

No.....

To

.....(name and address of candidate)

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 has been nominated and the date of declaration of the result thereof, both dates inclusive.

1. Your attention is also invited to sub-section (1) of Section 13E of the said Act which further stipulates that every candidate at an election shall, either himself or by his election agent, keep a separate 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 paper to the date of declaration of this 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.
2. 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.
3. 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 Election Commission under Section 13D of Haryana Municipal Act read with Section 10A of the Representation of People Act, 1951 for a period of three years.
4. 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.
5. 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.
6. All documents such as vouchers, receipts, acknowledgements etc. in support of the expenditure incurred or authorised shall be obtained on day-to-day basis and shall be maintained in the correct chronological order alongwith the Register showing the day-to-day account.
7. 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 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 171-1 of the Indian Penal Code.

8. This very Register in which you are to maintain your day to day account of election expenses should itself be filed 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 that Register for your record and reference. Alongwith the Register, you must file the abovementioned 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.
9. 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.
10. Kindly acknowledge receipt of the letter alongwith its enclosures immediately in the enclosed acknowledgment form.

Yours faithfully,

RETURNING OFFICER FOR
Ward No. _____ Municipal
Committee/Council _____

** Strike off whichever is inapplicable*

Enclosures :

1. 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.
2. Extracts of Section 13D and 13E read with Section 10A of Representation of People Act, 1951.
3. Form of Acknowledgement receipt.

Abstract of Section 13D and 13E of the Haryana Municipal Act, 1973 and section 10A of the Representation of People Act, 1951.

13D. Application of certain section of Central Act 43 of 1951- The provisions of sections 10A, 20B, 28A, 33A, 33B, 125A, 134A, 134B, 135B, and 135C of the Representation 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 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.

10A. Disqualification for failure to lodge account of election expenses. If the 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 by or under this Act; and
- (b) has no good reason or justification for the failure;

the Election Commission shall, by order published in the Official Gazette, declare him to be disqualified and any such person shall be disqualified for a period of three years from the date of the order.

PROFORMA FOR THE SUBMISSION OF ELECTION EXPENDITURE

Name of the Candidate :
Name of the political party, if any :
Constituency from which contested :
Date of declaration of result :

(DAY TO DAY ACCOUNT)

Date of Expenditure	Nature of Expenditure	Amount of		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 is	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.

Signature of the contesting Candidate.

ACKNOWLEDGEMENT

The account of the election expenses in respect of _____ (candidate) from _____ (Constituency) result of which was declared on _____ (Date) has been filed by him on his behalf on _____ (Date) has been received by me today the _____ (Date) of _____ (Month) _____ (Year).

District Election Officer
District _____

ABSTRACT STATEMENT OF ELECTION EXPENSES

Item of Expenditure	Quantity/ number	Name of person/ Political Party/ Body/ Association Incurring or Authorising the Expenditure	Amount of Expenditure	Dates(s) of payment	Mode of payment	Evidence of payment Enclosed with the Account	Remarks		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
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.							
5.		Expenditure on printing of manifestos							
6.		Expenditure on printing of personal history							
7.		Expenditure on printing of posters							
8.		Expenditure on printing of handbills							
9.		Expenditure on pasting of posters							
10.		Expenditure on distribution of handbills							
11.		Expenditure on writing of wall writings							
12.		Expenditure on publication for advertisements							
13.		Expenditure on propaganda for public meetings							
14.		Hiring charges on places for public meetings							
15.		Hiring charges of pendals 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 of 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 counting 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 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 copy of the account kept.

Form of Affidavit

Before the Deputy Commissioner _____ (District)/ Returning Officer for
_____ Municipal Councils/Committees Ward in the District of _____.

Affidavit of Shri _____, S/o _____.

I _____, Son/Wife/ Daughter
of _____ aged _____ years _____
R/o _____ do hereby solemnly and sincerely
state and declare as under:-

(1) That I was a contesting candidate at the general election/ bye-election to the
Municipal Councils/Committee of _____ from _____ ward. 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 authorised 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 Part-II of the account
has not been incurred or authorized by me or by my election agent but by others mentioned in the
proviso Under Sub Paragraph (I) of para 4 of the order issued by the Commission vide its No.
_____ dated _____.

(6) That the statement in the foregoing paragraphs (I) to (5) are true to my personal
knowledge, that nothing is false and nothing material has been concealed.

Deponent

Solemnly affirmed/sworn by _____ at _____ this day of 200 ____ before me.

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