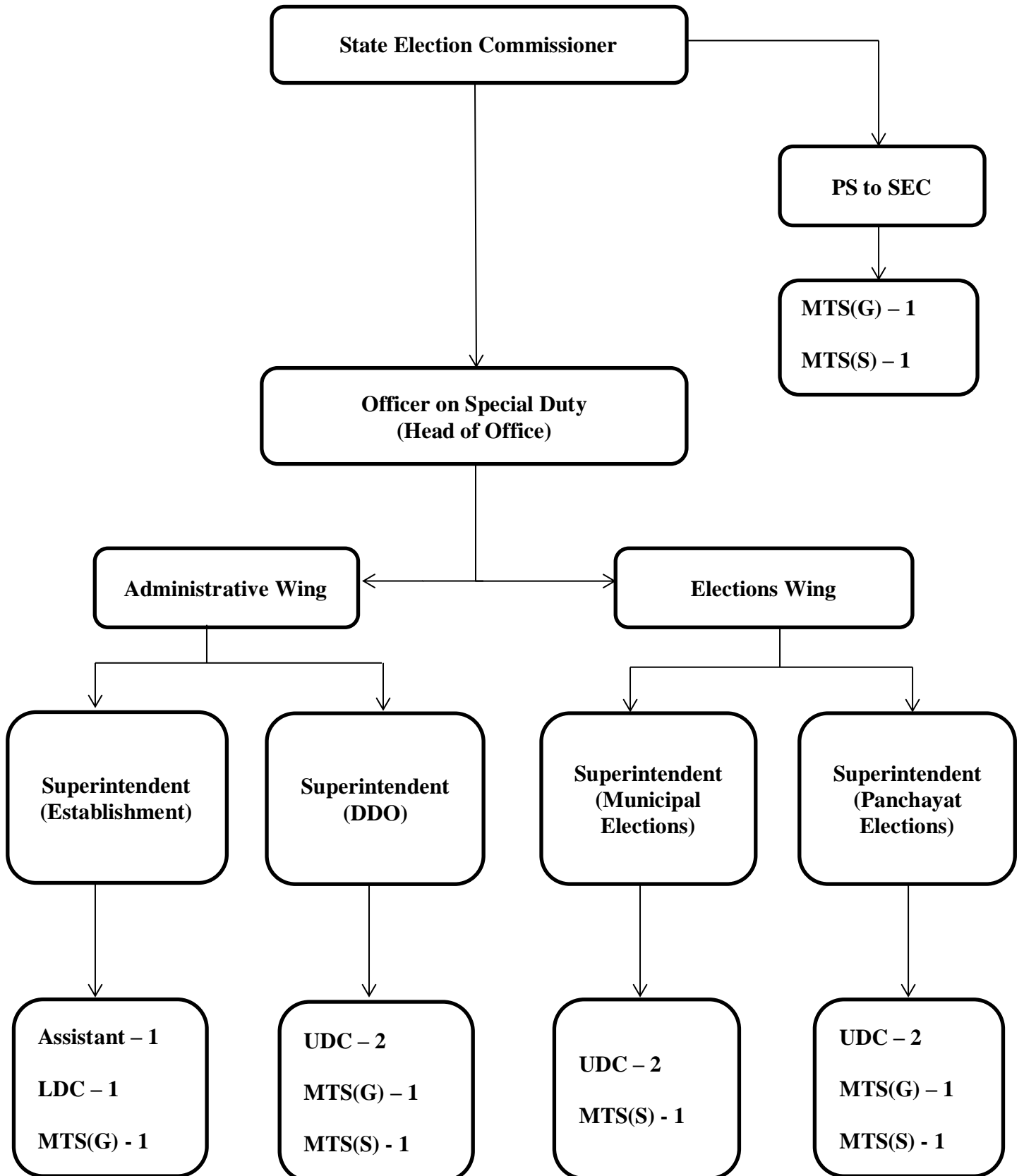


Chapter – 1

Particulars of Organisation, Functions and Duties

ORGANIZATION CHART



A. ORGANIZATION:

In accordance with the powers conferred under Article 243-K and 243-ZA of the Constitution of India, read with the Section 9A of the Puducherry Village and Commune Panchayat Act, 1973 and Section 15A of the Puducherry Municipalities Act, 1973, the superintendence, direction, control of the preparation of electoral rolls and the conduct of all elections to the Panchayats / Municipalities are vested in the State Election Commission, Puducherry consisting of an Election Commissioner appointed by the Administrator of the Union Territory of Puducherry.

The State Election Commission, Puducherry was initially constituted in September 1994 headed by the State Election Commissioner. The term of Office of the State Election Commissioner is three years or 68 years of age, whichever is earlier. The supporting staffs of this Commission are as detailed below:

Sl.No.	Name of the post	No. of post
1	Superintendent(Gazetted)	4
2	Private Secretary to SEC (Gazetted)	1
3	Assistant	1
4	Upper Division Clerk	6
5	Lower Division Clerk	1
6	Multi-Tasking Staff (General)	4
7	Multi-Tasking Staff (Security)	4

As there is no second line Officer to the State Election Commissioner, one PCS Officer has been posted as **Officer on Special Duty (Civic Elections)** for assisting the State Election Commissioner in all aspects in relation to election matters. The Officer on Special Duty (Civic Elections) has also been declared as Head of Office and First Appellate Authority under RTI Act, 2005.

B. FUNCTIONS:

- (i) Conduct of elections / bye elections (Direct and Indirect) to the 5 Municipalities, 10 Commune Panchayats and 108 Village Panchayats of Union Territory of Puducherry and to undertake all necessary actions.
- (ii) Preparation of electoral rolls for the Civic Elections.
- (iii) Bringing Electoral Reforms in Civic Elections by making proposal to the Govt. recommending amendments in the relevant Act /Rules and undertake all administration and accounts related work.

C. DUTIES:

The State Election Commission is functioning under the superintendence, directions and control of the State Election Commissioner appointed by the Administrator of Union Territory of Puducherry. The State Election Commission mainly deals with preparation of Electoral rolls during the Civic Elections and conduct of all elections to 5 Municipalities, 10 Commune Panchayats and 108 Village Panchayats of the Union Territory of Puducherry.

The State Election Commission discharges its duties as per the statutory provisions of Acts and Rules framed thereunder by the Parliament / Puducherry Legislative Assembly.

Drawing power under these provisions, the State Election Commission also issues various instructions on its own, from time to time, in order to ensure free and fair elections.