

No.F.20/19/2013/AC/USFA/ 72  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
4<sup>th</sup> Level: 'A' Wing: Delhi Secretariat: New Delhi.

Dated: 20.3.2014

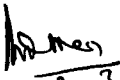
**OFFICE MEMORANDUM**

Sub: Lok Sabha Election -2014 – Travelling Allowance to the employees of Delhi Govt. / Central Govt./Autonomous Bodies etc. detailed on Election Duty.

In pursuance of Election Commission's Order no.218/4/96/PLN-IV dated 9-2-1996(Copy enclosed) and no.458/4/1996/PS-IV/Vol.1 dated 20-05-1996(Copy enclosed), it has been decided that staff deputed on Election duty may be paid TA/DA as may be admissible under the TA Rules applicable to them (in case no conveyance facility are made available) in respect of Officers / Officials of Delhi Govt. / Central Govt./Autonomous Bodies etc by the concerned department during Lok Sabha Election -2014. The payment of TA is subject to the condition that the journey shall be verified by the concerned RO/ARO or the officer deputed for this purpose.

All the concerned Heads of Office and DDOs are requested to take prompt action in the light of the instructions of the Election Commission of India.

A copy of sanction order should be endorsed to the Chief Electoral Officer, Delhi for information and record.

  
20.3.14  
(Alka Diwan)  
Spl. Secretary (Finance)

Copy to :

1. All Ministries/Department of the Govt. of India.
2. All department of Delhi Govt./Autonomous Bodies
3. Principal Accounts Office / All PAOs
4. The Chief Electoral Officer, Govt. of Delhi
5. Web site.

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**ITEM NO. 37**

Election Commission's Order No: 218/4/96/PLN-IV dated 09.02.1996.

**Subject: Payment of 100% T.A/D.A as advance to persons put on election duty**

Order

At every general election, lakh of public servants will be on election duty. The Commission has been receiving a large number of complaints that the T.A/DA admissible to the public servants put on election duty is not paid in time and unduly delayed. This leads not only to financial hardship to the individuals put on election duty but also generates resentment against election duty.

2. The Election Commission of India has carefully considered this issue and directs as follows:

2.1 All persons put on election duty should be paid as far as possible, 100% of the T.A/DA admissible to them immediately within 24 hours of the completion of their duty.

2.2 If any State/Union Territory has adopted the practice of paying the 100% T.A/DA as advance to the persons put on election duty, the practice may be continued.

2.3 In these States where it is not possible to pay 100% T.A/DA to persons put on election duty either within 24 hours of the completion of the duty or as advance as directed at paras 2.1 and/or 2.2 above, they may continue with the existing practice of payment of 80% of the T.A/DA as advance and the balance shall be paid within 30 days of the completion of the election.

2.4 The District Election Officers/Returning Officers will be personally responsible for ensuring the payment as directed above.

2.5 The District Election Officers/Returning Officers, as the case may be, shall at the time of putting Officers/Officials on election duty direct the drawing and disbursing officers concerned to draw the amount calculated as being due to the persons put on election duty and disburse the same under proper acknowledgment either within 24 hours of performance of the duty as mentioned in para 2.1 above or as advance as mentioned in para 2.2 and 2.3 above.

2.6 The Drawing and Disbursement Officer shall not wait for any specific request from the officers appointed for election related duty for drawing the advance, but shall treat the appointment order issued by the District Election Officer/Returning Officer itself as the proof and request on behalf of the officers/officials concerned.

2.7 District Election Officers/Returning Officers are directed to call a meeting of the Heads of the Departments and Drawing and Disbursement Officers and make it clear to them well in time before the duties commence that prompt payment of T.A/DA as

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mentioned in para 2.1 or 2.2 or 2.3 above is an absolutely essential part of the election related work and omissions are not acceptable.

2.8 If after receipt of advance amount as mentioned in para 2.2 or 2.3 above, any official, for any reason whatsoever, does not find it possible to perform the official duty assigned to him, he shall forthwith return the amount so paid and obtain a receipt therefor.

3. The above directions are in supersession of the Order, dated 06-05-1994 issued by the Commission and shall be complied with without exception. These will be standing instructions for all general/bye- elections.

4. The Chief Electoral Officers shall bring the above directions to the notice of all District Election Officers/Returning Officers in the State/Union Territory.

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ITEM NO. 142

Election Commission's letter, No. 458/4/96/PS-IV/Vol-I, dated 20th May, 1996, addressed to the Chief Electoral Officers of All States/Union Territories.

Subject:- Fixation of minimum rate of remuneration for payment to staff deployed on counting duty and provision of minimum facilities-Regarding.

Sir/Madam,

I am directed to say that some Chief Electoral Officers have sought clarifications on various points relating to payment of remuneration and provision of packed lunch etc. to the polling/counting personnel as contained in commission's letter No. 458/4/96-PS-IV dated 14th March, 1996.

2. The points are clarified as under:

2.1 Remuneration for attending training classes:

In case training classes are held on different days, not being consecutive days, the rates of remuneration may be calculated separately for each training class. The staff attending training classes may also be paid Train/Bus fare as may be admissible under the T.A. rules applicable to them, in case no conveyance facilities are made available.

2.2 Provision of packed lunch and/or light refreshment or cash payment in lieu thereof:

Packed lunch or cash payment of Rs.50/- in lieu thereof, should be given for poll duty. For counting duty, as many lunch/dinner (or Rs. 50/-) each in lieu thereof, as may be necessary depending on the duration of the counting should be given. Police personnel may be allowed this facility, if they are a part of polling party/counting staff.

2.3 Debiting of T.A.: The chief electoral officer may, in consultation with the State government, decide whether the expenditure on travelling allowance will be borne by the Election Department or the parent department of the official deployed on poll/counting duty taking into account the prevalent practice.

3. The rates specified in commission's letter dated 14/3/96 referred to in para 1 above for payment of remuneration and for provision of packed lunch etc. or payment in cash in lieu thereof are the minimum rates and the commission will have no objection if any State/Union Territory makes payment at a higher rate.

4. This dispenses of the reference received from the chief Electoral officers of the States/Union Territories of (1) Andhra Pradesh, (2) Himachal Pradesh, (3) Maharashtra, (4) Orissa, (5) Chandigarh and (6) N.C.T. of Delhi.

5. Kindly acknowledge the receipt of this letter.