

## **CITIZEN CHARTER**

The Election Commission of India is an Autonomous Constitutional Authority established on 25th January, 1950. The Election Commission operates under the authority of Constitution per Article 324, and subsequently enacted Representation of the People Act. ECI is responsible for administering election processes in India. The body administers elections to the Lok Sabha, Rajya Sabha, State Legislative Assemblies in India, and the offices of the President and Vice President in the country including Summary Revision of Photo Electoral Rolls, preparation and issue of Electors' Photo Identity Cards to electors.

Election Commission of India (ECI) is one of the important pillars of the democratic Republic of India that has been conducting elections to parliament and state legislature as an onerous task since 1950. It is through elections that people participate in the formation of the Government. They become the participant in decision-making through elections and therefore Commission always placed its giant efforts to make elections inclusive and transparent across the country.

Over the years, the Commission has made several laudable electoral reforms to strengthen democracy and increase the fairness of elections through the new technologies. So far, the journey of the Information & Communications Technology (ICT) of Commission has been quick in keeping abreast of new technological changes and in introducing improvements in the electoral process.

The election work is supervised, subject to overall superintendence, direction and control of the Commission, by the Chief Electoral Officer of the State, who is appointed by the Commission from amongst senior Civil Servants of the State Government in consultation with the Government concerned.

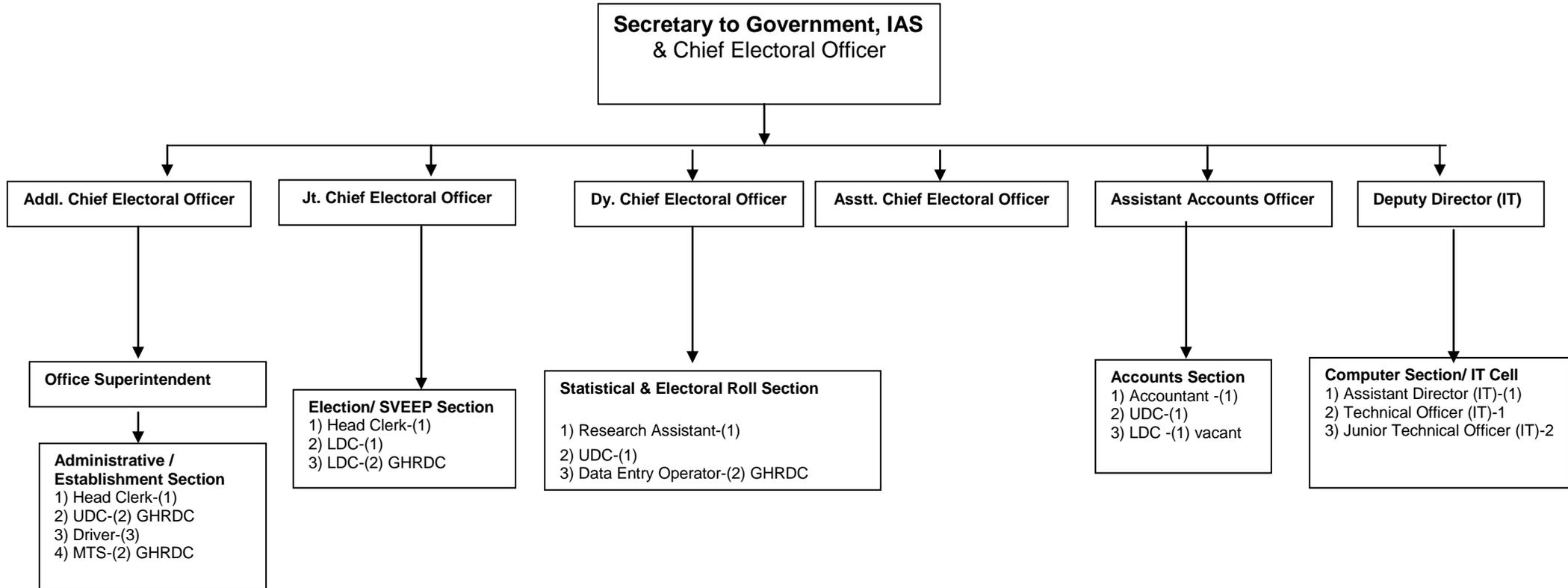
At the district and constituency levels, the election functionaries are the District Election Officers, Electoral Registration Officers (EROs) and Assistant Electoral Registration Officers (AEROs). They utilize the services of other officials in the performance of the election related work. They all perform their functions related to elections in addition to their other responsibilities.

During the period of their deployment on election related duty, they all are deemed to be on deputation to the Commission and are subject to its superintendence, control and discipline.

### **Vision & Mission**

- Preparation of defect-free Photo Electoral rolls of all the forty Assembly Constituencies.
- To provide round the year election related service including inclusion of name in the Photo Electoral Roll and issue of Electors Photo Identity Cards.
- Attainment of optimum level of interaction with all the citizens of Goa to resolve their election related grievances to their satisfaction.
- Ensuring free and fair poll as and when it takes place.
- To strive for increased participation of electors in enrollment and elections.

## Present Organisational chart



## Officers / Officials working in the Office of the Chief Electoral Officer

**Landline Contact Nos.:-** 0832-2225448/ 2225215/ 2228443

**Email ID:-** ceo\_goa@eci.gov.in & jtceo\_goa@eci.gov.in

**facebook:-** <https://www.facebook.com/CEOGOA/>

**Tweeter:-** [https://twitter.com/ceo\\_goa](https://twitter.com/ceo_goa)

**YouTube:-** <https://www.youtube.com/channel/UCjNRsOpdRUrRxxnRmTRmxKg>

**Instagram:-** <https://www.instagram.com/ceo.goa/>

<b>Sr. No.</b>	<b>Name of Officer/ Official</b>
1	Shri Ramesh Verma, IAS, Chief Electoral Officer
2	Shri Sunil P. Masurkar, Additional Chief Electoral Officer
3	Smt. Triveni Velip, Joint Chief Electoral Officer
4	Kum. Prajakta D. Goltekar, Deputy Chief Electoral Officer
5	Smt. Sapna S. Naik Bandodkar, Assistant Chief Electoral Officer
6	Shri Wilson Furtado, Assistant Accounts Officer
7	Shri Padmanabh A. Dessai, Office Superintendent
8	Smt. Ruth Rodrigues, Research Assistant
9	Shri Chetan D. Navelkar, Accountant
10	Shri Rameshwar K. Sangekar, Head Clerk
11	Smt. Shivangi D. Amonkar, Head Clerk
12	Smt. Sachi S. Shelapkar, Upper Division Clerk
13	Shri Sanjay R. Shetye, Upper Division Clerk
14	Shri Dipesh Janbha Dalvi, Lower Division Clerk
15	Shri Shankar V. Naik, Driver
16	Shri Nitendra R. Verekar, Driver
17	Shri Rajvardhan T. Naik, Driver
18	Smt. Sushila Harijan, Sweeper

**Other outsourced officials whose services have been engaged purely on empanelment basis through Goa Human Resource Development Corporation Limited, Alto-Porvorim-Goa against the sanctioned strength**

<b>Sr. No.</b>	<b>Name of staff</b>
1	Ms. Arthi Rama Raul, Junior Office Assistant
2	Shri Shubham Sadanand Kerkar, Junior Office Assistant
3	Ms. Vaibhavi Ajit Katkar, Junior Office Assistant
4	Ms. Prajyoti Vishram Raut, Junior Office Assistant
5	Smt. Vishranti Sanjay Kundaikar, Junior Office Assistant
6	Shri Suraj Ramesh Shet Mandrekar, Junior Office Assistant
7	Ms. Anjali S. Mardolkar, MTS
8	Ms. Valencia Adelaide Cunha, MTS

**Apprentice trainees appointed through “Goa Chief Minister’s Apprenticeship Policy for Government Establishments – 2023 for filling up of four (4) opportunities/vacancies for the Apprenticeship Trainees.**

<b>Sr. No.</b>	<b>Name of staff</b>
1	Shri Rishab Rajendra Naik, Domestic Data Entry Operator
2	Ms. Saloni Somnath Madaye, Domestic Data Entry Operator

**Organisational structure**

Under Article 324 of the Constitution, the superintendence, direction and control of the preparation of the electoral rolls and the conduct of all elections to the Lok Sabha, Rajya Sabha and to the Legislature of every State and the elections to the offices of President & Vice-President are vested in the Election Commission of India, which consists of the Chief Election Commissioner (CEC) and two Election Commissioners (ECs).

At the State level, the Chief Electoral Officer and the officers and staff working under him supervise the election work subject to the overall superintendence, direction and control of the Election Commission of India.

At the district level, the District Election Officers (DEOs) (District Collector-cum-District Magistrate) and the officers and staff working under him supervise the field work relating to all election related activities subject to the overall superintendence, direction and control of the Chief Electoral Officer.

At the Assembly Constituency level, the Electoral Registration Officers (EROs), assisted by Assistant Electoral Registration Officers (AEROs) and staff working under them are responsible for execution of all election related activities pertaining to preparation & maintenance of electoral rolls in respect of the Assembly Constituencies allotted to them under the overall superintendence, direction and control of the District Electoral Officer.

In so far as the Goa State is concerned, the Electoral Registration Officers are also designated as the Returning Officers (ROs) for the Assembly Constituencies allotted to them. They are assisted by Assistant Returning Officers (AROs) and other officials. As Returning Officers, they are responsible for the conduct of elections under the overall superintendence, direction and control of the District Electoral Officer.

**Preparation of Electoral Roll, Electoral Photo Identity Cards (EPIC)**

The work of preparation and updation of Electoral Rolls, issue of Electoral Photo Identity Card (EPIC) in respect of all 40 Assembly Constituencies in the Goa State and the task of providing other election related services have been entrusted to the Electoral Registration Officers (ERO) under the direction, superintendence and control of the District Election Officers, who will in turn functions under the direction, superintendence and control of the Chief Election Officer. The EROs are assisted by Assistant Electoral Registration Officers (AEROs) and other staff members. The details of the DEOs/ EROs/ROs and AEROs/ AROs are furnished below:-

## OFFICER DETAILS

### Office of the Collector & District Election Officer, North Goa District, Panaji

Sr. No.	Name	Designation	Cellular Nos.
1	Dr. Sneha S. Gitte, IAS	Collector & District Election Officer	9169181818
2	Shri Mahadev J. Araundekar	Additional Collector-I	9422451995
3	Shri Pravin Hire Parab	Additional Collector-II (Election)	9923700405
4	Shri Pundalik Khorjuvekar	Additional Collector-III	9420595095
5	Shri Vinayak Chari	Dy. Collector (Election)	7798351399
6	Smt. Akshaya A. Amonkar	Mamlatdar-in-Collectorate	8975839959

### Electoral Registration Officers of North Goa District

AC. No. and Name	Name	Designation	Mobile Nos.
1-Mandrem	Shri Shivprasad S. Naik	Dy. Collector & SDO, Pernem/ERO for 01-Mandrem & 02-Pernem A.C.	9765257009
2-Pernem			
3-Bicholim	Shri Nehal Talaulekar	Chief Officer, Bicholim Municipal Council/ERO for 3-Bicholim A.C.	8668219085
4-Tivim	Shri Pandurang Digambar Gad	Dy. Collector-II, Bardez, Mapusa/ERO for 04-Tivim & 05-Mapusa A.C.	7703852625
5-Mapusa			
6-Siolim	Smt. Varsha S. Parab	Dy. Collector-I, Bardez, Mapusa/ERO for 06-Siolim & 07-Saligao A.C.	8308014526
7-Saligao			
8-Calangute	Shri Suyash Khandeparkar	Dy. Collector (LA), Collectorate North, Panaji/ERO for 08-Calangute & 09-Porvorim A.C.	9765096567
9-Porvorim			
10-Aldona	Smt. Shama Arondekar	Deputy Registrar of Co-operative Societies (Tech) Panaji/ERO for 10-Aldona A.C.	8806476143
11-Panaji	Shri Rajesh S. Ajgonkar	Dy. Collector & SDO, Panaji/ERO for 11-Panaji & 12-Taleigao A.C.	9921389999
12-Taleigao			
13-St.Cruz	Shri Vinayak Chari	Dy. Collector (Revenue), Panaji/ERO for 13-St.Cruz and 14-St.Andre A.C.	7798351399
14-St. Andre			

15-Cumbarjua	Shri Ishwar M. Madkaikar	Dy. Collector (DRO), Collectorate, North, Panaji/ ERO for 15-Cumbarjua A.C.	9823863057
16-Maem	Shri Bhimnath Khorjuvekar	Dy. Collector & S.D.O., Bicholim/ ERO for 16-Maem & 17-Sanquelim A.C.	8806562152
17-Sanquelim			
18-Poriem	Shri Laxmikant B. Kuttikar	Deputy Collector & SDO, Sattari/ ERO for 18-Poriem and 19-Valpoi A.C.	9604747673
19-Valpoi			

### Assistant Electoral Registration Officers of North Goa District

Ac No And Name	Name	Designation	Mobile Nos.
01-Mandrem	Shri Anil V. Rane Sardessai	Joint Mamlatdar-I, Pernem/AERO for 1-Mandrem A.C.	9423811321
02- Pernem	Shri Ranjeet R. Salgaonkar	Mamlatdar, Pernem/AERO for 2-Pernem A.C.	9764268757
03-Bicholim	Shri Pravind J. Gawas	Mamlatdar, Bicholim/AERO for 3-Bicholim AC	9657017127
04-Tivim	Shri Devanand Prabhakar Prabhu	Joint Mamlatdar-I, Bardez/AERO for 4-Tivim AC	8390051920
05-Mapusa	Shri Anant Rajaram Malik	Mamlatdar, Bardez/AERO for 5-Mapusa AC	9637779277/ 9359760484
06-Siolim	Kum. Shannon Chika De Almeida	Joint Mamlatdar-II, Bardez/AERO for 6-Siolim AC	9699012653
07-Saligao	Ms. Jenisa Pereira	Joint Mamlatdar-III, Bardez/AERO for 7-Saligao AC	7620323965
08-Calangute	Ms. Meghna Naik	Joint Mamlatdar-V, Bardez/AERO for 8-Calangute AC	9145060439/ 7841022456
09-Porvorim	Kum. Dayle Rebello	Joint Mamlatdar- IV, Bardez/AERO for 9-Porvorim AC	7448062509
10-Aldona	Shri Saiesh S Naik	Joint Mamlatdar -VI, Bardez/AERO for 10-Aldona AC	9823232603
11-Panaji	Shri Kaushik B Dessai	Mamlatdar, Tiswadi/AERO for 11-Panaji AC	9022894648
12-Taleigao	Shri Ramkrishna Sagun Salgonkar	Joint Mamlatdar- I, Tiswadi/AERO for 12-Taleigao AC	9011339588
13-St. Cruz	Smt. Sanjivani Jayanrath Satardekar	Joint Mamlatdar- II, Tiswadi/AERO for 13-St. Cruz AC	8010540917/ 9146332102
14-St. Andre	Shri Dattaprasad S. Toraskar	Joint Mamlatdar- III, Tiswadi/AERO for 14-St. Andre AC	9923882807
15-Cumbharjua	Smt. Priya S. Samant alias Smt. Priya V. Kamat	Joint Mamlatdar- IV, Tiswadi/AERO for 15-Cumbharjua AC	9881628973/ 9420977409
16-Maem	Shri Abhijit G. Gaonkar	Joint Mamlatdar-I, Bicholim/AERO for 16-Maem AC	9307700279
17-Sanquelim	Shri Shripad Majik	Joint Mamlatdar- II, Bicholim/AERO for 17-Sanquelim AC	8390684677

18-Poriem	Shri Vishnu M.Rane	Joint Mamlatdar -I, Sattari/AERO for 18-Poriem AC	9823570530
19-Valpoi	Shri Dhiren D. Banavalikar	Mamlatdar, Sattari/AERO for 19-Valpoi AC	7745077746

### OFFICER DETAILS

#### Office of the Collector & District Election Officer, South Goa District, Margao

Sr. No.	Name	Designation	Cellular Nos.
1	Ms. Eгна Cleetus, IAS	Collector & District Election Officer, South Goa District	8590905659
2	Shri Srinet Kothwale	Additional Collector-I, South Goa District, Margao	9422056976
3	Shri Uday R. Prabhu Dessai	Additional Collector-II, South Goa District, Margao	9764480571
4	Shri Vishal C. Kundaikar	Additional Collector-III, Ponda - Goa	9850020897
5	Shri Velton Tellis	Dy. Collector (South-I) (Election)	9096447659
6	Ms. Shruti Suhas Kumtekar	Mamlatdar-In-Collectorate, South Goa District, Margao	8830794177
7	Shri Chander Mohan	Additional District Informatics Officer	9467982088
8	Shri Abhishesh Prabhudessai	Awalkarkun (Election)	9403273487
9	Shri Sadanand S. Pagui	Upper Division Clerk (Election Clerk/EVM-VVPAT incharge)	9049468116

#### Electoral Registration Officers of South Goa District

Constituency	Name	Designation	Mobile No
20 - Priol	Shri Yogiraj Gosavi	Chief Officer, Ponda Municipal Council, Ponda	7796798770
21 - Ponda	Shri Yogiraj Gosavi	Dy. Registrar Engineering College, Farmagudi, Ponda-Goa	7796798770
22 - Siroda	Shri Shubham Naik	Deputy Collector & SDO, Ponda	7507556507
23 - Marcaim	Shri Shubham Naik	Deputy Collector & SDO, Ponda	7507556507
24 - Mormugao	Shri Bhagwant Anay Karmali	Deputy Collector & SDO, Mormugao	9822646996

25 - Vasco-da-Gama	Shri Mohd Shabir IAS	Deputy Collector –II & SDO, Salcete, Margao	9682544438
26 - Dabolim	Shri Mohd Shabir IAS	Deputy Collector –II& SDO, Salcete, Margao	9682544438
27 - Cortalim	Shri Bhagwant Anay Karmali	Deputy Collector & SDO, Mormugao	9822646996
28 – Nuvem & 29 – Curtorim ACs	Ms. Sharmila Gaonkar	Deputy Collector (L.A.), Margao	9923581805
29 - Curtorim	Ms. Sharmila Gaonkar	Deputy Collector (L.A.), Margao	9923581805
30 – Fatorda & 31 - Margao ACs	Shri Ramesh Gaonkar	Deputy Collector & SDO-I, Salcete, Margao	9404758575
31 - Margao	Shri Ramesh Gaonkar	Deputy Collector & SDO-I, Salcete, Margao	9404758575
32 - Benaulim	Ms. Durga D. Kinklekar	Deputy Collector (Revenue.), Margao	9923672641
33 - Navelim	Ms. Durga D. Kinklekar	Deputy Collector (Revenue.), Margao	9923672641
34 - Cuncolim	Ms. Avelina Dsa E Pereira	Deputy Collector (District Recovery Officer) South, Margao	9921670761
35 - Velim	Ms. Avelina Dsa E Pereira	Deputy Collector (District Recovery Officer) South, Margao	9921670761
36 - Quepem	Shri Manohar Karekar	Deputy Collector & SDO, Quepem	9029999039
37 - Curchorem	Shri Manohar Karekar	Deputy Collector & SDO, Quepem	9029999039
38 - Sanvordem	Shri Nilesh Dhaigodkar	Dy. Collector & SDO,Dharbandora	9607447316
39 - Sanguem	Shri Milindra G. Velip	Deputy Collector & SDO, Sanguem	8806325812
40- Canacona	Shri Madhu Narvekar	Deputy Collector & SDO, Canacona	9765848912

### Assistant Electoral Registration Officers of South Goa District

Constituency	Name	DESIGNATION	Mobile No
20 - Priol	Shri Rajesh Sakhalkar	Jt. Mamlatdar-I, Ponda	8055181954
21 - Ponda	Shri Bhiku L Gavas	Mamlatdar, Ponda	9421151048
22 - Siroda	Ms. Rosario Carvalho	Joint Mamlatdar-II, Ponda	9823838796
23 - Marcaim	Ms. Ruchika Swapnil Birje	Joint Mamlatdar-III, Ponda	9022796938
24 - Mormugao	Ms. Seema S Gudekar	Jt. Mamlatdar - I, Mormugao	9823619636
25 - Vasco-da-Gama	Shri Pravinjay Pandit	Mamlatdar, Mormugao	9764882258
26 - Dabolim	Shri Gajesh Shirodkar	Joint Mamlatdar-III, Mormugao	8329594605
27 - Cortalim	Ms. Jennifer Fernandes	Joint Mamlatdar-II, Mormugao	9881719442
28 - Nuvem	Shri Krishna Gauns	Joint Mamlatdar-I, Salcete	9823993245
29 - Curtorim	Ms. Urvashi Umesh Naik	Joint Mamlatdar - IV, Salcete	9420767007
30 - Fatorda	Shri Vimod Dalal	Mamlatdar, Salcete	8080566272
31 - Margao	Ms. Ana Rita Maria Paes	Joint Mamlatdar –II, Salcete	8208190232
32 - Benaulim	Ms. Deona Elsa Pereira	Joint Mamlatdar - VII, Salcete	9763384942
33 - Navelim	Shri Jeetendra Bugde	Joint Mamlatdar-III, Salcete	9881060905
34 - Cuncolim	Shri Gayatri Naik Dessai	Joint Mamlatdar - VI, Salcete	9673745298
35 - Velim	Shri Gaurav Gaunkar	Joint Mamlatdar - V, Salcete	7798206718
36 - Quepem	Ms. Nathan Leonard Afonso	Mamlatdar, Quepem	9175165984
37 - Curchorem	Shri Surendra Gaonkar	Joint Mamlatdar-I, Quepem	8806468595
38 - Sanvordem	Shri Prataprao Gaunkar	Mamlatdar, Dharbandora	9764627999
39 - Sanguem	Shri Siddharth Prabhu	Mamlatdar, Sanguem	8530267104
40 - Canacona	Shri Manoj Korgaonkar	Mamlatdar, Canacona	9422846673

**Conduct of General Election to the Office of the President, Vice President and Biennial-Election to the Council of States (Rajya Sabha).**

The election to the Office of the President and to the lone seat in Rajya Sabha from Goa Constituency is conducted as per orders and schedule announced by Election Commission of India. The Secretary General to Rajya Sabha and the Secretary General, Lok Sabha are designated as Returning Officer on rotation basis for election to the Office of the President. The Secretary to the State Legislative Assembly and additional officer are designated as Assistant Returning Officers for election to the Office of the President. In respect of Goa State, the details of AROs are furnished below:

**RO/ARO for election to the Office of the President:**

<b>Sr. No.</b>	<b>Name &amp; Designation of Officers</b>	<b>Appointed as</b>
1	Shri P.C. Mody, Secretary-General, Rajya Sabha Secretariat, Parliament House, New Delhi-110001	Returning Officers at Parliament
2	Shri Mukul Pande, Officer on Special Duty (OSD), Rajya Sabha Secretariat, Parliament House, New Delhi-110001. Shri Surendra Kumar Tripathi, Joint Secretary and Chief Vigilance Officer, Rajya Sabha Secretariat, Parliament House, New Delhi-110001.	Assistant Returning Officers at Parliament

**Officers appointed as Assistant Returning Officer for election to the Office of the President**

<b>Sr. No.</b>	<b>Name &amp; Designation of Officers</b>
1	Smt. Namrata Ulman, Secretary, Goa Legislature Secretariat, Porvorim-Goa
2	Sh. Hercules Noronha, Joint Secretary, Goa Legislature Secretariat

**RO/ARO for election to the Office of the Vice-President:**

<b>Sr. No.</b>	<b>Name &amp; Designation of Officers</b>	<b>Appointed as</b>
1	Secretary General, Lok Sabha, Parliament House, New Delhi	Returning Officer
2	Shri P.C. Tripathy, Joint Secretary, Lok Sabha Secretariat, Parliament House, New Delhi Shri Raju Srivastava, Director, Lok Sabha Secretariat, Parliament House, New Delhi	Assistant Returning Officer Assistant Returning Officer

**RO/ARO for Biennial-Election to the Council of States (Rajya Sabha):**

<b>Sr. No.</b>	<b>Name &amp; Designation of Officers</b>	<b>Appointed as</b>
1	Smt. Namrata Ulman, Secretary, Goa Legislature Secretariat, Porvorim-Goa  Tel: (0832) 2413589, 2493261 Fax: 2411054      Mob: 9922246508 Email: sec-legi.goa@nic.in	Returning Officer
2	Shri Hercules Noronha, Joint Secretary, Goa Legislature Secretariat, Porvorim-Goa Tel: (0832) 2411226, 2493318      Mob:9923605132 Email: sec-legi.goa@nic.in	Assistant Returning Officer

**Qualification/condition for registration as elector:-**

The Parliament has prescribed specific condition of registration in electoral roll in section 19 of the Representation of the People Act, 1950.

Any person applying for registration as an elector in an assembly or parliamentary constituency must fulfill the following eligibility conditions:

1. He must be a citizen of India
2. He must not be less than 18 years of age on the qualifying date prescribed by law.
3. He should be ordinarily resident in the constituency concerned.
4. He must not be disqualified for such registration under the law made by Parliament.

**Disqualification for registration as elector:**

The Constitution provides that appropriate legislature may prescribe any disqualifications for registration as elector on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice at an election (Article 326). Such disqualifications for registration as an elector have been prescribed by Parliament in Section 16 of the Representation of the People Act 1950. According to that section, a person shall be disqualified for registration in an electoral roll, if he:-

1. Is not a citizen of India: or
2. Is of unsound mind and stands so declared by a competent court: or
3. Is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with election.

**Proof of Ordinary Residence:**

The Election Commission has directed that while establishing the fact of ordinary residence of an applicant, the Electoral Registration Officer may ask for a copy of any of the following documents alongwith Form-6, as a proof of ordinary residence:-

1. Water/Electricity/Gas connection Bill for that address (at least 1 year)
2. Aadhaar Card
3. Current passbook of Nationalized/Scheduled Bank/Post Office
4. Indian Passport
5. Revenue Department's Land Owning records including KisanBahi

6. Registered Rent Lease Deed (In case of tenant)
7. Registered Sale Deed (In case of own house)

**List of documentary proof of age:-**

The Election Commission has prescribed the documentary proof of age:-

1. Birth certificate issued by Competent Local Body/Municipal Authority/Registrar of Birth & Deaths
2. Aadhaar Card
3. PAN Card
4. Driving License
5. Certificates of Class X or Class XII issued by CBSE/ICSE/State Education Boards, if it contains Date of Birth
6. Indian Passport
7. Any Other Document for Proof of Date of Birth:- (If no core document is available) (As per ECI Lr.No.3/ER/2021/SRR/Vol.II dated 23-06-2022 (Amendment in Election Laws and Rules).
8. In case none of the above document is available, an oath or affirmation in prescribed format (Annexure 27) made by either of the parent of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer.
9. Further, if none of the above documents is available and neither of the parents is alive, the applicant can submit a certificate of his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/Municipal Committee.
10. In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. first day of January/first day of April, the first day of July and the first day of October of the year with the reference to which electoral roll is being revised.

**Procedure for registration of voters on Electoral Rolls:**

1. Election Commission allows for enrollment of new voters through Form-6.
2. Addition of overseas Indian elector in the Electoral Roll is allowed through form -6A.
3. Letter of information of Aadhaar number for the purpose of electoral roll authentication is allowed through Form-6B.
4. Deletion of Electoral entry from Electoral Roll is allowed through form- 7.
5. In Form-8, one can apply for only one of the following option at a time.
  - i) Form for shifting of residence (Outside or within assembly constituency)
  - ii) Correction of entries in the existing electoral roll.
  - iii) Replacement of EPIC.
  - iv) Marking of PWD

The aforesaid Forms are available with all the AEROs/EROs offices. One can also apply online through the Portal <https://voters.eci.gov.in>

**Periodicity of Revision-When to Revise Electoral Rolls :-**

The Election Commission orders revision of electoral rolls in every year with reference to four qualifying dates (i.e.) the first day of January, the first day of April, the first day of July and the first day of October of the year in which an electoral roll is finally published.

The activities relating to preparation of electoral rolls are regularly done. The whole exercise of preparation of electoral rolls may be divided mainly into three stages-Pre-revision activities, revision process and continuous updation.

**Registration at Multiple Places:**

The elector will render himself liable to penal action under Section 31 of the Representation of the People Act, 1950 if he gets his name included in the electoral roll at multiple places despite knowing that his name is already included in the electoral roll and he suppresses that fact by making false declaration in application (Form-6).

**Polling Stations: -**

We have total 1725 polling stations in the State of Goa out of that 863 Polling Stations are in 1-North Goa Parliamentary Constituency and 862 Polling Stations are in 2- South Goa Parliamentary Constituency.

**Number of voters :-**

Out of the total of 11,78,889 voters, 5,71,139 male voters and 6,07,738 female voters in the State of Goa. We have 5,49,961 voters in 1-North Goa parliamentary constituency [Male voters- 2,66,636 and Female voters – 2,83,322] and 6,28,928 voters in 2-South Goa parliamentary constituency [male voters- 3,04,503 and Female voters - 3,24,416].

**Electors Photo Identity Cards for the voters from Goa State:-**

Rule 28 of the Registration of Electors Rules, 1960 provides for identity cards for electors.

If name is registered in the Electoral Roll of the concerned Assembly Constituency, then you will be eligible for issue of Electoral Photo Identity Card (EPIC).

As per the directives from the Election Commission of India, the EPICs are distributed to the electors through Speed post at their residence.

**Chief Electoral Officer:-**

The Secretary (Elections), Government of Goa is designated as the Chief Electoral Officer for Goa State. He has to function subject to the superintendence, direction and control of the Election Commission of India, New Delhi and shall supervise the preparation and revision of Electoral Rolls, conduct of Assembly and Parliamentary elections in the State of Goa.

**District Election Officers:-**

In the State of Goa the Collector & District Magistrate (North) has been designated as District Election Officer for Nineteen Assembly Constituencies and for 1-North Goa Parliamentary Constituency. The Collector & District Magistrate (South) has been designated as District Election Officer for twenty one Assembly Constituencies and for 2-South Goa Parliamentary Constituency. They shall co-ordinate and

supervise all work in their respective Assembly and Parliamentary Constituencies in connection with preparation and revision of Electoral Roll.

**Electoral Registration Officers and Assistant Electoral Registration Officers: -**

In the State of Goa twenty Deputy Collectors, two Chief Officer of Municipal Council, one Deputy Registrar of Co-operative Societies (Tech) and one Dy. Registrar of Goa Engineering College have been designated as the Electoral Registration Officers. To assist the Electoral Registration Officers twelve Mamlatdars and twenty eight Joint Mamlatdars have been designated as Assistant Electoral Registration Officers. The Electoral Rolls for each Constituency in the State of Goa are being revised by the Electoral Registration Officers with the help of the respective Assistant Electoral Registration Officers as per the program fixed by the Election Commission of India, New Delhi.

**Booth Level Officers:-**

Booth Level Officers are to be appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election Officer. They shall deem to be on deputation of the Election Commission of India under section 13CC of the Representation of People Act, 1950.

**Duties of Booth Level Officer:-**

The Booth Level Officers play vital role in preparation and revision of electoral rolls, for which they shall make a thorough study of the roll of the part assigned to them and shall make frequent field visits to the areas in the said part and interact with local people, particularly, elders and grass root level elected representatives and identify the names of the dead/shifted duplicate voters in the roll.

**Returning Officers and Assistant Returning Officers for Parliamentary Constituencies:-**

The Collector & District Magistrate (North) has been designated as Returning Officer for 1-North Goa Parliamentary Constituency and the Collector & District Magistrate (South) has been designated as Returning Officer for 2-South Goa Parliamentary Constituency. To assist the Returning Officer for 1- North Goa Parliamentary

Constituency and 2-South Goa Parliamentary Constituency, twenty Deputy Collectors, two Chief Officer of Municipal Council, one Deputy Registrar of Co-operative Societies (Tech) and one Dy. Registrar of Goa Engineering College have been designated as Assistant Returning Officers. The Returning Officer for each Constituency undertakes the work related to Parliamentary election subject to the superintendence, directions and control of the Election Commission of India, New Delhi and the Chief Electoral Officer of Goa State.

### **Returning Officers and Assistant Returning Officers for Assembly Constituencies:-**

In the State of Goa twenty Deputy Collectors, two Chief Officer of Municipal Council, one Deputy Registrar of Co-operative Societies (Tech) and one Dy. Registrar Engineering College have been designated as the Retuning Officers for Assembly Constituencies in North Goa and South Goa District. To assist the Retuning Officers twelve Mamlatdars and twenty eight Joint Mamlatdars has been designated as Assistant Retuning Officers. They have to carryout the election work as per the instructions, guidelines received from the Election Commission of India and the Chief Electoral Officer of Goa State.

### **National Grievance Service Portal (NGSP):-**

The National Grievance Service Portal (NGSP) is a web-based solution for grievance support on a single interface for handling complaints by Election officials.

### **The NGSP allows citizens to register complaints online about a variety of election-related issues, such as:**

- Voter registration
- Polling booth locations
- Electronic Voting Machines (EVMs)
- Election expenditure
- Electoral malpractice

**Link to access the portal: <https://voters.eci.gov.in/>**

**State Contact Centre:-**

There is a State Level Call Centre and voter helpline 1950 which is operating from Office of Chief Electoral Officer. The SCC provides information, addresses complaints, invites suggestions and records the feedback, which is a powerful complaint monitoring tool. In addition, we also have Voters Facilitation Centres (VFC) Taluka wise which provide the required the assistance to the Electors.

**Delimitation of Assembly and Parliamentary Constituencies**

The Election Commission of India, New Delhi has divided the State of Goa into 40 Territorial Constituencies for the purpose of election of Legislative Assembly and into two Parliamentary Constituencies for the purpose of election of Parliament vide their Notification No. 282/1/GOA/89 dated 31-01-1989.

**Systematic Voter's Education and Electoral Participation (SVEEP) activities.**

SVEEP activities has now taken the prime position for awareness for greater participation in election activities to electors. Hon'ble Election Commission has introduced SVEEP platform to make election inclusive, accessible to reach out to all electors. It is the motto of ECI that no voter to be left behind and to keep up this motto various activities are being carried out to activate prospective voters, young voters, newly enrolled electors, senior citizens electors, PwD electors of 21 categories, transgenders, sex workers. Different types of activities are planned, discussed, carried out under the directions of CEO and Addl. CEO. The dynamic ideas are being executed at the election and like green polling stations concept was introduced with a motive to save environment to encourage the local artisans. Polling Stations were decorated and eco friendly materials were tried to use. CEO Office is trying to come up with innovative ideas and creativity like. To encourage women electors pink polling booths concept was introduced, the polling booths were manned by ladies, polling booths were manned by Person with Disabilities (PwD) electors

## **National Voter's Day**

Election Commission of India, New Delhi was established on 25<sup>in</sup> January 1950. In the year 2010, The Government of India has declared this day as National Voter's Day to commemorate of its establishment. In order to create awareness among the public especially in the age group 18-19 years and also 20-29 years, Election Commission of India, New Delhi, directed all the states to organize various activities such as Human Chain, Rallies, various competitions such as essay writing, elocution, Quiz, Street play, slogan, Rangoli, Poster, Short film, debate etc for youth at college level students and also out of school youth for National Voters' Day. ECI also requested all the state and also give wide publicity through print and electronic media.

- NVD functions at State/District as well as at Taluka levels and at Designated locations
- Similar programmes are also planning to organize at all Educational institutions in a structured manner
- Essay writing and elocution competitions are to be organized a Higher Secondary level
- Talks will be organized at various places during the Youth Week
- NYK District Coordinator, South Goa organized a rally at Margao
- Bharat Scouts and Guides will organize Rallies at various talukas with placards displaying various messages
- Various Competitions at State Level and District level will be organized.
- State Level - Skit, Quiz, Street Play, Debates and short films
- District Level- Essay competition, elocution, Poster drawing competitions.
- For Out of School Youth: Essay competition, elocution, Patriotic Singing and Poster Competitions.
- Phone in Programmes, panel discussions at DD and AIR

## Electronic Voting Machines: -

In the country Goa is the first State where Electronic Voting Machines were successfully used for conducting the Poll in the entire State for last General Elections to Goa State Assembly, 1999 & 2002, 2007, 2012, 2017, 2022 and General Elections to Lok Sabha held in 1999, 2004, 2009, 2014, 2019 & 2024 and so on. The VVPATs were also used in all Polling Stations during recently held Lok Sabha Elections, 2024

District	No. of PSs in 2024	Existing			Distribution of newly allocated on 03-05-2023			Total		
		BU	CU	VVPAT	BU	CU	VVPAT	BU	CU	VVPAT
1	2	3	4	5	6	7	8	9	10	11
North Goa	863	1857	1115	1129	0	120	200	1857	1235	1329
South Goa	862	1567	1250	1448	200	80	0	1767	1330	1448
<b>Total</b>	<b>1725</b>	<b>3424</b>	<b>2365</b>	<b>2577</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>3624</b>	<b>2565</b>	<b>2777</b>

The stock position of EVMs-VVPATs in both the Districts as on 24-04-2024:-

District / PC	Available in District			Training & Awareness			For election including (Reserved)			FLC OK in District warehouse		
	BU	CU	VT	BU	CU	VT	BU	CU	VT	BU	CU	VT
North Goa	1699	1156	1134	69	69	69	976	976	1058	654	111	07
South Goa	1680	1170	1311	82	82	82	1081	1081	1169	517	07	60
<b>Total</b>	<b>3379</b>	<b>2326</b>	<b>2445</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>2057</b>	<b>2057</b>	<b>2227</b>	<b>1171</b>	<b>118</b>	<b>67</b>

## South Goa District

### EVMs-VVPATs blocked under Election Petition

Particulars	BU	CU	VVPAT
EVMs-VVPATs used for actual poll	862	862	862
EVMs-VVPATs replaced during actual poll	6	6	21
<b>Total</b>	<b>868</b>	<b>868</b>	<b>883</b>

### Unused EVMs-VVPATs

Particulars	BU	CU	VVPAT
Machines reserved for Training & Awareness	8	8	8
Reserved commissioned machines	191	174	293
FLC Ok machines unused for Elections	535	0	0
EVMs-VVPATs allotted for 20-Pril Assembly Segment of 01-North Goa Parliamentary Constituency	52	52	61
<b>Total</b>	<b>786</b>	<b>234</b>	<b>362</b>

## **Particulars of FAAs and PIOs / APIOs**

### **(a) First Appellate Authorities**

Shri Ramesh Verma, IAS, Chief Electoral Officer, Goa State

### **(b) Public Information Officers/ Assistant Public Information Officers**

#### **(i) Office of CEO, Goa**

Smt. Triveni P. Velip, Joint Chief Electoral Officer/ PIO

Ms. Sapna S. Naik Bhandodkar, Assistant Chief Electoral Officer / APIO

#### **(ii) Office of District Election Officer & Collector, North Goa District**

<b>Sr. No.</b>	<b>Name of the Section of Collectorate</b>	<b>Name of Assistant Public Information Officer (APIO)</b>	<b>Name of Public Information Officer (PIO)</b>	<b>First Appellate Authority (FAA)</b>
1	Confidential & Vigilance Branch	UDC	Head Clerk	Addl Collector-I
2	Establishment Branch	UDC	Head Clerk	Office Superintendent
3	Judicial Branch and subject not covered by any other PIO	Steno	Awal Karkun	Addl Collector-I
4	Revenue Branch	UDC	Head Clerk	Dy. Collector (REV)
5	Election Branch	UDC	Head Clerk	Mamlatdar on Collectorate
6	Land Acquisition	UDC	Head Clerk	Dy. Collector
7	Civil Administration Branch (CAB)	UDC	Head Clerk	Dy. Collector
8	Disaster Management cell (DMC)	UDC	Head Clerk	Dy. Collector Disaster Management cell
9	Magisterial Branch (MAG)	UDC	Head Clerk	Dy. Collector (DRO)
10	Account Branch	UDC	Accountant	Asst. Account Officer
11	MPLAD Cell	UDC	Accountant	Asst. Account Officer
12	Monitoring Branch & Recovery	UDC	Head Clerk	Dy. Collector (DRO)

**TALUKA WISE**

<b>Sr. No.</b>	<b>Name of the Section of Collectorate</b>	<b>Name of Assistant Public Information Officer (APIO)</b>	<b>Name of Public Information Officer (PIO)</b>	<b>First Appellate Authority (FAA)</b>
1	O/o Addl. Collector-III Bardez	UDC	Awal Karkun	Addl. Collector-III Bardez
2	O/o Dy. Collector & SDM. Panaji	UDC	Awal Karkun	Dy. Collector & SDM Panaji
3	O/o Addl. Collector & SDM Bardez	UDC	Awal Karkun	Addl. Collector & SDO Bardez
4	O/o Dy. Collector & SDM Pernem	UDC	Awal Karkun	Dy. Collector & SDM Pernem
5	O/o Dy. Collector & SDM Bicholim	UDC	Awal Karkun	Dy. Collector & SDO Bicholim
6	O/o Dy. Collector & SDM Sattari	UDC	Awal Karkun	Dy. Collector & SDO Sattari
7	Office of the Mamlatdar of Tiswadi	UDC	Awal Karkun	Mamlatdar of Tiswadi
8	Office of the Mamlatdar of Bardez	UDC	Awal Karkun	Mamlatdar of Bardez
9	Office of the Mamlatdar of Pernem	UDC	Awal Karkun	Mamlatdar of Pernem
10	Office of the Mamlatdar of Bicholim	UDC	Awal Karkun	Mamlatdar of Bicholim
11	Office of the Mamlatdar of Sattari	UDC	Awal Karkun	Mamlatdar of Sattari
12	Administrator Comunidade North/one	Head Clerk	Administrator	Addl. Collector-III Bardez
13	Administrator Comunidade North/one	Head Clerk	Administrator	Addl. Collector-III Bardez

**TALATHI SAZA TALUKA-WISE**

<b>Sr. No.</b>	<b>Name of the Officer</b>	<b>Name of Public Information Officer</b>	<b>First Appellate Authority</b>
1	Office of the Talathis in Tiswadi Taluka	Talathi of respective Saza/ Village	Mamlatdar of Tiswadi
2	Office of the Talathis in Bardez Taluka	Talathi of Respective Saza/ Village	Mamlatdar of Bardez
3	Office of the Talathis in Pernem Taluka	Talathi of Respective Saza/ Village	Mamlatdar of Pernem
4	Office of the Talathis in Bicholim Taluka	Talathi of Respective Saza/ Village	Mamlatdar of Bicholim
5	Office of the Talathis in Sattari Taluka	Talathi of Respective Saza/ Village	Mamlatdar of Sattari

**(iii) Office of District Election Officer & Collector, South Goa District**

<b>Sr. No.</b>	<b>Name of the Department Officer/Section</b>	<b>Public Information Officer &amp; Designation</b>	<b>Assistant Public Information Officer &amp; Designation</b>	<b>First Appellate Authority &amp; Designation</b>
1	Confidential Vigilance Section	Superintendent of Establishment Section	UDC (C.A)	Dy. Collector (DRO)
2	Office of Additional Collector-I-Section	Superintendent of Establishment Section	Jr. Steno of AC-I Section	Dy. Collector (DRO)
3	Office of Additional Collector-II-Section	Superintendent of Establishment Section	Jr. Steno of AC-II Section	Dy. Collector South-I
4	Office of Additional Collector-III, Section	Awal Karkun of Land Acquisition Section	Jr. Steno of Land Acquisition Section	Dy. Collector South-I
5	Establishment Section (EST)	Superintendent of Establishment Section	Head Clerk of EST section	Dy. Collector (DRO)
6	Disaster Management Section (DMC)	Awal Karkun of DMC section	UDC of DMC section	Dy. Collector South-I
7	Election Section (ELN)	Awal Karkun of ELN section	UDC of ELN section	Dy. Collector South-I
8	MPLAD Section	Accountant	UDC of MPLAD section	Assistant account Officer
9	Magisterial Section (MAG)	Head Clerk of MAG Section	UDC of MAG section	Dy. Collector (DRO)
10	Land Acquisition (LA)	Awal Karkun of Land Acquisition Section	Jr. Steno of Land Acquisition Section	Dy. Collector (LA)
11	Civil Administration section (CAB)	Head Clerk CAB Section	UDC of CAB section	Dy. Collector (LA)
12	Revenue Section Including CRZ matter (Rev)	Superintendent of Revenue section	Head Clerk of Revenue section	Dy. Collector (REV)
13	Accounts Section	Account	UDC Accounts section	Assistant Accounts Officer
14	DRO section	Head Clerk of DRO Section	DEO/Jr. Steno of DRO section	Dy. Collector (DRO)
15	Judicial Section	Mamlatdar in	Jr. Steno of	Dy. Collector

		Collectorate-II	Judicial section	(REV)
16	Conversion Cell	Superintendent of Revenue section	UDC of C-Cell	Dy. Collector (REV)
17	Flying Squad	Field Surveyor of Dy. Collector South-I	LDC of Dy. Collector South-I	Dy. Collector South-I
18	Office of Additional Collector-III, Ponda	Awal Karkun of Additional Collector-III section	Jr. steno of Additional Collector-III Section	Additional Collector-III Ponda
19	Office of Deputy Collector & SDO-I, Salcete	Awal Karkun	Head Clerk of o/o SDM-I Salcete	Dy. Collector & SDM/SDO-I, Salcete
20	Office of Deputy Collector & SDO-II, Salcete	Awal Karkun	Upper Division Clerk of o/o SDM-II Salcete	Dy. Collector & SDM/SDO-II, Salcete
21	Office of dy. Collector & Mormugao	Awal Karkun	Head Clerk of o/o SDM Mormugao	Dy. Collector & SDM/SDO Mormugao
22	Office of Deputy Collector & Canancona	Awal Karkun	Head Clerk of o/o SDM Canancona	Dy. Collector & SDM/SDO Canacona
23	Office of Deputy Collector & Quepem	Awal Karkun	Head Clerk of o/o SDM Quepem	Dy. Collector & SDM/SDO Quepem
24	Office of Deputy Collector & Sanguem	Awal Karkun	Head Clerk of o/o SDM Sanguem	Dy. Collector & SDM/SDO Sanguem
25	Office of Deputy Collector & Dharbandora	Awal Karkun	Head Clerk of o/o SDM Dharbandora	Dy. Collector & SDM/SDO Dharbandora
26	Office of Deputy Collector & Ponda	Awal Karkun	Head Clerk of o/o SDM Ponda	Dy. Collector & SDM/SDO Ponda
27	Office of Mamlatdar of Salcete	Awal Karkun	Head Clerk of Mamlatdar Salcete	Mamlatdar of Salcete
28	Office of Mamlatdar of Mormugao	Awal Karkun	Head Clerk of Mamlatdar Mormugao	Mamlatdar of Mormugao
29	Office of Mamlatdar of Canacona	Awal Karkun	Head Clerk of Mamlatdar Canacona	Mamlatdar of Canacona
30	Office of Mamlatdar of Quepem	Awal Karkun	Head Clerk of Mamlatdar Quepem	Mamlatdar of Quepem
31	Office of Mamlatdar of Sanguem	Awal Karkun	Head Clerk of Mamlatdar	Mamlatdar of Sanguem

			Sanguem	
32	Office of Mamlatdar of Dharbandora	Awal Karkun	Head Clerk of Mamlatdar Dharbandora	Mamlatdar of Darbandora
33	Office of Mamlatdar of Ponda	Awal Karkun	Head Clerk of Mamlatdar Ponda	Mamlatdar of Ponda
34	Office of Administrator of Comunidade South Zone Margao	Secretary	Clerk	Administrator of Comunidade

**(iv) Office of Returning Officer/Electoral Registration Officer for Assembly Constituencies for all matters relating to conduct of Elections to Assembly Constituencies and preparation of Electoral Roll pertaining the to the Assembly Constituencies under their jurisdiction.**