

No. \_\_\_\_\_

To

\_\_\_\_\_  
 \_\_\_\_\_  
 (Name and Address of candidate)  
 (for President or Member)

**Subject : Maintenance of account of election Expenses and lodging of true copy thereof.**

Sir/Madam,

Your attention is invited to Section 13E of the Haryana Municipal Act, 1973 which stipulates that every candidate at an election, shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election between the date on which he/she has been nominated and the date of declaration of the result thereof, both dates inclusive and such account shall be submitted to the Deputy Commissioner concerned within 30 days from the date of declaration of result. It is further to inform you that:-

1. Even if a contesting candidate does not seriously contest the election, for any reason whatsoever, and incurs only a nominal expenditure on his security deposit etc., he is required by law to lodge his account of election expenses.
2. A contesting candidate who fails to comply with the requirements of law regarding the lodging of account of election expenses is liable to be disqualified by the State Election Commission under Section 13E read with Section 13F of Haryana Municipal Act for a period of five years.
3. The account of election expenses to be kept by a candidate or his election agent under Section 13E of the Haryana Municipal Act, 1973 shall contain the particulars of expenditure, incurred/authorized from day to day, as per proforma annexed herewith.
4. A Register is being furnished to you herewith. You are required to maintain your day to day account of election expenses in this very Register and in no other document. All supporting vouchers, bills etc., should also be kept along with the Register arranged in proper chronological order at all times. An abstract statement of expenditure is also to be prepared by you after the declaration of result of election.
5. All documents such as vouchers, receipts, acknowledgements etc. in support of the expenditure incurred or authorized shall be obtained on day to day basis and shall be maintained in the correct chronological order along with the Register showing the day to day account.
6. You should make this Register and the supporting documents available for inspection if demanded at any time during the process of election by the Deputy Commissioner, Returning Officer, Election Observer appointed by the State Election Commission or any other such authority nominated by the Commission in this behalf. Failure to produce this Register when demanded will be considered as a major default on your part in maintaining your day to day account and you may render yourself liable to penal action under Section 171-I of the Indian Penal Code.
7. This very Register in which you are to maintain your day to day account of election expenses should itself be filled by you as your account of election expenses after the election as required under Section 13E of

the Haryana Municipal Act, 1973 mentioned above. You should keep a copy of the account as maintained in the Register for your record and reference. Along with the register, you must file the above mentioned abstract statement containing details of expenditure, and the same must be supported by an affidavit in the format enclosed. The affidavit should be sworn before a Magistrate of the First Class or an Oath Commissioner or a Notary Public.

8. If you contest election from more than one constituency, you are required to maintain and lodge a separate account of your election expenditure in respect of each such constituency.
9. Kindly acknowledge receipt of the letter along with its enclosures immediately in the enclosed acknowledgment form.

Yours faithfully,

RETURNING OFFICER FOR  
 \*President or \_\_\_\_\_  
 \*Member Ward no. \_\_\_\_\_  
 Municipal Council/Committee \_\_\_\_\_

\* Strike off whichever is inapplicable

**Enclosures:**

1. Extracts of Section 13D, 13E and 13F of the Haryana Municipal Act, 1973.
2. Register bearing serial No. \_\_\_\_\_ containing pages \_\_\_\_\_ for maintenance of election expenses, along with (i) the format for maintaining the abstract statement of accounts and (ii) the format of affidavit.
3. Form of acknowledgment receipt.

**Abstract of Section 13D 13E, 13F, 13G and 13H of the Haryana Municipal Act, 1973.**

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**13D Application of certain section of Central Act 43 of 1951 – The provisions of sections 20B, 28A, 33A, 33B, 125A, 134A, 134B, 135B and 135C of the Representation of People Act, 1951 (Central Act 43 of 1951), shall mutatis mutandis apply to the provisions of the Act.**

**13E Account of election expenses and maximum thereof –**

- (1) Every candidate at an election shall, either himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him by his election agent from the date of filing of nomination papers to the date of declaration of the result thereof, both dates inclusive.
- (2) The account shall contain such particulars, as may be notified by the State Election Commission in this behalf.
- (3) The total of the said expenditure shall not exceed such amount as may be notified by the State Election Commission from time to time.

**13F Disqualification for failure to lodge account of election expenses.-**

If the State Election Commission is satisfied that a person has failed to lodge an account of election expenses within the time and manner, as prescribed by the State Election Commission and has no reason or justification thereof, the State Election Commission shall, by order published in the Official Gazette, declare him to be disqualified for contesting an election for a period of five years from the date of the order under this Act.

**13G. Removal or reduction of period of disqualification.-** The State Election Commission may, for reasons to be recorded in writing, remove or reduce the period of disqualification under Section 13F.

**13H. Lodging of account with the Deputy Commissioner.-** Every contesting candidate or his election agent shall, lodge account of election expenditure within thirty days from the date of declaration of election result with the Deputy Commissioner or an officer authorized by the State Election Commission.

**PROFORMA FOR THE SUBMISSION OF ELECTION EXPENDITURE**

Name of the Candidate :  
Name of the Political Party, if any :  
Name of Municipal Council/Committee :  
Election of President; or :  
Member from Ward No. :  
Date of declaration of result :  
(Strike off which is not applicable)

**(DAY TO DAY ACCOUNT)  
REGISTER**

Date of Expenditure	Nature of Expenditure	Amount of expenditure		Date of payment	Name and address of payee	Serial No. of voucher in case of amount paid	Serial No. of Bill in case of an amount outstanding	Name and address of person to whom the amount outstanding is payable	Remarks
		Paid	Outstanding						
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	<b>7.</b>	<b>8.</b>	<b>9.</b>	<b>10.</b>

Certified that this is a true copy of the  
Account kept by me/my election agent.

Name and Signature of the contesting candidate

**ABSTRACT STATEMENT OF ELECTION EXPENSES**

Name of the Candidate :  
 Name of the Political Party, if any :  
 Name of Municipal Council/Committee :  
 Election of President; or :  
 Member from Ward No. :

<b>Sr. No.</b>	<b>Item of Expenditure</b>	<b>Quantity / number</b>	<b>Name of person/Political Party /Body/Association Incurring or Authorizing the Expenditure</b>	<b>Amount of Expenditure</b>	<b>Date(s) of payment</b>	<b>Mode of payment</b>	<b>Evidence of payment Enclosed with the Account</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1	Cost of nomination forms.							
2	Expenditure on security deposit							
3	Expenditure on purchase of copies of electoral rolls.							
4	Expenditure on hiring of campaign offices							
6	Expenditure on printing of manifestos							
7	Expenditure on printing of personal history							
8	Expenditure on printing of posters							
9	Expenditure on printing of handbills							
10	Expenditure on pasting of posters							
11	Expenditure on distribution of handbills							

12	Expenditure on writing of wall writings							
13	Expenditure on publication for advertisements							
14	Expenditure on propaganda for public meetings							
15	Hiring charges of pandals etc, for public meetings							
16	Hiring Charges for loud – speakers for public meetings							
17	Hiring Charges for photo-graphers for public meetings							
18	Expenditure on production and playing of video cassettes							
19	Expenditure on production and playing of audio cassettes.							
20	Visits if VIPs							
21	Expenditure on construction of gates and arches							
22	Hiring charges and POL on vehicle used by the candidate							
23	Hiring charges and POL on vehicle used by Election agent							

24	Hiring Charges and POL on vehicle used by polling agent							
25	Hiring charges and POL on vehicles used by counted agents							
26	Remuneration / cost of refreshment given to election agent							
27	Remuneration / cost of refreshment given to polling agents							
28	Remuneration / cost of refreshment given to counting agents							
29	Remuneration / cost of refreshment given to house to house workers							
30	Expenditure on travelling to party head office by public transport							
31	Misc. Expenses (other than those listed above)							

Signature of the contesting Candidate

- N.B.
1. This proforma must be accompanied by an affidavit. No return of expenditure will be accepted as complete without this affidavit.
  2. The account shall be countersigned by the candidate if it is lodged by his election agents and should be certified by the candidate to be correct of the account kept.

**FORM OF AFFIDAVIT**

Before the Deputy Commissioner \_\_\_\_\_ (District) Returning Officer for Municipal Council/Committee, \_\_\_\_\_ in the District of \_\_\_\_\_.

I \_\_\_\_\_, Son/Wife/Daughter of \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly and sincerely state and declare as under :-

- (1) That I was a contesting candidate at the general election/ bye-election of President or Member from Ward No. \_\_\_\_\_ of Municipal Council/Committee \_\_\_\_\_. The result of which was declared on \_\_\_\_\_.
- (2) That I/My election agent kept a separate and correct account of all expenditure in connection with the above election incurred or authorized by me or by my election agent between \_\_\_\_\_ (the date on which I was nominated) and the date of declaration of the result thereof, both days inclusive.
- (3) That the said account was maintained in the proforma devised by the State Election Commission for the purpose and a true copy thereof is annexed hereto with the supporting vouchers/bills mentioned in the said account.
- (4) That the account of my election expenditure as annexed hereto includes all items of election expenditure incurred or authorized by me or by my election agent and nothing has been concealed or withheld/suppressed there from.
- (5) That the expenditure which is shown as nil on items listed in Annexure-III of the account has not been incurred or authorized by me or by my election agent.
- (6) That the statement in the foregoing paragraphs (1) to (5) is true to my personal knowledge, that nothing is false and nothing material has been concealed.

**DEPONENT**

Solemnly affirmed/sworn by \_\_\_\_\_ at \_\_\_\_\_ this day \_\_\_\_\_ 20\_\_\_\_ before me.

(Signature and seal of the Attesting Authority, i.e. Magistrate of the first class or Oath Commissioner or Notary Public).



**ACKNOWLEDGEMENT**

The account of the election expenses in respect of President or Member from Ward No. \_\_\_\_\_ of Municipal Council/Committee result of which was declared on \_\_\_\_\_(Date) has been filed by him/her on his/her behalf on \_\_\_\_\_(Date) has been received by me today the \_\_\_\_\_(Date) of \_\_\_\_\_ (Month) \_\_\_\_\_(Year)

District Election Officer  
District \_\_\_\_\_