

Sr. No.	Para	Remarks
4 (1) (a)	Records duly catalogued and indexed in a manner	<a href="#">Link I</a>
4 (1) (b)(i)	The particulars of its Organization, functions and duties	<p><b>a. Organizational chart :</b> <a href="#">LINK II</a></p> <p><b>b. <u>Functions and duties:</u></b></p> <p>The Election Commission of India designates senior Officers of the Government of each State and Union Territory as the Chief Electoral Officers of the State concerned under Section 13A of the Representation of the People Act, 1950.</p> <p>Subject to the Superintendence, direction and control of the Election Commission, the Chief Electoral Officers, supported by the Additional Chief Electoral Officers/Joint Chief Electoral Officers and Deputy Chief Electoral Officers supervise all elections in the State/Union Territory concerned under section 20 of the Representation of People Act, 1951.</p> <p><b><u>Duties in detail:</u></b></p> <p>i. The Chief Electoral Officer (CEO) is the nodal officer who is in charge of ensuring implementation of all the provisions of electoral laws in the state.</p> <p>ii. He functions under the direction and supervision of the Election</p>

		<p>Commission of India (ECI) as outlined in the Representation of the People Act, 1950 &amp; 1951.</p> <ul style="list-style-type: none"> <li>iii. Besides overseeing the conduct of state elections, he has other multi-faceted roles to play like maintaining an updated and error free Electoral Roll in the State, generating awareness for electoral enrolment and participation, etc.</li> <li>iv. Supervises the work related to preparation of Electoral Roll and conduct of all elections to the Parliament and Legislative Assemblies of the State, subject to the overall superintendence, direction and control of the Election Commission.</li> <li>v. Overall in-charge of the Electoral Registration Offices &amp; his staff.</li> <li>vi. Preparation &amp; Revision of Electoral Roll.</li> <li>vii. Preparation of Voters Identity Cards as per instructions by Election Commission of India.</li> <li>viii. To conduct the Election of Lok Sabha &amp; Assembly as per programme declared by the Election Commission of India.</li> </ul>
ii.	The powers and duties of its officers and employees	Same as above

iii.	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure followed in the decision making process including channels of supervision and accountability is as under-</p> <p>Election Commission of India</p> <p style="text-align: center;">↓</p> <p>Chief Electoral Officer</p> <p style="text-align: center;">↓</p> <p>District Election Officer</p> <p style="text-align: center;">↓</p> <p>Electoral Registration Officer</p> <p style="text-align: center;">↓</p> <p>Assistant Electoral Registration Officer</p> <p style="text-align: center;">↓</p> <p>Booth Level Officer</p>
iv.	The norms set by it for the discharge of its functions	As applicable under provisions of section 13A of the Representation of the People Act, 1950.

v.	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	<p>1)Representation of People Act 1950</p> <p>2)Representation of People Act 1951</p> <p>3)Registration of Electors Rules, 1960</p> <p>4)Conduct of Election Rule, 1961</p> <p>5)Standing Order from Election Commission of India</p>
vi.	The statement of the categories of documents that are held by it or under its control	<p>Photo Electoral rolls of 32 Assembly constituencies of the State.</p> <p><a href="#">(Link III )</a></p>
vii.	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 thereof	Not Applicable
viii.	A statement of the 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	Not Applicable

	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.	
ix.	A directory of its officers and employees	<a href="#">(LINK IV)</a>
x.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	<a href="#">(LINK V)</a> There is no system to pay compensation to the Government servant.
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
xii.	The manner of execution of subsidy programmes,	Not applicable

	including the amounts allocated and the details of beneficiaries of such programmes:-	
xiii	Particulars of recipients of concession, permits or authorizations granted by it:	Not Applicable
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form:	<a href="#">LINK6</a>
xv	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:	<ol style="list-style-type: none"> <li>1. The office has a toll free number (state control Room), which can be accessed by dialing 1950</li> <li>2. The website of the Office are as follows: <a href="http://www.ceosikkim.nic.in">www.ceosikkim.nic.in</a></li> <li>3. Social Media Handles:  Instagram Id: ceosikkim  Facebook page Id: CEOSikkim  Twitter Id: SikkimElection</li> </ol>

xvi.	The names, designations and other particulars of the Public Information Officers:	<p style="text-align: center;"><b><u>Details of Public Information Officers</u></b></p> <p style="text-align: center;">Shri. D. Anandan, IAS ( Chief Electoral Officer ) <b>Appellate Authority</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ms. Pema Lhaden lama, SCS (Joint Chief Electoral Officer) <b>State Public Information Officer</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Shri. Shyam Pradhan, SCS (Deputy Chief Electoral Officer) <b>Assistant Public Information Officer</b></p>
xvii.	Such other information as may be prescribed	NIL

**RECORD OF RTI APPLICATION APPLIED IN THE OFFICE OF THE CHIEF ELECTORAL OFFICER,SIKKIM FOR THE YEAR 2021.**

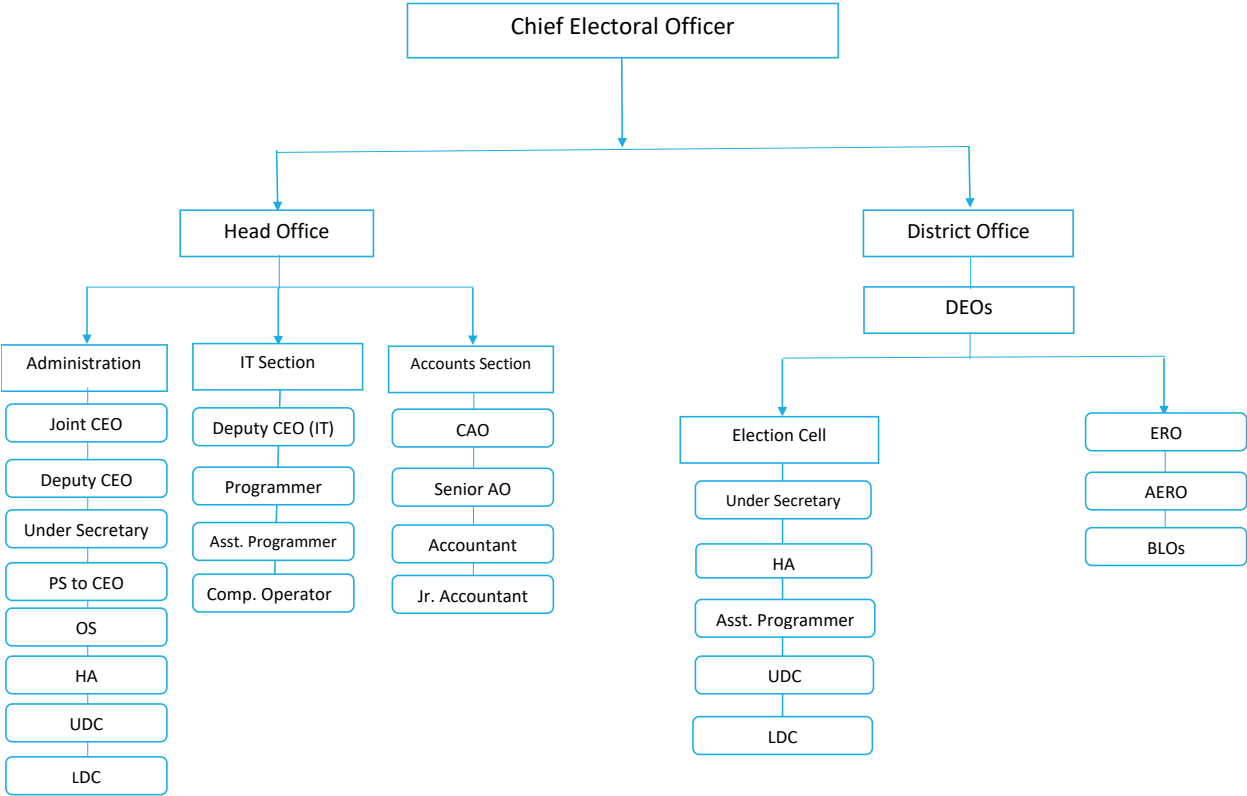
Sl.no	Name of Applicant	Subject	Date of receipt	Remarks
1	Mrs. Shelly Mahajan, Table no. 04 "Association for democratic reforms" T-95. C.L. House, 2 <sup>nd</sup> floor, Near Gulmohor Commercial Complex, Guatam Nagar, New Delhi	Status of submission of Annual Contribution reports filed by registered political parties and the action taken by the State CEO against such political parties that defaulted on the submission of their Annual reports.	13/01/2021	ID Proof not submitted
2	Shri. Ramesh Chandra Panda, S/o Shri. K.C.Panda, R/o Beltal, Pattamundai, Kendrapara	Transfer of RTI application under Section 6(3)	18/02/2021	Disposed
3	Shri. Indra Bahadur Rasaily, S/o Bhim Bahadur Rasaily, R/o 4 <sup>th</sup> Mile, JNM Gangtok, East Sikkim	Information under RTI Act,2005.	08/03/2021	Transfer of RTI application under Section (3) to Returning Officer, DAC, East Sikkim.
4	Information sought by Rangpo Nagar Panchayat	Information under RTI Act,2005	16/03/2021	Transfer of RTI application to State Election Commission.
5	Smt. Asha Kumari, R/o Hathisargangi Purga, Chowk Road-1, PS-Hajipur, Vaishali Bihar	Transfer of application under Section 6(3), 2005	06/04/2021	Disposed
6	Shri. Anil Kumar Thakur, R/o Namchi Bazaar, South Sikkim	Transfer of RTI application under Section 6(3), 2005 from ECI	06/04/2021	Transfer of application to District Election Officer, DAC, South Sikkim.



7	Shri. Subash Nepal, R/o Singbel, 8 <sup>th</sup> Mile	Transfer of RTI application under section 6(3)	06/04/2021	Disposed
8	Shri. Subrahmanya Sharma V, R/o 11-85, Shastri Bhawan< Lok ahitam mama karaneeyam,vasuuda lawchambers kothavalasa	Transfer of application under section 6(3), 2005	06/04/2021	Disposed
9	Shri. Nim Pinsto Bhutia, S/o kancha Bhutia, R/o Swayem, North Sikkim	Transfer of RTI application under Section 6(3) , 2005	08/04/2021	Disposed
10	Shri. Passang Tshering Lepcha, S/o Thinley Dorjee Lepcha, Residence of Pabyuik-Naitam	Information under RTI Act, 2005	19/04/2021	Disposed
11	Ms. Tse Doma Tamang, W/o. Shri. Avinash Yakkha Limboo, Upper Arithang	Transfer of RTI application under section 6(3),2005.	17/06/2021	Disposed
12	Shri. Tarun Choudhary, S/o R.P.Choudhary, Bhutia Busty, Namchi.	Information under RTI Act,2005	06/08/2021	Disposed
13	Mrs. Urmila Dewan, W/o Late Dilip Dewan, residence of Noap Gaon Pakyong.	Information under RTI Act, 2005	06/08/2021	Disposed
14	Mrs. Kalpana Chettri, D/o T.K.Chettri, R/o, Development Area Gangtok	Information under RTI Act,2005	19/08/2021	Disposed

15	Shri. Tshering Doma Bhutia, S/o Nakching Bhutia, Gangkha Martam	Information under RTI Act,2005	07/09/2021	Transfer of RTI application to District Collector, DAC, East Sikkim.
16	Ms. R.K.Sharma, Residence of Krishna Nagar, Jharkhand	Transfer of RTI application under section 6(3),2005.	03/10/2021	Disposed
17	Shri. RajKumar(Advocate), Samvidhan Bachao Trust, R/o Chamber No. 365/Satra Nayalaya Campus.	Information under RTI Act,2005	21/10/2021	ID proof not submitted. Informed accordingly.

# ORGANIZATIONAL STRUCTURE



**CONTACT DETAILS OF OFFICERS & STAFFS,  
OFFICE OF THE C.E.O, SIKKIM, ELECTION DEPARTMENT  
AS ON 10.12.2021**

Fax No: 204725

SI.NO	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NO
1	Shri D.Anandan, IAS	CEO, Sikkim	03592-207855
2	Mrs.Pema Lhaden Lama	Joint Chief Electoral Officer	03592-203660
3	Mrs. Pamin Lepcha	Chief Accounts Officer	03592-203673
4	Shri Shyam Pradhan	Dy.CEO	03592-203721
5	Shri Zangpo Gyaltzen	Dy.CEO (IT)	EPBAX - 40
6	Shri.Sudeep Tamang	Sr. AO	EPBAX- 34
7	Smt.Dechen Chomu Bhutia	PS to CEO	
8	Smt.Sonam Chhoki Yonzon	Under Secretary	
9	Shri.Dependra Dhakal	Programmer	
10	Smt. Pravina lama	Head Assistant	
11	Smt.Yangday Bhutia	Head Assistant	
12	Shri Ranjit Kumar Acharya	Accountant	
13	Shri. Rinzing Tamang	Computer Operator	
14	Shri Bishan Gurung	Computer Operator	
15	Shri Thakur Psd. Neopaney	Upper Divisional Clerk	
16	Ms. Bandana Pradhan	Jr.Accountant	
17	Smt.Binita Rai	Stenographer	
18	Ms. Tshering Lhamu Lepcha	Assistant Librarian	
19	Smt. Chandra Kumari Bhujel	LDC	
20	Shri Suren Subba	LDC	
21	Shri.Dowchung Lepcha	LDC	
22	Bishnu Maya Subba	LDC	
23	Miss.Nabita Gurung	LDC	
24	Miss.Shewana Pradhan	Multi Task	
25	Mr.Tashi Phegyal Tamang	Multi Task	
26	Miss.Chubongmit Lepcha	LDC	
27	Shri Chewan Psd. Kafley	Driver	
28	Shri Mohan Lall Chettri	Driver	
29	Shri Nimthu Lepcha	Driver	
30	Shri.Pritam Gurung	Driver	
31	Shri.Rajiv Rai	Driver	
32	Shri.Samuel Rai	Driver	
33	Mr.Bikash Pradhan	Driver	

<b>34</b>	<b>Shri.Sonam Wangyal Butia</b>	<b>Driver</b>	
<b>35</b>	<b>Mr.Pemba Lepcha</b>	<b>Driver</b>	
<b>36</b>	<b>Smt.Deepika Gurung</b>	<b>Office Attendant</b>	
<b>37</b>	<b>Shri Rinchen Zangpo Bhutia</b>	<b>Office Attendant</b>	
<b>38</b>	<b>Smt.Sristi Roka</b>	<b>Office Attendant</b>	
<b>39</b>	<b>Shri.Kharka Bdr Chettri</b>	<b>Office Attendant</b>	
<b>40</b>	<b>Mr.Nitesh Gurung</b>	<b>Officer Attendant</b>	
<b>41</b>	<b>Shri.Dawa Bhutia</b>	<b>Safaikarmachari</b>	
<b>42</b>	<b>Smt.Babina Rasaily</b>	<b>Officer Attendant</b>	
<b>43</b>	<b>Ms. Ranjana Tamang</b>	<b>legal Officer</b>	
<b>44</b>	<b>Ms. Bhumika Dahal</b>	<b>Legal Retainer</b>	

## Details of Monthly Renumeration

	NAME	DESIGNATION	GROSS PAY
1	D ANANDAN	Chief Electoral Officer	358348
2	PAMIN LEPCHA	Chief Accounts Officer	114996
3	PEMA LHADEN LAMA	Joint CEO	114996
4	SHYAM PRADHAN	Deputy CEO	114700
5	SUDEEP TAMANG	Sr. Accounts Officer	98864
6	ZANGPO GYALTSEN	Deputy Director	96052
7	SAPTIKA RAI	Deputy Secretary	96052
8	DICHEN CHOMU BHUTIA	Private Secretary	100788
9	SONAM CHOKI YONZON	Under Secretary	86876
10	BHUMIKA CHETTRI	Under Secretary	72668
11	DHAN MAYA RASAILY	Under Secretary	70596
12	BINITA RAI	Stenographer	54464
13	JOHN BHUTIA	Head Assistant	84804
14	PRAVINA LAMA	Head Assistant	83028
15	RANJEET KR ACHARYA	Accountant	79920
16	KADEM BHUTIA	Head Assistant	66896
17	YANGDAY BHUTIA	Head Assistant	63048
18	RINZING TAMANG	Computer Operator	55056
19	DEPENDRA DHAKAL	Programmer	54908
20	BISHAN GURUNG	Computer Operator	49136
21	THAKUR PRASAD NEOPANEY	Upper Division Clerk	76220
22	TSETEN LHAMU LACHENGPA	Upper Division Clerk	74000
23	MANI KUMAR KHAREL	Assistant Programmer	68968
24	TASHI BHUTIA	Upper Division Clerk	58756
25	MIHIR PRADHAN	Assistant Programmer	57720
26	JYOTI SUBBA	Upper Division Clerk	44992
27	BANDANA PRADHAN	Junior Accountant	43660
28	CHANDRA KRI BHUJEL	Lower Division Clerk	51800
29	TITUS RAI	Lower Division Clerk	46028
30	SUREN SUBBA	Lower Division Clerk	42032
31	DOWCHUNG LEPCHA	Lower Division Clerk	42032
32	UJAL PRADHAN	Lower Division Clerk	39664
33	SRI RINCHEN ZANGPO BHUTIA	Office Attendent	36852
34	NITESH GURUNG	Office Attendent	31820
35	KHARKA BAHADUR CHETTRI	Office Attendent	23976
36	SOM BAHADUR LIMBOO	Office Attendent	23976
37	MOHAN LALL CHETTRI	Driver	49136
38	PEM TSH BHUTIA	Office Attendant	48988
39	CHEWAN PRASAD KAFLEY	Driver	47656
40	NIMTHU LEPCHA	Driver	42624

41	TSHERING LHAMU LEPCHA	Jr Library Assistant	30340
42	SAMUEL RAI	Driver	26196
43	BABINA RASAILY	Peon	26196
44	PRITAM KUMAR GURUNG	Driver	25456
45	RAMESH KUMAR CHETTRI	Driver	25456
46	SONAM WANGYAL BHUTIA	Driver	25456
47	RAJIV RAI	Driver	25456
48	DIPIKA GURUNG	Office Attendant	23976