

STATE ELECTION COMMISSION, KERALA

No. 29/M/2016/SEC

Dated: 14 .11. 2016

OFFICE ORDER

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.

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
1	Additional Secretary I	<u>B & C Sections</u> <u>B Section</u> All papers relating to Election, Voters list, Allotment of Symbols, RO's, Web Casting. <u>C Section</u> All papers relating to Kozhikode District
2	Additional Secretary II	<u>K Section</u> Idukki District, All papers relating to EVMs, EVM Management, Power Packs – Seals and tags required for EVMs, Election training, E-Drop – Secret Seal
3	Additional Secretary III	<u>C, H & K Sections</u> <u>C Section</u> Pathanamthitta District, Vacancy Consolidation, <u>H Section</u> Ernakulam District <u>K Section</u> Thrissur District Also all papers relating to Warehouse maintenance and stock verification of all Districts.

4	Additional Secretary & Senior Administrative Officer	<u>G,C,M & L Sections</u> <u>G Section</u> All papers relating to Cash transaction. <u>C Section</u> Wayanad District only. <u>L Section</u> All papers relating to House Keeping, Vehicle Management. <u>M Section</u> All the papers relating to Establishment.
5	Joint Secretary (P)	<u>D Section</u> Alapuzha, Malappuram Districts, Political Mapping Counting/ Distribution/ Receiving Centres of Election, Record Section.
6	Joint Secretary (M)	<u>A & E Sections.</u> <u>A Section</u> Thiruvananthapuram District. <u>E Section</u> Kannur & Kasargod Districts, Reservation.
7	Senior Finance Manager	<u>F Section & L Section</u> <u>F Section</u> All papers relating to Finance <u>L Section</u> Printing and Stationary and overall Financial Management.
8	Law Officer	<u>H & Court Section</u> Overall matters relating to Legal Issues & Papers relating to Palakkad District (H Section) , Amendment of Act, All India Conferences of State Election Commissioners & Court Section
9	Public Relations Officer	<u>A, E & M Section</u> Overall management of Public Relations, Bi-monthly Bulletin, <u>A Section</u> State Information Officer of RTI Act. <u>E Section</u> All papers relating to Kottayam District <u>M Section</u> Media Plan, Archives, Library, Website,
10	PS to Commissioner	<u>A Section</u> All papers related to Kollam District.

11	Section Officer, Administration/ Establishment	<p><u>Overall Management of D,F,G,L & M Section & Part of C,E,H & Court Section</u></p> <p><u>C Section</u> All papers relating to Wayanad District</p> <p><u>D Section</u> All papers relating to Alappuzha and Malappuram Districts</p> <p><u>E Section</u> All papers relating to Kannur District</p> <p><u>F Section</u> All papers relating to Budget, Financial matters/Fund allotment, Audit/Reconciliation, NRA, PF etc</p> <p><u>G Section</u> All papers relating to transaction of cash in State Election Commission, Salaries of Employees, Witness Bata.</p> <p><u>H Section</u> 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>L Section</u> Housekeeping, Printing and supply of election materials stationery etc. Hand books, Purchase of Power Packs, Indelible Ink.</p> <p><u>M Section</u> All establishment matters, AMC of all equipments, Head quarters building, website, Archives, Media Plan etc.</p> <p><u>Court Section</u> All papers relating to Legal matters.</p>
12	Section Officer (Election)	<p><u>Overall Management of A,B,K Sections & Part of C,E,H Section</u></p> <p><u>A Section</u> All papers related to Thiruvananthapuram, Kollam Districts, All papers related to RTI Act.</p> <p><u>B Section</u> All papers related to General Election – Voters list, Allotment of Symbols, RO’s, Web Casting.</p> <p><u>C Section</u> All papers related to Pathanamthitta, Kozhikode Districts</p> <p><u>E Section</u> All papers related to Kasargod, Kottayam Districts and reservation of General Election.</p>

		<p><u>H Section</u> All papers related to Palakkad and Ernakulam Districts.</p> <p><u>K 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

Copy to:
PS to the Commissioner
CA to the Secretary

Forwarded/By Order

Sd/-

Section Officer