

**STATE ELECTION COMMISSION**  
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**CITIZEN CHARTER**

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Information furnished under  
**RIGHT TO INFORMATION ACT, 2005**

**INDEX**

| <b>Chapter</b> | <b>Subject</b>   | <b>Page No.</b> |
|----------------|--|-----------------|
| 1              | Introduction   | 1               |
| 2              | Organization Chart   | 2               |
| 3              | Powers and Duties of Important Functionaries   | 3-15            |
| 4              | Details of Municipalities, Commune Panchayats and Village Panchayats                                 | 16-17           |
| 5              | Rules, Regulation, Instruction, Manuals and Records for Discharging Functions                        | 17-18           |
| 6              | Name, Designation and other Particulars of the Public Information Officer, First Appellate Authority | 19              |

## CHAPTER-I

The vision of the State Election Commission is to conduct election to the local bodies in a free and fair manner so that faith of the citizen in the democratic frame-work of the nation is strengthened.

The clients of this Commission are:

- i. All the national level, state level and other recognized & registered political parties;
- ii. All citizens who are eligible to contest in the local body elections; and
- iii. All citizens who are eligible to vote in the local body elections.

In the light of the above, the powers and functions of the Commission and its various functionaries are briefly given hereunder. Details of Public Information Officers (PIO) and Appellate Authority are furnished. The procedure for getting information is also mentioned.

Citizens can get the basic information by visiting the Commission's website [www.sec.puducherry.gov.in](http://www.sec.puducherry.gov.in)

For obtaining any other information the applicant has to apply to PIO 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/-

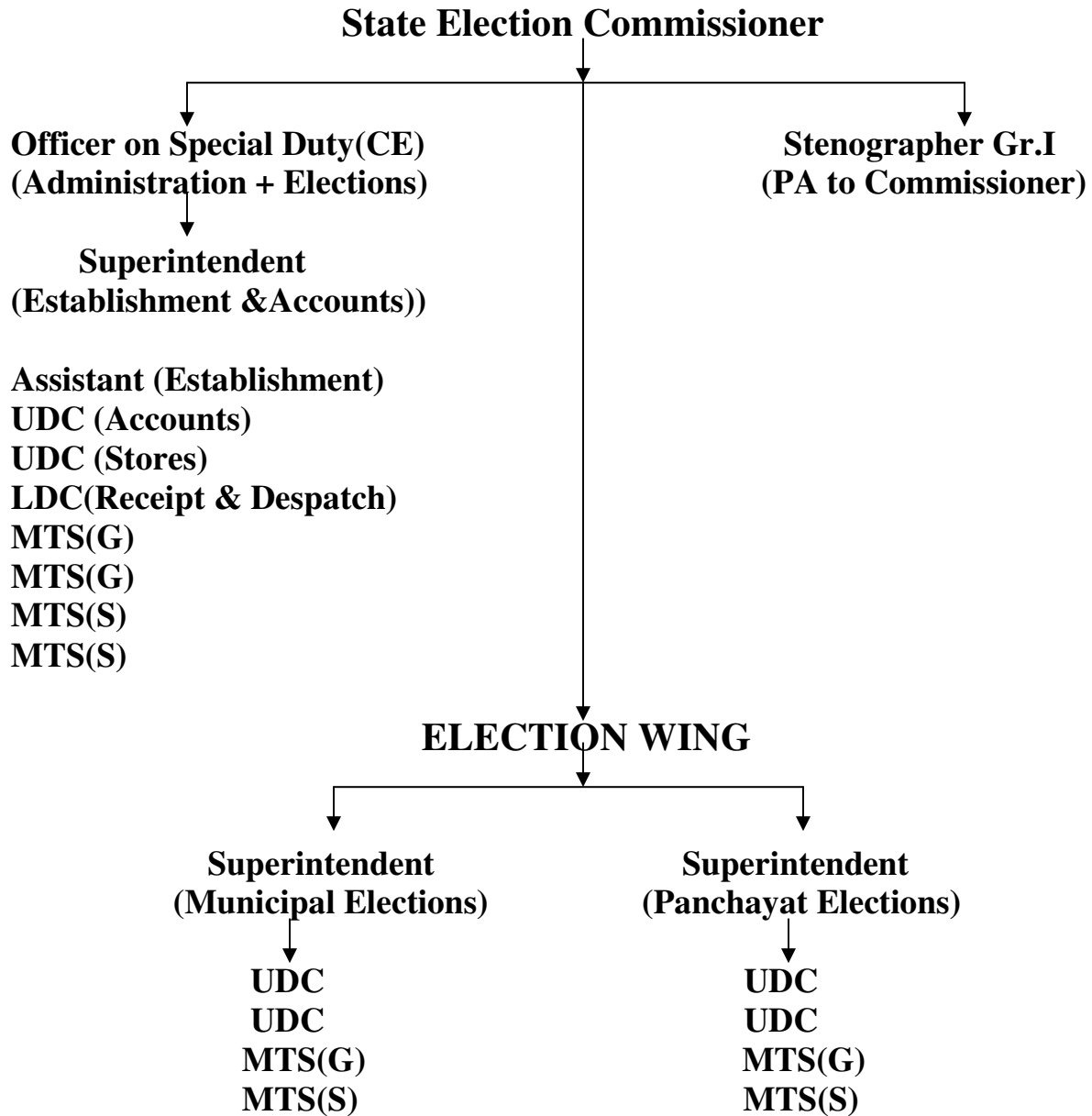
The required information, if available and permissible, will be made available to the applicant within thirty days from the date of request after collecting the fees as below.

1. Rs.2/- (Rupees two) for cost of each page of information (Xeroxed copies in A4 or A3 size of paper)
2. Actual charge or cost price in large size paper
3. Rs.105/- (Rupees one hundred and five only) for information provided in compact disc (CD/DVD)
4. In case of certain documents like extracts from the Electoral Roll etc. the Applicant will be required to pay the fees as may be prescribed by the Commission from time to time.

Note: Payment should be made by way of cash or by Demand Draft / Banker Cheque / Postal Order drawn in favour of the Public Information Officer, State Election Commission, 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 AM to 05.45 PM<br>(Lunch break: 1 PM to 2 PM) |

**ORGANIZATION CHART**



## **CHAPTER – II**

### **Particulars of Organization, functions and duties:**

#### **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 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 is as detailed below:

| <b>Sl.No.</b> | <b>Name of the post</b>           | <b>No. of post</b> |
|---------------|-----------------------------------|--------------------|
| 1             | Superintendent(Gazetted)          | 4                  |
| 2             | Stenographer Gr.I                 | 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                  |
| 8             | Full Time Casual Labourer(Driver) | 1                  |
| 9             | Part Time Casual Labourer         | 2                  |

As there is no second line Officer to the State Election Commissioner, one of the Superintendent post has been redesignated as **Officer on Special Duty (Civic Elections)** on ad-hoc basis 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 Drawing and Disbursing Officer.

#### **B. FUNCTIONS;**

- i) Conduct of elections/bye elections (Direct and Indirect) to the 5 Municipalities, 10 Commune Panchayats and 98 Village Panchayats of Union Territory of Puducherry and to undertake all necessary actions therefor.
- ii) Preparation of electoral rolls for the Civic Election.
- iii) Bringing Electoral Reforms in Civic Body Elections by making proposal to the Govt. recommending amendments in the relevant Act/Rules.

### **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 98 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 there under by the Parliament / Puducherry Legislative Assembly as detailed in page 17.

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.

#### **(a) State Election Commissioner:**

In accordance with the provisions under Section 9A of the Puducherry Village and Commune Panchayat Act, 1973 read with 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 Municipalities/ Panchayats are vested in the State Election Commission consisting of an Election Commissioner appointed by the Administrator of the Union Territory of Puducherry. Under this omnibus and enabling provision the Commission issues directions / guidelines for conduct of all elections to the local bodies in the Union Territory of Puducherry.

#### **(b) District Election Officers / Regional Election Officers:**

In every District / Region, the District Election Officer(DEO) / Regional Election Officer (REO) co-ordinates and supervises, under the over-all superintendence, direction and control of the State Election Commissioner, all works in the district / region or in the area within their jurisdiction in connection with the conduct of all elections to the Municipalities / Panchayats. They also co-ordinate with the Returning Officers during elections and facilitate discharge of their statutory duties.

#### **Duties of DEOs / REOs in relation to election:**

- a) Selection(and, at the appropriate time, setting up) of polling stations and Counting Centres, with previous approval of the State Election Commission.
- b) Formation of polling parties and appointment of Presiding Officer and Polling Officers for each polling station
- c) Selection and appointment of Counting Officers, Sector Officers
- d) Imparting intensive training to the polling personnel and Counting Officers(including those on reserve duty)
- e) Co-ordinating with and facilitating the discharge of duties by the Returning Officers:
- f) Maintaining Law and Order.
- g) Preparation of District Election Plan

### **© Returning Officers:**

For every Municipality / Commune Panchayat, during the election to fill a seat or seats , the SEC nominates a Returning Officer who shall be an officer of Government.

The Returning Officer is primarily responsible for the conduct of elections from his Municipality / Commune Panchayat. His functions are: Making detailed arrangements for the poll; 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 of 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 State 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 State Election 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. Arrangement for printing of ballot papers and all election materials in sufficient quantity.
3. Issue of public notice of election in Form 1 as per of the Conduct of Election Rules of Municipalities/ Commune Panchayats 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) printed ballot papers (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. Transport arrangements for ballot papers and election materials.
17. Dispatch of polling materials and ballot papers for the conduct of poll.
18. Effective supervision of the poll.
19. Appointment and training of counting staff.
20. Transport and storage of polled ballot papers after the poll, under strict security arrangements.
21. Fixing of date, time and place of counting and actual counting of votes.
22. Declaration of result.
23. Transportation of all ballot papers, election papers and election materials after declaration of results, for safe custody.
24. Overall supervision of election work.

**(d) Assistant Returning Officers:**

The State Election Commission may appoint one or more Assistant Returning Officers 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. The ARO are also responsible for receipt of nomination papers in respect of Election of Councillors of Municipalities/ Members and President of a Village Panchayat of Commune Panchayats.

**(e) Presiding and Polling Officers:**

The District Election Officer shall appoint a Presiding Officer for each polling station and such number of 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 Returning 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 four polling officers. The 1<sup>st</sup> polling officer (or) APO in charge of identification of the elector, the 2<sup>nd</sup> polling officer will be incharge of indelible ink, the 3<sup>rd</sup> polling officer will record the part no. & serial no. of the elector in the counterfoil of the ballot paper, obtain signature in the Ballot paper/Register and the 4<sup>th</sup> polling officer will be incharge of folding the ballot paper horizontally and vertically and issue of ballot paper and arrow cross mark, and hand it over to the elector for marking. If the number of electors is more than 1200 additional one polling officer is deployed.

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

**(f) Sector Officers:**

Each Sector is put under a responsible Sector Officer, identified from all permissible departments of preferably the state, and where possible, Central Govt. and provided with a vehicle and fuel and should extensively familiarize themselves with every nook and corner of their jurisdiction (ie.) the polling locations as well as the catchment area of the polling stations. The Sector Officers is responsible for ascertaining the approach and accessibility to polling locations and ascertaining the infrastructure at the polling locations viz. ramp, water, toilet, telephone number if any etc. He is also to report on observance of the Model Code of Conduct in his jurisdiction like movement of unauthorized campaign vehicles, defacement of properties, campaigning beyond permitted hours, misuse of public building for campaign purposes, misuse of government vehicles. On the eve of the poll day, the Sector Officer is responsible for safe reach of Polling team and all the materials/equipments to the polling stations and also to ascertain the Force is deployed according to the plan. On the poll day, he is make himself available/contactable to every Presiding Officer under his jurisdiction and ensure that the poll is conducted in a free and fair manner and after the poll is over safely escort the polled ballot boxes and got deposited at designated counters

**(g) Electoral Registration Officers:**

The Commissioners of the five Municipalities and ten Commune Panchayats are designated as Electoral Registration Officers for the wards under their control for preparation of ward-wise electoral roll for use in Civic Elections. The main function of the ERO is:

- (a) Revision of electoral rolls with reference to the qualifying date; and
- (b) Grievance Redressal related to electoral rolls.

**(h) Assistant Electoral Registration Officers:**

The State Election Commission may appoint Assistant Electoral Registration Officers 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.

**D. REVISION OF ELECTORAL ROLLS:**

The latest electoral roll notified for the Legislative Assembly constituencies is segregated into parts as related to the Municipality / Panchayat wards. Thus segregated ward-wise electoral rolls form the basic electoral rolls for the Civic Election. These ward-wise electoral rolls are notified by the concerned EROs in the respective wards under their control for inspection by public and seeking claims for inclusion/deletion/transposition/objections, if any.



During the period of revision of electoral roll applications for inclusions (Form-7), Objection to inclusion (Form-8), Objection to particulars entered (Form-9), Transposition entry (Form-10), Deletion of entry (Form-11) can be filed. All these forms are made available free of cost by the ERO. After enquiry on the applications, changes are incorporated and the Electoral Rolls is finally published once again in the respective wards.

### **Eligibility for enrollment in the Electoral Roll:**

1. Should have completed 18 years as on the qualifying date, i.e. 1<sup>st</sup> January of that year (or) any other date as notified by the Commission.
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.

The applicant should, wherever necessary, 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 (Residence Certificate)
3. Proof of ordinary residence like Residence Certificate, Passport, Ration Card, Telephone / Electricity / LPG Bill etc. showing proof of address.

### **Mode of publication of electoral roll, claims and objections:**

During the period for filing claims and objections during the revision period the ERO causes to be published the electoral rolls in all designated locations on a daily basis for public inspection and raising of objections. The draft as well as the final electoral rolls are published in ERO's office and at designated centres.

The elector can obtain the extract of the published final electoral roll on application in writing, from the Office of the ERO-cum-Commissioner of the concerned Municipality/Commune Panchayat during the time of elections on payment of the cost prescribed by this Commission.

### **E. Conduct of Election:**

The constitution of India has vested in the State Election Commission the superintendence, direction and control of the entire process for conduct of elections both direct and indirect to Municipality / Commune Panchayats.

The Union Territory of Puducherry has 5 Municipalities 10 Commune Panchayats and 98 Village Panchayats. Elections are conducted according to the constitutional provisions supplemented by laws made by Legislative Assembly. If the laws enacted are silent or make insufficient provision to deal with a given situation in the conduct of elections, the State Election Commissioner has the plenary powers under the Constitution to act in an appropriate manner.

## **I. MUNICIPAL ELECTIONS**

1) The Chairman and the Members of Municipal Councils are directly elected by the voters, whereas the Vice-Chairman of the Municipal Council is elected indirectly from among the elected councilors. The election of Chairman and Councilors is held on **party basis** for which the State Election Commission finalizes the list of **political parties**.

The voters in the Municipal Council Election cast two votes and the ballot papers are prepared in two different colours. The ballot paper for election of Chairman of the Municipal council is **pink in colour**, whereas the ballot paper for election of the Councilors is **white in colour**.

### **2) Qualifications for Chairman/Councillors:**

- a) A person who stands for election as Chairman/Member of the Municipal Council should be a voter of the Municipality concerned.
- b) A person who stands for election as Chairman should have attained the age of 25 years, whereas a person who stands for election for Councilor should have attained the age of 21 years.
- c) A person who stands for election as a Member of the Municipal Council will not be eligible to stand for election as Chairman of the Municipal Council and vice-versa.
- d) A person who stands for election from a different ward, a copy of the electoral roll of that ward or of the relevant part thereof or a certified copy of the relevant entries in such roll bearing his name should be enclosed in the nomination paper.
- e) A person who stands for an election can present not more than four Nomination papers.
- f) An elector can sign only one nomination paper as a proposer.
- g) An elector who wishes to stand as a candidate for election to a seat shall not sign any nomination paper as proposer.

### **3) Allotment of Symbols:**

a) The election of Chairman as well as the Members of Municipal councils is held on party basis, i.e., party symbols are allotted to the candidates sponsored by the registered and recognized parties. All political parties registered and recognized by the Election Commission of India are treated as the registered and recognized parties and they get their respective party symbols.

#### 4) **Deposit**

The details regarding the amount of deposit to be remitted by the candidates while presenting the nomination papers are detailed below:-

|                             | <u>General</u> | <u>S.C.</u> |
|-----------------------------|----------------|-------------|
| i) For Chairman Election    | Rs. 3,000/-    | Rs. 1,500/- |
| ii) For Councillor Election | Rs. 1,000/-    | Rs. 500/-   |

#### 5) **Election Expenditure Limit:**

a) **For Municipal Council:** A candidate who stands for election to the post of Chairman or Councilor of the Municipal Council should not incur expenditure beyond the limit as prescribed below:

i) For election as Chairman of Municipal Council;

| <u>Municipality</u> | <u>Rs.</u>  |
|---------------------|-------------|
| Pondicherry         | : 20,00,000 |
| Oulgaret            | : 20,00,000 |
| Karaikal            | : 8,50,000  |
| Mahe                | : 6,50,000  |
| Yanam               | : 6,50,000  |

ii) For election as Councillor of any Municipal Council – Rs. 2,00,000/-

#### II) **PANCHAYAT ELECTIONS:**

1) The election for the posts of Member of Commune Panchayat Council, President of Village Panchayat and Member of Village Panchayat is directly held. The Chairman of the Commune Panchayat council is however indirectly elected from among the elected council members of the Commune Panchayat. The Vice Chairman of the Commune Panchayat Council is elected by and from the electoral body consisting of the Commune Panchayat Councilors elected directly and the directly elected Presidents of the Village Panchayat comprised within the jurisdiction of the concerned Commune Panchayat. The Vice President of Village Panchayat is elected from among the elected Members of Village Panchayat Wards.

The election of Commune Panchayat Council members is **held on party basis.**

2) **Qualifications for Candidates:**

- a) A person who stands for Panchayat elections should be a voter of the concerned Commune Panchayat Council/Village Panchayat.
- b) A person who stands for Panchayat elections should have attained the age of 21 years
- c) A person who stands for election as Member of Commune Panchayat Council will not be eligible for election as a Member of village Panchayat or President of Village Panchayat.
- d) A person who stands for election as President of Village Panchayat will not be eligible for election as Member of Commune Panchayat Council or Member of Village Panchayat.
- f) A person who stands for election as Member of Village Panchayat will not be eligible for election as Member of Commune Panchayat Council or President of Village Panchayat.

3) **Allotment of Symbols & Printing of ballot papers:**

The election for President of Village Panchayats and ward member of Village Panchayats is held on non-party basis and free symbols are allotted to the candidates at these elections. The election of Commune Panchayat council members is held on party basis and the respective party symbols are allotted to the candidates sponsored by the registered and recognized political parties.

A voter in Panchayat elections casts **three votes** and hence ballot papers are printed in **three different colours**. The ballot paper for election of Member of Commune Panchayat Council is in **green colour**, while the ballot paper for election of President of village Panchayat is **pink** and the ballot paper for election of Member of Village Panchayat is **white**. Since the election of Village Panchayat President and Ward Members is held on non-party basis, the symbol alone is printed in the Ballot Paper. However, since the election for Commune Panchayat Council member is held on party basis, the name of the candidate and the respective party symbol are printed on the ballot paper.

4) **Deposits:**

The details regarding the amount of deposit to be remitted by the candidates while presenting the nomination papers are detailed below:

|                                     | <u>General</u> | <u>S.C.</u> |
|-------------------------------------|----------------|-------------|
| i) Commune Panchayat Council member | Rs. 500/-      | Rs. 250/-   |
| ii) Village Panchayat President     | Rs. 500/-      | Rs. 250/-   |
| iii) Village Panchayat Ward Member  | Rs. 500/-      | Rs. 125/-   |

5) **Election Expenditure limit:**

(i). **Panchayat Election:**

No candidate contesting for the post of Member of Commune Panchayat Council, President of Village Panchayat and Member of Village Panchayat should incur expenditure beyond the limit as prescribed below;

|  |                |
|--|----------------|
| a) Member of Commune Panchayat Council | Rs. 2,00,000/- |
| b) President of Village Panchayat      | Rs. 1,50,000/- |
| c) Member of Village Panchayat         | Rs. 15,000/-   |

III **General**

1) **Reservation of Seats:**

Based on the Notification of the Government in respect of ward-wise population in relation to the last Census and the number of seats reserved in each ward etc. for Scheduled Castes and Women, the State Election Commission identifies the reserved seats to SC(including SC Women), Women and General Candidates and publishes the same in the Official Gazette. The reserved seats are allotted by rotation. The rotation is done once in 5 years.

2) **Election Schedule:**

**(a) Notice for Nomination:** In pursuance of the direction of State Election Commission, the Returning Officer publishes notice of election in the respective regional language of the region at least seven days before the last date for the presentation of nomination papers, by affixing it at his office and also at the Office of Commune Panchayat, taluk/sub-taluk office, at the office of the Village Panchayat or in one conspicuous place in each Panchayat within the jurisdiction of Commune Panchayat and also at such places he considers necessary for giving wide publicity.

**(b)Nomination:** Nomination papers duly filled in and with all supporting documents is presented either before the Returning Officer or before any of his Assistant Returning Officers specified by him in the public notice, on any of the notified days at the place or places specified in the notice at any time between 11.00 a.m. and 3.00 p.m. and not at any other hours or at any other place.

**(c)Scrutiny:** The scrutiny of the nomination papers is done by the Returning Officer on the day and at the hour fixed for the purpose in the presence of the candidates, one proposer of each candidate and one other person duly authorized in writing by each candidate. The scrutiny is being done in accordance with the highest judicial standards. The qualifications or disqualifications of a candidate are related to the date fixed for scrutiny of nominations.

**(d) Withdrawal:** The candidate can withdraw his candidature by giving a notice in Form-4 signed by him and delivered before 3 o' clock in the afternoon of the last date fixed for such withdrawal.

**(e)List of contesting candidates:** Immediately after 3.00 p.m. on the last day fixed for withdrawal of candidatures, a list in Form-6 of contesting candidates is prepared listing out the names of candidates one or more of whose nomination papers was found to be valid and who have not withdrawn their candidatures and this Form-6 is displayed in some conspicuous place.

### **3) Date &Timing of Poll:**

The poll (voting) cannot be held earlier than the tenth day after the last date notified for withdrawal of candidature. The timing of poll for both Municipal and Panchayat elections is generally fixed between **7.00 A.M. and 5.00 P.M.** This may vary depending on the time of conduct of elections as provided under rules. But the hours fixed for poll at an election shall not be less than eight hours.

### **4) Code of Conduct**

In order to maintain a healthy and peaceful atmosphere and provide a level playing field to all candidates during the election period as well as to create an atmosphere conducive for ensuring a free and fair election, the State Election Commission has evolved a Model Code of Conduct for the guidance of Political Parties, Candidates, Officials and electors. The said Code comes into force from the date of announcement of elections by this Commission. Any specific cases of violation of the code can be brought to the notice of the Returning Officers, District / Regional Election Officers, Election Observers and State Election Commission. Such violations will be dealt in accordance with the law.

**5) Refund of Deposit:**

The deposit made by a candidate is returned on application under the following circumstance:

- i) the candidate is not shown in the list of contesting candidates, that is to say either his/her nomination was rejected or after his/her nomination was accepted, he/she withdraws his/her candidature; or
- ii) he/she dies before the commencement of the poll; or
- iii) he/she is elected; or
- iv) he/she is not elected but gets more than  $1/6^{\text{th}}$  of the total no. of valid votes polled by all the candidates at the election.

**6) Eligibility to vote:**

- a) Name should find place in 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 a lawful custody of the police except for those under preventive detention.
- c) The elector is not disqualified otherwise under the law.

**7) Service voters:**

Service voters can be enrolled in the place where they would have been ordinarily resident (place of permanent address) had they not been in service and posted elsewhere. They can exercise their franchise through postal ballot. Their application for inclusion in the relevant part of the electoral roll and also information regarding appointment should be forwarded to CEO/DEO/ERO through proper channel by the head of their department. The postal ballot papers for such service voters is dispatched to them at their respective destination within 48 hours from the date of withdrawal of nomination.

**8) Voting by postal ballot paper:**

Facility of voting by Postal Ballot Paper is available to certain categories of Voters viz. Special voters, Service Voters, Wife of a special/service voters, Voters on Election Duty, Cooks/Peons/Drivers on election duty, Electors subjected to preventive detention, Police Personnel on election duty, Polling Personnel, Candidates and Polling agents. Except Service Personnel, others should apply for postal ballot paper in Form 12 to the concerned Returning Officer at least 7 days before the actual date of the poll.

**9) Observers:**

As a part of the Election Process and in order to ensure conduct of election in a free and fair manner the SEC in exercise of the powers conferred under the Acts & Rules, appoints Senior Officers of the UT of Puducherry Administration usually belonging to the IAS as **GENERAL OBSERVERS** to ensure absolute impartiality in conduct of election.

In addition to the appointment of General Observers, the Commission also appoints **EXPENDITURE OBSERVERS**. Both Observers perform duties as assigned by the Commission and are required to focus on certain aspects of the election related events and activities, as assigned to them

**F. LIST OF POLITICAL PARTIES:**

**The recognized national Parties at present are:**

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

**The recognized 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. Puducherry Munnetra Congress



**G. LIST OF MUNICIPALITIES & PANCHAYATS:**

**a) Municipality:**

1. Puducherry
2. Oulgaret
3. Karaikal
4. Mahe
5. Yanam

**b) Commune Panchayats:**

1. Ariyankuppam
2. Bahour
3. Mannadipet
4. Nettapakkam
5. Villianur
6. Kottucherry
7. Neravy
8. Nedungadu
9. Thirumalairayanpattinam
10. Thirunallar

**c) Village Panchayats:**

**1. Villianur:** Sedurapet, Thondmanatham, Pillayarkuppam, Koodapakkam, Poraiyur Agaram, Villianur, Kottaimedu, Sultanpet, Kurumbapet, Manaveli, Odienpet, Kanuvapet, Uruvaiyar, Thirucanji, Mangalam, Sathamangalam, Sivarandagam, Ariyur.

**2. Ariankuppam:** Ariankuppam(West), Ariankuppam, Kakayanhope, Veerampattinam, Manaveli, Thavalakuppam, Poornankuppam, Andiarpalayam, Nallavadu, Abishegapakkam, Thimmanayakkanpalayam.

**3. Bahour:** Karayambuthur-Panayadikuppam, Manamedu, Kuruvinatham, Soriankuppam, Parikkalpet, Bahour East, Bahour West, Seliamedu, Kudiyiruppupalayam, Kirumampakkam, Pannithittu, Pillayarkuppam, Manapet, Krishnavaram, Pudukuppam.

**4. Mannadipet:** Thiruvandarkoil, Thirubuvanai, Madagadipet, Kalitheerthalkuppam, Sanyasikuppam, Vadanur Purana Singapalayam, Mannadipet, Thirukanur, Kunichampet, Chettipet, Kodathur, Suthukeny, Katterikuppam, Sandaipudukuppam, Sorapet, Sellipet.

**5.Nettapakkam:** Nettapakkam, Kalmandapam Pandasolanallur, Sooramangalam, Eripakkam, Kariamanickam, Madukarai(East), Madukarai(West), Embalam, Sembiapalayam(Nathamedu), Karikalampakkam, Korkadu.

**6.Kottucherry:** Poovam, Varichikudy, Thiruvettakudy, Kottucherry(East), Kottucherry(West)

**7.Nedungadu:** Ponbethy, Melakasakudy, Kurumbagaram, Nedungadu

**8.Neravy:** Vizhidiyur, Keezhamanai, Neravy(West), Neravy(East)

**9.T.R.Pattinam:** T.R.Pattinam(North), T.R.Pattinam(South), Keezhaiyur, Edatheru, Vanjoor

**10.Thirunallar:** Ambagarathur, Nallambal, Sethur, Sellur, Karukkankudy, Surakudy, Thirunallar(North), Thirunallar(South), Pettai.

#### **H. ACTS & RULES GOVERNING CIVIC ELECTION:**

The Election in the Municipalities / Commune Panchayats are governed by the following Acts / Rules

#### **MUNICIPALITY:**

1. The Representation of the People Act, 1951
2. The Pondicherry Municipalities Act, 1973
3. The Pondicherry Municipal Councils (Election of Chairman) Rules, 1996
4. The Pondicherry Municipal Councils (Conduct of Election to Councillors) Rules, 1996
5. The Pondicherry Municipalities (Inquiry of Election Petitions) Rules, 1977
6. The Pondicherry Municipalities (Election of Vice-Chairman) Rules, 1996
7. The Pondicherry Municipalities (Registration of Electors) Rules, 1974
8. The Pondicherry Municipal Councils Chairman's Election Symbols (Reservation and Allotment) Order, 1996

**COMMUNE PANCHAYAT:**

1. The Representation of the People Act, 1951
2. The Pondicherry Village and Commune Panchayats Act, 1973
3. The Pondicherry Village and Commune Panchayats (Conduct of Election of Chairman of Commune Panchayat Councils and Presidents and Members of Village Panchayats)) Rules, 1978
4. The Pondicherry Village and Commune Panchayats (Election of Vice President) Rules, 1996
5. The Pondicherry Commune Panchayat Councils (Election of Chairman and Vice-Chairman) Rules, 1996
6. The Pondicherry Village Panchayats (Inquiry of Election Petitions) Rules, 1977
7. The Pondicherry Village Panchayats (Registration of Electors) Rules, 1974

**OFFICIALS APPOINTED UNDER RIGHT TO INFORMATION ACT, 2005**

**Public Information Officer**

Superintendent (Estt.)  
State Election Commission  
Elections Building, 3<sup>rd</sup> & 4<sup>th</sup> Floor  
Villianur Main Road, Reddiarpalayam  
Puducherry – 605 010  
Phone : 0413 – 2291028

**First Appellate Authority:**

State Election Commissioner  
State Election Commission  
Elections Building, 3<sup>rd</sup> & 4<sup>th</sup> Floor  
Villianur Main Road, Reddiarpalayam  
Puducherry – 605 010  
Phone : 0413 – 2291189, 2291028