

Section-4(1)(b)(i)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

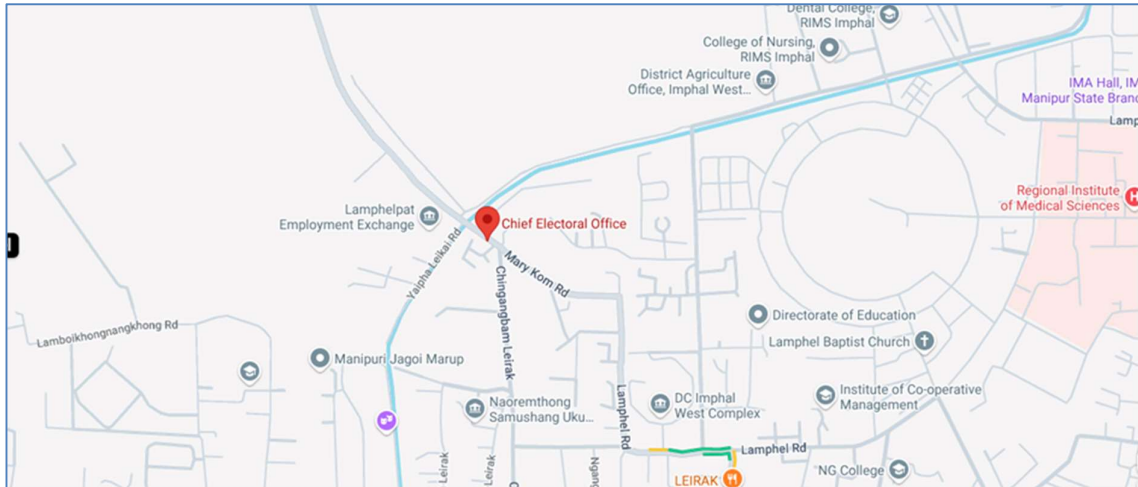
1. Organizational Structure:

- 1.1 The Election Department is a single cadre non-plan department with a total sanctioned strength of 285 and of 23 various categories with Chief Electoral Officer, Manipur as Head of the Department. Joint Chief Electoral Officer, Manipur is the Head of Office and Drawing & Disbursing Officer (DDO).
- 1.2 There are 16 (sixteen) branch offices where the election staff and officers are attached/posted. The offices are the Offices of the Deputy Commissioners (DCs) of 16 (sixteen) Districts viz. Imphal West, Imphal East, Jiribam, Bishnupur, Thoubal, Kakching, Chandel, Tengnoupal, Ukhrul, Kamjong, Senapati, Kangpokpi, Tamenglong, Noney, Churachandpur and Pherzawl.
- 1.3 The Chief Electoral Officer, Manipur is appointed by the Election Commission of India from a panel of Officers furnished by the State Government. The Chief Electoral Officer, who is responsible to the Election Commission of India, has the statutory responsibility of supervising the preparation of electoral rolls and conduct of Assembly, Parliamentary and Presidential Election in the State and assisting the Delimitation Commission in the delimitation of Assembly and Parliamentary Constituencies subject to overall control, direction and supervision of the Election Commission of India.
- 1.4 In both valley & hill districts, the Deputy Commissioners function as District Election Officers. In valley districts, there are 23 Electoral Registration Officers and in hill districts there are 18 Electoral Registration Officers. The EROs are directly responsible for correct and complete Electoral Rolls of Assembly Constituency within their jurisdiction.
- 1.5 For conduct of elections, in valley districts, there are 23 Returning Officers for and in hill districts there are 14 Returning Officers for conduct of Assembly Elections. However, for the Parliamentary Elections to the Lok Sabha, DC-Imphal West is the Returning Officer for No. 1- Inner Manipur Parliamentary Constituency and DC - Thoubal is the Returning Officer for No. 2 Outer Manipur (ST) Parliamentary Constituency. All other DCs function as District Election Officers. The Returning Officers are directly responsible for conduct of elections within their jurisdiction.

1.6 Postal Address of Head Office

Office of the Chief Electoral Officer, Manipur
Lamphelpat, Imphal ,Manipur-795004

1.7 Location Map of the office of the Chief Electoral Officer, Manipur:



2. Functions and Duties

1. **Conduct of Elections** – Conduct of Election to the House of the People (Lok Sabha) and State Legislative Assemblies as well as the Presidential Election.
2. **Electoral Roll Management** – Ensures the accuracy, updating, and revision of electoral rolls, including voter registration and deletions throughout the year and preparation and issue of Electors Photo Identity Cards (EPIC).
3. **Voter Awareness Programs** – Promotes voter education and awareness through SVEEP (Systematic Voters' Education and Electoral Participation).
4. **Political Party Monitoring** – Regulates political parties and candidates concerning election expenditure, code of conduct, and nomination processes.
5. **Election Staff Training** – Trains election officers and polling personnel to ensure smooth election management.
6. **Grievance Redressal** – Addresses voter complaints and election-related grievances through online and offline mechanisms.
7. **Delimitation of Constituencies**- To assist the Delimitation Commission in the Delimitation of Assembly and Parliamentary Constituencies.
8. Any other election-related work assigned by Commission from time to time.

The programs and execution of the works are undertaken under the overall direction, superintendence and control of the Election Commission of India.