

RTI DISCLOSURE

Year 2023-2024

*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.