



STATE ELECTION COMMISSION, KERALA  
THIRUVANANTHAPURAM-695033

**CIRCULAR**

No:SEC/1287/2021-A2

Date:08/04/2022

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

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

I) **Advance Amount**

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

II) **Registers and other Documents**

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

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

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

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

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

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

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

### III) Arrangement of Polling Station

(i) The Electoral Registration Officer and the Returning Officer will inspect the Polling Station and appraise, the District Election Officer (DEO) about the status of the Polling Station immediately after finalizing voters list. Polling Stations are to be identified based on the availability of basic amenities like furniture, power, ramp, water, toilet, internet connectivity etc.

(ii) Those Polling Stations which do not have basic amenities can be changed to those having the above facilities after observing the procedure. Any facilities additionally provided in unavoidable circumstances should be certified by District Election Officer.

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

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

### IV) Materials

i) Election Materials

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. Any purchase shall be certified to the effect that the items were not available in stock.

ii) Covid Preventive Gears

Covid preventive materials shall only be purchased through KMSCL based on actual requirements. Procurement should be strictly in accordance with the Covid containment guidelines issued by the State Election Commission from time to time.

iii) Local Purchase

In unavoidable circumstances local purchase shall be resorted to 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. Purchase/services shall be at the most be done with the firm having GST bills.

iv) Distinguishing Mark Seal

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

V) Tour TA-for Training and Election purposes

i) Returning officers/Assistant Returning officers attending training at Head Quarters of SEC and for other Journeys made by R.O in connection with election are entitled for eligible T.A fixed by the Government. Expenditure on T.A shall be met from "2015-00-101-99-00-04-01-NV".

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.

VI) Training

Polling Officials

- i) 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. Officers to be present: R.O, ARO, Master Trainer and Officers of Election Wing.
- ii) 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.
- iii) 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.

Counting Class

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

Remuneration for training

Rs.1000/- per day will be given to District Level Master Trainers as remuneration. The remuneration for attending training in respect of Presiding Officer will be Rs 600 and for First Polling Officer would be Rs 500/-.

VII) Candidate Set

- 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 according to their convenience 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.

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

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

Food allowance of Rs.250/- alone shall be provided to the officials who actually participate in the activities in connection with candidate set.

#### VIII) Distribution and Collection Centre

In Distribution and collection centre the following officers will be posted. For Polling Stations up to five, a Supervisor, a Clerk and an Office Attendant will assist and they will be eligible for food allowance of Rs.250/- per day (2 days; One for distribution and one for collection). On and above five polling stations the following amount can be claimed.

No. of Polling Stations	No. of Collection Hall	Supervisors		Clerk		OA		Total Amount
		Nos.	Amount	Nos.	Amount	Nos.	Amount	
6 to 10	2	2	1200	2	1000	2	800	3000
11 to 20	3	3	1800	3	1500	3	1200	4500
21 to 40	4	4	2400	4	2000	4	1600	6000

In case number of Polling Stations exceeds five, no food allowance will be allowed.

#### IX) Sectoral Team

Sectoral Team consists of a Sectoral Officer, an Office Attendant and a

Driver. The Sectoral Officer will be in the cadre of a Village Officer. He will be in charge of Polling Stations with a manageable route covering Polling Stations within 1 to 5 kms from the place where distribution centre is allocated.

He will be appointed by DEO for all levels. He should have an ID card issued by DEO and shall display during their visit to their sectors. He will provided the list of polling stations under his jurisdiction along with no. of voters in each polling station.

He will be entrusted with poll-eve responsibility and Poll day responsibility as follows.

Poll-eve responsibility

In consultation with Returning Officer,

(i) To distribute polling materials including EVM, marked copy of electoral roll at the respective polling stations from distribution centres.

(ii) To ensure availability of polling teams and all election material as per Checklist at their Polling Stations.

(iii) To ensure that security force has arrived at Polling Station's according to the plan.

(iv) To clarify any last minute doubts on EVM Operation or the polling process, amongst the poll personnel

Poll day responsibility

In consultation with Returning Officer,

(i) To ensure that poll process start at given time at all Polling Stations

(ii) To make frequent visits and pay attention to the Polling Station where the mock poll has to be conducted in the absence of agents.

(iii) To ensure that security forces deployed at Polling Stations are in position

(iv) To ensure availability of spare EVMs for replacement

- (v) To ensure replacement of EVMs, if and when required, immediately.
- (vi) Replacement of polling personnel from reserve parties
- (vii) Provide inputs to Presiding Officer and Polling Officer
- (viii) To ensure that the procedure of sealing of EVM etc. is done properly in all Polling Stations
- (ix) To collect the EVM and other polling materials from Polling Station after verification and handover to collection center.
- (x) After poll submit report to RO.

The remuneration of sectoral team will be as follows (for 2 days):

Sl. No.	Sectoral Officer	Clerk	Office Attendant	Driver	Total
1	600	400	300	300	1600

They will be eligible for food allowance @ Rs.250/- per day.

**X) Repair of Department Vehicles**

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

**XI) Arrangement of Distribution / Collection Center, Counting Center and Strong Room**

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

**XII) Transport**

a) Hire Charges of Private Vehicles:- Hire charges of private vehicles if necessary, is admissible. Properly certified Trip Sheets in the prescribed format. date, vehicle number, distance travelled, places, purpose and the name of officer travelled and the rate etc. should be presented to claim hire charges. Hire charges will be allowed as follows:

Class	Daily (24 Hrs) Rupees	Detention charge Rupees/Hour	Daily distance limit	Excess charge K m (Rupees)
Buses: Seating capacity of not less than 30 person (Excluding driver and conductor)	5000	Rs.180/Hr and part thereof in excess of 24 hrs subject to a maximum of Rs.5000/- per day		
Mini Buses: Seating capacity of less than 30 person (Excluding driver and conductor)	3000	Rs.180/Hr and part thereof in excess of 24 hrs subject to a maximum of Rs.3000/- per day		
Category of contract carriages		Rate of hire charges	Detention charge	
Motor cabs having cubic capacity below 1500cc (including tourist Motor Cabs and ordinary motor cabs) with a seating capacity of not more than 7 (seven) persons including driver		Rs. 15 / - per kilometer for motor cabs (both Petrol & Diesel) subject to a minimum of Rs.175/- for a distance up to 5 Kilometers	Rs.50/- per hour subject to a maximum of Rs.500/- per day.	
Motor cabs having cubic capacity 1500cc and above (including tourist Motor Cabs and ordinary motor cabs) with a seating capacity of not more than 7 (seven) persons including driver.		Rs.17/- per kilometer for motor cabs (both Petrol & Diesel) subject to a minimum of Rs.200/- for a distance up to 5 Kilometers.		

b) Hire Charges of generators:- Hire charges of generators/inverters used at the polling stations, distribution and counting center, shall be as per the P.W.D schedule of rate / shall be fixed through competitive rates (necessity shall be rationalized).

c) Fuel Charges:- Fuel Charges of the Govt. Vehicle shall be allowed only on the basis of the certified copy of the log book of the vehicle. A register for the vehicles used in this regard should also be maintained by the R.O/District Election Officer showing the name and designation of the officer travelled and



the purpose of the journey.

d) Loading & Unloading Charges: Loading & Unloading Charges of various election materials will be admitted at the local rates approved by the District Labour Officer existing at the time of election.

e) Refreshment Charges:- Claims on nominal refreshment charges during scrutiny of nominations, meeting with political parties, training classes, refreshment for Returning Officers, Assistant Returning Officers or their staff, who are directly involved in the election process on the days immediately before and after election, processing Postal Ballot, scrutiny of Ballot paper and commissioning of Electronic Voting Machine will be considered. Properly certified vouchers with date, number of persons, the duties they performed, items and rates of refreshments should be submitted.

f) Remuneration for Personnel on Rehearsal classes/ Distribution Duties Polling, Reception and Counting:- Remuneration will be allowed only to those persons who have been posted for various duties. Attendances and acquaintance with their dated signatures should be maintained properly. Remuneration will be disbursed also for attending rehearsal classes also. Remuneration will be allowed as follows:

Sl. No.	Category	Remuneration per day	Food Allowance
1	Presiding Officer	Rs.600	Rs.250/day
2	Polling Officers	Rs.500	
3	Polling Assistants/Class IV	Rs.400	

The above rates except food allowance are payable to the officers for attending rehearsal classes also. The police personnel who are deployed for polling & counting duties are also eligible for refreshment or food allowance @Rs.250 per head per day. Posting of police personnel in this regard shall be approved by the District Election Officer.

g) Reserve Staff

For various election duties, the posting of reserve staff of Polling officials should be limited to 3% of the requirement. Reserve Staff are also eligible for remuneration subject to their attendance. They are not eligible for refreshment or food allowance.

**XIII) Coolie charges**

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

**XIV) Accommodation of ECIL Engineers.**

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

**XV) Remuneration to Returning Officers and Assistant Returning officers**

The Returning Officer is the person who is to conduct election, Assistant Returning Officer also plays an important role. Considering the nature of the work the following amounts shall be allowed to them.

Remuneration to Returning Officers and Assistant Returning Officers(in case were election is conducted in the whole LSG)		
Local Bodies	Returning Officer	Assistant Returning Officer
District Panchayat	Rs.4000/-	Rs.2600/-
Block Panchayat/Corporation	Rs.2600/-	Rs.1600/-
Grama Panchayat/Municipality	Rs.2000/-	Rs.1300/-

50% of the amount only is admissible if election is conducted below 50% of the Constituencies. No other allowances will be allowed.

**XVI) Videography Charges**

Videography, if found needed, shall be arranged with the permission of the State Election Commission/ District Election Officers. The rate for videography should be arrived at the District Election Officers level through competitive process in advance and should in no way exceed the maximum amount of Rs. 3000/-. If any organization or candidate demands videography, District Election Officers can arrange the same on advance payment from them at the above rate.

**XVII) Special Polling Team**

Special Polling Teams as mandated in Section 74A shall be arranged after ascertaining prevalence of any epidemic/Covid 19 in the area by the District Collectors. Special Polling team shall be limited to the barest minimum.

A special polling team consists of a Special Polling Officer, Special Polling Assistant, a Civil Police Officer and Driver. They are eligible for remuneration as follows:

**Special Polling Team**

Sl. No.	Category	Remuneration per day	Food Allowance
1	Special Polling Officer	Rs.600/-	Rs.200/-
2	Special Polling Assistant	Rs.500/-	
3	Civil Police Officer	Rs.400/-	
4	Driver	Rs.400/-	

Barest minimum number of officers shall only be engaged in the office of the RO. The actual requirements shall be analyzed before posting of engaging officer for election purpose.

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

  
**A. SANTHOSH  
SECRETARY**

All District Collectors  
All Returning Officers, All Electoral Registration Officers, All Assistant  
Returning Officers (through District Collectors)

## STATE ELECTION COMMISSION, KERALA

## Bye-Election - Anticipated Expenditure Statement

Sl. No..... Constituency .....No. of booths .....

Sl. No	Major Heads	Sub Heads	Stake holder	Break up	Amount
1	Polling Station Verification	Dept. Vehicle Fuel	DEO/ ERO	(Km run)	
		Unforeseen Expenditure			
2	Meeting with Political Parties	Refreshment			
		Unforeseen Expenditure			
3	Election Awareness programme to Stake Holders	Refreshment	DEO		
		Stationery			
		Unforeseen Expenditure			
4	Election classes Sectoral Officers	Refreshment	DEO		
		Unforeseen Expenditure			
5	Nomination		RO		
	Day 1 - date	Refreshment			
		Unforeseen Expenditure			
	Day 2 - date	Refreshment			
		Unforeseen Expenditure			
	Day 3 - date	Refreshment			
		Unforeseen Expenditure			
	Day 4 - date	Refreshment			
		Unforeseen			

		Expenditure			
	Day 5 - date	Refreshment			
		Unforeseen Expenditure			
	Day 6 - date	Refreshment			
		Unforeseen Expenditure			
	Day 7 - date	Refreshment			
		Unforeseen Expenditure			
6	Printing of Ballots	Vehicle Fuel	RO	(Km run)	
		Unforeseen Expenditure			
7	Appointment of Polling Staff		DEO		
		Unforeseen Expenditure			
8	Training of Pr.Officer/ polling officials	Remuneration	RO	Presiding Officer 1 <sup>st</sup> polling officer	
		Refreshment			
		Unforeseen Expenditure			
9	Postal Ballot (Issue & Collection )	Refreshment	RO		
		Stationery			
		Furniture rent			
		Unforeseen Expenditure			
10	EVM Distribution from Warehouse to RO office	Vehicle	DEO/ RO	(vehicle number)	
		Loading			
		Unloading			
		Refreshment			
		Unforeseen Expenditure			

11	Commissioning of EVM	Arrangements	RO		
		Lights			
		Refreshment			
		Unforeseen Expenditure			
12	Kit Preparation		RO		
		Unforeseen Expenditure			
13	Reception /Distribution Centre ( of and above 10 Polling Stations)	Furniture	RO		
		Light &PA system			
		Remuneration			
		Fuel			
		Stationery			
		Unforeseen Expenditure			
	Personnel deployed				
14	Counting Hall	Arrangements			
		Lights			
		Strong room			
		Refreshment			
		Stationery			
		Unforeseen Expenditure			
15	Counting staff	Refreshment			
		Stationery			
		Remuneration			
		Unforeseen Expenditure			
16	Polling station arrangements	Furniture			
		Lights			
		Unforeseen Expenditure			
17	Miscellaneous (specify				

	item)				
18	Any others(specify)				
19		TOTAL			
20		Less (Balance fund available if any)			
21		NET Amount			