

# **ANNUAL ADMINISTRATIVE REPORT**

**2024-2025**



**GOVERNMENT OF MANIPUR  
SECRETARIAT: ELECTION DEPARTMENT**

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### **1. INTRODUCTION:**

- 1.1 The Election Department is a single cadre non-plan department with a total sanctioned strength of 285 and of 23 various categories with Chief Electoral Officer, Manipur as Head of the Department. Joint Chief Electoral Officer, Manipur is the Head of Office and Drawing & Disbursing Officer (DDO). During the year under report, the post of Chief Electoral Officer & Commissioner -cum- Secretary (Election) was manned by Shri Pradeep Kumar Jha, IAS. He took the charge of Chief Electoral Officer & Commissioner -cum- Secretary (Election) on 30<sup>th</sup> May, 2023.
- 1.2 There are 16 (sixteen) branch offices where the election staffs and officers are attached/posted. The offices are the Offices of the Deputy Commissioners (DCs) of 16 (sixteen) Districts viz. Imphal West, Imphal East, Jiribam, Bishnupur, Thoubal, Kakching, Chandel, Tengnoupal, Ukhrul, Kamjong, Senapati, Kangpokpi, Tamenglong, Noney, Churachandpur and Pherzawl.
- 1.3 The Chief Electoral Officer, Manipur is appointed by the Election Commission of India from a panel of Officers furnished by the State Government. The Chief Electoral Officer, who is responsible to the Election Commission of India, has the statutory responsibility of supervising the preparation of electoral rolls and conduct of Assembly, Parliamentary and Presidential Election in the State and assisting the Delimitation Commission in the delimitation of Assembly and Parliamentary Constituencies subject to overall control, direction and supervision of the Election Commission of India
- 1.4 In both valley & hill districts, the Deputy Commissioners function as District Election Officers. In valley districts, there are 23 Electoral Registration Officers and in hill districts there are 18 Electoral Registration Officers. The EROs are directly responsible for correct and complete E/Rolls of A.C.s within their jurisdiction.
- 1.5 For conduct of elections, in valley districts, there are 23 Returning Officers for and in hill districts there are 14 Returning Officers for conduct of Assembly Elections. However, for the Parliamentary Elections to the Lok Sabha, DC-Imphal West is the Returning Officer for No. 1- Inner Manipur Parliamentary Constituency and DC - Thoubal is the Returning Officer for No. 2- Outer Manipur (ST) Parliamentary

Constituency. All other DCs function as District Election Officers. The Returning Officers are directly responsible for conduct of elections within their jurisdiction.

## 2. **MAIN FUNCTIONS:**

The main functions of the Election Department are:

- (a) Preparation of Electoral Rolls of the 60 Assembly Constituency and 60 Assembly Segments of the 2 (two) Parliamentary Constituencies of Manipur State;
- (b) Preparation and issue of Electors Photo Identity Cards;
- (c) Conduct of Election to the House of the People (Lok Sabha) and State Legislative Assemblies as well as the Presidential Election;
- (d) To assist the Delimitation Commission in the Delimitation of Assembly and Parliamentary Constituencies;
- (e) Appointment of Statutory Officers like DEOs, ROs, AROs, EROs, AEROs, etc; and
- (f) Any other election-related works assigned by Commission from time to time.

The programs and execution of the works are undertaken under the superintendence, direction, and control of the Election Commission of India.

## 3. **STAFF STRENGTH:**

The Chief Electoral Officer, Manipur has a supporting staff strength of 285 (Two Hundred and Eighty five) in numbers including Additional Chief Electoral Officer, Joint Chief Electoral Officer; Joint Chief Electoral Officer (II), and Assistant Chief Electoral Officer, Manipur and 13 (Thirteen) Election Officers. The sanctioned and current staffing strengths are furnished below:-

Sl. No.	Name of Post	Sanctioned strength	Actual Strength
1.	Jt.CEO (MCS Gr.I)	1	1
2.	Jt.CEO (II) (MCS Gr.I)	1	1
3.	Asstt. CEO (MCS Grade II)	1	1
4.	Database Administrator	1	0
5.	Election Officer	13	8
6.	Computer Programmer	3	1
7.	Finance Officer	1	1
8.	Asstt. Computer Programmer	16	1
9.	Election Supervisor	11	6
10.	Computer Operator	86	84
11.	Head Clerk	1	1
12.	Sr. Accountant	1	1
13.	Draughtsman	1	0

14.	UDC	13	4
15.	AES	78	25
16.	LDC	18	8
17.	Stenographer	1	0
18.	Driver	3	3
19.	Daftry	1	0
20.	Peon	31	16
21.	Chowkidar	1	1
22.	Sweeper-cum-mali	1	1
23.	Statistical Assistant	1	0
<b>Total:</b>		285	164

One Election Officer each is posted at the Office of the DCs/DEOs in all districts.

#### 4. **ACHIEVEMENTS AND IMPORTANT EVENTS:**

The most important achievements and main events of the Department during the financial year 2024-2025 are highlighted below:

##### **(A) Pre-Revision Activities: -**

1. **House to House verification through BLO:** A house-to-house survey was conducted for left out electors giving focus on registration of young electors between 18-21 years of age groups and deletion of expired, shifted, and bogus voters. During the survey 21,187 (Twenty-one thousand one hundred eighty-seven) electors were registered as new electors and 13,150 (Thirteen thousand one hundred and fifty) electors were also deleted.
2. **Rationalisation of polling stations:** No polling stations were shifted from existing polling stations to new polling stations. No new polling stations were created. Total of number polling stations at the state remains at 2,955.

**(B) CONDUCT OF SPECIAL SUMMARY REVISION OF PHOTO ELECTORAL ROLL- 2025 W.R.T. 01.01.2025 AS QUALIFYING DATE:**

The scheduled programme of Special Summary Revision w.r.t. 01.01.2025 as the qualifying date is shown below:

Sl.No.	Stage of Revision	Period allowed for each Stage
1	Publication of Integrated draft electoral roll	29.10.2024 (Tuesday)
2	Period of Filling of Claims and Objections	29.10.2024 (Tuesday) to 05.12.2024 (Thursday)
3	Special Campaign dates	09.11.2024 (Saturday) & 10.11.2023 (Sunday) 23.11.2024 (Saturday) & 24.11.2024 (Sunday)
5	Disposal of Claims and Objections	24.12.2024 (Tuesday)
7	Final Publication of Electoral Rolls	06.01.2025(Monday)

The Election Department, Manipur conducted the above Special Summary Revision of Photo Electoral Roll successfully. The total voters in Manipur as per the Final Electoral Roll stood at 20,54,387 (Twenty lakh fifty-four thousand three hundred eighty-seven) where 9,92,140 (Nine lakh ninety-two thousand one hundred and forty), 10,61,979 (Ten lakh sixty-one thousand nine hundred and seventy-nine) and 268 (Two hundred sixty-eight) male, female and third gender electors respectively. 29,468 (Twenty-nine thousand four hundred sixty-eight) voters were newly registered electors in the Final Electoral Roll published on 6<sup>th</sup> January, 2025.

**(C) Conduct of 18<sup>th</sup> Lok Sabha Elections 2024:** 18<sup>th</sup> General Elections to Lok Sabha was held successfully. Poll was announced on 16<sup>th</sup> March, 2024 and held in 2 (two) phases: First phase election was held on 19.04.2024 for 47 Assembly Segments, Second phase election was held on 26.04.2024 for 13 Assembly Segments. The results were declared on 4<sup>th</sup> June, 2024 (Tuesday).

**(D) Use of Electronic Voting Machines (EVMs) and Voter Verifiable Paper Audit Trail (VVPATs):** As per the direction of Election Commission of India, EVMs & VVPATs were used in all 3049 polling stations during the 18<sup>th</sup> General Elections to Lok Sabha, 2024. A total of 4708 Ballot Unit; 5415 Control Unit and 4842 VVPATs were transported from Electronic Corporation of India (ECIL), Hyderabad on 13.11.2023. Engineers from Electronic Corporation of India Limited (ECIL) Hyderabad have tested /checked during the First Level Checking at respective EVMs/VVPATs warehouse located at respective District HQs before the conduct of 18<sup>th</sup> General Elections to Lok Sabha, 2024. State Level Training for EVMs/VVPAT were conducted from 15.01.2024 to 19.01.2024 on the use of EVMs/VVPATs.

National Level Master & Engineers from ECIL were deputed by the ECI for the training programme.

Mobile Demonstration Vans for EVM/VVPAT were carried out across all polling stations by respective District Election Officers to familiarize the use EVM & VVPAT by public during the Lok Sabha Elections.

**(E) Scheme for Internally Displaced Persons of Manipur to vote in relief camps:**

ECI devised a new scheme for Internally Displaced Persons of Manipur to vote in Relief Camps. Under this scheme, 94 Special Polling Stations were setup in 10 Districts for the electors who are staying in the relief camps or otherwise due to displacement. 18,620 displaced electors opted to vote at such Special Polling Stations, out of which 10,664 electors cast their votes.

**(F) Mainstreaming of Electoral Literacy:** As instructed by the Election Commission of India towards mainstreaming of Electoral Literacy in educational institutions and government departments, the following ELCs, VAFs and CPs have been constituted: -

**i. Electoral Literacy Clubs (ELCs):** ELCs are the seat of learning through hands-on experience and are envisaged to serve as a vibrant hub of Electoral Literacy direct interaction in education and other institutions in the country for strengthening the culture of electoral participation among young and future voters.

**ii. Voter Awareness Forums (VAF):** It operates in Government Departments, Corporates and other Institutions. The membership of such forum is open to all employees of the concerned office.

The activities of the VAF are of 2(two) categories.

- a. Continuous Voter Education for sustaining electoral culture.
- b. Election Centric voter Awareness activities.

**iii. Chunav Pathshala:** It is a booth centric strategy for population not covered under the formal education system. The venue of the Chunav Pathshala is usually Polling Station in the last Election or any other venue identified by the BLO.

**(G) National Grievances Service: -**

Call Centre with a dedicated telephone line of a toll-free number- 1950 was opened in CEO's office and 16 (sixteen) National Grievances Cells were opened in the Districts to receive complaints lodged by the public regarding Roll Revision and election-related matters.

## **(H) NATIONAL VOTER'S DAY:**

The 15<sup>th</sup> National Voters' Day was celebrated on 25<sup>th</sup> January 2025 across the country at State, District, Sub-Divisional, and Polling Station/Booth level with full galore and enthusiasm with the theme of "Nothing like voting, I vote for sure". During the programme, first time voters were felicitated by distributing EPIC and badges. Besides, five centenarian voters were also felicitated as a mark of honour for their continued participation in the electoral process.

The State Level Function was observed at the Office the Chief Electoral Officer, Manipur which was graced by Shri Prashant Kumar Singh, IAS, Chief Secretary, Government of Manipur and Shri Rajeev Kumar, IPS, Director General of Police, Manipur as the Chief Guest and Guest of Honour, respectively.

A photo exhibition was also organised to showcase various aspects of Election Management, Voter Education and Ethical Participation, Electoral Roll Management, Security Management, and Innovative Measures during the Lok Sabha Elections 2024.

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