

| <b>FAQs ON MUNICIPAL ELECTIONS</b> |  |
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| <b>Q.No.1</b>                      | Who is eligible to get his/her name included in the electoral rolls of a municipality?   |
| <b>Ans.</b>                        | Any person, whose name exists in the relevant part of the existing electoral rolls of the State Legislative Assembly constituency or a part thereof till the last date of filing of nomination of the municipality.  |
| <b>Q.No.2</b>                      | Which authority is responsible for preparation of electoral rolls of municipalities?   |
| <b>Ans.</b>                        | Deputy Commissioner.   |
| <b>Q.No.3</b>                      | What is validity period of the existing electoral rolls?   |
| <b>Ans.</b>                        | Existing voters list of the Urban Local Bodies shall continue to be valid for one year after completion of the next intensive revision of the existing electoral roll.   |
| <b>Q.No.4</b>                      | Whether any person can inspect electoral rolls and demand for a certified copy?  |
| <b>Ans.</b>                        | Yes,<br>Fee amounting to rupees two per page has been prescribed for providing certified copies of the electoral rolls.  |
| <b>Q.No.5</b>                      | What is the term of municipalities/after elections are held and municipalities are constituted?  |
| <b>Ans.</b>                        | Five years from the date appointed for its 1 <sup>st</sup> meeting.  |
| <b>Q.No.6</b>                      | How are the Mayors/Presidents and members of the municipalities are elected?   |
| <b>Ans.</b>                        | The Mayor/President and members of the municipalities are elected directly by the eligible voters/electors (having age of 18 years and above) of the constituencies/wards of the municipality concerned, who have been registered as electors in the electoral rolls of the concerned ward of that municipality.   |
| <b>Q.No.7</b>                      | Who is eligible to vote in elections to the Municipalities?  |
| <b>Ans.</b>                        | All persons who are enrolled as electors in the electoral rolls of concerned ward of the municipality.   |
| <b>Q.No.8</b>                      | How are the Senior Deputy Mayor, Deputy Mayor and Vice Chairman of municipalities elected?   |
| <b>Ans.</b>                        | Senior Deputy Mayor, Deputy Mayor and Vice Chairman of the municipalities are elected indirectly from amongst the elected members of that concerned municipality.  |
| <b>Q.No.9</b>                      | Who is eligible to contest elections of Municipalities?  |
| <b>Ans.</b>                        | Any person who has attained twenty-one (21) years of age and whose name is registered as an elector in the electoral rolls of a ward in the concerned municipality, unless disqualified under the Haryana Municipal Corporation Act 1994/the Haryana Municipal Act 1973 and/or Rules framed thereunder, for the time being in force, shall be eligible to contest the election of the seat of Mayor/President or Member from any ward of the concerned municipality. |
| <b>Q.No.10</b>                     | Which is relevant date to determine the age of 21 years of a candidate by the Returning Officer?   |
| <b>Ans.</b>                        | The date for scrutiny of nominations is relevant date to determine the age of 21 years of a candidate to file nomination for contesting municipal elections.   |
| <b>Q.No.11</b>                     | What is the educational qualification prescribed for contesting election of  |

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|                | municipalities?   |  |  |                             |
| <b>Ans.</b>    | The following educational qualification is prescribed in the Act and Rules to contest municipal election :-   |  |  |                             |
|                | <b>Name of the post</b>   | <b>Category</b>  |  |                             |
|                |   | <b>Unreserved</b>  | <b>Women or SC candidate</b>   | <b>SC (Women) candidate</b> |
|                |   | Should have passed the following Examination   |  |                             |
|                | Mayor, Corporation  | 10 <sup>th</sup>   | 8 <sup>th</sup>  | 8 <sup>th</sup>             |
|                | Member Corporation  | 10 <sup>th</sup>   | 8 <sup>th</sup>  | 5 <sup>th</sup>             |
|                | President, Municipal Council/Committee  | 10 <sup>th</sup>   | 8 <sup>th</sup>  | 8 <sup>th</sup>             |
|                | Member, Municipal Council/committee   | 10 <sup>th</sup>   | 8 <sup>th</sup>  | 5 <sup>th</sup>             |
| <b>Q.No.12</b> | What is the security amount specified to contest election of municipalities?  |  |  |                             |
| <b>Ans.</b>    | Under Rule 24 of Rules, 1978 and Rule 25 of Rules, 1994, the following amount of deposit has been prescribed for the candidates seeking to contest the elections of the Municipalities:-  |  |  |                             |
|                | <b>Municipality</b>   | <b>Amount of deposit</b>   |  |                             |
|                |   | <b>If the candidate is not a member of Scheduled Caste, Backward Classes "A" and Backward Classes 'B' or a woman</b> | <b>If the candidate is a member of Scheduled Caste, Backward Classes "A" and Backward Classes 'B' or a woman</b> |                             |
|                |   | <b>Mayor</b>   | <b>Member</b>  | <b>Mayor</b>                |
|                | <b>Municipal Corporation</b>  | Rs.10,000/-  | Rs.3,000/-   | Rs.5,000/-                  |
|                |   | <b>President</b>   | <b>Member</b>  | <b>President</b>            |
|                | <b>Municipal Council</b>  | Rs.3,000/-   | Rs. 2,000/-  | Rs.1,500/-                  |
|                | <b>Municipal Committee</b>  | Rs.2,000/-   | Rs.1,000/-   | Rs.1,000/-                  |
|                |   |  |  | <b>Member</b>               |
|                |   |  |  | Rs.500/-                    |
| <b>Q.No.13</b> | What is the expenditure limit prescribed for contesting elections of municipalities?  |  |  |                             |
| <b>Ans.</b>    | <b>Name of Institute</b>  | <b>Name of office</b>  | <b>Expenditure limit (in rupees)</b>   |                             |
|                | Municipal Corporation   | Mayor  | 30,00,000/-  |                             |
|                |   | Member   | 7,50,000/-   |                             |
|                | Municipal Council   | President  | 20,00,000/-  |                             |
|                |   | Member   | 4,50,000/-   |                             |
|                | Municipal Committee   | President  | 12,50,000/-  |                             |
|                |   | Member   | 3,00,000/-   |                             |
| <b>Q.No.14</b> | Election Observers are appointed under which provisions,?   |  |  |                             |
| <b>Ans.</b>    | Election Observers are appointed by the SEC in exercise of the powers vested under Article 243ZA of the Constitution of India, Section 8D of the Haryana Municipal Corporation Act, 1994 and Section 13D of the Haryana Municipal |  |  |                             |

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|                | Act, 1973 both read with Section 20B of the Representation of the People Act, 1951.   |            |                             |
| <b>Q.No.15</b> | Under which section and rule provisions of disqualifications for being elected as and for being a Mayor or President and Member are prescribed?   |            |                             |
| <b>Ans.</b>    | Under Section 8 of the Haryana Municipal Corporation Act, 1994 & Rule 23 of the Haryana Municipal Corporation Election Rules, 1994 and Section 13A of the Haryana Municipal Act, 1973 & Rule 21 of the Haryana Municipal Election Rules, 1978.  |            |                             |
| <b>Q.No.16</b> | Under which provision election expenditure is required to be filed by the contesting candidates?  |            |                             |
| <b>Ans.</b>    | Under section 8B,8E and 8G of the Act, 1994 and section 13E,13F and 13H of the Act, 1973 read with the Haryana Corporation Municipal Election Expenditure (Maintenance and Submission of Accounts) Order, 2018 for Corporation and the Haryana Municipal Election Expenditure (Maintenance and Submission of Accounts) Order, 2020 for Committee/Council. |            |                             |
| <b>Q.No.17</b> | What is the time limit to file election expenditure statement?  |            |                             |
| <b>Ans.</b>    | Within 30 days from the date of declaration of election result.   |            |                             |
| <b>Q.No.18</b> | What action can be taken against a candidate/elected person if he/she doesnot file the accounts of election expenses within the prescribed time limit or who incurs election related expenditure beyond the prescribed limit?   |            |                             |
| <b>Ans.</b>    | He/she can be removed from the office (if elected) and he/she can be disqualified for contesting an election for a period of five years from the date of the order.   |            |                             |
| <b>Q.No.19</b> | What are the number of municipalities and their wards in the State?   |            |                             |
| <b>Ans.</b>    | <b>Name of the Municipal Body</b>   | <b>No.</b> | <b>No. of Members/Wards</b> |
|                | Municipal Corporation   | 11         | 270                         |
|                | Municipal Council   | 22         | 580                         |
|                | Municipal Committee   | 59         | 857                         |
| <b>Q.No.20</b> | Counting of votes and declaration of results of the Municipalities are provided under which provisions?   |            |                             |
| <b>Ans.</b>    | Rule 19 of the Haryana Municipal Election Rules, 1978 and rule 21 of the Haryana Municipal Corporation Election Rules, 1994.  |            |                             |
| <b>Q.No.21</b> | Whether elections to Municipal Corporations, Municipal Councils and Municipal Committees in the State are held on party lines?  |            |                             |
| <b>Ans.</b>    | Yes,<br>if political parties wish to contest on party symbol.   |            |                             |
| <b>Q.No.22</b> | Who is the authority to determine reservation of wards in municipalities?   |            |                             |
| <b>Ans.</b>    | Government.   |            |                             |
| <b>Q.No.23</b> | Which authority determines the reservation for the offices of Chairpersons i.e. Mayor of a Corporation and President of Municipal Committee/Council in the State of Haryana?  |            |                             |
| <b>Ans.</b>    | State Government (Urban Local Bodies Department).   |            |                             |
| <b>Q.No.24</b> | What is the term of office of Mayor/President/Members of Municipality, if elected against a casual vacancy (during bye-election)?   |            |                             |
| <b>Ans.</b>    | Remainder of the term of the seat against which he/she is elected.  |            |                             |

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| <b>Q.No.25</b> | Whether an election petition can be filed before the SEC or State Government?  |
| <b>Ans.</b>    | No.  |
| <b>Q.No.26</b> | Before which authority the election petitions can be filed?  |
| <b>Ans.</b>    | Election Tribunal (Civil Court) of the district concerned.   |
| <b>Q.No.27</b> | Whether any period of filing the election petition has been prescribed?  |
| <b>Ans.</b>    | Yes, within 30 days from the date of the publication of the result.  |
| <b>Q.No.28</b> | Whether NOTA is applicable in municipal elections?   |
| <b>Ans.</b>    | Yes  |
| <b>Q.No.29</b> | What will be the effect if NOTA got highest votes?   |
| <b>Ans.</b>    | None of the contesting candidates will be declared as elected. In such situation, fresh election shall be held and all such contesting candidates who have secured less votes than NOTA shall not be eligible to re-file the nomination/contest the re-election.   |
| <b>Q.No.30</b> | Whether the political parties are registered separately by the SEC for the purpose of contesting elections to the Urban Local Bodies?  |
| <b>Ans.</b>    | No<br>The political parties registered with the Election Commission of India under section 29A of the Representation of the People Act, 1951 are treated as registered with the SEC without any formal registration. Similarly, the National Parties and State Parties recognized by the Election Commission of India are recognized by the SEC. However, the SEC issues its own notification w.r.t. the political parties recognized and registered by the Election Commission of India from time to time.  |
| <b>Q.No.31</b> | How many votes are required by the contesting candidate in a municipal election so that his/her security deposit is not forfeited?   |
| <b>Ans.</b>    | The number of votes received by the candidate should exceed 1/8 of the total number of votes polled to save his/her security deposit from forfeiture.  |
| <b>Q.No.32</b> | Which alternative documents have to be produce for establishing Vter's identity if Elector's Photo Identity Card (EPIC) not obtained by the Voter?   |
| <b>Ans.</b>    | <ul style="list-style-type: none"> <li>(i) The Aadhar Card issued by UIDAI,</li> <li>(ii) Passport,</li> <li>(iii) Driving License,</li> <li>(iv) Income Tax Identity (PAN) Card,</li> <li>(v) Service Identity Card issued to employees by Central/State Government Offices, Public Sector Undertakings, Local Bodies or other public Limited Company,</li> <li>(vi) Pass Book of accounts, having photograph, opened in a scheduled bank or post office,</li> <li>(vii) Freedom Fighter Identity Card having photograph,</li> <li>(viii) SC/ST/OBC certificate having photograph, issued by competent authority,</li> <li>(ix) Certificate of Physical Handicap having photograph issued by the Competent Authority,</li> <li>(x) Arms License having photograph,</li> </ul> |

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|                | <p>(xi) Job Cards with photograph issued under the National Rural Employment Guarantee Scheme,</p> <p>(xii) Property documents with photographs such as Pattas, Registered Deeds etc,</p> <p>(xiii) Pension Documents such as Ex-Servicemen Pension Book/Pension Payment Order, Ex-Servicemen's Widow/Dependent Certificate, Old Age Pension Order, Widow Pension Order, with photograph,</p> <p>(xiv) Health Insurance Scheme Smart Cards with Photograph,</p> <p>(xv) Ration Cards</p> <p>(xvi) Or any other similar documents having photograph establishing identity of the electors to the satisfaction of the Presiding Officer.</p> |
| <b>Q.No.33</b> | Whether the SEC is empowered to remove a Mayor/President and Members of Urban Local Bodies after the completion of process of election and formal notification of the results?   |
| <b>Ans.</b>    | Yes, only in the following two conditions :-<br>i. If an elected person has any disqualification at the time of election.<br>ii. If an elected person fails to file the account of election expenditure or made expenditure beyond the limit prescribed.   |
| <b>Q.No.34</b> | Whether an adopted son who has different father's name in educational qualification and voters list can contest election?  |
| <b>Ans.</b>    | Yes, the SEC has issued clarification in this respect vide letter No.SEC/4E-II/2021/431-432, dated 09.06.2021.   |
| <b>Q.No.35</b> | Whether nomination papers filed by a candidate not signed at the time of submission or filing of nomination papers can be signed thereafter before scrutiny of nomination papers or not?   |
| <b>Ans.</b>    | Nomination papers cannot be signed after submission or before scrutiny.  |
| <b>Q.No.36</b> | Whether a candidate is allowed to appoint persons as polling agents from anywhere?   |
| <b>Ans.</b>    | No. Such person who is appointed by the candidate as a polling agent must be ordinarily a resident and elector of the concerned polling station area only and not from outside the concerned polling area.   |
| <b>Q.No.37</b> | Under which rule name of any person can be included, deleted and corrected in the finally published electoral roll?  |
| <b>Ans.</b>    | Rule 14 & 14 A of both the Haryana Municipal Corporation Election Rules, 1994 and Haryana Municipal Election Rules, 1978.  |
| <b>Q.No.38</b> | Under which provision motion of no-confidence against the Mayor/Senior Deputy Mayor/Deputy Mayor and Chairman and Vice Chairman of municipalities is moved?  |
| <b>Ans.</b>    | Section 36,37 and 37B of the Haryana Municipal Corporation Act,1994 and section 17A and 21 of the Haryana Municipal Act, 1973  |
| <b>Q.No.39</b> | Under which provision members of municipalities are removed after completion of process of election and formal notification of the result?   |
| <b>Ans.</b>    | Under section 34, 34B, 34C and 37 of the Haryana Municipal Corporation   |

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|                              | Act, 1994 and Section 13 I,13 J,14 and 27 of the Haryana Municipal Act,1973.   |
| <b>Q.No.40</b>               | Is canvassing allowed near the polling station on the day of poll?   |
| <b>Ans.</b>                  | No canvassing is allowed within the polling Station, or in any public or private place within a distance of one hundred meters.  |
| <b>Q.No.41</b>               | Whether there is separate Code of Conduct for election to the municipalities?  |
| <b>Ans.</b>                  | Yes, a separate Code of Conduct has been prescribed by the SEC in respect of Urban Local Bodies elections and a booklet has been printed for this purpose. Code of Conduct comes into force from the date of announcement of election programme by the SEC and remains in force till the declaration of result of election to conduct the general/bye-elections of the municipalities. |
| <b>Model Code of Conduct</b> |  |
| <b>Q.No.42</b>               | From which date the Model Code of Conduct is enforced and operational upto which date?   |
| <b>Ans.</b>                  | The Model Code of conduct is enforced from the date of announcement of election schedule and is operational till the process of election is completed.   |
| <b>Q.No.43</b>               | What is applicability of model code of conduct during general elections and bye-elections?   |
| <b>Ans.</b>                  | During General elections of Municipalities in the State of Haryana, model code of conduct is applicable in the Municipal Corporations/Municipal Councils and Municipal Committees where general elections are to be held. During bye-election(s), the model code of conduct applicable in the ward(s) where elections are to be held.  |
| <b>Q.No.44</b>               | What are the salient features of Model Code of Conduct?  |
| <b>Ans.</b>                  | The salient features of Model Code of Conduct for municipal elections lay down how political parties, contesting candidates and party(s) in power should conduct themselves during the process of elections i.e. on their general conduct during electioneering, holding meetings and processions, poll day activities and functioning of the party in power etc.                      |
| <b>Q.No.45</b>               | Whether Govt. transport can be used for electioneering work?   |
| <b>Ans.</b>                  | No.  |
| <b>Q.No.46</b>               | Are there any restrictions in using religious places for election propaganda?  |
| <b>Ans.</b>                  | Yes. Any place of worship like Temple, Mosque, Church, Gurudwara etc. cannot be used for election campaign.  |
| <b>Q.No.47</b>               | Can a candidate go to the office of Returning Officer for filling a nomination with a procession?  |
| <b>Ans.</b>                  | Yes, provided he/she will give prior information regarding this to the police authority concerned.   |
| <b>Q.No.48</b>               | Is there any restriction on use of rest houses, dak bungalows or other Govt. accommodation for campaign office or for holding any public meeting for the purpose of election propaganda?   |
| <b>Ans.</b>                  | Yes. No Government property can be used for campaign office or for holding any public meeting for the election propaganda.   |
| <b>Q.No.49</b>               | Whether there is any ban on use of plastic sheets for making use of posters/banners during the election campaign?  |
| <b>Ans.</b>                  | The political parties and candidates should try to avoid use of plastic/polythene for preparation of posters, banners etc. in the interest of environmental protection.  |
| <b>Q.No.50</b>               | Whether there is any restriction for holding public meeting or taking out processions?   |

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| <b>Ans.</b>    | Yes, Prior written permission should be obtained from the district administration (Sub Divisional Magistrate)/police for holding of a meeting at any public or private place and for taking out processions.   |
| <b>Q.No.51</b> | Whether there is any time limit for using loudspeakers?  |
| <b>Ans.</b>    | Yes. Loudspeakers cannot be used at night between 10.00 P.M. and 6.00 A.M.   |
| <b>Q.No.52</b> | What is the deadline after which no public meetings and processions can be taken out?  |
| <b>Ans.</b>    | Candidate cannot hold public meetings and processions during the period of 48 hours ending with the hour fixed for the conclusion of poll.   |
| <b>Q.No.53</b> | Whether there are any guidelines for political parties/candidates for issuance of unofficial identity slips to voters?   |
| <b>Ans.</b>    | Yes. The unofficial identity slip, on white paper, shall contain only the particulars of the voter i.e. name, Serial number of voter, part No. In the electoral roll, sr. No. and name of Polling Station and date of Poll. It should not contain the name of candidate, his photograph and/or symbol. |
| <b>Q.No.54</b> | Whether use of mobile phone is allowed in the polling station?   |
| <b>Ans.</b>    | Use of mobile phone in the polling booth is strictly prohibited.   |
| <b>Q.No.55</b> | Is there any restriction of going armed to or near polling station?  |
| <b>Ans.</b>    | Carrying of arms inside or near a polling booth is strictly prohibited.  |
| <b>Q.No.56</b> | How many vehicles a candidate is entitled for on the day of poll?  |
| <b>Ans.</b>    | Not more than Two vehicle for members of a ward and not more than five for President/Mayor including the vehicle in which he/she is travelling.  |
| <b>Q.No.57</b> | Whether Political Party/Candidate can make arrangements for transporting voter to and from Polling Station?  |
| <b>Ans.</b>    | No.  |
| <b>Q.No.58</b> | Whether there are restrictions on plying of Govt./private vehicles on the poll day?  |
| <b>Ans.</b>    | No, Vehicles not carrying voters to polling booth are allowed to ply in the town/city.   |
| <b>Q.No.59</b> | Is canvassing allowed near the polling booth on the day of polling?  |
| <b>Ans.</b>    | No canvassing shall be allowed within a distance of one hundred meters of the polling booth on the day of polling.   |
| <b>Q.No.60</b> | Whether two child policy exists or not in Municipal Corporations Elections?  |
| <b>Ans.</b>    | Policy was dropped in the year, 2007 vide Haryana Government Notification No. Leg. 14/2007 dated 11.04.2007<br>The Provision was earlier available in section 8 (2) (m) of the Haryana Municipal Corporation Act, 1994 but has been omitted in the year, 2007  |
| <b>Q.No.61</b> | Whether two child policy exists or not in Municipal Councils or Municipal Committees Elections?  |
| <b>Ans.</b>    | Policy was dropped in the year, 2006 vide Haryana Government Notification No. Leg. 30/2006 dated 11.10.2006<br>The provision was earlier available in section 13A (1) (c) of the Haryana Municipal Act, 1973 but has been omitted in the year, 2007  |

## **ABBREVIATIONS:**

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| SEC            | : | State Election Commission, Haryana                             |
| Municipalities | : | Municipal Committees/Municipal Councils/Municipal Corporations |
| Act, 1973      | : | The Haryana Municipal Act, 1973                                |
| Rules, 1978    | : | The Haryana Municipal Election Rules, 1978                     |
| Act, 1994      | : | The Haryana Municipal Corporation Act, 1994                    |
| Rules, 1994    | : | The Haryana Municipal Corporation Election Rules, 1994         |