

**GOVERNMENT OF RAJASTHAN
(ELECTION DEPARTMENT)**

NO.: F. 3(225) III/A/ELEC/Spl.TA./2018/ 11207

JAIPUR, DATED: 26.11.2018

ORDER

In order to simplify the procedure of payment of T. A. Claims of the staff engaged in the course of **ASSEMBLY GENERAL ELECTIONS 2018** including the Police Personnel deputed on Election duty during the election days, the Governor is pleased to prescribe the flat rates of TA and lay down the following procedure:-

The terms which are not given special meaning in these rules shall have the meaning assigned to them in Rajasthan Traveling Allowance Rules, 1971 as amended from time to time or T.A. Rules applicable to them.

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 budget head:-

- 2015 - Elections**
00
106 - Charges for Conduct of elections to state/ union territory legislature
(01) - Election related charges-committed
[00]
57 - Expenses on specific services by the department (State Fund)

3. Daily Allowance:- To the staff engaged in polling duty including reserve parties will be paid for attending training classes, collecting polling material, journey undertaken for attending duty on the Polling Days at the following rates:-

Particulars	Presiding Officer	Polling Officer	Class IV
	Rupees		
Per day or part thereof	400/-	350/-	250/-

- Note:-**
- (i) Employees, who are getting more D.A. **in total** than that of the rates of D.A. admissible to them in their Parent Department/ Organization shall be eligible for the D.A. rates in their Parent Department/ Organization in total. Hotel Charges will not be admissible to such employees for Polling Duty.
 - (ii) All employees, who attend the training classes, are entitled for DA.
 - (iii) The above rates will be admissible to the polling personnel from the reporting time fixed by the District Election Officer or any officer authorised by him.

www.rajteachers.com


7. **Payment of T. A. & D. A. to Police Personnel attached with Polling Party/Zonal Magistrate/ Area Magistrate:-**
- i Payment of T. A. & D. A. to Police Personnel (Except Class IV) including Mobile Parties/ Home Guards/ Forest Guards/Gram Rakshak Dal/ NCC (Senior) Cadets/Ex-Army/C.P.F etc. **attached with the Polling Parties** will be paid @ Rs. 350/- Per Day or part thereof and for class IV Rs. 250/- per day or part thereof or according to the rates of D. A. admissible to them in their parent Department / Organizations which ever is beneficial to them in total. Traveling expenses admissible to such employees as per TA Rules applicable to them. **T.A. claims of Police Personnel will be drawn on the TA. bill form prescribed for the member of polling Parties.**
 - ii Payment of T. A. & D. A. to Police Personnel including Home Guards/ Forest Guards **attached with the Zonal/Area/Sector Magistrates** will be paid on the Rates of D. A. (Except Hotel Charges, if any) admissible to them in their Parent Department / Organizations. Traveling expenses will be admissible to them as per **TA Rules** applicable to them.
8. **Payment after duly verified by the Officer-in Charge.** Payment of T.A. & D.A. will be made by the District Election Officer concerned out of election budget after scrutinizing the T. A. 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 T. A. bills are received duly verified by the Officer- in – Charge. **T.A. & D.A. will not be admissible to the Police Personnel deployed for Law & Order.**
9. **Payment of T. A. to the staff engaged on election duty other than the members of polling parties:-** T.A. claims of such persons will be drawn and disbursed by the District Election Officers on the normal T.A. bill forms according to Rajasthan, T.A. Rules or T.A. Rules applicable for them.
10. **Light refreshment to the polling parties:-** A cash/ online payment or pack lunch @ Rs 150 (One hundred fifty only) Per head shall be made to polling parties including police personnel deployed on election work on poll day/ counting day including mobile parties /Home Guards/ Forest Gaurds/ 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 expenditure will be debited to the Following Budget head.

2015 - Elections**00****106 - Charges for Conduct of elections to state/ union territory legislature****(01) - Election related charges committed****[00]****57 - Expenses on specific services by the department (State Fund)****11. Procedure for preparation of T. A. 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 authorised by the concerned Collector after completing entries of Part I and II. The authorised Officer will verify the attendance shown in the T. A. form 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 T.A. bills and other claims will be retained in the office by the District Election Officer for audit and a statement of T.A. bills and other claims may be prepared in duplicate, one copy of this statement will be sent to A. G. Rajasthan, Jaipur with the D.C. bill and another copy may be kept in record with District Election Office.
- (iii) District Election Officer will cause to conduct scrutiny of T. A and other claims including the T. A. claim for return journey from headquarters after being relieved from election duty.
- (iv) 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 but not later than the day of poll.
- (v) The Presiding Officer will render an account of T. A and other claims advance with the receipt copies of T. A and other claims 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 advance contingent bill to meet the requirement for payments of D.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 T. A and other claims to each member in the party immediately on arrival at polling station and obtain proper receipt from each member on the concerned T. A. bill.

12. These instructions will also apply to the Police Personnel, Home Guards, Forest Guards, S.P.O(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.
13. **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 polling parties including Police Personnel deputed for the election duty in the District. He will make necessary entries in this register including fixed days of halts of polling duty as soon as the T. A. bills is received in the election office from the members of the polling party on the last day of training duly verified by the authorised Officer, the same should be posted in register.
14. The above instructions will apply to all categories of polling personnel i.e. employees of State Government, Central Government, Local or Autonomous Bodies, Corporations, Government or Semi-Government undertaking and non Government Institutions, Universities etc.

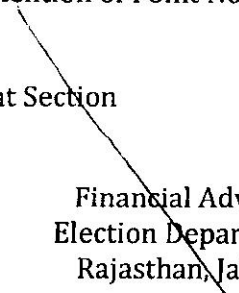
This bear concurrence of the Finance (Exp.-V) Department vide their I. D. No. 101806223 dated 26.11.2018


Chief Electoral Officer & Ex.
Officio Principal Secretary
Rajasthan, Jaipur.

NO.: F. 3(229) III/A/ELEC/Spl.TA./2018/ JAIPUR, DATED:

Copy for information and necessary action forwarded to: -

1. The PS to Chief Secretary, Rajasthan, Jaipur.
2. Accountant General (Audit) Rajasthan, Jaipur.
3. P.S/ Sr.PA to Principal Secy. & Chief Electoral Officer/ Addl. CEO. (R/J)
4. Jt. CEO (IT), Dy. CEO (Ad.) / Dy. CEO (IT) / OSD Election , Rajasthan, Jaipur.
5. Dy. Secretary, Home (Gr.2) Deptt., Raj., Jaipur. (Kind attention of Point No.7, 9 & 12)
6. Finance (Exp. V) Department, Rajasthan, Jaipur.
7. All District Election Officer (Collector) Rajasthan.
8. Accountant Budget/ Payment./ General /Establishment Section


Financial Advisor,
Election Department,
Rajasthan, Jaipur.

DISBURSEMENT

CERTIFIED THAT THE CLAIMANT HAS REMAINED IN CAMP FOR FULL POLL DUTY

RECEIVED PAYMENT

SIGNATURE OF THE CLAIMANT

NO 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

[illegible]

No The above entries must be attested by the Officer-in-charge Election.

www.rajteachers.com

OTHER CLAIM REGISTER OF POLLING STAFF

S.N.	Total No. of Polling Parties	Total Number of Polling Staff Deployed			Rate of refreshment	Total Amount Incurred	Signature of D.E.O.	Remarks
		Presiding Officer	Polling Officer	Cl. IV	Total			
1	2	3	4	5	6	8	9	10

www.rajteachers.com

T.A. BILL FOR MEMBERS OF POLLING PARTY PART-I (General Details)

Name, designation and department

Basic Pay

Polling Party No. Position in Polling Party :-

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										
Total										

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 Rs.

(b) fare Rs.

Total TA claims Rs.

Add:- Amount for light refreshment Rs.

Total Rs.

Amount in words

Checked
Signature of Accountant/
Jr. Accountant

Authorised for payment
Signature of Officer-
in-charge Accounts

www.rajteachers.com

**राजस्थान सरकार
निर्वाचन विभाग**

क्र.स. F. 3(229) III-A/ELEC/Spl.TA./2018/11 2 ० ४ जयपुर, दिनांक 26.11.2018

प्रेषक :- मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

प्रेषिति :- समस्त जिला निर्वाचन अधिकारी,
(कलक्टर) राजस्थान।

विषय :- विधानसभा आम चुनाव 2018 के लिए नियुक्त किए जाने वाले माईक्रों पर्यवेक्षकों को पर्यवेक्षण कार्य के मानदेय भुगतान की स्वीकृति बाबत।

महोदय,

उपरोक्त विषय में विधानसभा आम चुनाव 2018 में मतदान दिवस को नियुक्त किए जाने वाले माईक्रों पर्यवेक्षकों को पर्यवेक्षण कार्य हेतु प्रति पर्यवेक्षक एक मुश्त राशि रुपये 1,000/- (अक्षरे रुपये एक हजार मात्र) मानदेय का भुगतान करने की स्वीकृति वित्त विभाग की I. D. No. 101806223 dated 26.11.2018 के अनुसरण में एतद्वारा प्रदान की जाती है।

उक्त व्यय निम्न बजट मद से वहन किया जावेगा।

2015 - निर्वाचन

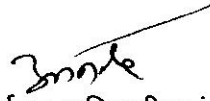
00

106 - राज्य/संघ राज्य क्षेत्र के विधान मण्डल के चुनाव कराने के लिये प्रभार

(01) - चुनाव सम्बन्धी प्रभार

[00]

57 - विभागों द्वारा विशिष्ट सेवाओं पर व्यय
(स्टेट फंड)


मुख्य निर्वाचन अधिकारी एवं पदेन
प्रमुख शासन सचिव
राजस्थान, जयपुर।

क्र.प. F. 3(229) III-A/ELEC/Spl.TA./2018/

जयपुर, दिनांक :

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

1. नि.स./व.नि.स. प्रमुख शासन सचिव एवं मुख्य निर्वाचन अधिकारी/ अति. मुख्य निर्वाचन अधिकारी (R/J)
2. महालेखाकार, राजस्थान, जयपुर
3. वित्त (व्यय-5) विभाग, राज. जयपुर
4. संयुक्त मुख्य निर्वाचन अधिकारी (आई.टी.)/उप मुख्य निर्वाचन अधिकारी (प्रशा./आई.टी.) विशेषाधिकारी, मुख्यालय, जयपुर
5. लेखाकार (बजट/भुगतान) सामान्य /संस्थापन शाखा मुख्यालय

www.rajteachers.com

वित्तीय सलाहकार
निर्वाचन विभाग,
राजस्थान, जयपुर

**GOVERNMENT OF RAJASTHAN
(ELECTION DEPARTMENT)**

NO.: F. 3(229) III/A/ELEC/Spl.TA./2018/ 11209 JAIPUR, DATED: 26.11.2018

ORDER

In order to simplify the procedure for payment of T. A. Claims of the staff engaged on Counting Duty in the course of ASSEMBLY GENERAL ELECTIONS 2018 including the Police Personnel, the Governor is pleased to prescribe the flat rates of T.A. and lay down the following procedure: -

1. **Definition of Counting Staff:** - Means all employees appointed by the Returning Officer for counting.
2. **Traveling and Daily Allowance:** - To the staff engaged in counting duty including reserve parties will be paid for attending training classes, journey undertaken for attending duty on the counting days at the following rates:-

Particulars	Counting Supervisor	Counting Assistant	Class IV
	Rupees		
Per day or part thereof	400/-	350/-	250/-

3. **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. It may however be, clarified that the facility of Packed Lunch / Light Refreshment would be provided to the staff actually deployed in counting centers for counting day. The payment of light refreshment is not admissible to such police personals deployed for Law & Order at counting center. The Returning Officer shall maintain proper account of expenditure incurred in respect of light refreshment provided to counting staff.
4. **Micro Observers deployed at counting tables on counting day by the District Election officers / Returning Officers will be paid @ 500/- per day or part thereof and light refreshment /packed lunch as above.**

Except above instructions, the rest procedure will remain the same as specified in the order No. F. 3(229) III/A/ELEC/Spl.TA./2018/11207 dated 26.11.2018

This bears concurrence of the finance (Exp-V) Department vide their I.D 101806223 dated 26.11.2018

[Signature]
Chief Electoral Officer & Ex.
Officio Principal Secretary
Rajasthan, Jaipur.

JAIPUR, DATED:

NO.: F. 3(229) III/A/ELEC/Spl.TA./2018/

Copy for information and necessary action forwarded to: -

1. The PS to Chief Secretary, Rajasthan, Jaipur.
2. Accountant General (Audit) Rajasthan, Jaipur.
3. P.S/ Sr.PA to Principal Secy & Chief Electoral Officer / Adl. CEO (R/J)
4. Jt. CEO (IT), Dy. CEO (Ad.) / Dy. CEO (IT) / OSD Election, Rajasthan, Jaipur.
5. Dy. Secretary, Home (Gr.2) Deptt., Raj., Jaipur.
6. Finance (Exp. V) Department, Rajasthan, Jaipur.
7. All District Election Officer (Collector) Rajasthan.
8. Accountant Budget/ Payment./ General /Establishment Section

[Signature]
Financial Advisor,
Election Department,
Rajasthan, Jaipur.

राजस्थान सरकार
निर्वाचन विभाग

क्र.प. F. 3(229) III-A/ELEC/Spl.TA./2018/ 1) 2) 3

जयपुर, दिनांक : 26.11.2018

प्रेषक :- मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

प्रेषित :- समस्त जिला निर्वाचन अधिकारी,
(कलक्टर) राजस्थान।

विषय :- इलेक्ट्रॉनिक वोटिंग मशीन की जाँच एवं तैयारी हेतु पारिश्रमिक देने के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत विधानसभा आम चुनाव 2018 में इलेक्ट्रॉनिक वोटिंग मशीन की जाँच एवं तैयारी हेतु इलेक्ट्रॉनिक वोटिंग मशीन कंट्रोल एवं बैलेट यूनिट के लिये रुपये 15/- (अक्षरे रुपये पन्द्रह मात्र) प्रति यूनिट पारिश्रमिक के रूप में भुगतान करने की स्वीकृति एतद् द्वारा प्रदान की जाती है।

उक्त व्यय निम्नलिखित बजट मद से किया जाएगा:-

2015 - निर्वाचन
00


106 - राज्य/संघ राज्य क्षेत्र के विधान मण्डल के चुनाव कराने के लिये प्रभार

(01) - चुनाव सम्बन्धी प्रभार

[00]

57 - विभागों द्वारा विशिष्ट सेवाओं पर व्यय
(स्टेट फंड)

उक्त स्वीकृति वित्त (व्यय-5) विभाग की I. D. No. 101806223 dated 26.11.2018 के अनुसार प्रदान की जाती है।


मुख्य निर्वाचन अधिकारी एवं पदेन
प्रमुख शासन सचिव
राजस्थान, जयपुर।

क्र.प. F. 3(229) III-A/ELEC/Spl.TA./2018/

जयपुर, दिनांक :

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

1. नि.स./व.नि.स. प्रमुख शासन सचिव एवं मुख्य निर्वाचन अधिकारी/ अति. मुख्य निर्वाचन अधिकारी, (R/J)
2. महालेखाकार, राजस्थान, जयपुर
3. वित्त (व्यय-5) विभाग, राज. जयपुर
4. संयुक्त मुख्य निर्वाचन अधिकारी (आई.टी.)/उप मुख्य निर्वाचन अधिकारी (प्रशा./आई.टी.) विशेषाधिकारी, मुख्यालय, जयपुर
5. लेखाकार (बजट/भुगतान) सामान्य/संस्थापन शाखा मुख्यालय

www.rajteachers.com

वित्तीय सलाहकार
निर्वाचन विभाग,
राजस्थान, जयपुर

GOVERNMENT OF RAJASTHAN
(ELECTION DEPARTMENT)

NO.: F. 3(229) III/A/ELEC/Spl.TA./2018/11251 JAIPUR, DATED: 26.11.2018

From :- Addl. Chief Electoral Officer,
Rajasthan, Jaipur.

To :- All District Election Officer
(Collector) Rajasthan.

Sub :- Regarding payment of Honorarium to Officers deputed for imparting training to staff deployed for conducting ASSEMBLY GENERAL ELECTION 2018.

On the subject cited above the payment of Honorarium to Officers deputed for imparting training to staff deployed for conducting **ASSEMBLY GENERAL ELECTION 2018**. will be made @ Rs. 300/- (Rupees Three Hundred) only per session per Trainer subject to maximum of Rs. 1500/- (Rupees One Thousand five hundred) only per Trainer during **ASSEMBLY GENERAL ELECTION 2018**.

The expenditure will be debited to budget head:-

2015 - Elections

00

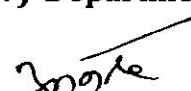
106 - Charges for Conduct of elections to state/ union territory legislature

(01) - Election related charges committed

[00]

**57 - Expenses on specific services by the department
(State Fund)**

This bears concurrence of the Finance (Exp.-V) Department vide their I. D. No. 101806223 dated 26.11.2018


Chief Electoral Officer & Ex.
Officio Principal Secretary
Rajasthan, Jaipur.

NO.: F. 3(229) III/A/ELEC/Spl.TA./2018/

JAIPUR, DATED:

Copy for information and necessary action forwarded to: -

1. The PS to Chief Secretary, Rajasthan, Jaipur.
2. Accountant General (Audit) Rajasthan, Jaipur.
3. P.S/ Sr.PA to Principal Secy. & Chief Electoral Officer / Addl. CEO (R/J)
4. Jt. CEO (IT), Dy. CEO (Ad.) / Dy. CEO (IT) / OSD Election, Rajasthan, Jaipur.
5. Finance (Exp. V) Department, Rajasthan, Jaipur.
6. Accountant Budget/ Payment/ General /Establishment Section

Financial Advisor,
Election Department,
Rajasthan, Jaipur.

www.rajteachers.com

राजस्थान सरकार
निर्वाचन विभाग

क्र. F.3(229)/III-A/ELEC./SP.TA/2018/11212 जयपुर, दिनांक : 26.11.2018

प्रेषक :- मुख्य निर्वाचन अधिकारी
राजस्थान, जयपुर

प्रेषिति :- समस्त जिला निर्वाचन अधिकारी
(कलक्टर) राजस्थान।

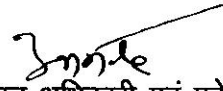
विषय : विधानसभा आम चुनाव 2018—मतदान दिवस को भुगतान के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत वित्त विभाग की आई. डी. संख्या 101806223 दिनांक 26.11.2018 के क्रम में विधानसभा उप चुनाव 2018 में मतदान केन्द्रों पर विडियोग्राफी /फोटोग्राफी/वेब कास्टिंग कार्यों हेतु नियुक्त किये जाने वाले फिक्स-पे पर कार्यरत साक्षरता प्रेरक/रोजगार सहायक/डाटा एन्ट्री ऑपरेटर को प्रशिक्षण दिवस एवं मतदान दिवस का मानदेय राशि रुपये 250/- प्रति दिवस Or Part their of, प्रति कार्मिक की दर से भुगतान किये जाने की स्वीकृति एतद् द्वारा प्रदान की जाती है।

इसके अतिरिक्त उक्त कार्मिकों को मतदान दिवस के दिन मतदान दलों को दिये जाने वाले पैक भोजन/अल्पाहार दिये जाने की भी स्वीकृति प्रदान की जाती है।

उक्त व्यय बजट मद 2015-00-106-(01)-[00]-57- विभागों द्वारा विशिष्ट सेवाओं पर व्यय (स्टेट फंड) पर भारित किया जावेगा।


मुख्य निर्वाचन अधिकारी एवं पदेन प्रमुख
शासन सचिव
राजस्थान, जयपुर।

क्र. F.3(229)/III-A/ELEC./SP.TA/2018/

जयपुर, दिनांक :

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी/अति. मुख्य निर्वाचन अधिकारी (R/J)
2. संयुक्त मुख्य निर्वाचन अधिकारी (आई.टी.)/विशेषाधिकारी/उप मुख्य निर्वाचन अधिकारी (प्रशा./आई.टी.)/सहायक मुख्य निर्वाचन अधिकारी (चुनाव/स्टोर)
3. सामान्य शाखा/लेखा (बजट) शाखा/संस्थापन शाखा

वित्तीय सलाहकार
निर्वाचन विभाग,
राजस्थान, जयपुर

www.rajteachers.com