MANUAL-2

FUNCTIONS/DUTIES AND POWERS OF OFFICERS

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

The main function of the **Election Department** is to prepare the Electoral Rolls, preparation and issue of Electors Photo Identity Cards and to conduct Elections to the seventy Assembly Constituencies of Delhi Legislative Assembly and seven Lok Sabha seats of Delhi under the overall direction, superintendence and control of the Election Commission of India. The powers and duties of various functionaries of the Election department are as below:

The Chief Electoral Officer(CEO) supervises the above mentioned activities of all the Constituencies in NCT of Delhi through the statutory powers vested in him as per the Election laws. He exercises his Administrative and Financial Powers provided as Secretary (Election) to Govt. of NCT of Delhi and Head of the Election Department

The District Election Officers (DEO) are the Dy. Commissioners of the nine Districts who as per the statutory powers vested, coordinate and supervise all above mentioned work in the district/area within their jurisdiction for all the Parliamentary and Assembly Constituencies. They are also the Appellate officers to hear the Appeal arising out of any decision of the Electoral Registration Officers working under their charge.

The Electoral Registration Officer (ERO): is generally the Sub Divisional Magistrate (SDM) or Additional District Magistrate (ADM) of the area who as a statutory authority under the Election laws is directly responsible for the election related work including preparation and updation of Electoral Roll, Preparation and issue of Electors Identity Card etc. in respect of the Assembly Constituencies under his/her charge

The Assistant Electoral Registration Officer (AERO) Superintendent of CEO office , who as a statutory authority under the election laws assist the Electoral Registration Officer of the Assembly Constituency and is competent to perform all his/her functions in respect of conducting all the election related activities of the Assembly Constituency assigned to him/her.

Returning Officers (RO)/Asstt. Returning Officers (ARO): It shall be the general duty of the Returning Officer/Asstt. Returning Officer at any election to the seat of Legislative Assembly or to the seat of Loksabha, to do all such acts and things as may be necessary for effectively conducting the election in the manner prescribed under the Acts and rules or Orders made for the purpose. He exercises all statutory powers vested in him under the Election laws.

Spl./Addl./JT. Chief Electoral Officer : They assist the Chief Electoral Officer in the discharge of his/her duty in the disposal of all Election related activities in NCT of Delhi.

DY. Chief Electoral Officer(Dy. CEO): He assists the Chief Electoral Officer in discharge of his duty for disposal of all above mentioned election related activities.

Election Officers(EO): These officers are in charges of different branches of the Election Department . They assist the Chief Electoral Officer in discharge of his duty as well as in the disposal of all above mentioned election related activities.

> **All above mentioned officers perform their functions under the overall direction, superintendence and control of the Election Commission of India and exercise their powers as per the election law.**