



STATE ELECTION COMMISSION, KERALA

OFFICE ORDER No 09/2018

Dated 07.04.2018

Sub: State Election Commission – Establishment – Work Distribution among Officers – Orders issued.

- Ref: 1. Office Order No.22/M/2016/SEC dated 27.08.2016.
2. Office Order No.28/M/16/SEC dated 04.11.2016.
3. Office Order No. 29/M/2016/SEC dated 14 .11. 2016

In Supersession of the Office Orders referred above, the following work distribution in respect of Officers are made with immediate effect.

| Sl.No | Sections | Work Allotted |
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| 1 | Additional Secretary & Senior Administrative Officer | <u>A1, A3,A4 & A6 Sections</u> <u>A3 Section</u> All papers relating to Cash transaction. <u>A6 Section</u> Wayanad District only. <u>A4 Section</u> All papers relating to House Keeping, Vehicle Management, Secret Seal <u>A1 Section</u> All the papers relating to Establishment, e-Office |
| 2 | Additional Secretary I | <u>B1 & A6 Sections</u> <u>B1 Section</u> All papers relating to Election, Voters list, Allotment of Symbols, Vacancy Consolidation <u>A6 Section</u> All papers relating to Kozhikode District . |
| 3 | Additional Secretary II | <u>B5 Section</u> Idukki District, All papers relating to EVMs, EVM Management, Power Packs – Seals and tags required for EVMs, Election training, E-Drop, All papers relating to Warehouse maintenance and stock verification of all Districts |
| 4 | Additional Secretary III | <u>A6, B4 & B5 Sections</u> <u>A6 Section</u> Pathanamthitta District, Web Casting. <u>B4 Section</u> Ernakulam District <u>B5 Section</u> Thrissur District |

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| 5 | Joint Secretary (P) | <u>A5 Section</u> Alappuzha, Malappuram Districts, Political Mapping Counting/ Distribution/ Receiving Centres of Election, Record Section, RGPSA |
| 6 | Joint Secretary (M) | <u>B3 Section</u> Kannur & Kasargod Districts, Reservation. |
| 7 | Senior Finance Manager | <u>A2 Section & A4 Section</u> <u>A2 Section</u> All papers relating to Finance <u>A4 Section</u> Printing and Stationary and overall Financial Management. |
| 8 | Law Officer | <u>B4 & Court Section-B6</u> Overall matters relating to Legal Issues & Papers relating to Palakkad District (B4 Section) , Amendment of Act, All India Conferences of State Election Commissioners & Court Section –B6 |
| 9 | Public Relations Officer | <u>B2, B3 & A1 Section</u> Overall management of Public Relations, Bi-monthly Bulletin, <u>B2 Section</u> State Information Officer of RTI Act. <u>B3 Section</u> All papers relating to Kottayam District <u>A1 Section</u> Media Plan, Library, Website, |
| 10 | PS to Commissioner | <u>B2 Section</u> All papers related to Kollam District. |
| 11 | Consultant | <u>B2 Section</u> Thiruvananthapuram District. Delimitation, R.O and A.R.O training |
| 11 | Section Officer, Administration/ Establishment | <u>Overall Management of A1, A2,A3,A4,A5 and A6, Part of Court Section – Law Amendments</u> <u>A6 Section</u> All papers relating to Wayanad District <u>A5 Section</u> All papers relating to Alappuzha and Malappuram Districts, <u>B3 Section</u> |

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| | | <p>All papers relating to Kannur District</p> <p><u>A2 Section</u></p> <p>All papers relating to Budget, Financial matters/Fund allotment, Audit/Reconciliation, NRA, PF etc</p> <p><u>A3 Section</u></p> <p>All papers relating to transaction of cash in State Election Commission, Salaries of Employees, Witness Bata.</p> <p><u>B4 Section</u></p> <p>All papers relating to amendment of KPR & KM Act, All India National Conference of State Election Commissioners/ Standing Committee meeting of State Election Commissioners.</p> <p><u>A4 Section</u></p> <p>Housekeeping, Printing and supply of election materials stationery etc. Hand books, Purchase of Power Packs and other office purchases, Indelible Ink, AMC of all equipments except Bio-metric Attendance System.</p> <p><u>A1 Section</u></p> <p>All establishment matters, AMC of Bio-metric Attendance System., Head quarters building, website, e-Office, Media Plan etc.</p> <p><u>Court Section</u></p> <p>All papers relating to Legal matters.</p> |
| 12 | Section Officer (Election) | <p><u>Overall Management of B1,B2,B3 ,B4.B5 and B6 Sections .</u></p> <p><u>B2 Section</u></p> <p>All papers related to Thiruvananthapuram, Kollam Districts, All papers related to RTI Act.</p> <p><u>B1 Section</u></p> <p>All papers related to General Election – Voters list, Allotment of Symbols, RO and ARO’s Training, Vacancy Consolidation</p> <p><u>Section</u></p> <p>All papers related to Pathanamthitta, Kozhikode Districts, Web Casting</p> <p><u>B3 Section</u></p> <p>All papers related to Kasargod, Kottayam Districts and reservation of General Election.</p> |

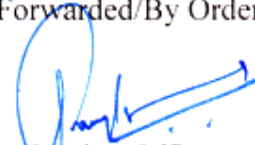
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| | | <p><u>B4 Section</u> All papers related to Palakkad and Ernakulam Districts.</p> <p><u>B5 Section</u> All papers related to EVM management and All papers related to Idukki and Thrissur Districts, E-drop.</p> |
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K.V.Muraleedharan
Secretary

To

All Officers & Sections
Stock File/Office copy

Forwarded/By Order



Section Officer