenuo	Administrative Officer	15	118038
16	Shri. Mhiesivilhu Mor	Superintendent	14	106942
17	Smti. Thejasenuo	Superintendent	14	100810
18	Smti. Kedolhouriano	Superintendent	14	100810
19	Smti. Esther Kipgen	Assistant Superintendent	12	84166
20	Shri. Kuovizol Savi	Assistant Superintendent	12	81684
21	Smti. Temjenna	Assistant Superintendent	12	79348
22	Kum. Thenuvikou Nagi	Assistant Superintendent	12	77012
23	Smti. Khrietsinuo	Assistant Superintendent	12	74822
24	Shri. Jenhilo Seb	Stenographer Gr-II	11	103292
25	Shri. T. Ponathung Lotha	Stenographer Gr-II	11	74354
26	Smti. T. Likhumla Sangtam	Stenographer Gr-III	7	46790
27	Kum. Noksangnaro Kichu	Stenographer Gr-III	7	44162
28	Kum. Visusanuo Rhetso	Stenographer Gr-III	7	41680
29	Smti. Mhayani Patton	UDA	10	63038
30	Smti. K. Chilliam	UDA	10	64748
31	Shri Boloto.P. Zhimo	UDA	10	59450
32	Kum. Kimili Sohe	LDA-cum-Computer Assistant	7	58908
33	Shri Temjensoba	LDA-cum-Computer Assistant	7	49652
34	Smti. Rongsenmongla Ozukum	LDA-cum-Computer Assistant	7	52484
35	Shri. N. Kaito Sumi	LDA-cum-Computer Assistant	7	49564
36	Shri. Caleb Swu	LDA-cum-Computer Assistant	7	49564
37	Smti. Noktila Aier	LDA-cum-Computer Assistant	7	46790
38	Shri. John Dibew Yimchunger	LDA-cum-Computer Assistant	7	46790

39	Shri. Paul Honlithong	LDA-cum-Computer Assistant	7	45476
40	Kum. Semedemla Tzudir	LDA-cum-Computer Assistant	7	45476
41	Shri. Vilhou Zumu	LDA-cum-Computer Assistant	7	44162
42	Shri. Kutazo Vero	LDA-cum-Computer Assistant	7	44162
43	Smti. T. Dumchobeni. Kikon	Data Processing Operator	7	45476
44	Shri. K. Tovika Zhimomi	Data Processing Operator	7	45476
45	Kum. Naroienla Aier	Data Processing Operator	7	45476
46	Shri. Phomli Phom	Data Processing Operator	7	45476
47	Shri. C. Sheiya Waliam	Data Processing Operator	7	45476
48	Shri Neiketoulhou	Call Centre Operator	7	45476
49	Kum. Therali Ovung	Call Centre Operator	7	45476
50	Kum. Metsileno Yhokha	Call Centre Operator	7	41680
51	Kum. Moanaro Aier	Library Attendant	7	45476
52	Shri. Mon Bahadur Rana	Driver Gr-1	6	52688
53	Shri. Rohmingliana	Driver Gr-1	6	54090
54	Shri. Orenbomo Kinghen	Driver Gr-1	6	49126
55	Shri. Y Yingei Phom	Driver Gr-II	3	40130
56	Shri. Puleso Vero	Driver Gr-II	3	32190
57	Shri . Longdiakum	Driver Gr-II	3	32190
58	Shri. Khukiya Sumi	Driver Gr-II	3	32190
59	Shri Benlo Lorin	Driver Gr-II	3	32190
60	Shri. Innio. R. Odyuo	Driver Gr-II	3	27,080
61	Shri. Yangkhingro	Peon	1A	54598
62	Shri. Binay Thapa	Night Chowkidar	1A	54, 98
63	Shri. Khrie-U Linyu	Peon	1A	43210
64	Shri. Vilakuolie	Peon	1A	42042
65	Smti. Akenyu Khing	Sweeper	1A	43210
66	Shri K. Yahpong Konyak	Peon	1A	37370
67	Smti Chamya Konyak	Peon	1A	32260
68	Kum. Dzuvineino	Peon	1A	28248
69	Smti. Moamongla	Peon	1A	28248
70	Smti. Rongsentila	Peon	1A	26788
71	Smti Ruokosai	Sweeper	1A	5280 (Fixed)
72	Smti. Rongsenrenla	Sweeper	1A	5280 (Fixed)
73	Smti. Nilakuonuo	Sweeper	1A	5280 (Fixed)
74	Smti. Khriesenuo	Sweeper	1A	5280 (Fixed)
75	Smti. Khropeu	Sweeper	1A	5280 (Fixed)
76	Shri.Z. Vivito Sema	Driver	3	6300 (Fixed)

77	Shri. Viyietuo Mezhu	Driver	3	6300 (Fixed)
78	Kum. Rukhievonuo	Peon	3	5280 (Fixed)

(ii) Establishment of District Election Officer (DEO):

(a) DEO Dimapur:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Toshimongba Longchar	AEO-II	14	87,086
2	Inashe Sumi	H/A	11	96,430
3	Rongsenyanger	UDA	8	64,310
4	Temsutola	LDA-cum-Computer Assistant	4	54,090
5	Vebalu Tunyi	LDA-cum-Computer Assistant	4	46,498
6	Julia Yanghok	LDA-cum-Computer Assistant	4	42,556
7	Guipeule Nsarangbe	LDA-cum-Computer Assistant	4	33,796
8	Shurhisieno Savino	Typist	7	60,806
9	Kuvizo Yhoshu	Driver	3	27,810
10	Hangpao	Peon	1	46,568
11	Apinuo Angami	Peon	1	46,568
12	Kevide-e	Sweeper	Contingency	5,280

(b) DEO Peren:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Aketo Shohe	AEO-II	14	82,358
2	Aro	HA	10	66,646
3	Tsanbemo Jami	UDA	8	66,208
4	Ngaubale	LDA-cum-Computer Assistant	5	51,900
5	Azungkala	LDA-cum-Computer Assistant	5	48,980
6	Haiduilak Ndang	LDA-cum-Computer Assistant	4	32,774
7	Namthumbui Zeliang	LDA-cum-Computer Assistant	4	32,774
8	Thinozakie Sale	Driver	3	28,686
9	Paukang	Peon	1 A	45,838
10	Taleu Hega	Peon	3	32,260
11	Peidosap	Sweeper	Contingency	5,280

(c) DEO Kohima:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Olivi Thurr	AEO-II	15	94,678
2	P.Lithungbemo Humtsoe	Sr. HA	11	96,430
3	Imlienla	UDA	7	57,302
4	Pulang Konyak	LDA-cum-Computer Assistant	4	37,884
5	Putha Sophie	LDA-cum-Computer Assistant	4	35,840
6	Inmanukshi Jamir	LDA-cum-Computer Assistant	4	33,796
7	Livika Assumi	LDA-cum-Computer Assistant	4	37,884
8	Kelhoukhrielie	Driver	6	52,046
9	Saphrelie	Peon	2 A	42,772
10	Aben Nugllie	Peon	2	36,278
11	Khrie bu Solo	Sweeper	Contingency	5,280

(d) DEO Pughoboto:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Khrielievi Mor	UDA	5	60,806
2	P Baulen Phom	Assistant Programmer	10	55,988
3	Vikhuli Kitho	Typist	5	54,966
4	Sunokali K Zhimo	LDA-cum-Computer Assistant	4	33,796
5	Penrithung Kiewhuo	LDA-cum-Computer Assistant	4	32,774
6	Diethosetuo Rio	LDA-cum-Computer Assistant	4	31,022
7	Asapu Sema	Peon	3	54,014
8	Vikheli	Sweeper	Contingency	5,280

(e) DEO Phek:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Nathan Konyak	AEO	14	82,358
2	Zapose Shijoh	HA (Sr.)	12	91,190
3	Shiluti Tsuhah	Assistant Programmer	10	55,988
4	Wondango Kikon	UDA	7	66,208
5	Chizutho Nyuwi	LDA-cum-Computer Assistant	4	44,892
6	Tewepre - u -Thele	LDA-cum-Computer Assistant	4	33,796
7	Devo Vero	LDA-cum-Computer Assistant	4	32,774
8	Shevoto Hoshi	Typist	5	48,980
9	Theyeshehu	Driver	6	52,046
10	Athipi Tunyi	Peon	2	41,604
11	Sheneyi Nienu	Peon	2	39,268
12	Puvenu Vadeo	Sweeper	Contingency	5,280

(f) DEO Mokokchung:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Renben Mozhui	AEO -II	14	84,842
2	Temjentoshi	HA (SR)	11	78,618
3	Temjenzulu	Assistant Programmer	10	55,988
4	Talichuba	UDA	8	66,208
5	Sashimenla	LDA-cum-Computer Assistant	5	44,892
6	Wataro Kichu	LDA-cum-Computer Assistant	4	34,818
7	Thungdemo Tsanglao	LDA-cum-Computer Assistant	4	33,796
8	Lanusangba	Peon	3	47,590
9	Imlitoshi	Peon	3	32,114
10	Yangerchila	Sweeper	Contingency	5200

(g) DEO Zunheboto:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Bisalee Thonger	AEO-II	12	66,500
2	S. Chipung Yimchunger	HA	12	88,254
3	Wapangtoshi Longkumer	Assistant Programmer	10	55,988
4	Atuo Khupfu	UDA	7	60,806
5	Jubito N Awomi	LDA-cum-Computer Assistant	4	47,520
6	Vitoka H Shohe	LDA-cum-Computer Assistant	4	37,884
7	Viphrezo Kweho	LDA-cum-Computer Assistant	4	33,796
8	Toshikhe Sumi	Typist	8	66,208
9	Kivigho Sumi	Driver	6	66,354
10	Avito Sumi	Peon	1 A	46,276
11	Tokato T Awomi	Peon	1	27,880
12	Mughali Sumi	Sweeper	Contingency	5280

(h) DEO Wokha:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Chisho K Swu	AEO-II	14	92,570
2	Chanthungo Kikon	HA	12	80,954
3	Chonben Lotha	Assistant Programmer	10	55,988
4	Rosalen Ovung	UDA	7	60,806
5	Thungdemo Jami	LDA-cum-Computer Assistant	4	50,440
6	Wapangsunup Walling	LDA-cum-Computer Assistant	4	39,052
7	Soyingbeni N Patton	LDA-cum-Computer Assistant	4	31,698
8	Elithung Yanthan	Typist	5	65,624
9	Ahoto Sema	Driver	7	62,558
10	Wilson Kithan	Peon	2	37,738
11	Y Yentsao Shitio	Peon	1	-
12	Chumremo Nguillie	Sweeper	Contingency	5280

(i) DEO Mon:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Phachulo	AEO-II	12	70,766
2	M. Vitoho Sema	HA	11	74,092
3	Hampong P	Assistant Programmer	10	55,988
4	M. Winsha Konyak	UDA	7	64,310
5	P. Pathong	LDA-cum-Computer Assistant	4	46,340
6	P.Pangteang Konyak	LDA-cum-Computer Assistant	4	39,052
7	Lipokzulu Imsong	LDA-cum-Computer Assistant	4	31,022
8	A.Manshon konyak	Driver	3	43,856
9	P.Zeiwang Konyak	Peon	2	42,772
10	Shamong Konyak	Peon	1	37,078
11	Ngepshon Konyak	Sweeper	Contingency	5280

(j) DEO Longleng:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Lungkube	AEO-III	12	64,202
2	K. Nyakshu Phom	HA	11	72,778
3	Thungben Kithan	Assistant Programmer	10	55,598
4	H Mensang Phom	UDA	7	66,208
5	John P Bukung Keikung	LDA-cum-Computer Assistant	4	42,556
6	Shurhotuonuo Kaco	LDA-cum-Computer Assistant	4	32,774
7	B.Sentinugla	LDA-cum-Computer Assistant	4	32,774
8	Alemmongla Phom	Typist	4	65,478
9	Imkongwapang	Driver	3	45,038
10	Ngamshi Phom	Peon	3	51,824
11	Taplei Phom	Peon	3	51,904
12	M Imchi Phom	Sweeper	Contingency	5280

(k) DEO Tuensang:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Nilo Katiry	AEO-III	12	62,900
2	S.Mangyang Chang	HA	11	85,772
3	M. Merhi Chang	UDA	9	59,054
4	I.R.Yanchu Chang	LDA-cum-Computer Assistant	4	39,052
5	Likhumpi Sangtam	LDA-cum-Computer Assistant	4	35,840
6	Noktsula Chang	LDA-cum-Computer Assistant	4	33,796
7	Bendanglemba	Driver	6	56,864
8	Pongso Yimchunger	Peon	1 A	43,210
9	L.Tochi Yimchunger	Peon	1 A	36,494
10	Among	Sweeper	Contingency	5280

(l) DEO Kiphire:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	R Mutsanzu Sangtam	HA(Sr.)	12	96,430
2	T Lipimong Sangtam	UDA	7	57,302
3	Suliba T sangtam	Assistant Programmer	10	55,988
4	L Sepi Sangtam	LDA-cum-Computer Assistant	4	35,840
5	Seo P sangtam	LDA-cum-Computer Assistant	4	31,898
6	Amos Lotha	LDA-cum-Computer Assistant	4	31,898
7	Y Kiutangshi Tikhir	Typist	5	55,112
8	R Lithsamong Sangtam	Driver	6	71,902
9	S Selipa Sangtam	Peon	2	38,100
10	Setsachum Sangtam	Peon	2	31,238
11	Youngsuchi	Sweeper	Contingency	5280

(m) DEO Noklak

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Sentimeren Ao	Assistant Programmer	10	55,988
2	M Suko Khamniungan	LDA-cum-Computer Assistant	Casual Hand	5,000
3	K Penta	LDA-cum-Computer Assistant	-do-	5,000

(n) DEO Chumoukedima

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Meyietele	Assistant Programmer	10	55,988
2	Limaakum Aier	LDA-cum-Computer Assistant	Casual Hand	5,000
3	Moatenzuk Jamir	LDA-cum-Computer Assistant	-do-	5,000

(o) DEO Tseminyu

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Cheno Sebu	Assistant Programmer	10	55,988
2	Tesinye Semp	LDA-cum-Computer Assistant	Casual Hand	5,000
3	Kechenye Khing	LDA-cum-Computer Assistant	-do-	5,000

(p) DEO Shamator

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Imkumyanger Ozukum	Assistant Programmer	10	55,988
2	K Shokum	LDA-cum-Computer Assistant	Casual Hand	5,000
3	Yimto S Yimchunger	LDA-cum-Computer Assistant	-do-	5,000

Chapter-11 : Budget Allocation:

Funds are required for Election Department for conducting various elections related activities as shown below:-

1. Funds required for the conduct of General Elections/Bye-Elections to the Nagaland Legislative Assembly are borne by the Government of Nagaland.
2. Funds required for the conduct of General Election/Bye-Elections to the Lok Sabha are borne by the Government of India.
3. In case of simultaneous elections to Nagaland Legislative Assembly and Lok Sabha, the funds are borne by the Government of India and the Government of Nagaland on 50:50 basis.
4. Funds required for preparation/updation of Electoral Rolls, preparation & issue of Photo Identity Cards to the Electors, SVEEP, EVMs and maintaining establishment of election office are borne by the Government of India and Government of Nagaland on 50:50 basis.

Chapter-12 : The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There is no such subsidy programmes in the department.

Chapter-13 : Particulars of recipients of concessions, permits or authorizations granted by it:

No such activity in the department.

Chapter-14 : Details in respect of the information, available to or held by it, reduced in electronic form:

Electoral Roll data, List of Assembly Constituencies and Polling Stations, Data on Conduct of Election – List of Contesting Candidates, Affidavits of Contesting Candidates, Votes polled, Results of election.

Chapter-15 : 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:

- (i) Citizens can make a call to toll free number 1950 to get information;
- (ii) Chief Electoral Officer, Nagaland website www.ceonagaland.nic.in
- (iii) Election Commission of India website www.eci.nic.in
- (iv) National Voters Service Portal (NVSP) for online registration and elector details search- www.nvsp.in

(v) National Grievances Service (NGS) for online complaints/queries/suggestions-
<https://eci-citizenservices.eci.nic.in>

Note: for NVSP and NGS, the link is provided in ECI and CEO website also.

(vi) Social media account:

- (a) www.facebook.com/nagalandceo
- (b) <https://twitter.com/neonagaland>
- (c) www.instagram.com/ceonagaland.itcell
- (d) Youtube channel – CEO Election Nagaland.

Chapter-16 : List of Appellate Authority, Public Information Officer and Assistant Public Information Officer.

Sl. No	Name of Officer/ Establishment	Public Information Officer	Asst. Public Information Officer	Appellate Authority
1	2	3	4	5
1	Chief Electoral Officer, Kohima	Additional Chief Electoral Officer, Kohima	Deputy Chief Electoral Officer, CEO office, Kohima	Chief Electoral Officer, Kohima
2	District Election Officer, Dimapur	Asst. Election Officer, Dimapur	Head Assistant, DEO Office, Dimapur	Dist. Election Officer, Dimapur
3	District Election Officer, Peren	Asst. Election Officer, Peren	Head Assistant, DEO Office, Peren	Dist. Election Officer, Peren
4	District Election Officer, Kohima	Asst. Election Officer, Kohima	Head Assistant, DEO Office, Kohima	Dist. Election Officer, Kohima
5	District Election Officer, Phek	Asst. Election Officer, Phek	Head Assistant, DEO Office, Phek	Dist. Election Officer, Phek
6	District Election Officer, Mokokchung	Asst. Election Officer, Mokokchung'	Head Assistant, DEO Office, Mokokchung	Dist. Election Officer, Mokokchung
7	District Election Officer, Zunheboto	Asst. Election Officer, Zunheboto	Head Assistant, DEO Office, Zunheboto	Dist. Election Officer, Zunheboto
8	District Election Officer, Wokha	Asst. Election Officer, Wokha	Head Assistant, DEO Office, Wokha	Dist. Election Officer, Wokha
9	District Election Officer, Mon	Asst. Election Officer, Mon	Head Assistant, DEO Office, Mon	Dist. Election Officer, Mon
10	District Election Officer, Longleng	Asst. Election Officer, Longleng	Head Assistant, DEO Office, Longleng	Dist. Election Officer, Longleng
11	District Election Officer, Tuensang	Asst. Election Officer, Tuensang	Head Assistant, DEO Office, Tuensang	Dist. Election Officer, Tuensang

12	District Election Officer, Kiphire	Asst. Election Officer, Kiphire	Head Assistant, DEO Office, Kiphire	Dist. Election Officer, Kiphire
13	District Election Officer, Pughoboto	EAC (I/C Election), Pughoboto	Head Assistant, DEO Office, Pughoboto	Dist. Election Officer, Pughoboto
14	District Election Officer Noklak	Not designated	Not designated	Not designated
15	District Election Officer Tseminyu	Not designated	Not designated	Not designated
16	District Election Officer Chumuokedima	Not designated	Not designated	Not designated
17	District Election Officer Shamator	Not designated	Not designated	Not designated

Chapter-17 : Such other information as may be prescribed:

(i) General information on conduct of elections:

The Constitution of India has vested in the Election Commission of India, the superintendence, direction and control of the entire process for conduct of elections to Parliament and Legislature of every State and to the offices of President and Vice-President of India.

Elections are conducted according to the constitutional provisions, supplemented by laws made by Parliament. The major laws are the Representation of the People Act, 1950, which mainly deals with the preparation and Revision of Electoral Rolls, the Representation of the People Act, 1951, which deals, in detail, with all aspects of conduct of elections and post-election disputes. The Supreme Court of India has held that where the enacted laws are silent or make insufficient provision to deal with a given situation in the conduct of elections, the Election Commission has the residuary powers under the Constitution to act in an appropriate manner.

For more information on election related activities, contents of Handbook published by Election Commission of India, etc. can be obtained from the website of Election Commission of India, i.e. www.eci.gov.in.

(ii) Obtaining Electoral Rolls:

- (a) The Electoral Rolls for all the Assembly Constituencies of the district are available in the Office of the Electoral Registration Officer. The electoral roll of a concerned polling station is also available with the concerned Booth Level Officer (BLO). The electoral rolls of all assembly constituencies are also available in the website <http://ceonagaland.nic.in>
- (b) Copies of the Electoral Rolls available with the Electoral Registration Officers may be obtained on payment of the fees as detailed below:
 - Copy of the computerized current Electoral Rolls Rs.2.00 per page.
 - Copies of extract of Electoral Rolls at Rs.5/- per record.
 - PS CD ROM containing the Electoral Rolls data Rs.100/-
 - If all the Assembly Constituencies under the jurisdiction of a District Election Officer do not fit in one CD, then that may be split into more than one CD with each CD sale price being fixed at Rs.100/-

(iii) EPIC:

The Electoral Registration Officer prepares the EPIC (Electors Photo Identity Card) of the registered elector and is issued to the elector free of cost. If the elector claims that the EPIC issued earlier is lost, a duplicate EPIC is issued on payment of Rs.25/- based on the declaration/application made by the concerned elector. However, no fee is charged for issue of first EPIC, in case of an error that can be attributed to the electoral machinery and EPIC lost due to natural calamities like cyclone, flood, earthquake etc.

(iv) NVD (National Voters Day) is celebrated on 25th January every year to create electoral awareness as a measure to enhance participation of citizens in the democratic process to make universal adult franchise a complete reality. The newly registered electors in the latest revision are felicitated in a brief ceremony organized at the National Level, State Level, District Level, Assembly Constituency Level etc. 25th January is the Election Commission of India Foundation Day, and starting from the year 2011 the Commission decided to celebrate as National Voters Day.

(v) Conduct of Special Summary Revision of Electoral Roll, 2022:

Special Summary Revision of Electoral Rolls of Intensive nature with reference to 01.01.2023 as the qualifying date was carried out from 09/11/2022 (date for draft publication of the rolls) to 05/01/2023 (date for final publication of the rolls). During this revision period the following addition of voters name, deletion of voters name and modifications were done;

(a) Addition of new voters- 44736

(b) Deletion of voters name- 10869

(c) Modifications of particulars- 6915

The State total electors as on final publication of the rolls are- 1309651.

(vi) Polling Stations:

Sl. No.	District	Total Polling Stations	Sl. No.	District	Total Polling Stations
1	Dimapur	172	9	Mon	264
2	Peren	127	10	Longleng	110
3	Kohima	184	11	Tuensang	124
4	Pughoboto	33	12	Kiphire	123
5	Phek	202	13	Noklak	64
6	Mokokchung	235	14	Tseminyu	47
7	Zunheboto	203	15	Chumuokedima	175
8	Wokha	215	16	Shamator	37
State Total					2315

(vii) Conduct of 14th General Elections to State Legislative Assembly, 2023:

(a) Schedule for the General Election to the Legislative Assemblies of Meghalaya and Nagaland

Poll Events	Meghalaya and Nagaland (All 60 Assembly Constituencies of both States)
Date of Issue of Gazette Notification	31st January, 2023 (Tuesday)
Last Date of making nominations	7th February, 2023 (Tuesday)
Date for Scrutiny of Nominations	8th February, 2023 (Wednesday)
Last date for the withdrawal of candidatures	10th February, 2023 (Friday)
Date of Poll	27th February, 2023 (Monday)
Date of Counting	2nd March, 2023 (Thursday)
Date before which election shall be completed	4th March, 2023 (Saturday)

(b) Details of Elected MLAs

Sl. No.	AC No. and Name	Elected Candidated	Party
1	Dimapur-I	H. Tovihoto Ayemi	Bharatiya Janata Party
2	Dimapur-II	Moatoshi Longkumer	Nationalist Democratic Progressive Party
3	Dimapur-III	Hekani Jakhalu	Nationalist Democratic Progressive Party
4	Ghaspani-I	N. Jacob Zhimomi	Bharatiya Janata Party
5	Ghaspani-II	Zhaleo Rio	Nationalist Democratic Progressive Party
6	Tenning	Namri Nchang	Nationalist Congress Party
7	Peren	Taditui Rangkau Zeliang	Nationalist Democratic Progressive Party
8	Western Angami	Salhoutuonuo Kruse	Nationalist Democratic Progressive Party
9	Kohima Town	Dr Tseilhoutuo Rhutso (Dr Ato)	National People's Party
10	Northern Angami-I	Dr.Kekhrielhoulie Yhome	Nationalist Democratic Progressive Party
11	Northern Angami-II	Neiphiu Rio	Nationalist Democratic Progressive Party
12	Tseminyu	Jwenga Seb	Janata Dal (United)
13	Pughoboto	Dr Sukhato A Sema	Lok Janshakti Party(Ram Vilas)
14	Southern Angami-I	Kevipodi Sophie	Independent
15	Southern Angami-II	Kropol Vitsu	Bharatiya Janata Party
16	Pfutsero	Dr.Neisatuo Mero	Independent
17	Chizami	K. G Kenye	Nationalist Democratic Progressive Party
18	Chazouba	Kudecho Khamo	Nationalist Democratic Progressive Party
19	Phek	Kuzholuzo Nienu	Naga Peoples Front
20	Meluri	Z.Nyusietho Nyuthe	Nationalist Democratic Progressive Party

21	Tuli	A. Pangjung Jamir	Bharatiya Janata Party
22	Arkakong	Nuklutoshi	National People's Party
23	Impur	T N Mannen	Nationalist Democratic Progressive Party
24	Angetyongpang	Tongpang Ozukum	Nationalist Democratic Progressive Party
25	Mongoya	Imkongmar	Nationalist Democratic Progressive Party
26	Aonglenden	Sharingain Longkumer	Nationalist Democratic Progressive Party
27	Mokokchung Town	Metsubo Jamir	Nationalist Democratic Progressive Party
28	Koridang	Imkong L. Imchen	Bharatiya Janata Party
29	Jangpetkong	Temjenmenba	Nationalist Democratic Progressive Party
30	Alongtaki	Temjen Imna Along	Bharatiya Janata Party
31	Akuluto	Kazheto	Bharatiya Janata Party
32	Atoizu	Picto	Nationalist Congress Party
33	Suruhuto	S. Toiho Yeptho	Nationalist Congress Party
34	Aghunato	G Ikuto Zhimomi	Nationalist Democratic Progressive Party
35	Zunheboto	K Tokugha Sukhalu	Nationalist Democratic Progressive Party
36	Satakha	G. Kaito Aye	Nationalist Democratic Progressive Party
37	Tyui	Yanthungo Patton	Bharatiya Janata Party
38	Wokha	Y Mhonbemo Humtsoe	Nationalist Congress Party
39	Sanis	Mhathung Yanthan	Nationalist Democratic Progressive Party
40	Bhandari	Achumbemo Kikon	Naga Peoples Front
41	Tizit	P. Paiwang Konyak	Bharatiya Janata Party
42	Wakching	W Chingang Konyak	Nationalist Democratic Progressive Party
43	Tapi	Noke Wangnao	Nationalist Democratic Progressive Party
44	Phomching	K Konngam Konyak	Bharatiya Janata Party
45	Tehok	C.L John	Nationalist Democratic Progressive Party
46	Mon Town	Y Mankhao Konyak	Nationalist Congress Party
47	Aboi	C. Manpon Konyak	Independent
48	Moka	A Nyamnyi Konyak	National People's Party
49	Tamlu	B. Bangtick Phom	Independent
50	Longleng	A Pongshi Phom	Nationalist Congress Party
51	Noksen	Y. Lima Onen Chang	Republican Party of India (Athawale)
52	Longkhim Chare	Sethrongkyu	Bharatiya Janata Party
53	Tuensang Sadar-I	P. Bashangmongba Chang	Bharatiya Janata Party
54	Tuensang Sadar-II	Imtichoba	Republican Party of India (Athawale)
55	Tobu	Naiba Konyak	Lok Janshakti Party(Ram Vilas)

56	Noklak	P Longon	Nationalist Congress Party
57	Thonoknyu	Benei M Lamthiu	National People's Party
58	Shamator Chessore	S Keoshu Yimchunger	Nationalist Democratic Progressive Party
59	Seyochung Sitimi	C. Kipili Sangtam	National People's Party
60	Pungro Kiphire	S. Kiusumew Yimchunger	Nationalist Democratic Progressive Party
