



STATE ELECTION COMMISSION, KERALA
Thiruvananthapuram

CIRCULAR

No. SEC/1287/2021-A2

Dated:28.07.2021

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

Ref:- 1. Circular No 01/2018/SEC dated 28/04/2018
2. Circular No SEC/600/2020-A2 dated 17/11/2020

In the circular referred second above, directions were issued regarding the regulation of expenditure on the conduct of General election in Local Self Government Institutions. Based on this following directions regarding regulation of expenditure during By-election are issued for strict compliance.

I. Arrangement of Polling Station

- i. The Electoral Registration Officer and the Returning Officer will inspect the Polling Station and appraise District Election Officer (DEO) about the status of the Polling Station immediately after finalizing voters list. Polling Stations are to be identified based on the availability of basic amenities like furniture/power/ramp/water/ toilet etc.
- ii. The maximum amount that can be expended for improving the basic amenities shall be limited to Rs. 2000/- per polling station
- iii. Those Polling Stations which do not have basic amenities can be changed to those having the above facilities after observing the procedure. Any facilities additionally provided in unavoidable circumstances should be certified by District Election Officer.
- iv. The list of Polling Stations in which additional arrangements are made should be certified by the R.O/E.D.C and submitted along with the claim.

II. Materials

i. Election materials

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

ii. Covid Preventive Gears

Separate instructions will be issued for the procurement of Covid containment materials.

iii. Local Purchase

In unavoidable circumstances local purchase shall be made and it should be certified that the items are not available with the Election Wing of District Election Officer. In normal cases the maximum amount permissible for a trunk would be Rs.750/- and for a lock is Rs.100/-. Any variation from this limit should be substantiated.

iv. Distinguishing mark seal

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

III. Tour TA-for Training and Election purposes

- i. Returning Officers/Assistant Returning Officers attending training at Head Quarters of SEC and for other journeys made by R.O in connection with election are entitled for eligible T.A fixed by the Government. Expenditure on T.A shall be met from 2015-00-109-99-34-03-OC.
- ii. The admissibility of T.A bills submitted by staff of DEO, R.O & A.R.O shall be checked by the Finance Officer of the District Collectorate and DEO shall confirm the eligible/sanctioned amount to SEC in abstract format.
- iii. T.A bill claims shall be settled at the time of final settlement by SEC

IV. Training

Polling Officials

District Level Training to Polling Officials shall be done on a single day and the District Level Trainers/any competent officers shall carry out the training. Training shall be conducted in a single go as far as possible observing Covid-19 protocol. Officers to be present: R.O, ARO, Master Trainer and Officers of Election Wing.

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

Counting Class

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

V. Candidate Set & Distribution of Materials

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

(ii) The Returning Officers will arrange to transport the EVM 2 days before poll to the place where strong room is arranged. Transportation of EVM shall be done in a covered vehicle. Government vehicles shall be used for the purpose. DEO will also assist in transportation.

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