

**OFFICE OF THE DEPUTY COMMISSIONER(Election)
WEST KHASI HILLS DISTRICT , NONGSTOIN
THE RIGHT TO INFORMATION ACT 2005
Manual – ELECTION BRANCH**

Introduction

Election Branch is one of the Administrative organizations in the administrative Set up of the D.C's Office. The functioning of the Branch is more of a regulatory, and statutorily body. It functions under the superintendence, directions and control of the Deputy Commissioner (Election)/District Election Officer.

The Right to information Act came into being on the 15th 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 (Elections) in all the seven Districts of the State within their respective jurisdiction..**

The objective of having a separate handbook for the Public Authority of the Election Branch is to facilitate the users, to have a snap shot on the functions and the role of the Branch and also its responsibilities as well as the 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 Election Branch.**
- 3. Implementation of Electors Photo Identity Card Scheme.**

The Additional Deputy Commissioner (Election), i/c Election who is the notified public information officer of the Branch may be contacted for more information on the Election Branch.

MANUAL NO. (1).

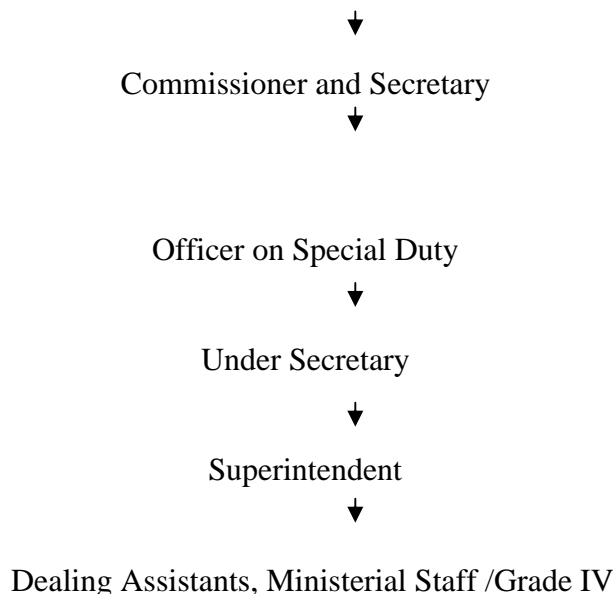
Particulars of Organisation Functions and Duties:-- Election Branch is listed as one of the Administrative Branch under the D.C's Establishment. *Conducting free and fair Elections and error free Electoral Rolls continues to remain the primary and priority areas of the Branch. Public are periodically informed of the programmes of the revision of Electoral Rolls through press release, advertisements with which the public are called upon to*

- (i). Claim for the inclusion of a name in the roll and**

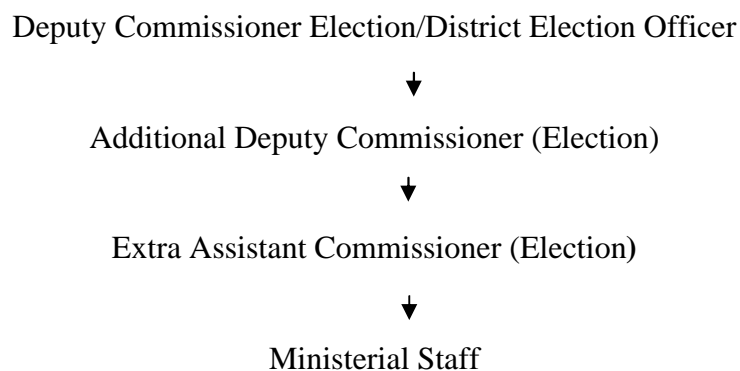
- (ii). Object to an entry therein, which is subject to eligibility as laid down in the Law
- (iii). Correction of particulars

The fee structure for obtaining information is as prescribed by the State Government.

A – State level (Secretariat)



B – District Level



The names Designations and other particulars of the Public Authorities, Public Information Officers, Assistant Public Information Officers, are as below :-

Organiza- tions	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	2	3	4	5
State Headquarter				

District and Sub-Divisional level offices of Election Department				
West Khasi Hills District	Deputy Commissioner (Election), West Khasi Hills District	Extra Assistant Commissioner (Election), West Khasi Hills District	Additional Deputy Commissioner (Election), West Khasi Hills District	Deputy Commissioner (Election), West Khasi Hills District
<i>Mairang Sub-Division</i>	Deputy Commissioner (Election), West Khasi Hills District	Extra Assistant Commissioner (Election), West Khasi Hills District	Sub-Divisional Officer (Election)	Deputy Commissioner (Election), West Khasi Hills District
<i>Mawkyrwat Sub-Division</i>	Deputy Commissioner (Election), West Khasi Hills District	Extra Assistant Commissioner (Election), West Khasi Hills District	Sub-Divisional Officer (Election)	Deputy Commissioner (Election), West Khasi Hills District

ELECTION BRANCH

(I) Delimitation

1. Preparation and compilation of Statistical data of population figure
2. Preparation of Maps

(II) Election Machinery

1. Establishment matters-Appointment of staff for revision of Electoral Rolls-Supervisors and Enumerators

(III) Electoral Rolls:

1. Preparation and revision of electoral rolls.
2. Electoral rolls for Service voters and Special voters
3. Compilation of statistics of Voters.
4. Schemes of photographed identity cards.

(IV) 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 and Declaration of results.
10. Election Expenses
11. Maintenance of list of disqualified persons.
12. Electronic Voting Machines-use of.

(V) Accounts.

1. Budget estimates including submission of estimates to the Government of Meghalaya for re imbursement of Election expenditure.
2. Maintenance of accounts –encashment of bills and disbursement of cash.
3. Miscellaneous accounts works.

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

MANUAL NO. (ii).

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, Govt. of Meghalaya. The executive powers of the officers of the Branch are as per the Rules of 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 Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981.

MANUAL NO. (iii).

Procedure followed in the decision making powers including channels of supervision and accountability

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. **Procedurally the process of,** decision starts with the perusal of dak by the **Deputy Commissioner** and his endorsement thereon .The case is processed further by the staff of the branch and putting it 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. (iv)

Norms set by it for the discharge of its functions.

The Election Branch norms are for timely implementation of elections programmes, quality and timely delivery of services, directions, and logistic support to the field functionaries in discharging of their duties and responsibilities as deemed under the law.

MANUAL NO. (v)

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 Co-operation keep 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 Handbook for Returning Officers.
5. The Compendium of Instructions.
6. The Manual for Electoral Registration Officers.
7. The Handbook for Presiding Officers.
8. The Handbook for counting.
9. The Handbook for Contesting Candidates.
10. The Handbook Polling Agents.
11. Copies of Electoral Rolls.
12. Elections Statistical Handbooks.

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/ Departments etc. from time to time

MANUAL NO (vi).

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

SI 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 Handbook for Returning Officers	Manual	
5	The Compendium of Instructions.	Manual	
6	A Handbook for Contesting Candidates	Manual	
7	The Manual for Electoral Registration Officers.	Manual	
8	A Hand book for the Presiding officers	Manual	
9	The Handbook for counting.	Manual	
10	Copies of Electoral Rolls.		
11	File Index Register.		
12	File movement Register.		

MANUAL NO (vii).

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 development schemes, but the nature and functions of the branch involves the public in different ways. The political parties are frequently consulted on matters concerning with organisation and reorganization of polling stations, campaigning on new programmes of elections related matters, such as the programme on Electoral Photo Identity Card. The process of consultation is also an event where political parties, and public representatives, besides the local leaders at the village level and polling station level are regularly consulted on matters of revision of electoral rolls.

MANUAL NO (viii).

A statement of Boards Committee etc.and other bodies.

There are no specific boards or committees under the Election Branch.

MANUAL NO (ix).
Directory of officers and employees

Sl. No.	Name	Designation	STD Code	Telephone no		Fax	Address
				Office	Res		
1.	K.L.Tariang, IAS	Deputy Commissioner (Election),	03654	280221	280266	280330	Nongstoin
2.	W.Nongsiej, MCS	Addl. Deputy Commissioner (Election),	03654	280272	280293		Nongstoin
3.	Shri D.C.Kharpuri	ASE	03654	280225	-		Ladweitang
4.	Smt.R.B.Nongsiej	SA	03654	280164	280634		Upper New Nongstoin
5.	Smti B.S.Mawlieh	UDA	-	-	-		Nongpyndeng
6.	Smti D.Syiemlieh	UDA	03654	-	280048		Ladweitang
7.	Smti. E.Syiemlieh	LDA	-	-			New-Nongstoin
8.	Smti. P.K.Bani	LDA	03654	-	280057		New-Nongstoin
9.	Smti A.Marwein	LDA	-	-			New-Nongstoin
10.	Shri B.Jahrin	LDA	03654	-	280749		New-Nongstoin
11.	Shri W.B.Mawlieh	Typist	-	-	-		New-Nongstoin
12.	Shri O.Diangdoh	Typist	-	-	-		Nongstoin
13.	Shri B.K.Lyngdoh	Enumerator	-	-	-		Nongstoin
14.	Shri S.Thabah	Enumerator	-	-	-		New-Nongstoin
15.	Shri S.Marwein	Enumerator	03654	-	280535		Mawkawah
16.	Shri B.Changread	Enumerator	-	-	-		Nongkhlaw
17.	Shri M.Marwein	Enumerator	-	-	-		Tiehsaw
18.	Shri P.Iaweren	Process server	-	-	-		Mawkhlam
19.	Shri J. N.Sangma	Process server	-	-	-		Mawkhlam
20.	Shri S.R.Changread	Process server	-	-	-		Upper New Nongstoin
21.	Shri H.K.Bani	Peon	-	-	-		Mawkaiang-langdain
22.	Shri D.Byrsat	Peon Attached EAC Election	-	-	-		Nongstoin
23.	Shri L.Mawlieh	Casual Employee	-	-	-		New-Nongstoin

MANUAL No. (x).
Monthly remuneration etc.

	Name	Designation	Monthly remuneration (Gross)	Compensation allowance	The procedure to determine the remuneration as given in the regulation
1.	K.L.Tariang, IAS	Deputy Commissioner (Election),	26,101/-		As per the pay rules of the state Government
2.	W.Nongsiej, MCS	Addl. Deputy Commissioner (Election),	17,288/-		
3.	Shri D.C.Kharpuri	ASE	10,992/-		
4.	Smti. R.B.Nongsiej	SA	12,538/-		
5.	Smti. B.S.Mawlieh	UDA	10,446/-		
6.	Smti. D.Syiemlieh	UDA	9875/-		
7.	Smti. E.Syiemlieh	LDA	9068/-		
8.	Smti. P.K.Bani	LDA	8422/-		
9.	Smti. A.Marwein	LDA	7922/-		
10.	Shri B.Jahrin	LDA	7830/-		
11.	Shri W.B.Mawlieh	Typist	9426/-		
12.	Shri O.Diengdoh	Typist	8422/-		
13.	Shri B.K.Lyngdoh	Enumerator	7918/-		
14.	Shri. S.Thabah	Enumerator	7918/-		
15.	Shri S.Marwein	Enumerator	7448/-		
16.	Shri B.Changread	Enumerator	7213/-		
17.	Shri M.Marwein	Enumerator	7448/-		
18.	Shri P.Iawren	Process Server	5734/-		
19.	Shri J.N.Sangma	Process Server	6070/-		
20.	Shri S.R.Shangread	Process Server	5482/-		
21.	Shri H.K.Bani	Peon	6558/-		
22.	Shri D.Byrsat	Peon Attached EAC Election.	5482/-		
23.	Shri L.Mawlieh	Casual Employee	2100/-		

MANUAL NO. (xi).

The budget allocated to each of its Agency, indicating the particulars of all its plans, proposed expenditure and reports of expenditure 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. (xii).

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;

The Election Branch implements no development scheme.

MANUAL NO. (xiii).

Particulars of recipients of concessions, or authorization granted by it.

-NIL-

MANUAL NO (xiv)

Details in respect of the information, available to or held by it, reduced in the Electronic form.

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

MANUAL NO (xv)

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

The branch has no library facilities, no reading room.

MANUAL NO. (xvi)

Names, designations and other particulars of Public information officers.

Organisation	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
<i>Election Branch, D.C's Office, Nongstoin</i>	<i>Deputy Commissioner (Election)/District Election Officer</i>	<i>Extra Asst. Commissioner (Election)</i>	<i>Addl. Deputy Commissioner (Election),</i>	<i>Deputy Commissioner (Election), West Khasi Hills District</i>

**Names designations and other particulars of the public information officers*

Name of the Public Authority

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri K.L.Tariang, IAS	Deputy Commissioner (Election),	03654	280221	280266	280330		D.C's Office, Nongstoin

Assistant Public Information Officers

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1.	I.Mawlong, MCS	Extra Asst. Commissioner (Election)	03654	280827	280266			D.C's Office, Nongstoin

Public Information Officers

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri W.Nongsiej, MCS	Addl. Deputy Commissioner (Election),	03654	280272	280293			D.C's Office, Nongstoin

Department Appellate Authority

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1	Shri K.L.Tariang, IAS	Deputy Commissioner (Election),	03654	280221	280266	280330		D.C's Office, Nongstoin

*Powers and duties of officers and employees.

The powers of the branch is exercised by the Deputy Commissioner (Election), Nongstoin and his powers and duties are guided by the rules and regulations, notably those which are listed in Manual No.(v) .The duties of other employees are as per Meghalaya Secretariat manual on office procedure.

Designation	Deputy Commissioner (Election),		
Powers	Administrative		
	Financial		
Duties	Others		

MANUAL NO. (xvii)

***Rules, Regulations etc. (Same as manual No (vi).**

* Type of document (Rules, Regulation, Instructions, Manuals, Records, Others)	* <input style="width: 80%; height: 20px;" type="text"/>
Name /Title of the document The Representation of the Peoples' Act 1950	
Brief write up of the Document	
From where one can get a copy of the document (Rules, Regulation, Instructions, Manuals, Records, Others)	Address: Telephone:..... Fax: ----- E-mail: Others: -----
Fees charged by the Department for a copy of (Rules, Regulation, Instructions, Manuals, Records, (If any))	

Subject on which the decision is to be taken	On the right to information Act
Guideline /direction if any	As per Govt 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	Deputy Commissioner (Election)
Contact information of the above mentioned officers	
If not satisfied by the decision, where and how to appeal	Deputy Commissioner (Election)

***Budget allocation to each agency (Particulars of all plans proposed expenditure etc For Other Public Authority**

SI No	Head	Proposed Budget	Sanctioned Budget	Amount released/disburse (no. of installments)
	No Plan schemes in election Branch as such this part is also Not applicable to Election Branch			

***Manner of execution of subsidy programmes**

SI No	Beneficiary name	Amount of subsidy	Parent/guardians	Criteria of selection	Address			
					Dist	City	Town/village	House no
Not relevant to Election Branch								

***Particulars of recipients of concessions etc**

SI No	Beneficiary name	Validity period	Parent/guardians	Address			
				Dist	City	Town/village	House no
Not relevant to Election Branch							

***Formulation of policies**

SI No	Subject/Topic	Is it mandatory to ensure public participation(yes/No)	Arrangements for seeking public participation
	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 information. 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	Subject/Topic	Is it mandatory to ensure public participation(yes/ No)	Arrangements for seeking public participation
	Implementation of policy in the Election Branch	The participation of the public as Electors is essentials for ensuring error free electoral rolls and also for 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 of law, and also participate in the election 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.

***Procedure followed in decision making process.**

	Subject on which the decision is to be taken	Administrative decisions starts with perusal of dak by the Deputy Commissioner (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 order.
	Guideline /direction if any	Guidelines /directions etc are invariably referred in the process of decision making
	Process of	The orders of the Branch are issued through the issue sections of the branch.
	Designation of Officer involve in the decision making process	The officers involve in the decision making process in the Election Branch are as per the hierarchy already stated in the organization pattern of the Office
	Contact information of the above mentioned officers	Particulars are as per the hierarchy already stated in the organization pattern of the Office
	If not satisfied by the decision, where and how to appeal	Appeals procedure on administrative matters are as per standing instructions of the Government, which inter alia include appeal to the Deputy Commissioner, Appeals on matters of Registration of Electors rolls are as the provisions in the Registration of Electors Rules.

The Organisational Set up of Election Branch in the D.C's Office, Shillong

The Deputy Commissioner is the Controlling Officer of the Election Branch. Below him are the Addl Deputy Commissioner and the Extra Assistant Commissioner and ministerial staff.

Sl.No	Name of Districts	Deputy Commissioners	Contact Nos.	Name of Civil Sub-Divisions	SDO (Elections)	Contact No.
1	West Khasi Hills	Deputy Commissioners		Mairang Sub-Division & Mawkyrwat Sub-Division	SDO SDO	

The Deputy Commissioner who is also the **District Election Officer** of the District concerned is the District administrative head. He is assisted by the Additional Deputy Commissioners (Election), the Sub-Divisional Officers (Election) and the Extra Assistant Commissioners (Election).

Duties and functions of Election Branch:- The following are primarily the duties and functions of Election Branch

- 1 The Preparation of Electoral Rolls.
- 2 The Conduct of Elections
- 3 Implementation of Electoral Photo Identity Card Scheme

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 purpose 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 the Electoral Registration Officers and the Assistant Electoral Registration Officers are as below.

Name of the Districts /Sub-Division	NO& Name of the Assembly Constituency.	Particulars of Electoral Registration Officers and the Assistant Electoral Registration Officers		
		Electoral Registration Officers	Contact No.	Assistant Electoral Registration Officers
West Khasi Hills	12- Mairang (ST)	Sub-Divisional Officer (Civil), Mairang.	914-03654 280221	Extra Assistant Commissioner, Mairang.
	32- Mawkyrwat (ST)	Additional Deputy Commissioner, Mawkyrwat.		Extra Assistant Commissioner, Mawkyrwat.
	33- Pariong (ST)	Additional Deputy Commissioner - II, Nongstoin.		Block Development Officer, Mawthadraishan Development Block.
	34- Nongstoin (ST)	Additional Deputy Commissioner - I, Nongstoin.		Extra Assistant Commissioner, Nongstoin.
	35- Langrin (ST)	Additional Deputy Commissioner, Mawkyrwat.		Block Development Officer, Mawkyrwat Community and Rural Development Block.
	36- Mawthengkut (ST)	Additional Deputy Commissioner - I, Nongstoin.		(1) Extra Assistant Commissioner, Nongstoin. (2) Block Development Officer, Nongstoin. (3) Block Development Officer, Mawshynrut.

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

The duties and functions of each functionary are as below

1 Election Commission

Article 324 of the Constitution lays down, among other things, that the superintendence, directions and control of the preparation of the electoral rolls for all elections to Parliament and to the Legislature of every State shall be vested in the Election Commission.

2. Chief Electoral Officer

Under Section 13A of the R.P. 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 superintendence, direction 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 Officers**

Section 13AA of the R.P. 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 their districts. However, there are some exceptions to this normal practice in certain States like Assam because of administrative reasons. Subject to the superintendence, direction and control of the Chief Electoral Officer, the District Election Officer shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with preparation and revision of electoral rolls for all the parliamentary, assembly and council constituencies.

3.2 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 roll 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 status are appointed as Electoral Registration Officers for the Assemble Constituencies within their respective jurisdiction 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 persons as Assistant Electoral Registration Officers to assist the Electoral Registration Officer in the performance of their functions. The Assistant Electoral Registration Officers are competent to perform all the function of the Electoral Registration Officers subject to the control of the Electoral Registration Officers. The *Tehsildars* are normally appointed as the Assistant Electoral Registration Officers.

6. **Appellate Officers**

6.1 During the process of preparation or revision of electoral roll an 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 Officer. Under Section 22 or 23 of the Representation of the People Act, 1950 to the Chief Electoral Officer.

The Administrative Machinery for Conduct of Election.

As has been indicated in the forgoing 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 Assistant Returning Officers for the Parliamentary Constituencies are as below.**

NO &.Name. of .the Parliamentary Constituency.	Particulars of Returning Officers and the Assistant Returning Officers		
	Returning Officers	Contact NO	Assistant Returning Officers
1-Shillong	Deputy Commissioner East Khasi Hills District Shillong	920-0364 2224003/22 23250	Deputy Commissioner West Khasi Hills District Nongstoin

The details of the Returning Officers and the Assistant Returning Officers for the Assembly Constituencies are as below.

NO& Name of the Assembly Constituency.	Particulars of Returning Officers and the Assistant Returning Officers		
	Returning Officers	Contact NO	Assistant Returning Officers
12- Mairang (ST)	Sub-Divisional Officer (Civil), Mairang.	953657 222222	Extra Assistant Commissioner, Mairang.
32- Mawkyrwat (ST)	Additional Deputy Commissioner, I/C Civil Sub-Division Mawkyrwat.	953656 222214	Extra Assistant Commissioner, Mawkyrwat.
33- Pariong (ST)	Additional Deputy Commissioner - II, Nongstoin.	953654 280274	Block Development Officer, Mawthadraishan Development Block.
34- Nongstoin (ST)	Additional Deputy Commissioner - I, Nongstoin.		Extra Assistant Commissioner, Nongstoin.
35- Langrin (ST)	Additional Deputy Commissioner, I/C Civil Sub-Division Mawkyrwat.	953656 222214	Extra Assistant Commissioner, Mawkyrwat.
36- Mawthengkut (ST)	Additional Deputy Commissioner - I, Nongstoin.	953654 280272/280299	Extra Assistant Commissioner, Nongstoin.

(xvi) The names Designations and other particulars of Public Information Officers.

Organizations	Public authority	Assistant Public Information Officers	Public Information Officers.	Appellate Authority
1	2	3	4	5
West Khasi Hills District	Deputy Commissioner (Elections)	Extra Assistant Commissioner(EI) Nongstoin	Addl. Deputy Commissioner (Elections) Nongstoin	Deputy Commissioner (EI)
Mairang Sub-Division	Deputy Commissioner (Elections) West Khasi Hills District	Extra Assistant Commissioner (Elections) Mairang	Sub-Divisional Officer (Elections) Mairang	Deputy Commissioner (EI) West Khasi Hills District
Mawkyrwat Sub-Division	Deputy Commissioner (Elections) West Khasi Hills District	Extra Assistant Commissioner (Elections) Mawkyrwat	Sub-Divisional Officer (Elections) Mawkyrwat	Deputy Commissioner (EI) West Khasi Hills District