



राज्य निर्वाचन आयोग हिमाचल प्रदेश
STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मसडेल, शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152
Email: secysec-hp@nic.in

No. SEC(F)1-PRIs-1/19- **593-604** Dated

th ,

23rd, May, 2020

To

All the District Election Officers (Panchayat)-cum-
Deputy Commissioners
Himachal Pradesh.

Subject :- Lump-sum payment to the staff deputed on election duty in lieu of Travelling Expenses.

Madam/Sir,

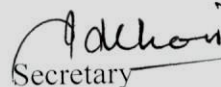
As you are aware that the general elections to Panchayati Raj Institutions are due in this year. In these elections thousands of employees are deputed on election duty. After the conduct of elections, these employees submit T.A. claims through their Head of Offices. Thereafter, these bills are sent to the B.D.O's after verification of basic pay, which are further sent to the respective District Panchayat Officers for payment. In order to simplify the procedures and to save the resources of the Government such as manpower, stationery, postage and duplication of efforts and for early disbursement of claims, the State Election Commission had taken up the matter with Finance Department to pay lump-sum amount to the staff deputed on election duty in lieu of Travelling Expenses.

Now the Finance Department has approved following rates to pay a lump-sum amount to the staff deputed on election duty in lieu of Travelling Expenses.:-

Assistant Returning Officers	Presiding Officer	Polling Officer	Assistant Returning Officers (Reserve)	Presiding Officer (Reserve for all three phases)	Polling Officer (Reserve for all three phases)
3500/-	700/- Per Phase	650/- Per Phase	2500/-	1200/-	1000/-

Keeping in view the above decision, the Block Development Officer while requisitioning the staff for election duty will also procure information with regard to bank details from the concerned official on the annexure enclosed herewith. The details mentioned in annexure are not exhaustive and the District Election Officer (Panchayat) and Block Development Officer may also seek any additional information which may help them to keep the accounts of lump-sum payment in transparent and convenient manner. After compiling all the claims the Block Development Officer will forward the claims to District Election Officer (P) so that lump-sum amount may be deposited in the account of the official deputed on election duty or kept as reserve staff. In case, where an official deputed on election duty is relieved in middle of the election duty due to unavoidable circumstances he will be paid proportionate payment.

Yours faithfully,



Secretary
State Election Commission
Himachal Pradesh.

No. SEC(F)1-PRIs-1/19.605-695 Dated

23th May, 2020

Copy to:-

1. All the Assistant District Election Officers Himachal Pradesh for information and necessary compliance.
2. All the Block Development Officers Himachal Pradesh for information and necessary compliance.



Secretary
State Election Commission
Himachal Pradesh

ELECTION DUTY CLAIM FORM

Claim to be submitted by the officials deputed on election duty

1. Election for which deputed _____
2. Name of the Official _____
3. Department _____
4. Designation/Office/Place of Posting _____
5. Mobile No. _____
6. Election duty claim is as under:-

Duties performed	Dates	Amount
	Total	

7. Remarks, if any _____
8. Name of Bank & Branch _____
9. IFS Code of the Branch _____
10. Account No. _____

Signature of the Official

Certified that the ~~above~~ official mentioned above has actually performed the election duty / was kept as reserve staff as claimed. He / She is eligible for payment of Rs.....

Signature of Panchayat Inspector/ Sub-Inspector

Countersigned

Block Development Officer