

PROACTIVE DISCLOSURE UNDER RTI ACT, 2005

S.No.	Item Details	Details
(i)	the particulars of its organisation, functions and duties;	CEO Office functions under overall control, supervision and direction of Election Commission of India. It supervise preparation of Electoral Rolls under the R.P. Act, 1950 and Conduct of Elections under the R.P. Act, 1951 and rules made there under
(ii)	the powers and duties of its officers and employees;	As provided under the R. P. Act, 1950; R.P. Act, 1951 and rules made there under. As per Delegation of Financial Powers by Finance Department, Govt of Goa. As per existing Govt of Goa rules applicable to government servants
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	-do-
(iv)	the norms set by it for the discharge of its functions;	-do-
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	-do-
(vi)	a statement of the categories of documents that are held by it or under its control;	Electoral Rolls, Gazette copies of Results declared by Returning Officers
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation	State Level SVEEP Committee is functional to decide on electoral literacy. Political Parties meetings are called during Special Drives & Special Summary Revision.

	of its policy or implementation thereof;	
(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;	N/A
(ix)	a directory of its officers and employees;	Details of Officers of CEO Office, DEO Office, ERO/AERO, BLO are available on the website
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	
(xiii)	particulars of recipients of concessions, permits or authorisations granted by it;	
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Electoral Roll. Published on the website.

(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;	N/A All information are in public domain	
(xvi)	the names, designations and other particulars of the Public Information Officers;	First Appellate Authority	Shri. Ramesh Verma, IAS Chief Electoral Officer Office of CEO, Old IPHB, Altinho, Panaji, Goa 403001 Ph No 0832-2225448,215 Fax: 0832-2225448 Email: ceo_goa@eci.gov.in
		Public Information Officer	Ms. Triveni Velip Joint Chief Electoral Officer Office of CEO , Old IPHB, Altinho, Panaji, Goa 403001 Ph No 0832-2225448,215 Fax: 0832-2225448 Email: ceo_goa@eci.gov.in
		Assistant Public Information Officer	Ms. Sapna S. Naik Bandodkar Assistant Chief Electoral officer Office of CEO , Old IPHB, Altinho, Panaji, Goa 403001 Ph No 0832-2225448,215 Fax: 0832-2225448 Email: ceo_goa@eci.gov.in
(xvii)	such other information as may be prescribed and thereafter update these publications every year;		