

**STATE ELECTION COMMISSION, RAJASTHAN**(2<sup>nd</sup> Floor, Vikas Khand, Secretariat, Jaipur – 302005)Website: [www.rajsec.rajasthan.gov.in](http://www.rajsec.rajasthan.gov.in), email: [secraj@rajasthan.gov.in](mailto:secraj@rajasthan.gov.in)/secrajasthan@gmail.com

No.F1(23)(2)SEC/Accts/2014/2655

Dated: 24.06.14

**ORDER**

**Sub. :- Procedure for settlement of hire and detention charges of the motor vehicles requisitioned for Municipal/Panchayat Election and Supply arrangements of P.O.L. for vehicles.**

In order to ensure prompt settlement of the hire and detention charges of motor vehicles requisitioned for the conduct of elections and to simplify the procedure for arrangements of P.O.L. for the motor vehicles in each district, the State Election Commission is issuing the following instructions in super session of all previous instructions issued in this regard :-

**PART – I****RATES OF HIRE AND DETENTION CHARGES OF PRIVATE VEHICLES/RSRTC BUSES**

1. Hire and detention charges in respect of vehicles belonging to private owners/RSRTC buses will be paid at the following rates :

S.No.	Type of Vehicle	For Panchayat/Municipal Election	
		Petrol/Diesal	Rate per day (Amount in Rs.)
1	2	3	4
1.	Contract Carriage Buses	3 Km per liter	2275/-
2.	Stage Carriage Buses (including RSRTC Buses)	3 Km per liter	1675/-
3.	Stage Carriage Mini Buses	3 Km per liter	1000/-
4.	Taxi (Indica, Jeep, Ambassador, etc.)	Actual dip measurement system	800/-
5.	Auto Rickshaw	25 Km per liter	250/-
6.	Contract Carriage Mini Buses (New)	6 Km per liter	1300/-
7.	Taxi (Dezire, ETIOS, Indigo etc.)	10 Km per liter	1000/-
8.	Taxi Innova	10 Km per liter	1200/-
9.	Maxi cab (Bolero, Commandor & others)	10 Km per liter	1000/-
10.	Tata Magic/Mahindra Maximo	16 Km per liter	500/-
11.	Tractor with Trolley	Actual dip measurement system	350/-
12.	Full Body/Half Body Truck	3 Km per liter	900/-
13.	Mobil Oil at the rate of one liter be allowed for every 250 kilometer or part thereof for the Buses Full Body/Half Body Truck and Tractor with Trolley in Category 1, 2, 3, 6, 11 & 12. Similarly one liter mobile oil be allowed every 800 kilometer for car/ taxi at category 4, 7, 8, 9 & 10		
14.	In case of sending requisite vehicles to other District Rs. 150/- will be paid as night haulage charges to vehicle Driver/Khalasi		

2. In respect of vehicles which go out of order during election duty payment will be deducted as under:-

S.No.	Deduction Rates in Rs. (Per hour)	S.No.	Deduction Rates in Rs. (Per hour)
1	2	1	2
1.	80/-	8.	28/-
2.	60/-	9.	28/-
3.	32/-	10.	20/-
4.	20/-	11.	14/-
5.	10/-	12.	32/-
6.	40/-		
7.	28/-		

Deductions should not exceed per day rate of Hire & Detention Charges.

## PART – II

### PAYMENT OF HIRE AND DETENTION CHARGES OF THE PRIVATE VEHICLES

1. District Election Officers will make payment of hire and detention charges of the private vehicles in cash on the day the vehicles are released from election duty. Sufficient amount required for making payment of such hire charges will be drawn in advance through the A.C. Bills.
2. Record of each vehicle requisitioned for election duty shall be maintained in the vehicle register in form 'A'.
3. A separate **log-sheet-cum-hire bill** will be given to the officer-in-charges of the vehicles after completion of Part-I by the District Election Officer (in form 'B' of vehicle Log-sheet-cum-hire charges) while allotting the vehicle for polling duty.
4. The Officer-in-charge of the vehicle (Presiding Officer or any other officer) will make respective entries in Part-II of the log sheet during the period the vehicle remains under his charge. At the time of handing over of the vehicle to the District Election Officer at the close of the Election Duty the officer-in-charge will hand over the log-sheet completing all the respective entries and duly attesting the same.
5. The District Election Officer will complete Part-III of the log-sheet in respect of the amount of hire charges payable to the vehicle and the deductions in respect of the P.O.L. balance calculated in the manner as mentioned in para 10 of Part-II.
6. The vehicles requisitioned, not used but kept in reserve will be paid hiring charges at the rates mentioned in para I of Part-I.
7. The Hire and Detention charges of the vehicles used by the polling parties should not ordinarily be paid by for more than Three days for Municipal Election and 6 days for Panchayat Election. Requisition order to the Vehicle Owners may be served well in advance asking them to report for duty on a particular date as per requirement for the movement of

Polling Parties and should be released soon after the arrival of the Parties from Polling Duty. In such cases, where the District Election Officer considers necessary, may, however, allow to use the Vehicle for Four Days for Municipal Election and seven days for Panchayat Election. No Vehicle for more than Four/Seven Days should be used by the District Election Officer without prior approval of the **Secretary, State Election Commission, Rajasthan, Jaipur**. The vehicles detained by a DEO and asked to report to another district for Polling Duty, may however be used for four/seven days.

8. As far as possible Govt. vehicles should be provided to Zonal Magistrate/Sector Magistrate/Area Magistrate. In case Govt. vehicles are not available private vehicles may be provided for maximum limit of as per State Election Commission guideline.
9. The vehicles requisitioned for transportation of ballot boxes, Electronic Voting Machines, polling articles, furniture and other articles in connection with election should be paid for actual days these remain on election duty irrespective of dates.
10. Calculation of P.O.L. remaining in balance at the close of the elections will not be required. P.O.L. balance at the end will be calculated on the basis of total P.O.L. supplied to the vehicles and total consumption calculated as para 1 of Part-I.
11. All payments to be made within a month. No claim will be entertain after a month.
12. Cost of excess supply will be recovered from the hiring charges bills. In case of the vehicle whose milometer is in order total run will be determined on the basis of the first and last milometer reading. In case of vehicles whose milometers are not in working order, run will be calculated on the basis of the distance of destination covered by them. At the time of surrender of vehicles by the Officer-in-charges, the District Election Officer (Collector) will ensure that the log-sheet are complete in all respect. Net amount payable to the vehicle owner after deductions, will be checked and pass order will be recorded by the Officer authorised by the District Election Officer (Collector). The log-sheet so passed will then become bill of the vehicle. Payment will be made in cash on the basis of this bill from the cash counter to the owner of vehicle. In case owner is not present, payment will be made to the driver or any other person on the basis of authority of the owner of vehicle. If authority is not given then payment will be made to driver after obtaining following undertaking.

"Received payment Rs..... of the hire charges of the vehicle No..... on behalf of the owner, I declare that I am authorized to receive hire charges of the vehicle on behalf of the owner. In case of any dispute regarding payment of the hire charges, I shall indemnify the State Government to that extent.

Signature .....


Name .....

Address .....

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License No. ....

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**PART – III**  
**GENERAL – IMPORTANT DIRECTION**

1. The Hire charges in respect of the vehicles of the central and its Autonomous statutory bodies and public sector undertaking under the control of the Central Government will not be paid by the State Election Commission as per direction of Government of India vide their No. G27031(6)87-B&A dated 17.12.87 (Ministry of Law & Justice). However, Petrol, Diesel and Mobil-Oil will be supplied to such vehicles at the cost of the State Government and expenditure of minor repair will also be borne by the State Government of such vehicles during the period of requisitioning T.A. & D.A. of Drivers will be paid out of election budget. These directions will also be applicable for vehicles of State Government & its Autonomous Corporations (except RSRTC buses), Local Bodies etc.
2. These rates of hire charges shown from Part-I to Part-II are exclusive of P.O.L. but inclusive of pay and allowances of drivers etc. T.A. & D.A. of the drivers accompanying these vehicle will be paid by the respective vehicle owners.
3. No hiring charges in respect of vehicles of District pool and other Government vehicles used in connection with Panchayat & Municipal Election will be paid. However, their P.O.L. expenses for the election period and also the expenditure on account of minor repairs to the extent of Rs. 2500/- (Rupees Two Thousand Five Hundred only) per vehicle of District pool and Rs. 1000/- (Rupees One Thousand only) per vehicles for other Government vehicle shall be debitable to concerning election head of account.
4. The District Election Officers (Collectors) shall draw sufficient funds on A..C. Bills for making payment of the hiring charges.
5. The expenditure on this account will be debitable to concerning head of panchayat/municipal election.
6. D.C. Bills will be rendered by the District Election Officers to the Accountant General, Rajasthan, Jaipur within one month after making complete entries in the vehicle register so that the complete record is available of hire charges paid by the district offices.
7. For the vehicles of RSRTC requisitioned for poll Duty, hire charges will be paid at the rates mentioned in part 1 as applicable.
8. Payment of Hire Charges and POL of the Vehicles requisitioned for the Police Department
  1. **For Panchayat Election:-** The Payment of the hire charges and POL of the vehicles requisitioned for the Police Department for maintenance of law and order duty will be made by respective District Election Officers (Collectors) at the rates mentioned above.
  2. **For Municipal Election-** Hire Charges and POL Charges will be paid by the Police Department.

The rates of hire charges are as per concurrence the Finance Department (Exp.-V) vide their I.D. No. 331400286 dated 20.05.2014.

*Zi. 24.6.2014*  
(Ashok Kumar Jain)

Chief Electoral Officer & Secretary  
State Election Commission,  
Rajasthan, Jaipur

No.F1(23)(2)SEC/Acctts/2014/ 2656-66

Dated: 24.06.14

Copy for information and necessary action forwarded to :

1. P.S. to Chief Secretary, Rajasthan, Jaipur.
2. Accountant General (Audit), Rajasthan, Jaipur.
3. Director General, Police Rajasthan, Jaipur.
4. Joint Secretary, Finance (Exp.V) Department, Rajasthan, Jaipur.
5. Deputy Secretary, Home (Group-II) Department, Rajasthan, Jaipur.
6. All District Election Officers (Collectors) for necessary action.
7. All S.Ps, Police Rajasthan.
8. P.S. to Commissioner, P.A. to CEO, SEC, Jaipur
9. D.S./CAO/AS, State Election Commission, Rajasthan, Jaipur
10. All Section, SEC, Rajasthan, Jaipur.
11. Guard File.

*Zi. 24.6.2014*  
(Ashok Kumar Jain)

Chief Electoral Officer & Secretary  
State Election Commission,  
Rajasthan, Jaipur