



OFFICE OF THE CHIEF ELECTORAL OFFICER

MANUALS ON RIGHT TO INFORMATION
(Proactive Disclosure U/R 4(b) of The Right To Information Act, 2005)

(As of March 2018)

INDEX

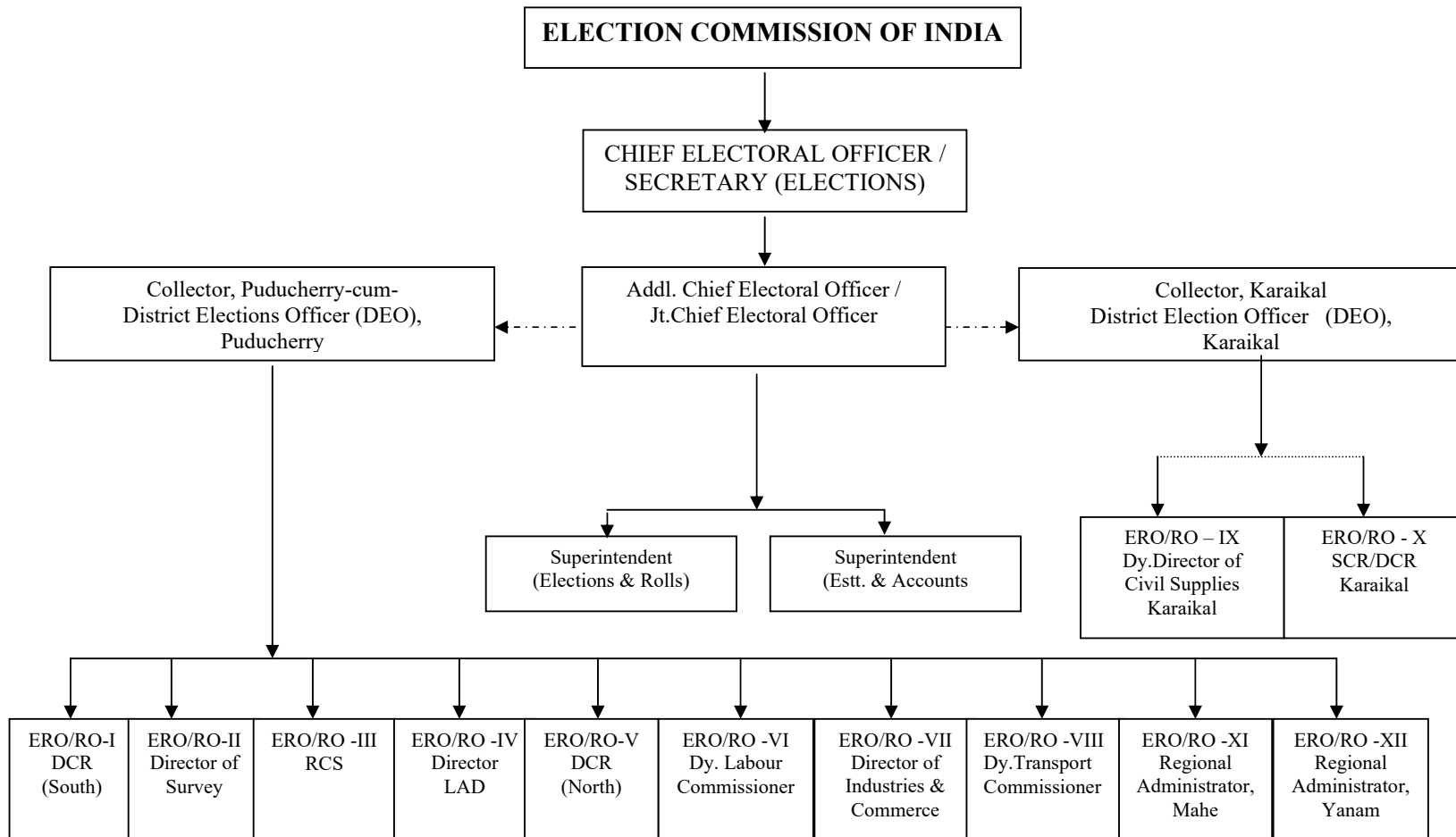
Manual	Subject	Page No
1	The particulars of the organization, function and duties.	1
2	The powers and duties of Officers and employees	10
3	The procedure followed in the decision-making process, including channels of supervision and accountability	11
4	The norms set by the Commission for the discharge of functions	12
5	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	13
6	A statement of the categories of documents that are held by it or under its control	14
7	The particulars of any arrangement that exists for consultation with or representation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	15
8	Statement of the Boards, Councils, Committees and other Bodies consisting of two or more person 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 public or the minutes of such meeting are accessible for public	16
9	Directory of its Officers and employees of the Office of the Chief Electoral Officer	17
10	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	18
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	19
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	20
13	Particulars of recipients of concessions, permits or authorizations granted by it	21
14	Details in respect of the information, available to or held by it, reduced in an electronic form	22
15	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	23
16	The designation and other particulars of the FAAs & PIOs	24
17	Such other information as may be prescribed	26

Manual - 1

The particulars of the organization, function and duties.

1. The office of the Chief Electoral Officer has been set up in the U.T. of Puducherry in accordance with the Section 13A of The Representation of the People Act-1950 with the objective of conducting elections to the Office of the President, Vice-President, Rajya Sabha, Lok Sabha and Assembly Constituencies of Puducherry Legislative Assembly under the overall direction, superintendence and control of the Election Commission of India.
2. The office is headed by the Chief Electoral Officer, Puducherry, who is appointed by the Election Commission of India, in consultation with the Govt. of Puducherry. The Chief Electoral Officer is assisted by one Joint Chief Electoral Officer, one Dy. Chief Electoral Officer. In the field, he is assisted by two District Election Officers, 12 Electoral Registration Officers (EROs) and 12 Assistant Electoral Registration Officers (AEROs). For the conduct of elections, the Returning Officers (ROs) and Assistant Returning Officers (AROs) are notified.
3. All the Officers engaged in the Election related activities viz., the District Election Officers, Electoral Registration Officers, Assistant Electoral Registration Officers, Returning Officers, Asst. Returning Officers etc. are notified by the Election Commission of India in consultation with the Govt. of Puducherry.

4. Organization Chart



5. Allocation of business / duties

a) Preparation of Electoral Roll, Issue of Electoral Photo Identity Cards (EPIC)

The work of preparation and updation of Electoral Rolls, issue of Electoral Photo Identity Card (EPIC) in respect of all the Assembly Constituencies in the U.T of Puducherry and the task of providing other election related services have been entrusted to the Electoral Registration Officers (ERO), who will function under the direction, superintendence and control of the Chief Electoral Officer. The EROs are assisted by Assistant Electoral Registration Officers (AEROs) and other staff members. The details of the EROs/ROs and AERO, AROs are furnished below:-

	No. & Name of the Assembly Constituency	Name & Office Address of the RO/ERO *	Name & Office Address of the AERO
ERO-I	1. Mannadipet 2. Thirubhuvanai (SC) 3. Oussudu (SC)	Sub-Collector/ Deputy Collector (Revenue) (South) , Villianur	Tahsildar, O/o. DCR (South), Taluk Office, Villianur,
ERO-II	4. Mangalam 5. Villianur 6. Ozhukarai	Director of Survey & Land Records, Puducherry	Tahsildar, Taluk Office, Villianur, Puducherry.
ERO-III	7. Kadirgamam 8. Indira Nagar 9. Thattanchavady	Registrar of Co-operative Societies, Puducherry	Tahsildar, Taluk Office, Oulgaret.
ERO-IV	10. Kamaraj Nagar 13. Muthialpet 14. Raj Bhavan	Director of Local Administration, Puducherry	Tahsildar, Taluk Office, Puducherry.
ERO-V	11. Lawspet 12. Kalapet	Sub-Collector / Deputy Collector (Revenue) (North), Puducherry	Settlement Tahsildar-I, Land & Survey Department.
ERO-VI	15. Ouppalam 16. Orleampeth 18. Mudaliarpeth	Dy.Labour Commissioner, Puducherry	Tahsildar, CULAW, Directorate of School Education.
ERO-VII	17. Nellithope 19. Ariankuppam 20. Manavelly	Director of Industries & Commerce, Puducherry	Tahsildar, O/o. DCR (North), Puducherry.
ERO-VIII	21. Embalam (SC) 22. Nettareppakkam 23. Bahour	Dy.Transport Commissioner, Puducherry	Tahsildar, Taluk Office, Bahour.
ERO-IX	24. Nedungadu (SC) 25. Thirunallar	Deputy Director of Civil Supplies & Consumer Affairs, Karaikal	Tahsildar, Taluk Office, Thirunallar.
ERO-X	26. Karaikal North 27. Karaikal South 28. Neravy-T.R.Pattinam	Sub-Collector/ Deputy Collector (Revenue) Karaikal	Tahsildar, Taluk Office, Karaikal.
ERO-XI	29. Mahe	Regional Administrator, Mahe	Dy. Tahsildar, Sub Taluk Office, Mahe.
ERO-XII	30. Yanam	Regional Administrator, Yanam	Dy. Tahsildar, Sub Taluk Office, Yanam.

- In the U.T of Puducherry, the EROs are also notified as the ROs for the conduct of Assembly Elections.

b) Conduct of General/Bye Election to Puducherry Legislative Assembly.

The General Elections/Bye-election to the seats of Puducherry Legislative Assembly is conducted as per orders and schedule announced by Election Commission of India by the concerned Returning Officers (RO) of the Assembly Constituency under the direction, superintendence and control of the District Election Officers, who will in turn functions under the direction, superintendence and control of the Chief Electoral Officer. These officers are assisted by Assistant Returning Officers (ARO) and other staff members. The details of ROs/AROs for Assembly Constituencies are furnished below:

RO	No.& Name of the AC	AROs
Sub-Collector/ Deputy Collector (Revenue) (South) , Villianur	1. Mannadipet	Revenue Officer, O/o.Sub Collector/Deputy Collector (Revenue)(South), Villianur
	2. Thirubhuvanai (SC)	Administrative Officer, Puducherry Textile Corporation Ltd. Puducherry
	3. Oussudu (SC)	Senior Town Planner, Town & Country Planning, Puducherry
Director of Survey & Land Records, Puducherry	4. Mangalam	Dy.Director of Civil Supplies & Consumer Affairs, Puducherry
	5.Villianur	General Manager (Administration), Puducherry Industrial Promotion, Development and Investment Corporation Ltd., Puducherry (PIDIC), Puducherry
	6. Ozhukarai	Joint .Director (Planning), Planning & Research Department, Puducherry
Registrar of Co-operative Societies, Puducherry	7. Kadirgamam	Managing Director, Pondicherry Co-operative Central Land Development Bank, Puducherry
	8. Indira Nagar	Managing Director, Puducherry Co-operative Spinning Mills Ltd., Puducherry (SPINCO) , Puducherry
	9. Thattanchavady	Managing Director, Pondicherry State Co-operative Bank, Puducherry
Director of Local Administration, Puducherry	10.Kamaraj Nagar	Deputy Director (Rural Development),Local Administration Department, Puducherry
	13.Muthialpet	Project Officer, Puducherry Urban Development Agency (PUDA) , Puducherry
	14.Raj Bhavan	Director of Arts & Culture, Puducherry
Sub-Collector / Deputy Collector (Revenue) (North), Puducherry	11.Lawspet	Revenue Officer, O/o.Sub Collector/Deputy Collector (Revenue)(North), Puducherry
	12.Kalapet	Director of Adi Dravida Welfare, Puducherry
Dy.Labour Commissioner, Puducherry	15.Oupalam	Under Secretary (Agriculture & Forests), Chief Secretariat, Puducherry
	16.Orleampeth	Managing Director, Puducherry Adi-Dravidar Development Corporation Ltd., (PADCO) , Puducherry
	18.Mudaliarpet	Under Secretary, Finance-II, Chief Secretariat, Puducherry
Director of Industries & Commerce, Puducherry	17.Nellithope	Deputy Director of Industries & Commerce, Puducherry
	19.Ariankuppam	Director of Tourism, Puducherry
	20.Manavelly	Deputy Director (Information), Agriculture Department, Puducherry
Dy.Transport Commissioner, Puducherry	21.Embalam (SC)	Deputy Director of Agriculture, Villianur
	22.Nettapakkam (SC)	District Registrar, Puducherry
	23.Bahour	Inspector of Boilers, O/o. Joint Chief Inspector of Factories & Boilers, Puducherry
Regional Administrator, Mahe	29.Mahe	Vice Principal, VNP Govt.Higher Secondary School, Palloor
Regional Administrator, Yanam	30.Yanam	Principal, Dr.B.R.Ambedkar Polytechnic College, Yanam
Deputy Director of Civil Supplies & Consumer Affairs, Karaikal	24.Nedungadu (SC)	Inspector of Factories, Labour Department, Karaikal
	25.Thirunallar	Superintendent, O/o.Dy.Director of Civil Supplies & Consumer Affairs, Karaikal
Sub-Collector/ Deputy Collector (Revenue) Karaikal	26.Karaikal North	Tahsildar, O/o.Sub-Collector/Dy.Collector (Revenue) Karaikal
	27.Karaikal South	Block Development Officer, Rural Development, Karaikal
	28.Neravy-T.R.Pattinam	Executive Officer (Temples), Hindu Religious Institutions Karaikal

c) Conduct of General/Bye Election to Lok Sabha.

There is only one Parliamentary Constituency i.e. Puducherry Parliamentary Constituency with one seat in Lok Sabha and one seat in Rajya Sabha. The District Collector, Puducherry is the Returning Officer for the conduct of election to Lok Sabha and he is assisted by 12 AROs (ROs for Assembly election are notified as AROs for election to Lok Sabha).

d) Conduct of General Election to the Office of the President, Vice President and Rajya Sabha.

The details of ROs/AROs for the conduct of election to Office of the President, Vice President and to the single seat in Rajya Sabha from Puducherry constituency are furnished below:

RO/ARO for election to the Office of the President and Vice President:

		Telephone/Fax Numbers		
		Office	Residence	Fax
Returning Officer	Secretary General, Rajya Sabha, Parliament House New Delhi	(011) 23017355, (011) 23034695	(011)24631421	(011) 23792940
Assistant Returning Officers	Secretary, Legislative Assembly Secretariat, Puducherry-605001	(0413) 2334462	-	(0413) 2220393
	Editor of Debates, Legislative Assembly Secretariat, Puducherry-605001	(0413) 2336705	(0413) 2210132	--

RO/ARO for election to Rajya Sabha:

		Telephone/Fax Numbers (STD Code: 0413)		
		Office	Residence	Fax
Returning Officer	Secretary, Legislative Assembly Secretariat, Puducherry-605001	(0413) 2334462	-	(0413) 2220393
Assistant Returning Officer	Editor of Debates, Legislative Assembly Secretariat, Puducherry-605001	(0413) 2336705	(0413) 2210132	--

6. Details of services rendered

(a) Revision of Electoral Rolls (Voters List)

(i) During Summary Revision of Electoral Rolls:

Based on the directions of the Election Commission, Summary Revision of Electoral Rolls is conducted usually once in a year. Designated Officers are appointed for this purpose and they sit in the Polling Station during the notified period. General public who have completed 18 years of

age as on the 1st January of the year, voters who had migrated from other states, voters who require changes to be made in the entries in the Electoral Roll and voters who had shifted their residence from one place to another within Puducherry or outside Puducherry can apply for the following services at the Polling stations located near their residence :-

Sl. No	Type of Service	To be applied in Form	Usual time limit	Documents to be attached*
1	For Inclusion of name in Electoral Roll	Form 6	One month	Proof of residence, Proof of age Passport size photo showing frontal view of full face
2	For Inclusion of name by overseas elector in Electoral Roll	Form 6A		Proof of residence, Copy of Passport Proof of age, Passport size photo showing frontal view of full face
3	Deletion of name in Electoral Roll	Form 7		Proof of age
4	Correction of name, age in Electoral Roll	Form 8		Proof of age
5	Change of address without involving change of Assembly Constituency	Form 8A		Proof of residence

* Non availability of documents like proof of age, proof of residence are not grounds for rejection. However failure to furnish particulars in Part IV of Form 6 will be liable for rejection.

(ii) During Continuous Updation of Electoral Rolls:

After final publication of the Electoral Roll, continuous updation of the electoral rolls will be taken. Those who had not utilized the services during the Summary Revision Programme can apply directly to the EROs/AERO/BLOs for the following services:-

Sl.No	Type of Service	To be applied in Form	Time limit	Documents to be attached*
1	For Inclusion of name in Electoral Roll	Form 6	One week	Proof of residence, Proof of age Passport size photo showing frontal view of full face
2	For Inclusion of name by overseas elector in Electoral Roll	Form 6A		Proof of residence, Copy of Passport Proof of age, Passport size photo showing frontal view of full face
3	Deletion of name in Electoral Roll	Form 7		Proof of age
4	Correction of name, age in Electoral Roll	Form 8		Proof of age
5	Change of address without involving change of Assembly Constituency	Form 8A		Proof of residence

* Non availability of documents like proof of age, proof of residence are not grounds for rejection. However failure to furnish particulars in Part IV of Form 6 will be liable for rejection.

(iii) Online Registration:

The public can also file the applications for inclusion, deletion, correction and change of address online at <http://egov-election.pon.nic.in/eservices/>. The public have the option of uploading the required documents, as stated above. The Booth Level Officers will visit the applicant's residence along with the filed online application for verification. They will collect copies of the required documents, if not

uploaded, and obtain the signature of the applicant. The time limit will be the same as stated above.

(iv) Other services:

Sl.No	Type of Service	Time limit	Charges	Where to get
1	Issue of new EPIC card for first time voters	Immediately after inclusion in the Electoral Roll	Free of cost	Office of the ERO/AERO of the concerned Assembly Constituency
2	Issue of new EPIC card to electors who have migrated from other ple/state.	Immediately after inclusion in the Electoral Roll.	Rs.25/- The old EPIC has to be surrendered. If lost, an undertaking has to be given.	
3	Issue of duplicate EPIC card due to loss, mutilation.	One week	Rs.25/-	
4	Issue of duplicate EPIC card due to natural calamity.	One week	Free of cost	
5	Issue of certificate of entries in Electoral Rolls	One day	--	
6	Issue of certified copy of Electoral Roll	One day	Rs.2/- per page	
7	Soft copy of Electoral Roll (without photo of electors) of all Assembly Constituencies	One day	Rs.100/- per CD	Office of the Chief Electoral Officer, Puducherry

(v) Grievance Redressal Mechanism :

The representation / grievances from the citizens of Puducherry are received in the Office of the Chief Electoral Officer and also at the offices of District Election Officers and Electoral Registration Officers. These are investigated and remedial action is taken.

A toll free number 1950 is also established. Citizens may also call this number to register their complaints and also seek enquiries.

This apart, citizens can also log in to CEO's website to register their complaints online. They may also send emails to the following mail IDs: ceo_pondicherry@eci.gov.in and jtceo_pondicherry@eci.gov.in.

(b) Postal address:

(i) Office of the Chief Electoral Officer

Full Address	Phone Number	Fax Number
Chief Electoral Officer, Chief Secretariat Puducherry-605 001	(0413) 2233306	(0413) 2334484
Additional /Joint Chief Electoral Officer, Villianur Main Road, Lawsthattam, Reddiarpalayam, Puducherry-605 010	(0413) 2292204	(0413) 2292206

(ii) District Election Officers

Sl. No.	District	Designation & Complete Address	Phone Number	Fax Number
1.	Puducherry	District Collector – cum – District Election Officer, Collectorate, Vazhudavoor Road, Puducherry	(0413) 2299501 2299500-PBX	(0413) 2299588
2.	Karaikal	District Collector-cum – District Election Officer, Collectorate, Duplex Street, Karaikal	(04368) 222025, 222444	(04368) 228070

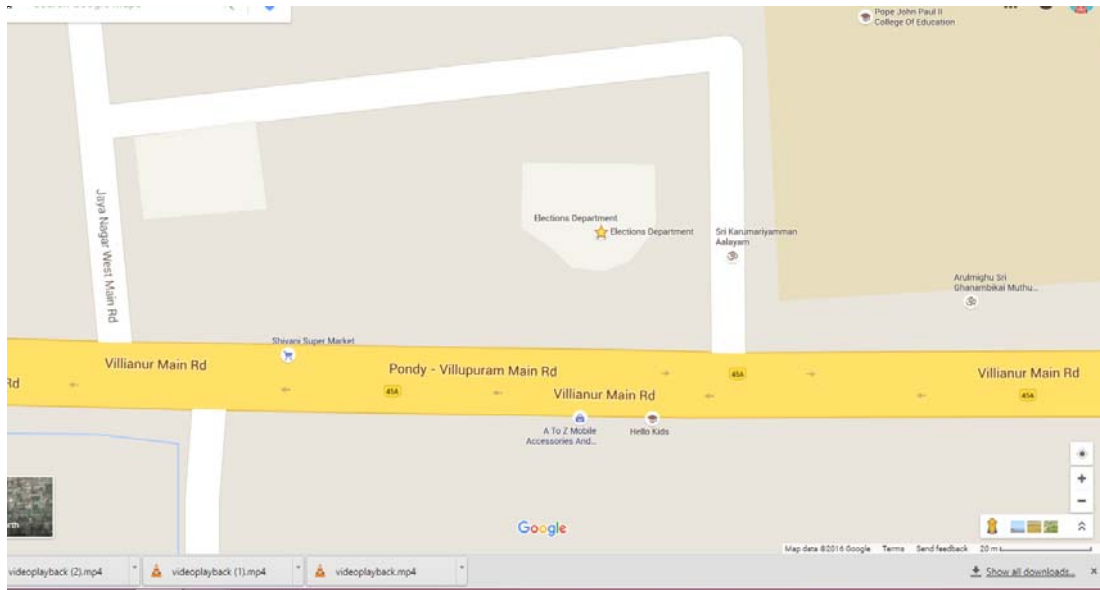
(iii) Electoral Registration Officers/Returning Officers & Assistant Electoral Registration Officers of Assembly Constituencies

	No. & Name of the Assembly Constituency	Name & Office Address of the RO/ERO	Name & Office Address of the AERO
ERO-I	1. Mannadipet 2. Thirubhuvanai (SC) 3. Oussudu (SC)	Sub./Dy. Collector (South), Taluk Office, Villianur, Puducherry.	Tahsildar, O/o. DCR (South), Taluk Office, Villianur, Puducherry.
ERO-II	4. Mangalam 5. Villianur 6. Ozhukarai	Director of Survey, Dept. of Survey & Land Records, Kamaraj Salai, Puducherry.	Tahsildar, Taluk Office, Villianur, Puducherry.
ERO-III	7. Kadirgamam 8. Indira Nagar 9. Thattanchavady	Registrar of Co-op. Societies, V.V.P. Nagar, Thattanchavady, Puducherry	Tahsildar, Taluk Office, Oulgaret.
ERO-IV	10. Kamaraj Nagar 13. Muthialpet 14. Raj Bhavan	Director of Local Administration Department, Suffren Street, Puducherry.	Tahsildar, Taluk Office, Puducherry.
ERO-V	11. Lawspet 12. Kalapet	Sub./Dy. Collector – Revenue, (North), Revenue Complex, Saram Puducherry	Settlement Tahsildar-I, Survey & Land Records Dept. Puducherry
ERO-VI	15. Ouppalam 16. Orleampeth 18. Mudaliarpet	Dy. Labour Commissioner, Labour Department, Thattanchavady, Puducherry	Tahsildar, CULAW, Directorate of School Education, Puducherry
ERO-VII	17. Nellithope 19. Arianuppam 20. Manavelly	Director of Industries & Commerce, Thattanchavady, Puducherry.	Tahsildar, O/o. DCR (North), Puducherry.
ERO-VIII	21. Embalam (SC) 22. Nettareppakkam 23. Bahour	Dy. Transport Commissioner, Transport Department, 100 Ft. Road, Puducherry	Tahsildar, Taluk Office, . Bahour.
ERO-IX	24. Nedungadu (SC) 25. Thirunallar	Dy. Director of Civil Supplies & Consumer Affairs, Kamaraj Administrative Building, Madagadi, Karaikal.	Tahsildar, Taluk Office, Thirunallar.
ERO-X	26. Karaikal North 27. Karaikal South 28. Neravy-T.R.Pattinam	Sub./Dy. Collector (Revenue) –O/o. DCR, Duplex Street, Karaikal.	Tahsildar, Taluk Office, Karaikal.
ERO-XI	29. Mahe	Regional Administrator, Mahe.	Dy. Tahsildar, Sub Taluk Office, Mahe.
ERO-XII	30. Yanam	Regional Administrator, Yanam.	Dy. Tahsildar, Sub Taluk Office, Yanam.

(c) Working hours:

Working Hours of all the Offices : 08.45 hrs to 17.45 hrs
Lunch Hour : 13.00 hrs to 14.00 hrs

(d) Location Map Of The Office Of Chief Electoral Officer :



Elections Department

Manual - 2

The powers and duties of Officers and employees: -

(a) Office of the Chief Electoral Officer :

1	Chief Electoral Officer	The Commission appoints CEO, in consultation with the State Government under Section 13A of The Representation of the People Act-1950. The CEO directs, supervises, controls all issues relating to conduct of elections and preparation of electoral rolls in the UT under the overall directions, superintendence and control of the Commission. He is the Head of the Department
2	Addl./Joint Chief Electoral Officer	Head of Office. He assists the Chief Electoral Officer in the discharge of duties.
4	Superintendent (Estt. & Accts)	In charge of all establishment and accounts matters and SVEEP activities
5	Superintendent (Election & Rolls)	In charge of all works related to election and electoral roll
4	A1 Unit	The dealing assistant is responsible for issues pertaining to conduct of elections, collection and compilation of various statistical data and furnishing them to Commission.
5	A2 Unit	The dealing assistant is responsible for all issues relating to Electoral Roll, EPIC, Polling Stations.
6	A3 Unit	The dealing assistant is responsible for all establishment matters pertaining to the Office
7	A4 Unit	The dealing assistant is responsible for preparation of budget, handling of cash.
8	A5 Unit	The dealing assistant is responsible for procurement and maintenance of stores.
9	A6 Unit	The dealing assistant is responsible for issues pertaining to EVMs, Registration of political parties, collection and compilation of various statistical data relating to these and furnishing them to Commission.
9	IT Cell	This cell is responsible for the maintenance of all IT related infrastructure and various database.

(b) Office of the District Election Officer :

1	District Electoral Officers	The Commission appoints DEOs, in consultation with the State Government under Section 13AA of The Representation of the People Act-1950. The DEO directs, supervises, controls all issues relating to conduct of elections and preparation of electoral rolls in the UT under the overall directions, superintendence and control of the Chief Electoral Officer.
---	-----------------------------	---

(c) Office of the Electoral Registration Officer/Returning Officer for Assembly Constituencies:

1	ERO/RO	The Commission designates EROs/ROs, in consultation with the State Government under Section 13B of The Representation of the People Act-1950 & under Section 21 of The Representation of the People Act,1951. The EROs//ROs directs, supervises, controls all issues relating to conduct of elections and preparation of electoral rolls in the UT under the overall directions, superintendence and control of the District Election Officer.
2	AEROs	The Commission designates AEROs under Section 13C of The Representation of the People Act-1950. The EROs directs, supervises, controls all issues relating to preparation of electoral rolls in the UT under the overall directions, superintendence and control of the ERO.
3	AROs	The Commission designates AROs under Section 22 of The Representation of the People Act-1951. The ROs directs, supervises, controls all issues relating to conduct of elections in the UT under the overall directions, superintendence and control of the RO.

Manual - 3

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

Chief Electoral Officer	Overall in charge of all election related activities carried in the U.T of Puducherry and functions under the control, direction and superintendence of the Election Commission of India.
District Election Officer	In charge of all election related activities carried in respective of the District of the U.T of Puducherry under his jurisdiction and functions under the control, direction and superintendence of the Chief Electoral Officer. The District Election Officer is also the Returning Officer for Puducherry Parliamentary Constituency.
Returning Officer / Electoral Registration Officer for Assembly Constituency	Exercises all statutory powers associated with the conduct of elections and revision of electoral rolls pertaining to in respective of the Assembly Constituency under his jurisdiction and functions under the control, direction and superintendence of the District Electoral Officer. He also functions as Assistant Returning Officer for Puducherry Parliamentary Constituency.
Assistant Returning Officer for Assembly Constituency	The main functions of the Assistant Returning Officer are to assist the Returning Officer of the Assembly Constituency in discharging of all duties except scrutiny of nominations during the conduct of elections.
Assistant Electoral Registration Officer for Assembly Constituency	The main functions of the Assistant Electoral Registration Officer are to assist the Electoral Registration Officer of the Assembly Constituency in discharging of all duties in connection with the revision of electoral rolls.

Manual - 4

The norms set by the Commission for the discharge of functions.

The Office of the Chief Electoral Officer transacts its business by holding regular internal meetings and also by issuing suitable instructions to the District Election Officers/Returning Officers/Electoral Registration Officers.

Manual - 5

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

The following Acts, Rules, are applicable in the discharge of the functions of the Office of the Chief Electoral Officer and its sub ordinate Offices.

- a) The Constitution of India
- b) The Representation of People Act, 1950
- c) The Representation of People Act, 1951
- d) The Delimitation Act, 2002
- e) The Registration of Electors Rules, 1960
- f) The Parliament (Prevention of Disqualification), Act, 1959
- g) The Election Symbols (Reservation and Allotment) Order, 1968
- h) The Conduct of Election Rules, 1961
- i) The Presidential and Vice Presidential Elections Rules, 1974

Apart from these, the instructions issued by the Election Commission of India from time to time are applicable. The following are the important ones_

- a) Handbook for Observers 2014
- b) Handbook for Returning Officers (Updated 2014)
- c) Handbook for Returning Officers (For Council Elections)
- d) Handbook for Electoral Registration Officers (Updated 2012)
- e) Handbook for Presiding Officers (Updated 2014)
- f) Handbook for Booth Level Officers
- g) Handbook for Counting Agents (Updated 2014)
- h) Handbook for Polling Agents(Updated 2014)
- i) Handbook for Candidates (Updated 2009)
- j) Handbook for Media 2014
- k) Compendium of Instructions of Conduct of Elections
- l) Other orders/rules/instructions issued by the Election Commission of India from time to time.

Copies of the above Acts, Rules, Orders, Handbooks and Instructions can be downloaded from http://eci.nic.in/eci_main1/electoral_law.aspx

Manual - 6

A statement of the categories of documents that are held by it or under its control.

- a) Compilation of the Acts and Rules mentioned above, Compendia i.e. compilation of various instructions issued by the Commission from time to time for the conduct of elections and preparation of Electoral Rolls, Statistical data of elections, various Hand-books, like, Handbooks for Returning Officers, Presiding Officers, Polling Officers, Electoral Registration Officers, Candidates etc. are available in the Office of the Chief Electoral Officer and District Election Officers and also on Commission's website.
- b) Electoral Rolls for assembly constituencies are available in the offices of District Election Officers and Electoral Registration Officers. Two copies of draft electoral rolls and final rolls are made available, free of cost, to all the recognized state and national political parties. PDF version of Electoral Rolls are also available on the website of the Office of the Chief Electoral Officer at **<http://ceopuducherry.py.gov.in/>** with search facility.
- c) Preparation of Electors Photo Identity Card (EPIC)- (Voter ID Card) is done at the level of the Electoral Registration Officers of the Constituencies.
- d) Copies of affidavits filed by candidates at the time of nominations during election are available with the Returning Officers and also on the website of Chief Electoral Officer **<http://ceopuducherry.py.gov.in/>**;
- e) Statistical data of all general elections to the Lok Sabha and State Legislative Assemblies can be seen on the website **<http://ceopuducherry.py.gov.in/>**.

Manual - 7

The particulars of any arrangement that exists for consultation with or representation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The members of public can send their suggestions and views through communications addressed to the Chief Electoral Officer, Puducherry (Phone: 0413-2233306 or by email to: ceo_pondicherry@eci.gov.in). There is an all-India toll free No: 1950 for enquiries.

Manual - 8

Statement of the Boards, Councils, Committees and other Bodies consisting of two or more person 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 public or the minutes of such meeting are accessible for public.

There are no Boards, Councils, Committees or any other Bodies

Manual - 9

Directory of its Officers and employees of the Office of the Chief Electoral Officer:

Name (Tvl.Tmt)	Designation	Phone Number	Fax Number
Dr.V.Candavelou, IAS	Chief Electoral Officer	(0413) 2233306	(0413) 2292206
L.Kumar *	Addl. Chief Electoral Officer	(0413) 2292204	
Vacant **	Superintendent (Estt.& Accts & SVEEP)	(0413) 2292205	
V.Santosh Kumar	Superintendent (Elections & Electoral Roll)		
R.B.Kavitha	Steno Gr.I		
S.Sridhar	Assistant (A1 unit - Election)		
M.Vengadakrishnan	Assistant (A2 unit – E.Rolls)		
D.Dinakaran	UDC (A6 unit - EVMS)		
R.Umapathy	UDC (A4 unit – Cashier)		
K.Karthik	UDC (A3 unit – Establishment)		
B.Arun Kumar	LDC (A7 unit – SVEEP)		
S.Sakthivel	Record Clerk - Despatch		
M.Sellapandiane	Record Clerk - Receipt		
G.J.Jagan ***	Mazdoor(A5 unit-Stores)		
P.Rajasekaran*	Programmer – IT Cell	(0413) 2292207	
V.Cangarajane ****	Data Entry Operator – IT Cell		

- * Holding additional charge
 ** Post vacant w.e.f 1.3.2018
 *** On Service placement from Forest Dept.
 **** On Service placement from Co-operative Dept.

Manual - 10

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

(As of March 2018)

Sl. No.	Name Tvl/Tmt.	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1 *	Dr. V. Candavelou	Chief Electoral Officer		The monthly remuneration does not include compensations applicable to employees as per pay rules	The remuneration determined as per the procedure laid down in the rules
2**	L. Kumar	Addl. Chief Electoral Officer			
3 #	P. Rajasekaran	Programmer (IT Cell)	Rs. 78800/-		
4	Vacant	Superintendent	--		
5	V. Santosh Kumar	Superintendent	Rs. 52000/-		
6	R.B. Kavitha	Stenographer Gr.I	Rs. 52000/-		
7	M. Vengadakrishnan	Assistant (A2)	Rs. 50500/-		
8	S. Sridhar	Assistant (A1)	Rs. 43600/-		
9	R. Cartigueyane	Assistant	Rs. 38700/-		
10	J. Rajkumar	Assistant	Rs. 38700/-		
11@	V. Canagaradjane	Data Entry Operator			
12	R. Umabathy	UDC (A4)	Rs. 30500/-		
13	K. Karthik	UDC (A3)	Rs. 27900/-		
14	D. Dinakaran	UDC (A6)	Rs. 27900/-		
15	V. Arunkumar	LDC	Rs. 22400/-		
16	Vamsee Krishna Netala	LDC	Rs. 22400/-		
17	S. Sakthivel	Record Clerk Keeper	Rs. 31100/-		
18	M. Sellapandiane	Record Clerk Keeper	Rs. 30200/-		
19^	G.J.Jagan	Mazdoor (A5)	-		
20	J. Murugan	MTS (General)	Rs. 31100/-		
21	M. Kuppusamy	MTS (General)	Rs. 26800/-		
22	K. Danasekaran	MTS (General)	Rs. 22100/-		
23	R. Irrisappan	MTS (General)	Rs. 19700/-		

* Monthly remuneration is claimed at Chief Secretariat, Puducherry

** Holding Additional charge. Monthly remuneration is claimed by Education Department, Puducherry

Holding Additional charge. Monthly remuneration is claimed by Dte. Of Information & Tech., Puducherry

@ On service placement. Monthly remuneration is claimed at Registrar of Co-operative Societies, Puducherry

^ On service placement. Monthly remuneration is claimed at Forest Department, Puducherry

Manual - 11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

Budget allocated in Financial Year – 2017-18:-

(Rupees in thousands)

Sl. No.	Head of Account	Sanctioned Budget R.E. – 2017-18	Amount released / disbursed
1.	102 - Electoral officer	24700	Full
2.	103 - Preparation & Printing of Electoral Rolls	14850	Full
3.	104 - Charges for conduct of Elections to Lok-Sabha/UT Legislative Assembly when held simultaneously	0	-
4.	105 - Charges for conduct of Elections to Parliament	0	-
5.	106 - Charges for conduct of Elections to U.T. Legislature	2950	Full
6.	108 - Issue of Photo Identity Cards	1500	Full
	TOTAL	44000	

Manual - 12

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

The Election Commission does not provide any subsidy on any programme.

Manual - 13

Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable in the case of the Office of the Chief Electoral Officer.

Manual - 14

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

The following information are made available in pdf format in CEO's website (<http://ceopuducherry.py.gov.in/>)

1. Compendium of Instructions
2. Electoral Rolls (PDF)
3. Electoral Statistics
4. Online Voter Registration
5. Check Your Application Status
6. Past Elections & Affidavits
7. Acts & Rules
8. Model Code of Conduct
9. Theervu (Samadhan – Complaints)
10. Udavi (Suvida – Single Window)
11. Search your name
12. National Electoral Search
13. General Information & Maps
14. SVEEP (Voter Education)
15. Election Symbols
16. General Elections May 2016
17. Bye Election to 17.Nellithope Assembly Constituency
18. Know your voting booth & details
19. Know Your BLO
20. Know Your DEO/ERO/AERO
21. Disqualified Persons u/s 10A
22. For political parties

Manual - 15

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.

All Information pertaining to election related matters is uploaded in CEO's website and can be downloaded free of cost from CEO's website. Besides, one can also apply in writing to the Public Information Officers (PIOs) and/or Assistant Public Information Officer (APIO) whose details have already been below.

Manual - 16

The designation and other particulars of the FAAs & PIOs

(a) First Appellate Authorities

Sl. No.	Designation of the Officer as FAA	Postal Address	Tel. No.		E-mail address	Jurisdiction
			Phone	Fax		
1	Addl./Jt. Chief Electoral Officer, Puducherry.	O/o. the Chief Electoral Officer, Lawsthottam, Villianur Main Road, Reddiarpalayam, Puducherry-605010.	0413-2292205, 2292204	0413 – 2292206.	jtceo_pondicherry@eci.gov.in	In respect of PIO of Elections Department
1	District Election Officer-cum-Collector, Puducherry District	New Collectorate Complex, Vazhudavur Road, Puducherry	0413-2299501 / 2299500 PBX	0413-2299588	dcrev.pon@nic.in	In respect of PIO of the O/o.DEO and PIOs of Assembly Constituencies in Puducherry District
2	District Election Officer-cum-Collector, Karaikal District	Collectorate, Karaikal	04368-222025	04368-228070	collr.kkl@nic.in	In respect of PIO of the O/o.DEO and PIOs of Assembly Constituencies in Karaikal District

(b) Public Information Officers

(i) Office of CEO, Puducherry

Sl. No.	Designation of the Officer designated as PIO	Postal Address	Contact Number		E-mail address	Demarcation of Area/activities
			Phone	Fax		
1	Superintendent, O/ o. The Chief Electoral Officer, Puducherry.	O/o. the Chief Electoral Officer, Lawsthottam, Villianur Main Road, Reddiarpalayam, Puducherry-605010.	0413-2292205, 2292204	0413 – 2292206.	jtceo_pondicherry@eci.gov.in	Matters relating to Elections Department

(ii) Office of District Election Officer, Puducherry & Returning Officer for Puducherry Parliamentary Constituency

Sl. No.	Designation of the Officer designated as PIO	Postal Address	Contact Number		E-mail address	Demarcation of Area/activities
			Phone	Fax		
1	Revenue Officer	Office of the Collector, - cum- District Election Officer , New Collectorate Complex, Vazhudavur Road, Puducherry	0413-2299503 / 2299500 PBX	0413-2299588	dcrev.pon@nic.in	Matters relating to conduct of Election to Parliamentary Constituency in respect of U.T. of Puducherry and election matters pertaining to Puducherry District

(iii) Office of District Election Officer, Karaikal

Sl. No.	Designation of the Officer designated as PIO	Postal Address	Contact Number		E-mail address	Demarcation of Area/activities
			Phone	Fax		
1	Secretary to Collector	Office of the Collector-cum-District Election Officer, Collectorate,, Karaikal	(04368) 221760	(04368) 228070	collr.kkl@nic.in	Matters relating to election pertaining to Karaikal District

(iv) Office of Returning Officer/Electoral Registration Officer for Assembly Constituencies for all matters relating to conduct of Elections to Assembly Constituencies and preparation of Electoral Roll pertaining to the Assembly Constituencies under their jurisdiction.

District	Sl. No.	Designation of the Officer designated as PIO	Postal Address	Contact Number		E-mail address	Jurisdiction of Assembly Constituencies
				Phone	Fax		
Puducherry	1	Sub/Dy. Collector (Revenue) (South), Villianur - cum - RO/ERO - I	O/o. Sub/Dy. Collector Dy. Collector (Revenue) (South), Villianur.	0413-2667668 2667945	0413-2667500	dcrsouth.pon@nic.in	1. Mannadipet 2. Thirubhuvanai (SC) 3. Oussudu (SC)
	2	Director of Survey & Land Records -cum- RO/ERO - II	Directorate of Survey & Land Records, Revenue Complex, Saram, Puducherry	0413-223122022 31221	0413-2248827	dos.pon@nic.in	4. Mangalam 5. Villianur 6. Ozhukarai
	3	Registrar of Co-op Societies-cum- RO/ERO-III	O/o. Registrar of Co-op. Societies, VVP Nagar, Thattanchavady, Puducherry	0413-2272007	0413-2272619	rscs@pon.nic.in	7. Kadirgamam 8. Indira Nagar 9. Thattanchavady
	4	Director of Local Administration -cum- RO/ERO -IV	Directorate of Local Administration, Puducherry-1	0413-2336469	0413-2225628	dirlad.pon@nic.in	10. Kamaraj Nagar 13. Muthialpet 14. Raj Bhavan
	5	Sub/Dy. Collector (Revenue) (North)-cum- RO/ERO - V	O/o. Sub/ Dy. Collector Dy. Collector (Revenue) (North), Revenue Complex, Saram, Puducherry	0413-2248686	0413-2248759	dcrnorth.pon@nic.in	11. Lawspet 12. Kalapet
	6	Dy. Labour Commissioner-cum- RO/ERO - VI	Dy. Labour Commissioner, Labour Department, Gandhi Nagar, Puducherry-9	0413-2279278	0413-2248827	ls_aro6.pon@nic.in	15. Oupalam 16. Orleampeth 18. Mudaliarpet
	7	Director of Industries & Commerce-cum RO/ERO - VII	Directorate of Industries & Commerce, Puducherry-9	0413-2248476	0413-2248276	ls_aro7.pon@nic.in	17. Nellihope 19. Ariankuppam 20. Manavelly
	8	Deputy Transport Commissioner-cum- RO/ERO - VIII	Deputy Transport Commissioner, Transport Department, 100 Feet Road, Puducherry-4	0413-2280170 2280380	0413-2280130	ls_aro8.pon@nic.in	21. Embalam (SC) 22. Nettapakkam (SC) 23. Bahour
	9	Regional Administrator, Mahe-cum- RO/ERO-XI	Office of the Regional Administrator, Mahe	0490-2332960	0490-2336700	ra.mahe@pon.nic.in	29. Mahe
	10	Regional Administrator, Yanam-cum- RO/ERO-XI	Office of the Regional Administrator, Yanam	0884-2325105 2325101	0884-2321843	ra.yanam@pon.nic.in	30. Yanam
Karaikal	11	Dy. Director of Civil Supplies-cum- RO/ERO-IX	O/o. Deputy Director of Civil Supplies, Karaikal	04368-222718	04368-228070	civil.kkl@nic.in	24. Nedungadu (SC) 25. Thirunallar
	12	Sub/Dy. Collector (Revenue), Karaikal-cum-RO/ERO X	O/o. Sub/Dy. Collector Dy. Collector, Karaikal	04368-227890	04368-222467	dcrev@pon.nic.in	26. Karaikal North 27. Karaikal South 28. Neravy-T. R. Pattinam

Manual - 17

Such other information as may be prescribed.

Nil