



GOVERNMENT OF PUDUCHERRY
ELECTIONS DEPARTMENT

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CITIZEN CHARTER /
Information under
Right to Information Act – 2005

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CHAPTER – I

The Right of Information Act, 2005, enacted by the Government of India provides for the statutory right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of the public authorities.

In pursuance of section 4 of the Right to Information Act, 2005, the Elections Department, Government of Puducherry has brought out this Handbook for the benefit of the general public.

The powers and functions of the officers are briefly given. Details of Public Information Officers (PIO), Assistant Public Information Officers (APIO) and Appellate Authorities are furnished. The procedure for getting information is also mentioned.

Citizens can get the information not available in this handbook by visiting the Department's website www.ceopondicherry.nic.in.

For obtaining any other information the applicant has to apply to PIO/APIO during office hours on all working days, by making an application and by paying required fees. The application should be in the prescribed Form along with a fee of Rs.10/-

The required information, if available and permissible, will be made available to the applicant within thirty days from the date of request after collecting the fees as below.

1. Rs.2/- (Rupees Two) for cost of each page of the electoral rolls(Voters list) (Xeroxed copies in A4 or A3 size of paper)
2. Actual charge or cost price in large size paper
3. Actual cost price for samples of models
4. Rs.100/-(Rupees fifty only) for information provided in compact disc (CD/DVD)

Note: - Payment should be made by way of cash or by Demand Draft / Banker cheque / Postal Order drawn in favour of The Joint Chief electoral officer, Elections Department, Puducherry. The fee can also be paid by affixing Court fee stamps on the application.

Office Working days:	Monday to Friday
Office Working Hours:	08.45 A.M to 05.45 P.M
	(Lunch break: 1.P.M to 2 P.M)

CHAPTER – II

Particulars of Organization, functions and duties:

Under Article 324 of the Constitution, the superintendence, direction and control of the preparation of the electoral rolls and the conduct of all elections to the Lok Sabha, Rajya Sabha and to the Legislature of every State and the elections to the offices of President & Vice-President are vested in the Election Commission of India, which consists of the Chief Election Commissioner (CEC) and two Election Commissioners (ECs).

At the state level, the Chief Electoral Officer and the officers and staff working under him supervise the election work subject to the overall superintendence, direction and control of the Election Commission of India.

Field administration at the district level is run by the District Election Officers (DEOs) (generally the District Collector-cum-District Magistrate), Electoral Registration Officers (EROs) & Assistant Electoral Registration Officers (AEROs) (for preparation & maintenance of electoral rolls) Returning Officers (ROs) & Assistant Returning Officers (AROs) (for conduct of elections) and other officials (like Presiding and Polling officers appointed for the conduct of elections). In most of the cases the same officers are designated as EROs as well as ROs in view of the functional necessity.

Functions and duties:

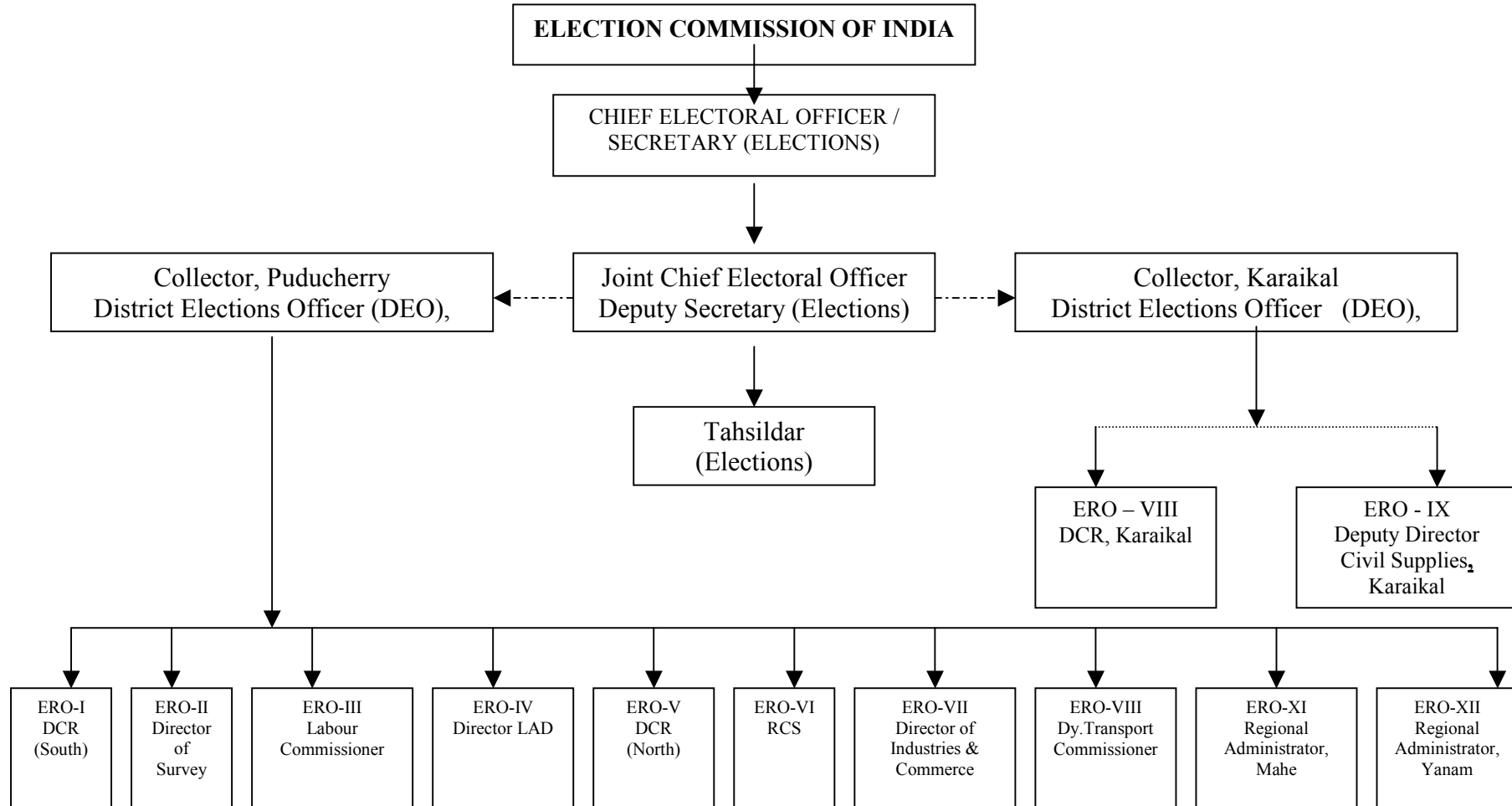
- i) Conduct of elections / bye-elections to
 - a) the 30 Assembly Constituencies in Puducherry Legislative Assembly
 - b) one Lok Sabha seat allocated to Puducherry,
 - c) one Rajya Sabha seat allocated to Puducherry,
 - d) the office of the President of India, and the office of the Vice-President of India

***Note:** The elections in the case of Legislative Assembly and Lok Sabha are direct elections where the electors exercise their franchise directly. In all other cases the elections are indirect and the electors exercise their right indirectly through their elected representatives in Parliament and in Puducherry Legislative Assembly.*

- ii) Preparation of error free electoral rolls and issue of Elector's Photo Identity Cards (EPIC)
- iii) Assisting the Delimitation Commission / Election Commission in the delimitation of Constituencies as and when decided by an Act of Parliament.

Structure

ORGANISATION CHART



POWERS AND DUTIES OF IMPORTANT FUNCTIONARIES

(i) Duties and Functions of Elections Department / CEO's Office

The Elections Department is functioning under the superintendence, directions and control of Election Commission of India. The Elections Department mainly deals with preparation and updation of Electoral Rolls, conduct of Elections to the Lok Sabha, Puducherry Legislative Assembly, Office of the President and Vice-President of India and Biennial Elections to the Council of States (Rajya Sabha).

The Election department deals with the following main Acts and Rules enacted by the Parliament.

1. The Constitution of India
2. The Representation of People Act 1950
3. The Representation of People Act 1951
4. The Registration of Electors Rules, 1960
5. The Parliament (Prevention of Disqualification), Act 1959
6. The Election Symbols (Reservation and Allotment) Order 1968)
7. The Conduct of Election Rules, 1961
8. The Presidential and Vice Presidential Elections Rules, 1974
9. The Delimitation Act, 2002

The Elections Department is also governed by various instructions issued by the Election Commission of India from time to time.

(ii) Functions:

- i. To prepare accurate and error free electoral Rolls
- ii. To issue Electoral Photo Identity Card (EPIC)
- iii. To conduct elections in a free, fair and smooth manner

(a) Chief Electoral Officer:

In accordance with the provisions of the Representation of the People Act, 1950, for each State, an officer of Government is designated or nominated in consultation with the UT Government by the Election Commission of India as the Chief Electoral Officer to supervise under the superintendence, direction and control of the Election Commission of India, the preparation, revision and correction of all electoral rolls in that State. The Chief Electoral Officer is the Head of the Department assisted by Joint Chief Electoral Officer and Tahsildar (Elections) and supporting staff. The main functions of the CEO are the following:

- I. Facilitating and coordinating all the above works, at the state level so that all the instructions / directions of the Election Commission of India, are carried out without any omission or commission
- II. Functioning as the appellate authority to certain decisions of the Electoral Registration Officers / District Election Officer.

(b) District Election Officers:

In every District, the District Election Officer co-ordinates and supervises, under the superintendence, direction and control of the Chief Electoral Officer, all work in the district or in the area within his jurisdiction in connection with the preparation, revision and correction of the electoral rolls for all constituencies within the district. The District Election Officer also coordinates and supervises all the work in the district or in the area within his

jurisdiction in connection with the conduct of all elections to Parliament and the Legislature of the State.

The District Election Officer--

- i) functions as appellate authority for decisions taken by EROs and AEROs against claims and objections made during revision periods.
- ii) co-ordinates and facilitates the work of EROs and Returning Officers

Duties of DEOs in relation to elections:

- a) Selection (and, at the appropriate time, setting up) of polling stations, with previous approval of the Election Commission.
- b) Formation of polling parties and appointment of Presiding Officer and Polling Officers for each polling station;
- c) Imparting intensive training to the polling personnel (including those on reserve duty)
- d) Building awareness about the use and working of Electronic Voting machine among the general public, political parties, candidates and media
- e) Printing of postal ballot papers for service voters and their dispatch to the service voters
- f) Scrutiny of accounts of election expenses of contesting candidates and submission of returns to the Commission
- g) Safe custody of all voting machines, election papers and election materials after the completion of election and during the period specified for the purpose

(c) Returning Officer:

For every constituency, for every election to fill a seat or seats in the Lok Sabha, Legislative Assembly, Council of State etc., the Election Commission, in consultation with the Government of the State, designates or nominates a Returning Officer (RO) who shall be an officer of Government or of a local authority.

The Returning Officer is primarily responsible for the conduct of elections from his constituency. His functions are: Making detailed arrangements for the poll; Procurement of election materials; Selection and setting up of polling stations; Appointment and training of polling personnel (including reserve); Receipt of nomination papers, security deposit, intimation from parties about candidates;

Handing over a copy of instructions for lodging account of Election Expenses and Register, etc. Scrutiny of nomination papers; Allotment of symbols; Publication of notice of nominations, list of validly nominated candidates and contesting candidates; Printing of postal ballot papers and dispatch to service voters; Meetings / contact with candidates, political parties to ensure free, fair and smooth elections and enforcement of model code of conduct; Ensuring the presence of polling parties for the conduct of poll and supply of ballot papers and other election materials; Supervision of poll and sending reports to Election Commission; Transport and storage of ballot boxes after poll under security arrangements Fixing place of counting and actual counting Declaration of result Safe custody of election papers and materials after counting Scrutiny of accounts of election expenses of contesting candidates and submission of their returns to the Commission Overall supervision of election work

Outlines of duties of a Returning Officer

1. Drawing up, well in advance, a programme and plan of detailed arrangements for the poll;
2. Procurement of voting machines and all election materials in sufficient quantity
3. Issue of public notice of election in Form 1 of the Conduct of Elections Rules, 1961 on the day on which the notification calling the election is issued
4. Reception of nomination papers, security deposits, etc.
5. Administration of oath or affirmation to candidates after they have filed their nomination papers
6. Dissemination of information contained in the affidavits filed by the candidates
7. Scrutiny of nomination paper
8. Recording of reasons in brief for rejecting any nomination paper
9. Receipt of notices for withdrawal of candidature
10. Allotment of symbols to contesting candidates
11. Preparation and publication of notice of nominations, list of validly nominated candidates and list of contesting candidates
12. Assessing the requirements of (i) ballot papers for use in the balloting units of the voting machines (ii) postal ballot papers for service voters and voters on election duty, etc and (iii) tendered ballot papers and arranging the printing and supply thereof;
13. Preparing the lists of classified service voters who have appointed proxy voters
14. Establishing contact with the contesting candidates and political parties to ensure free, fair and smooth election
15. Convening of meeting to discuss common problems relating to conduct of election, review of law and order situation, enforcement of code of conduct for political parties, etc;
16. Preparation and commissioning of voting machines about one week in advance before the date of poll
17. Transport arrangements for voting machines and election materials
18. Dispatch of polling materials for the conduct of poll and supply of voting machines, tendered ballot papers
19. Effective supervision of the poll
20. Appointment of counting staff
21. Transport and storage of voting machines after the poll, under strict security arrangements
22. Fixing of date, time and place of counting and actual counting of votes
23. Declaration of result
24. Transportation of all voting machines, election papers and election materials after declaration of results, to the District Election Officer for safe custody
25. Overall supervision of election work

(i) Assistant Returning Officer

The Election Commission may appoint one or more Assistant Returning Officers (AROs) to assist any Returning Officer in the performance of his functions. Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer. However the Assistant Returning Officer cannot perform any of the functions of the Returning Officer relating to scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said function.

(ii) Presiding and Polling Officers:

The District Election Officer shall appoint a presiding officer for each polling station and such polling officer or officers as he thinks. A polling officer shall, if so directed by the presiding officer, perform all or any of the functions of a presiding officer. If the presiding officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorized by the district election officer to perform such functions during any such absence.

The general duty of the presiding officer at a polling station is to maintain order and to ensure that the poll is fairly taken. He enjoys full legal power to control the proceedings in the polling station under his charge. The duty of the polling officers at a polling station is to assist the presiding officer in the performance of his functions. The polling party generally consists of a Presiding Officer and, at a single election, 3 polling officers if the number of electors attached to a polling station is 1200 or less and 4 polling officers if the number of electors is more than 1200. At a simultaneous election, the polling party consists of a Presiding Officer and 5 Polling Officers.

The discharge of functions and duties mentioned above, are governed by the various election laws rules & orders issued by the Election Commission of India.

(d) Electoral Registration Officers

For every constituency the Election in consultation with the Government of the State or UT concerned designates or nominates an Electoral Registration Officer (ERO) who shall be an officer of Government or of a local authority. The main functions of the ERO are-

- (i) Revision of electoral rolls with reference to the qualifying date.
- (ii) Preparation and issue of Electoral Photo Identity Cards
- (iii) Grievance Redressal related to electoral rolls & EPICs

(i) Assistant Electoral Registration Officers

The Election Commission may appoint Assistant Electoral Registration Officers (AEROs) to assist any Electoral Registration Officer in the performance of his functions and he shall, subject to the control of the Electoral Registration Officer, be competent to perform all or any of the functions of the Electoral Registration Officer.

REVISION OF ELECTORAL ROLLS:

The Electoral Rolls are revised mainly in two types. (i) Intensive Revision and (ii) Summary Revision.

(i) Intensive Revision

The intensive revision is done usually once in five years as decided by the Election Commission of India. In this the enumerators conduct house-to-house enumeration. They shall collect the details of all eligible electors. Each household will be supplied with an Electoral card and enumeration will be taken. Based on the information collected by the enumerators, draft Electoral Rolls will be prepared and displayed in the concerned polling stations and in the Office of the Electoral Registration Officers/Assistant Electoral Registration Officers.

During the period of inspection applications for inclusions (Form No.6), Deletion/Objection (Form No.7), Correction (Form No.8), Change of residence within the same Constituency (Form No.8-A) can be filed. After enquiry on the applications, changes will be incorporated and the Electoral Rolls will be finally published.

(ii) Summary Revision

Summary revision is done usually every year. The qualifying date will be usually 1st January. No house-to-house enumeration is done in the process. The summary revision is done based on the Election Commission's. Normally applications will be received for a period varying from fifteen days to one month. The existing Electoral Rolls will be published as draft for public inspection in the polling stations and in the Office of the Electoral Registration Officers / Assistant Electoral Registration Officers. Applications will be received from the public in the aforesaid locations for inclusions (Form No.6), Deletion/Objection (Form No.7), Correction (Form No.8) and for change of residence within the same Constituency (Form No.8-A). Acknowledgements will be issued on receipt of applications. After conducting enquiries on the applications received, and incorporating changes, the Electoral Rolls will be prepared and finally published.

Note: All the Forms referred above refer to the Forms appended to The Registration of Electors Rules, 1960.

Eligibility for enrollment in the Electoral Roll:

The main statutes dealing with the revision of Electoral Rolls are the Constitution of India, the Representation of People Act, 1950, the Registration of Electors Rules, 1960 and the various guidelines issued by the Election Commission from time to time.

As per the law, the applicant-

1. should have completed 18 years as on the qualifying date – 1st January of that year
2. should be a citizen of India
3. should be ordinarily resident in the area from where application is made
4. should not be of unsound mind (If he/she is of unsound mind and stands declared by a competent court then not eligible to be register as voter)
5. should not have been disqualified from voting under provisions of any law relating to corrupt practices and other offences in connection with election i.e., 171E, 171F of IPC & Section 8A(1), 125 135, 136(2)(a) of Representation of People Act, 1951

The applicant should, wherever possible, produce the documentary evidences relating to the following, which will facilitate the speedy disposal of application. They are-

1. Proof of age like Study Certificate, Birth Certificate, Marks Sheet and such other documents
2. Proof of citizenship
3. Proof of ordinary residence like Residence Certificate, Passport, Ration Card, Telephone / Electricity / LPG Bill etc showing proof of address.

Inspection of papers regarding revision:

Every person shall have the right to inspect the papers connected with the revision of Electoral Rolls and get attested copy thereof from the Electoral Registration Officer on payment of Rs.2/- per page.

Redressal Mechanism:-

An appeal lies against the decision of the Electoral Registration Officer in regard to claims and objections. The Chief Electoral Officer is the Appellate Authority for preferring such appeals arising out of claims and objections made during the non revision period. The appeals should reach the Appellate Authority within 15 days from the date of communication of the decision by Electoral Registration Officer. It shall be in the form of memorandum along with a fee of Rs.5-00.

In case of claims and objections made during the non revision period, the appeal against the order of the ERO / AERO lies to District Election Officer concerned. For availing the appeal the applicant should have utilised the right of hearing before the ERO / AERO concerned.

Deletion from the electoral roll

Reasons

1. Not ordinarily resident in the area or has shifted residence
2. Name available in more than one place
3. Death
4. Under-aged as on the qualifying date.
5. Attracting disqualification under 4 and/or 5 of the criteria for inclusion
6. Not a citizen of India/is a citizen of another country

Mode of publication of electoral roll, claims and objections

During the period for filing claims and objections during the revision period the Electoral Registration Officer causes to be published in all designated locations (usually Polling Stations where blank applications Forms are given and filled in application Forms are accepted) on a daily basis, the following Forms for public inspection and raising of objections:

- i) Consolidated list of **Forms 6** received for inclusion in **Form 9**
- ii) Consolidated list of **Forms 7** received for deletion in **Form 10**
- iii) Consolidated list of **Forms 8** received for correcting entries in **Form 11**
- iv) Consolidated list of **Forms 8A** received for transposition in **Form 11A**

The draft as well as the final electoral rolls are published in EROs' and AEROs' offices and designated centres (mostly polling stations, post offices etc) during summary revision - draft rolls usually in November and final rolls in January/February - in order to facilitate inspection by public. The same is done during the period notified for the purpose during intensive revision. The supplementaries created during continuous revision, if any, also will be published along with the draft publication.

2 copies (one hard and one soft copy) of the draft as well as the final electoral rolls will be given to all recognized political parties by the Electoral Registration Officer during revision periods. The Returning Officer furnishes the political parties with the list of polling stations in English and the local language before every election.

Each contesting candidate is given a copy of the latest electoral roll by the Returning Officer, once the list of contesting candidates is finalized during elections. The electoral rolls of all the 30 assembly constituencies of the UT of Puducherry and also the details of Polling Stations are also available in the website www.ceopondicherry.nic.in. Copies / Extract (Authenticated by ERO/AERO) of Electoral rolls can be obtained from the respective EROs / AEROs.

Elector's Photo Identity Card (EPIC):

After the inclusion of name in the Electoral Roll of the concerned Assembly Constituency, the elector will be eligible for obtaining Photo Identity Card. For the first time, provided other formalities are completed, the card will be issued free of cost. For issue of Identity Card, in case of loss or mutilation, shifting of residence, the duplicate card can be obtained on furnishing a declaration that the card was lost and by paying a fee of Rs.25/-. The individual has also to furnish a proof of his present residence.

Conduct of Elections

The Constitution of India has vested in the Election Commission of India, the superintendence, direction and control of the entire process for conduct of elections to Parliament and Legislature of every State and to the offices of President and Vice-President of India.

The Union Territory of Puducherry has one seat in the Lok Sabha, one seat in the Rajya Sabha and thirty elected seats in the Puducherry Legislative Assembly. There are three nominated seats in the UT's legislature. There is no Legislative Council in the Union Territory of Puducherry.

Elections are conducted according to the constitutional provisions, supplemented by laws made by Parliament. The important laws are the Representation of the People Act, 1951 and the Conduct of Elections Rules, which deal, in detail, with all aspects of conduct of elections to the Union and State legislatures and also the post-election disputes. The Supreme Court of India has held that where the enacted laws are silent or make insufficient provision to deal with a given situation in the conduct of elections, the Election Commission has the residuary powers under the Constitution to act in an appropriate manner.

Regarding the conduct of elections to the offices of the President of India and the Vice President of India, a separate legislation- The Presidential and Vice Presidential Elections Rules, 1974 exists.

Conduct of Elections to the Lok Sabha (House of People) / State Assembly: The normal duration of the Lok Sabha and that of the Legislative Assembly is 5 years. They may be dissolved before the normal term under certain contingencies. For the purpose of constituting a new House of People/Legislative Assembly, the President / Governor or Lieutenant Governor, as the case may be, by issue of Gazette Notification calls upon the Parliamentary / Assembly Constituencies to elect members. Thereafter the Election Commission will notify detailed schedule.

Making nominations: Usually a period of 7 days will be allowed for making nominations.

Scrutiny of nominations: will be taken up on the day immediately following the last date for making nominations.

Withdrawal of nominations: Is permissible till the second day after the date for the scrutiny of nominations.

***Note:** Public holidays are not computed for calculating the period.*

Date of poll: It will be usually after fourteen (14) days from the last date for withdrawal of nomination

Registration of new political party: New political party can be registered with the Election Commission of India under Section 29A of the Representation of the People Act, 1951 by filing an application in the prescribed proforma. The proposal should be sent to the Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi 110001.

A recognised political party is one which is recognised as such by the Election Commission of India in view of the fulfillment of the conditions laid down in The Election Symbols (Reservation and Allotment) Order 1968. A party may be recognised as State Party or National Party based on the previous electoral performance. The recognised parties are entitled to the exclusive use of symbols allotted to them by the Election Commission. The registered unrecognized Parties are eligible for getting preference in allotment of symbols only under certain circumstances. The independent Candidates can't claim exclusive use of the symbols.

The recognised national Parties are-

1. Bahujan Samaj Party
2. Bharatiya Janata Party
3. Communist Party of India
4. Community Party of India (Marxist)
5. Indian National Congress
6. Nationalist Congress Party
7. Rashtriya Janata Dal

The recognised State Parties in respect of the UT of Puducherry are—

1. All India Anna Dravida Munnetra Kazhagam
2. Dravida Munnetra Kazhagam
3. Pattali Makkal Katchi
4. Pudhucherry Munnetra Congress

Model code of conduct: With a view to maintain a healthy and peaceful atmosphere during the election period which would be conducive for ensuring a free and fair election, the Election Commission of India has evolved a Model Code of Conduct for the guidance of Political Parties, Candidates and officials. The said Code comes into force from the date of announcement of elections. Any specific cases of violation of the code may be brought to the notice of the Returning Officer, Election Observers and Election Commission of India. Such violations will be dealt in accordance with the law.

Qualifications and Disqualifications for contesting in an Election

A person shall not be qualified to be chosen to fill a seat in Parliament unless he is a citizen of India and makes and subscribes, before some person authorized in that behalf by the Election Commission of India, an Oath or affirmation in the prescribed Form.

To contest for a seat in the Council of States, he should not be less than 30 years of age and, for the Lok Sabha not less than 25 years of age. He should also possess such other qualifications as may be prescribed by or under any law made by Parliament.

A person shall not be qualified to be chosen as a representative of any State or Union Territory in the Council of States unless he is an elector for a Parliamentary Constituency in India.

A person shall not be qualified to be chosen to fill a seat in the House of the People unless, in the case of a seat reserved for the Scheduled Castes / Scheduled Tribes in any State, he is a member of any of the Scheduled Castes or of any of the Scheduled Tribes as the case may be, whether of that State or of any other State, and is an elector for any Parliamentary Constituency, and in the case of any other seat (i.e. a seat which is not reserved), he is an elector for any Parliamentary Constituency.

A person shall not be qualified to be chosen to fill a seat in the Legislative Council of a State to be filled by election unless he is an elector for any Assembly Constituency in that State.

A person shall not be qualified to be chosen to fill a seat in the Legislative Assembly of a State unless, in the case of a seat reserved for the Scheduled Castes / Scheduled Tribes of that State, he is a member of any of those castes / tribes, as the case may be, and is an elector for any Assembly Constituency in that State, and, in the case of any other seat (i.e. a seat which is not reserved), he is an elector for any Assembly Constituency in that State.

A person shall be disqualified for being chosen as, and for being a member of either House of Parliament –

- a) if he holds any office of profit under the Government of India or the Government of any State, other than an office declared by Parliament by law not to disqualify its holder;
- b) if he is of unsound mind and stands so declared by a competent court;
- c) if he is an undischarged solvent;
- d) if he is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State or is under any acknowledgement of allegiance or adherence to a foreign State;
- e) if he is so disqualified by or under any law made by Parliament.

Explanation – A person shall not be deemed to hold an office of profit by reason only that he is a Minister either for the Union or the State.

The provisions for qualification and disqualification for membership of the State Legislature are similar except that the office of profit should have been so declared by law by the State Legislature instead of the Parliament as not disqualifying its holder.

Deposit: For nomination, a candidate has to make deposit as indicated below: -

	General	S.C	S.T.
Rajya Sabha	Rs.5000/-	Rs.2500/-	Rs.2500/-
Lok Sabha	Rs.10000/-	Rs.5000/-	Rs.5000/-
Assembly	Rs.5000/-	Rs.2500/-	Rs.2500/-

Refund of deposit: The deposit amount will be returned if the candidate receives more than one-sixth of the total number of valid votes polled. Under Section 33 of the Representation of the People Act, 1951, in respect of candidates set up by recognized political parties, it should be subscribed by the elector of the constituency as proposer. In this case of candidate not set up by recognized political party, it should be subscribed by 10 electors of this constituency as proposer.

Documents to be submitted along with nomination:

- a) Affidavit (Stamp paper value Rs.20/-) (Details about conviction, cases pending in courts)
- b) Affidavit in Form 26
- c) Form A & B in case of recognized and registered political parties.
- d) Certified copy of Electoral Roll if he is a voter of another constituency

Eligibility to vote

- a) Name should find place the electoral roll concerning the polling station where the individual desires to vote.
- b) Right to vote is not exercisable if the elector is confined in a prison (under a sentence of imprisonment or transportation or otherwise) or in the lawful custody of the police except for those under preventive detention.
- c) There should be no disqualification.

Service voters: Service voters can be enrolled in the place where they would have been ordinarily resident had they not been in service ie. Place of permanent address. They can exercise their franchise either through postal ballot or proxy method. Their application for inclusion in the relevant part of the roll and also information regarding appointment of proxy voter should be forwarded to CEO/DEO/ERO through proper channel (the head of their department).

If no intimation regarding the appointment of proxy is received by the Returning Officer latest by the last date of filing nominations, prior to the conduct of elections, the postal ballot will be automatically sent to them. The ECI has permitted proxy voting for the Classified Service Voters, viz. Army, Navy, Air Force and Para Military Forces. The proxy should be a registered elector of the same constituency. Wives of such service voters are not entitled for this facility. CSV for the Classified Service Voter (CSV) will be indicated in the last part of the Electoral Roll against their names. A sub-list of such CSV will be sent to the polling station concerned. A proxy voter can cast two votes- one his or her own vote and another for the person for whom he/she is appointed as proxy.

Voting by postal ballot paper: Facility of voting by Postal Ballot Paper is available to following categories of voters-Special voters, Service Voters, Wife of a special/service voters/ Voters on Election Duty/Cooks-Peons-Drivers on duty, Electors subjected to preventive detention, Police personnel on election duty, Polling Personnel, Candidates' polling agents. Except Service Personnel, others should apply for postal ballot paper in Form 12 to the Returning Officer at least 7 days before the actual date of the poll. For Service Voters, the Postal Ballot Papers will be dispatched within 48 hours from the withdrawal of candidature of their destination.

Election Petitions: Any election can be called in question only through the Election Petition which should be filed before the High Court within 45 days from the date of declaration of results. Election petition can be filed on one or more of the grounds specified in sub-section (1) of section 100 and section 101 of the Representation of the People Act, 1951 by any candidate at such election or any elector.

Election to the Office of the President: No person shall be eligible for election as President—

- a) unless he is a citizen of India;
- b) unless he has completed the age of 35 years; and
- c) unless he is qualified for election as a member of the House of the People
- d) if he holds any office of profit under the Government of India or the Government of any State or under any local or other authority subject to the control of any of the said Governments.

Explanation – *A person shall not be deemed to hold any office of profit by reason only that he is the President or the Vice-President of the Union or the Governor of any State or is either for the Union or for any State.*

Election to the Office of the Vice-President: The qualifications for election as Vice-President are the same as for the President except that the Vice-President should be qualified for election as a member of the Council of States (instead of the House of the People).

Inspection of Election Documents: All papers relating to an election other than those referred to in sub-rule (1) of Rule 93 of the Conduct of Election Rules, 1961 will be open to public inspection on payment of Rs.5-00 per hour.

CHAPTER –III

Details of Parliamentary & Assembly Constituencies, District Election Officers, Returning Officers, Assistant Returning Officers, Electoral Registration Officers & Assistant Electoral Registration Officers

Name of the U.T	Name of the district	No.& Name of the newly delimited AC	Designation of the Officer appointed as					
			RO, PPC	DEO	ARO, PPC/ RO/ERO, AC	ARO, AC	AERO, AC	APPELLATE OFFICER *
Union Territory of Puducherry	Puducherry	1. Mannadipet 2. Thirubhuvanai (SC) 3. Oussudu (SC)	Collector, Puducherry District	Collector, Puducherry District	Deputy Collector (Revenue) (South) Villianur ERO-I	Revenue Officer, O/o.DCR (South)	Tahsildar, O/o.DCR (South), Villianur	Collector, Puducherry District
		4. Mangalam 5.Villianur 6. Ozhukarai			Director of Survey ERO-II	Revenue Officer-I, Excise Dept	Tahsildar, Villianur Taluk	
		7. Kadirgamam 8. Indira Nagar 9. Thattanchavady			Labour Commissioner ERO-III	Dy.Labour Commissioner	Tahsildar, Taluk Office, Oulgaret	
		10.Kamaraj Nagar 13.Muthialpet 14.Raj Bhavan			Director of Local Administration Dept. ERO-IV	Asst.Director (CS), Local Administration Dept.	Tahsildar, Taluk Office, Puducherry	
		11.Lawspet 12.Kalapet			Deputy Collector (Revenue) (North) ERO-V	Revenue Officer, O/o.DCR (North)	Settlement Tahsildar-I, Survey Dept.	
		15.Oupalam 16.Orleampeth 18.Mudaliarpet			Registrar of Co-op. Societies ERO-VI	Jt. Registrar of Co-op. Societies, Puducherry	Tahsildar, CULAW, School Education Dept	
		17.Nellithope 19.Ariankuppam 20.Manavelly			Director of Industries & Commerce ERO VII	Dy.Director (Tech), Industries & Commerce Dept.	Tahsildar, O/o.DCR (North), Puducherry	
		21.Embalam (SC) 22.Nettapakkam (SC) 23.Bahour			Deputy Transport Commissioner ERO-VIII	Block Development Officer, Karikalampakkam	Tahsildar, Taluk Office, Bahour	
		29.Mahe			Regional Administrator, Mahe ERO-XI	Commissioner, Mahe Municipality	Dy.Tahsildar, Sub Taluk Office, Mahe	
		30.Yanam			Regional Administrator, Yanam - ERO-XII	Commissioner, Yanam Municipality	Dy.Tahsildar, Sub Taluk Office, Yanam	
	Karaikal	24.Nedungadu (SC) 25.Thirunallar	Collector, Karaikal District	Collector, Karaikal District	Deputy Collector (Revenue), Karaikal ERO-IX	Tahsildar, Taluk Office, Thirunallar	Tahsildar, Taluk Office, Thirunallar	Collector, Karaikal District
		26.Karaikal North 27.Karaikal South 28.Neravy - T.R.Pattinam			Dy.Director of Civil Supplies, Karaikal ERO- X	Tahsildar, Taluk Office, Karaikal	Tahsildar, Taluk Office, Karaikal	

RO, PPC : Returning Officer for the Puducherry Parliamentary Constituency.
 DEO: District Election Officer
 ARO,PPC: Assistant Returning Officer for the Puducherry Parliamentary Constituency
 RO, ERO, AC: Returning Officer/Electoral Registration Officer for Assembly Constituencies
 ARO, AC: Assistant Returning Officer for the Assembly Constituencies
 AERO, AC: Assistant Electoral Registration Officer for Assembly Constituencies

* Note: Appellate Officer for hearing appeals arising out of Revision of Electoral Rolls.

CHAPTER – IV**Rules, Regulations, Instructions, Manual and Records,for Discharging Functions**

Sl. No.	Name of the Act, Rules, Regulations, Manuals etc.	Brief gist of the contents/reference no. if any	Price, if any (Rs)
1	Manual of Election Law (Volume I)	<ol style="list-style-type: none"> 1. Extract from the Constitution 2. Extract from the Indian Penal Code (45 of 1860) 3. The Representation of the People Act, 1950 (45 of 1950) 4. The Representation of the People Act, 1951 (43 of 1951) 5. Extracts from the Government of National Capital Territory of Delhi Act, 1991 (1 of 1992) 6. The Delimitation Act, 2002 (33 of 2002) 7. The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 (108 of 1976) 8. Officers before whom candidates may make or subscribe oath or affirmation 9. The Constitution (Scheduled Castes) Order, 1950 10. The Constitution (Scheduled Castes) Union Territories Order, 1951 11. Law relating to removal of disqualification and other information 	600/-
2	Manual of Election Law (Volume I)	<ol style="list-style-type: none"> 1. The Registration of Electors Rules, 1960 2. The Conduct of Election Rules, 1961 3. The Election Symbols (Reservation and Allotment) Order, 1968 4. List of political parties and symbols in relation to elections in all parliamentary and assembly constituencies other than assembly constituencies in the State of Jammu and Kashmir 5. The Delimitation of Council Constituencies Orders. 6. Authorities specified under section 8A to accept petitions about corrupt practices 7. Officers before whom a candidate for election to fill a seat in the Legislative Assembly of a Union Territory shall make and subscribe oath or affirmation. 	
3	Handbook for candidates	Salient provisions of Election Law and procedures for standing as a candidate for a election	100/-
4	Handbook for Polling Agents	Salient provisions of Election Law and procedures in relation to discharge of duty as Polling Agent at polling station for a election	50/-
5	Handbook for Counting Agents	Salient provisions of Election Law and procedures in relation to discharge of duty as Counting Agent at Counting Centre for a election	50/-
6	Political Parties and Election Symbols	It is the list of political parties, registered and un-registered at National/State levels and list of symbols allotted to the parties	75/-
7	List of persons disqualified under section 8A, 10A & 11A(2) of the Representation of People Act, 1951	Consists list of persons disqualified by the Commission under different sections for violating election laws	200/-
8	Electoral Rolls of Assembly Constituencies	Electoral Rolls from 1988 to 2009	2/- per page
9	Delimitation Order 1973		2/- per page
10	Delimitation Order 2005 with reference to the U.T. of Puducherry		2/- per page

11	Election related records	Nomination papers along with affidavits, results, Form 20, 21C, 21D, 21E etc	As per the directions of the Election Commission of India and also on the basis of the orders from any court
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From whom one can get a copy of rules, regulations, instructions, manual and records

All the above books are available at the Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 and can also be purchased from this office. The contents of these books are also available at the website of the Election Commission www.eci.nic.in and www.indiacode.gov.in

The Joint Chief Electoral Officer,
Elections Department,
Villianur Main Road, Lawsthottam,
Reddiarpalayam, Puducherry – 605 010
Telephone: 2292204, 2292205, 2292207
Fax No: 2292206
Email: jtceo_pondicherry@eci.gov.in

CHAPTER – V**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ELECTIONS DEPARTMENT OR UNDER ITS CONTROL**

ELECTIONS DEPARTMENT FOR UNDER ITS CONTROL				
Sl. No	Category of the documents	Name of the document and its instruction in one line	Procedure to obtain the document	Held by / Under control of
1	Electoral Rolls CD-ROM	Contains Electoral Rolls (PDF) for all thirty Assembly Constituencies	On payment of Rs.100/- anybody can obtain Compact Disc of Electoral Roll	The Joint Chief Electoral Officer, Elections Department, Villianur Main Road, Lawsthottam, Reddiarpalayam. Puducherry-605 010
2	Hard copies of Electoral Rolls 1988 to 2007 for all the 30 Assembly Constituencies	Printed Copy	Rs.2/- per page	Office of the E.R.O concerned
3	Elections Records		Final result sheet (Form - 20) of conduct of Elctions	Office of the Returning Officer concerned
4	Elections Records		Result of Elections (Form - 21E)	Office of the Returning Officer concerned
5	Delimitation order - 1973 & 2005		By Payment of charges as indicated in chapter - I	The Joint Chief Electoral Officer, Elections Department, Villianur Main Road, Lawsthottam, Reddiarpalayam. Puducherry-605 010
6	Reports on Lok Sabha Elections Year 1996, 1998, 2001 & 2004			
7	Reports on Pondicherry Legislative Assembly Elections Year-1996, 1998, 2001 & 2006			
8	Handbook for Candidates			
9	List of Free Symbols			

Note :

1. Electoral Rolls are referred to as Voters Lists in Common parlance.
2. The Electoral Rolls are published in regional languages as per the Election Commission's orders. The Electoral Rolls for the 27 Assembly Constituencies in Puducherry and Karaikal Regions are in Tamil; those for the 2 Assembly Constituencies in Mahe Region are in Malayalam and those for the 1 Assembly Constituency in Yanam are in Telugu.

EPIC (Electoral Photo Identity Card) is referred to as Voters Identity Card in Common parlance

CHAPTER – VI**The designation and other particulars of the Assistant Public Information Officers,
Public Information Officers and Appellate Authority****ASSISTANT PUBLIC INFORMATION OFFICERS:**

Sl. No.	Designation	Phone Numbers		Address	Jurisdiction with respect to Revision of Electoral Rolls of
		Office	Home/Cell		
1.	Tahsildar AERO - I	2666364	94435 36206	O/o. Dy. Collector (Revenue) (South), Villianur	1. Mannadipet AC 2. Thirubhuvanai (SC) AC 3. Ossudu (SC) AC
2.	Tahsildar AERO – II	2667668	93605 25740	Taluk Office, Villianur	4. Mangalam AC 5. Villianur AC 6. Ozhukarai AC
3.	Tahsildar AERO - III	2273800	97874 07492	Taluk Office, Oulgaret	7. Kadirgamam 8. Indira Nagar AC 9. Thattanchavady AC
4.	Tahsildar AERO - IV	2336314	97513 08049	Taluk Office, Puducherry	10. Kamaraj Nagar AC 13. Muthialpet AC 14. Raj Bhavan AC
5.	Settlement Tahsildar – I AERO - V	2231227	94421 31762	Survey Dept. Puducherry	11. Lawspet AC 12. Kalapet AC
6.	Tahsildar AERO - VI	2207234	94433 61659	CULAW, Dte. School Education, Puducherry	15. Oupalam AC 16. Orleampeth AC 18. Mudaliarpeth AC
7.	Tahsildar AERO - VII	2231110	94430 90224	O/o. Dy. Collector (Revenue) (North), Puducherry	17. Nellithope AC 19. Ariankuppam AC 20. Manaveli AC
8.	Tahsildar AERO - VIII	2633453	99944 90170	Taluk Office, Bahour	21. Embalam (SC) AC 22. Nettiappakkam (SC) AC 23. Bahour AC
9.	Tahsildar AERO – IX	(04368) 236100	--	Taluk Office, Thirunallar	24. Nedungadu (SC) AC 25. Thirunallar AC
10.	Tahsildar AERO - X	(04368) 222637	-	Taluk Office, Karaikal	26. Karaikal North AC 27. Karaikal South AC 28. Neravy-T.R. Pattinam AC
11.	Dy. Tahsildar AERO-XI	(0490) 2336250	94465 16902	Sub-Taluk Office, Mahe	29. Mahe
12.	Dy. Tahsildar AERO-XII	(0884) 2321243	-	Sub-Taluk Office, Yanam	30. Yanam

(AERO = Assistant Electoral Registration Officer)**PUBLIC INFORMATION OFFICERS**

Sl. No.	Designation	Phone Numbers			E-Mail	Address	Jurisdiction
		Office	Cell	Fax			
1	Tahsildar (Elections)	2292205	2250772	2292206	election.pon@nic.in	Elections Department,	All matters relating to the Elections

						Villianur Main Road, Reddiarpalayam. Puducherry-605 010	Department, Delimitation.
2	Revenue Officer	2231203	-	2248759	-	Office of the Collector, Revenue Complex, Puducherry	Conduct of Election to Parliamentary Constituency in respect of U.T.Puducherry
Jurisdiction with respect of Revision of Electoral rolls and Conduct of Election to Assembly Constituencies							
3	Dy. Collector (Revenue) (South), Villianur ERO – I	2666364	94433 83419	2667945	aro1.pon@nic.in	O/o.Dy. Collector (Revenue) (South), Villianur	1. Mannadipet 2. Thirubhuvanai (SC) 3. Ossudu (SC)
4	Director of Survey ERO - II	2231221	94875 53419	2248827	aro2.pon@nic.in	Directorate of Survey, Puducherry	4. Mangalam 5. Villianur 6. Ozhukarai
5	Labour Commissioner ERO – III	2279211	94423 96456	2279211	lc@pon.nicl.in	O/o.Labour Commissioner, Puducherry-9	7. Kadirgamam 8. Indira Nagar 9. Thattanchavady
6	Director of Local Administration ERO – IV	2336469	94432 11323	2336469	lad@pon.nic.in	Directorate of Local Administration, Puducherry-1	10. Kamaraj Nagar 13. Muthialpet 14. Raj Bhavan
7	Dy. Collector (Revenue) (North) ERO – V	2248686	94433 83418	-	aro5.pon@nic.in	O/o.Dy. Collector (Revenue) (North), Villianur	11. Lawspet 12. Kalapet
8	Registrar of Co-op Societies ERO – VI	2272007	94432 88034	2272619	rcs@pon.nic.in	O/o.Registrar of Co- op. Societies, Puducherry	15. Oupalam 16. Orleampeth 18. Mudaliarpet
9	Director of Industries & Commerce ERO – VII	2248476	94432 25354	2248476	ind@pon.nic.in	Directorate of Industries & Commerce, Puducherry-9	17. Nellihope 19. Ariankuppam 20. Manavelly
10	Deputy Transport Commissioner ERO – VIII	2280170, 2280380	99448 08799	--	aro8.pon@nic.in	Deputy Transport Commissioner, Puducherry-4	21. Embalam (SC) 22. Nettiappakkam (SC) 23. Bahour
11	Dy. Collector (Revenue) ERO – IX	(04368) 227890	94431 24851	(04368) 222467	aro9.pon@nic.in	O/o.Dy. Collector, Karaikal	24. Nedungadu (SC) 25. Thirunallar
12	Dy. Director of Civil Supplies ERO – IX	(04368) 222718	94422 36504	(04368) 222718	aro10.pon@ nic.in	O/o. Deputy Director of Civil Supplies, Karaikal	26. Karaikal North 27. Karaikal South 28. Neravy-T.R.Pattinam
13	Deputy Tahsildar, AERO-XI	(0490) 2336250	94465 16902	-	-	Sub Taluk Office, Mahe	29. Mahe
14	Deputy Tahsildar, AERO-XII	(0884) 2321243	--	-	-	Sub Taluk Office, Yanam	30. Yanam

(ERO = Electoral Registration Officer)**(AERO = Assistant Electoral Registration Officer)**

APPELLATE AUTHORITY:

Sl. No.	Designation	Phone Numbers			E-Mail
		Office	Mobile/ Home	Fax	
1	Collector, Puducherry District (in respect of PIOs & APIOs for Assembly Constituencies in Puducherry Region)	2248691	94432 57422	2248759	jsrev@pondy.pon.nic.in
2	Collector, Karaikal District (in respect of PIOs & APIOs for Assembly Constituencies in Karaikal Region)	(04368) 222025	94431 24852	(04368) 228070	collr.kkl@nic.in
3	Regional Administrator, Mahe (in respect of PIO, Mahe)	(0490) 2332222	94477 32720	(0490) 2332960	ra.mahe@nic. in
4	Regional Administrator, Yanam (in respect of PIO, Yanam)	(0884) 2321223 2321243	94402 04797	(0884) 2321843	ra.yanam@nic.in
5	Joint Chief Electoral Officer, Elections Department, Reddiarpalayam, Puducherry (in respect of Elections Department)	2292204	94428 91054	2292206	<u>jtceo_pondicherry@</u> <u>eci.gov.in</u>

CHAPTER – VII**Directory of Officers**

Sl. No	Designation	Phone No.			E-mail	Address
		Office	Mobile	Fax		
1	Chief Electoral Officer	2334143	99946 17776	2337500	ceo_pondicherry@eci.gov.in	Chief Secreatriat, Puducherry -605 001
2.	District Election Officer, Puducherry	2248691	94432 57422	2248759	jsrev@pondy.pon.nic.in	Revenue Complex, Kamaraj Salai, Puducherry
3.	District Election Officer, Karaikal	(04368) 222025	94431 24852	(04368) 228070	collr.kkl@nic.in	Government House, Karaikal
4.	Joint Chief Electoral Officer	2292204	94428 91054	2292206	jteco_pondicherry@eci.gov.in	Elections Department. Villianur Main Road, Lawsthottam, Reddiarpalayam, Puducherry--605 010
5.	Tahsildar (Election)	2292205	2250772	2292206	election.pon@nic.in	Elections Department. Villianur Main Road, Lawsthottam, Reddiarpalayam, Puducherry--605 010
6.	Deputy Collector (Revenue) (South), Villianur ERO – I	2666364	94433 83419	2667945	--	O/o. Deputy Collector (Revenue) (South) Villianur, Puducherry-605 110.
7.	Tahsildar, O/o. DCR (South), AERO – I	2666364	94435 36206	--	--	
8.	Director of Survey. ERO – I	2231221	94875 53419	--	--	Directorate of Survey & Lands Recods, II Floor, Revenue Complex, Puducherry
9.	Tahsildar Villianur Taluk AERO – II	2667668	93605 25740	--	--	Tahsildar, Villianur Taluk, Puducherry -605 110.
10.	Labour Commissioner ERO – III	2279211	94423 96456	2279211	lc@pon.nicl.in	The Labour commissioner, Labour Department, Gandhi Nagar, Puducherry -605009
11.	Tahsildar Oulgaret Taluk AERO – III	2273800	97874 07492	--	--	The Tahsildar, Oulgaret Taluk, V.V.P. Nagar, Puducherry -605 001
12.	Director of Local Administration ERO - IV	2336469	94432 11323	2336469	lad@pon.nic.in	Director, Local Administration Dept. Puducherry -605 001
13.	Tahsildar Pondicherry Taluk AERO – IV	2336314	97513 08049	--	--	Tahsildar, Taluk Office , Beach Road, Puducherry -605 001

14.	Deputy Collector (Revenue) (North) ERO - V	2248686	94433 83418	--	--	O/o. Deputy Collector (Revenue) (North), Puducherry
15.	Settlement Tahsildar-I AERO - V	2231227	94421 31762	--	--	Directorate of Survey, Puducherry
16.	Registrar of Co-Operative Societies ERO - VI	2272007	94432 88034	2272619	rcs@pon.nic.in	Registrar of Co-Operative Societies, V.V.P Nagar, Puducherry -605 001
17.	Tahsildar (CULAW), Dte. Of School Education AERO - VI	2207234	94433 61659	--	--	The Tahsildar, Villianur Taluk, Puducherry -605 001
18.	Director of Industries and Commerce ERO - VII	2248476	94432 25354	2248476	ind@pon.nic.in	The Director, Directorate of Industries and Commerce, Puducherry -605 001
19.	Tahsildar, O/o. DCR (North) AERO - VII	2231100	94430 90224	--	--	O/o. Dy. Collector (Revenue) (North) Puducherry - 605001
20.	Deputy Transport Commissioner ERO - VIII	2280170	99448 08799	-	aro8.pon@nic.in	The Deputy Transport Commissioner, 100 Feet Road, Puducherry-4.
21.	Tahsildar, Bahour Taluk AERO - VIII	2633453	99944 90170	--	--	The Tahsildar, Bahour Taluk, Puducherry -605 001605 402
22.	Deputy Collector (Revenue) ERO - IX	(04368) 227890	94431 24851	(04368) 222467	--	O/o. Deputy Collector (Revenue), Karaikal
23.	Tahsildar, Thirunallar Taluk, Karaikal AERO - IX	(04368) 236100	--	--	--	Thirunallar Taluk Office, Thirunallar, Karaikal
24.	Dy. Director of Civil Supplies Karaikal ERO - X	(04368) 222718	94422 36504	(04368) 222718	--	O/o. Dy. Director of Civil Supplies, Karaikal
25.	Tahsildar, Karaikal Taluk AERO - X	(04368) 222637	--	--	--	Tahsildar, Taluk Office Karaikal - 609 602
26.	Regional Administrator ERO - XI	(0490) 2332222	94477 32720	(0490) 2332960	ra@mahe.pon.in	Regional Administor, Mahe
27.	Dy. Tahsildar AERO - XI	(0490) 2332560	94465 16902	--	--	Sub Taluk Office, Mahe - 673 310
28.	Regional Administrator ERO - XII	(0884) 2321223 2321243	94402 04797	(0884) 2321843	ra@yanam.pon.nic.in	Regional Administor, Yanam
29.	Dy. Tahsildar AERO - XII	(0884) 2321243	--	--	---	Sub Taluk Office, Yanam - 533 464

CHAPTER - VIII

INFORMATION AVAILABLE IN ELECTRONIC FORM

Website addresses:

1. <http://www.eci.nic.in/>
2. <http://www.ceopondicherry.nic.in/>

Email address:

Chief Electoral Officer : ceo_pondicherry@eci.gov.in
 Joint Chief Electoral Officer : jtceo_pondicherry@eci.gov.in
 Tahsildar (Elections) : election.pon@nic.in

1. **Electoral Rolls:** Compact Disc (CD-ROM) containing Electoral Rolls of all the 30 Assembly Constituencies of U.T. of Pondicherry in PDF file format can be obtained from the Elections Department, Pondicherry on payment of Rs.100/-. The payment should be made as indicated in Chapter I.
2. **Background information:**
 - General Information on the UT of Puducherry
 - Electoral Statistics
 - Period of President's Rule
 - Details of Returning Officer and Assistant Returning Officers/ Electoral Registration Officers/ Assistant Electoral Registration Officers
 - Previous Elections – Facts
3. Details about Electronic Voting Machine and EPIC
4. The Following forms are available in the website:

Forms relating to Revision :

- For Inclusion of name in Electoral Rolls : Form No.6
- For Objection / Deletion : Form No.7
- For Correction : Form No.8
- For Shifting of residence in the same constituency: Form No.8A

Forms relating to EPIC:

Application for issue of new EPIC : ECI-EPIC-001
 Application for issue of duplicate EPIC : ECI-EPIC-002
 Application for rectification of defects in EPIC: ECI-EPIC-004

CHAPTER – IX

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Public can see the copy of electoral rolls at the Office of Electoral Registration Officers/Assistant Electoral Registration Officers of the respective constituency and also in the Elections Department and verify whether their names are registered or not. They can also see the electoral rolls on the website and in polling stations during the revision period.
2. Summary revision is undertaken periodically as decided by the Elections Commission of India. During the summary revision existing electoral roll will be published as draft for public inspection in the respective polling stations and application will be received from the public for inclusion (Form No.6), Objection and deletion (Form No.7), Correction (Form No.8), shifting of residence within the same constituency (Form No.8A). Online Registration is also done through website
3. Publicity regarding Revision of Electoral Rolls is given through Newspaper, All India Radio, Doordharshan, Cable T.V. Network, and also by way of display on notice board at every polling station and at public gathering places

4. Website address:

Elections Commission of India	http://www.eci.nic.in/
Elections Department, Pondicherry	http://www.ceopondicherry.nic.in/

CHAPTER - X

Frequently Asked Questions

- [Electoral Rolls \(Voters List\)](#)
- [EPIC \(Electors' Photo Identity Card\)](#)
- [EVM \(Electronic Voting Machine\)](#)

(NOTE: "Voters List" is the common name for "Electoral Rolls".)

ELECTORAL ROLLS

1. How can I get enrolled in the Electoral Rolls?

You can get enrolled by submitting [Form-6](#) to the [Electoral Registration Officer \(ERO\) / Assistant Electoral Registration Officer \(AERO\)](#) concerned.

2. When can I get enrolled?

Legally a person, otherwise eligible, can get enrolled at any time except during the period between the last date of nomination and the date of completion of electoral process.

But, usually voters will be enrolled during preparation / revision of [Electoral Rolls](#) as directed by the [Election Commission of India](#).

3. What is the eligibility to get enrolled?

As per the law, you should be --

- i. a Citizen of India;
- ii. of not less than 18 years of age as on the qualifying date;
- iii. ordinarily resident in the constituency where you want to get enrolled;
- iv. of sound mind; and
- v. not disqualified from voting under the law.

4. What documents need I produce for getting enrolled?

Production of the documentary evidences relating to the following will facilitate the speedy disposal of your application:

- Proof of age
- Proof of citizenship
- Proof of ordinary residence.

If you do not have the documentary evidences, the particulars furnished by you in [Form-6](#) will be verified and your application will be disposed of accordingly.

5. I have been called for an enquiry and I have attended, but my photograph was not taken. What should I do?

For getting enrolled in the [Electoral Rolls](#), the [ERO / AERO](#) has to be satisfied that you are eligible for getting enrollment. In case, [ERO / AERO](#) requires additional information / verification of particulars through field enquiry, he will inform you later on.

6. What is the age limit for getting enrolled as a voter?

The minimum age limit is 18 years as on the qualifying date. The qualifying date will be announced by the [Election Commission of India](#).

7. What is qualifying date?

Qualifying date means the first day of January of the year in which the [Electoral Rolls](#) are prepared or revised.

8. How can I search for my name in the [Electoral Rolls](#)?

Electoral Rolls for every Assembly Constituency are organized into parts. The index page of the roll gives details of the parts / polling stations and the areas / localities covered thereunder. Using the same, you can easily search for your details.

9. How deletion of the entries in the Electoral Rolls is made?

Deletion of entries will be made in the following cases:

- | | |
|------|---|
| i. | Death of the voter. |
| ii. | Change of residence. |
| iii. | Elector otherwise not entitled to be registered in that roll. |

10. I want to get an extract of [Electoral Roll](#). Where and how can I get it?

[Electoral Roll](#) is a public document. You can get by payment of prescribed fees as under.

Sl. No.	Particulars	Fee Payable	Issuing Authority
1.	Certified Extract of Electoral Rolls	Rs.5/- per record.	Electoral Registration Officer for the concerned Constituency
2.	Copy of Electoral Rolls	Rs.2/- per page	
3.	Electoral Rolls CD (PDF Version)	Rs.100/- per CD	Elections Department, Villianur Main Road, Reddiarpalayam, Puducherry-605010.

11. Can I get enrolled in more than one place?

No. You can't get enrolled more than once at a time, whether within the same constituency or in different constituencies.

12. I have changed my residence. Do I need to enroll again?

Yes. The entries in the Electoral Rolls are arranged in a systematic manner, usually according to house number. Hence, if you change your residence, you have to apply to the [ERO / AERO](#) in whose jurisdiction your new residence comes, by submitting –

Form 6	in case your new residence is falling in a different Assembly Constituency.
Form 8	in case your new residence is falling in the same Assembly Constituency.

13. Where can I get the Forms? Where should I submit them?

You can obtain & submit the filled-in forms with the [ERO / AERO](#) concerned. You can also download the [Forms](#) from our website

14. I am a labourer. I will be going to other places for seasonal agricultural works. When I have gone to other places, my name has been deleted. What should I do?

You are entitled to get enrolled in the place of your ordinary residence. Accordingly, temporary absences from your place of ordinary residence will be ignored. If your name is deleted inadvertently, please contact [ERO / AERO](#) concerned.

15. I am hailing from another place. I am studying in Puducherry and residing in a hostel. Can I get enrolled as I have completed 18 years of age?

You have the option of getting enrolled in either of the places i.e., your native place or your place of study. You need to submit a declaration duly attested by the Principal or the Head of the Institution.

16. I am coming from another constituency. Need I get a deletion certificate for enrolling here?

As per the existing procedure, you should furnish the details of previous address in Form-6 so as to enable [ERO / AERO](#) concerned to take necessary steps to delete your entry there. This will take some time. Deletion certificate is not compulsory. However, if you can bring the deletion certificate, it facilitates speedy disposal of your application.

17. What is transposition?

When there is a change of residence within the constituency, the elector's name will be deleted from the old address and included in the new address, of course lying within the same constituency. The elector has to apply in Form 8A to the [ERO / AERO](#) concerned.

18. I have shifted my residence to a new location, but in the same street. Need I enroll again?

Yes. Any change of residence, even change to next house also requires fresh enrolment either by [Form 6](#) or [Form 8A](#) as the case may be.

ELECTORS' PHOTO IDENTITY CARD (EPIC)**1. During enquiry, my photograph was taken but I have not been issued EPIC so far. What should I do?**

If your photograph is taken and if your name is enrolled, then EPIC will be issued to you soon. You may contact [ERO / AERO](#) concerned for further details.

2. How can I obtain an EPIC?

You have to be first enrolled as an elector (voter). You can apply for EPIC in the Form 'EPIC 001' to [ERO / AERO](#).

3. Whether I need to pay any fees for getting EPIC?

No. EPIC is issued free of cost. However, if you have lost your EPIC, to obtain a duplicate EPIC, you have to pay a fee of Rs.25/-.

4. I have lost my EPIC. How can I get a new one?

You can apply to the [ERO / AERO](#) concerned in the Form 'EPIC 002' along with a fee of Rs.25/- in cash.

5. I have an EPIC, but my name doesn't figure in the Electoral Rolls. What should I do?

Your name might have been deleted on verification because of change of your residence. In that case, you can apply to the [ERO / AERO](#) in whose jurisdiction you are residing at present.

6. My EPIC has some errors. How can I get it corrected?

You can surrender the EPIC and request the [ERO / AERO](#) to issue a new EPIC. You need to mention what corrections you require in Form 'EPIC 004' and Form-8.

7. My EPIC was issued long back. Is it valid now?

Yes. You can crosscheck against your entry in the [Electoral Rolls](#) wherein your EPIC number would have been mentioned.

8. Can I use my EPIC for other purposes?

EPIC is basically meant for voter identification. However, the EPIC may be used as an identity card under different Government schemes.

ELECTRONIC VOTING MACHINE (EVM) / ELECTIONS**1. Where can I vote?**

You can vote in the polling station covering your area of residence. To know which is your polling station, [you may click here](#).

2. How can I vote using the EVM?

Voting using EVM is very simple. In the voting compartment, a balloting unit with a ballot paper fixed on it is displayed. You can select the candidate of your choice by pressing the button against the candidate. As confirmation of your voting, the lamp indicator situated in line with the name and symbol of the candidate glows 'RED'.

3. Need I carry my EPIC to cast my vote?

Yes. The main purpose of EPIC is elector identification. Accordingly, you have to carry the same.

4. What is the advantage of Electronic Voting Machine?

There will not be any rejected votes. It is foolproof. Counting will also be faster.