

RTI DISCLOSURE

Year 2024-2025

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

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

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Introduction

1. Background, objective and purpose of this Handbook:

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.

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.

3. Organization of the Information:

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

4. Contact person:

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

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 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:

1.1 Name & Address:

Office of the Chief Electoral Officer
Election Secretariat, Nagaland
A.G. Colony, Kohima

1.2 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 to the offices of President & Vice-President are vested in the Election Commission of India which consists of the Chief Election Commissioner and Election Commissioners. In 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 under Section 13A of the Representation of the People Act, 1950) and the officers and staff working under him.

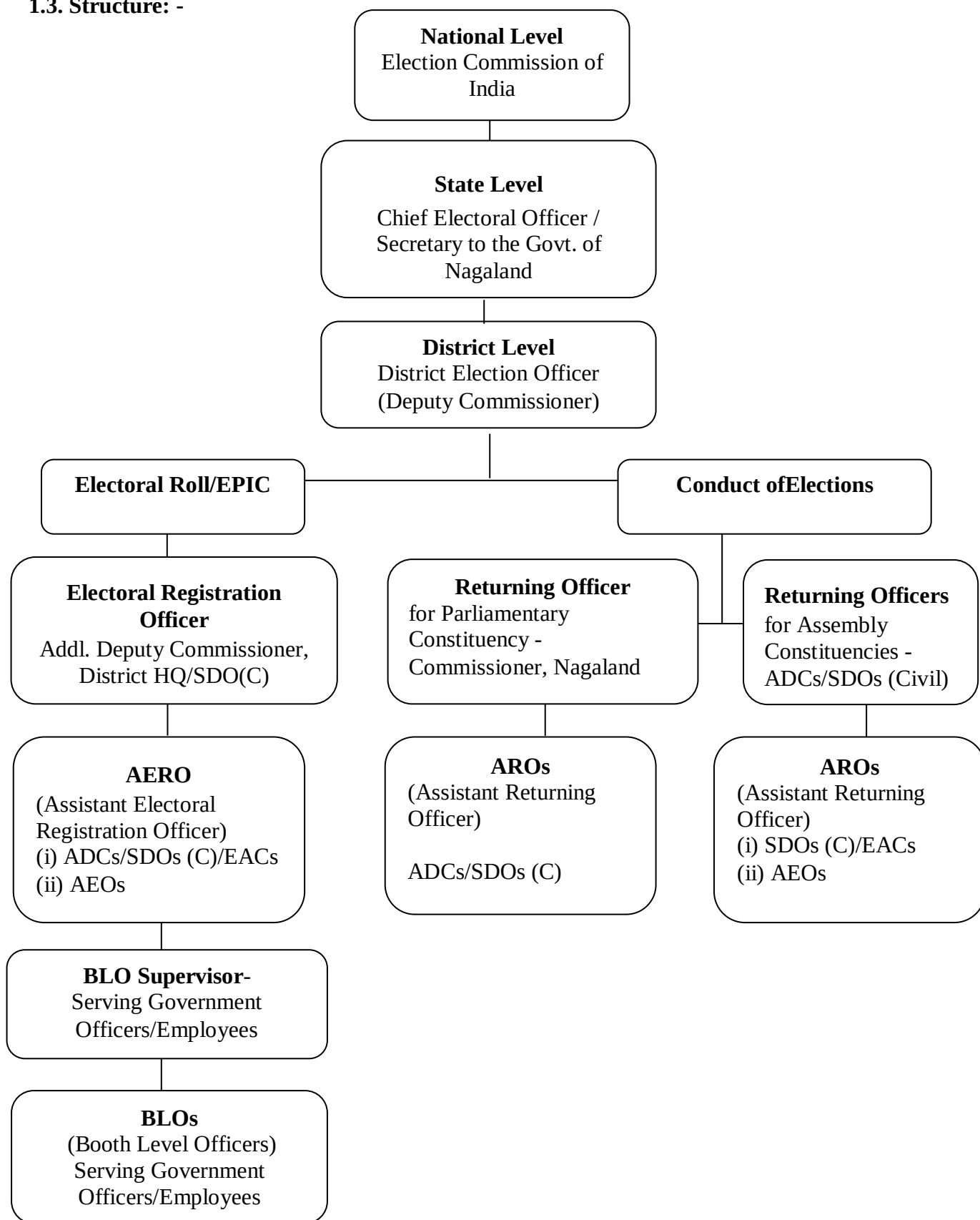
The Chief Electoral Officer (CEO) is normally appointed from All India Service in the cadre of Secretary & above. Chief Electoral Officer is, therefore, designated as Chief Electoral Officer and Ex-Officio Secretary to Government, Election Department. Field administration at the district level is run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

The Election Commission of India appoints, under Section 13B of the Representation of the People Act, 1950, Electoral Registration Officers and under Section 13C of the same Act, Assistant Electoral Registration Officers for the preparation and management of the Electoral Rolls.

Similarly, under Section 21 of the Representation of the People Act, 1951, Returning Officers and under Section 22 of the same Act, Assistant Returning Officers are appointed for the conduct of Elections to the State Legislative Assembly.

All such statutory appointments are made with officers drawn from the General Administration/Revenue Department.

1.3. Structure: -



1.4 Cadre strength in the Chief Electoral Officer's Office:

Sl. No.	Name of Post	Strength
1	Chief Electoral Officer & Secretary to the Government of Nagaland.	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-I (MIS)	1
8	Project Manager	1
9	Programmer	2
10	Assistant Programmer	2
11	Superintendent	3
12	Assistant Superintendent	5
13	UDA	3
14	LDA-cum-Computer Assistant	12
15	Data Processing Operator	5
16	Call Centre Operator	3
17	Library Assistant	1
18	Stenographer- II	2
19	Stenographer-III	3
20	MTS	10
21	Driver	9

1.5 Cadre strength in the District Election Office:

There are 16 (sixteen) District Election Offices in the State. The general cadre strength in the each District Election Office is

Sl. No.	Name of Post	Strength
1	Assistant Election Officer	1
2	Head Assistant	1
3	UDA	1
4	Assistant Programmer	1
5	LDA-cum-Computer Assistant	3/4
6	Driver	1
7	MTS	2
8	Chowkidar/Sweeper	1 (fixed pay)

*Noklak, Tseminyu, Chumoukedima, Shamator and Pughoboto Election Districts do not

have Assistant Election Officers.

*In Noklak, Tseminyu, Chumoukedima and Shamator, there is only 1 (one) Assistant Programmer and 1 (one) LDA-cum-Computer Assistant.

1.6 Working hours for Office:

The office working hours is 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 working days only).

1.7 Grievance Redressal Mechanism:

Grievances relating to the subject of elections are addressed through online and offline mechanisms in the Chief Electoral Officer's Office as well as the District Election Offices.

1.8 Functions and duties:

Subject to Superintendence, discipline and control of the Election Commission of India under 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 the 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 and preparation and issue of Electors Photo Identity Cards (EPIC).

(iv) Promote Voter Education and awareness through Systematic Voters' Education and Electoral Participation (SVEEP).

(v) To assist the Delimitation Commission in the Delimitation of Assembly and Parliamentary Constituencies.

Chapter-2: Powers and duties of Officers and Employees

2.1 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 and the District Election Officer.

2.2 District Election Officer:

There are 16 (sixteen) notified District Election Officers in the State.

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.

2.3.1 Returning Officer (AC):

There are 57 (fifty-seven) notified Returning Officers (AC) in the State. The Returning Officers (AC) are notified by the Election Commission of India, in consultation with the Government of the State, under Section 21 of the Representation of the People Act, 1951.

The Returning Officer is primarily responsible for overseeing the conduct of election in his constituency. In addition to making detailed logistical arrangements in coordination with the District Election Officer for the smooth conduct of the election, the primary duties of the Returning Officer are

- Notification of the Election Schedule.
- Receipt of Nomination and Scrutiny of the Nominations.
- Allotment of Symbols
- Drawing up the list of Contesting Candidates.
- Prepare EVM/VVPATs for the election.
- To count the votes and declare the results.

2.3.2 Assistant Returning Officer (AC):

There are 60 (sixty) notified Assistant Returning Officers (AC) in the State, notified by the Election Commission of India, in consultation with the Government of the State, under Section 22 of the Representation of the People Act, 1951. The Assistant Returning Officer shall assist the 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).

2.4.1 Electoral Registration Officer:

There are 16 (sixteen) notified Electoral Registration Officers in the State.

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, 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, 1st April, 1st July and 1st October 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.

2.4.2 Assistant Electoral Registration Officers:

There are 71 (seventy-one) notified Assistant Electoral Registration Officers in the State.

The Assistant Electoral Registration Officer shall assist the 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).

2.5 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.

2.6 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:

- Receiving claims and objections on behalf of the ERO
- 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
- 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 3.1 to 3.9. The channels of supervision and enforcing accountability generally follow the hierarchy specified in the organizational structure set out earlier in chapter -2.

3.1. Electoral Rolls - Conditions and disqualifications for registration in the electoral roll, types of electors and Forms and Procedures followed:

3.1.1. Condition for registration- (*Section 19 of the RPA, 1950*) Every person who –

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

3.1.2. Disqualification for registration- (*Section 16 of the RPA, 1950*)

- (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).

3.1.3. 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, shifting, marking of PwD and application for replacement of EPIC without correction. 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 spouse of a Service Elector shall, if he/she is residing with him/ger 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. These electors are called an Overseas Electors. The NRIs can apply application for registration as Overseas Electors through Form-6A.

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 such Overseas Electors to cast vote.

3.1.4. Forms and Procedures:

(i) Inclusion in the Electoral Rolls for first time electors & overseas electors:

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 statutory period for passing orders	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9
Electoral Registration Officer.	Submission of duly filled in Form 6(Resident Indian Citizens) & 6A (Overseas Indian Citizens). Forms can be obtained from Office of ERO, AEROs and Designated Locations/BLOs or downloaded online from the Voters' Services Portal.	Inclusion of name in the electoral roll.	The elector concerned or any member of his/her family.	1. One recent colourpassport photograph. 2. Proof of residence 3. Proof of age for 18-20 years. 4. Self attested photocopy of the relevant pages of the passport containing the photograph and all other particulars of the applicant and the page containing the valid visa endorsement (for Overseas Indian Citizens)	The claim application can be submitted in the EROs/ AEROs Offices and to BLOs. - during Revision of Electoral Roll or during continuous updation, after the final publication of the E/Roll.	Minimum of 7-day period	1.Receipt of Forms 2. Publication in Form-9 the list of Claims received in Form-6. 3.Field verification by BLOs or summary enquiry if necessary 4.Check by higher authorized officials 5. Passing of orders by ERO	During revision, only one appeal is allowed before the Appellate Authority who is DM/DC/ADC. While during continuous updation, two appeals are allowed i.e 1 st appeal before 1 st Appellate Authority (DC/DM/ADC) and 2 nd appeal before CEO.

(ii) Deletion/Objection to entry 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	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9
Electoral Registration Officer.	Submission of duly filled in Form 7 (Form 7 can be obtained from Office of ERO, AEROs and Designated Locations/BLOs or downloaded online from the Voters' Services Portal.	Deletion or Objection to entry in the electoral roll.	1. Self 2. An 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.	Application for deletion/objection To entry can be submitted in the EROs/ AEROs Offices and to BLOs - during Revision of Electoral Roll or during continuous updation, after the final publication of the E/Roll	Minimum of 7 day period	1. Receipt of Forms 2. Publication in Form-10 the list of objections/deletion received in Form-7 3. Issue of Notice 4. Field verification by BLOs 5. Passing of orders by Electoral Registration Officer	During revision, only one appeal is allowed before the Appellate Authority who is DM/DC/ADC. While during continuous updation, two appeals are allowed i.e 1 st appeal before 1 st Appellate Authority (DC/DM/ADC) and 2 nd appeal before CEO.

(iii) Shifting of residence, Correction of Particular(s) relating to an entry in the roll, Issue of replacement EPIC without corrections & Marking Person with Disability:

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	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9
Electoral Registration Officer	Submission of duly filled in Form 8 (Form 8 can be obtained from Office of ERO, AEROs and Designated Locations/ BLOs or downloaded online from the Voters' Services Portal.	Shifting of residence, Correction of Particular(s) relating to an entry in the roll, Issue of Replacement EPIC without corrections & Marking Person with Disability	concerned elector who has Shifted, requires Correction of particular(s) of entry, requires Replacement EPIC without correction, Marking of PwD voters.	1. Shifting: Proof of Residence. 2. Issue of Replacement EPIC: Mutilated/old EPIC or FIR copy (in case of loss of EPIC). 3. Correction: Sufficient proof of the correction of particular(r) / details. 4. Marking of PwD: Disability Certificate , if available.	Form 8 can be submitted in the EROs/ AEROs Offices and to BLOs. - - during Revision of Electoral Roll or during continuous updation, after the final publication of the E/Roll	Minimum of 7 day period	1.Receipt of Forms 2.Publication of list in Form-11, 11A and 11B as the case may be. 4. Field verification by BLOs 5. Passing of orders by Electoral Registration Officer	During revision, only one appeal is allowed before the Appellate Authority who is DM/DC/ADC. While during continuous updation, two appeals are allowed i.e 1 st appeal before 1 st Appellate Authority (DC/DM/ADC) and 2 nd appeal before CEO.

3.2. Election of President and Vice President.

3.2.1. (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.

3.2.1. (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.

3.2.2. Election of 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.

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

3.3.1. 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.

3.3.2. 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.

3.3.3. 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.

3.3.4. 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.

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

The discharge of functions and duties 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 in Chapter 5.

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)	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)	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
9	Hand Book for Returning Officers	Commission's instructions on polling stations/polling personnel/Election materials/Nomination/Scrutiny/Withdrawal of Candidature/ Allotment of symbols/ EVMs and VVPATs/Counting of Votes/Declaration of results/Accounts of election expenditure of the Candidates etc.	
10	Hand Book for Electoral Registration Officers	Legal provisions and Framework, procedures for preparation of Electoral Rolls etc.	
11	Hand Book for Presiding Officers	Law and Procedures and the relevant instructions and directions of the Commission in relation to the conduct of elections for discharging various functions/duties as Presiding Officers	
12	Model Code of Conduct	Commission's guidelines for Political Parties and Candidates in respect of their conduct at the time of elections for meetings/processions etc.	

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, the registered political parties, and other stake holders are consulted and works are executed taking them into 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	9436609835	0370-2290456/ 2290458	2290460
2	Additional Chief Electoral Officer	9436241365	0370-2290452	2290406
3	Joint Chief Electoral Officer (M)	9402433063	0370-2292023	
4	Deputy Chief Electoral Officer (A)	7005948915	0370-2292313	
5	Deputy Chief Electoral Officer (T)	9436001957	0370-2292315	
6	Assistant Chief Electoral Officer (R)	9366809916		
7	Assistant Chief Electoral Officer (O)	7005938332		
8	Administrative Officer	9436000710		2290310
9	AEO-I (MIS)	9436062658	0370-2290344	2290310
10	Steno Grade-I	8575944492		
11	Superintendent (T)	7005616153		
12	Superintendent (K)	9856206716	0370-2292314	
13	Superintendent (E)	9436000553		
14	Project Manager (IT)	6264618449		
15	Programmer (K)	8257831623		
16	Programmer (S)	9862593603		
17	Assistant Superintendent (K)	9436434161		
18	Assistant Superintendent (T)	9856460989		
19	Assistant Superintendent (T)	9862843607		
20	Assistant Superintendent (K)	9856262240		
21	Assistant Superintendent (M)	9436423786		

(ii) **Office of the District Election Officers & Electoral Registration Officers for conduct of special summary revision of electoral rolls with reference to 01.01.2025 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	Dr. Tinojongshi Chang, NCS	-	-	248050	9862678400	tinochang2013@gmail.com
		ADC & ERO	Shri. Zakabo V. Rotokha	-	-	-	8730071176	zvrotokha@gmail.com
		AEO & AERO	Shri. Toshimongba Longchar	-	-	-	9856776699	aeodmp@gmail.com
2	Peren 03839	DC & DEO	Shri. Hiazu Meru	-	-	-	8880689349	dcperen-ngl.nic.in
		ADC & ERO	Shri. Robin	-	-	-	7005890895	robindailiam@gmail.com
		AEO & AERO	Shri. AketoShohe	-	-	-	8730067484	electionofficeperen@gmail.com
3	Kohima 0370	DC & DEO	Shri. Kumar Ramnikant, IAS	8880689341	-	-	9650996038	dckma-ngl@gov.in
		ADC & ERO	Shri. RhosiethoNguori	-	-	-	9612581203	dckma-ngl@gov.in
		AEO & AERO	Shri. Chisho K. Swu	2290340	-	-	9856537418	dckma-ngl@gov.in
4	Pughoboto 0370	ADC & DEO	Shri. Tiameren Chang	-	-	-	9436007098	changimeren@yahoo.com
		SDO(C) & ERO	Shri. RohbiSangtam	-	-	-	7005743163	
		EAC & AERO	Er. Keyileuteing Ndang	-	-	-	9615475173	dndangzlg@gmail.com
5	Phek 03865	DC & DEO	Shri. RhosiethoNgouri	-	-	-	9612531203	Electionphek01@gmail.com
		ADC & ERO	Smti. Zhoi Lohe	-	-	-	8731063300	Lohezhohi10@gmail.com
		AEO & AERO	Shri. Phachalo Kath	9233229556	-	-	6009805630	Phachulokath123@gmail.com
6	Mokokchung 0369	DC & DEO	Shri Ajit Kumar Verma	8880689343	-	-	9402497122	dcmok-ngl@nic.in
		ADC & ERO	Chumlamohumtsoe, NCS	-	-	-	8974405611	chumlamoh76@gmail.com
		EAC & AERO	Shri. RenbenMozhui	-	-	-	9862872949	renbenmoz@gmail.com
7	Zunheboto 03867	DC & DEO	Shri. Rahul Bhanudas Mali, IAS	-	-	-	9284488068	dczhhb-ngl@gov.in
		ADC & ERO	Shri. KeyirangdingHegui	-	-	-	9862339023	zbtodc@gmail.com
		AEO & AERO	Shri. BisaleeThonger	-	-	-	7005659143	electionofficezbt@yahoo.in
8	Wokha	DC & DEO	Shri. Vineet Kumar, IAS	852796056	-	-	8527960560	dcwok-ngl@nic.com
		ADC & ERO	Shri. RenbomoEzung, NCS	8131923351	-	-	8131923351	Ezung15@gmail.com
		AEO & AERO	-	-	-	-	-	elecwkha@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	Shri.Wennyei Konyak	8880689345			8415953204	dcmon-ngl@nic.in
		ADC & ERO	Smti.TemjennaroLongkumer, NCS				8974887294	electionofficemon@gmail.com
		AEO & AERO	Shri. Lungkuba				7005797042	electionofficemon@gmail.com
10	Longleng 0369	DC & DEO	Shri. W. Manpai Phom, NCS	-	-	-	8880689348	dc.longleng@gmail.com
		ADC & ERO	Shri. Alongdhiran Jamir, NCS	-	-	-	7629839741	dc.longleng@gmail.com
		AEO & AERO	Shri. Nathan Konyak	-	-	-	9862917080	longleng.deo@gmail.com
11	Tuensang03861	DC & DEO	Smti. LithronglaTongpiRutsa	-	-	-	8880689344	dctuensang@gmail.com
		ADC & ERO	Smti. Shelly Katiry	-	-	-	9862089699	adctuensang@gmail.com
		AEO & AERO	Shri. NiloKatiry	-	-	-	9612740384	electiontuensang@gmail.com
12	Kiphire 03863	DC & DEO	Shri.TemswatiLongkumer	-	-	-	9436017951	electionofficekiphire@gmail.com
		ADC & ERO	Shri. LongdibaSangtam	-	-	-	7085580799	electionofficekiphire@gmail.com
		EAC & AERO	Shri. Nitile Tep	-	-	-	9862734040	electionofficekiphire@gmail.com
13	Noklak	DC & DEO	Shri Arikumba, NCS	-	-	-	8880689352	elenoklak@gmail.com
		SDO& ERO	Shri. Vikhoto Richa, NCS	-	-	-	8415050062	vikhoto_richa@yahoo.com
		EAC& AERO	-	-	-	-	-	-
14	Tseminyu	DC & DEO	Shri .Rohit Singh, IAS	-	-	-	7827252681	electionofficetseminyu@gmail.com
		ADC & ERO	Smti. Kikumsungla Jamir, NCS	-	-	-	7085299564	electionofficetseminyu@gmail.com
		EAC & AERO	Shri. Tsidi, NCS	-	-	-	7085239106	electionofficetseminyu@gmail.com
15	Chumoukedi ma	DC & DEO	Shri. Polan John	-	-	-	9436062951	dc.chumoukedi@gmail.com
		ADC & ERO	Dr. Kuzonyi Wideo	-	-	-	9366802911	aechumu@gmail.com
		EAC & AERO	-	-	-	-	-	aechumu@gmail.com
16	Shamator	DC & DEO	Shri. Chubatemjen	-	-	-	8880689356	deoshamator@gmail.com
		SDO & ERO	Shri. Bodi Kapfo, NCS				8787829986	deoshamator@gmail.com
		EAC & AERO	Shri. I. Yentinoungbou				7005528270	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. Vyasani R, IAS	Chief Electoral Officer		
2	Shri.Awa Lorin	Addl. Chief Electoral Officer	18	205753
3	Shri. R. Mhathung	Joint Chief Electoral Officer	17	170011
4	Smti. Alila Chang	Dy. Chief Electoral Officer	16	154394
5	Shri. R. Toshimeren Aier	Dy. Chief Electoral Officer	16	159063
6	Shri. Roland Merry	Assistant Chief Electoral Officer	15	133947
7	Smti. Olivi Thurr	Assistant Chief Electoral Officer	15	119135
8	Smti. Neidenuo	Administrative Officer	15	137972
9	Kum. Ketousie-u-Khruomo	Assistant Election Officer-Gr I (MIS)	15	136523
10	Kum. Iliho	Project Manager	13	105450
11	Shri.Kitoka Sumi	Programmer	12	84842
12	Shri. Seroba Sangtam	Programmer	12	77758
13	Smti. LimatilaOzukum	Asst. Programmer	10	73411
14	Smti. Thejasenuo	Superintendent	14	117847
15	Smti. Kedolhouriano	Superintendent	14	117847
16	Smti. Esther Kipgen	Superintendent	14	101747
17	Shri. Kuovizol Savi	Assistant Superintendent	12	98366
18	Smti. Temjenna	Assistant Superintendent	12	95468
19	Kum. Thenuvikou Nagi	Assistant Superintendent	12	92731
20	Smti. Khrietsinuo	Assistant Superintendent	12	89994
21	Smti. Mhayani Patton	Assistant Superintendent	12	78371
22	Shri. Jenhilo Seb	Stenographer Gr-II	12	124287
23	Shri. T. Ponathung Lotha	Stenographer Gr-II	14	91223
24	Smti. T. LikhumlaSangtam	Stenographer Gr-III	7	57633
25	Kum. Noksangnaro Kichu	Stenographer Gr-III	7	56023
26	Smti.VisusanuoRhetso	Stenographer Gr-III	7	52803
27	Smti. K. Chilliam	UDA	10	75665
28	Shri. Boloto.P. Zhimo	UDA	10	69803
29	Kum. KimiliSohe	UDA	10	71318
30	Shri. Temjensoba	LDA-cum-Computer Assistant	8	61694
31	Smti. RongsenmonglaOzukum	LDA-cum-Computer Assistant	8	64878
32	Shri. N. Kaito Sumi	LDA-cum-Computer Assistant	8	61175
33	Shri. Caleb Swu	LDA-cum-Computer Assistant	7	57794
34	Smti. Noktila Aier	LDA-cum-Computer Assistant	7	54574
35	Shri. John Dibew Yimchunger	LDA-cum-Computer Assistant	7	26158
36	Shri. Paul Honlithong	LDA-cum-Computer Assistant	7	52964

37	Smti. SemedemlaTzudir	LDA-cum-Computer Assistant	7	52964
38	Shri. VilhouZumu	LDA-cum-Computer Assistant	7	51515
39	Shri. Kutazo Vero	LDA-cum-Computer Assistant	7	51515
40	Shri WatilembaLongkumer	LDA-cum-Computer Assistant	7	44592
41	Smti. T. Dumchoben. Kikon	Data Processing Operator	7	52964
42	Shri. K. TovikaZhimomi	Data Processing Operator	7	52964
43	Smti. NaroinlaAier	Data Processing Operator	7	52964
44	Shri. Phomli Phom	Data Processing Operator	7	52964
45	Shri. C. SheiyaWaliam	Data Processing Operator	7	52964
46	Shri. Neiketoulhou	Call Centre Operator	7	52964
47	Kum. TheraliOvung	Call Centre Operator	7	52964
48	Kum. MetsilenoYhokha	Call Centre Operator	7	48617
49	Smti. Moanaro Aier	Library Assistant	7	52964
50	Shri. Mon Bahadur Rana	Driver Gr-1	6	61847
51	Shri. Rohmingliana	Driver Gr-1	6	63107
52	Shri. OrenbomoKinghen	Driver Gr-1	6	59565
53	Shri. Y Yingei Phom	Driver Gr-I	3	47159
54	Shri. Puleso Vero	Driver Gr-II	3	37508
55	Shri. Longdiakum	Driver Gr-II	3	37508
56	Shri. Khukiya Sumi	Driver Gr-II	3	37508
57	Shri Benlo Lorin	Driver Gr-II	3	37508
58	Shri. Innio. R. Odyuo	Driver Gr-II	3	31551
59	Shri. Binay Thapa	Night Chowkidar	1A	65517
60	Shri. Khrie-U Linyu	Peon	1A	52315
61	Shri. Vilakuolie	Peon	1A	52315
62	Smti. Akenyu Khing	Sweeper	1A	50866
63	Shri. K. Yahpong Konyak	Peon	1A	43621
64	Smti. Chamyia Konyak	Peon	1A	37342
65	Kum. Dzuvineino	Peon	1A	33000
66	Smti. Moamongla	Peon	1A	33000
67	Smti. Rongsentila	Peon	1A	31068
68	Kum. Rukhievonuo	Peon	1A	26238
69	Smti. Ruokosai	Sweeper (Contingency)		5280
70	Smti. Rongsenrenla	Sweeper (Contingency)		5280

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

(a) DEO Dimapur:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	ToshimongbaLongchar	AEO	14	101747
2	WongdangoKikon	HA (Sr)	11	80173
3	Jubito Awomi	UDA	7	56184
4	Julia Yanghok	LDA-cum-Computer Assistant	4	49744
5	Imnanukshi Jamir	LDA-cum-Computer Assistant	4	39440
6	GuipeuleNsarangbe	LDA-cum-Computer Assistant	4	39440
7	Shurhisieno Savino	Typist	4	74699
8	KuvizoYhoshu	Driver	3	32356
9	Hangpao	Peon	1	54247
10	Apinuo Angami	Peon	1	54247

(b) DEO Peren:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Aketo Shohe	AEO-II	14	93977
2	Aro Zeliang	HA (Sr)	11	77919
3	VebaluTunyi	UDA	8	59656
4	HaiduilakNdang	LDA-cum-Computer Assistant	4	38313
5	NamthumbuiZeliang	LDA-cum-Computer Assistant	4	38313
6	Chenchuli Apon	LDA-cum-Computer Assistant	4	33161
7	Thinozakie Sale	Driver	3	33483
8	Paukang	Peon	2A	53281
9	Taleu Hega	Peon	1	37342
10	Peidosap	Chowkidar	Contingency	5,280

(c) DEO Kohima:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Chisho K Swu	AEO-II	14	114466
2	H. Mensang Phom	HA (Sr)	11	82588
3	Imlienla	UDA	7	75182
4	LivikaAssumi	LDA-cum-Computer Assistant	4	46524
5	Putha Sophie	LDA-cum-Computer Assistant	4	41694
6	ViphrezoKweho	LDA-cum-Computer Assistant	4	39440
7	ShurhotuonuoKaco	LDA-cum-Computer Assistant	4	38313
8	Kelhoukhrielie	Driver	6	60853
9	Saphrelie	Peon	2A	49739
10	Aben Nugllie	Peon	2A	42338

(d) DEO Pughoboto:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Talichuba Ao	HA (Sr)	11	84037
2	Khrielievi Mor	UDA	7	70996
3	P Baulen Phom	Assistant Programmer	10	65361
4	Vikhuli Kitho	Typist	6	66488
5	Penrithung Kiewhuo	LDA-cum-Computer Assistant	4	38313
6	Diethosetuo Rio	LDA-cum-Computer Assistant	4	36059
7	Vikheli	Chowkidar	Contingency	5280

(e) DEO Phek:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Phachulo	AEO	12	83114
2	M Winsha Konyak	HA (Sr)	10	75665
3	ShilutiTsuah	Assistant Programmer	10	65361
4	AzungkalaOzukum	UDA	7	59565
5	ChizuthoNyuwi	LDA-cum-Computer Assistant	5	52320
6	Tewepre - u -Thele	LDA-cum-Computer Assistant	4	39440
7	Devo Vero	LDA-cum-Computer Assistant	4	38313
8	Shevoto Hoshi	Typist	5	57150
9	Theyeshehu	Driver	6	60853
10	AthipiTunyi	Peon	2	48290
11	SheneyiNienu	Peon	2	45714
12	PuvenuVadeo	Chowkidar	Contingency	5280

(f) DEO Mokokchung:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Renben Mozhui	AEO -II	14	104806
2	Temjentoshi	HA (SR)	11	91765
3	Temsutola	UDA	8	66971
4	Temjenzulu Kichu	Assistant Programmer	10	65361
5	Sashimenla	LDA-cum-Computer Assistant	5	52320
6	Watinaro Kichu	LDA-cum-Computer Assistant	4	40567
7	LipokzuluImsong	LDA-cum-Computer Assistant	4	36059
8	MedovizoKhezhie	LDA-cum-Computer Assistant	4	33161
9	Imkumjungshi	Driver	3	29780
10	Lanusangba	Peon	3	55374
11	Imlitoshi	Peon	3	38469
12	Yangerchila	Chowkidar	Contingency	5280

(g) DEO Zunheboto:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	BisaleeThonger	AEO	12	77758
2	M. Vitoho Sema	HA (Sr)	11	84037
3	WapangtoshiLongkumer	Assistant Programmer	10	65361
4	AtuoKhupfu	UDA	7	70996
5	Vitoka H Shohe	LDA-cum-Computer Assistant	4	45558
6	Sunokali K. Zhimo	LDA-cum-Computer Assistant	4	39440
7	Toshikhe Sumi	Typist	8	70835
8	Kivigho Sumi	Driver	7	77436
9	Avito Sumi	Peon	2	55374
10	Tokato T Awomi	Peon	1	31385
11	MughaliG.Sumi	Chowkidar	Contingency	5280

(h) DEO Wokha:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1				
2	ChanthungoKikon	HA (Sr)	11	87810
3	Chonben Lotha	Assistant Programmer	10	65361
4	P. Pathong	UDA	7	57794
5	Wapangsunup Walling	LDA-cum-Computer Assistant	4	42380
6	Soyingbeni N Patton	LDA-cum-Computer Assistant	4	34526
7	Ahoto Sema	Driver	7	67944
8	Wilson Kithan	Peon	2	40994
9	Y YentsaoShitio	Peon	1	25440
10	ChumremoNgullie	Chowkidar	Contingency	5280

(i) DEO Mon:

Sl. No	Name of Officer/Staff	Designation	Paylevel	GrossAmount
1	Lungkube	AEO	12	71792
2	Tsanbemo Jami	HA (Sr)	11	80173
3	Hampong P	Assistant Programmer	10	65361
4	Ngaubale	UDA	7	63107
5	P.Pangteang Konyak	LDA-cum-Computer Assistant	4	47973
6	Amos Lotha	LDA-cum-Computer Assistant	4	37186
7	A.Manshon Konyak	Driver	3	51443
8	P.Zeiwang Konyak	Peon	2	52315
9	Shamong Konyak	Peon	1	43138
10	Ngepshon Konyak	Chowkidar	Contingency	5280

(j) DEO Longleng:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Nathan Konyak	AEO	14	101747
2	ThungbenKithan	Assistant Programmer	10	65361
3	Thungdemo Jami	UDA	7	61336
4	John P BukungKeikung	LDA-cum-Computer Assistant	5	52320
5	Pulang Konyak	LDA-cum-Computer Assistant	4	46524
6	B.Sentinugla	LDA-cum-Computer Assistant	4	38313
7	Imkongwapang	Driver	4	52481
8	M. Imchi Phom	Chowkidar	Contingency	5280

(k) DEO Tuensang:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	NiloKatiry	AEO-III	12	73934
2	RosalenOvung	HA	10	73411
3	M. Merhi Chang	UDA	9	66971
4	I.R.Yanchu Chang	LDA-cum-Computer Assistant	5	47973
5	LikhumpiSangtam	LDA-cum-Computer Assistant	4	40567
6	Noktsula Chang	LDA-cum-Computer Assistant	4	39440
7	Bendanglemba Ao	Driver	6	66488
8	PongsoYimchunger	Peon	1 A	50383
9	L.TochiYimchunger	Peon	1 A	42333
10	Among Yimchunger	Chowkidar	Contingency	5280

(l) DEO Kiphire:

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Rongsenyanger	HA	10	75665
2	T LipimongSangtam	UDA	7	66971
3	Suliba T sangtam	Assistant Programmer	10	65361
4	L Sepi Sangtam	LDA-cum-Computer Assistant	5	41694
5	Seo P sangtam	LDA-cum-Computer Assistant	5	37186
6	Y KiutangshiTikhir	Typist	5	66488
7	E.Pangteih Konyak	Driver	3	29780
8	S SelipaSangtam	Peon	3	47002
9	SetsachumSangtam	Peon	2	38308
10	Youngsuchi	Chowkidar	Contingency	5280

(m)DEO Noklak

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Sentimeren Ao	Assistant Programmer	10	65361

(n) DEO Chumoukedima

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Meyietele	Assistant Programmer	10	65361

(o) DEO Tseminyu

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	Cheno Sebu	Assistant Programmer	10	65361

(p) DEO Shamator

Sl. No	Name of Officer/Staff	Designation	Pay level	Gross Amount
1	ImkumyangerOzukum	Assistant Programmer	10	65361

Chapter-11: Budget Allocation:

Funds required for Election Department for conducting various election related activities are 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/updationof 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) You tube 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	Joint Chief Electoral Officer, CEO Office, Nagaland, Kohima	Assistant Chief Electoral Officer, Nagaland, Kohima	Additional Chief Electoral Officer, Nagaland, 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	Assistant Programmer	Dist. Election Officer, Wokha
9	District Election Officer, Mon	Asst. Election Officer, Mon	Assistant Programmer	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	UDA	Dist. Election Officer, Tuensang
12	District Election Officer, Kiphire	Asst. Election Officer, Kiphire	UDA	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	EAC i/c Election, Noklak	UDA i/c Election, Noklak	Dist. Election Officer, Noklak
15	District Election Officer Tseminyu	SDO (C) i/c Election, Tseminyu	Assistant Programmer	Dist.Election Officer, Tseminyu
16	District Election Officer Chumuokedima	SDO (C) i/c Election, Chumuokedima	Assistant Programmer	Dist.Election Officer, Chumuokedima
17	District Election Officer Shamator	EAC i/c Election, Shamator	Assistant Programmer	Dist.Election Officer, Shamator

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, 2025:

Special Summary Revision of Electoral Rolls of Intensive nature with reference to 01.01.2025 as the qualifying date was carried out from 29.10.2024 (date for draft publication of the rolls) to 10.01.2025 (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- 18752

(b) Deletion of voters name- 5096

(c) Modifications of particulars- 5279

The State total electors as on final publication of the rolls are- 1345197.

(vi) Polling Stations:

Sl. No.	District	Total Polling Stations	Sl. No.	District	Total Polling Stations
1	Dimapur	172	9	Mon	268
2	Peren	131	10	Longleng	115
3	Kohima	186	11	Tuensang	135
4	Pughoboto	34	12	Kiphire	126
5	Phek	204	13	Noklak	64
6	Mokokchung	244	14	Tseminyu	47
7	Zunheboto	203	15	Chumuokedima	180
8	Wokha	215	16	Shamator	37
State Total					2361

(vii) Conduct of 18th Lok Sabha Elections from 1-Nagaland Parliamentary Constituency, 2024:

Schedule for the 18th Lok Sabha Elections from 1-Nagaland Parliamentary Constituency, 2024:

Poll Events	Dates
Date of Issue of Gazette Notification	20 th March, 2024 (Wednesday)
Last Date of making nominations	27 th March, 2024 (Wednesday)
Date for Scrutiny of Nominations	28 th March, 2024 (Thursday)
Last date for the withdrawal of candidatures	30 th March, 2024 (Saturday)
Date of Poll	19 th April, 2024 (Friday)
Date of Counting	4 th June, 2024 (Tuesday)
Date before which election shall be completed	6 th June, 2024 (Thursday)

Shri. S. Supongmeren Jamir from Indian National Congress (INC) was declared duly elected.