

**THE RIGHT TO INFORMATION ACT, 2005**  
**MANUALS OF ELECTION BRANCH**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER,**  
**MAWKYRWAT CIVIL SUB-DIVISION, WEST KHASI HILLS DISTRICT**

**Introduction:**

Election Branch is one of the Administrative Organization in the Administrative set up of the S.D.O Office. The function of the Branch is more of regularity and statutory body. It functions under the S.D.O (EL) and control of the Deputy Commissioner (Election)/ District Election Officer.

The Right to Information Act came into being on 15<sup>th</sup> June, 2005 to provide for setting out the practical regime of the Right to Information for citizen to secure access to information. The Election Department has notified the following as Public Authorities under its Administrative control, namely

- (a) The Department of Elections and
- (b) Deputy Commissioners (Election) in all seven Districts of the State within their respective jurisdictions.

The objective of having a separate handbook for Public Authority of the Election Branch is to facilitate the users, to have snap shot on the functions and the Roll of the Branch and also its responsibilities as well as duties of the general public in matters concerning with.

- 1. Preparation of Electoral Rolls.
- 2. The conduct of Elections, which are primarily the duties and functions of the Election Branch.
- 3. Implementation of Electors Photo Identity Card Scheme.

The S.D.O (Election), I/c Election who is the notified Public Information Officer of the Branch may be contacted for more information on the Election Branch, and applications for information under this Act may be made to the APIO who is in the EAC (Election).

**MANUAL NO. (1)**

**Particulars of organization functions and duties:-**

Election Branch is listed as one of the Administrative Branch under the S.D.O Establishment. Conducting free and fair Elections and error free Electoral Rolls continue to remain the primary and priority areas of the Branch. Public are periodically informed of the programmes of the Revision of the Electoral Rolls through the Press Release, Advertisements with which the Public are called upon to: -

- (i) Claim for the inclusion of name in the Roll and
- (ii) Object to an entry therein, which is subject to eligibility as laid down in the law.
- (iii) Corrections of particulars.

The fee structure for obtaining information is as prescribed by the Government, that is, as per Notification No. (F.No.34012/8(s)/2005-Estt (B)) dated 16.9.05.

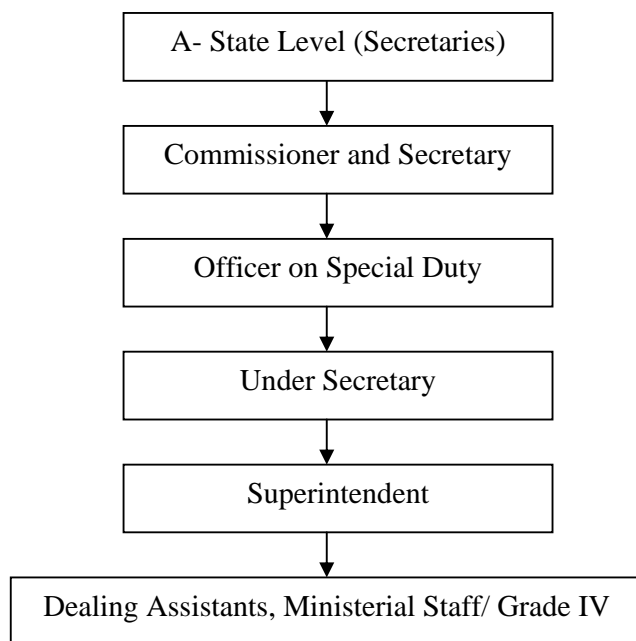
(As per Point No.3.) A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rupees Ten by way of cash against proper receipt or by demand draft or banker's cheque payable to the Accounts officer of the public authority.

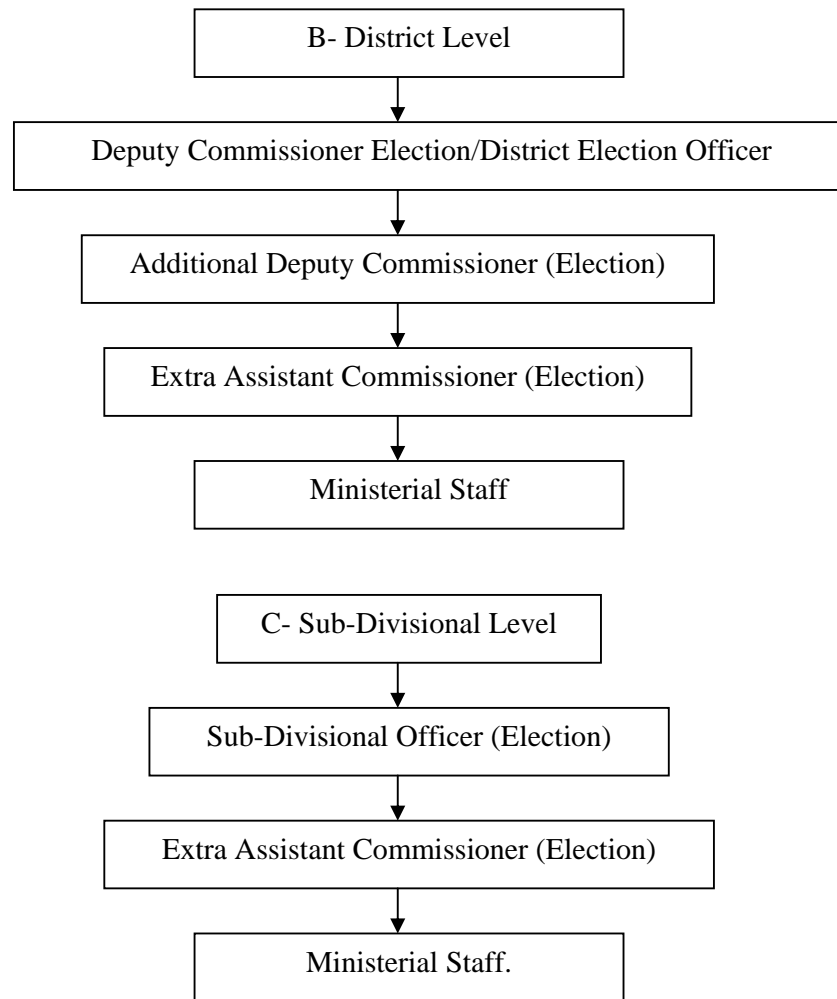
(As per Point No.4.) For providing the information under Sub-Section (1) of section 7, the fee shall be charged by way of cash against proper receipt by demand draft or banker's cheque payable to the Accounts officer of the public authority at the following rates:-

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

(As per Point No.5.) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt by demand draft or banker's cheque payable to the Accounts officer of the public authority at the following rates:-

- (a) for information provided in a diskette or floppy, rupees fifty per diskette or floppy, and
- (b) for information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.





The Names, Designations and other particulars of the Public Information Officer, and Asstt. Public Information Officer are as below: -

Organisations	Public Authority	Asstt. Public Information Officer	Public Information Officer	Appellate Authority
1	2	3	4	5

**Sub-Divisional Headquarter:**

**Sub-Divisional Level Offices of Election Department.**

Mawkyrwat Civil Sub-Division	Deputy Commissioner (Election), West Khasi Hills District	Extra Asstt. Commissioner (Election), Mawkyrwat Civil Sub-Division	Sub-Divisional Officer (Election), Mawkyrwat Civil Sub-Division	Deputy Commissioner (Election), West Khasi Hills District
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## **ELECTION BRANCH**

### **I. Election Machinery:**

1. Establishment matters, Appointment of staff for Revision of Electoral Rolls – Supervisors and Enumerators.

### **II. Electoral Roll:**

1. Preparations and Revision of Electoral Rolls.
2. Electoral Rolls for Service Voters and Special Voters.
3. Compilation of Statistics of voters.
4. Schemes of Photographic Identity Cards.

### **III. Conduct of Elections:**

1. Preparation of the list of Polling Stations.
2. Parliamentary and Assembly General Elections.
3. Purchase of materials for conduct of Elections.
4. Indent of Stationeries and Papers.
5. Requisition of vehicles.
6. Polling Personnel – Appointment thereof.
7. Law and Order arrangements.
8. Printing of Ballot Papers.
9. Counting of Votes.
10. Election Expenses.
11. Maintenance of list of disqualified persons.
12. EVMs - Use of Electronic Voting Machines.

### **IV. Accounts:**

1. Budget Estimate including submission of Estimates to the Government of Meghalaya for re-imbursement of Election Expenditures.
2. Maintenance of Accounts and Encashment of Bills and disbursement of cash.
3. Miscellaneous Accounts Works.

The Election Branch normally confines itself to Election related works as and when directed by State Election Department.

## **MANUAL NO. (2)**

### **The Powers and duties of Officers and Employees:**

The duties of the Officers and Employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of office procedure 1993 published by Personnel and Administrative Reforms Cell, Government of Meghalaya. The Executive Powers of the Officers of the Branch are as per the Rules of the Executive business of the State of Meghalaya. The Administrative Powers are also guided by the Meghalaya Secretariat Manual of Office Procedure, the Fundamental Rules & Subsidiary Rules

1984, the Discipline and Appeal Rules, the Meghalaya Civil Service conduct Rules and the Financial Powers are as per the Meghalaya Financial Rules 1984, The Delegation of Financial Powers Rules 1981 and The Meghalaya Traveling Allowance Rules 1981.

### **MANUAL NO. (3)**

#### **Rules, Regulations, Instructions, Manuals and Records held by it or under its control or use by the employees for discharging of its functions:**

The following are the Acts and Rules and Instructions, which the Department of Election keeps for reference in its normal course of discharging its duties and responsibilities.

1. The Representation of the Peoples 'Act.
2. The Registration of Electors Rules.
3. The Conduct of Election Rules.
4. The Hand Book for Returning Officers.
5. The Compendium of Instructions.
6. The Manual for the Electoral Registration Officers.
7. The Hand Book for Presiding Officers.
8. The Hand Book for Counting.
9. The Hand Book for Contesting Candidate.
10. The Hand Book for Polling Agents.
11. Copies of Electoral Rolls.

#### **The Administrative Service Rules:**

The Meghalaya Secretariat Manual of Office Procedure,  
The Fundamental Rules, Subsidiary Rules, 1984,  
The Rules of executive business of the State of Meghalaya,  
The Discipline and Appeal Rules,  
The Meghalaya Civil Service conduct Rules.

#### **The Financial Powers are as per**

The Meghalaya Financial Rules, 1984.  
The Delegation of Financial Power Rules, 1981.  
The Meghalaya Traveling Allowance Rules, 1981.  
Pension Rules.

#### **Others**

File Index Register.  
Instructions issued by Finance/Planning/personnel/law/Election Department, etc. from time to time.

### **MANUAL NO. (4)**

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.

The Election Branch implements no developmental schemes but the nature and function of the Branch involves the public in different ways. The Political Parties are frequently consulted on matters concerning with organizations and re-organisation of Polling Stations, Campaigning of new programmes of Elections related matters such as the programmes of Electoral Photo Identity Cards. The process of consultations is also an event where political parties and public representatives besides the local leaders of the village level and polling station level are regularly consulted on matter of revision of Electoral Rolls.

**MANUAL NO. (5).**

Statement of category of document that are held by it or under its control:

Sl. No.	Category of the document	Name of the document And its introduction in One line.	Procedure to obtain the Document.
1	The Representation of the People's Act 1951.	Act of Parliament	
2	The Registration of Electors Rules 1960.	Rules.	
3	The conduct of Election Rules	Rules.	
4	The Hand Book for Returning Officer.	Manual.	
5	The Compendium of instructions	Manual	
6	A Hand Book for Contesting Candidates	Manual	
7	The Manual for Electoral Registration Officers	Manual	
8	A Hand Book for Presiding Officers	Manual	
9	The Hand Book for counting	Manual	
10	Copies of Electoral Rolls		
11	File Index Register		
12	File Movement Register		

**MANUAL NO. (6).**

**A Statements of Boards committees etc. an other bodies:**

There are no specific Boards or Committees under the Election Branch.

**MANUAL NO. (7).**

Organisations	Public Authority	Asstt. Public Information Officer	Public Information Officer	Appellate Authority
Election Branch, Sub-Divisional Officer, Office Mawkyrwat.	Deputy Commissioner (Election), District Election Officer West Khasi Hills District, Nongstoin.	Extra Assistant Commissioner (Election) Mawkyrwat.	Sub-Divisional Officer (Election) Mawkyrwat.	Deputy Commissioner (Election) West Khasi Hills District.

Names, Designations and Other Particulars of the Public Information Officers: -

**Name of Public Authority:**

Sl. No.	Name	Designation	STD Code	Phone No.		FAX	E-Mail	Address
				Office	Residence			
1	Shri. K. L. Tariatang, I.A.S	Deputy Commissioner (Election)	03654	222221	222266	222274		Deputy Commissioner's Office, West Khasi Hills District, Nongstoin.

**ASSISTANT PUBLIC INFORMATION OFFICERS:**

Sl. No.	Name	Designation	STD Code	Phone No.		FAX	E-Mail	Address
				Office	Residence			
1.	Shri. P. S. Kharkongor, MCS	Extra Assistant Commissioner (Election)	03656	222212		222214		Office of Sub-Divisional Officer (Civil), Mawkyrwat.

**PUBLIC INFORMATION OFFICERS:**

Sl. No.	Name	Designation	STD Code	Phone No.		FAX	E-Mail	Address
				Office	Residence			
1.	Smti. M. War Nongbri, MCS.	Sub-Divisional Officer (Civil), Mawkyrwat.	03656	222214	222225	222214	adc mwt @yahoo.co.wk.	Office of Sub-Divisional Officer, (Civil), Mawkyrwat Laitlawasang, West Khasi Hills District, Meghalaya.

### **Powers and Duties of Officers and Employees:**

The Powers of Branch is exercised by the S.D.O (EL), Mawkyrwat and his power and duties are guided by the Rules and Regulations namely those which are listed in Manual No. (5). The duties of other Employees are as per Meghalaya Secretariat Manual of Office procedure.

Designation	Sub-Divisional Officer (Election)	
Powers	Administration	
	Financial	
Duties.	Others	

### **MANUAL NO. (8).**

#### **Procedure followed in the decision making process including channels of supervision and accountability:**

The process of decision-making starts with matters being put up by the Assistant of Branch to higher authority. The controlling Officer who is the S.D.O takes the final decision. Procedurally the process of decision starts with the perusal of Dak by the S.D.O and his endorsement thereon. The case is processed further by the staff of the Branch and putting in up hierarchically to the higher authority for final orders.

Channels of supervision and accountability are as per the Meghalaya Secretariat Manual of Office procedure.



**MANUAL NO. (9).**

**Directory of officers and employees:**

Sl.No.	Name	Designation	S.T.D Code	Telephone No.		FAX	EMAIL	ADDRESS
				Office	Residence			
1.	Smt. M. War Nongbri, MCS	Sub-Divisional Officer (Election)	03656	222214	222225	222214	adc mwt @yahoo. co. wk	Mawkhar Main Road Shillong-1
2	Shri. P. S. Kharkongor, MCS	Extra Assistant Commissioner. (Election).		222212	2232178			Nongrah, Shillong.
3	Shri. H. N. Diengdoh	Assistant System Engineer (Election)					hardynel son@red iffmail.c om	Mawlai Phudmuri, Shillong - 793008
4	Shri J. Lyngdoh	Upper Divisional Assistant (Election).						Mawkyrwat.
5	Shri .M. L. Syiemiong	Lower Divisional Assistant (Election)						Laitlawsang.
6	Smt. S. Snaitang	Lower Divisional Assistant (Election)						Nonglang.
7	Shri. N. Nongsiej.	Enumerator			222557			Mawkyrwat.
8	Shri. L. Lyngdoh.	Enumerator						Mawlangwir.
9	Shri. S. Myrthong.	Peon.						Mawkyrwat.
10	Smt. T. Snaitang.	Peon.						Nonglang.

**MANUAL NO. (10).**

**Monthly Remuneration, etc:**

SL. NO.	NAMES	DESIGNATION	MONTHLY REMUNERATION (GROSS TOTAL) (Rs.)	COMPENSATORY ALLOWANCE (Rs.)	THE PROCEDURE TO DETERMINED THE REMUNERATION AS GIVEN IN THE REGULATION.
1.	Smt. M. War Nongbri, MCS	Sub-Divisional Officer (Election).	<b>20,714.00</b>	<b>130.00</b>	As per Meghalaya Services, (Revision of Pay) Rules, 1997, as published vide Notification. No. F (PR)-98/97/05, Dt. 01/12/1997 and also as per enhancement of rate of allowances by Govt. from time to time.
2.	Shri. P. S. Kharkongor, MCS	Extra Assistant Commissioner. (Election)	<b>12,414.00</b>	<b>130.00</b>	
3.	Shri. H. N. Diengdoh	Assistant System Engineer (Election)	<b>10,418.00</b>	<b>130.00</b>	
4.	Shri. J. Lyngdoh	Upper Divisional Assistant (Election)	<b>9,684.00</b>	<b>130.00</b>	
5.	Shri M.L. Syiemiong	Lower Divisional Assistant (Election)	<b>9,111.00</b>	<b>130.00</b>	
6.	Smt S. Snaitang	Lower Divisional Assistant (Election)	<b>6,736.00</b>	<b>130.00</b>	
7.	Shri. N. Nongsiej	Enumerator	<b>7,976.00</b>	<b>130.00</b>	
8.	Shri. L. Lyngdoh	Enumerator	<b>6,119.00</b>	<b>130.00</b>	
9.	Shri. S. Myrthong	Peon	<b>6,806.00</b>	<b>130.00</b>	
10.	Smti. T. Snaitang	Peon	<b>5,707.00</b>	<b>130.00</b>	

**MANUAL NO. (11).**

The Budget allocated to each of the Agency indicating the particulars of all its Plans, Proposed expenditures and reports of expenditures made:

The Election Branch obtain funds from the Election Department Government of Meghalaya against the expenditure incurred in the maintenance of the establishment and implementation of various Election related Programmes.

**MANUAL NO. (12)**

The manner of execution of subsidiary Programmes including the amount allocated and the details of beneficiaries of such Programmes.

The Election Branch implements no development scheme.

**MANUAL NO. (13)**

**Particulars of recipients of concessions or authorization granted by it:**

NIL

**MANUAL NO. (14)**

**Norms set by it for the discharge of its functions:**

As per Rules and Regulations of the State Government.

**MANUAL NO. (15)**

**Details in respect of the Information available in the Electronic forms:**

May refer to the website of the Deputy Commissioner State Election Department and E.C.I.

In the Sub-Division (EL)- Information in Electronic form is available only as soft copies of Electoral Rolls.

**MANUAL NO. (16)**

**Particulars of facilities available to citizen for obtaining information including the working hours of a library and the reading room if maintain for Public:-**

The Branch has no library facilities, no reading room but other facilities are available such as: -

1. N.B.
2. Periodical Information/Press release in Newspaper.
3. Issue of copies of Electoral Roll x-tract on application.

**MANUAL NO. (17)**

**Other Useful Informations:**

\*Rules, Regulations, etc. (same as Manual No. (6))

Type of Documents (Rules, Regulations, Institutions, Manuals, Records Others)

Name title of the documents - The Representation of People's Act, 1950.

Brief write up of the document from where one can get a copy of the document (Rules, Regulations, Institutions, Manuals, Records, Others) Address- Telephone- 222212 FAX- 222214.

Fees charged by the Department for a copy of: (Rules, Regulations, Institutions, Manuals, Records Others, etc. (if any):- 1. As per Government Notification No. [F.No.34012/8(s)/2005-Estt. (B)] Dt.16/9/2005.

2. Electoral Rolls.

Subject on which the decision is to be taken – On Right to Information Act.

Guidelines/ Direction, if any- As per Government of Meghalaya direction on the matter.

Process of execution – As may be prescribed under the Rules.

Designation of Officer involve in the decision making process – Sub-Divisional Officer (Election).

Contact information of the above mentioned Officer – 222214.

If not satisfied by the decision, where and how to appeal - Deputy Commissioner (Election), West Khasi Hills District.

- Budget Allocations to each Agency (Particulars of all Plans Proposed expenditures, etc):

For Public Authority:

Sl. No	Head	Proposed Budget	Sanctioned Budget	Amount released/Disbursed (No. of installments)
1	No Plan Scheme In Election Branch as such this part is also not applicable to Election Branch.			

- Manners of execution of Subsidy Programme:

Sl. No.	Beneficiaries Name	Amount of Subsidy	Parents/Guardian	Criteria of selection	Address			
					District	City	Town/Village	House No.
1	Not relevant to Election Branch							

- Particulars of Recipients of Concessions, etc.

Sl. No.	Beneficiaries Name	Validity Period	Parents/Guardians		Address			
					District	City	Town/Village	House No.
1	Not relevant to Election Branch							

- Formulation of Policies:

Sl. No	Subject/Topic	Is it mandatory to ensure Public Participation (Yes/No)	Arrangements for seeking Public Participation
1	The Formulation of Policies in the Election Branch	The Participation of the Public as Electors is essentials for ensuring error free Electoral Rolls.	The Electoral Rolls are periodically revised with the sole objective of maintaining a correct and update Electoral in permission. Eligible citizen may approach the Electoral Registration Officers for the purpose. Designated locations are set up during the Summary Revision Period to provide easier access for Public Participation.

- Implementation of Policy:

Sl. No.	Subject/Topic	Is it mandatory to ensure Public Participation (Yes/No)	Arrangements for seeking Public Participation
1	Implementation of Policy in the Election Branch	The Participation of the Public as Electors is essentials for ensuring error free Electoral Rolls and also ensuring free and fair conduct of Elections.	Public Participation in matters of Election Branch are in the nature of exercising their rights as Citizens of the Country, to the extent that they participate actively in course of registering their names in the Electoral Rolls, under due process. Eligible Citizen may approach the Electoral Registration Officers for the purpose of registering their names in the Electoral Rolls. Designated locations are set up during the Summary Revision Period to provide easier access for Public Participation on the matter. Polling Stations are set up in different locations to facilitate the Voters to freely and fairly exercise their voting rights.

The procedure followed in decision-making process:

	Subject on which the decision is to be taken	Administrative decisions starts with perusal of Dak by Sub-Divisional Officer (Election) and his endorsement thereon. The case is processed further by the Staff of the Department and putting it up hierarchically to the Higher Authority for final orders. (MANUAL – 8)	
	Guidelines/ Direction if any	Guidelines/Direction, etc. are invariably referred in the process of decision-making. (MANUAL – 8)	
	Designation of Officers involved in the decision making process	The Officers involved in the decision making process in the Election Branch are as per the hierarchy already stated in organization pattern of the Office. (MANUAL – 7)	
	Contact information of the above mentioned Officers.	Particulars are as per the hierarchy already stated in organization pattern of the Office. (MANUAL - 7)	
	<i>If not satisfied by the decision, where and how to appeal.</i>	Appeals procedures on Administrative matters are as per standing instructions of the Government which inter-alia include appeals to the Sub-Divisional Officer (Election). Appeals on matters of Registration of Electors Rolls are as the provision in the Registration of Electors Rules. (MANUAL – 8)	

The organizational set up of Election Branch in the Sub-Divisional Officer's office, Mawkyrwat:

The Sub-Divisional Officer (Civil), Mawkyrwat is the controlling officer of the Election Branch, below her are the Extra Assistant Commissioner and ministerial staffs.

Sl. No.	Name of District	Deputy Commissioner	Contact Nos.	Name of Civil Sub-Division	Sub-Divisional Officer (Election)	Contact Nos.
1	West Khasi Hills District	Deputy Commissioner	03654 22221	Mawkyrwat Civil Sub-Division	Sub-Divisional Officer (Election)	03656 222214

The Sub-Divisional Officer (C) who is also the Sub-Divisional Officer (EL) the Sub-Division concerned is the Sub-Divisional Head. He is assisted by the Extra Assistant Commissioner (EL)

**Duties and functions of Election Branch: -**

The followings are primarily the duties and functions of Election Branch.

1. The preparation of Electoral Rolls.
2. The conduct of Elections.
3. Implementation of EPIC Schemes.

**The Administrative machinery for preparation of Electoral Rolls: -**

Meghalaya has 2 (two) Parliamentary Constituencies namely, 1 – Shillong Parliamentary Constituency and 2. Tura Parliamentary Constituency and 60 (Sixty) Assembly Constituencies. For the propose of preparation of Electoral Rolls each Assembly Constituency has a designated Electoral Registration Officer and Assistant Electoral Registration Officers which details are herein below indicated.

The Details of Electoral Registration Officer and the Asstt. Electoral Registration Officer's are as below: -

Name of the Sub-Division	No. and Name of the Assembly Constituency	Particulars of the Electoral Registration Officer and Assistant Electoral Registration Officers		
		Electoral Registration Officers	Contact Nos.	Assistant Electoral Registration Officers
Mawkyrwat Civil Sub-Division	32-Mawkyrwat (ST)	Sub-Divisional Officer (Election)	953656 – 222214 222212	Extra Assistant Commissioner Mawkyrwat
	35- Langrin (ST)	Sub-Divisional Officer (Election)		Extra Assistant Commissioner Mawkyrwat

The above Assemblies segments are under the control of the Deputy Commissioner East Khasi Hills District who is the Returning Officer of the 1-Shillong Parliamentary Constituency.

**The duties and functions of each functionary are as below:**

**1. ELECTION COMMISSION**

Article 324 of the Constitution lays down, amongst other things, that the Superintendence, Directions and Controls of the preparatory of the Electoral Rolls for all Electors to Parliament and to the Legislative of every State shall be vested in the Election Commission.

**2. CHIEF ELECTORAL OFFICER**

Under Section 13A of the Representation of People Act, 1950, there shall be a Chief Electoral Officer for each State Union Territory. He is an Officer of the Government designated or nominated by the Election Commission in this behalf in consultation with the State Government. Subject to the Superintendent, directions and control of the Election Commission, the Chief Electoral Officer shall supervise the preparation and revision of Electoral Rolls of all the Constituencies in the State.

**3. DISTRICT ELECTION OFFICER**

Section 13AA of the Representation of the People Act, 1950 provides for the appointment of a District Election Officer in each District who shall be an officer of Government. Normally the District Collectors, District Magistrates, Deputy Commissioners have been designated as District Election Officers of the District. However there are some exceptions to this normal practice in certain State like Assam because of the administrative reasons. Subject to the superintendence, directions and control of the Chief Electoral Officer, the District Election Officer shall co-ordinate and supervise all works in the District or in the area within his jurisdiction in connection with preparation and revision of Electoral Rolls for all parliamentary, Assembly and Council Constituencies.

Under the law, the Election Commission has the power to designate or nominate more than one such officer for a District if the Commission is satisfied that the functions of the office cannot be performed satisfactorily by one officer. The commission has appointed more than one District Election Officer in one District in State like Assam.

**4. ELECTORAL REGISTRATION OFFICER**

According to Section 13B of the Act the Electoral Rolls for each Constituency in the State shall be prepared and revised by an Electoral Registration Officer, who shall be such 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. Normally the Sub-Divisional Magistrates or the Sub-Divisional Officers or Officers of equivalent States are appointed as Electoral Registration Officers for the Assembly Constituencies within their respective jurisdictions as far as practicable. The Electoral Registration Officers are permitted to employ such person as they think fit, subject to such restrictions as may be imposed by the Commission, for the preparation and revision of Electoral Rolls.



## 5. ASSISTANT ELECTORAL REGISTRATION OFFICER

Section 13C of the Act provides for the appointment of one or more person as Assistant Electoral Registration Officers to assist the Electoral Registration Officer in the performance of their functions. The Assistant Electoral Registration Officers are the competent to perform all the functions of the Electoral Registration Officers subject to the control of the Electoral Registration Officers. The Tehsildars/Extra Assistant Commissioners are normally appointed as the Assistant Electoral Registration Officers.

## 6. APPELLATE OFFICERS

6.1. During the process of preparation or revision of Electoral Rolls if in appeal shall lie from any decision of the Electoral Registration Officers under Rules 20, 21 or 21A to such officer of the Government as the Election Commission may designate in this behalf. The District Collectors, District Magistrates / Deputy Commissioners are normally appointed as Appellate Officers.

6.2. After the final publication of the Roll, an appeal shall be from an order of the Electoral Registration Officers under Section 22 or 23 of the Representation of the Peoples Act, 1950 to the Chief Electoral Officer.

### **The Administrative machinery for conduct of Election:**

As has been indicated in the foregoing paragraphs, Meghalaya has 2 (two) Parliamentary Constituencies namely 1-Shillong Parliamentary Constituency and 2-Tura Parliamentary Constituency and 60 (sixty) Assembly Constituencies. For the purpose of conduct of Election each Parliamentary Constituency and each Assembly Constituency has a designated Returning Officer and Assistant Returning Officer which details are herein below indicated.

The details of the Returning Officers and the Asstt. Returning Officers for the Parliamentary Constituencies are as follows: -

No. and Name of the Parliamentary Constituency	Particulars of the Returning Officers and the Assistant Returning Officer		
	Returning Officer	Contact Nos.	Assistant Returning Officer
1 - Shillong	Deputy Commissioner, East Khasi Hills District, Shillong.	920 – 0364 2224003 2223250	Deputy Commissioner, Jaintia Hills District, Jowai.
			Deputy Commissioner, West Khasi Hills District, Nongstoin
			Deputy Commissioner, Ri – Bhoi District, Nongpoh.

The details of the Returning Officers and the Asstt. Returning Officers for the Assembly Constituencies are as follows: -

No. and Name of the Assembly Constituency	Particulars of Returning Officer and Assistant Returning Officers		
	Returning Officer	Contact Nos.	Assistant Returning Officers
32 – Mawkyrwat (ST)	Additional Deputy Commissioner, Mawkyrwat	03656 222214	Extra Assistant Commissioner, Mawkyrwat
35 – Langrin (ST)	Additional Deputy Commissioner, Mawkyrwat	222212	Extra Assistant Commissioner, Mawkyrwat

(xvi) The Names, Designations and the Particulars of Public Information Officers:

Organisation	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	2	3	4	5
Mawkyrwat Civil Sub-Division	Deputy Commissioner (Election), West Khasi Hills District.	Extra Assistant Commissioner (Election), Mawkyrwat	Sub-Divisional Officer (Election), Mawkyrwat	Deputy Commissioner (Election), West Khasi Hills District.

Yours faithfully,

(Smti. M. War. Nongbri, MCS);  
Addl. Deputy Commissioner;  
I/c Sub-Divisional Officer (Election);  
Mawkyrwat Civil Sub-Division;  
Mawkyrwat.