



STATE ELECTION COMMISSION, KERALA
Thiruvananthapuram

CIRCULAR

No. 01/2018/SEC

Dated: 28.04.2018

Sub: - State Election Commission- Regulation of Expenditure during By-Elections in Local Self Government Institutions (except District Panchayat) - Directions Issued.

During the finalisation of accounts 2017-18 it has come to the notice that there was no uniformity in expenditure incurred during By-Elections. There were also requests from the Returning Officers and the Election Wing of District Collectorates to enhance the advance given for the conduct of By-Election as the State Election Commission has increased the rates of remuneration allowed for Presiding Officer and Polling Officers.

Considering all the aspects and after obtaining field level inputs the following directions are issued for strict compliance.

I. Arrangement of Polling Station

- i. The Electoral Registration Officer and the Returning Officer will inspect the Polling Station and inform District Election Officer (DEO) and then State Election Commission (SEC) about the status of the Polling Station immediately after finalizing voters list. Polling Stations are to be identified based on the availability of basic amenities like power/ramp/water/ toilet etc.
- ii. The maximum amount that can be expended for improving the basic amenities shall be limited to Rs.1250/-.
- iii. Those Polling Stations which do not have basic amenities can be changed to those having the above facilities after observing the procedure. Any facilities additionally provided in unavoidable circumstances should be certified by District Election Officer.
- iv. The list of Polling Stations in which additional arrangements are made should be certified by the R.O/E.D.C and submitted along with the claim.

II. Materials

i. Procurement of Election materials shall be done by the Election Wing of District Election Officer. They shall make use of the forms/materials available with them. Materials mean all items for poll including stationery items, all forms, seals, box for storing election documents, locks, etc.

ii. Local Purchase

In unavoidable circumstances local purchase shall be made and it should be certified that the items are not available with the Election Wing of District Election Officer. In normal cases the maximum amount permissible for a trunk would be Rs.500/- and for a lock is Rs.50/-. Any variation in this limit should be substantiated.

iii. Distinguishing mark seal

Distinguishing mark seal shall be locally procured by the Returning Officer himself.

III. Tour TA-for Training and Election purposes

i. Returning Officers/Assistant Returning Officers attending training at Head Quarters of SEC and for other journeys made by R.O in connection with election are entitled for eligible T.A fixed by the Government. Expenditure on T.A shall be met from "2015-00-101-99-00-04-01-NV". An amount of Rs.3,000/- in G.P/Municipality, Rs.3,500/- in Corporation and Rs.4,000/- in B.P would be allocated as advance for this purpose.

ii. The admissibility of T.A bills submitted by staff of DEO, R.O & A.R.O shall be checked by the Finance Officer of the District Collectorate and DEO shall confirm the eligible/sanctioned amount to SEC in abstract format.

iii. DEO shall disburse the eligible/sanctioned amount up to the advance amount provided by SEC; and excess of claims on T.A shall be communicated to SEC.

iv. T.A advance provided by SEC in connection with By-Elections are intended to be utilized for settling T.A claims raised by R.O and A.R.O.

v. Election Wing of District Collectorate shall not utilize the amount earmarked for By-Election for their T.A claims. Bills shall be prepared and the eligible amount will be made available to SEC separately.

IV. Training

Polling Officials

District Level Training to Polling Officials shall be done on a single day and the District Level Trainers/any competent officers shall carry out the training. Training shall be conducted in a single go. Officers to be present: R.O, ARO, Master Trainer and Officers of Election Wing.

- i. Venue shall be either in the District HQ or a convenient place where facilities to give training do exist (no expenditure on infrastructure shall be met). District Election Wing will co-ordinate the training with the ROs/EROs. If the election is in more than one constituency in a district, the training will be conducted simultaneously.
- ii. Tea and snacks will be provided. The expenditure incurred by EDC in connection with providing tea and snacks shall be presented in separate bills along with proceedings. The Trainer shall be paid an Honorarium of Rs 1000 and he shall be present during candidate set also.

Counting Class

Briefing on counting shall be arranged by R.O, 2 days before poll for Supervisor, Clerk and O.A. Light refreshments may be provided.

V. Candidate Set & Distribution of Materials

An Officer not below the rank of Junior Superintendent shall be included as Supervisor, if the number of polling stations under the Returning Officer Concerned exceeds five, to co-ordinate the activities.

- i. In cases where polling area can be reached within 2 hours:-

Candidate set and distribution shall be done on the day before poll. E.V.Ms shall be taken from the warehouse and brought to the distribution centre before 10:00 AM. Candidate set can be completed before 12:00 Noon. Polling Officials can be deployed by 2:00 PM. Department Vehicles shall be used at the most for transporting E.V.M to distribution/counting centres from warehouse. District Election Officers will also assist in arranging department vehicles.

ii. In case where polling area cannot be reached within 2 hours:-

The Returning Officer will arrange to transport the EVM 2 days before poll to the place where strong room is arranged. Transportation of EVM shall be done in a covered Vehicle. Govt. Vehicles shall be used for the purpose. DEO will also assist in arranging transport vehicle.

R.O shall be assisted by the Master Trainer for candidate setting. Master Trainer shall be assisted by the Clerk and Office Attendant who will set machines.

Number of persons to be deployed for candidate setting in addition to Returning Officer, Assistant Returning Officer and Master Trainer are to be limited in accordance with the following table :

No. of Machines	No. of Tables	No. of Clerk	No. of OA
Up to 10	1	1	1
11 to 20	2	2	2
21 to 30	3	3	3
31 to 40	4	4	4
41 to 50	5	5	5

The clerk and OA posted is eligible for D/A fixed by SEC. Working lunch can be provided to the officials who actually participate in activities in connection with Candidate set, distribution. Amount for lunch should be limited to Rs 100/- per head.

VI. Distribution Centre

Before the Poll, E.V.Ms and materials shall be distributed at the distribution centre. The remuneration of the Persons to be deployed for Distribution are to be in accordance with the following table.

No.of Polling Stations	No. of Distribution Halls	Clerk		OA		Total Amount
		No.s	Amt	No.s	Amt	
1 to 5	1	1	350	1	250	600
6 to 10	2	2	700	2	500	1200
11 to 15	3	3	1050	3	750	1800

VII. Collection Centre

After the Poll, E.V.Ms and materials shall be collected at the collection centre. The remuneration of the Persons to be deployed for Collection are to be in accordance with the following table.

No.of Polling Stations	No. of Collection Halls	Clerk		OA		Total Amount
		No.s	Amt	No.s	Amt	
1 to 5	1	1	350	1	250	600
6 to 10	2	2	700	2	500	1200
11 to 15	3	3	1050	3	750	1800

VIII. Repair of Department Vehicles

If any repair of vehicles is made during the period of By-Elections, the expenditure shall be met from the Department concerned.

IX. Arrangement of Distribution Centre, Counting Centre and Strong Room

Impeccable financial prudence shall be observed in providing facilities in setting up of distribution centre, collection centre and strong room. Extensive or unnecessary constructions/ erecting barricades, pandals shall not be executed. Existing facilities shall be used.

X. Coolie charges

Only the barest minimum number of workers need be engaged in connection with the election and other EVM related activities. They shall be paid only at the rate fixed by the Labour Department in Government. Proper muster roll/Payment details must be kept.

XI. Fuel Charges (see Annexure IV)

Expense of fuel shall be met. Supporting vouchers shall be presented.

XII. ECIL Engineer Accommodation

ECIL engineers are allotted to districts by SEC. Transportation, food and accommodation shall be arranged by DEO. Accommodation shall be provided in Government guest houses/rest houses/other guest houses of Public Sector Undertaking etc at Government rate.

XIII. Remuneration to Returning Officers and Assistant Returning Officers

Returning Officers occupy the most important position in the affairs connected with the election and his powers are that of quasi-judicial character. Though the Returning Officer is the person who is to conduct election, Assistant Returning Officer also plays an important role. Considering the risky and authoritative nature of the work the following amounts shall be given to them.

Remuneration to Returning Officers and Assistant Returning Officers		
Local Bodies	Returning Officer	Assistant Returning Officer
District Panchayat	Rs 3000/-	Rs.2000/-
Block Panchayat/ Corporation	Rs.2000/-	Rs.1250/-
Grama Panchayat/ Municipality	Rs.1500/-	Rs.1000/-

XIV. Finalisation of Accounts

Within 7 days from the date of counting, R.O shall submit all expenditure bills to DEO and DEO shall scrutinize and inform the eligible/sanctioned amount to SEC within 15 days thereafter. Bills shall be sorted, by the Returning Officer as in Annexure I to V.

For settling the advance allocated from SEC, proposal in the following format shall be made available to SEC within 1 month from the date of counting.

By-Election.....Constituency.....Panchayath/MunicipalityDistrict Settlement of advance.				
SL No	Item	Advance Received	Expenditure	Balance to be paid/refunded

Proceedings must be issued for every activity from EDC and R.Os office in connection with By-Elections.

Any expenditure incurred without reasonable rationale will be personal liability of the expending authority.

K.V Muraleedharan
Secretary

To

The Principal Secretary, Local Self Government Department
The Principal Secretary, Finance Department
The Principal Accountant General (Audit/A&E)
All District Collectors
All Returning Officers (through District Collectors)
All Electoral Registration Officers (through District Collectors)
All Assistant Returning Officers (through District Collectors)
Stock file/ Office Copy

Copy to:

All Election Deputy Collectors
All Deputy Directors of Panchayat
All Nodal Officers, State Election Commission
Law Officer, State Election Commission
Public Relations Officer, State Election Commission
All Section Officers & Sections
PS to Commissioner/CA to Secretary
Computer Programmer

Forwarded/By Order,

Section Officer

Annexure I

Honorarium

Settlement of Advance obtained in connection with the conduct of
By-Election held onconstituency Panchayat /Municipality
.....District.

Sl No	Date	Acquittances	Purpose	Amount Paid	Whether admissible	Remarks of DEO

Certified that the above amount is found reasonable and is admissible as per
Circular no/2018.

District Election Officer

Annexure II

Food/Refreshment

Settlement of Advance obtained in connection with the conduct of
By-Election held onconstituency Panchayat /Municipality
.....District.

Sl No	Date	Voucher No	Vendor	Purpose	No of Participants	Amount	Remarks

Certified that the above amount is found reasonable and is admissible as per
Circular no/2018.

District Election Officer

Annexure III

Coolie Charge

Settlement of Advance obtained in connection with the conduct of
By - Election held on.....constituency.....Panchayat/Municipality
.....District.

Sl No	Date	Voucher No	Purpose	No of items	No of Persons	Amount Required	Amount Allowed

Certified that the amount is found reasonable and is admissible and hence sanctioned.

District Election Officer

Annexure IV

Fuel Charges

Settlement of Advance obtained in connection with the conduct of
By-Election held onconstituencyPanchayat /Municipality
.....District.

Department Vehicle								
Sl No	Date	Vehicle No	Log Book Starting Km	Log Book Ending Km	Details of Journey	Total Km	Details of Fuel filled (in litres)	Amount

Certified that the amount is found reasonable and is admissible and hence sanctioned.

District Election Officer

Annexure IV-a**Rental Charges of Vehicle**

Settlement of Advance obtained in connection with the conduct of By-Election held onconstituencyPanchayat /MunicipalityDistrict.

Rented Vehicle								
Sl No	Date	Reg No	Type of Vehicle	___Seater	Starting Km	End Km	Rate	Amt

Certified that the amount is found reasonable and is admissible and hence sanctioned.

District Election Officer

Annexure VLocal Purchase

Sl No	Date	Voucher No.	Items	Amount	Remarks

Certified that the amount is found reasonable and is admissible and hence sanctioned.

District Election Officer

I. Remuneration to Trainees

The eligible D/A to trainees will be as follows:-

No. of Polling Stations	Trainees								Total Amount
	Presiding Officer		1st Polling Officer		Reserve				
	No.s	Amt	No.s	Amt	Presiding Officer		1 st Polling Officer		
				No.s	Amt	No.s	Amt		
1	1	450	1	350	1	450	1	350	1600
2	2	900	2	700	1	450	1	350	2400
3	3	1350	3	1050	1	450	1	350	3200
4	4	1800	4	1400	1	450	1	350	4000
5	5	2250	5	1750	1	450	1	350	4800
6	6	2700	6	2100	1	450	1	350	5600
7	7	3150	7	2450	2	900	2	700	7200
8	8	3600	8	2800	2	900	2	700	8000
9	9	4050	9	3150	2	900	2	700	8800
10	10	4500	10	3500	2	900	2	700	9600
11	11	4950	11	3850	2	900	2	700	10400
12	12	5400	12	4200	2	900	2	700	11200
13	13	5850	13	4550	3	1350	3	1050	12800
14	14	6300	14	4900	3	1350	3	1050	13600
15	15	6750	15	5250	3	1350	3	1050	14400

II. Remuneration of Polling Officials (Single Booth)

Officials	Day before poll	Day of Poll	Total Amount
Presiding Officer	450+200	450+200	1300
1 st Polling Officer	350+200	350+200	1100
2 nd Polling Officer	350+200	350+200	1100
3 rd Polling Officer	350+200	350+200	1100
Total			4600

III. Remuneration to Reserve

Reserve will be posted only on the day before poll.

No. of P.S	Presiding Officer	Polling Officer	Presiding Officer + 1 st P.O	Total
1 to 6	1	1	450+350	800
7 to 12	2	2	900+700	1600
13 to 20	3	3	1350+1050	2400
21 to 40	4	4	1800+1400	3200
41 to 50	5	5	2250+1750	4000
Above 50 Polling Stations, 10% reserve shall be resorted to				

IV. Remuneration for counting

Officials to be present: Returning Officer and Assistant Returning Officer.

Polling Stations	Counting Tables	Supervisor		Clerk		Office Attendant		Tabulation Clerk		Total Remuneration
		No.s	Remuneration	No.s	Remuneration	No.s	Remuneration	No.s	Remuneration	
1 to 5	1	1	450	1	350	1	250	0	0	1050
6 to 10	2	2	900	2	700	1	250	0	0	1850
11 to 15	3	3	1350	3	1050	2	500	1	350	3250
16 to 20	4	4	1800	4	1400	2	500	1	350	4050
21 to 25	5	5	2250	5	1750	2	500	1	350	4850
26 to 30	6	6	2700	6	2100	2	500	1	350	5650
31 to 35	7	7	3150	7	2450	2	500	1	350	6450

*Not more than 7 tables shall be arranged in a room.

GRAMAPANCHAYAT/MUNICIPALITY PROJECTED EXPENDITURE AND ADVANCE ANALYSIS STATEMENT

No of P.S	R.O Hon	A.R.O Hon	Master Trainer	Training Rem	Candidate set	Distribution & Collection (2 days)	Reserve Rem	Day of Poll Rem.	Counting Rem	<i>Total Committed Exp</i>	Expenditure on Meetings	Vehicle Fuel*	Other Exp	<i>Variable Expenditure</i>	90% of Variable Exp	Total + advance	Advance Exp Rounded to	Grand Total
1	2	3	4	5	6	7	8	9	10	(Total of 2 to 10)	12	13	14	(Total of 12,13,14)	(90% of Col 15)	(Cols 11 + 16)	18	(Total of 11 + 15)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	1500	1000	1000	1600	600	1200	800	4600	1050	13350	1500	500	2000	4000	3600	16950	16000	17350
2	1500	1000	1000	2400	600	1200	800	9200	1050	18750	1500	500	2000	4000	3600	22350	22000	22750
3	1500	1000	1000	3200	600	1200	800	13800	1050	24150	1750	1000	2500	5250	4725	28875	27500	29400
4	1500	1000	1000	4000	600	1200	800	18400	1050	29550	1750	1000	2500	5250	4725	34275	33000	34800
5	1500	1000	1000	4800	600	1200	800	23000	1050	34950	2000	1000	3000	6000	5400	40350	39000	40950

*Advance Tentative

Other Expenditure include purchase of trunk and lock, stationery (if needed), strong room arrangements, coolie charges etc.

Only the amount marked in column 18 will be disbursed by SEC as advance.

BLOCK PANCHAYAT/CORPORATION PROJECTED EXPENDITURE AND ADVANCE ANALYSIS STATEMENT

No of P.S	R.O Hon	A.R.O Hon	Master Trainer	Training Rem	Candidate set*	Distribution & Collection (2 days)	Route Officer	Sectoral Officer	Reserve Rem	Day of Poll Rem.	Counting Rem	Total Committed Exp (Total of 2 to 12) 13	Expenditure on Meetings	Vehicle Fuel**	Other Exp	Variable Expenditure (Total of 14,15,16) 17	90% of Variable Exp (90 % of Col 17) 18	Total + advance (Total of 13+18) 19	Rounded to 20	Grand Total (Total of 13+17) 21
6	2000	1250	1000	5600	1050	2400	250	650	800	27600	1850	44450	2000	3000	3000	8000	7200	51650	50000	52450
7	2000	1250	1000	7200	1050	2400	250	650	1600	32200	1850	51450	2250	3000	3000	8250	7425	58875	58000	59700
8	2000	1250	1000	8000	1050	2400	250	650	1600	36800	1850	56850	2250	3000	3000	8250	7425	64275	63000	65100
9	2000	1250	1000	8800	1050	2400	250	650	1600	41400	1850	62250	2500	3500	3500	9500	8550	70800	70000	71750
10	2000	1250	1000	9600	1050	2400	500	650	1600	46000	1850	67900	2500	3500	3500	9500	8550	76450	75000	77400
11	2000	1250	1000	10400	1650	3600	500	650	1600	50600	3250	76500	2750	3500	3500	9750	8775	85275	84000	86250
12	2000	1250	1000	11200	1650	3600	500	650	1600	55200	3250	81900	2750	3500	3500	9750	8775	90675	90000	91650
13	2000	1250	1000	12800	1650	3600	500	650	2400	59800	3250	88900	3000	4000	4000	11000	9900	98800	97000	99900
14	2000	1250	1000	13600	1650	3600	500	650	2400	64400	3250	94300	3000	4000	4000	11000	9900	104200	100000	105300
15	2000	1250	1000	14400	1650	3600	500	1300	2400	69000	3250	100350	3250	4000	4000	11250	10125	110475	110000	111600
16	2000	1250	1000	16000	1650	4800	500	1300	3200	73600	4050	109350	3250	4000	4000	11250	10125	119475	120000	120600
17	2000	1250	1000	16800	1650	4800	500	1300	3200	78200	4050	114750	3500	5000	5000	13500	12150	126900	125000	128250
18	2000	1250	1000	17600	1650	4800	500	1300	3200	82800	4050	120150	3500	5000	5000	13500	12150	132300	130000	133650
19	2000	1250	1000	18400	1650	4800	500	1300	3200	87400	4050	125550	3750	5000	5000	13750	12375	137925	135000	139300
20	2000	1250	1000	19200	1650	4800	500	1300	3200	92000	4050	130950	3750	5000	5000	13750	12375	143325	140000	144700

*Officers to be present in candidate set : Supervisor, Clerk, Office Attendant

**Advance Tentative

1 Route Officer(Office attendant) is needed for up to 9 Polling Stations and their number increases with P.S marked in above tabular coloumn

1 Sectoral Officer is needed for up to 14 Polling Stations.

2-3 Sectoral Officers needed for the rest.

Only the amount marked in column 20 will be disbursed by SEC as advance.