

STATE ELECTION COMMISSION, RAJASTHAN

(2nd floor, Vikas khand, Secreatiat, Jaipur-302005)

(Email-secraj@rajasthan.gov.in, Website-rajsec.rajasthan.gov.in)

No.F.1(20)(2)SEC/Acctt/O.R./2025-26/231

Date: 07.01.2026

OFFICE ORDER

The State Election Commission has sanctioned the rates for making outright payments and incurring expenditure up to the extent noted against each item subject to the Budget Provision in each case as under :-

S. No.	Nature of Sanction	Extent of power	For Panchayat & Municipal Election (Rs.)
1	Sanction for making outright payment of Rs. 105/- (Rupees One Hundred Five Only) for per polling station to Presiding Officer/Patwari or any other officer to whom D.E.O. (Collector) may think fit for hiring or otherwise charges for the election articles for which no account will be required to be rendered. The simple utilization certificate of the concerned Presiding Officer/Patwari or any other officer will be sufficient.	Lighting Arrangment at Polling Booth	83.00
		Buckets & Lotas	15.00
		Locks	7.00
		Total Rs.	105.00
Note:- Since some of the items could be available with the District Election Stores, it is necessary to break-up the amount for issuing the articles or the amount in full or part, as the case may be.			
2	Sanction for making outright payment of- 1) Rs. 10/- (Rupees Ten Only) to each polling officer (excluding class IV ervant). (10x3) 2) Rs. 17/- (Rupees Seventeen Only) on account for the cost of Refill, match box, Blade and Ball Pen, one for Presiding officer and other for the use of Voters for signatures etc. 3) Rs. 17/- (Rupees Seventeen Only) for R.O. (Panchayat) on account for checking of nomination of Panch & Sarpanch, to make the list of candidates.	Each Polling Officer (excluding class IV servant)	30.00
		Each Presiding Officer	17.00
		Each R.O. (Panchayat)	17.00
		Total	64.00
3	Sanction for making outright payment @ 22/- (Rupees Twenty Two Only) per polling Station to, Presiding Officer/Patwari or any other officer to whom DEO (Collector) may think fit for hiring or otherwise, charges of Bamboos for which no account will be required to be rendered. The simple utilization certificate of the concerned Presiding officer/Patwari will be sufficient.	Each Polling Station	22.00

4	Sanction for incurring expenditure for 1) Providing water to the Polling Parties and 2) Providing essential first aid medicines.	Providing water the Polling Parties.	45.00
		Providing essential First Aid Medicines	33.00
		Total Rs.	78.00
5	Sanction for making outright payment Rs. 45/- (Rupees Fourty Five Only) to be given to each Prisiding Officer per Polling Station to meet unforeseen expenses for which no account will be rendered.	Presiding Officer per Polling Station	45.00
6	Sanction for incurring expenses @ Rs. 600/- (Rupees Sis Hundred Only)for erecting each temporary Polling Structure, if necessary.	For erecting each temporary Polling structure.	600.00
7	Sanction for incurring exp. @ Rs. 300/- (Rupees Three Hundred Only) for set up of voter assistance booth in building having more than 2 Polling Booths.	For Voter assistance booth at Polling Station	300.00
8	Providing drinkingwater to voters During poll, sanction for making outright payment per polling station building (i.e. where one or more polling booth situated) to any officer whom DEO may think fit for arrangements. The simple utilization certificate of the concerned officer will be sufficient.	Providing water to electors at polling stations (per polling building)	500.00
9	Sanction for incurring expenses for providing temporary ramps where polling booths are notified & permanent ramps could not be provided as per direction of Election Commission of India & decision of Hon'ble Supreme Court. The simple utilization certificate of the concerned officer will be sufficient.	For Temporary ramps per building (Under condition)	1000.00 maximum
10	Sanction for incurring expenses for providing temporary arrangements for shade in the polling station where there is no arrangement of shade.	For polling station where there in no arrangement of shade.	1000.00 per polling station
11	Refreshment/lunch/dinner for the officers/ officials appointed by District Election Officer for postal ballot paper facility centre at polling party training centres at district level in Ist & IInd training.	For lunch/refreshment	upto Rs. 150.00 per officer/officials
12	Refreshment/lunch/dinner for the officials who are detained in oddhours at polling material distribution and collection centers on the day of departure & arrival of polling parties.	For lunch/refreshment	upto Rs. 150.00 per officer/officials
13	Sanction for incurring expenditure on account of hire charges of tents, furniture, electricity articles etc. required for election purposes on hire.	Office of the Chief Electoral Officer & Secretary, State Election Commission, Rajasthan, Jaipur and concerning District Election Officers (Collectors) should take necessary action as per Rajasthan	

		Transparency in Public Procurement Rule, 2013 subject to the condition that the hire charges should not exceed the actual cost of the goods and ceiling directed by the State Election Commissioner.
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14. Purchase Committees at District Level are hereby constituted subject to the following condition:-

Purchase will be made as per the procedure laid down in Rajasthan Transparency in Public Procurement Act 2012 & Rules 2013 and GF & AR.

DISTRICT LEVEL PURCHASE COMMITTEE

Dy. District Election Officer

Treasury Officer of the District

An Officer nominated by the District Election Officer (Collector)

The expenditure is debitable to concerning Municipal Board/Council/Corporation/ Panchayat Election Head.

This bears concurrence of Finance (Exp-V) Department vide their I.D.No 331900434 Dated 31.05.2019 .

**Chief Electoral Officer &
Secretary,
State Election Commission, Rajasthan**

No. F.1 (20)(2)SEC/Acctt/O.R./2025-26/232 - 238

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Copy to following for information & necessary action -

1. Accountant General (Audit) Rajasthan, Jaipur.
2. All District Election Officers (Collectors).
3. PS to Commissioner, State Election Commission, Rajasthan, Jaipur.
4. PA to Secretary / D.S., State Election Commission, Rajasthan, Jaipur.
5. Sr AO/AS, State Election Commission, Rajasthan, Jaipur.
6. Municipal /Panchayat Election Section, State Election Commission, Rajasthan, Jaipur.
7. Accounts /Estt. /Acctt(Audit)/ Store, State Election Commission, Rajasthan, Jaipur.

**Chief Electoral Officer &
Secretary,
State Election Commission, Rajasthan**