



STATE ELECTION COMMISSION, KERALA
THIRUVANANTHAPURAM-695033

CIRCULAR

No:SEC/1287/2021-A2

Date:08/04/2022

Sub:- State Election Commission- Regulation of Expenditure during Bye-Elections in Local Self Government Institutions- Directions Issued

In supersession of all orders and directions on regulation of expenditure in the conduct of by-election in Local Self Government Institutions, the following guidelines are issued for strict compliance.

I) **Advance Amount**

The District Election Officer will be allotted advance amount by State Election Commission based on the estimate prepared by DEO which shall finally be allocated to the Returning Officer or other Officials for meeting the expenditure in connection with the conduct of elections. Advance amounts should be sanctioned only after taking into account the actual anticipated requirement of the expenditure based on barest minimum requirements. No separate advance shall be allotted for individual items of expenditure. Every advance made by the District Election Officer shall be settled within 7 days from the date of counting. R.O shall submit all expenditure bills to DEO with supporting documents and DEO shall scrutinize and inform the eligible/sanctioned amount to SEC within 15 days thereafter. Bills shall be sorted, day wise and item wise. Proposal for advance shall be made to the SEC in the Annexure for the release of funds.

II) **Registers and other Documents**

The District Election Officer shall maintain the following Registers and accounts.

a) **Cash Book**: - A Cash Book should be maintained in the prescribed form and entries made as per codal provisions.

b) **Allotment Register**: - An allotment register should be maintained in respect of funds received from the Commission and allotted to the Returning Officers and other Officials. Balance amount after each transaction shall be shown in a separate column in the register.

c) Advance Register: - An advance register should be maintained for recording amounts advanced to various officials and settlement details of such advances shall also be shown in the register.

d) Stock Register: - Separate Stock register shall be maintained for Electronic Voting Machines, Forms & Registers and Stationery items and any items purchased. All items obtained from the State Election Commission or District Election Officer or through Local purchase should be entered in the Stock Register. Separate pages shall be used for each item including electronic and electrical items.

e) Bill Register: - A bill register shall also be maintained by the District Election Officer.

f) Bills and Vouchers: - Copies of bills and vouchers relating to both advance and final payments should be kept in the office of the District Election Officer.

III) Arrangement of Polling Station

(i) The Electoral Registration Officer and the Returning Officer will inspect the Polling Station and appraise, the District Election Officer (DEO) 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 furniture, power, ramp, water, toilet, internet connectivity etc.

(ii) 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.

(iii) The Returning Officer and Electoral Registration Officer after inspecting the polling stations shall inform the commission on the availability of minimum basic facilities in the proforma prescribed.

(iv) The list of Polling Stations in which additional arrangements and the details of additional arrangements are made should be certified by the R.O and DEO and submitted along with the claim. Expenditure in connection with the arrangement of polling station shall be reduced to the minimum.

IV) Materials

i) Election Materials