

FAQs GENERAL ON STATE ELECTION COMMISSION	
Q.No.1	By which order/notification of the Government, the SEC, Haryana was constituted?
Ans	The SEC, Haryana was constituted under the provisions of Article 243K read Article 243 ZA of the Constitution of India, vide Government Notification No. S.O.101/Const/Art.243A/243ZA/93 dated 18 th November, 1993.
Q.No.2	What is the composition of the State Election Commission?
Ans	The State Election Commission is a single member Commission comprising of the State Election Commissioner.
Q.No.3	Who appoints the State Election Commissioner and what is his/her tenure in the office?
Ans	The Governor of the State appoints the State Election Commissioner for a period of five years from the date he/she assumes the office or till he/she attains the age of sixty five years, whichever is earlier.
Q.No.4	What is the role of the State Election Commission?
Ans	The State Election Commission has been vested with the powers of superintendence, direction and control of the preparation of electoral rolls/voter lists for, and the conduct of, all elections to the PRIs and municipalities under article 243K of the Constitution of India and section 161 (3) of Act, 1994, section 9 of the Act, 1994 and section 3A of the Act, 1973.
FAQs ON PANCHAYATI RAJ INSTITUTIONS (PRIs)	
Q.No.1	Who is eligible to get his/her name included in the voters list of a PRI?
Ans	Any person, whose name exists in the relevant part of the electoral roll of the State Legislative Assembly constituency till the first day of filing of nomination of the PRI.
Q.No.2	Which authority is responsible for preparation of voters list of PRIs?
Ans	Deputy Commissioner-cum-District Election Officer (P) concerned.
Q.No.3	What is validity period of the existing voters list?
Ans	Existing voters list of the Panchayati Raj Institutions shall continue to be valid till revision of the existing voters list.
Q.No.4	Whether any person can inspect voters list and ask for a certified copy of it?
Ans.	Yes. Fee of rupees two per page has been prescribed for providing certified copies of the voters list.
Q.No.5	What is the term of the PRIs (Gram Panchayats, Panchayat Samitis and Zila Parishads)?
Ans	Five years from the date of 1 st Meeting.
Q.No.6	How are members of the PRIs elected?
Ans	Members of PRIs are elected directly by the electors who are registered as voters in the voters list of Gram Panchayat of the concerned Ward.
Q.No.7	Who is eligible to vote in elections to the PRIs?
Ans	All persons who are registered as voters in the voters list of concerned ward of the PRIs.
Q.No.8	How are the Chairpersons/Vice Chairpersons of Panchayat Samitis and President/Vice President of Zila Parishad elected?
Ans	Chairperson/Vice Chairperson of the Panchayat Samiti and President/Vice President of the Zila Parishad are elected indirectly by the elected members from

	amongst themselves of the Panchayat Samiti and Zila Parishad concerned.			
Q.No.9	Who is eligible to contest election in the PRIs elections?			
Ans	Any person who has attained the age of twenty-one(21) years and whose name is entered in the list of voters of PRIs shall, unless disqualified under Haryana Panchayati Raj Act, 1994 or rules made there under for the time being in force, is be eligible to contest the election of PRIs.			
Q.No.10	Which is relevant date to determine the age of 21 years for the candidate to contest the election of PRIs?			
Ans	The date for scrutiny of nominations is relevant date to determine the age of 21 years of a candidate to file nomination for contesting the election of PRIs.			
Q.No.11	What is the educational qualification prescribed for contesting election of PRIs ?			
Ans.	The following educational qualification is prescribed in the Act, 1994 to contest PRIs election :-			
	Name of the post	Category		
		General/BC	Women and SC	SC (Women)
		Should have passed the following examination		
	Member Zila Parishad	10 th	8 th	8 th
	Member Panchayat Samiti	10 th	8 th	8 th
	Sarpanch	10 th	8 th	8 th
	Panch	10 th	8 th	5 th
Q.No.12	What is the security amount specified to contest election of PRIs?			
Ans	Under Rule 28 of the Rules, 1994, the following amounts have been prescribed for the candidates to be deposited with the nomination paper of the PRIs:			
	Name of office	General	Scheduled Caste and Backward Class	
	Panch	Rs.100/-	Rs.40/-	
	Sarpanch	Rs.200/-	Rs.100/-	
	Member Panchayat Samiti	Rs.300/-	Rs.150/-	
	Member Zila Parishad	Rs.400/-	Rs.200/-	
Q.No.13	What is the expenditure limit prescribed for contesting elections of PRIs?			
Ans.	Name of Office	Expenditure limit (in rupees)		
	Panch	50,000/-		
	Sarpanch	2,00,000/-		
	Member Panchayat Samiti	3,60,000/-		
	Member Zila Parishad	6,00,000/-		
Q.No.14	Election Observers are appointed under which provisions?			
Ans	Election Observers are appointed by the SEC in exercise of the powers vested under Article 243K of Constitution of India, Section 173-A of the Haryana Panchayati Raj Act, 1994 read with Section 20B of the Representation of the People Act, 1951.			

Q.No.15	Under which section of the Act provisions of disqualifications for being elected as and for being a Member are prescribed?			
Ans	Under section 175 of the Haryana Panchayati Raj Act, 1994.			
Q.No.16	Under which provision election expenditure is required to be filed by the contesting candidates?			
Ans	As per provisions contained in the Haryana Panchayati Raj Election Expenditure (Maintenance and Submission of Accounts) Order, 1996 issued by the State Election Commission.			
Q.No.17	What is the time limit to file election expenditure statement?			
Ans.	Within 30 days after the declaration of election result.			
Q.No.18	What action can be taken against a candidate/ elected person if he/she does not file the accounts of election expenses within the prescribed limit or who incurs election related expenditure beyond the prescribed limit?			
Ans	He/she can be removed from the office (if elected) and he/she can be disqualified for contesting an election for a period of three years from passing of such order.			
Q.No.19	What are the total numbers of Panchayats, Panchayat Samitis and Zila Parishads in the State?			
	Name of Panchayati Raj Institution	No.	Name of office	No.
	Gram Panchayats	6228	Sarpanch	6228
			Panch	62077
	Panchayat Samits	143	Members	3087
	Zila Parishads	22	Members	411
Q.No.20	Counting of votes and declaration of result of the PRIs are provided under which provision?			
Ans	Rule 62 of the Haryana Panchayati Raj Election Rules, 1994.			
Q.No.21	Whether elections to PRIs in the State are held on party lines?			
Ans	Yes, Elections to Panchayat Samiti and Zila Parishad can be held on Party lines, only if the political parties wish to contest on party symbol.			
Q.No.22	Who is the authority to determine reservation of wards in PRIs?			
Ans	State Government (Development and Panchayat Department)			
Q.No.23	Which authority determines the reservation of offices of Sarpanches, Chairpersons of Panchayat Samitis and President of Zila Parishads in the State of Haryana?			
Ans.	The reservation of Sarpanch, Gram Panchayat, Chairperson/Vice-chairperson of Panchayat Samiti and President/Vice-President of Zila Parishad is determined by State Government (Development & Panchayat Department)			
Q.No.24	What is the term of office of Member of PRIs, if elected against a casual vacancy (during bye-election)?			
Ans	Remaining period of the seat against which he/she is elected.			
Q.No.25	Whether an election petition can be filed before the SEC or State Government Authority?			
Ans	No			

Q.No.26	Who is competent authority to decide the election petitions?
Ans.	Civil Court of the district concerned designated as Election Tribunal.
Q.No.27	Whether any period of filing the election petition has been prescribed?
Ans.	Yes, within 30 days after the declaration of election result.
Q.No.28	Whether NOTA is applicable in the election of PRIs?
Ans.	Yes
Q.No.29	What will be the effect if NOTA got the highest number of votes?
Ans.	None of the contesting candidates will be declared as elected. In such situation, fresh election shall be held and all such contesting candidates who have secured less votes than NOTA shall not be eligible to re-file the nomination/contest election
Q.No.30	Whether the political parties are registered separately by the SEC for the purpose of contesting elections to the PRIs?
Ans	<p>"No"</p> <p>The political parties registered with the Election Commission of India under section 29A of the Representation of the People Act, 1951 are treated as registered with the SEC without any formal registration. Similarly, the National Parties and State Parties recognized by the Election Commission of India are recognized by the SEC. However, the SEC issues its own notification w.r.t. the political parties recognized and registered by the Election Commission of India from time to time.</p>
Q.No.31	How many votes are required by the contesting candidate in PRIs election so that his/her security deposit is not forfeited?
Ans.	Number of votes received by the candidate in the case of Panch, Member Panchayat Samiti and Zila Parishad should exceed $1/3^{\text{rd}}$ of the total number of votes polled for the candidate who is elected and in the case of Sarpanch it should exceed $1/10^{\text{th}}$ of the total number of votes polled for the office of Sarpanch to ensure that his/her security deposit is not forfeited.
Q.No.32	Which alternative documents can be produced for establishing Voter's identity if Elector's Photo Identity Card (EPIC) is not available with the Voter?
Ans	<ul style="list-style-type: none"> (i) The Aadhar Card issued by UIDAI, (ii) Passport, (iii) Driving License, (iv) Income Tax Identity (PAN) Card, (v) Service Identity Card issued to employees by Central/State Government – Offices, Public Sector Undertakings, Local Bodies or other public Limited Company, (vi) Pass Book of an accounts, having photograph, opened in a scheduled Bank or Post Office, (vii) Freedom Fighter Identity Card having photograph, (viii) SC/ST/OBC certificate having photograph, issued by competent authority, (ix) Certificate of Physical Handicap having photograph issued by the Competent Authority, (x) Arms License having photograph, (xi) Job Cards with photograph issued under the National Rural Employment Guarantee Scheme,

	<p>(xii) Property documents with photographs such as Pattas, Registered Deeds etc,</p> <p>(xiii) Pension Documents such as Ex-Servicemen Pension Book/Pension Payment Order, Ex-Servicemen's Widow/Dependent Certificate, Old Age Pension Order, Widow Pension Order, with photograph,</p> <p>(xiv) Health Insurance Scheme Smart Cards with Photograph,</p> <p>(xv) Ration Cards with photograph.</p> <p>(xvi) or any other similar documents having photograph establishing the identity of the electors to the satisfaction of the Presiding Officer.</p>
Q. No.33	Whether the SEC has powers to remove an elected member of PRIs after issuance of formal notification of the result?
Ans.	Yes, only in one condition. If an elected person fails to file the account of election expenditure or who incurred expenditure beyond the prescribed limit.
Q.No.34	Whether an adopted son who has different (biological) father's name in educational qualification and voters list can contest election?
Ans	Yes, the SEC has issued clarification in this respect vide letter No.SEC/4E-II/2021/431-432, dated 09.06.2021.
Q.No.35	Whether nomination papers filed by a candidate not signed at the time of submission or filing of nomination papers can be signed thereafter before scrutiny of nomination papers or not?
Ans.	Nomination papers cannot be signed after submission or before scrutiny.
Q.No.36	Whether a candidate is allowed to appoint persons as polling agents from anywhere?
Ans.	No. Such person who is appointed by the candidate as polling agent must ordinarily be a resident and elector of the concerned polling station area only and not from outside the concerned polling area.
Q.No.37	Under which rule name of any person can be included, deleted and corrected in the finally published voters' list?
Ans	Rule 12B of the Haryana Panchayati Raj Elections Rules, 1994.
Q.No.38	Is canvassing allowed near the polling booth on the day of polling?
Ans.	No canvassing shall be allowed within a distance of one hundred meters of the polling booth on the day of polling.
Q.No.39	Whether there is separate Code of Conduct for PRIs elections?
Ans.	Yes, a separate Model Code of Conduct has been prescribed by the SEC, in respect to PRIs elections and a booklet has been printed for this purpose. At the time of general elections and bye-elections of the PRIs, the Model Code of Conduct comes into force from the date of announcement of election programme by the SEC and it remains in force till the declaration of result of the elections.
Model Code of Conduct	
Q.No.40	From which date the Model Code of Conduct is enforced and operational upto which date?
Ans.	The Model Code of conduct is enforced from the date of announcement of election schedule and is operational till the declaration of result of the elections.
Q.No.41	In which area the model code of conduct is applicable during general elections and bye-elections?
Ans.	During General elections of PRIs in the State of Haryana, the model code of conduct is applicable in the Zila Parishad area or Panchayat Samiti area or Gram

	Panchayat area where general elections are to be held. During bye-election(s), the model code of conduct is applicable in the ward(s) where elections are to be held.
Q.No.42	What are the salient features of Model Code of Conduct?
Ans.	The salient features of Model Code of Conduct for PRIs elections lay down how political parties, contesting candidates and party(s) in power should conduct themselves during the process of elections i.e. on their general conduct during electioneering, holding meetings and processions, poll day activities and functioning of the party in power etc.
Q.No.43	Whether Govt. transport can be used for electioneering work?
Ans.	No.
Q.No.44	Are there any restrictions in using religious places for election propaganda?
Ans.	Yes. Any place of worship like Temple, Mosque, Church, Gurudwara etc. cannot be used for election campaign.
Q.No.45	Can a candidate go to the office of Returning Officer for filing a nomination with a procession?
Ans.	Yes, provided he/she will give prior information to the police authority concerned in this regard and the expenditure on the procession will be counted towards election expenditure.
Q.No.46	Is there any restriction on use of rest houses, dak bungalows or other Govt. accommodation for campaign office or for holding any public meeting for the purpose of election propaganda?
Ans.	Yes. No Government property can be used for campaign/office or for holding any public meeting for the election propaganda.
Q.No.47	Whether there is any ban on use of plastic sheets for making use of posters/banners during the election campaign?
Ans.	The political parties and candidates should try to avoid use of plastic/polythene for preparation of posters, banners etc. in the interest of environmental protection.
Q.No.48	Whether there is any restriction for holding public meeting or taking out processions?
Ans.	Yes, Prior written permission should be obtained from the district administration (Sub-Divisional Magistrate) for holding of a meeting at any public or private place and for taking out processions.
Q.No.49	Whether there is any time limit for using loudspeakers?
Ans.	Yes. Loudspeaker cannot be used at night between 10.00 P.M. and 6.00 A.M.
Q.No.50	What is the deadline after which no public meetings and processions can be taken out?
Ans.	Candidate cannot hold public meetings and processions during the period of 48 hours ending with the hour fixed for the conclusion of poll.
Q.No.51	Whether there are any guidelines for political parties/candidates for issuance of unofficial identity slips to voters?
Ans.	Yes. The unofficial identity slip, on white paper, shall contain only the particulars of the voter i.e. name, Serial number of voter, part No. in the electoral roll, Serial no. and name of Polling Station and date of Poll. It should not contain the name of candidate, his photograph and or symbol.
Q.No.52	Whether use of mobile phone is allowed in the polling station?
Ans.	Use of Mobile phone in the polling station is strictly prohibited.

Q.No.53	Is there any restriction of going with arms to or near polling station?
Ans.	Carrying of the arms inside or near a polling booth is strictly prohibited.
Q.No.54	How many vehicles a candidate is entitled for use on the day of poll?
Ans.	Not more than 2 vehicles including the vehicle in which he/she is travelling.
Q.No.55	Whether Political Party/Candidate can make arrangements for transporting voter to and from Polling Station?
Ans.	No.
Q.No.56	Whether there are restrictions on plying of Govt./private vehicles on the poll day?
Ans.	No, Vehicles not carrying voters to polling booth are allowed to ply in the village/city for normal transport purposes.

Abbreviations :-

SEC : State Election Commission, Haryana
 PRIs : Panchayati Raj Institutions (Gram Panchayats, Panchayat Samitis and Zila Parishads)
 Rules, 1994 : The Haryana Panchayati Raj Election Rules, 1994
 Act, 1994 : The Haryana Panchayati Raj Act, 1994