

ANDHRA PRADESH STATE ELECTION COMMISSION
1ST FLOOR, NEW HOD's BUILDING, M.G. ROAD, VIJAYAWADA – 520010.

Information u/s 4(1) (b) of Right to Information Act, 2005:

(i) The particulars of its organization, functions and duties:

The A.P. State Election Commission is a body constituted under Articles 243K and 243ZA of the Constitution of India in the year 1994. It is vested with the responsibility of superintendence, direction and control over preparation and publication of electoral roll and for conduct of all elections to Rural and Urban Local Bodies in the State of Andhra Pradesh.

(ii) The powers and duties of its officers and employees:

| Sl. No. | Name of the officer / Designation | Powers and Functions |
|----------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Secretary (Vacant) Sri. A. V. Satya Ramesh Secretary (FAC) | All files dealing with Administration, Elections and Legal matters are circulated to the Secretary. All orders, circulars, letters etc., are issued in the name of the Secretary. The Secretary is the appointing authority for Non-Gazetted Officers. The Secretary is designated as Head of the Department by the Government to exercise financial powers delegated to the A.P. State Election Commission. |
| 2 | Legal Advisor (Vacant) | All matters relating to court cases, election matters involving statutory / legal provisions are routed through him to the Secretary. All service matters, where court cases, disciplinary cases and legal matters are involved, will be referred to the Legal Advisor. |
| 3 | Sri. A. V. Satya Ramesh, Joint Secretary | The Joint Secretary looks after all matters relating to Administration, Elections and Accounts. The Joint Secretary is the Appellate Authority under RTI Act, 2005 for the A.P. State Election Commission. |
| 4 | Sri G V Sai Prasad, Joint Director | All matters relating to Administration, Stores and Legal. All matters relating to the elections to Rural Local bodies (Zilla Praja Parishads, Mandal Praja Parishads and Gram Panchayats) and Urban Local bodies (Municipal Corporations, Municipalities and Nagar Panchayats). The Joint Director is Public Information Officer under RTI ACT, 2005 in the A.P. State Election Commission. |

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| 5 | Assistant Secretary (Admn. & Panchayat Raj) Vacant | All matters relating to Administration, maintenance of SEC Website, Stores, Purchases, Payment of Utility Bills, Legal Section, Supervision over Despatch, Inward, Library Sections, etc. All matters relating to elections to Panchayat Raj Bodies (Zilla Praja Parishads, Mandal Praja Parishads and Gram Panchayats). |
| 6 | Assistant Secretary (Municipal) - Vacant | All matters relating to the elections to Urban Local Bodies (Municipal Corporations, Municipalities and Nagar Panchayats). |
| 7 | System Analyst (Vacant) | Overall in-charge of Computer Section, maintenance election related data, upkeep of all computer systems to give technical opinion for purchase of systems and computer peripherals etc. Maintenance of SEC Website. |
| 8 | Sri P. Satyanarayana Accounts Officer (Deputed from O/o Director of Treasuries and Accounts) | Drawing and Disbursing Officer for payment of salaries for the officers and staff. Overall in-charge of audit and accounts of the Commission. Preparation of budget estimates, number statements and responsible for obtaining timely sanctions from Government. Responsible for production of records to the Audit Parties from Accountant General Office. |
| 9 | Y. Ramu Sr. Accountant | Maintenance of Cash Book, Permanent Advance Register and any other subsidiary Registers. Preparation of Number Statements, Budget Estimates, Revised Estimates, Supplementary Estimates and Re-appropriation of Budget etc. Audit Objections and Audit Reports of AG. |
| 10 | Sri P. Rama Rao Private Secretary to SEC | SEC Peshi |
| 11 | Sri. K. Samba Murty, Desk Officer/Section Officer (Admn, Stores and Legal Sections) | All matters relating to Administration, Stores, Purchases, Payment of Utility Bills, Supervision over Despatch, Inward, Library Sections, etc. All files relating to cases filed in Hon'ble Supreme Court / High Court and Election Tribunals. Files relating to payment of Legal Expenses to Senior Counsel and remuneration to Standing Counsel for APSEC in Hon'ble High Court. He is the Asst. Public Information Officer under RTI Act, 2005 in the A.P. State Election Commission. |

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| 12 | Smt. V. Prameela Devi Asst. Section Officer (Admn., Stores and Legal Sections) | All matters relating to Administration, Stores, Purchases, Payment of Utility Bills, Supervision over Despatch, Inward, Library Sections, etc. All files relating to cases filed in Hon'ble Supreme Court / High Court and Election Tribunals. Files relating to payment of Legal Expenses to Senior Counsel and remuneration to Standing Counsel for SEC in Hon'ble High Court. She is assisting PIO and APIO in the matters relating to Right to Information Act in the A.P. State Election Commission. |
| 13 | Sri M. R. Rajasekhar Desk Officer/Section Officer (B1 and B2 Sections) | All matters relating to elections to Gram Panchayats including scrutiny of Election Expenditure Returns filed by contested candidates. All matters relating to elections to ZPPs and MPPs including scrutiny of Election Expenditure Returns filed by contested candidates. |
| 14 | Smt. L. Sasikala, Asst. Section Officer (B1 and B2 Sections) | All matters relating to elections to Gram Panchayats including scrutiny of Election Expenditure Returns filed by contested candidates. All matters relating to elections to ZPPs and MPPs including scrutiny of Election Expenditure Returns filed by contested candidates. |
| 15 | Asst. Section Officer (B1 Section) Vacant | All matters relating to elections to ZPPs and MPPs including scrutiny of Election Expenditure Returns filed by contested candidates. |
| 16 | Private Secretary (Incharge of F1 & F2 Sections) Vacant | All matters relating to elections to Municipal Corporations, Municipalities and Nagar Panchayats including scrutiny of Election Expenditure Returns filed by contested candidates. |
| 17 | Sri A.V. Subba Rao Asst. Section Officer (F1 & F2 Sections) | All matters relating to elections to Municipal Corporations, Municipalities and Nagar Panchayats including scrutiny of Election Expenditure Returns filed by contested candidates. |
| 18 | Desk Officer/Section Officer (F Section) (Vacant) | All matters relating to elections to Municipal Corporations, Municipalities and Nagar Panchayats including scrutiny of Election Expenditure Returns filed by contested candidates. |

iii. The procedure followed in the decision-making process, including channels of supervision and accountability;

The State Election Commissioner is the decision making authority on all matters relating to conduct of elections. All notifications, orders and instructions are issued with the approval of State Election Commissioner. The State Election Commissioner is appointing authority for all Gazetted posts and the Secretary, State Election Commission is the appointing authority for all Non-Gazetted posts in the Commission.

Channels of Supervision: Files originate at section level. There are different sections to deal with various subjects such as Administration, Accounts, Panchayat Raj Elections (2 Sections - one for MPPs/ZPPs and the other for Gram Panchayats), Municipal Elections (Municipal Corporations and Municipalities/ Nagar Panchayats), Legal section, Computer Section. Each section is headed by Desk Officer and assisted by ASO. Files are routed through Assistant Secretary, Joint Director, Joint Secretary, Legal Advisor where legal issues are involved, Secretary and then to the State Election Commissioner. Secretary is the Head of the Department for financial matters.

iv. The norms set by it for the discharge of its functions;

Vacancy position in local bodies is obtained at regular intervals from the District level officers in the prescribed proforma. The vacancies are compiled and tabulated on computer systems. For directly elected offices like Member-ZPTC, Member-MPTC, Sarpanch, Ward Member-GP, Member-Municipality and Member- Municipal Corporation, a notification is issued first for preparation and publication of electoral rolls and thereafter another notification is issued for conduct of elections. It is ensured that casual elections are conducted within 120 days from the date of occurrence of vacancy. Similarly, elections are notified to indirectly elected offices such as Mayor-Municipal Corporation, Chairperson-Municipality, Chairperson & Vice-Chairperson-Zilla Parishad, President & Vice-President-Mandal Parishad and Upa-Sarpanch-Gram Panchayat in order to see that vacancies are filled up within the period stipulated in the Act and Rules.

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Section 4(1) (b) V (i)]

| Sl. No. | Category of document | Title of the document | Designation and address of the custodian (held by/under the control of whom) |
|----------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. | Manual Election Report | Manual of Election Law (Panchayat Raj) Election report of ordinary elections to MPP/ZPP/GP | Joint Director |
| 2. | Manual Election Report | Manual of Election Law (Municipal Corporations / Municipalities & Nagar Panchayats) Election report of ordinary elections to Municipal Bodies | Assistant Secretary (Municipal) |

- vi. **A statement of the categories of documents that are held by it or under its control;** (Section 4(1)(b)(v) & (vi))

As at (v) above.

- 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;**

Before every ordinary elections to Panchayat Raj Bodies or Municipal Bodies, a meeting with all Political Parties is held to discuss all issues relating to conduct of elections. Every representation given by member of public is processed in the concerned section and a reply is invariably sent to the petitioner.

- 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 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 State Election Commissioner is the final decision making authority.

- ix. **A directory of its officers and employees;**

| Sl. No. | Name of the Officer | Designation | Tel.No. | Cell No. |
|---------|----------------------------------|-----------------------------------|---------------------------|------------|
| 1) | Dr. N. Ramesh Kumar, IAS (Retd.) | Commissioner | 040-23450015/ 23450016 | - |
| 2) | (Vacant) | Secretary | 0866-2970023/24 | - |
| 3) | A.V.Satya Ramesh | Joint Secretary & Secretary (FAC) | 0866-2970023/24 | 9866522584 |
| 4) | G.V.Sai Prasad | Joint Director | -do- | 9989774469 |
| 5) | P. Satyanarayana | Accounts Officer | -do- | 9652600013 |
| 6) | P. Rama Rao | Private Secretary | -do- | 9989774476 |
| 7) | K. Samba Murty | Desk Officer / Section Officer | -do- | 9989774472 |
| 8) | M. R. Rajasekhar | Desk Officer / Section Officer | -do- | 9581519522 |
| 9) | L Sasikala | Asst. Section Officer | -do- | - |
| 10) | V. Prameela Devi | Asst. Section Officer | -do- | 8106612233 |
| 11) | A.V. Subba Rao | Asst. Section Officer | -do- | - |
| 12) | Y. Ramu | Senior Accountant | -do- | - |

Employees: (Ministerial staff)

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|-----------------------|---|---|-------------------|---|---|
| Asst. Section Officer | - | 4 | Senior Accountant | - | 1 |
| Typist-cum-Assistant | - | 1 | Drivers | - | 2 |
| Office Subordinates | - | 9 | Watchmen | - | 2 |
| Sweepers | - | 1 | | | |

- x. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

| Sl. No. | Name | Designation | Basic pay Rs. | Gross Rs. |
|---------|----------------------------------|-----------------------------------|---------------|-----------|
| 1 | Dr. N. Ramesh Kumar, IAS (Retd.) | Commissioner | - | 296750 |
| 2 | Sri A.V. Satya Ramesh | Joint Secretary & Secretary (FAC) | 115890 | 164824 |
| 3 | Sri G.V. Sai Prasad | Joint Director | 66330 | 103322 |
| 4 | Sri P. Satyanarayana | Accounts Officer | 58330 | 90919 |
| 5 | Sri P. Rama Rao | Private Secretary | 53950 | 85484 |
| 6 | Sri K. Samba Murty | Desk /Section Officer | 53950 | 84614 |
| 7 | Sri M.R. Rajasekhar | Desk /Section Officer | 43680 | 68828 |
| 8 | Smt. L. Sasikala | Asst. Section Officer | 46060 | 71365 |
| 9 | Smt. V. Prameela Devi | Asst. Section Officer | 43680 | 68653 |
| 10 | Sri A.V. Subba Rao | Asst. Section Officer | 49870 | 78152 |

- xi. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The budget will be allocated by the Government under non-plan funds as per the proposals submitted by the Secretary under each Head of Account based on expenditure incurred during the last financial year. The budget allocation for the Financial Year 2018-19 is **Rs. 3,10,76,000/-**.

- xii. **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Does not arise as no such subsidy programmes are undertaken by APSEC.

- xiii. **Particulars of recipients of concessions, permits or authorizations granted by it;**

Does not arise.

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

The data maintained by the A.P. State Election Commission is available for public in its official website (www.apsec.gov.in).

- 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;**

Working hours are from 10.00 AM to 5.30 PM. Any information relating to votes secured by parties and number of seats won by various parties in the local body elections etc., can be obtained from the concerned wing during these office hours.

xvi. The names, designations and other particulars of the Public Information Officers;

The names of the Officers of the A.P. State Election Commission designated as Appellate Authority, Public Information Officer and Asst. Public Information Officer under the provisions of Right to Information Act, 2005 are given hereunder:-

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| Sri A V Satya Ramesh Joint Secretary & Secretary (FAC) Ph.No. 0866-2970023/24 Mobile: 9866522584 | Appellate Authority |
| Sri G.V. Sai Prasad, Joint Director Ph.No. 0866-2970023/24 Mobile: 9989774469 | Public Information Officer |
| Sri K. Samba Murty, Desk Officer / Section Officer (Admn.) Ph.No. 0866-2970023/24 Mobile: 9989774472 | Asst. Public Information Officer |

xvii. Such other information as may be prescribed;
N.A.
