

# STATE ELECTION COMMISSION, RAJASTHAN

(2<sup>nd</sup> Floor, Vikas Khand, Secretariat, Jaipur – 302005)

No.F1(22)(3)SEC/Accounts/2014-15/ 4460

Dated : 2/11/14

## ORDER

In Super session of the office order No. 8026 dated 18-1-2010, 5222 dated 15.11.2010 and 1625 dated 22.6.2012. In order to simplify the Procedure of payment of T.A. claims of the staff engaged in the course of Elections of Municipalities & Panchayats including the Police, Home Guard and Forest Guard personnel (Except Law & Order) deputed in election duty during the Election days, the State Election Commission has prescribed the Flat rates of T.A. and lay down the following procedure:-

1. The terms which are not given special meaning in these rules shall have the meaning assigned to them in Rajasthan Travelling Allowance Rules, 1971 as amended from time to time.
2. **T.A. Claims** of all employees will be drawn and disbursed by the District Election Officer of the district in which a person is engaged for election duty. The expenditure will be debited to the concerned election (Municipal/Panchayat) budget head.
3. **Daily Allowance:-** To the staff engaged in polling/counting duty including reserve parties will be paid for attending training classes, collecting polling material, journey undertaken for attending duty on the Polling/Counting Days at the following rates:-

S.No.	Name of Post	Daily Allowance per day or part thereof
1.	Sector Officer/Area/Zonal Magistrate	Rs. 255/- Per Day
2.	Returning Officer (Panchayat)	Rs. 225/- Per Day
3.	Presiding Officer	Rs. 225/- Per Day
4.	Polling Officer	Rs. 195/- Per Day
5.	Asstt. Polling Officer (Class-IV)	Rs. 105/- Per Day
6.	Counting Supervisor	Rs. 225/- Per Day
7.	Counting Assistant	Rs. 195/- Per Day
8.	Police Personnel (attach with Polling Party/Zonal Magistrate)	Rs. 165/- Per Day
9.	Other Staff (As per Class-IV)	Rs. 105/- Per Day

- Note:- (i) The above rates are fixed as per the post hold in election duty. Hotel Charges will not be admissible to such employees for Polling/Counting Duty.
- (ii) All employees, who attends the training classes, are entitled for DA.
- (iii) The above rates will be admissible to the Polling/Counting personnel from the reporting time fixed by the District Election Officer or any officer authorized by him.

- (iv) During **Municipal/Panchayat** Election Mahila Anganbari Karyakarta deployed by the District Election Officer (Collector)/ Returning Officer on Polling Station for the help of Polling Party on Poll Day will be covered under Class IV category i.e. **DA @ 105/- per day or part** thereof and light refreshment/Packed lunch will be admissible to them as Polling Parties.

**4. Travelling Allowance:-**

The TA will be admissible to Rajasthan Government Employees as under:-

- (a) Government servants whose place of posting is within a radius of 15 kilometers of a reporting center will not be entitled to incidental charges and mileage allowances. For this purpose, the limits of a center in case of town or city extends upto the Municipal Limits of the town or city.
- (b) An employee engaged on polling/counting duty beyond a radius of 15 kms. from his headquarters will be paid TA except halting allowance as on tour in accordance with the provisions contained in Rajasthan T.A. Rules 1971.
- (c) Government servants whose headquarters are not connected by rail or bus and they are required to cover the distance by cycle, or on foot or any other conveyance for more than 15 kms. will get @ Rs. 1/- per kilometer Journey undertaken.

**5. Payment after duly verified by the Officer-in-Charge.** Payment of TA and DA will be made by the District Election Officer concerned out of election budget after scrutinizing the TA bills. The District Election Officer will maintain a separate register (same as per polling staff) in respect of the Police Personnel deputed for election duty in the district. He will make necessary entries in the register as soon as TA bills are received duly verified by Officer-in-Charge. **TA & DA will not be admissible to the Police Personnel deployed for the Law & Order.**

**6. Payment of TA & DA to the staff engaged on election duty other than the members of polling/counting parties:-** TA claims of such persons will be drawn and disbursed by the District Election Officer on the normal TA bill forms according to Rajasthan TA Rules.

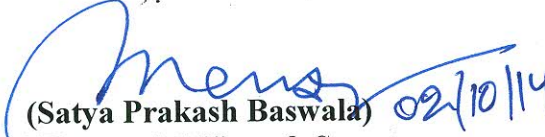
**7. Light refreshment to the polling parties:-** A cash payment or packed lunch @ **Rs.150/- (One hundred fifty only)** per head per poll day shall be made to the polling parties including police personnel deployed on election work on Poll Day including Home Guards/Forest Guards/Gram Rakshak Dal/ NCC (Senior) Cadets/Ex army/C.P.F./BLO/Polling Booth Assistant etc. deployed on Election Work. It may however be clarified that the payment would be made to the staff deployed for the actual poll day only. **The payment of light refreshment is not admissible to such police personnel deployed on law & order duty. The expenditure will be made by the district election officer concerned out of election budget. The returning Officer shall maintain proper account of expenditure incurred in respect of light refreshment provided to polling staff.**

8. **Light refreshment to the Counting Staff:-** The counting staff including Police Personnel, engaged on counting duty will be provided cash or packed lunch or light refreshment @ **Rs.150/- ( One Hundred Fifty only)** per head at all counting centers (Municipal, Panchayat Samiti and Zila Parishad Election). It may however be, clarified that the facility of Packed Lunch/Light Refreshment would be provided to the staff actually deployed in counting centers on counting day. **The payment of light refreshment is not admissible to such police personnel deployed for Law & Order at counting center.** The Returning Officer will maintain proper account of expenditure incurred in respect of light refreshment provided to counting staff.
9. **Procedure for preparation of TA bills of the members of polling parties, scrutiny and payment of their claims:-**
- (i) On the last day of training, schedule each polling personnel will submit a T.A. bill in single copy in a form (Appended) to these instructions to an officer authorized by the concerned Collector after completing entries of part I and II. The Authorized officer will verify the attendance shown in the T.A. from regarding attendance for training.
  - (ii) District Election Officer will cause to make entries in Part III, total number of days admissible for payment as per Rule 3 for poll duty. A copy of the T.A. bills and other claims will be retained in the office by District Election Officer for audit and a statement of the T.A. bills and other claims may be prepared in duplicate and one copy of this statement will be sent to the A.G. Rajasthan, Jaipur with the D.C. bill and another may be kept in record with the District Election Officer.
  - (iii) District Election Officer will cause to conduct scrutiny of T.A. and other claims including the fare for return journey to head quarters after release from election duty, at the rates charged for the incoming journey.
  - (iv) The District Election Officer will calculate total amount of T.A. and other claims admissible to a polling party on the basis of above statement. The amount equal to the amount so calculated will be given to the concerned presiding officer as an advance at the time of issue of polling material or thereafter before the last day of poll.
  - (v) The presiding officer will render an account of T.A. and other claims advance with the receipted copies of T.A. and other claim bills at the time of depositing the polling material and before he is relieved from Election Duty.
  - (vi) The District Election Officer shall draw sufficient amount on A.C. bill to meet the requirement for payment of T.A. and other claims to the polling staff by the way of an advance to presiding officer and render consolidated account in the form of D.C. bill to the Accountant General of Rajasthan within the prescribed period. The presiding officer will make payment of the T.A. and other claims to each member in the party immediately on arrival to District Headquarters at the time of relieving from election duty including his own T.A. and obtain proper receipt of each member on the concerned T.A. bill.
10. **These Instructions will also apply to the Police Personnel, (except Law & Order) Home Guards, Forest Guards, SPO(s) etc. attached with polling party/Sector Officer/Zonal Magistrate/Area Magistrate on**

**Election Duty during the polling days. Their TA Claims will be paid by the District Election Officer concerned out of the Election Budget.**

11. **Maintenance of T.A. and other claims Register by the District Election Officer.-** The District Election Officer will maintain a register in the form appended in respect of the polling parties including Police Personnel deputed for the Election Duty in the District. He will make necessary entries in this register with the fixed days of halts of polling duty as soon as the T.A. bills are received in the Election Office from the members of the polling party on the last day of training, duly verified by the officer-in-charge, the same should be posted in the register.
12. **The above instructions will apply to all categories of polling personnel, i.e. employees of State Government, Central Government, Local and Autonomous Bodies, Corporations, Government or Semi Government under takings and Non-Government Institutions, Universities etc.**

**This bears the concurrence of Finance Department (Expenditure-V) vide their I.D. No. 331400273 dated 01-07-2014 (Rates of DA) and 331400367 dated 10.06.2014 (Rates of Refreshment).**


  
(Satya Prakash Baswala) 02/10/14  
Chief Electoral Officer & Secretary  
State Election Commission,  
Rajasthan, Jaipur

No.F1(22)(3)SEC/Accounts/2014-15/ 4461-74

Dated 2/10/14

Copy for information and necessary action forwarded to :-

1. The Sr. D.S. to Chief Secretary, Rajasthan.
2. Accountant General (Audit) Rajasthan, Jaipur.
3. Director General, Police Rajasthan, Jaipur.
4. Director General, Home Guard, Rajasthan, Jaipur.
5. Principal Chief Conservator, Forest Department, Rajasthan, Jaipur.
6. Joint Secretary Finance (Exp.V) Department, Rajasthan, Jaipur.
7. D.S. Finance (Rules) Department, Rajasthan, Jaipur.
8. D.S. Home (Gr.2) Department, Rajasthan, Jaipur.
9. All District Election Officers (Collectors).
10. All Superintendents of Police. / Police Commissioner Jaipur & Jodhpur
11. P.S. to Commissioner, P.A. to CEO, SEC, Jaipur
12. D.S., C. A.O., O.S.D. and A.S., State Election Commission, Raj., Jaipur.
13. Panchayat/Municipal Election Section, State Election Commission, Raj., Jaipur.
14. Computer Cell for Website/Email.
15. Guard File.

  
(Komal Agri)  
Chief Accounts Officer  
State Election Commission,  
Rajasthan, Jaipur

## PART – I

### T.A. BILL FOR MEMBERS OF POLLING PARTY (General Details)

Name, Designation and Department .....

Basic Pay ..... Polling Party No. ....

Position in polling party :-

R.O. (Panchayat)/ Presiding Officer/ Polling Officer/ Class IV  
.....

Headquarter .....

Distance from District Headquarter ..... Kilometers .....

## PART – II

### T.A. UPTO THE STAGE OF REPORTING FOR POLL DUTY TO BE COMPLETED BY CLAIMANT

Departure			Arrival			Mode of travel	Halt			Purpose of Journey
Place	Date	Time	Place	Date	Time		Days	D.A.	Fare	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.						<b>Total</b>				

Verified

Officer-in-Charge

Signature of Claimant

**PART – III**

**(T.A. for poll duty halting allowance and return journey to be completed by Election Officer)**

Halt days of poll duty halting allowance	Rs. ....
Return journey fare (at coming journey rate)	Rs. ....
Add amount of Part II (a) halting allowance (b) fare	Rs. ....
	-----
Total T.A. Claims	Rs. ....

**Add Amount for light refreshment** .....

Total -----

Amount in words .....

Checked

Authorized for payment

Signature of Accountant/  
Jr. Accountant

Signature of Officer-in-charge  
Accounts

**DISBURSEMENT**

Certified that the claimant has remained in camp for full poll duty

payment attested.

received payment

Signature (Name of the Presiding Officer)

Party No. ....

Signature of the Claimant

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Note:- Deduction will be made by Presiding Officer for any absence from poll duty and a note be recorded on this sheet.

## T.A. BILL REGISTER OF POLLING STAFF

S.No.	Name of Official	Designation and Department	Place of Posting	Polling Party No.
1	2	3	4	5

R.O (Panchayat)/ Presiding/ Polling Officer/Class IV	Training attended on the date	Fare up to report for poll duty	Training Duty Halt days	Poll duty halt days
6	7	8	9	10

Halting allowance Total	Return Journey fare	Total amount (Col. 8, 11 & 12)	Remarks	Signature of Officer In charge
11	12	13	14	15

## OTHER CLAIM REGISTER OF POLLING STAFF

S.No.	Total No. of Polling Parties	Total No. of Polling Staff Deployed		
		R.O. (Panchayat)/ Presiding Officer	Polling Officer	Class IV
1	2	3	4	5

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Total	Total of Refreshment	Total Amount Incurred	signature of D.E.O	Remarks
6	7	8	9	10

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Note :- The above entries must be attested by the officer-in-charge  
Election.