

06.06.2025			
State Election Commission, Haryana			
Publication of information under Section 4(1)(b) of the Right to Information Act, 2005			
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1. Particulars of organization, functions and duties

- 1.1. This Handbook has been prepared in the light of the Right to Information Act, 2005[No. 22 of 2005 dated 15th June 2005] about the objects and functions of the State Election Commission, Haryana for information of general public, political parties, scholars as well as educational institutions and all others who may be interested.
- 1.2. The Constitutional (73rd and 74th Amendments) Act, 1992 envisage to constitute an independent authority of State Election Commission consisting of a State Election Commissioner to be appointed by the Governor and vested with superintendence, direction and control of preparation of electoral rolls for, and conduct of, all elections to the Panchayati Raj Institutions and Urban Local Bodies, identical to the Election Commission of India.
- 1.3. The State Election Commission in the State of Haryana has been constituted with effect from November 18, 1993 vide State Government Notification No. SO:101/Const./Art.243A/243ZA/93, dated 18.11.1993.
- 1.4. Shri J.K. Duggal, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter.No. 20/1/94-Pol(2P), dated. 14.07.1994. He Joined as State Election Commissioner, Haryana on 14.07.1994 and served upto 14.07.1999.
- 1.5. Shri T.D Jogpal, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter.No 20/6/99-Pol(4P), dated.10.07.1999. He Joined as State Election Commissioner, Haryana on 14.07.1999 and served upto 14.07.2004.
- 1.6. Shri Chander Singh, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter.No. 21/1/94-Pol(2P),.dated13.09.2004. He Joined as State Election Commissioner, Haryana on 14.09.2004 and served upto 07.11.2009.
- 1.7. Shri Dharamvir, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter.No. 20/6/99-2Pol, dated 09.11.2009. He Joined as State Election Commissioner, Haryana on 09.11.2009 and served upto 14.04.2015.
- 1.8. Shri Rajiv Sharma, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter. No. 20/6/99-2Pol., dated. 04.05.2015. He Joined as State Election Commissioner, Haryana on 05.05.2015 and served upto 12.07.2016.
- 1.9. Dr. Dalip Singh, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter.No 20/6/99-2Pol dated 11.07.2016. He Joined as State Election Commissioner, Haryana on 12.07.2016 and served upto 08.04.2021.
- 1.10. Shri Dhanpat Singh, IAS (Retd.) was appointed as the State Election Commissioner, Haryana vide letter. No.20/6/99-2Pol. Dated. 08.04.2021. He Joined as State Election Commissioner, Haryana on 08.04.2021 and he is serving till date.
- 1.11. The State Election Commissioner as the head of election Machinery in the State is assisted by Secretary, District Attorney, Chief Accounts Officer & Assistant State Election Commissioner. The Deputy Commissioner – cum - District

Election Officer (Panchayats/ Municipalities) and the District Development and Panchayat Officers, City Magistrates, Sub Divisional Officers (Civil) work as Returning Officers, Assistant Returning Officers, respectively alongwith other staff and assist the State Election Commissioner in holding General Elections/Bye-elections to the Panchayati Raj Institutions and Urban Local Bodies in the State.

- 1.12. There are following constituencies/wards for Panchayati Raj Institutions i.e Gram Panchayats, Panches, Sarpanches, Panchayat Samitis, Member Panchayat Samiti, Chairman, Panchayat Samiti, Zila Parishads, Member Zila Parishad and President, Zila Parishad :-

Gram Panchayats		Panchayat Samitis		Zila Parishad	
Total No. of Wards/Panch	Total No. of Sarpanches	Total No. of Wards/Members	Total No. of Chairman	Total No. of Wards/Members	Total No. of President
61993	6225	3081	143	411	22

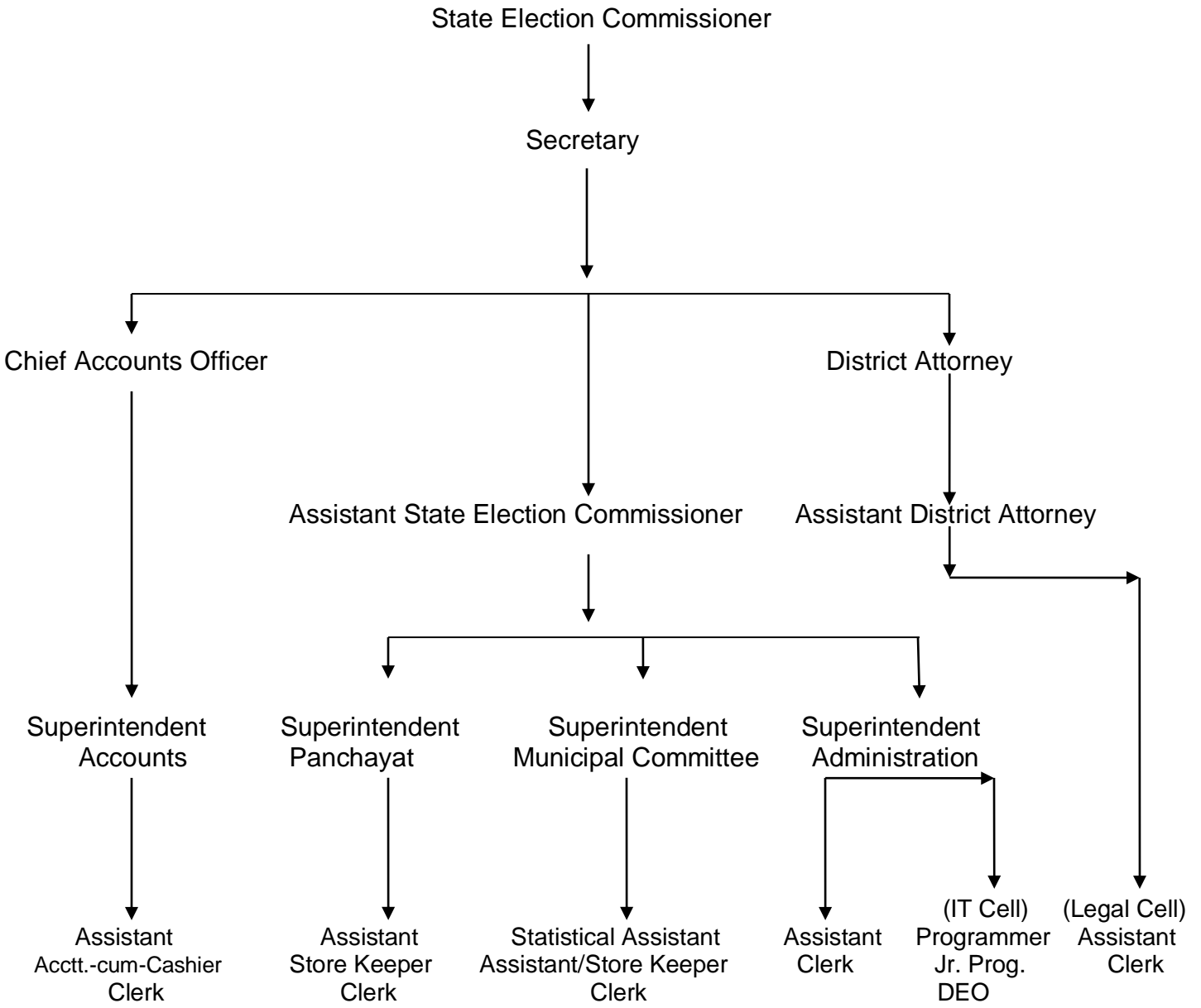
- i. Sarpanches, Panches in Gram Panchayats and Members of Panchayat Samitis & Zila Parishads are elected through direct election.
- ii. Election of Chairman, Panchayat Samiti and President, Zila Parishad are held indirectly. The elected members of Panchayat Samiti elects Chairman, Panchayat Samiti and elected members of Zila Parishad elects the President, Zila Parishad through majority of votes.

- 1.13. There are following constituencies/wards for Municipal Committees, President, Municipal Committees, Municipal Councils, President, Municipal Councils, Municipal Corporation and Mayor, Municipal Corporation:-

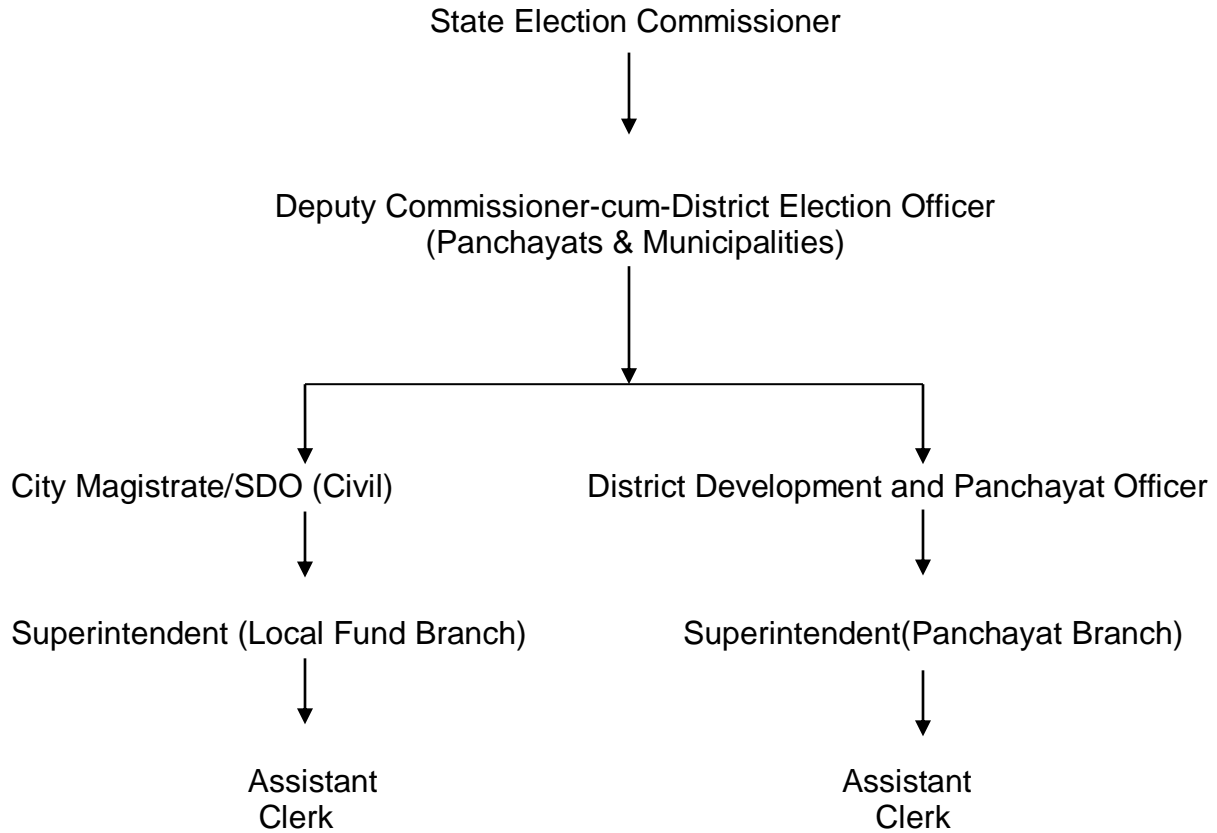
Municipal Committee		Municipal Council		Municipal Corporation	
Total No. of Wards/Members	Total No. of President	Total No. of Wards/Members	Total No. of President	Total No. of Wards/Members	Total No. of Mayors
807	53	605	23	272	11

- i. The members of Municipal Committees, Municipal Councils and Municipal Corporations and President, Municipal Committee, President, Municipal Council and Mayor Municipal Corporation are conducted through direct elections.
- 1.14 Approximately 1.96 crore voters are registered to exercise their franchise in elections to the Panchayati Raj Institutions and Urban Local Bodies in the State of Haryana.

Organizational Chart
of State Election Commission, Haryana
Administrative Setup (Head Office)



Organizational Chart Of State Election Commission, Haryana Administrative Setup (District Election Cell)



2. Powers and duties of its Officers and employees

- 2.1 **State Election Commissioner:** - State Election Commissioner is a Constitutional Authority and exercises the powers of superintendence, direction and control for preparation of electoral rolls and conduct of all elections to local bodies in a free & fair manner. His powers and duties are identical to the Election Commission of India and he is independent from the Government. The State Election Commissioner is appointed by the orders of Hon`ble Governor of Haryana, who is or has been a judge of a High Court; or a person who has served the Government for a minimum period of five years, or has served the State Government in the rank of Financial Commissioner. The State Election Commissioner is directly answerable to the Hon`ble Governor of Haryana. He has been delegated the Administrative and Financial powers as are available to the Administrative Secretary to Govt.
- 2.2 **Secretary :-** This post is filled by the Govt. from an IAS officer in the Senior Scale, an HCS officer in Super Time Scale or Class-I officer with five years experience in handling office establishment/election matter. However, the powers of Head of Department and financial powers to the some extent have been re-delegated to the Secretary. He is the Chairman of Grievances Redressal Committee constituted by the Commission. The work of all the branches i.e Administration, Panchayat, Municipal and Accounts routes through him except the matters assigned to District Attorney and Chief Accounts Officer.
- 2.3 **District Attorney:** - This post is filled by the Prosecution Department. The officer is Nodal Officer of all the Court Cases. He is the Head of Legal Cell and incharge of legal matters of the Commission. The officer is a Technical member of Grievances Redressal Committee constituted by the Commission.
- 2.4 **Chief Accounts Officer :-** This post is filled by the Finance Department Govt. from time to time. The powers of Drawing and Disbursing Officer are delegated to the officer. He is the controlling officer of budget and responsible for maintaining of proper records of accounts related matters. He is the member of Grievances Redressal Committee constituted by the Commission.
- 2.5 **Assistant State Election Commissioner:** - This is a departmental post filled by promotion or transfer/deputation basis. The incumbent holding this post has presently been designated as First Appellate Authority under RTI Act, 2005 and also a member of Grievances Redressal Committee constituted by the Commission.
- 2.6 **Assistant District Attorney :-** This post is filled by the Prosecution Department. The function of officer is to assist the District Attorney in legal matters/court cases and to supervise the working of officials deputed in legal cell of the Commission.
- 2.7 **Superintendents:** - There are three posts of Superintendents and four branches in the Commission. Besides, Superintendents are branch incharge of concerned branches. IT Cell has also been set up to look after the work of Information and Technology/Computers. The Superintendents have been allotted branches for supervision and IT Cell works under the supervision of Secretary. They have been designated as ASPIO of concerned branch. The incumbent holding the charge of Superintendent, Municipal Branch has also been designated as SPIO under RTI Act, 2005.
- 2.8 **Private Secretary/Personal Assistant/Senior Scale Stenographer/Junior Scale Stenographer/Steno Typist:-**

- a) **Private Secretary/Personal Assistant:** - Private Secretary and Personal Assistants are deputed in personal staff of the State Election Commissioner or any other entitled officer.
- b) **Senior/Junior Scale Stenographers:** -Senior/Junior Scale Stenographers are deputed with Class-I or any other entitled officer.
- c) **Steno Typist :-** Steno Typists are deputed with the Superintendents and posted in the branches or with any other entitled officers.
- 2.9 **Assistants/Clerks/Programmer/Jr.Programmer/Computer Operator :-**
- a) **Assistants:-** Assistants deal with subjects allotted to them and put up the files to the officers through their respective Superintendents.
- b) **Clerks:-** Clerks assist the Assistants in their routine work and also do the work of typing, record keeping and diary & dispatch.
- c) **Programmer/Jr. Programmer/Computer Operator :-** Computer Operators look after the work of IT related matters.
- 2.10 **Deputy Commissioner-cum-District Election Officer (Panchayats) :-**The Deputy Commissioner of each district is designated as the District Election officer Panchayats. He is responsible for preparation of electoral rolls and conduct of elections to Panchayati Raj Institutions. He is the Returning Officer in the case of elections of Zila Parishads. He has been authorized by the State Election Commission to appoint the Returning Officers and Assistant Returning Officers for the elections of Panchayat Samitis, Sarpanches and Panches.
- 2.11 **Deputy Commissioner-cum-District Election Officer (Municipalities) -**The DCs of concerned districts are responsible for the preparation of electoral rolls and conduct of elections of ULBs. He is competent authority to appoint Revising Authority for the purpose of preparation of electoral rolls and is also authorized from time to time by the SEC to appoint Returning Officers and Assistant Returning Officers to conduct the election of Municipalities i.e. Municipal Corporations, Councils and Committees.
- 2.12 **City Magistrate/Sub Divisional Officer (Civil) :-**The officers assist the Deputy Commissioner/District Election Officer in all election related matters/activities of Urban Local Bodies.
- 2.13 **District Development and Panchayats Officer :-**The officers assist the District Election Officer in all election related matters/activities of Panchayati Raj Institutions.
- 2.14 **Assistant :-** This is a departmental promotional post though there is also provision for recruitment through other Govt. Departments by transfer or deputation basis. He/she deals with the work as per the duties assigned under the rules and directions issued by the State Government as well as the State Election Commission, Haryana.
- 2.15 **Clerks :-** This is a feeder cadre cum departmental promotion post. The Clerks maintain all the record and Store Articles of their respective District Election Cell and do typing, bill preparation etc.

3. Procedure followed in decision making

- 3.1. All the Procedures to be followed in decision making processes are already framed in the Standing Orders and instructions issued by the Commission from time to time.
- 3.2. The dealing assistant deals cases as per relevant rules and instructions. Then the file is put up to the Branch Superintendent for making suggestions. The file is then submitted to the Assistant State Election Commissioner/ADA/DA/CAO/ Secretary to State Election Commissioner. Most of the files terminate at the level of the Secretary, but some cases involving financial powers, promotion case of Gazetted Officers, and new schemes/financial powers, promotion etc. are sent to the State Election Commissioner for final decision/approval. All the files relate to financial matters are routed through CAO and the files related to legal matters are routed through ADA and DA. This is the procedure followed in routine.
- 3.3. Some routine files are disposed of at the level of superintendent or Assistant State Election Commissioner.
- 3.4. Some cases which are to be disposed of at the level of the Secretary being Head of Department are put up to him by branches through the concerned superintendent for appropriate decision/action.
- 3.5. All the cases which are to be disposed of at the level of the State Election Commissioner being Competent Authority are put up to him by branches through the concerned Superintendents, ASEC and DA or Secretary, as the case may be, for appropriate decision/action.
- 3.6. Cases involving budget allocation, financial powers, creation of posts, purchase of new vehicle, framing of rules, amendments in rules etc. are sent to the Chief Secretary being Administrative Department for final decision/approval.

4. Norms set by it for the discharge of its function.

The Details of the Norms/Standards set by the department for execution of various activities/programmes:-

- 4.1 This Commission deals with the conduct of General Elections/Bye-election to PRIs and ULBs. All these works are done as per norms/instructions/ guidelines issued from time to time.
- 4.2. The Commission discharges its functions as per the Act, Rules, Govt. policies & instructions issued from time to time. The Commission has framed the following own departmental service rules:
 - a) Haryana State Election Commission (Group-A) Service Rules, 2014.
 - b) Haryana State Election Commission (Group-B) Service Rules-2014.
 - c) Haryana State Election Commission (Group-C) Service Rules are under consideration with the Haryana Government.
 - d) Haryana State Election Commission (Group-D) Service Rules-2008.

The above said rules are available on the official website of the State Election Commission, Haryana i.e. www.secharyana.gov.in

In spite of it, the Commission has also adopted all the Civil Services and Financial Rules of the State of Haryana.

4.3. The following Acts and Rules are available on the official website of the State Election Commission, Haryana i.e www.secharyana.gov.in :-

- a) Haryana Municipal Corporation Delimitation of Ward Rules, 1994.
- b) Extract from the Haryana Municipal Corporation Act, 1994.
- c) Extract from the Haryana Municipal Corporation Election Rules, 1994
- d) Extract from the Haryana Municipal Act, 1973.
- e) Haryana Municipal Committee Delimitation of Ward Rules, 1977.
- f) Extract from the Haryana Municipal Election Rules, 1978.
- g) Extract from the Haryana Panchayati Raj Act, 1994.
- h) Extract from the Haryana Panchayati Raj Election Rules, 1994.
- i) Notification Regarding Constitution of State Election Commission, Haryana.
- j) State Election Commissioner Conditions of Service Rules, 1994.
- k) Administrative Powers of State Election Commissioner, Haryana.
- l) Financial Powers of State Election Commissioner, Haryana.
- m) Haryana State Election Commission (Group A) Service Rules, 2014
- n) Haryana State Election Commission (Group B) Service Rules, 2014
- o) Haryana State Election Commission (Group D) Service Rules, 2008

5. Rules, Regulations, instructions, manuals and records hold by it or under the control of used by its employees for discharging its functions.

5.1. Interface with the representatives of political parties and public is mostly at the time of elections to the Panchayati Raj Institutions and Urban Local Bodies and also at the time of the revision of Electoral Rolls. At that time press notes, advertisements are published in the leading newspapers, both in English & Hindi, jingles play through electronic media for information of general public.

5.2. The Commission prepare/revise the electoral rolls for elections of Panchayati Raj Institutions and Urban Local Bodies on the basis of electoral rolls published by the Election Commission of India.

5.3. The State Election Commission is covered under Plan (P01 State Scheme) from the financial year 2017-18. The Commission follows the guidelines/directions/instructions of Govt. of Haryana except the election matters.

6. Statement of the categories of documents that are hold by it or under its control.

6.1. The following is the statement of the categories of documents that are held by it, or are under the control of the State Election Commission, Haryana :-

- I. Election Results for Panchayati Raj Institutions to the State of Haryana.
- II. Election Results for Urban Local Bodies to the State of Haryana.
- III. Electoral Rolls relating to the PRIs and ULBs of the State of Haryana (at district level).
- IV. Notifications of the names of elected members of PRIs and ULBs in the State of Haryana.

6.2. The documents mentioned at serial no. (iii) are available in the concerned District Election Offices for sale to the public as per the rates fixed by the Commission.

6.3. The documents mentioned at serial no. (iv) are only for official use and are not available for sale, or for public use.

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.

There is no such specific policy in the Commission. The Commission prepare the electoral rolls and conduct the elections of Panchayati Raj Institutions and Urban Local Bodies as per Act and rules.

8. 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.

The Commission has not constituted any Board/Council/Committee for the purpose of its advice. The Commission follows the Acts/rules and instructions as mentioned in the chapter-4.

9. Directory of its officers and employees.

Sr. No.	NAME	DESIGNATION	HOUSE ADDRESS	OFFICE	E-MAIL
1.	SH. DHANPAT SINGH, IAS (RETD.)	STATE ELECTION COMMISSIONER	H. NO. 22, SECTOR 7A, CHANDIGARH	2584904	sec@hry.nic.in
2.	VACANT	SECRETARY	VACANT	2574810	secy.sec@hry.nic.in
3.	VACANT	DISTRICT ATTORNEY	VACANT	2584804	da.sec@hry.nic.in
4.	SH. SATISH KUMAR KAUSHIK	CHIEF ACCOUNTS OFFICER (ADDITIONAL CHARGE)	H. NO. 1597, SECTOR 25, PANCHKULA	2560403	cao.sec@hry.nic.in
5.	MS. RENU	ASSISTANT DISTRICT ATTORNEY (ADDITIONAL CHARGE)	H.NO. 1973, SECTOR-26, PANCHKULA	2584804	Rbsheokand72@gmail.com
6.	MRS. ANJU ARORA	ASSISTANT STATE ELECTION COMMISSIONER	H. NO.1610, RAJ PUROHIT MOHALLA, NEAR QUILA GATE, MANIMAJRA (UT) CHANDIGARH	2584908	asec.sec@hry.nic.in
7.	SH. PUSHKAR DUTT	SUPERINTENDENT	H. NO.1103, SECTOR 20B, CHANDIGARH	2584810	supdtmc.sec@hry.nic.in
8.	SH.RAJAN KUMAR	SUPERINTENDENT	FLAT NO. 23-B, MOTIYA HARMONY GREEN	2584810	supdtadmin.sec@hry.nic.in
9.	MRS.GEETA KAPUR	SUPERINTENDENT	H. NO. 597, SECTOR 11, PANCHKULA	2584810	supdtpanda.sec@hry.nic.in
10.	SH.SANJEEV KUMAR	PRIVATE SECRETARY	H. NO.796, HARMILAP NAGAR, M.C. ZIRAKPUR, DISTT. MOHALI	2586904	Ps.sec@hry.nic.in
11.	MRS. PUSHPINDER KAUR	PERSONAL ASSISTANT	H. NO.5293, CATEGORY IV, MODERN HOUSING COMPLEX, MANIMAJRA, CHANDIGARH	2584810	pa.sec@hry.nic.in
12.	SH.AKSHAY KUMAR	PERSONAL ASSISTANT	H. NO. 2157, SECTOR 15, PANCHKULA	2584810	
12.	SH.SURINDER KUMAR	STATISTICAL ASSISTANT	H. NO.203,GOVIND VIHAR, BALTANA MOHALI	2584810	sa.sec@hry.nic.in
13.	SH. KUL BHUSHAN	ASSISTANT	H. NO. 1433, SECTOR 39B, CHANDIGARH	2584810	
14.	SH.RAJESH ROHILLA	ASSISTANT	H. NO. 294-C, SWASTIK VIHAR, ZIRAKPUR, DISTRICT MOHALI	2584810	
15.	SH. KULDEEP SINGH	ASSISTANT	H. NO.219, SECTOR7 CHANDIGARH	2584810	
16.	SMT. ROSY THAKUR	ASSISTANT	HIG HOUSES H. NO.214, SECTOR 48C, CHANDIGARH	2584810	
17.	MRS. VANDANA ARORA	ASSISTANT	HIG. FLAT- 490, SECTOR 61, CHANDIGARH	2584810	
18.	SH.RAJESH KUMAR	ASSISTANT	C/O SH.C.L.BAKSHI H. NO.1742, PHASE-II, RAM DARBAR, CHANDIGARH	2584810	
19.	SH.HARI CHAND	ASSISTANT	H. NO.3406/2, SECTOR 45/D, CHANDIGARH	2584810	

20.	SH. KARAM SINGH	ASSISTANT	H. NO. 1112/1, MORI GATE, MANIMAJRA(U.T), CHANDIGARH	2584810	
21.	SH.VIJAY SINGH	ASSISTANT	H. NO.146/1, PIPLIWALA TOWN, MANIMAJRA, UT, CHANDIGARH	2584810	
22.	SH.PRADEEP SINGH	ASSISTANT	H. NO.433-A, SECTOR 61, CHANDIGARH	2584810	
23.	SMT. ANU MEHTA	ASSISTANT	H. NO.2829-B, SECTOR 49D, CHANDIGARH	2584810	
24.	SH. LOKESH	STORE-KEEPER	FLAT NO. 175 B PLATINUM HOMES SANAULI, ZIRAKPUR SAS NAGAR (MOHALI)	2584810	
25.	SH. SUNIL DUTT	ACCOUNTANT – CUM-CASHIER	H. NO. 554, KISHANGARH, CHANDIGARH	2584810	
26.	SMT. SUSHMA	LIBRARIAN	2306, SECTOR 27C, CHANDIGARH	2584810	
27.	SH. AKSHAY KUMAR	SENIOR SCALE STENOGRAPHER	H. NO. 1326, FIRST FLOOR , SECTOR 25, PANCHKULA	2584810	
28.	MS. SAVITA	JUNIOR SCALE STENOGRAPHER	H. NO. 477B, SECTOR8, PANCHKULA	2584810	
29.	SH. SURENDER	STENO –TYPIST	H. NO. 38 B, HOUSING BOARD COMPLEX, SECTOR 14, PANCHKULA	2584810	
30.	SH. ASHOK KUMAR	STENO- TYPIST	H. NO. 48, KRISHNA ENCLAE, WADHWA NAGAR DHAKOLI (PB)	2584810	
31.	SH. PAWAN KUMAR	CLERK	H. NO. 13/2914-A SECTOR 20C, CHANDIGARH	2584810	
32.	SH. KULDEEP SINGH	CLERK	H. NO.03, GALI. NO. 2 FUN CITY ENCLAVE GURU NANAK COLONY DAFFERPUR, DERA BASSI, ZIRAKPUR, PUNJAB	2584810	
33.	SH.PARVEEN SINGH	CLERK	H. NO.651, SECTOR 22A, CHANDIGARH	2584810	
34.	SH.RAMESH KUMAR	DRIVER	H. NO.3073, SECTOR 23D, CHANDIGARH	2584810	
35.	SH.BALWANT SINGH	DRIVER	H. NO.280, MAMTA ENCLAVE DHAKOLI, ZIRAKPUR	2584810	
36.	SH. ASHA RAM	GESTETNER OPERATOR	H. NO.2663, SECTOR 28C, CHANDIGARH	2584810	
37.	SH.GOPAL	GESTETNER OPERATOR	H. NO.197, SECTOR 25, PANCHKULA	2584810	
38.	SH.SANJAY KUMAR	JAMADAR	H. NO.2231-A, SECTOR 24C, CHANDIGARH	2584810	
39.	SH.AMAR SINGH	PEON	H. NO.1336, SECTOR 25, PANCHKULA	2584810	
40.	SH.RAVINDER KUMAR	PEON (POSTED AT AMBALA)	H. NO.2572-A,SECTOR 24C, CHANDIGARH	2584810	
41.	SH. SUBHASH CHAND	PEON	H. NO. 219, NEAR KHEDA CHOWK, HALLOMAJRA, CHANDIGARH	2584810	
42.	SH.KHUMAN SINGH CHOUHAN	PEON	H. NO. 2366/13 OLD, SECTOR 27C, CHANDIGARH	2584810	
43.	SH.INDERMA NI YADAV	MESSENGER	H. NO.2103, SECTOR 23, CHANDIGARH	2584810	
44.	SH. JANAK	PEON	H. NO. 3901, SECTOR 25, DANIK BHASKAR COLONY, CHANDIGARH	2584810	

45.	SH. MUNISH	PEON-CUM-CHOWKIDAR	H. NO. 1310/B, SECTOR 28B, CHANDIGARH	2584810	
46.	SH. KULDEEP SINGH	PEON-CUM-CHOWKIDAR	H. NO. 394/P, HUDA, SECTOR-19, PANCHKULA	2584810	
47.	SH. SANJEEV	PEON	H. NO. 4459, MALOYA 38 WEST, CHANDIGARH	2584810	
48.	Sh. RAVI KUMAR	PEON	H.No. 4459, MALOYA 38 WEST CHANDIGARH	2584810	

FAX No.: 0172-2585904 EPABX No. : 0172-2584810 E-Mail: sec@hry.nic.in

RECRUITED FROM HARTRON

1.	SH. KULPREET SINGH JAGGI	COMPUTER OPERATOR	HOUSE NO. 2057, SECTOR-15, PANCHKULA	2584810	secitcell@gmail.com
2.	SH. DINESH KUMAR	COMPUTER OPERATOR	H. NO. 113, SECTOR 30-A, CHANDIGARH	2584810	-do-
3.	SH. MANDEEP	DATA ENTRY OPERATOR	HOUSE NO. 2141, SECTOR 28-C, CHANDIGARH	2584810	

RECRUITED ON OUTSOURCING PART-II

1.	SH. RISHI PAL	DRIVER	VPO KHATOU LI, DISTRICT PANCHKULA	2584810	
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DISTRICT ELECTION CELL

Sr. No.	Name of District	Name of Official	Post	Contact No.
1.	Rewari	Sh. Rajinder	Assistant	Concerned Office of DDPO
2.	Rohtak	Sh. Jitender Singh	Assistant	
3.	Bhiwani	Sh. Bhupesh Kumar	Assistant	
4.	Charkhi Dadri	Mrs. Kiran Mothsara	Assistant	
5.	Panipat	Sh. Ashok Kumar	Assistant	
6.	Jhajjar	Sh. Satyabir	Assistant	
7.	Sonepat	Sh. Ashok Kumar	Assistant	
8.	Karnal	Ms. Priya	Assistant	
9.	Narnaul	Sh. Mohit Kumar Sharma	Assistant	
10.	Hisar	Sh. Ravi Kumar	Assistant	
11.	Kurukshetra	Smt. Sonu	Assistant	
12.	Gurugram	Sh. Bhagwan	Assistant	

10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

The monthly remuneration to the officers and employees of the Commission are in accordance with the notifications/guidelines/ instructions issued from time to time by the Government of Haryana. This Department has not adopted any independent policy for the remuneration of its officers and officials

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

FINANCIAL YEAR 2024-25					
H.Q.(P-01-03-2015-51-101-99-51)					
2015-101-Election Commission (99)	Proposed Budget	Sanctioned Budget by FD	Budget Released/ Disbursement	Revised Budget Sanctioned by FD	Total Expenditure F.Y. 2024-25
Salary	41,000,000	42,300,000	33,647,088	37,500,000	33,647,088
Dearness Allowance	16,500,000	17,050,000	15,582,324	16,050,000	15,582,324
LTC	4,000,000	2,500,000	54,162	100,000	54,162
Medical Reimb.	3,000,000	1,500,000	1,993,606	2,000,000	1,993,606
Scholarship/Stipend	950,000	400,000	64,423	100,000	64,423
Travel Expenses	1,000,000	500,000	118,174	150,000	118,174
Office Expenses	5,500,000	3,200,000	2,699,442	2,700,000	2,699,442
POL	2,000,000	1,800,000	1,083,622	1,300,000	1,083,622
RRT	5,050,000	100,000	56,612	100,000	56,612
Wages	250,000	250,000	229,800	250,000	229,800
Motor Vehicles	500,000	500,000	373,913	500,000	373,913
Election Expenditure	520,000,000	120,000,000	15,933,202	40,000,000	15,933,202
Cont.Services	8,300,000	7,200,000	5,015,715	6,100,000	5,015,715
Ex-Gratia	6,000,000	900,000	764,952	1,000,000	764,952
Computerisation(IT)	1,000,000	600,000	741,622	800,000	741,622
Professional and Special Services	1,500,000	1,500,000	1,117,645	1,300,000	1,117,645
Energy Charges	2,200,000	2,000,000	1,397,858	1,500,000	1,397,858
Legal Fee	1,700,000	500,000	38,400	200,000	38,400
Training	500,000	400,000	77,820	200,000	77,820
Total-1	620,950,000	203,200,000	80,990,380	111,850,000	80,990,380
H.Q.(P-01-03-2015-51-101-98-51) Field Level					
Salary	14,900,000	6,500,000	4,768,491	5,400,000	4,768,491
DA	4,000,000	2,700,000	2,256,330	2,300,000	2,256,330
TE	200,000	100,000	1,836	5,000	1,836
POL	5,000,000	4,000,000	3,463,279	3,500,000	3,463,279
Medical Reimb.	1,000,000	300,000	0	20,000	-
Election Exp.	54,500,000	50,000,000	60,427,220	120,000,000	60,427,220
LTC	300,000	300,000	436,570	500,000	436,570
Cont.Services	14,350,000	13,000,000	11,908,971	13,000,000	11,908,971
Ex-Gratia	2,000,000	500,000	0	500,000	-
Total-2	96,250,000	77,400,000	83,262,697	145,225,000	83,262,697
Scheme for Construction of office Building (P-01-51-72-98)					
Major Works		20,000,000	6,823,400	20,000,000	830,790
Purchases		400,000,000	0	100,000,000	-
Total -3		420,000,000	6,823,400	120,000,000	830,790
Grand Total (1+2+3)		700,600,000	171,076,477	377,075,000	165,083,865

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes

&

13. Particulars of recipients of concessions, permits or authorizations granted by it;

The State Election Commission is covered under Plan (P-01 State scheme), hence there are no subsidy programmes in this department.

14. Details in respect of the information, available to or held by it, reduced in an electronic form;

- Electoral Rolls (Hindi) in PDF format in CDs with the Deputy Commissioner of concerned district.
- Electoral Rolls (Hindi) in PDF format on the website of the Deputy Commissioner of concerned district.
- All the statutory forms for the inclusion/deletion/correction of name in the electoral rolls are also available on Commission`s website www.secharyana.gov.in
- The Commission notify the names of elected members in the elections of PRIs and ULBs, which are available on the Commission`s website.

15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The information pertaining to the Acts, Rules, instructions and orders relating to the elections of PRIs and ULBs is available on the official website of the Commission for general public. Anybody can download the required information. Any such information can also be obtained from the Deputy Commissioner-cum-District Election Officer at each District.

16. The names designations and other particulars of the Public Information Officers at Head Quarter:-

- a) State Public Information Officer:-

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Sh. Pushkar Dutt	Superintendent, Municipal Branch	Telephone : 0172-2584810 Fax: 0172-2585904 Email : Supdtmc.sec@hry.nic.in

State Assistant Public Information Officers:-

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Sh. Pushkar Dutt (Being Branch Incharge)	Superintendent Municipal Branch	Telephone : 0172-2584810 Fax: 0172-2585904 Email : supdtmc.sec@hry.nic.in
2.	Sh. Rajan Kumar	Superintendent, Administration and Accounts Branches	Telephone : 0172-2584810 Fax: 0172-2585904 Email : supdtadmin.sec@hry.nic.in
3.	Smt. Geeta Kapur	Superintendent, Panchayat Branch	Telephone : 0172-2584810 Fax: 0172-2585904 Email : supdtpanda.sec@hry.nic.in

- b) Departmental Appellate Authority:

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Smt. Anju Arora	Assistant State Election Commissioner	Telephone : 0172-2584908 Fax: 0172-2585904 Email : asec.sec@hry.nic.in

16.2. Details of Officers/Officials designated at Public Information Officers at District Election Cell is as under:-

Panchayati Raj Institutions (Panch, Sarpanch, Panchayat Smiti and Zila Parishad)

Sr. No.	Name	Designation	Designated	Phone/fax/e-mail
1.	Officers changes from time to time	District Development and Panchayat Officer of the concerned District	First Appellate Authority	Available on the website of concerned District Administration.

2.		Superintendent, Panchayat Branch	State Public Information Officer	--do--
3.		Assistant,Panchayat Branch	State Assistant Public Information Officer	--do-

Urban Local Bodies/Municipal Committee, Council and Corporation

Sr. No.	Name	Designation	Designated	Phone/fax/e-mail
1.	Officers changes from time to time	City Magistrate	First Appellate Authority	Available on the website of concerned District Administration.
2.		Superintendent Local Fund Branch	State Public Information Officer	--do--
3.		Assistant, Local Fund Branch	State Assistant Public Information Officer	--do-

17. Other useful information :-

Municipal Corporation/Municipal Council/Municipal Committee		
Sr. No.	Title	Notification/order No. & Date
1.	Haryana Municipal Corporations Election Symbols (Reservation and Allotment) order 2018	Notification No. SEC/3ME/2018/5646 Dated. 15.11.2018
2.	Applicability of NOTA	Order No. SEC/1ME/2018/5833-5880 Dated. 22.11.2018
3.	Haryana Municipal Council and Municipal Committees Election Symbols (Reservation and Allotment) order 2020	Notification No. SEC/3ME/2020/2514 Dated. 27.11.2020
4.	Amendment Para 7A of Haryana Municipal Council and Committees Election Symbols (Reservation and Allotment) order 2020	Notification No. SEC/3ME/2022/804 Dated. 12.04.2022
5.	Amendment Para 7A of Haryana Municipal Corporation Election Symbols (Reservation and Allotment) order 2018	Notification No. SEC/3ME/2022/1138 Dated. 27.04.2022
6.	DC concerned authorized to decide the cases of disqualification of the contesting Candidates of Municipal Corporation, Council, Committee who failed to lodge account of elections expenses within 30 days after declaration of results.	Order No. SEC/3ME/2023/304-446 Dated. 07.03.2023
7.	Haryana Municipal Corporations Election Symbols (Reservation and Allotment) order 2023	Notification No. SEC/3ME/2023/1113 Dated. 26.05.2023
8.	Haryana Municipal Council and Municipal Committees Election Symbols (Reservation and Allotment) order 2023	Notification No. SEC/3ME/2023/983 Dated. 26.05.2023
9.	Haryana Municipal Election Expenditure (Maintenance and Submission of Accounts) order 2020	Notification No. SEC/3ME/2020/2238 Dated. 24.11.2020
10.	Haryana Municipal Corporation Election Expenditure (Maintenance and Submission of Accounts) order 2018	Order No. SEC/3ME/2018/5536 Dated. 14.11.2018
11.	Instructions For Printing of Ballot papers of Municipal Corporation/ Council/ Committee	Notification No. SEC/2ME/2025/1327 1350 Dated. 09.02.2025
12.	Expenditure limit (Municipal Councils/ Municipal Committee)	Notification No. SEC/3ME/2024/1944 Dated. 18.12.2024
13.	Expenditure limit (Municipal Corporation)	Notification No. SEC/3ME/2024/1935 Dated. 18.12.2024

Panchayati Raj Institution		
Sr. No.	Title	Notification/order No. & Date
1.	Expenditure Limit – Panch, Sarpanch, Member Panchayat Samiti, Member Zila Parishad	Notification No. SEC/2E-II/2022/280 Dated. 16.05.2022
2.	Applicability of NOTA	Order No. SEC/4E-II/2022/651-735 Dated. 07.07.2022
3.	Instruction regarding Printing of Ballot Papers.	Letter No. SEC/E-II/SA/2022/3624-45 dated 17.10.2022.
4.	Haryana Panchayati Raj Elections Symbol (Reservation and Allotment) order 2014	Notification No. SEC/3ME/2023/1116 Dated. 17.05.2023
5.	Haryana Panchayati Raj Election Expenditure (Maintenance and Submission of Accounts) order 2024	Notification No. SEC/3E-III/2024/435A Dated. 31.05.2024