

MUNICIPAL ELECTION

THE INFORMATION PROVIDED BELOW IS FOR GENERAL INFORMATION AND NOT FOR ANY LEGAL PURPOSE

FAQs in respect of State Election Commission (SEC) in general.	
Q. 1	By which order/notification of the Government, the State Election Commission (SEC), Haryana was constituted?
Ans.	The SEC, Haryana was constituted under the provisions of Article 243K read with Article 243ZA of the Constitution of India, vide Government Notification No. S.O.101/Const/Art.243A/243ZA/93 dated 18 th November, 1993.
Q. 2	What is the composition of the State Election Commission?
Ans.	The State Election Commission is a single member Commission comprising of the State Election Commissioner.
Q. 3	Who appoints the State Election Commissioner and tenure in the office?
Ans.	The Governor of the State appoints the State Election Commissioner for a period of five years, from the date he/she assumes the office or till he/she attains the age of sixty five years, whichever is earlier.
Q. 4	What is the role of State Election Commission?
Ans.	State Election Commission has been vested with the superintendence, direction and control of the preparation of electoral rolls/voter lists for, and the conduct of, all elections to the Panchayati Raj Institutions and municipalities under article 243K of the Constitution of India and section 161 (3) of Act, 1994, section 9 of the Haryana Municipal Corporation Act, 1994 and section 3A of the Haryana Municipal Act, 1973.
FAQs in respect of preparation & updation of Electoral Rolls.	
Q. 5	What is qualification for inclusion of name in the electoral?
Ans.	As per provisions made in rule 4 of the Haryana Municipal Corporation Election Rules, 1994 , and the Haryana Municipal Election Rules, 1978 , any person whose name is there in the relevant part of the electoral roll of the State Legislative Assembly Constituency and falls in the area of concerned municipality is eligible for inclusion of his/her name in the electoral roll of the Municipalities elections.
Q. 6	Who is eligible to include his/her name in the electoral roll of the Municipalities?
Ans.	Any person, whose name exists in the relevant part of the electoral roll of the State Legislative Assembly Constituency or part thereof till the last date of filing of nomination of the municipality.
Q. 7.	Manner of making and lodging claims and objections to the Revising Authority.
Ans.	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. 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. Normally , the applications presented in person shall be accepted. If any member of the family submits the form of another family member, it may also be accepted. If any person or representative of a political party submits claim or objection forms in bulk, these should not be accepted and he should be advised that applicants concerned are required to be present in person to file the same as they may be required for the

	verification of the contents mentioned in the forms.
Q. 8	Can objector /claimant file appeal against the order of Revising authority?
Ans.	Yes, objector/claimant can file appeal before the Deputy Commissioner against the orders of Revising Authority within three days.
Q. 9	Disposal of appeals by the Deputy Commissioner.
Ans.	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.
Q.10	What is the procedure for the inclusion, deletion and correction of names in the ward wise electoral roll finally published? (Rule 14).
Ans.	As per provisions of rule 14 of both the Haryana Municipal Corporation Election Rules, 1994 and the Haryana Municipal Election Rules, 1978, any person whose name exists in the relevant part of the electoral roll of the State Legislative Assembly Constituency and could not be included in the ward wise electoral roll of municipality finally published, may apply to the Deputy Commissioner for inclusion of his 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' .
Q.11	What is the procedure for the inclusion of names during election period in the electoral roll finally published? (Rule14-A)
Ans.	<p>As per provisions of rule 14A of both the Haryana Municipal Corporation Election Rules, 1994 and the Haryana Municipal Election Rules, 1978, any person whose name exists 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 the name in the electoral roll can be made to the Returning Officer, till the last date of filing nomination. Returning Officer shall be the competent authority for inclusion of the 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.</p> <p>Provided, that if the name of any applicant has been included in the electoral roll of any ward of the concerned Municipal Corporation and Municipalities under this rule and intends to contest the election, shall be allowed to file his nomination subject to other conditions.</p> <p>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 done under this rule, after the last date for making nominations for an election in that Municipal Corporation and Municipality.</p> <p>It is advised that the changes, necessitated by transposition from one part to the other part of the updated Legislative Assembly Roll, may be suitably incorporated in the relevant Municipal Electoral Rolls by following due procedure only.</p>
Q. 12	Whether any person can inspect electoral rolls?
Ans.	Yes,
Q. 13	Sale of Electoral Roll?
Ans.	For the purpose of sale of electoral rolls, electoral rolls of a ward shall not be sold in units and small parts. The sale of electoral rolls shall be made @ Rupees 02/-per page.

FAQs on Polling Station			
Q. 14	What are the guidelines for setting of polling stations?		
Ans.	The polling station should be set up for 1300 voters, in a suitable building so that there is no inconvenience to the electors' specially senior citizens, women, physically challenged persons etc.		
Q. 15	How many polling booth to be video graphed and what is the rate?		
Ans.	Videography may be done up to 5% polling booths on the date of poll and rates should not be more that Rs.2000/- per day per camera.		
FAQs on Nomination			
Q. 16	Who is eligible to contest elections of Municipalities?		
Ans.	Any person who has attained age of twenty-one (21) years 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 Act1994/the Haryana Municipal Act 1973 and/or Rules framed thereunder, for the time being in force, shall be eligible to contest the election for Mayor/President or Member from any ward of the concerned municipality.		
Q. 17	What is the relevant date to determine the age of 21 years of a candidate by the Returning Officer?		
Ans.	The date for scrutiny of nominations is relevant date to determine the age of 21 years for a candidate to file nomination for contesting municipal elections.		
Q. 18	What are qualifications and disqualifications required to contest the elections of the seat of President and Members of the Municipal Council/Committee?		
Ans.	The qualifications and disqualifications for contesting the election for the seat President and Members of Municipal Council/Committee are given under Section 13-A of the Haryana Municipal Act, 1973 and Rule 21 of the Haryana Municipal Election Rules, 1978		
Q. 19	What are the qualifications and disqualifications required to contest the elections of the seat of Mayor and Members of the Municipal corporation?		
Ans.	The qualifications and disqualifications for contesting the election for the seat of Mayor and Members of Municipal Corporation are given under Section 7 and 8 of the Haryana Municipal Corporation Act, 1994 and Rule, 23 of the Haryana Municipal Corporation Election Rules, 1994		
Q. 20	What is the educational qualification prescribed for contesting election of Municipalities?		
Ans.	The following educational qualification is prescribed in the Act and Rules to contest municipal election :-		
	Name of the post	Category	
		Unreserved or B.C.	Women or S.C. (Women)
	Mayor, Municipal Corporation	10 th	8 th
	Member, Municipal Corporation	10 th	5 th
	President, Municipal Council/Committee	10 th	8 th
	Member, Municipal Council/Committee	10 th	5 th
Q. 21	What is the security amount specified to contest election of municipalities?		
Ans.	Under Rule 24 of the Haryana Municipal Election Rules, 1978 and Rule 25 of the Haryana Municipal Corporation Election Rules, 1994, the		

	following amount of deposit has been prescribed for the candidates seeking to contest the elections of the Municipalities:-				
	Municipality	If the candidate is not a member of Scheduled Caste, Backward Classes 'A' and Backward Classes 'B' or a Woman		If the candidate is a member of Scheduled Caste, Backward Classes 'A' and Backward Classes 'B' or a woman	
		Mayor	Member	Mayor	Member
	Municipal Corporation	Rs.10,000/-	Rs.3,000/-	Rs.5,000/-	Rs.1,500/-
		President	Member	President	Member
	Municipal Council	Rs.3,000/-	Rs.2,000/-	Rs.1,500/-	Rs.1,000/-
	Municipal Committee	Rs.2,000/-	Rs.1,000/-	Rs.1,000/-	Rs.500/-
Q. 22	What is the expenditure limit prescribed for contesting the elections of Municipalities?				
Ans.	Name of Institute	Name of office		Expenditure limit (in rupees)	
	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/-	
Q. 23	Whether an adopted son who has different father's name in educational qualification and voters list can contest election?				
Ans.	Yes, the SEC has issued clarification in this respect vide letter No.SEC/4E-II/2021/431-432, dated 09.06.2021.				
Q.24	Whether the nomination paper filed by a candidate not signed at the time of submission or filing of nomination papers can be signed thereafter before scrutiny of nomination papers or not?				
Ans.	Nomination paper cannot be signed after the submission of nomination paper.				
Q.25	Whether antecedents/character verification from local police and also domicile certificate is required to be submitted along with nomination form?				
Ans.	Antecedents/character verification is not required from local police for filing nominations. Only self attested details of pending criminal cases or such criminal cases where conviction has taken place are required to be submitted by the candidate with the nomination form. There is no requirement of submission of domicile certificate with nomination form, only the name of candidate is required to be there in the voter list of the concerned Municipality.				
Q.26	Whether the NDC is required in favour of the contesting candidates or in favour of all family members of the candidates, for the arrears of electricity bill etc and from the Primary Agriculture Co-operative Society, District Central Co-operative Bank and District Primary Co-operative Agriculture Rural Development Bank?				

Ans.	In view of the legal advice of Legal Remembrance, Haryana, NDC is required from Primary Agriculture Co-operative Society, District Central Co-operative Bank and District Primary Co-operative Agriculture Rural Development Bank and arrears of electricity bill etc. only in favour of the contesting candidates.
Q.27	Whether nomination can be filed from any ward if the name exist in another ward or not?
Ans.	A person can file his nomination from any ward of the concerned Municipality if his/her name exists in the electoral roll of concerned Municipality.
Q.28	Can a candidate go to the office of Returning Officer for filling a nomination with a procession?
Ans.	Yes. Provided he/she will give prior information regarding this to the concerned Police authority.
Q.29	How many persons can accompany the contesting candidate during filing of nomination paper?
Ans.	There is no limit of persons accompanying with the candidate who come to file nomination paper. However, keeping in view maintenance of law & order, concerned Returning Officer/authorized officer may decide that how many persons are to be allowed to accompany a candidate while filing nomination.
Q.30	Whether videography can be done during filing of nomination or not?
Ans.	Videography can be done on the last day of nomination.
Q.31	What is qualification and security deposit by the candidates of reserved category if they contest from unreserved seat?
Ans.	There is no restriction in the Act and Rules there under to contest the election by the candidates of reserved categories from the un-reserved seats on the basis of relaxed education qualification and security deposits as the qualification and Security deposits are meant for the candidates of reserved candidates and not for the seats.
Q.32	Whether Chowkidar/Sweeper/HKRN employee can contest the elections?
Ans.	In this regard see provisions in section 8{2(f)(h)} of the Haryana Municipal Corporation Act, 1994 and in Rule 21 {1(d)} of the Haryana Municipal Election Rules, 1978.
Q.33	Whether the elections to Municipalities in the State are held on party lines?
Ans.	Elections to the Municipal Bodies can be held on Party lines, if political parties wish to contest it on the party symbol.
Q.34	Whether proposer is required to furnish any information pertaining to suffering from disqualification and submission of documents etc.
Ans.	No. Only he/she should be registered voter/elector of the concerned municipality (Municipal Corporation/Council/Committee)
Q.35	Can a proposer of any candidate be also a candidate for the same ward?

Ans.	Yes, there is no bar in rules in this respect.
Q.36	Whether an elector of municipality (Municipal Corporation/Council/Committee) can contest from any ward of that municipality?
Ans.	Yes
Q.37	Whether a person can contest from more than one ward at a time?
Ans.	Yes
Q.38	What if name and electoral roll number mentioned in nomination paper by the contesting candidate and his proposer is not identical to electoral roll and other documents?
Ans.	The name(s) and electoral roll number(s) of the candidate and his proposer as entered in the nomination paper should be same as is/are entered in the roll. Provided he/she has not changed his/her name by adopting legal procedure. However, the Returning Officer may- (a) permit any clerical error in the nomination paper in regard to the said names or numbers to be corrected in order to bring them in conformity with the corresponding entries in the roll; and (b) where necessary, direct that any clerical or printing error in the said entries shall be overlooked.
Q.39	Whether a person belonging to reserved category (SC/BC category) can contest election against unreserved seat?
Ans.	Yes
Q.40	How many municipalities are there in the state?
Ans.	Municipal Corporations – 11 Municipal Councils – 25 Municipal Committees – 51
Q.41	Whether a person belonging to unreserved category can contest election against reserved seat (reserved for SC/BC)?
Ans.	No
Q.42	Whether a person belonging to reserved category (SC/BC or women category), contesting election against unreserved seat have to deposit security amount required for reserved category or for unreserved category?
Ans.	There is no bar in the rules to deposit security amount required for reserved category, however candidate has to produce reserved category certificate in support of his/her claim.
Q.43	Whether a person belonging to Scheduled Castes having certificate of Scheduled Castes issued by another State and having migrated to Haryana State can claim benefit of Scheduled Caste and reservation in Urban Local Bodies election in the State of Haryana of Haryana or not?
Ans.	No
Q.44	If a man from unreserved category or any other category except Scheduled Castes marries a women from another State belonging to Scheduled Castes and which caste has also been included in the list of Scheduled Castes in Haryana, then can that women claim benefit of reservation meant for Scheduled Castes for contesting elections in Urban Local Bodies in the State of Haryana?
Ans.	No
Q.45	Whether a woman belonging to Backward Class 'A' born in a state outside Haryana can avail benefit of reservation for the purpose of contesting election in any of the Municipal

	Bodies in the State of Haryana when the same caste is included as Backward Class 'A' in Haryana State?
Ans.	No
Q.46	Whether a woman belonging to another State and born in Backward Class 'B' Caste can avail the benefit of reservation for contesting Municipal election in the State of Haryana when the same Backward Class 'B' is also included in the Backward 'B' in Haryana?
Ans.	No
Q.47	Whether a women belonging to reserved category (SC/BC category) can contest election against a seat reserved for women?
Ans.	There is no bar in rules in this respect.
Q.48	Whether publication of criminal antecedents is required to be made by the contesting candidate?
Ans.	Yes (Detailed procedure in this respect is available in a circular issued vide No. SEC/IME/2021/3057-3088 dated 17.08.2021)
Q.49	Whether a candidate is allowed to appoint persons as polling agents from any where?
Ans.	No, Such person who is appointed by the candidate as a polling agent must be ordinarily be a resident and elector of the concerned polling station area only and not from outside the concerned polling area.
Q.50	Whether NOTA is applicable in municipal elections?
Ans.	Yes
Q.51	Whether the political parties are registered separately by the SEC for the purpose of contesting elections to the Urban Local Bodies?
Ans.	No, 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.
Q.52	How many votes are required by the contesting candidate in a municipal Election, so that his/her security deposit is not forfeited?
Ans.	The number of votes received by the candidate should exceed 1/8 th of the total number of votes polled to save his/her security deposit from forfeiture.
Q.53	Which alternative documents have to be produced for establishing Voter's Identity, if Elector's Photo Identity Card (EPIC) is not available with the Voter?
Ans.	(i) The Aadhar Card issued by UIDAI, (ii) Parivar Pehchan Patar (PPP) (iii) Passport, (iv) Driving License, (v) Income Tax Identity (PAN) Card, (vi) Service Identity Card issued to employees by Central/State Government

	<p>Offices, Public Sector Undertakings, Local Bodies or other public Limited Company,</p> <p>(vii) Pass Book of an accounts, having photograph, opened in a scheduled Bank or Post Office,</p> <p>(viii) Freedom Fighter Identity Card having photograph,</p> <p>(ix) SC/ST/OBC certificate having photograph, issued by competent authority,</p> <p>(x) Certificate of Physical Handicap having photograph issued by the Competent Authority,</p> <p>(xi) Arms License having photograph,</p> <p>(xii) Job Cards with photograph issued under the National Rural Employment Guarantee Scheme, MGNREGA etc.</p> <p>(xiii) Property documents with photographs such as Pattas, Registered Deeds etc,</p> <p>(xiv) 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>(xv) Health Insurance Scheme Smart Cards with Photograph,</p> <p>(xvi) Ration Cards</p> <p>(xvii) or any other similar documents establishing the identity of the electors to the satisfaction of the Presiding Officer, having photograph..</p>
Q.54	Whether a candidate in subsisting contract /contractual obligation with municipality can contest election from that municipality?
Ans.	No
Q.55	Whether nomination papers filed by a candidate not signed at the time of submission or filing of nomination papers can be signed thereafter before Scrutiny of nomination papers or not?
Ans.	Nomination papers cannot be signed after submission or before scrutiny.
Q.56	Whether polling stations/booths can be changed before posting the list of polling stations/booths?
Ans.	Yes, However, after posting the list of polling stations/booths, prior permission of State Election Commission is required.
Q.57	Whether there is separate Code of Conduct for election to the municipalities?
Ans.	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 election process is completed.
Q.58	Under which provision election expenditure is required to be filed by the Contesting candidates?
Ans.	Under section 8B, 8E and 8G of the Haryana Municipal Corporation Act, 1994 and Section 13E, 13F and 13H of the Haryana Municipal Act, 1973
Q.59	What is the method of filing accounts of elections expenses and is there any time limit for filing such accounts of election expenses.

Ans.	Section 8 G of the Haryana Municipal Corporation Act, 1994 and Section 13 H of the Haryana Municipal Act, 1973 provides that 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.
Q.60	What action can be taken against a contesting candidate/elected person if he/she does not file the accounts of election expenses within the prescribed time limit?
Ans.	He/she can be removed from the office (if elected) and he/she can be disqualified for contesting an election for a period of five years from the date of the order.
Q.61	Whether the SEC is empowered to remove a Mayor/President and Members of Municipality after the completion of process of election and formal notification of the results?
Ans.	Yes, only in the following two conditions :- i. If an elected person has any disqualification at the time of election. ii. If an elected person fails to file the account of election expenditure or has made expenditure beyond the limit prescribed.
FAQs on Counting and Result	
Q.62	Under which provision counting of votes and declaration of result?
Ans.	Rule 70U of Haryana Municipal Corporation Rule, 1994 and Rule 69U of Haryana Municipal Election Rule, 1978.
Q.63	Whether videography is to be done for movement of EVMs from strong room to the counting centers and whether it is necessary to associate political parties at the time of allotment of EVMs?
Ans.	There is no mandatory requirement for videography for the movement of EVMs or associating political parties at the time of issuance of polling material (including EVMs).
Q.64	What are instructions about security of EVMs while carrying from Polling Booth to Strong Room?
Ans.	The polling parties having responsibility of carrying the EVMs from polling booth to the strong room and not to visit any other place(s) on the way for any reason, whatsoever, so that any untoward incident could be avoided and EVMs are safely transported to the strong room.
Q.65	What are security measures for Polled Electronic Voting Machines Stored in Strong Rooms for Counting votes?
Ans.	Instructions have been issued by the State Election Commission regarding security and safety of strong rooms, where the polled EVMs are kept for counting of votes.
Q.66	What is the procedure and period for retention of EVMs?
Ans.	The EVMs can be retained for three months from the date of declaration of the result of the election.
FAQs IN RESPECT OF MODEL CODE OF CONDUCT	
Q.67	From which date the Model Code of Conduct is enforced and operational upto which

	date?
Ans.	The Model Code of conduct is enforced from the date of announcement of election schedule and is operational till the process of election is completed.
Q.68	What is applicability of model code of conduct during general elections and bye-elections?
Ans.	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 is applicable in the ward(s) where elections are to be held.
Q.69	What are the salient features of Model Code of Conduct?
Ans.	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.
Q.70	Are there any restrictions in using religious places for election propaganda?
Ans.	Yes, Place of worship like Temple, Mosque, Church, Gurudwara etc. cannot be used for election campaign.
Q.71	Can a candidate go to the office of Returning Officer for filling a nomination with a procession?
Ans.	Yes, Provided he/she will give prior information regarding this to the concerned Police authority.
Q.72	Is there any restriction on use of rest houses, dak bungalows or other Govt. accommodation for campaign office or for holding any public meeting for the purpose of election propaganda?
Ans.	Yes, No Government property can be used for campaign office or for holding any public meeting for the election propaganda.
Q.73	Whether there is any ban on use of plastic sheets for making use of posters/banners during the election campaign?
Ans.	Action may be taken as per the prevailing laws. Further, 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 and to abide by the laws.
Q.74	Whether there is any restriction for holding public meeting or taking out processions?
Ans.	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.
Q.75	Whether there is any time limit for using loudspeakers?
Ans.	Yes, Loudspeakers cannot be used between 10.00 P.M. and 6.00A.M.
Q.76	What is the deadline after which no public meeting(s) and processions can be taken out?
Ans.	Candidate cannot hold public meetings and processions during the period of 48 hours ending with the hour fixed for the conclusion of poll.

Q.77	Whether there are any guidelines for political parties/candidates for issuance of unofficial identity slips to voters?
Ans.	Yes, The unofficial identity slip, on white paper, shall contain only the particulars of the voter i.e. name, Serial number of voter, part No. In the electoral roll, sr. No. and name of Polling Station and date of Poll. It should not contain the name of candidate, his photograph and/or symbol.
Q.78	Whether use of mobile phone is allowed in the polling station?
Ans.	Except Presiding Officer, the use of mobile phone in the polling booth is strictly prohibited.
Q.79	Is there any restriction of going armed to or near polling station?
Ans.	Carrying of arms inside or near a polling booth is strictly prohibited.
Q.80	How many vehicles a candidate is entitled for on the day of poll?
Ans.	Not more than two vehicles for a candidate to the election of the members of a ward and not more than five for a candidate to the election of the President/Mayor including the vehicle in which he/she is travelling.
Q.81	Whether Political Party/Candidate can make arrangements for transporting voter to and from Polling Station?
Ans.	No.
Q.82	Whether there are restrictions on plying of Govt. /private vehicles on the poll day?
Ans.	No, Vehicles not carrying voters to polling booth are allowed to ply in the town/city.
Q.83	Is canvassing allowed near the polling booth on the day of polling?
Ans.	No canvassing shall be allowed within a distance of one hundred meters of the polling booth on the day of polling.
Q.84	Before which authority the election petitions can be filed?
Ans.	Election Tribunal (Civil Court) of the district concerned.