

# **Chapter 3**

## **(Manual -2)**

**Particulars of Powers and Duties of  
Officers and Employees**

3.1. **Chief Electoral Officer** – This is a post of the IAS cadre and is filled by the Election Commission of India in consultation with the State Government under Section 13 A of the Representation of the People Act, 1950. The Officer works under the superintendence, direction and control of the Election Commission of India .The Chief Electoral Officer is in overall charge of the Home (Elections) Department, Odisha and is directly answerable to the Election Commission of India.

3.2. **Nodal Officer** –This is a Departmental post, temporarily created for General Election, 2014 and manned by an retired Officer from the IAS cadre and equivalent in rank to the post of Additional Chief Electoral Officer.

3.3. **Additional & joint Chief Electoral Officer** – The incumbent is being drafted by G.A. Department from officers of IAS cadre /OAS cadre.

3.4. **Financial Advisor** – This is also a temporary post created in the rank of Joint Secretary for General Election,2014 and drafted from Finance Department to look after the financial matter of this Department .

3.5. **Deputy /Assistant Chief Electoral Officer-** The incumbent is being drafted by G.A. Department /Revenue and D.M. Department from officers of OAS cadre/ Home Department from officers of OSS cadre.

3.6. **District Election Officer** –The District Magistrate & Collector of each district is designated as District Election Officer by the Election Commission of India under section 13AA of the Representation of the Peoples Act, 1950 in consultation with the State Government. He /She is responsible for the conduct of elections to the Lok Sabha, Legislative Assembly, preparation of Electoral Rolls and Electors' Photo Identity Cards.

3.7.**Deputy Collector (Election)** – There is one post of Deputy Collector (Election) in each revenue district of the State to assist the District Election Officer in various election related matters / activities . These posts are manned by officers belonging to OAS cadre.

3.8. **Returning Officer for Parliamentary Constituency** – In pursuance of provisions of Section-21 of the Representation of the People Act,1951 (43 of 1951),Election Commission of India designates the Collector of each revenue district as Returning Officer of the 21 Parliamentary Constituencies of the State . The officer is responsible for the conduct of elections, of the constituency allotted to him/ her.

3.9. **Returning Officer for Assembly Constituency** – In pursuance of provisions of Section-21 of the Representation of the People Act, 1951( 43 of 1951, Election Commission of India designates the Additional District Magistrate /Sub-Collector as Returning Officer of the 147 Assembly Constituencies of the State. The officer is responsible for the conduct of elections of the constituency allotted to him/ her.

3.10. **Electoral Registration Officer for Assembly Constituency** – In pursuance of provisions of Sub-section (1) of section -13 (B) of the Representation of the People Act,1950 (43 of 1950 ) , Election Commission of India designates the Sub-Collector of each revenue district as Electoral Registration Officer of the Assembly Constituency in the State . The officer is responsible for preparation of the electoral roll and Electors' Photo Identity cards of the constituency allotted to him /her.

**3.11. Assistant Returning Officer /Assistant Electoral Registration Officer for Assembly constituency** – In pursuance of provisions of Sub-section (1) of section-13 (C) of the Representation of the People Act,1950 (43 of 1950),Election Commission of India designates the Officers as Assistant Electoral Registration Officer of the Assembly Constituency in the State . The officer assists the Returning Officer/Electoral Registration Officer in various election, Preparation of Electoral Rolls related matters /activities.

3.12. Copy of Gazette Notifications containing the list of officers mentioned in para 3.8, 3.9, 3.10 and 3.11 above:

- i. Returning Officer for Parliamentary Constituency.
- ii. Returning Officer for Assembly Constituency.
- iii. Electoral Registration Officer for Assembly Constituency.
- iv. Assistant Returning Officer /Assistant Electoral Registration Officer for Assembly constituency.