

**FORMAT FOR 4(1)(b) and 4(1) (c) of the RTI Act,2005 in respect of  
District Election Office,Balasure.**

1. Name & Designation of the officers & staff	1)Dr.A.B.Ota,IAS,DEO & Collector, Balasure. 2) Manorama Bhuyan,OAS(I)JB, Dy.Collector Election,Balasure. 3) Smt.Umamani Dash,Head Clerk. 4) Sukanta Pradhan,Sr.Clerk. 5) Abdul Farid Khan,Chaukidar. 6) Achyutananda Dash,Peon.
2. Powers of the officers	Conduct of election, delimitation of assembly constituencies, revision of electoral roll,EPIC programme and things as may be necessary for effectually conducting the election in the manner provided by the act and rules or order made by the ECI and Govt.. Over all supervision of the election as well as smooth and peaceful accomplishment of election related works in this district.
3 Duties entrusted to the staff	All official routine works entrusted to the staff as per ORM rules 1964 and according to the instructions of Govt.in Home(Election) Deptt. received from time to time.
4. Activities of the Section in Brief.	All relevant works of General Election to Loksabha and SLA Election,Revision of E.Rolls and EPIC programmes.
5. Relevant facts for formulation of important policies, decisions, announcement relating to public life.	Important policies, decision and announcement are guided by Election rules framed by Election Commission of India.
6. Activities of the sections including important, remarkable activities of the post/last year.	The election related work including revision of E.Rolls,EPIC programme and regular official work as per ORM rules 1964.
7. Brief description of the Rules,regulations, manuals and records held.	Rules,regulation and manuals as per R.P.Act,1951 and records like E.Rolls,Result Sheets of elections.
8. Name, organization & other particulars of the PIOs.	Manorama Bhuyan,OAS(I)JB, Public Information Officer,District Election Office,Balasure.
9. Name,Designation & other particulars of the First Appellate Authority.	Shri Sribatsa Kumar Jena,OAS(I)SB, Addl.District Magistrate,Balasure
10 Name,Designation & other particulars of the Public Authority.	Manorama Bhuyan, OAS(I)JB,Dy.Collector Election,Balasure.
11. Functions of Home(Elections) Department.	Does not arise.