

**\*THE KERALA PANCHAYAT RAJ  
(REGISTRATION OF ELECTORS) RULES, 1994**

**1. Short title and commencement.**—(1) These rules may be called the Kerala Panchayat Raj (Registration of Electors) Rules, 1994.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala Panchayat Raj Act, 1994 (13 of 1994).

(b) “Assistant Electoral Registration Officer” means the officer designated by the State Election Commission under section 15 of the Act.

(c) “Form” means a Form appended to these rules.

(d) “Registration Officer” means the electoral registration officer designated or nominated by the State Election Commission under section 14 of the Act.

(e) “roll” means the electoral roll for a constituency.

<sup>1</sup>[(ee) ‘പ്രവാസി ഭാരതീയ സമ്മതിദായകൻ’ എന്നാൽ ആക്ടിലെ 21 എ വകുപ്പിൽ പരാമർശിക്കപ്പെട്ടിട്ടുള്ളതും യോഗ്യതാ തീയതിയിൽ 18 വയസിൽ കുറയാത്ത പ്രായമുള്ളതുമായ ഭാരത പൗരൻ എന്നർത്ഥമാകുന്നു.]

(f) “section” means a section of the Act.

(g) Words and expressions used, but not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. പട്ടികയുടെ ഭാഷയും ഫാറവും:**— ഓരോ നിയോജകമണ്ഡലത്തിലേക്കുമുള്ള പട്ടിക ഫാറം 1-ൽ മലയാളത്തിലോ ആ പ്രദേശത്തെ പ്രാദേശിക ഭാഷയിലോ <sup>2</sup>[അല്ലെങ്കിൽ സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിർദ്ദേശിച്ചേക്കാവുന്ന അത്തരം ഫാറത്തിലോ, അത്തരം രീതിയിലോ] തയ്യാറാക്കേണ്ടതാണ്.]

**4. Preparation of roll in parts.**— The roll for each constituency may be divided into convenient parts which shall be numbered consecutively.

**5. Order of names.**— (1) The names of electors in the roll or in each part of the roll, as the case may be, shall be arranged according to house number.

(2) The names of electors in each part of the roll shall be numbered, so far as practicable, consecutively with a separate series of numbers beginning with the number one.

<sup>3</sup>[5A. പ്രവാസി ഭാരതീയ സമ്മതിദായകന്റെ പേര് പട്ടികയിൽ ഉൾപ്പെടുത്തൽ - ആക്ടിലെ 21 എ വകുപ്പ് പ്രകാരം പട്ടികയിൽ ഉൾപ്പെടുത്താൻ യോഗ്യതയുള്ള ഓരോ പ്രവാസി ഭാരതീയ സമ്മതിദായകന്റെയും പേര് അയാളുടെ പാസ്പോർട്ടിൽ പരാമർശിക്കുന്ന കേരളത്തിലെ താമസസ്ഥലം സ്ഥിതിചെയ്യുന്ന ഭാഗത്തെ പട്ടികയിൽ ഉൾപ്പെടുത്തേണ്ടതാണ്.]

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\* Published as S.R.O. No. 949/94 In K.GEx..No.694 dt. 7-7-1994.

1. Inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

2. Inserted by SRO No. 999/2013, dated 21-12-2013. The relevant English translation is not yet received.

3. Clause (5A) Inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

6. Information to be supplied by occupants of dwelling houses and appointment of enumerators.— {1) The registration officer may, for the purpose of preparing the roll, serve letters of requests in Form 2 to the occupants of dwelling houses in the constituency or any part thereof through his assistant who is authorised for the purpose and every person receiving any such letter shall furnish the information called for therein to the best of his ability to the person serving the letter who will call for it.

(2) In case any question arises as to whether a person is ordinarily resident at a place at a relevant time, the instructions prescribed in Form No.2 of these Rules may also be considered by the State Election Commission for the determination of a person's ordinary residence.

(3) The Heads of Departments, Heads of Offices and Local Authorities shall provide on request from the Electoral Registration Officer, the services of as many teachers and the employees of the Government including teachers of aided schools and employees of Local Authorities as the case may be for working as Enumerators and Supervisors. The Enumerators and Supervisors may be allowed to work part time or whole time, so long as they complete the work within the prescribed period.

**4[6A. പ്രവാസി ഭാരതീയ സമ്മതിദായകനായി രജിസ്റ്റർ ചെയ്യപ്പെടേണ്ടവർക്കുള്ള അറിയിപ്പ്.**— ആക്ടിലെ 21 എ വകുപ്പു പ്രകാരം പ്രവാസി ഭാരതീയ സമ്മതിദായകരായി പട്ടികയിൽ പേര് ചേർക്കപ്പെടുന്നതിനുള്ള ആവശ്യത്തിലേക്കായി പ്രവാസി ഭാരതീയ സമ്മതിദായകനായി പേര് രജിസ്റ്റർ ചെയ്യപ്പെടുന്നതിന് യോഗ്യതയുള്ള ഓരോരുത്തരും ചട്ടം 6-ബി പ്രകാരമുള്ള അപേക്ഷ നൽകേണ്ടതാണെന്ന് വ്യക്തമാക്കി ഒരു പൊതുവിജ്ഞാപനം ഔദ്യോഗിക ഗസറ്റിൽ പ്രസിദ്ധപ്പെടുത്തേണ്ടതും അയതിലേക്ക് ഉചിതവും ആവശ്യവുമെന്ന് കരുതുന്ന മറ്റ് പ്രചാരണം നടത്തേണ്ടതുമാണ്.]

**6B. പട്ടികയിൽ പ്രവാസി ഭാരതീയ സമ്മതിദായകരുടെ പേരുകൾ ഉൾപ്പെടുത്തുന്നതിനുള്ള അപേക്ഷ സമർപ്പിക്കൽ .-** (1) ഓരോ പ്രവാസി ഭാരതീയ സമ്മതിദായകനും അയാൾ സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെടുന്നതിന് മറ്റു വിധത്തിൽ അയോഗ്യനല്ലാതായിരിക്കുകയും, അയാളുടെ പാസ്പോർട്ടിൽ പരാമർശിച്ചിരിക്കുന്ന കേരളത്തിലെ താമസസ്ഥലം സ്ഥിതി ചെയ്യുന്ന നിയോജകമണ്ഡലത്തിലെ പട്ടികയിൽ പേര് രജിസ്റ്റർ ചെയ്യുന്നതിന് ആഗ്രഹിക്കുകയും ചെയ്യുന്നുവെങ്കിൽ ഫാറം 4എ-യിലുള്ള അപേക്ഷ ബന്ധപ്പെട്ട രജിസ്ട്രേഷൻ ഓഫീസർക്ക് നേരിട്ട് നൽകുകയോ തപാൽമാർഗ്ഗം അയച്ചുകൊടുക്കുകയോ ചെയ്യേണ്ടതാണ്.

(2) 11-ാം ചട്ടത്തിലെ (2)-ഉം, (3)-ഉം ഉപചട്ടങ്ങളിലെ വ്യവസ്ഥകൾ ഒരു പ്രവാസി ഭാരതീയ സമ്മതിദായകൻ എന്ന നിലയിൽ പേരുകൾ ഉൾപ്പെടുത്തുന്നതിനെക്കുറിച്ചോ പ്രത്യേക ഉൾക്കുറികളെക്കുറിച്ചോ ഉള്ള അവകാശവാദങ്ങളും ആക്ഷേപങ്ങളും ബോധിപ്പിക്കുന്നതിന് ആവശ്യമായ ഭേദഗതികളോടെ ബാധകമായിരിക്കുന്നതാണ്.

(3) തപാൽവഴി അയയ്ക്കുന്ന ഓരോ ഫാറം 4 എ-യിലുമുള്ള അപേക്ഷയോടൊപ്പവും പ്രസ്തുത ഫാറത്തിൽ പറഞ്ഞിട്ടുള്ള എല്ലാ രേഖകളുടെയും സ്വയം സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകൾ ഉള്ളടക്കം ചെയ്തിരിക്കേണ്ടതാണ്.

(4) രജിസ്ട്രേഷൻ ഓഫീസർക്ക് നേരിട്ട് നൽകുന്ന ഫാറം 4എ-യിലുള്ള ഓരോ അപേക്ഷയോടൊപ്പവും പ്രസ്തുത അപേക്ഷയിൽ പറഞ്ഞിട്ടുള്ള എല്ലാ രേഖകളുടെയും സ്വയം സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകൾ ഉള്ളടക്കം ചെയ്യേണ്ടതും അസ്സൽ രേഖകൾ രജിസ്ട്രേഷൻ ഓഫീസറുടെ പരിശോധനയ്ക്കായി ഹാജരാക്കേണ്ടതുമാണ്.]

7. Access to certain registers.— For the purpose of preparing any roll or deciding any claim or objection to a roll, any registration officer and any person employed by him shall have access to any register of births and deaths and to the admission register of any educational institution, and it shall be the duty of every person in charge of any such register to give to the said officer or person such information and such extracts from the said register as he may require.

8. Publication of roll in draft.— As soon as the roll for a constituency is ready, the registration officer shall publish it in draft by making a copy thereof available for inspection and displaying a notice in Form 3 at his office and in places as specified in sub-section (2) of section 16 of the Act.

<sup>5</sup>[എന്നാൽ കരടായി പ്രസിദ്ധീകരിക്കുന്ന പട്ടികയിൽ പ്രവാസി ഭാരതീയ സമ്മതിദായകരുടെ പേരുകൾ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ, അത്തരം പട്ടികകളുടെ പകർപ്പ് രജിസ്ട്രേഷൻ ഓഫീസറുടെ ഔദ്യോഗിക വെബ്സൈറ്റിലും പ്രസിദ്ധീകരിക്കേണ്ടതാണ്.]

**9. Further publicity to the roll and notice.—** The registration officer shall also,—

(a) make a copy of each separate part of the roll, together with a copy of the notice in Form 3 available for inspection at a specified place accessible to the public and in or near the area to which that part relates;

(b) give such further publicity to the notice in Form 3 as the State Election Commission may specify; and

(c) supply free of cost two copies of each separate part of the roll to every political party for which a symbol has been exclusively reserved in the State by the Election Commission of India.

**10. അവകാശവാദങ്ങളും ആക്ഷേപങ്ങളും ബോധിപ്പിക്കുന്നതിനുള്ള കാലയളവ്.-** 8-ാം ചട്ടപ്രകാരമുള്ള കരട് പട്ടിക പ്രസിദ്ധീകരിക്കുന്ന തീയതി മുതൽ പതിനഞ്ച് ദിവസത്തെ കാലയളവിനുള്ളിൽ <sup>6</sup>[പ്രസ്തുത] പട്ടികയിൽ പേര് ഉൾപ്പെടുത്താനുള്ള എല്ലാ അവകാശവാദവും അതിലുള്ള ഉൾക്കുറിപ്പുകളെ കുറിച്ചുമുള്ള എല്ലാ ആക്ഷേപങ്ങളും ബോധിപ്പിക്കേണ്ടതാണ്.

Provided that the State Election Commission may, by notification in the Gazette, extend the period in respect of the constituency as a whole or in respect of any part thereof.

**11. Form for claims and objections.—** (1) Every claim shall be-

(a) in Form 4;

(ബി) പേര് ഉൾപ്പെടുത്താൻ ആഗ്രഹിക്കുന്ന ആൾ <sup>7</sup>[ഒപ്പിട്ടിട്ടുള്ളതും ആയിരിക്കേണ്ടതാണ്];

(c) <sup>8</sup>[X X x]

(2) പട്ടികയിൽ <sup>9</sup>[പേര് ഉൾപ്പെടുത്തുന്നതിനുമുമ്പോ ഉൾപ്പെടുത്തിയതിനുമുമ്പോ ഉള്ള ആക്ഷേപം]—

5. Proviso Inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

6. Inserted by SRO No. 331/2015, dated 22-5-2015. The relevant English translation is not yet received.

7. The words “eajlgjlgjsganjo” substituted by SRO No. 331/2015, dated 22-5-2015. The relevant English translation is not yet received.

8. Clause (c) omitted by SRO No. 331/2015, dated 22-5-2015. Prior to the omission Clause (c) it read as under: “counter signed by another person whose name is already included in the roll in which the claimant desires his name to be included.”

9. The words “പേര് ഉൾപ്പെടുത്തുന്നതിനുമുമ്പുള്ള ആക്ഷേപം” substituted by SRO No. 331/2015, dated 22-5-2015.

The relevant English translation is not yet received.

(a) in Form 5;  
 (b) preferred only by a person whose name is already included in that roll; and  
 (c) countersigned by another person whose name is already included in the roll in which the name objected to appears.

(3) Every objection to a particular or particulars in an entry in the roll shall be-

- (a) in Form 6; and
- (b) preferred only by the person to whom that entry relates.

<sup>10</sup>[(4) [x x x] വോട്ടർ പട്ടികയിലെ ഉൾക്കുറിപ്പിന്റെ സ്ഥാനമാറ്റത്തിനു വേണ്ടിയുള്ള അപേക്ഷ,-

(എ) ഫാറം 7-ലും;

(ബി) ആ രേഖപ്പെടുത്തലുമായി ബന്ധപ്പെട്ട വ്യക്തി തന്നെ സമർപ്പിക്കേണ്ടതും ആകുന്നു.]

<sup>11</sup>[12. ആക്ഷേപങ്ങളും അവകാശവാദങ്ങളും ബോധിപ്പിക്കേണ്ട രീതി.— (1) വോട്ടർ പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിനുള്ള ഫാറം 4-ൽ ഉള്ള അപേക്ഷയും, ഉൾക്കുറിപ്പിലുള്ള വിശദാംശത്തിനെതിരെയുള്ള ഫാറം 6-ലെ ആക്ഷേപവും വോട്ടർ പട്ടികയിലെ സ്ഥാനമാറ്റത്തിനുവേണ്ടിയുള്ള ഫാറം 7-ലെ അപേക്ഷയും ഓൺലൈനായി സമർപ്പിക്കേണ്ടതാണ്.

(2) പേര് ഉൾപ്പെടുത്തുന്നതിന്മേലും ഉൾപ്പെടുത്തിയതിന്മേലും ഉള്ള ഫാറം 5-ലെ ആക്ഷേപം,-

(എ) രജിസ്ട്രേഷൻ ഓഫീസർക്കോ ഇക്കാര്യത്തിനായി നിർദ്ദേശിക്കപ്പെട്ടേക്കാവുന്ന മറ്റേ തെങ്കിലും ഓഫീസർക്കോ സമർപ്പിക്കുകയോ, അല്ലെങ്കിൽ,

(ബി) രജിസ്ട്രേഷൻ ഓഫീസർക്ക് തപാൽ വഴി അയയ്ക്കുകയോ, ചെയ്യേണ്ടതാണ്.]

**13. Procedure to be followed by the designated officers.—** (1) Every officer design-nated for the purpose shall—

(a) maintain in duplicate a list of claims in Form 9, a list of objections to the inclusion of names in Form 10 and a list of objections to particulars in Form 11; and

(b) keep exhibited one copy of each such list on a notice board in his office.

(2) Where a claim or objection is presented to him, he shall, after complying with the requirements of sub-rule (1), forward it with such remarks, if any, as he considers proper to the registration officer.

**14. Procedure to be followed by the registration officer.—**The registration officer also shall-

(a) maintain in duplicate the three lists in Forms 9,10 and 11 entering thereon the particulars of every claim or objection as and when it is received by him whether directly under Rule 12 or on being forwarded under Rule 13; and

(b) keep exhibited one copy of each such list on a notice board in his office.

<sup>12</sup>[എന്നാൽ, പ്രവാസി ഭാരതീയ സമ്മതിദായകൻ എന്ന നിലയിൽ രജിസ്റ്റർ ചെയ്യുന്നതു സംബന്ധിച്ച് എന്തെങ്കിലും അവകാശവാദമോ ആക്ഷേപമോ ഉണ്ടെങ്കിൽ അത്തരം അവകാശവാദമോ ആക്ഷേപമോ രേഖപ്പെടുത്തിയ ഒരു ലിസ്റ്റ് അദ്ദേഹത്തിന്റെ ഓഫീസിലെ നോട്ടീസ് ബോർഡിൽ പ്രദർശിപ്പിക്കേണ്ടതും സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിർദ്ദേശിക്കുന്ന മാതൃകയിൽ ബന്ധപ്പെട്ട രജിസ്ട്രേഷൻ ഓഫീസറുടെ ഔദ്യോഗിക വെബ്സൈറ്റിലും പ്രസിദ്ധീകരിക്കേണ്ടതും ആണ്.]

**15. Rejection or certain claims and objections.—**Any claim or objection which is not lodged <sup>13</sup>[x x x] in the form and manner, herein specified, shall be rejected by the registration officer.

10. Inserted by SRO No. 331/2015, dated 22-5-2015. The relevant English translation is not yet received.

11. Rule 12 substituted by SRO No. 331/2015, dt. 22-5-2015. The relevant English translation is not yet received. Prior to substitution it read as under:

11. “12. Manner of lodging claims and objections.— Every claim or objection shall-

(a) either be presented to the registration officer or to such other officer as may be designated in this behalf;

(b) be sent by post to the registration officer.”

12. Proviso inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

13. The words “within the period or” omitted by SRO No. 331/2015, dated 22-5-2015.

**16. Acceptance of claims and objections without inquiry.**— If the registration officer is satisfied as to the validity of any claim or objection, he allow it without further inquiry after the expiry of one week from the date on which it is entered in the list exhibited by him under Clause (b) of Rule 14:

Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry.

**17. Notice of hearing claims and objections.**— (1) Where a claim or objection is not disposed of under Rule 15 or Rule 16, the registration officer shall—

(a) specify in the list exhibited by him under Clause (b) of Rule 14 the date, time and place of the hearing of the claim or objection; and

(b) give notice of the hearing-

(i) in the case of a claim, to the claimant in Form 12;

(ii) in the case of an objection to the inclusion of a name, to the objector in Form 13 and to the person objected to in Form 14; and

(iii) in the case of an objection to a particular or particulars in an entry, to the objector in Form 15.

<sup>14</sup>[(iv) വോട്ടർ പട്ടികയിലെ ഉൾക്കുറിപ്പിന്റെ സ്ഥാനമാറ്റത്തിന് വേണ്ടിയുള്ള അപേക്ഷയുടെ സംഗതിയിൽ ഫാറം 15എ-ലും നോട്ടീസ് നൽകേണ്ടതും].

(2) A notice under this rule may be given either personally or through a person duly authorised in this behalf or by registered post or by affixing it to the person's residence or last known residence within the constituency.

**18. Inquiry into claims and objections.**— (1) The registration officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under Rule 17 and shall record his decision thereon.

(2) At the hearing, the claimant or as the case may be, the objector and the person objected to and any other person who, in the opinion of the registration officer, is likely to be of assistance to him, shall be entitled to appear and be heard.

(3) The registration officer may in his discretion-

(a) require any claimant, objector or person objected to; to appear in person before him;

(b) require that the evidence tendered by any person shall be given on oath and administer an oath for the purpose.

<sup>15</sup>[18എ. പ്രവാസി ഭാരതീയ സമ്മതിദായകരെ സംബന്ധിച്ച അവകാശ വാദങ്ങളും ആക്ഷേപങ്ങളും അന്വേഷിക്കുന്നതിനുള്ള പ്രത്യേക വ്യവസ്ഥകൾ.— സമ്മതിദായക പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിന് പ്രവാസി ഭാരതീയ സമ്മതിദായകരിൽ നിന്നും ലഭിക്കുന്ന ഓരോ അവകാശവാദത്തിന്മേലും, തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,—

(എ) അത്തരം അവകാശവാദങ്ങളുടെ ഒരു ലിസ്റ്റ് 14-ാം ചട്ടത്തിന്റെ ക്ലിപ്ത നിബന്ധനയിൽ പറഞ്ഞിട്ടുള്ള പ്രകാരം പ്രദർശിപ്പിക്കേണ്ടതും പ്രസിദ്ധീകരിക്കേണ്ടതും;

(ബി) ഓരോ അവകാശവാദത്തിന്മേലും ഒരു സംക്ഷിപ്ത അന്വേഷണം നടത്തേണ്ടതും;

(സി) ആക്ഷേപങ്ങൾ ഉണ്ടെങ്കിൽ അവ കേട്ടശേഷം, (എ) ഖണ്ഡത്തിൻകീഴിൽ ലിസ്റ്റ് പ്രസിദ്ധീകരിച്ച തീയതി മുതൽ ഒരാഴ്ച കഴിഞ്ഞതിനുശേഷം പേര് സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെടുത്തേണ്ടതാണോ എന്നു തീരുമാനിക്കേണ്ടതും;

ആകുന്നു.]

14. Inserted by SRO No. 331/2015, dated 22-5-2015. The relevant English translation is not yet received.

15. Inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

**19. Inclusion of names inadvertently omitted.**— If it appears to the registration officer that owing to inadvertence or error during preparation, the names of any electors have been left out of the roll and that remedial action should be taken under this rule, the registration officer shall-

- (a) prepare a list of the names and other details of such electors;
- (b) exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the inclusion of these names in the roll will be considered, and also publish the list and the notice in such other manner as he may think fit; and
- (c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be included in the roll.

**20. Deletion of names.**—If it appears to the registration officer at any time before the final publication of the roll that owing to inadvertence or error or otherwise, the names of dead persons or of persons who have ceased to be, or are not, ordinarily residents in the constituency or of persons who are otherwise not entitled to be registered in that roll, have been included in the roll, and that remedial action should be taken under this rule, the registration officer, shall-

- (a) prepare a list of the names and other details of such electors;
- (b) exhibit on the notice board in his office copy of the list together with a notice as to the time and place at which the question of deletion of these names from the roll will be considered, and also publish the list and the notice in such other manner as he may think fit; and
- (c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be deleted from the roll:

Provided that before taking any action under this rule in respect of any person on the ground that he has ceased to be or is not, ordinarily resident in the constituency, or is otherwise not entitled to be registered in that roll, the registration officer shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him.

**21. Final publication of roll.**— (1) The registration officer shall thereafter—

- (a) prepare a list of amendments to carry out his decisions under Rules 16, 18, 19 and 20 and to correct any clerical or printing errors or other inaccuracies subsequently discovered in the roll;
- (b) publish the roll, together with the list of amendments by making a complete copy thereof available for inspection and displaying a notice in Form 16 at his office; and

<sup>16</sup>[എന്നാൽ, ഏതെങ്കിലും പ്രവാസി ഭാരതീയ സമ്മതിദായകന്റെ പേര് പട്ടികയിൽ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ അത് തെറ്റാണെന്ന് രജിസ്ട്രേഷൻ ഓഫീസറുടെ ഔദ്യോഗിക വെബ്സൈറ്റിൽക്കൂടി പ്രസിദ്ധീകരിക്കേണ്ടതാണ്.]

- (c) subject to such general or special directions as may be given by the State Election Commission, supply free of cost, two copies of the roll, as finally published, with the list of amendments, if any, to every political party for which a symbol has been exclusively reserved by the Election Commission of India.

(2) On such publication, the roll together with the list of amendments shall be the electoral roll of the constituency.

(3) Where the roll (hereafter in this sub-rule referred to as the basic roll), together with the list of amendments, becomes the electoral roll for a constituency under sub-rule (2) the registration officer may, for the convenience of all concerned, integrate, subject to any general or special directions issued by the State Election Commission in this behalf, the list in to the basic roll by incorporating inclusion of names, amendments, transportation or deletion of entries

in the relevant parts of the basic roll itself, so however that no change shall be made in the process of such integration in the name of any elector or in any particulars relating to any elector, as given in the list of amendments.

**22. Appeals from orders deciding claims and objections.—** (1) An appeal shall lie from any decision of the registration officer under Rule 18, Rule 19 or Rule 20 to such officer of Government as the State Election Commission may designate in this behalf (hereinafter referred to as the appellate officer)

Provided that an appeal shall not lie where the person desiring to appeal has not availed himself of his right to be heard by, or to make representations to the registration officer on the matter which is the subject of appeal.

(2) Every appeal under sub-rule (1) shall be—

(a) in the form of a memorandum signed by the appellant, and accompanied by a copy of the order appealed against and a fee of Rs.2 (Rupees two) to be paid—

(i) by means of non-judicial stamps, or

(ii) in such other manner as may be directed by the State Election Commission, and

(b) presented to the appellate officer within a period of fifteen days from the date of announcement of the decision or sent to that officer by registered post so as to reach him within that period.

(3) The presentation of an appeal under this rule shall not have the effect of staying or postponing any action to be taken by the registration officer under Rule 21.

(4) Every decision of the appellate officer shall be final:

but insofar as it reverses or modifies a decision of the registration officer, shall take effect only from the date of the decision in appeal.

(5) The registration officer shall cause such amendments to be made in the roll as may be necessary to give effect to the decisions of the appellate officer under this rule.

**23. Special provision for preparation of rolls on redelimitation of constituencies.—**

(1) If any constituency is delimited anew in accordance with law and it is necessary urgently to prepare the roll for such constituency, the State Election Commission may direct that it shall be prepared—

(a) by putting together the rolls of such of the existing constituencies or parts thereof as are comprised within the new constituency; and

(b) by making appropriate alterations in the arrangement, serial numbering and headings of the rolls so compiled.

(2) The roll so prepared shall be published in the manner specified in Rule 21 and shall, on such publication be the electoral roll for the new constituency.

**24. Revision of rolls.—** (1) The roll for every constituency shall be revised under sub-section (2) of Section 22 of the Act either intensively or summarily or partly intensively and partly summarily as the State Election Commission may direct.

(2) Where the roll or any part thereof is to be revised intensively in any year, it shall be prepared afresh and Rules 3 to 22 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.



(3) When the roll or any part thereof is to be revised summarily in any year, the registration officer shall cause to be prepared a list of amendments to the relevant parts of the roll on the basis of such information as may be readily available and publish the roll together with the list of amendments in drafts; and the provisions of rules <sup>17</sup>[6A] to 22 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(4) Where at any time between the publication in draft of the revised roll under sub-rule (2) or of the roll and list of amendments under sub-rule (3) and the final publication of the same under Rule 21 any names have been directed to be included in the roll for the time being in force under section 24 of the Act, the registration officer shall cause the names to be included also in the revised roll unless there is, in his opinion, any valid objection to such inclusion.

**25. Correction of entries and inclusion of names in electoral rolls.—** <sup>18</sup>[(1) ആക്റ്റിലെ 23-ാം വകുപ്പോ, 24-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പോ പ്രകാരമുള്ള എല്ലാ അപേക്ഷകളും ആക്ഷേപങ്ങളും 4,<sup>19</sup>[4A] 6, 7 എന്നീ ഫോമുകളിൽ ഏതാണോ അനുയോജ്യമായത് അത് ഓൺലൈനായും, ഫോം 5-ലെ ആക്ഷേപവും ഫോം 8-ലെ അപേക്ഷയും ഡ്യൂപ്ലിക്കേറ്റ് സഹിതം നേരിട്ടോ തപാൽ മുഖേനയോ സമർപ്പിക്കേണ്ടതാണ്.]

(2) Every such application as is referred to in sub-rule (1) shall be presented to the registration officer in such manner as the State Election Commission may direct.

(3) (4) <sup>20</sup>[x x x]

(5) The registration officer shall, immediately on receipt of such application, direct that one copy thereof be displayed in some conspicuous place in his office together with a notice inviting objection to such application within a period of seven days from the date of such display.

(6) The registration officer, shall, as soon as may be after the expiry of the period specified in sub-rule (5), consider the application and objections thereto, if any, received by him and shall, if satisfied, direct the inclusion, deletion, correction or transposition of entries in the roll, as may be necessary:

Provided that when an application is rejected by the registration officer, he shall record in writing a brief statement of his reasons for such rejection.

**26. Appeals from orders —** (1) Every appeal under Section 25 of the Act shall be—

(a) in the Form of a memorandum signed by the appellant;

(b) accompanied by a copy of the order appealed against and a fee of ten rupees to be.—

(i) paid by means of non-judicial stamps; or

(ii) paid in such other manner as may be directed by the State Election Commission;

(c) presented to the District Election Officer within a period of fifteen days from the date of the order appealed against or sent by registered post so as to reach him within that period

17. Substituted for "7" by SRO No. 410/2015, dated 23-5-2015..

18. Sub-rule (1) Substituted by SRO No 331/2015, dated 22-5-2015. Prior to the substitution sub-rule (1) It read as under; The relevant English translation is not yet received.

"(1) Every application under section 23 or sub-section (1) of section 24 of the Act shall be made In duplicate in such one of the Forms 4, 6, 7 and B as may be appropriate and shall be accompanied by a fee of two rupees.

19. Inserted by SRO No. 410/2015, dated 23-6-2015. The relevant English translation is not yet received.

20. Sub-rule (3) & (4) omitted by SRO No 331/2016, dated 22-5-2015 I be omitted sub rule read as under:

"(3 ) Every application for inclusion presented in pursuance of sub-rule (2) shall be countersigned, where necessary, by another person whose name is already included in the roll In which the claimant desires his name to be included.

(4) The fee specified in sub-rule (1) shall be-

(a) paid by means of non-judicial stamps; or

(b) paid in such other manner as may be directed by the State Election Commission."



Provided that the District Election Officer may condone the delay in the presentation of the appeal to him, if he is satisfied that the appellant had sufficient cause for not presenting it within the time prescribed.

(2) For the purpose of sub-rule (1) an appeal shall be deemed to have been presented to the District Election Officer, when the memorandum of appeal is delivered by, or on behalf of, the appellant the District Election Officer himself.

**27. Custody and preservation of roll and connected papers.—** (1) After the roll for a constituency has been finally published, the following papers shall be kept in the office of the registration officer or at such other place as the District Election officer may by order specify until the expiration of one year after the completion of the next intensive revision of that roll—

- (a) one complete copy of the roll;
- (b) statements submitted to the registration officer under Rule 6;
- (c) register of enumeration forms;
- (d) application in regard to the preparation of the roll;
- (e) manuscript parts prepared by enumerating agencies and used for compiling the roll;
- (f) papers relating to claims and objections;
- (g) papers relating to appeals under Rule 22; and
- (h) applications under Sections 24 and 25 of the Act.

(2) One complete copy of the roll for each constituency duly authenticated by the registration officer shall also be kept in such place as the District Election Officer may specify, as permanent record.

**28. Inspection of electoral rolls and connected papers.—** Every person shall have the right to inspect the papers relating to electoral roll referred to in Rule 27 and to get attested copies thereof on payment of such fee as may be fixed by the District Election Officer.

**29. Disposal of electoral rolls and connected papers.—** (1) The papers referred to in rule 27 shall, on the expiry of the period specified therein, and subject to such general or special directions, if any, as may be given by the State Election Commission in this behalf, be disposed of in such manner as the District Election Officer may direct.

(2) Copies of the electoral roll for any constituency in excess of the number required for deposit under Rule 27 and for any other public purpose shall be disposed of at such time and in such manner as the State Election Commission may direct and until such disposal shall be made available for sale to the public.

**30. Use of old Forms.—** If, at any time, during a period of six months from the date on which any amendment to a Form for making any claim, objection or other application to the registration officer under these rules takes effect, a person makes, such claim, objection or, as the case may be, other application in the Form as it stood before such amendment, the registration officer shall deal with such claim, objection or other application and he may, for this purpose, require such person, by notice in writing, to furnish such additional information being the information which would have been furnished if the amended Forms had been used within such reasonable time as may be specified in the notice

FORM 1

(See Rule 3)

Electoral Roll 20.....

..... (Constituency No.)/..... (Name of Panchayat) Grama Panchayat Constituency

PART .....

Name of Polling Station .....

No. of Polling Station,.....

Area of Polling Station .....

[ ..... - Constituency No.)/.....(Name of Panchayat) Block Panchayat Constituency

Electoral roll part.....]

[.....—.(ConstituencyNo.)/..... (Name ofPanchayat)DistrictPanchayatConstituency

Electoral roll part.....]

SI.No.	House No. & House Name (in bracket)		Name of Elector	Name of father/ Mother/ Karanavan/ Husband		
		Male/Female	Age as on 1 st January 1994			
	(1)	(2)	(3)	(4)	(5)	(6)

Electoral Registration Officer,

.....

SI. No. of .....

..... Part.....

Roll.....19.....

.....(Year)

List of Amendments 19.....

### Additions

SI. No.	House No. & House Name (in bracket)	Name of Elector	Name of father/Mother/ Karanavan/Husband	Male/ Female	Age as on 1 st January 1994
(1)	(2)	(3)	(4)	(5)	(6)

### Corrections

SI. No. of entry	Name of Elector	For (Existing entry)	Read (Correct entry)
(1)	(2)	(3)	(4)

SI. No. of entry	Name of Elector
(1)	(2)

Electoral Registration Officer.....

FORM 2  
(See Rule 6)  
Letter of request

To  
The occupant of.....  
Sir/Madam,

The preparation of the electoral roll for the Constituencies of the Grama Panchayat in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the enumeration card below after reading the attached instructions and hand it over to my assistant who will call for it.

Electoral Registration Officer,  
of the .....  
Grama Panchayat.

Enumeration Card Name of Grama Panchayat .. ..		
Name of Constituency .. ..		
Polling Station number .. ..		
Ward No. of the Grama Panchayat .. ..		
House number .. ..		
House name .. ..		

Name and particulars of adult citizens ordinarily residing in the above premises.

<i>Sl. No.</i>	<i>Name of Citizen</i>	<i>Particulars as to father or husband</i>	<i>Male or Female</i>	<i>Age as on 1<sup>st</sup> January, 19.....</i>
(1)	(2)	(3)	(4)	(5)

Declaration Form

I solemnly declare that the particulars given above are true to the best of my knowledge and belief and that none of the names mentioned above has been included in the electoral roll for any other constituency.

Signature:  
Date :

INSTRUCTIONS

1. Enter the name of all persons who have completed 18 years of age on or before the 1 st January of this year and who are ordinarily residing in the premises.
2. Only the names of those who are citizens of India should be entered.
3. Enter against SI. No. 1 in the first column, the name of the head or other Senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
4. Ordinarily residing does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g. on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.

5. All ordinary residents having the qualifications referred to in item No. 1 and 2 of the house should be included, whether they are members of the family or not, but do not enter the names of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.

6. In the case of every male citizen, enter in the third column the name of his father preceded by the words "son of"

7. In the case of every female citizen, enter in the third column-

- (i) the name of the husband preceded by the words "wife of" if she be married;
  - (ii) the name of the late husband preceded by the words "widow of" if she be a widow;
- and

(iii) the name of the father preceded by the words "daughter of" if she be unmarried.

8. In the fourth column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

9. Any person who makes a statement or declaration which he either knows or believes to be false or does not believe to be true is punishable under Section 27 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) with imprisonment to a term which may extend to two years or a fine which may extend to Rs.1,000 or with both.

<sup>21</sup>[ഫോം 3

(ചട്ടം 8 കാണുക)

**കരടു വോട്ടർ പട്ടിക പ്രസിദ്ധീകരിച്ചു കൊണ്ടുള്ള നോട്ടീസ്**

സ്വീകർത്താവ്

.....നിയോജകമണ്ഡലത്തിലെ സമ്മതിദായകർ

1994-ലെ കേരള പഞ്ചായത്ത് രാജ് (സമ്മതിദായകരുടെ രജിസ്ട്രേഷൻ) ചട്ടങ്ങൾ അനുസരിച്ച് വോട്ടർ പട്ടിക തയ്യാറാക്കിയിട്ടുള്ളതും ആയതിന്റെ ഒരു പകർപ്പ് പരിശോധനയ്ക്കായി ഓഫീസ് സമയത്ത് എന്റെ ഓഫീസിലും.....ഉം ലഭ്യമാണെന്ന് ഇതിനാൽ അറിയിക്കുന്നു.

വോട്ടർപട്ടിക തയ്യാറാക്കലിന്റെ യോഗ്യതാ തീയതി..... ആണ്.

മേൽ പരാമർശിച്ച യോഗ്യതാ തീയതിയുടെ അടിസ്ഥാനത്തിൽ പട്ടികയിൽ പേര് ചേർക്കുന്നതിനുള്ള ഏതെങ്കിലും അവകാശവാദമോ, പേര് ഉൾപ്പെടുത്തുന്നതിനോ ഉൾപ്പെടുത്തിയതിനോ എന്തെങ്കിലും ആക്ഷേപമോ, ഉൾക്കുറിപ്പിലുള്ള ഏതെങ്കിലും വിശദാംശങ്ങൾക്ക് ഏതെങ്കിലും ആക്ഷേപമോ, ഉൾക്കുറിപ്പിലെ വിശദാംശത്തിന്റെ സ്ഥാനമാറ്റത്തിനുള്ള അപേക്ഷയോ ഉണ്ടെങ്കിൽ, അത് 4, 5, 6, 7 എന്നീ ഫോറങ്ങളിൽ ഉചിതമായതിൽ .....നോ അതിനു മുമ്പോ സമർപ്പിക്കേണ്ടതാണ്.

അത്തരത്തിലുള്ള ഓരോ അവകാശവാദവും ഉൾക്കുറിപ്പിലെ വിശദാംശത്തിനെതിരെയുള്ള ആക്ഷേപവും ഉൾക്കുറിപ്പിലുള്ള സ്ഥാനമാറ്റത്തിന് വേണ്ടിയുള്ള അപേക്ഷയും ഓൺലൈനിലൂടെ സമർപ്പിക്കേണ്ടതാണ്.

ഫോം 5-ലുള്ള അപേക്ഷ നേരിട്ടോ തപാൽ മുഖേനയോ സമർപ്പിക്കേണ്ടതാണ്.

സ്ഥലം : .....

തീയതി : .....

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ

(മേൽവിലാസം).....

.....

.....]

[ചട്ടങ്ങൾ 11(1)-ഉം ചട്ടം 25-ഉം കാണുക]

പേര് ഉൾപ്പെടുത്തുന്നതിനുള്ള അവകാശവാദ അപേക്ഷ

സ്വീകർത്താവ്,  
തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ

സർ,

6 മാസത്തിനുള്ളിൽ  
ഉള്ള പാസ്‌പോർട്ട്  
സൈസ് ഫോട്ടോ

ജില്ല  
വയത്ത്  
നിയോജക

ഭൂമി

വോട്ടർപട്ടികയിൽ എന്റെ പേര് ഉൾപ്പെടുത്തണമെന്ന് ഞാൻ അപേക്ഷിക്കുന്നു.

പേര് (പൂർണ്ണമായി)	
അച്ഛന്റെ/അമ്മയുടെ/ഭർത്താവിന്റെ പേര്	
ലിംഗം	(ആൺ/പെൺ/മറ്റുള്ളവ)
വയസ്സ്	
വീട്ടു പേര്	
വീട്ടു നമ്പർ	
തെരുവ്/സ്ഥലം	
തപാലാഫീസ്	
താലൂക്ക്	

എന്റെ ഉത്തമമായ അറിവിലും വിശ്വാസത്തിലും:-

- ഞാൻ ഒരു ഭാരത പൗരനാണ്
- കഴിഞ്ഞ ജനുവരി ഒന്നാം തീയതി എന്റെ വയസ്സ്.....വർഷവും.....മാസവും ആയിരുന്നു.
- ഞാൻ മുകളിൽ നൽകിയ മേൽ വിലാസത്തിൽ സാധാരണയായി താമസിക്കുന്ന ആളാണ്.
- മറ്റേതെങ്കിലും വാർഡിലെ വോട്ടർ പട്ടികയിൽ എന്റെ പേര് ഉൾപ്പെടുത്താൻ ഞാൻ അപേക്ഷിച്ചിട്ടില്ല.
- ഈ നിയോജക മണ്ഡലത്തിലേയോ മറ്റേതെങ്കിലും നിയോജക മണ്ഡലത്തിലേയോ വോട്ടർപട്ടികയിൽ എന്റെ പേര് ഉൾപ്പെട്ടിട്ടില്ല.

എന്ന് ഇതിനാൽ പ്രഖ്യാപിച്ച് കൊള്ളുന്നു.

അഥവാ

താഴെപ്പറഞ്ഞിരിക്കുന്ന മേൽവിലാസത്തിൽ ഞാൻ മുൻപ് സാധാരണ താമസക്കാരനായി  
രുന്നൂ .....ഗ്രാമ പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി/മുനിസിപ്പൽ കോർപ്പ  
റേഷനിലെ വോട്ടർ പട്ടികയിൽ എന്റെ പേര് ഉൾപ്പെട്ടിട്ടു ാകാം എന്നും അങ്ങനെയു  
ങ്കിൽ അത് ആ വോട്ടർ പട്ടികയിൽ നിന്നും ഒഴിവാക്കണമെന്നും ഞാൻ അഭ്യർത്ഥിക്കുന്നു.  
(മേൽവിലാസം).....

അവകാശവാദി ഉൾപ്പെടുത്താൻ അപേക്ഷിച്ചിട്ടുള്ള വോട്ടർ പട്ടികയിൽ ഉൾപ്പെട്ടിട്ടുള്ള കുടുംബാംഗങ്ങളുടെയോ അല്ലെങ്കിൽ തൊട്ടടുത്ത താമസക്കാരന്റെയോ ഉൾക്കുറിപ്പ് വിവരണം.

ക്രമ നം.	പേര്	ബന്ധം (കുടുംബാംഗം/മറ്റുള്ളവർ)	വോട്ടർ പട്ടികയിലെ ക്രമ നമ്പർ

സ്ഥലം : .....

തീയതി : ..... അവകാശവാദിയുടെ ഒപ്പ് അല്ലെങ്കിൽ വിരലടയാളം

കുറിപ്പ്:- വ്യാജമെന്ന് താൻ ഒന്നുകിൽ അറിയുന്നതോ അല്ലെങ്കിൽ അപ്രകാരം വിശ്വസിക്കുന്നതോ അഥവാ സത്യമാണെന്ന് വിശ്വസിക്കാത്തതോ ആയ വ്യാജമായ പ്രസ്താവനയോ പ്രഖ്യാപനമോ നടത്തുന്ന ഏതൊരാളും 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്റ്റ് (1994-ലെ 13) 27-ാം വകുപ്പ് പ്രകാരം ശിക്ഷാർഹനാണ്.

.....സുഷിരങ്ങൾ.....

എടുത്ത നടപടി സംബന്ധിച്ച അറിയിപ്പ്

ശ്രീ/ശ്രീമതി/കുമാരി..... മേൽവിലാസം .....

.....ന്റെ 4-ാം നമ്പർ ഫാറത്തിലുള്ള അപേക്ഷ.

എ) സ്വീകരിക്കുകയും അയാളുടെ/അവരുടെ പേര് വോട്ടർ പട്ടികയിൽ ..... ക്രമ നമ്പർ ആയി ഉൾപ്പെടുത്തുകയും ചെയ്തിട്ടു .

ബി) .....

..... കാരണത്താൽ നിരസിച്ചിട്ടു .

തീയതി : ..... തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ

.....ഗ്രാമ പഞ്ചായത്ത്

.....സുഷിരങ്ങൾ.....]

<sup>23</sup>[ഫാറം 4(എ)

[ചട്ടം 6 ബി കാണുക]

പ്രവാസി ഭാരതീയ സമ്മതിദായകന് സമ്മതിദായക പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിനുവേണ്ടിയുള്ള അപേക്ഷ

സ്വീകർത്താവ്

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,

..... (ഗ്രാമപഞ്ചായത്തിന്റെ പേര്)

സ്ഥലം :

ജില്ല :

സംസ്ഥാനം :

ഈ കോളത്തിൽ സമീപ കാലത്തെടുത്ത പാസ് പോർട്ട് സൈസ് ഫോട്ടോ (3.5 cm x 4.5 cm) മുഖം വ്യക്തമായി കാണത്തക്ക രീതിയിലുള്ളത് പതിക്കേണ്ടതാണ്

സർ,

.....ഗ്രാമപഞ്ചായത്തിലെ ..... നിയോജകമണ്ഡലത്തിലെ താമസക്കാരനായ ഞാൻ, ഈ ഫാറത്തിലെ (എച്ച്) എന്ന ഇനത്തിൽ വിവരിച്ചിട്ടുള്ള പ്രകാരം, എന്റെ പേര് സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെടുത്തണമെന്ന് അപേക്ഷിക്കുന്നു.

ഭാഗം I

I. സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെടുത്തുന്നതിനുള്ള എന്റെ അവകാശവാദത്തിന് ഉപോത്ബലകമായ വിവരങ്ങൾ ചുവടെ ചേർക്കുന്നു.

(എ) പേര് :

(ബി) മധ്യത്തിലുള്ള പേര് :

(സി) വിളിപ്പേര് :



- (ഡി) ജനനത്തീയതി : തീയതി.....മാസം.....വർഷം.....
- (ഇ) പുരുഷൻ/ സ്ത്രീ :
- (എഫ്) ജനനസ്ഥലം :
- (i) വില്ലേജ്/ടൗൺ :
- (ii) ജില്ല :
- (iii) സംസ്ഥാനം :
- (ജി) അച്ഛന്റെ/അമ്മയുടെ/ഭർത്താവിന്റെ പേര് :
- (എച്ച്) കേരളത്തിൽ സാധാരണ താമസിക്കുന്ന സ്ഥലം :
- (പാസ്പോർട്ടിൽ രേഖപ്പെടുത്തിയ പ്രകാരമുള്ള പൂർണ്ണമായ വിലാസം)
- (i) വീട്ടുനമ്പർ :
- (ii) തെരുവ്/പ്രദേശം/മുറി/റോഡ് :
- (iii) ടൗൺ/വില്ലേജ് :
- (iv) തപാലാഫീസ് :
- (v) പിൻകോഡ് :
- (vi) താലൂക്ക് :
- (vii) ജില്ല :
- (ഐ) നിലവിലുള്ള ഇൻഡ്യൻ പാസ്പോർട്ട് സംബന്ധിച്ച വിശദാംശങ്ങൾ
- (i) നമ്പർ :
- (ii) വിതരണം ചെയ്ത സ്ഥലം :
- (iii) വിതരണം ചെയ്ത തീയതി :
- (iv) കാലാവധി അവസാനിക്കുന്ന തീയതി :

വിശദീകരണം:- അപേക്ഷ തപാൽ മുഖേനയാണ് അയയ്ക്കുന്നതെങ്കിൽ മുകളിൽ ഇനം (എ) മുതൽ (ഐ) വരെ നൽകിയിട്ടുള്ള വിവരങ്ങൾക്ക് ആധാരമായ പാസ്പോർട്ടിലെ പ്രസക്തമായ പേജുകളുടെ സ്വയം സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകൾ നൽകേണ്ടതും നേരിട്ടു ഹാജരാക്കുന്ന പക്ഷം അസ്സൽ പാസ്പോർട്ട് രജിസ്ട്രേഷൻ ഓഫീസർ മുമ്പാകെ ഹാജരാക്കേണ്ടതുമാണ്.

(ജെ) നിലവിൽ താമസിക്കുന്ന രാജ്യത്തിന്റെ വിസ സംബന്ധമായ വിശദവിവരങ്ങൾ:-

- (i) നമ്പർ :
- (ii) തരം (സിംഗിൾ എൻട്രി/മൾട്ടിപ്പിൾ എൻട്രി/ടൂറിസ്റ്റ്/വർക്ക് വിസ മുതലായവ) :
- (iii) വിതരണം ചെയ്ത തീയതി :
- (iv) വിതരണം ചെയ്ത സ്ഥലം :
- (v) കാലാവധി അവസാനിക്കുന്ന തീയതി :
- (vi) വിതരണം ചെയ്ത അധികാരസ്ഥലത്തിന്റെ പേര് :

വിശദീകരണം:- അപേക്ഷ തപാൽ മുഖേനയാണ് അയയ്ക്കുന്നതെങ്കിൽ നിലവിലെ അംഗീകൃത വിസ മുദ്രണം ചെയ്തിട്ടുള്ള പാസ്പോർട്ടിന്റെ പ്രസക്തമായ പേജുകളുടെ പകർപ്പ് സ്വയം സാക്ഷ്യപ്പെടുത്തി നൽകേണ്ടതും നേരിട്ട് നൽകുന്നവയാണെങ്കിൽ അസ്സൽ പാസ്പോർട്ട് രജിസ്ട്രേഷൻ ഓഫീസർ മുമ്പാകെ ഹാജരാക്കേണ്ടതുമാണ്.

II. ഇന്ത്യയിലെ സാധാരണ താമസസ്ഥലത്തുനിന്നും വിട്ടുനിൽക്കുന്നത് സംബന്ധിച്ച വിവരങ്ങൾ:-

(എ) ഇന്ത്യയിലെ സാധാരണ താമസസ്ഥലത്തുനിന്നും വിട്ടുനിൽക്കുന്നതിനുള്ള കാരണം,-

- (i) ജോലി :
- (ii) വിദ്യാഭ്യാസം :
- (iii) മറ്റുകാരണങ്ങൾ :

(അനുയോജ്യമായവ “✓” രേഖപ്പെടുത്തുകയും വിശദാംശങ്ങൾ നൽകുകയും ചെയ്യണം)

(ബി) ഇന്ത്യയിലെ സാധാരണ താമസസ്ഥലത്തുനിന്നും വിട്ടുനിൽക്കുന്നത് ഏത് തീയതി മുതലാണ്. തീയതി..... മാസം..... വർഷം.....

III നിലവിൽ ഇന്ത്യയ്ക്ക് പുറത്ത് താമസിക്കുന്ന രാജ്യത്തിലെ താമസസ്ഥലത്തിന്റെ പൂർണ്ണമേൽവിലാസം);

(IV) ഇന്ത്യക്ക് പുറത്ത് താമസിക്കുന്ന രാജ്യത്തിലെ പൂർണ്ണ ഔദ്യോഗിക മേൽവിലാസം (ജോലി സ്ഥലത്തെ/പഠിക്കുന്ന വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേൽവിലാസം);

(V) ഉറപ്പുനൽകൽ.- (i) ഞാൻ ഭാരതപൗരത്വം ഉപേക്ഷിക്കുകയോ മറ്റേതെങ്കിലും രാജ്യത്തിന്റെ പൗരത്വം സ്വീകരിക്കുകയോ ആണെങ്കിൽ അക്കാര്യം, ഞാൻ താമസിക്കുന്ന രാജ്യത്തിലെ ഇന്ത്യൻ എംബസി മുഖേന എത്രയും പെട്ടെന്ന് പ്രസ്തുത വിവരം ഇലക്ട്രൺ രജിസ്ട്രേഷൻ ആഫീസറെ അറിയിച്ചുകൊള്ളാമെന്ന് ഉറപ്പുനൽകുന്നു.

(ii) നിലവിൽ ഞാൻ താമസിക്കുന്ന രാജ്യത്തെ എന്റെ താമസസ്ഥലത്തെ മേൽവിലാസത്തിൽ എന്തെങ്കിലും മാറ്റമുണ്ടായാൽ അക്കാര്യം എത്രയും പെട്ടെന്ന് ഞാൻ ആ രാജ്യത്തെ ഇന്ത്യൻ എംബസി മുഖേന രജിസ്ട്രേഷൻ ആഫീസറെ അറിയിച്ചുകൊള്ളാമെന്ന് ഉറപ്പു നൽകുന്നു.

(iii) നിലവിൽ ഞാൻ താമസിക്കുന്ന രാജ്യത്തെ എന്റെ താമസസ്ഥലത്തിന്റെ മേൽവിലാസത്തിൽ രജിസ്ട്രേഷൻ ആഫീസർ അയയ്ക്കുന്ന ഏതൊരു നോട്ടീസും 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്റ്റിന് പ്രകാരം അതിൻകീഴിൽ ഉണ്ടാക്കിയ ചട്ടങ്ങളിലെയും വ്യവസ്ഥകൾ പ്രകാരം എനിക്ക് ലഭിച്ചതായി കണക്കാക്കാമെന്നും ഏറ്റവും ഒടുവിൽ താമസിക്കുന്ന സ്ഥലത്തെ മേൽവിലാസം രജിസ്ട്രേഷൻ ഓഫീസറെ അറിയിക്കേണ്ടത് എന്റെ ഉത്തരവാദിത്വമാണെന്നും ഞാൻ അപ്രകാരം പ്രവർത്തിക്കുന്നതാണെന്നും ഉറപ്പു നൽകുന്നു.

(iv) പ്രവാസജീവിതം ഉപേക്ഷിച്ച് സാധാരണ താമസക്കാരനായി ഞാൻ ഭാരതത്തിൽ തിരികെ വരുമ്പോൾ ആ വിവരം എത്രയും പെട്ടെന്ന് ബന്ധപ്പെട്ട ഗ്രാമപഞ്ചായത്തിലെ ഇലക്ട്രൺ രജിസ്ട്രേഷൻ ആഫീസറെ അറിയിക്കുന്നതാണെന്ന് ഉറപ്പു നൽകുന്നു.

(VI) പ്രഖ്യാപനം.- എന്റെ അറിവിലും ഉത്തരവിശ്വാസത്തിലും പെട്ടിടത്തോളം താഴെപ്പറയുന്ന വിവരങ്ങൾ സത്യമാണെന്ന് പ്രഖ്യാപിക്കുന്നു.

(i) ഈ അപേക്ഷയിൽ നൽകിയിട്ടുള്ള എല്ലാ വിവരങ്ങളും സത്യമാണ്.

(ii) ജനനം/സ്ഥിരതാമസം/സ്വമേധയാ എന്നിവയാൽ ഞാനൊരു ഭാരതീയ പൗരനാണ്.

(iii) ഞാൻ മറ്റൊരു രാജ്യത്തിന്റെയും പൗരത്വം സ്വീകരിച്ചിട്ടില്ല.

(iv) ഇന്ത്യൻ പാസ്പോർട്ടിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള എന്റെ സ്ഥിരതാമസസ്ഥലത്തുനിന്നും എനിക്ക് മാറി നിൽക്കേണ്ടി വന്നിട്ടുള്ളത് ജോലി/വിദ്യാഭ്യാസം/മറ്റുള്ളവ (വിശദാംശം നൽകണം) ആവശ്യാർത്ഥം മാത്രമാണ്.

(v) മറ്റൊരു നിയോജകമണ്ഡലത്തിലേയോ സമ്മതിദായക പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിനായി ഞാൻ അപേക്ഷ നൽകിയിട്ടില്ല.

(vi) ഈ നിയോജകമണ്ഡലത്തിലേയോ മറ്റ് ഏതെങ്കിലും നിയോജകമണ്ഡലത്തിലേയോ സമ്മതിദായക പട്ടികയിൽ ഇതുവരെയും എന്റെ പേര് ഉൾപ്പെടുത്തപ്പെട്ടിട്ടില്ല.

(അല്ലെങ്കിൽ)

ഞാൻ, (പൂർണ്ണമേൽവിലാസം)..... ഒരു സാധാരണ താമസക്കാരനായിരുന്നു. .... ഗ്രാമപഞ്ചായത്തിലെ ..... നിയോജക മണ്ഡലത്തിലെ സമ്മതിദായക പട്ടികയിൽ എന്റെ പേര് ഉൾപ്പെടുത്തിയിട്ടുണ്ടാകാം. അപ്രകാരം എന്റെ പേര് ആ പ്രദേശത്തെ സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ ഉചിതമാണെന്ന് കാണുന്ന പക്ഷം, അതിൽ നിന്ന് ഒഴിവാക്കുകയോ/സ്ഥാനം മാറ്റുകയോ ചെയ്യണമെന്ന് അപേക്ഷിക്കുന്നു.

സ്ഥലം :

ഒപ്പ് :

തീയതി :

ഭാഗം II

(ഇലക്ടറൽ രജിസ്ട്രേഷൻ ആഫീസറുടെ ഓഫീസ് ഉപയോഗത്തിനുള്ളത്)

അപേക്ഷ സ്വീകരിച്ച തീയതി.....മാസം.....വർഷം.....

ശ്രീ./ശ്രീമതി/കുമാരി.....സമർപ്പിച്ച ഫാറം 4എ-യിലുള്ള

അപേക്ഷ-

(i) സ്വീകരിച്ച്, പേര്.....നിയോജക മണ്ഡലത്തിലെ സമ്മതിദായക പട്ടികയിൽ പാർട്ട് നമ്പർ .....ക്രമനമ്പർ ..... ആയി ഉൾപ്പെടുത്തിയിട്ടുണ്ട്.

(ii) .....കാരണങ്ങളാൽ നിരസിച്ചു.

തീയതി : .....ഇലക്ടറൽ രജിസ്ട്രേഷൻ ഓഫീസർ

..... ഇവിടെ മുറിക്കുക .....

ഭാഗം III

അപേക്ഷ സ്വീകരിച്ചതിനുള്ള കൈപ്പറ്റ് രസീത്

(രജിസ്ട്രേഷൻ ആഫീസർ മുമ്പാകെ നേരിട്ട് അപേക്ഷ നൽകുന്ന സംഗതിയിൽ)

ശ്രീ./ശ്രീമതി/കുമാരി.....

വിലാസം.....

എന്നയാളിൽ നിന്നും ഫാറം 4എ പ്രകാരമുള്ള അപേക്ഷ കൈപ്പറ്റിയിരിക്കുന്നു.

തീയതി : .....ഇലക്ടറൽ രജിസ്ട്രേഷൻ ആഫീസറുടെ ഒപ്പ്

വിലാസം

ഫാറം 4എ അപേക്ഷ പുരിപ്പിക്കുന്നതിനുള്ള മാർഗ്ഗനിർദ്ദേശങ്ങൾ

(എ) ഫാറം 4എ ആർക്കൈവ് ചെയ്ത സമർപ്പിക്കാമെന്ന്-

(1) ജനുവരി 1-ന് 18 വയസ്സ് പൂർത്തിയായതും, വിദേശ രാജ്യത്ത് താമസിക്കുന്നതും വിദേശ രാജ്യത്തിന്റെ പൗരത്വം സ്വീകരിച്ചിട്ടില്ലാത്തതും വോട്ടർ പട്ടികയിൽ പേരില്ലാത്തതുമായ ഏതൊരു ഭാരത പൗരനും പാസ്പോർട്ടിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള കേരളത്തിലെ താമസസ്ഥലം ഉൾപ്പെടുന്ന ഗ്രാമപഞ്ചായത്തിലെ ഒരു നിയോജക മണ്ഡലത്തിലെ സമ്മതിദായക പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിന് ഫാറം 4എയിൽ അപേക്ഷ ബന്ധപ്പെട്ട തെരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ആഫീസർക്ക് സമർപ്പിക്കാവുന്നതാണ്.

(2) ജനുവരി 1-ാം തീയതി അപേക്ഷകന് 18 വയസ്സ് പൂർത്തിയായിരിക്കേണ്ടതാണ്. ഉദാഹരണത്തിന് 1-1-2014 യോഗ്യത തീയതിയായി സമ്മതിദായക പട്ടികയിൽ ഉൾപ്പെടുത്തുന്നതിന് അപേക്ഷിക്കുന്ന സംഗതിയിൽ അപേക്ഷകന് 1-1-2014-ൽ 18 വയസ്സ് പൂർത്തിയായിരിക്കേണ്ടതാണ്.

(ബി) ഫാറം 4എ അപേക്ഷ എവിടെ സമർപ്പിക്കണമെന്ന്-

നിലവിലുള്ള പാസ്പോർട്ടിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള നാട്ടിലെ സാധാരണ താമസസ്ഥലത്തെ ഗ്രാമപഞ്ചായത്തിലെ തെരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ആഫീസർക്ക് നേരിട്ടോ, രജിസ്റ്റേർഡ് തപാൽ മുഖേനയോ, അപേക്ഷ സമർപ്പിക്കേണ്ടതും, രണ്ട് സംഗതികളിലും ഓൺലൈനായി തെരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ആഫീസർക്ക് തന്റെ പേര് ചേർക്കുന്നതിന് അപേക്ഷ സമർപ്പിക്കേണ്ടതുമാണ്.

(സി) ഉൾപ്പെടുത്തേണ്ട രേഖകൾ-

(1) സമീപകാലത്ത് എടുത്ത പാസ്പോർട്ട് സൈസ് കളർ ഫോട്ടോ (3.5 സെ.മീ x 4.5 സെ.മീ. വലിപ്പത്തിലുള്ളത്) നിറം കുറവായ പശ്ചാത്തലത്തിൽ (കഴിവതും വെള്ള) അപേക്ഷകന്റെ മുഖം വ്യക്തമായി കാണത്തക്ക വിധമുള്ളത് നിശ്ചിതസ്ഥാനത്ത് പതിക്കേണ്ടതാണ്.

(2) ഫാറം 4എ-യിലെ എല്ലാ കോളങ്ങളും പൂരിപ്പിക്കേണ്ടതാണ്. അപേക്ഷകന്റെ നിലവിലുള്ള ഇന്ത്യൻ പാസ്പോർട്ടിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള പേരും വിവരങ്ങളും രേഖപ്പെടുത്തേണ്ടതാണ്.

(3) അപേക്ഷ തപാൽ മുഖേന അയയ്ക്കുന്നപക്ഷം അപേക്ഷകന്റെ വിസ മുദ്രണം ചെയ്തതുകൾപ്പെടെയുള്ളതും പാസ്പോർട്ടിലെ ഫോട്ടോ, മറ്റു വിവരങ്ങൾ രേഖപ്പെടുത്തിയിട്ടുള്ള പേജുകളുടെ ശരിപ്പകർപ്പ് എന്നിവ സ്വയം സാക്ഷ്യപ്പെടുത്തി ഉള്ളടക്കം ചെയ്തിരിക്കേണ്ടതാണ്. ഇപ്രകാരം സാക്ഷ്യപ്പെടുത്തിയ രേഖകൾ ഉൾക്കൊള്ളിച്ചിട്ടില്ലാത്ത അപേക്ഷ തത്സമയം നിരസിക്കുന്നതാണ്.

(4) അപേക്ഷ നേരിട്ട് തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർക്ക് സമർപ്പിക്കുന്ന സംഗതിയിൽ പാസ്പോർട്ടിലെ പ്രസക്ത ഭാഗങ്ങളുടെ ശരിപ്പകർപ്പ് അപേക്ഷയോടൊപ്പം ഉള്ളടക്കം ചെമ്പേണ്ടതാണ്. അസ്സൽ പാസ്പോർട്ട് അപേക്ഷയോടൊപ്പം പരിശോധനയ്ക്കായി ഇലക്ട്രൺ രജിസ്ട്രേഷൻ ഓഫീസർ മുമ്പാകെ ഹാജരാക്കേണ്ടതും പരിശോധന കഴിഞ്ഞാലുടൻ പാസ്പോർട്ട് തിരികെ വാങ്ങേണ്ടതുമാണ്.

(ഡി) വോട്ട് രേഖപ്പെടുത്തേണ്ട രീതി-

ഇപ്രകാരം വോട്ടർ പട്ടികയിൽ പേരുൾപ്പെട്ടയാൾക്ക് പോളിംഗ് സ്റ്റേഷനിൽ അസ്സൽ പാസ്പോർട്ട് സഹിതം ഹാജരാകുന്ന പക്ഷം ആ നിയോജക മണ്ഡലത്തിലെ തെരഞ്ഞെടുപ്പിന് വോട്ട് രേഖപ്പെടുത്താവുന്നതാണ്.]

24[ഫോം 5

[ചട്ടം 11(2) കാണുക]

പേര് ഉൾപ്പെടുത്തുന്നതിലുള്ള ആക്ഷേപം

സ്വീകർത്താവ്-

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,

(ഗ്രാമപഞ്ചായത്തിന്റെ പേര്)

സർ,

\*..... നിയോജകമണ്ഡലത്തിലെ .....പാർട്ടി നമ്പർ  
വോട്ടർ പട്ടികയിൽ .....  
(പേരും മേൽവിലാസവും)-നെ ഉൾപ്പെടുത്തുന്നതിനെ താഴെപ്പറയുന്ന കാരണത്താൽ ഞാൻ എതിർക്കുന്നു.  
അല്ലെങ്കിൽ

\*വോട്ടർപട്ടികയിൽ.....നിയോജകമണ്ഡലത്തിലെ .....  
പാർട്ടി നമ്പരിൽ .....ക്രമനമ്പരായി.....ന്റെ പേര് ഉൾപ്പെ  
ടുത്തിയതിനെ താഴെപ്പറയുന്ന കാരണങ്ങളാൽ ഞാൻ എതിർക്കുന്നു:

.....  
മുകളിൽ പറഞ്ഞിട്ടുള്ള വസ്തുതകൾ എന്റെ ഉത്തമമായ അറിവിലും വിശ്വാസത്തിലും ശരിയാണെന്ന്  
ഞാൻ ഇതിനാൽ പ്രഖ്യാപിക്കുന്നു.

എന്റെ പേര് ഈ നിയോജകമണ്ഡലത്തിലെ വോട്ടർ പട്ടികയിൽ താഴെപ്പറയുന്ന പ്രകാരം ഉൾപ്പെടു  
ത്തിയിട്ടുണ്ട്:-

പൂർണ്ണമായ പേര്.....

അച്ഛന്റെ പേര്/ഭർത്താവിന്റെ/അമ്മയുടെ പേര്.....

ക്രമനമ്പർ.....

തടസ്സക്കാരന്റെ ഒപ്പും/വിരലടയാളം  
(പൂർണ്ണമായ തപാൽ മേൽവിലാസം)

തീയതി.....

.....  
എതിർക്കപ്പെടുന്നതായ പേര് ഉൾപ്പെട്ടിട്ടുള്ള വോട്ടർ പട്ടികയിൽ പാർട്ടി നമ്പർ .....ൽ  
..... ക്രമനമ്പരായി പേര് ഉൾപ്പെടുത്തിയിട്ടുള്ള ഒരു സമ്മതിദായകനാണ് ഞാൻ.  
ഞാൻ ഈ ആക്ഷേപത്തെ പിൻതാങ്ങുകയും മേലൊപ്പ് വയ്ക്കുകയും ചെയ്യുന്നു.

സമ്മതിദായകന്റെ ഒപ്പ്

പേര് (പൂർണ്ണമായി).....

**കുറിപ്പ്:-** വ്യാജമെന്ന് താൻ ഒന്നുകിൽ അറിയുന്നതോ അല്ലെങ്കിൽ അപ്രകാരം വിശ്വസിക്കുന്നതോ അഥവാ സത്യമാണെന്ന് വിശ്വസിക്കാത്തതോ ആയ വ്യാജമായ പ്രസ്താവനയോ പ്രഖ്യാപനമോ നടത്തുന്ന ഏതൊരാളും 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ട് (1994-ലെ 13) 27-ാം വകുപ്പ് പ്രകാരം ശിക്ഷാർഹനാണ്.

.....സുഷിരങ്ങൾ.....

**എടുത്ത നടപടി സംബന്ധിച്ച അറിയിപ്പ്**

ശ്രീ/ശ്രീമതി/കുമാരി.....മേൽവിലാസം.....

.....ഫാറം 5-ൽ ബോധിപ്പിച്ച ആക്ഷേപം.-

(എ) അംഗീകരിക്കുകയും “പാർട്ട് നമ്പർ .....ൽ ക്രമനമ്പർ.....ൽ”  
കാണുന്ന പ്രകാരമുള്ള ശ്രീ./ശ്രീമതി/ കുമാരി..... ന്റെ/യുടെ പേര്  
നീക്കം ചെയ്തിട്ടുള്ളതുമാണ്.

(ബി) .....  
..... കാരണത്താൽ നിരസിച്ചു.

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,  
(മേൽവിലാസം.....)

തീയതി.....

\*പേര് ഉൾപ്പെടുത്തുന്നതിനെതിരെ ഒന്നാമത്തെ രീതിയിലും പേര് ഉൾപ്പെടുത്തിയതിനെതിരെ രണ്ടാമത്തെ രീതിയിലും മാത്രം പുരിപ്പിക്കുക. ആവശ്യമില്ലാത്തത് വെട്ടിക്കളയുക.]

<sup>25</sup>[ഫാറം 6

[ചട്ടങ്ങൾ 11(3)-ഉം, 25-ഉം കാണുക]

**ഉൾക്കുറിപ്പിലെ വിശദാംശത്തിനെതിരെയുള്ള ആക്ഷേപം**

സീകർത്താവ്

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,

സർ,

ജില്ല

ഗ്രാമപഞ്ചായത്ത്

നിയോജകമണ്ഡലം

ഭാഗം നമ്പർ

വോട്ടർപട്ടികയിൽ.....ക്രമനമ്പരായി എന്നെ സംബന്ധിച്ച “.....”  
എന്ന ഉൾക്കുറിപ്പ് ശരിയല്ല എന്നു ബോധിപ്പിക്കുന്നു. അത് താഴെപ്പറയുംപ്രകാരം തിരുത്തേണ്ടതാണ്:-

“.....”

സ്ഥലം:.....

സമ്മതിദായകന്റെ ഒപ്പ്

തീയതി:.....

അല്ലെങ്കിൽ വിരലടയാളം.

**കുറിപ്പ്:-** വ്യാജമെന്ന് താൻ ഒന്നുകിൽ അറിയുന്നതോ അല്ലെങ്കിൽ അപ്രകാരം വിശ്വസിക്കുന്നതോ അഥവാ സത്യമാണെന്ന് വിശ്വസിക്കാത്തതോ ആയ വ്യാജമായ പ്രസ്താവനയോ പ്രഖ്യാപനമോ നടത്തുന്ന ഏതൊരു ആളും 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ട് (1994-ലെ 13) 27-ാം വകുപ്പ് പ്രകാരം ശിക്ഷാർഹനാണ്.

**എടുത്ത നടപടി സംബന്ധിച്ച അറിയിപ്പ്**

ശ്രീ./ശ്രീമതി/കുമാരി.....

മേൽവിലാസം.....  
ഫാറം 6-ൽ ബോധിപ്പിച്ച ആക്ഷേപം:-

(എ) അംഗീകരിക്കുകയും പ്രസക്തമായ ഉൾക്കുറിപ്പ് താഴെപ്പറയും പ്രകാരം തിരുത്തി വായിക്കേണ്ടതുമാണ്:-

“.....”

(ബി) .....  
.....കാരണത്താൽ നിരസിക്കുന്നു.

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,  
(മേൽവിലാസം).....  
.....]

തീയതി : .....

<sup>26</sup>[ഫാറം 7

(ചട്ടങ്ങൾ 11(4)-ഉം 25-ഉം കാണുക)

വോട്ടർ പട്ടികയിലെ ഉൾക്കുറിപ്പിന്റെ സ്ഥാനമാറ്റത്തിനുവേണ്ടിയുള്ള അപേക്ഷ

സ്വീകർത്താവ്

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,

സർ,

ജില്ല

ഗ്രാമപഞ്ചായത്ത്

നിയോജകമണ്ഡലം

ഭാഗം നമ്പർ

വോട്ടർ പട്ടികയിലെ ക്രമനമ്പർ  -ൽ എന്നെ സംബന്ധിച്ച ഉൾക്കുറിച്ചുകൾ..... നിയോജകമണ്ഡലത്തിലെ  പാർട്ടിയിൽ ഉൾപ്പെടുത്തണമെന്ന് അപേക്ഷിക്കുന്നു. എന്തു കൊണ്ടെന്നാൽ ഞാൻ എന്റെ സാധാരണ താമസം ഈ പഞ്ചായത്തിലെ ..... നിയോജകമണ്ഡലത്തിലെ  പാർട്ടിയിൽ മാറ്റിയിട്ടുള്ളതാകുന്നു.

സമ്മതിദായകന്റെ ഒപ്പ് അല്ലെങ്കിൽ വിരലടയാളം.

(പൂർണ്ണമായ മേൽവിലാസം).....

സ്ഥലം:.....

തീയതി: .....

കുറിപ്പ്:- വ്യാജമെന്ന് താൻ ഒന്നുകിൽ അറിയുന്നതോ അല്ലെങ്കിൽ അപ്രകാരം വിശ്വസിക്കുന്നതോ അഥവാ സത്യമാണെന്ന് വിശ്വസിക്കാത്തതോ ആയ വ്യാജമായ പ്രസ്താവനയോ പ്രഖ്യാപനമോ നടത്തുന്ന ഏതൊരാളും 1994-ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ട് (1994-ലെ 13) 27-ാം വകുപ്പ് പ്രകാരം ശിക്ഷാർഹനാണ്.

എടുത്ത നടപടി സംബന്ധിച്ച അറിയിപ്പ്

ശ്രീ./ശ്രീമതി/കുമാരി.....

മേൽവിലാസം.....

ഫാറം 7-ൽ ബോധിപ്പിച്ച അപേക്ഷ:-

(എ) അംഗീകരിക്കുകയും ശ്രീ./ശ്രീമതി/കുമാരി.....ന്റെ/യുടെ പേര്, നിയോജകമണ്ഡലം.....പാർട്ടി നമ്പർ.....ലേക്ക് സ്ഥാനം മാറ്റിയിട്ടുള്ളതാകുന്നു.

(ബി) .....  
.....കാരണത്താൽ നിരസിച്ചിരിക്കുന്നു.

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ,  
(മേൽവിലാസം).....

തീയതി:.....]

**FORM 8**

(See Rule 25)

**Application for deletion of entry in electoral roll**

To

The Electoral Registration Officer,

.....

(Name of Grama Panchayat)

Sir,

I submit that the entry at Serial No..... in Part No..... of the Electoral roll for the above mentioned constituency related to \*Shri/Smt./Kumari..... \*son/wife/daughter of ..... requires to be deleted as the said person is dead/is no longer ordinarily resident in this locality/\*is not entitled to be registered in the electoral roll for the following reasons:-

.....

.....

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

I declare that I am an elector of this constituency, being enrolled at Serial No..... in Part No ..... of the roll.

Signature / Thumb impression of objector

Place:

Date :

(Full Postal Address).....

*Note:-* Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 27 of the Kerala Panchayat Raj Act 1994 (13 of 1994)\* Strike out the inappropriate words.

------(Perforation)-----

**Intimation of Action Taken**

The application in Form 8 lodged by Shri/Smt./Kumari.....

Address..... has been,-

(a) accepted and the name of Shri/Smt/ Kumari..... as appearing at SI. No..... in Part No.....has been deleted.

(b) rejected for the reason.....

Electoral Registration Officer

Date:

Address.....

-----

**Receipt for Application**

Received the application in Form 8 from Shri/Smt./Kumari.....Address\*:

.....

Electoral Registration Officer

Address.....

Date:

\* To be filled in by the applicant



**FORM 9**

(See Rules 13 &amp; 14)

**List of Claims**

<i>Date of No.</i>	<i>SI claimant</i>	<i>Name of husband/mother</i>	<i>Name of father /residence</i>	<i>Place of place of hearing</i>	<i>Date, time &amp; Receipt</i>
(1)	(2)	(3)	(4)	(5)	(6)

\* To be filled only by the Registration Officer and not by an officer designated under rule 12.

**FORM 10**

(See Rules 13 &amp; 14)

**List of objections to inclusion of names**

<i>Date of Receipt</i>	<i>SI No.</i>	<i>Full name of objector</i>	<i>Particulars of objected to</i>			<i>Reasons in brief for objection</i>	<i>Date, time and place of hearing</i>
(1)	(2)	(3)	<i>Part No.</i>	<i>SI. No.</i>	<i>Name in full</i>	(7)	(8)

\* To be filled only by the Registration Officer and not by an officer designated under Rule 12.

**FORM 11**

(See Rules 13 &amp; 14)

**List of objections to particulars in entries**

<i>Date of Receipt objecting</i>	<i>SI No. entry</i>	<i>Name in full of elector</i>	<i>Part No. &amp; Sl.No.of hearing</i>	<i>Nature of objection</i>	<i>Date, time &amp; place of</i>
(1)	(2)	(3)	(4)	(5)	(6)

\* To be filled only by the Registration Officer and not by an officer designated under Rule 12.

**<sup>27</sup>[ഫോം 12**

[ചട്ടങ്ങൾ 17(1) (ബി) (1)-ഉം, 25-ഉം കാണുക]  
ഒരു അവകാശവാദം കേൾക്കുന്നതിനുള്ള നോട്ടീസ്

സ്വീകർത്താവ്

(അവകാശവാദിയുടെ പൂർണ്ണമായ പേരും മേൽവിലാസവും)

.....

സൂചന.— അവകാശവാദം നമ്പർ.....

വോട്ടർ പട്ടികയിൽ പേര് ഉൾപ്പെടുത്തുന്നതിനുള്ള താങ്കളുടെ അവകാശവാദം.....

.....(സ്ഥലം) വച്ച്.....തീയതിയിൽ.....സ്ഥലത്ത് നേരിൽ കേൾക്കുന്ന  
താണെന്ന് അറിയിക്കുന്നു. താങ്കൾ ഹാജരാക്കാൻ ആഗ്രഹിക്കുന്ന പ്രകാരമുള്ള തെളിവുകളും നിശ്ചിത  
സൈസിലുള്ള ഫോട്ടോയും സഹിതം വാദം കേൾക്കുന്നതിന് ഹാജരാകാൻ താങ്കളോട് നിർദ്ദേശിക്കുന്നു.

സ്ഥലം .....  
തീയതി .....

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ  
(മേൽവിലാസം).....  
.....]

### FORM 13

(See Rule 17(1 )(b)(ii))

#### Notice to the objector

Duplicate

(Office copy)

To

(Full name & .....

Address of objector) .....

Ref :-Objection No.....

Take notice that your objection to the inclusion of the name of—

.....  
.....

will be heard at .....(Place) at .....O'clock  
on the .....day of You .....are  
directed to be present at the hearing with such evidence as you may like to adduce.

Place : ..... Electoral Registration  
Date: ..... Officer.

### FORM 13

(See Rule 17(1 )(b)(ii))

#### Notice to the Objector

Original .....

(To be served on the objector) .....

Ref Objection No .....

Take notice that your objection to the inclusion of the name of-

will be heard at .....(Place) at.....  
O'clock on the.....day of..... You are directed  
to be present at the hearing with such evidence as you may like to adduce.

Place: ..... Electoral Registration Officer  
Date: .....

#### CERTIFICATE OF SERVICE OF NOTICE

Received Notice of the date of hearing

Date: ..... Objector.....

.....Certified that the notice on the objector has  
been duly served by me this the ..... day of .....  
..... on (name) .....  
personally/by affixing on residence.

Place:

Serving Officer.

Date:

*N.B* If this notice is served by post, attach the receipt here.

#### **FORM 14**

(See Rule 17(1 )(b)(ii))

##### **Notice to the person in respect of whom objection has been made**

Duplicate

(Office copy)

To

(Full name and address .....  
of the person objected to) .....

*Ref:-* Objection No.....

Take notice that the objection to the inclusion of your name at SI No.....  
..... in Part ..... Of the electoral roll  
for..... Constituency filed by.

(Full name and address .....  
of objector) .....

will be heard at ..... (place)at .....  
..... O'clock on the .....day of

..... you are directed to be present as the hearing with such evidence  
as you may like to adduce. The grounds of objections (in brief) are:-

(a)

(b)

(c)

Place:

.....

Date:

Electoral Registration Officer.

#### **FORM 14**

(See Rule 17(1 )(b)(ii))

##### **Notice to the person in respect of whom objection has been made**

Original .....

(To be served on the  
person objected to)

To

(Full name and address .....  
of the person objected to) .....

*Ref* Objection No .....

Take notice that the objection to the inclusion of your name at SI No .....  
..... in Part .....of the electoral roll for

.....constituency filed by  
 (Full name and address .....  
 of objector) .....  
 will be heard at ..... (place) at .....  
 O'clock on the ..... day of .....  
 ..... you are directed to be present at the hearing with such  
 evidence as  
 you may like to adduce. The grounds of objection (in brief) are  
 (a)  
 (b)  
 (c)  
 Place: .....  
 Date: ..... Electoral Registration Officer

**CERTIFICATE OF SERVICE OF NOTICE**  
**Received Notice of the date of hearing**

Date: .....  
 Person objected to  
 Certified that the notice on the person, the entry relating to whose name has been objected  
 to, has been duly served by me this the ..... day of .....  
 ..... on (name) ..... personally/by  
 affixation on residence.  
 Place: .....  
 Date: ..... Serving Officer

*N.B.:-If this notice is served by post, attach the receipt here.*

**28[ഫോം 15**

**[ചട്ടങ്ങൾ 17(1)(ബി)(iii)-ഉം 25-ഉം കാണുക]**

**ഉൾക്കുറിപ്പിലെ വിവരങ്ങളെ സംബന്ധിച്ച ആക്ഷേപത്തിന്മേലുള്ള  
 വാദം കേൾക്കലിനുള്ള നോട്ടീസ്**

**സ്വീകർത്താവ്**

**(ആക്ഷേപകന്റെ പൂർണ്ണമായ പേരും മേൽവിലാസവും)**

.....  
 .....

**സൂചന:** ആക്ഷേപം നമ്പർ.....

താങ്കളെ സംബന്ധിക്കുന്ന ഉൾക്കുറിപ്പിലെ ചില വിവരങ്ങളെ സംബന്ധിച്ച ആക്ഷേപം.....  
 .....(സ്ഥലം) വച്ച്..... തീയതിയിൽ..... സമയത്ത് നേരിൽ കേൾക്കു  
 നതാണെന്നറിയിക്കുന്നു. താങ്കൾ ഹാജരാക്കാൻ ആഗ്രഹിക്കുന്ന തെളിവുകളുമായി വാദം കേൾക്കലിന്  
 ഹാജരാകാൻ താങ്കളോട് നിർദ്ദേശിക്കുന്നു.

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ

29[ഫോം 15എ

[ചട്ടങ്ങൾ 17(1)(ബി)(iv) കാണുക]

വോട്ടർ പട്ടികയിലെ ഉൾക്കുറിപ്പിന്റെ സ്ഥാനമാറ്റത്തിനുവേണ്ടിയുള്ള വാദം  
കേൾക്കുന്നതിനുള്ള നോട്ടീസ്

സാക്ഷാത്കാരം

അപേക്ഷകന്റെ പൂർണ്ണമായ പേരും മേൽവിലാസവും

.....  
.....

സൂചന:- അപേക്ഷ നമ്പർ.....

വോട്ടർ പട്ടികയിലെ ഉൾക്കുറിപ്പിന്റെ സ്ഥാനമാറ്റത്തിനുവേണ്ടിയുള്ള താങ്കളുടെ അപേക്ഷ  
..... സ്ഥലം വച്ച്.....തീയതിയിൽ..... സമയത്ത് കേൾക്കു  
ന്നതാണെന്നറിയിക്കുന്നു. താങ്കൾ ഹാജരാക്കാൻ ആഗ്രഹിക്കുന്ന തെളിവുകളുമായി വാദം കേൾക്കലിന്  
ഹാജരാകാൻ താങ്കളോട് നിർദ്ദേശിക്കുന്നു.

തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ ഓഫീസർ

സ്ഥലം .....

മേൽവിലാസം.....

തീയതി .....

.....

## FORM16

(See Rule 21(1))

### Notice of final publication of electoral roll

It is hereby notified for public information that the list of amendments to the draft electoral roll for the ..... constituency/constituencies/all the constituencies of ..... grama panchayat has been prepared with reference to ..... As the qualifying date and in accordance with the Kerala Panchayat Raj (Registration of Electors) Rules, 1994. A copy of the said roll together with the said list of amendments has been published and will be available for inspection at my office.

.....

Place : ElectoralRegistrationOfficer

Date:

Address: .....

### Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) The Government have decided to issue rules in respect of Registration of Electors by invoking the powers conferred under Section (1) of Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994). This notification is intended to achieve the above purpose.

# THE KERALA PANCHAYAT RAJ (FIXING OF STRENGTH) RULES, 1994\*

**S.R.O. No. 894/1994.**— In exercise of the powers conferred by sub-section (4) of Section 6 and Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) the government of Kerala hereby make the following rules, namely:-

## RULES

**1. Short title and commencement.**— (1) These Rules may be called the Kerala Panchayat Raj (Fixing of strength) Rules, 1994.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) “Population” means the population assessed at the last census the relevant details of which have been officially published;

(c) “Section” means a section of the Act;

(d) Words and expressions used but not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Strength of Panchayats.**—A Panchayat shall consist of such number of members as may be notified under Section 6 by the Government or the officer authorised by the Government under Section 275, in accordance with the following scale,-

(a) in the case of Village Panchayat having-

<sup>1</sup>[(i) territorial area with a population not exceeding fifteen thousand, <sup>2</sup>[thirteen] members;

(ii) territorial area with a population exceeding fifteen thousand, <sup>3</sup>[thirteen] members for the first fifteen thousand of the population and one additional member for every two thousand five hundred of the population in excess of fifteen thousand, subject to a maximum of <sup>3</sup>[twenty three] members;]

(b) in the case of a Block Panchayat, having-

<sup>4</sup>[(i) territorial area with a population not exceeding one lakh and fifty thousand, <sup>5</sup>[thirteen] members;

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\* Published in K.G. No. 6 dt. 11-2-2003 as Noti. No. 42825/N2/2002/LSGD (1) dt. 26-12-2002.

1. Substituted by S.R.O. No. 660/99 w.e.f. 3-8-1999. Prior to the substitution it read as under:

“(i) territorial area with a population not exceeding ten thousand, eight members; \_  
(ii) territorial area with a population exceeding ten thousand, eight members for the first ten thousand of the population and one additional member for every four thousand five hundred of the population in excess of ten thousand, subject to a maximum of fifteen members”

2. Substituted for the words “twelve” by SRO No. 959/2009, published in K.GEx. No. 2122, w.e.f. 17-11-2009.

3. Substituted for the words “twenty two”, “twelve” by SRO No. 959/2009, published in K.GEx. No. 2122 w.e.f 17-11-2009.

4. Substituted by S.R.O. No. 660/99 w.e.f. 3-8-1999.

5. Substituted for the words “twelve” by SRO No. 959/2009, published in K.GEx. No. 2122, w.e.f. 17-11-2009.

(ii) territorial area with a population exceeding one lakh and fifty thousand, <sup>6</sup>[thirteen] members for the first one lakh and fifty thousand of the population and one additional member for every twenty five thousand of the population in excess of one lakh and fifty thousand, subject to a maximum of <sup>6</sup>[twenty three] members;]

(c) In the case of a District Panchayat, having—

(i) territorial area with a population not exceeding ten lakhs, <sup>7</sup>[sixteen] members;

(ii) territorial area with a population exceeding ten lakhs <sup>8</sup>[sixteen] members for the first ten lakhs of the population and one additional member for every one lakh of the population in excess of ten lakhs, subject to a maximum of <sup>8</sup>[thirty two] members.

## **THE KERALA PANCHAYAT RAJ (CONDUCT OF ELECTION) RULES, 1995\***

[Translation in English of the Kerala Panchayat Raj (conduct of Election) Rules, 1995, published under the authority of the Governor.]

**S.R.O. No. 229/95.**— In exercise of the powers conferred by Sections 50, 52, 53, 56, 57, 58, 60, 62, 63, 64, 70, 74, 75, 80, 85 and 91 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 254 thereof, the Government of Kerala in consultation with the State Election Commission, make the following rules, namely:-

### **RULES**

**1. Short title and commencement.**— (i) These rules may be called the Kerala Panchayat Raj (Conduct of Election) Rules, 1995.

(ii) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) ‘Act’ means the Kerala Panchayat Raj Act, 1994 (13 of 1994/7)

(b) ‘Ballot Box’ includes any box, bag or other receptacle used for the insertion of ballot paper by voters;

(c) ‘Counterfoil’ means the counterfoil appended to the ballot paper printed under the provisions of these rules;

(d) ‘Form’ means a form appended to these rules;

<sup>1</sup>[(ഡിഡി) ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം എന്നാൽ സമ്മതിദായകൻ വോട്ടുകൾ നൽകുന്നതിനോ രേഖപ്പെടുത്തുന്നതിനോ വേണ്ടി ഉപയോഗിക്കുന്ന ഏതൊരു ഇലക്ട്രോണിക് യന്ത്രമോ മറ്റേതെങ്കിലും യന്ത്രമോ എന്നർത്ഥമാകുന്നു.]

(e) ‘Marked copy of the electoral roll’ means the copy of the electoral roll set apart for the purpose marking the names of electors to whom ballot papers are issued at an election;

(f) ‘Returning Officer’ means an officer designated or nominated by the State Election Commission under Section 41 and includes the Assistant Returning Officer appointed under Section 42;

(g) ‘Section’ means a section of the Act;



(h) Words and expressions used, and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Election of Members.**— The direct election of members to the seats of a Village Panchayat, Block Panchayat and District Panchayat shall be in accordance with the provisions of the Act and these rules.

**4. Time limit for reporting of casual vacancies.**— The Secretary shall report every casual vacancy arising in the office of any Member of a Panchayat to the State Election Commission through the concerned President, within one week of arising of that vacancy.

**5. Public Notice regarding election.**— (1) Not less than <sup>2</sup>[twenty-five] days before the date fixed for conducting election, the Returning Officer shall publish a notice in Form Number 1 in regional language or languages inviting nominations, and specifying the place at which the nomination papers are to be submitted, the hours at which the voting is held and about the commencement of the counting of votes.

(2) The notice under sub-section (1) shall be published by affixing in the office of the Returning Officer, Office of the concerned Panchayat and in such other places as may be specified by the State Election Commission.

**6. Nomination of candidates.**— (1) A candidate shall be nominated by means of a nomination paper in Form No. 2 and on an application in that behalf of an elector in the electoral roll of any constituency of concerned Panchayat, the Returning Officer shall provide him Form No. 2 free of cost.

(2) Every candidate shall make and subscribe an oath or affirmation before the Returning Officer or the person authorised by the State Election Commission in the Form specified in the First Schedule of the Act.

(3) The Returning Officer shall, immediately on receipt of the nomination paper, number them serially in the order of their presentation and shall note the date and time of its presentation in each nomination paper and shall issue a receipt attached to Form No. 2.

**7. Authentication of Certificate issued by the State Election Commission.**— The Secretary to the State Election Commission shall sign and shall affix the office seal on the certificate issued by the State Election Commission under sub-section (3) of Section 52.

**8. Deposit amount.**— Subject to the proviso to sub-section (1) of Section 53, a candidate shall deposit or cause to be deposited one <sup>3A</sup>[thousand rupees, two thousand rupees and three thousand rupees] for the purpose of election to a constituency of a Village Panchayat or Block Panchayat or District Panchayat respectively.

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\* Published in K G No 15 dt 9<sup>^</sup>-2002, as No.24560/N1/2000/LSGD dt. 24-9-2001, S.R.O. No. 229/95.

1. Clause (dd) inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.

2. Subs. for "thirty" by SRO No- 819/2005, w.e.f. 24-8-2005. The relevant English translation is not yet received.

3. Sub-rule (2A) inserted by SRO No.793/2005- w.e.f 23-8-2005. The relevant English translation published in K.G.No.9 dated 27.02.2007.

3A. Substituted for "hundred rupees- one hundred and fifty rupees and two hundred rupees" by SRO No. 510/2012.

**9. Publication of the list of nomination.**—<sup>4</sup>[(1)] The Returning Officer shall, as soon as the last day and time fixed for the receipt of nomination papers is over, publish a list of nomination received, in Form No. 3 with a notice that the nomination papers will be taken up for scrutiny on the date and the place specified in the notice under Rule 5.

<sup>4</sup>[(2) Copy of the details submitted by the candidate under sub-rule (2a) of Rule 6 shall be published along with the list of nomination papers published under sub-rule (1) and the copies thereof shall be issued to other candidates and media free of cost.];

**10. List of candidates.**— Immediately after the scrutiny of the nomination papers is over, the Returning Officer shall prepare, in Form No. 4 the list of candidates found legally nominated.

**11. Withdrawal of candidature.**— Notice for withdrawal of candidature shall be in Form No. 5 and on receipt of such notice the Returning Officer shall note the date and time of its delivery thereon and shall issue the receipt attached to the form.

**12. Symbols.** — (1) As soon as may be after the coming into force of these rules, the State Election Commission shall, by notification in the Gazette, publish a list of symbols and may elaborate or alter them in such manner and the Returning Officer shall then assign symbols of preference to the contesting candidates from such list:

Provided that the candidates belonging to political parties shall be assigned the same symbols assigned by the Election Commission of India:

<sup>5</sup>[Provided further that in the case of candidates belonging to political party to which Election Commission of India has not assigned symbol, such candidate shall be assigned symbols from the list of symbols published under sub-rule (1) in the order of preference noted by them.]

<sup>6</sup>[(1A) In the case where a political party recognized by or registered with the Election Commission of India is split into two or more political parties and each of such party raises claim for the same symbol assigned by the Election Commission of India or for which eligible for preference as per the second proviso to sub-rule (1), the State Election Commission shall not assign such symbol to the candidates belonging to those parties and shall assign one symbol each from the symbols notified under sub-rule (1) to the candidates belonging to each such party.

(1B) In the case where symbol can be assigned to candidates belonging to a political party on preference as per the second proviso to sub-rule (1), the State Election Commission shall; as far as possible, assign the same symbol to candidates throughout the State belonging to that political party.]

(2) If more than one candidate has recorded preference for the same symbol, the Returning Officer shall, after giving notice to the candidate concerned, decide by lot to which candidate that symbol is to be assigned and such decision of the Returning Officer shall be final:

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4. Sub-rule(2) inserted by SRO No. 793/2005. w.e.f- 23-8-2005, after renumbering the existing Rule 9 as sub-rule (1) of that rule.

5. Inserted by GO. (P) 163/95 dated 8-8-1995, published as SRO No. 1014/95 in K. G. Ex. No.840 dt. 18-8-1995.

6. Sub-section (1A) & (B) added by S.R.O. No. 888/2000, w.e.f 26-10-2000.

Provided that if it is not possible to assign none of the symbol specified by the candidate in the nomination paper in Form No. 2 the Returning Officer may assign to that candidate any symbol from among the symbols in the list.

(3) In each case where a symbol has been assigned to a candidate, the Returning Officer shall forthwith inform that candidate about the symbol so assigned and supply with a specimen thereof.

<sup>7</sup>[(4) The State Election Commission may reconsider the action of the Returning Officer in assigning symbol to a candidate and if it is satisfied that the action of the Returning Officer is wrong, another symbol may be assigned.]

**13. Publication of the list of contesting candidates.—** (1) The list under Section 57 shall be in Form No. 6 and the Symbols assigned to the candidates shall be shown against their names therein.

(2) The list under sub-rule (1) shall be published in the notice board of the office of the Returning Officer and the concerned Panchayat.

**14. Publication of time fixed for Poll.—**The time fixed for taking poll by the State Election Commission under Section 70 shall be published by notification in the gazette.

**7A[14A. സമ്മതിദായകർക്ക് വോട്ടർ സ്ലിപ്പ് വിതരണം ചെയ്യൽ.—** തിരഞ്ഞെടുപ്പ് വിജ്ഞാപനം പ്രസിദ്ധപ്പെടുത്തിയതിനുശേഷം തിരഞ്ഞെടുപ്പ് നടത്തുവാൻ നിശ്ചയിച്ച തീയതിക്ക് മുമ്പ് സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ ചുമതലപ്പെടുത്തുന്ന ഉദ്യോഗസ്ഥൻ ഓരോ സമ്മതിദായകനും വോട്ടർപതികയിലെ ക്രമനമ്പരും അയാളുടെ പേരും അയാൾക്ക് വോട്ട് രേഖപ്പെടുത്തുവാൻ നിർദ്ദേശിക്കപ്പെട്ടിരിക്കുന്ന പോളിംഗ് സ്റ്റേഷന്റെ പേരും പ്രസക്തമായ മറ്റ് വിവരങ്ങളും രേഖപ്പെടുത്തിയ വോട്ടർ സ്ലിപ്പ് നൽകാവുന്നതാണ്.]

**15. Procedure in uncoritested election.—** In order to declare a candidate as elected under sub-section (2) of Section <59, the Returning Officer shall fill up Form No.7 and signed copies of it shall be forwarded to the State Election Commission, Government, District Election Officer and the Secretary of the concerned Panchayat and an election certificate in Form No.26 shall be given to the elected candidate obtaining an acknowledgment receipt.

**16. Appointment of election agents.—** The notice for appointment of an election agent under Section 58 shall be in Form No.8 and such notice with two copies shall forwarded to the Returning Officer and subject to the conditions of Section 59, the Returning Officer shall return one copy thereof to the election agent after affixing thereon his seal and signature as taken of his authority.

**17. Revocation of the appointment of election agents.—** Any revocation under sub-section (1) of Section 60 shall be in Form No.9 and the appointment of another person under sub-section (2) shall be similar to the fresh appointment of an election agent.

**18. Appointment of Polling Agents.—** (1) A contesting candidate or his election agent may appoint one agent and two relief agents to act as Polling agents at each polling station.

(2) Every such appointment shall be made in Form No.10 and the Polling agent shall deliver it to the Presiding Officer.

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7. Sub-section (4) added by S.R.O. No. 888/2000, w.e.f 26-10-2000.

7A. Inserted by SRO No- 510/2012. Dt. 12-07-2012. The relevant English translation is not yet received.

(3) No Polling agent shall be admitted to the Polling Station unless he has delivered to the Presiding Officer the instrument his appointment under sub-rule (2) duly filled in and signed the declaration in the presence of Presiding Officer.

(4) Any revocation of the appointment under sub-section (1) of Section 64 shall be delivered to the Presiding Officer in Form NJo. 11 and the appointment of another Polling Agent shall be similar to a fresh appointment of a Polling Agent.

**19. Appointment of counting Agents.—** (1) A contesting candidate or his election agent may appoint persons not exceeding the number equal to the number of counting tables as his counting agent or agents and notice of such appointment shall be given in Form No. 12 to the Returning Officer not later than one hour before the time fixed for the counting of votes.

(2) Any revocation under sub-section (2) of Section 64 shall be in Form No.13 and the appointment of another counting agent shall be similar to a fresh appointment of a counting agent.

**20. Appointment of Presiding Officers and Polling Officers.—** The Appointment of presiding Officers and Polling Officers under Section 46 shall be in Form No.14.

**21. Application for postal ballot paper.—** If an elector on election duty wishes to vote by post at an election shall send an application in Form No.15 to the Returning Officer so as to reach him at least seven days before the date of poll or before such shorter period as the Returning Officer may allow, and if the Returning Officer is satisfied that the applicant is an elector on election duty a postal ballot paper shall be issued to him.

**22. Postal ballot paper.—**<sup>8</sup>[(1) The Postal ballot paper shall be in the form prescribed by the State Election Commission and it shall contain the particulars proposed by the Commission and shall be stamped with the additional words “postal ballot” on its reverse.]

(2) Postal ballot paper shall be sent by post under certificate of posting to the elector together with the following, namely:—

- (a) Declaration in Form No. 16;
- (b) Instructions for the electors in Form No.17;
- (c) A cover in Form No. 18;
- (d) A large cover in Form No. 19;

Provided that the Returning Officer may deliver the ballot paper and forms or cause them to be delivered to such elector personally.

(3) The Returning Officer shall at the same time—

(a) Record the electoral roll number of the elector on the counterfoil of the ballot paper as entered in the marked copy of the electoral roll;

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8. Sub-rule (1) substituted by S.R.O. No. 888/2000, w.e.f 26-10-2000. Prior to the substitution sub-rule (1) read as under:

“(1) The postal ballot paper shall be in the same form and shall contain the same particulars as a ballot paper in Form No. 20 and shall be stamped with the additional words ‘postal ballot’ on the reverse side of the ballot paper.”

(b) make a mark 'P.B.' against the name of the elector in the marked copy of the electoral roll to indicate that a ballot paper has been issued to him, without however recording therein the serial number of the ballot paper issued to that elector; and

(c) ensure that the elector is not allowed to vote at a polling station.

(4) Every Officer under whose care or through whom a postal ballot paper is sent to the elector shall ensure its delivery to the addressee without delay.

(5) The Returning Officer shall seal up in a packet the counterfoils of the ballot papers issued to electors entitled to vote by post and record on the packet a brief description of its contents and the date on which it was sealed.

**23. Recording of vote in postal ballot paper.—** (1) An elector who has received a postal ballot paper and desires to vote on it shall record his vote in accordance with the directions contained in Part I of Form No.17 and then enclose it in a cover in Form No.18.

(2) The elector shall sign the declaration in Form No. 16 before an Officer competent to attest his signature and have the signature attested in accordance with the directions contained in Part II of Form No.17.

(3) After the elector has recorded his vote and made his declaration under sub-rules (1) and (2), he shall return the ballot paper and declaration to the Returning Officer in the cover in Form No. 19 in accordance with the instructions contained in Part II of Form No.17 so as to reach the Returning Officer before the time fixed for the commencement of counting of votes in that particular constituency.

(4) If any cover containing a ballot paper is received by the Returning Officer after the expiry of the time fixed under sub-rule (3), he shall note thereon the date and time of its receipt and shall keep all such covers together in a separate packet.

(5) The Returning Officer shall keep in safe custody until the commencement of the counting of votes all covers containing postal ballots received by him.

**24. Re-issue of Postal ballot paper. —** (1) When a postal ballot paper and other papers sent under Rule 22 are, for any reason returned undelivered, the Returning Officer may re-issue them by post under certificate of posting or deliver them or cause them to be delivered to the elector personally on a request made by the elector.

(2) If the postal ballot paper or any other paper received along with it by the elector is spoiled in such a manner that they cannot conveniently be used, he shall return it to the Returning Officer and the postal ballot paper and other papers may be re-issued to him if the Returning Officer is satisfied that it was not deliberately spoiled.

(3) The Returning Officer shall cancel the spoiled papers returned under sub-rule (2) and keep them in a separate packet after noting thereon the particulars of the election and the serial numbers of the cancelled ballot papers.

<sup>9</sup>[24എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പ്:- ഈ ചട്ടങ്ങളിൽ എന്തുതന്നെ അടങ്ങിയിരുന്നാലും പഞ്ചായത്തുകളിലെ തിരഞ്ഞെടുപ്പിൽ, നിർണ്ണയിക്കപ്പെട്ട രീതിയിൽ, സമ്മതിദായകർക്ക് വോട്ടുകൾ രേഖപ്പെടുത്തുന്നതിന് ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം (ഇതിനുശേഷം വോട്ടിംഗ് യന്ത്രം എന്നാണ് പരാമർശിക്കപ്പെടുക) സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ ഏർപ്പെടുത്താവുന്നതാണ്.

**24ബി. വോട്ടിംഗ് യന്ത്രത്തിന്റെ രൂപകല്പന.—** ഓരോ വോട്ടിംഗ് യന്ത്രത്തിനും സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ അംഗീകരിക്കുന്ന രൂപകല്പനയിലുള്ള ഒരു കൺട്രോൾ യൂണിറ്റും, മെമ്മറി ചിപ്പും, ബാലറ്റ് യൂണിറ്റോ യൂണിറ്റുകളോ ഉണ്ടായിരിക്കുന്നതാണ്.

**24സി. വരണാധികാരി വോട്ടിംഗ് യന്ത്രം സജ്ജമാക്കുന്ന വിധം.—** (1) വോട്ടിംഗ് യന്ത്രത്തിലെ ബാലറ്റ് യൂണിറ്റിൽ ഇലക്ഷൻ കമ്മീഷൻ നിർദ്ദേശിക്കുന്ന വിവരങ്ങൾ ഇംഗ്ലീഷിലോ, മലയാളത്തിലോ, കന്നഡയിലോ, തമിഴിലോ അല്ലെങ്കിൽ ഏതെങ്കിലും രണ്ടു ഭാഷയിലും കുടിയോ ഉണ്ടായിരിക്കേണ്ടതാണ്.

(2) സ്ഥാനാർത്ഥി ലിസ്റ്റിലുള്ള ക്രമത്തിൽ തന്നെയായിരിക്കണം ബാലറ്റ് യൂണിറ്റിൽ സ്ഥാനാർത്ഥികളുടെ പേര് ക്രമീകരിക്കേണ്ടത്.

(3) രണ്ടോ അതിൽക്കൂടുതലോ സ്ഥാനാർത്ഥികൾ ഒരേ പേരിൽ ഉണ്ടായാൽ അവരെ തിരിച്ചറിയുന്നതിന് അവരുടെ ജോലിയോ വീട്ടുപേരോ അല്ലെങ്കിൽ അതുപോലുള്ള മറ്റേതെങ്കിലുമോ പേരിനോടൊപ്പം കൂട്ടിച്ചേർക്കേണ്ടതാണ്.

(4) (1) മുതൽ (3) വരെയുള്ള ഉപചട്ടങ്ങളിലെ വ്യവസ്ഥകൾക്ക് വിധേയമായി വരണാധികാരി സ്ഥാനാർത്ഥികളുടെയോ ഏജന്റുമാരുടെയോ സാന്നിധ്യത്തിൽ ബാലറ്റ് യൂണിറ്റിൽ മൽസരിക്കുന്ന സ്ഥാനാർത്ഥികളുടെ പേര്, ചിഹ്നം എന്നിവ രേഖപ്പെടുത്തിയ ലേബൽ പതിപ്പിക്കേണ്ടതും, ബാലറ്റ് യൂണിറ്റ് വരണാധികാരിയുടെയും കൂടാതെ താൽപ്പര്യമുള്ള സ്ഥാനാർത്ഥികളുടെയോ അവിടെ സന്നിഹിതരായിരിക്കുന്ന അവരുടെ ഏജന്റിന്റെയോ സീൽ പതിച്ച് മുദ്രവെക്കേണ്ടതും അതുപോലെ തന്നെ കൺട്രോൾ യൂണിറ്റിലും മൽസരിക്കുന്ന സ്ഥാനാർത്ഥികളുടെ എണ്ണം സെറ്റ് ചെയ്തതിനുശേഷം വരണാധികാരിയുടെയും കൂടാതെ താൽപ്പര്യമുള്ള അങ്ങനെയുള്ള സ്ഥാനാർത്ഥികളുടെയോ അവിടെ സന്നിഹിതരായിരിക്കുന്ന അവരുടെ ഏജന്റിന്റെയോ സീൽ പതിച്ച് മുദ്ര ചെയ്ത് സംരക്ഷിക്കേണ്ടതുമാണ്.

(5) മേൽ പറയുന്ന പ്രകാരം കൺട്രോൾ യൂണിറ്റ് മുദ്രവെക്കുന്നതിനു മുമ്പായി പ്രിസൈഡിംഗ് ഓഫീസർ ഏജന്റുമാരുടെ സാന്നിധ്യത്തിൽ, വോട്ടിംഗ് യന്ത്രം ശരിയായ രീതിയിൽ പ്രവർത്തിക്കുന്നുണ്ടെന്ന് ഏജന്റുമാരേയും സമ്മതിദായകരേയും ബോധ്യപ്പെടുത്തുന്നതിനായി പ്രദർശന വോട്ടെടുപ്പ് (മോക്ക് പോൾ) നടത്തേണ്ടതും സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിർദ്ദേശിക്കുന്ന നിശ്ചിത ഫോറത്തിൽ പോളിംഗ് ഏജന്റുമാരുടെ ഒപ്പുകൾ ശേഖരിക്കേണ്ടതുകൊണ്ടുമാകുന്നു.

**25. Arrangements at polling station.—** (1) Outside each Polling Station there shall be displayed prominently-

(a) a notice specifying the polling area, the electors who are entitled to vote at the polling station, and when the polling area has more than one polling station, the particulars of the electors so entitled; and

(b) a copy of the list of contesting candidates.

(2) At each polling station there shall be set up two or more voting compartments in which electors can record their votes screened from observation.

(3) The Returning Officer shall provide at each polling station a sufficient number of ballot boxes, copies of the relevant part of the electoral roll, ballot papers, instruments for stamping the distinguishing mark on ballot Papers and articles necessary for electors to mark the ballot papers.

<sup>10</sup>[25എ. വോട്ടിംഗ് യന്ത്രം ഉപയോഗപ്പെടുത്തുന്ന പോളിംഗ് സ്റ്റേഷനിലെ സജ്ജീകരണങ്ങൾ.— (1) ഓരോ പോളിംഗ് സ്റ്റേഷൻ വെളിയിലും വോട്ടെടുപ്പ് സ്ഥലം, ആ പോളിംഗ് സ്റ്റേഷനിൽ വോട്ട് രേഖപ്പെടുത്തുവാൻ അവകാശപ്പെട്ട സമ്മതിദായകരുടെയും ആ വോട്ടെടുപ്പ് സ്ഥലത്ത് ഒന്നിലധികം പോളിംഗ് സ്റ്റേഷൻ ഉണ്ടെങ്കിൽ അവിടെ വോട്ട് ചെയ്യാൻ അവകാശപ്പെട്ട സമ്മതിദായകരുടെയും വിവരങ്ങൾ, മൽസരിക്കുന്ന സ്ഥാനാർത്ഥികളുടെ ലിസ്റ്റിന്റെ ഒരു പകർപ്പ്, എന്നിവ വ്യക്തമാക്കുന്ന ഒരു നോട്ടീസ് മുഖ്യമായും പ്രദർശിപ്പിക്കേണ്ടതാണ്.

(2) ഓരോ പോളിംഗ് സ്റ്റേഷനിലും സമ്മതിദായകർക്ക് രഹസ്യമായും സ്വതന്ത്രമായും വോട്ടു രേഖപ്പെടുത്തുന്നതിന് ഒന്നോ അതിലധികമോ “വോട്ടിംഗ് കമ്പാർട്ട്മെന്റുകൾ” ഉണ്ടായിരിക്കേണ്ടതാണ്.

(3) വരണാധികാരി, ഓരോ പോളിംഗ് സ്റ്റേഷനിലും ഒരു വോട്ടിംഗ് യന്ത്രം, വോട്ടർ പട്ടികയുടെ പ്രസക്ത ഭാഗത്തിന്റെ പകർപ്പുകൾ, വോട്ടെടുപ്പ് നടത്തുന്നതിലേക്ക് ആവശ്യമായ മറ്റു തിരഞ്ഞെടുപ്പ് സാമഗ്രികൾ എന്നിവ കരുതി വയ്ക്കേണ്ടതാണ്.

(4) ഒരു സ്ഥലത്തുതന്നെ ഒന്നിൽ കൂടുതൽ പോളിംഗ് സ്റ്റേഷൻ ഉള്ള സംഗതിയിൽ വരണാധികാരിക്ക് സംസ്ഥാന ഇലക്ഷൻ കമ്മീഷന്റെ മുൻകൂട്ടിയുള്ള അനുമതിയോടുകൂടി (3)-ാം ഉപചട്ടത്തിലെ വ്യവസ്ഥകൾക്ക് ഹാനികരമാകാതെ രണ്ടോ അതിലധികമോ പോളിംഗ് ബൂത്തുകൾക്ക് പൊതുവായി ഒരു വോട്ടിംഗ് യന്ത്രം ഉപയോഗിക്കാവുന്നതാണ്.]

**26. Admission to Polling Stations.**—The Presiding Officer shall regulate the number of electors to be admitted at a time inside the Polling station and shall exclude therefrom all persons other than—

- (a) Polling Officers;
- (b) Officers on duty in connection with election;
- (c) Persons authorised by the State Election Commission;
- (d) Candidates, their election agents and subject to the provisions of Rule 18 one polling agent of each candidate;
- (e) a child in arms accompanying an elector;
- (f) a person accompanying a blind or handicapped or infirm elector who cannot move without help; and
- (g) such other persons as the Returning Officer or the Presiding Officer may employ under sub-rule (2) of Rule 30 or sub-rule (1) Rule 31.

<sup>11</sup>[26എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിനായി വോട്ടിംഗ് യന്ത്രം സജ്ജമാക്കൽ.— (1) പോളിംഗ് സ്റ്റേഷനിൽ ഉപയോഗിക്കുന്ന എല്ലാ വോട്ടിംഗ് യന്ത്രത്തിലെയും കൺട്രോൾ യൂണിറ്റിലും ബാലറ്റിംഗ് യൂണിറ്റിലും താഴെ പറയുന്ന കാര്യങ്ങൾ അടയാളപ്പെടുത്തിയ ലേബൽ ഉണ്ടായിരിക്കേണ്ടതാണ്.

- (എ) നിയോജക മണ്ഡലത്തിന്റെ പേരും ക്രമനമ്പർ ഏതെങ്കിലും ഉണ്ടെങ്കിൽ അതും;
- (ബി) അതതു സംഗതിപോലെ പോളിംഗ് സ്റ്റേഷന്റെയോ സ്റ്റേഷനുകളുടെയോ പേരും ക്രമനമ്പരും;
- (സി) ഇലക്ട്രോണിക് വോട്ടിംഗ് യൂണിറ്റിന്റെ ക്രമനമ്പർ;
- (ഡി) വെട്ടെടുപ്പിന്റെ തീയതി

(2) വോട്ടെടുപ്പ് ആരംഭിക്കുന്നതിന് തൊട്ടുമുമ്പ് യാതൊരാളും വോട്ടിംഗ് യന്ത്രത്തിൽ വോട്ടു രേഖപ്പെടുത്തിയിട്ടില്ല എന്നും ചട്ടം 24 സി ഉപചട്ടം (4)- ൽ പരാമർശിക്കുന്ന തരത്തിലുള്ള ലേബൽ യന്ത്രത്തിൽ ഉണ്ട് എന്നും പ്രിസൈഡിംഗ് ഓഫീസർ, പോളിംഗ് ഏജൻ്റ്മാരെയും, അവിടെ ഹാജരുള്ള മറ്റുള്ളവരെയും ബോധ്യപ്പെടുത്തേണ്ടതാണ്.

10. Rule 25A inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.

11. Rule 26A inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.

(3) വോട്ടിംഗ് യന്ത്രവും കൺട്രോൾ യൂണിറ്റും സുരക്ഷിതമാക്കുന്നതിനായി ഒരു പേപ്പർസീൽ ഉപയോഗിക്കേണ്ടതും അങ്ങനെയുള്ള പേപ്പർസീലിൽ പ്രിസൈഡിംഗ് ഓഫീസും അവിടെ ഹാജരുള്ള ഒപ്പ് രേഖപ്പെടുത്താൻ താൽപര്യമുള്ള പോളിംഗ് ഏജന്റുമാരും ഒപ്പ് രേഖപ്പെടുത്തേണ്ടതാണ്.

(4) അങ്ങനെ ഒപ്പിട്ട് മുദ്ര വച്ച പേപ്പർ സീൽ പ്രിസൈഡിംഗ് ഓഫീസർ വോട്ടിംഗ് യന്ത്രത്തിന്റെ കൺട്രോൾ യൂണിറ്റിൽ അതിനായിട്ടുള്ള സ്ഥാനത്ത് ഉറപ്പിക്കേണ്ടതും അത് മുദ്ര വച്ച് സുരക്ഷിക്കേണ്ടതുമാണ്.

(5) കൺട്രോൾ യൂണിറ്റ് സുരക്ഷിക്കുന്നതിന് ഉപയോഗിക്കുന്ന മുദ്ര, യൂണിറ്റ് മുദ്ര വച്ചതിനുശേഷം മുദ്ര പൊട്ടിക്കാതെ റിസൽട്ട് ബട്ടൺ അമർത്താൻ സാധിക്കാത്ത അങ്ങനെയുള്ള വിധത്തിൽ ഉറപ്പിക്കേണ്ടതാണ്.

(6) കൺട്രോൾ യൂണിറ്റ് അടയ്ക്കുകയും സുരക്ഷിതമാക്കുകയും പ്രിസൈഡിംഗ് ഓഫീസർക്കും പോളിംഗ് ഏജന്റുമാർക്കും പൂർണ്ണമായി കാണത്തക്കവിധം വയ്ക്കുകയും ബാലറ്റിംഗ് യൂണിറ്റ് വോട്ടിംഗ് കമ്പാർട്ടുമെന്റിനു ഉള്ളിൽ വയ്ക്കുകയും ചെയ്യേണ്ടതാണ്.]

**27. Ballot boxes used for Poll.—** (1) The boxes shall be constructed in such a way that the ballot papers can be inserted therein but cannot be withdrawn therefrom without the box being unlocked.

(2) Where a paper seal is used for securing a ballot box, the Presiding Officer shall affix his own signature on the paper seal and obtain thereon the signatures of such of the polling agents present as are desirous of affixing the same.

(3) The Presiding Officer shall thereafter fix the paper seal so signed in the space meant therefor in the ballot box and shall then secure and seal the box in such a manner that the slip for the removal of ballot paper therein remains open.

(4) The seals used for securing a ballot box shall be affixed in such a manner that after the box has been closed it is not possible to open it without breaking the seal.

(5) Where paper seals are not used for securing the ballot boxes, the Presiding Officer shall secure and seal the ballot box in such a manner that the slip for the insertion of ballot papers remains open and shall allow the polling agents present to affix, if they so desire, their seals.

(6) Every ballot box used at a polling station shall bear labels, both inside and outside, marked with,-

- (a) the name of the constituency and the serial number, if any
- (b) the name of the polling station and the serial number;
- (c) the serial number of the ballot box (to be filled in at the end of the poll on the label outside the ballot box only); and
- (d) the date of poll.

(7) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the Polling agents and other persons present that the ballot box is empty and bears the labels referred to in sub-rule (6).

(8) The ballot box shall then be closed, sealed and secured and placed in full view of the Presiding Officer and the polling agents.

**28. Form of ballot papers.—** (1) Every ballot paper shall have a counterfoil attached thereto and the ballot paper and the counterfoil shall be in Form No. 20 and the particulars therein shall be in Malayalam and in such other language as the State Election Commission may direct.

(2) The ballot papers shall be serially numbered and the number assigned to the ballot paper and counterfoil shall be the same.

(3) The names of the candidates shall be arranged on the ballot paper in the same order in which they appear in the list of contesting candidates.

(4) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.



**29. Marked copy of electoral roll.**— Immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agents and other persons present that the marked copy of the electoral roll to be used during the poll does not contain any entry other than those entries specified in clause (b) of sub-rule (3) of Rule 22.

**30. Facilities for woman electors.**— (1) Where a Polling Station is for both men and women electors the Presiding Officer may direct that they shall be admitted into the Polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist woman electors and also to assist the Presiding Officer generally in taking the poll in respect of woman electors, and, in particular, to help in searching any woman elector in case it becomes necessary.

**31. Identification of electors.**— (1) The Presiding Officer may employ at the polling station such person as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.

<sup>11A</sup>[(2) പോളിംഗ് സ്റ്റേഷനിലേക്ക് ഓരോ സമ്മതിദായകൻ പ്രവേശിക്കുമ്പോഴും അയാൾ പ്രിസൈഡിംഗ് ഓഫീസറുടെയോ അദ്ദേഹം അധികാരപ്പെടുത്തിയിട്ടുള്ള പോളിംഗ് ഓഫീസറുടെയോ മുമ്പാകെ, കേന്ദ്രതിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നൽകിയിട്ടുള്ള തിരിച്ചറിയൽ കാർഡോ അല്ലെങ്കിൽ സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ അംഗീകരിച്ചിട്ടുള്ള ഫോട്ടോ പതിച്ച മറ്റേതെങ്കിലും തിരിച്ചറിയൽ രേഖയോ അല്ലെങ്കിൽ സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നൽകിയിട്ടുള്ള വോട്ടർ സ്ലിപ്പോ ഹാജരാക്കേണ്ടതും അപ്രകാരം ഹാജരാക്കുന്ന കാർഡിലേയോ രേഖയിലേയോ സ്ലിപ്പിലേയോ വിശദാംശങ്ങൾ സമ്മതിദായകന്റെ പേരും മറ്റ് വിവരങ്ങളും അടങ്ങിയ വോട്ടർപട്ടികയിലെ പ്രസക്തമായ ഉൾക്കുറിപ്പുമായി പരിശോധിച്ചശേഷം സമ്മതിദായകന്റെ ക്രമനമ്പരും പേരും മറ്റ് വിവരങ്ങളും വിളിച്ചുപറയേണ്ടതാണ്.]

(3) In deciding the right of a person to obtain a ballot paper the Presiding Officer or the Polling Officer, as the case may be, shall overlook merely clerical or printing errors in an entry in the electoral roll, if he is satisfied that such person is identical with the elector to whom such entry relates.

<sup>12</sup>[(4) x x x]

**32. Challenging of identity.**— (1) Any Polling agent may challenge the identity of a person claiming to be a particular elector by first depositing a some of rupees ten in cash with the Presiding Officer for each such challenge.

(2) In the case of challenge made under sub-rule (1) the Presiding Officer shall—

- (a) warn the person challenged of the penalty for personation;
- (b) read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry;
- (c) enter his name and address in the list of challenged votes in Form No.21; and
- (d) require him to affix his signature in the said list.

(3) The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may for that purpose,-

11 A. Sub-rule (2) substituted by S.R.O. No. 510/2012, dt. 12-07-2012. The relevant English translation is not yet received. Prior to the substitution sub-rule (2) read as under:

“(2) As each elector enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf shall check the elector’s name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.”

12. Sub-rule (4) omitted by S.R.O. No. 510/2012, dt. 12-07-2012. The omitted sub-rule (4) read as under:

“(4) Each elector shall produce either the identity card issued by the Central Election Commission or Revenue Card or Ration Card or Passport or Driving Licence or Pass Book obtained from Bank or Post Office, if demanded by the Presiding Officer or the Polling Officer authorized by him in this behalf.”

(a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence in proof of his identity;

(b) put to the person challenged any questions necessary for the purpose of establishing his identity require him to answer them on oath; and

(c) administer an oath to the person challenged and any other person offering to give evidence.

(4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established he shall allow the person challenged to vote; and if he considers that the challenge has been established, he shall debar the person challenged from voting.

(5) If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to Government, and in any other case, he shall return to the challenger at the conclusion of the inquiry.

**33. Safeguards against personation.**—(1) Every elector about whose identity the Presiding Officer or the Polling Officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the Presiding Officer or Polling Officer and an indelible ink mark to be put on it.

(2) If any elector refuses to allow his left forefinger to be inspected or marked in accordance with sub-rule (1) or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be supplied with any ballot paper or allowed to vote.

(3) Any reference in this rules to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger of his left hand, and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to, the forefinger or any other finger of his right hand, and shall in the case where all his fingers of both the hands are missing be construed as a reference to such extremity of his left or right arm as he possesses.

<sup>13</sup>[(4) In the case where the State Election Commission again conducts an election to a constituency of any Panchayat immediately following an election conducted by the State Election Commission or in the case, where immediately following an election conducted by the State Election Commission to a constituency of any Panchayat, the Election Commission of India proposes to conduct an election in the Assembly Constituency or Lok Sabha Constituency which includes that constituency, or in the case where the State Election Commission conducts an election in a constituency any Panchayat immediately following an election conducted by the Election Commission of India to a constituency in which that constituency of the Panchayat is included the reference in these rules to the forefinger of his left hand of an elector shall be construed as a reference to finger of his left hand or right hand as may be determined by the State Election Commission.]

**34. Issue of ballot papers to electors.**— (1) Every ballot paper intended for election to a Panchayat, before it is issued to an elector and the counterfoil attached thereto shall be stamped on back with distinguished mark and every ballot paper, before it is issued, shall be signed in full on its back by the Presiding Officer.

(2) At the time of issuing a ballot paper to an elector, the Polling Officer shall,-

(a) record on its counterfoil the electoral roll number of the elector as entered in the marked copy of the electoral roll;

(b) obtain the signature or thumb impression of that elector on the said counterfoil, and if the elector is not willing to do so no ballot paper shall be issued to him;

(c) underline the entry relating to the elector in the marked copy of the electoral roll to indicate that a ballot paper has been issued to him, without however recording therein the serial number of the ballot paper issued to that elector; and

(d) in the case of woman electors, put a tick mark on the left hand side of the entry in the marked copy of the electoral roll. ,

(3) No person in the Polling Station shall not down the serial numbers of the ballot paper issued to a particular elector.

**35. Maintenance of secrecy of voting within Polling Station and voting procedure.--**

(1) Every elector to whom a ballot paper has been issued shall maintain secrecy of voting within the Polling Station.

(2) The elector on receiving the ballot paper shall forthwith,-

(a) proceed to one of the voting compartments;

(b) then make a mark on the ballot paper on the side where the names and symbols of the candidates are imprinted, with the instrument supplied for the purpose on or near the symbol of the candidate for whom he intends to vote;

(c) fold the ballot paper so as to conceal his vote;

(d) if required, show to the Presiding Officer the distinguishing mark on the ballot paper;

(e) insert the folded ballot paper into the ballot box; and

(f) quit the Polling Station.

(3) Every elector shall vote without undue delay.

(4) No elector shall be allowed to enter a voting compartment when another elector is inside it.

(5) If an elector to whom a ballot paper has been issued, refuses, after warning given by the Presiding Officer, to observe the procedure as laid down in sub-rule (2), the ballot paper issued to him shall, whether he has recorded his vote thereon or not, be taken back from him by the Presiding Officer or Polling Officer under the direction of the Presiding Officer and the Presiding Officer shall record on its back the words "cancelled, voting procedure violated" and put his signature below those words.

(6) All the ballot papers on which the words "cancelled, voting procedure violated" are recorded, shall be kept in a separate cover which shall bear on its face the words "Ballot paper, voting procedure violated".

(7) The vote, recorded on any ballot paper cancelled under sub-rule (5) shall not be counted.

<sup>14</sup>[35എ. വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ച് വോട്ട് ചെയ്യുന്നതിനുള്ള നടപടിക്രമം.— (1) ഒരു സമ്മതിദായകനെ വോട്ട് ചെയ്യാൻ അനുവദിക്കുന്നതിനുമുമ്പ് പോളിംഗ് ഓഫീസർ,-

(എ) വോട്ടർ പട്ടികയുടെ അടയാളപ്പെടുത്തിയ പകർപ്പിൽ കാണിച്ചിരിക്കുന്നതുപോലെ സമ്മതിദായകന്റെ വോട്ടർ പട്ടികയിലെ ക്രമനമ്പർ, 21 (എ)-ാം നമ്പർ ഫോറത്തിലുള്ള വോട്ട് രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും;

(ബി) മേൽപ്പറഞ്ഞ വോട്ട് രജിസ്റ്ററിൽ സമ്മതിദായകന്റെ ഒപ്പോ വിരലടയാളമോ വാങ്ങേണ്ടതും;

(സി) വോട്ടർ പട്ടികയുടെ അടയാളപ്പെടുത്തിയ പകർപ്പിൽ അയാളെ വോട്ട് ചെയ്യാൻ അനുവദിച്ചു എന്ന് കാണിക്കാൻ സമ്മതിദായകന്റെ പേരിനു താഴെ വരയിടേണ്ടതുമാണ്.

എന്നാൽ, വോട്ട് രജിസ്റ്ററിൽ ഒപ്പോ വിരലടയാളമോ രേഖപ്പെടുത്തുവാൻ വിസമ്മതിക്കുന്ന സമ്മതിദായകനെ വോട്ട് രേഖപ്പെടുത്തുന്നതിന് അനുവദിക്കാൻ പാടില്ലാത്തതാണ്.



(ഡി) വനിതാ സമ്മതിദായകരുടെ കാര്യത്തിൽ വോട്ടർ പട്ടികയുടെ അടയാളപ്പെടുത്തിയ പകർപ്പിൽ പേരിന്റെ ഇടതുവശത്തായി ഒരു ശരി അടയാളം (✓) കുടി ഇടേണ്ടതാണ്.

(2) ഈ ചട്ടങ്ങളിൽ എന്തുതന്നെ അടങ്ങിയിരുന്നാലും പ്രിസൈഡിംഗ് ഓഫീസറോ, പോളിംഗ് ഓഫീസറോ, മറ്റേതെങ്കിലും അധികാരപ്പെടുത്തിയ ഓഫീസറോ വോട്ട് രജിസ്റ്ററിൽ രേഖപ്പെടുത്തുന്ന വോട്ടറുടെ വിരലടയാളം സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.

**35ബി. വോട്ടിംഗ് യന്ത്രം ഉപയോഗപ്പെടുത്തുന്ന പോളിംഗ് സ്റ്റേഷനുകളിൽ വോട്ടു ചെയ്യുന്നതിന്റെ രഹസ്യ സ്വഭാവം കാത്തുസൂക്ഷിക്കുന്നതിനും വോട്ടു രേഖപ്പെടുത്തുന്നതിനുമുള്ള നടപടിക്രമങ്ങൾ.**— വോട്ടു രേഖപ്പെടുത്തുന്നതിന് 35 എ ചട്ടപ്രകാരം അനുമതി ലഭിച്ചിട്ടുള്ള ഓരോ സമ്മതിദായകനും പോളിംഗ് സ്റ്റേഷനുകളിൽ വോട്ടു ചെയ്യുന്നതിനുള്ള രഹസ്യ സ്വഭാവം കാത്തുസൂക്ഷിക്കേണ്ടതും അതിലേക്കായി താഴെ പറയുന്ന നടപടിക്രമങ്ങൾ പാലിക്കേണ്ടതുമാണ്.

(1) വോട്ടു രേഖപ്പെടുത്തുന്നതിന് അനുമതി ലഭിച്ചാലുടൻ സമ്മതിദായകൻ വോട്ടിംഗ് യന്ത്രത്തിന്റെ കൺട്രോൾ യൂണിറ്റിന്റെ ചുമതല വഹിക്കുന്ന ഓഫീസറുടെ മുമ്പിലേക്ക് നീങ്ങേണ്ടതും, ഓഫീസർ സമ്മതിദായകന് വോട്ടു രേഖപ്പെടുത്തുന്നതിനായി ബാലറ്റിംഗ് യൂണിറ്റ് സജ്ജമാക്കുവാൻ കൺട്രോൾ യൂണിറ്റിലെ യുക്തമായ ബട്ടൺ അമർത്തേണ്ടതുമാണ്.

(2) സമ്മതിദായകൻ ഉടൻ തന്നെ വോട്ടിംഗ് കമ്പാർട്ട്മെന്റിലേക്ക് പോകേണ്ടതും ആർക്കൊന്നോ വോട്ടുചെയ്യാൻ ആഗ്രഹിക്കുന്നത് ആ സ്ഥാനാർത്ഥിയുടെ പേരിനും ചിഹ്നത്തിനും എതിരേ കാണുന്ന ബാലറ്റിംഗ് യൂണിറ്റിലെ ബട്ടൺ അമർത്തി വോട്ടു രേഖപ്പെടുത്തേണ്ടതും വോട്ടിംഗ് കമ്പാർട്ട്മെന്റിൽ നിന്നും പുറത്തുവന്ന് പോളിംഗ് സ്റ്റേഷൻ വിട്ടുപോകേണ്ടതുമാണ്.

(3) അനാവശ്യമായ കാലതാമസം കൂടാതെ ഓരോ സമ്മതിദായകനും വോട്ടു രേഖപ്പെടുത്തേണ്ടതാണ്.

(4) ഒരു സമ്മതിദായകൻ വോട്ടു രേഖപ്പെടുത്തുന്നതിനുള്ള അറയിൽ ഉള്ളപ്പോൾ മറ്റൊരു സമ്മതിദായകൻ അതിനകത്ത് പ്രവേശിക്കുന്നത് അനുവദിക്കാൻ പാടുള്ളതല്ല.

(5) 35 എ ചട്ടപ്രകാരമോ 35 ഇ ചട്ടപ്രകാരമോ വോട്ടു ചെയ്യാൻ അനുവദിക്കപ്പെട്ട ഒരു സമ്മതിദായകൻ പ്രിസൈഡിംഗ് ഓഫീസർ താക്കീത് കൊടുത്തതിനുശേഷവും (2) മുതൽ (4) വരെയുള്ള ഉപപട്ടികപ്രകാരമുള്ള ഏതെങ്കിലും നടപടിക്രമം അനുസരിക്കാൻ വിസമ്മതിക്കുന്ന പക്ഷം, പ്രിസൈഡിംഗ് ഓഫീസറോ പ്രിസൈഡിംഗ് ഓഫീസറുടെ നിർദ്ദേശപ്രകാരം പോളിംഗ് ഓഫീസറോ അയാളെ വോട്ടുചെയ്യാൻ അനുവദിക്കാൻ പാടില്ലാത്തതാണ്.

(6) ഉപചട്ടം (5) പ്രകാരം വോട്ടു രേഖപ്പെടുത്താൻ അനുവദിക്കാത്ത സമ്മതിദായകരുടെ പേരുകൾ വോട്ടിംഗ് നടപടിക്രമം ലംഘിച്ചു എന്ന അഭിപ്രായത്തോടെ വോട്ടു രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും പ്രിസൈഡിംഗ് ഓഫീസർ തന്റെ ഒപ്പ് അതിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്.

(7) ഒന്നിൽ കൂടുതൽ സ്ഥാനങ്ങളിലേക്ക് തിരഞ്ഞെടുപ്പ് നടത്തുന്നതിനുവേണ്ടി വോട്ടിംഗ് യന്ത്രം ഉപയോഗിക്കുന്ന സംഗതിയിൽ ഒരു വോട്ട് മുഴുവൻ സ്ഥാനങ്ങളിലേക്കും വോട്ടു രേഖപ്പെടുത്താൻ ആഗ്രഹിക്കുന്നില്ലെങ്കിൽ അണ്ടർ വോട്ട്/നോ വോട്ട് ബട്ടൺ പ്രസ് ചെയ്തതിനുശേഷം മാത്രമേ വോട്ടിംഗ് കമ്പാർട്ട്മെന്റിൽ നിന്നും പുറത്തു പോകാൻ പാടുള്ളൂ.

**35സി. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിന് അന്ധരോ അവശരോ ആയ സമ്മതിദായകരുടെ വോട്ടു രേഖപ്പെടുത്തൽ.**— (1) അന്ധതയോ മറ്റ് ശാരീരിക അവശതയോ മൂലം ഒരു സമ്മതിദായകന് പരസഹായം കൂടാതെ വോട്ടിംഗ് യന്ത്രത്തിലെ ബാലറ്റിംഗ് യൂണിറ്റിലെ ചിഹ്നം തിരിച്ചറിയുന്നതിനോ വോട്ടു ചെയ്യുന്നതിനുള്ള ബട്ടൺ അമർത്തി വോട്ടു രേഖപ്പെടുത്തുന്നതിനോ കഴിയുകയില്ലെന്ന് പ്രിസൈഡിംഗ് ഓഫീസർക്ക് ബോധ്യപ്പെടുന്ന പക്ഷം സമ്മതിദായകനോടൊപ്പം അദ്ദേഹത്തിനുവേണ്ടി അദ്ദേഹത്തിന്റെ ആഗ്രഹപ്രകാരം വോട്ടു രേഖപ്പെടുത്തുന്നതിന് പതിനെട്ട് വയസ്സിൽ കുറയാത്ത പ്രായമുള്ള ഒരാളിനെ വോട്ടു ചെയ്യാനുള്ള അറയിലേക്ക് കൂട്ടിക്കൊണ്ടുപോകുന്നതിന് അനുവദിക്കാവുന്നതാണ്.

എന്നാൽ ഏതൊരാളെയും ഒരേദിവസം തന്നെ ഒന്നിലധികം സമ്മതിദായകരുടെ സഹായിയായി ഏതൊരു പോളിംഗ് സ്റ്റേഷനിലും പ്രവർത്തിക്കുന്നതിന് അനുവദിക്കാൻ പാടുള്ളതല്ല.

എന്നു മാത്രമല്ല, ഈ ചട്ടപ്രകാരം ഏതെങ്കിലും ദിവസം സമ്മതിദായകന്റെ സഹായിയായി പ്രവർത്തിക്കുവാൻ ഏതെങ്കിലും ഒരാളെ അനുവദിക്കുന്നതിനുമുമ്പായി സമ്മതിദായകനുവേണ്ടി അയാൾ രേഖപ്പെടുത്തുന്ന വോട്ട് രഹസ്യമായി സൂക്ഷിക്കുമെന്നും അതേദിവസം തന്നെ മറ്റൊരു പോളിംഗ് സ്റ്റേഷനിലും മറ്റൊരു സമ്മതിദായകന്റെയും സഹായിയായി അയാൾ പ്രവർത്തിച്ചിട്ടില്ലായെന്നും പ്രതിജ്ഞ ചെയ്യുവാൻ അയാളോട് ആവശ്യപ്പെടേണ്ടതാണ്.

(2) അങ്ങനെയുള്ള എല്ലാ സംഗതിയിലും പ്രിസൈഡിംഗ് ഓഫീസർ 22-ാം നമ്പർ ഫാറത്തിൽ ഒരു രേഖ സൂക്ഷിക്കേണ്ടതാണ്.



**35ഡി. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിൽ വോട്ടു ചെയ്യുന്നില്ലെന്ന് ഒരു സമ്മതിദായകൻ തീരുമാനിച്ചാൽ.**— ഒരു സമ്മതിദായകൻ ഫാറം 21-എ-യിലെ വോട്ടു രജിസ്റ്ററിൽ വോട്ടർ പട്ടികയിലെ നമ്പർ രേഖപ്പെടുത്തുകയും 35 എ ചട്ടത്തിൽ ആവശ്യപ്പെടുന്ന പ്രകാരം കൈയൊപ്പോ വിരലടയാളമോ രേഖപ്പെടുത്തുകയും ചെയ്തതിനുശേഷം വോട്ടു ചെയ്യുന്നില്ല എന്നു തീരുമാനിച്ചാൽ പ്രസ്തുത വിവരം പ്രിസൈഡിംഗ് ഓഫീസർ 21 എ ഫാറത്തിലുള്ള വോട്ടു രജിസ്റ്ററിൽ മേൽപ്പറഞ്ഞ ഉൾക്കുറിപ്പിനെതിരെ ഇത് സംബന്ധിച്ച അഭിപ്രായക്കുറിപ്പ് രേഖപ്പെടുത്തിയശേഷം സമ്മതിദായകന്റെ കൈയൊപ്പോ വിരലടയാളമോ രേഖപ്പെടുത്തേണ്ടതുമാണ്.

**35ഇ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിലെ ടെന്റേർഡ് വോട്ടുകൾ.**— (1) ഒരു സമ്മതിദായകന്റെ വോട്ട് മറ്റൊരാൾ രേഖപ്പെടുത്തി കഴിഞ്ഞ സംഗതിയിൽ യഥാർത്ഥ സമ്മതിദായകൻ താനാണെന്ന് സ്വയം അവകാശപ്പെടുകൊണ്ട് ഒരാൾ വോട്ടു ചെയ്യണമെന്ന് ആവശ്യപ്പെടുന്ന സംഗതിയിൽ അയാളുടെ അനുമതിയെ സംബന്ധിച്ച് പ്രിസൈഡിംഗ് ഓഫീസർ ചോദിച്ചേക്കാവുന്ന ചോദ്യങ്ങൾക്ക് തൃപ്തികരമായ ഉത്തരം അയാൾ നൽകുന്ന പക്ഷം ബാലറ്റിംഗ് യൂണിറ്റ് മുഖേന വോട്ടു രേഖപ്പെടുത്തുന്നതിന് അനുവദിക്കുന്നതിനുപകരം സംസ്ഥാന ഇലക്ഷൻ കമ്മീഷൻ നിർദ്ദേശിക്കാവുന്നതും അങ്ങനെയുള്ള മാതൃകയിലും അങ്ങനെയുള്ള ഭാഷയിലോ ഭാഷകളിലോ ഉള്ള വിവരങ്ങൾ അടങ്ങിയ ടെന്റേർഡ് ബാലറ്റ് പേപ്പർ അയാൾക്ക് നൽകേണ്ടതാണ്.

(2) അങ്ങനെയുള്ള ഓരോ വ്യക്തിയും ടെന്റേർഡ് ബാലറ്റ് പേപ്പർ കൊടുക്കുന്നതിനു മുമ്പായി 21 ബി നമ്പർ ഫാറത്തിൽ അയാളെ സംബന്ധിക്കുന്ന ഉൾക്കുറിപ്പിനെതിരെ അയാളുടെ പെരെഴുതേണ്ടതാണ്.

(3) ബാലറ്റ് പേപ്പർ ലഭിച്ചു കഴിഞ്ഞാലുടനെ അയാൾ,—

(എ) വോട്ടു ചെയ്യാനുള്ള അറയിലേക്ക് നീങ്ങേണ്ടതും;

(ബി) ബാലറ്റ് പേപ്പറിൽ അയാൾ വോട്ടു ചെയ്യാൻ ഉദ്ദേശിക്കുന്ന സ്ഥാനാർത്ഥിയുടെ ചിഹ്നത്തിലോ അതിനോടു ചേർന്നോ അടയാളമിടുന്നതിനുള്ള ആവശ്യത്തിലേക്കായി നൽകിയിട്ടുള്ള ഉപകരണം കൊണ്ട് 'X' എന്ന അടയാളമിട്ട് വോട്ട് രേഖപ്പെടുത്തേണ്ടതും;

(സി) അയാളുടെ വോട്ട് മറയത്തക്ക തീതിയിൽ ബാലറ്റ് പേപ്പർ മടക്കേണ്ടതും;

(ഡി) ആവശ്യപ്പെടുകയാണെങ്കിൽ ബാലറ്റ് പേപ്പറിലെ തിരിച്ചറിയുന്നതിനുള്ള അടയാളം പ്രിസൈഡിംഗ് ഓഫീസറെ കാണിക്കേണ്ടതും;

(ഇ) അത് അതിനായി സൂക്ഷിച്ചിരിക്കുന്ന കവറിൽ ഇടുന്നതിനായി പ്രിസൈഡിംഗ് ഓഫീസറെ ഏൽപ്പിക്കേണ്ടതും;

(എഫ്) പോളിംഗ് സ്റ്റേഷൻ വിടേണ്ടതും, ആണ്.

(4) അന്ധതയോ മറ്റ് ശാരീരിക അവശതയോമൂലം ഒരു സമ്മതിദായകൻ പരസഹായം കൂടാതെ വോട്ട് രേഖപ്പെടുത്താൻ കഴിയില്ലെന്ന് ബോധ്യമായാൽ 35 സി ചട്ടത്തിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള അതേ നടപടിപ്രകാരം സമ്മതിദായകനുവേണ്ടി അദ്ദേഹത്തിന്റെ ആഗ്രഹപ്രകാരം വോട്ട് രേഖപ്പെടുത്തുന്നതിനായി ഒരു സഹായിയെ കൊണ്ടു പോകുന്നതിന് പ്രിസൈഡിംഗ് ഓഫീസർ അനുവദിക്കേണ്ടതാണ്.

**35എഫ്. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം മുഖേന വോട്ട് രേഖപ്പെടുത്തിയതിനുള്ള അറയിലേക്ക് വോട്ടിംഗ് നടക്കുന്ന സമയത്ത് പ്രിസൈഡിംഗ് ഓഫീസർ പ്രവേശിക്കുന്നത്.**— (1) ബാലറ്റിംഗ് യൂണിറ്റ് കേടുവരുത്തുന്നതിനുള്ള ശ്രമമോ അതിന്റെ പ്രവർത്തനത്തിൽ അനാവശ്യമായ ഇടപെടലുകളോ ഇല്ല എന്നുറപ്പ് വരുത്തുന്നതിന് ആവശ്യമായേക്കാവുന്ന അങ്ങനെയുള്ള നടപടി എടുക്കുന്നതിന് പ്രിസൈഡിംഗ് ഓഫീസർക്ക് വോട്ടെടുപ്പിനായി തയ്യാറാക്കിയിരിക്കുന്ന അറയിലേക്ക് വോട്ടിംഗ് നടന്നുകൊണ്ടിരിക്കുമ്പോൾപ്പോലും പ്രവേശിക്കാവുന്നതാണ്.

(2) വോട്ട് ചെയ്യുന്നതിനായി പ്രവേശിക്കുന്ന ഒരു സമ്മതിദായകൻ ബാലറ്റിംഗ് യൂണിറ്റിനെ കേടുവരുത്തുവാനുള്ള ശ്രമമോ അതിന്റെ പ്രവർത്തനത്തിൽ അനാവശ്യമായി ഇടപെടുന്നതായോ ദീർഘനേരം വോട്ടിംഗിനുള്ള അറയിൽ സമയം ചെലവിടുന്നതായോ പ്രിസൈഡിംഗ് ഓഫീസർക്ക് സംശയം തോന്നിയാൽ അദ്ദേഹത്തിന് വോട്ട് ചെയ്യുന്നതിനുള്ള അറയിൽ പ്രവേശിക്കുന്നതിനും സുഗമമായും ക്രമമായും വോട്ടെടുപ്പ് ഉറപ്പുവരുത്തുന്നതിനാവശ്യമായേക്കാവുന്ന അങ്ങനെയുള്ള നടപടി എടുക്കാവുന്നതാണ്.

(3) ഒന്നാം ഉപചട്ടപ്രകാരമോ (2)-ാം ഉപചട്ടപ്രകാരമോ പ്രിസൈഡിംഗ് ഓഫീസർ വോട്ടു ചെയ്യുന്നതിനുള്ള അറയിൽ പ്രവേശിക്കുമ്പോൾ ഹാജരുള്ള പോളിംഗ് ഏജന്റുമാർ ആവശ്യപ്പെടുകയാണെങ്കിൽ അവരെക്കൂടി പ്രിസൈഡിംഗ് ഓഫീസറെ അനുഗമിക്കാൻ അനുവദിക്കേണ്ടതാണ്.

(4) ഒന്നിൽക്കൂടുതൽ സ്ഥാനങ്ങളിലേക്ക് വോട്ട് ചെയ്യേണ്ട സംഗതിയിൽ സമ്മതിദായകൻ എല്ലാ സ്ഥാനങ്ങളിലേക്കും വോട്ട് ചെയ്യാതിരിക്കുകയോ, എൻഡ് ബട്ടൺ അമർത്താതെ വോട്ടിംഗ് കമ്പാർട്ടുമെന്റ് വിടുകയോ ചെയ്യുന്ന സാഹചര്യത്തിൽ പ്രിസൈഡിംഗ് ഓഫീസർ വോട്ട് ചെയ്യാനുള്ള അറയിൽ പ്രവേശിച്ച് എൻഡ് ബട്ടൺ അമർത്തി വോട്ടിംഗ് പൂർത്തിയാക്കുകയും, അക്കാലം 21 എ-യിൽ പറയുന്ന വോട്ട് രജിസ്റ്ററിൽ റിമാർക്ക് കോളത്തിൽ രേഖപ്പെടുത്തേണ്ടതുമാണ്.

35ജി. ബുത്ത് പിടിച്ചടക്കാൻ കേസുകളിൽ വോട്ടിംഗ് യന്ത്രം നിർമ്മാൽ ചെയ്യൽ.— ഏതെങ്കിലും ഒരു പോളിംഗ് സ്റ്റേഷനിലോ പോളിംഗിനായി തിരഞ്ഞെടുത്ത സ്ഥലത്തോ ബുത്ത് പിടിച്ചടക്കാൻ നടക്കുന്നതിനായി പ്രിസൈഡിംഗ് ഓഫീസർക്ക് അഭിപ്രായമുള്ള പക്ഷം, വീണ്ടും വോട്ടെടുപ്പ് നടക്കുന്നില്ല എന്നുറപ്പ് വരുത്തുന്നതിനായി ഉടൻതന്നെ കൺട്രോൾ യൂണിറ്റ് അടയ്ക്കുകയും കൺട്രോൾ യൂണിറ്റിൽ നിന്നും ബാലറ്റിംഗ് യൂണിറ്റ് വേർപെടുത്തുകയും ചെയ്യേണ്ടതാണ്.]

**36. Recording of votes of blind or Infirm electors.—** (1) If the Presiding Officer is satisfied that owing to blindness or other physical infirmity an elector is unable to recognise the symbols on the ballot paper or to make a mark thereon without assistance, the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on the ballot paper on his behalf and in accordance with his wishes, and if necessary, for folding the ballot paper so as to conceal the vote and inserting it into the ballot box: ;

Provided that no person shall be permitted to act as the companion of more than one elector at any Polling Station on the same day: ;

Provided further that before any person is permitted to act as the companion of an elector on any day under sub- rule (1), the person shall be required to declare that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any Polling Station on that day.

(2) The Presiding Officer shall keep a record of all such cases in Form No.22.

**37. Spoilt ballot papers.—** (1) An elector who has inadvertently dealt with his ballot paper in such a manner that it cannot be conveniently used as a ballot paper may, on returning it to the Presiding Officer and on satisfying him of the inadvertence, be given another ballot paper, and the ballot paper so returned and the counterfoil of such ballot paper shall be marked “Spoilt cancelled” and signed by the Presiding Officer.

(2) All ballot papers cancelled under sub-rule (1) shall be kept in a separate cover.

**38. Tendered votes.—** (1) If a person representing himself to be a particular elector applies for a ballot paper after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be entitled, subject to the other provisions of this rule, to mark a ballot paper (hereinafter referred to in these rules as a “tendered ballot paper”) in the same manner as any other elector.

(2) Every such person shall, before being supplied with a tendered ballot paper, sign his name against the entry relating to him in a list in form No.23.

(3) A tendered ballot paper shall be the same as the other ballot papers used at the Polling Station except that,-

(a) such tendered ballot paper shall be serially the last in the total of ballot papers issued for use at the Polling Station; and

(b) such tendered ballot paper and its counterfoil shall be endorsed on the back with the words “tendered ballot paper” by the Presiding Officer in his own hand and signed by him.



(4) The elector, after marking a tendered ballot paper in the voting compartment and folding it, shall instead of putting it into the ballot box, give it, to the Presiding Officer, who shall place it in a cover specially kept for the purpose.

**39. Closing of Poll.**— (1) The Presiding Officer shall close a Polling Station at the hour fixed in that behalf in the notice under Rule 5 and shall not thereafter admit any elector into the Polling Station:

Provided that all electors present at the Polling Station before it is closed shall be given necessary identity slips by the Presiding Officer and they shall be allowed to cast their votes.

(2) If any question arises whether an elector was present at the Polling Station before it was closed, the decision of the Presiding Officer for that purpose shall be final.

**40. Sealing of ballot boxes after poll.**— (1) As soon as practicable after closing of the Poll, the Presiding Officer shall close the slit of the ballot box, and where the box does not contain any mechanical device for closing the slit, he shall seal up the slit and also allow any polling agent present to affix his seal.

(2) The ballot box shall thereafter be sealed and secured.

(3) Where it becomes necessary to use a second ballot box by reason of the first ballot box getting full, the first box shall be closed, sealed and secured as provided in sub-rules (1) and (2) before another ballot box is put into use.

**41. Account of ballot papers.**— (1) The Presiding Officer shall, after sealing the ballot box, prepare a ballot paper account in para I of Form No.24 and enclose it in a separate cover with the words “ballot paper account” superscribed thereon.

(2) The Presiding Officer shall furnish to every Polling agent present at the close of the poll a true copy of the entries made in the ballot paper account after obtaining a receipt from the said polling agent therefor and shall also attest it at a true copy.

<sup>15</sup>[41എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം മുഖേന രേഖപ്പെടുത്തിയ വോട്ടുകളുടെ കണക്കുകൾ.— (1) വോട്ടെടുപ്പ് അവസാനിച്ചതിനുശേഷം പ്രിസൈഡിംഗ് ഓഫീസർ 24എ നമ്പർ ഫോറത്തിൽ രേഖപ്പെടുത്തിയ വോട്ടുകളുടെ കണക്കുകൾ തയ്യാറാക്കേണ്ടതും അത് ‘രേഖപ്പെടുത്തിയ വോട്ടുകളുടെ കണക്കുകൾ’ എന്ന മേൽക്കൂറിപ്പോട്ടുകൂടി ഒരു പ്രത്യേക കവറിൽ ഉള്ളടക്കം ചെയ്യേണ്ടതുമാണ്.]

(2) പ്രിസൈഡിംഗ് ഓഫീസർ വോട്ടെടുപ്പ് അവസാനിക്കുന്ന സമയത്ത് പോളിംഗ് സ്റ്റേഷനിൽ ഹാജരുള്ള എല്ലാ പോളിംഗ് ഏജന്റുമാർക്കും 24എ നമ്പർ ഫോറത്തിൽ തയ്യാറാക്കിയിട്ടുള്ള ഉൾക്കുറിപ്പുകളുടെ ഒരു ശരിപ്പകർപ്പ് അവരിൽ നിന്നും അതിനുള്ള രസീത് വാങ്ങിയശേഷം നൽകേണ്ടതും അത് ശരിപ്പകർപ്പായി സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.]

**42. Sealing of other packets.**— (1) The Presiding Officer shall then make into separate packets and seal,-

- (a) the marked copy of the electoral roll under sub-rule (2) of Rule 34;
- (b) the counterfoils of the used ballot papers;
- (c) the ballot papers signed in full by the Presiding Officer under sub-rule (1) of Rule 34 but not issued to the electors;
- (d) any other ballot papers not issued to the electors;
- (e) ballot papers cancelled under Rule 35;
- (f) any other cancelled ballot papers;
- (g) the cover containing tendered ballot papers and the cover containing the list in Form No.23;

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15. Rule 41A inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.

- (h) the list of challenged votes in Form No.21; and
- (i) any other papers directed by the State Election Commission or the Returning Officer to be kept in separate sealed packet.

(2) Each such packet shall be sealed with the seals of the Presiding Officer and with the seals either of the candidates or of his election agent or of his polling agent who may be present at the Polling Station and may desire to affix his seal thereon.

<sup>16</sup>[42എ. ഇലക്ട്രോണിക് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിനുശേഷം വോട്ടിംഗ് യന്ത്രം സീൽ ചെയ്യൽ.—(1) വോട്ടെടുപ്പ് അവസാനിച്ചുകഴിഞ്ഞാൽ കഴിയുന്നത്ര വേഗത്തിൽ പ്രിസൈഡിംഗ് ഓഫീസർ വീണ്ടും വോട്ട് രേഖപ്പെടുത്താതിരിക്കുന്നത് ഉറപ്പ് വരുത്തുന്നതിനായി കൺട്രോൾ യൂണിറ്റ് അടക്കേണ്ടതും, ബാലറ്റിംഗ് യൂണിറ്റ് കൺട്രോൾ യൂണിറ്റിൽ നിന്നും വേർപെടുത്തേണ്ടതുമാണ്.

(2) അതിനുശേഷം കൺട്രോൾ യൂണിറ്റും ബാലറ്റിംഗ് യൂണിറ്റും സംസ്ഥാന ഇലക്ഷൻ കമ്മീഷൻ നിർദ്ദേശിക്കാവുന്ന രീതിയിൽ വേർതിരിച്ച് സീൽ ചെയ്ത് സുരക്ഷിതമായി സൂക്ഷിക്കേണ്ടതും യാതൊരു കാരണവശാലും സീൽ പൊട്ടിക്കാതെ, യൂണിറ്റുകൾ തുറക്കാൻ സാധിക്കാത്തവിധത്തിൽ മുദ്രവച്ച് സംരക്ഷിക്കേണ്ടതുമാണ്.

(3) പോളിംഗ് സ്റ്റേഷനിൽ ഹാജരുള്ള ഏത് പോളിംഗ് ഏജന്റിനെയും അവർ ആഗ്രഹിക്കുകയാണെങ്കിൽ അവരുടെ മുദ്ര പതിപ്പിക്കുന്നതിന് അനുവദിക്കേണ്ടതാണ്.

**42ബി. ഇലക്ട്രോണിക് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിനുശേഷം മറ്റ് പായ്ക്കറ്റുകൾ സീൽ വയ്ക്കൽ.—** (1) പ്രിസൈഡിംഗ് ഓഫീസർ:-

- (എ) വോട്ടർ പട്ടികയുടെ അടയാളപ്പെടുത്തിയ പകർപ്പ്;
  - (ബി) 21 എ നമ്പർ ഫാറത്തിലുള്ള വോട്ട് രജിസ്റ്റർ;
  - (സി) ടെന്റേർഡ് ബാലറ്റ് പേപ്പറുകൾ അടങ്ങിയ കവറും ഫാറം 21 ബി പ്രകാരമുള്ള ലിസ്റ്റും;
  - (ഡി) 21-ാം നമ്പർ ഫാറത്തിലുള്ള തർക്കിക്കപ്പെട്ട വോട്ടുകളുടെ പട്ടിക;
  - (ഇ) പ്രത്യേകം സീൽ ചെയ്ത പായ്ക്കറ്റിൽ സൂക്ഷിക്കണമെന്ന് സംസ്ഥാന ഇലക്ഷൻ കമ്മീഷൻ നിർദ്ദേശിച്ചിട്ടുള്ള മറ്റേതെങ്കിലും പേപ്പറുകളും, പ്രത്യേകം പായ്ക്കറ്റുകളിൽ ആക്കി സീൽ വയ്ക്കേണ്ടതാണ്.
- (2) (1)-ാം ഉപചട്ടത്തിൽ വിവരിക്കുന്ന ഓരോ പായ്ക്കറ്റിലും പ്രിസൈഡിംഗ് ഓഫീസറുടെയും, പോളിംഗ് സ്റ്റേഷനിൽ ഹാജരായിരിക്കുകയും അതിൽ തന്റെ സീൽ വയ്ക്കുന്നതിന് താല്പര്യപ്പെടുകയും ചെയ്യുന്ന സ്ഥാനാർത്ഥിയുടെയോ അയാളുടെ തിരഞ്ഞെടുപ്പ് ഏജന്റിന്റെയോ അല്ലെങ്കിൽ പോളിംഗ് ഏജന്റിന്റെയോ സീൽ പതിക്കേണ്ടതാണ്.]

**43. Transmission of ballot boxes, etc. to the Returning Officer.—** (1) The Presiding Officer shall then deliver or cause to be delivered to the Returning Officer at such place as the Returning Officer may direct,-

- (a) the ballot boxes;
  - (b) the ballot paper account;
  - (c) the sealed packets under Rule 42;
  - (d) all other papers and articles used at the poll.
- (2) The Returning Officer shall make adequate arrangements for the safe transport of all ballot boxes, packets, other papers and articles and for their safe custody until the commencement of the counting of votes.

<sup>17</sup>[43എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രം ഉപയോഗിച്ചുള്ള വോട്ടെടുപ്പിന് ശേഷം വോട്ടിംഗ് യന്ത്രം മുതലായവ വരണാധികാരിക്ക് എത്തിച്ചുകൊടുക്കൽ.— (1) പ്രിസൈഡിംഗ് ഓഫീസർ-

- (എ) വോട്ടിംഗ് യന്ത്രം;
- (ബി) 24എ നമ്പർ ഫാറത്തിൽ രേഖപ്പെടുത്തിയ കണക്കുകൾ;
- (സി) 42ബി ചട്ടപ്രകാരമുള്ള സീൽവച്ച പായ്ക്കറ്റുകൾ;

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16. Rule 42A & 42B inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.  
 17. Rule 43A inserted by SRO No. 893/2005, w.e.f. 9-9-2005. The relevant English translation is not yet received.



(ഡി) വോട്ടെടുപ്പിന് ഉപയോഗിച്ച മറ്റു പേപ്പറുകൾ എന്നിവ വരണാധികാരി നിർദ്ദേശിക്കുന്നതായ സ്ഥലങ്ങളിൽ ഏൽപ്പിച്ചുകൊടുക്കുകയോ കൊടുപ്പിക്കുകയോ ചെയ്യേണ്ടതാണ്.

(2) വോട്ടിംഗ് യന്ത്രവും പായ്ക്കറ്റുകളും മറ്റ് പേപ്പറുകളും സാമഗ്രികളും സുരക്ഷിതമായി എത്തിക്കുന്നതിനും വോട്ടെണ്ണൽ ആരംഭിക്കുന്നതുവരെ അവയുടെ സുരക്ഷിതമായ സൂക്ഷിപ്പിന് ആവശ്യമായ ഏർപ്പാടുകൾ വരണാധികാരി ചെയ്യേണ്ടതാണ്.]

**44. Misconduct in the place fixed for counting of votes.**—Any person who at the place and time of the counting of votes misconducts himself or fails to obey the lawful directions of the Returning Officer may be removed from the place where the votes are being counted, by the Returning Officer or by any Police Officer on duty or any person authorised in this behalf by the Returning Officer.

**45. Maintenance of secrecy of counting of votes.**— The Returning Officer shall, before the commencement of the counting of votes, read out the provisions of Section 125 for information of the person present there.

**46. Scrutiny and opening of ballot boxes.**— (1) The Returning Officer may open the ballot boxes used at more than one Polling Station and count simultaneously the votes therein.

(2) Before any ballot box is opened at a counting table, the counting agents present at that table shall be allowed to inspect the paper seal or such other seal affixed thereon and to satisfy themselves that it is intact.

(3) The Returning Officer shall satisfy himself that none of the ballot boxes has in fact been tampered with.

(4) If the Returning Officer is satisfied that any ballot box has in fact been tampered with, he shall follow the procedure laid down in Section 78.

<sup>18</sup>[46എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രങ്ങളുടെ സൂക്ഷ്മ പരിശോധന.— (1) ഒന്നിലധികം പോളിംഗ് സ്റ്റേഷനുകളിൽ ഉപയോഗിച്ച വോട്ടിംഗ് യന്ത്രത്തിലെ കൺട്രോൾ യൂണിറ്റുകൾ വരണാധികാരിക്ക് സൂക്ഷ്മപരിശോധന നടത്തി, അതിലെ വോട്ടുകൾ ഒരുമിച്ച് എണ്ണാവുന്നതാണ്.

(2) വോട്ടെണ്ണൽ മേശയിൽ വച്ച് വോട്ടിംഗ് യന്ത്രത്തിലുള്ള കൺട്രോൾ യൂണിറ്റ് തുറക്കുന്നതിനുമുമ്പ് ആ മേശക്കരികിൽ സന്നിഹിതരായിരിക്കുന്ന വോട്ടെണ്ണൽ ഏജന്റുമാരെ അതിൽ പതിപ്പിച്ചിട്ടുള്ള പേപ്പർ സീലോ അഥവാ മറ്റേതെങ്കിലും സീലോ പരിശോധിക്കുന്നതിനും അവയെല്ലാം ഭദ്രമാണെന്ന് ബോധ്യപ്പെടുത്തുന്നതിനും അനുവദിക്കേണ്ടതാണ്.

(3) ഒരു വോട്ടിംഗ് യന്ത്രത്തിനും കേടുപറ്റിയിട്ടില്ലെന്ന് വരണാധികാരി സ്വയം ബോധ്യപ്പെടേണ്ടതാണ്.

(4) ഏതെങ്കിലും വോട്ടിംഗ് യന്ത്രത്തിന് കേട് വന്നിട്ടുണ്ടെന്ന് വരണാധികാരിക്ക് ബോധ്യപ്പെടുന്നപക്ഷം 8-ാം വകുപ്പ് പ്രകാരമുള്ള നടപടികൾ പാലിക്കേണ്ടതാണ്.]

**47. Scrutiny and rejection of ballot papers.**— (1) The ballot papers taken out of each ballot box shall be arranged in convenient bundles and scrutinised by the Returning Officer.

(2) The Returning Officer shall reject a ballot paper,-

- (a) If it bears any mark or writing by which the elector can be identified; or
- (b) if no vote is recorded thereon; or
- (c) if votes are given on it in favour of more than one candidate; or
- (d) if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given; or
- (e) if it is a spurious ballot paper; or
- (f) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or

(g) if it bears a serial number, or is of a design different from the serial number, or, as the case may be, design of the ballot papers authorised for the use at the particular polling station; or

(h) if it does not bear the mark and the signature which it should have borne under the provisions of sub-rule (1) of Rule 34; or

(i) if vote marked on the ballot paper is not in accordance with the provisions in clause (b) of sub-rule (2) of Rule 35:

Provided that where the Returning Officer is satisfied that any such defect under clause (g) or clause (h) has been caused by any mistake or failure on the part of a Presiding Officer or Polling Officer, such ballot paper shall not be rejected.

(3) Before rejecting any ballot paper under sub-rule (2), the Returning Officer shall allow each counting agent present a reasonable opportunity to inspect the ballot paper, but shall not allow him to handle it.

(4) The Returning Officer shall record on every ballot paper which he rejects, the English alphabet 'R' and the reasons of rejection in precise form either in his own handwriting or by means of a rubber stamp.

(5) All ballot papers rejected under this rule shall be bundled in a convenient manner.

**48. Counting of votes.**— (1) Every ballot paper which is not rejected under Rule 47 shall be counted as one valid vote:

Provided that no cover containing tendered ballot papers shall be opened and no such ballot paper shall be counted.

(2) After the counting of all ballot papers contained in all the ballot boxes used at a Polling Station has been completed, the Returning Officer shall record the details regarding hereof in Part II of Form No. 24 and in the result sheet in Form No. 25 and announce the particulars.

(3) The valid ballot papers of each candidate shall thereafter be bundled separately and be kept along with the bundle of rejected ballot papers in a separate packet and shall be sealed and such of the candidates, election agents or counting agents, as the case may be, who are present there shall be allowed to affix seals thereon and the following particulars shall be recorded thereon by the Returning Officer, namely:-

- (a) name of the Panchayat;
- (b) name of the constituency;
- (c) the particulars of the Polling Station where the ballot papers have been used; and
- (d) the date of counting of votes.

(4) Notwithstanding anything contained in sub-rule (2) and (3) in case where election is conducted simultaneously to Panchayats having more than one level, the details regarding the counting of votes of the Block Panchayat or of the District Panchayat or of both, whichever is necessary, shall be recorded in Part II of Form No. 24 and the particulars shall be disclosed and such forms and the packets sealed in accordance with sub-rule (3) containing the particulars shall be forwarded to the concerned Returning Officer.

<sup>19</sup>[48എ. ഇലക്ട്രോണിക് വോട്ടിംഗ് യന്ത്രത്തിലെ വോട്ടെണ്ണൽ.— (1) വോട്ടിംഗ് യന്ത്രത്തിന് കേടു വന്നിട്ടില്ലെന്ന് ബോധ്യപ്പെടുകയാണെങ്കിൽ വരണാധികാരി വോട്ടിംഗ് യന്ത്രത്തിലെ കൺട്രോൾ യൂണിറ്റിലെ റിസൾട്ട് ബട്ടൺ അമർത്തേണ്ടതും ഡിസ്ക്ലൈം പാനലിൽ ഓരോ സ്ഥാനാർത്ഥിനും ലഭിച്ചതായി കാണിക്കുന്ന വോട്ടുകൾ രേഖപ്പെടുത്തേണ്ടതാണ്.

(2) കൺട്രോൾ യൂണിറ്റിലെ ഡിസ്പ്ലേ പാനൽ ഓരോ സ്ഥാനാർത്ഥിക്കും ലഭിച്ച വോട്ടുകൾ കാണിക്കുമ്പോൾ വരണാധികാരി ഓരോ സ്ഥാനാർത്ഥിക്കും അനുകൂലമായി രേഖപ്പെടുത്തിയ വോട്ടുകളുടെ വിവരം 24എ നമ്പർ ഫാറത്തിലെ II-ാം ഭാഗത്ത് രേഖപ്പെടുത്തേണ്ടതാണ്.

(3) 24എ നമ്പർ ഫാറത്തിലെ II-ാം ഭാഗത്തിലെ ശേഷിക്കുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തി വോട്ടെണ്ണൽ സുപ്പർവൈസർമാരുടെയും സ്ഥാനാർത്ഥികളുടെയോ അവരുടെ ഏജന്റുമാരുടെയോ ഒപ്പ് വാങ്ങേണ്ടതാണ്.

(4) (1) മുതൽ (3) വരെയുള്ള ഉപചട്ടങ്ങളിലെ വിവരങ്ങൾ 25-ാം നമ്പർ ഫോറം പ്രകാരമുള്ള റിസൾട്ട് ഷീറ്റിൽ രേഖപ്പെടുത്തേണ്ടതും വിശദാംശങ്ങൾ വെളിപ്പെടുത്തേണ്ടതുമാണ്.

**48ബി. വോട്ടിംഗ് യന്ത്രങ്ങൾ സീൽ ചെയ്യാൻ.**— (1) കൺട്രോളർ യൂണിറ്റിൽ ഓരോ സ്ഥാനാർത്ഥിക്കും അനുകൂലമായി രേഖപ്പെടുത്തിയിട്ടുള്ള വോട്ടുകളുടെ എണ്ണം അറിവായി ആയത് 24എ, 25 എന്നീ നമ്പർ ഫോറങ്ങളിൽ രേഖപ്പെടുത്തിയതിനുശേഷം, വരണാധികാരി വോട്ടിംഗ് യന്ത്രത്തിൽ റിക്കാർഡു ചെയ്ത വോട്ടുകളുടെ വിവരം മാഞ്ഞുപോകാതെ കൺട്രോൾ യൂണിറ്റിന്റെ 'മെമ്മറിയിൽ' നിലനിൽക്കുന്ന വിധത്തിൽ കൺട്രോൾ യൂണിറ്റും മെമ്മറി ചിപ്പും സീൽ ചെയ്യേണ്ടതും അവിടെ ഹാജരുള്ള സീൽ വയ്ക്കാൻ താൽപ്പര്യം പ്രകടിപ്പിക്കുന്ന സ്ഥാനാർത്ഥി കളെയോ, തിരഞ്ഞെടുപ്പ് ഏജന്റുമാരെയോ, വോട്ടെണ്ണൽ ഏജന്റുമാരെയോ അതത് സംഗതിപോലെ സീൽ ചെയ്യാൻ അനുവദിക്കേണ്ടതുമാണ്.

(2) സീൽ ചെയ്ത കൺട്രോൾ യൂണിറ്റ് പ്രത്യേകം തയ്യാറാക്കിയ പെട്ടികളിൽ വച്ച് അതിന്മേൽ താഴെ പറയുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തി സൂക്ഷിക്കേണ്ടതാണ്, അതായത്:—

- (എ) പഞ്ചായത്തിന്റെ പേര്;
- (ബി) നിയോജക മണ്ഡലത്തിന്റെ പേരും നമ്പരും;
- (സി) കൺട്രോൾ യൂണിറ്റും മെമ്മറി ചിപ്പും ഉപയോഗിക്കപ്പെട്ട പോളിംഗ് സ്റ്റേഷനുകളുടെ വിവരങ്ങൾ;
- (ഡി) കൺട്രോൾ യൂണിറ്റിന്റെയും മെമ്മറി ചിപ്പിന്റെയും സീരിയൽ നമ്പർ;
- (ഇ) വോട്ടെടുപ്പ് തീയതി;
- (എഫ്) വോട്ടെണ്ണൽ തീയതി.

**49. Counting to be continuous.**—The Returning Officer shall as far as practicable, proceed continuously with the counting and shall, during any interval when the counting has to be suspended, keep the ballot papers, packets and all other papers relating to the election sealed with his own seal and the seals of such candidates or election agents who may desire to affix their seals and take sufficient precaution for their safe custody during such intervals.

**50. Scrutiny and counting of postal ballot papers.**— (1) The Returning Officer shall, before the commences the counting of ballot papers in the ballot box, deal with the postal ballot papers in the manner hereunder provided; namely:-

- (a) No cover secured in packets under sub-rule (4) of Rule 23 shall be opened and no vote contained in any such cover shall be counted;
- (b) The other covers in Form No. 19 shall be opened one after another and when each cover is opened, the declaration in Form No. 16 contained therein shall be scrutinised first;
- (c) If the above said declaration is not found therein or has not been duly signed and attested, or is otherwise substantially defective, or if the serial number entered in Form No. 16 differs from the serial number endorsed on the face of the cover in Form No. 18, that cover shall not be opened, and after making an appropriate endorsement thereon, the ballot paper contained therein shall be rejected;
- (d) Each such cover so endorsed and the declaration received together with it shall be enclosed in the cover in Form No. 19 and all such covers shall be kept in a separate packet which shall be sealed and on which shall be recorded the name of the Panchayat, name of the constituency, the date of counting and a brief description of its content.

(2) The Returning Officer shall, then keep all the declarations in Form No. 16 which are found to be in order in a separate packet and shall be sealed before any cover in Form No. 18 is opened and on which shall be recorded the particulars referred to in clause (d) of sub-rule (1).

(3) The Returning Officer shall then open the cover in Form No.18 which are not dealt with under the provisions of sub-rule (1) one by one and shall scrutinise each ballot paper therein and shall comply with the procedures in sub-rules (2), (3), (4) and (5) of Rule 47.

(4) The Returning Officer shall then, count all postal votes recorded in favour of each candidate and shall record the details regarding it in the result sheet in Form No.25 and announce the particulars.

(5) The Returning Officer shall then comply with the procedure in sub-rule (3) of Rule 48.

**51. Re-count of votes.—** (1) After the completion of the counting of votes under Rule 48 and Rule 50, the Returning Officer shall record in the result sheet in Form No.25 the total number of votes recorded in favour of each candidate and announce the particulars.

(2) After the announcement of particulars so made, a candidate or, in his absence his election agent may apply in writing to the Returning Officer to recount the ballot papers either wholly or in part stating the grounds on which he demands such re-count.

(3) On such an application being made the Returning Officer shall decide the matter and may allow the application in whole or in part or may reject it, in toto if it appears to him to be frivolous or unreasonable.

(4) Every decision of the Returning Officer under sub-rule (3) shall be in writing and shall contain the reasons therefor.

(5) If the Returning Officer decides under sub-rule (3) to allow an application either wholly or in part, he shall,-

(a) re-count the ballot papers in accordance with Rules 47,48 and 50;

(b) amend the result sheet in Form No.25 to the extent necessary after such re-count;  
and

(c) announce the particulars of amendments so made by him.

(6) After the total number of votes polled by each candidate has been announced under sub-rule (1) or sub-rule (5), the Returning Officer shall complete and sign the result sheet in Form No.25 and no application for a re-count shall be entertained thereafter:

Provided that no step under this sub-rule shall be taken on the completion of the counting of votes until the candidates and election agents present at the completion thereof have been given a reasonable opportunity to exercise the right conferred by sub-rule (2).

**52. Declaration of result of election.—** (1) On completion of procedures under Rule 51 the Returning Officer shall forthwith, subject to the provisions of Rule 53 declare <sup>20</sup>[(in Form No.25A) the candidate to whom the largest number of valid votes have been given, to be elected under the provisions of Section 80 and shall issue him a certificate of election in Form No. 26 on obtaining an acknowledgment of its receipt.

(2) The Returning Officer shall complete and certify the return of election in Form No. 27 and send signed copies thereof to the State Election Commission, Government, District Election Officer and Secretary of the concerned Panchayat.

**53. Counting at two or more places.—** If ballot papers are counted at more places than one, the provisions of Rules 44, 45, 46, 47, 48 and 49 shall apply to the counting at each such place, but the provisions of Rules 50,51 and 52 shall apply only to the counting at the last of such places.



**54. Copy of result sheets.**— The Returning Officer shall permit, on an application of any candidate or his election agent to take copy of the result sheet in Form No.25.

**55. Custody of ballot boxes and other papers.**— (1) All ballot boxes used at an election shall be kept in such custody as the State Election Commission may direct.

(2) The District Election Officer shall keep in safe custody, the packets of used ballot papers whether valid, rejected, cancelled or tendered, packets of unused ballot papers, packets of marked copy of the electoral roll under clauses (c) and (d) of sub-rule (2) of Rule 34 and all other records relating to election, and such packets shall not be opened and their contents shall not be inspected or produced before any person or authority except under the order of a competent court and shall arrange to destroy them after one year from the date of declaration of result, with the approval of State Election Commission, unless there is court order to the contrary.

<sup>21</sup>[55എ. വോട്ടിംഗ് യന്ത്രങ്ങളുടേയും മറ്റ് രേഖകളുടെയും സൂക്ഷിപ്പ്.— (1) തിരഞ്ഞെടുപ്പിന് ഉപയോഗിച്ച എല്ലാ ഇലക്ട്രോണിക് വോട്ടിംഗ് മെഷീനുകളും സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിർദ്ദേശിക്കുന്ന പ്രകാരമുള്ള സൂക്ഷിപ്പിൽ വയ്ക്കേണ്ടതാണ്.

(2) തിരഞ്ഞെടുപ്പിൽ ടെൻഡർഡ് ബാലറ്റായി ഉപയോഗിച്ചതായ ബാലറ്റ് പേപ്പറുകളുടെ പായ്ക്കുകളും വോട്ടർ പട്ടികയുടെ അടയാളപ്പെടുത്തിയ പകർപ്പുകളടങ്ങിയ പായ്ക്കും, വോട്ട് രജിസ്റ്ററടങ്ങിയ കവറും, മെമ്മറി ചിപ്പ് അടങ്ങിയ പായ്ക്കും തിരഞ്ഞെടുപ്പിനെ സംബന്ധിക്കുന്ന മറ്റ് എല്ലാ രേഖകളും ജില്ലാ തിരഞ്ഞെടുപ്പുദ്യോഗസ്ഥൻ സൂക്ഷിതമായ സൂക്ഷിപ്പിൽ വയ്ക്കേണ്ടതും ക്ഷമതയുള്ള ഒരു കോടതിയുടെ ഉത്തരവിൻപ്രകാരമല്ലാതെ അത്തരം പായ്ക്കുകൾ തുറക്കുകയോ അവയുടെ ഉള്ളടക്കം പരിശോധിക്കുകയോ ഏതെങ്കിലും വ്യക്തിയുടേയോ അധികാരസ്ഥാനത്തിന്റേയോ മുമ്പാകെ അവ ഹാജരാക്കുകയോ ചെയ്യാൻ പാടില്ലാത്തതും അവ മറ്റു വിധത്തിൽ കോടതി ഉത്തരവില്ലാത്തപക്ഷം ഫലപ്രഖ്യാപന തീയതി മുതൽ ഒരു വർഷകാലയളവിനുശേഷം സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ അനുമതിയോടെ നശിപ്പിക്കാൻ ഏർപ്പാടാക്കേണ്ടതുമാണ്.]

**56. Particulars of account of election expenses.**— (1) The account of election expenses under sub-section (1) of Section 85 shall contain the following particulars in respect of each item of day-to-day expenditure, namely:—

- (a) the date on which the expenditure was incurred or authorised;
- (b) the nature of expenditure (as for example, travelling, postage or printing or for other matters of like nature);
- (c) the amount of expenditure-
  - (i) the amount paid;
  - (ii) the amount outstanding;
- (d) the date of payment;
- (e) the name and address of the payee;
- (f) the serial number of vouchers, in the case of amount paid;
- (g) the serial number of bills if any, in the case of amount outstanding;
- (h) the name and address of the person to whom the amount outstanding is payable.

(2) A voucher shall be obtained for every item of expenditure unless from the nature of the case, such as postage, travel by rail and the like, it is not practicable to obtain a voucher.

(3) All vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate or his election agent and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(4) It shall not be necessary to give the particulars mentioned in item (e) of sub-rule (1) with regard to item of expenditure for which vouchers have not been obtained under sub-rule (2).

**57. Notice by “[officer authorised by the State Election Commission] for Inspection of account.**— The “[officer authorised by the State Election Commission] shall, within two days from the date on which the account of election expenses has been lodged under Section 86, cause a notice to be affixed in his notice board, specifying—

- (a) name of the candidate;
- (b) the date on which the account has been lodged; and
- (c) the time and place at which such account can be inspected

**58. Inspection of account and obtaining of copies thereof.**— Any person shall on payment of a fee of five Rupees, be entitled to inspect any such account under Section 86 and any person on payment of such fee as may be fixed by the State Election Commission in this behalf be entitled to obtain attested copies of such account or of any part thereof.

**59\* Report by the <sup>23</sup>[officer authorised by the State Election Commission] as to the lodging of the account of election expenses and the decision of the State Election Commission thereon.**— (1) As soon as may be after the expiration of the time specified in Section 86 for the lodging of the account of election expenses at any election, the District Election Officer shall report to the State Election Commission,—

- (a) name of each contested candidate;
- (b) whether such candidate has lodged his account of election expenses and if so, the date on which such account has been lodged; and
- (c) whether such account has been lodged within the time limit and as required by the Act and these rules.

(2) Whether the “[officer authorised by the State Election Commission] is of the opinion that the account of election expenses of any candidate has not been lodged as required by the Act and these rules, he shall with the report under sub-rule (1) forward to the State Election Commission the account of election expenses of such candidate and the vouchers lodged along with it.

(3) A copy of the report forwarded by the District Election Officer under sub-rule (1) shall immediately be published by him in his notice board by affixing the same.

(4) Immediately on receipt of a report in sub-rule (1), the State Election Commission shall examine the same and decide whether any contested candidate has failed to lodge the account of election expenses within the time and in the manner required by the Act and these rules.

(5) Where the State Election Commission decides under sub-rule (4), that a candidate has failed to lodge the account of election expenses, he shall by notice in writing call upon the candidate to show cause why he should not be disqualified under Section 33.

(6) Any candidate who has been called upon to show cause under sub-rule (5) shall within twenty days of the receipt of such notice submit in respect of that matter a representation in writing to the State Election Commission, and that at the same time send to the “[officer authorised by the State Election Commission] a copy of his representation together with a complete account of his election expenses if he had not already furnished such an account.

(7) The “[officer authorised by the State Election Commission] shall, within five days of the receipt thereof, forward to the State Election Commission the copy of the representation and the account, if any, with his comments thereon.

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22. Substituted for “District Election Officer” by S.R.O. No. 888/2000, w.e.f. 26-10-2000.

23. Substituted for “District Election Officer” by S.R.O. No. 888/2000, w.e.f. 26-10-2000.

(8) The State Election Commission shall, after considering the representation submitted by the candidate and the comments of the <sup>23</sup>[officer authorised by the State Election Commission] thereon and after such enquiry as he thinks fit, take an appropriate decision.

**60. Maximum amount of election expenses.**— The election expenses under Section 85 of a candidate to any constituency of a Village Panchayat, Block Panchayat or District Panchayat shall not exceed <sup>23A</sup>[ten thousand rupees, thirty thousand rupees or sixty thousand rupees] respectively.

**61. The State Election Commission to give direction for conducting election effectively.**— The State Election Commission may give necessary directions and take steps, to implement the provisions of these rules effectively in accordance with the provisions of the Act and these rules.

**62. Form of affidavit to be filed with election petition.**—The affidavit referred to under the proviso to sub-section (1) of Section 91 shall be in Form No. 28 and it shall be sworn before a Magistrate of the first class or a Notary.

**63. Expenses connected with election.**— Funds given by the Government under Section 148 shall be adjusted, within one year from the date of election, from the grant-in-aid given to the concerned Panchayat from the Consolidated Fund of the State.

**FORM 1**  
**(See Rule 5)**  
**NOTICE OF ELECTION**

Election to the.....\*Village Panchayat/Block Panchayat/District Panchayat from constituency (No. and name ).....

Notice is hereby given for the following matters

1. An election is to be held to elect a member to the seat allotted to the constituency of the Panchayat as specified in the schedule appended;

2. Form of nominations are available from the office of the Returning Officer between the hours of.....And.....from..... (date) to..... (date);

3. Nomination papers may be delivered by a candidate or his proposer to any of the officers specified in the table appended to this notice, at his office between 11 a.m. and 3 p.m. on any day (other than public holiday) not later than the.....day of .....(month);

4. The nomination papers will be taken up for scrutiny at.....(hours) on ..... (date) at the..... (place);

5. Notice of withdrawal of candidature may be delivered by a candidate or his election agent or his proposer to any of the officers specified in the schedule appended to this notice at his office before 3 p.m. on..... (date);

6..... In the event of an election being contested, the poll will take place at (place/ places) on .....(date) between the hours of ..... and

7 The counting of votes will commence on .....(date) at ..... (place/places) at.....hours.

place; ..... Returning Officer

Date:..

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23A. Substituted for “five thousand rupees, fifteen thousand rupees or thirty thousand rupees” by SRO No. 510/2012, dt. 12-07-2012.

**FORM 2**  
**(See Rule 6)**  
**NOMINATION PAPER**

Election to the ..... 'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency No.....

1. Name of the 'Village/Block/District Panchayat
2. Name and number of Constituency
3. Full name of candidate
4. Whether male or female
5. Particulars regarding the number in the electoral roll,  
Constituency and Panchayat of the candidate
6. Age
7. Postal Address
8. Full Name of the proposer
9. Particulars regarding the number in the electoral  
roll, Constituency and Panchayat of the proposer
10. If the candidate has affiliated to any political party,  
name of that party
11. Symbols in the order of priority
  - 1.
  - 2.
  - 3.

**DECLARATION OF PROPOSER**

I,..... elector No ..... in the  
electoral roll of ..... Constituency No ..... of  
..... \*Village Panchayat/Block Panchayat/District Panchayat propose the  
candidate mentioned in this nomination paper and declare that I have not made any other  
proposal than this.

Signature of proposer  
Name of proposer

**DECLARATION OF CANDIDATE**

I ..... hereby declare that I am the candidate mentioned herein and that I am  
willing to stand for the election. I also declare that to the best of my knowledge and belief, I am  
qualified to fill the seat in the Panchayat and not disqualified for being chosen to the said seat.

**Signature of candidate**

**DECLARATION TO BE GIVEN BY A CANDIDATE TO THE CONSTITUENCY  
NO.....RESERVED FOR SCHEDULED CASTES/SCHEDULED TRIBES**

I ..... hereby declare that I belong to .....  
community of ...../religion and therefore I am a member of the  
scheduled caste/scheduled tribe.

Signature of the candidate

(To be filled by the Returning Officer)

Serial No.....

This nomination paper was delivered to me at ..... (hours)  
..... (date) by the \*candidate/proposer ..... (name).

Date:

Returning Officer



**DECISION OF RETURNING OFFICER ACCEPTING OR REJECTING THE  
NOMINATION PAPER**

I have examined this nomination paper in accordance with Rule 6 of the Kerala Panchayat Raj (Conduct of Election) Rules, 1995 and decided as mentioned hereunder:

Date:

.....  
Returning Officer

**RECEIPT FOR NOMINATION PAPER AND NOTICE OF SCRUTINY**

(To be handed over to the person presenting the nomination paper)

Serial number of nomination paper:

The nomination paper of Shri/Smt..... a candidate for election to the Constituency No..... of the .... \*Village Panchayat/Block Panchayat/District Panchayat was delivered to me at my office at.....(hour) on..... (date) by Shri/Smt.....the candidate/proposer.

All nomination papers will be taken up for scrutiny at..... (hour) on ..... (date) at.....(place)

Returning Officer

Date:

\*Strike off whichever is not applicable

**\*\*[FORM 2A]**

[See Rule 6(2a)]

**DETAILS TO BE FURNISHED ALONG WITH NOMINATION PAPER BY  
THE CANDIDATE BEFORE THE RETURNING OFFICER**

Election to the ..... \*Village Panchayat/Block Panchayat/District Panchayat from ..... Constituency No.....

I, .. son/daughter/wife of .....  
aged ..... residing at ..... house, a candidate at the  
above election, do hereby solemnly affirm and state on oath as under:

1. The following criminal cases are pending against me for trial before the court/1 have been convicted by the court in criminal cases.

- |   |              |
|---|--------------|
| (a) Pending trial before the court  | :            |
| (i) Case number   | :            |
| (ii) Name and place of court  | :            |
| (iii) Description regarding offence                                       | :            |
| (iv) Sections of the concerned Act under which charge has been framed     | :            |
| (b) Those in which punished   | :            |
| (i) Case number   | :            |
| (ii) Name and place of court  | :            |
| (iii) Description of the offence for which punishment was awarded         | :            |
| (iv) Sections of the concerned Act under which punishment was awarded     | :            |
| (v) Punishment awarded (period of imprisonment/<br>of fine imposed) etc.  | quantum<br>: |
| (vi) Date of sentence   | :            |
| (vii) Details regarding appeal, revision, etc. filed against the sentence | :            |

2. I give hereinbelow the details of the assets (movable and immovable properties, bank balance, etc.) of myself, my wife/husband and dependents\*\*

### A. Details of movable Assets

(In the case of properties in joint ownership the extent of right of each one shall be indicated)

SI No.	Description	Self	Name of wife/ husband	Dependant-1 Name	Dependant- 2, 3 etc. Name
(1)	(2)	(3)	(4)	(5)	(6)

- (i) Cash
- (ii) Deposits in Banks and Non-Banking Financial Companies
- (iii) Bonds, Debentures and Shares in Companies
- (iv) Policies, such as National Savings Scheme, Postal Savings, LIC
- (v) Motor Vehicles (make, model, etc.)
- (vi) Details of Jewellery (weight, value, etc.)
- (vii) Other assets, such as values of claims/ interests

Note.— Value of Bonds, Shares, Debentures as per the latest market value in Stock Exchange in respect of listed companies and as per books in the case of non listed companies should be given.

### B. Details of Immovable Assets

(In the case of properties in joint ownership the extent of right of each one shall be indicated)

SI No.	Description	Self	Name of wife/ husband	Dependant-1 Name	Dependant- 2, 3 etc. Name
(1)	(2)	(3)	(4)	(5)	(6)

- (i) Agricultural Land Location  
Survey Number Extent  
(Total measurement)  
Market value
- (ii) Non-Agricultural Land Location  
Survey Number Extent (Total measurement)  
Market value
- (iii) Buildings (commercial institutions and residential houses)  
Location  
Survey Number/Building Number  
Extent (Total measurement)  
Market value
- (iv) Houses/Apartments, etc.  
Location  
Survey Number/Building Number  
Extent (Total measurement)  
Market value
- (v) Others (Income from properties, interest etc.)

(3) I give herein below the details of my liabilities/arrears due to Public Sector Undertaking or Government or Local Self Government Institutions:-

Note.— (Give separate details for each item)

Sl No.	Description	Name and address of Bank/Government Department/ Local Self Government Institution/ Public Sector under-taking, etc.	Amount outstanding as on.....
(1)	(2)	(3)	(4)
(a)	(i) Loans from Bank (ii) Loans from public sector Undertakings (iii) Government dues (excluding Income Tax and Wealth Tax) (i) Income Tax including surcharge (Also indicate the assessment year upto which Income Tax Return filed). Give also Permanent Account Number (PAN) (ii) Wealth Tax (Also indicate the assessment year upto which Wealth Tax Return filed) (iii) Sales Tax (only in case of proprietary business) (iv) Property Tax		
(4)	My educational qualifications are as under:— (Give details of School, University Education) (Name of School, University and the year in which the course was completed should be given)		
(5)	If disqualified for defection under the Kerala Local Authorities (Prohibition of Defection) Act, 1999, the details thereof.		

### VERIFICATION

I, the deponent named ..... do hereby verify and declare that the contents herein are true and correct to the best of my knowledge and belief; No part of it is false and nothing material has been concealed therefrom.

Dated this the ..... day of.....  
 Place..... Signature of the candidate.

\* Strike off whichever is not applicable

\*\* Dependant means a person who depends on the income of the candidate.

### FORM 3

(See Rule 9)

### LIST OF NOMINATION PAPER RECEIVED

Election to the ..... \*Village Panchayat/Block Panchayat/District Panchayat from Constituency of .....

Sl. No.	Name of Candidate	Father's Karanavar's or Husband's name	Postal address	Age	Name of Proposer
(1)	(2)	(3)	(4)	(5)	(6)

### NOTICE

The nomination papers will be taken up for scrutiny at..... a.m/p.m  
on day of..... (month)..... (year) at..... (place).

Returning Officer

Place:

Date:

---

\*Strike off whichever is not applicable

### FORM 4

(See Rule 10)

#### LIST OF VALIDLY NOMINATED CANDIDATES

Election to the ..... \*Village Panchayat/Block Panchayat/District  
Panchayat from Constituency.....

SI. No.	Name of Candidate	Address
(1)	(2)	(3)

---

**Note.**-The Poll will betaken between a.m/p.m/ and a.m./p.m. on ..... at the  
Polling Station already notified.

Returning Officer

Place:

Date:

---

\*Strike off whichever is not applicable

### FORM 5

(See Rule 11)

#### NOTICE OF WITHDRAWAL OF CANDIDATE

Election to the ..... 'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency.....

The Returning Officer,

I ..... a candidate validly nominated at the above said election do hereby  
give notice that I withdraw my candidature.

Place:

Signature of Candidate

Date:

---

(To be filled by the Returning Officer)

This notice was delivered to me at.....(hour) on.....(date) by (name)  
the candidate/proposer/election agent who has been authorised in writing by the candidate.

Place:

Returning Officer

Date:

---

#### RECEIPT FOR NOTICE OF WITHDRAWAL

(To be handed over to the person delivering the notice)

The notice of withdrawal of candidature by Shri/Smt .....  
a validly nominated candidate at the election to the .....  
\*Village Panchayat/Block Panchayat/District Panchayat from .....

Constituency was delivered to me by.....(name) \*the candidate/  
proposer/election agent who has been authorised in writing by the candidate at my office at.....  
(hour) on.....(date).

Place:

Returning Officer

Date:

---

\*Strike off whichever is not applicable.

**FORM 6**

(See Rule 13)

**LIST OF CONTESTING CANDIDATES**

Election to the ..... 'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency.....

SI. No.	**Name of Candidate	Postal Address	Symbol allotted
(1)	(2)	(3)	(4)
			Returning Officer

Place:

Date:

\*Strike off whichever is not applicable

\*\*Names shall be prepared in the order of Malayalam alphabet.

**FORM 7**

(See Rule 15)

(For use when a seat is uncontested)

**DECLARATION OF RESULT OF ELECTION UNDER SUB-SECTION (2)  
OF SECTION 69 OF THE KERALA PANCHAYAT RAJ ACT, 1994 (13 OF 1994)**

Election to .....the 'Village Panchayat/Block Panchayat/District Panchayat  
from Constituency.....

In pursuance of the provisions contained in sub-section (2) of Section 69 of the Kerala  
Panchayat Raj Act, 1994 (13 of 1994) and Rule 15 of the Kerala Panchayat Raj (conduct of  
election Rules), 1995, I declare that Shri/Smt.....(name).....  
(address) sponsored by.....(name of recognised/registered Political party) has been  
duly elected to fill the seat in that Panchayat from the above said Constituency.

Signature of Returning Officer

Place:

Date:

\*Strike off whichever is not applicable

**FORM 8**

(See Rule 16)

**APPOINTMENT OF ELECTION AGENT**

Election to..... the 'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency .....

The Returning Officer,

.....

.....

I, ..... candidate at the above said election do hereby appoint

.....(name and address) as my election agent from this day at the above said election.

Signature of candidate.

Place:

Date:

I accept the above appointment. I declare that to the best of my knowledge and belief, I have no disqualification to act as an election agent.

Place:

Date:

Signature of the election agent

Appointment approved

Place:

Date:

(Office seal)

Signature of Returning Officer

---

\*Strike off whichever is not applicable.

### **FORM 9**

(See Rule 17)

#### **REVOCATION OF APPOINTMENT OF ELECTION AGENT**

Election to.....'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency .....

The Returning Officer,

.....

.....

I,.....a candidate at the above said election, here by revoke  
the appointment of Shri/Smt.....as my election agent.

Signature of candidate.

Place:

Date:

---

'Strike off whichever is not applicable.

### **FORM 10**

(See Rule 18)

#### **APPOINTMENT OF POLLING AGENT**

Election to ..... 'Village Panchayat/Block Panchayat/  
District Panchayat from Constituency .....

To

The Presiding Officer,

Polling Station No .....

Constituency.....

I.....a candidate/election agent of Shri/Smt .....  
.....who is a candidate at the above said election do hereby

appoint Shri/Smt.....as a polling agent at Polling  
Station No.....at .....(place)

Place: Signature of candidate/Election Agent

Date:

I agree to act as Polling agent

Place: Signature of the Polling Agent

Date:

**DECLARATION TO BE SIGNED BY THE POLLING AGENT BEFORE THE  
PRESIDING OFFICER**

I.....polling agent of Shri/Smt.....  
do hereby declare that at the election for constituency..... (No.& Name) I will not  
do anything that may violate the secrecy of the election or any provision of the Act or rules  
regarding this election.

Signature of Polling Agent (date)

Signed before me.

Presiding Officer

Place:

Date:

\*Strike off whichever is not applicable.

**FORM 11**

(See Rule 18)

**REVOCATION OF APPOINTMENT OF POLLING AGENT**

Election to ..... \*the Village Panchayat/Block Panchayat/  
District Panchayat from Constituency .....

To

The Presiding Officer,  
Polling Station No .....  
Constituency .....

I..... a candidate/an election agent of Shri/Smt.....  
..... who is a candidate at the above said election, hereby  
revoke the appointment of Shri/Smt..... as my/candidate's  
polling agent.

Place:

Signature of person revoking

Date:

---

\*Strike off whichever is not applicable.

**FORM 12**

(See Rule 19)

**APPOINTMENT OF COUNTING AGENT**

Election to .....the Village Panchayat/Block Panchayat/  
District Panchayat from Constituency .....

To

The Returning Officer,  
.....

I, ..... a candidate/anelectionagent ofShri/Smt.....  
who is a candidate at the above said election do hereby appoint Shri/Smt .....  
as my/candidate's counting agent to attend the counting of votes at .....  
(Place)

Place: Signature of candidate/Election Agent

Date:

I agree to act as counting agent

Place: Signature of the Counting Agent

Date:

**DECLARATION TO BE SIGNED BY THE COUNTING AGENT BEFORE THE  
RETURNING OFFICER**

I do hereby declare that I will not do anything not do that may violate the secrecy of  
the election or of any provision of the Act or Rules regarding this election.

Place:

Date:

Signature of Counting Agent

Signed before me

Returning Officer

Place:

Date:

---

\*Strike off whichever is not applicable.

**FORM 13**

(See Rule 19)

**REVOCATION OF APPOINTMENT OF COUNTING AGENT**

Election to .....the \*Village Panchayat/Block Panchayat/  
Distnt Panchayat from Constituency.....

To

The Returning Officer,

I,..... a candidate/ an election agent of Shri//Smt  
..... a candidate at the abovesaid election, hereby revoke the  
appointment of Shri/Smt..... as my/candidate's counting agent.

place:

Signature of Person revoking

Date:

---

\*Strike off whichever is not applicable.

**FORM 14**

(See Rule 20)

**ORDER OF APPOINTMENT OF PRESIDING OFFICERS AND POLLING OFFICERS**

In pursuance of Section 46 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) and Rule  
20 of the Kerala Panchayat Raj (Conduct of election ) Rules, 1995.1 hereby appoint the Officers  
specified respectively in columns (2) and (3) of the Table below as the Presiding Officer and  
Polling Officers, as the case may be, for the Polling Station Specified against them in column  
(1) of Table

for constituency.....of the.....

\*Village Panchayat/Block Panchayat/District Panchayat.



I authorise the Polling Officer specified in column (4) of the Table to perform the functions of the presiding officer at the polling station specified against that entry, during the absence of the Presiding Officer due to illness or any unavoidable reasons.

TABLE

No. and name of Polling Station	Name of Presiding Officer	Name of the Polling Officer	Name of the Polling Officer authorised to perform the functions of the Presiding Officer in the absence of the Presiding Officer
(1)	(2)	(3)	(4)

The Poll will be held on (date) between.....a.m/p.m to.....a.m/p.m. The Presiding Officer shall collect the Polling materials from.....(full address of the place of supply) before.....(date) and after pole these shall be returned to (full address of the collecting centres).

Place:

Date:

Signature of District Election Officers

.....District

\*Strike off whichever is not applicable.

### FORM 15

(See Rule 21)

### APPLICATION FOR POSTAL BALLOT PAPER

To

The Returning Officer,

.....

.....

Sir,

I am an elector of the constituency .....of .....\*Village Panchayat/Block Panchayat/District Panchayat and I am entitled to vote on..... at.....Polling Station. I have been posted on election duty on.....at..... Polling Station No..... of.....constituency/ward of ..... Municipality/Panchayat. I am therefore unable to vote in person at the Polling Station mentioned above.

Under Rule 21 of the Kerala Panchayat Raj (conduct of election) Rules, 1995.1 request that I may be allowed to vote by postal ballot and issue the postal ballot paper. Necessary particulars are specified below:

1. Name

2. Address

3. Serial number in the electoral roll

4. Serial number of the part of the electoral roll

Place:

Date:

Signature

Designation

\*Strike off whichever is not applicable.

**FORM 16**  
(See Rule 22)  
**DECLARATION BY ELECTOR**

Election to the .....\*Village Panchayat/Block Panchayat/District Panchayat from constituency .....(No.& Name)

I hereby declare that I am the elector of the above constituency to whom the postal ballot paper bearing serial number ..... has been issued at the above said election.

Signature of elector.

Address:

**ATTESTATION OF SIGNATURE**

The above has been signed in my presence by ..... the elector, who is personally known to me/has been identified to my satisfaction by .....(identifier) who is personally known to me.

Signature of identifier, if any :

Address :

Signature of attesting Officer :

Designation and address :

Date:

---

\*Strike off whichever is not applicable.

**FORM 17**  
(See Rule 22)  
**DIRECTIONS TO THE ELECTORS**

Election to the .....\*Village Panchayat/Block Panchayat/District Panchayat from constituency .....(No.& Name)

The persons whose names are on the ballot paper sent herewith are candidates at the above election.

If you desire to vote you should record your vote in accordance with the directions given in Part I below and then follow the instruction detailed in Part II.

---

\*Strike off whichever is not applicable.

**PART I**  
**DIRECTIONS TO THE ELECTORS**

- (a) The number of members to be elected is one
- (b) You have only one vote
- (c) You should not vote for more than one candidate. If you do so, your vote will be invalid.
- (d) Record your vote by placing clearly a mark opposite to the name of the candidate to whom you wish to give your vote and near to his symbol.
- (e) The mark should be so placed as to indicate clearly and beyond doubt to which candidate you are giving your vote. If the marks is so placed as to make it doubtful to which candidate you have given the vote, that vote will be invalid.
- (f) Your vote is secret. You should not put your signature on the ballot paper or any mark on it which will reveal your identity. If you do so, your vote will be invalid.

**PART II**  
**FOR THE NOTICE OF ELECTORS**

(a) After you have recorded your vote on the ballot paper, place the ballot paper in the smaller cover marked 'C' sent herewith. Close the cover and secure it by seal or otherwise.

(b) You shall then sign the declaration in Form No. 16 also sent herewith in the presence of an officer competent to attest your signature. Such Officer shall be a stipendiary Magistrate or any gazetted officer to whom you are personally known or to whose satisfaction you have been identified. Take the declaration to any such officer and sign in his presence after he has satisfied about your identity. The officer will attest your signature and return the declaration to you. You shall not show your ballot paper to the attesting officer and not tell him how you have voted.

(c) After the declaration has been signed and the signature has been attested as stated above place that declaration and also the smaller cover (Form No. 18) containing the ballot paper in a larger cover (Form No. 19). After closing the larger cover send that prepaid cover (no postage stamp need be affixed) to the Returning Officer by post or by messenger. You have to give your full signature in the space provided on the cover.

(d) You must ensure that the cover reaches the Returning Officer before the time fixed for the commencement of the counting of votes in that particular constituency.

(e) (i) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected.

(ii) If the cover reaches the Returning Officer after the commencement of the counting of votes in that particular constituency your vote will not be counted.

**FORM 18**  
(See Rule 22)  
**SMALL COVER**

FORM 18

(NOT TO BE OPENED BEFORE COUNTING)

(C)

Election to.....\*Village Panchayat / Block Panchayat / District  
Panchayat at from "Constituency. ....

**POSTAL BALLOT PAPER**

Serial number of ballot paper .....

---

\* Strike off whichever is not applicable

\*\* Appropriate particulars of the election to be filled here.

**FORM 19**  
(See Rule 23)  
**LARGE COVER**

FORM19

ELECTION - IMMEDIATE

POSTAL BALLOT PAPER

For Constituency .....(No. and Name) of .....

.....\*Village Panchayat/Block Panchayat/  
District Panchayat

(NOT TO BE OPENED BEFORE COUNTING)

To

The Returning Officer,

\*\* .....

.....

Signature of sender .....

\* The Returning Officer to insert here the appropriate particulars regarding

\*\* election. Returning Officer to mention here his full address.

**FORM 20**  
(See Rule 28)  
**BALLOT PAPER**

(Here print the name of Village/Block/District Panchayat).

(Here print the number and name of Constituency)

Electoral roll part No.....

Serial No. of elector ..... ..

(Here print the number of ballot paper)

Signature/Thumb impression of the elector

(Here print the name of Village/Block/District Panchayat).

(Here print the number of ballot paper) (Here print the number and name of constituency)

(Here print the name of candidate)

**FORM 21**  
(See Rule 32)  
**LIST OF CHALLENGED VOTES**

Polling station ..... of Constituency .....  
of ..... 'Village/Block/District Panchayat.

Name of elector on the electoral roll	Name	Address	Order of Presiding Officer	Signature or thumb impression of challenged person, if Illiterate with the signature of witness
---	------	---------	----------------------------------	---

Place:

Signature of Presiding Officer \_\_\_\_\_

Date:

\* Strike off whichever is not applicable

**\*\*[ഫോം 21 എ  
(ചട്ടം 35എ കാണുക)  
വോട്ട് രജിസ്റ്റർ**

..... \* ഗ്രാമ/ബ്ലോക്ക്/ജില്ലാ പഞ്ചായത്തിലേക്ക്  
.....നിയോജകമണ്ഡലത്തിൽ നിന്നുള്ള തിരഞ്ഞെടുപ്പ്.

പോളിംഗ് സ്റ്റേഷന്റെ പേരും നമ്പരും.....

വോട്ടർ പട്ടികയുടെ ഭാഗ നമ്പർ.....

ക്രമ നമ്പർ	വോട്ടർ പട്ടികയിലെ സമ്മതിദായകരുടെ ക്രമനമ്പർ	സമ്മതിദായകന്റെ ഒപ്പോ വിരലടയാളമോ	II റിമാർക്സ്
(1)	(2)	(3)	(4)
1			
2			
3			
4			

സ്ഥലം:

തീയതി: പ്രിസൈഡിംഗ് ഓഫീസറുടെ ഒപ്പ്.

\*ബാധകമല്ലാത്തത് വെട്ടിക്കളയുക

**ഫോം 21 ബി  
(ചട്ടം 35ഇ കാണുക)  
ടെന്റേർഡ് വോട്ടുകളുടെ പട്ടിക**

..... \* ഗ്രാമ/ബ്ലോക്ക്/ജില്ലാ പഞ്ചായത്തിലേക്ക്  
.....നിയോജകമണ്ഡലത്തിൽ നിന്നുള്ള തിരഞ്ഞെടുപ്പ്.

പോളിംഗ് സ്റ്റേഷന്റെ പേരും നമ്പരും.....

വോട്ടർ പട്ടികയുടെ ഭാഗ നമ്പർ.....

ക്രമ നമ്പർ	വോട്ടർ പട്ടികയിലെ സമ്മതിദായകന്റെ ക്രമനമ്പർ	സമ്മതിദായകന്റെ പേര്	വോട്ടർ രേഖപ്പെടുത്തിയ വ്യക്തിയുടെ വോട്ട് രജിസ്റ്ററിലുള്ള ക്രമനമ്പർ (ഫോം 21എ)	സമ്മതിദായകന്റെ ഒപ്പോ വിരലടയാളമോ
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				

സ്ഥലം:

തീയതി: പ്രിസൈഡിംഗ് ഓഫീസറുടെ ഒപ്പ്.

\*ബാധകമല്ലാത്തത് വെട്ടിക്കളയുക

**FORM 22**

(See Rule 36)

**LIST OF BLIND AND INFIRM VOTERS**

Polling Station.....of Constituency .....  
of.....\*Village/Block/District Panchayat.

Name of elector on the electoral roll	Full name of elector	Full name of companion	Address of companion	Signature of companion
(0)	(2)	(3)	(4)	(5)

Place:	Signature of Presiding Officer
Date:	
* Strike off whichever is not applicable	

**FORM 23**

(See Rule 38)

**LIST OF TENDERED VOTES**

Polling Station.....of Constituency .....  
of.....\*Village/Block/District Panchayat.

Number of the elector on the electoral roll	Name of elector	Address of the elector	Signature of elector (if illiterate thumb impression of the elector with the signature of witness)
(1)	(2)	(3)	(4)

Place:	Signature of Presiding Officer
Date:	
* Strike off whichever is not applicable	

**FORM 24**

(See Rule 41)

**PART I****BALLOT PAPER ACCOUNT**

Polling Station..... (No. and Name) of Constituency.....  
(No. and Name) of.....\*Village/Block/District Panchayat.

		Serial Number.		
		From	To	Total Number
1.	Ballot paper received	:		
2.	Ballot paper unused	:		
(ie. Not issued to electors)				
(a)	With the signature of Presiding Officer	:		
(b)	Without signature of Presiding Officer	:		

\* Strike off whichever is not applicable

- (c) Total (a+b)
3. Ballot papers used at the Polling Station : (1-2=3)
4. Ballot papers used at the Polling Staton :  
but not inserted in the ballot box-
- (a) Ballot papers cancelled for violation of :  
voting procedure under sub-rules (5)  
and (6) of Rule 35
- (b) Ballot papers cancelled for any other :  
reason
- (c) Ballot papers used as tendered ballot :  
papers
- (d) Total (a + b + c) :
5. \*\* Number of ballot papers to be found in :  
the ballot box  
(3-4 = 5)

Date:

Signature of Presiding Officer

\*Strike off Whichever is not applicable.

\*\*Serial numbers need not be given.

## PART II

### RESULT OF COUNTING

I	Name of Candidates	No. of valid votes cast in favour
(a)		
(b)		
(c)		
(d)		
(e)		

### II Number of rejected ballot papers

### III Total

Whether the total number of ballot papers shown against item No. III above tallies with the total shown against item no.5 of Part I, if not, what is the difference between them.

Place:

Signature of Returning Officer

Date:

<sup>24</sup>[ഫോം 24 എ

(ചട്ടം 41 എ കാണുക)

ഭാഗം 1-രേഖപ്പെടുത്തിയ വോട്ടുകളുടെ കണക്ക്

..... \* ഗ്രാമ/ബ്ലോക്ക്/ജില്ലാ പഞ്ചായത്തിലേക്ക്  
.....നിയോജകമണ്ഡലത്തിൽ നിന്നുള്ള തിരഞ്ഞെടുപ്പ്.

പോളിംഗ് സ്റ്റേഷന്റെ നമ്പരും സ്ഥലവും.....

വോട്ടിംഗ് കൺട്രോൾ യൂണിറ്റിന്റെ തിരിച്ചറിയൽ നമ്പർ.....

പോളിംഗ് സ്റ്റേഷനിലുപയോഗിക്കുന്ന വോട്ടിംഗ് യന്ത്രം

1. ഒരു പോളിംഗ് സ്റ്റേഷനിൽ വോട്ടു രേഖപ്പെടുത്തേണ്ട ആകെ :  
സമ്മതിദായകരുടെ എണ്ണം

2. വോട്ടു രജിസ്റ്ററിൽ (ഫോം 21 എ) ഉൾക്കൊള്ളിച്ചിട്ടുള്ള ആകെ :  
സമ്മതിദായകരുടെ എണ്ണം







- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

സ്ഥലം.....

തീയതി.....

വരണാധികാരിയുടെ ഒപ്പ്

\*ബാധകമല്ലാത്തത് വെട്ടിക്കളയുക

### FORM 25

(See Rule 48)

### RESULTSHEET

Election to the ..... \*Village/Block/District Panchayat from  
Constituency .....

Name of Constituency :

Number of the Constituency :

Total number of electors in the Constituency :

SI. No. and Name of Polling Station	Number of valid votes cast in favour of A. B. C. D		Number of valid votes	Number of invalid votes	Total	Number of tendered votes
	(1)	(2)	(3)	(4)	(5)	(6)

Number of votes recorded  
at polling station

Number of votes recorded  
in favour of postal ballot  
papers Total votes polled

Place:

Signature of Returning Officer.

Date:

\* Strike off whichever is not applicable.

### #[FORM 25 A

(See Rule 52)

(For use when a seat is contested)

### DECLARATION OF RESULT OF ELECTION UNDER SECTION 80 OF THE KERALA PANCHAYAT RAJ ACT, 1994 (13 OF 1994)

Election to.....\*\*Village Panchayat/Block Panchayat/District  
Panchayat from constituency .....

In pursuance of the provisions contained in Section 80 of the Kerala Panchayat Raj  
Act, 1994 (13 of 1994) and Rule 52 of the Kerala Panchayat Raj (Conduct of Election) Rules,  
1995.

I declare that Shri/Smt .....(address) sponsored by.....

(name of the recognised/registered political party) has been duly elected to fill the seat in the Panchayat from the above Constituency.

Place:

Signature of Returning Officer

Date:

---

\*\* Strike off whichever is not applicable.

### FORM 26

(See Rule 15 and 52)

#### CERTIFICATE OF ELECTION

Election to ..... \*\*Village/Block/District Panchayat from Constituency

I, ..... Returning Officer certify that I have on the ..... day of ..... (month) of ..... (year) declared (Name) (address) to have been duly elected to be a member from the Constituency ..... of ..... 'Village/Block/District Panchayat and that in token thereof I have granted him this certificate of election.

Place:

Signature

of Returning Officer

Date:

---

\*\* Strike off whichever is not applicable.

### FORM 27

(See sub-rule (2) of Rule 52)

#### RETURN OF ELECTION

Election to ..... \*Village/Block/District Panchayat from Constituency

Serial. Number	Name of Candidate	Political affiliation if any	Number of valid votes	Number of valid postal votes	Total
(1)	(2)	(3)	(4)	(5)	(6)

Total number of electors :

Total number of valid votes :

(including those in the ballot box and those by post)

Total number of invalid votes :

(including those in the ballot box and those by post)

Total number of tendered votes :

I hereby declare that Shri/Smt ..... (name) .....

(address) has been duly elected to fill the seat of ..... \*Village/Block/District Panchayat from Constituency .....

Place:

Returning Officer

Date:

---

\*\* Strike off whichever is not applicable.

### FORM 28

(See Rule 62)

#### AFFIDAVIT

I ..... the petitioner in the accompanying election petition calling in question the election of Shri/Smt. ....

(Respondent No ..... in the election petition) solemnly affirm/oath and state,—

(a) that the statements made in paragraphs ..... of the accompanying election petition about the commission of corrupt practice of \* ..... and the particulars of such corrupt practice included in paragraph ..... of the same petition and in paragraphs of ..... of the schedule annexed thereto are true to my knowledge;

(b) that the statements made in paragraphs ..... of the said petition about the commission of the corrupt practice of\* and the particulars of such corrupt practice included in paragraphs ..... of the said petition and in paragraphs of the schedule annexed thereto are true to my information;

(c)

(d)

(Signature)

Shri/Smt ..... has solemnly affirm before me at ..... on this day of ..... (month) ..... (year)

Magistrate of First Class /Notary

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\* Here specify the name of corrupt practice.

### **Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purport.) Sub-section (1) of Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) empowers the Government to make rules, to carry out all or any of the provisions of the Act. The direct election of the members to the seats of a Panchayat shall be in accordance with the provisions of the Act and the rules made thereunder. Moreover, the Government have to prescribe the manner of issuing the public notice and form for the election under Section 50, the form of nomination paper under Section 52, the deposit amount under Section 53, the particulars to be included in the notice of withdrawal of candidature under Section 56, the manner of publication of list of contesting candidates and the form under Section 57, the manner of appointment of election agent under Section 58, the manner of appointment of another election agent under Section 60 when the revocation of the appointment or death of an election agent occurs, the manner of appointment of Polling agent under Section 62, the manner of appointment of another polling agent or a counting agents under Section 64. When the revocation of the appointment or death of a Polling agent or a counting agent occurs the manner of publication of the hours fixed for polling under Section 70, the manner of voting in election under Section 74, the procedure for preventing personation of voters under Section 75, the manner of declaration of result of the election under Section 80, the particulars to be included in the accounts of election expenses and the maximum limit of election expenses under Section 85 and the form of affidavit under Section 91. The Government intends to make rules for the conduct of direct election of members to the seats of Panchayat, to prescribe the forms, to prescribe the amount to be deposited for the nomination as per the rules and to prescribe the maximum limit of election expenses. This Notification is intended to achieve the above object.

# **THE KERALA PANCHAYAT RAJ (ELECTION OF PRESIDENT AND VICE-PRESIDENT) RULES, 1995\***

[Translation in English of the Kerala Panchayat Raj (Election of President and Vice President) Rules, 1995, published under the authority of the Governor.]

S.R.O. No. 259/95.— In exercise of the powers conferred by Section 153 of the Kerala Panchayat Raj Act, 1994 (13 of 1994), read with Section 254 thereof and in consultation with the State Election Commission, the Government of Kerala hereby make the following rules, namely:—

## **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Election of President and Vice President) Rules, 1995.

(2) They shall come into force at once.

**2. Definitions.**— In these rules unless the context otherwise requires, -

(a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) 'Form' means a form appended to these rules;

(c) 'Section' means a section of the Act;

(d) 'Returning Officer' means the officer designated or nominated by the State Election Commission under sub-section (6) of Section 153;

(e) Words and expressions used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. The manner of allotment by rotation of the reserved seats of the Panchayat Presidents to various Panchayat.**— (1) The seats of President reserved for women or the Scheduled Castes and Scheduled Tribes, as the case may be, under sub-section (3) of Section 153 in a general election to Village Panchayats or Block Panchayats of District Panchayats in the State shall not be reserved to the same Panchayats in the succeeding general election.

(2) The '[State Election Commission shall notify] the reserved seats before issuing the notification of the general election under sub-section (2) of Section 38.

**4. The manner of and the time limit for intimation of casual vacancies.**— The Secretary concerned shall report to the State Election Commission the casual vacancy occurring in the office of the President or Vice-President of the Panchayat within one week from the occurrence of the vacancy.

**5. The manner of convening of election meeting.**— (1) The election of President or Vice-President or both shall be held in a meeting of the elected members of the Panchayat specially convened for this purpose by the Returning Officer and such meeting shall, as far as possible, be held in the office of the concerned Panchayat.

(2) Such meeting shall be convened, in the case of an ordinary vacancy, within three weeks

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\* Published in K.G. Ex. No.1129 dt.2-8-2001, as S R O. No 259/95

1. Substituted for "Government shall notify by S.R.O. No. 315/2000, w.e.f. 24-3-1999

from the date of publication of the names of members by the State Election Commission and in the case of the casual vacancy, as soon as after the occurrence of the vacancy, on such date as may be fixed by the State Election Commission.

(3) The Returning Officer shall give notice regarding the place date and time of the meeting to the members at least seven clear days before the day of meeting and shall exhibit a copy of such notice in the notice board of the Panchayat concerned.

<sup>1A</sup>[Provided that in the case of election of the President and the Vice-President conducted for the first time after a general election conducted as per sub-section (1) of Section 38, such notice need be given before three clear days].

*Explanation.*— In computing clear days, Sundays and other holidays shall be included but the date of the meeting and date of issue of notice shall be excluded.

<sup>2</sup>[**6. Quorum.**— In the meeting summoned by the Returning Officer under sub-rule (2) of Rule 5, if at least half the number of members of the concerned Panchayat who have the right to vote are not present, the meeting shall be postponed to be held at the same time for the next working day and the election shall be conducted in the meeting so convened without insisting the quorum.]

**7. Nomination of candidates.**— (1) In the case of election of the President or Vice-President, as the case may be, a member shall nominate another member of the Panchayat concerned as a candidate and yet another member shall support it, and in case the person nominated is not present, a consent of the person so nominated agreeing to be a such a candidate shall also be produced:

Provided that a member shall not either propose or support more than one name.

<sup>3</sup>[Provided further that, in the case where, the places of President have been reserved for women or for scheduled caste and scheduled tribes or for their women under Section 153, it shall not be mandatory that such a member shall be proposed as a candidate by another member and seconded by yet another member].

(2) The Returning Officer shall, in the meeting read out the names of the candidates found to have been duly nominated on scrutiny and the names of their proposers and supporters.

(3) No member, who has not taken oath or affirmation under sub-section (2) of Section 152, shall take part or vote in the election of the President or Vice - President under these rules.

**8. Election procedure.**— (1) If there is only one candidate duly nominated to the office of the President or Vice-President, as the case may be, no voting shall be conducted and the returning officer shall declare that candidate to have been elected as President or Vice-President, as the case may be.

(2) If there are more than one candidate for one office voting shall be conducted as per Rule 9.

**9. The manner of recording of votes, conducting of votes and declaration of result.**—

(1) The Returning Officer shall supply to each member wishing to vote in the election of president or vice-president, as the case may be, a ballot paper in Form I.

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1A. Inserted by S.R.O. No. 1118/95, w.e.f. 21-9-1995 in K.G Ex. No. 947 dated 21.9.1995.

2. Substituted by S.R.O. No. 1118/95, w.e.f. 21-9-1995 in K.G Ex. No. 947 dated 21.9.1995. Prior to the substitution it read as under:

“6. Quorum — No election of the President or the Vice-President shall be held in a meeting if at least one half number of the members of the Panchayat concerned having right to vote are not present at that meeting.”

3. Inserted by S.R.O. No. 1118/95, w.e.f. 21-9-1995 in K.G. Ex. No. 947 dated 21.9.1995.

(2) The ballot paper shall contain the names of all contesting candidates on one side and the seal and full signature of the Returning Officer on the reverse side.

<sup>4</sup>[(3) Every member shall, immediately on receipt of the ballot paper put the mark 'X' on the ballot paper against the name of the candidate for whom he intends to vote and hand over the ballot paper to the Returning Officer after writing his name and signature on the reverse side of the ballot paper.]

<sup>5</sup>[x x x x (4) (5) (6)]

(7) After the polling is over, the Returning Officer shall, in the presence of the members, <sup>6</sup>[count the ballot papers, declare as to which candidate each member has recorded his vote, then count the votes secured by each candidate] and declare the result in the following manner namely:—

(a) If there are only two candidates then, the person who has secured more valid votes shall be declared to have been elected and in the event of both the candidates securing equal numbers of valid votes, lots shall be drawn in the meeting and the person whose name is drawn first shall be declared to have been elected.

7[(aa) In case where there are more than two contesting candidates and if one of the candidates has secured more votes than the aggregate votes secured by all the other candidates together the person who has got more votes shall be declared as elected.]

If there are more than two contesting candidates and in the first polling no candidate secures more votes than the aggregate votes secured by all the other candidates together, the candidate, who had secured the least number of votes shall be eliminated and the voting shall be continued by eliminating the candidate who secures more votes than those secured by the remaining candidate or candidates together, as the case may be, and the candidate who thus secures more vote shall be declared as elected.

If Two or more candidates secure equal number of votes and one of them has to be eliminated under Clause (b), then the Returning Officer shall draw lot as to which candidate among the candidates who had secured equal number of votes is to be eliminated and the person whose name is first drawn shall be eliminated.

e[(7a) When voting at more than one phase has become necessary as per Clause (b) of sub-rule (7) ballot papers of different colours shall be used at each phase of voting and the Returning Officer shall record on the ballot papers, the phase of voting at which they are used and the procedure specified in sub-rules (1), (2), (3) and (7) shall be followed at each phase of voting.]

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4. Sub-rule (3) substituted by S.R.O. No. 98/99, w.e.f 20-10-1998. Prior to the substitution sub-rule (3) read as under:  
“(3) Each member shall proceed to the place set apart for the purpose of voting and put a mark 'X' on the ballot paper against the name of the candidate for whom he wished to vote and thereafter fold the ballot paper so as to conceal his vote and deposit it in the ballot box placed in full view of the Returning Officer.”
  5. Sub-rules (4) (5) & (6) omitted by S.R.O. No. 98/99, w.e.f 20-10-1998. The omitted sub-rules read as under:  
“(4) If a member to whom a ballot paper has been supplied violates the secrecy of voting, the Returning Officer shall take back the ballot paper supplied to him and record on the reverse side of it, “cancelled, violated the secrecy of voting” and put his signature below it.  
(5) If vote is marked on the ballot paper cancelled under sub-rule (4), it shall not be counted and such ballot paper shall be kept in separate cover.  
(6) A member from whom ballot paper has been taken back for violating secrecy of voting shall not have right to take part in the subsequent stages of voting.”
  6. Substituted for “open the ballot box, take out the votes, count it” by S.R.O. No. 98/99, w.e.f. 2-10-1998.
  7. Clause (aa) inserted by S.R.O. No. 98/99, w.e.f. 2-10-1998.
  8. Sub-rule (7a) inserted by S.R.O. No. 98/99, w.e.f. 2-10-1998.

(8) The election to fill any casual vacancy occurring in the office of the President or Vice-President shall be held as if in the case of first election.

<sup>9</sup>**10. Rejection of votes.**—A ballot paper which does not bear the seal and signature of the Returning Officer as specified under sub-rule (2) of Rule 9 or the mark 'X' as specified under sub-rule (3) of the said rule or the name and signature of the member who has voted or on which 'X' is marked against the names of more than one candidates shall be rejected as invalid.]

**11. Publication of result.**—(i) The Returning Officer shall, immediately after declaring the result of the election at the meeting, publish the result in the notice board of the concerned Panchayat and inform the State Election Commission.

(2) The State Election Commission shall notify the result of election of President and Vice-President in the Gazette.

**12. Disposal of ballot papers.**— (1) The Returning Officer shall, seal in separate covers the ballot papers whether counted or rejected as the case may be, in each stage and record on each packet the number of papers it contains and the election to which it relates.

(2) The Returning Officer shall hand over the sealed and recorded packets under sub-rule (1) to the Secretary of the Panchayat concerned who shall keep it in safe custody.

(3) Such packets shall not be opened, its contents inspected or presented, <sup>10</sup>[except under the orders of the competent court having the authority to dispose of the disputes regarding the validity of election or of the State Election Commission, as the case may be.]

(4) The Secretary shall destroy such packets a period of one year, if not <sup>11</sup>[otherwise ordered by a competent court or the state Election Commission.]

## FORM 1

[See sub-rule (1) of Rule 9]

### BALLOT PAPER

Sl. No	Name of candidate	Marking of vote

### Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purpose.) The Government have decided that some amendments are necessary in the provision of the Kerala Panchayat Raj (Election of President and Vice President) Rules, 1995 regarding the notice for the election meeting, quorum of the meeting and nomination of the candidates to the places reserved for the places of the President. This notification is intended to amend the rules accordingly.

<sup>9</sup> Rule (10) substituted by S.R.O. No. 98/99, w.e.f. 2-10-1998. Prior to the substitution rule 10 read as under: **“10 Rejection of votes.**— A ballot paper, which does not contain signature and seal of the Returning Officer as specified under sub-rule (2) and the mark 'X' as specified under sub-rule (3) of rule 9 or which contains signature or writing of any member of on which 'X' is marked against more than one name, shall be rejected as invalid.”

—1QQft

<sup>10</sup> Substituted for “except under the orders of the competent court” by S.R.O. No. 98/99, w.e.f. 2-10-1998.

<sup>11</sup> Substituted for “otherwise ordered by a competent court” by S.R.O. No. 98/99, w.e.f. 2-10-1998.

# THE KERALA PANCHAYAT RAJ

## (OATH OF MEMBERS, PRESIDENT AND VICE PRESIDENT) RULES, 1995\*

[Translation in English of the Kerala Panchayat Raj (Oath of Members, President and Vice President) Rules, 1995, published under the authority of the Governor.]

S.R.O. No. 320/95.— In exercise of the powers conferred by sub-section (1) of Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-sections (1) and (2) of Section 152 and sub-section (13) of Section 153 thereof, the Government of Kerala, by notification in the Gazette, make the following rules, namely:—

### RULES

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Oath of Members, President and Vice President) Rules, 1995.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,—

(a) ‘Act’ means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) ‘Section’ means a section of the Act;

(c) Words and expression used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Oath or affirmation of members.**— (1) Any member of a Village Panchayat, Block-Panchayat or District Panchayat who has to make and subscribe an oath or affirmation under sub-section (1) of Section 152 shall, before convening the first meeting of the concerned panchayat, make and subscribe such oath or affirmation.

(2) A member who could not make and subscribe an oath or affirmation under sub-section (1) of Section 152 or a member elected in a bye-election shall, after giving prior notice in writing to the Secretary, make and subscribe such oath or affirmation before the President on a day fixed by the President.

(3) The fact of swearing in of members shall be recorded with signature in a register in Form No.1 of the Schedule.

**4. The oath of President and Vice President.**— (1) The President or Vice President of a Panchayat who has to make and subscribe an oath or affirmation under sub-section (13) of Section 153 shall, immediately after the declaration of the results of their election as such make and subscribe such an oath or affirmation.

(2) The fact of swearing in of the President and Vice President shall be recorded with signature in a register in Form No.2 of the Schedule.

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\* Published in K.G. No.1269 dt.27th August 2001 as O. (P) No 788G/N2/99/LSGD.



## SCHEDULE

### FORM 1

[See sub-rule (3) of Rule 3]

Register of Oath/Affirmation of members of.... \*Village/Block/District Panchayat.

Name of Member	Name and Number of the Constituency	Postal Address	Place, date and time of swearing
(1)	(2)	(3)	(4)

#### Oath/Affirmation

I, .....having been elected as member of.....\*Village/Block/District Panchayat do swear in the name of \*God/solemnly affirm that I will #[bear true faith and allegiance to the Constitution of India as by law established, and uphold the Sovereignty and integrity of India] and that I will duly and faithfully and to the best of my ability, knowledge and judgement perform the duties of my office without fear or favour or affection or illwill.

Signature of member

Name and signature of \*Office authorised/member/President

\*Strike off whichever is not applicable.

### FORM 2

[See sub-rule (2) of Rule 4]

Register of Oath/Affirmation of President/Vice-President of.....  
‘Village/Block/District Panchayat.

Name of Member	Name and Number of the Constituency	Postal Address	Place, date and time of swearing
(1)	(2)	(3)	(4)

#### Oath/Affirmation

I,.....having been elected as \* President/Vice President of.....‘Village/Block/District Panchayat do swear in the name of \*God/ solemnly affirm that I will #[bear true faith and allegiance to the Constitution of India as by law established, and uphold the Sovereignty and integrity of India] and that I will duly and faithfully and to the best of my ability, knowledge and judgement perform the duties of my office without fear or favour or affection or illwill.

Signature of‘President/Vice President

Name and signature of‘authorised officer/President

\* Strike offF whichever is not applicable.

#### Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purpose.) Sub- sections (1) and (2) of Section 152 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) deals with the procedure regarding the oath or affirmation of members. Sub-section (13) of Section 153 deals with the procedure regarding the oath or affirmation of President and Vice President. Government have decided to prescribe the forms for recording the oath or affirmation and signature of Panchayat members, President and Vice President. Hence this Notification.

# Substituted for “bear true faith and allegiance to the Constitution of India as by law established” by S.R.O. No. 826/2003, as G.O. (P) No. 255/2003/LSGD dt. 21-8-2003.

# **\*THE KERALA PANCHAYAT RAJ (PROCEDURE FOR CONVENING AND CONDUCTING THE MEETING OF GRAMA SABHA) RULES, 1995**

**S.R.O. No. 321/95.**— In exercise of the powers conferred by sub-sections (8) and (9) of Section 3 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read-with sub-section (1) of Section 254 thereof, the Government of Kerala, hereby make the following rules, namely:-

## **RULES**

**1. Short title and Commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Procedure for Convening and Conducting the Meeting of Grama Sabha) Rules, 1995;

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) “Section” means a section of the Act;

(c) Words and expressions used but not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Other functions to be performed by Grama Sabha.**—The Grama Sabha shall perform the following functions also, namely:-

(1) to provide assistance necessary to carry out fully the functions to be performed by the Village Panchayat as per the third schedule and other-provisions of the Act.

(ii) to comply with the directions issued by the Government and the Village Panchayat from time to time.

**4. Date and time for the meeting of Grama Sabha.**— The President of the Village Panchayat shall, in consultation with the Convenor of the Grama Sabha concerned, fix the date and time between 8 a.m. and 6 p.m. and the Secretary of the Village Panchayat concerned shall publish the place, date and time of the meeting, so fixed, by affixing notice in appropriate public places, Government offices, schools in the area of the Grama Sabha and in the office of the Village Panchayat. The Convenor concerned shall try to inform the members of the Grama Sabha the place, date and time of the meeting and cause them to attend the meeting.

**5. Matters to be discussed in the meeting.**— (1) The Secretary of the Village Panchayat shall, in consultation with the President, prepare an agenda incorporating the matters to be discussed in the meeting of the Grama Sabha and the Chairman shall read over this in the beginning of the meeting of the Grama Sabha.

(2) The proceedings of the meeting, the views of the members and the unanimous, recommendations and suggestions shall be recorded by the officer or the employee entrusted with the duty by the President and the resolutions passed on majority basis shall be communicated to the Village Panchayat. The Secretary of the Village Panchayat shall, within a week of receipt of the resolutions containing such recommendations or suggestions of the Grama Sabha to the Block Panchayat or District Panchayat, forward the same to the Block Panchayat or District Panchayat concerned for their consideration.

**\*THE KERALA PANCHAYAT RAJ (REMOVAL OF DISQUALIFICATION OF CANDIDATES AND MEMBERS IN CERTAIN CASES) RULES, 1995**

S. R. O. No. 1021/95.— In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 34, Clause (f) of Section 35 and Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) the Government of Kerala, in consultation with the State Election Commission, make the following rules, namely:-

**RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Removal of Disqualification of Candidates and Members in certain cases) Rules, 1995.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) “Member” means the member of a Panchayat at any level.

**3. Removal of Disqualification of Candidates and Members in certain cases.**— A person shall not be deemed to have any interest, for the purposes of Clause (g) of sub-section (1) of Section 34 or Clause (f) of Section 35, in a subsisting contract made with or in any work being done for the Panchayat concerned on the sole reason that he is having a share or interest, in the following cases,-

(i) any sale, purchase or lease of an immovable property or entering into any agreement for the same; or

(ii) In the case of a business of sale of any article or articles one ordinarily sells to Panchayat or in the purchase of any article or articles from the Panchayat, the value of transaction for one year in the aggregate does not exceed rupees five thousand in the case of Grama Panchayat, rupees seven thousand in the case of Block Panchayat and rupees ten thousand in the case of District Panchayat; or

(iii) undertaking any contribution work in the Panchayat for the benefit of the community, not as a contractor, but as a representative of the community or the sponsor; or

(iv) taking over of a building or shop room of Panchayat for commercial purposes on rent or lease.

**Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purpose.)

Clause (g) of sub-section (1) of Section 34 and clause (f) of Section 35 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) give permission to make rules regarding the circumstances under which the disqualification of a person related with a subsisting contract with the Government or the Panchayat concerned or engaged in any work for them, can be removed. This Notification is intended to prescribe rules accordingly.

## **THE KERALA PANCHAYAT RAJ (PROCEDURE FOR PANCHAYAT MEETING) RULES, 1995\***

S.R.O. No. 1260/95.— In exercise of the powers conferred by Sections 157, 158 and 161 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 254 thereof, the Government of Kerala hereby make the following rules, namely:—

### **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Procedure for Panchayat Meeting) Rules, 1995.

(2) They shall come Into force at once.

**2. Definitions.**— In these rules unless the context otherwise requires,—

(a) Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) Authorised Officer' means an officer authorised by the Government by notification in the Gazette under sub-section (1) of Section 275;

(c) 'Empowered officer'<sup>1</sup> means an officer empowered by the Government under sub-section (2) of Section 157 of the Act;

(d) 'Section' means a section of the Act;

(e) Words and expressions used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Place and time of meeting.**— Each Panchayat shall have an office in its headquarters designated by the Government under sub-section (1) of Section 4 and the President shall convene the meeting of the Panchayat at least once in a month and it shall be held in the Panchayat office on the date and at the time fixed by him:

Provided that no meeting shall be held on public holidays notified by the Government:

Provided further that no meeting shall be held before 9 O'clock in the morning and after 6 O'clock in the evening, except in urgent situations.

**4. Notice and agenda of meeting.**— (1) The notice regarding the place, date and time of the meeting and subject to be discussed in the meeting shall be given to the members at least three clear days prior to the date fixed for beginning of the meeting:

Provided that, in the above said clear days, declared holidays shall be included but the date of receipt of notice and the date of meeting shall not be included.

(2) Notwithstanding anything contained in sub-rule (1), if urgent decision of the Panchayat is inevitably required in any case, the President may convene special meeting by giving '[notice of

a period not less than 24 hours].

(3) No subject which is not included in a given agenda for the particular meeting shall be considered in that meeting:

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\* Gazette (Extra) No. 45 as GO.(P) No. 16998/N1/99/LSGD dt. 13-11-2001.

1. Substituted for short notice" by S.R.O. No. 1021/2003, w.e.f. 11-11-2003.

<sup>2</sup>[x x x]

<sup>3</sup>[Provided that] orders and directions having urgency and sent by Government for consideration of the Panchayat shall be considered in that meeting, even if they are not included in the agenda.

(4) Copies of notice and agenda issued under sub-rules (1) and (2) shall be published in the notice board of the Panchayat on the date of notice itself.

**5. Preparation of agenda.—** (1) The Secretary shall prepare the agenda for the meeting in consultation with the President.

<sup>4</sup>[(2) The agenda shall include the subjects which, according to the Secretary or the ex-officio Secretary, requires decision of the Panchayat thereon, the subjects that are proposed by the President, the questions to be answered in the meeting by the President, or the Chairman of the Standing Committee, as the case may be, under Rule 12 and the resolutions that may be allowed to be introduced in the meeting under Rule 13.

(3) All the subjects included in the agenda for the consideration of the Panchayat meeting shall be serially numbered and recorded in an agenda register in which the page numbers are serially marked in advance and the register shall be under the custody of the Secretary.

(4) The Secretary shall have the responsibility to render advice to the Panchayat, necessary for taking decision in accordance with the provisions of the Act and the Rules made there under on any subject included in the agenda for the consideration of the Panchayat and he shall, accordingly, record his opinion in the respective file and the notes containing such opinion shall either be given to the members before the commence of the meeting or be submitted before the meeting at the time of discussion on the subject].

<sup>5</sup>[**6. Requisition for convening of meeting.—** (1) The President shall, if so requested by not less than one third of the number of members of the Panchayat as notified by the Government under sub-section (1) of Section 6, by giving notice to him in writing specifying the purpose for which the meeting is to be convened, convene, within ten days of getting the notice, a special meeting of the Panchayat to consider such matter.

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2. First proviso omitted by S.R.O. No. 1021/2003, w.e.f. 11-11-2003. Prior to the omission it read as under: "Provided that if all the members present agrees any subject of urgent importance but not included in the agenda may be considered in that meeting"
  3. Substituted for "Provided further that" by S.R.O. No. 1021/2003.
  4. Sub-rules (2) & (3) substituted by S.R.O. No. 1021/2003, w.e.f. 11-11-2003. Prior to the substitution it read as under:  
“(2) The agenda shall include the subjects which according to the Secretary requires consideration of the Panchayat and that proposed by the President.  
(3) The President and the Secretary shall have the right to record their opinion as notes regarding any subject included in the agenda and such recorded note shall be issued to the members before the meeting or submitted in the meeting at the time of discussion of the subject.
  5. Rule 6 substituted by S.R.O. No. 1021/2003. Prior to the substitution Rule (6) read as under:  
“6. Requisition for convening of meeting.— (1) The President shall, if so requested by not less than one third of the existing number of members of the Panchayat for the time being, convene a meeting of the Panchayat: Provided that the notice requesting the convention shall contain the date for convening the meeting and the subject or subjects to be considered in the meeting and shall be given ten days prior to the date proposed for convention of the meeting, at the Panchayat office on working hours, to the President or the Secretary or in their absence, to the officer having charge of the office at that time: Provided further that the President may, if he thinks fit, accept a notice with less than ten days.  
(2) The members who have issued notice under sub-rule (1) may, if the President does not convene the meeting within 3 days from the receipt of the notice under sub-rule (1), on the day specified therein or within 3 days thereafter, convene the meeting by giving notice to other members as provided in sub-rule (1) of Rule 4. No subject other than the subjects mentioned in the notice shall be discussed in such meeting.  
(3) No meeting under sub-rule (1) or sub-rule (2) shall be convened at a place other than the place at which the office of the Panchayat is situated.”

(2) Copy of the notice given to the President under sub-rule (1) shall be given to the Secretary.

(3) Where the President does not convene the meeting within ten days of the receipt of the notice under sub-rule (1), the members who gave the notice may, after giving notice to the other members as provided under sub-rule (1) of Rule 4, and informing the Secretary, convene a special meeting of the Panchayat. No other subjects except the subject mentioned in the notice shall be discussed in such meeting.

(4) No meeting under sub-rule (1) or sub-rule (3) shall be convened at a place other than the place at which the office of the Panchayat is situated]. ..

**7. Quorum for Panchayat meeting.—** (1) One third of the sanctioned strength of the members of the Panchayat shall be the quorum and no Panchayat meeting shall be held if that much number of members are not present in the meeting.

(2) The meeting shall not be proceeded with if at any time there becomes a fall in quorum.

(3) Even after passing half an hour from the time appointed for a meeting, the quorum does not occur and the members present refuse to wait further, the meeting shall be deemed to have been postponed.

(4) There shall be a register containing the names of members of the Panchayat and all the members present in a meeting shall put their signature on it.

**8. Panchayat meeting to be held open.—**The public and reporters shall have access as visitors to the meeting of a Panchayat at any level and such access shall be controlled by the President, Vice-President or the presiding member:

Provided that the person presiding may, for reasons to be recorded in the minutes book, direct the public in general or a person or persons in particular to withdraw or be removed from any meeting of the Panchayat.

**9. Holding and Presiding over meetings.—** (1) The President or in his absence the Vice-President or in the absence of both a member chosen by majority opinion of the members present shall take chair of the Panchayat meeting.

(2) The Chairman may, if the law and order situation becomes out of control, stop the meeting for such time as he may decide or for the day.

(3) The Chairman shall control the meeting and decide on all points that arise at or in connection with the meeting. There shall be no discussion on a point of order and the decision of the Chairman shall, save as otherwise provided in the Act or in these rules, be final.

(4) The Chairman shall, if any member behaves disorderly and causes obstruction in conducting the meeting, direct such member to withdraw forthwith and if disobeys, suspend him from the meeting for the day and on such suspension the member shall immediately withdraw from the meeting, failing which he shall be removed, if necessary, by using reasonable force.

**10. Decision in meetings.—** The Panchayat shall decide all subjects coming for consideration by majority, votes of the members present and the Chairman may exercise a casting vote in all cases of equality of votes.

**11. Cancellation or modification of resolutions.—** No resolution of a Panchayat shall be modified or cancelled except through a resolution passed in a meeting specially convened for the purpose within three months of passing such resolution, by a two third majority of the total number of members of the Panchayat.

<sup>6</sup>[Provided that where the Panchayat is satisfied that a decision or resolution passed by the Panchayat has not been passed in accordance with law or it has been passed in violation of any of the powers conferred on the Panchayat by the Act or abuse thereof or that, if implemented,

it may endanger human life, health or public safety, the Panchayat may, at anytime with the approval of more than one-half of the total number of members of the Panchayat, amend or repeal such decision or resolution.

**12. Interpellation by members to the President or Chairman of the Standing Committees.—** (1) A member who desires to interpellate the President or the Chairman of a Standing Committee in any meeting shall give a copy of the question which he intends to ask at least seven clear days in advance to the President if the question is to the President and to the President and Chairman of the Standing Committee, if the question is to the Chairman of a Standing Committee:

Provided that the President may, if he thinks fit, admit a question with a notice of less than seven days.

(2) Questions by members shall be confined to matters coming within the administrative power of the Panchayat.

(3) In any meeting, a member may ask upto two questions for obtaining information on any matter relating to Panchayat.

(4) No question shall be allowed if not complied with the following conditions:-

- (a) It shall relate to a single matter;
- (b) It shall be in clear and precise words;
- (c) It shall be prepared in the form of a submission to know information;
- (d) It shall not contain arguments, hypothetical inferences, ironical expressions or defamatory statements and anything referring to the conduct or character of persons other than that relating to official or public position.
- (e) It shall not refer to any matter which is pending disposal before a Court of law;
- (f) It shall be the responsibility of the member who raises the question to confirm the accuracy of the statement;
- (g) It shall not contain any non-essential name or statement to make the question logical;
- (h) It shall not raise questions of policy which cannot be confined to an answer;
- (i) It shall not be a question which has already been answered or refused;
- (j) It shall not be one seeking information on trivial matters;
- (k) It shall not be in the nature of charging directly or indirectly on the character of a person.

(5) The president shall decide whether a question is to be allowed or not, before the date fixed for the next meeting and he may allow, disallow or partly allow it. He may disallow any question which in his opinion, contravenes these rules or constitutes an abuse of the right of questioning or cannot be answered without affecting public interest and in that cases the question shall not be included in the agenda or the proceedings of the meeting of the Panchayat.

(6) The questions allowed by the President shall be included in the agenda for the next meeting and the President or the Chairman of the Standing Committee, as the case may be shall unless it has already been withdrawn by the member putting it, answer every question so included in the order in which it is included in the agenda, before any other business is taken up at the meeting:



Provided that even if a question included in the agenda has been withdrawn, answer may be given in public interest.

(7) Any member may put a supplementary question for further elucidating any matter which has already been answered:

Provided that the president may disallow any supplementary question if in his opinion the contents of the question violates rules.

(8) No discussion shall be permitted in respect of any question or of any answer given to a question.

<sup>7</sup>[(8A) The question time shall not exceed one hour from the beginning of the meeting and the President or the Chairman of the Standing Committee, as the case may be, shall, after the meeting, give to the members concerned, answer in writing for the question included in the agenda and which could not be answered in the meeting within the time.

(8B) The President or the Chairman of the Standing Committee, as the case may be, may, for preparing answers to the questions, collect details thereof from the Secretary or the Ex-officio Secretaries or any other officer under the control of the Panchayat].

(9) The question asked and the answer given to it shall be recorded in the proceedings of the Panchayat meeting.

**13. Procedure for moving resolutions at Panchayat meeting.—** (1) A member who intends to move a resolution shall give seven clear days notice of such intention in writing to the President along with a copy of the resolution:

Provided that the President may include a resolution in the list of business with a shorter notice than seven days.

(2) No member shall move more than one resolution.

(3) The President shall examine all the resolutions and shall have power to disallow any resolution which in his opinion does not comply with the conditions laid down in sub-rule (4).

(4) A resolution in order to be admissible shall comply with the following condition namely:—

- (a) It shall relate to matters coming within the administrative power of the Panchayat;
- (b) It shall be clearly and precisely worded;
- (c) It shall relate to a single matter;
- (d) It shall not contain arguments, hypothetical inferences, ironical expressions or defamatory statements;

(e) It shall not refer to the conduct or character of a person except that in his official or public capacity;

(f) It shall not refer or relate to a matter which is under adjudication by a Court of law.

(5) The President may decide to allow and to give priority to resolutions and may disallow any resolution in part or in full, which in his opinion contravenes the provisions of the Act or the rules made thereunder and his decision thereon shall be final.

(6) The resolution allowed by the president shall be included in the agenda of the meeting.

(7) The President shall when any resolution is disallowed on any ground mentioned in sub-rule (4), intimate the fact to the member concerned stating the reasons for disallowing the resolution.

(8) A member in whose name a resolution is included in the list of business may, when called either move or withdraw the resolution, by making a statement.

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7. Sub-rule (8A) & (8B) added by S.R.O. No. 1021/2003.

(9) If a member, allowed to move a resolution, is absent, any other member authorised by him may, with the permission of the President, move the resolution and if it is not so moved, it shall be deemed to have been withdrawn.

(10) Any resolution moved by a member shall be seconded by another member.

(11) The discussion on a resolution shall be confined to the contents of the resolution.

(12) Any member may move amendments to resolutions during discussion subject to sub-rule (4), (5) and (10).

(13) A member who has moved a resolution or amendment to a resolution shall not withdraw the same except by leave of the panchayat.

(14) A resolution included in the agenda shall, if not discussed in that meeting, be deemed to have lapsed.

(15) The President shall put amendments to vote ordinarily in the order in which they have been moved and if the amendments are lost, put the original motion to vote.

(16) A resolution which has been discussed and rejected by the Panchayat shall not be moved again before the lapse of six months from the date of rejection.

(17) The time allowed for a resolution shall not exceed half an hour at any Panchayat meeting.

**14. Resolution on bye-laws.**— (1) A resolution on bye-laws placed before the panchayat under Section 256 of the Act shall be to frame bye-laws or to modify or to cancel existing bye-laws.

(2) The procedure laid down in the Kerala Panchayat Raj (procedure for framing bye-laws) Rules, 1995 shall be followed on every bye-law introduced in the Panchayat Committee.

**15. Motion of no-confidence in <sup>8</sup>[the President or the Vice-President].**— (1) A motion expressing no-confidence in <sup>9</sup>[the President or the Vice-President] of a Panchayat shall be made in accordance with the procedure laid down in Section 157 of the Act.

(2) A notice under sub-section (2) of Section 157 shall be in the form appended to these rules.

**16. When to allow speeches.**— (1) A member shall speak only when there is a subject before the meeting or when he moves or seconds or opposes a resolution, except in the following cases-

(a) when speaking on a point of order,

(b) when making a statement with the special permission of the Chairman.

(2) A member in whose name a resolution is included in the list of business shall, except in the context he withdraws it, move the resolution when called upon and shall commence his speech by a formal motion.

**17. Order of delivering speech.**— After the delivery of speech by the member moving the resolution other members may speak to the motion in the order in which they are called upon by the Chairman. Any member who does not speak when called upon by the Chairman shall have the right to speak at a later stage only with the special permission of the Chairman.

**18. Speeches how to be permitted.**— Save as otherwise proved, a member shall not speak more than once on the same subject.

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8. Substituted for "President, Vice-President or Chairman of a Standing Committee" by S.R.O. No. 1021/2003.

9. Substituted for "President, Vice-President or Chairman of a Standing Committee" by S.R.O. No. 1021/2003.

Provided that a member may, if the main subject is with regard to the framing, Cancellation or modification of bye-laws or financial estimates, move or support amendment more than once.

**19. Personal explanations.**—A member may, with the permission of the Chairman make personal explanations before the Panchayat, not as part of a discussion.

**20. Duration of speeches.**— Any member desiring to speak on an issue before the Panchayat shall intimate the same in writing to the Chairman and the Chairman shall call the members in the order of priority. No speech shall ordinarily exceed 4 minutes duration:

Provided that a person moving a resolution or amendment may be allowed upto 8 minutes time to speak:

Provided further that the Chairman may at his discretion allow a person to extend or reduce time for speech.

**21. Point of order and decision thereon.**— (1) Any member may, in the nature of question, raise point of order regarding the compliance of these rules or regarding the interpretation of any bye-laws made by the Panchayat to regulate the procedure of the Panchayat or the jurisdiction of the Chairman.

(2) The point of order may be raised at the beginning of the business:

Provided that, if the point of order is regarding the regulation or control of business of the Panchayat, a member may be allowed to raise such point of order during the interval between the closing of one item and commencement of another item.

(3) A member may, subject to the conditions in sub-rules (1) and (2), raise a point of order and the Chairman shall decide whether it is a point of order or not and such a decision shall be final.

(4) No discussion shall be allowed on a point of order raised by a member, but the Chairman may, if so thinks fit give an opportunity to the members to speak what they have, before taking a decision.

(5) The raising of a point of order shall not be the privilege of a member.

(6) A member shall not raise a point of order on the following matters:-

- (a) to know any information;
- (b) to explain his position;
- (c) regarding the resolution which is being moved;
- (d) regarding hypothetical matters.

**22. Resolutions to be put to vote.**— (1) The Chairman shall, when the discussion is concluded or if there is no discussion, put the resolution to vote.

(2) Any subject taken for consideration in a Panchayat meeting shall be decided on the majority opinion of the members present and in case of equality of votes the Chairman may also exercise a casting vote.

**23. Manner of polling.**— Except in cases otherwise provided.

- (a) the manner of taking votes in a meeting may be as per the discretion of the Chairman;
- (b) if any member demands a poll, it shall be done by raising of hand;
- (c) the Chairman shall declare the results of the poll and it shall not be challenged.

**24. Procedure when the Chairman speaks.**— When the Chairman rises for talking, the member speaking shall stop it and sit down immediately. The Chairman may direct the member repeatedly raising monotonous and improper matters on disputes to stop his speech.

**25. Decision of the Chairman.**—The Chairman shall have full competence to take decision on any point of order and shall have necessary powers to enforce it.

<sup>10</sup>[**26. Recording of decision and proceedings of meetings.**— (1) The Secretary shall attend all the meetings of the Panchayat and in case it becomes impossible for him to attend the meeting due to unavoidable reasons, an officer authorised by the Secretary in this behalf shall attend the meeting.

(2) The Ex-officio Secretaries concerned with the subjects which are under consideration of the meetings of the Panchayat shall, where the President so requires, attend the meetings.

(3) There shall be a Decision Register to record the decisions and resolutions passed in the Panchayat meeting and a Minutes Book to record the proceedings of the Panchayat meeting and the page numbers of the same shall be serially marked in advance and shall be under the custody of the Secretary.

(4) The Secretary or the Officer authorised by him shall record in the Decision Register, along with the carbon paper copy, the decisions and resolutions passed by the Panchayat after assigning each of them a serial number in the order of passing the same and making entries as to the respective Agenda Number and the Secretary and the Chairman of the meeting shall sign below such notings and Secretary shall read out the same in the meeting and the carbon paper copy of the decisions and resolutions passed shall, immediately after the conclusion of the meeting, be notified on the notice board.

(5) The decisions and resolutions recorded in the Decision Register shall be complete, self-explanatory and free from doubts or interpretations.

(6) The Secretary shall, within forty-eight hours after the Panchayat meeting, give to all the members of the Panchayat, copy of the decisions and resolutions passed in the Panchayat meeting.

(7) The summary of the speeches and statements made by the members on every item in the Panchayat meeting and of the remarks made by the Secretary thereon and of the decisions taken by the Chairman on the point of orders and in case there was voting on any item, the names and details of the members voted for and against thereon, the questions allowed and the replies given thereto and the decisions and the resolutions passed by the Panchayat shall be recorded in detail in the minutes book as notes on the proceedings of the meeting.

(8) The Secretary shall, within three days after the meeting, prepare the draft notes on the proceedings of the meeting and submit the same for the approval of the Chairman.

(9) The Chairman shall, within twenty-four hours of receipt of the draft proceedings of the meeting prepared by the Secretary, examine the same, make necessary material changes if any and return it to the Secretary.

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10. Rule 26 substituted by S.R.O. No. 1021/2003. Prior to the substitution it read as under:

“26. Preparation of minutes of meeting.— (1) The Secretary shall attend all Panchayat meetings and in case he cannot attend a meeting due to unavoidable reasons an officer authorised in this behalf shall attend the meeting.

(2) There shall be a minutes book to record the proceedings of the Panchayat meeting and the same shall be in the custody of the Secretary.

(3) The Secretary shall prepare the draft of the proceedings of the meeting and submit the same within 24 hours of conclusion of the meeting to the Chairman for approval,

(4) The Chairman shall, within 24 hours of receipt of the draft proceedings of the meeting prepared by the Secretary, examine the decisions of the meeting and return it to the Secretary with corrections if found necessary, or otherwise.

(5) The Secretary shall, immediately on receipt of the proceedings approved by the Chairman record it in the minutes book and obtain his signature.

(6) Immediately after recording the proceedings of the meeting in the minutes book, copy of the proceedings shall be supplied to the members and a copy (with note of dissent, if any) shall be exhibited in the notice board of the office.

(10) The Secretary shall, immediately on receipt of the proceedings approved by the Chairman, record the same in the Minutes Book and obtain the signature of the Chairman therein and publish the copy thereof on the notice board of the Office].

**27. Chairman or members to keep away from the discussion on issues involving personal and financial interest.—** (1) The Chairman or members concerned shall not note on issues taken up for consideration in a Panchayat meeting if the Chairman or such member have financial or personal interest, whether direct or indirect, in such issue.

(2) The Chairman may, if satisfied that a member has financial interest in an issue being discussed direct him to abstain from the discussion and prohibit him from voting.

(3) Such member may question the decision of the Chairman and if so questioned, it shall be presented before the meeting. The decision of the meeting thereon shall be final.

(4) Any member may, if so believes that the Chairman has financial or other interest in the issue put to discussion, present the same in the meeting by a resolution and if the resolution is accepted the Chairman shall be liable to abstain from such discussion.

(5) The member and the Chairman concerned shall not have any right to vote in the resolutions referred to in sub-rule (3) and sub-rule (4) respectively.

<sup>11</sup>[**28. Dissenting note on decisions.—** Where a member of the Panchayat has dissenting opinion on a decision or a resolution passed in the Panchayat meeting, he may, after the conclusion of the meeting and within forty-eight hours of receipt of a copy of the minutes, give his dissenting note to the Secretary:

Provided that, any member who was not present in the meeting or if being present has not voted against the decision or the resolution concerned shall not have the right to give dissenting note under this rule]

**29. Forwarding of minutes.—** (1) The Secretary shall, <sup>12</sup>[within ten days] after the date of meeting, forward a copy of the minutes of every meeting of a Panchayat with dissenting note, if any, with the approval of the President, to the officer authorised by the Government in this behalf.

<sup>13</sup>[(2) Where the decision of the Government or of the Authorised Officer is required on any matter in connection with implementing a decision of the Panchayat or on a dissenting note, the Secretary shall, along with his detailed report thereon, bring the same to the notice of the Government or the Authorised Officer.

(3) Where the Secretary is of the opinion that a decision or resolution passed by the Panchayat has not been passed in accordance with law or is ultra vires the powers conferred by the Act or if implemented, it may endanger human life, health or public safety, he shall, in writing, request the Panchayat to review the said decision and if the Panchayat, after discussion of such request in its next meeting, resolves to uphold its earlier decision, the Secretary shall, within two days, forward the Panchayat resolution and his opinion thereon by registered post to the government for its decision or shall, in the case of urgency, deliver it directly to the Government.

(4) Where no direction has been received from the Government within fifteen days after a Panchayat decision was forwarded to the Government, the Secretary shall, on the presumption

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11. Rule 28 substituted by S.R.O. No. 1021/2003. Prior to the substitution it read as under:

“28. Dissenting note on decisions.—A member shall, if he has any dissent on the proceedings of a meeting, inform the same in writing, within forty eight hours of receipt of the proceedings to the Secretary and the President”

12. Substituted for “within seven days” by S.R.O. No. 1021/2003.

13. Sub-rule (2) substituted by S.R.O. No. 1021/2003. Prior to the substitution it read as under:

“(2) The Secretary shall, if the decision of Government or the officer authorised is required on any issue regarding the implementation of a decision of the Panchayat or dissenting note, bring the same to the notice of the Government or the officer authorised, with a detailed report and implement the same only after obtaining directions from them”

that the Government have no direction to issue in the matter, implement the said resolution and inform the matter to the Government forthwith].

**30. Custody of records.**—The minutes and records of the Panchayat and other Committees shall be under the custody of the Secretary.

#### APPENDIX

#### FORM

[See sub-rule (2) of Rule 15]

(Notice regarding the intention to move no-confidence motion in the \*President/Vice-President <sup>14</sup>[x x] of ..... ‘Village Panchayat/Block Panchayat/District Panchayat.

.....  
.....  
.....

(Official name and address of empowered officer)

Sir,

We, the following undersigned elected members of the ..... \*Village Panchayat /Block Panchayat/District Panchayat hereby give notice of intention to move motion of no-confidence in \*Shri/Smt ..... the \*President/Vice-President/..... <sup>14</sup>[xx] of this Panchayat. The sanctioned strength of the Panchayat is ..... A copy of the motion intended to be moved is enclosed herewith.

Name of member

Signature

- (1)
- (2)
- (3)
- (4)
- (5)

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(To be filled by the empowered officer)

This notice is handed over to me directly in ..... day of ..... (month)  
..... (year) by Shri/Smt ....., one of the elected members of the Panchayat.

Signature of the empowered officer

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\* Strike out whichever is not applicable.

#### Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purpose.) Government have decided to make rules prescribing, the form of notice for moving no-confidence in the *President*, Vice-President and Standing Committee Chairman of a Panchayat, under Section 157; the procedure for moving resolution in a Panchayat Committee and for asking questions to the President regarding matters coming under the administrative power of the President, under Section 158 and the maximum interval which may have between two consecutive Panchayat meetings, the time, place and quorum of such meetings, the procedure for convening and conducting of such meeting, under Section 161 of the Kerala Panchayat Raj Act, 1994 (13 of 1994). This Notification is intended to achieve the above purpose.

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14. Omitted the words “Chairman of Standing Committee” and “Standing Committee Chairman” respectively by S.R.O No. 1021/2003.

# **\*THE KERALA PANCHAYAT RAJ (HONORARIUM AND ALLOWANCES TO REPRESENTATIVES OF PEOPLE) RULES, 1995**

[Translation in English of the Kerala Panchayat Raj (Salaries and Allowances to Representatives of People) Rules, 1995, published under the authority of the Governor.]

**S.R.O. No. 1478/95.** — In exercise of the powers conferred by Section 160 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 254 thereof, the Government of Kerala hereby make the following rules, namely:-

## **RULES**

**1. Short title and commencement.**— (1) These Rules may be called the Kerala Panchayat Raj (<sup>1</sup> [Honorary] and Allowances to Representatives of People) Rules, 1995.

(2) They shall be deemed to have come into force with effect from the 1st day of October 1995.

**2. Interpretation.**— In these rules, unless the context otherwise requires, the words and expression used and not defined in these rules but, defined in the Kerala Panchayat Raj Act, 1994 (13 of 1994) shall have the meaning respectively assigned to them in the Act.

**3. <sup>2</sup>[Monthly Honorary] to the President, Vice-President and other elected members.**—The <sup>3</sup>[Monthly Honorary] in the following rate shall be paid to the President, Vice-President and elected members of the Panchayat-

(1) In the case of a Village Panchayat,-

(a) <sup>4</sup>[Rupees Thirteen Thousand and Two Hundred] to the President;

(b) <sup>5</sup>[Rupees Ten Thousand and Six Hundred] to the Vice-President;

(c) <sup>6</sup>[Rupees Eight Thousand and Two Hundred] to the Chairman of the Standing Committees;

(d) <sup>7</sup>[Rupees Seven Thousand] each to members.

(2) In the case of a Block Panchayat,-

(a) <sup>8</sup>[Rupees Fourteen Thousand and Six Hundred] to the President;

(b) <sup>9</sup>[Rupees Twelve Thousand] to the Vice-President;

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\* Published in K.G Ex. No. 1279 dt. 2-S-2002 as Notn. No. 43262/N2/2001/LSGD(1) dt. 8-8-2001 w.e.f. 1-10-1995

1. Substituted by S.R.O. No. 311/96, w.e.f. 1-10-2001.

2. Substituted by S.R.O. No. 311/96, w.e.f. 1-10-2001.

3. Substituted by S.R.O. No. 311/96, w.e.f. 1-10-2001.

4. Substituted for "Rupees six thousand and six hundred" by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.

5. Substituted for "Rupees five thousand and three hundred" by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.

6. Substituted for "Rupees four thousand and One hundred" by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.

7. Substituted for "Rupees three thousand and five hundred" by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.

8. Substituted for "Rupees seven thousand and three hundred" by G.O. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.

9. Substituted for "Rupees six thousand" by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.



(c) <sup>10</sup>[Rupees Eight Thousand and Eight Hundred] each to the Chairman of Standing Committees;

(d) <sup>11</sup> [Rupees Seven Thousand and Six Hundred] each to members.

(3) In the case of a District Panchayat-

(a) <sup>12</sup>[Rupees Fifteen Thousand and Eight Hundred] to the President;

(b) <sup>13</sup>[Rupees Thirteen Thousand and Two Hundred] to the Vice-President.

(c) <sup>14</sup>[Rupees Nine Thousand and Four Hundred] each to the Chairman of Standing Committees;

<sup>15</sup>(d) [Rupees Eight Thousand and Eight Hundred] each to members].

<sup>16</sup>[x x x]

<sup>17</sup>[3A. Eligibility for honorarium.— The Representatives of people in a Panchayat shall be eligible for honorarium even if they have income from other sources including Government.

<sup>18</sup>[3ബി. അവധിയിലായിരിക്കുന്ന ജനപ്രതിനിധികളുടെ ഓണറേറിയത്തിനുള്ള അർഹത.— ആർ മാസത്തിൽ അധികരിക്കാത്ത കാലയളവിലേക്ക് പഞ്ചായത്തിന്റെയോ സ്റ്റാന്റിംഗ് കമ്മിറ്റിയുടെയോ യോഗങ്ങളിൽ പങ്കെടുക്കാതിരിക്കുന്നതിന് ഒരു അംഗത്തിന് പഞ്ചായത്ത് അനുവാദം നൽകുന്ന സംഗതിയിൽ, അപ്രകാരം അനുവദിക്കപ്പെടുന്ന കാലയളവ് അവധിയായി പരിഗണിക്കേണ്ടതും അപ്രകാരം അവധിയിലായിരിക്കുന്ന കാലത്തേക്ക്, പ്രസ്തുത അംഗത്തിന് ഓണറേറിയത്തിന് അർഹതയുണ്ടായിരിക്കുന്നതല്ലാത്തതുകൊണ്ടു്;

എന്നാൽ, പ്രസവ സംബന്ധമായ ആവശ്യങ്ങൾക്ക് അവധിയിലായിരിക്കുന്ന ഒരു വനിതാ അംഗത്തിന് പ്രസ്തുത കാലയളവിലേക്ക് ഓണറേറിയത്തിന് അർഹതയുണ്ടായിരിക്കുന്നതാണ്.]

**3C. Eligibility for honorarium of a member holding charge of the President.—**When the Vice-President or any other member of a Panchayat holds the charge of the President, that member shall be eligible for the honorarium entitled to the president and if the duration of holding of such charge is less than 30 days, the honorarium shall be paid proportionally calculating the number of days of the charge held.]

**4. House Rent Allowance to the District Panchayat President in lieu of providing house without payment of rent.—**The President of a District Panchayat shall be entitled without payment or rent, to the use of a house at the Headquarters of the District Panchayat throughout his term of office and for a period of fifteen days immediately thereafter or in lieu of it a house rent allowance of rupees <sup>19</sup>[one thousand two hundred] per month.

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10. Substituted for “Rupees four thousand and four hundred” by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.
  11. Substituted for “Rupees three thousand and eight hundred” by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016
  12. Substituted for “Rupees three thousand and eight hundred” by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016
  13. Substituted for Rupees six thousand and six hundred” by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.
  14. Substituted for “Rupees four thousand and seven hundred” by GO. (P) No. 30/2016/LSGD, w.e.f. 1-7-2016.
  15. Substituted for Rupees four thousand and four hundred” by GO. (P) No. 30/2016/LSGD w.e.f. 1-7-2016
  16. Proviso omitted by S.R.O. No. 311/96, w.e.f. 1-10-2001. The omitted proviso read as under:  
Provided that those who receive monthly or weekly Salary from Government or any other institution in connection with his employment or office shall not be entitled to receive Salary from the Panchayat
  17. Rule 3A, 3B & 3C inserted by SRO No. 683/2005 w.e.f. 13-8-2004
  18. Rule 3B substituted by SRO No. 507/2012 w.e.f. 12-7-2012. The relevant English translation is not yet received. Prior to the substitution it read as under:  
“3B. Eligibility for honorarium of a Representative of People on leave.— The Representatives of People availing leave with the permission of the Panchayat shall be eligible for the honorarium during the period continuing on leave, up to a maximum of six months. While considering the eligibility for honorarium, instead of taking the meetings attended as the basis, the eligibility shall be decided by verifying whether the Representative of People is on leave with the permission of the Panchayat or not.”
  19. Substituted for “one thousand rupees” by SRO No. 507/2012, w.e.f. 12-7-2012.

**5. Travelling allowance to attend the meeting.—** Travelling allowance for attending the meeting of Panchayat or any Committee thereof shall be given to the Presidents of Panchayats other than President of a District Panchayat, Vice Presidents, Chairman of Standing Committee and members in the following rate, but daily allowance shall not be given along with it.

(i) for the Presidents of Block Panchayats and Village Panchayats, Vice-Presidents and Chairman of Standing Committee of Panchayats at any level and every member of a District Panchayat the travelling allowance entitled to Class I Officers of Government in accordance with the provisions of Kerala Service Rules for the time being in force:

(ii) for every member of Block Panchayat and Village Panchayat the travelling allowance entitled to Class II (A) Officers of Government in accordance with the provisions of Kerala Service Rules for the time being in force.

**6. Attendance allowance to participate in the meeting.—** The attendance allowance that may be allowed to participate in the meeting of Panchayat or any Committee thereof shall be at the rate specified below, namely:-

(1) <sup>20</sup>[Seventy five] rupees<sup>21</sup> [per sitting] to the President Vice-President and Chairman of Standing Committee of Panchayat at any level and members of District Panchayat subject to a maximum of <sup>20</sup>[three hundred and sixty] rupees for a month to a person;

(ii) At the rate of “[sixty] rupees per day to every member of Block Panchayat and Village Panchayat subject to a maximum of “[three hundred] rupees for a month.

**7. Travelling allowance and daily allowance.—** (1) The President and Vice-President of Panchayat at any level shall be entitled to travelling allowance and daily allowance, while on tour for a public business, at the rate entitled to Class I Officers of Government in accordance with the provisions of Kerala Service Rules for the time being in force.

(2) Members of District Panchayat and Chairman of Standing Committee of Panchayat at any level shall be entitled to travelling allowance and daily allowance, while on tour for a public business, at the rate entitled to Class I Officers of Government in accordance with the provisions of Kerala Service Rules for the time being in force.

(3) Every member of Block Panchayat and Village Panchayat shall be entitled to travelling allowance and daily allowance at the rate entitled to Class II (A) Officers of Government in accordance with the provisions of Kerala Service Rules for the time being in force -

(a) for the journey conducted to the District Panchayat headquarters or Block Panchayat headquarters with the approval of Panchayat;

(b) if invited to attend the meeting or training programmes convened by the Government or authorised Officer, journey conducted to attend such meeting or training programmes; and

(c) the journeys which are not included in clause (a) and (b) above but conducted for the business for Panchayat which is approved by a resolution passed by majority opinion of members present at the meeting of Panchayat.

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20. Subs. for TSixty” and “Three hundred”] respectively by SRO No. 496/2012, w.e.f. 1-10-2007.

\* Previously substituted for “forty” & “two hundred” respectively by SRO No. 683/2005, w.e.f. 13-8-2004.

21. Substituted for “per day” by SRO No. 706/2005, w.e.f. 22-7-2005.

22. Subs. for \*[[“fifty” and “two hundred and fifty”] respectively by SRO No. 496/2012, w.e.f. 1-10-2007.

\* Previously subs. for “thirty two” & “one hundred and sixty” respectively by SRO No. 683/2005.

**8. Context where travelling allowance not entitled.—** (1) Travelling allowance shall not be entitled for a journey conducted from a place within a distance of eight kilometres from the headquarters of the Panchayat or to such place and for a journey which has not been approved by the Panchayat.

(2) Travelling allowance shall not be entitled for a journey from more than one Panchayat at the same time.

(3) If the President or Vice-President or Member conducts a journey outside the State without the previous sanction of the Government, travelling shall not be entitled for such journey:

Provided that previous sanction of the Government need not be obtained for the journey conducted in connection with the business of Panchayat by the President, Vice-President or Member of Panchayats in the border of the State for the journey to a place just outside the border of the State.

<sup>23</sup>[(4) The travelling allowance of the Representatives of People of Panchayat shall be fixed as per the Kerala Service Rules and the monthly/quarterly ceiling stipulated by the Government shall be applicable:

<sup>24</sup>[x x x]

**9. Scrutiny of travelling allowance bills.—** The amount of travelling allowance of every Member, Vice-President and Chairman of Standing Committee shall be paid only after the bill is scrutinised and passed by the President in accordance with these rules.

#### **Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport.) As per Section 160 of the Kerala Panchayat Raj Act, 1994 (13 of 1994), the Government have to prescribe the monthly salary and allowance to be paid to the President, Vice-President and other elected members of the Panchayat, the house rent allowance to the District Panchayat President in lieu of obtaining house without payment of rent in the District Headquarters, the rates of travelling allowance and daily allowance to be paid to the President and Vice-President of a Panchayat for their tour for public business, the rates of travelling allowance and daily allowance that may be paid to each member of a Panchayat other than the President of a District Panchayat, for attending the meeting of Panchayat or any Committee thereof. Besides, the rates of travelling allowance and daily allowance to the Chairman and Members of Standing Committee have also to be prescribed. The Government intends to fix the aforesaid salaries, allowances and the rates of travelling allowance and daily allowance. This notification is intended to achieve the above object.

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23. Sub-rule (4) inserted by SRO No. 683/2005, w.e.f. 13-8-2004.

24. Proviso omitted by SRO No. 507/2012 w.e.f. 12-7-2012. Prior to the omission it read as under:

“Provided that the Journeys performed outside the District for official purpose need not be included within the monthly/quarterly ceiling”

# THE KERALA PANCHAYAT RAJ (MANNER OF SERVICE OF NOTICES) RULES, 1996\*

**S.R.O. No. 285/96.**— In exercise of the powers conferred under clause (xv) of sub-section (2) of Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) the Government of Kerala hereby make the following rules, namely:-

## RULES

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Manner of Service of Notices) Rules, 1996.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,-

(a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) Words and expressions used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Serving of notice.**— (1) In case the Act or rules or bye-laws made thereunder requires the Panchayat to serve any notice or document to a person, such service or sending shall, unless otherwise provided in the Act or rules or bye-laws made thereunder, be done,-

(a) by service or sending of notice or document to such person; or

(b) if such person cannot found out, by leaving such notice or document at his last known place of abode or business or by entrusting the same to some adult member or servant of his family and in the case of employees working in firms, factories, plants and workshops where admission to notice server is prohibited or where service of notice cannot be possible in the ordinary course, by entrusting the same to the head of the institution or to any authorised person; or

(c) if such person's address elsewhere is known to the Secretary, by sending the same to that address by registered post; or

(d) if none of the aforesaid means are available, by affixing the notice in some conspicuous part of his abode or work place.

(2) It shall not be necessary to name the owner or occupier in the notice, if such notice is regarding any building or land and in the case of joint owners and joint occupiers it shall be sufficient if the notice is served or sent to anyone of such person.

(3) Any bill, notice, order, form, summons, demand notice or other document served or sent under the Act or the rules made thereunder, if so provides that any fee or other sum shall be remitted or any work shall be executed, or anything shall be paid within such period fixed therein, then unless the Act or rules or bye-laws provides to the contrary, such period shall be calculated from the date of such service or sending.

(4) In the case of refusal of a notice, the date of refusal shall be deemed to be the date of service.

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\* Published in K.G No.1136 dt. 2nd August 2001, as No.48221/N1/1998/LSGD.

# **THE KERALA PANCHAYAT RAJ (COMPOUNDING OF OFFENCES) RULES, 1996\***

[Translation in English of the Kerala Panchayat Raj (Compounding of Offences ) Rules, 1996, published under the authority of the Governor.]

**S.R.O. No. 390/96.**— In exercise of the powers conferred by Section 246 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 254 thereof, the Government of Kerala hereby make the following rules, namely:-

## **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Compounding of Offences) Rules, 1996.

(2) They shall come into force at once.

**2. Definitions.**— In these rules unless the context otherwise requires,-

(a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) 'Section' means a section of the Act;

(c) Words and expressions used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Compoundable offences and offences compoundable with the permission of the court.**— The offences punishable under the sections specified in column (1) of the schedule to these rules may be compounded and the cases pending prosecution before court may be compounded in the manner set out in column (4) of the schedule.

**4. Application for compounding of offences.**—The application for compounding of offences shall be affixed with court fee stamp worth rupees five and be presented to the Secretary.

**5. Fee for compounding of offences.**— The applicant shall remit an amount of rupees ten as compounding fee along with the application under Rule 4 and the Secretary shall give a receipt for the same and credit the amount to the Panchayat fund under the head "VI. Miscellaneous Revenue - Other Receipts".

**6. Dues to the Panchayat to be paid before compounding.**— If the offence to be compounded is with regard to any dues to be remitted to the Panchayat by any party that offence shall be compounded only after the dues are remitted to the Panchayat.

**7. Authority to order compounding.**— The Secretary shall, with the permission of the President, pass orders on the applications for compounding and communicate the same to the applicant within thirty days of receipt of the application:

Provided that the compounding of an offence shall be done only after removing the cause for the offence and making sufficient safeguards for not repeating the offence.

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\* Published in K.G. Ex. No. 175 dt. 30-1-2003 as Notn. No. 45413/N1/2002/LSGD dt. 26-12-2002.

**8. The Secretary may reject the application for compounding.**— The Secretary may, with the permission of the President and after giving sufficient reason in writing, reject any application for compounding of an offence.

**9. Fine to be collected before compounding of offence.**— The Secretary shall, if he decides, with the permission of the president, to compound an offence on the application of a party, direct the party to pay the dues, if any, to the Panchayat and an amount not exceeding fifty per cent of the fine prescribed for such offence under the Act, within seven days and on remittance of such amounts as directed, communicate the order compounding of such offence to the party concerned.

**10. Compounding of offences repeated.**— An offence once compounded, shall not in the ordinary course be compounded again, if repeated:

Provided that the Secretary may, if satisfied that the offence will not be repeated further and the party who had committed the offence is willing to pay to the Panchayat the compounding fee, fine and other dues, if any, as directed by him in accordance with the provisions in the Act, with the permission of the President accept the application for compounding of offence as a special case and compound the offence after the compounding fee, fine and other dues having been remitted by the party.

**11. Application for compounding of offence with the permission of court.**— Application for compounding of offences shall be presented to the court concerned by the Secretary with the permission of the President after depositing the compounding fees under Rule 5 and the fee payable under Rule 9 by the party and after observing the formalities governing the presentation of application to the courts.

**12. Order of the Court to be communicated to the Secretary of the Panchayat concerned.**— The Court shall communicate the orders on the application under Rule 11 to the Secretary of the Panchayat concerned.

**13. Compounding after obtaining permission of court.**— (1) The Secretary, may, if the party produces the attested copy of Court order granting permission for compounding of offence, after crediting the amount deposited by the party in the revenue receipts of the Panchayat, compound the offences with the permission of the President.

(1) The Secretary shall, in all cases where the application for permission of compounding of offences is rejected by the court, refund the deposit to the party.

(2) The Secretary shall, in case an application for permission for compounding of offence is rejected, refund the amount deposited by the party.

**14. Order of compounding to be communicated to the party.**— The orders of the Secretary compounding offence shall be communicated to the party concerned forthwith.

**15. Compounding of offence committed by persons prosecuted under Section 210 of the Act.**— Notwithstanding anything contained in these rules, the Secretary may, without the permission of the court, compound offence committed by a defaulter who has been prosecuted under Section 210 of the Act and Rule 27 of the Kerala Panchayat Raj (Tax Assessment, Levy and Appeal) Rules, 1996, with the permission of the President:

Provided that an order compounding an offence shall not be passed before collecting from the defaulter the amount due and an amount not exceeding fifty per cent of such amount as fine.

**16. The Secretary to communicate compounding of offences to the Court.**— The Secretary shall communicate every order compounding offence to the court before which the prosecution regarding that offence is pending.

### SCHEDULE

(See Rule 3)

Section, sub- section and clause	Offence	Fine that Can be imposed under the Act	Whether compoundable Or compoundable with the permission of the Court
(1)	(2)	(3)	(4)
		Rs.	
220 (a)	Unlawful construction of wall or erecting offence etc., in or over public road	500	Compoundable with permission of the Court
220 (c)	Unlawful digging or depositing of things in or over public road	200	Compoundable with permission of the Court
220 (d)	Unlawful quarrying in any place near public road etc.	200	Compoundable with permission of the Court
220 (e)	Unlawful construction of structure over drain.	1000	Compoundable with permission of the Court.
220 (f)	Planting of trees without permission on any public road or other property vested in a Panchayat	100	Compoundable with permission of the Court
220 (9)	Cutting of trees growing in public road, other properties or poramboke vested with Panchayat or in the land, the use of which is regulated by the Panchayat under Section 220, without permission.	1000	Compoundable with permission of the Court
222 (1)	Unlawful opening of or keeping open a market	2000	Compoundable
222 (3)	Levying of fees in private evening markets	200	Compoundable
222 (4)	Levying of fees in unlicensed private markets	500	Compoundable
224	Sale of exposure for sale of any animal or article in private or public market without permission	200	Compoundable
225	Sale etc. of articles, after prohibition or without licence or contrary to regulations, in public roads or places	100	Compoundable
227 (b)	Using any public place or roadside, within the prohibited distance, as a landing of halting place or as a cart stand.	200	Compoundable with permission of the Court



Section, sub- section and clause	Offence	Fine that Can be imposed under the Act	Whether compoundable Or compoundable with the permission of the Court
(1)	(2)	(3)	(4)
228 (1)	Opening a new private cart stand or continue to keep open a private stand, without licence or contrary to licence.	1000	Compoundable
230	Using any place as a slaughter house, without licence or contrary to licence	1000	Compoundable
231	Slaughtering of animals for sale as food or skinning or cutting up carcasses or drying skin so as to cause nuisance, without licence or contrary to licence	100 for every animal or carcass skin	Compoundable
232	Using a place for a prescribed purpose, without licence or contrary to the licence	500	Compoundable
233	Unlawful running of factories, workshop etc.	3000	Compoundable
235 (2)	Unlawful destruction etc. of building numbers	50	Compoundable
235 (3)	Failure to replace building number when required to do so	100	Compoundable
240	Failure to comply with any notice requisition or order under Section 240 (3)	500	Compoundable
256	Breach of any bye-law	500	Compoundable
261	Obstructing of Panchayat etc.	500	Compoundable
262	Removal and obliteration of notice	200	Compoundable
263	Failure to furnish information or furnishing false information	500	Compoundable
274	Preventing a person from using or enjoying of public roads, markets, wells, tanks etc.	500	Compoundable

### Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purpose.) Section 246 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) provides that the Secretary may subject to such restrictions and control as may be prescribed, compound any offence against the Act, or any rule or bye-law made thereunder which may by rules be declared compoundable, with the approval of the President. Government have decided to make rules in this regard. This Notification is intended to achieve the above purpose.

# **\*THE KERALA PANCHAYAT RAJ (STANDING COMMITTEE) RULES, 2000**

**S.R.O. No. 895/2000.**— In exercise of the powers conferred by Section 162 and 162A of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 254 thereof, and in supersession of the Kerala Panchayat Raj (Constitution of Standing Committee and its Procedures and Powers) Rules, 1995 issued under Notification G.O. (P) No. 222/95/LAD dated 12<sup>m</sup> October, 1995 and published as S.R.O. No. 1200/95 in the Kerala Gazette Extraordinary No. 1025 dated 12<sup>th</sup> October, 1995, the Government of Kerala hereby make the following rules, namely:-

## **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Standing Committee) Rules, 2000.

(1) It shall come into force with effect from the 1 st October, 2000.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires,-

- (a) "Act" means the Kerala Panchayat Raj Act, 1994 (13 of 1994);
- (b) "Section" means a section of the Act;
- (c) "Form" means a form appended to these rules.

<sup>1</sup>[(ഡി) "വരണാധികാരി" എന്നാൽ സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്ക് അംഗങ്ങളെയും ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ഒഴികെയുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റികളുടെ ചെയർമാൻമാരെയും തെരഞ്ഞെടുക്കുന്നതിലേക്കായി വരണാധികാരിയായി സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷൻ സ്ഥാനനിർദ്ദേശമോ നാമനിർദ്ദേശമോ ചെയ്യുന്ന ഉദ്യോഗസ്ഥൻ എന്നർത്ഥമാകുന്നു.]

(2) Words and expressions used but not defined in these rules, but defined in the Act shall have the respective meanings assigned to them in the Act.

## **ELECTION OF MEMBERS AND CHAIRMAN OF THE STANDING COMMITTEE**

<sup>2</sup>[3. സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളുടെ എണ്ണം.- ഗ്രാമപഞ്ചായത്തിന്റെയും ബ്ലോക്ക് പഞ്ചായത്തിന്റെയും സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളിൽ ഉണ്ടായിരിക്കേണ്ട അംഗങ്ങളുടെ എണ്ണം പട്ടിക I-ലും ജില്ലാ പഞ്ചായത്തിന്റെ സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിൽ ഉണ്ടായിരിക്കേണ്ട അംഗങ്ങളുടെ എണ്ണം പട്ടിക II-ലും കാണിച്ചിരിക്കുന്ന പ്രകാരം ആയിരിക്കുന്നതാണ്.]

<sup>3</sup>[3എ. സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളുടെയും ചെയർമാൻമാരുടെയും സ്ഥാനങ്ങളിലെ സ്ത്രീ സംവരണം.- (1) ഓരോ സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലും ഒരു അംഗത്തിന്റെ സ്ഥാനം പഞ്ചായത്തിലേക്ക് അംഗങ്ങളായി തെരഞ്ഞെടുക്കപ്പെട്ട സ്ത്രീകൾക്കായി സംവരണം ചെയ്യേണ്ടതും, സ്റ്റാന്റിംഗ് കമ്മിറ്റി

\* Published in K.G. Ex. No. 661 dt. 23-4-2003 as Notn. No. 5786/N1/2003/LSGD dt. 28-3-2003 w.e.f. 1-10-2000.

- 1. Clause (d) inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.
- 2. Rule 3 substituted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received. Prior to the substitution it read as under:  
**"3. Number of Members in the Standing Committee.**— The Panchayat shall, in its first meeting convened after its constitution or reconstitution thereof and after the election of its President, determine under sub-section (2) of Section 162, the number of members that each Standing Committee of the Panchayat shall have in it."
- 3. Rule 3a inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.



അംഗങ്ങളെ തെരഞ്ഞെടുക്കുന്നതിന് 5-ാം ചട്ടം (1)-ാം ഉപചട്ടപ്രകാരം വിളിച്ചുകൂട്ടുന്ന യോഗത്തിൽ, സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ട എല്ലാ സ്ഥാനങ്ങളിലേക്കും ആദ്യം തെരഞ്ഞെടുപ്പ് നടത്തേണ്ടതും തുടർന്ന് സംവരണം ചെയ്യപ്പെടാത്ത സ്ഥാനങ്ങളിലേക്ക് തെരഞ്ഞെടുപ്പ് നടത്തേണ്ടതുമാണ്.

(2) (i) ഗ്രാമപഞ്ചായത്തുകളുടെയും ബ്ലോക്ക് പഞ്ചായത്തുകളുടെയും കാര്യത്തിൽ, വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുണ്ടെങ്കിൽ ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ഒഴികെയുള്ള ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലെ ചെയർമാൻ സ്ഥാനവും, വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടില്ലെങ്കിൽ ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ഒഴികെയുള്ള രണ്ട് സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലെ ചെയർമാൻ സ്ഥാനങ്ങളും;

(ii) ജില്ലാ പഞ്ചായത്തുകളുടെ കാര്യത്തിൽ, വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുണ്ടെങ്കിൽ ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ഒഴികെയുള്ള രണ്ട് സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലെ ചെയർമാൻ സ്ഥാനങ്ങളും വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടില്ലെങ്കിൽ ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ഒഴികെയുള്ള മൂന്ന് സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലെ ചെയർമാൻ സ്ഥാനങ്ങളും, സ്ത്രീകൾക്കായി 162-ാം വകുപ്പ് (5എ) ഉപവകുപ്പ് പ്രകാരം സംവരണം ചെയ്യേണ്ടതാണ്.]

<sup>3A</sup>[(3) ഈ ചട്ടങ്ങൾ പ്രാബല്യത്തിൽ വന്ന ശേഷം ആദ്യമായി സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെടേണ്ട സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനങ്ങൾ, ഗ്രാമപഞ്ചായത്തുകളുടെയും ബ്ലോക്ക് പഞ്ചായത്തുകളുടെയും കാര്യത്തിൽ വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുണ്ടെങ്കിൽ, ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും, വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടില്ലെങ്കിൽ, വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും ആരോഗ്യവും വിദ്യാഭ്യാസവും സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും; ജില്ലാ പഞ്ചായത്തുകളുടെ കാര്യത്തിൽ, വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുണ്ടെങ്കിൽ, പൊതുമരാമത്ത് സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും വൈസ് പ്രസിഡന്റ് സ്ഥാനം സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടില്ലെങ്കിൽ, വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും ആരോഗ്യവും വിദ്യാഭ്യാസവും സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനവും ആയിരിക്കേണ്ടതും; അപ്രകാരം സംവരണം ചെയ്യപ്പെട്ട സ്ഥാനങ്ങളുടെ വിവരം സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷൻ അധികാരപ്പെടുത്തിയ ഉദ്യോഗസ്ഥൻ മുൻകൂട്ടി പ്രസിദ്ധപ്പെടുത്തേണ്ടതും, തുടർന്നുള്ള ഓരോ പൊതുതെരഞ്ഞെടുപ്പിനും ശേഷം അപ്രകാരം സംവരണം ചെയ്യപ്പെടേണ്ട 162-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പിൽ പ്രതിപാദിച്ചിട്ടുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റികളുടെ ചെയർമാൻ സ്ഥാനങ്ങൾ പ്രസ്തുത ഉദ്യോഗസ്ഥൻ, ആവർത്തന ക്രമം പാലിച്ചുകൊണ്ട് വീതിച്ചു നൽകേണ്ടതും മുൻകൂട്ടി പ്രസിദ്ധപ്പെടുത്തേണ്ടതുമാണ്.]

**4. Notice for convening the meeting forelection.—** (1) The <sup>4</sup>[returning officer] shall give the notice for convening the meeting for the election of members of the Standing Committee to all the elected members of the Panchayat, five days prior to the date of the meeting and the notice for convening the meeting for the election of the Chairman of the Standing Committee, shall be given to all the members of the Standing Committee concerned two days prior to the date of the meeting:

Provided that in the aforesaid days, declared public holidays shall include and the date of receipt of the notice and the date of the meeting shall not include.

3A. Sub-rule (3) substituted by SRO No. 997/2010, dt. 30-10-2010. The relevant English translation is not yet received. Prior to the substitution it read as under:

“(3) ഈ ചട്ടങ്ങൾ പ്രാബല്യത്തിൽ വന്നശേഷം ആദ്യമായി സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെടേണ്ട സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനങ്ങൾ 162-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പിൽ പ്രതിപാദിച്ചിട്ടുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റികളുടെ ക്രമത്തിൽ ആയിരിക്കേണ്ടതും അപ്രകാരം സംവരണം ചെയ്യപ്പെട്ട സ്ഥാനങ്ങളുടെ വിവരം സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷൻ അധികാരപ്പെടുത്തിയ ഉദ്യോഗസ്ഥൻ മുൻകൂട്ടി പ്രസിദ്ധപ്പെടുത്തേണ്ടതും, തുടർന്നുള്ള ഓരോ പൊതു തെരഞ്ഞെടുപ്പിനുംശേഷം, അപ്രകാരം സംവരണം ചെയ്യപ്പെടേണ്ട സ്ഥാനങ്ങൾ പ്രസ്തുത ഉദ്യോഗസ്ഥൻ, ആവർത്തനക്രമം പാലിച്ചുകൊണ്ടും 162-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പിൽ പ്രതിപാദിച്ചിട്ടുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റികളുടെ ക്രമത്തിലും വീതിച്ചു നൽകിക്കൊണ്ട് അവയുടെ വിവരം പ്രസിദ്ധപ്പെടുത്തേണ്ടതുമാണ്.”

4. Substituted for the words "Presidentv" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.



(2) The notice under sub-rule (1) may be given either through an Officer or in person and the member shall be bound to put his signature on the document in acknowledgement of the receipt of the notice.

(3) The other matters in respect of the service of a notice under sub-rule (1) shall be in the same manner as that of convening an ordinary meeting of the Panchayat.

If a member intends to contest as a member of the Standing Committee or the Chairman thereof, as the case may be, he shall be required in the notice under sub-rule (1), to duly file the nomination in writing, showing the last date and time for making such nomination to the<sup>6</sup>[returning officer],

<sup>6</sup>[5. സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്കുള്ള തിരഞ്ഞെടുപ്പ്.- (1) 162-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പ് പ്രകാരം രൂപീകരിക്കേണ്ട സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്ക് അംഗങ്ങളെ തിരഞ്ഞെടുക്കുന്നതിനുള്ള തിരഞ്ഞെടുപ്പ്, “ഒരു പഞ്ചായത്ത് രൂപീകരിക്കുകയോ പുനർരൂപീകരിക്കുകയോ ചെയ്തതിനും അതിന്റെ പ്രസിഡന്റിനെയും വൈസ് പ്രസിഡന്റിനെയും തെരഞ്ഞെടുത്തതിനുംശേഷം പതിനഞ്ച് ദിവസത്തിനുള്ളിൽ വരണാധികാരി ഈ ആവശ്യത്തിലേക്കായി വിളിച്ചുകൂട്ടിയ പഞ്ചായത്തിലെ തിരഞ്ഞെടുക്കപ്പെട്ട അംഗങ്ങളുടെ ഒരു യോഗത്തിൽ വച്ച് പ്രസ്തുത ഉപവകുപ്പിൽ പറഞ്ഞിട്ടുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റികളുടെ ക്രമത്തിൽ നടത്തേണ്ടതാണ്.]

<sup>7</sup>[(2) സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്കുള്ള അംഗങ്ങളുടെ തെരഞ്ഞെടുപ്പ് സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കും, മേൽനോട്ടത്തിനും നിയന്ത്രണത്തിനും വിധേയമായിരിക്കുന്നതാണ്]:

<sup>B</sup>[x X x]

**6. Qualification of candidates.—** Any elected member of the Panchayat may be a candidate in the election to the Standing Committee:

<sup>9</sup>[എന്നാൽ പ്രസിഡന്റ്, വൈസ് പ്രസിഡന്റ്, ഏതെങ്കിലും സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലേക്ക് തെരഞ്ഞെടുക്കപ്പെട്ട അംഗം, ഏതെങ്കിലും സ്റ്റാന്റിംഗ് കമ്മിറ്റിയുടെ ചെയർമാൻ എന്നിവർ സ്ഥാനാർത്ഥികളാകുവാൻ പാടില്ലാത്തതും അവരുടെ സ്ഥാനാർത്ഥിത്വം വരണാധികാരി പരിഗണിക്കാൻ പാടില്ലാത്തതുമാകുന്നു:

എന്നുമാത്രമല്ല, സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിൽ സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുള്ള സ്ഥാനത്തേക്ക് സ്ത്രീകളല്ലാത്ത അംഗങ്ങൾ സ്ഥാനാർത്ഥികളാകുവാൻ പാടുള്ളതല്ല.]

**7. Manner of election of members.—** (1) Every candidate who wishes to be elected to a Standing Committee shall, within the time and date given in the notice under Rule 4, inform the “[returning officer] of his candidature in writing.

5. Substituted for the words "Presidentv" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.

6. Substituted for the words “സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലെ അംഗസംഖ്യ 3-ാം ചട്ടപ്രകാരം നിശ്ചയിക്കപ്പെട്ടതിനുശേഷം പതിനഞ്ച് ദിവസത്തിനുള്ളിൽ, പ്രസിഡന്റ്“ by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

7. Sub-rule (2) substituted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received. Prior to the substitution it read as under:

“(2) The President or, in his absence, the Vice-President shall preside over the election meeting:”

8. Proviso omitted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. Prior to the omission it read as under: “Provided that a member who intends to be a candidate in the election shall not preside over that meeting.

9. Proviso substituted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received. Prior to the substitution it read as under:

“Provided that the President, the Vice-President, member of any other Standing Committee and the Chairman of any other Standing Committee shall not be a candidate.”

10. Substituted for the word "the President" by SRO No. 596/2010, published in KG Ex.No.1410 dt. 22-6-2010.

(2) The <sup>11</sup>[returning officer] of the meeting shall read out the names of the contesting candidates in the meeting.

(3) If the number of seats vacant in a Standing Committee and the number of candidates are equal, the <sup>12</sup>[returning officer] shall declare all such candidates duly elected.

(4) If the number of candidates is more than the number of seats vacant, the members present in the meeting shall elect the members to the seats vacant in accordance with the system of proportional representation by single transferable vote, by conducting election under Rule 8.

(5) If the number of candidates is less than the number of seats vacant, the <sup>13</sup>[returning officer] shall declare such candidates as duly elected and the members required for the remaining vacant seat or seats shall be elected within five days in a special meeting convened by the <sup>14</sup>[returning officer] for the purpose.

[ (5) (5)-ാം ഉപചട്ടപ്രകാരം വിളിച്ചുകൂട്ടുന്ന പ്രത്യേക യോഗത്തിൽ ഏതെങ്കിലും സ്ഥാനത്തേക്ക് മത്സരിക്കാൻ സ്ഥാനാർത്ഥികളില്ലാതെ വരികയും മറ്റെല്ലാ സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലെയും എല്ലാ അംഗങ്ങളെയും തിരഞ്ഞെടുത്ത് കഴിയുകയും ചെയ്യുന്ന സംഗതിയിൽ <sup>15</sup>[ആ സ്ഥാനത്തേക്ക് സ്ട്രീ സംവരണ സ്ഥാനങ്ങൾ കണക്കിലെടുത്തുകൊണ്ട്, ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലും അംഗമല്ലാത്ത പഞ്ചായത്തിലെ തിരഞ്ഞെടുക്കപ്പെട്ട ഒരു അംഗത്തെ സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലേക്ക് തെരഞ്ഞെടുക്കപ്പെട്ട അംഗമായി വരണാധികാരി പ്രഖ്യാപിക്കേണ്ടതു്] അയാൾ യഥാവിധി തിരഞ്ഞെടുക്കപ്പെട്ടപോലെ ആ സ്ഥാനം വഹിക്കുവാൻ ബാധ്യസ്ഥനായിരിക്കുന്നതുമാണ്.]

(7) ഒന്നിലധികം സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിൽ അംഗങ്ങളുടെ ഒഴിവുണ്ടായിരിക്കുകയും മത്സരിക്കുവാൻ സ്ഥാനാർത്ഥികളില്ലാതെ വരികയും ചെയ്യുന്ന സംഗതിയിൽ ഒഴിവുള്ള സ്ഥാനങ്ങളിലേക്ക് 162-ാം വകുപ്പ് (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞിട്ടുള്ള ക്രമത്തിൽ സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്ക്, ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലും അംഗമല്ലാത്ത ശേഷിക്കുന്ന <sup>16</sup>[അംഗങ്ങളെ], അങ്ങനെ അംഗമോ അംഗങ്ങളോ ഉണ്ടെങ്കിൽ, (5)-ാം ഉപചട്ടപ്രകാരം വിളിച്ചുകൂട്ടുന്ന <sup>17</sup>[യോഗത്തിന്റെ ഭൂരിപക്ഷ തീരുമാനവും സ്ട്രീ സംവരണ സ്ഥാനങ്ങളും കണക്കിലെടുത്തുകൊണ്ട്, സ്റ്റാന്റിംഗ് കമ്മിറ്റികളിലേക്ക് തെരഞ്ഞെടുക്കപ്പെട്ട അംഗങ്ങളായി വരണാധികാരി പ്രഖ്യാപിക്കേണ്ടതു്] അങ്ങനെ തിരഞ്ഞെടുക്കപ്പെടുന്ന അംഗങ്ങൾ ആ സ്ഥാനത്തിരിക്കാൻ ബാധ്യസ്ഥരായിരിക്കുന്നതുമാണ്.

**8. Manner of recording votes, counting of votes and declaration of result in elections.—** (1) The <sup>18</sup>[returning officer] of the meeting shall issue a ballot paper in Form No. 1 appended to these rules to every elected member of a Panchayat who wishes to vote in the election to a Standing Committee and the ballot paper shall contain the names of all the contesting candidates.

(2) Each member shall, immediately on receipt of the ballot paper, proceed to the place set apart for voting and record the vote by writing legibly on the ballot paper the priority given by him in the order of one, two, three and so on against the names of such number of candidates as may be elected, and after putting his signature and writing his name on the reverse of the ballot paper, fold the ballot paper and put it into the ballot box kept at a place fully visible to the <sup>19</sup>[returning officer]

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11. Substituted for the word "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.  
12. Substituted for the words "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.  
13. Substituted for the words "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.  
14. Inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.  
15. Substituted for the words 'ആ സ്ഥാനത്തേക്ക് ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലും അംഗമല്ലാത്ത പഞ്ചായത്തിലെ തിരഞ്ഞെടുക്കപ്പെട്ട അംഗത്തെ ആ യോഗത്തിൽ വച്ച് ഉൾപ്പെടുത്തേണ്ടതു്' by SRO No. 596/2010, published in KG Ex.No.1410 dt. 22-6-2010. The relevant English translation is not yet received.  
16. Substituted for the words "അംഗങ്ങളിൽ നിന്നും" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.  
17. Substituted for the words "യോഗത്തിന്റെ ഭൂരിപക്ഷ തീരുമാന പ്രകാരം സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളെ തിരഞ്ഞെടുക്കേണ്ടതു്" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.  
18. Substituted for the words "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.  
19. Substituted for the words "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.

(2) The <sup>20</sup>[returning officer] shall, on completion of the voting, open the ballot box in the presence of the members take out the ballot papers and count the priority votes obtained by each candidate.

(3) A ballot paper on which vote has been marked for none of the candidates or on which vote has been marked giving same priority to more than one candidate or the reverse of which does not bear the name and signature of the member who voted, shall be rejected and the rejected ballot papers shall be kept in separate cover.

(4) Result of the election shall be declared in accordance with the following procedure, namely:-

(a) On counting the votes, the candidates, equal in number to that of vacant seats, securing the highest number of first priority votes shall be declared elected;

(b) On counting the votes under clause (a), when the first priority, votes recorded to two or more candidates are equal and one or more members from among them have to be elected, the second priority votes recorded shall be added to the first priority votes secured by the respective candidates and the candidate or candidates who have secured the highest number of such votes shall be declared elected;

(c) On counting the votes under clause (b), when the total priority votes are equal for two or more candidates and one or more members are to be elected from among them the third priority votes recorded shall, be added to the first and second priority votes secured by the respective candidates and the candidate or candidates securing highest number of such votes shall be declared elected;

(d) On counting the votes under Clause (c), when the total priority votes are equal for two or more candidates and one or more members are to be elected from among them, the counting of vote shall be conducted as given under the foregoing clauses and such counting shall be continued till members to all the vacant seats are elected;

(e) On counting the votes under Clause (d), if the total votes to more than one candidate comes to be equal while only one seat remains vacant, lot shall be drawn in the meeting for filling up of that post and the person whose name is drawn first from among the said candidates shall be declared elected.

**Note:—** While counting priority votes under the above sub-rule, total votes secured by a candidate shall be calculated in the order that the number of first priority votes secured as zero if no first priority vote has been secured and the number of second priority votes secured as zero, if no second priority vote has been secured by the candidate and so on.

**9. Filling up of casual vacancies.—** (1) The <sup>21</sup>[returning officer] shall, on the occurrence of a casual vacancy of a member in a Standing Committee, convene a special meeting of the elected members of the Panchayat within the time given under sub-section (10) of Section 162 and conduct election in accordance with the procedure under Rule 7 and 8 for the purpose of filling up the vacancy.

(2) If more than one casual vacancy occur at a time in a Standing Committee the vacancies shall be filled up in a single voting.

**10. Election of Chairman of a Standing Committee.—** (1) The Chairman of Standing Committee other than the Standing Committee for Finance shall also be elected after the election of its members under Rule 8.

(2) If casual vacancy occurs in the Office of Chairman of a Standing Committee other than the Standing Committee for Finance, a member of the Standing Committee shall be elected as Chairman in its next meeting.

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20. Substituted for the words "Chairman" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.

21. Substituted for the words "President" by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010.



(3) <sup>22</sup>[സംസ്ഥാന തെരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കും, മേൽനോട്ടത്തിനും, നിയന്ത്രണത്തിനും വിധേയമായി, “വരണാധികാരി”], (1)-ഉം (2)-ഉം ഉപചട്ടങ്ങൾ പ്രകാരം ചെയർമാനെ തെരഞ്ഞെടുക്കുന്നതിനു വേണ്ടിയുള്ള യോഗം, 8-ാം ചട്ടപ്രകാരം അംഗങ്ങളുടെ തെരഞ്ഞെടുപ്പ് കഴിഞ്ഞ് അല്ലെങ്കിൽ ചെയർമാന്റെ ആകസ്മിക ഒഴിവുണ്ടായി, കഴിയുന്നതും വേഗവും <sup>23</sup>[പതിനഞ്ച് ദിവസം] കഴിയുന്നതിനു മുൻപും <sup>24</sup>[x x] വിളിച്ചുകൂട്ടേണ്ടതാണ്.

<sup>25</sup>[(4) ചെയർമാന്റെ തെരഞ്ഞെടുപ്പിൽ, സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലെ തെരഞ്ഞെടുക്കപ്പെട്ട ഒരംഗത്തിന് സ്വയം നാമനിർദ്ദേശം സമർപ്പിക്കാവുന്നതാണ്.]

<sup>26</sup>[x x x]

<sup>27</sup>[(5) സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുള്ള സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനങ്ങളിലേക്ക് സ്ത്രീകളല്ലാത്ത സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങൾക്ക് സ്ഥാനാർത്ഥികളാകുവാൻ അർഹതയുണ്ടായിരിക്കുന്നതല്ല.]

**11. Manner of election of Chairman.—** (1) Every candidate who wishes to be elected to the Office of Chairman shall submit the nomination under Rule 10 to the <sup>28</sup>[returning officer] within the time and date specified in the notice under Rule 4.

(2) The <sup>29</sup>[returning officer] shall, in the meeting, read out the names of the candidates who have duly given nominations.

(3) Voting shall not be conducted, if there is only one person as candidate for the Office of Chairman and the <sup>30</sup>[returning officer] shall declare that candidate elected as Chairman.

(4) The <sup>31</sup>[returning officer] shall, if there are more than one candidate for the Office of the Chairman, conduct voting in the meeting and for the voting, issue ballot paper in Form No. 2 appended to these rules to the elected members present in the meeting and the ballot paper shall contain the names of all the contesting candidates.

(5) Each member shall, immediately on receipt of the ballot paper, proceed to the place set apart for voting and vote putting the mark 'X' on the ballot paper against the name of the candidate for whom he intends to vote and after putting his signature and writing his name on the reverse of the ballot paper, put it into the ballot box kept in a place visible to the <sup>32</sup>[returning officer].

(6) The <sup>33</sup>[returning officer] shall, after completion of the voting, open the ballot box, take out the ballot papers and count the votes secured by each candidate.

22. Substituted for the words “President” by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

23. Substituted for the words “ten days” by SRO No. 596/2010, published in KG Ex.No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

24. The words “his chairmanship” omitted by SRO No. 596/2010, published in KG Ex.No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

25. Sub-rule (4) substituted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received. Prior to the substitution it read as under:

“(4) An elected member of the Standing Committee shall, in writing, nominate another elected member as a candidate for the election of the Chairman:”

26. Proviso omitted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. Prior to the omission it read as under: “Provided that a member shall not propose more than one name.”

27. Sub-rule (5) inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

28. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

29. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

30. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

31. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

32. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

33. Substituted for the words “President” by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.



(7) The ballot paper that does not contain the mark 'X' against the name of any of the candidates or that contains the mark 'X' against more than one name or that does not bear on the reverse, the name and signature of the member who marked the vote shall be rejected and the rejected ballot papers shall be kept in separate cover.

(8) The <sup>34</sup>[returning officer] shall declare the candidate who secured the highest number of valid votes elected as Chairman of the Standing Committee.

(9) The <sup>35</sup>[returning officer] shall, in the event of two or more candidate securing the highest number of valid votes equally, draw lot in the meeting and declare the person whose name is drawn first elected as Chairman.

<sup>36</sup>[(10) സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാനെ തെരഞ്ഞെടുക്കുന്നതിന് വരണാധികാരി വിളിച്ചു കൂട്ടിയ യോഗത്തിൽ അംഗങ്ങൾ പങ്കെടുക്കാതിരിക്കുകയോ ഒരാൾക്കും നാമനിർദ്ദേശം സമർപ്പിക്കാതിരിക്കുകയോ ചെയ്യുന്നപക്ഷം, സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളിൽ ഏറ്റവും പ്രായം കൂടിയ അംഗം ചെയർമാനായി തെരഞ്ഞെടുക്കപ്പെട്ടതായി വരണാധികാരി പ്രഖ്യാപിക്കേണ്ടതും അക്കാര്യം, സ്റ്റാന്റിംഗ് കമ്മിറ്റി അംഗങ്ങളെയും പ്രസിഡന്റിനെയും സെക്രട്ടറിയെയും രേഖാമൂലം അറിയിക്കേണ്ടതും അപ്രകാരം ചെയർമാനായി തെരഞ്ഞെടുക്കപ്പെട്ട അംഗം ആ സ്ഥാനം വഹിക്കുവാൻ ബാധ്യസ്ഥനായിരിക്കുന്നതുമാണ്:

എന്നാൽ സ്ത്രീകൾക്കായി സംവരണം ചെയ്യപ്പെട്ടിട്ടുള്ള ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ സ്ഥാനത്തേക്ക് ഇപ്രകാരം തെരഞ്ഞെടുക്കപ്പെട്ടതായി പ്രഖ്യാപിക്കപ്പെടുന്ന അംഗം ഒരു സ്ത്രീ ആയിരിക്കേണ്ടതാണ്.]

**12. Presiding over the Standing Committee Meeting.**— (1) The Chairman of a Standing Committee shall preside over its meetings and in his absence a member chosen by the members present from among themselves shall preside over the meeting.

(2) A member presiding over a meeting of the Standing Committee shall, while so presiding, have all the powers of the Chairman and shall be subjected to all the liabilities thereof.

(3) The person presiding over the meeting shall control the meeting and shall decide the points of order and the matters in respect of procedure arising in or in connection with the meeting.

**13. Term of Office of the members and the Chairman of the Standing Committee.—**

(1) Every member elected to a Standing Committee shall hold the Office as long as he continues to be a member of the Panchayat.

(2) The Chairman of a Standing Committee other than the Standing Committee for Finance shall, unless resigned his Office earlier or unless removed from the Office under Rule 15 hold the Office as long as he continues to be a member of the Panchayat.

(3) The Chairman of the Standing Committee for Finance shall hold the Office as long as he continues to be the Vice-President of the Panchayat.

**14. Power to resign.**— (1) A member of a Standing Committee not being an *ex officio* member thereto or the Chairman of a Standing Committee except that of the Standing Committee for Finance, who intends to resign under sub-section (7) of Section 162 shall tender his resignation to the Secretary in Form No. 3 appended to these rules.

(2) The person who intends to resign shall sign the resignation letter before the Secretary and entrust it directly to the Secretary and in case under any circumstance it becomes impossible to do so, the resignation letter shall be sent to the Secretary by registered post after it is attested by a Gazetted Officer of the State Government Service.

34. Substituted for the words "President" by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

35. Substituted for the words "President" by SRO No.596/2010, published in KG Ex. No.1410 dt. 22-6-2010.

36. Sub-rule (10) inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

(3) Immediately on receipt of a proper resignation letter the Secretary shall, record on it the date and time of its receipt and as to whether it was received direct or by post and affix his signature thereon and shall give an acknowledgement receipt direct or by post, as the case may be, to the person concerned.

(4) Resignation shall come into force with effect from the date of receipt of the resignation letter by the Secretary and the Secretary shall, forthwith, inform the matter to the President and the Panchayat, 37[the State Election Commission and the returning officer] and publish it on the Notice Board of the Panchayat.

**15. Expressing no-confidence in the Chairman of the Standing Committee.—** (1) A notice, in respect of the intention of presenting a motion expressing no-confidence in the Chairman of a Standing Committee other than the Standing Committee for Finance shall be delivered in person, in Form No. 4 appended to these rules, signed by not less than one third of the elected members of the Standing Committees, together with a copy of the motion which is intended to be presented, to the Officer authorised by the State Election Commission to receive the notice of noconfidence in respect of the President.

(2) The Officer referred to under sub-rule (1) shall, for considering the motion, convene a special meeting of the members of the concerned Standing Committee to be held at the Office of the Panchayat at a time appointed by him and not later than fifteen working days from the date on which he received the notice under sub-rule (1).

(3) The Officer referred to under sub-rule (1) shall, by registered post, give not less than seven clear days notice to the elected members of the concerned Standing Committee, showing the time and date fixed for convening the special meeting referred to under sub-rule (2).

(4) The Officer referred to under sub-rule (1) shall preside over the meeting convened for considering the no-confidence motion.

(5) A meeting considering no-confidence motion shall not, except for reasons beyond human control, be adjourned.

(6) The quorum required for the meeting for considering no confidence motion shall be on half of the number of members of the concerned Standing Committee, as fixed by the Panchayat under sub-section (2) of Section 162.

(7) The person presiding over the meeting shall, immediately after commencing the meeting read out the motion and shall declare that the discussion thereof has begun.

(8) A discussion of no-confidence motion shall not, except for reasons beyond human control, be postponed.

(9) The discussion on the no-confidence motion shall cease automatically on the expiry of one hour from the commencement of the meeting, if not concluded earlier, and upon the conclusion of the discussion or upon the expiry of the said period of one hour, as the case may be, the motion shall be put to vote.

(10) The person presiding over the meeting shall not speak on the merits and demerits of the motion and he shall not have the right to vote.

(11) If the motion is passed with a majority of the members of the concerned Standing Committee as fixed by the Panchayat under sub-section (2) of Section 162 the Chairman shall, after the same, cease to hold office and he shall be deemed to have vacated the Office forthwith and the Officer authorized under sub-rule (1) shall report the matter in writing, to the Government, the President of the Panchayat and the Secretary.

(12) No notice of no-confidence motion shall be entertained before the completion of six months of assuming the Office of the Chairman of the Standing Committee.

(13) Where the meeting could not be held for want of quorum as per sub-rule (6) or where the motion is not passed by a majority as per sub-rule (11), as the case may be, no notice of motion expressing no-confidence in the same Chairman of the Standing Committee shall be entertained for the same period in which a notice of no-confidence in the President under the same circumstances shall not be entertained.

#### **PROCEDURE FOR THE MEETING OF THE STANDING COMMITTEE**

**16. Meeting of the Standing Committee.—** (1) A Standing Committee shall meet in the Office of the Panchayat at least once in a month on such date and time as may be fixed by the Chairman from time to time:

Provided that the meeting of the Committee shall not be held, except in urgent situations, on public holidays or during the time before 9 O'clock in the morning and after 6 O'clock in the evening.

(2) The Chairman of the Standing Committee may convene the meeting of the Standing Committee as and when necessary and shall convene the meeting within forty eight hours if the Secretary or not less than three members of the Committee make a request thereof in writing informing the subject to be discussed.

(3) The Chairman of the Standing Committee shall, at least three clear days before the date fixed for convening the meeting, give the members notice of the date and time of meeting and the subjects to be discussed in the meeting:

Provided that the Chairman may, in urgent situations, convene the meeting on shorter notice.

**Explanation.—** In the aforesaid clear days, declared holidays shall include but the date of receipt of the notice and the date of the meeting shall not include.

(4) The Chairman shall publish copy of the notice and that of the agenda of the meeting on the notice board in the Office of the concerned Panchayat.

(5) The Chairman shall inform the President who is the ex-officio member, the date and time fixed for the meeting of the Standing Committee and the subjects to be discussed in the meeting.

(6) The Secretary shall, in consultation with the Chairman of the Standing Committee, prepare the agenda of the meeting and include in the agenda, the subjects which according to him require the consideration of the committee and those which are proposed by the Chairman.

(7) The Secretary and the Chairman of the Standing Committee shall have the right to record, as notes, their opinion in respect of any subject included in the agenda and the notes so recorded shall, at the time of discussion of the subject, be submitted before the committee.

(8) The Standing Committee shall not consider any matter, except those given under sub-section (1) of Section 162A:

Provided that the Secretary shall, in case any doubt or dispute arises as to whether any matter has been authorized to the Standing Committee, inform the same to the Government and the decision of the Government thereon shall be final.

(9) The quorum of the Standing Committee shall be three and the Committee shall not meet without quorum.

<sup>38</sup>[എന്നാൽ, ഒരു സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിൽ വോട്ടവകാശമുള്ള അംഗങ്ങളുടെ എണ്ണം നാലോ അതിൽ കറവോ ആണെങ്കിൽ അങ്ങനെയുള്ള കമ്മിറ്റിയുടെ ക്വാറം രണ്ട് ആയിരിക്കുന്നതാണ്.]

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38. Proviso inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.

(10) The Standing Committee shall, by majority vote of the members participating in the meeting decide all matters coming for its consideration but under the circumstances of equal division of votes, the Chairman of the meeting may exercise a casting vote.

(11) There shall be a minutes book to record the proceedings of the Standing Committee and the decisions of the Committee shall be recorded in the minutes book by the Secretary or, on the direction of the Secretary, by the ex-officio Secretary referred to in sub-section (11) of Section 179 and the person who presides over the meeting shall sign below it.

(12) The Secretary shall make arrangements for recording minutes.

(13) The Secretary shall submit every resolution passed by the Standing Committee in the next meeting of the Panchayat.

**17. Cancellation or modification of resolution of Standing Committee.**— No resolution of a Standing Committee shall be modified or cancelled except at a meeting of the Standing Committee specially convened for the purpose and by a resolution supported by more than one half of the members fixed by the Panchayat under sub-section (2) of Section 162:

Provided that the Standing Committee shall not modify or cancel any of its resolution three months after it is passed.

**18. Conflicting decisions of Standing Committees.**— The Secretary shall, in case two or more Standing Committees take conflicting decisions on the same subject, submit the same to the consideration of the Panchayat, and shall, pending decision of the Panchayat thereon, keep in abeyance, the implementation of such decisions of the Standing Committees.

**19. Power of the Committee for requisitioning records etc.**— The Standing Committee may, for the execution of the functions delegated to it, require the Secretary, ex-officio Secretary or the employees under the control of the Panchayat to produce any record, report, return, document or other details and to appear before the committee meeting to seek further details, as it may deem fit, and if so requisitioned, they shall be bound to comply with it.

**20. Procedure in matters not provided for in the rules.**— Panchayat may, subject to Section 256 of the Act, make bye-laws for any matter not included in these rules regarding Standing Committee.

## APPENDIX

### FORM 1

[See sub-rule (1) of Rule 8]

#### BALLOT PAPER FOR THE USE IN THE ELECTION OF MEMBERS TO THE STANDING COMMITTEE

Serial Number	Name of candidate	Priority given to the candidate (in the order of one, two, three....)
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Note:- Write the name and signature of the member who votes on the reverse.

### FORM 2

[See sub-rule (4) of Rule 11]

#### BALLOT PAPER FOR THE USE IN THE ELECTION OF CHAIRMAN OF THE STANDING COMMITTEE

Serial Number	Name of candidate	Vote mark (Mark X against the name of one candidate)
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Note:- Write the name and signature of the member who votes on the reverse

### FORM 3

[See sub-rule (1) of Rule 14]

#### LETTER OF RESIGNATION

I,.....Chairman/\*[member] of the Standing Committee for.....of Village / Block/District Panchayat hereby voluntarily resign the said Chairmanship/ \*[membership].

Place.....

Date.....

Signature, name and address

Signature, name and Official address of the  
attesting Gazetted Officer (To be filled in only in  
case the letter of resignation cannot be delivered  
person to the Secretary of the Panchayat.)

.....  
.....  
..... in

#### To be filled in by the Secretary of the Panchayat

This letter of resignation has been signed before me by Shri..... and delivered to me in person at.....(hour) on.....(date)/I received this letter of resignation by registered post at.....(hour) on.....(date).

Signature of the Secretary with date.

#### Acknowledgement of the receipt of resignation letter

(To be filled in and given to the concerned person by the Secretary)

I have received the resignation letter of Sri..... Resigning from the Chairmanship/ \*[membership] of the Standing Committee for.....of.....Village/Block/District Panchayat at..... (hour) on.....(date)directly/by post. The resignation has come into force with effect from the aforesaid date.

Place.....

Date.....

Signature, name and address.

(Strike off whichever is not applicable)

### FORM 4

[See sub-rule (2) of Rule 15]

#### NOTICE IN RESPECT OF PRESENTING NO-CONFIDENCE MOTION

Sir,

We intend to present the motion expressing no-confidence against Shri....., Chairman of the Standing Committee for.....of.....Panchayat. A copy of the motion which is proposed to be presented is enclosed. The total number of members of the Standing Committee fixed by the Panchayat under sub-section (2) of Section 162 is.....

Place.....

Date.....

Name, Signature and address of members

<sup>39</sup>[പട്ടിക I

(ചട്ടം 3 കാണുക)

ഗ്രാമ പഞ്ചായ ത്തിലെ / ബ്ലോക്ക് പഞ്ചായത്തിലെ ആകെ സ്ഥാനങ്ങളുടെ എണ്ണം	ചെയർമാൻ ഉൾപ്പെടെ സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലെ അംഗങ്ങളുടെ എണ്ണം	ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി	വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി	ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി	ആരോഗ്യവും വിദ്യാഭ്യാസവും സ്റ്റാന്റിംഗ് കമ്മിറ്റി
(1)	(2)	(3)	(4)	(5)	
13	3	3	3	3	
14	4	3	3	3	

\* Inserted by S.R.O. No. 727/2004, pub. in. K.G Ex. 1471 dt. 14-7-2004

39. Schedule I & II inserted by SRO No. 596/2010, published in KG Ex. No. 1410 dt. 22-6-2010. The relevant English translation is not yet received.



15	4	4	3	3
16	4	4	4	3
17	4	4	4	4
18	5	4	4	4
19	5	5	4	4
20	5	5	5	4
21	5	5	5	5
22	6	5	5	5
23	6	6	5	5

**പട്ടിക II**  
(ചട്ടം 3 കാണുക)

ജില്ലാ പഞ്ചായത്തിലെ ആകെ സ്ഥാന ങ്ങളുടെ എണ്ണം	ചെയർമാൻ ഉൾപ്പെടെ സ്റ്റാന്റിംഗ് കമ്മിറ്റിയിലെ അംഗങ്ങളുടെ എണ്ണം				
	ധനകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി	വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി	പൊതുമരാമത്ത് സ്റ്റാന്റിംഗ് കമ്മിറ്റി	ആരോഗ്യവും വിദ്യാഭ്യാസവും സ്റ്റാന്റിംഗ് കമ്മിറ്റി	ക്ഷേമകാര്യ സ്റ്റാന്റിംഗ് കമ്മിറ്റി
(1)	(2)	(3)	(4)	(5)	(6)
16	3	3	3	3	3
17	4	3	3	3	3
18	4	4	3	3	3
19	4	4	4	3	3
20	4	4	4	4	3
21	4	4	4	4	4
22	5	4	4	4	4
23	5	5	4	4	4
24	5	5	5	4	4
25	5	5	5	5	4
26	5	5	5	5	5
27	6	5	5	5	5
28	6	6	5	5	5
29	6	6	6	5	5
30	6	6	6	6	5
31	6	6	6	6	6
32	7	6	6	6	6]

**Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purpose.) As per sub-section (7) of Section 162, it shall be in the prescribed form that a member other than an ex-officio member of a Standing Committee and the Chairman of a Standing Committee other than the Standing Committee for Finance are to tender their resignation. As per sub-section (12) of Section 162, it shall be subject to prescribed conditions and procedure that a motion of no-confidence in respect of the Chairman of a Standing Committee other than the Standing Committee for Finance is to be presented. Government have decided to prescribe the procedure in respect of the election of the members and the Chairman of the Standing Committee, and the form and procedure in respect of the meeting of the Standing Committee. This Notification is intended to achieve the above purpose.

# **\*THE KERALA PANCHAYAT RAJ (RESIGNATION OF PRESIDENT, VICE-PRESIDENT OR MEMBERS) RULES, 2000**

**S.R.O. No. 177/2001.**— In exercise of the powers conferred by Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with Section 155 thereof, the Government of Kerala hereby make the following rules namely:-

## **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Kerala Panchayat Raj (Resignation of President, Vice-President or Members) Rules, 2000.

(2) They shall come into force at once.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) “Section” means a section of the Act;

(c) “Form” means a form appended to these rules.

(2) Words and expressions used but not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Resignation of President, Vice-President or Members.**— (1) If the President or Vice-President or a Member of a Panchayat intends to resign his office under Section 155 of the Act, he may tender his resignation in the form appended to these rules to the Secretary.

(2) The person intending to resign shall sign the resignation letter before the Secretary and tender it in person to the Secretary and in any event it is not possible to do so, the resignation letter shall be got attested by a Gazetted Officer in the State Government service and sent to the Secretary by registered post.

(3) Every resignation letter received by the Secretary not complying with the conditions under sub-rule (2) shall be rejected after recording the reasons thereof.

(4) The Secretary shall, immediately on receipt of a proper resignation letter, write down the time and date of its receipt, the fact whether it was received in person or by post on the letter and sign it and give an acknowledgement receipt in person or sent the same by post, as the case may be, to the person concerned.

**Explanation.**— Acknowledgement receipt sent through post does not include an acknowledgement receipt of the Postal Department.

The resignation shall take effect from the date on which the resignation letter is received by the Secretary and the person resigned shall hand over the charge of his official functions, records and properties of the Panchayat to the President or the Vice-President or the person holding charge of the President or the Secretary, as the case may be.

**4. Notice of resignation.**— (1) The information regarding the receipt of resignation of the President or Vice-President or the Member of a Panchayat and the information as to its coming into force shall be reported to the State Election Commission also by the Secretary on the same date itself.

(2) Along with the intimation under sub-rule (1) the fact regarding the resignation shall be reported-

- (a) in the case of President, to the Government and the Vice-President;
- (b) in the case of Vice-President or Member, to the President;
- (c) in the case of President of a Village Panchayat or Block Panchayat, to the President and the Secretary of the Block Panchayat or the District Panchayat, as the case may be, in which he is a member.

(3) Where a resignation has come into force, the fact shall be published by the Secretary in the Notice Board of the Panchayat and reported in the next meeting of the Panchayat.

**5. Settlement of dispute regarding resignation.**— (1) Any person having a dispute regarding the resignation of the President or the Vice-President or the Member may, within fifteen days from the date on which the resignation is deemed to have taken effect, prefer a petition before the State Election Commission for its decision and the decision of the Commission thereon shall be final.

(2) Every petition filed before the State Election Commission under sub-rule (1) shall be disposed of by the Commission as early as possible.

## **APPENDIX FORM**

[See sub-rule (1) of Rule (3)]

### **LETTER OF RESIGNATION**

I,.....the elected President/Vice-President/Member of .....  
\*Village / Block / District Panchayat hereby voluntarily resign the Presidentship / Vice-Presidentship / Membership of the Panchayat.

Place:

Signature,

Date:

Name and address.

Signature, Name, Official address and seal .....

Of the Gazetted Officer attesting

(To be filled in only in the case where the resignation letter cannot be delivered in person to the Secretary)

(To be filled in by the Secretary)

\*This resignation letter has been signed by.....before me and delivered in person to me at.....(time) on.....(date)/ Received this resignation letter by post at.....(time) on.....(date).

Signature of the Secretary.

### **Acknowledgement Receipt of Resignation letter**

(To be filled in by the Secretary and given to the person resigned)

Received by me the resignation letter of Sri.....resigning the Presidentship/ Vice-Presidentship / Membership of the Village\*/ Block / District Panchayat at.....(time) on.....(date) in person / by post. The resignation has come into force with effect from the above said date.

Place:

Secretary,

Date:

.....Panchayat.

\*(Strike off which is not applicable)



# **\*THE DELIMITATION COMMISSION FOR THE KERALA LOCAL SELF GOVERNMENT INSTITUTIONS RULES, 2005**

[Translation in English of the Delimitation Commission for the Kerala Local Self Government Institutions Rules, 2005, published under the authority of the Governor.]

**S.R.O. No. 337/2005.**— In exercise of the powers conferred by sub-section (1) (a) of section 10 of the Kerala Panchayat Raj Act, 1994 (13 of 1994), the Government of Kerala hereby make the following rules, namely:—

## **RULES**

**1. Short title and commencement.**— (1) These rules may be called the Delimitation Commission for the Kerala Local Self Government Institutions Rules, 2005.

(2) They shall come into force at once.

**2. Definitions.**— In these rules, unless the context otherwise requires,—

(a) “Local Self Government Institutions” means a Panchayat constituted under the Kerala Panchayat Raj Act, 1994 (13 of 1994) or a Municipality constituted under the Kerala Municipality Act, 1994 (20 of 1994);

(b) “Section” means a section of the Panchayat Raj Act or of the Municipality Act;

(c) “Commission” means the “Delimitation Commission” constituted under sub-section (1) of section 10 of the Kerala Panchayat Raj Act;

(d) “Member” means, the members including the Chairman of the Delimitation Commission;

(e) “Government” means the Government of Kerala State;

(f) “Secretary” means the Secretary to the Commission;

(g) Words and expressions used but not defined in these rules, but defined in the Kerala Panchayat Raj Act, 1994 or in the Kerala Municipality Act, 1994 shall have the meanings respectively assigned to them in the above said Acts.

**3. Functions of the Commission.**—The boundaries of the Local Self Government Institutions shall be fixed as per the Kerala Panchayat Raj Act, 1994, the Kerala Municipality Act, 1994 and these Rules.

**4. Powers of the Delimitation Commission.**— (1) The Commission shall have the powers vested with a civil court while holding charge as per rule 5, while trying a case under the Civil Procedure Code, 1908 (Central Act of 1908) in respect of the following matters namely:—

(a) To summon any witness and to enforce his attendance and to examine;

(b) To require the discovery and production of any document;

(c) To take evidence on affidavit;

(d) To require a public record or its copy from any court or office.

(2) When cases relating to election originates, in such occasions, the Secretary to the Delimitation Commission will have the power to file affidavit before the court.

**5. Utilising the service of officers and employees.—** For the functioning of the Commission, in accordance with the written direction of the Chairman of the Delimitation Commission, the officers and employees of the Commission can utilise the service of the officers and employees of the State Election commission:

Provided that in cases where it deems necessary, the Government can appoint in consultation with the Commission; other officers and employees deem fit from various departments of the Government on deputation.

**6. Headquarters of the Commission.—** The Headquarters of the Delimitation Commission will be at Thiruvananthapuram. Besides, Commission may conduct sitting at the place decided by the Commission.

**7. Quorum of the Commission Meeting.—** (1) For the meeting of the Commission, there shall be a quorum of minimum three members including the Chairman.

(2) Decisions of the Commission shall, as far as possible, be unanimous. But if in any case there is difference of opinion, decision shall be taken in accordance with the opinion of the majority.

**8. Secretary to the Commission.—** Secretary to the Delimitation Commission shall be an officer not below the rank of a Joint Director of the Panchayat/Municipality.

**9. Meeting of the Commission.—** Secretary shall give notice of meeting of the Commission to the members at least three days in advance:

Provided that in emergency situations either by giving written notice or otherwise to the members, urgent meeting may be convened as per the direction of the Chairman. The Commission, if it deems fit, can convene the meeting of the Commission at District Headquarters.

**10. Guide lines regarding fixing of boundaries.—** The Commission can issued other guide lines regarding fixing of boundary of Local Self Government Institutions.

**11. Issuance of draft notification.—** District Election Authority shall collect information from the concerned Local Self Government Institutions, prepare the instructions and send to the Delimitation Commission and the Commission, after verifying the same, shall issue the draft notification fixing the boundaries. The said notification shall be published inviting objections and suggestions as instructed under section 10 of the Kerala Panchayat Raj Act, 1994 and section 69 of the Municipality Act, 1994.

**12. Manner of giving objection.—** Objection/suggestion submitting before the Kerala Commission shall be given before the secretary to the commission either directly or by registered post. If any document is intended to be produced along with the above, self attested copies of such documents shall also be given. Documents shall not be returned.

**13. Summoning for the collection of informations.—** If the Commission convince that for the disposal of an objection/suggestion received by the Commission, the service of officers of other departments or experts are necessary, in any case, it shall have the power to summon officers of any department under the State Government for collecting informations. The officers concerned are bound to obey the intimations received from the Commission.

**14. Examination of witnesses and production of documents.—** Commission, can summon any person as witness relating to any appeal based on the subject to which an objection/suggestion has been received and request any person including the person who has given the objection or the opposite party to produce before the Commission the connected documents or records.

**15. Disposal of objections.—** Upon the objections and suggestions received by the Commission regarding the fixing of boundary of constituencies, after collecting the informations from the concerned Local Self Government Institutions, the Commission can take decision on verification of the objections and suggestions by hearing in person, the person who has given the objection or suggestion, if it deems fit.

**16. Protection of action taken in good faith.—** No case prosecution or other proceedings shall lie against the Commission or the person acting under the directions of the Commission for the act done or intended to be done in good faith in connection with the implementation of the provisions of the above said rules or regarding any order made thereunder or regarding any opinion given by the Delimitation commission to the Government, or regarding the publication of any such opinion, document or proceedings by the Commission or under the authority of the Commission.

### **Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purport.) The Kerala Panchayat Raj Act, 1994 and the Kerala Municipality Act, 1994 were amended by the Kerala Panchayat Raj (Amendment) Act, 2005, (Act 3 of 2005), and the Kerala Municipality (Amendment) Act, 2005 (Act 4 of 2005), respectively entrusting the Delimitation Commission, consisting of the State Election Commission as Chairman and four officers not below the rank of the Secretary to Government as members, the power vested in the State Election Commission to determine the Constituencies of Panchayats and wards of Municipalities and to re-delimit their boundaries. Government have decided to make rules to give more clarity to the functions, powers and procedures etc. of the Delimitation Commission. This Notification is intended to achieve the said object.