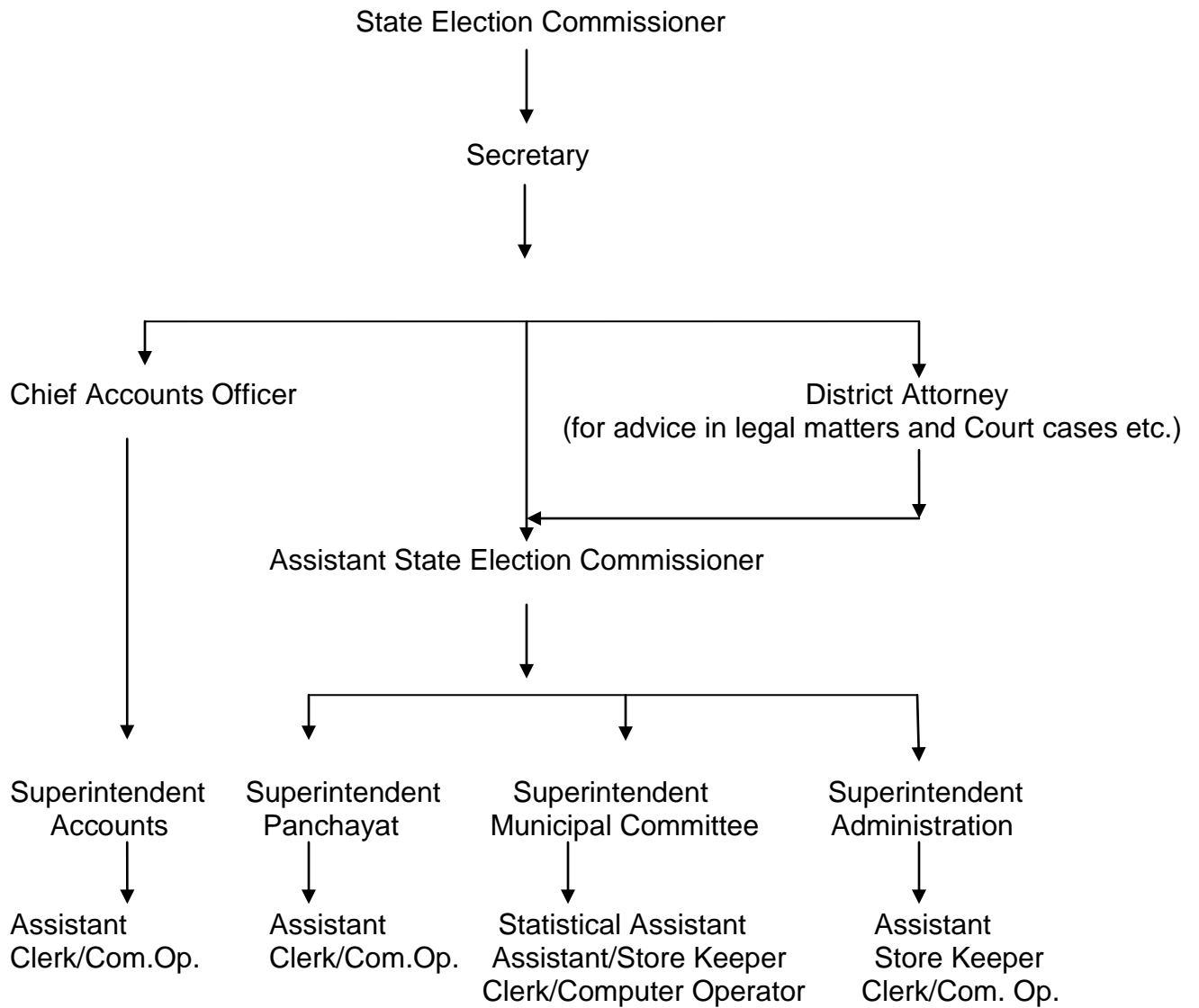


| <b>State Election Commission, Haryana</b>   |                   |   |                 |
|---|-------------------|---|-----------------|
| <b>Publication of information under Section 4(1)(b) of the Right to Information Act, 2005</b> |                   |   |                 |
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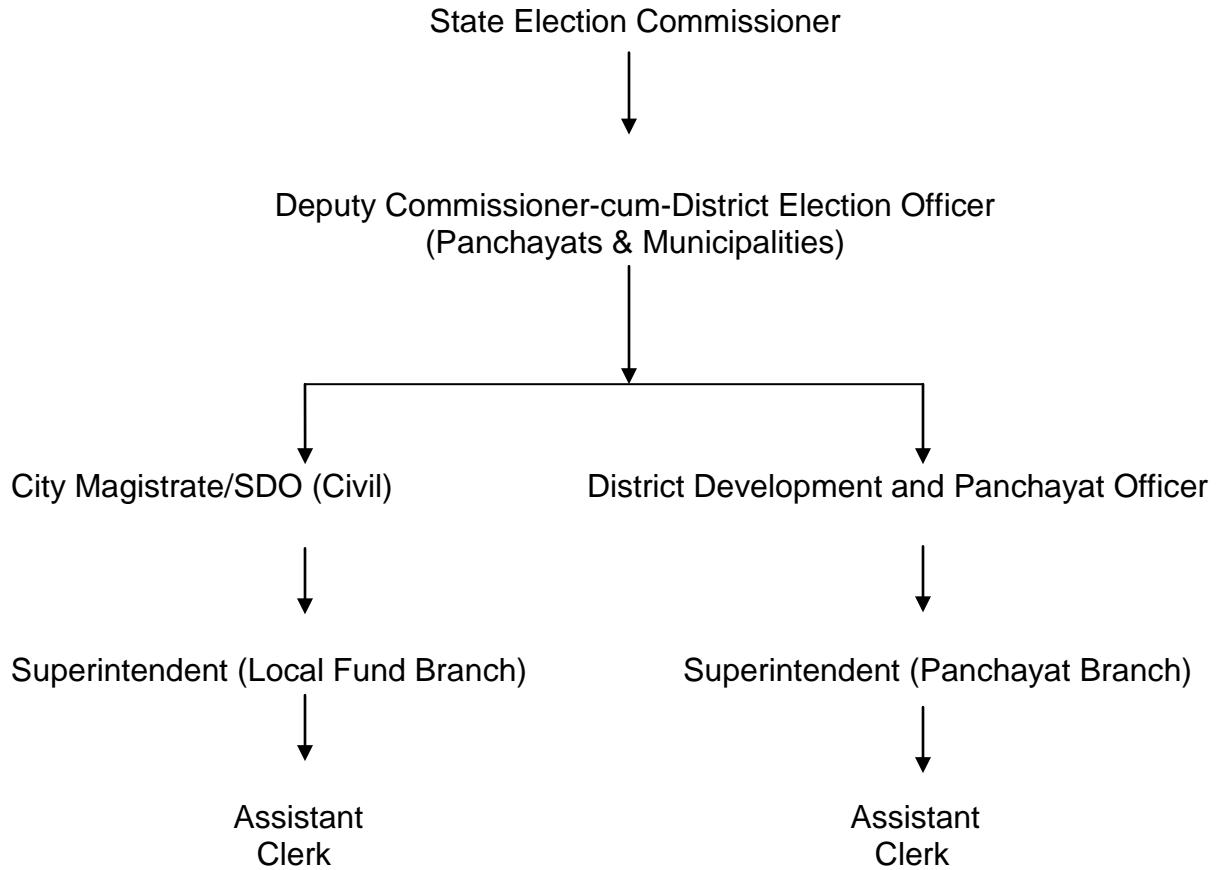
## **1. Particulars of organization, functions and duties**

- 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/By-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 Councilors 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 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 of the Govt. 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 is a Ex-Cadre post, which is to be 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, an HCS (Retd.) officer has been appointed as Secretary. The officer has been delegated the powers of Head of Department and financial powers to the some extent. 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. He is also first appellate authority under RTI Act, 2005.
- 2.3 **District Attorney :-** This is Ex-Cadre post, which 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 is Ex-Cadre post, which 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. He has been appointed as State Public Information Officer under RTI Act 2005. Presently, the powers of Drawing and Disbursing Officer have been re-delegated to the officer. He is the member of Grievances Redressal Committee constituted by the Commission.
- 2.6 **Superintendents :-** There are three posts of Superintendents and four branches in the Commission. Besides, the IT Cell has 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.
- 2.7 **Assistants/Clerks/Computer Operators :-**
- 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) **Computer Operators :-** Computer Operators look after the work of IT related matters.

- 2.8 **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.
- 2.9 **Deputy Commissioner-cum-District Election Officer (Municipalities) :-** The Deputy Commissioner of each district is designated as the District Election officer (Municipalities). He is responsible for preparation of electoral rolls and conduct of elections to Municipalities. He has been authorized by the State Election Commission to appoint the Returning Officers and Assistant Returning Officers for the elections of Municipal Corporations, Councils and Committees.
- 2.10 **City Magistrate/Sub Divisional Officer (Civil) :-** The officers assist the District Election Officer in all election related matters/activities of Urban Local Bodies.
- 2.11 **District Development and Panchayats Officer :-** The officers assist the District Election Officer in all election related matters/activities of Panchayati Raj Institutions.
- 2.12 **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.
- 2.13 **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/CAO/DA/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, promotions 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 the District Attorney. 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 Head of the Department 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 active consideration with the Govt.
  - 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) Haryana Municipal Corporation Election Rules, 1994.
  - d) Haryana Municipal Election Rules, 1978.
  - e) Haryana Panchayati Raj Election Rules, 1994.
  - f) Extract From Haryana Municipal Corporation Act, 1994.
  - g) Extract From Haryana Municipal Act, 1973.
  - h) Extract From 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/revise 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 Roll relating to the PRIs and ULBs of the State of Haryana.
- 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 as mentioned in Chapter-4 above.

**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.      | Dr. DALIP SINGH,<br>IAS (Retd.)   | STATE ELECTION<br>COMMISSIONER | HOUSE NO. 22,<br>SECTOR-7,<br>CHANDIGARH   | 2584904 | 2790749<br>95013-22550 | sec@hry.nic.in   |
| 2.      | SH.<br>P.K.SHARMA,<br>HCS (Retd.) | SECRETARY                      | H.NO. 804,<br>HEWO<br>APPARTMENT,<br>SECTOR 6,<br>MDC,<br>PANCHKULA                        | 2574810 | 98725-11107            | secy@hry.nic.in  |
| 3.      | SH. ANIL<br>AGGARWAL              | DISTRICT<br>ATTRONEY           | H.NO. 742,<br>SECTOR-7,<br>CHANDIGARH  | 2560403 | 9888492885             | da.sec@hry.nic.in  |
| 4       | Vacant                            | CHIEF ACCOUNTS<br>OFFICER      |  | 2584804 |                        |  |
| 5.      | SH GANGA<br>SWARUP                | PRIVATE<br>SECRETARY           | H.NO.12/3,<br>BANK COLONY,<br>MANIMAJRA<br>(UT).,<br>CHANDIGARH                            | 2586904 | 92165-30973            | ps.sec@hry.nic.in  |
| 6.      | SH. PARMAL<br>SINGH               | A.S.E.C                        | H.NO. 2294,<br>SECTOR 23-C,<br>CHANDIGARH  | 2584908 | 75894-93410<br>2728294 | asec.sec@hry.nic.in  |
| 7.      | SH. VIJAY<br>KUMAR                | SUPERINTENDENT                 | H.NO. 1446,<br>SECTOR 39-B,<br>CHANDIGARH  | 2584810 | 94179-13063            | <a href="mailto:supdtpanda.sec@hry.nic.in">supdtpanda.sec@hry.nic.in</a> |
| 8.      | MRS. ANJU<br>ARORA                | SUPERINTENDENT                 | H.NO.1610, RAJ<br>PUROHIT<br>MOHALLA, NEAR<br>QUILA GATE,<br>MANIMAJRA (UT).<br>CHANDIGARH | 2584810 | 94636-55190            | <a href="mailto:supdtadmin.sec@hry.nic.in">supdtadmin.sec@hry.nic.in</a> |
| 9       | SH. PUSHKAR<br>DUTT               | SUPERINTENDENT                 | H.NO.1095-A,<br>SECTOR 20-B,<br>CHANDIGARH.  | 2584810 | 98555-75388            | <a href="mailto:supdtmc.sec@hry.nic.in">supdtmc.sec@hry.nic.in</a>       |
| 10      | SH.SANJEEV<br>KUMAR               | PERSONAL<br>ASSISTANT          | H.NO.796.HAR<br>MILAP NAGAR,<br>M.C. ZIRAKPUR,<br>DISTT. MOHALI.                           | 2584810 | 98722-12535            | pa.sec@hry.nic.in  |
| 11.     | MRS<br>PUSHPINDER<br>KAUR         | PERSONAL<br>ASSISTANT          | H.NO.5293,<br>CATEGORY IV,<br>MODERN<br>HOUSING<br>COMPLEX,<br>MANI MAJRA,<br>CHANDIGARH.  | 2584810 | 94787-28626            | pa.sec@hry.nic.in  |
| 12.     | MRS.GEETA<br>KAPUR                | ASSISTANT                      | H.NO. 597,<br>SECTOR 11,<br>PANCHKULA.   | 2584810 | 94179-30966            |  |
| 13.     | SH.RAJAN<br>KUMAR                 | ASSISTANT                      | FLAT NO. 30,<br>HEWO SOCIETY<br>GH-1, M.D.C.<br>SECTOR-5,<br>PANCHKULA .                   | 2584810 | 94179-90230            |  |
| 14.     | SH.RAJESH<br>ROHILLA              | ASSISTANT                      | H.NO. 2233-A,<br>SECTOR 27,<br>CHANDIGARH.   | 2584810 | 94633-96158            |  |
| 15.     | SH.KUL<br>BHUSHAN                 | ASSISTANT                      | H.No. 1444-A,<br>SECTOR 39-B,<br>CHANDIGARH  | 2584810 | 94173-37596            |  |
| 16.     | SH.RAM KUMAR                      | ASSISTANT                      | H.NO.4129,<br>MAULI<br>COMPLEX,<br>CHANDIGARH  | 2584810 | 94162-76090            |  |
| 17.     | SH.ATAM<br>PARKASH                | ASSISTANT                      | H.NO.1456-A,<br>SECTOR 20-B,<br>CHANDIGARH.  | 2584810 | 76964-57574            |  |

|     |                     |                       |   |         |                        |  |
|-----|---------------------|-----------------------|---|---------|------------------------|--|
| 18  | SH. KARAM SINGH     | ASSISTANT             | H.NO. 1112/1, MORI GATE, MANIMAJRA(U.T), CHANDIGARH               | 2584810 | 94678-10534            |  |
| 19. | SH.KULDEEP SINGH    | ASSISTANT             | H.NO.268 H.BC , SECTOR 19, PANCHKULA.                             | 2584810 | 8146530968             |  |
| 20. | SMT. ROSY THAKUR    | ASSISTANT             | H.NO.214, SECTOR 48-C, MOHALI.                                    | 2584810 | 2234214<br>88720-72314 |  |
| 21  | MRS. VANDANA ARORA  | ASSISTANT             | HE-343, SECTOR-61, PHASE-VII, MOHALI, PUNJAB                      | 2584810 | 94174-01855            |  |
| 22. | SH.RAJESH KUMAR     | ASSISTANT             | C/O SH.C.L.BAKSHI H.NO.1742, PHASE-II, RAM DARBAR, CHANDIGARH.    | 2584810 | 94667-28756            | cashier.sec@hry.nic.in                                   |
| 23. | SH.HARI CHAND       | ASSISTANT             | H.NO.3298/2, SECTOR 45-D, CHANDIGARH.                             | 2584810 | 94175-06317            |  |
| 24. | SH.SURINDER KUMAR   | STATISTICAL ASSISTANT | H.NO.203,GOBI ND VIHAR BALTANA, MOHALI                            | 2584810 | 94662-83450            | <a href="mailto:sa.sec@hry.nic.in">sa.sec@hry.nic.in</a> |
| 25. | SMT. SUSHMA         | LIBRARIAN             | 2306, SECTOR 27-C, CHANDIGARH                                     | 2584810 | 089013-88752           | librarian.sec@hry.nic.in                                 |
| 26. | SH.PRADEEP S.THAKUR | COMPUTER OPERATOR     | H.NO.433-A, SECTOR-61, CHANDIGARH.                                | 2584809 | 98724-88433            | thakur.p.@hry.nic.in                                     |
| 27. | SMT. ANU MEHTA      | COMPUTER OPERATOR     | H.NO.2829-B, SECTOR 49-D, CHANDIGARH.                             | 2584810 | 99144-99152            | nagpal.a@hry..nic.in                                     |
| 28. | SH. PREM KUMAR      | CLERK                 | H.NO. 2329, GALI NO. 1, MARIWALA TOWN, MANIMAJRA, U.T. CHANDIGARH | 2584810 | 99881-09346            |  |
| 29. | SH.VIJAY SINGH      | CLERK                 | H.NO.146/1, PIPLIWALA TOWN, MANIMAJRA, UT, CHANDIGARH.            | 2584810 | 98143-62332            |  |
| 30. | SH.KRISHAN KUMAR    | CLERK                 | H.NO 13/2255-A, SECTOR-24, CHANDIGARH                             | 2584810 | 094641-69766           |  |
| 31  | SH.MEGH NATH        | CLERK                 | H.NO.1209, SECTOR 26, PANCHKULA                                   | 2584810 | 94674-66238            |  |
| 32. | SH. PAWAN KUMAR     | CLERK                 | H.NO.13/2914-A, SECTOR-20 C CHANDIGARH.                           | 2584810 | 98761-23862            |  |
| 33. | SH. LOKESH          | CLERK                 | H.NO.1673, SECTOR 22B, CHANDIGARH                                 | 2584810 | 89293-99936            |  |
| 34. | SH.RAMESH KUMAR     | DRIVER                | H.NO.3073, SECTOR 23-D, CHANDIGARH,                               | 2584810 | 98766-35040            |  |
| 35. | SH.BALWANT SINGH    | DRIVER                | H.NO.280, MAMTA ENCLAVE DHAKOLI, ZIRAKPUR.                        | 2584810 | 89010-40161            |  |
| 36. | SH.DURGA SHANKAR    | DRIVER                | H.NO.1555, SECTOR-20B, CHANDIGARH                                 | 2584810 | 95699-99455            |  |
| 37. | SH.KULDEEP SINGH    | GESTETNER OPERATOR    | H.NO.924-B, FIRST FLOOR SECTOR 4, PANCHKULA.                      | 2584810 | 95306-29406            |  |

|     |                         |                       |  |         |                            |  |
|-----|-------------------------|-----------------------|--|---------|----------------------------|--|
| 38. | SH.ASHA RAM             | GESTETNER OPERATOR    | H.NO.4129, MAULI COMPLEX, CHANDIGARH.                        | 2584810 | 97800-64399                |  |
| 39. | SH.SANJAY KUMAR         | JAMADAR               | H.NO.13/2231-A, SECTOR 24, CHANDIGARH                        | 2584810 | 94675-22859                |  |
| 40. | SH.SURAJ BHAN           | PEON                  | H.NO.2620/3 RAM DARBAR, PHASE 2, CHANDIGARH.                 | 2584810 | 97817-03910                |  |
| 41. | SH.GOPAL                | PEON                  | H.NO.197, SECTOR 25, PANCHKULA.                              | 2584810 | 01733-253682               |  |
| 42. | SH.AMAR SINGH           | PEON                  | H.NO.1336, Sector 25, PANCHKULA                              | 2584810 | 089014-59492               |  |
| 43. | SH.RAVINDER KUMAR       | PEON                  | H.NO.13/2572-A, SECTOR 24, CHANDIGARH.                       | 2584810 | 90508-44547                |  |
| 44. | SH. SUBHASH CHAND       | PEON                  | H.NO. 355-A, Sector-29, CHANDIGARH.                          | 2584810 | 94161-17701                |  |
| 45. | SH.PARVEEN SINGH        | MESSENGER             | H.NO.106-G SECTOR-14, PANCHKULA                              | 2584810 | 90411-45071                |  |
| 46. | SH.INDERMANI YADAV      | MESSENGER             | H.NO.1638, HOUSING BOARD COLONY, DHANAS, CHANDIGARH.         | 2584810 | 96464-15760                |  |
| 47. | SH.KHUMAN SINGH CHOUHAN | SWEEPER-CUM-CHOWKIDAR | H.NO. 2203, SECTOR-28, CHANDIGARH                            | 2584810 | 84277-80712 & 98783-97399  |  |
| 48. | SH. JANAK               | PEON                  | HOUSE NO. 3901, SECTOR 25, DANIK BHASKAR COLONY, CHANDIGARH. | 2713613 | 97801-34573                |  |
| 49. | SH.MUNISH               | PEON-CUM-CHOWKIDAR    | HOUSE NO. 743, SECTOR 12A, PANCHKULA, HARYANA                |         | 096538-36581               |  |
| 50. | SH. KULDEEP SINGH       | PEON-CUM-CHOWKIDAR    | 136, DARSHANI BAGH, MANIMAJRA                                | 2584810 | 090419-72388<br>7206114301 |  |

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**RECRUITED FROM HARTRON**

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|----|--------------------|-------------------|--------------------------------------|---------|------------|
| 1. | SH. KULPREET SINGH | COMPUTER OPERATOR | HOUSE NO. 2057, SECTOR-15, PANCHKULA | 2584810 | 8567009110 |
|----|--------------------|-------------------|--------------------------------------|---------|------------|

**RECRUITED ON OUTSOURCING PART-I**

|    |                   |                       |                           |              |  |
|----|-------------------|-----------------------|---------------------------|--------------|--|
| 1. | SH. MUNNA LAL     | MALI                  |                           |              |  |
| 2. | SH. SUNIL KUMAR   | SWEEPER-CUM-CHOWKIDAR | VILLAGE ALIPUR, PANCHKULA | 089014-59697 |  |
| 3. | SH. SANJEEV KUMAR | PEON                  |                           |              |  |
| 4. | SMT. PRIYA        | HOUSE KEEPER          |                           |              |  |

**RECRUITED ON OUTSOURCING PART-II**

|    |               |        |   |            |  |
|----|---------------|--------|---|------------|--|
| 1. | SH. RISHI PAL | DRIVER | HOUSE NO VPO KHATOULI, DISTRICT PANCHKULA | 9068120066 |  |
|----|---------------|--------|---|------------|--|

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

| <b>Sr.No.</b> | <b>Name of District</b> | <b>Name of Official</b> | <b>Post</b> | <b>Contact No</b> |
|---------------|-------------------------|-------------------------|-------------|-------------------|
| 1.            | Faridabad               | Sh. Shyambir Singh      | Assistant   |                   |
| 2.            | Sirsa                   | Sh. Bhoop Singh         | Assistant   | 09416402073       |
| 3.            | Rohtak                  | Sh. Jitender Singh      | Assistant   | 09416330617       |
| 4.            | Bhiwani                 | Sh. Bhupesh Kumar       | Assistant   |                   |
| 5.            | Hisar                   | Sh. Rajesh Kumar        | Assistant   |                   |
| 6.            | Panipat                 | Vacant                  | Assistant   |                   |
| 7.            | Mahendergarh            | Vacant                  | Assistant   |                   |
| 8.            | Sonepat                 | Sh. Ram Phal            | Assistant   |                   |
| 9.            | Rohtak                  | Sh. Satyabir            | Clerk       |                   |
| 10.           | Sonepat                 | Ms. Priya               | Clerk       |                   |
| 11.           | Karnal                  | Sh. Ram Pal             | Clerk       |                   |
| 12.           | Fatehabad               | Vacant                  | Clerk       |                   |
| 13.           | Gurgaon                 | Vacant                  | Clerk       |                   |

**RECRUITED ON OUTSOURCING PART-I**

|    |             |       |                                       |  |
|----|-------------|-------|---------------------------------------|--|
| 1. | SH. PARVEEN | CLERK | DISTRICT ELECTION<br>CELL KURUKSHETRA |  |
| 2  | SH. AJIT    | CLERK | DISTRICT ELECTION<br>CELL JIND        |  |

**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 2018-19</b>                       |                        |                          |   |                          |
|---|------------------------|--------------------------|---|--------------------------|
| <b>(P-01-37-2015-51-101-99-51)</b>                  |                        |                          |   |                          |
| <b>2015-101-Election Commission H.Q. Staff (99)</b> | <b>Proposed Budget</b> | <b>Sanctioned Budget</b> | <b>Amount released /disbursed (no. of installments)</b> | <b>Total Expenditure</b> |
| Salary  | 2,90,00,000            | 2,90,00,000              | 2,90,00,000   | 44,12,725                |
| Wages   | 2,00,000               | 2,00,000                 | 2,00,000  | 26,565                   |
| Dearness Allowance                                  | 20,00,000              | 20,00,000                | 20,00,000   | 2,05,630                 |
| Travel Expenses                                     | 5,00,000               | 2,50,000                 | 2,50,000  | 41,311                   |
| Office Expenses                                     | 30,00,000              | 17,00,000                | 17,00,000   | 3,81,336                 |
| R.R.T   | 20,000                 | 10,000                   | 10,000  | 1,618                    |
| Motor Vehicle                                       | 8,00,000               | 3,00,000                 | 3,00,000  | 0                        |
| P.O.L   | 10,00,000              | 6,00,000                 | 6,00,000  | 1,20,922                 |
| Medical Reimb.                                      | 7,00,000               | 6,00,000                 | 6,00,000  | 63,242                   |
| Election Expenditure                                | 23,37,50,000           | 20,95,00,000             | 20,95,00,000  | 1,40,500                 |
| Contractual Services                                | 25,00,000              | 25,00,000                | 25,00,000   | 4,58,842                 |
| L.T.C   | 8,00,000               | 8,00,000                 | 8,00,000  | 0                        |
| Ex-Gratia   | 26,00,000              | 10,00,000                | 10,00,000   | 81,511                   |
| Computerisation (IT)                                | 15,00,000              | 1,50,000                 | 1,50,000  | 0                        |
| Scholarship and Stipends                            | 5,00,000               | 8,00,000                 | 8,00,000  | 55,640                   |
| Energy Charges                                      | 10,00,000              | 7,00,000                 | 7,00,000  | 78,929                   |
| Professional and Special Services                   | 0                      | 5,00,000                 | 5,00,000  | 45,397                   |
| <b>Total-1</b>                                      | <b>27,98,70,000</b>    | <b>25,06,10,000</b>      | <b>25,06,10,000</b>                                     | <b>61,14,168</b>         |
| <b>Field Staff (98) (P-01-37-2015-51-101-98-51)</b> |                        |                          |   |                          |
| Salary  | 60,00,000              | 52,00,000                | 44,26,000   | 5,43,940                 |
| Dearness Allowance                                  | 4,00,000               | 4,00,000                 | 3,18,800  | 25,890                   |
| Travel Expenses                                     | 5,00,000               | 3,50,000                 | 2,23,378  | 0                        |
| P.O.L   | 15,00,000              | 12,00,000                | 1,86,332  | 70,000                   |
| Medical Reimb.                                      | 1,50,000               | 1,50,000                 | 0   | 0                        |
| Election Expenditure                                | 4,00,00,000            | 4,00,00,000              | 27,39,100   | 11,60,000                |
| Contractual Services                                | 5,00,000               | 5,00,000                 | 4,00,000  | 1,22,695                 |
| LTC   | 1,30,000               | 1,30,000                 | 0   | 0                        |
| Ex-Gratia   | 30,00,000              | 20,00,000                | 20,00,000   | 20,00,000                |
| <b>Total-2</b>                                      | <b>5,21,80,000</b>     | <b>4,99,30,000</b>       | <b>1,02,93,610</b>                                      | <b>39,22,525</b>         |
| <b>Total-(1+2)</b>                                  | <b>33,20,50,000</b>    | <b>30,05,40,000</b>      | <b>26,09,03,610</b>                                     | <b>1,00,36,693</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 down load 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. Parmal Singh | Assistant State Election Commissioner | Telephone : 0172-2584908<br>Mobile : 07589493410<br>Fax: 0172-2585904<br>Email : asec.sec@hry.nic.in |

- b) State Assistant Public Information Officers :-

| Sr. No. | Name             | Designation  | Phone/fax/e-mail   |
|---------|------------------|--|--|
| 1.      | Sh. Vijay Kumar  | Superintendent, Panchayat Branch                     | Telephone : 0172-2584810<br>Mobile : 09417913063<br>Fax: 0172-2585904<br>Email : supdtpanda.sec@hry.nic.in |
| 2.      | Sh. Pushkar Dutt | Superintendent Municipal Branch                      | Telephone : 0172-2584810<br>Mobile : 09855575388<br>Fax: 0172-2585904<br>Email : supdtmc.sec@hry.nic.in    |
| 3.      | Smt. Anju Arora  | Superintendent, Administration and Accounts Branches | Telephone : 0172-2584810<br>Mobile : 09463655190<br>Fax: 0172-2585904<br>Email : supdtadmin.sec@hry.nic.in |

c) Departmental Appellate Authority:

| <b>Sr. No.</b> | <b>Name</b>                     | <b>Designation</b>                                     | <b>Phone/fax/e-mail</b>  |
|----------------|---------------------------------|--|--|
| 1.             | Sh. P.K. Sharma,<br>HCS (Retd.) | Secretary, State<br>Election<br>Commission,<br>Haryana | Telephone : 0172-2574810<br>Mobile : 098725-11107<br>Fax: 0172-2585904<br>Email : <a href="mailto:secy.sec@hry.nic.in">secy.sec@hry.nic.in</a> |

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:

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

b) State Assistant Public Information Officers:

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

c) Departmental Appellate Authority:

| <b>Sr. No.</b> | <b>Name</b>                           | <b>Designation</b>   | <b>Phone/fax/e-mail</b>   |
|----------------|---------------------------------------|--|---|
| 1.             | Officers changes from<br>time to time | Deputy<br>Commissioner-cum-<br>District Election<br>Officer of the<br>concerned District | Telephone/Mobile/Fax/email<br>Details are available on the<br>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 disqualifications 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 arears 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 arears 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 (I)

(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 voters list.**—The Commissioner shall, subject to the provisions of the Act, cause to be prepared in form 1 a wardwise list of voters in Hindi in Devnagri script of each Gram Panchayat, Panchayat Samiti and Zila Parishad.

**9. Preliminary Publication of voters list**—Each voters list prepared under rule 8 shall be published and 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 voters list pertains to a ward of Zila Parishad, on the notice board of the District Election Officer (Panchayat) concerned and at one or two conspicuous places within each village to which the list pertains. Provided that a period of not less than seven days shall be allowed for filling claims and objections.

#### **9-A. Manner of making and lodging claims and objections—**

(1) Every claim shall be, -

(a) in Form 1A;

(b) signed by the person desiring his name to be included in the voter's list; and

(c) countersigned by another person whose name is already included in the voter's list of the ward in which the claimant desires his name to be included.

(2) Every objection to the inclusion of name of a person in the voter's list shall be, -

(a) in Form 1B;

(b) preferred only by a person whose name is already included in the voter's list; and

(c) countersigned by another person whose name is already included in the voter's list in which the name objected to, appear.

(3) Every objection to a particular or particulars in an entry in the voter's list shall be,

(a) in Form 1 C;

(b) preferred only by a person to whom that entry relates.

(4) Every claim or objection shall be addressed to the District Electoral Officer and shall be presented or be sent by registered post to him.

(5) 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.

(6) Any claim or objection which is not lodged within the period or in the form and manner herein specified or if lodged by a person not entitled to lodge the same, shall be rejected.

(7) If an objection or claim is presented by a person to the District Electoral Officer, who is not authorised to receive it, such District Electoral Officer shall at once return it to the person presenting it for presentation to the District Electoral Officer concerned.

(8) Where a claim or objection is not disposed of under sub-rule (6) or sub-rule (7) and the period prescribed for the presentation of claim and objections has expired, the District Electoral Officer shall forthwith paste 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 to a person regarding whom it is made.

**10. Disposal of claims and objections.**—(1) On the date and at the place fixed under rule 9-A, the District Electoral Officer shall give hearing to concerned persons and decide the claims and objection within three days from the date of its receipt, after hearing the parties concerned or their authorised agents and, in case any person objects to the admission of such claim, he shall after considering such evidence as may be produced or may appear necessary to him,

(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.

(2) Any person aggrieved by any such order may, within five days, from the date of order apply to the District Election Officer (Panchayat) for revision, who shall within seven 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.

(3) The decision of the District Election Officer (Panchayats) on appeal, and subject to such decision, the order of the District Electoral Officer under sub-rule (1), shall be final.

**10-A. Final publication of voters list.**—(1) The District Electoral Officer, as soon as he has disposed of all the claims and objections presented to him, shall forward a list of such claims and objections alongwith his orders thereon to the District Election Officer (Panchayat), who shall cause the voters list to be corrected, in accordance with the orders passed by the District Electoral Officer or by him in revision under sub-rule (2) of rule 10, as the case may be. The voters list 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 rule 9 together with list of additions and corrections prepared in accordance with the said orders.

(2) Any final voters list published under the provisions of sub-rule (1), with or without a list of additions and corrections, shall come into force from the date of such final publication.

**11. Inspection and issue of certified copies**—Every member of the public shall have the right to inspect the voters list referred to in rule 8 or sub-rule (1) of rule 10-A 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 to 10-A 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 to 10-A 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 rule 9 or of the voters list and the list of amendments under sub-rule (4) and the final publication of the same under rule 10-A, 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. Correction of errors in voters list.—** If the District Election Officer (Panchayat), on an application made to him or on his own motion, is satisfied after such enquiry as he thinks fit, that any entry in the voters list of a ward;-

(a) is erroneous or defective in any particular;

(b) should be transposed to another place in the voters list on the ground that the person concerned has changed his place of ordinary residence within the ward; or

(c) should be deleted on the ground that the person concerned is dead or has ceased to be ordinarily resident in the ward or is otherwise not entitled to be registered in that voters list,

(d) he shall, subject to such general or specific directions, if any, as may be given by the State Election Commissioner, Haryana in this behalf, amend, transpose or delete the entry: Provided that before taking any action on any ground under clauses (a), (b) or (c), the District Election Officer (Panchayat) shall give the person concerned reasonable opportunity of being heard.

**12-B. Inclusion of names in the voters list finally published.-** Any person, whose name is not included in the voters list of a ward as finally published under rule 10A, may apply in the manner hereinafter provided for the inclusion of his name in that voters list.

**12-C. Manner for making application for inclusion of name in the voters list .-**

(1) An application under rule 12A or 12B shall be made in duplicate in one of the Forms 1A,1B, 1C or 1D, as may be appropriate and shall be accompanied by a fee of five rupee: Provided that such application shall be addressed to the District Election Officer (Panchayat) and presented to him at any time not later than four days from the date of publication of the election programme excluding the date of publication.

(2) The fee specified in sub-rule (1) shall be,

(a) paid by means of non-judicial stamps; or

(b) deposited in a Government treasury or authorized bank (authorized for collecting Government receipts) in favour of the District Election Officer (Panchayat) concerned; or

(c) paid in cash against proper receipt to the District Election Officer (Panchayat) concerned or to any other officer authorized by him in this behalf; and shall not be refundable.

(3) Where the fee is deposited under clause (b) of sub-rule (2), the applicant shall enclose with the application, a Government treasury receipt and where the fee is paid in cash under clause (c) of the said sub-rule, the applicant shall enclose with the application, the proper receipt issued by the fee in cash, in proof of the fee having been deposited or paid in cash by him.

(4) The District Election Officer (Panchayat) shall, immediately, on receipt of such application, direct that one copy thereof be pasted in some conspicuous place of the concerned Gram Panchayat, Panchayat Samiti and Zila Parishad concerned, and in his office together with a notice inviting objections to such applications within a period of four days from the date of such pasting.

(5) The District Election Officer (Panchayat) shall, after the expiry of the period specified in sub-rule (4), consider the objections, if any, received by him and shall, if satisfied that the applicant is entitled to be registered in the voters list, direct his name to be included therein before the last date for making nomination for election to that ward: Provided that if the applicant is registered in the voters list of any other ward of toher district, the District Election Officer (Panchayat) shall inform the District Election Officer (Panchayat) concerned and the later shall, on receipt of such information, strike of the name of the applicant from that voters list. 13. Custody and presrvation of voters list and

**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 inforce, 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 एजेंट 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 पश्चात 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, जंहा 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

## HARYANA MUNICIPAL CORPORATION ACT, 1994

**7. Qualifications for members.**—A person shall not be qualified to be chosen as a 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 members.**—(1) A person shall be disqualified for being chosen as and for being a 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 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 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 member of the Corporation where he is not qualified or that he is disqualified for such 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 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 this section, to whom the case shall be referred to for decision through the Deputy Commissioner, Faridabad, whose decision shall be final.

#### **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 ward wise roll.-** (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 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 may 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 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), 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 role corrected and published under the provisions of clause (ix) shall come into force from the date of such publications.

### **HARYANA MUNICIPAL ACT, 1973**

**13A. Disqualifications for membership.**—(1) A person shall be disqualified for being chosen as and for being 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 Cooperative 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 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 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.

### **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 ward wise roll.-** (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.”.

**21. Disqualifications for membership.-** (1) No person shall be eligible for election as 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) receives any remuneration out of the municipal fund for services rendered to the committee: Provided that nothing contained in this clause shall debar a person, who receives as President, salary sanctioned by the State Government under section 58 from standing for election or re-election as a member of the committee;
- (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 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) No person shall be eligible to propose a candidate who is ineligible for election as a member of that committee.

(4) If any question arises as to whether 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.

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

**NOTIFICATION**

No.SEC/3ME/2017/879

Dated :18.05.2017

Whereas, section 8B the Haryana Municipal Corporation Act, 1994 and provides that 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.

2. Now in view of the present circumstances, it has become necessary to again revise the order of expenditure limit. Therefore, in exercise of the powers conferred under clause (l) Article 243 ZA of the Constitution of India, Sub Section (3) of section 8B of the Haryana Municipal Corporation Act, 1994, the Haryana Municipal Corporation Election Expenditure (Maintenance and Submission of Accounts) order, 2017 and all other powers enabling in this behalf, the State Election Commission hereby revise the earlier expenditure limit of Rs.2,10,000/- to Rs.5,00,000/- (Rs. Five Lac only) for the contesting candidates of Municipal Corporation.

3. The State Election Commission further directs that the accounts of expenditure to be incurred by the contesting candidates in the Municipal Corporation shall be maintained and submitted to the Deputy Commissioners within 30 days of the declaration of the result in the Performa prescribed for the purpose and the Deputy Commissioners 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, 2007.

5. The State Election Commission further directs 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 Official Gazette shall declare him/her to be disqualified and may such person be disqualified for a period of five years from the date of the order.

6. Every contesting candidate shall either himself or by his 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 been nominated and date of declaration of result both dates inclusive. The total expenditure shall not exceed the limit as prescribed above.

7. 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.

8. 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.

9. This supersedes the earlier Notification No.SEC/3ME/2015/628, dated 03.06.2015 issued by the Commission, vide which the limitations of expenditure were revised.

Dated Panchkula  
the 18<sup>th</sup> April,2017

DR.DALIP SINGH  
State Election Commissioner, Haryana

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

**NOTIFICATION**

No.SEC/3ME/2017/912

Dated:18.05.2017

Whereas, as per Haryana Act No. 26 of 2006, the Haryana Municipal (Second Amendment Act, 2006, new section 13E has been inserted in the Haryana Municipal Act, 1973. Section 13E of the Act provides that 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 the 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.

2. Now in view of the present circumstances, it has become necessary to again revise the order of expenditure limit. Therefore, in exercise of the powers conferred under clause (l) Article 243 ZA of the Constitution of India, Sub Section (3) of section 13E of the Haryana Municipal Act, 1973, the Haryana Municipal Election Expenditure (Maintenance and Submission of Accounts) order, 2017 and all other powers enabling in this behalf, the State Election Commission, hereby revise the earlier expenditure limit for the contesting candidates of Rs.1,00,000/- to Rs.3,00,000/- (Rs.Three lacs only) in the case of Municipal Councils and Rs.75,000/- to 2,00,000/- (Rs.Two lacs only) in the case of Municipal Committee.

3. The State Election Commission, further directs 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 Commissioners within 30 days of the declaration of the result in the Performa prescribed for the purpose and the Deputy Commissioners in turn shall send report to the Commission as per provision contained in the Haryana Municipal Election Expenditure (Maintenance and submission of Accounts) order, 2006.

4. The State Election Commission further directs 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 Official Gazette shall declare him to be disqualified and may such person be disqualified for a period of five years from the date of the order.

5. Every contesting candidate shall either himself or by his authorised election agent will have to keep a separate and correct account of all expenditure in

connection with the election between the dates he has been nominated and 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.

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.

8. This supersedes the earlier Notification No.SEC/3ME/2015/619, dated 03.06.2015 issued by the Commission, vide which the limitations of expenditure were revised.

Dated Panchkula  
The 18<sup>th</sup> April, 2017

DR.DALIP SINGH  
State Election Commissioner, Haryana