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PANCHAYATI RAJ GENERAL ELECTIONS-2010
IN
RAJASTHAN

A CHECK LIST
FOR
ELECTION RELATED OFFICERS AT DISTRICT LEVEL

Prepared by:
R.K. Pareek,
R.A.S.

STATE ELECTION COMMISSION, RAJASTHAN, JAIPUR

PREFACE

The General Elections of Panchayati Raj Institutions will be held shortly. Elections are conducted under the superintendence, direction and control of the State Election Commission. The relevant Election Law and Rules provide detailed procedure for conduct of the election. The State Election Commission has also issued various orders and circulars from time to time for conduct of elections.

The District Election officers, Returning Officers and other officers connected with the elections play a major role in the conduct of elections. Even a slight mistake, lapse or wrong application of the law or rules may vitiate the entire election process. Various changes have been made in the election process since last General Elections of Panchayati Raj Institutions. It is required that the officers will make themselves thoroughly familiar with the Election Law and directions of the State Election Commission and refer to them as often as they can and every time they are in doubt.

A checklist has been prepared enumerating steps to be taken at various stages. However, it may be kept in mind that this may not cover all action points and this is only a checklist, **a sort of reminder at various stages and in no way a substitute** for various provisions governing conduct of elections.

I hope that the officers will make best use of this volume.

Best wishes,

Jaipur
Dated: 14th December, 2009

(A.K. Pande)
State Election Commissioner
Rajasthan, Jaipur

CHECK LIST FOR PANCHAYATI RAJ GENERAL ELECTION, 2010

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PANCHAYATI RAJ GENERAL ELECTIONS – 2010 (RAJASTHAN)

Check-List

I - Preliminary

1. General Duty of District Election Officer

To co-ordinate and supervise all work in connection with the conduct of elections. He shall be in the overall charge of the conduct of elections to the PRIs in the district. (Sec. 119 of Panchayati Raj Act, 1994; Rule 2(1)(iv), and 23 r/w Rule 58 and 59 of Raj. Panchayati Raj (Election) Rules, 1994.)

2. General Duty of Returning Officer

To do all such acts and things as may be necessary for effectively conducting the elections. (Rule 24 r/w 58 and 59 of Raj. Panchayati Raj (Election) Rules, 1994)

3. Asstt. Returning Officer

R.O. includes ARO – ARO will assist the RO for conducting effectively elections. (Rule 2(i)(vii), 24 r/w 58 and 59 of Raj. Panchayati Raj (Election) Rules, 1994)

4. Reading Material

- (a) Constitution of India (Relevant provisions)
- (b) Representation of People Act, 1951 (Relevant provisions)
- (c) Rajasthan Legislative Assembly Members (Removal of Disqualification) Act, 1956.
- (d) Indian Penal Code, 1860 (Relevant provisions)
- (e) Rajasthan Panchayati Raj Act, 1994 (Relevant provisions)
- (f) Rajasthan Panchayati Raj (Election) Rules, 1994
- (g) Margdarshika for polling parties (including R.O. for Panch/Sarpanch elections).
- (h) Instructions/Directions of State Election Commission.
- (i) Model Code of Conduct.
- (j) Booklet showing Proformas for Statistical Statements.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

II - ELECTORAL ROLLS

1.	Final Publication of Electoral Rolls	ERO	10.12.2009 or 21.12.2009	R. 17 of Raj. P. R (Election) Rules, 1994 SEC's No. 6131 dt. 10.12.09	1. A complete copy including list of amendment should be available for inspection at ERO's office, Gram Panchayat & Panchayat Samiti's office. 2. Notice of publication - to be displayed at ERO's office and in the office of concerned PRIs.
2.	Availability of sets of rolls	DEO/ERO	10.12.2009 or 21.11.2009		At least 30 complete sets should be available for a final publication (b) for recognized political parties (c) for ROs of ZP/PS elections (d) for working copies (e) for permanent record (f) for reserve / sale.
3.	Supply of rolls to recognized political parties	ERO	Immediately after final publication of rolls	Rule 17(3) of Raj. P.R (Election) Rules, 1994 and SEC's No. 298 dt. 14.10.94	1 One complete set of finally published rolls should be supplied free of cost to each recognized political party. 2 Sets for recognized parties should be given to their authorized representatives.
4.	Continuous updation of rolls	ERO	After final publication of rolls and before issuance of public notice for election.	Rule 20 of Raj. P.R. (Election) Rules, 1994; SECs No. 300 and 297 dt. 14.10.94; No. 1175 dt. 31.12.94, No. 432 dt. 17.12.99, No. 5882 dt.30.11.2009	1. Amendment, transposition or deletion of any entry by ERO - on his own motion or on the application after necessary enquiry. 2. In case of any deletion, correction or transposition person concerned be given opportunity of being heard. In death case notice not required however facts to be verified. 3. Inclusion of name only through application. 4. Form I, II or III - free of cost. 5. Notice period - three clear days. 6. Clerical error can be corrected at any time. 7. Supplement 2 (पूरक-2) shall also be prepared after decision u/r 20.

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5.	Restriction on Deletions, additions, correction etc.	ERO/Collector	Date of public notice for election u/r 23 or 58.	Rule 21A of Raj. P. R. (Election) Rules, 1994	1 Neither ERO nor appellate authority is empowered to amend, transpose or delete any entry and to include any name in the electoral after the issue of public notice till the completion of election. 2. Applications can be submitted at any working day even after issue of public notice but order for any deletion, addition, correction etc. can be given only after completion of election.
6.	Sale of copies of Electoral Rolls	ERO	After final publication of rolls	SEC's No. 431 dt. 24.10.94	1 Sale price is Rs.2/- per printed page and Rs.4/- per both side pages (printed on both side).
7.	Preparation of working copies.	(a) ERO	Within 5 days from the date of public notice of election.	SEC's No. 64 dt. 13.12.94	1 Total 12 sets of working copies be prepared. Each polling party (including RO of Panch/Sarpanch) shall be supplied with 7 complete sets. 2 Two copies for R.O. of ZP/PS member election and for his office. 3 Two copies for RO of PS member election and for his office. 4 Each page to be signed with seal by E.R.O. 5 Each set shall have the deletions made in RED INK in the basic roll. 6 Corrections may be carried to the entries in the basic roll. 7 Work out the data of men, women and total.
		(b) E.R.O.	3 days before poll.		8 The entries relating to "PB", if any, are to be made, in the working copies, which will be used in ZP/PS member election.

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III - POLLING STATIONS

1.	Selection of polling stations	DEO	20.10.2009	Rule 30 of Raj. P.R. (Election) Rules, 1994 and SEC's No. 4243 dt. 6.12.99; No. 4559 dt. 8.1.2000	1 Polling station, ordinarily, at Panchayat Headquarter. 2 One polling booth for more than one ward. 3 Whole ward should be in one booth. 4 Wards should be in sequence in a booth. 5 Norms prescribed by the SEC be followed. 6 Maximum number of voters in a polling booth will be 1100 - where two elections are held simultaneously. 7 Information of polling stations in prescribed formats be sent to SEC. 8. All the booths should be in same building or in buildings in the same village. 9. Increase in polling booth should not be more than 10% of what existed in last general election.
2.	Printing of lists of polling stations	DEO	Upto last date of withdrawal		Sufficient copies be printed.
3.	Publication of lists of polling stations.	RO	After issuance of public notice and at least a day before poll.	Rule 30(3) r/w 58	List should be exhibited for general information at the notice board of DEO, RO Panchayat Samiti and Zila Parishad and at two conspicuous places of the ward.
4.	Sale of the lists of polling stations	DEO	Immediately after the publication	SEC's order no. 513 dt. 7.11.99	1 Copies should also be made available for sale at price fixed. 2 Sale price of list is Rs.2/- per printed side of a page and Rs.4/- per both side pages. (printed on both sides)

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5.	Displaying notice regd. polling booth	RO/Polling Officer	On Pre-day. poll	Rule 30(2) and (3) of Raj. P.R.. (Election) Rules, 1994	1 Notice announcing the place of polling station shall be published at the office of Panchayat. Format (to be supplied by SEC) will be used for this purpose..
6.	Visit of polling station building.	RO/ARO	Within 5 days of issue of public notice for election		1 Inspections of building/sites should be done. 2 Requirements of furniture should be assessed. 3 Ramps to be ensured
7.	Temporary structures	DEO/Ro	On pre-poll day.		Temporary structure should not be established.
8.	Arrangements at PS for poll	DEO/RO	Prior to poll day		(i) Necessary furniture for poll. (ii) Ramps for physically challenged persons - Where permanent ramps have not been provided temporary ramps should be provided – Give wide publicity about provisions of ramps. (iii) Drinking water and shade for voters. (iv) List of phone no. of Polling Station or nearest phone number and details of contact person be prepared in advance.
				SEC's notifi. No. 4489 dt. 6.1.2000	(v) Office of any political party or candidate should not be allowed within 200 meters radius of Polling Station.
				Rule 93 (2) of Raj. PR (Election) Rules, 1994	(vi) Building of polling station shall be placed at the disposal of of RO/DEO.

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IV - ELECTION MATERIAL

1.	Availability of election material	DEO	15.12.2009		1 Election material such as ballot boxes, Presiding Officer's brass seal, arrow cross marks seals, metal rule, boxes for sealing of election papers, locks, voting compartments, stamp-pads, iron nails, cloth bags for ballot boxes, counting trays, cotton tap etc. be checked.
2.	Books, Forms, Envelops and stationery items- supply to the districts.	DEO	31.12.2009	SEC's letters	1 Ensure that all types of form, (stationery or non-statutory) envelops and other material have been procured from SEC's store as allotted. 2 Form for appointment of polling parties to be generated from computer. 3. Ensure that updated books have been procured. SECs website www.rajsec.rajasthan.gov.in may also be used. 4 Ensure that arrangements have been made for items which are to be purchased by DEO level.
3.	Checking of additional requirement of forms envelops etc.	DEO	3 days before public notice		After careful checking of forms, envelops, stationery items and other election material communicate to the SEC regarding additional requirement, if any.
4.	Indelible ink and Pink-paper seals	DEO	3 days before public notice	SEC's allotment orders	Supply be taken from stores of SEC as per allotment. Fresh stock of indelible ink shall be used.
5.	Purchase of stationery items	DEO	Upto issue of public notice	As per SEC's directions.	Local purchase of stationery articles other than those supplied by the SEC office be made as per directions of SEC and in accordance with the provisions of GR&AR Rules.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
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6.	Preparing packets of polling material	DEO	5 days before poll.	List as given in the Mardarshika	(i) Packets of polling material as per standard list given in the Margdarshika be prepared for each polling booth. (ii) Copy of specimen signature of candidates (in ZP/PS member election) and their election agents will also be given to polling parties. (iii) Polling Officer's diary formats (in ZP/PS member election) should be serially numbered. Keep proper account thereof.
7.	Forms	RO	As and when become required or prescribed		Handwritten, type written, photostate, cyclostyled or privately printed versions of forms so long as texts of the forms, have been correctly copied be accepted freely.

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V - PERSONNEL MANAGEMENT

- | | | | | | |
|----|---|---------|------------|--|---|
| 1. | Officers and staff | DEO | | Sec. 119(7) and 119A of Raj. P.R. Act, 1994 | <p>(i) All officers and staff related to election duties including police personnel shall be deemed to be on deputation of SEC during election process.</p> <p>(ii) Deployment of staff for – following categories :-</p> <p>(a) Returning officers for Panch/Sarpanch.</p> <p>(b) Polling Officers and Asstt. Polling Officers</p> <p>(c) Area/Sector/Zonal Migistrates.</p> <p>(d) Police personnel</p> <p>(e) Counting supervisors/assistants (in ZP/PS member election).</p> <p>(f) For office work etc.</p> |
| 2. | Appointment of Returning Officers/ AROs for ZP member election | DEO/SEC | 20.12.2009 | Rule 58(3) of Raj. P.R. (Election) Rules, 1994 and SEC's letter No. 4432 dt. 31.12.99; No. 660 dt. 16.11.09; No. 4375 dt. 24.12.99; No. 6039 dt. 8.12.09 | <p>(1) All the Collectors have been appointed by SEC as Returning Officers for election of Z.P. Members.</p> <p>(2) A.R.Os for ZP Member elections have also been appointed by SEC.</p> <p>(3) The list of A.R.Os - Proposals for any change should be sent to SEC.</p> <p>(4) Officers employed in Zila Parishads or Panchayat Samities should not be proposed as ARO.</p> <p>(5) Common ballot box will be used for ZP member election and P.S. member election - To enable counting simultaneously R.O. and A.R.O for PS member election will function as ARO for ZP member election also.</p> <p>(6) One more ARO will be required at district HQ. to assist RO for nominations etc. in ZP member election.</p> <p>(7) Minimum number of AROs for ZP member election should be double of number of Panchayat Samities plus one.</p> |

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3	Appointment of RO/ARO for P.S. Member election.	DEO	20.12.2009	Rule 58(2) of Raj. P.R. (Election) Rules, 1994 and SEC's No. 4375 dt. 24.12.99	1. RO/ARO for PS member election will be appointed by DEO. 2. No officer should be appointed as RO/ARO for more than one Panchayat Samiti. 3. Officer employed in Z.P. or Panchayat Samities not to be appointed. 4. Preferably officers of RAS cadre be appointed as RO. 5. In case of shortage of RAS officers in the district, experienced Tehsildars or Sub. Registrars may be appointed as ROs and Naid Tehsildars as ARO. 6. DEO may send the list of Returning Officers in their district to head of state units of all recognized political parties at once. This will enable authorized representatives of each political party to send notices to Returning Officer giving names of official candidates of recognized parties for which symbols have been reserved, in ZP/PS member election.
4.	Appointment of RO for Panch/Sarpanch election	DEO	Immediately after announcement of election programme	Rule 23(2), 24 of Raj. P.R. (Election) Rules, 1994 and SEC's No. 241 dt. 12.1.95; No. 5879 dt. 22.12.2004	1. As far as possible officer of Gazetted rank to be appointed. 2. Should not be deployed in their home Panchayat Samiti. 3. One Polling officer will also be designated who will function as RO in case of unavoidable absence of RO. 4. Where number of wards are 25 or more any one amongst Polling Officers may be appointed as ARO.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Appointment of Polling Officers and Assist P.Os.	DEO/Officer authorised by DEO	Immediately after announcement of election programme	Rule 23(3) and 31 of Raj. P.R. (Election) Rule, 1994 and SEC's letter No. 6 dt. 27-8-94; No. 5879 dt. 22.12.04	(a) Polling party for a booth shall consist – (1) One polling officer – (Gazetted rank or equivalent status), and (2) Four assistant polling officers at a polling booth (3) Four assistant polling officers includes one or two IV Class servant. (b) Staff of Panchayats not to be deployed in polling party - For this purpose teachers of primary schools not to be deemed as Panchayat staff. (c) Staff of central govt./P.S.U. of central govt. not to be deployed. (d) Staff affiliated with a political party not to be deployed. (e) Employees posted or resides in that Panchayat Samiti not to be deputed. (f) Appointment of polling personnel in the format prescribed by SEC - However, computer generated appointment letters should be used. (g) Sufficient polling personnel should be kept in reserve - At least 5% reserve after departure in 1st phase.
6.	Postal ballot paper facility	RO of ZP/PS member election.	Before departure of polling party	Rules 35, of Raj. P.R. (Election) Rules, 1994; SEC's No. 6165 dt. 11-12-09	1. In case of ZP/PS member election if an elector due to his election duty, is unable to vote at the polling station where he is entitled to vote may be issued postal ballot paper. Note:- since time gap between preparation of list of contesting candidates and commencement of counting of votes is very short, postal ballot in Panch/Sarpanch election is not feasible.

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1	2	3	4	5	6
					2. The manner in which application for PB will be made, PB will be issued/received/counted/rejected etc. has been specified by the SEC - (For ZP/PS member elections only) 3. Application form alongwith application be sent to polling personnel who are engaged in polling duties in connection with the ZP/PS member elections. 4. Voter on election duty includes - (a) Polling Agents, (b) Polling Officer, (c) R.O. (practically it is RO of Panch/Sarpanch who is on election duty at Panchayat H.Q. alongwith his polling parties) and (d) other public servants. 5. Appointment letters should be given in duplicate to polling parties so that they may enclose one copy with application for postal ballot papers in ZP/PS member election..
7.	Compilation of the list of offices and institutions	DEO	15.12.09		1. Prepare a list of the offices from which polling personnel will be drawn. 2. Particulars like name, sex, residential address with Panchayat Samiti name, work place designation, office, pay scale, etc. about staff be obtained. 3. No department / office be left out except those exempted by SEC.
8.	Staff – which can be deputed on election duty.	DEO	Soon after the programme of election announced.	Art. 243 K of the Constitution and Sec. 119A of Raj. P.R. Act, 1994	1. On demand the followings will make available staff for election related duties. (i) Every department of State Government. (ii) Every local authority. (iii) Any other body corporate or public under-taking which is established by the State Govt.or under a State Act or a Central Act or which is otherwise but controlled or aided or financed wholly or substantially by funds provided directly or indirectly by the State Government.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					2. Requirement of manpower for election work may be assessed.
					3. Details of staff available may be compiled.
					4. Classification of staff for Area/Zonal Magistrates, Presiding Officers, Polling Officers, Counting Supervisors, Counting Assistants should be made tentatively.
					5. Register of polling personnel with classification to be maintained.
9.	Staff-which should not be engaged in election duty	DEO	Soon after the programme of election announced	Art. 243 K of the Constitution and Sec. 119A of Raj. P.R. Act, 1994	1. Staff of Central Government not be deployed. 2. Judicial Officers shall not be deployed.
					3. Staff of offices relating to essential services should not be deputed.
					4. Physically handicapped persons should not be put on election duty.
10.	Grouping by proper mixing of polling staff	DEO officer authorized by DEO or	Immediately after the issue of public notice	SEC's No.6 dt. 27.8.94	1. Proper mix of polling staff drawn from different offices and departments. 2. Polling officers and Asstt. polling officers may be classified on the basis of scale of pay and their post and rank. 3. Senior officers should not be appointed polling officers. 4. There should not be too much of strain on a particular department/ organization.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
11.	Training to polling parties.	DEO/EO	1 st phase training at least 10 days before poll day.	Directions; as and when issued.	1. Training shall be imparted in two phases, (if not otherwise directed by SEC). 2. In the first phase training shall be imparted to Returning Officers of Panch/Sarpanch, polling officers and first A.P.O. and 2nd phase training to all the party members. 3. Training to reserve parties also. 4. Training/polling rehearsals for polling parties should be given in small groups. 5. Training sessions for teaching staff should be conducted on holidays or after teaching hours.
12.	Issue of PB to staff	RO	On the day of distribution of material to polling parties.	Rule 35 of Raj. P.R (Election) Rule, 1994 SEC's letter No. 6165 dt. 11.12.09	1. Sufficient quantity of application form for PB be made available at training centres. 2. Sets of electoral rolls may also be made available at training centres for inspection of polling staff. 3. Facilitating centre at training sessions - Briefing about procedure - Attestation facilities - Drop box.
13.	TA/DA and out right payments to polling parties.	DEO	On the day of departure of polling parties.	As per rates decided by SEC	Proper arrangements should be made for advance payments of DA/TA and outright charges to the polling parties.
14.	Accommodation for polling parties.	DEO/RO	During the stay at polling station.		1. Stay arrangements on pre-departure day for personnel coming from other places in connection with poll duties. 2. As far as possible parties should be lodged at polling stations itself and in no case they may be provided accommodation at the residences of any private persons. 3. Efforts should be made to provide a neat, clean and hygienic place with basic facilities for the stay.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. Vehicles provided for the transportation of the polling parties should be in good condition and shape and completely free from the dirt and smell and fit for transportation. 5. Proper/Basic amenities at training venues, dispersal centres / reception centres/polling stations. 6. Health care / first aid.
15.	Counting Supervisors and Asstts. (for ZP/PS member election) Availability and Requirement.	DEO/RO	Soon after last date of withdrawal of candidature	Rule 49(4) r/w Rule 58(5) of Raj. P.R (Election) Rules, 1994	1. In view of mixing of votes procedure; number of contesting candidates and space available in counting halls, requirements of counting personnel be assessed. 2. Reserve parties should also be formed. 3. Formal appointment by R.O. 4. For appointment of counting staff previous approval of DEO may be obtained. 5. One counting supervisor and two counting agent is sufficient for a table.
16.	Selection and grouping of counting personnel.	RO	A week before the counting of votes		The basic criteria for constituting polling parties shall also be adopted in case of counting parties.

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VI - IMPARTING TRAINING TO POLL PERSONNEL/COUNTING STAFF ETC.

- | | | | | |
|----|-----------------------------|----------|---|---|
| 1. | Training for various groups | DEO | As and when required | <ul style="list-style-type: none"> (i) RO/AROs of Panchayat Samiti (ii) Resource persons (Trainers) (iii) Police personnel / Area Magistrate / Zonal Magistrates (iv) Returning Officers for Panchayat; Polling Officers and Asstt. Polling Officers (v) Counting Supervisors / Assistants for ZP/PS member election (vi) Staff engaged in material distribution/collection (vii) Staff related to compilation of information (viii) Separate training module for various poll personnel. |
| 2. | Training to polling parties | DEO / RO | Immediately after date of notification for election | <ul style="list-style-type: none"> (i) Selection of training Venues – (ii) In first training 20% extra staff be called. (iii) Ist training limited to ROs of Panchayat; PO and 1st APO. (iv) Relevant electoral rolls be facilitated at training centres (v) A model kit having polling material for the use of polling party should be kept in training class. (vi) 2nd training to all, just before departure. (vii) On last training day, facilitation centre for marking and deposition of postal ballots (in case of ZP/PS member election). Arrangement for attestation officers – Briefing about procedure. (viii) Arrangements for advance TA/DA and outright charges. (ix) Videography of training process. (x) Training should be organised in smaller groups. |

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3.	Main points Training	DEO / RO	During training sessions		(i) Emphasis for "Hands on" training also - opening and scaling of ballot boxes. (ii) Procedure / instructions as given in Margdarshika (iii) Duties of RO (Panch/Sarpanch), PO, APO-I, APO-II, APO-III, APO-IV in all elections. (iv) Use of postal ballot papers, (in ZP/PS member election) (v) Poll day arrangements inside polling booth; voting compartment to be secure & secluded. No person other than voter to be allowed inside polling booth. (vi) Polling agents - Relief agent not allowed in rules. (vii) Agents to be given copy of Ballot paper A/C in case of ZP/PS member election. (viii) Polling agent not to be allowed to take out their marked copy of roll out side the booth. (ix) Issues related to identification documents of Voters. (x) Declaration of polling officer (ZP/PS member election) in prescribed format. (xi) Not to show any excitement and get overwhelmed, when some VIPs/glamorous personalities come to caste their vote.

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					(xii) Marking of indelible ink on left fore finger in Ist phase of poll, on left middle fingure in 2nd phase of poll. (xiii) Writing of Polling Officers Diary in ZP/PS member election. – No column should be left blank. filling of forms of statistics of Panch/Sarpanch. (xov) Proper and correct filling up of other statutory / non-statutory forms (xv) PO to go to voting compartment only on request of infirm and blind. (xvi) Polling personnel should be sensitized about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at polling booth. (xvii) Pasting of poster to give priority to disabled/senior citizens in voting. (i) Training to Counting Supervisors / Assistants and other staff engaged for opening of Strong Rooms, staff engaged in mixing of ballots, preparing result sheet, sealing of record etc (in ZP/PS member election). (ii) Training to Police Personnel - Sensitive / Hyper sensitive polling stations – Measures thereat. - Vulnerable mapping and confidence building measures. - Special drives for preventive measures - About force deployment at polling stations - Poll day management - MCC provisions - Electoral offences - Misuse of money power and election expenditure - Defacement of public properties - Publication of election pamphlets etc., u/s 127A of RP Act,51 - Communal harmony - Poll day and counting day duties - About election machinery and contact numbers
4.	Training to other Officers / staff	DEO / RO	After public notice of election.		

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- About election schedule and counting of votes at Panchayat headquarter in case of Panch/Sarpanch election.

- (iii) Training to **special Executive Magistrates** – About their duties – Relevant Cr. P.C. provisions – Poll day management – Poll procedure.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

VII - GENERAL ARRANGEMENTS

- | | |
|---|--|
| <p>1. Election Plan</p> <p>DEO</p> <p>15.12.09</p> | <p>1. Prepare a profile with following details: -</p> <ul style="list-style-type: none"> (i) Important officials of the district and their telephone numbers. (ii) Geography. (iii) Map of PRIs showing villages/constitutncies. (iv) General law and order with area specific details (v) Past electoral offences (vi) Panchayat Samiti wise and G.P. wise electors (Male/Female) <p>2. Polling station – details :-</p> <ul style="list-style-type: none"> (i) Number of polling booth locations. (ii) G.Ps categorized by number of voters etc. (iii) GPs accessible by which kind of vehicles, route chart; (iv) Vulnerable hamlets <p>3. Manpower requirement to be assessed for Area/Zonal Magistrates, polling parties and other arrangements.</p> <p>4. Database of particulars of staff of all State govt. offices/institutions/PSUs etc.</p> |
|---|--|

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
2.	Formation of various cells	DEO	15.12.2009		Various cells to be formed for various events for example : (i) Polling personnel. (ii) Polling booths. (iii) Marked copy of electoral rolls. (iv) Transportation. (v) Printing of Ballot papers. (vi) Issue of postal ballot, wherever required. (vii) Route chart (movement plan). (viii) Helpline and control room. (ix) Media Cell. (x) Procurement and distribution of election materials. (xi) Liaisoning with Observers. (xii) Counting staff. (xiii) Training. (xiv) Polling personnel welfare. (xv) Communication plan. (xvi) Vulnerability mapping and hyper sensitive/sensitive polling stations. (xvii) Model Code of Conduct and videography. (xviii) Area / Zonal Magistrates. (xix) Ballot boxes – checking, repairing and procurement, distributions etc. (xx) Complaint monitoring. (xxi) Arrangements at distribution centre, reception centre, counting centres. (xxii) Law and order. (xxiii) Police personnel. (xxiv) Statistical data cell. (xxv) Boarding/lodging of reserve parties.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
3.	Communication Plan	DEO	Within ten days after declaration of election programme		1. Prepare list of telephone numbers of each polling station along with particulars of contact persons, police stations/police posts. 2. Prepare list of telephone numbers/mobile numbers of field staff, R.Os., APOs, Spl. Executive Magistrates.
4.	Security Plan	DM/SP	As above		1. Preventive action 2. Identification of hyper sensitive/sensitive polling stations and measures. 3. Force deployment plan for polling stations, dispersal centres, strong rooms and counting centres.
5.	Counting Plan	DEO/SP	15 days before 1st phase of poll.		1. Identify and select the place at district headquarter for counting of votes in ZP/PS member election. 2. Assess the requirement of counting staff. 3. Other logistic arrangements, viz- CCTV Cameras, fire fighting equipments, barricading, security arrangements, light/generators etc. 4. Online transmission of election results. 5. Media arrangements.
6.	Selection of buildings	DEO	15.12.2009		Select the buildings/place for following activities :- 1. For checking repairing & storage of ballot boxes. 2. For training sessions. 3. For requisitioned vehicles 4. Boarding /lodging of reserve parties. 5. For dispersal centres. 6. For reception centres, safe custody of polled ballot boxes and counting of votes.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
7.	Control Room	DEO/RO	From the day of announcement of election programme		1. Control room should be well equipped 2. Control room at district level and RO level
8.	Teams for observance of MCC	DEO/RO	From the day of announcement of election programme		1. Adequate number of teams for observance of model code of conduct be set-up. 2. MCC team comprising with a civil administrative officer, a police officer and a videographer 3. Complaint – monitoring system – Nodal Officer 4. Register to be maintained for complaints 5. Action taken reports and daily monitoring 6. Daily information for each Panchayat Samiti to be sent to State Election Commission.
9.	Meeting with Political parties	DEO/RO	From the day of announcement of election programme		1. Meeting as often as may be convenient 2. Special appeal to cooperate in the observance of MCC for free and fair elections and to maintain law and order 3. Minutes to be drawn – copy be sent to State Election Commission

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
10.	Media Cell	DEO / PRO	From the day of announcement of election programme		1. Appointment of a nodal officer. 2. Holding meetings with media. 3. Giving information regarding nominations, declarations of candidates and other events. 4. Sharing with other informations. 5. Coverage on poll day. 6. Coverage on counting day. 7. Authority letters to press personnel.
11.	Facilities for Observers	DEO	After issue of public notice	SEC's No. 3017 dt. 8.9.09	1. Boarding, lodging in circuit house, transport and security to be arranged - Expenditure for boarding/lodging will be born out of DA of Observer. 2. Arrangement to be made to receive and see them off. 3. Stationery, guide, PSO, secretarial assistance be provided. 4. Fax facility and one telephone line to be provided at their place of stay and at counting centres. 5. Liasion officer. 6. Give Panchayat Samiti wise map showing GP/Constituency boundaries, list of polling booths, table of contents of electoral rolls, booklet containing plan of election. 7. Their place of stay, dates of visits and telephone numbers should be published. 8. No guard of honour. 9. TA/DA be drawn from parental office.
12.	Transportation - Assessment of vehicles	DEO	15 days before 1st phase of poll		1. Assess tentative requirement of vehicles and the draft movement programme and ad-hoc earmarking of vehicles for election work. 2. Prepare tentatively transport programme of polling parties. 3. Transport arrangement for the following : (i) Observers, (ii) Area / Zonal Magistrates, (iii) Polling parties, (iv) Teams for observance of Model Code of Conduct, (v) Videographers.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
13.	Movement Plan	DEO	15 days before 1st phase of poll		1. Ensure that no polling station has been left out, in rout programme. 2. Programme should be most economical, convenient and feasible. 3. Chalk out programme – Zonal Magistrates should be made in charge for the transport of polling parties.
14.	Requisitioning of vehicles	Collector	After issuance of public notice for election.	Sec.116 of Raj. P.R. Act, 1994	1. For requisitioning first priority to govt. vehicles 2. Vehicles should be in good condition and shape and free from dirt and smell 3. Private vehicles like deluxe buses, A/c cars, etc. should not be requisitioned 4. Vehicles should be taken over in view of actual necessity and in most economical manner 5. Vehicles not to be retained unnecessarily 6. For police forces, vehicles will be requisitioned by Collector and to be handed over to police authorities.
15.	Regulation of plying of vehicles	DEO/SP/RTO/ DTO/RO	During election campaign	(i) Sec.123(5) and 133 of RP Act, 1951, read with Sec. 22 of Raj. PR. Act, 1994, SEC's instructions vide msg.no. 118 dt. 6-1-95 (ii) Sec. 22 A of Raj PR. Act, 1994 and SEC's order no. 4489 dt. 6.01.2000	1. Action should be taken against those vehicles who are plying in contravention of the provisions of Motor Vehicle Act. 2. District administration should keep a close watch on the vehicles for any possible mischief or criminal activities carrying of illegal arms, illicit liquor, anti-social elements. Such vehicles should be impounded and not be released till the completion of election. 3. Action should also be taken against those vehicles who are plying in contravention of the restrictions imposed by SEC, i.e. in excess of prescribed number, in prohibited manner and during banned period.
16.	Restriction on printing of election pamphlets, posters etc.	D.M.	From the announcement of election programme till end of election	Sec. 127A of P Act, 1951 read with Sec.22 of Raj PR. Act, 1994 and SEC's order No. 4364 dt. 22.12.1994	1. Ensure whether printers and publishers in the district are complying the provisions of section 127 A of R.P. Act, 1951. 2. All the Printing presses shall be informed within 3 days from the declaration of election programme, in writing by the District Magistrate to furnish required information and printed material. 3. List of all the election pamphlets, posters etc shall be exhibited on the notice board of D.M.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. In case of any violation of the provisions of Sec.127A of R.P. Act, 1951 strict action against the offenders should be launched. 5. A press note be issued drawing attention towards provisions of Sec. 127 A of R.P. Act, 1951; 171-H of IPC. 6. A report be sent to SEC after completion of election.
17.	Timely submission of information/data	R.O.	From the date of notification of election till completion of election		1. Various types of daily information right from nomination, till result of election will be required by the SEC. Special care should be taken to forward such information on each day and at the stipulated time through e-mail etc. 2. Online submission of election results.
18.	Dummy ballot papers	RO	During election campaign		1. Dummy ballot paper should not resemble in any manner the genuine ballot paper in size and colour. 2. It should not contain the actual names and symbols of the other candidates.
19.	Unofficial identity slips	RO	On the poll-day	Sec. 130 of RP Act, 1951 read with Sec.22 of Raj. PR. Act, 1994	Identity slips should be on white paper and should not contain the name of the candidate or party and his symbol. These slips should not contain any slogan or any exhortation to vote for a party or candidate.
20.	Installation of temporary phones	DEO	As and when required	As per SEC's sanction Orders	1. Sanction of some of telephones shall be issued by the SEC – Timely installation should be insured. 2. Money deposited for such installations should be refunded after the expiry of period.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
21.	Authority letters for entry into polling stations and counting places	DEO	Before poll, or as the case may be, before Counting	Rule 24A of Raj. PR. (Election) Rules, 1994 and SEC's No. 6050 dt. 26.1.2000	1. Authority letters will be issued by the DEO and by no-one else as per directions of the SEC only 2. On recommendation of PRO, the District Election Officer will take decision for the press personnel with regard to issue authority letters as per local circumstances and exigency. 3. Press personnel not allowed at counting of votes at Gram Panchayat. 4. Nodal officer with media persons at counting centres in ZP/PS member election.
22.	Certain Orders to be issued by DM / DEO	DM	After announcement of election programme.	SEC's No.118 dt. 6.1.95 4364 dt. 22.12.99	1. No new Arms license. 2. Issue of prohibitory orders under section 144 Cr. PC (including prohibition of carrying arms/weepons) 3. Prohibition of sale of liquor (declaration of dry day). 4. Order relating to restrictions on use of loudspeakers. 5. Declaration of poll day as local holiday (If required). 6. Inviting the attention of Govt. Servants towards relevant provisions of MCC and conduct rules. 7. Sending proposal to the Law department for vesting powers of special executive Magistrates under the relevant provisions of CrPC to certain officers. 8. Appointment of Area/ Sector/ Zonal Magistrates. 9. Requisition orders (if required) regarding buildings of Polling Stations, Counting Centre, Distribution Centre, Reception Centres. 10. Requisition orders of vehicles. 11. Issuing orders to the Petrol pump owners for keeping reserve stock of POL. 12. Inviting the attention of recognized political Parties and candidates regarding compliance of Model Code of Conduct. 13. Inviting attention of printing presses towards provisions of Sec.127-A of R.P. Act, 1951.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

VIII - LAW AND ORDER

1.	Daily reports on law and order situation	DM/SP	From the date of public notice till completion of election	SEC's No. 118 dt. 6.1.95	A daily report to be sent to the SEC on Law and Order and election related violence, if any, along with preventive and remedial steps taken for security arrangements.
2.	Law and Order and measures to prevent booth capturing	DM/SP/RO	From the announcement of election till the completion of election	Sec. 135-C of R.,P. Act, 1951 and SEC's Msg. No. 750 dt. 22.11.94, and No. 118 dt. 6.1.95, Letter No. 232 dt. 29.9.94	1. Issue of new arms licenses should be prohibited. 2. Intensive campaign to unearth and seizure of unlicensed arms. 3. Movement of trucks and commercial vehicles should be checked with a view to preventing movement of anti-social elements, smuggling of illicit liquor and illegal arms. 4. Prohibitory orders banning the carrying of any fire arms and lethal weapons. 5. Strict vigil on the vehicles for possible mischief including activities like carrying illegal arms, liquor etc. 6. Thorough checking of lorries, light vehicles and all other vehicles from 3 days before poll. 7. Restrictions on sale and consumption of liquor during 48 hours ending with close of poll.
3.	Trouble-prone areas.	DM/SP/RO	Last date for withdrawal of candidatures.	SEC's Msg No. 750 dt. 22.11.94 and subsequent orders.	1. Some factors to identify sensitive and trouble – prone areas:- (a) Past history of the area. (b) Past incidents of booth capturing etc. (c) Police records – regd. abnormal law and order situation. (d) Specific complaints.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					2. Identification should made by D.M. in consultation with the S.P., and reports of field visits to the considered.
					3. Consolidated list of such areas may be sent to the SEC.
4.	Preventive actions for conduct of peaceful poll.	DM/SP/RO	From the announcement of programme.		1. Preparatory steps are necessary for generation of an atmosphere conducive to the conduct of peaceful, free and fair poll. 2. For ensuring peaceful and smooth conduct of poll contingent plan should be prepared. 3. Preventive action against trouble-mongers.
5.	Prevention of intimidations, use of force etc. in the matter of nomination, withdrawal, voting etc.	DEO/SP/RO/ SHOs	During election process.	Sec. 171-B, 171-C, 171-E & 171-F of I.P.C. and Rule 79 of Raj. P.R. (Election) Rules, 1994	1. As soon as any complaint or information of prevention, intimidation, bribery, or undue influence at election is received by the RO/DEO, he shall report the matter to the Police authorities for making appropriate action. 2. Close tracking by SHO on various activities of inducements such as payment in cash, supply of liquor, food packets, holding of lunch and dinner parties, distribution of gifts in the name of mass wedding etc. 3. The field level election machinery / police administration should work as a team to track of mal practices. – Video coverage, where required, of such events for sufficient documentary evidence. 4. Strict watch on liquor transportation.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

IX-PUBLIC NOTICE AND NOTIFICATION OF ELECTION

1.	Notification for election of ZP/PS members	DEO	On the date fixed by SEC	Rule 58 of Raj. Panchayati Raj Rules, 1994 (Election)	In accordance with the time schedule determined by SEC, the DEO (Panchayats) shall issue the notification calling upon the constituencies of Panchayat Samities and Zila Parishad to elect one member from each.
2.	Public notice for election of Panchas and Sarpanchas	DEO	On the date fixed by SEC	Rule 23(1) r/w 56(1) & (3) of Raj. P.R. (Election) Rules, 1994	Subject to directions of SEC, the DEO (Panchayats) shall issue public notice calling upon wards/Panchayat circle to elect one Panch from each ward and Sarpanch from Panchayat circle.
3.	Model form for public notice for election of Panchas/ Sarpanchas	DEO	On the date fixed by SEC	SEC's No. 1144 dt. 20.12.94; No. 6069 dt. 8.12.09	1. Model forms of public notice of election (u/r 23 and 56) has been prescribed by SEC. 2. For each Panchayat circle separate public notice should be issued. 3. Public notices in prescribed form (as revised) should be prepared well in advance. 4. Status of reservation of seats from wards and post of Sarpanch, should also be attached with the public notice.
4.	Model form of notification for election of ZP/PS members.	DEO	On the date fixed by SEC	SEC's No. 1144 dt. 20.12.94; No. 6069 dt. 8.12.09	1. Model form (as revised) of notification u/r 58 has been prescribed by SEC. 2. For each Panchayat Samiti separate notification should be issued. 3. Notification in prescribed form to be prepared well in advance. 4. Status of reservation of seats should be attached alongwith the notification. 5. Among other things it is to be specified in the notification the name/designation of ARO who will also receive nominations (in addition to RO) and also the place.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Publication of Public notice/ Notification of election.	DEO	On the date fixed by SEC.	SEC's No. 1144 dt. 20.12.94	6. Normally one ARO should be specified in form of notification and he should, as far as possible, be the one stationed at R.O.'s headquarter. 7. Nomination papers should, as far as possible, be received at Panchayat Samiti headquarter in case of PS member election. 1. Publication in official gazette not required. 2. To be published / exhibited at following places. (a) Notice board of the office of DEO (b) Notice board of the office of Zila Parishad. (c) Notice board of the office of Panchayat Samiti. (d) Notice board of the office of Panchayat circle. (e) Notice board of the office of Returning Officer/ARO of Zila Parishad and Panchayat Samiti. (f) One or two conspicuous places in each ward of Panchayat circles. (g) Other appropriate places if any. 3. Press note should be issued. 4. Information to be sent to SEC on the same day through e-mail/ fax.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

X-NOMINATIONS (In PS/ZP Member Elections)

1.	Presentations of Nomination Papers.	RO	On the dates and hours fixed on each day. (Except public holiday)	Rule 25 r/w 58 of Raj. P.R. (Election) Rules, 1994 and SEC's Notifi. dt. 7.2.04 and letter no. 5341 dt. 26.11.04; No. 5373 dt. 26.11.09	- Nomination papers must be in Form 4A alongwith form 4-D and ੜਪਾਬੰਧ-II. - Nomination papers may be presented on the day of public notice or any of the days upto the last day fixed for filing of nomination unless any of these days is a public holiday. - ARO should sign as "Assistant Returning Officer" and not "for Returning Officer". - Either RO or ARO must be present at the place specified in notification on the days for nominations but on the last day which is always a crucial date and last opportunity to present nominations the RO himself (not ARO alone) should be present for receipt of nominations papers. - Form 4-D regarding declaration about conviction for offences and pending trial cases; regarding children and regarding property etc.; and ੜਪਾਬੰਧ-II (as prescribed by SEC) be supplied to the intending candidates as and when they are supplied with form of nomination paper. These form 4-D and affidavit in ੜਪਾਬੰਧ-II are deemed to be supplements of nomination paper - Candidates should be briefed also about this. - Nomination papers in form 4A alongwith form 4D duly filled in and signed by him shall be presented by candidate personally at the place specified in notification of election and no other place. Affidavit in ੜਪਾਬੰਧ-II duly attested shall also be presented alongwith form 4A and 4D. - Nominations shall be presented between hours fixed and no other time. If some intending candidates or proposers are physically present in the RO/ARO's office at 3 PM for presenting their nominations, their nominations should be treated as presented at 3.00 PM.
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S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					8. Candidate for election for PS member should be a voter of any constituency in the concerned Panchayat Samiti. 9. Candidate for election of ZP member should be a voter of any constituency in the concerned Zila Parishad. 10. A voter cannot nominate, as a proposer more than one candidate. 11. If a candidate belonging to SC, ST or OBC submits his nomination paper for a reserved constituency, he shall attach a certificate to that effect issued by Collector or any officer authorized by the State Govt. 12. No column should be left blank in form 4A or 4D or affidavit. 13. Oath or affirmation not required at this stage (i.e. for contesting election).
2.	Preliminary examination of nomination papers	RO/ARO	At the time of presentation of nomination paper	Rule – 25 and 58 of Raj. P.R.. (Election) Rules, 1994	1. As each nomination paper is filed RO/ARO should examine it then and there from technical standpoint, however no formal scrutiny be made at this stage. 2. Each nomination paper should be signed by the candidate and proposer both. Submission of form 4-D and affidavit (उपाबन्ध - II) along with nomination is necessary. 3. RO/ARO should compare the entries with the entries in electoral rolls. Entries relating to proposer should also be compared with entries in electoral rolls. 4. Certified copy of entry in the electoral rolls need not be presented as the rolls of all the constituencies of that PRI are available with Returning Officer and he should tally the entry with roll.
3.	Proposer	RO	At the time of presentation of nomination paper.	Rule – 58 of Raj. P.R. (Election) Rules, 1994	1. Proposer cannot present nomination paper of the candidate. 2. One proposer – in case of a candidate setup by a recognized party. 3. Five proposers – in case of other candidates (i.e. candidates not set up by a recognized party in this State)

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

4. **Acknowledgement of nomination papers.**

RO

At the time of presentation

of Rule – 26 r/w 58 of Raj. P.R. (Election) Rules, 1994

4. Proposer should be an elector from the same constituency.
5. A proposer can nominate only one candidate – where a voter has signed on nominations for more than one candidate, all such nominations other than the first one received shall be declared invalid.
1. Give serial number on each nomination paper and enter the date and time also.
2. When nomination papers are delivered in bunch they may be assigned serial numbers in the order in which they are dealt with one after the other.
3. Acknowledgement as prescribed be given for each nomination paper, acknowledgement form may be filled up-mentioning therein also date time and place of scrutiny of nomination papers.
4. A register should be maintained entering each nomination paper by RO and ARO in one and same register. One page be allotted for one Constituency.

Register of nominations

Name of Panchayat Samiti/Zila Parishad

..... Constituency No.

S.No.	Name of Candidate	Date of Receipt	Party affiliation
1	2	3	4

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Information regarding criminal cases, property education qualification liabilities etc.	R.O./ARO	At the time of presentation of nomination papers.	SEC's order dt. 07.02.2004 and no. 5341 dt. 26.11.94	1. Candidate is required to submit the affidavit in उपाबन्ध-II, alongwith the nomination paper (Form 4A) and 4D. 2. If the affidavit in उपाबन्ध-II, not filed alongwith nomination paper, it will be deemed as violation of orders of SEC, and the nomination paper will liable to be rejected during scrutiny. 3. One affidavit in उपाबन्ध-II is sufficient, if more than one nomination papers are filled by a candidate in a constituency. 4. Affidavit on stamp paper of Rs. 10/-.
6.	Notice of nominations	R.O.	On each day of nominations		1. After 3.00 PM on each day list of the nomination papers presented on that day shall be published on the notice board of Returning Officer. ARO should also do the same in respect of the nomination papers presented before him. 2. Daily information to SEC also latest by 4.00 p.m.
7.	Consolidated list of nominated candidates.	R.O.	On last day of nominations.	SEC's No.129 dt. 6.1.95	1. On the last day for making nominations after expiry of the time fixed a list of all nomination papers presented before RO and ARO, should be prepared.

Model format for Consolidated List of Nominations

Name of PS/ZP		Const. No.		
S.No. of nomination paper	Name of the candidate	Address of the candidate	Symbol chosen in order of preference	Name of recognised political party by which the candidate claims to have been set up or Independent Candidate
1	2	3	4	5
1.				
2.				

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					2. If more nomination papers than one have been presented in respect of same candidate notice must be given of all of them. 3. Display a copy of the list on the notice board of R.O. 4. Intimation to the SEC and DEO be given through e-mail latest by 4.00 PM.
8.	Deposits.	R.O.	At the time of presentation of nomination papers.	Cl. (a), (b) and (c) of Rule 58 (5) of Raj. P.R.. (Election) Rules, 1994.	1. Sum may be deposited with R.O, or as the case may be, ARO. 2. One deposit is sufficient if a candidate has filed more than one nomination paper in that constituency. 3. Separate deposit in respect of each different constituency. 4. Women, OBC, S.C. or S.T. candidates may also contest from a non-reserved constituency (Rule 23 r/w 58) and in such case women/OBC/SC/ST candidates are entitled to make concessional amount of deposit. 5. Sum required for deposit Rs. – 500/- for general candidates; and for SC/ST/OBC/Women candidates Rs. 250/- 6. Security deposit shall stand forfeited if the candidate is not elected and fails to secure at least 1/6th of the total valid votes.
9.	Safe custoday of nomination papers.	R.O.	Every day of nominations.		1. Nomination papers alongwith connected papers shall be kept in safe custody of RO, till transmission to safe custody in district treasury. 2. A.R.O. should forward to R.O. for safe custody all the nomination papers received by him, if any, from day to day.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
10.	Materials to be kept with R.O.	R.O.	On the days fixed for nominations.	SEC's order No.513 dt. 7.11.94	Returning Officers should have following books, forms, articles etc. Books. (i) Manual of Panchayati Raj Election Law (Rajasthan). (ii) Compendium of Instructions of SEC. (iii) Booklet showing statistical proformas. - Upto-date list of reserve and free symbols and their fascimiles. (As per SEC's notifi dt. 29.7.2009) - One upto-date authenticated set of electoral rolls of all the constituencies of Panchayat Samiti, or as the case may be, Zila Parishad. Note- The electoral rolls for constituency of Panchayat Samiti or Zila Parishad shall consist of the rolls for the wards or part thereof of Panchayat circle which are comprised within the constituency concerned. [see rule 11 (2)(b)] - Copy of notification of election issued by DEO. Statutory forms - @ Rs. 1/- per form. (a) Form-4A - Nomination paper. (b) Form-4D - Declaration about conviction, children etc. (c) Form-8 - Appointment of Election Agent. (d) Form-9 - Appointment of Polling Agent. (e) Form-10 - Appointment of Counting Agent. - Other forms etc. (a) उपबन्ध-II (format of affidavit) requiring information regarding property etc. (b) Register to enter nomination papers. (c) Form of statistics to be filled up by the candidate. - Returning Officer's seal (brass and rubber both)

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					8. Cashier with cash receipt book to receive security deposit.
					9. List of disqualified persons, u/s 8A, 9 and 10A of R.P. Act, 1951.
					10. List of persons disqualified u/s 38 of Raj. P.R.. Act, 1994.
					11. List of persons who have not paid, for two months from the date of presentation of the notice of demand, the amount of any tax or fees imposed by the concerned P.R.I.
					12. List of defaulties supplied by the State Govt. under clause (m) of Sec. 19 of Raj. P.R. Act, 1994.
					13. List of reservation status of seats.
11.	Form of Statistics.	R.O.	At the time of presentation of nomination paper.		1. Candidate should be provided a printed form, free of cost, to fill up his biodata.
					2. Non-submission of the above form of statistics shall not be treated as a ground of rejection of nomination paper.
					3. A summary of the statistics may be sent to SEC through e-mail.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
12.	Receiving Form-'Ka and Form 'Kha'.		Upto 3.00 PM on the last date of nominations	Rule 58(5) and (6) of Raj. P.R.. (Election) Rules, 1994 and Para 6 of Raj. PS/ZP Member Election Symbols (List and Allotment) Order, 2009. issued on 29.7.2009	- Form 'Ka' and Form 'Kha' (as revised on dt. 20.11.2009) in connection with candidates setup by recognized political parties shall be accepted only upto 3.00 PM on last date of nominations. - Forms signed in ink only, be accepted. Fascimile signatures or signatures by means of rubber stamp or forms transmitted by fax. shall not be accepted.
13.	Display of information submitted by the candidates in affidavits	R.O.	As and when submitted by the candidate during nominations.	SEC's order no. 374 dt. 7.2.2004 and No. 5341 dt. 26.11.04	- Zerox copies of of affidavit regarding conviction of offences, pending trial cases, regarding information of property furnished by the candidates alongwith nomination paper would be displayed on the notice board and the original of said documents should be retained by the R.O. in his custody for his use at the time of scrutiny. - Zerox copy of affidavit submitted by candidates be made available to media also, free of cost. - Copies of declarations and affidavits will be put on SEC's official website, (www.rajsecraj.rajasthan.gov.in)
14.	Supply of copy of nomination paper and declaration	DEO/RO	As and when asked for	SEC's No. 338 dt. 23.3.99 and subsequent directions.	- Certified copy of a set of nomination paper including all declarations and other annexures be issued on a lump-sum payment @ Rs. 10/- - During custody of R.O., the certified copies will be issued. - During safe custody in treasury, the certified copies will be issued by the officer authorized by DEO. - One copy of declaration in form D, regarding children, may be sent to CEO, Zila Parishad.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XI – SCRUTINY
[In ZP/PS Member Elections]

1.	Scrutiny by RO/ARO	R.O.	On the date fixed	Rule-27 r/w 58 of Raj. P.R. (Election) Rules, 1994	Although RO includes ARO, however, scrutiny of nomination papers should be done by R.O. himself except where he is unavoidably prevented from performing the said function. In that case R.O. should record reasons in writing and authorize ARO in writing.
2.	Entry into place fixed for scrutiny.	R.O.	On the date fixed	Rule-27 r/w 58 of Raj. P.R. (Election) Rules, 1994	- On the date and hours fixed for scrutiny only the candidate themselves may be allowed to be present. - Candidates shall be afforded- - Reasonable facilities for examining the nomination papers. - Reasonable opportunity of making objections.
3.	Scrutiny	R.O.	On the date fixed	Rule-27 r/w 58 of Raj. P.R. (Election) Rules, 1994 and Raj. PS/ZP Member. Election Symbol (List & Allotment) Order, 2009.	- Scrutiny is a quasi-judicial duty. - R.O. shall examine the nomination papers and decide all objections and may either on such objections or on his own motion, after summary enquiry, if any as he thinks fit and after giving the candidate a reasonable opportunity of being heard, declare invalid any nomination on any of the grounds mentioned in Rule-27 and on failure in complying provisions of Rule 58(5) and (6). - Preliminary checking of nomination paper may be made by Returning Officer so that rejection on flimsy ground be avoided. - No oath is required to be taken by a candidate for contesting this elections.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					5. All nominations papers are to be scrutinised. 6. Reasons to be recorded in every case of objection and rejection. 7. Crucial date for qualifications and disqualifications is the date fixed for scrutiny. 8. Be comparatively more liberal overlooking minor technical or clerical errors. than being strict. 9. No-rejection on the ground of any defect which is not of a substantial character. 10. Failure to complete or defect in completing declaration regarding symbols-is not a ground for rejection. 11. A candidate not setup by a recognized party shall not be deemed to be duly nominated unless his nomination paper is subscribed by 5 proposers being electors from the same constituency. 12. Where a recognized party has sponsored a candidate as main candidate and another one as substitute candidate, take nominations papers of main candidate first in scrutiny. If the nomination paper of main candidate is found valid, the substitute candidate shall not be deemed to have been setup by that party. 13. Where a candidate had not made a declaration in his nomination paper that he had been setup by a political party, he shall not be deemed to have been setup by that party. 14. Misnomer, inaccurate description, clerical, technical, or printing error in the electoral roll or in the nomination paper should be overlooked. 15. An entry in the electoral roll for a constituency shall be conclusive evidence of the fact that the person referred to in that entry is an elector for that constituency unless it is proved that he is subject to a disqualification mentioned in section 18 of the Raj. P.R. Act, 1994.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
4.	Substitute Candidates.	R.O.	At the time of scrutiny	Rule 58 of Raj. P.R.. (Election) Rules, 1994; Para 7 of the SEC's Symbol Order dt.29.07.09	1. The nomination paper of substitute candidate will be rejected if the nomination paper of main candidate of party is accepted. However if such substitute candidate has also filed another nomination paper subscribed by five proposers, then this nomination paper will be scrutinised independently by treating him as independent candidate. 2. Where the nomination paper of the main approved candidate is rejected, the substitute candidate will be treated as main candidate of the recognized party and his nomination paper will be scrutinized accordingly. 3. If a candidate files a nomination paper with both Part-I and Part-II thereof filled, and he fails to bring form 'Ka' and 'Kha', the nomination paper may be accepted, if Part-II is properly filled up and subscribed by five proposers.
5.	Question of genuine caste certificate	RO	On the day of scrutiny.	Rule 25 of Raj. P.R. (Election) Rules, 1994	1. Wherever SC/ST/OBC certificate produced is challenged, RO need not go into question, except where it is alleged that the certificate is forged. 2. In case of any suspicion/allegation about the genuineness of the certificate, RO should get the position cross checked with the authority which issued the certificate.
6.	Grounds for rejection	R.O.	On the fixed date	Rule 25, 27 and 58 of Raj. P.R.. (Election) Rules, 1994	1. Reject nomination paper if the- (a) Candidate is not qualified, or (b) Candidate is clearly disqualified, or (c) Candidate is not identical with the person whose number or name on the voters list is stated in the nomination paper to be the number or name of the candidate - (It is applicable in case of proposer also). (d) Signature or thumb impression is not genuine or has been obtained by fraud, coercion or undue influence. (e) Candidate is failed to comply with any provisions of Rule 25 and sub-rule (5) & (6) of Rule 58 of Raj. P.R. (Election) Rules, 1994.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

(f) Candidate failed to submit affidavit as required by SEC

- Record reasons for rejection of a nomination paper on the spot and supply certified copies of the order, free of cost, in case where all the nomination papers of candidate have been rejected.

7. **Adjournment of scrutiny proceedings.** R.O. On the date fixed for scrutiny Rule 27(5) r/w 58 of Raj. P.R.. (Election) Rules, 1994

No adjournment of proceedings of scrutiny shall be allowed. Scrutiny shall be completed on same day.

8. **List of validly nominated candidates.** R.O. On the date fixed for scrutiny SEC's No. 129 dt. 6.1.95

- List of validly nominated candidates be prepared in following format for all the constituencies and be affixed on notice board of R.O.

List of Validly nominated candidates.

S. No.	Const. No.	Name of candidate	Name of father/husband	Address of candidate	Party affiliation
1	2	3	4	5	6

- For each constituency, arrangement of names in Hindi alphabet, within each category, namely (i) set up by recognised party, and (ii) independent.
- Only one entry for a candidate:
- Corrections in the names of candidates can be allowed to the candidates on application either at the time of nomination or immediately after scrutiny and before the finalization of list of contesting candidates.
- Send :- One copy to SEC.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XII – QUALIFICATIONS AND DISQUALIFICATIONS For Panchas/Sarpanchas and Members of PRIs

1.	Qualifications/	RO	On the date of scrutiny	Sec. 19 and 19A r/w 26 of Raj. P.R. Act, 1994	- Minimum age for a candidate 21 years (twenty one years) on the date fixed for scrutiny of nomination - In case of a seat reserved for the SC or ST or OBC, a person must be a member of such castes or tribes or class, as the case may be. - In case of a seat reserved for woman, the candidate should belongs to female sex. - In case of a seat identified for persons of special qualification (i.e. of age group of 21-35 years), candidate should be in that age group. (seat means seat of Panch or member of Panchayat Samiti/Zila Parishad) - Any voter of a P.R.I. is qualified for election from that P.R.I. - A member of SC or ST or OBC or women is also eligible for an unreserved seat.
2.	Disqualification	RO	On the date of scrutiny		For Disqualifications, see provisions of :- - Article-243F of the Constitution. - Article 191 of the Constitution. - Section 8, 8A, 9, 9A, 10, 10A, 11, of R.P. Act, 1951. - Section 19 of Raj. P.R.. Act, 1994 read with section 18 and 38 - The Rajasthan Legislative Assembly (Removal of Disqualification) Act, 1956.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
3.	Disqualifications under Constitution.	R.O.	On the fixed date	Art. 191 read with Art. 243-F and Sec. 19 of Raj. P.R.. Act, 1994.	1. If a person holds any office of profit under the GOI or any State Government - Exceptions - Ministers of Central Government or State Government (Art. 191(1)(a)) - Other exceptions are mentioned in Raj. Legislative Assembly Members (Removal of Disqualifications) Act, 1956. 2. If a person is of unsound mind, so declared by a competent court (Art. 191 (1)(b)) 3. If a person is an un discharged insolvent (Art. 191 (1)(c)) 4. If a person is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State or is under any acknowledgment of allegiance or adherence of a foreign State. (Art. 191 (1)(d)) 5. If a person is disqualified on ground of defection under Tenth Schedule. (Art. 191 (2))
7.	Disqualifications under R.P. Act, 1951	R.O.	On the fixed date	Sec.8, 8A, 9, 9A, 10, 10A, 11 of R.P. Act, 1951, read with Art. 243-F of Const. and Sec. 19 of Raj. P.R. Act, 1994	1. Disqualification on ground of conviction for certain offences (Sec.8 of RP Act, 1951) - (i) Disqualification commences from date of conviction, and shall continue: — (a) in case of only fine for a period of six years, and (b) in case of imprisonment till further period of six years since his release.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					(ii) Offences and period of imprisonment for disqualification (A chart showing disqualification on ground of conviction is given at the Annexure of this Checklist) - (a) For offences mentioned u/s 8(1) - Any penalty or any period of imprisonment, is sufficient for disqualification. (b) For offences mentioned u/s 8(2) - Imprisonment for minimum 6 months, is necessary for disqualification. (c) For any other offences (Sec 8(3)) minimum imprisonment of 2 years, is necessary for disqualification. (iii) In case of conviction for more than one offence in a common trial and with the sentences of imprisonment to run consecutively, for the purposes of Sec. 8(3), the period of sentence of imprisonment for each offence should be added and if the total length of time is two years or more, the convicted person shall be disqualified u/s 8(3) of RP Act, 1951. (iv) The above interpretation would be equally applicable to the provisions of Sec. 8(2). (v) Protection u/s 8(4) would be available to a sitting MP/MLA only for the membership of the house, and not for future election. 2. Disqualification on ground of corrupt practice (Sec. 8 A) - On being found guilty of a corrupt practices by an order in election petition or in election appeal-Period as determined by the President after obtaining opinion of ECI. 3. Disqualification for dismissal for corruption or disloyalty (Sec. 9) Period of disqualification five years from the date of dismissal- ECI will issue a certificate for this purpose.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. Disqualification for Government contracts etc [Sec. 9A] - If there subsists a contract with State Government for supply of goods or for execution of any works - However the contract shall be deemed not to subsist, where the contract has been fully performed by the person and Government has not performed its part. 5. Disqualification for office under Government Company [Sec. 10] A managing agent, manager or secretary of any company or corporation (other than cooperative society) in which the State Government has 25% or more share. 6. Disqualification for failure to lodge account of election expenses (Sec. 10A) - Disqualification for three years from the date of order of ECI. Note: 1 ECI, may remove any disqualification under Sec. 8, 9, 9A, 10 and 10 A or reduce the period of any such disqualification (Sec. 11) Note: 2 List of disqualified persons – For the purpose of Sec.8A, 9 and 10 the latest list of disqualified persons issued by ECI, shall be referred.
5.	Disqualifications under Raj. Panchayati Raj Act, 1994	RO	On the date fixed for scrutiny of nomination papers.	Sec. 19 of Raj. P.R.. Act, 1994.	(i) if the person found guilty of a corrupt practice by order of a competent court, consequent upon an election petition filed under this Act or rules made there under. (Disqualification upon 6 years from such order) (ii) if he holds a salaried whole time or part time appointment under a local authority, a university or any corporation, body, enterprise or co-operative society, which is either controlled or wholly or partly financed by the State Government, or

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					(iii) if he has been dismissed from the service of the State Government for misconduct, or involving moral turpitude and has been declared to be disqualified for employment in the public service. (disqualification upto 6 years from date of dismissal) (iv) if he holds any salaried post or place of profit under any PRI. (v) if he, has directly or indirectly, by himself or by or his partner, employer or employee, any share or interest in any contract with, by or on behalf of the PRI concerned while owing such share or interest in any work done for; Note:- [Please see proviso (i) also for certain relaxations] (vi) if the person is a leper or is suffering from any other bodily or mental defect or disease rendering him incapable for work. (vii) if the person has been convicted of an offence and sentenced to imprisonment for six months or more and such sentence not reversed or remitted or the offender pardoned. (disqualification upto expiry of six years from the date of conviction) (viii) if he is under trial in the competent court which has taken cognizance of the offence and framed the charges against him of any offence punishable with imprisonment for five years or more. (ix) if he is disqualified under section 38. (x) if the person has not paid, for 2 months from the date of presentation of the notice of demand therefore, the amount of an tax or fees imposed by the PRI concerned - If the due amount has been paid before the date of filing his nomination paper he shall not be deemed to be disqualified.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					(xi) if he is employed as a legal practitioner on behalf of or against the PRI concerned.
					(xii) if he has been convicted of an offence under the Raj. Prevention of Mrityu Bhoj Act, 1960 (Disqualification upto six years from conviction)
					(xiii) if he has more than two children. However, the birth during the period from 27.4.1994 to 27.11.95 of an additional child shall not be taken into consideration and a person having more than two children (excluding the child born during the period from 27.4.94 to 27.11.95) shall not be disqualified for so long as the number of children he had on dt. 27.4.1994 does not increase. [Where the person has only one child on 27.4.94 and thereafter, any number of children born out of a single subsequent delivery shall be deemed to be one entity.]
					(xiv) if the person is former Chairperson /Dy. Chairperson of any PRI and his name is included in the list of defaulters (under clause (m) of Sec.19) supplied by the State Govt. to the Collector at least two months before the issue of notification for election. But he shall not be deemed to be disqualified if he pays the amount due from him before filing his nomination paper,
				Sec. 22A of Raj. P.R. Act, 1994.	If the person has been convicted for contravention of any of the restrictions imposed by the SEC on use of loudspeakers, vehicles, posters, banners, hoardings, etc. – Such person shall be disqualified from the date of order passed by SEC and for maximum period of six years.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XIII-WITHDRAWAL OF CANDIDATURE [In ZP/PS Member Election]

1.	Notice for withdrawal of candidature	R.O.	Day fixed for withdrawal	Sec. 19B of Raj. P.R. Act, 1994 and Rule 28 and 29 r/w 58 of Raj. P.R.. (Election) Rules, 1994	1. A validly nominated Candidate may withdraw his candidature by a notice in writing in duplicate. 2. Notice of withdrawal duly signed by candidate may be delivered by candidate himself in person on the day and between the hours so appointed in the notification of election. 3. Proposer or any other person can not deliver the notice. 4. Candidature shall be withdrawn on the day fixed for withdrawal and before 3. 00 PM. No withdrawal on public holiday. 5. Notice of withdrawal shall be delivered to R.O. at his office as notified in the notification of election. 6. Section 19B provides that a person fails to withdraw his candidature from all but one seat in a PRI in the manner specified, he shall be deemed to have withdrawn his candidature from all seats. – Advance planning to find out the persons who have filed nominations for more than one ward. 7. R.O. must be satisfied himself as to the genuineness of a notice of withdrawal and identity of the person delivering it. 8. Valid withdrawal not to be cancelled. 9. Receipt for withdrawal be given then and there.
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S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
2.	Exhibition of notices of withdrawals	R.O.	Day fixed for withdrawal	Rule 28 (4) r/w 58 of Raj. P.R. (Election) Rules, 1994.	One copy of notice of withdrawal to be exhibited on R.Os notice board.
3.	Declaration of result of un-contested election.	R.O.	On the last date of withdrawal	Rule 29(2), 52(1)(c)(i) r/w 58 of Raj. P.R.. (Election) Rules, 1994 SECs No. 79 dt. 4.1.95	1. Result of uncontested election shall be declared in Form VII. Name of recognized party, if any, also to be indicated in column 2 within bracket below the name of such candidate. 2. Copies of such declaration duly signed shall be send to (i) SEC (ii) Panchayati Raj Deptt. (iii) Zila Parishad/Panchayat Samiti (iv) DEO (Panchayat). 3. Date of declaration will be the date on which the result is declared.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XIV - ALLOTMENT OF SYMBOLS [ZP/PS Member Election]

1.	Approved symbols.	R.O.	On the day of withdrawal	Rule 58 of Raj. P.R. (Election) Rules, 1994; Raj. ZP/PS Member.Election Symbols (List & Allotment) Order, 2009 (Notification dt. 29.7.09)	1. Keep upto date copy of notification dt. 29.7.2009 (published in Gazette) containing the names of recognised political parties with symbols reserved thereto, and list of free symbols. 2. No symbol out of the approved list can be allotted. 3. Reserve symbol only to the candidate setup by that recognized party. 4. Since there is no State recognized political party in Rajasthan, the form received only from a National recognized political party will be considered.
2.	Choice of symbols	R.O.	At the time of filing of nominations.	Rule 58(6) of Rules, 1994; and Symbol Order 2009 (notfn. dt. 29.7.2009)	1. A candidate sponsored by recognised party shall choose and shall be allotted only the reserved symbol for that party specified in the Table 1 of the Order and no other symbol. Such candidate need not indicate three symbols in his nomination paper. 2. In case of PS member election independent candidate shall choose three symbols out of the list of free symbols specified in the Table - 2 of the Order. 3. In case of ZP member election independent candidate shall choose three symbols out of the list of free symbols specified in Table 3 of the Order.
3.	Which choice of symbol to be considered.	R.O.	On the day of withdrawal.	Rule 58(6) (c) of Raj. P.R. (Election) Rules, 1994 and Election Symbols Order , 2009	1. Only the choice of symbols made by a candidate (other than a candidate sponsored by a recognised party) in the nomination paper first delivered, shall be considered, even that nomination paper is rejected.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
4.	Allotment of symbols.	R.O.	On the day of withdrawal.	Rule 58(5) (e) of Raj. P.R. (Election) Rules, 1994 and Election Symbols Order , 2009	2. In the case of candidate set up by a recognised party the choice of party's symbols indicated by a candidate made in subsequent nomination papers may also be considered. 1. Returning Officer must carefully check personally that he has received documents as under from recognised political parties before 3.00 PM on last dt. of filing of nomination. (a) Letter from party giving name of authorised person or persons (alongwith attested specimen signature) who will sponsor official candidates of the party. This shall be in Form "Ka" prescribed by SEC. (b) Notice in Form "Kha" signed by the above authorised person of the party giving names of official candidates and constituency number from which each will contest. In case notice in Form "Kha" signed by the Head of the State Unit of the party himself, giving names of official candidates and constituency number, then Form "Ka" is not required. 2. Firstly pick up the candidates set up by National recognised parties and allot to them the reserved symbol and no other symbol. For this purpose fulfilment of conditions under para 6 of SEC's Symbol Order, 2009 is necessary. 3. Where a free symbol has been chosen by only one independent candidate that symbol shall be allotted to that candidate. 4. Where the same free symbol has been chosen by several candidates- then procedure laid down in Paragraph 12 of Symbol Order, 2009 shall be adopted.
5.	Candidates set up by a recognized political party.	R.O.	At the time of scrutiny of nominations and allotment of symbols	Para 6 and 10 of Symbol Order, 2009	1. If a candidate fails to fulfill any of conditions laid down in Para 6 of Symbol Order, he shall not be deemed as candidate setup by party and shall not be allotted reserve symbol.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					2. The presentation of Form "Ka" and Form "Kha" to the SEC or DEO will not be treated as compliance with the provisions laid down in Para 6 of Symbol Order, 2009. Notice in Form "Ka" and "Kha" must reach to the R.O. not later than 3.00 PM of the last date of nomination. 3. Where a candidate had not made a declaration in his nomination paper that he has been set up by a political party, he shall not be deemed to have been set up by that party. 4. Where a candidate files nomination papers one nominating him as a candidate set up by a recognized party and other as an independent candidate, and both these nomination papers are accepted, then he will be deemed to be a candidate set up by recognized party.
6.	Substitution of candidate by political party	R.O.	At the time of allotment of symbols	Para 8 of symbol order 2009	1. If a recognized political party submits Form "Kha" in respect of more than one candidate and does not indicate that earlier notice has been rescinded, than Form "Kha" in respect of candidate whose nomination paper was first delivered, shall be accepted as candidate set up by that party.
7.	Revision of Symbols	SEC	As and when necessary	Rule 58 (6)(f) of Raj. P.R. (Election) Rules, 1994.	1. Allotment of symbols by R.O. shall be final except where it is inconsistent with any direction issued by the SEC in which case the SEC may revise the allotment of symbols. 2. Where the allotment of symbols has been revised by SEC, then list of contesting candidates, shall be amended accordingly.
8.	Preparation of list of contesting candidates	R.O.	Immediately after the allotment of symbol and on the same day.	Rule-29 r/w 58 of Raj. P.R. (Election) Rules, 1994 and SEC's No.79 dt.4.1.95	1. Immediately after allotment of symbols, list of contesting candidates shall be drawn in Form 5. 2. List in Form 5 shall be prepared in Hindi and English both. Names shall be classified into 2 categories - namely - (i) Candidates of recognised political party. (ii) Other candidates. Names shall be arranged in the above order of categories.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					3. Names in each category shall be arranged in Hindi alphabetical order. 4. Required particulars including address should be filled up correctly. 5. Party affiliation also to be shown in column no. two below the name of candidate in the list. (Forms 5) 6. Give copy to each contesting candidate or his election agent. 7. Give also print of facsimile of symbols allotted to each candidate out of specimen prints. 8. Even in case of uncontested election, list in Form 5 shall be prepared. 9. Send copies of the list in Hindi (handwritten and typed) to the concerned Govt. Press, DEO and SEC without any delay. 10. Names of candidates shall be arranged on ballot papers in the same order as they appear in the list in Form 5. However, the headings of categories shall not appear on the ballot papers. 11. If two or more candidates bear the same name they may be distinguished by addition of father's/husband's names or in some other manner. 12. Handwritten copy should be legible with bold letters keeping special care of letter म, भ, क, फ, श, ष, स, ब, व etc. This list duly signed by R.O. should be given to the O.I.C. of Ballot paper printing. 13. If symbol has been revised subsequently under the directions of SEC, the list shall be suitably changed.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
8.	Publication of list in Form 5	R.O.	Immediately after the preparation of list	Rule 29(3)(ii) r/w 58 of Raj. P.R.. (Elec) Rules, 1994	1. List in Form 5 shall be affixed on the notice board of R.O. even in the case of uncontested election. 2. A copy of the list shall be supplied to each contesting candidate or his election agent. (Not necessary in the case of uncontested election) 3. List of contesting candidates shall also be displayed out side the polling station through presiding officers on pre - poll day.
9.	Identify cards to contesting candidates	R.O.	After expiry of time for withdrawal of candidatures		1. Issue photo identify cards to contesting candidates. – Record be maintained. 2. Thick card board should be used for identify cards.
10.	Safe deposit of papers relating to nomination etc.	R.O./DEO	Soon after the declaration of result		1. All election papers and proceeding relating to nominations, scrutiny, withdrawals and allotment of symbols should be put together, in a cover with description and to be sealed with R.O's seal . 2. After declaration of result, the sealed cover should be sent to in district treasury in safe custody of DEO. 3. Make arrangements for inspection/copying of nominations and connected papers during safe custody of DEO, whenever asked for by any person.
11.	Appointment of Election agent	R.O.	After filing of nomination.	Rule 68 of Raj. P.R.. (Election) Rules, 1994, and SEC's order as and when issued	1. Sitting Minister/MP/MLA not to be appointed as Election Agent or Counting Agent or Polling Agent. 2. A person disqualified for being chosen or from voting at any election of PRI, cannot be appointed as an election agent.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XV – BALLOT PAPERS
[A. Ballot Papers for ZP/PS Member Election]

1.	Design of ballot paper.	DEO/R.O.	Immediately after preparation of list of contesting candidates (in form 5)	Rule 29(4) of Raj. P.R.. (Election) Rules 1994 and SEC's S.O. No. 2/94 dt. 13.9.94	- The names of candidates and other particulars in the ballot paper shall be printed in Hindi, in Devnagri script. - No counter-foil. - Width of single column will be 4". - The names of candidates shall be arranged in the same order under 2 categories in which they appear in the list of contesting candidates. However the headings of two categories shall not be appeared in the ballot papers. - Names will be printed on left hand side and symbols on right side in a panel of candidate. - Ballot paper shall be prepared in the form and design as per direction of S.E.C issued vide S.O.No. 2/99 dated 13.9.94. - Samples ballot papers are shown in Annexure of SEC's instructions regarding printing of ballot papers.
2.	Design of ballot papers for tendered votes.	P.O.	On the day of poll	Rule 44 r/w 58 of Raj. P.R.. (Elec.) Rules, 1994	- Design of ballot paper for tendered votes shall be same as prescribed for ordinary ballot papers except that the words "निविदत्त मतपत्र" ("tendered ballot paper") shall be endorsed on back by the Polling Officer in his own hand and signed by him. - Extra (twenty) ballot papers shall be given at a polling booth for the use as tendered ballot papers.
3.	Printing of Ballot Papers	DEO/RO	Immediately after preparing list of contesting candidates	SEC's instructions No. 5762 dt. 27.11.09	- The detailed instructions has been sent by SEC. - Soon after preparing the list of contesting candidates on the day immediately on the day of withdrawal of candidatures, the printing work should be started on the concerned printing press. - Security arrangements at printing press.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. A responsible officer should be appointed to look-after the printing of ballot papers. 5. Arrangement of transport and security of printed ballot papers be made properly. 6. Officer in charge of ballot paper printing will have the following documents:- (i) Two typed copies of list of contesting candidates. (ii) One hand written list of contesting candidate (iii) Sample ballot paper (iv) One set of facsimiles of symbols. (v) List showing number of ballot papers to be printed for each constituency. (vi) Instructions issued by SEC (No. 5762 dt. 27.11.09) 7. No. of ballot papers to be printed including tendered votes will be assessed by the RO. Requirement to be assessed by actual number of voters to next twenty. 8. Each bundle of ballot papers will have 50 ballot papers. Ballot papers will have consecutive serial numbers, in a constituency. Bundles shall be stitched. 9. Printing should be completed at least 2 days before the departure of polling parties. 10. Wastages of papers during printing of ballots should be disposed off as per SEC's No. 6878 dt. 19.2.2000 immediately after completion of printing work. 11. Requirement of postal ballots for each ward will be assessed on the basis of circumstances. 12. For ZP member election ballot paper on yellow paper and for PS member election ballot on blue paper.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
4.	Verification of ballot papers.	DEO/ R.O	At least 4 days before date of poll.	SEC's instructions vide No. 5762 dt.27.11.09	1. Ensure that names of all the candidates and symbols have been printed properly and correctly. 2. Ensure also that no symbol other than specified symbols. 3. Sr. No. on the ballot paper have consecutive numbers in the constituency. 4. No discrepancy in the numbers of ballot papers dispatched by the press and received by R.O. 5. In case of repetition of same number on two ballot papers one be removed & cancelled and kept in the custody of Returning Officer without replacement. 6. Ballot papers should be kept in safe custody.
5.	Distribution to Polling Officers .	DEO/RO	On the day of departure of polling parties to polling station.		1. Distribute ballot papers to the polling officers on their departure to polling station. 2. Defective ballot papers must be removed from bundles before issuing to presiding officers. 3. In case any serial number is found missing at the time of delivery of ballot papers to polling officer, it may be written on the packet as missing and be shown in the Register. A notice may also be published on the notice board of R.O.
6.	Authorization of ballot papers	DEO	On the day of departure of polling parties to polling station.		Before issuing ballot papers to polling officers, form of authorization of ballot papers to be filled up properly.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
7.	Safe custody of undistributed ballot papers	DEO/R.O.	After issue of ballot papers to presiding officers		1. After the issue of ballot papers to polling officers, surplus undistributed ballot papers should be kept in safe custody under the charge of a responsible officer. 2. Such surplus ballot papers may also be used for fresh or adjourned poll, if necessary . 3. For fresh poll if necessary another set of ballot papers with the next serial number in continuation for the constituency should be printed.
8.	Disposal of undistributed/ unused ballot papers.	DEO	After 6 months of completion of election	Rule 53 r/w 58 of Raj. P.R. (Election) Rules, 1994 and SEC's No. 955 dt. 2.2.95	After completion of the election surplus ballot papers should be kept in custody of DEO, till 6 months thereafter be disposed off.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

[B. Ballot Papers for Panch/Sarpanch Elections.]

8.	Design of ballot paper	DEO		Rule 29(4) of Raj. P.R. (Elec) Rules, 1994; SEC's S.O. No. 1/94 dt. 12.9.94	1. Particulars in the ballot papers shall be written in Hindi in devnagri script. 2. No counter foil. 3. Width will be "4" 4. Design and form of ballot paper as per direction given by SEC vide S.O. No. 1/94 dt. 12.9.94. 5. Samples of ballot papers and extra slips to be added to ballot papers of Panch/Sarpanch election are shown in annexures of SEC's instructions. 6. Names of candidates will be written on right hand side and symbols (as specified by SEC) will be printed on left hand side.
9.	Design of ballot papers for tendered votes	DEO/RO	on the poll day	Rule 44 of Raj. P.R. (Elec) Rules, 1994	1. Ballot paper for tendered votes shall be in same design as that of ordinary ballot paper, except that the "tendered ballot paper" (निविदत्त मतपत्र) shall be endorsed on back by the polling officer in his own hand and signed by him. 2. Extra 20 ballot papers shall be given at a polling booth for this purpose.
10.	Printing of ballot papers	DEO	upto 31.12.2009	SEC's No. 3706 dt. 15.10.09 and No. 3559 dt. 9.10.09	1. Detailed instruction has been given by SEC. 2. Printing presses as decided by DEO. 3. Paper for printing to be procured from Director, Printing and Stationary Deptt.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. White paper for Sarpanch Ballot Paper and Pink paper for Panch Ballot paper. 5. Two types of extra slips of symbols (containing ten symbols each) - one type in white paper and other in pink paper. 6. Symbols as specified by SEC (see detailed directions) 7. Printing of ballot papers and extra slips should be completed upto 31.12.2009. 8. Responsible officer as OIC. 9. Proper security at printing press. 10. Safe transport to district treasury. 11. No. of ballots to be printed to be assessed by DEOs in view of number of polling booths and number of electorate plus tendered votes. 12. Separate series of ballot papers for each district. 13. Ballot papers will have consecutive serial numbers in the district,
11.	Verification of ballot papers.	DEO	During printing of ballots	SEC's No. 3706 dt. 15.10.09	See Point No. 4 above.
12.	Distribution to Returning Officers and authorization of ballot papers.	DEO	On the day of departure of polling parties.		See point No. 5 and 6 above.
13.	Safe custody of undistributed ballot papers	DEO	After issue of ballot papers to polling parties.		See point No. 7 above.
14.	Disposal of undistributed unused ballot papers.	DEO	After 6 months of completion of election.	Rule 53 of Raj. P.R. (Elec.) Rules, 1994 and SEC's No. 955 dt. 2.2.95	See point No. 8 above.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XVI – POSTAL BALLOT PAPER [Only for ZP/PS Member Election]

1.	Design of postal ballot papers and printing thereof	DEO/R.O.	Within 2 day from allotment of symbols	Rule 35 r/w 58 of Raj. P.R. (Elec) Rules, 1994 and SEC's S.O. No. 54/09 issued vide No. 6165 dt. 11.12.09 read with S.O. No. 2/94 dt. 13.9.95	1. No counterfoil attached to ballot paper. 2. SEC's directions are that the design of postal ballot paper will be same as used for ordinary ballot papers u/r 29(4), however "डाक मतपत्र" shall be stamped and signed on the back of ballot paper. 3. Postal ballot papers for ZP member election shall be printed on yellow paper. 4. Postal ballot papers for PS member election on Blue paper. 5. Symbols will also be printed. Party affiliation, not to be printed. 6. The names and other particulars in the ballot papers shall be printed in Hindi in Devangari script.
2.	Voters entitled for postal ballot paper	R.O.		Rule 35 of Raj. P.R. (Elec) Rules, 1994 and SEC's order No. 6165 dt. 11.12.09	Voters on election duty are entitled for vote by post in the manner as specified by the SEC.
3.	Intimation by voters on election duty-as to vote by post	R.O.	4 days, before poll day or any shorter period, which may be allowed by R.O.	SEC's No. 6165 dt. 11.12.09	1. An elector on election duty wishes to vote by post, shall send an application in Form-1 prescribed by SEC alongwith copy of appointment letter to the R.O. so as to reach him within time prescribed. 2. Returning Officer, Polling Officer, Polling Agent, or any other public servant who is an elector in any P.R.I. and is by reason of his being on election duty, he is not able to vote at a polling station whereat he is registered as voter, may apply for postal ballot paper.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
4.	Issue of postal ballot papers to voters on election duty.	R.O.	To reach before date of poll.	Rule 35 of Raj. P.R. (Elec) Rules, 1994 and SEC's S.O. No. 54/09 (vide No. 6165 dt. 11.12.09)	- Postal ballot papers shall be send by post, or be delivered in person to voters on election duty together with – - A declaration by the elector in Form – 3. - A cover "Ka" (क) in Form 3 (containing postal ballot paper) [Yellow in ZP member and Blue in PS member] - A larger cover "Kha" (ख) addressed to the R.O.(Form 5) [Yellow in ZP member and Blue in PS member] - Instructions for the guidance of the elector. (Form 6) - All the above document at (a), (b), (c) & (d) shall be placed inside a larger cover. This cover should be properly addressed and postage stamp shall be affixed if not given personally. - Efforts should be made to issue postal ballot papers to every elector on election duty who makes an application in Form 1 for the purpose, as expeditiously as possible, and preferably should be delivered personally in training classes. - Fill up correctly in Form 4 (cover - 'Ka') the serial number of connected postal ballot paper. - Fill up the hour and date in appropriate place in Form 6. - Letter "W" be noted boldly on the cover in Form 5 in the case of each women voter. It will help in calculation of votes polled by female voters.
5.	Record of postal ballot papers	RO	As and when issued.	Rule 35 of Raj. P.R.(Elec) Rules, 1994 and SEC's letter No.6165 dt. 11.12.09	- In the marked copy of electoral roll "P.B.", shall be marked against the name of such elector. - After marking "P.B., in all cases, marked copy of electoral roll may be sealed and it will be supplied to the concerned Polling Officer for the use at polling booth. - Serial number of postal ballot papers shall not be mentioned in the marked copy of electoral roll. However, R.O. shall record the serial number of postal ballot papers and details of elector to which postal papers are issued.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
6.	Return of postal ballot papers	R.O.	As and when received	SEC's Order No. 6165 dt. 11.12.09	4. In the Register (Form 2) signature of elector, shall be obtained if delivered personally. If dispatch by post, particulars about the same shall be recorded in the Register (Form 2). 1. Maintain a register in which all the postal ballot paper received should be entered. The entries in this register should be made from day to day and be countersigned by R.O. on each day. 2. Postal ballot papers should be returned at the latest by the hour fixed for commencement of counting of votes. These ballot papers shall be treated as returned in time. 3. Postal ballot papers received late, i.e. after the expiry of time fixed for commencement of counting of vote, cannot be counted and must be rejected, however such rejected postal ballot papers need not to be included in the total number of rejected votes in Result in Form VII. 4. Co-ordination with P & T Deptt. regarding delivery of postal ballot papers, be made. 5. To facilitate speedy return of postal ballot papers a special box with secure locks, should be kept in the office of R.O., and after close of poll at collecting centres also so that persons on election duty who have received postal ballot papers may come and drop in that box their marked ballot papers in the sealed covers. The covers will be sort out on the basis of colored slips, i.e. yellow in case of Z.P. election and Blue in case of P.S. election. The covers should be given to the concerned RO/ARO for his custody. 6. Every day a officer designate of for this purpose should take all the contents of the box, make necessary entries in the Register maintained for the purpose. 7. Persons deployed on election duty be educated properly about special voting facilities to them.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XVII - MODEL CODE OF CONDUCT

1.	Gist of Code of Conduct.	To be observed by DEO/R.O. / A.R.O.	From the announcement of programme till the completion of election.	Model Code of Conduct and Provisions relating to corrupt practices and electoral offences. [U/S-22 of Raj. P.R. Act, 1994 read with Sec. 125, 126, 127, 127-A, 128, 129, 130, 131, 132, 132-A, 133, 134, 134-A, 135, 135-A, 135-B, 135-C & 136 of R.P. Act, 1951; Sec. 153-A, 153-B, 171-A, 171-B, 171-C, 171-D, 171-E, 171-F, 171-G and 505 of I.P.C.] and Art. 243K of the Constitution and Rule 79 of Raj. P.R. (Elec) Rules, 1994	1. The gist of the Provisions of the Model Code of Conduct and legal provisions relating to corrupt practices and electoral offences is as below:- (i) No activity which may create mutual hatred or cause tensions between casts, communities etc. (ii) The candidates to refrain from criticism of private life of opponents. (iii) No appeal to caste /communal feelings from places of worship. (iv) All parties shall avoid all activities which are corrupt practices. (v) Organising demonstrations, picketing before houses of individuals shall not be resorted. (vi) No pasting of posters, creeting flag staffs/banners without owner's permission. . (vii) No creation of disturbances of public meeting of other political parties/candidates. (viii) No use of loudspeakers, vehicles at fixed places beyond time limit and without permission. (ix) Party in power cannot use its official position such as combining of Minister's official visit with electioneering (x) No use of official machinery/vehicle, public places, rest houses etc. for electioneering. (xi) No sanction of grants and payments out of discretionary funds, laying foundation stones. (xii) No promises of constructing roads etc., make adhoc appointment in Government /Public Undertakings.
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S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					(xiii) Ministers of Central/State Govt. shall not enter any polling /counting stations except as a candidate.
					(xiv) No cause is given for any complaint that party in power has used its official position for the purpose of its election campaign.
2.	Publicity regd. Code	DEO/R.O.	As above		- Provisions of Model Code of Conduct and Provisions relating to corrupt practices and electoral offences laid down in R.P. Act, 1951, Raj. P.R. Act, 1994, Raj. P.R.(Elec) Rules, 1994 and I.P.C. should be explained in the meetings of standing committees and with the candidates. - Wide publicity may also be given, by means of Press Notes, cinema slides, etc.
3.	Clarification regd. the Code of Conduct.	DEO/R.O.	As above		It is not the intention that development activities or implementation of welfare measures should come to a standstill.
4.	Defacement of Public Places	DEO/RO/ Police / Municipal authorities	As and when required	SEC's order u/s 22A of Raj. P.R. Act, 1954 vide No. 4489 dt. 6.1.2000	- No defacement in any form (wall writing, banners, posters, flags, hoardings etc.,) be permitted on Government premises. - Cut-outs, and hoardings on public or private places are totally prohibited. - Posters and banners, only, at any public place after permission of competent authority. - Educational Institutions should not to be used for electioneering / rallies.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Defacement of Private Places	DEO/RO/Police /	As and when required	SEC's order u/s 22A of Raj. P.R. Act, 1994 and SEC's No. 4489 dt. 6.1.2000	1. Where local law has express provisions permitting posters and banners, on private premises or if there is no local law for this purpose, even then the permission of the owner is should be taken – Expenditure to be accounted and shown in the statement/prescribed by SEC. 3. Maximum expenditure which can be incurred upon posters and banners by a candidate : (a) in Zila Parishad member Rs. 20000; (b) in a Panchayat Samiti member Rs. 10000 and (c) in a Sarpanch election Rs. 5000/-.
6.	Other issues regarding defacement	DEO/RO/Police DEO/RO/Transport / Police authorities	As and when required As and when required	M.V. Act, 1988 and Sec. 171-H of IPC and Sec. 22A of Raj. P.R. Act, 1994 r/w SEC's notifi. No. 4489 dt. 6.1.2000	1. In case of violation of restrictions imposed by the SEC penal action to be taken. 2. Displaying of flags and stickers on private vehicles – If it aims to solicit vote for a candidate, then provision of S. 171-H IPC would be attracted. 3. No truck, bus, minibus, or motorcar can be used for electioneering (See SEC's notfn.) 4. No poster/flag/campaign material be displayed on commercial vehicles, except in case of vehicles permitted for electioneering (Action u/s 171-H of IPC and Sec. 22A of Raj. P.R. Act, 1994) 5. External modification / fittings including loudspeakers, in contravention of M.V. Act, not to be allowed on vehicles. 6. On display of posters and banners, see that compliance of provisions of Sec. 127A of R.P. Act, 1951 has been made.
7.	Liquor – Sale of	State Govt./D.M./Excise authorities	On fixed dates	Item No. 7 of Part 1 of the Model Code of Conduct and Sec.135-C of R.P. Act, 1951	1. Liquor not to be purchased, given or distributed by any candidate or his worker during the period of 48 hours ending with the hours fixed for close of poll. 2. Restrictions imposed by State Govt. shall also be followed.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
8.	Loudspeakers-use of.	D.M.	During election campaign.	Sec. 22A of Raj. P.R. Act, 1994, r/w SEC's Notifi. No. 4489 dt. 6.1.2000	1. Loudspeakers on vehicles or for meetings can be used between 6.00 AM and 10.00 PM only 2. Permission is must for use of loudspeakers between stipulated time. 3. During 48 hours ending with close of poll, use of loudspeakers are totally banned. 4. In the case of loudspeaker on vehicles, permit issued by Govt. authority, shall indicate registration No. / identification No. of vehicle. 5. Vehicles used without written permission is liable to be confiscated with all equipments. 6. Details of permit regarding loudspeakers on vehicles or at a fixed place, may be intimated to RO/local police authorities.
9.	Ban on transfers.	State Govt.. H.O.Ds/ D.E.O.	From the announcement of election programme.	Item No. (8) of Part (VII) of the Model Code of Conduct and SEC's order as and when issued.	Ban on transfers of election related officers and other officers after the announcement of programme and during the process of elections.
10.	Restrictions to parties in power.	To be observed by D.E.O./ R.O. also	From the announcement of election programme till completion of elections.	Item No. (6) of Part (VII) of the Model Code of Conduct.	Ministers and any authority shall not :- (a) announce any financial grants in any form or promises , or (b) lay foundation stones etc. of Projects, or Schemes of any kind, or (c) make any promise of construction of roads, provision of drinking water facilities etc. , or (d) make any adhoc appointment in Govt./public undertakings., which may have the effect of influencing the voters in favour of the party in power.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
11.	Restrictions on discretionary grants etc.	To be observed by DEO/ RO.	From announcement of election programme till the completion of election.	Item No. (5) of Part (VII) of the Model Code of Conduct.	Release of funds or extension of facilities under discretionary grants or quota under any scheme for Ministers and MPs/MLAs should be suspended.
12.	Restrictions on use of vehicles, during election period	DEO/DM	From the notification of election till the completion of election	SEC's order No. 4489 dt. 6.1.2000	1. Motor cycles, scooters including cars/jeeps being used for electioneering purposes, shall not be allowed to move in bigger convoys. All bigger convoys shall be broken up. 2. No convoy during the period of 48 hours ending with close of poll. 3. The convoy shall not in any case exceed 3 vehicles of any person plus the security vehicles allowed. 4. Use of Buses, Trucks, Mini Bus, Matadors are prohibited for electioneering. 5. Only Jeep, Car, Three wheelers, Tangas and Cattle Cart can be used in electioneering. 6. In the election for a member of Zila Parishad maximum two vehicles and in the election for a member of Panchayat Samiti or Sarpanch, only one vehicle is allowed to a candidate for electioneering. 7. Prior intimation with detail before 24 hours is must for a candidate, before use of vehicle. 8. Vehicle plying in contravention of provisions of Sec. 123(5) r/w 133 of R.P. Act, 1951 should be confiscated and permission, if given by RO, should be cancelled.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
13.	Visits of Ministers.	D.E.O./ D.M.	From the date of announcement of election programme till the completion of election.	Item No. 1 of Part (VII) of Model Code of Conduct	1. No Minister shall combine an official visit with electioneering. 2. No Minister shall summon any election related officers to a place/office/guest house outside the municipality for any official discussions. 3. Official vehicle should not be used for electioneering.
14.	Conduct of Govt. servants.	DEO/RO	During election.	Sec 129, 134 and 134 A of R.P. Act, 1951 and Civil Services (Conduct) Rules.	1. Govt. Officers should not be present in person during any election meeting except those who may have to be present to the extent necessary for maintaining Law and Order and making necessary security arrangements. 2. No Govt. servant can be associated with any political party or can take part in any political activity. 3. No Govt. servant can act as Election Agent, Polling Agent or Counting Agent. 4. Conduct of Govt. servants to be watched and appropriate action be taken. 5. A person found in breach of official duty in connection with elections shall be prosecuted.
15.	Use of Rest Houses, Dak Bungalows etc.	DEO/RO	During election process.	Item VII of Model Code	1. Accommodation should be allotted on a fair and equitable manner. 2. Use of Govt. rest houses, circuit houses etc. should not be allowed for election related meetings.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
XVIII – DESPATCH ARRANGEMENTS OF POLLING PARTIES					
1.	General arrangements	DEO	On the departure day		Make arrangement for :- (i) Displaying party no. etc. (ii) Checking attendance of polling parties + zonal magistrates. (iii) Introducing all the members of a polling party. (iv) Wherever required, replacement of absentee. (v) Ensuring that polling material has been received by all the parties (vi) Transport cell at dispersal centres (vii) Counter system (viii) Last minute training – Separate counter (ix) Police force, deployed at PS, to accompany the parties.
2.	Facilities at dispersal centres	DEO	On the all departure day		At dispersal centre following facilities should be made:- (i) Boarding of vehicles. (ii) Training space. (iii) Space for checking of ballot boxes + material by polling parties. (iv) Facilitation centre for postal ballots.(for ZP/PS member election) (v) Storage of polling material and ballot boxes. (vi) Distribution counter. (vii) Medical Aid. (viii) Basic amenities.
3.	Other arrangements	DEO	On the departure day		Ensure that :- (i) No canvassing during period of 48 hours ending with close of poll. (ii) Arrangement of advance TA/DA and outright charges etc., and medical kits. (iii) POL arrangement. (iv) Every polling material kit to be checked well in advance. (v) Polling parties shall be advised to check the ballot boxes, marked copy of rolls etc. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled. (vi) OK report of all polling parties reaching their PSs. (vii) Specimen signatures of all contesting candidates and their election agents in case of ZP/PS member election should also be supplied to polling parties, Zonal Magistrates etc.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
XIX - THE POLL					
1.	Controll Room	DEO/RO	On the poll day		Well equipped control room to be set up :- (i) Proper staff. (ii) Communication arrangements – to be in touch with DEO and SEC – mobile phone to be switched on all the time. (iii) Complaint handling arrangements. (iv) Arrangement for deploying reserve staff. (v) Arrangement for extra ballot box or any other material in case of any exigencies.
2.	Smooth conduct of poll	R.O.	On the poll day		1. Ensure all arrangements for smooth conduct of poll including supply of material to polling stations. 2. Returning Officers, Polling Officers, Asstt. Polling Officers must be vigilant about their duties and procedure. 3. R.O. should be present at their head- quarter. 4. Appropriate and immediate action to be taken, in case of allegations against polling staff.
3.	Regulation of vehicles on the poll-day.	DM/RO	On the poll day.	Sec.123(5) and133 of the R.P. Act, 51 read with Sec. 22 of Raj. P.R.. Act, 1994	1. The hiring or procuring of any vehicle or vessel by a candidate or his election agent or any other person or the use of such vehicle or vessel for free conveyance of any elector to and from any polling station should not be allowed. 2. Private vehicles used by owners for themselves / family members for going to a polling booth to vote not to be allowed within a radius of 200 meters of polling booth. 3. The candidate himself, the members of his family or his election agent can use vehicle for conveyance to and from the polling station. (Beyond 200 meters from polling booth)
4.	Identification of voters	P.O.	On the poll day.	SEC's order No. 3131 dt. 10.9.09	Voter not to be allowed to cast his vote without his identification based on specified documents

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Entry into polling station	RO/ Presiding Officer	On the day of poll	R. 24A of Raj. P.R. (Election) Rules, 1994,	1. No person other than the persons entitled under rule 24A of Raj. P.R. (Elec.) Rules 1994 can enter the polling station irrespective of his social or political or any other status of office. 2. Media persons not to be allowed inside polling station with video/ camera, even if they have authority letters. 3. Ministers/MPs/MLAs and other persons having security cover are not to be allowed, except in the capacity as a voter.
6.	Prevention of electioneering within prohibited area around the polling station.	DM/R.O.	On poll day.	Sec. 130 of R.P. Act, 1951 read with Sec. 22 of Raj. P.R. Act, 1994	1. No person shall on the poll day at any polling station commit any of the following acts within the polling station or in any public or private place within a distance of 100 meters of the polling station - (a) Convassing for votes, or (b) soliciting the vote of any elector (c) persuading any elector not to vote for any particular candidate, or (d) persuading any elector not to vote for the election, or (e) exhibiting any notice or sign (other than an official notice) relating to the election. 2. Cellular phones, cordless phones, wireless sets etc. not be allowed to any person (except officers on election duty and security personnel) in the 100 metre periphery of Polling Station and within the polling booth. 3. Voter slips to be plain white slips without name of candidate / party marking / symbol.
7.	Prohibition of loudspeakers, mega phones etc.	RO/ ARO	Day of poll	Sec. 131 of R.P. Act, 1951 and Sec. 22A of Raj. P.R. Act, 1994 r/w SEC's No. 4489 dt. 6.1.2000	1. Amplifying a reproducing the human voice by any apparatus not allowed. 2. In case of contravention such apparatus be seized. 3. Shouting or otherwise act in disorderly manner not allowed. 4. Penal action also to be taken.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
8.	Candidates' election booths	RO/ ARO	Day of poll	Sec. 131 of R.P. Act, 1951 and Sec. 22A of Raj. P.R. Act, 1994 r/w SEC's notifi. No. 4489 dt. 6.1.2000	1. Candidates' election booths (one table + two chairs) without and with – one banner upto 2ftx5ft. beyond 200 mtrs of a PS allowed. 2. No 'kanat' or 'tentage' allowed by sides of such booth – However, an umbrella or 'tripal' can be used. 3. Identity slips showing symbol or name of party or candidate not to be allowed. 4. Crowd not to be allowed. 5. Efforts to influence voters not to be allowed.
9.	Going armed to / near a polling station	Polling Officer	Day of poll	Sec. 134B of R.P. Act, 1951 and SEC's No.	1. No person, except the persons on election duty, shall go armed within 100 meters of P.S. 2. Security personnel attached to any person not to be allowed - Except in case of person covered under Z+ security. One security person in simple clothes and with concealed weapon, may accompany
10.	Prohibition for Minister/MP/ML A to be an election agent etc.	RO/ Polling Officer	Day of poll	SEC's direction as and when issued	1. Minister/MP/MLA or persons to whom security cover granted not to be allowed as an Election Agent/Polling Agent/Counting Agent. 2. Any person having security cover will not be allowed to surrender his security cover to act as such agent.
11.	Before Commencement of Poll	Presiding Officer	Day of poll	Rule 34 of Raj. P.R. (Elec) Rules, 1994	1. Polling Officer to demonstrate the ballot box in verification of the fact that it is empty. 2. Marked copy of rolls also to be demonstrated before the candidate/ polling agents present and their signature be taken on P.O. declaration form.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					3. Declaration to be signed by PO also.
					4. Ballot boxes to be locked and sealed properly before commencement of poll.
11.	Polling Agents	Polling officer	Day of poll	Rule 69 of Raj. P.R. (Elec.) Rules, 1994	1. One polling agent can be appointed at each polling station by candidate/election agent in case of ZP/PS member election. 2. One polling agent can be appointed at each polling station by a candidate in Sarpanch election. 3. No polling agent for a Panch election. 4. No provision for relief agent.
12.	During Poll Process	Polling Officer	Day of poll	Rule 34 to 46 of Raj. P.R (Elec) Rules, 1994 and Margdarshika and SEC's No. 3131 dt. 10.9.09	1. Polling officer to regulate the voters, and maintain purity of election – To deal with tendered votes, challenged votes, etc., - Overall supervision on poll process. 2. Identification of voters – through EPIC or alternate documents approved by SEC – Minor discrepancies can be overlooked. 3. Whenever new ballot box is used procedure laid down in Rule 34 is to be followed and PO declaration to be completed.
13.	Facilities for the physically challenged electors etc.	DEO/RO/ Presiding Officer	Day of poll	Rule 41 of Raj. P.R.. (Elec) Rules, 1994 and Margdarshika	1. They should be given priority for entering polling booth without having to wait in queue. 2. Ramps to be provided in polling station building. 3. Full facility be provided to take wheel chairs of physically challenged voters inside the polling booth. 4. Courteous behavior towards them and providing necessary support to them in polling booth.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					5. PO should follow the provisions of Rule 41 – regarding blind / infirm voter. Companion with such voter not allowed in PRI elections.
					6. Wide publicity about the facilities to be given to such voters.
14.	Supervisory visit	DEO/RO/ ARO	Day of poll		Observers, Zonal Magistrates, etc.
15.	After close of poll (In case of ZP/PS member elections)	Polling Officer/ Zonal Magistrates	Day of poll	Rule 47 of Raj. P.R. (Elec) Rules, 1994	1. Proper sealing of ballot boxes and making packets of election papers and scaling thereof. 2. PO diary to be completed 3. Ballot paper A/C - polling agents are allowed to copy. 4. Zonal Magistrate to ensure about arrangement.
16.	Transmission of sealed ballot boxes and election papers to the R.O. (In case of ZP/PS member election)	RO/ Polling Officers	Soon after the close of poll.	Rule 47 of Raj. P.R. (Elec) Rules, 1994 and SEC's direction.	1. In accordance with programme of election polled ballot boxes with election papers will be collected from polling parties through authorised officers and will be forwarded at distt. headquarter. 2. Candidates should be informed well in advance about the programme and route - chart for collection of used ballot boxes and other election papers from the polling station after the conclusion of poll. 3. Candidates may arrange for sending their agents to accompany the vehicles carrying used ballot boxes etc. however in no case they should not be allowed to travel in vehicle carrying used ballot boxes and polling material.
17.	Arrangements at reception centre (In case of ZP/PS member election)	DEO/ RO/ARO	Day of poll		1. PO diary is to be inspected - one extra copy of ballot paper a/c to be attached thereto. 2. Check that used ballot boxes are properly sealed and all documents / material as per printed list are available. 3. Light, drinking water, first aid and other medical facilities – Transport arrangements should be in place.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
18.	Safe custody of ballot boxes, election papers, after poll [In case of ZP/PS member election]	DEO/R.O.	After close of poll.	SEC's No. 1138 dt. 28.12.94	1. Polled ballot boxes, election papers and material shall be deposited by authorised officer at collection centre without any delay. 2. Earmark space in the form of squares at the floor of storage room for polled ballot boxes received from polling stations. Such squares should be serially numbered. 3. All the ballot boxes from one polling booth shall be put together in the same square. 4. The ballot paper account, pink paper seal account and declaration by PO of concerned polling booth should be kept on the top of the ballot box. 5. Only the packets containing (i) Ballot paper account of both elections (ii) declarations by polling officers of both election (iii) Pink paper seal a/c should alone be kept on the ballot box in strong room. Polling Officer's diary should not be kept in the strong room. 6. Storage room for polled ballot boxes should be safe and secure and as per directions of SEC. 7. Candidates or their agents may watch the sealing of storage room and may affix their seals on doors/windows. 8. After sealing of storage room nobody is allowed to go inside until morning of day of counting. If the room is opened earlier, due to some unavoidable reason, candidates or agents should be informed and room should be opened in their presence. The candidates/ agents should be again allowed to affix their seals. 9. Log book (format is annexed with SEC's above circular dt. 28.12.94) shall be maintained properly.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					10. Two-cordoned security for strong room – CC/TV cameras be installed.
					11. Election papers – sealing thereof – to be put up in steel trunks which will be deposited in safe custody.
19.	Procedure after close of poll in Panch/ Sarpanch	RO/PO	On the day of poll	Rule 47, 49, 50, 51A, 52 of Raj. P.R. (Elec) Rules, 1994; and election programme directed by SEC.	1. After following procedure, as laid down u/r 47, sealing of used ballot boxes and election papers, be made. 2. Thereafter used ballot boxes and election papers to be transmitted to RO (at Panchayat H.Q.) for counting of votes. 3. Counting of votes - at Panchayat H.Q. subject to any other direction by SEC.
20.	Messages regarding poll	DEO/R.O.	On the day of poll		Timely messages about the progress and completion of poll be sent through telephone/e-mail and other quickest means to the controll room of SEC and- (a) the day's significant events. (b) the percentage of poll from time to time. (c) the final percentage of poll, (d) the depositing of polling material.
21.	Adjournment of Poll due to death of a Candidate before poll.	DEO/R.O.	As and when happen before commencement of poll.	Rule 56 of Raj. M. (Election) Rules, 1994	1. Poll shall not be a countermanded due to death of a candidate. But if as a result of such death their remains only one contesting candidate the RO shall countermand the poll. 2. No. specific provision regarding candidates setup by a recognized political party. 3. Report to SEC also through DEO.
22.	Adjournment of poll due to disturbances etc.	DEO/R.O.	On the day of poll.	Rule 48 of Raj. P.R. (Election) Rules, 1994 and SEC's letter No. 477 dt. 18.1.95	1. R.O. may close the poll. 2. R.O. shall report the circumstances immediately to the SEC. 3. Reports to be sent to SEC shall be in the format prescribed by the SEC. 4. Recommencing of adjourned poll only as per programme decided by SEC.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
23.	Fresh poll in case of errors/ irregularities/ booth capturing etc. [in ZP/PS member election]	R.O.	On the day of poll.	Rule 48A, 48B, r/w 58 of Raj. P.R. (Election) Rules, 1994 SEC's letter No. 1153 dt. 30.12.94	1. R.O. shall sent report the circumstances to the SEC. The SEC has prescribed format for such report. (Annexures of SEC's letter) 2. Only SEC is competent to declare the poll at a polling station to be void.
24.	Fresh poll in case of Panch/ Sarpanch election - Powers delegated to DEO.	R.O.	On the day of poll.	Rule 48A, 48B, 48C, 49A and 49B of Raj. P.R. (Election) Rules, 1994 and SEC's letter No.659 dt. 25.1.95	1. SEC has delegated its power u/r 48A, 48B and 49A to DEO (Panchayats) to declare the poll at polling station to be void, in case of election of Panchas and Sarpanchas. 2. Fresh poll on the date fixed as per programme by SEC.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
XX - COUNTING OF VOTES AND DECLARATION OF RESULTS (In ZP/PS Member Election)					
1.	Programme of Counting	SEC/RO	On the announcement of election programme	Rule - 49 r/w 58 of Raj. P.R. (Election) Rules 1994	Programme of counting of votes, as directed by the SEC.
2.	Selection of Counting Centres.	DEO	After declaration of programme of election.	Rule 52 r/w 58 of Raj. P.R. (Election) Rules, 1994 SEC's No. 266 dt. 13.1.95	While selecting the building, norms about security, proper space etc. should be followed.
3.	Assessing requirements of furniture and other material.	R.O.	Soon after the preparation of list of contesting candidates.		Requirements of furniture, stationery and other material, such as - counting trays, black-board, light-arrangements, shall be assessed and arrangement thereof.
4.	Arrangements for emergency lights.	DEO/RO			Foolproof effective alternative arrangements for lights should be made in and around the counting halls by providing standby generators, Petromax Lamps or emergency lights.
5.	Fixing the time, date and place - and giving notice to candidates.	R.O.	At least 7 days before poll.	Rule - 49 r/w 58 of Raj. P.R. (Election) Rules 1994; SEC's No. 266 dt. 13.1.95	As per programme issued by SEC, time, date and place, notice thereof shall be given to each candidate or his election agent.
6.	Counting Agents	R.O.	2 days before the counting day and day of counting	Rule 70 and 72 of Raj. P.R. (Election) Rules, 1994 and SEC's instructions	1. Obtain the list of counting agents with their photographs from all the contesting candidates by 2 days prior to date fixed for counting. Photo identity cards of the counting agents should be issued then and there. 2. Allow in counting premises only such counting agents who are holding photo identity cards, but they should be allowed inside the counting hall when their respective constituency is taken for counting. 3. Each candidates can appoint as many counting agents as there are counting tables and one for at RO's table, and one relief agent.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					4. Political parties and candidates be informed in advance, about arrangements.
					5. Each counting agents may have a badge indicating whose agent he is and the serial number of the table, and constituency No.
7.	Appointment of Counting Asistants/ Supervisors.	DEO/R.O.	After withdrawal of candidature	Rule 49 r/w 58 of Raj. P.R. (Election) Rules, 1994; SEC's No. 266 dt. 13.1.95; No. 242 dt. 12.1.95	1. Assess requirement of counting Supervisors/Assistants and other staff for the counting. 2. Counting staff shall be appointed with the permission of DEO. 3. Ensure that no Counting Supervisor/ Asstt. has affiliation with any candidate or party. 4. Staff of State Govt. should be appointed 5. One supervisor and one assistant is sufficient for a table. 6. Intensive training be given.
8.	Constituting the counting parties	DEO/RO	Before counting of votes.	SEC's No. 58 dt. 9.1.95	1. Counting staff drawn from different offices of State Govt. should be mixed properly. 2. Selection of counting Supervisors and Asstts. should be done on random basis. 3. No person should be assigned duties in a ward in which he is posted or resides. 4. Efforts should be done that Table No., Hall No. and constituency No. should be intimated to the Counting Supervisors and Assistants just before the commencement of counting of votes.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
9.	Arrangements at the Counting Centres	DEO/RO	3 days before the commencement of counting.	SEC's instruction vide msg No. 266 dt. 13.1.95; No. 5084 dt. 24.1.2000	1. As far as possible all counting halls of a should be in the same premises. 2. A counting hall means a sepearte room walled on all sides and preferably with separate exit and entry facilities. 3. In case two or more counting halls are to be set up in one big hall, a clear temporary partition should be provided, so that no movement from one hall to the other may be possible. 4. Arrangements for food packets, drinking water, toilets. 5. Unauthorized persons not to be allowed. 6. Counting plan – in advance. 7. In case more than one hall is used each hall should be under the charge of sepearte ARO. 8. Counting of votes for simulteneous election of ZP/PS member election. Counting side by side on separate sets of tables in the same hall, great vigilance is to be exercised. 9. Counting through mixing of votes polled at all the booths in a constituency. - (Subject to any other direction of SEC) 10. Barricades in the counting hall should be provided in such a manner that ballot papers of constituency are not mixed with the ballots of other constituency. 11. Counting of votes – at district headquarter. 12. Public address system will be provided. 13. Seperate room for media-personnel. – Static camera or video not to be allowed inside counting hall.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
10.	Security arrangements.	DM/SP/ R.O.	3 days prior to day of counting	SEC's No. 5084 dt. 24.1.2000	- There should be an outer security ring and an inner ring in the counting centre. - Proper barricading to prevent unauthorized entry. - Crowds are not to be allowed to collect near by counting centre. - No counting agent without proper identity and having photograph duly displayed on its person shall be allowed to cross the first cordon. - Post security guards and the fire brigade etc. - Ensure that persons entering the counting centre do not carry arms, match box, missiles, or other objects which can be used for causing injury or damage of any kind. - Counting agents and others not to be allowed to go outside during the counting process.
11.	Entry into counting hall.	R.O.	On the counting day.	Rule 49 r/w 58 of Raj. P.R. (Election) Rules, 1994 and SEC's order No. 5084 dt. 24.1.2000	- Only the following persons can enter counting centres :- - Counting Supervisors and Assistants and others appointed by RO. - Persons authorized by SEC/DEO. - Public servants on election duty. - Candidates, their election agents and counting agents. - No other persons irrespective of his social or political or any other status or office can enter. - Ministers/MP/MLA of Cental or State Govt. shall not enter any counting centre except as a candidate.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
12.	Restrictions on use of cellular phones etc.	RO	On the counting day.		Cellular phones, cordless phones, wireless sets etc. shall not be allowed within and around the counting centre (except to the officers on election duty and security personnel)
13.	Procedure of counting and recounting.	R.O.	On the date fixed.	Rule 49 r/w 58 of Raj. P.R. (Election) Rules, 1994 and SEC's No. 266 dt. 13.1.95	1. R.O. to make himself thoroughly familiar with the relevant legal provisions of Raj. P.R. (Election) Rules, 1994, and guidelines issued by SEC. 2. Before counting begins see that no persons who is not entitled is present in the room. 3. Counting of votes by mixing of ballot papers - Two phase of counting. 4. Where repoll is to be held it is necessary to withhold commencement of entire counting of the constituency.
14.	Counting of postal ballot papers	R.O.	On the counting day	Rule 35 of Raj. P.R. (Election) Rules, 1994 and SEC's No. 6165 dt. 11.12.09	1. Counting of postal ballot papers should be done by the R.O. 2. Procedure of counting of postal ballot papers received from voters on election duty has been prescribed by the SEC's S.O. No. 54/09 dt. 11.12.2009 3. Postal ballots received upto the time fixed for commencement of counting, will be taken for counting. 4. In 1st phase – larger covers ख (Kha) in Form 4 be opened and declarations by voters will be scrutinized. 5. In 2nd phase – small cover क (Ka) in Form 3 should be opened and ballot paper will be scrutinized. 6. After counting of postal ballot papers result of the same shall be entered in Result Sheet (Form VII-A)

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					8. Postal ballot papers received late, shall neither be counted nor be shown as rejected votes in Result Sheet.
15.	Minutes to be drawn regarding sealing of used ballot papers.	R.O.	During process of counting		After the sealing of the used ballot papers in packets, proceedings should be drawn up.
16.	Sealing of ballot papers and election papers; and safe custody.	DEO/R.O	Soon after the completion of counting of votes.	Rule 52 & 53 r/w 58 of Raj. P.R. (Election) Rules, 1994	1. Immediately after counting is over, packets of election papers specified under rule 52 and 53 shall be sealed with R.O's seal. 2. Candidates may be allowed to put their seals on the packet. 3. Advance arrangement of steal boxes, locks, transportation, security, space in treasury should be ensured.
17.	Declaration of result and return of election.	R.O.	Soon after the Counting is order,	Rule 52 r/w 58 of Raj. P.R. (Election) Rules, 1994	1. Announce the result and complete and sign Result Sheet in Form VII. 2. Formal declaration of result shall be made in Form VII, as the case may be. 3. Date of result is the date of result declared.
18.	Certificate of election.	R.O.	Soon after declaration of result.		Soon after declaration of result, elected candidate shall be granted a certificate of election in format supplied by SEC.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
19.	Reports of election.	R.O.	Soon after declaration of result		Intimation of the result of election shall be sent online as directed by SEC.
20.	Publication of results	R.O.	Soon after declaration of result	Rule 74 of Raj. P.R. (Election) Rules, 1994; SEC's Msg. No. 6723 dt. 10.2.2000	1. Name of elected persons shall be published by SEC in Gazette Extra- ordinary. 2. For publication in Gazette, the names of elected Panchas/ Sarpanchas/ Members of PS/ZP, shall be arranged in the formats prescribed by the SEC. 3. The format duly filled up and duly signed with seal be sent to SEC, in two copies alongwith CD and Form VII.
21.	Statistical information	DEO/RO	Soon after declaration of results	As per given in booklet showing statistical proformas	Data through e-mail, - Election results online.
22.	Oath or affirmation	Collector/ RO	Soon after declaration of results	Section 24 of Raj. P.R. Act, 1994 and Rule 75 of Raj. P.R. (Election) Rules, 1994; SEC's Msg. No. 6602 dt.7.2.2000	1. R.O. to administer oath to the elected member. 2. Oath may be administered in prescribed Form XI. 3. Before participation in the meeting for election of Chairperson / Dy. Chairperson, the oath or affirmation is must for the elected member.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
XXI - ELECTION OF PRADHAN/PRAMUKH/UP-PRADHAN/UP-PRAMUKH					
1.	Appointment of R.O.	DEO	Well in time before declaration of result of members.	Rule 59 r/w 61 & 62 of Raj. P.R. (Elec.) Rules, 1994	- DEO shall appoint a Returning Officer for each Panchayat Samiti. - Returning Officer for Pramukh/Up-Pramukh election shall be appointed by SEC.
2.	Issue of notice for meeting and timings for each stage	R.O.	As per programme decided by SEC	Rule 59 r/w 61 & 62.	- Immediately after declaration of result of members R.O. shall affix notice of the meeting on the notice board of Panchayat Samiti, or as the case may be, Zila Parishad stating therein the time schedule fixed by SEC. - Hours for receipt of nomination, scrutiny and last time of withdrawal and poll as per schedule fixed by SEC. - List of elected members to be got typed and supplied free of cost on the day of election of Chairperson/Dy. Chairperson. - Seperate notice for election of Pradhan/Up-Pradhan/ Pramukh/Up- Pramukh.
3.	Meeting for election of Pradhan/ Pramukh/ Up-Pradhan/ Up-Pramukh	R.O.	On the day fixed by SEC.	Rule 59 r/w 61 & 62 of Raj. P.R. (Election) Rules, 1994	- The meeting of elected members for election will be held on the day as per programme fixed SEC. - Only elected members (not other members of a PS/ZP) are eligible to participate in the meeting. - Meeting for election of Up-Pradhan/Up-Pramukh will be held on the next day of election of Pradhan/Pramukh. (As may be fixed by SEC) - Meeting will be held at the office of Panchayat Samiti, or as the case may be, Zila Parishad.
4.	Nominations etc.	R.O.	During the meeting for election.	Rule 59(4) r/w 61 and 62 of Raj. P.R. (Election) Rules, 1994	- Nomination paper (Form IV-B) to be presented by candidate personally or by proposer to Returning Office.r. - Candidate and proposer must be a elected member. - List of nominated candidates to be published just after time of nominations is over.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
5.	Scrutiny	RO	During the meeting and as per time schedule.	Rule 59 (5) r/w 61 & 62	1. Ground of rejection given in Rule 59(5) (b). 2. List of validly nominated candidates (Form IV-C) to be published on notice board of PRI.
6.	Withdrawal of candidature	RO	As per time schedule.	Rule 59(7) r/w 61 & 62	1. Notice of withdrawal to be given personally to Returning Officer. 2. List of contesting candidate (Form V-A) in Hindi alphabetical order. It will be affixed at notice board of PRI.
7.	Allotment of Symbols	RO	As per time schedule.	Rule 59(9), (10), (11) and (12) r/w 61 & 62 and SEC's notifi. 5448 dt. 20.11.09 regd. allotment of symbols.	1. Authorization letters in Form 'क' and 'ख' from recognized political parties must be reached to R.O. before the time and date of withdrawal is over. 2. Reserve symbols to candidates set up by recognized party and free symbols (as specified by SEC), to other candidates. 3. List of contesting candidates (Form V-A) to be given to each candidate. 4. If two or more candidate bear the same name, they shall be distinguished.
8.	Poll	DEO/RO	As per time schedule.	Rule 59(9) & (13)	1. Vote shall be given in person and not by proxy. 2. No provision for tendered vote. 3. Voting by secret ballot. 4. Arrow cross seal to be used by voter for casting his vote. 5. If a voter does not conceal his vote, the ballot shall be taken back and cancelled. 6. Returning Officer to assist blind and infirm members to vote. 7. R.O. may declare the poll as finally concluded earlier than time fixed for close of poll, in case all the voters have voted.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
9.	Appointement of polling officers	D.E.O.	Before meeting for election	Rule 59(13) of Raj. P.R (Election) Rules, 1994	1. PRI staff not to be deployed on polling 2. Polling officer to be appointed by DEO. 3. Duties of polling officer:- (a) To tick mark name of member in list of elected members before issue of ballot paper. (b) Issue of ballot papers duly folded without writing S.No. of the list.
10.	Ballot Paper	R.O.	During poll in the meeting	Rule 59(12) and SEC's instruction vide No. 1023 dt. 9.12.94	1. Ballot paper to be prepared during meeting. 2. The width of ballot paper will be 4 inches. 3. Form of ballot paper as per SEC's direction dt. 9.12.94. 4. Name of candidate will be appeared on right hand side. 5. Symbols will not be appeared, on left hand side. 6. Party affiliation will be appeared. 6. Width of space provided for each candidate will be same. 8. Names of candidates will be appeared in same order as they appeared in list of contesting candidates. 9. Ballot paper to be serially numbered, and shall be duly authenticated by the seal and signature of R.O.
11.	Counting of votes and Result of Election	R.O.	On the day of meeting	Rule-59(14)	1. In the meeting R.O. shall scrutinize the ballots. 2. Rejection of ballot paper - as per grounds given in Rule 59(14)(b). 3. In case of equality of votes - R.O. shall decide by a lot. 4. Result in Form - VII-A. 5. Soon after declaration of result of election in Form VII-A be sent to SEC, DEO, P.R. Deptt. and concerned PRI.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
12.	Oath	R.O.	After the declaration of result	Sec.24 of Raj. P.R. Act, 1994 and Rule 75 of Raj. P.R. (Elec.) Rules, 1994	1. Oath or affirmation for elected Pradhan/Up-Pradhan/Pramukh/Up-Pramukh is required before entering his duties. 2. Oath/affirmation in Form - XI.
13.	Publication of results	R.O.	Immediately after the result	Rule 74 of Raj. P.R. (Election) Rules, 1994 and SEC Instructions.	Notification in format prescribed by the SEC be sent to SEC for publication in Gazette alongwith Form VII-A and soft copy.
14.	Packing, preservation etc. of record.	DEO	Immediately after the result	Rule 60	1. The packets of election record shall be kept in safe custody of DEO (Panchayats) for a period of six months and then, unless otherwise directed by the competent court, be destroyed. 2. While in safe custody the packets shall not be opened and their contents shall not be inspected, except under the orders of a competent court.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XXII – RESTRICTIONS ON USE OF VEHICLES, LOUDSPEAKERS etc.

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|----|---------------------------------------|----------------------------|--|--|--|
| 1. | Power to impose restrictions | | From the date of notfn. of election and till the completion of election. | Sec.22A of Raj. P.R. Act, 1994 and SEC's notfn. No. 4489 dt. 6.1.2000 | Sec. 22A empowers the SEC to impose restriction on the use of vehicle or loudspeakers, on displaying of cut-outs, hoardings, posters, and banners by candidate/ election agent. |
| 2. | Restriction on use of vehicles | DEO/RO/ Police authorities | From the date of notfn. of election and till the completion of election. | Sec. 22A of Raj. P.R. Act, 1994 and SEC's notfn. No. 4489 dt. 6.1.2000 | <ol style="list-style-type: none"> 1. Use of Bus, Truck, Minibus, and Matador is prohibited in electioneering. 2. Other vehicles, namely Jeeps, Cars, Three Wheelers, Tampos, Tangas or cattle cart can be used for electioneering. 3. Maximum number of vehicles allowed are :- <ol style="list-style-type: none"> (a) Two in election for a Zila Parishad member. (b) Only one in election for a Panchayat Samiti member and Sarpanch. (c) None for Panch. 4. Before use of vehicles, candidate/election agent will inform in writing to the RO at least 24 hours before such use. Detail of vehicle and driver. 5. No convoy of more than three motor cycles or scooters including permitted vehicles. 6. No convoy or rallies of vehicles during the period of 48 hours ending with close of poll. 7. For use of vehicles on poll day, permit from RO shall be necessary. 8. Such permit will be cancelled in case of vehicle found carrying voters in contravention of SEC. 123(5) of R.P. Act. |

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
3.	Restriction on use of loudspeakers.	RO/Pollice authorities	As above	As above	1. Use of loudspeakers after 10.00 PM and upto 6.00 AM is totally prohibited. 2. After 6.00 AM and upto 10.00 PM loudspeakers can be used only after written permission from DM/SDM or any authority under law. 3. Before giving permission, details about meeting or vehicle, be obtained, where loudspeakers will be used. 4. During period of 48 hours ending with close of poll, total prohibition on use of loudspeakers.
4.	Restriction on use of cut-outs, hoardings, banners, posters etc.	RO/Police authorities	As above	As above	1. Displaying of cut-outs and hoardings are totally banned. 2. Posters and banners can be displayed subject to local bye-law. For displaying at public place, prior written permission from competent authority, is must. 3. No banner or poster within 200 meters of PS on poll day. 4. Banner upto 2x5 ft. size can be displayed on election booth of candidate – beyond 200 metres of PS. 5. Displaying of posters in contravention of Sec. 127A of R.P. Act, 1951, not allowed – Name and address of printer and publisher is must. 6. Maximum limit for express on posters and banners are :- (i) For Zila Parishad member – Rs. 20000/-. (ii) For Panchayat Samiti member – Rs. 10000/-. (iii) For Sarpanch – Rs. 5000/-. (iv) For Panch - Nil 7. Details of posters/banners and expenses incurred will be submitted to nominee of DEO in Form "क" within 3 days after result.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
					8. Declaration by candidate in Form "क" will be exhibited on notice board of nominee of DEO for three days.
					9. Any objections, presented before DEO's nominee, will be considered and appropriate action will be taken.
5.	Lodging of complaint in court of law	SDM	Immediately after result of election.	As above.	1. In case of any violation of restriction imposed by SEC, the SDM of the area after conducting enquiry, will lodge a complaint in the competent court. 2. Copy of such complaint and such enquiry report will be sent to SEC and DEO, both, within three days of lodging the complaint. 3. Follow up actions be taken. 4. Penalty upto Rs. 2000/- can be imposed by the competent court.
6.	On conviction u/s 22A	SDM	Immediately after decision of court	Sec. 22A of Raj. .P.R. Act, 1994.	Order of the competent court may be intimated to the SEC alongwith certified copy of judgment so that SEC may consider the case to declare the person disqualified for being chosen or for being member of any municipality for maximum period of six years.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6

XXIII - MISCELLANEOUS

1.	Forfeiture/Refund of security deposits made by candidates.	R.O.	(a) After publication of list of contesting candidates , or (b) After death of candidate, or (c) After declaration of result, as the case may be.	Rule 56(3) and 58(5) of Raj. P.R. (Election) Rules	1. A deposit can be refunded only to the person by whom it was made in the treasury or his legal representatives if he is dead. 2. Security amount to be refunded to a candidate, who have secured 1/6 valid votes or more votes. 3. Security amount to be refunded to every elected candidate. 4. Security amount of a candidate who secured less than 1/6 of valid votes, shall be forfeited. 5. Security amount to be refunded to those candidates also whose nomination papers have been rejected or who have withdrawn the candidature. 6. Before ordering refund, details should be verified with the papers relating to nominations etc.
2.	Safe custody of election papers	DEO. / T.O.	Immediately after the declaration of result, on the same day.	Rule 53 r/w 56 and 58 of Raj. P.R. (Elec) Rules, 1994	DEO will have to keep election papers in his safe custody till disposal of election papers.
3.	Production and inspection papers.	DEO	As and when required.	Rule 53 of Raj. P.R. (Elec) Rules, 1994 and SEC's order No. 2610 dt. 13.10.95	1. Election papers other than those referred to in sub-rule (2) of rule 53 shall be opened to public inspection subject to the directions issued by the SEC. 2. Fee prescribed by the SEC shall be charged for election papers and attested copies thereof. 3. During inspection of election papers, effective supervision by officials is necessary. Simaltenous inspection by a large number of persons should not be allowed. 4. SEC has prescribed the same rate as applicable under the Revenue Courts Manual.

S. No.	Action Point	By whom action to be taken	Date on/by which action to be taken	Reference	Remark
1	2	3	4	5	6
4.	Disposal of election papers and EVMs	R.O.	After the period as specified.	Rule 53 of Raj. P.R. (Elec) Rules, 1994 and SEC's order No.2610 dt. 13.10.95	1. The SEC has issued directions under rule 53(3) (a); 53 (3) (b) and 53(3) (c) for the disposal of election papers. 2. Form VII or VIIA should be kept as permanent record. 3. Till expiry of three months after final disposal of an election petition or any matter related to election in a court, all the election records shall be retained intact.

ANNEXURE

DISQUALIFICATION ON THE GROUND OF CONVICTIONS FOR OFFENCES

The disqualification of candidature for elections u/s 8 of the R.P. Act, 1951 would commence from the date of conviction, regardless of the fact that the person is out on bail or not (Except those who are covered u/s 8(4) of R.P. Act. 1951. Every candidate must furnish information relating to conviction by courts of law for offences, in Form 4-D along with nomination papers so that the Returning Officer may satisfy himself about the validity of the candidature of candidate.

A – Under Section 8 of the R.P. Act, 1951

Details of Offences	Period of imprisonment / or fine required for disqualification	Period for which a person shall continue for further period six years since his release.
1. Any offence other than mentioned at S.No. 2 and 3)	Not less than two years	From the date of conviction and shall continue for further period of six years since his release.
2. a. Any law for the prevention of hoarding or profiteering b. Any law relating to the adulteration of food or drugs; c. Any provision of the Dowry Prohibition Act, 1961;	Not less than six months	From the date of conviction and shall continue for further period of six years since his release.
3.a. Offence of promoting enmity between different groups on ground of religion, race, place of birth, language, etc; Offence of bribery ; Offence of undue influence or personation at an election; Offences relating to rape ; Offences or cruelty towards a woman by husband or relative of a husband; Offence of making statement creating or promoting enmity, hatred or ill will between classes or offence relating to such statement in any place worship or religious-ceremony (all offences are under IPC). b. The Protection of Civil Rights Act, 1955 which provides for punishment for the preaching and practice of untouchability , etc.	(a) If only fine is imposed (b) In case of imprisonment for any period	(a) For a period of six years from the date of conviction (b) From the date of conviction and till six years after release from jail

Details of Offences	Period of imprisonment required for disqualification	Period for which a person shall deemed to be disqualified
c. Offence of promoting or exporting prohibited goods (under Sec. 11 of the Customs Act) d. Offence of being a member of an association declared unlawful, offence relating to dealing with funds of an unlawful association or offence relating to contravention of an order made in respect of a notified place of the Unlawful Activities (Prevention) Act, 1967. e. The Foreign Exchange (Regulation) Act, 1973 f. Narocotic Drugs and Psychotropic Substances Act, 1985 g. Offences of committing terrorist act or offence of committing disruptive activities (TADA, 1987). h. Offences of contravention of the provision of the Religious Institution (Prevention of Misuse) Act, 1988 i. Offences of promoting enmity between classes in connection with the elections, offences of removal of ballot papers from polling stations or offence of booth capturing or offence of fraudulently defacing or fraudulently destroying any nomination paper (Offences under R.P. Act, 1951) j. Offence of conversion of a place of worship (Places of Worship Special Provision Act, 1991) k. Offence of insulting the Indian National Flag or the Constitution of India or offence of preventing singing of National Anthem (Prevention of Insults to National Honour Act, 1971).	As above	As above
4. Disqualification on the ground of above offences shall not take effect in case of a person who on the date of the conviction is a member of Parliament or Legislature of a State until three months have elapsed from that date or if within that period an appeal or application for revision is brought in respect of the conviction or the sentence, until that appeal or application is disposed of by the court.		

DISQUALIFICATION ON THE GROUND OF CONVICTIONS FOR OFFENCES

B-Additional provisions – u/s 19 and 22-A of the Raj. Panchayati Raj Act, 1994 (Other than the provision Sec. 8 of R.P. Act, 1951)

1. Any offence involving moral turpitude and the person has been declared to be disqualified for employment in public service.	Any day	From the date of such dismissal – till the expiry of six years since his dismissal.
3. Any offence	Six months or more	From the date of conviction till expiry of six years from the date of conviction.
3. Offence under Prevention of Rajasthan Mritu Bhoj Act, 1960	Any day or fine.	From the date of conviction and till expiry of six years from the date of conviction.
4. Offence u/s 22 A of Raj. Panchayati Raj Act, 1959	Any fine.	From the date of conviction and till period which may extend upto six years.