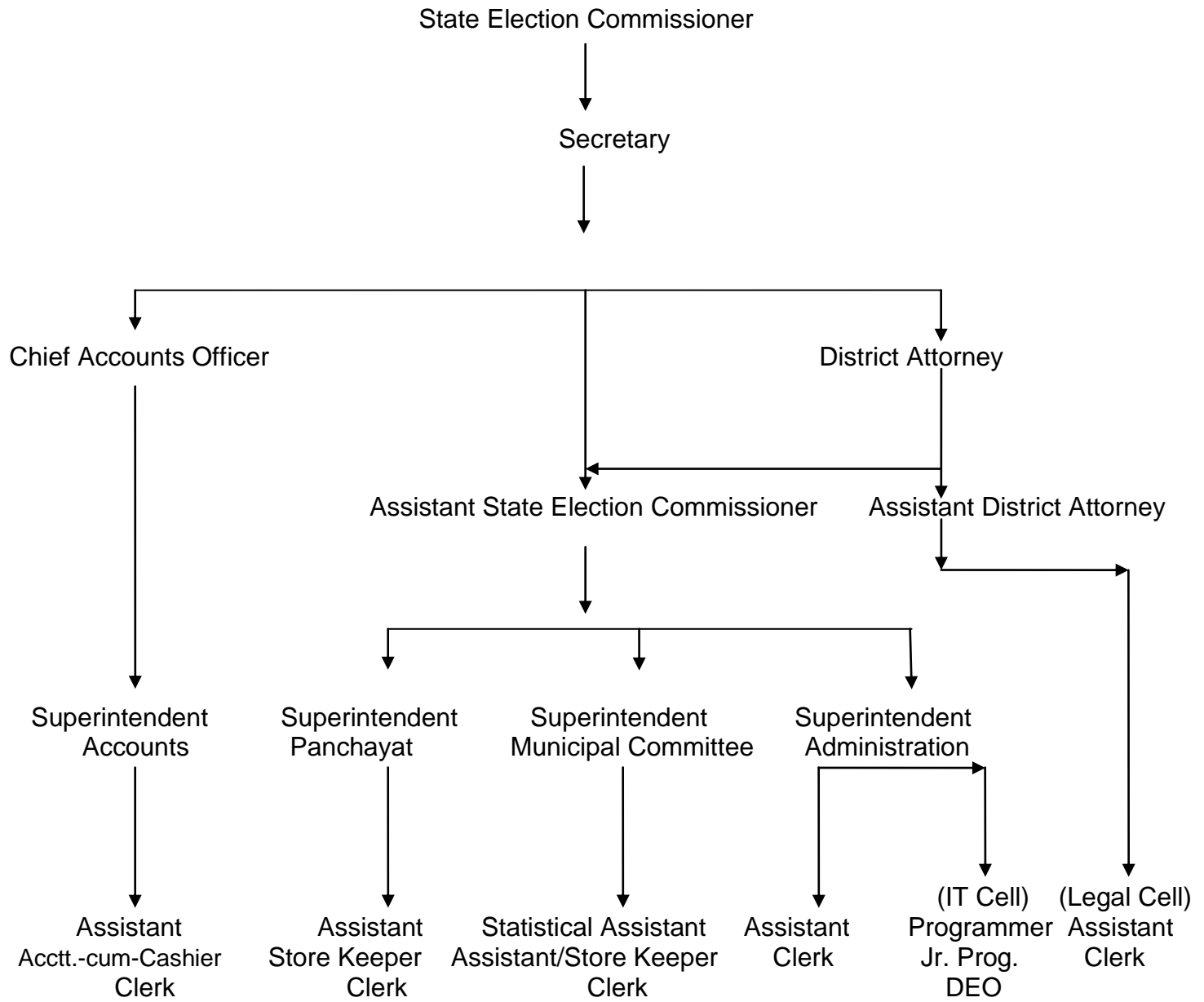


2023 <b>State Election Commission, Haryana</b>			
<b>Publication of information under Section 4(1)(b) of the Right to Information Act, 2005</b>			
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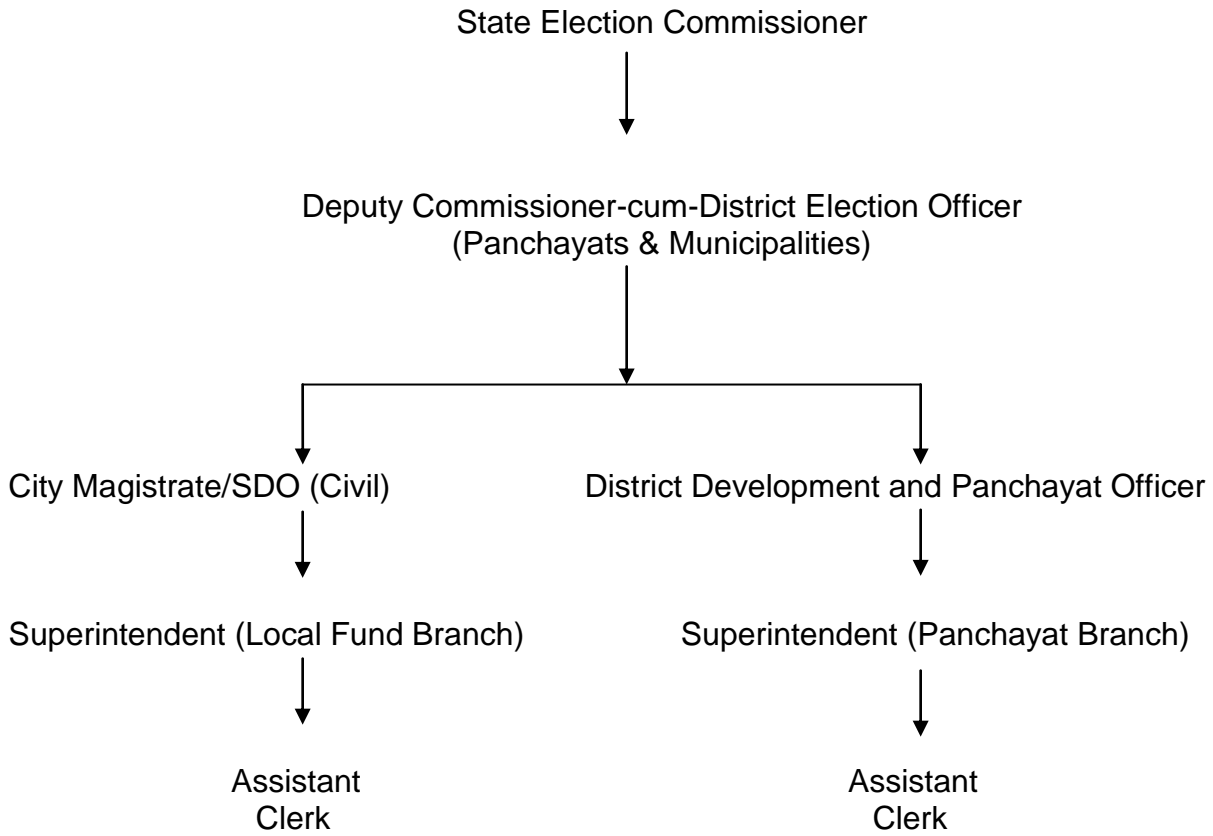
## **1. Particulars of organization, functions and duties**

- 1.1. This Handbook is prepared in the light of the Right to Information Act, 2005[No. 22 of 2005 dated 15<sup>th</sup> June 2005] about the objects and functions of the State Election Commission, Haryana for awareness of the general public, political parties, scholars as well as educational institutions.
- 1.2. The Constitutional (73<sup>rd</sup> and 74<sup>th</sup> Amendments) Act, 1992 envisage to constitute an independent authority of State Election Commission consisting of a State Election Commissioner to be appointed by the Governor and vested with superintendence, direction and control of preparation of electoral rolls for, and conduct of, all elections to the Panchayati Raj Institutions and Urban Local Bodies, identical to the Election Commission of India.
- 1.3. The State Election Commission in the State of Haryana was constituted with effect from November 18, 1993 vide Government's Notification No. SO:101/Const./Art.243A/243ZA/93, dated 18.11.1993.
- 1.4. The State Election Commissioner, as the head of the election Machinery in the State is assisted by Secretary, District Attorney, Assistant State Election Commissioner, Private Secretary besides the Superintendents and other ministerial staff at Head Quarter Deputy Commissioner-cum-District Election Officer (Panchayats/ Municipalities) and the District Development and Panchayat Officers, City Magistrates, Sub Divisional Officers (Civil) work as Returning Officers, Assistant Returning Officers, respectively alongwith other staff and assist the State Election Commissioner in holding General Elections/Bye-elections to the Panchayati Raj Institutions and Urban Local Bodies.
- 1.5. There are 72252 constituencies/wards for Panchayati Raj Institutions and about 1500 of Urban Local Bodies in the State of Haryana, which includes Panches, Sarpanches, Members of Panchayat Samits & Zila Parishads and members of Municipal Corporation, Municipal Council and Municipal Committees.
- 1.6. Approximately 1.71 crore voters are registered to exercise their franchise in elections to the PRIs and ULBs in the State of Haryana.

## Organizational Chart of State Election Commission, Haryana Administrative Setup (Head Office)



## Organizational Chart Of State Election Commission, Haryana Administrative Setup (District Election Cell)



## 2. Powers and duties of its Officers and employees

- 2.1 **State Election Commissioner** : - State Election Commissioner is a Constitutional Authority and exercises the powers of superintendence, direction and control for preparation of electoral rolls and conduct of all elections to local bodies in a free & fair manner. His powers and duties are identical to the Election Commission of India and he is independent from the Government. The State Election Commissioner is appointed by the orders of Hon`ble Governor of Haryana, who is or has been a judge of a High Court; or a person who has served the Government for a minimum period of five years, or has served the State Government in the rank of Financial Commissioner. The State Election Commissioner is directly answerable to the Hon`ble Governor of Haryana. He has been delegated the Administrative and Financial powers as are available to the Administrative Secretary to Govt.
- 2.2 **Secretary** :- This post is filled by the Govt. from an IAS officer in the Senior Scale, an HCS officer in Super Time Scale or Class-I officer with five years experience in handling office establishment/election matter. Presently, the post of Secretary is lying vacant. However, the powers of Head of Department and financial powers to the some extent have been re-delegated to the Secretary. He is the Chairman of Grievances Redressal Committee constituted by the Commission. The work of all the branches i.e Administration, Panchayat, Municipal and Accounts routes through him except the matters assigned to District Attorney and Chief Accounts Officer.
- 2.3 **District Attorney** :- This post is filled by the Prosecution Department. The officer is Nodal Officer of all the Court Cases. He is the Head of Legal Cell and incharge of legal matters of the Commission. The officer is a Technical member of Grievances Redressal Committee constituted by the Commission.
- 2.4 **Chief Accounts Officer** :- This post is filled by the Finance Department Govt. from time to time. The powers of Drawing and Disbursing Officer are delegated to the officer. He is the controlling officer of budget and responsible for maintaining of proper records of accounts related matters. He is the member of Grievances Redressal Committee constituted by the Commission.
- 2.5 **Assistant State Election Commissioner** :- This is a departmental post filled by promotion or transfer/deputation basis. The incumbent holding this post has presently been designated as First Appellate Authority under RTI Act, 2005 and also a member of Grievances Redressal Committee constituted by the Commission.
- 2.6 **Assistant District Attorney** :- This post is filled by the Prosecution Department. The function of officer is to assist the District Attorney in legal matters/court cases and to supervise the working of officials deputed in legal cell of the Commission. At present this post is lying vacant.
- 2.7 **Superintendents** :- There are three posts of Superintendents and four branches in the Commission. Besides, IT Cell has also been set up to look after the work of Information and Technology/Computers. The Superintendents have been allotted branches for supervision and IT Cell works under the supervision of Secretary. They have been designated as ASPIO of concerned branch. The incumbent holding the charge of Superintendent, Municipal Branch has also been designated as SPIO under RTI Act, 2005.

- 2.8 **Private Secretary/Personal Assistant/Senior Scale Stenographer/Junior Scale Stenographer/Steno Typist :-**
- a) **Private Secretary/Personal Assistant :-** Private Secretary and Personal Assistants are deputed in personal staff of the State Election Commissioner or any other entitled officer.
  - b) **Senior/Junior Scale Stenographers :-** Senior/Junior Scale Stenographers are deputed with Class-I or any other entitled officer.
  - c) **Steno Typist :-** Steno Typists are deputed with the Superintendents and posted in the branches or with any other entitled officers.
- 2.9 **Assistants/Clerks/Programmer/Jr.Programmer/Computer Operator :-**
- a) **Assistants:-** Assistants deal with subjects allotted to them and put up the files to the officers through their respective Superintendents.
  - b) **Clerks:-** Clerks assist the Assistants in their routine work and also do the work of typing, record keeping and diary & dispatch.
  - c) **Programmer/Jr. Programmer/Computer Operator :-** Computer Operators look after the work of IT related matters.
- 2.10 **Deputy Commissioner-cum-District Election Officer (Panchayats) :-**The Deputy Commissioner of each district is designated as the District Election officer Panchayats. He is responsible for preparation of electoral rolls and conduct of elections to Panchayati Raj Institutions. He is the Returning Officer in the case of elections of Zila Parishads. He has been authorized by the State Election Commission to appoint the Returning Officers and Assistant Returning Officers for the elections of Panchayat Samitis, Sarpanches and Panches.
- 2.11 **Deputy Commissioner: -**The DCs of concerned districts are responsible for the preparation of electoral rolls and conduct of elections of ULBs. He is competent authority to appoint Revising Authority for the purpose of preparation of electoral rolls and is also authorized from time to time by the SEC to appoint Returning Officers and Assistant Returning Officers to conduct the election of Municipalities i.e. Municipal Corporations, Councils and Committees.
- 2.12 **City Magistrate/Sub Divisional Officer (Civil) :-**The officers assist the Deputy Commissioner/District Election Officer in all election related matters/activities of Urban Local Bodies.
- 2.13 **District Development and Panchayats Officer :-**The officers assist the District Election Officer in all election related matters/activities of Panchayati Raj Institutions.
- 2.14 **Assistant :-** This is a departmental promotional post though there is also provision for recruitment through other Govt. Departments by transfer or deputation basis. He/she deals with the work as per the duties assigned under the rules and directions issued by the State Government as well as the State Election Commission, Haryana.
- 2.15 **Clerks :-** This is a feeder cadre cum departmental promotion post. The Clerks maintain all the record and Store Articles of their respective District Election Cell and do typing, bill preparation etc.
- 3. Procedure followed in decision making**
- 3.1. All the Procedures to be followed in decision making processes are already framed in the Standing Orders and instructions issued by the Commission from time to time.

- 3.2. The dealing assistant deals cases as per relevant rules and instructions. Then the file is put up to the Branch Superintendent for making suggestions. The file is then submitted to the Assistant State Election Commissioner/ADA/DA/CAO/ Secretary to State Election Commissioner. Most of the files terminate at the level of the Secretary, but some cases involving financial powers, promotion case of Gazetted Officers, and new schemes/financial powers, promotion etc. are sent to the State Election Commissioner for final decision/approval. All the files relate to financial matters are routed through CAO and the files related to legal matters are routed through ADA and DA. This is the procedure followed in routine.
- 3.3. Some routine files are disposed of at the level of superintendent or Assistant State Election Commissioner.
- 3.4. Some cases which are to be disposed of at the level of the Secretary being Head of Department are put up to him by branches through the concerned superintendent for appropriate decision/action.
- 3.5. All the cases which are to be disposed of at the level of the State Election Commissioner being Competent Authority are put up to him by branches through the concerned Superintendents, ASEC and DA or Secretary, as the case may be, for appropriate decision/action.
- 3.6. Cases involving budget allocation, financial powers, creation of posts, purchase of new vehicle, framing of rules, amendments in rules etc. are sent to the Chief Secretary being Administrative Department for final decision/approval.

#### **4. Norms set by it for the discharge of its function.**

The Details of the Norms/Standards set by the department for execution of various activities/programmes:-

- 4.1 This Commission deals with the conduct of General Elections/Bye-election to PRIs and ULBs. All these works are done as per norms/instructions/ guidelines issued from time to time.
- 4.2. The Commission discharges its functions as per the Act, Rules, Govt. policies & instructions issued from time to time. The Commission has framed the following own departmental service rules:
  - a) Haryana State Election Commission (Group-A) Service Rules, 2014.
  - b) Haryana State Election Commission (Group-B) Service Rules-2014.
  - c) Haryana State Election Commission (Group-C) Service Rules are under consideration with the Haryana Government.
  - d) Haryana State Election Commission (Group-D) Service Rules-2008.

In spite of it, the Commission has also adopted all the Civil Services and Financial Rules of the State of Haryana.

- 4.3. The following Acts and Rules are available on the official website of the Commission i.e [www.secharyana.gov.in](http://www.secharyana.gov.in) :-
  - a) Haryana Municipal Corporation Delimitation of Ward Rules, 1994.
  - b) Haryana Municipal Delimitation of Ward Rules, 1977.
  - c) Extract from the Haryana Municipal Corporation Election Rules, 1994.
  - d) Extract from the Haryana Municipal Election Rules, 1978.
  - e) Extract from the Haryana Panchayati Raj Election Rules, 1994.

- f) Extract from the Haryana Municipal Corporation Act, 1994.
- g) Extract from the Haryana Municipal Act, 1973.
- h) Extract from the Haryana Panchayati Raj Act, 1994.
- i) State Election Commissioner Conditions of Service Rules, 1994.
- j) Administrative Powers of State Election Commissioner, Haryana.
- k) Financial Powers of State Election Commissioner, Haryana.
- l) Notification Regarding Constitution of State Election Commission, Haryana.

**5. Rules, Regulations, instructions, manuals and records hold by it or under the control of used by its employees for discharging its functions.**

- 5.1. Interface with the representatives of political parties and public is mostly at the time of elections to the Panchayati Raj Institutions and Urban Local Bodies and also at the time of the revision of Electoral Rolls. At that time press notes, advertisements are published in the leading newspapers, both in English & Hindi, jingles play through electronic media for information of general public.
- 5.2. The Commission prepare/revises the electoral rolls for elections of Panchayati Raj Institutions and Urban Local Bodies on the basis of electoral rolls published by the Election Commission of India.
- 5.3. The State Election Commission is covered under Plan (P01 State Scheme) from the financial year 2017-18. The Commission follows the guidelines/directions/instructions of Govt. of Haryana except the election matters.

**6. Statement of the categories of documents that are hold by it or under its control.**

- 6.1. The following is the statement of the categories of documents that are held by it, or are under the control of the State Election Commission, Haryana :-
  - I. Election Results for Panchayati Raj Institutions to the State of Haryana.
  - II. Election Results for Urban Local Bodies to the State of Haryana.
  - III. Electoral Rolls relating to the PRIs and ULBs of the State of Haryana (at district level).
  - IV. Notifications of the names of elected members of PRIs and ULBs in the State of Haryana.
- 6.2. The documents mentioned at serial no. (iii) are available in the concerned District Election Offices for sale to the public as per the rates fixed by the Commission.
- 6.3. The documents mentioned at serial no. (iv) are only for official use and are not available for sale, or for public use.

**7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation.**

There is no such specific policy in the Commission. The Commission prepare the electoral rolls and conduct the elections of Panchayati Raj Institutions and Urban Local Bodies as per Act and rules.

**8. Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies**



are open to the public, or the minutes of such meetings are accessible for public.

The Commission has not constituted any Board/Council/Committee for the purpose of its advice. The Commission follows the Acts/rules and instructions as mentioned in the chapter-4.

### 9. Directory of its officers and employees.

Sr. No.	NAME	DESIGNATION	HOUSE ADDRESS	OFFICE	RESI.	E-MAIL
1.	SH. DHANPAT SINGH, IAS (RETD.)	STATE ELECTION COMMISSIONER	H. NO. 22, SECTOR 7A, CHANDIGARH	2584904	9417602524	sec@hry.nic.in
2.	DR. INDER JEET, HCS	SECRETARY	H. NO. 899, SECTOR 7A, CHANDIGARH	2574810	8146623399	secy.sec@hry.nic.in
3.	SH. SATBIR SINGH	DISTRICT ATTORNEY	FLAT NO- 102, A BLOCK G.H. 3 SECTOR-6 MDC PANCHKULA	2584804	9466170470	da.sec@hry.nic.in
4.	SH. RAJESH KUMAR	CHIEF ACCOUNTS OFFICER	H. NO. 2528, SECTOR 21, PANCHKULA	2560403	8398012093	cao.sec@hry.nic.in
5.	SH. RAJBIR SINGH SHEOKAND	ASSISTANT DISTRICT ATTORNEY	H. NO. 883 SECTOR - 2 PANCHKULA	2560403	9467751242	Rbsheokand72@gmail.com
6.	MRS. ANJU ARORA	A.S.E.C	H. NO. 1610, RAJ PUROHIT MOHALLA, NEAR QUILA GATE, MANIMAJRA (UT) CHANDIGARH	2584908	9463655190	asec.sec@hry.nic.in
7.	SH. PUSHKAR DUTT	SUPERINTENDENT	H. NO. 1103, SECTOR 20B, CHANDIGARH	2584810	9855575388	supdtmc.sec@hry.nic.in
8.	SH. RAJAN KUMAR	SUPERINTENDENT	FLAT NO. 30, HEWO SOCIETY GH-1, M.D.C. SECTOR 5, PANCHKULA	2584810	9417990230	supdtadmin.sec@hry.nic.in
9.	MRS. GEETA KAPUR	SUPERINTENDENT	H. NO. 597, SECTOR 11, PANCHKULA	2584810	9417930966	supdtpanda.sec@hry.nic.in
10.	SH. GANGA SAWRUP	PRIVATE SECRETARY	H. NO. 12/3, BANK COLONY, MANIMAJRA (UT), CHANDIGARH	2586904	9216530973	ps.sec@hry.nic.in
11.	SH. SANJEEV KUMAR	PERSONAL ASSISTANT	H. NO. 796, HARMILAP NAGAR, M.C. ZIRAKPUR, DISTT. MOHALI	2586904	9872212535	pa.sec@hry.nic.in
12.	MRS. PUSHPINDER KAUR	PERSONAL ASSISTANT	H. NO. 5293, CATEGORY IV, MODERN HOUSING COMPLEX, MANIMAJRA, CHANDIGARH	2584810	9478728626	pa.sec@hry.nic.in
13.	SH. SURINDER KUMAR	STATISTICAL ASSISTANT	H. NO. 203, GOVIND VIHAR, BALTANA MOHALI	2584810	9466283450	sa.sec@hry.nic.in
14.	SH. KUL BHUSHAN	ASSISTANT	H. NO. 1433, SECTOR 39B, CHANDIGARH	2584810	9417337596	
15.	SH. RAJESH ROHILLA	ASSISTANT	H. NO. 294-C, SWASTIK VIHAR, ZIRAKPUR, DISTRICT MOHALI	2584810	9463396158	
16.	SH. KULDEEP SINGH	ASSISTANT	H. NO. 219, SECTOR 7 CHANDIGARH	2584810	8146530968	
17.	SMT. ROSY THAKUR	ASSISTANT	H. NO. 214, SECTOR 48C, CHANDIGARH	2584810	2234214 8872072314	
18.	MRS. VANDANA ARORA	ASSISTANT	HE-490, SECTOR 61, CHANDIGARH	2584810	9417401855	
20.	SH. RAJESH KUMAR	ASSISTANT	C/O SH. C.L. BAKSHI H. NO. 1742, PHASE-II, RAM DARBAR, CHANDIGARH	2584810	9466728756	

21.	SH. HARI CHAND	ASSISTANT	H. NO. 3406/2, SECTOR 48D, CHANDIGARH	2584810	9464068849	
22.	SH. RAM KUMAR	ASSISTANT	H. NO. 4129, MAULI COMPLEX, CHANDIGARH	2584810	9416276090	
23.	SH. KARAM SINGH	ASSISTANT	H. NO. 1112/1, MORI GATE, MANIMAJRA (U.T), CHANDIGARH	2584810	9467810534	
24.	SH. ATAM PARKASH	ASSISTANT	H. NO. 1456-A, SECTOR 20B, CHANDIGARH	2584810	7696457574	
25.	SH. VIJAY SINGH	ASSISTANT	H. NO. 146/1, PIPLIWALA TOWN, MANIMAJRA, UT, CHANDIGARH	2584810	9814362332	
26.	SH. KRISHAN KUMAR	STORE-KEEPER	H. NO. 13/2255-A, SECTOR 24, CHANDIGARH	2584810	9464169766	
27.	SH. PRADEEP SINGH	ASSISTANT	H. NO. 433-A, SECTOR 61, CHANDIGARH	2584809	7973563415	
28.	SMT. ANU MEHTA	ASSISTANT	H. NO. 2829-B, SECTOR 49D, CHANDIGARH	2584810	9914499152	
29.	SMT. SUSHMA	LIBRARIAN	2306, SECTOR 27C, CHANDIGARH	2584810	8901388752	
30.	SH. AKSHAY KUMAR	SENIOR SCALE STENOGRAPHER	H. NO. 1326, FIRST FLOOR, SECTOR 25, PANCHKULA	2584810	9467717808	
31.	MS. SAVITA	JUNIOR SCALE STENOGRAPHER	H. NO. 477B, SECTOR8, PANCHKULA	2584810	9896700520	
32.	SH. SURENDER	STENO -TYPIST	H. NO. 45B, HOUSING BOARD COMPLEX, SECTOR 14, PANCHKULA	2584810	8607137070	
33.	SH. ASHOK KUMAR	STENO- TYPIST	H. NO. 48, KRISHNA ENCLAE, WADHWA NAGAR DHAKOLI (PB)	2584810	7015249712	
34.	SH. PAWAN KUMAR	CLERK	H. NO. 13/2914-A SECTOR 20C, CHANDIGARH	2584810	9876123862	
35.	SH. LOKESH	CLERK	H. NO. 871, SECTOR 16, PANCHKULA	2584810	8929399936	
36.	SH. SUNIL DUTT	CLERK	H. NO. 554, KISHANGARH, CHANDIGARH	2584810	9467352310	
37.	SH. ASHA RAM	CLERK	H. NO. 2663, SECTOR 28C, CHANDIGARH	2584810	9780064399	
38.	SH. KULDEEP SINGH	CLERK	H. NO. 03, GALI. NO. 2 FUN CITY ENCLAVE GURU NANAK COLONY DAFFERPUR, DERA BASSI, ZIRAKPUR, PUNJAB	2584810	9530629406	
39.	SH. PARVEEN SINGH	CLERK	H. NO. 651, SECTOR 22A, CHANDIGARH	2584810	9041145071	
40.	SH. RAMESH KUMAR	DRIVER	H. NO. 3073, SECTOR 23D, CHANDIGARH	2584810	9876635040	
41.	SH. BALWANT SINGH	DRIVER	H. NO. 280, MAMTA ENCLAVE DHAKOLI, ZIRAKPUR	2584810	8146666462	
42.	SH. GOPAL	GESTETNER OPERATOR	H. NO. 197, SECTOR 25, PANCHKULA	2584810	0173325368 2	
43.	SH. SANJAY KUMAR	JAMADAR	H. NO. 2231-A, SECTOR 24C, CHANDIGARH	2584810	8194929314	
44.	SH. AMAR SINGH	PEON (POSTED AT AMBALA)	H. NO. 1336, SECTOR 25, PANCHKULA	2584810	8901459492	
45.	SH. RAVINDER KUMAR	PEON	H. NO. 2572-A, SECTOR 24C, CHANDIGARH	2584810	9050844547	

46.	SH. SUBHASH CHAND	PEON	H. NO. 219, NEAR KHEDA CHOCK, HALLOMAJRA, CHANDIGARH	2584810	9416117701 7988204343	
47.	SH. KHUMAN SINGH CHOUHAN	PEON	H. NO. 2366/13 OLD, SECTOR 27C, CHANDIGARH	2584810	8427780712	
48.	SH. INDERMANI YADAV	MESSENGER	H. NO. 1638, HOUSING BOARD COLONY, DHANAS, CHANDIGARH	2584810	9646415760	
49.	SH. JANAK	PEON	H. NO. 3901, SECTOR 25, DANIK BHASKAR COLONY, CHANDIGARH	2584810	9780134573	
50.	SH. MUNISH	PEON-CUM-CHOWKIDAR	H. NO. 1310/B, SECTOR 28B, CHANDIGARH	2584810	9653836581	
51.	SH. KULDEEP SINGH	PEON-CUM-CHOWKIDAR	H. NO. 394/P, HUDA, SECTOR-19, PANCHKULA	2584810	9354777774 7206114301	
52.	SH. SANJEEV	PEON (POSTED AT DELHI)	H. NO. 4459, MALOYA 38 WEST, CHANDIGARH	2584810	8800954165	

FAX No. : 0172-2585904 EPABX No. : 0172-2584810 E-Mail: [sec@hry.nic.in](mailto:sec@hry.nic.in)

### **RECRUITED AS CONSULTANT (ELECTIONS) ON CONTRACT**

1.	SH. PARMAL SINGH	CONSULTANT (ELECTIONS)	H. NO. 3457, 1 <sup>st</sup> floor, SECTOR 23-D, CHANDIGARH.	75894-93410	
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### **RECRUITED FROM HARTRON**

1.	SH. KULPREET SINGH JAGGI	COMPUTER OPERATOR	HOUSE NO. 2057, SECTOR-15, PANCHKULA	2584810 8567009110	secitcell@gmail.com
2.	SH. DINESH KUMAR	COMPUTER OPERATOR	H. NO. 113, SECTOR 30-A, CHANDIGARH	2584810 7307523411	-do-
3.	SH. MANDEEP	DATA ENTRY OPERATOR	HOUSE NO. 2141, SECTOR 28-C, CHANDIGARH	7009763741	
4.	MS. REETA	DATA ENTRY OPERATOR	HOUSE NO. 580, KRISHANA ENCLAVE, DHAKOLI, ZIRAKPUR	9988512728	

### **RECRUITED ON OUTSOURCING PART-I**

1.	SH. RISHI PAL	DRIVER	VPO KHATOULI, DISTRICT PANCHKULA	9068120066	
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### **RECRUITED ON APPRENTICESHIP**

1.	MS. RITIKA	COPA	NEAR GUPTA NURSING HOME, VPO & THE RAIPUR RANI, PANCHKULA-134204	2584810	7404079725
2.	MS. BABY	COPA	H.NO. 1345, RAJIV COLONY, SECTOR-17, Panchkula-134113	2584810	8427961445
3.	MS. TANU SAINI	COPA	H.NO. 1990, LOWER KURARI, AZAD COLONY, KALKA-133302	2584810	7206694557
4.	MS. RANI	COPA	VILLAGE – BITNA, SEUDI, PANCHKULA, PINJORE-134102	2584810	7496804173

5.	MS. RAJNI	STENO-HINDI	VILLAGE- GAZIPUR, PO- RAIWALI, AMBALA-134118	2584810	9499183287
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**RECRUITED ON THROUGH HKRNL AT HEAD OFFICE**

1.	SH. MUNNA LAL	MALI	98889-45618
2.	SH. SUNIL KUMAR	SWEEPER-CUM-CHOWKIDAR	89014-59697
3.	SMT. PREETI	HOUSE KEEPER	
4.	SH. AMIT KUMAR	SWEEPER-CUM-CHOWKIDAR	
5.	SH. SHIV RAJ	LABOURER	9646931005
6.	SH. SANJU SINGH	GATE-KEEPER	7056941034
7.	SH. JIBA GARUNG	PEON	
8.	SMT. BHARTI SAPRA	JUNIOR SCALE STENOGRAPHER	9463972530
9.	SH. PAWAN KUMAR	CLERK	9464317615
10.	SH. VIKRAM	PEON	9306555488
11.	SH. ANIL KUMAR	DRIVER	7696622333
12.	SMT. POONAM RANI	CLERK	7508887088
13.	SMT. MANYA	CLERK	7419355555
14.	SMT. HARPREET KAUR	STENOGRAPHER	8295188860

**DETAIL OF STAFF POSTED IN DISTRICT CELL CONTACT NO.**

There are 38 posts i.e. 19 posts of Assistants and 19 posts of Clerks are sanctioned at District Election Cell. Out of which 08 posts of Assistants and 02 posts of Clerks are filled. The detail of incumbants is as under:-

Sr.No.	Name of District	Name of Official	Post	Contact No
1.	Faridabad	Sh. Shyambir Singh	Assistant	09871898837
2.	Sirsa	Sh. Rajinder	Assistant	09671372949
3.	Rohtak	Sh. Jitender Singh	Assistant	09416330617
4.	Bhiwani	Sh. Bhupesh Kumar	Assistant	09467293444
5.	Hisar	Mrs. Kiran Mothsara	Assistant	09017435411
6.	Panipat	Sh. Ashok Kumar	Assistant	09050149150
7.	Jhajjar	Sh. Satyabir	Assistant	09053161622
8.	Sonepat	Sh. Ashok Kumar	Assistant	07404498012
9.	Sonepat	Ms. Priya	Clerk	09991880979
10.	Narnaul	Sh. Mohit Kumar Sharma	Clerk	09992120339

**RECRUITED THROUGH HKRNL AT DISTRICT ELECTION CELL**

1.	Ambala	Sh. Abhishek	Clerk	7015672019
2.	Charkhi Dadri	Sh. Sudesh Kumar	Clerk	8816954211
3.	Fatehabad	Sh. Naresh Kumar	Clerk	7665263617
4.	Gurugram	Sh. Parijat Singh	Clerk	8527512700
5.	Jhajjar	Sh. Deepak	Clerk	8818073513
6.	Jind	Smt. Santosh	Clerk	9306055230
7.	Karnal	Sh. Varun Banswal	Clerk	9802805305
8.	Kurukshetra	Sh. Parveen Kumar	Clerk	9813537971
9.	Nuh	Sh. Manoj Kumar	Clerk	9050301819
10.	Palwal	Sh. Anurag Bhagwat	Clerk	9671646300
11.	Panchkula	Kumari Sapna Rani	Clerk	8901537715
12.	Rewari	Smt. Shailja	Clerk	9991293216
13.	Rohtak	Sh. Deshraj	Clerk	8930817716
14.	Y.Nagar	Sh. Arun Kumar	Clerk	9068066303
15.	Bhiwani	Sh. Ashok	Clerk	
16.	Faridabad	Sh. Vinod	Clerk	
17.	Sirsa	Sh. Surender Kumar	Clerk	
18.	Kaithal	Sh. Krishan Kumar	Clerk	

19.	Y.Nagar	Sh. Gourav Kumar	Peon	9350052020
20.	Bhiwani	Sh. Ravinder	Peon	9728655416
21.	Charkhi Dadri	Sh.Mukesh	Peon	8708996937
22.	Faridabad	Sh. Satish Kumar	Peon	9485654710
23.	Fatehabad	Sh. Kuldeep	Peon	8607008757
24.	Gurugram	Sh. Subodh Kumar	Peon	9643183714
25.	Hisar	Sh. Sandeep Kumar	Peon	9991629685
26.	Jhajjar	Sh. Anil Kumar	Peon	7056464178
27.	Panipat	Sh. Bhupender Singh	Peon	8053731240
28.	Kurukshetra	Sh. Ajay kumar	Peon	7206357821
29.	Narnaul	Sh. Manjeet Kumar	Peon	9728454446
30.	Nuh	Sh. Narender Kumar	Peon	9416526968
31.	Palwal	Sh. Parag Bhagwat	Peon	9050479271
32.	Panchkula	Sh. Ashish Kumar	Store Helper	9728362324
33.	Rewari	Sh.Darshan Kumar	Peon	9671687696
34.	Rohtak	Sh. Balraj	Peon	8059055281
35.	Sirsa	Sh. Pawan Kumar	Peon	9355554442
36.	Sonipat	Sh. Sandeep Kumar	Peon	8930373150
37.	Jind	Sh. Shubhash Chander	Peon	
38.	Kaithal	Sh.Jasbir Singh	Peon	
39.	Karnal	Sh. Nirmal Singh	Peon	

**10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

The monthly remuneration to the officers and employees of the Commission are in accordance with the notifications/guidelines/ instructions issued from time to time by the Government of Haryana. This Department has not adopted any independent policy for the remuneration of its officers and officials.

**11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

<b>Financial Year 2021-22</b>					
<b>H.Q. (P-01-03-2015-51-101-99-51)</b>					
2015-101-Election Commission (99)	Proposed budget	Sanctioned Budget by FD	Budget released/ disbursement	Revised Budget Sanctioned by F.D	Total Expenditure F. Y. 2021-22
Salary	3,95,00,000	3,70,00,000	3,70,00,000	3,65,00,000	3,58,30,600
Dearness Allowance	55,00,000	55,00,000	55,00,000	84,00,000	83,44,219
LTC	15,00,000	1,00,000	1,00,000	10,00,000	5,05,707
Medical Reimb.	15,00,000	15,00,000	15,00,000	15,00,000	12,47,980
Scholarship/Spipend	6,00,000	1,00,000	1,00,000	1,00,000	90,585
Travel Expenses	5,00,000	1,00,000	1,00,000	3,00,000	3,44,670
Office Expenses	25,00,000	20,00,000	20,00,000	20,00,000	22,51,706
P.O.L.	10,00,000	5,00,000	5,00,000	11,00,000	9,89,005
R.R.T.	50,000	30,000	30,000	20,000	1,801
Wages	5,00,000	2,10,000	2,10,000	9,00,000	8,77,346
Motor Vehicle	17,00,000	1,00,000	1,00,000	37,00,000	31,55,162
Election Expenditure	25,60,00,000	29,00,00,000	29,00,00,000	8,00,00,000	6,18,50,587
Cont. Services	20,00,000	15,00,000	15,00,000	26,00,000	24,96,042
Ex-Gratia	7,00,000	7,00,000	7,00,000	6,00,000	6,30,076
Computerisation(IT)	7,00,000	5,00,000	5,00,000	5,00,000	4,40,068

Professional and Special Services	15,00,000	8,00,000	8,00,000	10,00,000	9,87,005
Energy Charges	10,00,000	8,00,000	8,00,000	13,00,000	12,46,233
Training	10,00,000	1,00,000	1,00,000	1,00,000	38,740
<b>Total</b>	<b>31,77,50,000</b>	<b>34,15,40,000</b>	<b>34,15,40,000</b>	<b>14,16,20,000</b>	<b>12,13,27,532</b>
<b>H.Q. (P-01-03-2015-51-101-98-51) Field Level</b>					
Salary	52,00,000	50,00,000	48,39,075	50,00,000	48,32,817
DA	7,50,000	7,10,000	11,45,710	12,00,000	11,43,038
TE	5,00,000	10,000	5,000	10,000	2,016
POL	50,00,000	1,00,000	18,83,626	40,00,000	6,04,711
Medical Reimb.	2,50,000	30,000	49,694	1,00,000	49,694
Election Exp.	4,55,00,000	13,00,00,000	1,29,06,539	4,00,00,000	73,01,113
LTC	2,00,000	1,00,000	0	1,00,000	0
Cont. Services	3,50,000	2,50,000	57,48,726	50,00,000	52,30,036
Ex-Gratia	1,00,00,000	1,00,000	1,00,000	50,000	0
Training	0	1,25,000	1,25,000	50,000	0
<b>Total</b>	<b>6,77,50,000</b>	<b>13,64,25,000</b>	<b>2,68,03,370</b>	<b>5,55,10,000</b>	<b>1,91,63,425</b>
<b>G.Total (1+2)</b>	<b>38,55,00,000</b>	<b>47,79,65,000</b>	<b>36,83,43,370</b>	<b>19,71,30,000</b>	<b>14,04,90,957</b>
<b>H.Q.( P-01-37-4059-01-051-98-N)</b>				<b>1,15,00,000</b>	<b>10,76,466</b>

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes

&

13. Particulars of recipients of concessions, permits or authorizations granted by it;

The State Election Commission is covered under Plan (P-01 State scheme), hence there are no subsidy programmes in this department.

14. Details in respect of the information, available to or held by it, reduced in an electronic form;

- a) Electoral Rolls (Hindi) in PDF format in CDs with the Deputy Commissioner of concerned district.
- b) Electoral Rolls (Hindi) in PDF format on the website of the Deputy Commissioner of concerned district.
- c) All the statutory forms for the inclusion/deletion/correction of name in the electoral rolls are also available on Commission`s website [www.secharyana.gov.in](http://www.secharyana.gov.in)
- d) The Commission notify the names of elected members in the elections of PRIs and ULBs, which are available on the Commission`s website.

**15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The information pertaining to the Acts, Rules, instructions and orders relating to the elections of PRIs and ULBs is available on the official website of the Commission for general public. Anybody can download the required information. Any such information can also be obtained from the Deputy Commissioner-cum-District Election Officer at each District

**16. The names designations and other particulars of the Public Information Officers at Head Quarter:-**

a) State Public Information Officer:-

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Sh. Pushkar Dutt	Superintendent, Municipal Branch	Telephone : 0172-2584810 Fax: 0172-2585904 Email : Supdtmc.sec@hry.nic.in

b) State Assistant Public Information Officers:-

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Sh. Pushkar Dutt	Superintendent Municipal Branch	Telephone : 0172-2584810 Fax: 0172-2585904 Email : supdtmc.sec@hry.nic.in
2.	Sh. Rajan Kumar	Superintendent, Administration and Accounts Branches	Telephone : 0172-2584810 Mobile : 09417990230 Fax: 0172-2585904 Email : supdtadmin.sec@hry.nic.in
3.	Smt. Geeta Kapur	Superintendent, Panchayat Branch	Telephone : 0172-2584810 Mobile : 09417930966 Fax: 0172-2585904 Email : supdtpanda.sec@hry.nic.in

c) Departmental Appellate Authority:

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Smt. Anju Arora	Assistant State Election Commissioner	Telephone : 0172-2584908 Mobile : 09463655190 Fax: 0172-2585904 Email : asec.sec@hry.nic.in

**16.2. The names designations and other particulars of the Public Information Officers at District Election Cell are as under:-**

a) State Public Information Officers:

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Officers changes from time to time	District Development and Panchayat Officer of the concerned District	Telephone/Mobile/Fax/email Details are available on the website of District Administration.

b) State Assistant Public Information Officers:

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Officers changes from time to time	Block Development and Panchayat Officer of the concerned block	Telephone/Mobile/Fax/email Details are available on the website of District Administration.

c) Departmental Appellate Authority:

Sr. No.	Name	Designation	Phone/fax/e-mail
1.	Officers changes from time to time	Deputy Commissioner-cum- District Election Officer of the concerned District	Telephone/Mobile/Fax/email Details are available on the website of District Administration.

**17. Other useful information :-**

**Extract of Haryana Panchayati Raj Act, 1994 regarding disqualification**

**175. Disqualifications:-** (1) No person shall be a Sarpanch {Omitted by Haryana Act No. 10 of 1999) or a Panch or a Gram Panchayat or a member of a Panchayat Samiti or Zila Parishad or continue as such who-

(a) has, whether before or after the commencement of this Act, been convicted-

(I) of an offence under the Protection of Civil Rights Act, 1955 (Act 22 of 1955), unless a period of five years, or such lesser period as the Government may allow in any particular case, has elapsed since his conviction; or

(II) of any other offence and been sentenced to imprisonment for not less than six months, unless a period of five years or such lesser period as the Government may allow in any particular case, has elapsed since his release; or

(aa) has not been convicted, but charges have been framed in a criminal case for an offence, punishable with imprisonment for not less than ten years; or

(b) has been adjudged by a competent court to be of unsound mind; or (c) has been adjudicated an insolvent and has not obtained his discharge; or

(d) has been removed from any office, held by him in a Gram Panchayat, Panchayat Samiti or Zila Parishad under any provision of this Act or in a Gram Panchayat, Panchayat Samiti or Zila Parishad before the commencement of this Act under the Punjab Gram Panchayat Act, 1952 and Punjab Panchayat Samiti Act, 1961 and a period of five years has not elapsed from the date of such removal, unless he has, by an order of the Government notified in the official Gazette been relieved from the dis-qualifications arising on account of such removal from office; or

(e) has been disqualified from holding office under any provision of this Act and the period for which he was so disqualified has not elapsed; or

(f) holds any salaried office or office of profit in any Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(g) has directly or indirectly, by himself or his partner any share or interest in any work done by order of the Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(h) has directly or indirectly, by himself or, his partner share or interest in any transaction of money advanced or borrowed from any officer or servant or any Gram Panchayat; or

(i) fails to pay any arrears of any kind due by him to the Gram Panchayat, Panchayat Samiti or Zila Parishad or any Gram Panchayat, Panchayat Samiti or Zila Parishad subordinate thereto or any sum recoverable from him in accordance with the Chapters and provisions of this Act, within three months after a special notice in accordance with the rules made in this behalf has been served upon him: or

(j) is servant of Government or a servant of any Local Authority; or

(k) has voluntarily acquired the citizenship of a Foreign State or is under any acknowledgment of allegiance or adherence to a Foreign State; or

(l) is disqualified under any other provision of this Act and the period for which he was so disqualified has not elapsed; or



(m) is a tenant or lessee holding a lease under the Gram Panchayat, Panchayat Samiti or Zila Parishad or is in arrears of rent of any lease or tenancy held under the Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(n) is or has been during the period of one year proceeding the date of election, in unauthorised possession of land or other immovable property belonging to the Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(o) being a Sarpanch ( Omitted by ibid) or Panch or a member of Panchayat Samiti or a Zila Parishad has cash in hand in excess of that permitted under the rules and does not deposit the same alongwith interest at the rate of twenty one per centum per year in pursuance of a general or special order of the prescribed authority within the time specified by it; or

(p) being a Sarpanch or Panch or a Chairman, Vice-Chairman or member, President or Vice-President or member of Panchayat Samiti or Zila Parishad has in his custody prescribed records and registers and other property belonging to, or vested in, Gram Panchayat, Panchayat Samiti or Zila Parishad and does not handover the same in pursuance of a general or special order of the prescribed authority within the time specified in the order; or

(q) Omitted by notification dated 26.10.2006.

(r) admits the claim against Gram Panchayat without proper authorisation in this regard;

(s) furnishes a false caste certificate at the time of filing nomination:

Provided that the disqualifications under clauses (r) and (s) shall be for a period of six years.

(t) fails to pay any arrears of any kind due to him to any Primary agriculture Cooperative Society, District Central Cooperative Bank and District Primary Cooperative Agriculture Rural Development Bank; or

(u) fails to pay arrears of electricity bills; or

(v) has not passed matriculation examination or its equivalent examination from any recognised institution / board: Provided that in case of a woman candidate or a candidate belonging to Scheduled Caste, the minimum qualification shall be middle pass:

Provided further that in a case of woman candidate belonging to Scheduled Caste contesting elections for the post of Panch, the minimum qualification shall be 5th pass; or

(w) fails to submit self declaration to the effect that he has a functional toilet at his place of residence.

Explanation (I)- A person shall not be disqualified under clause (g) for membership of a Gram Panchayat, Panchayat Samiti or Zila Parishad by reason only of such person-

(a) having share in any joint stock company or a share or interest in any society registered under any law for the time being in force which shall contract with or be employed by or on behalf of Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(b) having a share or interest in any newspaper in which any advertisement relating to the affairs of a Gram Panchayat, Panchayat Samiti or Zila Parishad may be inserted; or

(c) holding a debenture or being otherwise concerned in any loan raised by or on behalf of any Gram Panchayat, Panchayat Samiti or Zila Parishad; or

(d) being professionally engaged on behalf of any Gram Panchayat, Panchayat Samiti or Zila Parishad as a legal practitioner; or

(e) having any share or interest in any lease of immovable property in which the amount of rent has been approved by the Gram Panchayat, Panchayat Samiti or Zila Parishad in its own case or in any sale or purchase of immovable property or in any agreement for such lease, sale or purchase; or

(f) having a share or interest in the occasional sale to the Gram Panchayat, Panchayat Samiti or Zila Parishad of any article in which he regularly trades or in the purchase from the Gram Panchayat of any article, to a value in either case not exceeding in any years one thousand rupees.

Explanation (2)- For the purpose of clause (l)

- (I) a person shall not be deemed to be disqualified if he has paid the arrears or the sum referred to in clause (i) of this sub-section prior to the day prescribed for the nomination of candidates.
- (II) \* \* \*

### **Extract of Haryana Panchayati Raj Election Rules, 1994 regarding Voter list**

**8. Preparation of ward wise list of voters.-** (1) The Deputy Commissioner-cum- District Election Officer (P) under the superintendence, direction and control of the State Election Commission, shall by notification cause to distribute the electors of Legislative Assembly constituency or a part thereof of the existing electoral roll prepared by Election Commission of India under the provisions of the Representation of People Act, 1950 (Central Act 43 of 1950), for the time being in force, which falls in the relevant ward of the Gram Panchayat, Panchayat Samiti and Zila Parishad, subject to any amendment, deletion or addition or any inclusion of any name by the Election Commission of India.

(2) The electoral roll updated by the Election Commission of India up to the date of notification issued by the State Election Commission for the preparation of ward wise list of voters as per sub rule (1) above, shall be taken into account. The electors of Legislative Assembly constituency, so distributed ward wise shall be the list of voters for that ward of the Gram Panchayat, Panchayat Samiti and Zila Parishad which shall be prepared in Hindi in Devnagri script and in such other language or languages and in such form as the State Election Commission may direct.

(3) As soon as the ward wise list of voters of a Gram Panchayat, Panchayat Samiti and Zila Parishad is prepared, the same shall be published as draft together with a notice intimating the date by which claims and objections with regard to the ward wise list of voters may be presented to the District Electoral Officer specified therein. A copy of the ward wise list of voters of each ward of Gram Panchayat, Panchayat Samiti and Zila Parishad along with a notice shall be affixed at the office of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and on the notice boards of the tehsil office and Block Election Office within which the village be and, if the list of voters pertains to a ward of Zila Parishad, on the notice board of the District Election Officer (Panchayat) concerned and at one or two conspicuous place(s) in each village to which the list pertains:

Provided that a period for filing claims and objections shall not be less than five days.

- (4) (i) Every claim and objection regarding distribution of voters ward wise shall be addressed and presented to the District Electoral Officer in the prescribed Form 1A or 1B and may be sent by registered post:

Provided that claims in Form 1A may be filed by the applicant, who intends to include his name, make correction in its entry or transposing of his name in another ward in the list of voters. Objections in Form 1B may be filed by the applicant who intends to object inclusion of name or seek deletion of a name from the list of voters:

Provided further that only that person can file claim for inclusion of name in the list of voters of Gram Panchayat, Panchayat Samiti and Zila Parishad, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft list of voters published under sub- rule (3) of this rule.

(ii) The District Electoral Officer shall maintain a register of claims in Form 1E and register of objections in form 1F, entering therein the particulars of every claim or objection, as the case may be, as and when it is received.

(iii) Any claim or objection under sub-rule (4) (i), which is not filed within the prescribed period or, if filed, by a person not entitled to file the same, shall be rejected.

(iv) If any claim or objection is presented by a person to the District Electoral Officer who is not authorized to receive it, such District Electoral Officer shall at once return it to the person presenting it for presentation to the appropriate District Electoral Officer.

(v) Where a claim or objection is not disposed off under sub-rule (4) (iii) or (iv) and the period prescribed for the presentation of claims and objections has expired, the District Electoral Officer shall forthwith post at his office a list of all claims and objections received together with notice showing the date on which and the place at which such claims and objections shall be heard and a copy of the objection shall be served upon the person regarding whom it is made.

(vi) The District Electoral Officer may, on an application received in this regard or on his own motion, if satisfied that the draft list of voters is at variance with the relevant part of the electoral roll of the Assembly on account of any mistake in the draft list, he shall amend the list so as to bring it in conformity with the said electoral roll and for that purpose may amend, delete or add an entry in that list.

(vii) On the date and at the place fixed under sub rule (v) above, the District Electoral Officer shall give hearing to the concerned persons and decide the claims and objections within three days from the date of receipt, after hearing the parties concerned or their authorized agents and, in case any person objects to the admission of such a claim, after considering such a claim and considering such evidence, as may be produced or may appear necessary to him, he shall-

(a) reject any claim or objection which does not comply with any of the provisions of these rules or pass such orders as he may deem fit;

(b) dismiss any case in which the claimant or objector is not present or is not represented.

(viii) Any person aggrieved by any such order of the District Electoral Officer, may file appeal within three days from the date of order to the District Election Officer (P), who shall within three days either confirm such order, or set aside or pass such other order with respect to the claim or objection, as he may deem fit. The order of the District Electoral Officer subject to the decision of the District Election Officer (P) in an appeal shall be final.

(ix) As soon as the District Electoral Officer has disposed off all the claims and objections presented before him, he shall forward a list of such claims and objections along with his orders thereon to the District Election Officer (P) who shall cause the ward wise list of voters to be corrected, in accordance with the orders passed by the District Electoral Officer or by him in an appeal under sub-rule (4) (vii) and sub rule (4) (viii), as the case may be. The list of voters so amended shall be final and two copies thereof duly signed by the District Electoral Officer and District Election Officer (Panchayat) shall be kept in their offices and shall be published in the manner prescribed under sub rule (3) together with list of additions and corrections prepared in accordance with the said orders.

Any ward wise list of voters corrected and published under the provisions of sub rule (4) (ix) shall come into force from the date of such publication”.

### **9, 9A, 10 & 10A Omitted**

**11. Inspection and issue of certified copies**—Every member of the public shall have the right to inspect the voters list referred to in sub-rule (3) or sub-rule (4) (ix) of rule 8 on payment of a fee of rupees two and certified copies of the same may be issued by the District Electoral Officer to an applicant on payment of fee as fixed by State Election Commissioner.

**12. Duration of voters list and their revision**—(1) The voters list shall, unless otherwise directed by the State Election Commissioner, Haryana, be revised in the prescribed manner before each general election to a Panchayati Raj Institutions and for any ward or a Gram Panchayat before a bye-election to fill a casual vacancy in such a ward or Gram Panchayat, as the case may be: Provided that if for any reason, the voters list is not revised, the validity or continued operation of the existing voters list shall not thereby be affected: Provided further that, subject to the other provisions of these rules, the voters list for the ward as in force at the time of the issue of any such direction shall continue to be in force until the completion of the special revision so directed.

(2) The voters list for every ward shall be revised under sub-rule (1) either intensively or summarily, as the State Election Commissioner, Haryana may direct.

(3) Where the voters list or any part thereof is to be revised intensively, it shall be prepared afresh and rules 8 shall apply in relation to such revision as they apply in relation to the first preparation of a voters list.

(4) When the voters list or any part thereof is to be revised summarily, the District Election Officer (Panchayat) shall cause to be prepared a list of amendments to the relevant parts of the voters list on the basis of such information as may be readily available and publish the voters list together with the list of amendments in draft and the provisions of rules 8 shall apply in relation to such revisions as they apply in relation to the first preparation of a voters list.

(5) Where at any time, between the publication of draft of the revised voters list under subrule (3) read with sub-rule (3) of rule 8 or of the voters list and the list of amendments under sub-rule (4) and the final publication of the same under rule sub-rule 4 (ix) of rule 8, any names have been decided to be included in the voters list for the time being in force under rule 12-B, the District Election Officer (Panchayat) shall cause the name to be included also in the revised voters list unless there is, in his opinion, any valid objection to such inclusion.

### **12-A. Omitted**

**12-B. Inclusion, deletion and correction of names in the ward wise list of voters finally published.**- Any person whose name is not included in the ward wise list of voters finally published may apply to the Deputy Commissioner-cum-District Election Officer (P) for addition/deletion/ correction of his/her name in the ward wise list of voters:

Provided that the addition/deletion or correction of any name in the ward wise list of voters of Gram Panchayat, Panchayat Samiti and Zila Parishad can only be made, if the name of claimant/applicant exists in the relevant part of assembly electoral roll till the first day of filing nomination papers for the elections of Gram Panchayat, Panchayati Samiti and Zila Parishad.

**Extract of Haryana Panchayati Raj Election Rules, 1994 regarding qualification of voter and election**

**173. Persons qualified to vote and be elected:-**

- (1) Every person whose name is in the list of voter shall, unless disqualified under this Act or any other law for the time being in force, be qualified to vote at the election of member for the electoral division to which such list pertains.
- (2) Every person who has attained the age of twenty one years and whose name is in the list of voters shall, unless disqualified under this Act or under any other law for the time being in force, be qualified to be elected from any electoral division,
- (3) No person whose name is not entered in the list of voters for the villages, shall be qualified to be elected from any electoral division thereof,
- (4) Subject to any disqualification of a person the list of voters shall be conclusive proof for the purpose of determining under this section whether any person is or is not qualified to vote, or to be elected at any elections, as the case may be.

**राज्य निर्वाचन आयोग, हरियाणा**  
**एस0सी0ओ0 नं0 16-17, सैक्टर 20 डी0**  
**चण्डीगढ़**

**हरियाणा पंचायती राज निर्वाचन खर्च (लेखे रखना और प्रस्तुत करना) आदेश, 1996**

उम्मीदवारों द्वारा हरियाणा राज्य में पंचायतों के चुनावों के निर्वाचन खर्च के लेखे प्रस्तुत करने और उनसे सम्बन्धित मामलों के लिए उपबन्ध करने हेतु आदेश।

जबकि भारतीय संविधान और हरियाणा पंचायती राज अधिनियम, 1994 (1994 का हरियाणा अधिनियम-11) द्वारा हरियाणा राज्य में पंचायतों के सभी निर्वाचनों का अधीक्षण, निदेशन और नियन्त्रण राज्य निर्वाचन आयोग को सौंप दिया गया है। और जबकि, राज्य निर्वाचन आयोग, चुनाव में बेहिसाब वित्तीय स्रोतों की बढ़ती हुई खराब भूमिका के प्रति पूर्णतः सजग है तथा इस को रोकने में वर्तमान कानून अपर्याप्त होने के कारण हरियाणा राज्य में पंचायतों के चुनाव निष्पक्ष तथा कुशलतापूर्वक करवाने के लिए, चुनाव लड़ने वाले उम्मीदवारों द्वारा चुनाव और उससे सम्बन्धित मामलों पर होने वाले खर्च के लेखे प्रस्तुत करने के लिए उपबन्ध करना आवश्यक और अनिवार्य है।

अतः अब भारत के संविधान के अनुच्छेद 243ट और हरियाणा पंचायती राज अधिनियम 1994 (1994 का हरियाणा अधिनियम-11) की धारा 212 के अन्तर्गत प्रदत्त शक्तियों और इस सम्बन्ध में सक्षम बनाने वाली अन्य शक्तियों का प्रयोग करते हुए राज्य निर्वाचन आयोग, हरियाणा एतद द्वारा निम्नलिखित आदेश बनाते हैं:-

1. संक्षिप्त, शीर्षक, विस्तार, लागू करना तथा प्रवर्तन:- (1) इस आदेश को हरियाणा पंचायती राज निर्वाचन खर्च (लेखे रखना और प्रस्तुत करना) आदेश, 1996 कहा जाए।
  - (2) यह आदेश सभी पंचायतों में चुनाव के सम्बन्ध में समूचे हरियाणा राज्य में लागू होगा।
  - (3) यह आदेश हरियाणा राजपत्र में प्रकाशन की तिथि से लागू होगा, जो इस के पश्चात इस आदेश की प्रारम्भ तिथि होगी।
2. परिभाषा और अभिव्यक्ति:- (1) इस आदेश में जब तक संदर्भ में अन्यथा अपेक्षित न हो-
  - (क) "अधिनियम" से अभिप्राय है, हरियाणा पंचायती राज अधिनियम, 1994 (1994 का हरियाणा अधिनियम संख्या 11)
  - (ख) "निर्वाचन खर्च" से अभिप्राय है, उम्मीदवार अथवा उसके निर्वाचन एजेन्ट द्वारा नामांकन और उसके परिणामों की घोषणा की तिथि इसमें दोनों दिन शामिल होंगे के बीच निर्वाचन के सम्बन्ध में किया गया अथवा प्राधिकृत कोई खर्च
  - (ग) "पंचायत" से अभिप्राय है, अनुच्छेद 243 ख के अन्तर्गत ग्रामीण क्षेत्रों के लिए गठित स्वाशासन संस्था और इसमें पंचायत समिति और जिला परिषद शामिल हैं,
  - (घ) "नियम" से अभिप्राय है, हरियाणा पंचायती राज (निर्वाचन) नियमावली, 1994,
  - (ङ) "धारा" से अभिप्राय है, हरियाणा पंचायती राज अधिनियम, 1994 की धारा,
  - (च) "राज्य निर्वाचन आयोग" से अभिप्राय है, हरियाणा पंचायती राज अधिनियम, 1994 की धारा 212 के साथ पठित संविधान के अनुच्छेद 243ट के अन्तर्गत गठित राज्य निर्वाचन आयोग, हरियाणा

(छ)“उप-पैरा” से अभिप्राय है: पैरे का वह उप पैरा जिसमें शब्द आता है, और

(2) इस आदेश में प्रयुक्त शब्द तथा अभिव्यक्ति किन्तु जिनकी परिभाषा नहीं दी गई है परन्तु जिन्हें जन प्रतिनिधित्व अधिनियम, 1950 या इसके अन्तर्गत बनाए गए नियमों अथवा जन प्रतिनिधित्व अधिनियम, 1951 या उसके अन्तर्गत बनाए गए नियमों अथवा हरियाणा पंचायती राज अधिनियम, 1994 या उसके अन्तर्गत बनाए गए नियमों में परिभाषित किया गया है, उन का अर्थ कमशः इन अधिनियमों और नियमावलियों में निर्दिष्ट अनुसार होगा।

(3) ऐसी परिभाषा न होने की स्थिति में पंजाब सामान्य खण्ड अधिनियम, 1898 (1898 का पंजाब अधिनियम संख्या 1) यथासम्भव इस आदेश की व्याख्या के सम्बन्ध में लागू होगा जिस तरह यह हरियाणा अधिनियम की व्याख्या के सम्बन्ध में लागू होता है।

3. निर्वाचन खर्च सीमा निर्धारित करने के लिए राज्य निर्वाचन आयोग द्वारा अधिसूचना:-

इस आदेश के प्रयोजनार्थ, राज्य निर्वाचन आयोग द्वारा किसी उम्मीदवार या उसके प्राधिकृत निर्वाचन एजेन्ट द्वारा किसी निर्वाचन में किए जाने वाले निर्वाचन खर्च की सीमा समय समय पर अधिसूचित की जाएगी।

4. निर्वाचन खर्च लेखा रखना:- चुनाव लड़ने वाले प्रत्येक उम्मीदवार द्वारा इस आदेश के प्रयोजनार्थ इस आदेश के पैरा 5 में निर्धारित प्रक्रिया के अनुसार दिन प्रतिदिन का निर्वाचन खर्च लेखा रखा जाएगा।

5. निर्वाचन खर्च नीचे उल्लिखित प्रक्रिया के अनुसार रखा जाएगा:-

(1) प्रत्येक उम्मीदवार को उसके नामांकन के तुरन्त पश्चात् निर्वाचन अधिकारी द्वारा (पंचायत) दिन प्रतिदिन के खर्च का अभिलेख रखने के लिए इस आदेश के अनुबन्ध-1 में दर्शाये गए अनुसार मानक प्रोफार्मा में एक रजिस्टर जारी किया जाएगा।

(2) निर्वाचन अधिकारी (पंचायत) रजिस्टर जारी करने के समय उसे विधिवत प्रमाणित करेगा।

(3) उम्मीदवार या इस सम्बन्ध में उस द्वारा प्राधिकृत उसके एजेन्ट द्वारा इस रजिस्टर में दिन प्रतिदिन के लेखे इमानदारी से दर्ज किए जाएंगे और किसी अन्य दस्तावेज में नहीं।

(4) किए गए खर्च की पुष्टि में सभी दस्तावेज जैसे वाउचर, रसीदें, पावतियां आदि प्राप्त किए जाएंगे और उक्त रजिस्टर के साथ ठीक तिथि कम में रखे जाएं।

(5) (क) उक्त रजिस्टर में रखे गए दिन प्रतिदिन के लेखे पुष्टि दस्तावेजों के साथ निर्वाचन प्रक्रिया के दौरान किसी भी समय पर उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत), निर्वाचन अधिकारी (पंचायत) आयोग द्वारा नियुक्त निर्वाचन खर्च प्रेषक या इस सम्बन्ध में आयोग द्वारा मनोनीत किसी अन्य ऐसे प्राधिकारी द्वारा जांच करने के लिए उपलब्ध करवाए जाएंगे।

(ख) उक्त वर्णित प्राधिकारी (क) द्वारा मांग करने पर इस रजिस्टर प्रस्तुत करने में असफल रहने को मुख्य चूक समझा जाएगा।

6. (क) चुनाव लड़ने वाला प्रत्येक उम्मीदवार उसमें इस आदेश के अनुबन्ध 11 में दिए गए प्रोफार्मा के अनुसार चुनाव खर्च का लेखा भी रखेगा ताकि सूचीबद्ध विभिन्न मदों का कुल खर्च दर्शाया जा

सके। चुनाव खर्च के लेखे, दो प्रतियों में, निर्वाचन परिणाम की घोषणा की तिथि से 30 दिन के अन्दर उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) या राज्य निर्वाचन आयोग द्वारा विहित अनुसार किसी अन्य अधिकारी को प्रस्तुत किए जाएंगे जो अनुबन्ध 11 में दिए गए प्रोफार्मा में उस द्वारा अथवा उसके निर्वाचन एजेन्ट द्वारा रखे गए लेखे के अनुरूप होंगे। उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) निर्वाचन खर्च के लेखे की एक प्रति अपने पास रखेगा और दूसरी प्रति राज्य निर्वाचन आयोग को प्रस्तुत करेगा।

(ख) उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) या उक्त उप-पैरा (क) में निर्दिष्ट अधिकारी उम्मीदवार द्वारा उक्त उप-पैरा (क) के अन्तर्गत निर्वाचन खर्च का लेखा दर्ज करवाने की तिथि से 2 दिनों के अन्दर अपने कार्यालय के नोटिस बोर्ड पर निम्नलिखित का उल्लेख करते हुए नोटिस लगवाएगा:—

(I) लेखा दर्ज करवाने की तिथि

(II) उम्मीदवार का नाम: और

(III) समय तथा स्थान, जहां ऐसे लेखों की जांच की जा सकती है।

(ग) कोई भी व्यक्ति 5 रुपये फीस देकर ऐसे किसी लेखे की जांच करने का हकदार होगा और ऐसी फीस की अदायगी करने पर जो राज्य निर्वाचन आयोग द्वारा इस सम्बन्ध में नियत की जाए, ऐसे लेखे या उसके किसी भाग की साक्ष्यांकित प्रतियां प्राप्त करने के लिए भी हकदार होगा।

7.(क) निर्वाचन खर्च का लेखा दर्ज करवाते समय उम्मीदवार, रिकार्ड के रूप में विहित रजिस्टर भी पेश करेगा।

(ख) प्रत्येक उम्मीदवार अपने निर्वाचन खर्च की विवरणियां प्रस्तुत करते समय अनुबन्ध-11A में एक शपथपत्र भी देगा कि प्रोफार्मा में सूचीबद्ध मदों में शून्य दिखाया गया खर्च, अथवा उसमें खाली छोड़ी गयी मद यदि कोई है, पर उसके द्वारा कोई खर्च नहीं किया या है। इस शपथपत्र में यह भी स्पष्ट बताया जाएगा कि निर्वाचन से सम्बद्ध सूचीबद्ध मदों पर किया गया समूचा निर्वाचन खर्च प्रायः विवरणी में पूरी तरह शामिल किया गया है तथा कोई भी बात छिपाई नहीं गई है।

8. इस आदेश के अनुबन्ध-1 में दिखाए गए अनुसार मानक प्रोफार्मा में एक रजिस्टर, अनुबन्ध-11A के अनुसार प्रोफार्मा और अनुबन्ध-11A के अनुसार शपथपत्र का नमूना निर्वाचन अधिकारी (पंचायत) द्वारा प्रत्येक उम्मीदवार को उसके नामांकन के बाद खर्च का दैनिक लेखा रखने और विभिन्न मदों पर हुए कुल खर्च को दर्शाने के लिए दिया जाएगा।

9. चूंकि उम्मीदवार द्वारा प्रस्तुत निर्वाचन खर्च की विवरणी को “समूचे” निर्वाचन खर्च के लेखे के सम्बन्ध में “सही” दर्शाया जाना है अतः उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) अथवा उक्त पैरा 6 के उप-पैरा (क) में निर्दिष्ट अधिकारी उम्मीदवार के लेखे निर्धारित ढंग के अनुसार हैं, ऐसा स्वीकार करने से पूर्व, ऐसी जांच करेगा जो वह आवश्यक समझे और आयोग को अपनी रिपोर्ट भेजते समय प्रस्तुत दस्तावेजों के संदर्भ में और उपयुक्त जांच के माध्यम से



अपने द्वारा सत्यापित अनुसार आयोग को यह प्रमाणित करेगा कि लेखा विवरणियां निर्धारित ढंग के अनुरूप हैं।

10. उक्त प्रक्रिया के माध्यम से दायर की गई विवरणियों की प्रमाणिकता की अधिजांच करने का इच्छुक आयोग किसी उम्मीदवार को किसी चूक या गलत बयानी के लिए व्यक्तिगत रूप से उत्तरदायी ठहराएगा।

11. निर्वाचन खर्च का लेखा प्रस्तुत न करने के सम्बन्ध में अपात्रता यदि राज्य निर्वाचन आयोग सन्तुष्ट हो जाता कि कोई व्यक्ति:-

(क) इस आदेश के अन्तर्गत अपेक्षित अनुसार समय के अन्दर तथा ढंग से निर्वाचन खर्च का लेखा पेश करने में असमर्थ रहता है, और,

(ख) ऐसा करने में असफल रहने का कोई ठीक कारण या कोई औचित्य नहीं दे तो राज्य निर्वाचन आयोग सरकारी राजपत्र में प्रकाशित आदेश द्वारा उसे अपात्र घोषित करेगा और ऐसा व्यक्ति आदेश की तिथि से तीन वर्ष की अवधि के लिए अपात्र होगा।

12. ऐसे निर्देश पूर्णतया अनिवार्य होते हैं और आयोग के पूर्व लिखित अनुमोदन के बिना न तो स्थानीय रूप से कोई परिवर्तन अथवा संशोधन नहीं किया जा सकता है। उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) इसमें किसी प्रकार की छूट की अनुमति देने के लिए सक्षम नहीं होगा।

13. अनुदेश तथा निदेश जारी करने के लिए राज्य निर्वाचन आयोग की शक्ति- राज्य निर्वाचन आयोग निम्नलिखित अनुदेश और निदेश जारी कर सकता है:-

(क) इस आदेश के किसी उपबन्ध के स्पष्टीकरण के लिए।

(ख) किसी ऐसे उपबन्ध के कार्यान्वयन के सम्बन्ध में आने वाली किसी कठिनाई का दूर करने के लिए।

(ग) चुनाव लड़ने वाले उम्मीदवार द्वारा निर्वाचन खर्च विवरणी तैयार करने और प्रस्तुत करने सम्बन्धी किसी मामले के सम्बन्ध में, जिसके लिए इस आदेश में कोई उपबन्ध नहीं किया गया है या उपबन्ध अपर्याप्त है और राज्य निर्वाचन आयोग की राय में सुचारु रूप से और सुव्यवस्थित ढंग से चुनाव करवाने के लिए उपबन्ध करना आवश्यक है।

14. इस आदेश की एक-एक प्रति सभी मान्यताप्राप्त राष्ट्रीय और राज्य राजनैतिक दलों के स्थानीय युनिट को और प्रत्येक उम्मीदवार को या अपने नामांकन (नामांकन के समय न की नामांकनों की संवीक्षा के समय) के समय उस द्वारा प्राधिकृत एजेंट को पावती सहित उपलब्ध करवायी जाए।

15. इस आदेश का सभी सुलभ और सम्भव साधनों के माध्यम से व्यापक सम्भव प्रचार किया जाए।

दिनांक, चण्डीगढ़  
13 मई, 1996

जे०के०दुग्गल  
राज्य निर्वाचन आयुक्त,  
हरियाणा।

**STATE ELECTION COMMISSION, HARYANA**  
S.C.O.NO.16-17, SECTOR 20-D, CHANDIGARH

**ORDER**

No.SEC/4E-III/2007/8769

Dated : 26.06.2007

Whereas, the State Election Commission has issued orders dated 30.05.1996 vide Endst. No.SEC/3E-III/96/7675-97 dated 7<sup>th</sup> June, 1996 called the Haryana Panchayati Raj Election Expenditure (Maintenance and Submission of accounts) order, 1996.

2. Whereas these orders provides that every candidate contesting election for the post of Panch/Sarpanch of Gram Panchayat, Member of Panchayat Samiti and Member of Zila Parishad, shall have to maintain day to day election expenditure account in accordance with the procedure laid down on Para 5 of these orders and shall have to lodge his account of election expenses within 30 days from the date of declaration of result of the election in the prescribed format.

3. Whereas, in Para-11 of the said orders, there is provision for disqualification of the candidates contesting election for the post of Panch/Sarpanch of Gram Panchayat, Member of Panchayat Samiti and Member of Zila Parishad, for failure to lodge account of election expenses, which is hereby amended and shall be read as under:-

**11. Disqualification for failure to lodge account of election expenses:-**

**If the State Election Commission, in case of Sarpanch of Gram Panchayat, Member of Panchayat Samiti & Member of Zila Parishad; and Deputy Commissioner-cum-District Election Officer (Panchayat), in case of Panch of Gram Panchayat, is satisfied that a person-**

**(a) has failed to lodge an account of election expenses within the time and in the manner require under this order and**

**(b) has no good reason or justification for the failure, the State Election Commission/Deputy Commissioner-cum-District Election Officer (Panchayat) shall, by order published in the official Gazette, declare him to be disqualified and may such person shall be disqualified for a period of three years from the date of the order.**

Dated Chandigarh  
the 25<sup>th</sup> June, 2007

CHANDER SINGH  
State Election Commissioner,  
Haryana

**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO.2, SECTOR-17  
PANCHKULA  
ORDER**

Whereas Hon'ble Supreme Court of India in its order dated 27<sup>th</sup> September, 2013 in Writ Petition© No.161 of 2004-People's Union for Civil Liberties & Anrs Vs. Union of India and Anrs, has directed the Election Commission of India to provide necessary provision in the ballot papers/EVMs for displaying a separate button called "None of the above"(NOTA), so that the voters, who come to the polling booth and decide not to vote for any of the candidates in the fray, are able to exercise their right not to vote while maintaining their right of secrecy.

2. Therefore, the State Election Commission in compliance of the directions passed by the Hon'ble Supreme Court and in exercise of the powers conferred under clause (1) of article 243K of the Constitution of India read with Section 161(3) of the Haryana Panchayati Raj Act, 1994, hereby direct to implement the option of "None of the Above(NOTA)" on EVMs/Ballot papers" in the elections of the office of the Member of Zila Parishad, Panchayat Samiti and the Sarpanch of the Gram Panchayat to be held in future. This order shall not be applicable to the election of the office of member of Panch of the Gram Panchayat.

3. The Returning Officer (Panchayat) shall take note of these directions and ensure that after the panel containing the name and symbol of the last candidate, there shall be a panel below the said last panel with the words "None of the Above" written thereon, for those voters who may wish to exercise option of not voting for any of the candidates in the fray. These words shall be written in the same language or languages as used in the case of names of other candidates. The size of the panel for "None of the Above" shall be the same as size of the panel for the candidates.

4. It is further directed that in Part-I of Form 15, 16, 17 (counting of votes for Sarpanch of the Gram Pachayat, result of counting of votes of Member of Panchayat Samiti and Zila Parishad), after the column 'Number of valid votes cast in favour of the candidate' one additional column "Votes for NOTA option" shall be inserted. It is also directed that in Part-II and III of these Forms under the name of candidate after the last candidate, "None of the above (NOTA)" shall be mentioned. A sample of ballot paper to be affixed on the balloting unit, Forms 15, 16 and 17 are enclosed for guidance.

5. It is further clarified that even if, in any extreme case, the number of votes against NOTA is more than the number of valid votes secured by the candidates, the candidate who secures the largest number of valid votes among the contesting candidates shall be declared to be elected.

6. These instructions may be brought in the notice of the Returning Officers, the officers concerned and also to the State units of National and State recognized political parties.

Dated: Panchkula  
The 10<sup>th</sup> March, 2017

DR.DALIP SINGH  
State Election Commissioner, Haryana

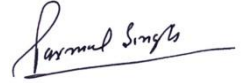
Endst.No. SEC/3E-II/2017/734-811

Dated: 15.03.2017

A copy of the above is forwarded to the following for information and necessary action:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Additional Chief Secretary to Government, Haryana, Development and Panchayats, Chandigarh.
3. Director General, Development and Panchayats Department, Haryana, Panchkula.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners-cum District Election Officers (Panchayats).

6. All the Additional Deputy Commissioners.
7. All the District Development and Panchayat Officers.
8. Secretary/President of all the recognized Political Parties.



(Parmal Singh)

Assistant State Election Commissioner, Haryana.



**STATE ELECTION COMMISSION, HARYANA**  
**Nirvachan Sadan, Plot No. 2, Sector- 17**  
**Panchkula – 134109**

Website: [www.secharyana.gov.in](http://www.secharyana.gov.in)

Email id: [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810

Fax : +91 172 258 5904

**ORDER**

Whereas the superintendence, direction and control of conduct of elections to the Panchayats and the Municipalities in the State of Haryana are vested in the State Election Commission, Haryana in accordance with provisions of Article 243-K and 243-ZA of the Constitution of India.

2. And whereas the State Election Commission, Haryana in compliance with the order dated 27.09.2013 passed by Hon'ble Supreme Court of India, New Delhi in the Writ Petition (Civil) No. 161 of 2004 in People's Union for Civil Liberties versus Union of India, has issued an order No. SEC/3E/2017/734-811, dated 15.03.2017 regarding application of NOTA (None of the Above) option in the elections to the office of member, Zila Parishad; member, Panchayat Samiti and Sarpanch of Gram Panchayat. Para 5 of the said order read as follows:

“In any extreme case, the number of votes against NOTA is more than the number of valid votes secured by the candidates, the candidate who secures the largest number of valid votes among the contesting candidates shall be declared to be elected.”

3. And whereas, State Election Commission has considered the above mentioned order which provides that “a candidate who secures the highest number of valid votes polled should be declared as elected” and the Hon'ble Supreme Court had further observed that introduction of NOTA will improve the electoral process through –

- a) increased voter participation,
- b) compulsion on political parties to field good candidates; and
- c) reflection of negative votes in election result.

4. And whereas the State Election Commission Haryana has also considered the order of the Hon'ble Supreme Court passed in Civil Appeal No.3839 of 1982 -- A.C. Jose versus Sivan Pillai & Others, dated 05.03.1984 wherein the Hon'ble Supreme Court has laid down rule about plenary powers of the Election Commissions;

- (a) *When there is no Parliamentary legislation or rule made under the said legislation, the Commission is free to pass any orders in respect of the conduct of elections.*
- (b) *Where there is an Act and express Rules made thereunder it is not open to the Commission to override the Act or the Rules and pass orders in direct disobedience to the mandate contained in the Act or the Rules. In other words, the powers of the Commission are meant to supplement rather than supplant the law (both statute and Rules) in the matter of superintendence, direction and control as provided by Art. 324,*

- (c) *where the Act or the Rules are silent, the Commission has no doubt plenary powers under Art. 324 to give any direction in respect of the conduct of election”*

*And*

In Civil Appeal No. 7178 of 2001 -- Union of India versus ADR & others, dated 2<sup>nd</sup> May, 2002, wherein Apex Court while laying down *ratio decidendi* about the source and ambit of the power of the Election Commission, observed that,

*‘The jurisdiction of the Election Commission is wide enough to include all powers necessary for smooth conduct of elections and the word ‘election’ is used in a wide sense to include entire process of election which consists of several stages and embraces many steps.*

*The limitation on plenary character of power is when the Parliament or State Legislature has made a valid law relating to or in connection with elections, the Commission is required to act in conformity with the said provisions. In case where law is silent, Article 324 is a reservoir of power to act for the avowed purpose of having free and fair election. Constitution has taken care of leaving scope for exercise of residuary power by the Commission in its own right as a creature of the Constitution in the infinite variety of situations that may emerge from time to time in a large democracy, as every contingency could not be foreseen or anticipated by the enacted laws or the rules. By issuing necessary directions, Commission can fill the vacuum till there is legislation on the subject. In Kanhiya Lal Omar’s case, the Court construed the expressions “superintendence, direction and control” in Article 324(1) and held that direction may mean an order issued to a particular individual or a precept which may have to follow and it may be a specific or a general order and such phrase should be construed liberally empowering the Election Commission to issue such orders.’*

*And*

In Appeal (Civil) No. 5756 of 2005 -- Kishansing Tomar versus Municipal Corporation of the City of Ahmadabad & Others, the Hon'ble Court vide orders dated 19.10.2006, observed that the State Election Commission has the same powers (including inherent plenary powers) like that of Election Commission of India in the domain of local body elections. *It lays down that, ‘In terms of Article 243K & 243ZA (1) the same powers are vested in the State Election Commission as the Election Commission of India under Article 324. The words in the former provisions are in pari materia with the latter provisions’.*

*And*

In Writ Petition (Civil) No. 784/2015 -- Lok Prahari through its General Secretary S. N. Shukla Vs Union of India & Others, where Hon'ble Supreme Court vide orders dated 16.02.2018, has expressed deep concern about undue accretion of assets by legislators in the following words :

*Para-22 ‘... Various bodies such as the Law Commission of India and a Committee popularly known as the Vohra Committee constituted by the Government of India etc. pointed out various shortcomings in the working of the democracy and the need to address those concerns.’*

*Para-30 ‘Undue accretion of assets of legislators and their associates is certainly a matter which should alarm the citizens and voters of any truly democratic society. Such phenomenon is a sure indicator of the beginning of a failing democracy. If left unattended it would inevitably lead to the destruction of democracy and pave the way for the rule of mafia. Democracies with higher levels of energy have already taken note of the problem and addressed it. Unfortunately, in our country, neither the*

*Parliament nor the Election Commission of India paid any attention to the problem so far.'*

The Apex Court judgments mentioned above have expressed displeasure to the concerned bodies for not paying attention to such problems. Thus there is need to pay attention to all such issues (including utility of NOTA) without any further delay so as to make elections pure, free, fair and transparent.

5. Whereas in view of above, the State Election Commission, Haryana has come to the conclusion that –

- i) Implementation of NOTA in terms of order issued by State Election Commission Haryana on 15.03.2017 does not give absolute effect to the judgements of Hon'ble Supreme Court in letter and spirit.
- ii) There is no provision in the Haryana Panchayati Raj Act, 1994 and rules made there under regarding NOTA and/or how to treat the votes polled by NOTA while declaring the results. Thus, there is a vacuous area; and
- iii) State Election Commission has the requisite Authority to fill the above vacuous area by treating NOTA as 'Fictitious Electoral Candidate' and amend para 5 of its order dated 15.03.2017 in order to implement the judgements of Hon'ble Supreme Court in its true sense.

6. Now, therefore, in exercise of powers conferred under clause (1) of Article 243K of the Constitution of India read with Section 161(3) of the Haryana Panchayati Raj Act, 1994 and all other powers enabling it in this behalf, para 5 of Order dated 10.03.2017 (issued on 15.03.2017) of the State Election Commission, Haryana is hereby amended with immediate effect as below:

- (i) NOTA shall be treated as a 'Fictional Electoral Candidate' while declaring the election results,
- (ii) In case, a contesting candidate and the "Fictional Electoral Candidate' i.e. NOTA receive highest equal number valid votes then the contesting candidate (not NOTA) shall be declared as elected.
- (iii) If in any election, all the contesting candidates individually receive lesser votes than the 'Fictional Electoral Candidate' i.e. NOTA then none of the contesting candidates will be declared as elected.
- (iv) In case of situation arising under sub-section (iii) above, re-election shall be held for the seat. Further all such contesting candidates who secured less votes than NOTA shall not be eligible to re-file nomination/contest the re-election.
- (v) In re-election, if NOTA again get the highest number of votes then further election will not be conducted and the contesting candidate with the highest votes (excluding NOTA) shall be declared as elected.

7. The following procedure shall be followed in such circumstances,

i) If the Returning Officer, upon completion of counting but before declaration of result, finds that NOTA has received higher valid votes than all other contesting candidates individually; then the Returning Officer shall not declare the result for that particular seat(s) and shall immediately send his report to the State Election Commission in this regard.

ii) Upon receipt of such report, the State Election Commission shall after perusal, declare the fresh election programme for the said seat(s).

8. These orders shall be applicable in the General elections and Bye-elections to the office of member of Zila Parishad, member of the Panchayat Samiti and Sarpanch of the Gram Panchayat, as the case may be, in Haryana with immediate effect. It is clarified that this order shall not be applicable to the election of the office of Panch of the Gram Panchayats.

**Dated: Panchkula  
The 06<sup>th</sup> July, 2022**

**Dhanpat Singh  
State Election Commissioner, Haryana**

Endst.No. SEC/4E-II/2022/651-735

Dated: 07<sup>th</sup> July, 2022

A copy of the above is forwarded to the following for information and necessary action:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Additional Chief Secretary to Government, Haryana, Development and Panchayats, Chandigarh.
3. Director General, Development and Panchayats Department, Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners-cum District Election Officers (Panchayats).
6. All the Additional Deputy Commissioners.
7. All the District Development and Panchayat Officers.
8. Secretary/President of all the recognized Political Parties.



(Anju Arora)  
Asstt. State Election Commissioner  
for State Election Commissioner, Haryana



**FORM-15**  
**[See sub-rule (2) of rule 66]**  
**COUNTING OF VOTES FOR SARPANCH OF VILLAGE.....**  
**PART -1**

Polling Station No.....  
 Serial number of wards included.....

Serial Number	Name of candidate	Number of valid votes cast In favour of the candidate	Votes for NOTA option
(1)	(2)	(3)	(4)

Total number of valid votes.....  
 Total number of rejected votes .....  
 Total votes polled.....

Place.....  
 Date .....

Returning Officer (Panchayat)/Officer  
 authorized by Returning Officer (Panchayat)

**PART – II**

Serial Number	Name of Candidate	Vote cast in favour of the candidate			Total
		Polling Station No.1	Polling Station No.2	Polling Station No.3	
(1)	(2)	(3)	(4)	(5)	(6)
1.	A				
2.	B				
3.	C				
4.	----				
5.	None of the above				

Total number of valid votes in village .....  
 Total number of rejected votes in village .....  
 Total number of votes polled in village .....

Place .....

Returning Officer (Panchayat)/Officer  
 authorised by Returning Officer(Panchayat)

**FORM-16**  
[See sub-rule (2) of rule 66]

**RESULT OF COUNTING OF VOTES IN THE ELECTION OF MEMBER OF  
PANCHAYAT SAMITI WARD NO.....**

**PART -1**

Polling Station.....

Serial number of wards included in polling station.....

Serial Number	Name of Candidate	Number of valid votes cast in favour of candidate	Votes for NOTA option
(1)	(2)	(3)	(4)

Total number of valid votes .....

Total number of rejected votes .....

Total number of votes polled .....

Place.....

Dated .....

Returning Officer (Panchayat)/Officer  
Authorized by Returning Officer (Panchayat)

**PART – II**

Serial Number	Name of Candidate	Number of valid votes cast in favour of candidate					Total number of votes
		1	2	3	4	5	
(1)	(2)	(3)					(4)
1.	A						
2.	B						
3.	C						
4.	----						
5.							

Number of total valid votes .....

Number of total rejected votes .....

Total number of votes polled .....

Place.....

Date.....

Returning Officer(Panchayat)/Officer  
Authorized by Returning Officer(Panchayat)

**FORM-17**  
[See sub-rule (2) of rule 66]

**RESULT OF COUNTING OF VOTES OF MEMBER OF ZILA PARISHAD WARD NO.....**

**PART -1**

Polling Station No.....

Serial number of wards included .....

Serial Number	Name of Candidate	Number of valid votes cast in favour of candidate	Votes for NOTA option
(1)	(2)	(3)	(4)

Total number of valid votes .....

Total number of rejected votes .....

Total Number of votes polled in the polling Station .....

Place.....

Returning Officer(Panchayat)/Officer

Dated:.....

Authorized by Returning Officer(Panchayat)

**PART – II**

Serial Number	Name of Candidate	Valid votes secured by candidates in various polling stations within the Zila Parishad	Total number of valid votes
(1)	(2)	(3)	(4)

Total number of valid votes .....

Total number of rejected votes .....

Total number of votes polled in Zila Parishad area .....

Place.....

Returning Officer(Panchayat)/Officer

Dated:.....

Authorized by Returning Officer(Panchayat)

**PART –III**

Serial Number	Name of Candidate	No. of votes secured by candidate in Polling Stations situated in various Zila Parishad			Total number of valid votes
		Zila Parishad	Zila Parishad	Zila Parishad	
(1)	(2)	(3)	(4)	(5)	(6)
1.	A				
2.	B				
3.	C				
4.	---				
5.					

Total number of valid votes .....  
Total number of rejected votes .....  
Total number of votes polled in .....  
concerned ward of Zila Parishad

Place.....

Date.....

.....  
Returning Officer(Panchayat)/Officer authorized  
by Returning Officer(Panchayat)

**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 2 SECTOR-17  
PANCHKULA 134 109**

No. SEC/E-II/2019/1499

Dated:-18.10.2019

To

All the Deputy Commissioner-cum-  
District Election Officer (P)  
In the State of Haryana.

**Subject:- Maintenance of record of the election expenditure registers submitted by the contesting candidates-reg.**

Sir/Madam,

I am directed to refer to the subject noted above and to draw your attention towards "The Haryana Panchyati Raj Election Expenditure (Maintenance and submission of Accounts) Order 1996" which provides that every contesting candidate of election of the Panchayat Raj Institutions shall have to maintain day to day election expenditure account in accordance with the laid down procedure in the prescribed format and submit the same to the Deputy Commissioner-cum-District Election Officer (P) or any authorized officer within 30 days from the date of declaration of election result. Para 11 of the said order provides that if the State Election Commission is satisfied that a person has failed to lodge an account of election expenses within time in the manner and has good reason or justification for the failure, the State Election Commission shall by order published in the official gazette, declare him to be disqualified and may such person be disqualified for a period of three years from the date of the order. In the case of Panch of the Gram Panchayat, Deputy Commissioner-cum-District Election Officer (P) concerned has been authorized to take action.

2. It is further informed that the Commission has issued show cause notice to those candidates who contested the general election of Panchayati Raj Institutions held in 2016 and failed to lodge an account of election expenses within time in the manner referred above. During course of personal hearing majority of the contesting candidates complained that they have lodged their expenditure statement with the district authorities within the prescribed period but a token receipt was never issued to them. The representative of the Deputy Commissioner failed to respond satisfactory due to lack of knowledge or non-maintenance of proper record in the matter. It has also come to the notice of the

Commission there is no specific register is being maintained by the district administration in this regard. The Commission has taken it very serious and has decided as under:-

- i. A register for entry of election expenditure account shall be maintained in the prescribed format (prescribed proforma enclosed)
  - ii. Receipt of election expenditure account (in the prescribed proforma enclosed herewith) shall be issued to each candidate after entering his election expenditure account in the prescribed register referred in point No. i.
  - iii. A separate register for members of Zila Parishads, Panchayat Samitis and Gram Panchayats shall be maintained in the office detail as under:-
    - a) For Zila Parishads – in the office of District Development & Panchayat Officer concerned.
    - b) For Panchayat Samitis and Gram Panchayats – in the office of Block Development & Panchayat Officer concerned.
  - iv. The duties for maintains of register referred above shall be assigned to a specific official who shall fully responsible for the maintenance and issuance of proper receipt after getting it countersigned from the District Development & Panchayat Officer or Block Development & Panchayat Officer as the case may be.
  - v. An official of the office of District Development & Panchayat Officer or the Block Development & Panchayat officer as the case may be, shall present during hearing with complete record in future.
  - vi. The entry made in the register duly signed by receiving official shall also be countersigned by officer concerned mentioned in point (iii) above.
  - vii. Sufficient number of proformas of registers and receipts be got printed locally after following due procedure.
5. It is requested that above instructions may be brought into the notice of all contesting candidates in future and also the Chief Executive Officer of Zila Parishad, District Development & Panchayat Officers and Block Development & Panchayat Officers for compliance immediately under intimation to the Commission.

Yours faithfully

Sd/  
(Parmal Singh)  
Asstt. State Election Commissioner, Haryana

CC:  
IT Cell

**REGISTER FOR THE ENTRY OF ELECTION EXPENDITURE ACCOUNT RECEIVED  
FROM THE CONTESTING CANDIDATES**

Name of Gram Panchayat \_\_\_\_\_ Election of Sarpanch or Panch Ward

No. \_\_\_\_\_ (in the case of Panch only)

Name of Panchayat Samiti \_\_\_\_\_, Ward No. \_\_\_\_\_.

Name of Zila Parishad \_\_\_\_\_, Ward No. \_\_\_\_\_.

(Please which is applicable)

Sr. No.	Name of contesting candidate	Father's Name	Date of Submission of Expenditure register	Presented by contesting candidate/ authorized agent etc.	Total amount incurred on election account	Signature of the authorized official to receive the account	Countersigned by DDPO/BDPO
1.							
2.							
3.							
4.							
5.							
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## ACKNOWLEDGEMENT OF ELECTION EXPENDITURE ACCOUNT

Received election expenditure account from Shri/Smt./Ms. -----  
 son/wife/daughter of Shri ----- who has contested the election for the post  
 of Member/Panch or Sarpanch from ward No. ----- (not applicable in the  
 case of Sarpanch) of ----- (name of Zila Parishad/Panchayat  
 Samiti/Gram Panchayat), by me today ----- (date) ----- (month)  
 ----- (year) and has been entered at Sr. No. ----- of the register  
 maintained in the office of the DDPO/BDPO -----.

Name & Designation ----- Signature ----- of the authorized  
 official.

Countersigned by the DDPO/BDPO  
 With Stam



**STATE ELECTION COMMISSION, HARYANA,  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17,  
PANCHKULA.**

**ORDER**

No.SEC/2E-II/2017/ 1519

Dated: 25.05.2017

Whereas, as per the Haryana Panchayati Raj Election Expenditure (Maintenance and Submission of Accounts) Order, 1996 and subsequent order dated 26<sup>th</sup> June, 2007, every candidate contesting the election of Gram Panchayat, Panchayat samiti and Zila Parishad shall maintain accounts of election expenditure in the prescribed proforma and lodge the same with the Deputy Commissioner-cum-District Election Officer (Panchayat) or any other specified officer within 30 days from the date of declaration of the result of the election and thereafter send the details to the Commission.

2. Whereas, if the contesting candidate failed to lodge accounts of election expenses within the prescribed period, the State Election Commission shall declare such person disqualified for three years in the case of Sarpanch of the Gram Panchayat, Member Panchayat Samiti and Member Zila Parishad and the Deputy Commissioner-cum-District Election Officer(Panchayat) in the case of Panch of the Gram Panchayat from the date of order, as the case may be.

3. Whereas, the Commission has observed that the desired information is not provided to the Commission well in time and in order to streamline the availability of such information to the Commission, in exercise of power conferred under clause-I of the article 243K of the Constitution of India and Section 212 of the Haryana Panchayati Raj Act, 1994, the Commission hereby makes the following order:-

- (i) The Block Development & Panchayat Officer concerned shall be the Nodal Officer to collect and compile such information of Gram Panchayats and Panchayat Samitis within 30 days and submit to the District Development & Panchayat Officer who in turn will send to the Commission through the Deputy Commissioner-cum-District Election Officer(P) within fifteen days positively.
- (ii) Additional Deputy Commissioner concerned shall be the Nodal Officer to collect and compile the information of Members Zila Parishad within 30 days and send the same to the Commission through Deputy Commissioner-cum-District Election Officer(Panchayat) within fifteen days positively.

Dated; Panchkula  
the 23th April, 2017

Dr. Dalip Singh  
State Election Commissioner, Haryana

Endst. No. SEC/2E-II/2017/1520-44

Dated:25.05.2017

A copy is forwarded to the following for information and necessary action:-

1. Chief Secretary to Government Haryana, Chandigarh (In General Administration Department).
2. Additional Chief Secretary to Government Haryana, Development and Panchayat Department, Chandigarh.
3. Director General, Development and Panchayat Department, Haryana, Chandigarh.

4. All the Deputy Commissioners-cum-District Election Officers (Panchayat) in the State of Haryana. They are requested to bring these instructions into the notice of the Block Development and Panchayat Officer in their District for compliance.
5. The Controller, Printing and Stationary Department, Haryana, Chandigarh for publication in the Haryana Government Gazette. He is requested to supply 25 copies of this order to the Commission for record.

(Parmal Singh)

Assistant State Election Commissioner, Haryana

CC:-

1. PS/SEC
2. IT CELL



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA- 134109**

**Website:** [www.secharyana.gov.in](http://www.secharyana.gov.in)

**Phone :** +91172 258 4810

**Email id:** [sec@hry.nic.in](mailto:sec@hry.nic.in)

**Fax :** +91 172 258 5904

**NOTIFICATION**

NO. SEC/2E-II/2022/280

Dated: 16.05.2022

In exercise of powers conferred under Article 243K of the Constitution of India, Section 212 of the Haryana Panchayati Raj Act, 1994 and all other powers enabling in this behalf, State Election Commission, hereby revise the expenditure limit prescribed by the Commission vide notification No.SEC/2E-II/2020/1376, dated 17.11.2020, to be incurred by a contesting candidate or his authorized election agents in connection with the elections to the office of Panch and Sarpanch of the Gram Panchayats and member of Panchayat Samitis and Zila Parishads to be held in future, details as under :-

<b>Sr. No.</b>	<b>Name of post</b>	<b>Expenditure limit in Rs.</b>
1.	Panch	50,000/-
2.	Sarpanch	2,00,000/-
3.	Member Panchayat Samiti	3,60,000/-
4.	Member Zila Parishad	6,00,000/-

2. It is further directed:

- (i) Every contesting candidate shall either by himself or by his authorized election agent will have to keep a separate and correct account of all expenditure in connection with the election between the date he has been nominated and the date of declaration of result both days inclusive. The total expenditure shall not exceed the limit as prescribed above.
- (ii) No particular party or any other association, body or individual shall put up any cut-outs, hoardings, wall paintings, buntings, arches, gates, banners, flags, advertisements in newspapers etc. without the general or special authority in writing of the candidate whose election is sought to be promoted or procured by such cut-outs, hoardings etc. as expenditure on all such items shall be treated as the legitimate expenditure incurred by the contesting candidate. No contesting candidate or any individual on his behalf shall put up any cut-outs, hoardings etc. without prior permission of the concerned Government Authority.
- (iii) The account of expenditure to be incurred by the contesting candidates of various offices of Panchayati Raj Institutions will be maintained and submitted in the performa prescribed for this purpose to the Deputy

Commissioner-cum-District Election Officer (Panchayat) or the authorized officer within a period of 30 days from the declaration of the election result.

- (iv) Any violation by the contesting candidate or his authorized agent/individual to incur any expenditure in excess of the limit mentioned above will amount to violation of the above instructions which will invite disqualification by the State Election Commission.
3. Earlier Notification No.SEC/2E-II/2020/1376, dated 17.11.2020 issued in this respect is hereby superseded with immediate effect.

Dated, Panchkula  
The, 16<sup>th</sup> May, 2022

DHANPAT SINGH  
State Election Commissioner, Haryana

Endst No. SEC/2E-II/2022/281-286

Dated: 16.05.2022

A copy is forwarded to the following for information and necessary action:-

1. Chief Secretary to Government Haryana, Chandigarh (In General Administration Department).
2. Principal Secretary to Government Haryana, Development & Panchayat Department, Chandigarh.
3. Director General, Development and Panchayat Department, Haryana, Chandigarh.
4. All Deputy Commissioners-cum-District Election Officers (Panchayat).
5. All District Development and Panchayat Officers
6. Controller, Printing and Stationery Department, Haryana, Chandigarh for publication in the Haryana Government Gazette.

Sd/-  
Assistant State Election Commissioner  
For: State Election Commissioner, Haryana.

Endst No. SEC/2E-II/2022/287

Dated:16.05.2022

A copy is forwarded to the Secretary/President of all the Political Parties in the State of Haryana for information and necessary action.

Sd/-  
Assistant State Election Commissioner  
For: State Election Commissioner, Haryana.



राज्य निर्वाचन आयोग हरियाणा  
निर्वाचन सदन प्लाट नं० 2, सैक्टर 17,  
पंचकूला- 134109

Website: [www.secharyana.gov.in](http://www.secharyana.gov.in)  
Email id: [supdtpanda.sec@hry.nic.in](mailto:supdtpanda.sec@hry.nic.in)

Phone: +91 172 258 4810  
Fax : +91 172 258 5904

#### अधिसूचना

क्रमांक: [रा०नि०आ०/३ई-११/२०२१/१८९](#)

दिनांक: 16.03.2021

भारत निर्वाचन आयोग द्वारा जारी की गई अधिसूचना संख्या [56/2019\(III\)/रा.दल.](#) अनु-III दिनांक 10.01.2020 जिसके अनुसार जननायक जनता पार्टी को हरियाणा स्तर के दल का दर्जा दिया गया है और उनके लिये चुनाव प्रतीक आरक्षित किया गया है।

2. और यह कि, वर्तमान स्थिति में राज्य निर्वाचन आयोग हरियाणा भारत के संविधान के अनुच्छेद 243ZA, हरियाणा पंचायती राज (निर्वाचन) नियम, 1994 के नियम 33 (2) के साथ पठित हरियाणा पंचायती राज निर्वाचन निशान (आरक्षण तथा आबंटन) आदेश संख्या एस०ई०सी०/३ई-११/२०१४/३१४, दिनांक 13.03.2014 के पैरा-5 की अनुपालना में राज्य निर्वाचन आयोग, हरियाणा में [पंच/सरपंच/सदस्य](#) पंचायत समिति व जिला परिषद् के चुनाव लड़ने वाले उम्मीदवारों के लिए, अपनी अधिसूचना क्रमांक [रा०नि०आ०/३ई-११/२०२०/१४६२](#) दिनांक 14.12.2020 का अधिकरण करते हुये निम्न चुनाव प्रतीकों की सूची प्रकाशित करता है:-

#### (चुनाव प्रतीकों की सूची)

#### श्रेणी (क) राष्ट्रीय स्तर के दल तथा उनके लिए आरक्षित चुनाव प्रतीक

क्र० सं०	राष्ट्रीय दल	आरक्षित प्रतीक	पता
1.	ऑल इण्डिया तृणमूल कांग्रेस	पुष्प और तृण	30-बी, हरीश चटर्जी स्ट्रीट, कालेकाता-700026, पश्चिम बंगाल।
2.	बहुजन समाज पार्टी	हाथी	4, गुरुद्वारा रकाबगंज रोड, नई दिल्ली-110001
3.	भारतीय जनता पार्टी	कमल	6-ए, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110002 तथा 30, हुडा काम्प्लैक्स, रोहतक-124001
4.	कम्युनिस्ट पार्टी आफ इण्डिया	बाल और हंसिया	अजय भवन, कोटला मार्ग, 27-29, भाई वीर सिंह मार्ग (गोल मार्किट) नई दिल्ली-110001
5.	कम्युनिस्ट पार्टी ऑफ इण्डिया (मार्क्ससिस्ट)	हथौड़ा, हंसिया और सितारा	ए०के० गोपालन भवन, 27-29, भाई वीर सिंह मार्ग, (गोल मार्किट), नई दिल्ली-110001
6.	इंडियन नेशनल कांग्रेस	हाथ	24, अकबर रोड, नई दिल्ली-110001
7.	नेशनलिस्ट कांग्रेस पार्टी	घड़ी	बंगला नं० 1, कैनिंग लेन, (रवि शंकर शुक्ला लेन), फिरोजशाह रोड के पास, नई दिल्ली-110001
8.	नेशनल पीपुल्स पार्टी	किताब	प्लाट नं० 90 ए, लाचाउमिरी, जिला पूर्वी खासी हिल्स, जिला शिलांग-793001

**श्रेणी (ख) हरियाणा राज्य स्तरीय दल तथा उनके लिए आरक्षित चुनाव प्रतीक**

राज्यीय दल	आरक्षित प्रतीक	पता
इण्डियन नैशनल लोकदल	चश्मा	एम0एल0ए0 फ्लैट-47, सैक्टर 4, चण्डीगढ़।  नं0 80, सैक्टर 9, चण्डीगढ़-160009
जननायक जनता पार्टी	चाबी	एम0एल0ए फ्लैट-17, सैक्टर 3, चण्डीगढ़।  एस0सी0ओ0 20, दूसरा तल, जिला व्यापार केन्द्र, हुडा मार्किट, सैक्टर -56, गुरुग्राम, हरियाणा- 122001

**श्रेणी (ग) जिला परिषद सदस्यों के लिए आजाद उम्मीदवारों के चुनाव प्रतीक**

क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक
1.	गाड़ी	17.	मटका	33.	मेज
2.	उगता सूरज	18.	अंगूठी	34.	गैसबत्ती
3.	पतंग	19.	बल्ला	35.	मोरपंख
4.	रेडियो	20.	फ्राक	36.	कड़ाई
5.	जीप	21.	मोमबत्तियां	37.	हारमोनियम
6.	केतली	22.	सीटी	38.	पीपल का पत्ता
7.	फावड़ा और बेलचा	23.	ब्रूश	39.	रिक्शा
8.	जग	24.	सेब	40.	चकला बेलन
9.	वायुयान	25.	नाव	41.	तोप
10.	रोड़ रोलर	26.	लेडी पर्स	42.	शंख
11.	टेबल पंखा	27.	गैस सिलेंडर	43.	झाड़ू
12.	टेलीफोन	28.	ईट		
13.	स्कूटर	29.	गैस स्टोव		
14.	पोत	30.	स्लेट		
15.	हाकी और गेंद	31.	कैमरा		
16.	दो तलवार और एक ढाल	32.	गुब्बारा		

**श्रेणी (घ) पंचायत समिति सदस्यों के लिए आजाद उम्मीदवारों के चुनाव प्रतीक**

क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक
1.	ब्लैक बोर्ड	11.	टेलीविजन	21.	हाथ घड़ी
2.	दीवार घड़ी	12.	रेल का इंजन	22.	बैगन
3.	बरगद का पेड़	13.	लेटरबाक्स	23.	संडासी
4.	झोंपड़ी	14.	प्रेसर कुकर	24.	कमीज
5.	तराजू	15.	टार्च	25.	तीरकमान
6.	फसल काटता हुआ किसान	16.	बदूक	26.	कार
7.	ड्रम	17.	करनी	27.	केन
8.	गले की टाई	18.	ढोलक	28.	बिजली का स्विच
9.	अलमारी	19.	हाथ चक्की	29.	कंधी
10.	छत का पंखा	20.	ऊन	30.	सूरजमुखी

**श्रेणी (ङ) ग्राम पंचायत के सरपंच पद के उम्मीदवारों के चुनाव प्रतीक**

क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक
1.	साईकिल	11.	स्टूल	21.	छडी
2.	कांच का गिलास	12.	डमरू	22.	गेहूं की बाली
3.	फलों सहित नारियल का पेड़	13.	लट्टू	23.	पुल
4.	हस्तचलित पंप	14.	वायलिन	24.	केला
5.	सिलाई की मशीन	15.	नल	25.	कैरमबोर्ड
6.	ताला और चाबी	16.	बस	26.	पैसिल
7.	अनाज बरसाता हुआ किसान	17.	कलम दवात	27.	तलवार
8.	सब्जियों की टोकरी	18.	त्रिशूल	28.	ईमली
9.	घंटी	19.	कुआं	29.	अनार
10.	टेबल लैम्प	20.	मूली	30.	तरकश

**श्रेणी (च) ग्राम पंचायत के पंच पद के उम्मीदवारों के चुनाव प्रतीक**

क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक	क्र० सं०	चुनाव प्रतीक
1.	सीढ़ी	8.	छाता	15.	सुराही
2.	फावड़ा	9.	दो पत्तियां	16.	गुल्लीडंडा
3.	बाल्टी	10.	बिजली का बल्ब	17.	रथ
4.	हल	11.	आम	18.	अंगूर का गुच्छ
5.	कुल्हाड़ी	12.	चारपाई		
6.	कैची	13.	दरवाजा		
7.	कुर्सी	14.	गमला		

2. राज्य निर्वाचन आयोग, हरियाणा यह भी निर्देश देता है कि श्रेणी (क) तथा (ख) में दर्शाए गए सभी राष्ट्रीय व राज्य स्तरीय राजनैतिक दलों के आरक्षित चुनाव प्रतीक केवल सदस्य पंचायत समिति व जिला परिषद के चुनाव लड़ने वाले उन्हीं अभ्यर्थियों को अलाट किये जायें जिन्हें सम्बन्धित राजनैतिक दल द्वारा नामनिर्देशित किया गया हो।

3. राज्य निर्वाचन आयोग, हरियाणा यह भी आदेश देता है कि यदि जिला परिषद के पदों हेतु अभ्यर्थियों की संख्या 43 से अधिक हो जाए तो उनके चुनाव चिन्ह आबंटन का कार्य पंचायत समिति के चुनाव चिन्ह आबंटन का कार्य सम्पन्न होने तक रोक लिया जाए। पंचायत समिति के चुनाव चिन्हों के आबंटन के उपरान्त जो मुक्त चुनाव चिन्ह शेष बच जाते हैं तो उनमें से क्रमानुसार जिला परिषद में आबंटन किया जाए, उदाहरण के तौर पर जिला परिषद में 43 मुक्त चुनाव चिन्ह हैं यदि यह पूरे आबंटित हो जाए और पंचायत समिति में कम संख्या 15 तक वर्णित मुक्त चुनाव चिन्ह आबंटित हो चुके हों तो पंचायत समिति के कम संख्या 16 पर रखे मुक्त चुनाव चिन्ह को जिला परिषद के लिए मुक्त चुनाव चिन्हों की संख्या हेतु कम संख्या 44 से माना जाएगा इसी तरह आगे के चुनाव चिन्हों की कम संख्या मानी जाएगी।

4. आयोग यह भी निर्देश देता है कि अगर ऐसी स्थिति पंचायत समिति तथा सरपंच के मामले में आती है तो जिला परिषद के शेष मुक्त चुनाव चिन्हों में से, पहले पंचायत समिति में चुनाव चिन्ह आबंटित किए जाएं और उसके बाद सरपंच के पद हेतु आबंटित किए जाएं। यदि जिला परिषद के मुक्त चुनाव चिन्हों से सरपंच हेतु मुक्त चुनाव चिन्ह पूरे न हो तो पंचायत समिति के बचे हुए मुक्त चुनाव चिन्हों को आबंटित किया जाएगा, परन्तु ऐसा करते समय इस बात का विशेष ध्यान रखा जाए कि सूची में अंकित चुनाव चिन्हों के क्रमांक को आगे पीछे न किया जाए।

आदेश द्वारा,

दिनांक, पंचकूला  
15 मार्च, 2021

डा० दलीप सिंह  
राज्य निर्वाचन आयुक्त, हरियाणा

पृ० क्रमांक रा०नि०आ०/३ई-11/2021/190-196

दिनांक: 16.03.2021

एक प्रति निम्नलिखित को प्रेषित की जाती है:-

1. वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार, विकास एवं पंचायत विभाग, चण्डीगढ़।
2. आयुक्त मण्डल, अम्बाला, फरीदाबाद, हिसार, गुरुग्राम, करनाल तथा रोहतक।

3. निदेशक, विकास एवं पंचायत विभाग, हरियाणा, चण्डीगढ़।
4. सभी उपायुक्त एवं जिला निर्वाचन अधिकारी (पंचायत) हरियाणा राज्य।
5. सभी जिला विकास एवं पंचायत अधिकारी, हरियाणा राज्य।
6. सभी खण्ड विकास एवं पंचायत अधिकारी, हरियाणा राज्य।
7. सभी राष्ट्रीय तथा राज्य स्तरीय राजनैतिक दल।

sd/-

(परमाल सिंह)

सहायक राज्य निर्वाचन आयुक्त, हरियाणा

पृ० क्रमांक रा०नि०आ०/३ई-११/२०२१/१९७

दिनांक: १६.०३.२०२१

एक प्रति नियंत्रण मुद्रण तथा लेखन सामग्री विभाग, हरियाणा, चण्डीगढ़ को हरियाणा सरकार के राजपत्र में प्रकाशन हेतु भेजी जाती है। उनसे यह भी अनुरोध किया जाता है कि वह यह सुनिश्चित करने का कष्ट करें कि प्रतीकों की छपाई (impression) स्पष्ट हो।

2. उनसे यह भी अनुरोध किया जाता है कि अधिसूचना की १० प्रतियां पृष्ठांकन सहित राज्य निर्वाचन आयोग, हरियाणा, निर्वाचन सदन, प्लॉट नं० २, सैक्टर-१७, पंचकूला को सूचनार्थ तथा प्रमाणित हेतू भेजी जाये।

sd/-

(परमाल सिंह)

सहायक राज्य निर्वाचन आयुक्त, हरियाणा



**STATE ELECTION COMMISSION, HARYANA**  
**Nirvachan Sadan, Plot No.2, Sector 17, Panchkula**

**Notification**

The 13<sup>th</sup> March, 2014

No.SEC/3E-II/2014/314 - Whereas, the superintendence, direction and control of all elections to Panchayati Raj Institutions in the State are vested in the State Election Commission by the Constitution of India and the Haryana Panchayati Raj Act, 1994 (Haryana Act No. 11 of 1994),

And whereas, it is necessary and expedient to provide in the interest of purity of elections to Panchayati Raj Institutions in the State of Haryana and in the interest of conduct of such elections, in a fair and efficient manner, for the specification, reservation, choice and allotment of symbols, for the recognition of political parties in relation thereto and for matters connected therewith;

Now, therefore, in exercise of the powers conferred under article 243K of the Constitution of India, section 212 of the Haryana Panchayati Raj Act, 1994 (Haryana Act No.11 of 1994), and rule 33 of the Haryana Panchayati Raj (Election) Rules, 1994 and all other powers enabling it in this behalf, the State Election Commission, Haryana hereby makes the following Order:-

**1. Short title, extent, application and commencement.-** (1) This Order may be called the Haryana Panchayati Raj Election Symbols (Reservation and Allotment) Order, 2014.

(2) It shall extend to the whole of the State of Haryana in relation to elections in Panchayati Raj Institutions.

(3) It shall come into force on the date of its publication in the Haryana Government Gazette, which date hereinafter referred to be the date of commencement of this Order.

**2. Definitions and interpretation.-** (1) In this Order, unless the context otherwise requires, ----

- (a) "Act" means the Haryana Panchayati Raj Act, 1994;
- (b) "clause" means a clause of the paragraph or sub-paragraph in which the word occurs;
- (c) "contested election" means an election to Panchayati Raj Institutions i.e. Gram Panchayat, Panchayat Samiti and Zila Parishad ward where a poll is taken;
- (d) "election" means an election to fill a seat or seats of Panch, Sarpanch, Member Panchayat Samiti & Zila Parishad to which this Order applies;
- (e) "Form" means a form appended to this Order;
- (f) "National party" means and includes every political party which has been recognised by the Election Commission of India as a National Party under the Election Symbols (Reservation and Allotment) Order, 1968;
- (g) "political party" means an association or body of individual citizens of India registered with the Election Commission of India as a political party under section 29A of the Representation of the People Act, 1951(43 of 1951);

- (h) "State party" means and includes every political party which has been recognised by the Election Commission of India as a State party in the State of Haryana under the Election Symbols (Reservation and Allotment) Order, 1968;
- (i) "registered but un-recognised political party" means and includes every political party registered under section 29A of the Representation of the People Act, 1951 with the Election Commission of India, and head office of which is located in the State of Haryana ;
- (j) "paragraph" means a paragraph of this Order;
- (k) "rules" mean the Haryana Panchayati Raj (Elections) Rules, 1994;
- (l) "State Election Commission" means the State Election Commission, Haryana constituted under Article 243K and 243ZA of the Constitution of India vide Haryana Government, Development and Panchayat Department, Notification No. S.O.101/Const./Art. 243K/243ZA/93, dated the 18<sup>th</sup> November, 1993;
- (m) "sub-paragraph" means a sub-paragraph of the paragraph in which the word occurs.
- (n) "ward" means a ward for; Panch in a Gram Panchayat, Member in a Panchayat Samiti and Member in a Zila Parishad, formed under rule 4 of the Haryana Panchayati Raj (Election) Rules, 1994 for the purpose of election of Panch or Member; and
- (o) words and expressions used but not defined in this order but defined in the Representation of the People Act, 1950, or the rules made thereunder or in the Representation of the People Act, 1951, or the rules made thereunder or the Haryana Panchayati Raj Act, 1994, and rules made thereunder, shall have the meaning respectively assigned to them in those Acts and rules.

(2) The Punjab General Clauses Act, 1898 (Punjab Act 1 of 1898) shall, as far as may be, apply in relation to the interpretation of this Order as it applies in relation to the interpretation of a Haryana Act.

**3. Allotment of symbols.-** In every contesting election, a symbol shall be allotted to a contesting candidate in accordance with the provisions of this Order and different symbols shall be allotted to different contesting candidates at an election in the same ward.

**4. Classification of symbols.-** (1) For the purpose of this Order, symbols are either reserved or free.

(2) Save as otherwise provided in this Order, a reserved symbol is a symbol which is reserved by the Election of India under the Election Symbols (Reservation and Allotment) Order, 1968 for a recognised political party.

(3) A free symbol is a symbol other than a reserved symbol.

**5. Notification by the State Election Commission containing lists of political parties and the symbols.-** (1) The State Election Commission shall, by one or more notifications in the State Gazette, publish lists specifying-

- (a) the National parties and the symbols, respectively reserved for them;

- (b) the State parties for the State of Haryana and the symbols, respectively reserved for them ; and
  - (c) the free symbols for the independent candidates.
- (2) Every such list shall, as far as possible, be kept up-to-date.

**6. Allotment of symbols in election for the office of Panches and Sarpanches.-**

(1) The election of the office of Panches and Sarpanches cannot be contested by any candidate on a symbol reserved for the political party and symbols shall be allotted to the contesting candidates seriatim-wise from the list of free symbols notified by the State Election Commission under para 5 (1) (C) above, as the case may be, in order of the list of contesting candidates prepared in Hindi in alphabetical order of Devnagri Script on the last day of withdrawal of nomination.

(2) Each candidate or his election agent shall be intimated the symbol allotted to him in writing, and signature obtained in token of having received that intimation. He shall also be given specimen copy of that symbol, along with the said information.

**7. Choice of symbols by candidates of National and State parties and allotment thereof.-**

(1) A candidate, set up by a National Party at any election in any ward of Panchayat Samiti or Zila Parishad, shall be allotted the symbol reserved for that party and no other symbol.

(2) A candidate, set up by a State party at an election in any ward of the Panchayat Samiti or Zila Parishad, shall be allotted the symbol reserved for that party in the State of Haryana and no other symbol.

(3) A reserved symbol shall not be chosen by, or allotted to, any candidate in any ward of Panchayat Samiti or Zila Parishad other than a candidate set up by a National party for whom such symbol, has been reserved or a candidate set up by a State party in the State of Haryana for whom such symbol has been reserved in the State of Haryana even if no candidate has been set up by such National or State party in that ward.

**8. Choice of symbols by other candidates and allotment thereof.-** (1) Any candidate of an election in a ward in any Panchayat Samiti or Zila Parishad other than-

- (a) a candidate set up by a National party, or
- (b) a candidate set up by State Party (recognised for the State of Haryana), or
- (c) a candidate referred to in paragraph 9,

shall choose and shall be allotted in accordance with the provisions hereinafter set out in this paragraph, one of the symbol specified as free symbol for that Panchayat Samiti or Zila Parishad by notification under paragraph 5.

(2) Where any free symbol has been chosen by only one candidate of such election, the returning officer shall allot that symbol to that candidate and to no one else.

(3) Where the same free symbol has been chosen by several candidates of such election, then –

- (a) if, of those several candidates, only one is a candidate set up by a registered but unrecognized political party and the rest are independent candidates, the returning officer shall allot that free symbol to the candidate set up by the unrecognized political party, and to no one else and, if, of those several candidates, two or more are set up by different unrecognised political parties and the rest are independent candidates, the returning officer shall decide by lot to which of the two or more candidates set up by the different unrecognized political parties that free symbol shall be allotted, and allot that free symbol to the candidate on whom the lot falls, and to no one else:

Provided that where of the two or more such candidates set up by such different unrecognised political parties, only one is, or was, immediately before such election, a sitting member of Panchayat Samiti or Zila Parishad (irrespective of the fact as to whether he was allotted that free symbol or any other symbol at the previous election when he was chosen as such member), the returning officer shall allot that free symbol to that candidate, and to no one else;

- (b) if, of those several candidates, no one is set up by any unrecognised political party and all are independent candidates, but one of the independent candidates is or was, immediately before such election a sitting member of Panchayat Samiti or Zila Parishad, and was allotted that free symbol at the previous election when he was chosen as such member, the Returning Officer shall allot that free symbol to that candidate, and to no one else; and
- (c) if, of those several candidates, being all independent candidates, no one is, or was, a sitting member as aforesaid, the returning officer shall decide by lot to which of those independent candidates that free symbol shall be allotted, and allot that free symbol to the candidates on whom the lot falls, and to no one else.

Provided that every independent candidate of Panchayat Samiti/Zila Parishad shall give in his/her nomination form, choice of three symbols in order of preference, from the list of free symbols published by the State Election Commission for these elections.

**9. When a candidate shall be deemed to be set up by a political party.-** For the purposes of this order, a candidate shall be deemed to be set up by a political party in any ward of the Panchayat Samiti or Zila Parishad, if, and only if, -

- (a) the candidate has enclosed a declaration to that effect along with the nomination paper;
- (b) the candidate is a member of that political party and his name is borne on the rolls of members of the party;

- (c) a notice by the political party in writing, in Form B, to that effect has, not later than 3.00 P.M. on the last date for making nominations, been delivered to the Returning Officer of the ward;
- (d) the said notice in Form B is signed by the President, the Secretary or any other office bearer of the party, and the President, Secretary or such other office bearer sending the notice has been authorised by the party to send such notice;
- (e) the name and specimen signature of such authorised person are communicated by the party, in Form A, to the Returning Officer of the Panchayat Samiti or Zila Parishad not later than 3.00 P.M. on the last date for making nominations; and
- (f) Forms A and B are signed, in ink only, by the said office bearer or person authorised by the party:

Provided that no facsimile signature or signature by means of rubber stamp, etc. of any such office bearer shall be accepted and no form transmitted by fax shall be accepted.

**10. Concession to candidates set up by a State party recognised for the States/Union Territories other than the State of Haryana.-** If a political party which is recognised as a State party, in the State or Union Territory other than the State of Haryana, sets up a candidate at an election in a ward in any Panchayat Samiti or Zila Parishad in the State of Haryana, then such candidate may, to the exclusion of all other candidates in the ward, be allotted the symbol reserved for that party in the States or Union Territories in which it is a recognised State party, on the fulfilment of each of the following conditions, namely :-

- (a) that an application is made to the State Election Commission by the said party for exclusive allotment of that symbol to the candidate set up by it, not later than the third day after the publication in the Official Gazette of the notification calling the election;
- (b) that the said candidate has made a declaration in his nomination paper that he has been set up by that party at the election and that the party has also fulfilled the requirements of clauses (b), (c), (d), (e) and (f) of paragraph 9 read with paragraph 11 in respect of such candidate ; and
- (c) that in the opinion of the State Election Commission there is no reasonable ground for refusing the application for such allotment:

Provided that nothing contained in this paragraph shall apply to a candidate set up by the State party recognised for other State or Union Territory at an election in any ward of the Panchayat Samiti or Zila Parishad where the same symbol is already reserved for State party recognised for the State of Haryana.

Provided further that, if the symbol reserved for the said State party recognised for other State/ Union Territory by the Election Commission of India, is not available in the list of free symbols published by the State Election Commission, the party concerned shall make

available the sketch/drawing, of symbol alongwith application to be submitted under sub para (a) of this paragraph.

**11. Substitution of a candidate by a political party.-** For the removal of any doubt, it is hereby clarified that a political party which has given a notice in Form B under paragraph 9 in favour of a candidate may rescind that notice and may give a revised notice in Form B in favour of another candidate for the ward:

Provided that the revised notice in Form B, clearly indicating therein that the earlier notice in Form B has been rescinded, reaches the Returning Officer of the ward, not later than 3.00 p.m. on the last date for making nominations, and the said revised notice in Form B is signed by the authorized person referred to in clause (d) of paragraph 9:

Provided further that in case more than one notice in Form B is received by the Returning Officer in respect of two or more candidates, and the political party fails to indicate in such notices in Form B that the earlier notice or notices in Form B, has or have been rescinded, the Returning Officer shall accept the notice in Form B in respect of the candidate whose nomination paper was first delivered to him, and the remaining candidate or candidates in respect of whom also notice or notices in Form B has or have been received by him, shall not be treated as candidates set up by such political party.

**12. Preparation of list of validly nominated candidates.-** (1) List of validly nominated candidates shall be prepared by the Returning Officer alphabetically in Hindi in Devnagari script as per the following Order:-

- (a) name of the candidates set up by the recognised political party;
- (b) name of candidates set up by the registered but un-recognised political party;  
and
- (c) names of independent candidates.

**13. Power of State Election Commission to debar the contesting candidate or to withdraw the reserved symbol of a recognized political party for its failure to observe Model Code of Conduct or to follow lawful directions and instructions of the State Election Commission.-** Notwithstanding anything contained in this Order, if the State Election Commission is satisfied on information in its possession that a recognized political party under the provisions of this Order, has failed or has refused or is refusing or has shown or is showing defiance by its conduct or otherwise

- (a) to observe the provisions of the " Model Code of Conduct for Guidance of Political parties and candidates" as issued by the State Election Commission or as amended by it from time to time, or
- (b) to follow or carry out the lawful directions and instructions of the State Election Commission given from time to time with a view to furthering the conduct of free, fair and peaceful elections of safeguarding the interests of the general public and the electorate in particular,

the State Election Commission may, after taking into account all the available facts and circumstances of the case and after giving the party a reasonable opportunity of showing cause in relation to the action proposed to be taken against it, either debar the contesting

candidate or to withdraw the reserved symbol of such party for such period as the State Election Commission may deem appropriate.

Provided that if a symbol of a contesting candidate set up by a political party has been withdrawn, he can contest election on a free symbol.

**14. Power of State Election Commission to issue instructions and directions.-** The State Election Commission may issue instructions and directions,-

- (a) for the clarification of any of the provision of this Order;
- (b) for the removal of any difficulty which may arise in relation to the implementation of any such provisions; and
- (c) in relation to any matter with respect to which this Order makes no provision or makes insufficient provision, and provision is in the opinion of the State Election Commission necessary for the smooth and orderly conduct of elections.

**15. Repeal and savings.-** The Haryana Panchayati Raj Election Symbols (Reservation and Allotment) Order, 1996, are hereby repealed:

Provided that any order made or action taken under the order so repealed shall be made or taken under the corresponding provisions of these orders.

**FORM-A**

COMMUNICATION WITH REGARD TO AUTHORISED PERSONS TO INTIMATE NAMES OF CANDIDATES SET UP BY RECOGNISED NATIONAL OR STATE POLITICAL PARTY OR REGISTERED UN-REGISTERED POLITICAL PARTY.

[See paragraph 9)

To

The Returning Officer for the

\_\_\_\_\_Panchayat Samiti/Zila Parishad.

Subject: Elections to Member Panchayat Samiti or Zila Parishad \_\_\_\_\_ - Allotment of Symbols-Authorisation of persons to intimate names of candidates.

Sir,

In pursuance of the Haryana Panchayati Raj Election Symbols (Reservation and Allotment) Order, 2013, I hereby communicate that the following person(s) has/have been authorised by the party, which is National party/State party in the State of \_\_\_\_\_Registered but Un-recognised party to intimate the names of the candidates proposed to be set up by the party at the election cited above.

Name of person authorised to send notice	Name of office held in the party	Name of Panchayat Samiti or Zila Parishad and it's Ward No. in respect of which he has been authorised.
1	2	3
1.		
2.		
3.		
4.		
5.		

2. The specimen signatures of the above mentioned person(s) so authorised are given below:-

1. Specimen signatures of Shri \_\_\_\_\_
- (i) \_\_\_\_\_ (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_



2. Specimen signatures of Shri \_\_\_\_\_

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

(iii) \_\_\_\_\_.

3. Specimen signatures of Shri \_\_\_\_\_

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

(iii) \_\_\_\_\_.

Yours faithfully,

President/Secretary  
Name of the Party.  
(Seal)

Place:

Date:

N.B.

1. This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.
2. Form must be signed in ink by the office bearer(s) mentioned above.
3. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
4. No form transmitted by fax shall be accepted.

**FORM B**

NOTICE AS TO NAME OF CANDIDATE SET UP BY THE POLITICAL PARTY

(See paragraph 9)

To

The Returning Officer for the

\_\_\_\_\_ Panchayat Samiti or Zila Parishad.

Subject: Election to Elections to Member Panchayat Samiti or Zila Parishad  
\_\_\_\_\_ -Setting up of candidate.

Sir,

In pursuance of the Haryana Panchayati Raj Election Symbols (Reservation and Allotment) Order, 2013, I hereby give notice on behalf of \_\_\_\_\_(Party).

- (i) that the person whose particulars are furnished in columns(2) to (4) below is the approved candidate of the part above named, and
- (ii) the person whose particulars are mentioned in columns (5) to (7) below is the substituted candidate of the party, who will step –up on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a contesting candidate, at the ensuing general/bye-election from this constituency:

Name and Ward No. of Panchayat Samiti or Zila Parishad	Name of the approved candidate	Father's/ Mother's/ Husband's  Name of approved candidate.	Postal address of approved candidate.	Name of the substituted candidate who step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest if substituted candidate is still a contesting candidate.	Father's/ Mother's/ Husband's name of substituted candidate.	Postal address of substituted candidate.
1	2	3	4	5	6	7

2. The notice in Form "B" given earlier in favour of Shri/Smt./Sushri \_\_\_\_\_ as party's approved candidate/Shri/ Smt./ Sushri \_\_\_\_\_

as Party's substituted candidate is hereby rescinded.

3. It is certified that each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Yours faithfully,

Place:  
Date:(Name and Signature of the  
Authorized person of the Party)  
(Seal of Party)

N.B.

This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.

1. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
2. No form transmitted by fax shall be accepted.
3. Para 2 of the Form must be scored off, if not applicable or must be properly filed, if applicable.

Dated Panchkula  
the 13<sup>th</sup> March, 2014DHARAM VIR  
STATE ELECTION COMMISSIONER, HARYANA

Endst.No.SEC/3E-II/2014/ 315-502

Dated: 13.03.2014

A copy is forwarded to the following for information and necessary action :-

1. Chief Secretary to Government of Haryana, Chandigarh.
2. Financial Commissioner & Principal Secretary to Government of Haryana, Development & Panchayat Department, Chandigarh.
3. Divisional Commissioner, Ambala, Rohtak, Hisar and Gurgaon.
4. Director, Development and Panchayat, Haryana, Chandigarh.
5. All the Deputy Commissioners-cum-District Election Officers (Panchayat) in the State of Haryana. They are requested to circulate copy of this order to all the concerned.
6. Director, Public Relation Haryana, Chandigarh.
7. All the District Development and Panchayat Officers in the State of Haryana, Chandigarh.
8. All Block Development and Panchayat Officers in the State of Haryana.
9. All the recognized National parties and State Parties in Haryana.
10. The Controller, Printing and Stationery Department, Haryana for publication in the Haryana Govt. Gazette (Extraordinary) dated 13.03.2014. He is requested to supply 50 copies of the notification to the Commission for information and record.

Sd/-  
(Subhash Mehta)  
Secretary, State Election Commission, Haryana



**STATE ELECTION COMMISSION HARYANA  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17  
PANCHKULA – 134109**

Website: [www.secharyana.gov.in](http://www.secharyana.gov.in)  
Email id: [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810  
Fax : +91 172 258 5904

## Notification

The 5<sup>th</sup> August, 2022

No.SEC/3E-II/2022/1177- Whereas, the State Election Commission, Haryana has issued notification vide No. SEC/3E-II/2014/314, dated 13.03.2014 called the Haryana Panchayati Raj Election Symbols (Reservation and Allotment) Order, 2014.

Now after Para No. 8 of the above notification, the State Election Commission, Haryana hereby inserts the following para in the notification:-

**8 A. Concession to candidates set up by the registered but unrecognised political parties:-** The candidates set up by a registered but unrecognized political party at the general/bye elections to the members of Panchayat Samiti or Zila Parishad in the State of Haryana may be allotted a common symbol from the list of free symbols subject to the condition that such party should be registered with the Election Commission of India since last one year.”

Dated Panchkula  
5<sup>th</sup> August, 2022

DHANPAT SINGH  
STATE ELECTION COMMISSIONER, HARYANA

Endst.No.SEC/3E-II/2022/1178-87

Dated: 05.08.2022

A copy is forwarded to the following for information and necessary action :-

1. Chief Secretary to Government of Haryana, Chandigarh.
2. Additional Chief Secretary to Government of Haryana, Development & Panchayat Department, Chandigarh.
3. Divisional Commissioner, Ambala, Karnal, Rohtak, Hisar, Gurgaon and Faridabad.
4. Director, Development and Panchayat Department, Haryana, Chandigarh.
5. All the Deputy Commissioners-cum-District Election Officers (Panchayat) in the State of Haryana. They are requested to circulate copy of this order to all the concerned.
6. All the District Development and Panchayat Officers in the State of Haryana.
7. All the recognized National Parties and State Parties in Haryana.
8. Director General Information, Public Relations and Languages Department, Haryana, Chandigarh.
9. The Controller, Printing and Stationery Department, Haryana for publication of the above notification in the official Gazette of the State Government.

Sd/-  
Asstt. State Election Commissioner  
for State Election Commission, Haryana

C.C;- I.T.Cell

## HARYANA MUNICIPAL CORPORATION ACT, 1994

**7. Qualifications for Mayor and members.**—A person shall not be qualified to be chosen as a Mayor and member unless.—

- (a) he has attained twenty-one years of age; and
- (b) his name is registered as an elector in the electoral roll of a ward in the Municipal area.-

**8. Disqualifications of Mayor and members.**—(1) A person shall be disqualified for being chosen as and for being a Mayor or member of the Corporation—

- (a) if he is so disqualified by or under any law for the time being in force for the purposes of elections to the Legislature of the State ;
- (b) if he is so disqualified by or under any law made by the Legislature of the State.

(2) A person shall also be disqualified for being chosen as, and for being a Mayor or member—

- (a) if he is of unsound mind and stands so declared by a competent court ;
- (b) if he is an undischarged insolvent ;
- (c) if he is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State, or is under any acknowledgement of allegiance or adherence to a foreign State ;
- (d) if he has, in proceedings for questioning the validity or regularity of an election, been found to have been guilty of –
  - (i) any corrupt practice under section 22 of this Act ;
  - (ii) any offence punishable under section 171-E or 171-F of the Indian Penal Code, 1860, or any offence punishable under section 30 or clause (a) of sub-section (2) of section 31 of the Act ;

unless a period of five years has elapsed since the date of the finding ;

- (e) if he has been sentenced or convicted by a criminal court to imprisonment for

an offence involving moral turpitude;

- (f) if he holds any office of profits under the Corporation ;
- (g) if he is a licensed architect, draftsman, engineer, plumber, surveyor or town planner or is a partner of a firm of which any such licensed person is also a partner ;
- (h) if he holds any office of profit under the Government ;
- (i) if he interested in any subsisting contract made with, or any work being done for the Corporation except as a share holder (other than a director) in an incorporated company or as a member of a co-operative society ;
- (j) if he is retained or employed in any professional capacity either personally or in the name of a firm of which he is a partner or with which he is engaged in a professional capacity, in connection with any cause or proceedings in which the Corporation or any of municipal authorities is interested or concerned ;
- (k) if he, having held any office under the Government the Corporation or any other local authority, any Government company or any corporate body owned or controlled by the Government has been dismissed from service ;
- (l) if he fails to pay any arrears of any kind due to him, otherwise, than as an agent, receiver, trustee or an executor, to the Corporation within three months after a notice in this behalf has been served upon him ;
- (m) if he furnishes a false caste certificate at the time of filing nomination and he shall be so disqualified for a period of six years from contesting the election of the Corporation;
- (n) if he is convicted or has been convicted of an offence punishable under section 29, 30 and 31 of the principal Act, the Prevention of Corruption Act, 1988 (49 of 1988) or the Prevention of Terrorism Act, 2002(15 of 2002);
- (o) if he has been convicted, or charges have been framed against him by a court in a criminal case for an offence, punishable with imprisonment for not less than ten years; or
- (p) if he fails to pay an arrear of any kind due to him to any Primary Agriculture Cooperative Society, District Central Co-operative Bank and District Primary

Cooperative Agriculture Rural Development Bank; or

- (q) if he fails to pay arrears of electricity bills; or
- (r) if he has not passed matriculation examination or its equivalent examination from any recognized institution/board:

Provided that in case of a woman candidate or a candidate belonging to scheduled Caste, the minimum qualification shall be middle pass.

Provided further that in case of a woman candidate belonging to Scheduled Caste, the minimum qualification for members excluding Mayor shall be 5th pass; or

- (s) if he fails to submit a self declaration to the effect that he has a functional toilet at his place of residence, or
- (t) if he makes expenditure beyond the prescribed limit on his election or fails to submit his election expenditure statement.

(3) Notwithstanding anything contained in sub-section (1) and (2) above.---

- (a) a disqualification under clause (e) of sub-section (2) shall not take effect until three months have elapsed since the date of such disqualification or if within these three months an appeal or petition for revision is brought in respect of the conviction or sentence until that appeal or petition is disposed of ;
- (b) a person shall not be deemed to have incurred any disqualification under clause (f), or clause (g) of sub-section (2) by reason only of his receiving—
  - (i) any pension; or
  - (ii) any allowance or facility for serving as a Mayor or Deputy Mayor or as a member ; or
  - (iii) any fee for attendance at a meeting of any committee of the Corporation ;
- (c) a person shall not be deemed to have any interest in a contract or work such as is referred to in clause (i) of sub-section (2) by reason only of his having a share or interest in.—
  - (i) any lease, sale, exchange or purchase of immovable property or any



agreement for the same ; or

- (ii) any agreement for the loan of money or any security for the payment of money only ; or
- (iii) any newspaper in which any advertisement relating to the affairs of the Corporation is inserted; or
- (iv) the sale to the Corporation or to any other municipal authority or any officer or other employee of the Corporation on behalf of the Corporation of any article in which he regularly trades or purchases from the Corporation or from any such authority, officer or other employee on behalf of the Corporation of any article of a value in either case not exceeding five thousand rupees in the aggregate in any year during the period of the contract or work ; or
- (v) the letting out on hire to the Corporation or the expiry from the Corporation of any article of a value not exceeding two thousand rupees in the aggregate in any year during the period of the contract or work ;
- (vi) any agreement or contract with the Corporation or any other municipal authority for taking water or any other thing which the Corporation may generally supply.

(4) If a person sits or votes as a Mayor or member of the Corporation where he is not qualified or that he is disqualified for the post of Mayor or membership he shall be liable in respect of each day on which he so sits or votes to penalty of five hundred rupees to be recovered as an arrear of tax under this Act.

(5) If any question arises as to whether a Mayor or member of the Corporation has become subject to any of the disqualifications mentioned In sub-sections (1) and (2) the question shall be referred for decision of such authority and in such manner as the Government may by notification provide.

The State Election Commission to be the authority, for the purpose of sub-section (1) and (2) of the this section, to whom the case shall be referred to for decision through the Deputy Commissioner, Faridabad, whose decision shall be final.

**8A. Restriction on simultaneous or double membership.—**(1) No person shall be a Mayor or member of the Corporation, member of Legislative Assembly of the State or

member of Parliament simultaneously.

(2) In case a Mayor or member of the Corporation is elected to the Legislative Assembly or Parliament, as the case may be, he shall cease to continue as a Mayor or member of the Corporation from the date he is elected as elected to the Legislative Assembly or Parliament, as the case may be.

**8B. Disqualified for failure to keep 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 authorised by him or by his election agent from the date of filing 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.

**8C. Making of false declaration.**-If any person makes in connection with-

- (a) the preparation, revision or correction of an electoral roll; or
- (b) the inclusion or exclusion of any entry in or from an electoral roll,

a statement or declaration in writing, which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to one thousand rupees, or with both.

**8D. Application of certain sections of Central Act 43 of 1951 to Haryana Act 16 of 1994.**-The provisions of sections 20B, 28A, 33A, 33B, 125A, 134A, 134B, 135B and 135C of the Representation of the People Act, 1951 (Central Act 43 of 1951), shall mutatis mutandis apply to the provisions of this Act.

**8E. 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.

**8F. 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 8E.

**8G. 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.

The deputy Commissioner or such officer shall, send a list of those candidates who contested but fail to lodge the account of election expenditure or made expenditure beyond the limit prescribed by the State Election Commission immediately after the completion of a period of thirty days from the declaration of election result. The State Election Commission shall accordingly pass an order of their disqualification under section 8E.

**9. Election to the Corporation.—**(1) The Superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Corporation, shall be vested in the State Election Commission consisting of a Election Commissioner to be appointed by the Governor.

(1A) The functions of the State Election Commission under the Constitution, this Act or the rules made there under may, subject to such general or special directions, if any, issued by the State Election Commissioner in this behalf, be performed by an officer authorized by the State Election Commissioner.

(2) The State Election Commission shall consult the Government before announcing the date of election so that the Government as well as the Corporation may, if so requested by the State Election Commission, make available to the State Election Commission such staff as may be necessary for the discharge of the functions conferred on the State Election Commission under Article 243K and 243ZA of the Constitution of India and this Act.

(3) In case of reconstitution of the Corporation on account of the expiry of its duration of five years, such date shall not be earlier than 120 days before the expiry of duration.

(4) In case of reconstitution of the Corporation on account of dissolution of the Corporation, where the remainder of the period for which the dissolved Corporation would have continued is six months or more than six months, such date shall not be later than two months after the date of dissolution of the Corporation.

(5) In case of filling up of casual vacancy, as specified in section 13, where the remainder of the period for which the casual vacancy to be filled up is six months or more than six months, such date shall not be later than two months after the date of occurrence of

such vacancy.

(6) Such election shall be conducted in the manner as may be prescribed.

**13. Filling of casual vacancies.—**(1) Whenever a vacancy occurring by death, resignation or removal, or by vacation of a seat for any other reason, the vacancy shall be filled within six months of the occurrence of such vacancy :

Provided that no election shall be held to fill a casual vacancy occurring within six months prior to the holding of a general election:

“Provided further that the provisions of this section shall not apply in the case of vacancy occurred in the office of the Mayor.”.

(2) Every person elected or nominated to fill a casual vacancy shall be elected or nominated to serve for the remainder of his predecessor's term of office.

(3) If the vacancy be a vacancy reserved for any category, the vacancy will be filled from the same category.

**15. Election Petitions .--** (1) No election of a Mayor or member shall be called in question except by an election petition presented to the authority as may be prescribed within thirty days from the date of the publication of the result of the election under section 14.

(2) An election petition calling in question any such election, may be presented on one or more of the grounds specified in section 18, 19, 20, 21 and 22 by any candidate at such election or by any elector of the ward concerned.

(3) A petitioner shall join as respondents to his petition all the candidates at the election.

(4) An election petition.---

(a) shall, contain a concise statement of the material facts on which the petitioner relies ;

(b) shall, with sufficient particulars, setforth the ground or grounds on which the election is called in question ; and

(c) shall be signed by the petitioner and verified in the manner laid down in the code of Civil Procedure, 1908, for the verification of pleadings.

**34B. Removal of Mayor or member having any disqualification at time of election. –**

The State Election Commission may, after such enquiry, as it may deem fit or after giving an opportunity of being heard, by order, remove a **Mayor or** member, if he was having any disqualification mentioned in section 8 at the time of his election. The office of the **Mayor or** member so disqualified shall become vacant immediately.

**34-C. Removal of an elected Mayor or member who fails to lodge election expenditure statement. –** If an elected **Mayor or** member fails to follow the provisions of sections 8E or G, he shall be removed by the State Election Commission after giving him an opportunity of being heard. The office of the member so disqualified shall become vacant immediately.

**34-D. Review.** - A **mayor or** member so disqualified under section 34-B or 34-C may file an application for review of order before the State Election Commission within a period of forty-five days from the receipt of the order. The order passed by the State Election Commission under this section shall be final and no civil court shall have jurisdiction to entertain a petition against such order.

**37B. Motion of no-confidence against Mayor elected directly.**— (1) A motion of no-confidence against the Mayor who has been elected directly in terms of sub-section (2) of section 4 shall be in writing and signed by not less than one-half of the total number of elected members along with a copy of the motion, which shall be delivered by any two of the members signing the notice to the concerned Divisional Commissioner:

Provided that for the purposes of calculating the number of the elected members, the Mayor shall be considered as an elected member.

(2) The Divisional Commissioner shall then convene a meeting of the elected members for the consideration of the motion to be held on the date and time appointed by him, by giving a clear notice in writing of not less than fourteen days:

Provided that members nominated under sub-section (3) of section 4 shall not be entitled to be present or vote in the meeting.

(3) As soon as the meeting convened under sub-section (2) has commenced, the Divisional Commissioner shall read to the elected members, the motion for the consideration and declare it to be open for discussion and he shall not speak on the merits of the motion or vote thereon.

(4) The motion shall be carried only when it has been passed by a majority of three-fourth of the total number of elected members and if such a motion is passed, the Mayor shall be deemed to have vacated his office.

(5) A copy of the minutes of the meeting along with a copy of the motion and the result of the voting thereon shall be forwarded forthwith by the Divisional Commissioner to the Government. The Government on receipt of the same, if no-confidence motion is passed, shall forward it to the State Election Commission for de-notification and to conduct fresh elections for the post of the Mayor.

(6) In case motion is not passed, as referred to in sub-section (4) or if the meeting could not be held for want of quorum, no notice of any subsequent motion of no-confidence against the same Mayor shall be entertained, unless a period of six months from the date of such voting or the date of such meeting, as the case may be, has expired.

(7) If no-confidence motion is passed against the Mayor, the Senior Deputy Mayor or the Deputy Mayor, as the case may be, shall exercise the powers and discharge the functions of the Mayor till the new Mayor enters his office.

## **HARYANA MUNICIPAL CORPORATION ELECTION RULES, 1994**

**3. Appointment of Revising Authorities.-** The Deputy Commissioner shall appoint any Gazetted Officer to be a Revising Authority for the purpose of hearing claims and objections relating to ward wise electoral roll and may specify the ward or wards for which he shall be the Revising Authority.

**4. Preparation of electoral rolls by distributing the electors of Legislative Assembly into the wards of Municipal Corporation.-** (1) The Deputy Commissioner under the superintendence, direction and control of the State Election Commission, shall cause to distribute the electors of Legislative Assembly constituency or a part thereof of the existing electoral roll prepared by Election Commission of India under the provisions of the Representation of People Act, 1950 (Central Act 43 of 1950), for the time being in force, which falls in the relevant ward of the Corporation, subject to any amendment, deletion or addition or any inclusion of any name by the Election Commission of India.

(2) The electoral roll updated by the Election Commission of India up to the date of notification issued by the State Election Commission for the preparation of ward wise roll as per sub rule (1) above, shall be taken into account. The electors of Legislative Assembly constituency, so distributed ward wise shall be the electoral roll for that ward of the Municipal Corporation which shall be prepared in Hindi and in such other language or languages and in such form, as the State Election Commission may direct.

(3) As soon as the ward wise roll of a Municipal Corporation is ready, the Deputy Commissioner shall publish it as a draft together with a notice intimating the date by which objections or claims with regard to the ward wise roll may be presented to the Revising Authority specified therein. A copy of the ward wise roll of each ward of Corporation alongwith the notice shall be pasted at the office of the Deputy Commissioner, at the office of the Municipal Corporation and at such other conspicuous place(s) as the Deputy Commissioner may determine:

Provided that a period of not less than five days shall be allowed for filing claims and objections.

(4) (i) Every claim and objections regarding distribution of electors ward wise shall be addressed and presented to the Revising Authority in the prescribed Form A and B or may be sent by registered post to him.

Provided that claims in Form-A shall be filed by those applicants, who intend to include their name, make correction in their entry or transposing of their name in another ward in the electoral roll. Objections in Form -B shall be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.

Provided further that only those persons shall file their claim for inclusion of their name in the electoral roll of Municipal Corporation, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft electoral rolls published under sub-rule (3) of this rule.

(ii) The Revising Authority shall maintain a register of claims in Form I-A and register of objections in Form I-B, entering therein the particulars of every claim or objection, as the case may be, as and when it is received.

(iii) Any claim or objection under clause (i) which is not lodged within the prescribed period, or in the form, or, if lodged, by a person not entitled to lodge the same, shall be rejected.

(iv) If any claim or objection is presented by a person to the Revising Authority which is not authorized to receive it, such Revising Authority shall at once return it to the person presenting it for presentation to the appropriate Revising Authority.

(v) Where a claim or objection is not disposed of under clause (iii) or (iv) and the period prescribed for the presentation of claims and objections has expired, the Revising Authority shall forthwith post at his office a list of all claims and objections received together with notice showing the date on which and the place at which such claims and objections shall be heard. One copy of the objection shall be served upon the person regarding whom it is made.

(vi) If on an application made to the Revising Authority in this behalf or on his own motion, he is satisfied that the draft electoral roll is at variance with the relevant part of the electoral roll of the Assembly on account of any mistake in the draft rolls, he shall amend the list so as to bring it in conformity with the said electoral roll and for that purpose he may amend, delete or add an entry in that roll.

(vii) On the date and at the place fixed under sub clause (v), the Revising Authority shall hear and decide the claims and objections according to their merits after hearing the parties concerned or their authorized agents and, in the case of a claim any person who objects to the admission of such a claim and after considering such evidence as may be produced or may appear necessary to him, he shall-

- (a) reject any claim or objection which does not comply with any of the provisions of these rules or pass such orders as he may deem fit;
- (b) dismiss any case in which the claimant or objector is not present or is not represented.

(viii) Any person aggrieved by any such order of the Revising Authority, may file appeal within three days from the date of order to the Deputy Commissioner, who

shall within three days either confirm such order, or set it aside or pass such other order with respect to the claim or objection as he may deem fit.

(ix) As soon as the Revising Authority has disposed of all the claims and objections presented before him, he shall forward a list of such claims and objections along with his orders thereon to the Deputy Commissioner who shall cause the ward wise roll to be corrected, in accordance with the orders passed by the Revising Authority or by him in appeal under clause (viii), as the case may be. The rolls so amended shall be final and two copies thereof duly signed by the Deputy Commissioner and Revising Authority shall be kept in their offices and shall be published in the manner prescribed under sub rule (3) together with list of additions and corrections prepared in accordance with the said orders. Any ward wise roll corrected and published under the provisions of clause (ix) shall come into force from the date of such publications.

**12. Revision of roll.-** (1) The roll shall, unless otherwise directed by the State Election Commissioner, be revised in the prescribed manner before each general election to a Corporation and for any ward before bye-election to fill a casual vacancy in such a ward:

Provided that if for any reason the electoral roll is not revised the validity or continued operation of the existing electoral roll shall not thereby be affected.

(2) The roll for every ward shall be revised under sub-rule (1) either intensively or summarily, or partly intensively and partly summarily as the State Election Commissioner may direct.

(3) Where the roll or any part thereof is to be revised intensively, it shall be prepared afresh and rule 4 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(4) When the roll or any part thereof is to be revised summarily, the Deputy Commissioner 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 draft and the provisions of rule 4 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(5) Where at any time, between the publication of draft of the revised roll under sub-Rule(3) read with rule 4 (3) or of the roll and the list of amendments under sub-Rule (4) and the final publication of the same under rule 4 (4) (ix), any names have been decided to be included in the roll for the time being in force under Rule 14, the Deputy Commissioner shall cause the name to be included also in the revised roll unless there is, in his opinion, any valid objection to such inclusion.

**14. Inclusion, deletion and correction of names in the ward wise electoral roll finally published.** - Any person whose name existed in the relevant part of the electoral roll of the Legislative Assembly Constituency and could not be included in the ward wise electoral roll



of the Municipal Corporation finally published, may apply to the Deputy Commissioner for inclusion of name, correction of any entry or transposing of name in another ward in Form 'A' and for objecting inclusion or seeking deletion of name shall be made in Form 'B'.

**14A. Inclusion of names in the electoral roll finally published during election period.-**

Any person whose name existed in the relevant part of the electoral roll of the Legislative Assembly Constituency and could not get his name included in the electoral roll of the Municipal Corporation under rule 4 and 14 and election programme has been issued by the State Election Commission, application only for the inclusion of name in the electoral roll shall be made to Returning Officer, till the last date of making nomination. Returning Officer shall be the competent authority for inclusion of name in the electoral roll from the issuance of election programme till the last date of making nomination. The decision taken by the Returning Officer on such applications shall be final.

Provided that if the name of any applicant has been included in the electoral roll of any ward of the concerned Municipal Corporation under this rule and intends to contest the election, shall be allowed to file his nomination.

Provided further that no amendment, transposition or deletion of any entry in the electoral roll shall be made and no direction for the inclusion of a name in the electoral roll of any ward shall be given under this rule, after the last date for making nominations for an election in that Municipal Corporation.”

**17. Custody and preservation of rolls and connected papers.-** (1) After the roll for a Municipal area or any of its ward has been finally published, the following papers shall be kept in the office of the Deputy Commissioner or at such other place as the State Election Commissioner 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 and complete manuscript roll and duplicating pasting files;
- (b) all claims and objections to the draft roll;
- (c) all applications submitted to the Revising Authority under Rule 4 (4) (i);
- (d) all applications submitted to the Deputy Commissioner under Rule 4 (4) (vii) and (viii);
- (e) all applications submitted to the Deputy Commissioner under Rule 14;
- (f) all decisions and directions of the Revising Authority;
- (g) omitted

(2) One complete copy of the electoral roll for each ward duly authenticated by the Deputy Commissioner shall be kept at such place as the State Election Commissioner may specify for a period of six years from the date of its final publication.

**15. Election programme and appointment of Returning Officers.-** (1) The State Election Commissioner shall frame a programme for elections hereinafter referred to as the "election programme" of a Municipal area.

(2) The election programme shall be published at least 5 clear days before the first day fixed for making nominations and it shall specify the date or dates, on, by or within which;

(i) the nomination papers shall be presented;

Provided that a period of not less than five days shall be given for presentation of nomination papers;

(ii) the list of nomination papers shall be posted;

(iii) the nomination papers shall be scrutinized;

(iv) Omitted.

(v) Omitted.

(vi) a candidate may withdraw his candidature;

(vii) the list of contesting candidates shall be posted;

(viii) the list of polling stations shall be posted;

(ix) the poll shall be held;

Provided that the date of poll shall not be earlier than the seventh day after the last date fixed for the withdrawal of candidatures:

(x) the ballot papers shall be counted (here time and place fixed for the purpose shall also be specified); and

(xi) the result of election shall be declared.

(3) The State Election Commissioner shall authorise the Deputy Commissioner to designate a Returning Officer who shall be an officer of the Government.

(4) The Deputy Commissioner may appoint one or more Assistant Returning Officers to assist Returning Officers in the performance of his functions.

(5) Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer:

Provided that no Assistant Returning Officer shall perform any of the functions of the Returning Officer, which relate to the scrutiny of nomination papers unless the Returning Officer is unavoidably prevented from performing the said functions.

(6) The election programme shall be published at least ten clear days before the first date for making nominations, by posting a copy of it at the office of the Deputy Commissioner, at the office of the Corporation and at such other conspicuous places in the Municipal area as may be determined by the Deputy Commissioner in this behalf. The last dates for making nomination papers, their scrutiny and withdrawal shall not be a public holiday. If in any case, the last date happens to be a public holiday such nominations, scrutiny or withdrawal shall take place, on the next succeeding day, which is not a public holiday.

(7) Subject to the provisions of sub-Rule (6), the State Election Commissioner may, by an order amend, vary or modify the election programme at any time:

Provided that unless the State Election Commissioner otherwise directs, no such order shall be deemed to invalidate any proceedings already taken before the date of the order.

**23. Disqualifications for Mayor and members.-** (1) A person shall be disqualified for being chosen as , and for being a Mayor and member of the Corporation, if he incurs any of the disqualification as mentioned in section 8.

(2) No person shall be eligible for election as a Mayor and member of the Corporation who, in the case of a seat reserved for Scheduled Castes, Backward Classes or woman, is not a member of any of these categories.

**25. Deposit to be made by candidate.-** (1) The nomination paper of a candidate shall not be deemed to have been duly delivered unless at the time of delivery of the same under Rule 24, the candidate has either deposited or causes to be deposited a sum shown in the table below with the Deputy Commissioner in cash or enclose with the nomination paper a receipt showing that the said sum has been deposited in the treasury, or Government promissory notes of equal value at the market rate of the day:

**Table**

<b>Amount of deposit</b>			
If the candidate is not a member of Scheduled Caste, Backward Class or a Woman		If the candidate is a member of Scheduled Caste, Backward Class or a woman	
Mayor	Member	Mayor	Member
₹ 10,000.00	₹ 3,000.00	₹ 5,000.00	₹ 1,500.00

Provided that where a candidate has filed more than one nomination paper for election of Mayor and member in the same ward, not more than one deposit shall be required by him under this sub-Rule.

(2) The deposit made under sub-Rule (1) shall be returned to the person by whom it was made if-

(a) the nomination paper in respect of which it has been made is rejected; or

(b) the candidate on whose behalf the deposit has been made withdraws his candidature within the time specified under Rule 29; or

- (c) the candidate dies before the commencement of the poll; or
- (d) the candidate has been elected, or the number of votes polled for him exceed one- eighth of the total number of votes polled.

(3) In all other cases, the deposit referred to in sub-Rule (1) shall be forfeited to the Government.

Explanation:- For the purpose of clause (d) the number of votes polled shall be deemed to be the number of ballot papers other than rejected ballot paper counted.

(4) The deposit shall, if it is not forfeited under sub-Rule (3), be returned to the candidate or the person, who has made the deposit in his behalf, as the case may be. In case the person who made the deposit dies, the deposit shall be returned to his legal representative:

”Provided that, if a candidate has filed nomination paper at an election of Mayor or member in more than one ward, not more than one of the deposits made by him or on his behalf shall be returned and the remainder shall be forfeited by the Government.”

## HARYANA MUNICIPAL ACT, 1973

**3A State Election Commission .—**The Superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the municipalities shall be vested in the State Election Commission constituted under articles 243K and 243ZA of the Constitution of India in the manner as may be prescribed by rules.

Provided that the State Election Commission shall consult the State Government before announcing the date of elections so that the State Government may, if so requested by the State Election Commission, make available to the State Election Commission such staff as may be necessary for the discharge of the functions conferred on the State Election Commission under articles 243K and 243ZA of the constitution of India and this Act;

Provided further that -

- (i) in case of reconstitution of the municipality on account of the expiry of its duration of five years, such date shall not be earlier than 120 days before the expiry of duration;
- (ii) in case of reconstitution of the municipality on account of dissolution of the municipality where the remainder of the period for which the dissolved municipality would have continued is six months or more than six months, such date shall not be later than two months after the date of dissolution of the municipality;
- (iii) in case of filling up of casual vacancy, as specified in section 15, where the remainder of the period for which the casual vacancy to be filled up is six months or more than six months, such date shall not be later than two months after the date of the occurrence of such vacancy;
- (iv) such election shall be conducted in the manner as may be prescribed.

**7A Time limit for delimitation and reservation of wards. –** The work relating to the delimitation and reservation of wards of the municipal committee shall be completed six months before the completion of the tenure of municipal committee, failing which the State Election Commission shall go ahead with the process of preparation of electoral rolls and conduct of elections on the basis of existing delimitation and reservation of wards.

**13A. Disqualifications for President and Members.—** (1) A person shall be disqualified for being chosen as and for being President or a member of a

municipality.

(a) if he is so disqualified by or under any law for the time being in force for the purposes of election to the Legislature of the State of Haryana:

Provided that no person shall be disqualified on the ground that he is less than twenty- five years of age if he had attained the age of twenty one years;

(b) if he is so disqualified by or under any law made by the Legislature of the State of Haryana ;

(c) Omitted.

(d) if he is convicted or has been convicted of an offence punishable under section 29, 30 and 31 of the Haryana Municipal Corporation Act, 1994 (16 of 1994), the Prevention of Corruption Act, 1988 (49 of 1988) or the Prevention of Terrorism Act, 2002 (15 of 2002);[;or]

(e) if he has been convicted or charges have been framed against him by a court in a criminal case for an offence, punishable with imprisonment for not less than ten years; or

(f) if he fails to pay an arrear of any kind due to him to any Primary Agriculture Co-operative Society, District Central Co-operative Bank and District Primary Co-operative Agriculture Rural Development Bank; or

(g) if he fails to pay arrears of electricity bills; or

(h) if he has not passed matriculation examination or its equivalent examination from any recognized institution/board:

Provided that in case of a woman candidate or a candidate belonging to Scheduled Caste, the minimum qualification shall be middle pass

Provided further that in case of a woman candidate belonging to Scheduled Caste, the minimum qualification for members excluding the President shall be 5th pass; or

(i) if he fails to submit a self declaration to the effect that he has a functional toilet at his place of residence; or

(j) if he makes expenditure beyond the prescribed limit on his election or fails to submit his election expenditure statement.

(2) If any question arises as to whether "President or" a member of a municipality has become subject to any of the disqualifications mentioned in sub-section (1), the question shall be referred for the decision of such authority and in such manner as may be prescribed by rules.

(3) If any person furnishes a false caste certificate at the time of filing nomination, he shall be disqualified for a period of six years from contesting the election to the municipality.

**13B. Restriction on simultaneous or double Membership.—**(1) No person shall be an elected "President or" member of Committee, member of Legislative Assembly of the State or member of Parliament simultaneously.

(2) If an elected "President or" member of the committee is elected to the

Legislative Assembly or Parliament, as the case may be, he shall cease to continue as an elected "President or" member of the committee from the date he is declared as elected to the Legislative Assembly or Parliament, as the case may be.

**13C. Making false declaration.-** If any person makes in connection with--

(a) the preparation, revision or correction of an electoral roll; or

(b) the inclusion or exclusion of any entry in or from an electoral roll,

a statement or declaration in writing, which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to one thousand, or with both.

**13D. Application of certain sections 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 this 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 authorised by him or 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. \*The Deputy Commissioner or such officer shall, send a list of those candidates who contested but fail to lodge the account of election expenditure or made expenditure beyond the limit prescribed by the State Election Commission immediately after the completion of a period of thirty days from the declaration of election result. The State Election Commission shall accordingly pass an order of their disqualification under section 13F.

**13 I. Removal of an elected President and Member having any disqualification at time of election.**- The State Election Commission may, after such enquiry, as it may deem fit and after giving an opportunity of being heard, by an order, remove the President or a member, if he was having any disqualification mentioned in section 13A or rules framed under this Act at the time of his election. The office of the President or member so disqualified shall become vacant immediately.

**13 J. Removal of an elected President and Member who fails to lodge election expenditure statement.**- If an elected President or member fails to follow the provisions of sections 13F or 13H, he shall be removed by the State Election Commission after giving him an opportunity of being heard. The office of the President or member so disqualified shall become vacant immediately.

**13 K. Review.**- “The President or” a member so disqualified under section 13 I or 13 J may file an application for review of order before the State Election Commission within a period of forty-five days from the receipt of the order. The order passed by the State Election Commission under this section shall be final and no civil court shall have jurisdiction to entertain a petition against such order.

**15. Filling of casual vacancies.**—(1) Whenever a vacancy occurs by the death, resignation or removal, or by the vacation of a seat under the provisions of sub-section(4) of section 11, of “the President or” any member, the vacancy shall be filled within six months of the occurrence of such vacancy in accordance with the provisions of this Act and the rules:

Provided that no election shall be held to fill a casual vacancy occurring within six months prior to the holding of a general election:

“Provided further that the provisions of this section shall not apply in the case of vacancy occurred in the office of the President by no-confidence motion.”.



(2) Every person elected or nominated, to fill a casual vacancy, shall be elected or nominated to serve for the remainder of his predecessor's term of office.

**17A. Motion of no-confidence against President elected directly.**— (1) A motion of no-confidence against the President who has been elected directly in terms of sub-section (2) of section 9 shall be in writing and signed by not less than one-half of the total number of elected members along with a copy of the motion, which shall be delivered by any two of the members signing the notice to the concerned Deputy Commissioner:

Provided that for the purposes of calculating the number of the elected members, the President shall be considered as an elected member.

(2) The Deputy Commissioner or such other officer not below the rank of Extra Assistant Commissioner, as authorised by the Deputy Commissioner, shall then convene a meeting of the elected members for the consideration of the motion to be held on the date and time appointed by him, by giving a clear notice in writing of not less than fourteen days:

Provided that members nominated under sub-section (3) of section 9 shall not be entitled to be present or vote in the meeting.

(3) As soon as the meeting convened under sub-section (2) has commenced, the Deputy Commissioner or such other officer, not below the rank of Extra Assistant Commissioner, as authorised by the Deputy Commissioner, shall read to the elected members, the motion for the consideration and declare it to be open for discussion and he shall not speak on the merits of the motion or vote thereon.

(4) The motion shall be carried only when it has been passed by a majority of three-fourth of the total number of elected members and if such a motion is passed, the President shall be deemed to have vacated his office.

(5) A copy of the minutes of the meeting along with a copy of the motion and the result of the voting thereon shall be forwarded forthwith by the Deputy Commissioner to the State Government. The State Government on receipt of the same, if no-confidence motion is passed, shall forward it to the State Election Commission for de-notification and to conduct fresh elections for the post of the President.

(6) In case motion is not passed, as referred to in sub-section (4) or if the meeting could not be held for want of quorum, no notice of any subsequent motion of no-confidence against the same President shall be entertained, unless a period of six months from the date of such voting or the date of such meeting, as the case may be, has expired.

(7) If no-confidence motion is passed against the President, the Vice-President shall exercise the powers and discharge the functions of the President till the President enters his office.

## HARYANA MUNICIPAL ELECTION RULES, 1978

3. **Appointment of Revising Authorities.-** The Deputy Commissioner shall appoint any Gazetted Officer to be a Revising Authority for the purpose of hearing claims and objections relating to ward wise electoral roll and may specify the ward or wards for which he shall be the Revising Authority.

4. **Preparation of electoral rolls by distributing the electors of Legislative Assembly into the wards of municipality.-** (1) The Deputy Commissioner under the superintendence, direction and control of the State Election Commission, shall cause to distribute the electors of Legislative Assembly constituency or a part thereof of the existing electoral roll prepared by Election Commission of India under the provisions of the Representation of People Act, 1950 (Central Act 43 of 1950), for the time being in force, which falls in the relevant ward of the Municipal Council/Committee, subject to any amendment, deletion or addition or any inclusion of any name by the Election Commission of India.

(2) The electoral roll updated by the Election Commission of India up to the date of notification issued by the State Election Commission for the preparation of ward wise roll as per sub rule (1) above, shall be taken into account. The electors of Legislative Assembly constituency, so distributed ward wise shall be the electoral roll for that ward of the Municipal Council/ Committee which shall be prepared in Hindi and in such other language or languages and in such form, as the State Election Commission may direct.

(3) As soon as the ward wise roll of a Municipal Council/Committee is ready, the Deputy Commissioner shall publish it as draft together with a notice intimating the date by which objections or claims with regard to the ward wise roll may be presented to the Revising Authority specified therein. A copy of the ward wise roll of each ward of Municipal Council/Committee alongwith the notice shall be pasted at the office of the Deputy Commissioner, at the office of the Municipal Council/Committee and at such other conspicuous place(s) as the Deputy Commissioner may determine:

Provided that a period of not less than five days shall be allowed for filing claims and objections.

(4) (i) Every claim and objection regarding distribution of electors ward wise shall be addressed and presented to the Revising Authority in the prescribed Form A and B or may be sent by registered post to him.

Provided that claims in Form-A shall be filed by those applicants, who intend

to include their name, make correction in their entry or transposing of their name in another ward in the electoral roll. Objections in Form-B shall be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.

Provided further that only those persons shall file their claim for inclusion of their name in the electoral roll of Municipal Council/Committee, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft electoral rolls published under sub- rule (3) of this rule.

(ii) The Revising Authority shall maintain a register of claims in Form I-A and register of objections in Form I-B, entering therein the particulars of every claim or objection, as the case may be, as and when it is received.

(iii) Any claim or objection under clause (i) which is not lodged within the prescribed period, or in the form, or, if lodged, by a person not entitled to lodge the same, shall be rejected.

(iv) If any claim or objection is presented by a person to the Revising Authority which is not authorized to receive it, such Revising Authority shall at once return it to the person presenting it for presentation to the appropriate Revising Authority.

(v) Where a claim or objection is not disposed of under clause (iii) or (iv) and the period prescribed for the presentation of claims and objections, has expired, the Revising Authority shall forthwith post at his office a list of all claims and objections received together with notice showing the date on which and the place at which such claims and objections shall be heard. One copy of the objection shall be served upon the person regarding whom it is made.

(vi) If on an application made to the Revising Authority in this behalf or on his own motion, he is satisfied that the draft electoral roll is at variance with the relevant part of the electoral roll of the Assembly on account of any mistake in the draft rolls, he shall amend the list so as to bring it in conformity with the said electoral roll and for that purpose he may amend, delete or add an entry in that roll.

(vii) On the date and at the place fixed under sub clause (v), the Revising Authority shall hear and decide the claims and objections according to their merits after hearing the parties concerned or their authorized agents and, in the case of a claim any person who objects to the admission of such a claim and after considering such evidence as may be produced or may appear necessary to him, he shall-

(a) reject any claim or objection which does not comply with any of the provisions of these rules or pass such orders, as he may deem fit;

(b) dismiss any case in which the claimant or objector is not

present or is not represented.

(viii) Any person aggrieved by any such order of the Revising Authority, may file appeal within three days from the date of order to the Deputy Commissioner, who shall within three days either confirm such order, or set it aside or pass such other order with respect to the claim or objection as he may deem fit.

(ix) As soon as the Revising Authority has disposed of all the claims and objections presented before him, he shall forward a list of such claims and objections alongwith his orders thereon to the Deputy Commissioner who shall cause the ward wise roll to be corrected, in accordance with the orders passed by the Revising Authority or by him in appeal under clause (viii) of sub rule (4), as the case may be. The rolls so amended shall be final and two copies thereof duly signed by the Deputy Commissioner and Revising Authority shall be kept in their offices and shall be published in the manner prescribed under sub rule (3) together with list of additions and corrections prepared in accordance with the said orders. Any ward wise roll corrected and published under the provisions of clause (ix) shall come into force from the date of such publication.

**12. Revision of roll.-** The roll shall-

(1) Unless otherwise directed by the State Election Commissioner, Haryana be revised in the prescribed manner before each general election to a Committee and for any constituency before a bye-election to fill a casual vacancy in such a constituency:

Provided that if for any reason the electoral roll is not revised the validity or continued operation of the existing electoral roll shall not thereby be affected.

**(2) Omitted**

(3) The roll for every constituency shall be revised under sub-rule (1) either intensively or summarily, as the State Election Commissioner, Haryana may direct.

(4) Where the roll or any part thereof is to be revised intensively, it shall be prepared afresh and rule 4 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(5) When the roll or any part thereof is to be revised summarily, the Deputy Commissioner 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 draft and the provisions of rule 4 shall apply in relation to such revisions as they apply in relation to the first preparation of a roll.

(6) Where at any time, between the publication of draft of the revised roll under sub-rule

(5) read with rule 4 (3) or of the roll and the list of amendments under sub-rule (5) and the final publication of the same under rule 4 (4) (ix), any names have been decided to be included in the roll for the time being in force under rule 14, the Deputy Commissioner shall cause the name to be included also in the revised roll unless there is, in his opinion, any valid objection to such inclusion.

**“14. Inclusion, deletion and correction of names in the ward-wise electoral roll finally published.-** Any person whose name existed in the relevant part of the electoral roll of the legislative assembly constituency and could not be included in the ward-wise electoral roll of the municipality finally published, may apply to the Deputy Commissioner for inclusion of name, correction of any entry or transposing of name in another ward in Form A and for objecting the inclusion or seeking deletion of name, shall be made in Form B.

**14A. Inclusion of names in the electoral roll finally published during election period.-** Any person whose name existed in the relevant part of the electoral roll of the legislative assembly constituency and could not get his name included in the electoral roll of the municipality under rule 4 and 14 and election programme has been issued by the State Election Commission, application only for the inclusion of name in the electoral roll shall be made to Returning Officer, till the last date of making nomination. Returning Officer shall be the competent authority for inclusion of name in the electoral roll from the issuance of election programme to till the last date of making nomination. The decision taken by the Returning Officer on such applications shall be final:

Provided that if the name of any applicant has been included in the electoral roll of any ward of the concerned municipality under this rule and intends to contest the election, he shall be allowed to file his nomination.

Provided further that no amendment, transposition or deletion of any entry in the electoral roll shall be made and no direction for the inclusion of a name in the electoral roll of any ward shall be given under this rule, after the last date for making nominations for an election in that municipality.

**15. Custody and preservation of rolls and connected papers.-** (1) After the roll for a Committee or any of its constituency has been finally published, the following papers shall be kept in the office of the Deputy Commissioner or at such other place as the State Election Commissioner, Haryana 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 and complete manuscript roll and

duplicating pasting files;

- (b) all claims and objections to the draft roll;
- (c) all applications submitted to the Revising Authority under rule 4 (4) (i);
- (d) all applications submitted to the Deputy Commissioner under rule 4 (4) (vii) and (viii);
- (e) all applications submitted to the Deputy Commissioner under rule 14;
- (f) all decisions and directions of the Revising Authority;
- (g) Omitted.
- (h) Omitted.

(2) One complete copy of the electoral roll for each constituency duly authenticated by the Deputy Commissioner or by any other officer authorised by him shall be kept at such place as the State Election Commissioner, Haryana may specify for a period of six years from the date of its final publication.

**19. Election programme and appointment of Returning Officers.-** (1) The State Election Commissioner, Haryana shall frame a programme for elections hereinafter referred to as the “election programme” of a committee.

(1) The election programme shall be published at least five clear days before the first day fixed for making nominations and shall specify the date or dates, on, by or within which;

- (i) the nomination papers shall be presented;

Provided that a period of not less than five days shall be prescribed for presentation of nomination papers.

- (ii) the list of nomination papers shall be posted;
- (iii) the nomination papers shall be scrutinised;
- (iv) Omitted;
- (v) Omitted;
- (vi) a candidate may withdraw his candidature;
- (vii) the list of contesting candidates shall be posted;
- (viii) the list of polling stations shall be posted;
- (ix) the poll shall be held;

Provided that the date of poll shall not be earlier than the seventh day after the last date fixed for the withdrawal of candidatures:

(x) the ballot papers shall be counted (here time and place fixed for the purpose shall also be specified); and

(xi) the result of election shall be declared.

(2) The State Election Commissioner, Haryana shall authorise the Deputy Commissioner to designate a Returning Officer who shall be an officer of the Government for every committee:

Provided that nothing in this rule shall prevent the Deputy Commissioner from designating the same person to be the Returning Officer for more than one committee;

(3) The Deputy Commissioner may appoint one or more Assistant Returning Officers in the performance of his functions.

(4) Every Assistant Returning Officer shall, subject to the control of Returning Officer, be competent to perform all or any of the functions of the Returning Officer:

Provided that no Assistant Returning Officer shall perform any of the functions of the Returning Officer which relate to the scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said functions.

(5) The election programme shall be published at least \*[five] clear days before the first date for making nominations, by posting a copy of it at the office of the Deputy Commissioner, at the office of the committee concerned and at such other conspicuous places in the said committee as may be determined by the Deputy Commissioner in this behalf. The last dates for making nomination papers, their scrutiny and withdrawal shall not be public holidays. If any of the last dates for these purposes happens to be a public holiday such nominations, scrutiny and withdrawal shall take place the next succeeding day, which is not a public holiday.

(6) Subject to the provisions of sub-rule (6), the State Election Commissioner, Haryana may, by an order amend, vary or modify the election programme at any time:

Provided that unless the State Election Commissioner, Haryana otherwise directs, no such order shall be deemed to invalidate any proceedings already taken before the date of the order.

**21. Disqualifications for President and members.-** (1) No person shall be eligible for election as president or a member of a committee, who,-

(a) is not an elector, that is, a qualified voter for any constituency of that committee under these rules, and has not attained the age of twenty one year; or

(b) in the case of a seat reserved for the Scheduled Castes and Backward Classes, is not a member of Scheduled Castes and Backward Classes in relation

to the State of Haryana; or

(c) is under contract for work to be done for or goods to be supplied to the Committee; or

(d) hold any office of profit under the committee and the State Government;

(e) has, within five years from the date fixed for the nomination of candidates under the provision of rule 20, been prescribed from Government employment; or

(f) has, at any time within five years from the date specified for the nomination of candidates under the provisions of rule 20 been serving a sentence of imprisonment for not less than two years; or

(g) has, at any time within five years from the date specified for the nomination of candidates under the provisions of rule 20 been convicted under the Protection of Civil Rights Act, 1955; or

(h) is an undischarged insolvent, or is in arrears of any kind exceeding rupees one hundred due from him (otherwise than as a trustee) to the Committee when a special demand in this behalf has been served upon him by the committee; or

(i) is a whole time salaried official in the service of any Panchayat Samiti, Gram Panchayat, Municipal Committee, Notified Area Committee or Cantonment Board, Improvement Trust or holds any office of profit under the Government of India or the Government of any State other than an office declared by the Legislature of the State of Haryana by law not to disqualify its holder for being chosen as and for being a member of the Legislative Assembly of the State; or

(j) who is disqualified for such membership as a result of his election having been set aside under these rules; or

(k) is disqualified for membership of any Panchayat Samiti or Gram Panchayat or Municipal Committee or Notified Area Committee or Cantonment Board or Improvement Trust as a result of his election for membership of such Samiti or Panchayat or Board or Trust or Committee having been declared void for corrupt practices; or

(l) has at any time within five years from the date fixed for the nomination of candidates under the provisions of rule 20 been convicted of an offence under section 171-E or 171-F of the Indian Penal Code (Act 45 of 1860), or having been disqualified from exercising any electoral right for a period of not less than five years in connection with an election of the State Legislature is, on the said date of nomination, still subject to the disqualification.



(m) has been convicted, or charges have been framed against him by a court in a criminal case for an offence, punishable with imprisonment for not less than ten years; or

(n) fails to pay an arrear of any kind due to him to any Primary Agriculture Co-operative Society, District Central Co-operative Bank and District Primary Co-operative Agriculture Rural Development Bank; or

(o) fails to pay arrears of electricity bills; or

(p) has not passed matriculation examination or its equivalent examination from any recognized institution/board:

Provided that in case of a woman candidate or a candidate belonging to Scheduled Caste, the minimum qualification shall be middle pass

Provided further that in case of a woman candidate belonging to Scheduled Caste, the minimum qualification for members excluding president shall be 5th pass; or

(q) fails to submit a self declaration to the effect that he has a functional toilet at his place of residence.

(2) The State Government may, for reasons to be recorded, exempt any person or class of persons from the disqualification contained in clauses (c) to (h) and clause (j).

(3) Omitted

(4) If any question arises as to whether the president or a member of a committee has become subject to any of the disqualifications mentioned in the Act and the rules, the question shall be referred by the Deputy Commissioner to the State Election Commissioner, Haryana whose decision shall be final.

**24. Deposit to be made by candidate.**-(1) The nomination paper of a candidate shall not be deemed to have been duly delivered unless at the time of delivery of the same under rule 23, the candidate has either deposited or causes to be deposited a sum shown in the table below with the Returning Officer in cash or enclose with the nomination paper a receipt showing that the said sum has been deposited in the Government treasury, or Government promissory notes of equal value at the market

rate of the day:-

**TABLE**

Class of Committee	Amount of deposit			
	If the candidate is not a member of Scheduled Caste, Backward Class or a Woman		If the candidate is a member of Scheduled Caste, Backward Class or a woman	
	President	Member	President	Member
Municipal Council	3000/-	2000/-	1500/-	1000/-
Municipal Committee	2000/-	1000/-	1000/-	500/-

Provided that where a candidate has been nominated by more than one nomination papers for election of president or member in the same constituency, not more than one deposit shall be required of him under this sub-rule”.

(2) The deposit made under sub-rule (1) shall be returned to the person by whom it was made if-

- (a) the nomination paper in respect of which it has been made is rejected; or
- (b) the candidate on whose behalf deposit has been made, withdraws his candidature within the time specified under rule 28; or
- (c) the candidate dies before the commencement of the poll; or
- (d) the candidate has been elected, or the number of votes polled for him exceed one-eighth of the total number of votes polled.

(3) In all other cases, the deposit referred to in sub-rule (1) shall be forfeited to State Government.

Explanation:- For the purpose of clause (d) the number of votes polled shall be deemed to be the number of ballot papers other than rejected ballot paper counted.

(4) The deposit shall, if it is not forfeited under sub-rule (3), be returned to the candidate or the person, who has made the deposit in his behalf, as the case may be. In case the person who made the deposit dies, the deposit shall be returned to his legal representative:

“Provided that if a candidate has filed a nomination paper at an election of president or member in more than one constituency, not more than one of the deposits made by him or on his behalf, shall be returned and the remainder shall be forfeited by the State Government.”.



## STATE ELECTION COMMISSION, HARYANA

NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA, HARYANA – 134109

Website : [www.secharyana.gov.in](http://www.secharyana.gov.in)

Email id : [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810

Fax : +91 172 258 5904

### Notification

The 27<sup>th</sup> November, 2020

**No.SEC/3ME/2020/2514** - Whereas, the superintendence, direction and control of all elections to Municipal Councils and Municipal Committees in the State are vested in the State Election Commission by the Constitution of India and the Haryana Municipal Act, 1973 (Haryana Act No.24 of 1973),

And whereas, it is necessary and expedient to provide in the interest of purity of elections to Municipal Councils and Municipal Committees in the State of Haryana and in the interest of conduct of such elections, in a fair and efficient manner, for the specification, reservation, choice and allotment of symbols and for the recognition of political parties and for matters connected therewith;

Now, therefore, in exercise of the powers conferred under article 243ZA of the Constitution of India, Section 3A of the Haryana Municipal Act, 1973 (Haryana Act No.24 of 1973), and rule 18 of the Haryana Municipal Election Rules, 1978 and all other powers enabling it in this behalf, the State Election Commission, Haryana hereby makes the following Order:-

1. **Short title, extent, application and commencement.**- (1) This Order may be called the Haryana Municipal Councils and Municipal Committees Election Symbols (Reservation and Allotment) Order, 2020.

(2) It shall extend to the whole of the State of Haryana in relation to elections in all Municipal Councils and Municipal Committees.

(3) It shall come into force on the date of its publication in the Haryana Government Gazette, which date hereinafter referred to be the date of commencement of this Order.

2. **Definitions and interpretation.-** (1) In this Order, unless the context otherwise requires, ----

- (a) "Act" means the Haryana Municipal Act, 1973;
- (b) "clause" means a clause of the paragraph or sub-paragraph in which the word occurs;
- (c) "contested election" means an election in a Municipal Council or Municipal Committee President or a member where a poll is taken;
- (d) "election" means an election to fill a seat of President or a seat or seats of member/members in Municipal Council or Municipal Committee and in which this Order applies;
- (e) "Form" means a form appended to this Order;
- (f) "political party" means an association or body of individual citizens of India registered with the Election Commission of India as a political party under section 29A of the Representation of the People Act, 1951(43 of 1951);
- (g) "registered but un-recognised political party" means and includes every political party registered under section 29A of the Representation of the People Act, 1951 with the Election Commission of India, and head office of which is located in the State of Haryana ;
- (h) "National party" means and includes every political party which has been recognised by the Election Commission of India as a National Party under the Election Symbols (Reservation and Allotment) Order, 1968;
- (i) "State party" means and includes every political party which has been recognised by the Election Commission of India as a State party in the State of Haryana under the Election Symbols (Reservation and Allotment) Order, 1968;
- (j) "paragraph" means a paragraph of this Order;
- (k) "rules" mean the Haryana Municipal Elections Rules, 1978;
- (l) "State Election Commission" means the State Election Commission, Haryana constituted under Article 243K and 243ZA of the Constitution of India vide Haryana Government, Development and Panchayat Department,

notification No. S.O.101/Const./Art. 243A/243ZA/93, dated the 18<sup>th</sup> November, 1993;

(m)“sub-paragraph” means a sub-paragraph of the paragraph in which the word occurs.

(n) “ward” means the ward of Council or Committee Constituted by the State Government under Section 34 of the Act, 1973; and

(o) words and expressions used but not defined in this order but defined in the Representation of the People Act, 1950, or the rules made thereunder or in the Representation of the People Act, 1951, or the rules made thereunder or the Haryana Municipal Act, 1973 or the rules made thereunder, shall have the meaning respectively assigned to them in those Acts and rules.

(2) The Punjab General Clauses Act, 1898 (Punjab Act 1 of 1898) shall, as far as may be, apply in relation to the interpretation of this Order as it applies in relation to the interpretation of a Haryana Act.

**3. Allotment of symbols.-** In every contesting election, a symbol shall be allotted to a contesting candidate in accordance with the provisions of this Order and different symbols shall be allotted to different contesting candidates at an election in the same ward.

**4. Classification of symbols.-** (1) For the purpose of this Order, symbols are either reserved or free.

(2) Save as otherwise provided in this Order, a reserved symbol is a symbol which is reserved by the Election Commission of India under the Election Symbols (Reservation and Allotment) Order, 1968 for a recognised political party.

(3) A free symbol is a symbol other than a reserved symbol.

**5. Notification by the State Election Commission containing lists of political parties and the symbols.-** (1) The State Election Commission shall, by one or more notifications in the State Gazette, publish lists specifying-

(a) the National parties and the symbols, respectively reserved for them;

(b) the State parties for the State of Haryana and the symbols, respectively reserved for them ; and

(c) the free symbols for the independent candidates.

(2) Every such list shall, as far as possible, be kept up-to-date.

**6. Choice of symbols by candidates of National and State parties and allotment thereof.-** (1) A candidate, set up by a National Party at any election of President of Municipal Council or Municipal Committee or member from any ward of Municipal Council or Municipal Committee, shall be allotted the symbol reserved for that party and no other symbol.

(2) A candidate, set up by a State party at an election of President of Municipal Council or Municipal Committee or member from any ward of Municipal Council or Municipal Committee, shall be allotted the symbol reserved for that party in the State of Haryana and no other symbol.

(3) A reserved symbol shall not be allotted to any candidate of President of Municipal Council or Municipal Committee or member in any ward other than a candidate set up by a National party for whom such symbol has been reserved or a candidate set up by a State party in the State of Haryana for whom such symbol has been reserved in the State of Haryana even if no candidate has been set up by such National or State party in that ward.

**7. Choice of symbols by other candidates and allotment thereof.-** (1) Any candidate of an election for President of Municipal Council or Municipal Committee or member from any ward of Municipal Council or Municipal Committee other than -

(a) a candidate set up by a National party, or

(b) a candidate set up by State Party (recognised for the State of Haryana),

or

(c) a candidate referred to in paragraph 8,

shall choose and shall be allotted in accordance with the provisions hereinafter set out in this paragraph, one of the symbol specified as free symbol for that Municipal Council or Municipal Committee by notification under paragraph 5.

(2) Where any free symbol has been chosen by only one candidate of such election, the returning officer shall allot that symbol to that candidate and to no one else.

(3) Where the same free symbol has been chosen by several candidates of such election, then –

- (a) if, of those several candidates, only one is a candidate set up by a registered but unrecognized political party and the rest are independent candidates, the returning officer shall allot that free symbol to the candidate set up by the unrecognized political party, and to no one else and, if, of those several candidates, two or more are set up by different unrecognised political parties and the rest are independent candidates, the returning officer shall decide by lot to which of the two or more candidates set up by the different unrecognized political parties that free symbol shall be allotted, and allot that free symbol to the candidate on whom the lot falls, and to no one else:

Provided that where of the two or more such candidates set up by such different unrecognised political parties, only one is, or was, immediately before such election, a sitting President of Municipal Council or Municipal Committee or member of Municipal Council or Municipal Committee (irrespective of the fact as to whether he/she was allotted that free symbol or any other symbol at the previous election when he/she was chosen as such President or member), the returning officer shall allot that free symbol to that candidate, and to no one else;

- (b) if, of those several candidates, no one is set up by any unrecognised political party and all are independent candidates, but one of the independent candidates is or was, immediately before such election a sitting President of Municipal Council or Municipal Committee or member of Municipal Council or Municipal Committee, and was allotted that free symbol at the previous election when he/she was chosen as such President or member, the Returning Officer shall allot that free symbol to that candidate, and to no one else; and
- (c) if, of those several candidates, being all independent candidates, no one is, or was, a sitting member as aforesaid, the returning officer shall decide by lot to which of those independent candidates that free symbol shall be allotted, and allot that free symbol to the candidates on whom the lot falls, and to no one else.

Provided that every independent candidate shall give in his/her nomination form choice of three symbols in order of preference, from the list of free symbols published by the State Election Commission.

**8. When a candidate shall be deemed to be set up by a political party.-** For the purposes of an election to President of Municipal Council or Municipal Committee or member from any ward of Municipal Council or Municipal Committee to which this Order applies, a candidate shall be deemed to be set up by a political party in any such Municipal Council or Municipal Committee for President or member from ward, if, and only if, -

- (a) the candidate has enclosed a declaration to that effect along with the nomination paper;
- (b) the candidate is a member of that political party and his name is borne on the rolls of members of the party;
- (c) a notice by the political party in writing, in Form B, to that effect has, not later than 3.00 P.M. on the last date for making nominations, been delivered to the Returning Officer of the ward;
- (d) the said notice in Form B is signed by the President, the Secretary or any other office bearer of the party, and the President, Secretary or such other office bearer sending the notice has been authorised by the party to send such notice;
- (e) the name and specimen signature of such authorised person are communicated by the party, in Form A, to the Returning Officer of the Municipal Council or Municipal Committee not later than 3.00 P.M. on the last date for making nominations; and
- (f) Forms A and B are signed, in ink only, by the said office bearer or person authorised by the party:

Provided that no facsimile signature or signature by means of rubber stamp, etc. of any such office bearer shall be accepted and no form transmitted by fax shall be accepted.

**9. Concession to candidates set up by a State party recognised for the States/Union Territories other than the State of Haryana.-** If a political party which



is recognised as a State party, in the State or Union Territory other than the State of Haryana, sets up a candidate at an election to a President of Municipal Council or Municipal Committee or member in a ward in any Municipal Council or Municipal Committee in the State of Haryana, then such candidate may, to the exclusion of all other candidates to President of Municipal Council or Municipal Committee or member in a the ward, be allotted the symbol reserved for that party in the States or Union Territories in which it is a recognised State party, on the fulfilment of each of the following conditions, namely :-

- (a) that an application is made to the State Election Commission by the said party for exclusive allotment of that symbol to the candidate set up by it, not later than the third day after the publication in the Official Gazette of the notification calling the election;
- (b) that the said candidate has made a declaration in his nomination paper that he has been set up by that party at the election and that the party has also fulfilled the requirements of clauses (b), (c), (d), (e) and (f) of paragraph 8 read with paragraph 10 in respect of such candidate ; and
- (c) that in the opinion of the State Election Commission there is no reasonable ground for refusing the application for such allotment:

Provided that nothing contained in this paragraph shall apply to a candidate set up by the State party recognised for other State or Union Territory at an election in any ward of the Council or Committee where the same symbol is already reserved for State party recognised for the State of Haryana.

Provided further that, if the symbol reserved for the said State party recognised for other State/ Union Territory by the Election Commission of India, is not available in the list of free symbols published by the State Election Commission, the party concerned shall make available the sketch/drawing, of symbol along with application to be submitted under sub para (a) of this paragraph.

**10. Substitution of a candidate by a political party.-** For the removal of any doubt, it is hereby clarified that a political party which has given a notice in Form B under paragraph 8 in favour of a candidate may rescind that notice and may give a revised notice in Form B in favour of another candidate for the ward:

Provided that the revised notice in Form B, clearly indicating therein that the earlier notice in Form B has been rescinded, reaches the Returning Officer for President of Municipal Council or Municipal Committee or member of the ward of Municipal Council or Municipal Committee, not later than 3.00 p.m. on the last date for making nominations, and the said revised notice in Form B is signed by the authorized person referred to in clause (d) of paragraph 8:

Provided further that in case more than one notice in Form B is received by the Returning Officer in respect of two or more candidates, and the political party fails to indicate in such notices in Form B that the earlier notice or notices in Form B, has or have been rescinded, the Returning Officer shall accept the notice in Form B in respect of the candidate whose nomination paper was first delivered to him, and the remaining candidate or candidates in respect of whom also notice or notices in Form B has or have been received by him, shall not be treated as candidates set up by such political party.

**11. Preparation of list of validly nominated candidates.-** (1) List of validly nominated candidates shall be prepared by the Returning Officer alphabetically in Hindi language as per the following Order:-

- (a) name of the candidates set up by the recognised political party;
- (b) name of candidates set up by the registered but un-recognised political party; and
- (c) names of independent candidates.

**12. Power of State Election Commission to debar the contesting candidate or to withdraw the reserved symbol of a recognized political party for its failure to observe Model Code of Conduct or to follow lawful directions and instructions of the State Election Commission.-** Notwithstanding anything contained in this Order, if the State Election Commission is satisfied on information in its possession that a recognized political party under the provisions of this Order, has failed or has refused or is refusing or has shown or is showing defiance by its conduct or otherwise

- (a) to observe the provisions of the “ Model Code of Conduct for Guidance of Political parties and candidates” as issued by the State Election Commission or as amended by it from time to time, or
- (b) to follow or carry out the lawful directions and instructions of the State Election Commission given from time to time with a view to furthering the conduct of free, fair and peaceful elections of safeguarding the interests of the general public and the electorate in particular,

the State Election Commission may, after taking into account all the available facts and circumstances of the case and after giving the party a reasonable opportunity of showing cause in relation to the action proposed to be taken against it, either debar the contesting candidate or to withdraw the reserved symbol of such party for such period as the State Election Commission may deem appropriate.

Provided that if a symbol of a contesting candidate set up by a political party has been withdrawn, he can contest election on a free symbol.

**13. Power of State Election Commission to issue instructions and directions.-** The State Election Commission may issue instructions and directions,-

- (a) for the clarification of any of the provision of this Order;
- (b) for the removal of any difficulty which may arise in relation to the implementation of any such provisions; and
- (c) in relation to any matter with respect to which this Order makes no provision or makes insufficient provision, and provision is in the opinion of the State Election Commission necessary for the smooth and orderly conduct of elections.

**14. Repeal and savings.-** The Haryana Municipal Election Symbols (Reservation and Allotment) Order, 2014, are hereby repealed:

Provided that any order made or action taken under the order so repealed shall be made or taken under the corresponding provisions of these orders.

## FORM-A

COMMUNICATION WITH REGARD TO AUTHORISED PERSONS TO INTIMATE NAMES OF CANDIDATES SET UP BY RECOGNISED NATIONAL OR STATE POLITICAL PARTY OR REGISTERED UN-RECOGNIZED POLITICAL PARTY.

**[See paragraph 8)**

To

The Returning Officer for the President or member from ward

No. \_\_\_\_\_ Municipal Council/ Municipal Committee \_\_\_\_\_.

Subject: General Elections to Municipal Council/ Municipal Committee \_\_\_\_\_ -Allotment of Symbols-Authorisation of persons to intimate names of candidates.

Sir,

In pursuance of the Haryana Municipal Election Symbols (Reservation and Allotment) Order, 2020, I hereby communicate that the following person(s) has/have been authorised by the party, which is National party/State party in the State of \_\_\_\_\_ Registered but Un-recognised party to intimate the names of the candidates proposed to be set up by the party at the election cited above.

Name of person authorised to send notice	Name of office held in the party	Municipal Council/ Municipal Committee for President or member of a Ward in respect of which he/she has been authorised.
1	2	3
1.		
2.		
3.		
4.		
5.		

2. The specimen signatures of the above mentioned person(s) so authorised are given below:-

1. Specimen signatures of

Smt./Shri \_\_\_\_\_

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_

2. Specimen signatures of Smt/Shri \_\_\_\_\_

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_.

3. Specimen signatures of

Smt./Shri \_\_\_\_\_

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_.

Yours faithfully,

President/Secretary  
Name of the  
Party.  
(Seal)

Place:  
Date:

N.B.

5. This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.
6. Form must be signed in ink by the office bearer(s) mentioned above.
7. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
8. No form transmitted by fax shall be accepted.

**FORM B**NOTICE AS TO NAME OF CANDIDATE SET UP BY THE POLITICAL PARTY  
**(See paragraph 8)****To**

The Returning Officer for President or member from  
Ward No. \_\_\_\_\_ Municipal Council/ Municipal Committee \_\_\_\_\_.

Subject: General/bye Election to Municipal Council/ Municipal Committee  
\_\_\_\_\_ -Setting up of candidate.

Sir,

In pursuance of the Haryana Municipal Council and Municipal  
Committee Election Symbols (Reservation and Allotment) Order, 2020, I hereby give  
notice on behalf of \_\_\_\_\_(Party).

- (i) that the person whose particulars are furnished in columns(2) to (4) below is the approved candidate of the part above named, and
- (ii) the person whose particulars are mentioned in columns (5) to (7) below is the substituted candidate of the party, who will step –up on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a contesting candidate, at the ensuing general/bye-election from this constituency:

Name of the Municipal Council/ Municipal Committee	Name of the approved candidate	Father's/ Mother's/ Husband's name of approved candidate.	Postal address of approved candidate.	Name of the substitute candidate who step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest if substitute candidate is still a	Father's/ Mother's/ Husband's name of substituted candidate	Postal address of substituted candidate

				contesting candidate.		
1	2	3	4	5	6	7

2. The notice in Form "B" given earlier in favour of Shri/Smt./Sushri \_\_\_\_\_ as party's approved candidate/Shri/ Smt./ Sushri \_\_\_\_\_ as Party's substituted candidate is hereby rescinded.

3. It is certified that each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Yours faithfully,

(Name and Signature of the  
Authorized person of the Party).  
(Seal of Party)

Place:

Date:

N.B.

4. This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.
5. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
6. No form transmitted by fax shall be accepted.
7. Para 2 of the Form must be scored off, if not applicable or must be properly filed, if applicable.

Dated, Panchkula  
The 27<sup>th</sup> November, 2020

DR.DALIP SINGH  
State Election Commissioner, Haryana

Endst.No.SEC/3ME/2020/2515-2631

Dated: 27.11.2020

A copy is forwarded to the following for information and necessary action :-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. All the Divisional Commissioners in the State of Haryana.
3. The Director, Urban Local Bodies, Haryana, Chandigarh
4. All the Deputy Commissioners in the State of Haryana. They are requested to circulate copy of this order to all the concerned.
5. All the Executive Officer/Secretaries of Municipal Council/Municipal Committees in the State of Haryana.
6. All the recognized National parties and State Parties in Haryana.
7. The Controller, Printing and Stationery Department, Haryana for publication in the Haryana Govt. Gazette. He is requested to supply 50 copies of the notification to the Commission for information and record.

(Pushkar Dutt)  
Superintendent/MC  
State Election Commission, Haryana.



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA – 134109**

Website : [www.secharyana.gov.in](http://www.secharyana.gov.in)  
Email id : [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810  
Fax: +91 172 258 5904

### Notification

Dated: 12<sup>th</sup> April, 2022

No. SEC/3ME/2022/804: - Whereas the State Election Commission, Haryana has issued Notification vide No. SEC/3ME/2020/2514, dated 27.11.2020 called the Haryana Municipal Councils and Municipal Committees Election Symbols (Reservation and Allotment) Order, 2020.

2. Now, after Para No. 7 of the above notification, the State Election Commission, Haryana hereby inserts the following para in the notification:-

**“7A. Concession to candidates set up by the registered but unrecognized political parties.-** The candidates set up by a registered but unrecognized political party at the general/bye elections to the Municipalities (Municipal Councils and Municipal Committees) in the State of Haryana may be allotted a common symbol from the list of free symbols subject to the condition that such party should be registered with the Election Commission of India since last one year.”

Dated, Panchkula  
the 8<sup>th</sup> April, 2022  
Endst.No. SEC/3ME/2022/805-920

DHANPAT SINGH  
State Election Commissioner, Haryana

Dated: 12.04.2022

A copy of above is forwarded to the following for information and immediate compliance:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Govt. of Haryana, Urban Local Bodies Department, Haryana, Chandigarh
3. Director General, Urban Local Bodies Department, Haryana, Panchkula.
4. All the Deputy Commissioners in the State of Haryana.
5. All the Secretaries, Municipal Councils/Municipal Committees in the State of Haryana.
6. All the recognized National parties and State political parties in Haryana.
7. Director General, Information, Public Relations and Languages Department, Haryana, Chandigarh.



8. Controller, Printing & Stationery Department Haryana for publication in the Haryana Government Gazette.



Assistant State Election Commissioner,  
for State Election Commission, Haryana



## STATE ELECTION COMMISSION, HARYANA

NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA, HARYANA – 134109

Website : [www.secharyana.gov.in](http://www.secharyana.gov.in)  
Email id : [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810  
Fax : +91 172 258 5904

### NOTIFICATION

No.SEC/3ME/2020/2238

Dated:- 24.11.2020

Whereas, the Superintendence, direction and control of all elections to Municipalities in the State of Haryana are vested in the State Election Commission by the Constitution of India and the Haryana Municipal Act, 1973 (Haryana Act No.24 of 1973);

AND, whereas the State Election Commission being deeply aware of the increasingly vitiation role of unaccounted financial resources in election and the fragility of existing Law in curbing such vitiation, and to render the accounts of election expenses, it is necessary and expedient to provide, in the interest of purity of elections to the Municipalities in the State of Haryana and in the interest of conduct of such elections in fair and efficient manner and ways and means to render the accounts of expenditure at an elections by the contesting candidate in relation thereto and for matters connected therewith;

Whereas, the Government of Haryana vide notification No.S.O.52/H.A.24/1973/S.257&S.276/2020 dated 30<sup>th</sup> October, 2020 has amended the Haryana Municipal Act, 1973, according to which President in all Municipal Councils and Municipal Committees of the State shall be chosen through the direct election by the electors of all wards of the concerned Municipalities.

Now, therefore, in exercise of the powers conferred under Article 243ZA of the Constitution of India and Section 3A and 13E of the Haryana Municipal Act, 1973 all other powers enabling it in this behalf and in supersession of the Haryana Municipal Election Expenditure (Maintenance and submission of Accounts) order, 2017 the State Election Commission, Haryana notified vide notification No.SEC/3ME/2017/771, dated 18.05.2017 and further to make the following order:-

#### 1. Short title, extent, application and commencement:-

- (1) This order may be called the Haryana Municipal Election Expenditure (Maintenance and submission of accounts) Order, 2020.
- (2) It shall extend to the whole of Haryana State in relation to elections in all Municipalities.
- (3) It shall come into force on the date of its publication in the Haryana Government Gazette which date is hereinafter referred to the commencement of this order.

#### 2. Definition and Interpretation:-

- (1) In this order unless the context otherwise required:-
  - (a) "ACT" means the Haryana Municipal Act, 1973 (Haryana Act No.24 of 1973);
  - (b) "ELECTION EXPENDITURE" means any expenditure incurred or authorised by a candidate or his election agent in connection with the election between the dates on which he has filled his/her

nomination and the date of declaration of results thereof both days inclusive;

(c) "MUNICIPALITY" means an Institution of Self Government constituted under Section 2(A) of the Haryana Municipal Act, 1973 which may be a Municipal Committee or Municipal Council ;

(d) "RULE" means the Haryana Municipal (Election) Rules, 1978 ;

(e) "SECTION" means the Section of the Haryana Municipal Act, 1973;

(f) "STATE ELECTION COMMISSION" means the State Election Commission, Haryana constituted under Article 243K and 243ZA of the Constitution read with and Section 3A of the Acts.;

(g) "SUB-PARAGRAPH" means a sub paragraph of the paragraph in which the word occurs; and

(2) Words and expressions used but not defined in this Order but defined in the Representation of the People Act, 1950 or Rules made thereunder or in the Representation of the People Act, 1951 or the Rules made thereunder or the Haryana Municipal Act, 1973 or the Rules made thereunder shall have meaning respectively assigned to them in these Acts and Rules.

(3) In the absence of such definition the Punjab General Clauses Act, 1898, (Punjab Act No.1 of 1898) shall as far as may be, apply in relation to the interpretation of this Order as it applies in relation to the interpretation of a Haryana Act.

3. **Notification by State Election Commission to prescribe the election expenditure limit:-** For the purpose of this Order the State Election Commission shall notify under sub section (3) of section 13E of the Act from time to time the election expenditure limit at an election to be incurred by a candidate or his authorized election agent.
4. **Maintenance of election expenditure account:-** For the purpose of this Order every contesting candidate at an election shall have to maintain the day to day election expenditure account in accordance with the procedure laid down in Para 5 of this Order. The Returning Officer shall in writing as given in Annexure-I give a notice to the contesting candidate regarding maintenance of Election Expenditure account in the manner prescribed therewith.
5. **The election expenditure shall be maintained in accordance with the procedure laid down below:-**
  - (1) A register in a standard proforma as shown in Annexure 1 to this order shall be issued to each candidate by the Returning Officer immediately after his nomination for keeping the day to day record of expenditure.
  - (2) The register shall be duly authenticated by the Returning Officer at the time of issue.
  - (3) All day to day account shall be faithfully recorded in this register and in no other document by the candidate or his agent authorised by him in this behalf.
  - (4) All documents such as vouchers, receipts, acknowledgements etc. in support of the expenditure incurred shall be obtained from day to day as the expenditure is

incurred and maintained in the correct chronological order alongwith the aforesaid register.

- (5) (a) The day to day account maintained in the aforesaid register together with the supporting documents shall be made available for inspection at any time during the process of election by the Deputy Commissioner, Returning Officer, Election Expenditure Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf
- (b) Failure to produce this register on demand by the authority mentioned in (a) above will be considered as a major default.
- (6) (a) Each contesting candidate shall also maintain account of election expenditure in the proforma as per Annexure III to this Order for showing the total expenditure on various items listed therein and shall within 30 days from the date of declaration of the result of the election lodged with the Deputy Commissioner or any other officer, in duplicate, as authorised by the state election commission by his election agent in the proforma at Annexure-III. The Deputy Commissioner or any other officer as authorised by the state election commission shall check account of election expenses and a copy of Election Expenditure Statement submitted by the candidates shall be sent to this Commission within seven days from the date of filing such account and the list of contesting candidates who had not submitted his account of election expenses in time and who has made excess expenditure beyond of expenditure limit fixed by the State Election Commission.
- (b) The Deputy Commissioner or the Officer authorised in sub-para(a) above shall, within 2 days from the date on which the account of election expenses have been lodged by a candidate under sub-para(a) above, cause a notice to be affixed to the notice board of his office specifying—
- (i) the date on which the account has been lodged;
- (ii) the name of the candidate ; and
- (iii) the time and place at which such accounts can be inspected.
- (c) Any person shall on payment of a fee of Rupees Five be entitled to inspect any such account and 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.
- (7) (a) While lodging the account of election expenditure the candidate shall file the prescribed register as a part of the record.
- (b) Each candidate while lodging the returns of his election expenditure shall also file an affidavit on oath as in Annexure-IV that the expenditure shown as nil, if any, on items listed in the proforma or left blank therein, has not been incurred by him, the affidavit will also clearly state that all election expenditure on listed items relating thereto has been completely and unexceptionally included in the return and there is nothing that has not been disclosed.
- (8) A register in a standard proforma as shown in Annexure-II, Proforma as at Annexure-III and specimen of affidavit on oath as in Annexure-IV to this Order shall be issued to each candidate by Returning Officer after filling his

nomination for keeping the day to day account of expenditure and for showing the total expenditure on various items.

- (9) Since the return of election expenditure filed by a candidate has to reflect "correct" account of "all" election expenses the Deputy Commissioner or the officer specified in sub-para (a) of para 6 above before accepting the account of the candidate as being in accordance with the manner prescribed, shall conduct such enquiry as he deems necessary and at the time of communicating his report to the Commission, certify to the Commission with reference to the documents filed before him and as verified by him through an appropriate enquiry that the statement of accounts is in the manner prescribed.
- (10) The Commission intends to super-check the authenticity of the returns filed through the above procedure and shall hold the candidate personally responsible for any lapse or misrepresentation.
- (11) Disqualification for failure to lodge account of election expenses.

If the State Election Commission is satisfied that a person:-

- (a) has failed to lodge an account of election expenses within the time and in the manner required under this order ; and
  - (b) has no good reason or justification for the failure, the State Election Commission shall by order published in the Official Gazette, declare him to be disqualified and may such person shall be disqualified for a period of five years from the date of the order; under Section 13F of the said Act.
- (12) These directions are absolutely mandatory and cannot be locally ordered or modified in any manner without prior written approval of the Commission. The Deputy Commissioner will not be competent to permit any relaxation.
  - (13) Power of State Election Commission to issue instructions and directions :- The State Election Commission, Haryana has been authorized under sub-section (2) of Section 13E of the said Act to notify the particulars of the account to be maintained by the contesting candidate and has power to issue instructions and directions:-
    - (a) in relation to any matter with respect to maintenance and submission of election expenditure return, by the contesting candidates, for which this order makes no provision or make, insufficient provision, and provision is in the opinion of the State Election Commission necessary for the smooth and orderly conduct of elections.
  - (14) A copy of this order may be made available to the local unit of all recognized National and State Political Parties immediately, and a copy letter in Annexure-I to each candidate or the agent authorized by him at the time of his nomination (repeat nomination and not scrutiny of nominations) under acknowledgement.

- (15) This order may be given to the widest possible publicity through the quickest and all possible means.

Dated Panchkula  
The 24<sup>th</sup> November, 2020

DR.DALIP SINGH  
STATE ELECTION COMMISSIONER HARYANA

Endst.No.SEC/3ME/2020/2239-2356

Dated: 24.11.2020

A copy is forwarded to the following for information and necessary action :-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. All the Divisional Commissioners in the State of Haryana.
3. The Director, Urban Local Bodies, Haryana, Chandigarh
4. All the Deputy Commissioners in the State of Haryana.
5. All the Executive Officers/Secretaries, Municipal Councils/Municipal Committees.
6. All the recognized National parties and State Parties in Haryana.
7. The Controller, Printing and Stationery Department, Haryana for publication in the Haryana Govt. Gazette. He is requested to supply 50 copies of the notification to the Commission for information and record.

(Pushkar Dutt)  
Superintendent/MC  
State Election Commission, Haryana.

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.**

.....

- 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						
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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.

**ANNEXURE-IV****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 \_\_\_\_\_



## STATE ELECTION COMMISSION, HARYANA

NIRVACHAN SADAN, SECTOR- 17

PANCHKULA, HARYANA – 134109

Website : [www.secharyana.gov.in](http://www.secharyana.gov.in)

Email id : [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone: +91 172 258 4810

Fax: +91 172 258 5904

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### NOTIFICATION

No.SEC/3ME/2022/ 549

Dated: 21.03.2022

Whereas section 13E of the Haryana Municipal Act, 1973 provides that every candidate at an election shall, either himself or by his/her election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent from the date of filing of nomination papers to the date of declaration of the result thereof, both dates inclusive. The account shall contain such particulars, as may be notified by the State Election Commission in this behalf. The total of the said expenditure shall not exceed such amount as may be notified by the State Election Commission from time to time.

2. The limit for election expenditure in Municipal Bodies was last revised on 05.11.2020 and 24.11.2020. Now therefore, keeping in view inflation and other factors, it has become necessary to revise the order of expenditure limit. Therefore, in exercise of the powers conferred under clause Article 243 ZA (I) of the Constitution of India, Section 13E (3) of the Haryana Municipal Act, 1973, the Haryana Municipal Election Expenditure (Maintenance and Submission of Accounts) order, 2020 and all other powers enabling in this behalf, I Dhanpat Singh, State Election

Commissioner, Haryana hereby revise the existing expenditure limit for the contesting candidates of Municipal Councils and Municipal Committees as under:-

Sr. No.	Name of Post and Municipality	Existing Election Expenditure Limit	Revised Election Expenditure Limit
1.	President, Municipal Council	15,00,000/-	16,00,000/-
2.	Member, Municipal Council	3,30,000/-	3,50,000/-
3.	President, Municipal Committee	10,00,000/-	10,50,000/-
4.	Member, Municipal Committee	2,25,000/-	2,50,000/-

3. It is further directed that the accounts of expenditure to be incurred by the contesting candidates in the Municipal Councils or Municipal Committees, as the case may be, shall be maintained and submitted to the Deputy Commissioner concerned within 30 days from the date of declaration of the result in the Proforma prescribed for the purpose. The Deputy Commissioner or an officer authorized by the State Election Commission in turn shall send report to the Commission as per provisions contained in the Haryana Municipal Election Expenditure (Maintenance and submission of Accounts) order, 2020.

4. It is further directed that if a candidate fails to submit accounts of expenditure incurred by him for election to Municipal Councils or Municipal Committees, as the case may be, within the prescribed time limit, the Commission by order published in the official Gazette shall declare him/her to be disqualified and such person may be disqualified for a period of five years from the date of the order.

5. Every contesting candidate shall either himself/herself or by his/her authorised election agent will have to keep a separate and correct account of all expenditure in connection with the election between the dates he/she has filed his/her nomination papers to the date of

declaration of result, both dates inclusive. The total expenditure shall not exceed the limit as prescribed above.

**6.** No particular party or any other association, body or individual shall put up any cut-outs, hoardings, wall paintings, buntings, arches, gates, banners, flags, advertisements in newspapers etc. without the general or special authority in writing of the candidates whose election is sought to be promoted or procured by such cut-outs, hoardings etc., as expenditure on all such items shall be treated as the legitimate expenditure incurred by the contesting candidate. No contesting candidate or any individual on his behalf shall put up any cut-outs, hoardings etc. without prior permission of the concerned Government authority. Provisions contained in Prohibition of Defacement of Public Property Act, 1984 shall be strictly complied by all the contesting candidates/Parties, associations, body or any individual supporting contesting candidates.

**7.** Any violation by the contesting candidate or his/her authorised agent/individual to incur any expenditure in excess of the limit mentioned above, will be viewed seriously by the State Election Commission and stringent action shall be taken against him/her.

**8.** Earlier Notifications No.SEC/3ME/2020/1642, dated 05.11.2020 and No. SEC/3ME/2020/2124, dated 24.11.2020 issued in this respect are hereby superseded with immediate effect.

Dated, Panchkula  
the 7<sup>th</sup> March, 2022

DHANPAT SINGH  
State Election Commissioner, Haryana

Endst.No. SEC/3ME/2022/550-658

Dated: 21.03.2022

A copy of above is forwarded to the following for information and immediate compliance:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Govt. of Haryana, Urban Local Bodies Department, Haryana, Chandigarh
3. Director General, Urban Local Bodies Department, Haryana, Panchkula.
4. All the Deputy Commissioners in the State of Haryana. They are requested to inform all the contesting candidates accordingly.
5. All the Secretaries, Municipal Councils/Municipal Committees in the State of Haryana.
6. All the recognized National parties and State political parties in Haryana.
7. Director General, Information, Public Relations and Languages Department, Haryana, Chandigarh.
8. Controller, Printing & Stationery Department Haryana for publication in the Haryana Government Gazette.

(Pushkar Dutt)  
Superintendent/E-III,  
for State Election Commissioner, Haryana



## State Election Commission, Haryana

Nirvachan Sadan, Plot No. 2, Sector- 17

Panchkula, Haryana – 134109

Website : [www.secharyana.gov.in](http://www.secharyana.gov.in)

Email id : [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone: +91 172 258 4810

Fax: +91 172 258 5904

### NOTIFICATION

**Dated, the 15<sup>th</sup> November, 2018**

No.SEC/3ME/2018/5646 - Whereas, the superintendence, direction and control of all elections to Municipal Corporation in the State are vested in the State Election Commission by the Constitution of India and the Haryana Municipal Corporation Act, 1994 (Haryana Act No. 16 of 1994),

And whereas, it is necessary and expedient to provide in the interest of purity of elections to Municipal Corporations in the State of Haryana and in the interest of conduct of such elections, in a fair and efficient manner, for the specification, reservation, choice and allotment of symbols and for the recognition of political parties and for matters connected therewith;

Now, therefore, in exercise of the powers conferred under article 243ZA of the Constitution of India, section 9 of the Haryana Municipal Corporation Act, 1994 (Haryana Act No.16 of 1994), and rule 20 & 30 of the Haryana Municipal Corporation Election Rules, 1994 and all other powers enabling it in this behalf, the State Election Commission, Haryana hereby makes the following Order:-

- 1. Short title, extent, application and commencement.-** (1) This Order may be called the Haryana Municipal Corporation Election Symbols (Reservation and Allotment) Order, 2018.

(2) It shall extend to the whole of the State of Haryana in relation to elections in all Municipal Corporations.

(3) It shall come into force on the date of its publication in the Haryana Government Gazette, which date hereinafter referred to be the date of commencement of this Order.

**2. Definitions and interpretation.-** (1) In this Order, unless the context otherwise requires, ----

- (a) "Act" means the Haryana Municipal Corporation Act, 1994;
- (b) "clause" means a clause of the paragraph or sub-paragraph in which the word occurs;
- (c) "contested election" means an election in a Municipal Corporation of Mayor or a member from a ward where a poll is taken;
- (d) "election" means an election to fill up the seat of Mayor or a seat or seats of member/members in Corporation and in which this Order applies;
- (e) "Form" means a form appended to this Order;
- (f) "political party" means an association or body of individual citizens of India registered with the Election Commission of India as a political party under section 29A of the Representation of the People Act, 1951 (43 of 1951);
- (g) "registered but un-recognised political party" means and includes every political party registered under section 29A of the Representation of the People Act, 1951 with the Election Commission of India, and head office of which is located in the State of Haryana ;

- (h) "State party" means and includes every political party which has been recognised by the Election Commission of India as a State party in the State of Haryana under the Election Symbols (Reservation and Allotment) Order, 1968;
- (i) "National party" means and includes every political party which has been recognised by the Election Commission of India as a National Party under the Election Symbols (Reservation and Allotment) Order, 1968;
- (j) "paragraph" means a paragraph of this Order;
- (k) "rules" mean the Haryana Municipal Corporation Election Rules, 1994;
- (l) "State Election Commission" means the State Election Commission, Haryana constituted under Article 243K and 243ZA of the Constitution of India vide Haryana Government, Development and Panchayat Department, notification No. S.O.101/Const./Art. 243A/243ZA/93, dated the 18<sup>th</sup> November, 1993;
- (m) "sub-paragraph" means a sub-paragraph of the paragraph in which the word occurs.
- (n) "ward" means a municipal ward of the Corporation made under sub-section (2) of Section 4 for the purpose of election of the member; and mayor
- (o) words and expressions used but not defined in this order but defined in the Representation of the People Act, 1950, or the rules made thereunder or in the Representation of the People Act, 1951, or the rules made thereunder or the Haryana



Municipal Corporation Act, 1994, and the Haryana Municipal Act, 1973 or the rules made thereunder, shall have the meaning respectively assigned to them in those Acts and rules.

(2) The Punjab General Clauses Act, 1898 (Punjab Act 1 of 1898) shall, as far as may be, apply in relation to the interpretation of this Order as it applies in relation to the interpretation of a Haryana Act.

**3. Allotment of symbols.-** In every contesting election, a symbol shall be allotted to a contesting candidate in accordance with the provisions of this Order and different symbols shall be allotted to different contesting candidates at an election in the same ward.

**4. Classification of symbols.-** (1) For the purpose of this Order, symbols are either reserved or free.

(2) Save as otherwise provided in this Order, a reserved symbol is a symbol which is reserved by the Election Commission of India under the Election Symbols (Reservation and Allotment) Order, 1968 for a recognised political party.

(3) A free symbol is a symbol other than a reserved symbol.

**5. Notification by the State Election Commission containing lists of political parties and the symbols.-** (1) The State Election Commission shall, by one or more notifications in the State Gazette, publish lists specifying-

(a) the National parties and the symbols, respectively reserved for them;

(b) the State parties for the State of Haryana and the symbols, respectively reserved for them ; and

(c) the free symbols for the independent candidates.

(2) Every such list shall, as far as possible, be kept up-to-date.

**6. Choice of symbols by candidates of National and State parties**

**and allotment thereof.-** (1) A candidate, set up by a National Party at any election of Mayor in Municipal Corporation or member from any ward of Municipal Corporation, shall be allotted the symbol reserved for that party and no other symbol.

(2) A candidate, set up by a State Party at an election for Mayor of the Municipal Corporation or member in any ward of the Municipal Corporation, shall be allotted the symbol reserved for that party in the State of Haryana and no other symbol.

(3) A reserved symbol shall not be allotted to any candidate for the election of Mayor of Municipal Corporation or member in any ward other than a candidate set up by a National party for whom such symbol has been reserved or a candidate set up by a State party in the State of Haryana for whom such symbol has been reserved in the State of Haryana even if no candidate has been set up by such National or State party in that ward.

**7. Choice of symbols by other candidates and allotment thereof.-**

(1) Any candidate of an election for Mayor of Municipal Corporation or member in a ward in any Municipal Corporation other than -

- (a) a candidate set up by a National party, or
- (b) a candidate set up by State Party (recognised for the State of Haryana), or
- (c) a candidate referred to in paragraph 8,

shall choose and shall be allotted in accordance with the provisions hereinafter set out in this paragraph, one of the symbol specified as free symbol for that Municipal Corporation by notification under paragraph 5.

(2) Where any free symbol has been chosen by only one candidate of such election, the returning officer shall allot that symbol to that candidate and to no one else.

(3) Where the same free symbol has been chosen by several candidates of such election, then –

- (a) if, of those several candidates, only one is a candidate set up by a registered but unrecognized political party and the rest are independent candidates, the returning officer shall allot that free symbol to the candidate set up by the unrecognized political party, and to no one else and, if, of those several candidates, two or more are set up by different unrecognised political parties and the rest are independent candidates, the returning officer shall decide by lot to which of the two or more candidates set up by the different unrecognized political parties that free symbol shall be allotted, and allot that free symbol to the candidate on whom the lot falls, and to no one else:

Provided that where two or more such candidates set up by such different unrecognised political parties, only one is, or was, immediately before such election, a sitting Mayor or member of Municipal Corporation (irrespective of the fact as to whether he was allotted that free symbol or any other symbol at the previous election when he was

chosen as such Mayor or member), the returning officer shall allot that free symbol to that candidate, and to no one else;

- (b) if, of those several candidates, no one is set up by any unrecognised political party and all are independent candidates, but one of the independent candidates is or was, immediately before such election a sitting Mayor or member of Municipal Corporation, and was allotted that free symbol at the previous election when he was chosen as such Mayor or member, the Returning Officer shall allot that free symbol to that candidate, and to no one else; and
- (c) if, of those several candidates, being all independent candidates, no one is, or was, a sitting member as aforesaid, the returning officer shall decide by lot to which of those independent candidates that free symbol shall be allotted, and allot that free symbol to the candidates on whom the lot falls, and to no one else.

Provided that every independent candidate shall give in his/her nomination form choice of three symbols in order of preference, from the list of free symbols published by the State Election Commission.

**8. When a candidate shall be deemed to be set up by a political party.-** For the purposes of an election to Mayor of Municipal Corporation or Member from any ward of Municipal Corporation to which this Order applies, a candidate shall be deemed to be set up by a political party in any such Municipal Corporation for Mayor or member from a ward, if, and only if -

- (a) the candidate has enclosed a declaration to that effect along with the nomination paper;
- (b) the candidate is a member of that political party and his name is borne on the rolls of members of the party;
- (c) a notice by the political party in writing, in Form B, to that effect has, not later than 3.00 P.M. on the last date for making nominations, been delivered to the Returning Officer of the ward;
- (d) the said notice in Form B is signed by the President, the Secretary or any other office bearer of the party, and the President, Secretary or such other office bearer sending the notice has been authorised by the party to send such notice;
- (e) the name and specimen signature of such authorised person are communicated by the party, in Form A, to the Returning Officer of the Municipal Corporation not later than 3.00 P.M. on the last date for making nominations; and
- (f) Forms A and B are signed, in ink only, by the said office bearer or person authorised by the party:

Provided that no facsimile signature or signature by means of rubber stamp, etc. of any such office bearer shall be accepted and no form transmitted by fax shall be accepted.

**9. Concession to candidates set up by a State party recognised for the States/Union Territories other than the State of Haryana.-** If a political party which is recognised as a State party, in the State or Union Territory other than the State of Haryana, sets up a candidate at an election to a Mayor of Municipal Corporation of member in a ward in any

Municipal Corporation in the State of Haryana, then such candidate may, to the exclusion of all other candidates to Mayor of Municipal Corporation or member in the ward, be allotted the symbol reserved for that party in the States or Union Territories in which it is a recognised State party, on the fulfilment of each of the following conditions, namely :-

- (a) that an application is made to the State Election Commission by the said party for exclusive allotment of that symbol to the candidate set up by it, not later than the third day after the publication in the Official Gazette of the notification calling the election;
- (b) that the said candidate has made a declaration in his nomination paper that he has been set up by that party at the election and that the party has also fulfilled the requirements of clauses (b), (c), (d), (e) and (f) of paragraph 8 read with paragraph 10 in respect of such candidate ; and
- (c) that in the opinion of the State Election Commission there is no reasonable ground for refusing the application for such allotment:

Provided that nothing contained in this paragraph shall apply to a candidate set up by the State party recognised for other State or Union Territory at an election in any ward of the Corporation where the same symbol is already reserved for State party recognised for the State of Haryana.

Provided further that, if the symbol reserved for the said State party recognised for other State/ Union Territory by the Election Commission of India, is not available in the list of free symbols published

by the State Election Commission, the party concerned shall make available the sketch/drawing, of symbol along with application to be submitted under sub para (a) of this paragraph.

**10. Substitution of a candidate by a political party.-** For the removal of any doubt, it is hereby clarified that a political party which has given a notice in Form B under paragraph 8 in favour of a candidate may rescind that notice and may give a revised notice in Form B in favour of another candidate for the ward:

Provided that the revised notice in Form B, clearly indicating therein that the earlier notice in Form B has been rescinded, reaches the Returning Officer for Mayor of this Municipal Corporation or member of the ward of Municipal Corporation not later than 3.00 p.m. on the last date for making nominations, and the said revised notice in Form B is signed by the authorized person referred to in clause (d) of paragraph 8:

Provided further that in case more than one notice in Form B is received by the Returning Officer in respect of two or more candidates, and the political party fails to indicate in such notices in Form B that the earlier notice or notices in Form B, has or have been rescinded, the Returning Officer shall accept the notice in Form B in respect of the candidate whose nomination paper was first delivered to him, and the remaining candidate or candidates in respect of whom also notice or notices in Form B has or have been received by him, shall not be treated as candidates set up by such political party.

**11. Preparation of list of validly nominated candidates.-** (1) List of validly nominated candidates shall be prepared by the Returning Officer alphabetically in Hindi language as per the following Order:-

- (a) name of the candidates set up by the recognised political party;
- (b) name of candidates set up by the registered but un-recognised political party; and
- (c) names of independent candidates.

**12. Power of State Election Commission to debar the contesting candidate or to withdraw the reserved symbol of a recognized political party for its failure to observe Model Code of Conduct or to follow lawful directions and instructions of the State Election Commission.-**

Notwithstanding anything contained in this Order, if the State Election Commission is satisfied on information in its possession that a recognized political party under the provisions of this Order, has failed or has refused or is refusing or has shown or is showing defiance by its conduct or otherwise

- (a) to observe the provisions of the “ Model Code of Conduct for Guidance of Political parties and candidates” as issued by the State Election Commission or as amended by it from time to time, or
- (b) to follow or carry out the lawful directions and instructions of the State Election Commission given from time to time with a view to furthering the conduct of free, fair and peaceful elections of safeguarding the interests of the general public and the electorate in particular,

the State Election Commission may, after taking into account all the available facts and circumstances of the case and after giving the party a reasonable opportunity of showing cause in relation to the action



proposed to be taken against it, either debar the contesting candidate or to withdraw the reserved symbol of such party for such period as the State Election Commission may deem appropriate.

Provided that if a symbol of a contesting candidate set up by a political party has been withdrawn, he can contest election on a free symbol.

**13. Power of State Election Commission to issue instructions and directions.-** The State Election Commission may issue instructions and directions,-

- (a) for the clarification of any of the provision of this Order;
- (b) for the removal of any difficulty which may arise in relation to the implementation of any such provisions; and
- (c) in relation to any matter with respect to which this Order makes no provision or makes insufficient provision, and provision is in the opinion of the State Election Commission necessary for the smooth and orderly conduct of elections.

**14. Repeal and savings.-** The Haryana Municipal Election Symbols (Reservation and Allotment) Order, 2014, are hereby repealed:

Provided that any order made or action taken under the order so repealed shall be made or taken under the corresponding provisions of these orders.

**FORM-A**

COMMUNICATION WITH REGARD TO AUTHORISED PERSONS TO INTIMATE NAMES OF CANDIDATES SET UP BY RECOGNISED NATIONAL OR STATE POLITICAL PARTY OR REGISTERED UN-REGISTERED POLITICAL PARTY.

**[See paragraph 8)**

To

The Returning Officer for the Mayor or member from ward

No. \_\_\_\_\_ Municipal Corporation \_\_\_\_\_.

Subject: General Elections to Municipal Corporation --Allotment of Symbols-Authorisation of persons to intimate names of candidates.

Sir,

In pursuance of the Haryana Municipal Corporation Election Symbols (Reservation and Allotment) Order, 2018, I hereby communicate that the following person(s) has/have been authorised by the party, which is a National party/State party in the State of \_\_\_\_\_ Registered but Un-recognised party to intimate the names of the candidates proposed to be set up by the party at the election cited above.

Name of person authorised to send notice	Name of office held in the party	Municipal Corporation for Mayor or member of a ward in respect of which he has been authorised.
1	2	3
1.		
2.		
3.		
4.		
5.		

2. The specimen signatures of the above mentioned person(s) so authorised are given below:-

1. Specimen signatures of Shri

- \_\_\_\_\_
- (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_

2. Specimen signatures of Shri

- \_\_\_\_\_
- (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_

3. Specimen signatures of Shri

- \_\_\_\_\_
- (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_

Yours faithfully,

President/Secretary  
Name of the Party.  
(Seal)

Place:  
Date:

N.B.

1. This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.
2. Form must be signed in ink by the office bearer(s) mentioned above.
3. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
4. No form transmitted by fax shall be accepted.

**FORM B**

NOTICE AS TO NAME OF CANDIDATE SET UP BY THE POLITICAL PARTY  
(See paragraph 8)

To

The Returning Officer for Mayor or member from

Ward No. \_\_\_\_\_ Municipal Corporation \_\_\_\_\_.

Subject: General/bye Election to Municipal Corporation -Setting up of candidate.

Sir,

In pursuance of the Haryana Municipal Corporation Election Symbols (Reservation and Allotment) Order, 2018, I hereby give notice on behalf of \_\_\_\_\_(Party).

- (iii) that the person whose particulars are furnished in columns(2) to (4) below is the approved candidate of the party above named, and
- (iv) the person whose particulars are mentioned in columns (5) to (7) below is the substituted candidate of the party, who will step –up on the approved candidate’s nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a contesting candidate, at the ensuing general/bye-election from this constituency:

Name of the Municipal Corporation	Name of the approved candidate	Father’s/ Mother’s/ Husband’s name of approved candidate.	Postal address of approved candidate.	Name of the substituted candidate who step-in on the approved candidate’s nomination being rejected on scrutiny or on his withdrawing from the contest if substituted candidate is still a contesting candidate.	Father’s/ Mother’s/ Husband’s name of substituted candidate.	Postal address of substituted candidate.
1	2	3	4	5	6	7

---

2. The notice in Form "B" given earlier in favour of Shri/Smt./Sushri \_\_\_\_\_ as party's approved candidate and now Shri/Smt./Sushri \_\_\_\_\_ as Party's substituted candidate is hereby rescinded.

3. It is certified that each of the candidates whose name is mentioned above is a member of our political party and his name is duly borne on the rolls of members of our party.

Yours faithfully,

(Name and Signature of the  
Authorized person of the Party).  
(Seal of Party)

Place:

Date:

N.B.

1. This must be delivered to the Returning Officer not later than 3.00 p.m. on the last date for making nominations.
2. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc. of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.
4. Para 2 of the Form must be scored off, if not applicable or must be properly filed, if applicable.

Dated Panchkula  
the 14<sup>th</sup> November , 2018

Dr. DALIP SINGH  
State Election Commissioner, Haryana

Endst.No.SEC/3ME/2018/5647-5685

Dated: 15.11.2018

A copy is forwarded to the following for information and necessary

action:-

1. The Principal Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. All the Divisional Commissioners in the State of Haryana.
3. The Director, Urban Local Bodies, Haryana, Chandigarh
4. All the Deputy Commissioners in the State of Haryana. They are requested to circulate copy of this order to all the concerned.
5. All the recognized National parties and State Parties in Haryana.
6. The Controller, Printing and Stationery Department, Haryana for publication in the Haryana Govt. Gazette (Extra-ordinary) dated 15.11.2018. He is requested to supply 50 copies of the notification to the Commission for information and record.



(Parmal Singh)

Asstt. State Election Commission, Haryana



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA – 134109**

**Website :** [www.secharyana.gov.in](http://www.secharyana.gov.in)  
**Email id :** [sec@hry.nic.in](mailto:sec@hry.nic.in)

**Phone :** +91 172 258 4810  
**Fax:** +91 172 258 5904

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**Notification**

**Dated: 27<sup>th</sup> April, 2022**

No. SEC/3ME/2022/1138:- Whereas the State Election Commission, Haryana has issued Notification vide No. SEC/3ME/2018/5646, dated 15.11.2018 called the Haryana Municipal Corporation Election Symbols (Reservation and Allotment) Order, 2018.

2. Now, after Para No. 7 of the above notification, the State Election Commission, Haryana hereby inserts the following para in the notification:-

**“7A. Concession to candidates set up by the registered but unrecognized political parties.-** The candidates set up by a registered but unrecognized political party at the general/bye elections to the Municipalities (Mayor or member of Municipal Corporation) in the State of Haryana may be allotted a common symbol from the list of free symbols subject to the condition that such party should be registered with the Election Commission of India since last one year.”

Dated, Panchkula  
the 27<sup>th</sup> April, 2022

**DHANPAT SINGH**  
State Election Commissioner, Haryana



Endst.No. SEC/3ME/2022/1139-1196

Dated: 27.04.2022

A copy of above is forwarded to the following for information and immediate compliance:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Govt. of Haryana, Urban Local Bodies Department, Haryana, Chandigarh.
3. Director General, Urban Local Bodies Department, Haryana, Panchkula.
4. All the Commissioner, Municipal Corporations in the State of Haryana
5. All the Deputy Commissioners in the State of Haryana.
6. All the District Municipal Commissioners in the State of Haryana.
7. All the recognized National parties and State political parties in Haryana.
8. Director General, Information, Public Relations and Languages Department, Haryana, Chandigarh.
9. Controller, Printing & Stationery Department Haryana for publication in the Haryana Government Gazette.

Sd/-

Assistant State Election Commissioner,  
for State Election Commission, Haryana

**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 02, SECTOR 17,  
PANCHKULA**

**ORDER**

No.SEC/3ME/2018/5536

Dated:-14.11.2018

Whereas, the Superintendence, direction and control of all elections to Municipalities in the State of Haryana are vested in the State Election Commission under article 243ZA of Constitution of India and the Haryana Municipal Corporation Act, 1994.

Whereas, the State Election Commission is deeply aware of the increasingly vitiate role of unaccounted financial resources in election and the fragility of existing Law in curbing such vitiation, and to render the accounts of election expenses, it is necessary and expedient to provide, in the interest of purity of elections to the Municipalities in the State of Haryana and in the interest of conduct of such elections in fair and efficient manner and ways and means to render the accounts of expenditure at an elections by the contesting candidate in relation thereto and for matters connected therewith.

Whereas, the Government of Haryana vide notification No. Leg.33/2018 dated 4<sup>th</sup> October, 2018 has amended the Haryana Municipal Corporation Act, 1994, according to which Mayor in all Municipal Corporations of the State shall be chosen through the direct election by the electors of all wards of the concerned Municipal Corporation.

In view of above, State Election Commission, Haryana in exercise of the powers conferred under Article 243ZA of the Constitution of India, Section 8B & 9 of the Haryana Municipal Corporation Act, 1994 and all other powers enabling in this behalf, hereby order to supersede the Haryana Municipal Corporation Election Expenditure (Maintenance and submission of accounts)

Order, 2017, notified vide notification No.SEC/3ME/2017/879 dated 18.05.2017 and further to make the following order:-

**1. Short title, extent, application and commencement:-**

- (1) These orders may be called the Haryana Municipal Corporation Election Expenditure (Maintenance and submission of accounts) Order, 2018.
- (2) It shall extend to the whole of Haryana State in relation to elections in Municipal Corporation.
- (3) It shall come into force on the date of its publication in the Haryana Government Gazette which date is hereinafter referred to the commencement of this order.

**2. Definition and Interpretation:-**

- (1) In this order unless the context otherwise required:-
  - (a) "ACT" means the Haryana Municipal Corporation Act, 1994;
  - (b) "ELECTION EXPENDITURE" means any expenditure incurred or authorized by a candidate or his election agent in connection with the election between the dates on which he has filled his/her nomination and the date of declaration of results thereof both days inclusive;
  - (c) "CORPORATION" means the Municipal Corporation declared and constituted under Section 3 and 4 of the Haryana Municipal Corporation Act, 1994;
  - (d) "RULE" means the Haryana Municipal Corporation Election Rule, 1994 ;
  - (e) "SECTION" means the Section of the Haryana Municipal Corporation Act, 1994;
  - (f) "STATE ELECTION COMMISSION" means the State Election Commission, Haryana constituted under Article 243K and 243ZA of the Constitution read with and Section 9 of the Act; and
  - (g) "SUB-PARAGRAPH" means a sub paragraph of the paragraph in which the word occurs.
- (2) Words and expressions used but not defined in this Order but defined in the Representation of the People Act, 1950 or Rules made there under or in the Representation of the People Act, 1951 or the Rules made there under or

the Haryana Municipal Corporation Act, 1994 or the Rules made there under shall have meaning respectively assigned to them in these Acts and Rules.

(3) In the absence of such definition the Punjab General Clauses Act, 1898, (Punjab Act No.1 of 1898) shall as far as may be, apply in relation to the interpretation of this Order as it applies in relation to the interpretation of a Haryana Act.

**3. Notification by State Election Commission to prescribe the election expenditure limit:-** For the purpose of this Order the State Election Commission shall notify under sub section (3) and section 8B of the Act from time to time the election expenditure limit at an election to be incurred by a candidate or his authorized election agent.

**4. Maintenance of election expenditure account:-** For the purpose of this Order every contesting candidate at an election shall have to maintain the day to day election expenditure account in accordance with the procedure laid down in Para 5 of this Order. The Returning Officer shall in writing as given in Annexure-I give a notice to the contesting candidate regarding maintenance of Election Expenditure account in the manner prescribed therewith.

**5. The election expenditure shall be maintained in accordance with the procedure laid down below:-**

- (1) A register in a standard proforma as shown in Annexure II to this order shall be issued to each candidate by the Returning Officer immediately after his nomination for keeping the day to day record of expenditure.
- (2) The register shall be duly authenticated by the Returning Officer at the time of issue.

- (3) All day to day account shall be faithfully recorded in this register and in no other document by the candidate or his agent authorised by him in this behalf.
- (4) All documents such as vouchers, receipts, acknowledgements etc. in support of the expenditure incurred shall be obtained from day to day as the expenditure is incurred and maintained in the correct chronological order alongwith the aforesaid register.
- (5) (a) The day to day account maintained in the aforesaid register together with the supporting documents shall be made available for inspection at any time during the process of election by the Deputy Commissioner, Returning Officer, Election Expenditure Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf
- (b) Failure to produce this register on demand by the authority mentioned in (a) above will be considered as a major default.
- (6) (a) Each contesting candidate shall also maintain account of election expenditure in the proforma as per Annexure III to this Order for showing the total expenditure on various items listed therein and shall within 30 days from the date of declaration of the result of the election lodged with the Deputy Commissioner or any other officer, in duplicate, as authorised by the state election commission by his election agent in the proforma at Annexure-III. The Deputy Commissioner or any other officer as authorised by the State Election Commission shall check account of election expenses and a copy of Election Expenditure Statement submitted by the candidates shall be sent to this Commission within seven days from the date of filing such account and the list of contesting candidates who had not submitted his account of election expenses in time and who has made excess expenditure beyond of expenditure limit fixed by the State Election Commission.

(b) The Deputy Commissioner or the Officer authorised in sub-para (a) above shall, within two days from the date on which the account of election expenses have been lodged by a candidate under sub-para (a) above, cause a notice to be affixed to the notice board of his office specifying—

(i) the date on which the account has been

lodged;

(ii) the name of the candidate ; and

- (iii) the time and place at which such accounts can be inspected.
- (c) Any person shall on payment of a fee of Rs. Five be entitled to inspect any such account and 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.
- (7) (a) While lodging the account of election expenditure the candidate shall file the prescribed register as a part of the record.
- (b) Each candidate while lodging the returns of his election expenditure shall also file an affidavit on oath as in Annexure-IV that the expenditure shown as nil, if any, on items listed in the proforma or left blank therein, has not been incurred by him, the affidavit will also clearly state that all election expenditure on listed items relating thereto has been completely and unexceptionally included in the return and there is nothing that has not been disclosed.
- (8) A register in a standard proforma as shown in Annexure-II, Proforma as at Annexure-III and specimen of affidavit on oath as in Annexure-IV to this Order shall be issued to each candidate by Returning Officer after filling his nomination for keeping the day to day account of expenditure and for showing the total expenditure on various items.
- (9) Since the return of election expenditure filed by a candidate has to reflect "correct" account of "all" election expenses the Deputy Commissioner or the officer specified in sub-para (a) of para 6 above before accepting the account of the candidate as being in accordance with the manner prescribed, shall conduct such enquiry as he deems necessary and at the time of communicating his report to the Commission, certify to the Commission with reference to the documents filed before him and as verified by him through an appropriate enquiry that the statement of accounts is in the manner prescribed.
- (10) The Commission intends to super-check the authenticity of the returns filed through the above procedure and shall hold the candidate personally responsible for any lapse or misrepresentation.
- (11) Disqualification for failure to lodge account of election expenses.

If the State Election Commission is satisfied that a person:-

- (a) has failed to lodge an account of election expenses within the time and in the manner required under this order ; and
  - (b) has no good reason or justification for the failure, the State Election Commission shall by order published in the Official Gazette, declare him to be disqualified and may such person shall be disqualified for a period of five years from the date of the order under Section 8E of the said Act.
- (12) These directions are absolutely mandatory and cannot be locally ordered or modified in any manner without prior written approval of the Commission. The Deputy Commissioner will not be competent to permit any relaxation.
- (13) Power of State Election Commission to issue instructions and directions :- The State Election Commission, Haryana has been authorized under sub-section (2) of Section 8B of the said Act to notify the particulars of the account to be maintained by the contesting candidate and has power to issue instructions and directions:-
- (a) in relation to any matter with respect to maintenance and submission of election expenditure return, by the contesting candidates, for which this order makes no provision or make, insufficient provision, and provision is in the opinion of the State Election Commission necessary for the smooth and orderly conduct of elections.
- (14) A copy of this order may be made available to the local unit of all recognized National and State Political Parties immediately, and a copy letter in Annexure-I to each candidate or the agent authorized by him at the time of his nomination (repeat nomination and not scrutiny of nominations) under acknowledgement.
- (15) This order may be given to the widest possible publicity through the quickest and all possible means.

Dated, Chandigarh  
The 14<sup>th</sup> November, 2018

DR.DALIP SINGH  
State Election Commissioner, Haryana

Endst. No. SEC/3ME/2018/5537-5581

Dated: 14.11.2018

A copy of above is forwarded to the following for information and immediate compliance:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Govt. Haryana, Urban Local Bodies Department, Haryana Chandigarh.
3. Director, Urban Local Bodies Department, Haryana, Chandigarh.
4. All the Deputy Commissioners.
5. Commissioner, Municipal Corporation, Faridabad, Gurgaon, Rohtak, Hisar, Panipat, Karnal, Ambala, Panchkula, Yamuna Nagar and Sonipat.
6. All the National and State Political Parties.
7. Controller, Printing & Stationery Department Haryana for publication in the Haryana Government Gazette.
8. Director, Public Relations & Cultural Affairs and Grievances Department, Haryana.



(Parmal Singh)

Asstt. State Election Commissioner, Haryana  
Email: asec.sec@hry.nic.in



**ANNEXURE-I**

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

To

\_\_\_\_\_  
\_\_\_\_\_**[Name and Address of the contesting candidate  
(for Mayor or Member)]****Subject: Maintenance of account of election Expenses and  
lodging of true copy thereof.**

Sir/Madam,

Your attention is invited to Section 8B of the Haryana Municipal Corporation Act, 1994 which stipulates that 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 between the date on which he 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 or an officer authorized by the State Election Commission 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 8B read with Section 8E of Haryana Municipal Corporation 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 8B of the Haryana Municipal Corporation Act, 1994 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 8 B of the Haryana Municipal

Corporation Act, 1994 mentioned above. You should keep a copy of the account as maintained in the Register for your record and reference. Along with 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

\*Mayor or

\* Member Ward no. \_\_\_\_\_

Name of Municipal Corporation \_\_\_\_\_

\* Strike off whichever is inapplicable

**Enclosures:**

1. Extracts of Section 8B and 8D to 8G of the Haryana Municipal Corporation Act, 1994.
2. Register bearing serial No. \_\_\_\_\_ containing pages \_\_\_\_\_ for maintenance of election expenses, alongwith format for maintaining the abstract statement of accounts and the format of affidavit.
3. Form of acknowledgment receipt.

**ABSTRACT OF SECTION 8B AND 8D TO 8G OF THE HARYANA  
MUNICIPAL CORPORATION ACT, 1994.**

.....

**8B Disqualified for failure to keep 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.

**8D Application of certain sections of Central Act 43 of 1951 to Haryana Act 16 of 1994.-**

The provisions of sections 20B, 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.

**8E 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.

**8F. 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 8E.

**8G. 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. The

deputy Commissioner or such officer shall, send a list of those candidates who contested but fail to lodge the account of election expenditure or made expenditure beyond the limit prescribed by the State Election Commission immediately after the completion of a period of thirty days from the declaration of election result. The State Election Commission shall accordingly pass an order of their disqualification under section 8E.

**ANNEXURE-II****PROFORMA FOR THE SUBMISSION OF ELECTION EXPENDITURE**

Name of the Candidate :  
 Name of the Political Party, if any :  
 Name of Municipal Corporation :  
 Election of Mayor; **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 addresses 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						
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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 Corporation :  
 Election of Mayor; **or** :  
 Member from Ward No. :

Sr. No.	Item of Expenditure	Quantity / number	Name of person/Political Party /Body/Association Incurring or Authorizing the Expenditure	Amount of Expenditure	Date(s) of payment	Mode of payment	Evidence of payment Enclosed with the Account	Remarks
1	2	3	4	5	6	7	8	9

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.

**ANNEXURE-IV****FORM OF AFFIDAVIT**

Before the Deputy Commissioner \_\_\_\_\_ (District) Returning Officer for Municipal Corporation, \_\_\_\_\_ 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 Mayor or Member from Ward No. \_\_\_\_\_ of Municipal Corporation \_\_\_\_\_. 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 Mayor **or** Member from Ward No. \_\_\_\_\_ of Municipal Corporation \_\_\_\_\_, result of which was declared on \_\_\_\_\_(Date), has been filed by him on his behalf on \_\_\_\_\_(Date) and has been received by me today the \_\_\_\_\_(Date) of \_\_\_\_\_ (Month) \_\_\_\_\_(Year).

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



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, SECTOR- 17  
PANCHKULA, HARYANA – 134109**

**Website :** [www.secharyana.gov.in](http://www.secharyana.gov.in)  
**Email id :** [sec@hry.nic.in](mailto:sec@hry.nic.in)

**Phone: +91 172 258 4810**  
**Fax : +91 172 258 5904**

No.SEC/3ME/2022/509

Dated : 21.03.2022

Whereas section 8B the Haryana Municipal Corporation Act, 1994 provides that every candidate at an election shall, either himself or by his/her election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent from the date of filing of nomination papers to the date of declaration of the result thereof, both dates inclusive. The account shall contain such particulars, as may be notified by the State Election Commission in this behalf. The total of the said expenditure shall not exceed such amount as may be notified by the State Election Commission from time to time.

2. The limit for election expenditure in Municipal Corporation was last revised on 5.11.2020. Now therefore, keeping in view inflation and other factors, it has become necessary to revise the order of expenditure limit. Therefore, in exercise of the powers conferred under Article 243 ZA (i) of the Constitution of India, Section 8B (3) of the Haryana Municipal Corporation Act, 1994, the Haryana Municipal Corporation Election Expenditure (Maintenance and Submission of Accounts) order, 2018 and all other powers enabling in this behalf, I Dhanpat Singh, State Election Commissioner, Haryana hereby revise the existing election expenditure limit for contesting candidates of Municipal Corporation as under:-

Sr. No.	Name of Post	Existing Election Expenditure Limit	Revised Election Expenditure Limit
1.	Mayor	22,00,000/-	25,00,000/-
2.	Member	5,50,000/-	6,00,000/-

3. It is further directed that the accounts of expenditure to be incurred by the contesting candidates in the Municipal Corporation shall be maintained and submitted to the Deputy Commissioner concerned within 30 days from the date of declaration of

election result in the Performa prescribed for the purpose. The Deputy Commissioner or an officer authorized by the State Election Commission in turn shall send report to the Commission as per provision contained in the Haryana Municipal Corporation Election Expenditure (Maintenance and submission of Accounts) order, 2018.

4. It is further directed that if a candidate fails to submit accounts of expenditure incurred by him/her for election to Municipal Corporation within the prescribed time limit, the Commission by order published in the official Gazette shall declare him/her to be disqualified and such person be disqualified for a period of five years from the date of the order.

5. Every contesting candidate shall either himself/herself or by his/her authorised election agent will have to keep a separate and correct account of all expenditure in connection with the election between the dates he/she has filed his/her nomination papers to the date of declaration of the result, both inclusive. The total expenditure shall not exceed the limit as prescribed above.

6. No particular party or any other association, body or individual shall put up any cut-outs, hoardings, wall paintings, buntings, arches, gates, banners, flags, advertisements in newspapers etc. without the general or special authority in writing of the candidates whose election is sought to be promoted or procured by such cut-outs, hoardings etc., as expenditure on all such items shall be treated as the legitimate expenditure incurred by the contesting candidate. No contesting candidate or any individual on his behalf shall put up any cut-outs, hoardings etc. without prior permission of the concerned Government authority. Provisions contained in Prohibition of Defacement of Public Property Act, 1984 shall be strictly complied by all the contesting candidates/Parties, associations, body or any individual supporting contesting candidates.

7. Any violation by the contesting candidate or his authorised agent/individual to incur any expenditure in excess of the limit mentioned above will be viewed seriously by the State Election Commission and stringent action shall be taken against him/her.



8. Earlier Notification No. SEC/3ME.2020/1756, dated 05.11.2020 issued in this respect are hereby superseded with immediate effect.

Dated Panchkula  
the 7<sup>th</sup> March , 2022

DHANPAT SINGH  
State Election Commissioner, Haryana

Endst.No. SEC/3ME/2022/510-548

Dated: 21.03.2022

A copy of above is forwarded to the following for information and immediate compliance:-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Govt. Haryana, Urban Local Bodies Department, Haryana Chandigarh.
3. Director General, Urban Local Bodies Department, Haryana, Chandigarh.
4. Deputy Commissioners, Faridabad, Gurugram, Rohtak, Hisar, Panipat, Karnal, Ambala, Yamuna Nagar, Sonipat, Panchkula and Manesar.
5. The Commissioners, Municipal Corporations, Faridabad, Gurugram, Rohtak, Hisar, Panipat, Karnal, Ambala, Yamuna Nagar, Sonipat, Panchkula and Manesar.
6. All the recognized National parties and State Political Parties in the State of Haryana.
7. The Director General, Information, Public Relations and Languages Department, Haryana, Chandigarh.
8. Controller, Printing & Stationery Department Haryana, Chandigarh for publication in the Haryana Government Gazette.

(Pushkar Dutt)  
Superintendent/EIII  
for State Election Commissioner, Haryana



**State Election Commission, Haryana**  
Nirvachan Sadan, Plot No. 2, Sector- 17  
Panchkula, Haryana – 134109

Website: [www.secharyana.gov.in](http://www.secharyana.gov.in)  
Email id: [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91 172 258 4810  
Fax : +91 172 258 5904

**ORDER**

Whereas the superintendence, direction and control of conduct of elections to the Panchayats and the Municipalities in the State of Haryana are vested in the State Election Commission, Haryana in accordance with provisions of Article 243-K and 243-ZA of the Constitution of India.

2. And whereas, the State Election Commission, Haryana in compliance with the order dated 27.09.2013 passed by the Hon'ble Supreme Court in the Writ Petition (Civil) No. 161 of 2004 in People's Union for Civil Liberties Vs Union of India, has issued an order No. SEC/1ME/2016/3653-3659, dated 14.12.2016 regarding application of NOTA (none of the above) option in the local body elections. Para 4 of the said order reads as follows :

“NOTA has the same effect as not voting for any candidate under the earlier provisions of rule 69M of the Haryana Municipal Elections Rules, 1978 and 70M of the Haryana Municipal Corporation Election Rules, 1994 as the case may be. Therefore, even if, in any extreme case, the number of votes against NOTA is more than the number of valid votes secured by the candidates, the candidate who secures the largest number of valid votes among the contesting candidates shall be declared to be elected.”

3. And whereas, State Election Commission has considered the above mentioned order, Acts & Rules governing the elections to the local bodies in Haryana and the principle that “a candidate who secures the highest number of valid votes polled should be declared as elected” and it is observed that the Hon'ble Supreme Court by its judgement had observed that introduction of NOTA will improve the electoral process through –

- a) increased voter participation,
- b) compulsion on political parties to field good candidates; and
- c) reflection of negative votes in election result.

4. And whereas, State Election Commission Haryana has also considered the order of the Hon'ble Supreme Court passed in Civil Appeal No. 3839 of 1982 Petitioner A.C. Jose Vs Sivan Pillai & Others, dated 05.03.1984 where in Hon'ble Supreme Court has laid down rule about the plenary powers of the Election Commissions;

(a) *When there is no Parliamentary legislation or rule made under the said legislation, the Commission is free to pass any orders in respect of the conduct of elections.*

(b) *Where there is an Act and express Rules made thereunder it is not open to the Commission to override the Act or the Rules and pass orders in direct disobedience to the mandate contained in the Act or the Rules. In other words, the powers of the Commission are meant to supplement rather than*

*supplant the law (both statute and Rules) in the matter of superintendence, direction and control as provided by Art. 324,*

- (c) *where the Act or the Rules are silent, the Commission has no doubt plenary powers under Art. 324 to give any direction in respect of the conduct of election*”

*And*

In Civil Appeal No. 7178 of 2001 Union of India Vs ADR and others, dated 2<sup>nd</sup> May, 2002, wherein Apex Court while clearly laying down *ratio decidendi* about the source and ambit of the power of the Election Commission, has observed that,

*‘The jurisdiction of the Election Commission is wide enough to include all powers necessary for smooth conduct of elections and the word ‘election’ is used in a wide sense to include entire process of election which consists of several stages and embraces many steps.*

*The limitation on plenary character of power is when the Parliament or State Legislature has made a valid law relating to or in connection with elections, the Commission is required to act in conformity with the said provisions. In case where law is silent, Article 324 is a reservoir of power to act for the avowed purpose of having free and fair election. Constitution has taken care of leaving scope for exercise of residuary power by the Commission in its own right as a creature of the Constitution in the infinite variety of situations that may emerge from time to time in a large democracy, as every contingency could not be foreseen or anticipated by the enacted laws or the rules. By issuing necessary directions, Commission can fill the vacuum till there is legislation on the subject. In Kanhiya Lal Omar’s case, the Court construed the expressions “superintendence, direction and control” in Article 324(1) and held that direction may mean an order issued to a particular individual or a precept which may have to follow and it may be a specific or a general order and such phrase should be construed liberally empowering the Election Commission to issue such orders.’*

*And*

In Appeal (Civil) No. 5756 of 2005 Petitioner Kishansing Tomar Vs Municipal Corporation of the City of Ahmadabad & Ors, dated 19.10.2006, wherein Supreme Court has observed that the State Election Commission has the same powers (including inherent plenary powers) like that of Election Commission of India in the domain of local body elections. It lays down that, *‘In terms of Article 243K & 243ZA (1) the same powers are vested in the State Election Commission as the Election Commission of India under Article 324. The words in the former provisions are in pari materia with the latter provisions’.*

*And*

In Writ Petition (Civil) No. 784/2015 filed by Lok Prahari through its General Secretary S. N. Shukla Vs Union of India & Others, dated 16.02.2018, wherein Hon’ble Supreme Court has expressed deep concern about the undue accretion of assets by legislators in following words :

Para-22 *‘...Various bodies such as the Law Commission of India and a Committee popularly known as the Vohra Committee constituted by the Government of India etc. pointed out various shortcomings in the working of the democracy and the need to address those concerns.’*

Para-30 *'Undue accretion of assets of legislators and their associates is certainly a matter which should alarm the citizens and voters of any truly democratic society. Such phenomenon is a sure indicator of the beginning of a failing democracy. If left unattended it would inevitably lead to the destruction of democracy and pave the way for the rule of mafia. Democracies with higher levels of energy have already taken note of the problem and addressed it. Unfortunately, in our country, neither the Parliament nor the Election Commission of India paid any attention to the problem so far.'*

The Apex Court judgements mentioned above have expressed displeasure to the concerned bodies for not paying attention to such problems. Thus there is a need to pay attention to all such issues (including utility of NOTA) without any further delay so as to make elections pure, free, fair and transparent.

5. And Whereas, State Election Commission has come to the conclusion that –

i) Implementation of NOTA in terms of order issued by State Election Commission Haryana on 14.12.2016 does not give absolute effect to the judgements of Hon'ble Supreme Court in letter and spirit.

ii) There is no provision in the local body Acts/Rules regarding NOTA and/or how to treat the votes polled by NOTA while declaring the results. Thus, there is a vacuous area; and

iii) State Election Commission has the requisite authority to fill the above vacuous area by treating the NOTA as 'Fictitious Electoral Candidate' and amend the para 4 of its order dated 14.12.2016 in order to implement the judgements of Hon'ble Supreme Court in its true sense.

6. Now therefore, in exercise of the powers conferred under clause (1) of Article 243-ZA of the Constitution of India and Section 3A of the Haryana Municipal Act, 1973 and Section 9 of the Haryana Municipal Corporation Act, 1994, and all other powers enabling it in this behalf, para 4 of the Order dated 14.12.2016 passed by the State Election Commission is hereby amended with immediate effect as below :

#### **Order**

7. (i) NOTA shall be treated as a 'Fictional Electoral Candidate' while declaring the election results,

(ii) In case, a contesting candidate and the "Fictional Electoral Candidate" i.e. NOTA receive highest equal number valid votes then the contesting candidate (not NOTA) shall be declared as elected.

(iii) If in any election, all the contesting candidates individually receive lesser votes than the 'Fictional Electoral Candidate' i.e. NOTA then none of the contesting candidates will be declared as elected.

(iv) In case of situation arising under sub-section (iii) above, re-election shall be held for the seat. Further all such contesting candidates who secured less votes than NOTA shall not be eligible to re-file the nomination/contest the re-election.

v) In re-election, if NOTA again gets highest votes then further election will not be conducted and contesting candidate with highest votes (excluding NOTA) shall be declared as elected.

8. The following procedure shall be followed in such circumstances,

i) If a Returning Officer, upon completion of counting but before declaration of result, finds that NOTA has received higher valid votes than all other contesting candidates individually; then Returning Officer shall not declare the result for that particular seat/s and shall immediately send his report to State Election Commission in this regard.

ii) Upon receipt of such report, the State Election Commission shall after satisfaction, declare the fresh election programme for the said seat/s.

9. These orders shall be applicable to the general and bye-elections to all the Urban Local Bodies (Municipal Corporations, Municipal Councils and Municipal Committees) in Haryana with immediate effect.

**Dated: Panchkula  
22<sup>nd</sup> November, 2018**

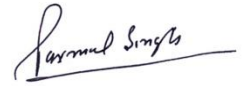
**DR. DALIP SINGH  
State Election Commissioner, Haryana**

**Endst. No.SEC/1ME/2018/ 5833-5880**

**Dated : 22<sup>nd</sup> November, 2018**

A copy of the above is forwarded to the following for information and necessary action :-

1. Chief Secretary to Government, Haryana, Chandigarh.
2. Principal Secretary to Government, Haryana, Urban Local Bodies Department, Chandigarh.
3. Director, Urban Local Bodies, Haryana, Panchkula.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Commissioners of Municipal Corporations, in the State of Haryana.
7. Secretary/President of all the recognized Political Parties.



(Parmal Singh)

Assistant State Election Commissioner, Haryana

**Mail**  
**STATE ELECTION COMMISSION, HARYANA**  
**“NIRVACHAN SADAN” PLOT NO. 2, SECTOR – 17**  
**PANCHKULA**

No.SEC/1ME/2017/1117-38

Dated: 02.06.2017

To

All the Deputy Commissioners  
 in the State of Haryana.

**Subject: Hosting of record pertaining to the criminal antecedents of the contesting candidates in the official website of district administration linked with the website of State Election Commission, Haryana.**

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that under Section 8 D of the Haryana Municipal Corporation Act, 1994 and Section 13 D of the Haryana Municipal Act, 1973, it has been provided that section 33-A and 33-B of the Representation of the People Act, 1951 shall mutatis mutandis apply in the elections of Municipal Corporation, Council & Committees in the State of Haryana.

These sections of the R.P. Act provides as under:-

**33A. Right to information.—**(1) A candidate shall, apart from any information which he is required to furnish, under this Act or the rules made thereunder, in his nomination paper delivered under sub-section (1) or section 33, also furnish the information as to whether –

- (i) he is accused of any offence punishable with imprisonment for two years or more in a pending case in which a charge has been framed by the court of competent jurisdiction;
- (ii) he has been convicted of an offence [other than any offence referred to in sub-section (1) or sub-section (2), or covered in sub-section (3), of section 8] and sentenced to imprisonment for one year or more.

(2) The candidate of his proposer, as the case may be, shall, at the time of delivering to the returning officer the nomination paper under sub-section (1) of section 33, also deliver to him an affidavit sworn by the candidate in a prescribed form very fine the information specified in sub-section (1).

(3) The returning officer shall, as soon as may be after the furnishing of information to him under sub-section (1), display the aforesaid information by affixing a copy of the affidavit, delivered under sub-section (2), at a conspicuous place at his office for the information of the electors relating to a constituency for which the nomination paper is delivered.

**33B. Candidate to furnish information only under the Act and the rules.—**Notwithstanding anything contained in any judgment,

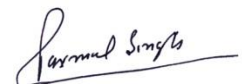
decree or order of any court or any direction, order or any other instruction issued by the Election Commission, no candidate shall be liable to disclose or furnish any such information, in respect of his election which is not required to be disclosed or furnished under this Act or the rules made there under.

2. In view of above and provisions laid down under rule 24-A of the Haryana Municipal Corporation Election Rules, 1994 and rule 23-A of the Haryana Municipal Election Rules, 1978, the information about the Criminal Antecedents, Assets and liabilities and Educational Qualifications etc. of the contesting candidates are being taken in Form 1-C from the candidates contesting the elections of Municipal Corporations, Councils and Committees. To publicize the information of the contesting candidates and bring their criminal background before the general public, this Commission has decided to host the information pertaining to the criminal antecedents of the contesting candidates in the official website of the district administration. It has also been decided that the said information shall remain hosted in the official website till the next general election of that municipal institution.

3. I am, therefore, directed to request you that in future the information pertaining to the criminal antecedents of the contesting candidates (contesting the elections of Municipal Corporations, Councils and Committees) obtained in Form 1 C alongwith nomination paper be hosted in the officials website of district administration and the same shall remain hosted in the website till the completion of next general election of that municipal institution.

These instructions be brought to the notice of all concerned for strict compliance in future elections.

Yours faithfully




(Parmal Singh)  
Assistant State Election Commissioner,  
Haryana

Endst. No. SEC/1ME/2017/1139

Dated: 02.06.2017

A copy of above is forwarded to the State Informatics Officer, NIC, Haryana with the request to ensure that information of contesting candidates of MCs and PRIs must remain hosted in the officials website of district administration till the completion of next general election.



(Parmal Singh)  
Assistant State Election Commissioner,  
Haryana

Endst. No. SEC/1ME/2017/1140

Dated: 02.06.2017

A copy of above is forwarded to the I.T. Cell of this Commission with the directions to host these directions in the official website of this Commission.



(Parmal Singh)  
Assistant State Election Commissioner,  
Haryana

CC: 1. Store-Keeper  
2. Librarian (two copies for record)

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**STATE ELECTION COMMISSION, HARYANA**  
 NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17  
 PANCHKULA, HARYANA – 134109

Website: [www.secharyana.gov.in](http://www.secharyana.gov.in)  
 Email id: [sec@hry.nic.in](mailto:sec@hry.nic.in)

Phone : +91172 258 4810  
 Fax : +91 172 258 5904

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**URGENT**

No.SEC/1ME/2021/3057-3088

Dated: 17.08.2021

To

1. All the Deputy Commissioners  
in the State of Haryana
2. The President/General Secretary of the recognized National/State  
Political Parties

**Sub:- (i) Judgment of the Hon'ble Supreme Court of India on the petition regarding people with criminal antecedents contesting elections; and**

**(ii) Amendment in Form-1C (Format of affidavit by candidates.).**

Sir/Madam,

I have been directed to refer to the above subject and to say that candidates contesting elections of Chairpersons (Mayors of Municipal Corporations and Presidents of Municipal Councils & Municipal Committees) and Members of Municipal Corporations, Councils and Committee are required to file an affidavit in Form-1C, along with the nomination paper, declaring therein information about their criminal cases, assets, liabilities, educational qualifications etc. Form-1C, which pertains to the elections of Municipal Corporations and Municipal Councils/Committees has been amended by the State Government vide Notification Nos. S.O.55/H.A. 16/1994/S.32/2020 dated 24<sup>th</sup> November, 2020 and S.O. 24/H.A. 24/1973/Ss. 257 and 276/2020 dated 8<sup>th</sup> June, 2021, respectively. The amendments made in Form-1C are in pursuance of the directions issued by the Hon'ble Supreme Court of India in Writ Petition (C) No. 784 of 2015 (Lok Prahari Versus Union of India & Others), Writ Petition (Civil) No. 536 of 2011 (Public Interest Foundation & Others Versus Union of India & Another) and Form No. 26 of the Election Commission of India.

2. In the judgement in Writ Petition (Civil) No. 536 of 2011, the Hon'ble Supreme Court of India has, inter alia, given the following directions:-

- “(i) Each contesting candidate shall fill up the form as provided by the Election Commission and the form must contain all the particulars as required therein.
- (ii) It shall state, in bold letters, with regard to the criminal cases pending against the candidates.
- (iii) If a candidate is contesting an election on the ticket of a particular party, he/she is required to inform the party about the criminal cases pending against him/her.
- (iv) The concerned political party shall be obligated to put up on its website the aforesaid information pertaining to candidates having criminal antecedents.
- (v) The candidates as well as the concerned political party shall issue a declaration in the widely circulated newspapers in the locality about the antecedents of the candidate and also give wide publicity in the electronic media. When we say wide publicity, we mean that the same shall be done at least thrice after filling of the nomination papers.”

3. In pursuance of the above mentioned judgement, the State Election Commission, Haryana after due consideration, hereby issues the following directions to be followed by the candidates intending to contest election of Chairperson (Mayor in Municipal Corporations and President in Municipal Councils/Committees) and Members of Municipal Corporations/Councils/ Committees who have criminal cases registered/pending against them or cases in which they have been convicted in the past, and to the political parties that set up such candidates:-

- (a) Candidates at elections to the Municipal Corporation i.e. Mayor and Members of Municipal Corporation and President and Members of Municipal Councils/Committees who have criminal cases against them- either pending or in which the candidate has been convicted, shall publish a declaration about such cases, for wide publicity, in two newspapers (at least one Hindi and one English) having wide circulation in the concerned municipal area. This declaration is to be published in **Format C-1** attached hereto, at least on three different dates from the day following the last date for withdrawal of candidatures and upto two days before the date of poll. The matter should be published in font size of at least 12 and should be placed

suitably in the newspapers so that the directions for wide publicity are complied with in letter and spirit.

**(Illustration:** If the last date for withdrawal is 10<sup>th</sup> of the Month and the date of poll is 20<sup>th</sup> of the Month, the declaration shall be published on three deferent dates from 11 to 18<sup>th</sup> of the month.

- (b) All such candidates with criminal cases are also required to publish the above declaration on local TV channels or cable networks (if locally available) on three different dates during the abovementioned period. But, in the case of the declaration in local TV channels or cable networks, the same should be completed before the period of 48 hours ending with the hour fixed for conclusion of poll.
- (c) The Returning Officer shall give a written reminder about the directions given herein for publishing declaration about the criminal cases in newspapers and local TV channels or cable networks (if locally available) for wide publicity to all candidates who have criminal cases as per the declaration in items (5) and (6) of Form 1C. A standard format for such reminder to the candidates is annexed as **Format C-2**. The candidates shall submit copies of the newspapers in which their declaration in this regard was published to the Deputy Commissioner or an officer authorized by the State Election Commission, alongwith their account of election expenses.
- (d) In the case of candidates with criminal cases set up by political parties, whether recognized parties or registered un-recognized parties, such candidates are required to declare before the Returning Officer concerned that they have informed their political party about the criminal cases against them. Provision for such declaration has been made in Form-1C in item (7).

**4. The Political parties** – Recognized Political parties and registered un-recognized parties, which set up candidates with criminal cases, either pending or of past conviction, are required to publish declaration giving details in this regard on their website as well as in local TV channels or cable networks (if locally available) and at least two newspapers (one Hindi and one English) having wide circulation in the municipal area concerned. This declaration by political parties is to be published in **Format C-3**, annexed hereto. Publishing of the declaration in newspapers and in local TV channels or cable networks (if locally available) is required to be done at least on three different dates during the period mentioned in Para-3 (a) above. In the case of

local TV channels or cable networks (if locally available), it shall be ensured that the publishing should be completed before the period of 48 hours ending with the hour fixed for conclusion of poll for the election. All such political parties shall submit a report to the Deputy Commissioner concerned stating that they have fulfilled the requirements of these directions, and enclosing therewith the paper cutting containing declaration published by the party in this respect. This shall be done within 30 days of completion of election. Thereafter, within the next 15 days, the Deputy Commissioner concerned should submit a report to the Commission confirming compliance by the parties concerned, and pointing out cases of defaulters, if any.

5. It may also be noted that the provisions for the additional affidavit in respect of dues against Govt. accommodation, if any, that may have been allotted to the candidates, have now been incorporated in Form-1C itself under item (9) relating to liabilities to Public Financial Institutions and Govt. Therefore, the candidates shall have to give the requisite declaration/particulars in this regard in item (9) of Form-1C.

6. This letter may also be circulated to all the Returning Officers / Assistant Returning Officers and concerned officers/officials in your district with the instructions to take note of the above directions and the amendments in Form-1C and strictly comply with the same during municipal elections to be conducted in near future.

Yours faithfully,



Asstt. State Election Commissioner,  
For State Election Commissioner, Haryana

Endst. No. SEC/1ME/2021/3089-3208

Dated: 17.08.2021

A copy of above is forwarded to the following with the directions to familiarize themselves and all other concerned with these guidelines and strictly comply during municipal elections to be conducted in near future.:-

1. Commissioners of all the Municipal Corporations.
2. District Municipal Commissioners of all the Municipal Councils and Committees.
3. Executive Officers (E.Os) of all the Municipal Corporations and Councils.
4. Secretaries of all the Municipal Committees.



Asstt. State Election Commissioner  
for State Election Commissioner, Haryana

Endst. No. SEC/1ME/2021/3209

Dated: 17.08.2021

A copy of above is forwarded to the Director General, Information, Public Relations and Languages Department, Haryana, Chandigarh for publication in the leading news papers having wide circulation in the State of Haryana.



Asstt. State Election Commissioner  
for State Election Commissioner, Haryana

Endst. No. SEC/1ME/2021/3210

Dated: 17.08.2021

A copy of above alongwith enclosure is forwarded to I.T.Cell of this Commission with the directions to host the notification in the official website of this Commission.



Asstt. State Election Commissioner  
for State Election Commissioner, Haryana

CC: 1 Store-Keeper (two copies for record & n.a.)  
2. Librarian (two copies for record)

C:\Users\HP\Desktop\Guidelines -Criminal antecedents publication i.e. Form 1C reg..docx

**FORMAT C-1**

(for candidates to publish in Newspapers, local TV channels or cable networks)

**DECLARATION ABOUT CRIMINAL CASES**( As per the judgment dated 25<sup>th</sup> September, 2018, of Hon'ble Supreme Court in WP (Civil) No. 536 of 2011 (Public Interest Foundation & Ors. Vs. Union of India & Anr.)Name and address of candidate: \_\_\_\_\_  
\_\_\_\_\_

Name of political party: \_\_\_\_\_

(Independent candidates should write "Independent" here)

\*Name of Election: \_\_\_\_\_

I \_\_\_\_\_ (name of candidate), a candidate for the abovementioned election, declare for public information the following details about my criminal antecedents:

Sr. No.	Pending criminal cases			Details about cases of conviction for criminal offences	
	Name of Court	Case No. and status of case	Section(s) of Acts concerned and brief description of offence(s)	Name of Court & date(s) of order(s)	Description of offence(s) & punishment imposed

\*If a person is contesting the election of the seat of Mayor or President, he should write Mayor or President, Municipal Corporation/Council/Committee (which is applicable) and those who are contesting the election of member should write Member from Ward No. \_\_\_Municipal Corporation/Council/Committee (which is applicable).

**Note:** Details should be given separately for each case in separate rows.

**OFFICE OF RETURNING OFFICER**

Name of Corporation/Council/Committee \_\_\_\_\_

Ward No. (in case of member) \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of Election: \_\_\_\_\_

(Mayor or Member of Corporation and President or Member of Council/Committee which is applicable)

It is informed that as per the judgment dated 25<sup>th</sup> September, 2018, of Hon'ble Supreme Court, in WP (Civil) No. 536 of 2011 (Public interest Foundation & Ors. Vs. Union of India & Anr. and the directions in the State Election Commission, Haryana's letter No. SEC/1ME/2021/3057-3210, dated 17.08.2021, all candidates with criminal cases- either pending cases or cases of conviction in the past, are required to publish declaration regarding such criminal cases in newspapers and local TV channels or cable networks (if locally available) on three occasions during the period from the day following the last date for withdrawal of candidature and two days before the date of poll. Publishing declaration in of local TV channels or cable networks (if locally available) should be completed before the period of 48 hours ending with the hour fixed for conclusion of poll.

Since you, Sh./Smt./Ms. \_\_\_\_\_ (mention the name of the candidate), a candidate nominated for the abovementioned election, have declared information about criminal cases in Items (5)/(6) of Form-1C, you are required to publish information in newspapers having wide circulation in the municipal area and on local TV channels or cable networks (if locally available) on at least three occasions each as mentioned above. It is also informed that copies of the newspapers publishing the information about criminal cases should be submitted to the Deputy Commissioner concerned or an officer authorized by the State Election Commission, Haryana along with the account of election expenses.

Date: Signature \_\_\_\_\_

Name of the RO/ARO \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

**Note :** One copy of this should be given to candidate and one copy retained with RO.

**FORMAT C-3**

( For political party to publish in website, newspapers, local TV channels or cable networks )

**DECLARATION ABOUT CRIMINAL ANTECEDENTS OF CANDIDATES SET UP BY  
THE PARTY**

(As per the judgment dated 25<sup>th</sup> September, 2018 of Hon'ble Supreme in WP (Civil) No. 536 of 2011 (Public interest Foundation & Ors. Vs. Union of India & Anr.)

Name of Political Party: \_\_\_\_\_

\*Name of Election: \_\_\_\_\_

Name of District : \_\_\_\_\_

1	2	3	4		5	
Sr. No.	Name of candidates	Name of Seat or Ward No.____ and Municipal Corporation/ Council/Committee	Pending criminal cases		Details about cases of conviction for criminal offences	
			Name of Court, case No. & status of the case(s)	Sections of the Acts concerned & brief description of offence(s)	Name of Court & date(s) of order(s)	Description of offence(s) & punishment imposed

\*If a person is contesting the election of the seat of Mayor or President, he should write Mayor or President, Municipal Corporation/Council/Committee (which is applicable) and those who are contesting the election of member should write Member from Ward No.\_\_\_\_Municipal Corporation/Council/Committee (which is applicable).

**Note:** (i) The above information shall be published municipality wise (Corporation/Council/Committee) for each district.

(ii) The matter in newspapers should be published in font size of at least 12.





**STATE ELECTION COMMISSION, HARYANA**  
**NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17, PANCHKULA-134109**  
**Website: [www.secharyana.gov.in](http://www.secharyana.gov.in) Phone: +91 172 258 4810**  
**Email id: [sec@hry.nic.in](mailto:sec@hry.nic.in) Fax: +91 172 258 5904**

**NOTIFICATION**  
**The 11th December, 2020**

**NO. SEC/2ME-III/2020/ 4049 :-** In pursuance of the rule 70F & 70L of the Haryana Municipal Corporation Election Rules, 1994 and rule 69F & 69 L of the Haryana Municipal Election Rules, 1978, I Dr. Dalip Singh, State Election Commissioner, Haryana hereby prescribes the design of ballot paper to be used on Electronic Voting Machine and design of tendered ballot paper for an election of Mayor & Member of Municipal Corporation and President & Member of Municipal Council / Committee in the State of Haryana. The ballot papers shall be prepared and printed in devnagri script and the form and design of the ballot paper shall be as under:-

1. **Design of ballot paper to be used on Electronic Voting Machine**
  - i. The total length of the ballot paper will be 461.5 mm and its width shall be 140 mm.
  - ii. At the top of the ballot paper, there shall be a space provided for indicating the particulars of the election and the name of the ward, of the size 7.5 mm (length) x 140 mm (width).
  - iii. In the space so provided, on the top left hand corner, the serial number of the ballot paper shall be printed. On the top right hand corner, the sheet number shall be printed if the ballot paper is printed on more than one sheet, where the number of contesting candidates exceeds sixteen. The particulars of the election shall also be printed in the said space. These particulars will contain the **serial number and name of Municipal Corporation / Council / Committee/ Mayor/ President/ Ward No./ Year / Nature of election / District Code** shall be printed in such language or languages as the SEC may specify. Code marks specified for each District are given in **Annexure-A**. The following illustrations will make the position clear:-

**Name of Municipal Corporation/Council/Committee/ Mayor/ President/  
Ward No./ Year / Nature of election / District Code**

Provided that where the number of contesting candidates is less than sixteen, the above particulars may be printed either at the top most portion or at the bottom space meant for the candidate at serial number sixteen), as may be considered convenient from the point of view of printing.

Provided further that where the number of contesting candidates is sixteen or more, the above particulars may be printed in a vertical column, on the left hand side of the

ballot paper, with a thick line dividing the said column and the panels containing the serial numbers and names of the contesting candidates.

- iv. Below the space provided at the top for printing the particulars of the election, there shall be a thick black line of 1.00 mm.
- v. Below this line, there shall be printed the serial number of contesting candidate, his name, photo and the symbol allotted to him, in a separate panel for each candidate.
- vi. The size of the panel for each contesting candidate shall be 27.5 mm (length) x 140 mm (width).
- vii. The panels of the candidates shall be separated from each other by a thick black line of 1.00 mm.
- viii. The names of the contesting candidates shall be arranged on the ballot paper in the same order in which their names appear in the list of contesting candidates.
- ix. 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.
- x. The names of not more than sixteen candidates shall be arranged on one sheet of a ballot paper. If the number of contesting candidate is less than sixteen, the space below the panel for last contesting candidate shall be kept blank, except where the particulars of election, etc., are printed at the bottom under clause (iii) above.
- xi. If the number of contesting candidates exceeds sixteen, the ballot paper shall be printed on two sheets of the above mentioned size and dimensions if the number of candidates is between seventeen and thirty two, on three sheets if the number of contesting candidates is between thirty three and forty eight, on four sheets if their number is between forty nine and sixty four.
- xii. In such cases where the ballot paper is printed on more than one sheet, the names of contesting candidates from S.No.17 to 32 shall be printed on the second sheet, from S.No.33 to 48 on the third sheet and from 49 onwards on the fourth sheet. If the number of candidates is less than thirty two the space below the panel for the last contesting candidate in the second sheet shall be kept blank. Similarly, for the third and fourth sheets of the ballot papers.
- xiii. On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold words and letters, e.g., .Sheet No.1., .Sheet No.2., etc.
- xiv. The names of the contesting candidates shall be printed in the same language or languages in which the list of contesting candidates has been prepared. The serial number of the candidate shall be indicated in the international form of Indian numerals.
- xv. Serial number and the name of the candidate shall be printed on the left hand side and photo & his symbol on the right hand side in the panel meant for him.
- xvi. Unless otherwise directed by the SEC in any particular case, the ballot papers for Mayor of Municipal Corporation and President of Municipal Council / Committee shall be printed on **pink paper with black ink or on white paper with pink ink**. The ballot papers for Member of Municipal Corporation and Member of Municipal Council / Committee shall be printed on **white paper with black ink**.
- xvii. In the last panel/row after the end of contesting candidates in the ballot paper of Mayor & Member of Municipal Corporation, President & Member of Municipal Council / Committee, Member of Municipal Council / Committee the word



“उपरोक्त में से कोई नहीं” with symbol shall be printed.

2. The Notifications earlier issued in this respect vide no. SEC/2ME/ 2007/ 1432, dated 13.02.2007, No. SEC/2ME/2010/1634, dated 06.05.2010 and No. SEC/2ME/ 2018 / 6625, dated 29.11.2018 are hereby stand repealed from the issuance of this notification.

Dated, Panchkula

Dr. DALIP SINGH

the 11<sup>th</sup> December, 2020

State Election Commissioner, Haryana.

Endst. No. SEC/2ME/ 2020/4050-4073

Dated: 11.12.2020

A copy is forwarded to the following for information and necessary action:-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. The Director, Urban Local Bodies Department Haryana, Panchkula.
3. All the Deputy Commissioners in the State of Haryana.

(Pushkar Dutt ),  
Superintendent/MC,  
State Election Commission, Haryana.

Endst. No. SEC/2ME/2020/4074

Dated: 11 .12.2020

A copy is forwarded to the Controller, Printing & Stationery Department, Haryana for publication in the Haryana Government Gazette.

(Pushkar Dutt ),  
Superintendent/MC,  
State Election Commission, Haryana.

**ANNEXURE – “A”****SPECIFIED CODE NUMBERS OF DISTRICTS FOR BALLOT PAPERS.**

<b><u>SR.NO.</u></b>	<b><u>NAME OF DISTRICT</u></b>	<b><u>CODE MARK</u></b>
1.	Ambala	AMB
2.	Yamuna Nagar	YNR
3.	Kurukshetra	KKR
4.	Kaithal	KHL
5.	Karnal	KNL
6.	Jind	JND
7.	Sonepat	SPT
8.	Rohtak	ROK
9.	Gurugram	GUR
10.	Faridabad	FBD
11.	Mahendergarh.	MGR
12.	Rewari	RRI
13.	Bhiwani	BNI
14.	Hissar	HSR
15.	Sirsa	SSA
16.	Panipat	PPT
17.	Panchkula	PKL
18.	Fatehabad	FTD
19.	Jhajjar.	JJR
20.	Nuh	Nuh
21	Palwal	PWL
22	Charkhi Dadri	CKD



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17, PANCHKULA-134109**

**Website:** [www.secharyana.gov.in](http://www.secharyana.gov.in)

**Phone:** +91 172 258 4810

**Email id:** [sec@hry.nic.in](mailto:sec@hry.nic.in)  
**5904**

**Fax:** +91 172 258

**ORDER**

Whereas the State Government vide its notification No. S.O.52/H.A.24/1973/S.257 & S.276/2020, dated 30.10.2020, has amended the Haryana Municipal Act, 1973 according to which President and Members of Municipal Councils/ Committees shall be chosen through the direct election by the electors of all wards of concerned Municipal Council/Committee.

2. In view of above, the ballot papers are printed for the elections of Municipal Corporations/Councils/Committees in accordance with the provisions of Rule 70F & 70L and 69F & 69L of the Haryana Municipal Corporation Election Rules, 1994 and Haryana Municipal Election Rules, 1978 respectively and in accordance with the instructions contained in the Hand Book for Returning Officers and affixed on the Electronic Voting Machines for use and for issue as tendered ballot paper in connection with the aforesaid elections.

2. And whereas the State Election Commission Haryana has already issued directions to provide a panel after the name of the last contesting candidate on a ballot paper, for 'None of the above' to enable a voter to press button on EVM against this panel to show that he/she does not wish to vote to any of the above contesting candidates.

3. And Whereas it has been noticed that there are cases where more than one contesting candidates having similar names are in the contest and due to alphabetical arrangements of names on the ballot paper, names and symbols of such candidates are printed one after the other which creates confusion in the mind of the voters coming to cast their votes at a polling station.

4. In view of above the State Election Commission, Haryana in exercise of powers conferred under section 3A of the Haryana Municipal Act, 1973 and Section 9 of the Haryana Municipal Corporation Act, 1994 and under clause (1) of Article 243ZA

of the Constitution of India, hereby order to print photograph of the contesting candidates on the ballot papers along with other particulars to be displayed on the balloting unit of EVMs and the tender ballot papers in addition to the existing particulars, the photograph of the candidate to be printed in the panel for the name of the candidate and to appear on the right side of the name in between the name and symbol of the candidate. The size of the photograph to be printed on the ballot paper shall be 2 cm x 2.5 cm (2 cm in breadth and 2.5 cm in height) and further directs that:

- (a) every ballot paper for use in the elections to the Municipal Corporations/ Councils/Committees in the State of Haryana, to be held hereafter, shall contain photographs of the contesting candidates as specified in para 4 above. A specimen of the ballot paper to be printed under these directions is enclosed as Annexure 'A'.
- (b) candidates are required to submit their recent two photographs along with the nomination form.
- (c) photograph should be stamp size 2 cm x 2.5 cm (2cm in breadth and 2.5cm in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in color or black and white as may be convenient for the candidates.
- (d) photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses also to be avoided.
- (e) if the photograph of the candidate is not submitted along with nomination paper, the returning Officer of the ward shall give a notice/asking the candidate to submit the photograph latest by the date and time fixed for scrutiny of nominations. A specimen of the form of notice to be given to the candidate is enclosed as Annexure 'B'. The photograph should bear the signature of the candidate on the reverse side of the photograph.
- (f) if a candidate does not submit his/her photograph or still fails or refuses to give his/her photograph, his/her photograph will not be printed on the ballot paper. Non submission of the photograph by the candidate shall, however, not be a ground for rejection of the nomination of the candidate.
- (g) Returning Officer shall display a list of validly nominated candidates with the photographs of the candidates against their names on the day following the date fixed for the scrutiny of nominations. The Returning Officer shall inform the candidates at the time of scrutiny that the photographs to be printed on ballot paper will be displayed on his notice

board on the next day (time may also be specified). If there is any error in the photograph or other particulars, the candidates will get an opportunity to point out the same to the Returning Officer for rectifying the error.

- (h) Returning Officer shall also prepare the draft of the ballot paper in soft copy and shall provide to the officer deputed for the printing of ballot papers.

5. The orders earlier issued in this respect vide No. SEC/1ME/2016/3730-3781, dated 23.12.2016 and No. SEC/2ME/2018/6574-6624, dated 29.1.2018 are hereby stand repealed from the issuance of this order.

Dated: 11<sup>th</sup> December, 2020  
Place: Panchkula

DR. DALIP SINGH  
State Election Commissioner, Haryana

Endst. No. SEC/2ME/2020/ 4017-4040

Dated: 11.12.2020

A copy of the above is forwarded to the following for information and necessary action:-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. Director, Urban Local Bodies, Haryana, Panchkula.
3. All the Deputy Commissioners in the State of Haryana. They are requested to bring into the notice of the concerned Returning Officers for the immediate compliance.

(Pushkar Dutt )  
Superintendent/MC  
State Election Commission, Haryana.

ANNEXURE-A

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

1.	अजय बराड		
2.	अनिल कुमार		
3.	अग्नेज बठला		
4.	मनोज कुमार		
5.	उपर में से कोई नहीं		

महापौर, नगरनिगम -----

अथवा

प्रधान, नगरपरिषद्/नगरपालिका -----

अथवा

सदस्य नगरनिगम/नगरपरिषद्/नगरपालिका -----/वार्ड संख्या --/2020/सा0/  
उपचुनावहस्ता/-  
रिटर्निंग अधिकारी,  
नगरनिगम/नगरपरिषद्/नगरपालिका



ANNEXURE-B

Original /Duplicate  
(Original to be kept with nomination paper and  
Duplicate To be handed over to candidate)

Notice by Returning Officer for non-submission of Photograph of the Candidate.

Mayor/ President / Member from Ward No. of Municipal Corporation/ Council/Committee	:	_____
Name of the Candidate	:	_____
Date and time of filing nomination paper	:	_____
Sr. No. of nomination paper.	:	_____

As per the direction of the Commission, photograph of the candidate is required to be printed on the ballot paper.

It is hereby brought to your notice that you have not submitted your photograph for this purpose.

You are requested to submit your photograph by 3.30 PM on \_\_\_\_\_(date fixed for scrutiny of nomination).

The specifications for the photograph are as follows:-

- (i) Candidates are required to submit their recent photograph (taken during the preceding period of 3 months before the date of notification.
- (ii) Photographs should be of stamp size 2cm X 2.5cm (two cm. in breadth and 2.5 cm in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in colour or black and white as may be convenient for the candidate.
- (iii) Photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses has also to be avoided.

The photograph has to be submitted alongwith the declaration in the enclosed format.

It may be noted that if photograph is not submitted by the time mentioned above, your photo will not be printed on the ballot paper.

Received.

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Candidate)  
RO/ARO)

(Signature of

Date & Time :  
Place:

ANNEXURE-CDeclaration by Candidate while submitting the photograph.

Subject: Election to the Mayor/ President / Member of Municipal Corporation/  
Municipal Council / Municipal Committee from Ward No. \_\_\_\_\_ to  
be held on \_\_\_\_\_.

I, \_\_\_\_\_ (name and address  
of the Candidate), son/daughter/wife of Shri  
\_\_\_\_\_

nominated as a candidate for the above mentioned election, I am submitting herewith  
my photograph (duly signed by me on the back of the photograph) for the purpose of  
printing the same on the ballot paper. I declare that the photograph has been taken  
during the last 3 months before the date of notification of the above mentioned election.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone/ Mobile No.  
\_\_\_\_\_