



CITIZEN CHARTER OF GOA STATE ELECTION COMMISSION

Published by

GOA STATE ELECTION COMMISSION,
Next to Jogger Park, Near B.S.N.L. Tower
Altinho, Panaji - Goa

GOA STATE ELECTION COMMISSION

Office:

Next to Jogger Park, Near B.S.N.L. Tower, Altinho, Panaji – Goa

Fax: 0832-2431881

E-Mail: comm-gsec-go@nic.in

Commissioner

Shri Menino D'Souza, IAS(Retd.)Tel:

Office: 2232632

Secretary:

Shri Venancio Furtardo

Tel: Office: 2232631

**THE MISSION OF THE
GOA STATE ELECTION COMMISSION**

**TIME BOUND DISCHARGE OF
STATUTORY RESPONSIBILITIES
ENTRUSTED
TO IT WITHOUT FEAR OR FAVOUR
AND STRENGTHEN THE
CONFIDENCE OF THE CITIZENS IN
THIS INSTITUTION
THROUGH FAIR, JUST AND
TRANSPARENT CONDUCT**



Menino D'Souza, IAS(Retd.)
State Election Commissioner
Goa

FOREWORD

It is my proud privilege to place before you the "CITIZENS' CHARTER" of the Goa State Election Commission. In this Charter an attempt has been made to explain in simple language the official structure of the Commission, its duties and responsibilities and the procedure followed by it in conducting elections and other relevant matters.

We are living in the 21 st Century in which the information technology and citizen friendly initiatives are of prime importance in functioning of any Organization. The Commission has therefore taken steps for publication of this Charter for the benefit of the Citizens so as to make them aware of the services which the Commission renders to the public.

The Goa State Election Commission is an autonomous institution constituted under Article 243K of the Constitution of India. During the period of last twenty years the Commission has successfully conducted various elections and bye-elections of local bodies declared as Self Government Institutions. The statutory responsibility of time bound work is being discharged by the Commission without fear or favour and with utmost sense of justice and transparency.

The Commission would like to take this opportunity to welcome from the public their suggestions, if any, for improving its working which in turn will help us to perform more transparently and effectively in future.

Panaji – Goa
Dated: 15th October, 2025

Menino D'Souza, IAS(Retd.)
Commissioner

GOA STATE ELECTION COMMISSION

INTRODUCTION

The Goa State Election Commission is a one man Commission consisting of the Commissioner who is appointed by the Governor under Article 243K and 243ZA of the Constitution of India read with Section 237 of the Goa Panchayat Raj Act, 1994 and Section 10A of the Goa Municipalities Act, 1968. The State Election Commission has been entrusted with the responsibilities of conducting the election to the urban and rural local self - government bodies viz. the Village Panchayats, the Zilla Panchayats , the Municipal Councils and the Corporation of the City in accordance with the provisions contained in the relevant ELECTION PROCEDURE RULES. With regards to the delimitation and reservation of Village Panchayats and Zilla Panchayat is carried out by the State Election Commission in consultation with the Government as per the Section 7 and Section 119 of the Goa Panchayat Raj Act 1994 and Rules. The delimitation with regards to Municipal Councils is carried out by the State Election Commission in consultation with the Government and Corporation of the City of Panaji is done by the State Government as per the provisions contained in the respective Act.

In addition to the functions of conducting the elections to the local bodies, the Commission has also to function as a quasi-judicial body for the purpose of deciding and disposing of the appeals relating to disqualification of the members of the Village Panchayats and the Zilla Panchayats.

The State Election Commission does not have its own funds and has to depend upon the funds from the State Government for making payments to its staff and for meeting the expenditure on elections. The State Government has been meeting the financial requirements of the Commission expeditiously by making provision in its budget estimates under Demand No. 73.

2. GOA STATE ELECTION COMMISSIONERS

So far there have been six Election Commissioners of the Goa State Election Commission. Their names and tenure are as follows

Sr. No	Name	Tenure
1	Smt. Geeta Sagar	04. 01.1995 to 18.08.1995
2	Shri B.S. Subanna	26.10.1995 to 14.08.1997
3	Shri S. D. Sadhale	11.09.1997 to 28.03.1998
4	Shri. Prabhakar Timble	29.04.1999 to 28.04.2004
5	Shri P. M. Borkar	01.07.2004 to 30.06. 2010
6	Dr. M. Modassir, IAS (Retd.)	01.08.2010 to 13.01.2017
7	Shri R. K. Srivastava, IAS (Retd.)	14.01.2017 to 30.10.2020
8	Shri Choka Ram Garg, IAS	03.11.2020 to 12.03.2021
9	Shri W. V. Ramanamurthy, IAS (Retd.)	18.03.2021 to 04/07/2024
10	Shri Daulat Hawaldar, IAS(Retd.)	16/08/2024 to 14/09/2025
11	Shri Menino D'Souza, IAS(Retd.)	15/10/2025 till date

3. OFFICIAL STRUCTURE

The State Election Commission is a one man Commission headed by the State Election Commissioner. There is a Secretary to the Commission, who is a Senior Scale Officer of Goa Civil Service and is appointed on deputation by the State Government. The Secretary is the Head of the Office and also the Drawing and Disbursing Officer of the Commission. Also Assistant Director (IT) -01 Post and Technical Assistant – 01 Post from Department of Information Technology , Govt of Goa are deputed in the Commission on work arrangement basis.

Sanctioned strength of the Goa State Election Commission.

Sr. No.	Designation	No. of Post
1	Head Clerk	1
2	Accountant	1
3	Sr. Steno	1
4	Jr. Steno	1
5	UDC's	2
6	LDC's	5
7	Driver's	2
8	Peon's	4
Total		17

DUTIES AND FUNCTIONS

Since the population of Goa is less than twenty lakhs, the State of Goa has adopted a two tier system of Panchayati Raj wherein, we have two Zilla Panchayats at the District level. They are North Goa Zilla Panchayat and South Goa Zilla Panchayat . At the village level there are 191 Village Panchayats spread over 12 Talukas. Besides, there are 13 Municipal Councils spread in the State namely Pemem, Mapusa, Bicholim, Valpoi, Ponda, Sanguem, Sanquelim, Quepem, Margao, Mormugao, Canacona, Cuncolim and Curchorem-Cacora and one Corporation of City of Panaji.

As per 2011 Population Census, the urban population of the State of Goa consisting of the City of Panaji and 13 Municipal council areas is 5, 51,731. The rural population which is comprised within the 2 Zilla Panchayats and 191 Village Panchayats is 9,06,814. Thus the total population of the State of Goa is 14, 58,545.

Goa state Election Commission conducts General elections to elect the members of the Corporation of the City of Panaji, the members of Zilla Panchayats, Councillors of Municipal Councils and the members of different wards of the Village Panchayats. State Election Commission also conducts bye-elections to fill up the vacant seats in these Local bodies.

The following table shows the number of Local Self Government Institutions in the State of Goa and the number of their Constituencies or wards:-

Sr. No.	Name of the Institution	No. of Institutions	No. of Constituencies / Wards
1	Corporation of the City of Panaji	1	30
2	Municipal Councils	13	195
3	Zilla Panchayats	2	50
4	Village Panchayats	191	1561

5. PREPARATION OF VOTERS LISTS

Prior to the commencement of the process of election or bye-election, the State Election Commission is required to prepare the voters list of the constituencies / wards of the above referred Local Self Government Institutions. The delimitation of the Constituencies / wards means the divisions of local bodies like the City Corporation, Zilla Panchayat , Village Panchayat and the Municipal area as the case may be into different number of wards / constituencies equal to the number of their members.

With regards to the delimitation and reservation of Village Panchayats and Zilla Panchayat is carried out by the State Election Commission in consultation with the Government as per the Section 7 and Section 119 of the Goa Panchayat Raj Act 1994 and Rules. The delimitation with regards to Municipal Councils and Corporation of the City of Panaji is done by the State Government as per the provisions contained in the respective Act.

The Electoral Rolls of the Goa Legislative Assembly prepared under the provisions of the Representation of Peoples Act, 1950 (Central Act 43 of 1951) and for the time being in force is divided by the Commission into different sections corresponding to the different constituencies of the Zilla Panchayats or wards of the corporation of the City of Panaji or wards of the Municipal Councils or of the Wards of the Village Panchayats as the case may be. The constituency- wise or wardwise lists of voters so obtained collectively form the electoral rolls of the concerned Zilla Panchayats or the Municipal Councils or the Village Panchayats as the case may be until the State Election Commission notifies a different list. The printed copy of such sections of rolls signed by the Returning Officer and sealed with his common seal is used for the purpose of election or bye -election of the concerned local authority.

For every General election or bye-election of Village Panchayat or Zilla Panchayat the list of voters is kept open for public inspection by giving a notice in Form 12, atleast 5 days before the date fixed for the nomination of the candidates. With respect to General election or bye-election of Municipal Council or the City Corporation as the case may be the list of voters is kept open for public inspection for atleast Ten days before the last date fixed for the nomination of the candidates.

The dates of elections to Village Panchayats, Zilla Panchayats and bye- elections to any of their wards or constituencies are required to be finalized by the State Government in consultation with the State Election Commission. The dates of the elections to City Corporation and Municipal Councils are fixed by State Election Commission.

The State Election Commission is also required to give a decision on question as to disqualification of any member of the Panchayat or Zilla Panchayat if a reference to that effect is made to the Commission under section 11 of the Goa Panchayat Raj Act, 1994.

6. FIXING VARIOUS STAGES OF ELECTIONS

The elections to the Municipal Councils are required to be conducted in accordance with the provisions of the Goa Municipalities {Election} Rules, 1969. Hence the time limits prescribed for fixing various stages of the elections under Rule 4 of the Goa Municipalities (Election) Rules, 1969 are followed strictly.

Similarly, the elections to the Village Panchayats and Zilla Panchayats are required to be held in accordance with the provisions .of the Goa. Panchayat and Zi lla Panchayat (Election Procedure) Rules, 1996. The provisions contained in Rules 10 (2) of these Rules, for the purpose of fixing various stages of the elections, are being strictly adhered to.

Elections to the Corporation of City of Panaji are required to be held in accordance with the provisions of the Corporation of City of Panaji (Election) Rules, 2004. The provisions contained in Rule 4 of these Rules for fixing various stages of election are being strictly adhered to.

7. PROCEDURE OF INQUIRIES

On announcement of the dates of elections by the Commission, a number of complaints are received by the Commission of alleged violation of the Code of Conduct prescribed by the Commission. The Commission attends to such allegations on priority by following the procedure given below:

- a) Letters calling for information from the persons/offices concerned with the alleged violation of the Code of Conduct are issued on the very day of receipt of the complaint.
- b) Information is called for from them within a period of 48 hours;
- c) Matter is discussed with the concerned persons/officers, if required, within a further period of 48 hours.
- d) Decision is taken in the matter immediately thereafter and communicated to the concerned persons/offices immediately or at appropriate time depending upon the nature of the alleged violation.

8. ELECTION PROCEDURE RULES

Elections to the Corporation of City of Panaji are conducted by the Commission under the powers delegated to it under Section 11 of the City of Panaji Corporation Act, 2002. The procedure to be adopted for these elections is laid down in the Corporation of City of Panaji (Election) Rules, 2004.

The elections to the Municipal Councils in Goa are being held under the powers delegated to the State Election Commission under Section 10 A of the Goa Municipalities Act, 1968. The procedure to be adopted for the purpose of these elections has been laid down by the Government in the Goa Municipalities (Election) Rules, 1969. The tenure of an elected Municipal Council is for a period of 5 years. The Commission has to ensure that the new Council for the Municipality is duly got elected at appropriate time before the expiry of the term of the existing Council.

The elections to the Village Panchayats and the Zilla Panchayats in Goa are conducted by the Commission under the powers delegated to it under Section 237 of the Goa Panchayat Raj Act, 1994. Specific provisions have been made by the Government in the Goa Panchayat and Zilla Panchayat (Election Procedure) Rules, 1996 laying down the procedure to be followed by the Commission for the purpose of conducting these elections.

9. MODEL CODE OF CONDUCT

It is ensured by the Commission that the provisions contained in the Rules controlling the procedure for conducting the elections, are strictly adhered to. In order to avoid wasteful expenditure on the elections and to ensure that the elections are conducted smoothly, Model Code of Conduct has been prescribed by the Commission which comes into force with effect from the date of filling of nominations. The Model Code of Conduct is notified by the Commission under its Notification No. 5/26/(A)/Code of Conduct/LBE/2020-SEC/49 Dated:15/01/2020 .

10.IDENTITY OF VOTERS

The Goa State Election Commission issues orders for every General election or Bye - Election to prove identity of voters. Goa State Election Commission has prescribed following documents as identity and anyone of which is required to be produced by the voter at the time of polling.

1. Elector Photo Identity Card (EPIC) issued by the Election Commission of India.
2. Photo Identity Card issued by any Department of Central Govt. or State Govt. or any Govt. undertaking.
3. Smart Card or any other Photo Identity Card issued by the Govt. of India or Govt. of Goa.
4. Valid Driving License or Passport issued by Competent Authority.
5. PAN Card issued by Income Tax Department.
6. Pass book of any Nationalized/Scheduled/Co-operative Bank containing photograph of account holder with stamp of Bank.
7. Photo Identity Card issued by the Head of any Educational Institute recognized by Government of India or Govt. of Goa.
8. Aadhar Card.

11. SCRUTINY OF ELECTION EXPENSES OF CANDIDATES

In addition to the duties and functions conferred by the Constitution of India, the State Election Commission is vested with the powers conferred by the Goa Panchayat Raj Act, 1994, the Goa Municipalities Act, 1968 and the City of Panaji Corporation Act, 2002. The State Election Commission has authorized the Returning Officers to scrutinize the election expenses accounts submitted by the Candidates who contest the elections to the Local Self Government Institutions. The Commission has laid down the following limits on the expenditure that may be incurred by a candidate (either by himself or by his authorized agent or any other individual) in connection with the elections:-

a	in case of a candidate contesting elections to the Corporation of the City of Panaji	Rs. 2,50,000 /-
b	in case of a candidate contesting elections to the Village Panchayat	Rs. 40,000/-
c	in case of a candidate contesting Elections to Zilla Panchayats	Rs.5,00,000/-
d	in case of a candidate contesting Elections to Municipal Councils	Rs. 2,00,000/-

The contesting candidates should maintain the account of the expenditure incurred by him or any Political Party on his behalf as per the standing order issued by the Commission for monitoring the election expenditure incurred by the Candidate in local body election vide no. 1/199/standing orders/2020-SEC/1233 dated:30/10/2020.

PETITIONS INVOLVING DISQUALIFICATION OF MEMBERS

The Commission decides on petitions involving disqualification of members of Village Panchayats and Zilla Panchayats under Section 10 of the Goa Panchayat Raj Act, 1994. Such Petitions necessitate sufficient opportunity to be given to the concerned parties for defending themselves. Normally, further time is requested for by the concerned parties for submitting their say in writing. Requests for extending the time limit are duly considered by the Commission.

ALLOCATION OF ELECTION RELATED FUNCTIONS

Sr. No	Subject	Under the Goa Panchayat Raj Act. 1994.	Under the Goa Municipalities Act, 1968	Under the City of Panaji Corporation Act. 2002.
1	Delimitation of Wards	Goa State Election Commission in consultation with Government	Goa State Election Commission in consultation with Government	Director of Municipal Administration
2	Reservation of Wards	Goa State Election Commission in consultation with Government	Goa State Election Commission in consultation with Government	Goa State Election Commission
3	Fixing date of Elections	Director of Panchayats	Goa State Election Commission	Goa State Election Commission
4	Schedule of Elections	Goa State Election Commission	Goa State Election Commission	Goa State Election Commission
5	Appointment of election personnel:	Goa State Election Commission	Goa State Election Commission	Goa State Election Commission
	a) Returning Officers			
	b) Observers			
	c) Other election staff	Returning Officer	Returning Officer	Returning Officer
6	Disqualification of Members	Goa State Election Commission	Director of Municipal Administration	Director of Municipal Administration
7	Electoral rolls (Preparation addition/deletion of names etc)	Chief Electoral Officer, Goa	Chief Electoral Officer, Goa	Chief Electoral Officer, Goa
8	Voter's list	Goa State Election Commission	Goa State Election Commission	Goa State Election Commission
9	Code of Conduct for elections	Goa State Election Commission	Goa State Election Commission	Goa State Election Commission
10	Identity norms for voters	Goa State Election Commission	Goa State Election Commission	Goa State Election Commission
11	Election Disputes	Tribunal	District Court	District Court

ELECTION MANAGEMENT SYSTEM

Election Management System is real time electronic data processing software designed for the elections conducted by the Goa State Election Commission. This system will seamlessly connect Returning Officers to District Collectors to State Election Commission.

The main objective of the system is

- Declaration of Election Programme.
- Appointing Returning Officers and Asst. Returning Officers for Panchayat , Zilla Panchayat, Municipal Councils and Corporation of the City of Panaji elections.
- Faster filing of candidate nominations.
- Real time data recording for pre-poll, Poll and Post-poll activities including real time information, communication & dissemination.
- Scrutiny of nominations, validly nominated candidates, Withdrawal process and allocation of symbols to contesting candidates.
- District / Taluka management.
- Constituencies and Ward management.
- Counting of votes and election results.
- Election related data i.e validly nominated candidates, contesting candidates with affidavits, withdrawal list, Poll day reports, counting updates and results are available for general public on official website **sec.goa.gov.in**

Election Management System consist of following Independent login based modules/Sub systems;

1. Zilla Panchayat Election Management System.
2. Village Panchayat Election Management System.
3. Municipal Council Election Management System.
4. Corporation of the city of Panaji Election Management System.

15. URBAN AND RURAL LOCAL SELF GOVERNING BODIES IN GOA STATE

1. MUNICIPAL CORPORATIONS

Sr. No	Name of the Corporation	No of wards
1	Corporation of the City of Panaji	30

2. MUNICIPAL COUNCILS

Sr. No	Name of the Corporation	No of wards
1	Bicholim Municipal Council	14
2	Cacora-Curchorem Municipal Council	15
3	Canacona Municipal Council	12
4	Cuncolim Municipal Council	14
5	Mapusa Municipal Council	20
6	Margao Municipal Council	25
7	Mormugao Municipal Council	25
8	Pernem Municipal Council	10
9	Ponda Municipal Council	15
10	Quepem Municipal Council	13
11	Sanguem Municipal Council	10
12	Sanquelim Municipal Council	12
13	Valpoi Municipal Council	10
Total		195

3. ZILLA PANCHAYATS

Sr. No	Name of the Zilla Panchayat	No. of Constituencies
1	North Goa Zilla Panchayat	25
2	South Goa Zilla Panchayat	25

4. VILLAGE PANCHAYATS

TALUKA WISE CLASSIFICATION AND NO. OF WARDS

NORTH GOA DISTRICT

Sr.No.	Taluka	Classification as per wards				Total No. of Panchayats	Total No. of Wards
		A 11	B 9	C 7	D 5		
1	Pernem	1	4	12	3	20	146
2	Sattari	1	3	8	0	12	94
3	Bicholim	2	2	9	5	18	128
4	Bardez	8	9	15	1	33	279
5	Tiswadi	6	6	7	0	19	169
TOTAL (A)		18	24	51	9	102	816

SOUTH GOA DISTRICT

Sr.No.	Taluka	Classification as per wards				Total No. of Panchayats	Total No. of Wards
		A 11	B 9	C 7	D 5		
1	Ponda	7	4	7	1	19	167
2	Mormugao	3	1	3	0	7	63
3	Salcete	8	8	16	1	33	277
4	Quepem	1	2	8	0	11	85
5	Sanguem	0	2	5	0	7	53
6	Canacona	0	5	2	0	7	59
7	Dharbandora	0	3	2	0	5	41
TOTAL (B)		19	25	43	2	89	745
Grand Total (A +B)		36	48	96	11	191	1561