

# **MANUAL-1**

## **PARTICULARS OF ORGANISATION ,FUNCTIONS AND DUTIES**

[Section 4(1)(b)(xi)]

### **1. AIMS AND OBJECTIVES OF ORGANIZATION:**

The main objective of the Election Department is to conduct free and fair Election to the seventy Assembly Constituencies of Delhi Legislative Assembly and seven Lok Sabha seats of NCT of Delhi under the overall direction, superintendence and control of the Election Commission of India.

### **2. MISSION/VISION OF ORGANIZATION**

- Preparation of defect-free Photo Electoral rolls of all the seventy Assembly Constituencies.
- To provide round the year election related service including inclusion of name in the Photo Electoral Roll and issued of Electors Photo Identity Cards.
- Attainment of optimum level of interaction with all the citizens of Delhi to resolve their election related grievances to their satisfaction.
- Ensuring free and fair poll as and when it takes place.

### **3. BRIEF HISTORY AND BACKGROUND OF ITS ESTABLISHMENT:**

The office of the Chief Electoral Officer has been set up in NCT of Delhi in accordance with the Section 13A of The Representation of the People Act-1950 with the objective of conducting elections to the seventy Assembly Constituencies of Delhi Legislative Assembly and the seven Lok Sabha seats.

### **4. ORGANIZATIONAL STRUCTURE:**

The office is headed by the Chief Electoral Officer, Delhi appointed by the Election Commission of India in consultation with Govt. of NCT of Delhi. The Chief Electoral Officer works under the overall direction, superintendence and control of the Election Commission of India for all election related activities in the NCT of Delhi. The Chief Electoral Officer is assisted by two Spl./Addl./Joint Chief Electoral Officers, one Dy. Chief Electoral Officer and five Election Officers at the Head Quarter. In the field, he is assisted by nine District Election Officers (The Deputy Commissioners of the 9 Districts), 36 Electoral Registration Officers and 70 Assistant Electoral Registration Officers. All the officers engaged in the Election related activities viz, the District Election Officers, Electoral Registration Officers, Assistant Electoral Registration Officers, Returning Officers, Asstt. Returning Officers etc. are appointed by the Election Commission of India in consultation with the Govt. of NCT of Delhi.

### **5. ALLOCATION OF BUSINESS/DUTIES BEING PERFORMED TO ACHIEVE THE MISSION**

- (i) The work of preparation and updation of Electoral Rolls of all the seventy Assembly Constituencies in Delhi has been entrusted to the concerned Electoral Registration Officers(ERO). These officers are assisted by Assistant Electoral Registration Officers (AEROs) and other staff members. The updation of Electoral Roll is a continuous process. The election related service is provide to the citizens of Delhi through the dedicated office called Voter Registration and Epic Centre (VREC). The Voter Registration and Epic Centre has been setup in each of the 70 Assembly Constituencies. However, the exercise of revision of these rolls is also undertaken annually by Electoral Registration Officers for a stipulated period as per orders of Election Commission of India.

- (ii) The work of preparation and issue of Photo Identity Card to the electors of all the seventy Assembly Constituencies in Delhi has also been assigned to the concerned Electoral Registration Officers. For undertaking this task, he is assisted by Asstt. Electoral Registration Officer and other staff. Presently, the work of preparation and issue of Photo Identity Cards is a continuous process and is being done at the 70 Voter Registration and Epic Centers (VREC) of respective Assembly Constituencies throughout the year.
- (iii) The elections/Bye-election to the seats of Delhi Legislative Assembly and Lok Sabha are conducted as per orders and schedule announced by Election Commission of India by the concerned Returning Officers of the Assembly/Parliamentary Constituency. These officers are assisted by Asstt. Returning Officers and other staff members.
- (iv) The office of the Chief Electoral Officer supervises, monitors and coordinates various election related activities ordered by the Election Commission of India in the NCT of Delhi.

6. CITIZENS INTERACTION/DETAILS OF SERVICES RENDERED:

- (i) The citizens of Delhi may apply to the Electoral Registration Officers at the VREC of their Assembly Constituency for the following purposes:

Inclusion of name in Electoral Roll through - Form-6

Deletion of name in Electoral Roll through -Form-7

Correction of name in Electoral Roll through - Form-8

Transposition of entries within the same Assembly Constituency - Form-8A

Issue of Elector's Photo Identity Card (Epic) to the new Elector's

Issue of duplicate Epic

Issue of Certificate of entries in the Electoral Rolls

Inspection of entry in the Electoral Rolls

- (ii) The Citizens may contact the Electoral Registration Officers concerned for getting their Photo Identity Card prepared for the first time, free of cost. In case of duplicate card due to being lost or mutilated, they may get it prepared after payment of Rs. 25/- only.
- (iii) The Citizens may apply and obtain soft Copy of Electoral Roll {without photo) on payment of **Rs.100/- per CD.**

7. (i) POSTAL ADDRESS OF THE HEAD OFFICE:

Office of the Chief Electoral Officer,  
Old St. Stephens College Building,  
Kashmere Gate,  
Delhi- 110 006

**(ii) POSTAL ADDRESS OF THE DISTRICT ELECTION OFFICERS**

[Click here to see the details](#)

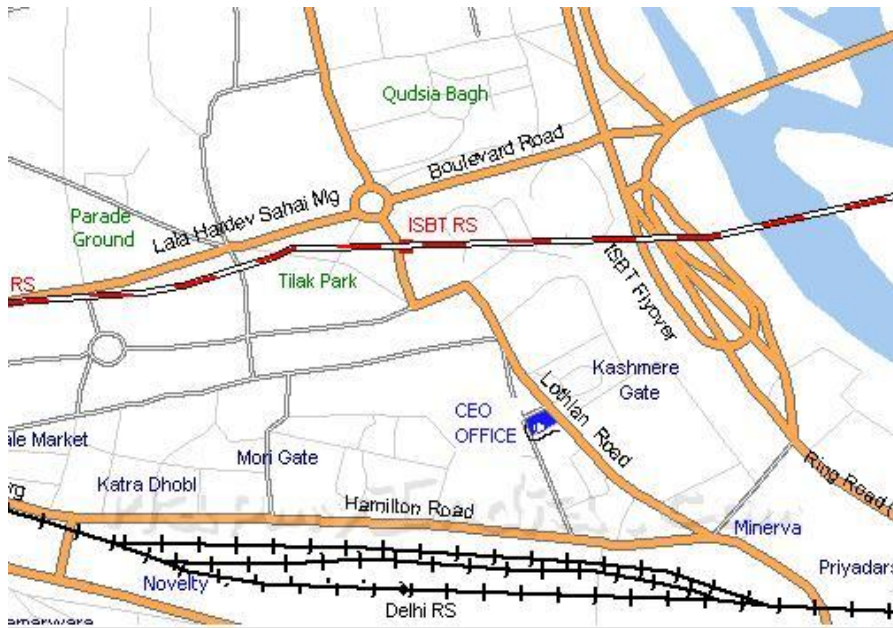
**(iii) POSTAL ADDRESS OF VOTERS CENTRES**

[Click here to see the details](#)

**(iv) POSTAL ADDRESS OF THE ELECTORAL REGISTRATION OFFICERS(EROs)**

[Click here to see the details](#)

**8. LOCATIONAL MAP OF THE OFFICE OF CHIEF ELECTORAL OFFICER**



**9. WORKING HOURS - - BOTH FOR OFFICE AND THE PUBLIC AT HEAD QUARTER :**

The working hours for office are from 09:30 hrs. to 18:00 hrs with the lunch break between 13:30 hrs to 14:00 hrs.

(Note: Applications under RTI Act/Rules will be accepted between 10:00 hrs. to 16:00 hrs. on the working days only)

**WORKING HOURS AT VOTER REGISTRATION AND EPIC CENTRE (VREC)**

The working hours at VREC are from 10:00 hrs. to 17:30 hrs with the lunch break between 13:30 hrs to 14:00 hrs. Every Sunday is observed as weekly holiday.

**10. GRIEVANCE REDRESSAL MECHANISM:**

The representations/grievances from the citizens of Delhi are received in the office of the Chief Electoral Officer and also at the offices of the District Election Officers and Electoral Registration Officers. These are investigated /enquired into promptly and remedial action is taken.