

STATE ELECTION COMMISSION, RAJASTHAN

(2nd 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.**

