

ELECTIONS TO URBAN LOCAL BODIES



GUIDELINES ON ELECTION EXPENDITURE MONITORING, 2021

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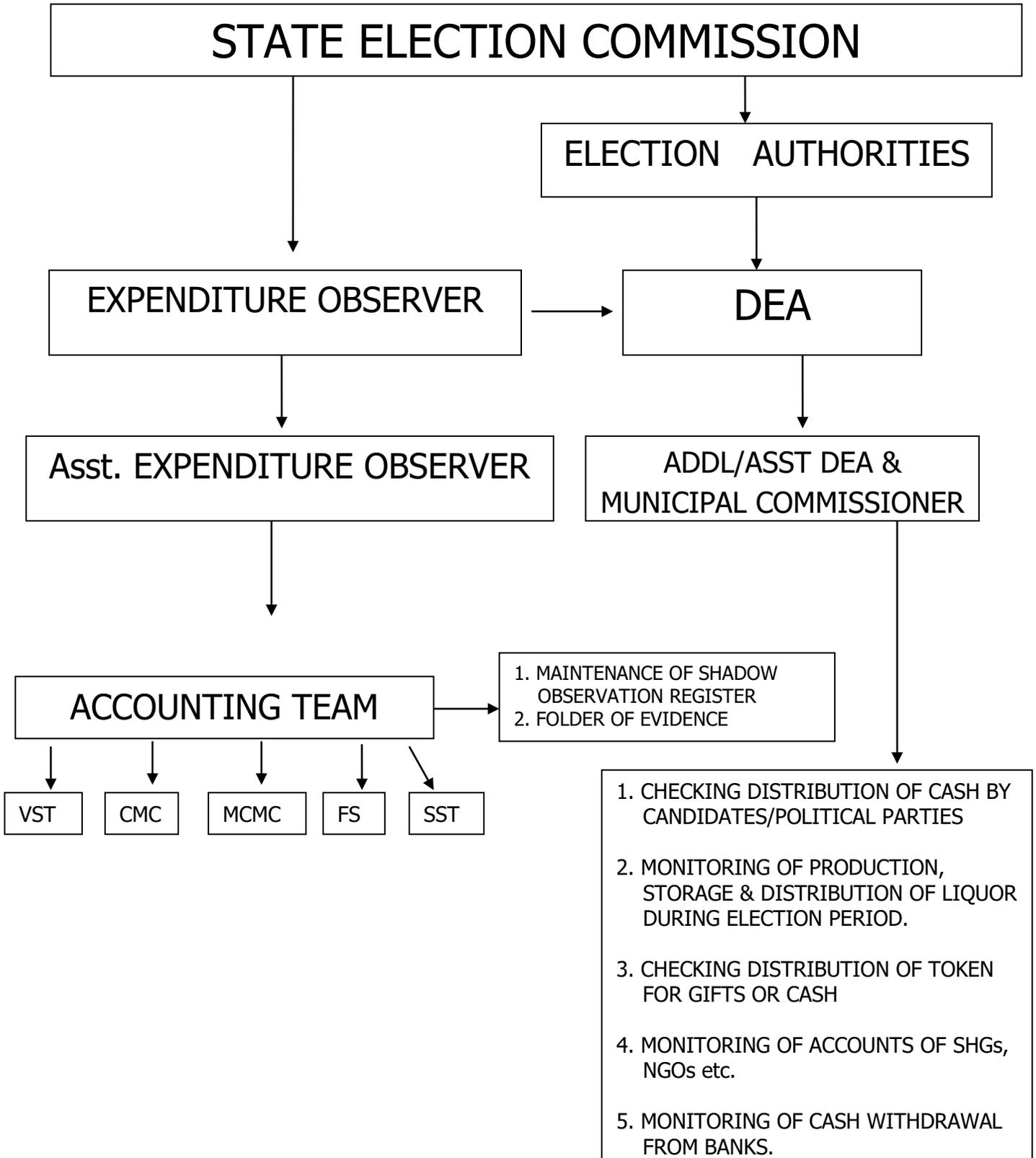
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ELECTION EXPENDITURE MONITORING MECHANISM



1. Introduction:

The Section 235 (1) of Telangana Municipalities Act, 2019 make it mandatory that, every candidate at any election to Urban Local Bodies, either by himself or his election agent keep a separate and correct account of all expenditure incurred or authorised in connection with the election, between the date on which he/she was nominated and the date of declaration of the result of election, inclusive both dates.

Section 235 (2) of Telangana Municipalities Act, 2019 stipulate that, the account of election expenses shall contain such particulars, as may by order, be specified by the State Election Commission (**Annexure -2 & 3**). Section 235 (3) of Telangana Municipalities Act, 2019 stipulate that, the total of the said expenses shall not exceed such amount, as may by order, be specified by the State Election Commission.

Failure to maintain the election expenditure account is an electoral offence under Section 171-I of the Indian Penal Code. The incurring or authorizing of expenditure in excess of the limit prescribed under Section 235(3) of Telangana Municipalities Act is a corrupt practice under Section 171-B of IPC and Section 205 of Telangana Municipalities Act, 2019. The beneficial object sought to be achieved by making the incurring or authorizing of election expenditure in excess of the prescribed limit as a corrupt practice was elucidated by the Supreme Court in *Kanwar Lal Gupta vs Amar Nath Chawla* (AIR 1975 SC 308), as follows:

“... The object of the provision limiting the expenditure is twofold. In the first place, it should be open to any individual or any political party, howsoever small, to be able to contest an election on a footing of equality with any other individual or political party, howsoever rich and well financed it may be, and no individual or political party should be able to secure an advantage over others by virtue of its superior financial strength. The other objective of limiting the expenditure is to eliminate, as far as possible, the influence of big money in the electoral process. If there was no limit on expenditure, political parties would go all out for collecting contributions. The pernicious influence of big money would then play a decisive role in controlling the democratic process in the country.”

Section 236 of Telangana Municipalities Act, 2019 stipulate that, every contesting candidate at an election shall, within forty five days from the date of declaration of the result of the election, lodge with the District Election Authority an account of his/her election expenses, which shall be a true copy of the account kept by him, or by his/her election agent, under Section 235 of Telangana Municipalities Act, 2019.

Failure to lodge the account of election expenses within the time and in the manner required by law without good reason or justification may result in disqualification of the candidate concerned by the State Election Commission under Paragraph (3) in Schedule-IV of Telangana Municipalities Act, 2019. The Supreme Court has held in L.R. Shivaramagowde Vs. T.M. Chandrashekar - AIR 1999 SC 252 that, the Commission can go into the correctness of the account of election expenses filed by the candidate and disqualify a candidate under relevant provisions of the Act in case the account is found to be incorrect or untrue. Thus not only a candidate is required to limit his election expenses within the ceiling prescribed by law, he has also to maintain a day to day and true account of his election expenditure in the prescribed manner, present the account for inspection by the Observer, RO or authorized person and submit it to the DEA concerned within 45 days of the declaration of the result. Exceeding the prescribed ceiling of expenditure can be a ground for an election petition against a winning candidate. The legal provisions regarding election expenditure are set out in **Annexure-1** of these Guidelines. Instructions have been issued by the Commission from time to time on monitoring of election expenditure and its scrutiny. These Guidelines brings together at one place the relevant provisions of law and instructions to be followed scrupulously by Returning Officers, Observers, Candidates and Political Parties for effective monitoring and scrutiny of election expenditure.

2. Types of Election Expenditure:

Election expenditure can be broadly put in two categories. The first type is the election expenditure, which is allowed under the law for electioneering, subject to it being within the permissible limit. This would include expenditure connected with campaigning like on public meetings, public rallies posters, banners, vehicles, advertisements in print or electronic media etc. The second category of the expenditure is, on items which are not permitted under law. For example, bribing, distribution of liquor, or any other item to the electors with intent to influence them comes under the definition of bribery and is an offence under the Section 171-B and 171-E and corrupt practice under Section 205 of Telangana Municipalities Act, 2019. The expenditure on such items is illegal. Yet another form of expenditure which is coming to the fore in recent times is on Surrogate Advertisements, Paid News etc. The purpose of election expenditure monitoring is, therefore, twofold. For the first category of expenditure, it must be ensured that all election expenditure on permitted items is truthfully reported and considered while scrutinizing the expenditure account submitted by the candidates. As far as the second category of expenditure including surrogate advertisements, paid news etc., is concerned, it is obvious that it will never be reported by the candidates. The systems should be robust enough to record evidences of such expenditure as well,

to not only include it in the account of election expenditure, but also take action against the wrongdoers under the relevant provisions of the law, including lodging of complaints before the police/ competent magistrate.

3. Election Expenditure Monitoring Mechanism: For monitoring day to day election expenditure incurred by the candidate, election expenditure mechanism will be put in place in each ward/ constituency. Maintenance of the day to day account of election expenditure by the candidate is mandatory. Though the account of election expenditure is required to be submitted within 45 days from the date of the declaration of the result, the monitoring has to be done on a regular basis during the campaign period for it to be of any use. After the campaign is over it will be difficult to get any evidence of election expenditure. Since, the DEA concerned is required under the law to scrutinize and submit a report to the Commission after the election, it is primarily the duty of the DEA concerned to collect proper evidence during election campaign, based on which it will be decided whether the account of expenditure submitted by the candidates is correct and complete. Since expenditure is incurred over an extended period of time, on many activities and events by the candidates, it is important to put in place a comprehensive mechanism to collect full information from time to time. Hence, the following will be the structure of the Expenditure monitoring mechanism:

3.1. Structure of Election Expenditure Monitoring Mechanism:

3.1.1. Expenditure Observers (EO):

The Expenditure Observers are appointed by the State Election Commission for each district in case of ordinary elections to Municipalities and Municipal Corporations to observe the election expenses by the candidates. There shall be at least one Expenditure Observer for each District / ULB.

3.1.2. Assistant Expenditure Observers (AEO):

Assistant Expenditure Observers (AEO) may be appointed for each Urban Local Body or for a group of wards in a ULB by the District Election Authority in consultation with the Expenditure Observer concerned on the date of notice for publication of election schedule by the RO. The Officers/staff of the State Treasury department or Audit Department or Finance Department may be appointed as AEOs. He/she should preferably be a local officer, posted within the same district or nearby but whose work place and home town should not be in the same Urban Local Body He/she will be provided office space in the office premises of the RO, as he/she will be coordinating with all the teams, nodal officers, Zonal Officers and the Expenditure Observer. He/she

shall claim the Daily allowance as admissible to him/her and shall be paid by **EA, Municipal Commissioner.**

3.1.3. Video Surveillance Teams (VST):

One or more Video Surveillance Teams shall be deployed for each ULB or for a group of Wards consisting of minimum one official and one videographer. If necessary, more number of teams may be deployed on the recommendation of Expenditure Observer. Assistant Expenditure observer shall be personally supervising videography of sensitive events and big public rallies in the ULB. If more than one public rally is organized on the same day, more than one video teams will be deployed to record the procession and the rally.

3.1.4. Accounting Teams (AT): There shall be at least one or more Accounting Team for each ULB consisting of one official and one Assistant/Clerk. The personnel of the Accounting Team should be drawn from the accounts sections of various Government departments, or Public Sector Undertakings.

3.1.5. Complaint Monitoring Control Room and Call Centre: A 24X7 Call Centre shall be established in the Control Room at the district level in case of ordinary elections to ULBs to operate from the date of announcement of election. The call centre will be given toll free telephone number with 3 or 4 hunting lines which will be widely publicized for the public to inform corrupt practices related to election. A senior officer will be put in-charge of the control room and call centre who will be responsible for receiving and recording the complaints and passing them on to the officer concerned or the flying squad for action without any delay. The call centre will be provided with sufficient staff to man the telephone lines round the clock.

3.1.6. Media Certification and Monitoring Committee (MCMC):

The State Election Commission directs to form Media Certification and Monitoring Committee (MCMC) in each district comprising the following members:

The District level MCMC shall be formed in each district with the following members:

- (a) Chief Executive Officer, Zilla Praja Parishad
- (b) Sub-Divisional Magistrate concerned
- (c) District Public Relation Officer – Member Secretary
- (d) Central Govt. I&B Ministry official (if any in the district) and
- (e) Two Independent Citizens/ Journalists as may be recommended by the PCI.

3.1.7. Flying Squads (FS): There shall be one or more dedicated Flying Squads for each ULB or for a group of Wards for tracking illegal cash transactions or any distribution of liquor or any other items suspected of being used or bribing the voters. The Flying Squads will consist of one Executive Magistrate as the Head of the Team, one Police Officer, one videographer and 3 to 4 armed police personnel. They are to be provided with a dedicated vehicle, mobile phone, a video camera and necessary Panchnama documents required for seizure of cash or goods. There is no objection if the Zonal /Sector Officer is made incharge of Flying Squad who will work from the day of Election Notification. This avoids the conferment of Magisterial powers to both I/c Flying Squad & Zonal/Sector Officer separately.

3.1.8. Static Surveillance Team (SST): There shall be one or more surveillance teams in each district with one Magistrate and three or four police personnel in each team. This team shall put check post and keep watch on movement of large quantities of cash, illegal liquor, any suspicious item or arms being carried in their area. The entire process of checking shall be videographed.

3.1.9. Expenditure Sensitive Unit (ESU):

On the basis of past history, profile of the ULB and other developments, the DEA shall identify the wards which are prone to high expenditure and corrupt practices. Such wards will be termed as "Expenditure Sensitive Unit". For such Unit, there shall be one Assistant Expenditure Observer, such additional number of Flying Squads, Static Surveillance Teams and Video Surveillance Teams as required, over and above, those deployed in the remaining wards. The DEA should facilitate effective functioning of the teams engaged in expenditure monitoring work. The list of such wards should be sent to the Commission well in advance.

3.2. Functions of different Authorities and teams in Expenditure Monitoring Mechanism:

3.2.1. Expenditure Observers:

3.2.2. Visit of the Expenditure Observer: The Expenditure Observer shall reach the District on the day of the notification of elections for the duration of 3 clear days. During this visit he shall meet all the teams, engaged in election expenditure monitoring. If Expenditure Observer is not satisfied with the performance of AEO he/she shall ask for change and the DEA concerned shall provide additional list of officers; he/she may change AEOs depending on their suitability. He/she shall also train

all the officials about the new procedure and ensure that the teams are properly equipped. He/she shall coordinate with DEA concerned, S.P, Nodal Officers of Police, Income Tax and State Excise and other enforcement agencies. He will leave the District after submitting poll preparedness report.

3.2.3. He/she shall again visit the District for the second time, on the date immediately after the date of withdrawal of candidatures and shall remain in the District during the entire campaign period, and shall leave the District only after the poll. If he/she is performing the function of the General Observer, he/she will leave the District only after **scrutiny of Register of Voters**, and ensuring that, the Presiding Officer's Diary is complete and the strong rooms are sealed. He may also be required to stay till the completion of counting.

3.2.4. The Expenditure Observer shall once again visit the District on 45th day after the declaration of results of election and stay in the Local Body or district to assist the DEA concerned in scrutinizing the statements of accounts of election expenditure submitted by the candidates after the declaration of results till its completion. He/she should be present in the Account Reconciliation Meeting to be convened by the DEA as the case may be on the 41st day after the declaration of results. The DEA shall facilitate that all candidates/agents lodge the account within 45 days of declaration of result.

3.2.5. Role of Expenditure Observer: Expenditure Observers are the eyes and ears of the Commission for monitoring of election expenditure. Expenditure Observer shall supervise and guide the entire election expenditure monitoring personnel engaged in the District. He shall guide the DEA in imparting final training of all the expenditure monitoring personnel.

3.2.6. He shall supervise the functioning of Assistant Expenditure Observers. There may be more than one Assistant Expenditure Observer for a ULB depending on the requirement. He/she shall give final training to the Assistant Expenditure Observers. He/she shall periodically inspect the functioning of all the teams engaged in expenditure monitoring and wherever there is laxity or irregularities in functioning of any of the teams, he/she shall bring it to the notice of the DEA. The DEA shall take corrective steps immediately on the recommendation of the Expenditure Observer.

3.2.7. He/she shall inspect the expenditure register of each candidate at least three times during the campaign period and give his comments on the discrepancies. The dates of inspection should be fixed in such a way that the gap between two inspections

should not be less than 3 days and the last inspection should be fixed not before 3 days from the poll day, so that major campaign expenditure is covered under inspection

3.2.8. He/she shall supervise the maintenance of the Shadow Observation Register for each candidate.

3.2.9. He/she will attend with the Investigation Directorate of the Income Tax Dept., Nodal Officer of Police, Nodal Officer of State Excise Dept., which convened by DEA and ensure that there is free flow and exchange of information among all the agencies. On receipt of information from any agency, action is to be taken promptly by the law enforcement agencies concerned. In case action is not taken in time by any agency, he shall immediately bring it to the notice of the Commission.

3.2.10. In case of any seizure by the Surveillance Teams, Flying Squads, and Investigation Directorate of Income Tax or by Police or State Excise Dept., he/she shall fax the report to the Commission on the same day.

3.2.11. He/she shall be mentioning the suppression of campaign expenditure, if any, vis a vis the shadow observation register, noticed during inspection of day to day account of the candidates. He shall ensure that a copy of this order is served on all candidates. During his/her last visit, he/she shall assist the DEA in submitting the Scrutiny Report correctly. In case, he/she does not agree with the DEA, he/she shall mention all the reasons citing evidences, in the space mentioned for his/her comments on the DEA's Scrutiny Report.

3.2.12. If any candidate, during all the inspections has reported "nil" expenditure either on public rally or posters/pamphlets or media expenses or vehicles expense, though he had obtained permission from the DEA, to hold such public rallies or use vehicles etc., such cases shall be brought to the notice of the DEA and Returning Officer with copy to the Commission immediately after each inspection, mentioning the names of such candidates and the heads of expenditure where it is shown as "nil".

3.2.13. Expenditure Observer Reports. He/She shall submit (i) Arrival and Departure Report within 24 hours (**Annexure-4**), (ii) First report on the third day of his first visit i.e., after the date of notification (**Annexure-5 A**), (ii) Second report within 24 Hrs after withdrawal of candidature during the 2nd visit. (**Annexure -5 B**), (iii) Third report after the poll (**Annexure-6**) and (iv) Fourth and final report after his 3rd visit as per proforma mentioned at **Annexure-7**. He/She shall also inform to the MCMC, all the instances of suspected Paid News brought to his notice independently by any source, on

the same day for necessary action. Besides, he/she shall report to the Commission, in his/her Expenditure Report III (**Annexure-7**) all the instances of Paid News as decided by the MCMC, and forward a photocopy or CD/DVD of the Advertisement/Paid News to the Commission.

3.3.1. Assistant Expenditure Observer: There shall be at least one Assistant Expenditure Observer for each ULB. But in expenditure sensitive constituencies, there may be two or more Assistant Expenditure Observers - one for outdoor recording of events and other for coordination with the teams. He/she shall be deployed in the Ward from the date of the notification and will not leave the ULB without the permission of the Expenditure Observer.

3.3.2. The Assistant Expenditure Observer shall see reports of the video CDs, read all the complaints and reports with respect to each candidate, and study the Shadow Observation Register (See para 4.1 with regard to the maintenance of Shadow Observation Register) and the Candidate's Expenditure Register. He/she shall supervise the maintenance of the Shadow Observation Register and Folder of Evidence. The Assistant Expenditure Observer shall be trained by the DEA before arrival of Expenditure Observer and he/she shall work under the supervision and guidance of Expenditure Observer. He/she shall ensure that all the expenditure related reports/orders in respect of each candidate are obtained from all the teams engaged in Expenditure Monitoring and are properly reflected in the candidate's day to day accounts of Election Expenditure. In case of complaint of corrupt practice, he/she shall pass on the same to the flying Squads for immediate action and inform the Expenditure Observer immediately. The flying squads shall report to him/her about action taken on each complaint. If no action is taken by the squad or there is delay in taking action, he should bring it to the notice of Expenditure Observer, who in turn shall report to the Commission with copy to the RO or DEA. If he/she thinks that the SST is not working in proper arterial roads, he/she may suggest changes.

3.3.3. He/she shall submit a daily report to the Expenditure Observer on all his activities as per **Annexure-8**. Till the Election Observer reaches the ULB/Circle, the AEO shall submit his/her report to RO or DEA which shall be brought to the notice of the Expenditure Observer afterwards. The folder of evidence will have all records of the evidences collected during the campaign. He/she shall make it available to the Expenditure Observer at the time of inspection of the candidate's register for election expenses. In case of any evidence of suppression or understatement of expenses in candidate's register, the Assistant Expenditure Observer shall bring it to the notice of the Expenditure Observer and through him to the candidate appropriately during the

inspection. For any understatement of expenditure in the candidate's register, the Expenditure Observer shall give his/her remarks in the candidate's register during inspection and put his signature. The same shall be noted in the Shadow Observation Register and the signature of the election agent/ candidate obtained on it. Such discrepancy should be referred to the RO on the same day, who shall issue notice to the candidate on the same day. In case of any difficulty, the Expenditure Observer in turn shall inform the Commission and seek its guidance.

3.3.4. The Assistant Expenditure Observer shall also assist the RO and also the DEA in submission of his scrutiny report to the Commission. He/she shall remain present during the third visit of Expenditure Observer to the Local Body or District and shall assist him/her in his/her task.

3.3.5. The Assistant Expenditure Observer shall co-ordinate with the Media Certification and Monitoring Committee (MCMC) at the District level and report to the Expenditure Observer about its effective functioning. If all the cables/channels/newspapers are not being watched by this committee, it should be brought to the notice of the Expenditure Observer/DEA immediately with a copy to the Commission.

3.3.6. If any campaign related public rally/procession/event could not be video graphed due to unavailability of videographer, the Assistant Expenditure Observer shall mention such incident in Shadow Observation Register. If any advertisement in print or electronic media is not reported by the media committee, the Assistant Expenditure Observer shall obtain a copy and mention it in Shadow Observation Register.

3.4.1. Video Surveillance Teams: The Video Surveillance Team shall be properly trained and oriented to capture all the expenditure related events and evidences. The Video Surveillance Team, at the beginning of the shooting shall record in voice mode the title and the type of the event, date, place and the name of the party and candidate organizing the event. It shall video graph the vehicles/event/poster/cut-outs etc. in such a way that the evidence of each vehicle, its make and registration number, number of furniture, size of rostrum, banner, and cut-out etc. can be clearly seen and the expense thereon can be calculated. Wherever possible, statements of the drivers and passengers of the vehicle should also be recorded to prove that the vehicle was used for election purpose, if such vehicles are parked outside the venue of rally.

3.4.2. During the shooting of the event, the video team shall also record in voice describing the estimated number and type of vehicles, chairs/ furniture/ lights/

loudspeakers etc., the approximate size of rostrum/banner/poster/cut-out etc. used in the event. It will then be easier for the Video Viewing Team to cross check with reference to the visuals and estimate the expenditure of the event. They will also record the speech and other events to monitor whether any Model Code of Conduct (MCoC) violation has occurred.

3.4.3. The video surveillance team shall prepare a Cue Sheet at the time of recording in the format given in **Annexure-9**. This cue sheet should be given to the AEO/AT along with the recorded CD. The video CD should have identification number, date and name of the Staff/officer and should always be kept with the cue sheet. The purpose of maintaining a cue sheet is to see at a glance the evidence available in the CD and also to view the relevant part of the evidence in a short time.

3.4.4. In case of more than one event or public rally or procession on the same day, appropriate number of video teams should be deployed and the DEA will provide all logistics required by the Assistant Expenditure Observer.

3.4.5. The AEO/AT shall make CDs in house out of the video recordings, captured by video surveillance Teams. Video recordings should not be given to any outside agency for editing or any other purpose to avoid manipulation by any outsider. The video CDs captured by video surveillance team shall be viewed on daily basis for identifying expenditure related issues and MCC related issues. In expenditure related reports, the team will put the registration number of all the vehicles and their make, size of the dais, the number of chairs, size of the text in Banner/Poster, size and number of cut-outs and all other items of expenditure captured in the video. The reports/observations related to the MCC shall be submitted by this team to the General Observer/RO. The Accounting Team and the Assistant Expenditure Observer shall put the rates for expenditure, calculate total expenditure based on the video evidences and make entry in the Shadow Observation Register for the candidate concerned. The same shall be compared with the candidate's register when that is produced before the Expenditure Observer/RO for verification. As explained earlier, any suppression or omission shall be pointed out for corrective measures in writing by the R.O. immediately within 24 hours.

3.6. Flying Squads (FS) and Static Surveillance Teams (SST): The State Election Commission has issued a Standard Operating Procedure (S.O.P) for Flying Squads, Static Surveillance Teams and Check Posts, constituted for keeping vigil over excessive campaign expenses, distribution of items of bribe in cash or in kind, movement of illegal arms, ammunition, liquor, or antisocial elements etc., as in **Annexure -10** along with the formats of Daily Activity Reports to be furnished by the FS and SST. The members

of each Flying Squad and Static Surveillance Team to the extent possible should not assigned duty for more than 8 hrs in a day and to be dismantled immediately after poll/repoll. Receipt to be given to persons from whom cash/article is seized is enclosed to the Order in **Annexure - 10**. The seized cash/articles shall be deposited in the Police Station and the Complaint/FIR copy shall be kept in the folder of evidence.

3.7. Complaint Monitoring Control Room and Call Centre: There shall be a Call Centre for registering complaints and a Control Room for communication between various functionaries involved in expenditure monitoring in District. All voice complaints made by any public/whistle blower should be entered in the complaint register with timings noted against each complaint. The expenditure related complaints are to be passed on immediately to the officer concerned of the Flying Squad with intimation to the Expenditure Observer, and in case of MCC related complaints, a copy is to be passed on to the General Observer. A register should also be maintained in the format given in **Annexure -11**, with the name and address of the complainant, nature of complaint, timing of complaint and action taken on the complaint by the Control Room. The Expenditure Observer and General Observer shall inspect this register from time to time to ensure that the control room functions smoothly and the complaints are passed on instantly for further necessary action.

3.8.1. Media Certification and Monitoring Committee (MCMC): In relation to the measures to check Paid News, the committee at the District level besides carrying out the already assigned work of certification of advertisements, will also monitor both print and electronic media including cable networks, and record either in CD or DVD/ keep a photocopy of all advertisements / paid news / election related news of the contesting candidates/political parties. The DEA shall ensure that this Committee is provided with all the local newspapers, having wide circulation in the District, three to four TV sets with connections of all the local News channels and one recording device and separate rooms so that they can watch and record all the advertisements/discussions related to the election.

3.8.2. Paid News: The Paid News has been defined by the Press Council of India as any news or analysis appearing in any media (Print and Electronic) for a price in cash or kind as consideration". The Commission has decided to go by this definition. The MCMC shall see all the newspapers, print media, electronic media, cable network, mobile network and other modes of mass communication, like bulk SMSs etc., and keep record of the advertisements, advertorials, messages, discussions and interviews relating to the candidates and parties. This committee will submit a Daily Report with respect to each candidate in a format given in **Annexure-12** to the accounting team with copy to RO and Expenditure Observer with respect to expenditure incurred by the candidate on

election advertising including the assessed cases of Paid News, along with supportive paper cuttings/clippings, recordings of relevant TV and Radio advertisements, which will also be included in the Shadow Observation Register. The RO will issue notice to the candidate with regard to the incidents of Paid News in consultation with the Expenditure Observer for not showing the expenditure on such publication. The Expenditure Observer shall send a report of Paid News along with copy thereof to the State Election Commission within 24 hours.

Now, Commission has directed that bulk SMSs/voice messages on phone in election campaigning shall also be in the purview of pre-certification of election advertisements as in case of TV Channels/Cable Network, Radio including private FM Channels, Cinema Halls, audio-visual displays in public places and Social Media. Legal provisions, as apply on other mode of electronic media, shall also be applicable on bulk SMSs/voice messages. The copy of the certification shall also be forwarded to the Accounting Team, for making necessary entries in the Shadow Observation Register **(Annexure – 13 A & 13 B)**.

3.8.3. The District Election Authority, shall obtain standard rate cards from the TV channels/Radio Channels/ News Papers, broadcasting/circulated in the State. Such rate cards will be given to the Accounting Team for calculation of rates of advertisements. The Accounting Team will calculate the expenditure involved at the DAVP/DPIR rate, whichever is lower, and will mention it in the Shadow Observation Register. The Expenditure Observer will bring such discrepancies to the notice of the candidate/his election agent at the time of inspection and mention the discrepancies in the expenditure on account of Paid News in the remarks column of the Register of election expenses of the candidate.

3.8.4. The copies of all such notices along with the paid news should be displayed in the notice board of RO and the District web portal. The copies of the same can be given to any member of public on payment of Rs.1/- per page.

3.8.5. In order to bring uniformity in dealing with the instances of alleged Paid News and advertisements on TV/Cable Channels owned by political parties or their functionaries/ office bearers, in such cases, the District Election Authority, concerned shall follow the following guidelines: -

1. A list of television channels/radio channels/newspapers, broadcasting/ circulated in the State and their standard rate cards shall be obtained. Similar action shall be taken in respect of any news channel, newspaper, etc., introduced within this said period of six months.

2. The Media Certification and Monitoring Committee (MCMC) at District level and State level will monitor all political advertisements in relation to candidates, either overt or covert, and will intimate the Returning Officer for issue of notices to candidates for inclusion of notional expenditure based on standard rate cards in their election expenses account, even if, they actually do not pay any amount to the channel/newspaper, that is otherwise the case with "Paid News". This will also include publicity by or on behalf of candidate by Star Campaigner (s) or others, to impact his electoral prospects. A copy of the notice will also be marked to Expenditure Observer.

3. In case of casual election, the standard rate card will be obtained by the District Election Authority concerned immediately on announcement of the casual election and Media Certification and Monitoring Committee (MCMC) will take due action immediately afterwards.

4. Like in the case of "Paid News", the District Election Authority, concerned will brief political parties and media houses about the above guidelines before the commencement of the election campaign.

5. In case of any technical doubt relating to the application of the standard rate card, the matter would be referred to the DAVP for advice.

3.8.6. Monitoring of Campaign through Electronic/ Print Media including Cable Network: The MCMC shall closely watch the campaign through Electronic/ Print Media including Cable Network, radio etc. and a pre-certification is done in case of advertisement in electronic media. A meeting shall be taken by the District Election Authority, concerned with the political parties and also with the representatives of news papers and in case of Print Media clarify to them that all the advertisements issued/published by them would have to be properly owned as per section 211 of Telangana Municipalities Act, 2019 and any practice of surrogate advertising shall be dealt with sternly. The District Election Authority, concerned shall take particular care to alert political parties, candidates and media that "news reports" based on "payments", generally described as Paid News shall be accounted through MCMC and they must refrain from such practice. The District Election Authority shall also explain the new Expenditure Monitoring Mechanism and related legal provisions. He/she shall request the political parties to exercise self-restraint and through Political Parties, advise all their candidates to exercise similar restraint on expenditure.

3.8.7. If the advertisement for general party propaganda with photo or appeal of the leader (Star Campaigner) within the meaning of section 235 of Telangana Municipalities Act, 2019, is made in print and electronic media, without any reference to any candidate, then expenditure on such general party advertisement shall be booked to

the account of the political party. However, if such material tends to promote a candidate or group of candidates then the same shall be attributed to those specific candidate(s).

3.8.8. The Commission has issued following guidelines on Code of Conduct for Television broadcasts in connection with election:

Don'ts

(i) There should be no coverage of any election speeches or other material that incites violence, one religion against another, one caste against another, one language group against another etc.

(ii) In any constituency only one candidate should not be projected. While it is not necessary to cover every single candidate (as some constituencies may have several candidates) at least the more important should be covered in any report from a constituency.

3.8.9. Instructions of the Commission with respect to use of Social Media in election campaigning: The Commission has directed that, the contesting candidates shall also furnish details of social media accounts by the candidates in the affidavit filed during nomination. The Commission also brought the political advertisements to be issued on social media sites under the purview of pre certification. The Commission further instructed that candidates and political parties shall include all expenditure on campaigning, including expenditure on advertisements on social media, both for maintaining a correct account of expenditure and for submitting the statement of expenditure.

4. Procedure for Expenditure Monitoring: The following monitoring procedure shall be followed during election process:

4.1. Maintenance of Shadow Observation Register and folder of evidence: A Shadow Observation Register for each candidate shall be maintained by Accounting Team in the format as enclosed at **Annexure-14**. This Register will be maintained in hard copy and/or in excel sheet, with print outs (kept serially, page numbered) and the observed expenditure as captured by various teams/reports of Expenditure Monitoring. The purpose of this Register is to cross check items of the major expenses incurred and reported by the candidate.

4.1.1. The accounting teams shall get information on daily basis from the Video Surveillance Teams, MCMC, SSTs and FSs. The Accounting Team shall work under the

overall guidance and supervision of the Expenditure Observer and Assistant Expenditure Observer.

4.1.2. Assistant Expenditure Observer shall make daily inspection of the Shadow Observation Register for each candidate and ensure that all expenditure reported by different teams of Expenditure Monitoring is entered in this Register. In case of any discrepancy or laxity, the same should be immediately reported to the Expenditure Observer.

4.1.3. Folder of Evidence: The folder of evidence shall be maintained by the Accounting Team along with each Shadow Observation Register. All pieces of evidence collected against any expenditure entered in the Shadow Observation Register shall be kept in this folder and cross referenced with it. All pages are to be numbered and signed by the Assistant Expenditure Observer. This folder shall include video or audio CDs, copies of posters, pamphlets etc., newspaper advertisements and Paid News cuttings, copies of bills and vouchers, copies of reports made by various officers with respect to expenditure, copies of documents submitted by the candidate, copies of the complaints relating to expenditure and inquiry reports on these complaints, the notices issued to candidate by the RO relating to expenditure monitoring and the replies received, FIRs filed relating to the expenditure of the candidate etc.

4.1.4. If it is found that a candidate incurred or authorized expenditure on prohibited items, action should be taken against the candidate under relevant provisions of the law. For example, if it is found that a candidate has distributed money or any item in kind, to influence voters, a complaint should be lodged against him on the same day before the Police/in the competent Court under the provisions relating to bribery in IPC. In addition, this expenditure should also be entered in the Shadow Observation Register along with the evidence and the details of FIRs filed are to be entered in the Shadow Observation Register. A report is to be sent to the Commission within 24 hours by the Expenditure Observer about such incidents.

4.1.5. The Shadow Observation Register can be shown to the candidate or his representative and any member of the public only up to the period for which inspection of the Register of election expenditure maintained by the candidate has been done and not before inspection of accounts of the said date. If the expenditure reported in the Register of election expenditure maintained by the candidate is less than the amount mentioned in the Shadow Observation Register, it shall be brought to the notice of the candidate or his representative at the time of inspection, in writing in his register itself under the signature of the Expenditure Observer and also making such noting in Shadow Observation Register and obtaining the signature of the candidate/ his

representative. The candidate or his agent shall be served a notice in writing on the same day by the RO for such discrepancy. A copy of the notice shall be put on the notice board of the RO for information of the public. Any member of the public shall be entitled to obtain a copy of the notice on payment of a fee of Re 1/- per page. A copy of the notice and the reply received from the candidate or his election agent shall be kept in folder of Evidence and mentioned in Shadow Observation Register. Replies received shall be put on the notice board of the RO and copies of these shall also be made available to the public on payment of Re 1 per page. The copies of notices so issued and replies received, if any, shall be marked to the DEMC with Expenditure Observer, Election Authority, GHMC or DEA and Dy. DEAs for forming opinion about the truthfulness of the account of expenditure submitted by the candidate after the declaration of results. The latest instructions of the commission should be followed.

4.2.0. Monitoring of Public Meetings, Rallies etc. Any candidate or his representative, who applies for permission for a public meeting or a rally, shall also submit an expenditure plan in the format given in **Annexure-15** along with the application for permission.

4.2.1. Copies of permits for Meetings, Rallies and usage of Vehicles, Loudspeakers etc. shall be given to the Assistant Expenditure Observer for making necessary arrangements for videography of the events and also entries in the Shadow Observation Registers (SORs) and Folder of evidence.

4.2.2. The accounting team will calculate separately, the expenditure incurred in each of the public meetings or rallies on the basis of notified rates and keep the folder of evidence which is collected by way of photographs, video recording and statements etc.

4.2.3. All expenses relating to rally or procession organized while filing nomination shall be included in the accounts of the candidate.

4.2.4. When members of public voluntarily attend a public rally/procession/public meeting of candidate(s) by using their own personal vehicle, without receiving any payment or reimbursement from anybody, it shall not be included in the expenditure of the candidate. However, the personal vehicles used in the rally or public meeting for campaign purpose by putting flags or banners or poster for the benefit of any candidate(s) shall be included in the expenses of the candidate(s). If the commercial vehicles bearing commercial registration number are used for rally or public meeting of any candidate(s) the expenditure on such vehicles shall be included in the account of the candidate(s).

4.3. The personal vehicle(s) owned and used by the candidate(s) for campaign purpose shall be treated as campaign vehicle(s) and notional expenditure on fuel and driver salary as per the market rate shall be included in the accounts of the candidate(s).

4.4. The use of flags, caps, mufflers with party symbol, the expense on such items of flags, mufflers or caps bearing the name(s) or photo(s) of candidate(s), shall be added to the accounts of the candidate. However, supply and distribution of main apparels like saree, shirt, T-shirt, dhoti etc. by party/candidate shall be treated as bribery of voters in addition to being an expenditure item.

4.5. Permission for public rally shall not be given, if the candidate does not produce his accounts for inspection, without valid reasons. A show cause notice shall be issued and served for not producing accounts, before the permission for public rally is rejected. However, if the candidate produces the accounts for inspection, then permission for public rally shall be granted forthwith. This will act as deterrence against dummy candidates, who are not serious in contesting elections.

4.6. Monitoring of printing of pamphlets, posters etc. The Election Authority, GHMC or District Election Authorities shall, within three days of the announcement of elections by the Commission, write to all the printing presses in their jurisdiction/districts, pointing out the requirements of Section 601-A of GHMC Act and 211 of Telangana Municipalities Act, 2019 and informing them that any violation would invite stern action including the revocation of the license of the printing press under the relevant laws of the State. They should be specially instructed to indicate clearly in the print line the names and the addresses of printer and publisher of any election pamphlets, posters, and such other material printed by them. Copy of the printed material and the declaration of the publisher as required under Section 601-A of GHMC Act and 211 of Telangana Municipalities Act, 2019 is to be sent by the printer to the Election Authority, GHMC or District Election Authorities and if it is printed in State Capital, then to the Election Authorities concerned within 3 days of such printing **(Annexure-16)**.

4.6.1. As soon as the Election Authority, GHMC or District Election Authorities receives any election pamphlets or posters, etc., from a printing press, he/she shall examine whether the publisher and the printer have complied with the requirements of law and directions of the Commission. He/she shall also cause one copy exhibited on his/her notice board so that all political parties, candidates and other interested persons may be able to check whether the requirements of law have been complied with.

4.6.2. In all such cases where there is violation of the provisions of Section 601-A of GHMC Act and 211 of Telangana Municipalities Act, 2019, complaint should be filed by the Election Authority, GHMC or District Election Authorities against the offenders in the competent court. These cases should be given wide publicity and pursued vigorously in the courts concerned. Copies of the printed materials along with the statements showing cost of printing should be given to the accounting teams for inclusion in the Shadow Observation register.

4.7. Monitoring of use of vehicles during electioneering: Each candidate shall submit before the R.O. details of all vehicles proposed to be used by him for his election campaign. The RO will issue permits on the same day. The vehicle permit obtained from the concerned RO is to be displayed on the front screen of the vehicle. Two-wheelers (Motorbikes, Scooters, Mopeds), Cycle Rickshaw, etc. are also vehicles for the purposes of these instructions and the permit in such cases is to be shown on demand. These details should be given to the accounting teams for inclusion in the Shadow Observation Register.

4.7.1. If a vehicle is found being used for campaigning without written permission of the RO, it shall be considered unauthorized campaigning for the candidate and will attract penal provisions of Section 171-H of the Indian Penal Code. It shall therefore be immediately taken out of the campaigning exercise. In addition, the expenditure on this vehicle will also be added in the Shadow Observation Register.

4.7.2. The permission given for the use of vehicle during election is to be withdrawn by the RO immediately, if the candidate has not submitted his/her account for inspection, in spite of notice by the RO, and the permission shall not be granted till the accounts are submitted for inspection by the candidates.

4.7.3. If the vehicle for which permission is given to a particular candidate is being used for campaign purpose by or for another candidate, then the permission has to be withdrawn and the vehicle is to be seized by the Flying Squad. Report should also be given by Flying Squad to the Assistant Expenditure Observer for adding the expenditure in the account of the candidate who was actually using this vehicle.

4.7.4. If the candidate, after obtaining permission from the Returning Officer, does not intend to use the campaign vehicle(s), for any period of more than two days, he/she shall intimate to the Returning Officer, to withdraw the permission for such vehicle(s). If the candidate, after obtaining permission does not intimate the R.O. to withdraw the permission of such campaign vehicles, it will be presumed that the candidate has used the permitted vehicles for campaign purpose and accordingly, the expenditure as per the notified rates on use of such vehicles shall be added to his/ her accounts of election

expenses. The details of all such vehicle, permissions and withdrawal requests shall be given to the Accounting Team by the R.O. for accounting the expenditure of such candidates.

4.8. Monitoring of expenses on constructions of barricades and rostrums etc. If expenses on construction of barricades/ rostrums etc. are made by the Government agencies on account of security considerations, it should be booked as expenditure of the candidate in whose constituency the meeting takes place. If a group of candidates are present at the dais at the time when the leader of a political party addresses such a meeting, the expenditure will be apportioned equally amongst them. The Election Authority, GHMC or DEA concerned shall obtain the details of expenditure from the concerned Government agencies within three days of the event and intimate to the candidates, their respective share of expenditure and mark a copy to the Accounting Team for entering in the Shadow Observation Register. In case any private agency is engaged in construction of rostrum or barricade, the RO shall call for the information of expenditure from such agency within three days. If any travel agency is engaged to provide the transport facility, the R.O. shall call for the expenses details from such agencies within 3 days.

4.9. (i) If the Video Van is used by the political party during election process for general party propaganda without mentioning the name of any candidate or without photo of candidate except star campaigner of any Ward/district, then it shall be booked to party account, which shall be reported within 45 days by the party after completion of election

(ii) If the name(s) or photo(s) of candidate(s) are displayed or any posters/banners of the candidate(s) are displayed thereon and the van is used in his constituency, then the expenditure has to be accounted for by such candidate(s).

4.10. Other Monitoring Mechanism:

4.10.1. Monitoring Accounts of Self Help Groups, NGOs etc. There have been complaints pertaining to Self Help Groups, NGOs etc. being made conduits by the political parties/ candidates for distribution of money/ materials and are being utilized for election campaigns. In as much as the revolving fund/ economic assistance is channelized through the DRDAs, it should be easily possible to monitor the SHGs closely so as to ensure that they are not utilized for distribution of money/ materials which is a corrupt practice and an electoral offence with reference to the provisions of the GHMC Act, TM Act and the IPC. The EA/ DEAs shall call for report on alternate day of the SHG /NGO activities in their district during the election process.

4.10.2. Checking Distribution of gift articles/ serving of food in Marriage/ Community Halls: The use of Marriage Halls/ Community Halls and similar places during election period should be kept under watch by the Electoral Machinery with reference to the purpose of booking for which some evidence (like marriage invitation) must be obtained so that there is no camouflage of expenses for election purposes. The EA/ DEAs shall collect daily reports of such bookings and see that no fake party is being organized for influencing the voters. Report of any suspicious booking/event should be handed over to the Assistant/Dy. Director of Income Tax, in charge of the district, who will examine the expenses from Income tax angle. Large scale feeding under the cloak of "Annadanam" outside places of worship will give room for suspicion that serving of food is being resorted to influence the voters on the eve of the election, which is a corrupt practice and an electoral offence with reference to Section 171-B and 171-E of IPC. The EA/ DEAs should ensure that in case of any suspicion about feeding on a large scale, necessary steps should be taken to prevent it.

4.10.3. Participation of candidates in the community kitchens (langar, bhoj, etc.) organised by religious communities in their religious institutions as a matter of customary practice and the bhoj/feast, etc. offered as a matter of social practice following a ritual ceremony, like, marriage, death, etc, expenditure on the community functions shall be treated as the election expenses of a candidate and added to account of the candidate, if any contesting candidate(s) attends the community kitchen (in whatever name has been called) either organised by him or by any other person to entertain the electors. However, this instruction does not apply to community kitchens/langars, etc. organised by religious communities within their religious institutions as a customary practice or the bhoj/feast, etc. offered by any person (other than the candidate) in the normal course to celebrate any ceremony like, marriage, death, etc., and the expenses incurred on such community kitchen/ langar / bhoj/feast, etc. shall not be included in the election expenses of the candidate, provided that the candidate participates there in the normal course as a normal visitor. It shall further be ensured that the candidate does not make any financial contribution for arranging such community kitchen, etc. and no political campaign in any manner is undertaken at such community kitchen, etc. The restrictions on the community kitchens, etc., as mentioned above, shall be over after the completion of poll/repoll in the constituency.

4.10.4. Checking Distribution of Tokens to be exchanged for gifts or cash or distribution of money through various means: Another form of corrupt practice in respect of which there have been complaints in the past, relates to distribution of tokens by parties/candidates to the voters. It is also reported that token distribution is done at the time of Aarti offering or in meetings/functions and pawn brokers are used

as channels for bribing the voters. In order to ensure that there is no scope for misuse, token distribution through any method including in meetings/ functions held for election campaigning or social gatherings should be checked by collecting proper evidences and lodging police complaints. The EA/DEA should arrange meeting with citizen forum, volunteers, Nehru Yuva Kendras and other NGOs to get appropriate information in right time about such activities. The DEA shall also collect the list of pawn brokers and keep them under close watch including involving the Assistant Director / Deputy Director Income tax in charge of the district for necessary action under Income Tax Act.

4.10.5. Checking distribution of cash by candidates/political parties along with disbursement of wages under any Government scheme: Representations were received in the Election Commission alleging that money was being given on the eve of the elections by political parties/ candidates to workers over and above the wages due under the Govt. Schemes like Rural Employment Scheme, and various other schemes of Government to influence the voters. It is to be noted that while poor people are not put to hardship due to the Model Code of Conduct, the disbursement of any cash by political parties / candidates in addition to wages to which the workers are entitled under the Scheme, is not permissible. This is a corrupt practice and an electoral offence. The District Election Authorities should monitor the disbursement of wages and other benefits under Government schemes so as to ensure that there is no payment of cash or gift article by any candidate/ political party along with the wages under the Scheme. It is also noticed that the cash benefits (both arrears and advance amount) under the Government schemes are disbursed on the eve of elections, to bring influence on the electors. It will be the responsibility of DEAs to ensure that no such arrear or advance is disbursed within 72 hours of the day of poll.

4.10.6. Monitoring of Production, Storage and Distribution of liquor during elections: In order to curb the liquor menace, the following actions shall be initiated from the date of the notification of elections till the date of poll:

(i) The production, offtake, Stock Limits of Licensed Stockists, Daily receipt and off take of retail sellers of IMFL/Beer/Country Liquor and Opening and Closing time of Liquor Vending Shops should be closely monitored with reference to the production figures in previous year.

(ii) Intensive vigil over interstate movement of vehicles at RTO Check Posts and border check posts by Excise staff should be kept by special enforcement staff under the State Excise Department who are deputed round the clock from the date of notification till the completion of Poll/ Repoll. All distilleries and warehouses in the State shall be put under 24X 7 CCTV monitoring with police guard, to ensure that no liquor is released without

proper license. Stern action should be taken against any illicit storage or transportation of illicit liquor in the State. Inter State coordination among Excise Commissioners with bordering States should be done for monitoring of interstate movement of IMFL, Beer and Country Liquor.

(iii) District Level Nodal Officers and State Level Nodal Officer of Excise Department should be identified to monitor the above aspects, conduct raids to seize illicit liquor.

(iv) The District Level Nodal Officer will submit report on alternate day as per the proforma given in **Annexure-17** of these Guidelines for IMFL, Beer and Country Liquor in separate forms to State Level Nodal Officer with copy to the Election Authority, GHMC or DEA and Expenditure Observers. State Level Nodal Officer of Excise Department will, in turn, submit the alternate day Report on excise activity of the entire State to the Election Authority concerned in the same proforma with copy to the Commission.

(v) All Observers for prevention of Storage and illegal distribution of liquor during elections and furnishing the daily report by the Election Authority, GHMC or DEAs on it, may also be brought to the notice of all concerned (**Annexure-18 A & 18 B**). The Election Authority, GHMC or DEAs and District Excise Officer are required to submit daily report in the prescribed format to the State Election Commission and Nodal Officer, Excise Department

4.11. Monitoring of cash withdrawal from Banks: The Election Authority, GHMC or DEAs shall ask all the banks to submit daily report on suspicious withdrawal of cash from bank account of any individual person during election process. The Election Authority, GHMC or DEAs call for the following suspicious transactions from the bank:

(i) Unusual and suspicious cash withdrawal or deposit of cash in a bank account exceeding Rs. 10 lakh during the process of election, without any such instance of deposit or withdrawal during the last two months.

(ii) Unusual transfer of amount by RTGS from one bank account to the accounts of several persons in a district/constituency during the election process without any precedent of such transfer.

(iii) Any deposit of cash or withdrawal of cash exceeding Rs. 1 lakh from bank account of candidates or spouse or his dependants, as mentioned in the affidavit filed by candidates which is available in RO's Office.

(iv) Any withdrawal of cash and deposit of cash exceeding Rs. 1 lakh in the account of the political party during the election process.

(v) Any other suspicious cash transactions, which might be used for bribing the electors. The Election Authority, GHMC or DEAs shall ensure that the reports are received regularly from banks and the same are handed over to Expenditure Observer for analysis and investigation, if any may be conducted through the FS or through the Investigation Directorate of income Tax to see that the money is not used in election process. In case any suspicious nature of withdrawal of large amount of cash is noticed, necessary action may be taken and the information about large amount exceeding Rs.10 lakh shall be passed on by the Election Authority, GHMC or DEAs to the Nodal Officer Income Tax Dept. at O/o The DGIT(Inv.) or Assistant/Dy. Director of Income Tax in charge of the district for necessary action under Income Tax laws.

4.11.1. Standard Operating Procedure for transportation of cash by ATM Vans and others In pursuance of "SOP" prescribed by the Ministry of Finance (Department of Financial Services). It is reiterated that the Banks should follow the following procedure for transportation of Cash scrupulously:-

(i) The bank shall ensure that the cash vans of outsourced agencies/companies carrying that bank's cash shall not, under any circumstances, carry cash of any third party agencies/individuals except the banks. Towards this, the outsourced agencies/companies shall carry letters/documents etc. issued by the banks giving details of the cash released by the banks to them and carried by them for filing the ATMs and delivering cash at other branches, banks or currency chests.

(ii) The personnel of the outsourced agencies/companies accompanying cash van shall carry identity card issued by the respective agencies.

(iii) The aforesaid procedure has been stipulated for the reason that during the period of election, if the authorised officials of the Election Commission (District Election Authority or any other authorised official) intercepts the outsourced agency/ company's cash van for inspection, the agency/company should be in a position to clearly show to the Election Commission through document and also physical inspection of the currency that they have collected the cash from the banks for the purpose of replenishing the bank's ATMs with cash or delivery of the cash to some other branches of the banks or currency chest on the instructions of the bank.

(iv) The aforesaid procedure shall be part of the standard operating rules and procedure of banks for transport of cash.

4.11.2. With regard to information of suspicious or illegal cash, foreign currency and Fake Indian Currency Notes (FICN) etc. found during elections a reference may be made to the relevant enforcement agencies in the district. The investigation Directorate

of Income Tax Department shall be deployed during elections. The Daily Activity Report shall be forwarded by the Asst./ Dy. Director of Income Tax (Inv.) as per the revised format (**Annexure-19**), to the Nodal Officer at the O/o DGIT (Inv.)/ DIT(Inv.) concerned who will in turn compile the reports and send it to State Election Commission every alternate day, with copy to Election Authority concerned.

5. Maintenance of Accounts by Candidates:

5.1. Procedure for maintaining accounts of election expenses by the contesting candidates:

5.1.1. As Section 617 B (1) of GHMC Act, 1955 and Section 235(1) of Telangana Municipalities Act, 2019, every candidate during an election shall either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election, incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive.

5.1.2. Section 617 C of GHMC Act, 1955 and Section 236 of Telangana Municipalities Act, 2019 provide that, every candidate has to lodge a true account of his election expenses maintained under Section 617 B (1) of GHMC Act, 1955 and Section 235 (1) of Telangana Municipalities Act, 2019, with the EA GHMC/District Election Authority within 45 days from the date of declaration of result of the election. In the computation of this 45 days period, the date of declaration of result of election is excluded. Instructions of the Commission issued for the guidance of the contesting candidates are given in **Annexure-2 & 3**.

5.1.3. Separate Bank Account to be opened by each candidate for election expenditure: In order to facilitate monitoring of election expenditure, each candidate is required to open a separate bank account exclusively for the purpose of election expenditure. This account shall be opened any time at least one day before the date on which the candidate intends to file his nomination papers. The Account Number of this bank account shall be communicated by the candidate in writing to the RO at the time of filing of his nomination. All election expenditure shall be made by the candidate only from this bank account. All money to be spent on electioneering shall be deposited in this bank account irrespective of its funding from any source including candidate's own fund. A certified copy of the account statement of this bank account shall be given by the candidate to the Election Authority, GHMC or DEA concerned along with the statement of the account of expenditure at the time of filing of the Abstract Statement, after declaration of results. Wherever the candidate has not opened the bank account

or not intimated the bank account number, the RO shall issue a notice to all such candidates to comply with the Commission's instructions.

5.1.4. The bank Account can be opened either in the name of the candidate or in the joint name with his election agent for the purpose of election expenditure. The bank account should not be opened in the joint name with any family member of the candidate or any other person, if he/she is not the election agent of the candidate.

5.1.5. The bank account can be opened anywhere in the State. The accounts can be opened in any of the banks including the co-operative banks or in the post offices. The existing bank account of the candidate should not be used for this purpose as it has to be a separate bank account for election purpose.

5.1.6. The Election Authority, GHMC or DEA concerned will issue suitable instruction to all banks or post offices to ensure that they open dedicated counters for election purpose to facilitate prompt service to the candidates in opening of bank accounts. They should also allow withdrawals and deposits from the said account on priority during the election period.

5.1.7. The candidate shall incur all election expenses by crossed account payee cheque, from the bank account opened for election purpose. However, if the amount payable by the candidate(s) to any person/entity, for any item of expenditure, does not exceed Rs. 20,000/- during the entire process of election, then such expenditure can be incurred in cash, by withdrawing it from the bank account opened for the purpose of election. All other payments are to be made by Account payee cheque from the said bank account.

5.1.8. The candidates are required to deposit all the amount meant for election expenses in the separate bank account opened for the purpose of election and all their election expenses are to be incurred from the said account. The Commission has clarified that if the separate bank account is not opened before nomination for election expenses or any amount is spent, without depositing the same in the said bank account, it will be treated that the candidate has not maintained the account "in the manner prescribed".

5.1.9. The Commission has also directed that in the interest of transparency and accountability, the candidate(s) shall also not receive any donation or loan in cash, in excess of Rs. 20,000/- from a single person or entity during the election process and all donations/loans in excess of Rs. 20,000/- shall be received by the candidate by A/c payee cheque or draft or by account transfer and the candidate(s) shall maintain the full name and address of such persons/entities, which shall be mentioned in relevant

columns of day-to-day accounts of election expenditure in the prescribed proforma **(Annexure-2)**

5.1.10. Register of Election Expenditure to be maintained by the candidate: Each candidate is required to maintain a day to day account of his election expenditure in a prescribed Proforma, given to him by the Returning Officer at the time of filing of nomination papers. **This Register shall consist of three parts: (i) Register of day to day accounts in Part A, in white pages, (ii) Cash Register as Part B, in pink pages and; (iii) Bank Register as Part C, in yellow pages. Model formats of Part – A and Part – B is given in Annexure - 20. The candidate shall have to submit this very Register in the said three Parts for inspection by the Expenditure Observer at least three times during the campaign period.**

5.1.11. Every page of the register must be numbered and a certificate must be given by the RO on the first and last page of the Register about the total number of pages in the register. The Register should have sufficient number of pages for the entire campaign period. However, if the Register gets filled up earlier, the candidate can ask for a supplementary Register and the RO shall issue a supplementary Register to him in the same format. The candidate shall give an acknowledgement for having received these registers. The Election Authority, GHMC or DEA concerned should obtain a copy of such receipts from the Returning Officer.

5.1.12. Procedure to fill up the Register of Day to Day Accounts of Election Expenses, Cash and Bank Register:

(A) Register of Day to day accounts: This register, meant for the entire election expenses comprises of 9 columns and is required to be filled up date wise on day to day basis. Whenever no expenditure has been made on any particular date, `NIL` should be mentioned against that date. Besides correctly filling up all columns, care should also be taken to fill up the total amount of expenses (including both paid and outstanding) incurred/ authorised on every date. The value of goods or services in kind received from any source and used for electioneering of the candidate shall also be mentioned. In fact, this register will contain the entire election expenditure incurred/ authorised by the candidate/ election agent/the party/ any other person. Regarding source of such expenses, any amount incurred/authorised by the candidate from his own fund should be mentioned in the relevant column. Amount received from political party or incurred or authorised by political party either in cash or in kind shall be mentioned in the column meant for the purpose. Source of any amount either received in cash or in kind from any person or entity other than political party shall be mentioned in the separate column meant for this purpose.

(B) Cash Register: All the amounts received in cash from any source including withdrawal from any Bank account of the candidate are to be entered date wise in cash register from the date of nomination to the date of declaration of results. Name and address of person, or entity from whom amount is received in cash shall be entered in receipt column of the cash register. If the amount is withdrawn in cash from the Bank account opened for the election purpose, the same should also be shown in the Receipt Columns with appropriate description. All expenses incurred in cash shall be entered in Payment Columns. When any amount of cash is deposited in the bank account of the candidate the same shall also be entered in the payment columns, "Nil" should be mentioned against the date wherever no receipt or payment has been made. Date wise cash balance is required to be shown. If cash is given to any person or any branch office of the candidate, the same should be clearly mentioned. Efforts should be made as far as possible to make all payments through cheques and avoid carrying huge amount of cash in the constituency during election campaign.

(C) Bank Register: The candidate shall deposit the entire amount, meant for election expenses received from any source including his own fund, in the bank account opened for the purpose of election. All the election expenses are to be incurred by issuing cheques from this bank account only. However in case of minor expenses, where it is not possible to issue cheque, the amount can be withdrawn in cash and payments are to be made with proper vouchers. Details of deposits, withdrawals and daily balance shall be entered in respective columns of the Bank Register. `Nil` should be mentioned against the date wherever no deposit or withdrawal has been made.

6. Inspection of the Election Expenditure Register:

6.1. The RO shall organize a meeting of all candidates immediately after the allotment of symbols, and properly explain to them, the legal provisions relating to election expenditure and consequences of failure to comply with the provisions of law. The Assistant Expenditure Observer/Expenditure Observers will be present in the meeting. The RO shall also give a copy of these instructions regarding expenditure monitoring to each candidate both in English and vernacular language.

6.2. The RO shall prepare a schedule for inspection of Expenditure Register of each candidate, by the Expenditure Observer, or a senior officer designated by the RO in consultation with the Expenditure Observer for the purpose. The candidate is required to produce the register either in person or through his election agent or any other person duly authorized by him before the Expenditure Observer/designated officer for inspection at least three times during the campaign period. The gap between two inspections should be at least three days. This schedule shall be given wide publicity

through Press. For convenience, for each candidate the timing of inspection may be specified between 10.A.M to 5 P.M. Timing should be fixed in such a way that the work should be completed before 7 P.M. The inspection should be done either in the office room of the R.O. or any other conference room/office chamber. The last inspection should be fixed not before 3 days from the day of poll. After every inspection during the election process, the day to day election account register of candidate shall be scanned till the date of inspection and uploaded onto the Election Authority's, GHMC or DEA's web portal besides displaying photocopy on notice board.

6.3. On the days fixed for inspections of Register of a candidate, the Assistant Expenditure Observer assigned to keep a watch on the expenditure in that Ward should be present, along with the Shadow Observation Register and Folder of Evidence.

6.4. If a candidate or his agent does not produce his election expenditure Register for inspection on the day fixed for this purpose, a notice shall be issued to the candidate by the R.O in writing informing him that if he/she fails again to produce the Register for inspection on the day specified in the notice, it shall be presumed that he/she has failed to maintain day to day account of election expenditure as required under Section 617-B of GHMC Act and 235 of Telangana Municipalities Act, 2019. This notice shall be given widest possible publicity and a copy shall be displayed on the notice board of the R.O. If in spite of the notice the candidate fails to produce the register of election expenditure for inspection, a complaint under Section 171-I of IPC shall be filed in the competent Court. Besides this, the permission given to the candidate for use of vehicles during election should be withdrawn, if the candidate does not produce the register after three days of service of the notice. The withdrawal of permission for use of vehicles shall be intimated to all the Surveillance Teams and Flying Squads and displayed on the notice board.

6.5. Publicity should also be given that members of the public can be present during inspection of expenditure Registers and that anybody can obtain a copy of the expenditure Register of any candidate on payment of Re.1 per page from the Returning Officer. The inspection of Registers should be done, as far as possible, by the Expenditure Observers only. Where the inspection of Register is carried out by a designated officer, other than the Expenditure Observer due to some unavoidable reasons, the Expenditure Observer shall be kept apprised of the outcome of each such inspection and the reasons for such inspection by any other officer.

6.6. Expenditure Monitoring Mechanism:

(i) If the Returning Officer or any officer authorized, by the Elections Authority, GHMC or District Election Authority/Returning Officer, is in receipt of information during

election process that any candidate has incurred or authorized certain expenditure and has not shown either a part or whole of it in his day to day accounts of election expenditure, maintained by him under Section 617 B(2) of the GHMC Act, 1955 and Section 235 (2) of Telangana Municipalities Act, 2019, or has not produced the said accounts for inspection on the scheduled date before the authorized officer or Expenditure Observer, then the Returning Officer shall issue a notice along with the evidence thereof to the candidate preferably within 24 hours of the date of receipt of information or inspection of accounts mentioning the details of expenses, which are not shown truly or correctly in day-to-day account or informing him that he failed to produce his account, as the case may be. However, in case of suspected Paid News items, where notice is issued or is being issued by the Returning Officer as per the recommendation of the Media Certifying and Monitoring Committee (MCMC), such items shall not be covered in this notice.

(ii) Such candidate may reply to the notice within 48 hours, explaining the reasons for omission or default which is brought to his notice. In cases where the candidate accepts the fact of suppressed expense mentioned in the notice, the same shall be added to his election expenses.

(iii) Where candidate fails to produce his day to day account for inspection and in spite of the notice, the failure continues, then FIR is to be filed under section 171 (I) of Indian Penal Code, after 48 hours of service of such notice and the permission for use of vehicles etc. by the candidate for election campaign shall be withdrawn.

(iv) Where no reply is submitted by the candidate or his election agent within 48 hours of receipt of the notice, then the candidate shall be deemed to have accepted the suppressed amount mentioned in the notice and the same shall be added to the election expenses of such candidate.

(v) If the candidate or his election agent disputes the suppressed expenditure, mentioned in the notice, he/she shall submit the reply mentioning the reasons for disagreement and the same shall be forwarded to the District Expenditure Monitoring Committee (EMC) consisting of the following:

1. Expenditure Observer in charge of the Circle, GHMC/District
2. Election Authority, GHMC or DEA
3. Dy. DEA or Officer in charge of Expenditure Monitoring of the GHMC/District.

(vi) The EMC shall decide the case after examining the evidence mentioned in the notice and reply of the candidate thereto, preferably within 72 hours from the date

of receipt of the reply from the candidate, whether such suppressed expenditure shall be added or not to the election expenses account of the candidate.

(vii) Training:

a. The Election Authority, GHMC or DEA shall organize one day facilitation training programme for all the candidates/ election agents and the personnel engaged for receiving the accounts within one week before the last date of submission of the account of election expenses.

b. The Assistant Expenditure Observers should be associated in the training programme to explain the procedure of e-filing of accounts, the forms and affidavits to be filed and frequently noticed defects. Consequence of not filing or filing incomplete forms or not filing in the manner prescribed or not showing correct accounts shall also be explained to the candidates/agents.

c. In this training programme they will also be apprised about the Account Reconciliation meeting, in which they should come prepared with all final accounts and registers.

d. The Election Authority, GHMC or DEA shall notify the date and venue of training on procedure of lodging the final accounts and also about the date of Account Reconciliation meeting, positively on or by the date of declaration of result.

(viii) Account Reconciliation meeting:

(a) The candidates shall be given another opportunity to reconcile the understated amount of election expenditure, if any, in the Account Reconciliation Meeting, to be convened by the Election Authority, GHMC or DEA, on the 26th day after the date of declaration of result. The Election Authority, GHMC or DEA shall ensure that each candidate is informed in writing on or by the day of declaration of result about this meeting, so that they/ their election agents can reconcile the disputed items of election expenditure in their accounts of election expenses with the evidence gathered during election process and the notices issued by the RO.

(b) The RO, after scrutinizing the accounts, shall pass the order in writing giving detailed reasons in cases, where the differences could not be reconciled and serve it on the candidate/agent on the same day. If the candidate agrees with the order, he/she may incorporate the same in his final accounts. If the candidate does not agree with the order, he/she may lodge his final accounts with the Elections Authority, GHMC or DEA, with the reasons for the disagreement by way of a letter to Elections Authority, GHMC or DEA.

(c) If the candidate has already lodged his accounts prior to Account Reconciliation meeting, he/she may revise the accounts, within the statutory period of 45 days of declaration of results, in order to incorporate the findings of EMC.

(ix) If the candidate does not file his statements of election expenses without any valid reasons within the stipulated period of 45 days from the day of declaration of result, then the EA, GHMC/DEA shall call for the explanation of the candidate suo motu and send the report to the Commission along with the reply of the candidate and his recommendation.

(x) In spite of the Account Reconciliation meeting, if there is disagreement with the accounts lodged by the candidates, the Elections Authority, GHMC or DEA shall forward the Scrutiny report to the Commission, with his recommendations, DEMC Order, certified copies of registers, bills and vouchers and other pieces of evidence.

(xi) The Elections Authority, GHMC or DEA's scrutiny report has to be entered in EEMS software within seven days of its finalization.

7. Meeting of the Elections Authority, GHMC or DEAs concerned with the political parties and Media and meeting of the RO with the candidates:

7.1. The Elections Authority, GHMC or DEA shall hold meeting with all political parties within three days of announcement of election and explain the new Expenditure Monitoring Measures. He shall also handover a copy of the Guidelines on Expenditure Monitoring.

7.2. The Election Authority, GHMC or DEAs concerned shall hold a meeting with all media houses and journalists at state level and explain the provisions of section 601-A of GHMC Act and 211 of Telangana Municipalities Act, 2019 and the instructions of TSEC on advertisement and Paid News. They shall also hand over the copy of Guidelines on Election Expenditure Monitoring to them.

7.3. The Elections Authority, GHMC or DEA shall hold a meeting of all the recognized National and State Level political parties within 3 days of announcement of elections by the Commission. In this meeting, the Elections Authority, GHMC or DEA shall explain all the legal provisions and instructions of the Commission relating to election expenditure and its monitoring and consequences of failure to comply with them. The Elections Authority, GHMC or DEA shall also give a copy of these Guidelines on Expenditure Monitoring Instructions, revised format of affidavit for declaration of asset and liability and the rates of items of election expenditure to the representative of each recognized National and State level political party.

7.4 The Elections Authority, GHMC or DEA shall also discuss the rates of various items of election expenses with them and notification of rates should be done after considering the opinion of all political parties. If the rates are different for cities and rural area, then such differential rates are to be notified.

7.5 The RO shall hold a meeting of all the candidates immediately after allotment of symbols. In this meeting, the RO shall explain all the legal provisions and instructions of the Commission relating to election expenditure, its monitoring and the consequences of failure to comply with them. The RO shall also give a copy of these Guidelines on Election Expenditure Monitoring and notification of rates of items of election expenditure to each candidate. For advertisement in the local or national dailies/ magazines (English/Regional), rates of the DAVP/DPIR rates shall also be communicated to the candidates. The Assistant Expenditure Observer or Expenditure Observer shall also attend this meeting along with the RO.

8. Training of the election agents of the candidates on expenditure monitoring and maintaining the Registers:

8.1. One day facilitation training programme will be organized by the RO and Assistant Expenditure Observer for training of all election agents of the candidates either on the same day of meeting with the candidates or a day after, in order to explain the modified procedure of maintaining registers on various expenses and dates of inspection.

8.2. On the Procedure to make entry in the registers, the Expenditure Observer shall organise training for all agents, just before the date of first inspection. A sample Guidelines note for making entry in the register is also attached alongwith the registers.

9. Scrutiny of the Statement of Accounts and the Election Authority, GHMC or DEA's Report to the Commission:

9.1 Under Rule 95 of conduct of Municipal Corporations Election Rules, 2005 and in Schedule-IV of Telangana Municipalities Act, 2019, the Election Authority, GHMC or DEA has to report to the Commission whether the candidate has lodged his account of elections expenses, and whether in his opinion such account has been lodged within time and in the manner required by the Act and the Rules. The Election Authority, GHMC or DEA shall send the candidate wise scrutiny report as per the format enclosed as **Annexure – 20** and summary report of all the candidates as per the Proformae A & B in **Annexure-21** to the Commission immediately within 7 days of their receipt. He shall preparation the scrutiny Report & summary report in respect of accounts of

election expenses of the candidate, before sending the scrutiny report to the Commission. Where the Returning Officer is of the opinion that the account of the election expenses of any candidate has not been lodged in the manner required by the Act and the rules and he has the reason to believe that the expenditure statement submitted by the candidate is not a true account of his expenditure, then the Election Authority, GHMC or DEA shall record the reason and report to the Commission that the Account statement is not in the manner prescribed. The Returning Officer shall obtain the comments of Expenditure Observer, original account of election expenses of that candidate including the vouchers and his comments citing defects in the said account before forwarding to the Election Authority, GHMC or DEA and he shall retain a photocopy of such account.

9.2. Scrutiny of accounts shall be done by the Election Authority, GHMC or DEA to determine whether the account submitted by the candidate is a true account of his election expenditure or the candidate has hidden or undervalued some part of his election expenditure. The Expenditure Observer, the Assistant Expenditure Observer and the Nodal Officer of Expenditure Monitoring Cell will help the Election Authority, GHMC or DEA in the examination of accounts and preparation of his report to the Commission in modified form. The Shadow Observation Register and the Folder of Evidence should be taken into account while examining the accounts and forwarding the RO's report to the Election Authority, GHMC or DEA. The account of expenditure submitted by the candidate should be compared with the Shadow Observation Register. All notices issued earlier to the candidate or his election agent and replies received, if any, must be considered as evidence during scrutiny of account by the Election Authority, GHMC or DEA. All the remarks made by the Observers or any other officer in the expenditure register of the candidate or on any other authorized document should be taken into consideration while scrutinizing the correctness of the account of election expenses filed by the candidates. The Expenditure Observer shall give his comments on the Scrutiny Report. If he does not agree with the Election Authority, GHMC or DEA, he/she shall mention the facts citing the evidences, in the space mentioned in the Election Authority, GHMC or DEA's Scrutiny report (**Annexure-20**), which is seen by the Commission for issuing notice.

9.3. During scrutiny, if the Election Authority, GHMC or DEA finds that the expenditure in respect of any item or event as per the Shadow Observation Register is higher than the figure reported by the candidate, and the notices have not been issued by the RO earlier, then he/she will direct the RO to issue notice to such candidate and reply of the candidate shall be considered in Expenditure Monitoring Cell (EMC) before sending final report, mentioning such discrepancy and evidences gathered during the election period.

It may be ensured that the notices are served properly and acknowledgments are duly obtained. If the candidate fails to respond to the notice validly served on him within the time stipulated for this purpose in the notice, the Election Authority, GHMC or DEA shall send his report to the Commission with his appropriate comments. Complaints with respect to election expenditure and reports of inquiry on these complaints should also be considered during the scrutiny.

9.4. The Expenditure Observer, during his third visit shall send to the Commission his 4th and final report (**Annexure -7**) and simultaneously he has to give his comments in the prescribed space provided in the Election Authority, GHMC or DEA's Scrutiny Report based on the facts mentioned in the "Shadow Observation Register" and 'Folder of Evidence'. He has to ensure that the same has been incorporated in the Election Authority's or DEA's Scrutiny Report (**Annexure-20**). In case of any item of expenditure not considered in the Election Authority's or DEA's report, he shall bring it to the notice of the Election Authority or DEA asking him to incorporate the same in his report to the Commission and make suitable comments on the Election Authority's or DEA's report.

9.5. The abstract statement of accounts filed by the candidates, within 45 days of declaration of result shall be scanned and put in the website within 3 days of receipt. This has to be strictly adhered to as the time limit for filing election petition is 45 days. The Election Authority or DEA shall ensure that scrutiny report of Election Authority or DEA is entered in EEMS Software within 3 days of the preparation of the scrutiny and summary report. The RO or Asst. Election Authorities concerned shall finalise his scrutiny and summary reports by/before 52nd day from the date of declaration of the result and forward the same to the Commission's Office preferably by the 53rd day.

10. Report by the Election Authority or DEA: The Election Authority or DEA shall examine scrutiny and summary report submitted by the RO or Asst. Election Authorities concerned, and shall forward the same to the Commission within a week after receiving the report from the RO or Asst. Election Authorities along with additional comments if he/she feels so.

11. Role of the Returning Officer in Expenditure Monitoring: Returning officer shall ensure that, the revised combined format of Affidavit for filing criminal records and asset and liability statement by the candidates is made available to all potential candidates. He shall also give the expenditure register, duly signed and page

numbered, to the candidates at the time of filing of nomination papers. He shall hold a meeting of all candidates immediately after the allotment of symbols to explain the process of expenditure monitoring, legal provisions relating to election expenditure and consequences of non-compliance of these provisions. He also issues the permission letters promptly to the candidates as required under the law or rules.

11.1. He shall notify the dates for inspection of accounts by the Expenditure Observer during the campaign period, and shall issue notices to the candidates to explain any discrepancy between the candidate's expenditure register and the Shadow Observation Register as advised by Election Observer. He shall also supervise complaint monitoring system and ensure that every complaint is inquired into within 24 hours of receipt.

11.2. He shall ensure that all the documents required to be put on the notice board of the RO under these or any other instructions, rules or law are put on the notice board. He shall ensure that the copies of documents when demanded are given immediately to members of the Public on payment of the prescribed fee.

11.3. The affidavits/declarations of assets and liabilities by the candidates put in the notice board of the ROs office concerned.

11.4. He shall issue notices to the defaulting candidates, as suggested by the Expenditure Observers.

11.5. He shall ensure that after seizure by FS and SST, FIR/ complaint is filed promptly.

12. Role of the Election Authority, GHMC or District Election Authority:

12.1. It is the responsibility of the Election Authority, GHMC or District Election Authority that the entire expenditure monitoring mechanism runs effectively in the district. The Election Authority, GHMC or DEA shall be assisted by various teams of the Expenditure Monitoring Cell. The Election Authority, GHMC or DEA shall extend all help including logistics to the Expenditure Observer and the Assistant Expenditure Observers in performing their functions. Since use of money vitiates the electoral process and leads to violence and other electoral offences and malpractices, he should not neglect this area. In fact, effective control on election expenses will result in smooth conduct of elections. The Election Authority, GHMC or DEA shall provide logistical support to all the expenditure monitoring teams.

12.2 The Election Authority, GHMC or DEA in meeting with political parties shall discuss the rates of various items of election related expenses and obtain their views before notification. The rates for urban and rural areas may be different. The prevalent rates shall be considered. Similarly, the Election Authority, GHMC or DEA shall fix the

refreshment expenses of the workers or, the polling agents/counting agents appointed by the candidates during election process.

12.3 The Election Authority, GHMC or DEA shall notify the rates of items of election expenditure, the standard rate charts of newspapers, TV and other Media. If the rates are not available, then DAVP/DPIR rates of advertisement in the local/national dailies/magazines (English/ Regional) shall be notified by Election Authority, GHMC or DEA within 3 days of announcement of election on which election expenditure will be assessed.

12.4 The Election Authority, GHMC or DEA shall notify the notional rates of lunch, dinner and light refreshment, daily allowances, etc., for the polling/counting agents and campaign workers, on the basis of prevalent rates in their respective districts after due consultation with the political parties as envisaged in Paras mentioned above. Candidates/political parties open kiosks, campaign offices, etc., in the constituency, during election process and such expenses like rent or electricity or furnishing like shamiana etc., after the date of filing of nomination are to be included in the account of the candidate. The EA GHMC/DEAs are also required to include the notional rates of erection/construction of such kiosks, campaign offices, etc., in the constituency on the basis of prevalent rates, after due consultation with the political parties as envisaged in Paras 12.2 and 12.3 mentioned above.

12.5. He/She shall hold a meeting/one day workshop of all recognized National and State level Political Parties within 3 days of the announcement of elections by the Commission to explain the process of expenditure monitoring, legal provisions relating to election expenditure and consequences of noncompliance of these provisions. He shall handover a copy of Guidelines on Expenditure Monitoring Instructions, revised format of affidavits and other instructions.

12.6. He shall be responsible for the proper functioning of the Complaint monitoring control room and call centre in the district.

12.7. He shall provide the logistical support to the officers of the Investigation Directorate of Income Tax and other law enforcement agencies. He shall make arrangement for lodging and boarding, vehicles and security of all officers, engaged in expenditure monitoring cell.

12.8. He shall scrutinize the statement of accounts of election expenditure submitted by each candidate after the declaration of results with the help of the Expenditure Monitoring Cell with the assistance and support of the Expenditure Observer and submit

a report to the Commission within 53 days of the declaration of the results in the prescribed format as per **Annexure –20 & 21**.

12.9. The Election Authority, GHMC or DEA shall submit a monthly report of the pending cases, where accounts are not submitted or are defective, to the Commission by the 5th day of every month in the format given in **Annexure-22** for monitoring of cases of the election expenditure.

13. Action at the level of the Commission Headquarters:

13.1. After receiving reports from the Election Authority, GHMC or DEA to the Commission, shall examine each report and decide on what action needs to be taken in each case. This action can be any one of the following: -

(a) If the Commission deems fit, it may accept the account submitted by the candidate as being within time and in the manner required by the Act and the Rules.

(b) If the Commission considers that a candidate has failed to submit his account within time or in the manner required by the Act and the Rules, the Commission shall issue a notice to the candidate to show cause as to why he should not be disqualified u/s Section 20 B of GHMC Act, 1955 and in paragraph (3) of Schedule-IV of Telangana Municipalities Act, 2019.

13.2. The notice shall be served on the candidate issued by the Commission through the Election Authority, GHMC or DEA, and the evidence of having served the notice shall be forwarded by the Election Authority, GHMC or DEA to the Commission.

The Commission after considering the reply, if any, received from the candidate will pass appropriate orders.

14. Election Expenditure Statement of the Candidate on the Commission's Website:

The scrutiny report of the Election Authority, GHMC or DEA for each candidate is to be uploaded in the TSEC web portal, by the office of the EA, GHMC/DEA within 3 days after submission of Election Authority, GHMC or DEA's Scrutiny Report.

15. Compilation of Seizure Reports:

15.1 To ensure that all records regarding seizures made during the elections are maintained properly and correctly, the Election Authority, GHMC or DEAs have to compile the details of seizure in the prescribed formats (**Annexure- 23**) after taking

necessary inputs from the Nodal Officer of Police, IGP, DEAs etc. and DG Income Tax (Inv), and furnish the same to the Commission on the day of poll. Simultaneously the Nodal Officer of the Police, Nodal Officer of the Excise Department and Nodal Officer of Income Tax Department will send their separate consolidated report of seizure made during election process on the day of poll in prescribed format **(Annexure-25, 25 & 26)**

15.2 The date wise sub totals of seizure of each category for the District, the person from whom it has been seized and the authority to which it has been handed over (each seizure to be shown separately) will be maintained by the EA, GHMC/DEA office and only the consolidated total figures shall be sent to State Election Commission in the proforma enclosed.

15.3 The EA, GHMC/DEA shall send monthly progress report of the seized amount/articles and Status of FIRs registered during the election campaign to the Commission, by 7th day of the succeeding month.

ANNEXURES

Annexure - 1

Legal Provisions (Relevant excerpts from the Indian Penal Code and Electoral Offences specified under GHMC Act, 1955)

Chapter-IXA of Indian Penal Code, 1860 relating to Elections

Section	Contents
171-B	Bribery
171-C	Undue influence at elections
171-D	Personation at elections
171-E	Punishment for bribery
171-F	Punishment for undue influence or personation at an election
171-G	False statement in connection with an election
171-H	Illegal payments in connection with an election
171-I	Failure to keep election accounts

ANNEXURE – 1

CHAPTER IX-A OF INDIAN PENAL CODE, 1860

OFFENCES RELATING TO ELECTIONS

171-B. Bribery. – (1) Whoever, --

- (i) gives a gratification to any person with the object of inducing him or any other person to exercise an electoral right or of rewarding any person for having exercised any such right; or
- (ii) accepts either for himself or for any other person any gratification as a reward for exercising any such right or for inducing or attempting to induce any other person to exercise any such right, commits the offence of bribery;

Provided that a declaration of public policy or a promise of public action shall not be an offence under this section.

- (2) A person who offers, or agrees to give or offers or attempts to procure, a gratification shall be deemed to give a gratification.
- (3) A person who obtains or agrees to accept or attempts to obtain a gratification shall be deemed to accept a gratification, and a person who accepts a gratification as a motive for doing, what he does not intend to do, or as a reward for doing what he has not done, shall be deemed to have accepted the gratification as a reward.

171-C. Undue influence at elections. --- (1) Whoever, voluntarily interferes or attempts to interfere with the free exercise of any electoral right commits the offence of undue influence at an election.

(2) Without prejudice to the generality of the provisions of sub-section (1), whoever, ---

- (a) threatens any candidate or voter, or any person in whom a candidate or voter is interested, with injury of any kind,
or
- (b) induces or attempts to induce a candidate or voter to believe that he or any person in whom he is interested will become or will be rendered an object of Divine displeasure or of spiritual censure shall be deemed to interfere with

the free exercise of the electoral right of such candidate or voter, within the meaning of sub-section (1).

(3) A declaration of public policy or a promise of public action, or the mere exercise of a legal right without intent to interfere with an electoral right, shall not be deemed to be interference within the meaning of this section.

171-D. Personation at elections.--- Whoever at an election applies for a voting paper or votes in the name of any other person, whether living or dead, or in a fictitious name, or who having voted once at such election applies at the same election for a voting paper in his own name, and whoever abates, procures or attempts to procure the voting by any person in any such way, commits the offence of personation at an election.

171-E. Punishment for bribery.--- Whoever commits the offence of bribery shall be punished with imprisonment of either description for a term which may extend to one year, or with fine or with both:

Provided that bribery by treating shall be punished with fine only.

Explanation.—"Treating" means that form of bribery where the gratification consists in food, drink, entertainment or provision.

171-F. Punishment for undue influence or personation at an election.--- Whoever commits the offence of undue influence or personation at an election shall be punished with imprisonment of either description for a term which may extend to one year or with fine or with both.

171-G. False statement in connection with an election.--- Whoever with intent to affect the result of an election makes or publishes any statement purporting to be a statement of fact which is false and which he either knows or believes to be false or does not believe to be true in relation to the personal character or conduct of any candidate shall be punished with fine.

171-H. Illegal payments in connection with an election. – Whoever without the general or special authority in writing of a candidate incurs or authorises expenses on account of the holding of any public meeting, or upon any advertisement, circular or publication, or in any other way whatsoever for the purpose of promoting or procuring

the election of such candidate, shall be punished with fine which may extend to five hundred rupees:

Provided that if any person having incurred any such expenses not exceeding the amount of ten rupees without authority obtains within ten days from the date on which such expenses were incurred the approval in writing of the candidate, he shall be deemed to have incurred such expenses with the authority of the candidate.

171-I. Failure to keep election accounts.- Whoever being required by any law for the time being in force or any rule having the force of law to keep accounts of expenses incurred at or in connection with an election fails to keep such accounts shall be punished with fine which may extend to five hundred rupees.

ELECTORAL OFFENCES OF GHMC ACT, 1955

599. Promoting enmity between classes in connection with election:- Any person who, in connection with an election under this Act promotes or attempts to promote on grounds of religion, race, caste, community or language, feelings or enmity or hatred, between different classes of the citizens of India shall be punishable with imprisonment for a term which may extend to three years and with fine which may extend to three thousand rupees.

600. Prohibition of public meetings during period of forty-eight hours ending with hour fixed for conclusion of poll:- (1) No person shall-

- (a) convene, hold, attend, join or address any public meeting or procession in connection with an election; or
- (b) display to the public any election matter by means of cinematography, television or other similar apparatus; or
- (c) propagate any election matter to the public by holding, or by arranging the holding of, any musical concert or any theatrical performance or any other entertainment or amusement with a view to attracting the members of the public thereto, in any polling area during the period of forty-eight hours ending with the hour fixed for the conclusion of the poll for any election in that polling area.

(2) any person who contravenes the provision of sub-section (1) shall be punishable with imprisonment for a term which may extend to two years, or with fine or with both.

(3) In this section, the expression "election matter" means any matter intended or calculated to influence or affect the result of election.

601. Disturbances at election meetings: (1) Any person who at a public meeting to which this section applies acts, or incites others to act, in a disorderly manner for the purpose of preventing the transaction of the business for which the meeting was called together, shall be punishable with imprisonment which may extend to six months or with fine which may extend to two thousand rupees.

(1-A) An offence punishable under sub-section (1) shall be cognizable.

(2) This applies to any public meeting of a political character held in any Ward between the date of the issue of a notification under this Act calling upon the Ward to elect a member or members and the date on which such election is held.

(3) If any police officer reasonably suspects any person of committing an offence under sub-section (1), he may, if requested so to do by the Chairman of the meeting, require that person to declare to him immediately his name and address, and if that person refuses or fails so to declare his name and address, or if the police officer reasonably suspects him of giving a false name or address, the police officer may arrest him without warrant.

601A. Restrictions on the printing of pamphlets, posters etc: (1) No person shall print or publish or cause to be printed or published, any election pamphlet or poster which does not bear on its face the names and addresses of the printer and the publisher thereof.

(2) No person shall print or cause to be printed any election pamphlet or poster,-

(a) unless a declaration as to the identity of the publisher thereof, signed by him and attested by two persons to whom he is personally known, is delivered by him to the printer in duplicate; and

(b) unless, within a reasonable time after the printing of the document, one copy of the declaration is sent by the printer, together with one copy of the document-

(i) where it is printed in the capital of the State, to the Election Authority, and

(ii) in any other case, to the District Magistrate of the district in which it is printed.

(3) For the purpose of this section,-

(a) any process for multiplying copies of a document other than copying it by hand, shall be deemed to be printing and the expression 'printer' shall be construed accordingly; and

(b) "election pamphlet or poster" means any printed pamphlet, hand-bill or other document distributed for the purpose of promoting or prejudicing the election of a candidate or group of candidates or any placard or poster having reference to an election, but does not include any handbill, placard or poster merely announcing the date, time, place and other particulars of an election meeting or routine instructions to election agents or workers.

(4) Any person who contravenes any of the provisions of sub-section (1) or sub-section (2) shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to two thousand rupees or with both.

604. Prohibition of canvassing in or near polling stations:- (1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely:-

(a) canvassing for votes ; or
(b) soliciting the vote of any elector ; or
(c) persuading any elector not to vote for any particular candidate ; or
(d) persuading any elector not to vote at the election ; or
(e) exhibiting any notice or sign, other than an official notice relating to the election.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with a fine which may extend to rupees two hundred and fifty.

(3) An offence punishable under this section shall be cognizable.

610A. Liquor not to be sold, given or distributed on polling day:- (1) No spirituous, fermented or intoxicating liquors or other substances of a like nature shall be sold, given or distributed at a hotel, eating house, tavern, shop or any other place,

public or private, within a polling area during the period of forty-eight hours ending with the hour fixed for the conclusion of the poll for any election in that polling area.

- (2) Any person who contravenes the provisions of sub-section (1), shall be punishable with imprisonment for a term which may extend to six months, or with fine, which may extend to two thousand rupees, or with both.
- (1) Where a person is convicted of an offence under this section, the spirituous, fermented or intoxicating liquors or other substances of a like nature found in his possession shall be liable to confiscation and the same shall be disposed of in such manner as may be prescribed.

611. Other offences and penalties therefor:- (1) A person shall be guilty of an electoral offence if at any election he-

- (a) fraudulently defaces or fraudulently destroys any nomination paper; or
 - (b) fraudulently defaces, destroys or removes any list, notice or other document affixed by or under the authority of a Returning Officer; or
 - (c) fraudulently defaces or fraudulently destroys any ballot paper or the official mark on any ballot paper or any declaration of identity or official envelope used in connection with voting by postal ballot; or
 - (d) without due authority supplies any ballot paper to any person or receives any ballot paper from any person or is in possession of any ballot paper; or
 - (e) fraudulently puts into any ballot box anything other than the ballot paper which he is authorized by law to put in; or
 - (f) without due authority destroys, takes, opens or otherwise interferes with any ballot box or ballot papers then in use for the purposes of the election; or
 - (g) fraudulently or without due authority, as the case may be, attempts to do any of the foregoing acts or wilfully aids or abets the doing of any such acts.
- (2) Any person guilty of an electoral offence under this section shall:-
- (a) if he is a Returning Officer or an Assistant Returning Officer or a Presiding Officer at a polling station or any other officer or clerk employed on official

duty in connection with the election be punishable with imprisonment for a term which may extend to two years or with fine or with both;

(b) if he is any other person, be punishable with imprisonment for a term which may extend to six months or with fine, or with both.

(3) For the purposes of this section, a person shall be deemed to be on official duty if his duty is to take part in the conduct of an election or part of an election including the counting of votes or to be responsible after an election for the used ballot papers and other documents in connection with such election, but the expression "official duty" shall not include any duty imposed otherwise than by or under this Act or rules made thereunder.

(4) An offence punishable under sub-section (2) shall be cognizable.

612. Penalty for offences not otherwise provided for:- Whoever does any act in contravention of any of the provisions of this Act, or for any rule, notification or order made, issued or passed, thereunder and not otherwise provided for in this Act shall, on conviction be punished with imprisonment which may extend to two years or and with fine which may extend to two thousand rupees or with both.

ANNEXURE – 2

TELANGANA STATE ELECTION COMMISSION

1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

NOTIFICATION

No.2822/TSEC-L/2019,

Date:22.11.2019

Sub:- TSEC- Elections – Elections to Urban Local Bodies – Election expenditure – Specifics and formats for maintaining of election expenditure accounts by the contesting candidates – Notification – Issued – Reg.

Section 617 B (1) of GHMC Act, 1955 (in respect of GHMC) and Section 235 (1) of Telangana Municipalities Act, 2019 (in respect of Municipalities and Municipal Corporation other than GHMC) stipulates that every candidate, at any election held under these Acts shall, either by himself/herself, or by his/her election agent, keep a separate and correct account of all expenses incurred in connection with the election, between the date on which the candidate concerned has been nominated, and the date of declaration of the result of the election, both dates inclusive.

Section 617 B (2) of GHMC Act, 1955 and Section 235 (2) of Telangana Municipalities Act, 2019 stipulates that the account of election expenses shall contain such particulars, as may by order, be specified by the State Election Commission.

In exercise of the powers conferred under Article 243 K and 243 ZA of the Constitution of India and also under Section 617 B (2) of the Greater Hyderabad Municipal Corporation Act, 1955 and Section 235 (2) of Telangana Municipalities Act, 2019 and in supersession of the earlier notification No.1079/TSEC-L/2018, dated 20.12.2018, the State Election Commission, hereby, notifies the specifics and the formats according to which the election expenditure accounts shall be maintained in the elections to Urban Local Bodies as follows-

1. **Accounts to be in the proforma specified:-** The Accounts of Election Expenditure shall be maintained by the contesting candidates in a register format in the proforma specified which is enclosed to this notification.
2. The 'day-to-day' true account of election expenditure incurred by contesting candidate or his Election Agent and also by his supporters, any political party, or body or association or other individuals supporting the candidature or for furthering chances of the candidate in the election shall be recorded in the Proforma enclosed.
3. The day to day expenditure account so maintained in the proforma shall be supported by proper vouchers failing which it will not be treated as true account

of election expenditure as required under the law, save in cases where it is not possible to obtain vouchers.

4. Each of the supporting vouchers, enclosed with the account of election expenditure, shall bear the signature in full of the contesting candidate or his/her election agent.
5. The candidate or his authorized agent shall maintain the expenditure account during the campaign period and shall be submitted to the designated authorities for inspection and scrutiny.
6. The State Election Commission directs that for concurrent monitoring, the "day to day basis" true account of expenditure in the Proforma should be submitted every day to the authorities designated by the State Election Commission by the candidate/election agent personally or through a messenger/post. The designated officer shall see that these day to day accounts of expenditure submitted are published and to make them available to anybody who intends to verify them.
7. The original acknowledgment should be issued to the candidate on submission of the accounts. A copy of it shall be retained in the office of the receiving officer for the record purpose.
8. The final of return of election expenditure in the same proforma shall be submitted by the contesting candidates through the Municipal Commissioner of concerned Municipal Corporation or Municipality as the case may be within 45 days from the date of declaration of results of the office for which they had contested

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- M. Ashok Kumar
Secretary**

To

1. The Election Authority & Commissioner of GHMC, Hyderabad.
2. The E A & Commissioner & Director of Municipal Administration, Telangana, Hyderabad.
3. All the District Collectors & District Election Authorities in the State.
4. All the Commissioners of Municipal Corporations in the State.
5. All the Deputy Commissioners of GHMC.
6. All the Municipal Commissioners of Municipalities in the State.
7. The Regional Directors-cum-Appellate Commissioners of Municipal Administration, Hyderabad and Warangal.
8. All the General Expenditure Observers through the Collectors & DEAs.

Copy to the Prl. Secretary to Government, MA & UD Dept., Telangana, Secretariat, Hyd.

ACKNOWLEDGEMENT (Original to be issued to the Candidate and the Office copy to be retained)

ACKNOWLEDGEMENT (Original/Office Copy)

The Account of Election Expenses of the Candidate Sri/Smt/Kum..... with Sl.No..... in the list of contesting candidates in the (month/year) Election for the office of Ward Member for Ward in Municipal Corporation/ Municipality as filed by Sri/Smt/Kum..... is received by me today ie.,(dd/mm/yyyy).

Signature of the Authorized Officer

Designation: Municipal Commissioner/
Deputy Commissioner (in case of GHMC)/
District Election Authority

Office Seal

ANNEXURE - 3
TELANGANA STATE ELECTION COMMISSION
1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

CIRCULAR

No.2822/TSEC-L/2019,

Date:22.11.2019

Sub:- TSEC- Elections - Elections to Urban Local Bodies – Election expenditure –
Formats for maintaining of election expenditure accounts notified –
Detailed instructions for compliance – Reg.

Ref:- TSEC Notification No.2822/TSEC-L/2019, dt.22.11.2019.

I. Legal Provisions:

Section 617 B (1) of GHMC Act, 1955 (in respect of GHMC) and Section 235 (1) of Telangana Municipalities Act, 2019 (in respect of Municipalities and Municipal Corporations other than GHMC) stipulates that every candidate, at any election held under these Acts shall, either by himself/herself, or by his/her election agent, keep a separate and correct account of all expenses incurred in connection with the election, between the date on which the candidate concerned has been nominated, and the date of declaration of the result of the election, both dates inclusive.

Sub-Section (2) of Section 617 B of GHMC Act, 1955 and Sub-Section (2) of Section 235 of Telangana Municipalities Act, 2019 stipulates that the account of election expenses shall contain such particulars, as may by order, be specified by the State Election Commission.

Sub-Section (3) of Section 617 B of GHMC Act, 1955 and Sub-Section (3) of Section 235 of Telangana Municipalities Act, 2019 stipulates that the total of the said expenses shall not exceed such amount, as may by order, be specified by the State Election Commission.

Section 617 C of GHMC Act, 1955 and Section 236 of Telangana Municipalities Act, 2019, stipulates that

617-C. Lodging of account with the District Election Authority: Every contesting candidate at an election shall, within forty five days from the date of declaration of the result of the election, lodge with the District Election Authority, an account of his election expenses, which shall be a true copy of the account kept by him, or by his election agent, under Section 617-B.

236. Lodging of account with the District Election Authority: Every contesting candidate at an election shall, within forty five days from the date of declaration of the result of the election, lodge with the District Election Authority, an account of his election expenses, which shall be a true copy of the account kept by him, or by his election agent, under section 235”;

Under Section 20-B of GHMC Act, 1955 and paragraph 3 in schedule IV of Telangana Municipalities Act, 2019, the State Election Commission is empowered to disqualify a candidate from contesting election for a period of 3 years for failure to lodge an account of election expenses within the stipulated time and in the manner required under the said Acts and in case the candidate is elected, he is liable for cessation of office for such failure.

For the purpose of clarity, the explanations given under Section 617-B of GHMC Act, 1955 and Section 235 of Telangana Municipalities Act, 2019 for the election expenses are reproduced below.

Explanation-I:- 'Election expenses' for purpose of this Act shall mean all expenses in connection with the election,-

- (a) incurred, or authorized by the contesting candidate, or by his election agent;
- (b) incurred by any association, or body of persons, or by any individual, other than the candidate or his election agent, aimed at promoting or procuring the election of the candidate concerned; and
- (c) incurred by any political party, by which the candidate is set up, so as to promote or procure his election:

Provided that any expenses incurred by any political party as part of its general propaganda, which is distinguishable from its election campaign, for the promotion or procuring the election of a particular candidate, by words, either written or spoken, or by signs or visible representations, or by audiovisual devices, or through print or electronic media or otherwise, shall not constitute 'election expenses' for purposes of this Act.

Explanation – II:- (1) For the removal of doubts, it is hereby declared that any expenses incurred in respect of any arrangements made, facilities provided or any other act or thing done by any person in the service of the Government and belonging to any of the classes mentioned in clause (9) of Section 17 of GHMC Act, 1955 and in clause (9) of section 205 of TM Act, 2019 in the discharge or purported discharge of his official duty as mentioned in the proviso to that clause shall not be deemed to be expenses in connection with the election incurred or authorized by a candidate or by his election agent for the purposes of this sub-section.

The SEC issued Notification in the reference cited (enclosed to this circular) prescribing the particulars and the formats according to which the election expenditure accounts shall be maintained by the contested candidates in the elections to Urban Local Bodies and true copies of the same are to be submitted to the District Election Authority through the Municipal Commissioner of concerned Municipal Corporation or Municipality, as the case may be, within 45 days from the date of declaration of the result.

In this regard the attention of all political parties and contesting candidates is, hereby, drawn to the provisions of section 171 of the Indian Penal Code which reads as follows:

“171 H. IPC **Illegal payments, in connection with an election**:- whoever, without the, general or special, authority in writing of a candidate, incurs or authorises expenses on account of the holding of any public meeting, or upon any advertisement, circular or publication, or in any other way whatsoever for the purpose of promoting or procuring the election of such candidate, shall be punished with fine which may extend to five hundred rupees:

Provided that if any person having incurred any such expenses not exceeding the amount of ten rupees without authority, obtains within ten days from the date on which such expenses were incurred the approval in writing of the candidate, he shall be deemed to have incurred such expenses with the authority of the candidate”.

Thus, from the above provision of law, it may be noted that the expenditure incurred by the supporters in connection with election of a candidate, without the knowledge or consent of the contesting candidate, is a criminal offence under the above law and persons, supporters, political parties, body or associations are liable for prosecution. And if such expenditure has been incurred, with the knowledge or with the consent of the candidate, then the same should be included in the account of election expenses of the candidate.

II. Directions for Compliance:

1. In order to put effective curbs on the incurring or authorising of expenditure, in violation of the statutory provisions of the above-referred section 171 H of the Indian Penal Code and in the interests of free and fair elections, the State Election Commission, in exercise of its powers under Article 243 ZA of the Constitution, Section 617-B of GHMC Act, 1955 and Section 235 of Telangana Municipalities Act, 2019, hereby, directs as follows:

(i) No political party or any other association, body or individual, shall put up any cut-outs, hoardings, wall paintings, flags, banners, buntings, advertisements in newspapers, electronic media etc., without the general or special authority (in writing) of the candidate whose election is sought to be promoted by such cut-outs, hoardings,

etc., as is statutorily and mandatorily required under Section 171 H of the Indian Penal Code. Strict penal action against those offending the above provisions of law shall be taken and prosecutions launched against them.

(ii) Subject to clause (iii) below, a political party or association or body may put up any cut-outs, hoarding, etc., referred in clause (i) above as part of its general propaganda, which is distinguishable from its election campaign for the promotion of the election of a particular candidate. For example if the poster, banner etc. appeals to the voter to vote for a party in words or picture or photo of party office bearers only then it is a case of general publicity. But if a poster, banner etc. also appeals to vote for a particular candidate in words or picture or photo then the cost thereof should be counted towards the expenditure of that candidate. If there is more than one candidate promoted in the propaganda, then the expenditure shall be shared amongst them.

(iii) No political party, contesting candidate, association, body or individual shall put up any cut-outs, hoarding etc., either under clause (i) or under clause (ii) above, unless prior written permission of the concerned Government authorities or local authorities like Municipality and Municipal Corporation has been obtained under the relevant local laws before putting up such cut-outs, hoarding etc.

(iv) Before granting any permission as envisaged in clause (iii) above, the concerned Government authorities or the local authorities mentioned above shall thoroughly examine the applications of the parties, association, bodies or individuals with a view to satisfying themselves that the putting up of such cut-outs, hoardings etc., on the proposed site does not compromise the safety and security of the general public and does not result in traffic and other hazards in any manner whatsoever. Such authorities shall also examine whether any authorisation from a particular candidate is required by the applicant in terms of clause (i)&(ii) above and, if so, whether such authorisation has been obtained by the applicant.

(v) It shall be the responsibility of the Government authorities and local authorities mentioned above to ensure that no cut-outs, hoardings etc., are put up by any political party, association, body or individual on any highways, road-sides, traffic intersection and crossings, government buildings and property, like electricity and telephone poles, etc., without prior written permission of the concerned department or local body and the written authorization of the candidate, where required, as mentioned above. Any cut-out, hoardings, etc. which have been put up without the required permission and authorization should be got removed/demolished forthwith at the cost of the party, association, body or individual responsible for the unauthorised putting up of the same.

(vi) Penal action shall also be initiated forthwith against such defaulting parties, associations, bodies or individuals by the Enforcement authorities under section 171 H, IPC and sections 4 and 5 of "Telangana Prevention of Disfigurement of Open Places and Prohibition of Obscene and Objectionable posters and Advertisements Act, 1997 (Act 28

of 1997)" the provisions whereof have been violated by the putting up of such unauthorised cut-outs, hoardings etc.

(vii) If any such instances either come, or are brought, to the notice of the election expenditure observer, District Election Authorities, Returning Officers or other authorities concerned with the conduct of elections, including the Police authorities, they shall forthwith take up the matter for prompt action as directed in clauses (v) and (vi) above.

2. The Commission, hereby, warns all concerned that any violation of the above directions will be viewed seriously by the Commission and most stringent action possible under the law will be taken against the parties, associations, bodies or individuals responsible for such violations.

3. If any Officer is found to have failed to take prompt and expeditious action as envisaged above, he will render himself liable to strict disciplinary action for failure to discharge the official duty.

4. Concurrent monitoring during election campaign:

(i) The State Election Commission directs that for concurrent monitoring the "day to day basis" true account of expenditure in the Proforma should be submitted every day to the authorities designated by the State Election Commission by the candidate/election agent or by messenger personally or by post. These authorities shall see that the day to day accounts of expenditure submitted are published and to make them available to anybody who intends to verify them.

(ii) In connection with ordinary/casual elections to Municipal Bodies in the State, the Commission, hereby, designates the Returning Officers for the inspection and scrutiny of the day to day expenses submitted by the contesting candidates for the office of Ward Member of Municipalities / Municipal Corporations during campaign period.

The election expenditure observers will also undertake inspection and scrutiny of all the expenditure accounts constantly.

(iii) With a view to minimise the possibility of contesting candidates, their supporters, political parties, bodies or associations incurring expenditure in excess of the ceilings prescribed by the State Election Commission, it is felt necessary that the daily returns of expenditure should be made transparent by making them available to the public and the other contesting candidates, who, can help the Election Commission to effectively check the veracity of the returns with actual expenditure being incurred by the contesting candidates and their supporters. It is, therefore, decided that the designated officers should make photo copies of these returns and provide the same to other contesting candidates, any member of the public or Non-Governmental Organisation, on demand and on payment of xeroxing charges or a certified copy as per Section 76 of the Indian Evidence Act, 1872 and to the media, free of cost, so as to

enable them to assist the Election Commission in effectively implementing the ceilings imposed on the expenditure to be incurred by the contesting candidates for various offices. The Commission is of the considered opinion that this exercise in bringing transparency in election expenditure will enhance the purity of elections and help in conduct of free and fair elections.

5. Final Expenditure Account:

The final return of election expenditure within the format and proforma prescribed in the notification cited shall be submitted by the contesting candidates through the Municipal Commissioner of concerned Municipal Corporation or Municipality, as the case may be, within 45 days from the date of declaration of the results of the Office for which they had contested. The Municipal Commissioner shall forward all returns received by him to the District Election Authority immediately on the expiry of forty-five days from the date of declaration of the results of elections. The Election Authority & Commissioner, GHMC and Collector & District Election Authority shall make these returns public and take up follow up action as per rules 93, 94 and 95 of Telangana Municipal Corporation (Conduct of Election of Members) Rules, 2005 in case of GHMC and rules 103, 104 and 105 of Telangana Municipalities and Municipal Corporations (Conduct of Election of Members) Rules, 2019 in case of Municipalities and other Municipal Corporations.

The Collector & District Election Authority shall also take follow up action in respect of candidates who failed to lodge election expenditure accounts within the stipulated time and in the manner required by or under the GHMC Act, 1955 and Telangana Municipalities Act, 2019 as the case may be, as per the procedure envisaged in sub rules (2) and (8) of Rule 95 of Telangana Municipal Corporation (Conduct of Election of Members) Rules, 2005 in case of GHMC and in sub rules (2) and (7) of Rule 105 of Telangana Municipalities and Municipal Corporations (Conduct of Election of Members) Rules, 2019 in case of Municipalities and other Municipal Corporations. The report would be considered 'in the manner required' by or under the GHMC Act, 1955 and TM Act, 2019, as the case may be, only when

(i) The Expenditure Account should be complete and true. An expenditure report which does not contain all the expenditure incurred will be considered incomplete and untrue and would be acted upon as per the provisions of the Acts and Rules.

(ii) An expenditure Account that is in the format & Proforma prescribed by the SEC in Notification No.2822/TSEC-L/2019, dt:22.11.2019 (copy enclosed) will only be treated as being in the manner required by or under the GHMC Act, 1955 and TM Act, 2019, as the case may be. Any divergence from the format & proforma will be treated as non submission and suitable action initiated against the concerned.

The election authorities relating to Municipal Corporation and Municipality elections are directed to furnish a copy of these instructions to the contesting candidates under acknowledgement.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/-M. Ashok Kumar
Secretary
TSEC**

To

9. The Election Authority & Commissioner of GHMC, Hyderabad.
10. The E A & Commissioner & Director of Municipal Administration, Telangana, Hyderabad.
11. All the District Collectors & District Election Authorities in the State.
12. All the Commissioners of Municipal Corporations and Municipalities in the State.
13. All the Deputy Commissioners of GHMC.
14. The Regional Directors-cum-Appellate Commissioners of Municipal Administration, Hyderabad and Warangal.

Copy to the Prl. Secretary to Government, MA & UD Dept., Telangana, Hyderabad.

ANNEXURE - 4

ARRIVAL/DEPARTURE REPORT OF THE EXPENDITURE OBSERVER

[Signed copy to be Post by E-mail to the Commission immediately after arrival/departure]

Date of Reporting		
Observer's Name		
Observer's Code		
Number and Name of the Circle or District		
Name of the Municipal Body		
Number and Name of the Local Body / Wards allotted		
Mobile Number		
Official Fax No. of the Constituency/District Election Cell		
Official Telephone Nos. of the Constituency/District Election Cell		
E-mail ID		
1	Date of Arrival/Departure of Observer (please strike out the portion which is not applicable)	
2	Was there any break taken by the Observer from the Duty	
3	If yes, give details	
4	Was there late reporting to duty	
5	If yes, by how much time.	

Place:

Date:

Signature of the Observer

ANNEXURE-5 A

Expenditure Observer Report-I

Preparedness Report for the Expenditure Monitoring
[Singed copy to be Post by E-mail to the Commission within 3 days after
the date of Notification]

Date of Reporting			
Observer's Name			
Observer's Code			
Number and Name of the Circle or District			
Name of the Municipal Body			
Number and Name of the Wards allotted			
Mobile Number			
Official Fax No. of the Constituency/District Election Cell			
Official Telephone Nos of the Constituency/District Election Cell			
E-mail ID			
Sl. No.	Description	Yes	No
1	Whether the Assistant Expenditure Observer has been appointed as the Designated Officer to help check the accounts of daily expenditure to be maintained by the candidates.		
2	Whether all the teams engaged in election expenditure monitoring, like Accounting Team, Static Surveillance Teams, Flying Squads and Video Surveillance Teams etc., have been formed and working properly.		
3	Whether election machinery is aware of Notification issued by the Commission relating to ceiling on Maximum expenses		
4	Whether the RO has provided the prospective candidate with following: (i) Format for assets and liability for the candidate. (ii) Prescribed Register for maintaining day-to-day account of election expenditure as per the new format. (ii) Format of —Abstract Statement of Election Expenses , and Affidavit		

	(iii) Written communication by the Returning Officer detailing the provisions of maintenance of accounts of election expenses immediately after the nomination of the candidates.		
5	Whether such registers were duly page numbered and authenticated by the EA, GHMC/DEA/RO at the time of issue.		
6	Whether the entire Expenditure monitoring Teams and Assistant Expenditure Observers have been briefed by the Observer regarding the various aspects of expenditure and the System of Reporting.		
7	Whether the Expenditure Observer has spoken to the SP and DEA, and the Officers of Investigation Directorate of Income Tax, Police and State Excise for keeping surveillance on distribution of cash, liquor and other goods.		
8	(i) Have the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures been provided by the EA, GHMC or DEA.		
	(ii) Whether rate charts of all Media operating in the constituency has been obtained		
	Has the same been apprised to the contesting candidates and the Assistant Expenditure Observers and Members of Expenditure Monitoring Teams.		
9	Whether the Accounting Team, Video Viewing Team, Video Surveillance Team, Media Monitoring Team and Surveillance Teams under each Police Station are prepared for Monitoring of Election Expenditure and are provided with relevant Registers/Formats e.g. Video cue sheet, Shadow Register, Media Expenditure Monitoring Report etc.		
	i. Whether Booth Level Awareness Groups (BAGs) formed and sensitized about ethical voting campaign and against the evil effects of bribe and encourage collection of evidences of malpractices		
	ii. Please mention the number of such groups formed		
	Whether the Assistant Expenditure Observer and members of the Accounting Team, Video viewing Team, Video Surveillance Team, Media report, and Monitoring Team have been trained.		
	(a) By Election Authority, GHMC or DEA		
	(b) By Expenditure Observer		
	(c) Any Problem in functioning as pointed out by the teams (if yes, then bring it to the notice of RO, Election		

	Authority, GHMC or DEA immediately under intimation to the State Election Commission)		
	Whether the EA, GHMC/DEA has held meeting with all political parties and has given to them copies of Expenditure Instruction in local language.		

(If answer to any of the above is negative, the same should be brought to the notice of RO, Election Authority, GHMC or DEA immediately under intimation to the State Election Commission.)

Place:

Date:

Signature of Expenditure Observer

ANNEXURE-5 B

Expenditure Observer Report-II

Preparedness Report for the Expenditure Monitoring

[signed copy to be sent by E-mail to the Commission separately within 24 hrs after withdrawal of candidature]

Date of Reporting			
Observer's Name			
Observer's Code			
Number and Name of the Circle or District			
Name of the Municipal Body			
Number and Name of the Wards allotted			
Mobile Number			
Official Fax No. of the Constituency/District Election Cell			
Official Telephone Nos. of the Constituency/District Election Cell			
E-mail ID			
Sl. No.	Description	Yes	No
1	Whether the schedule of inspection of the expenditure register/vouchers fixed.		
2	If yes, indicate the dates fixed for inspection.		
	Whether the entire Expenditure monitoring Teams and Assistant Expenditure Observers have been briefed by the Observer regarding the various aspects of expenditure and the System of Reporting.		
	Whether the Expenditure Observer is getting Daily Activity reports/feedback from the SP and DM, and the Officers of Investigation Directorate of Income Tax for keeping surveillance on distribution of cash, liquor and other goods.		
	Have the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures been provided by the EA, GHMC/DEA.		

	Whether the candidates have been apprised of the new procedure of Expenditure Monitoring by RO and Expenditure Observers and copies of the Expenditure Instructions have been given?		
	Whether the Banks are providing reports of suspicious cash withdrawal to EA, GHMC/DEA.		
	Whether such reports exceeding Rs. 10 lakh are being forwarded to Nodal Officer of Income Tax		
	Whether Assistant Expenditure Observers have got entered the expenses in Shadow Register in connection with filing of nominations by all the candidates		
	Whether Authority granting permission for deploying vehicles for electioneering for Public Meetings, Rallies and processions, are forwarding copies of such permission to Video Surveillance Team, Accounting Team, and Media Monitoring Team.		
	Whether MCMC is provided with all infrastructures like TVs with cable connection and Newspapers?		
	Whether the constituency is declared Expenditure Sensitive? If yes, has the Police Observer been appointed?		
	Over all Observation on the preparedness of the expenditure monitoring Team and suggestions for any improvement (Indicate areas of concerns in order of Priority).		

(If answer to any of the above is negative, the same should be brought to the notice of RO, Election Authority, GHMC or DEA immediately under intimation to the State Election Commission.)

Place:

Date:

Signature Expenditure Observer

ANNEXURE-6

Expenditure Observer Report-III

Expenditure Report after Completion of Poll

[singd copy to be Post to the Commission by E-mail within 24 hours of completion of Poll/Re-poll, if any]

Date of Reporting			
Observer's Name			
Observer's Code			
Number and Name of the Circle or District			
Name of the Municipal Body			
Number and Name of the Wards allotted			
Mobile Number			
Official Fax No. of the Constituency/District Election Cell			
Official Telephone Nos. of the Constituency/District Election Cell			
E-mail ID			
Sl. No.	Description		
1	Number of complaints received pertaining to expenditure.		
2	Number of complaints enquired and Action Taken.		
3	No. of cases pending inquiry and corrective action.		
4	Reasons for pendency.		
	(i) No. of candidates who did not produce the register for inspection.		
	(ii) No. of candidates to whom notices issued for non-production of register for inspection.		
	(iii) No. of Candidates who did not produce register in spite of issue of notice.		
	(iv) Mention the names, who did not produce register in spite of notice.		
5	Candidates who were issued notice by RO/EA, GHMC/DEA	Number	Names
	(i) For discrepancy in format of register of day to day Accounts/Cash Register/Bank Register.		
	(ii) For not showing the true account of expenditure including those shown in shadow register.		
	(iii) For not opening separate bank account		
	Whether Assistant Expenditure Observer has maintained the Shadow Observation Register, folder of evidence and other reports/correspondence		

	between RO/EA, GHMC/DEA and the candidates in the District Head Quarter.		
	Any seizure of cash, liquor, other articles made during the period after filing of nomination.		
	If so, details thereof. Also mention separately the location and authority which effected the seizure.		
	Whether the seized cash/goods can be linked to election expenditure of any candidate.		
	If so, give details.		
	Whether any suspected paid news was noticed and referred to the Committee formed in the District.		
	If so, give details including name of candidate, name of media and other details and whether the MCMC has considered and notice issued by RO (Annex the details of such cases)		
	Whether expenditure in all Public Meetings/ Rallies/Procession were entered in Shadow Observation Register of the Candidate.		
	Whether all such expenses were shown in the Register of day-to-day accounts, submitted by the Candidates.		
	If No, then mention details.		
	Whether liquor production/distribution reports were being monitored during the period.		
	Whether all ostentatious expenditure like Mundan Ceremony, Birthday Ceremony etc. marriage/group marriage ceremony have been reported to EA, GHMC/DEA/Investigation Directorate of Income Tax.		
	If so, details of action taken by the Directorate/EA, GHMC/DEA:-		
	Mention the amount of such expenditure and whether the same can be linked to any candidate. (Mention the Name of Candidate)		
	Expenditure incurred in Cash or in kind by each political party in the constituency on behalf of their candidates (mention the name of party and amount).		
	Any other method of hiding the Election Expenditure were noticed (please give the details)		
	Any other Remark/Suggestion: (Please mention in order of priority)		

Place:

Date:

Signature Expenditure Observer

ANNEXURE - 7

Expenditure Observer's Final Report (Report –IV)

[Singed copy to be post by E-mail to the Commission separately for each Ward/District after 45 days of declaration of results]

Date of Reporting	
Observer's Name	
Observer's Code	
Number and Name of the Circle or District	
Name of the Municipal Body	
Number and Name of the Ward allotted	
Mobile Number	
E-mail ID	
Date of Declaration of Results	
Last date of filing Account of Election Expenditure	
Total Number of Contesting Candidates:	
Name of winning Candidate/Party affiliation , if any:	

SUMMARY OF OBSERVATION

Sl. No.	Name of the Candidate and party Affiliation	Whether notices issued to the candidates on all discrepancies found during inspection or in final accounts of the candidate and reply of the candidates considered (see Note 8)	Date of Lodging of Account of Election Expenses by the Candidates (Please see note 1 below)	Whether Account lodged in time (Yes/No)	Amount of expenditure mentioned in the accounts of the candidate	Whether accounts are lodged in format and with all necessary documents	Whether the Observer agrees with the candidate's Submission vis-a-vis the evidence collected (Yes/No) if no, Please annex as per note 2 below	Whether the RO/Election Authority or DEA has cross checked the candidates submission with all information collected during campaign (Yes/No),If, No, Pl. Annex details as per note 3 below	Whether the estimated expenditure incurred by the candidate exceeded the prescribed ceiling (Yes/No). If, yes, pl. Annex details as per note 4 below	Amount of expenditure incurred by the political party, if any, on behalf of the candidate mentioned the name of the party as per note 5 below	Amount of expenditure incurred by other entity/ individuals on behalf of the candidate.	Whether Abstract Statement of accounts uploaded on Commission's website (within 10 days of lodging of accounts)	Whether cash and other item seized during election process has been releases within 7 days excepting the cases (i) where FIR has been lodged (ii) where cash handed over to IT Deptt. If not, whether it is brought to the notice of RO, Election Authority, GHMC or DEA and CP/SP for urgent action.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

1													
2													
3													
4													
5													
6													
7													
8													
9													

Place:

Date:

Signature Expenditure Observer

Note:

1. In column 4, where the candidate has not submitted his account of election expenses, it should be mentioned – “Not Submitted”.
2. In column 8, if no, a separate report for each candidate along with evidence/reference number shall be given by the Observer mentioning where he does not agree.
3. In column 9, if Observer does not agree with the EA, GHMC/DEA, he may mention the reasons of disagreement separately.
4. In column 10, a brief statement shall be given by the Expenditure Observer for the candidate in whose case the observed expenditure exceeded the ceiling, and the estimated amount of total expenditure shall be mentioned.
5. In column 11, if there is more than one political party incurring expenditure for a candidate then name of each party and amount shall be given separately. If the Observer does not agree with the figure shown, then he will annex separately the estimated figure with the evidences gathered.
6. In column 12, total amount incurred by other entities/individuals on behalf of the candidate shall be mentioned in this column and if the observer does not agree if the figure shown, then he will annex separately the estimated figure with the evidences gathered along with the names of the entities/individuals.
7. If the Expenditure Observer has any suggestion for improvement of the procedure, he may enclose his suggestion separately with this report as `Annexure A`.
8. In items where the `Shadow Observation Register` shows more expenditure, which the candidate has not shown, a notice is required to be issued after inspection of A/cs asking the candidate to reply within 48 Hrs. Similarly, after final inspection, if any discrepancy is found in the Abstract Statements submitted by the candidates the candidates, notices are to be issued within 48 Hrs asking the candidate to reply within 3 days.

The Expenditure Observer is required to indicate, whether the above procedure is followed and whether replies of the candidate have been considered in EA, GHMC or EA, GHMC/DEA’s Scrutiny Report.

(To be submitted for each Ward of Circle of GHMC concerned or District)

ANNEXURE - 8

Daily Report of Assistant Expenditure Observer

No. & Name of the Circle	
No. & Name of the Ward	
Date	
(A) Video Teams (i) List of places where Video Teams were deployed and names of the candidates.	
(ii) Whether the Video Surveillance Team has submitted the CD with Cue Sheet?	
(iii) Whether the Video Viewing Team has entered the items of expenditure like number of Vehicles/Size of Rostrum/cutouts etc.?	
(B) Accounting Team:- (i) Whether all the expenses are entered in Shadow Observation Register of each candidate?	
(ii) Whether the folder of evidence for each candidate is being maintained?	
(C) Media Monitoring Team: (i) Whether the team is watching and recording all the advertisements in print or electronic Media?	
(ii) Whether the team is sending report to Accounting Team? (iii) Whether any Paid News is noticed?	
(D) Control Room and Call Centre: (i) No. of complaints received -	
(ii) Whether complaint has been forwarded to the Officer concerned promptly?	
(iii) Whether action has been taken? If so, mention the type of action and findings.	
(E) Flying Squad and Surveillance Teams: (i) No. of cases reported to Flying Squad.	
(ii) Action taken by the Squad.	
(iii) No. of Check Posts put.	
(iv) Seizure, if any –	

Place:

Signature

Date:

Name of Assistant Expenditure Observer

ANNEXURE - 9

Cue-Sheet for Video Surveillance Teams

(To be filled at the time of Video Recording)

No. & Name of the Circle/Division of Local Body –

Name of the Municipal Corporation/Municipality –

Name of the District –

Name of the Officer In-charge of Video Surveillance Team –

Name of the Videographer –

Date –

CD Number –

Sl. No.	No. and Name of the Constituency / Ward	Name of the Candidate	Location	Event	Time of the day when recording began	Time on CD when recording ended	Time on CD when recording ended	Duration of recording	Brief Description of evidence Recorded
1	2	3	4	5	6	7	8	9	10

Place:

Date:

**Signature of Officer In-Charge of Video
Surveillance Team**

ANNEXURE – 10

Elections / Most Urgent

TELANGANA STATE ELECTION COMMISSION

1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

ORDER

Order. No.2823/TSEC-L/2019

Dated:16.11.2019

Sub:- TSEC-Elections – Ordinary elections to Urban Local Bodies other than GHMC – Constitution of Flying Squad (FS) and Static Surveillance Team (SST) – Instructions issued.

The Superintendence, direction and control of all elections to Local Bodies in the State is vested in the State Election Commission under Article 243K and 243ZA of the Constitution of India; and

And Whereas, all forms of criminal offences such as intimidation, threat, undue influence and bribing during elections must be prevented in the interest of free and fair election and; reports are received that money power and muscle power are being used during election process for inducement of electors by way of distribution of cash, gift items, liquor or free food; or intimidation of electors by threat; and

And Whereas, distribution of cash or any item of bribe or use of muscle power for influencing electors are criminal offences under section 171 of IPC and also are Corrupt Practices under Section 205 of Telangana Municipalities Act, 2019.

Now, therefore for the purpose of maintaining purity of elections, in connection with the polls to Municipal Corporations and Municipalities, the State Election Commission hereby issues the following Standard Operating Procedure for Constituting Flying Squads, Static Surveillance Teams and Check Posts, for keeping vigil against excessive campaign expenses, distribution of items of bribe in cash or in kind, movement of illegal arms, ammunition, liquor, or anti-social elements etc. in the districts during election process:

Flying Squad (FS)

1. There shall be one or more Flying Squads (FS) in each Urban Local Body depending upon area of the ULB. The FS shall start functioning from the date of announcement of election and shall continue till completion of poll.

2. The Flying Squad shall (a) attend to all Model Code of Conduct (MCoC) violations and related complaints; (b) attend to all complaints of threat, intimidation, movement of antisocial elements, liquor, arms and ammunition and large sums of cash for the purpose of bribing of electors etc.; (c) attend to all complaints regarding election expenditure incurred or authorised by the candidates / political party;(d) videograph, all major rallies, public meetings or other major expenses made by candidates and political parties after the announcement of election by the Commission.

3. The FS shall work on 24/7 basis during this period. The names and mobile numbers of the Magistrate as head of the FS and other officials in FS are provided to the Complaint Monitoring Control Room, Call Centre, Returning Officer, Collector & DEA and Election Observer. The Collector & DEA shall constitute the FS with officers of proven integrity.

4. Whenever a complaint regarding distribution of cash or liquor or any other item of bribe or regarding movement of anti social elements or arms and ammunition is received, the FS shall reach the spot immediately. In cases where incriminating evidence is found, the FS shall seize the items of bribe or other illicit items, and gather evidences and record statement of the witnesses and the persons from whom the items are seized. A formal complaint shall be lodged in the concerned police station and the seized materials shall be deposited therewith without any delay. No seizure of cash shall take place without having any incriminating evidence. The entire proceeding shall be video recorded. The formal complaint/F.I.R. shall be filed against (i) the persons, giving/taking bribe; and (ii) any other person from whom contraband items are seized or (iii) any other antisocial elements found engaged in illegal activity. The copy of the complaint / FIR shall be displayed on the notice board of the Returning Officer for public display and be sent to the Collector & DEA and Election Authority and Election Observer.

5. The FS shall send a Daily Acton Taken report in respect of items of seizure of bribe or cash to the Superintendent of Police/Commissioner of Police/Deputy Commissioners of Police as the case may be in a format as per Annexure - D, with a copy to Returning Officer along with the Daily extract of all the complaints to Returning Officer in the format as given in Annexure-C.

6. In case, a complaint is received about distribution of cash, gift items, liquor or free food; or about threat/ intimidation of electors; or of movement of arms/ammunitions/ antisocial elements and it is not possible for the FS to reach the spot immediately, then the information shall be passed on to the Static Surveillance Team, nearest to the spot or to the police station of that area, who shall rush a team to the spot for taking necessary action on the complaint. All seizures made by the police authorities either on receipt of complaints forwarded by FS or received independently shall also be reported to the FS which shall incorporate such reports in its Daily Activity Reports in orders to avoid duplication of seizure or action taken reports.

7. Each FS shall announce through a Public address system, fitted onto its vehicle, the following in local language in the area under its jurisdiction: "As per section 171 B of Indian Penal Code, any person giving or accepting any gratification in cash or kind during election process, with a view to inducing the person to exercise his electoral right is punishable with imprisonment up to one year or with fine or with both. Further, as per section 171 C of Indian Penal Code, any person who threatens any candidate or elector, or any other person, with injury of any kind, is punishable with imprisonment up to one year or with fine or both. Flying Squads have been formed to register cases against both the giver and the taker of bribe and for taking action against those who are engaged in threat and intimidation of electors. All the Citizens are hereby requested to refrain from giving or taking any bribe".

Static Surveillance Team (SST)

1. There shall be one or more Static Surveillance Teams (SST) in each Urban Local Body depending upon area of the ULB with one magistrate and three or four police personnel in each team who shall be manning the check post in shifts, round the clock.
2. This team(s) shall put check post(s) at vantage point(s) at the borders of the Urban Local Body so as to keep watch on movement of illicit liquor, items of bribe, or large amount of cash, arms and ammunition and also movement of antisocial elements in their area. The entire process of checking shall be video graphed.
3. The SST shall send Daily Activity report to the Superintendent of Police / Commissioner of Police/ Deputy Commissioner of Police as the case may be with copy to Returning Officer in a format as per Annexure–E, on the same day.
4. The entire operation by SSTs shall be done in the presence of an Executive Magistrate and shall be videographed. No such checking shall take place without the presence of Executive Magistrate. The video record with an identification mark of date, place and team number shall be deposited with the Returning Officer on the next day who shall preserve the same for verification by the Commission at later point of time. It may also be widely advertised by the Collector & DEA that, any member of the public can obtain a copy of the DVD/video record by depositing Rs.300/.
5. Wherever Check Posts are set up at the borders of the Urban Local Body or at any other place by any agency, for any purpose, then the nearest SST shall be made part of such team, to avoid duplication of checking in the area and reporting has to be done by the SST.
6. The SSTs shall be controlled by the Collector & DEA and Superintendent of Police / Commissioner of Police/ Deputy Commissioner of Police in consultation with Election Observer and the mechanism shall be strengthened in last 72 Hrs. before the poll, particularly in vulnerable areas.
7. During checking, if any vehicle carrying a candidate, his agent, or party worker or posters or election materials is found with cash exceeding Rs.50,000/- or any drugs, liquor, arms or gift items which are valued at more than Rs.10,000/-, or any other illicit articles that are likely to be used as electoral inducement shall be subject to seizure. The whole event of checking and seizure is to be videographed by a video team, which will submit the copy of the video CD to the Returning Officer. It should be borne in the mind of the SST that they are not authorized to cause inconvenience or seize cash or other valuables in circumstances other than those mentioned earlier especially when there is no incriminating evidence of its probable abuse in elections. In any case, cash shall not be seized in the following cases:-
 - a. If a person is carrying cash from the business place to the bank, for the purpose of depositing it in the bank, and submits the documents like PAN Card/Business

Registration Certificate and bank passbook / statement and copy of the cash book to show regular cash deposits, then no seizure shall be effected, irrespective of the amount. However, a declaration in the format (Annexure-A) along with copies of the above documents shall be obtained from the person before release of the cash. The person shall submit a copy of the Bank deposit slip to the SST concerned, after depositing the amount in the bank.

- b. If no criminality is suspected and no link with any candidate or political party is suspected, and the cash carried along with the bank withdrawal slip/bank pass book/ bank statement with the name of the bank and branch, to show that cash is withdrawn on the same day, then seizure will not be effected. However, a declaration in the format (Annexure-A) shall be obtained from the person.
- c. Any person carrying cash for purpose of medical treatment will not be seized, provided he produces the proof of medical admission/medical treatment.
- d. Any cash being carried for marriage purpose shall not be seized, if person concerned produces documents like marriage invitation / Kalyan Mandap booking / any other document to prove the marriage celebration. No jewellery/bullion carried for marriage purpose or for personal use shall be seized.

8. In all cases where cash above Rs.50,000 is found but without any incriminating evidence as to its possible abuse in elections the same should be allowed to be carried after obtaining a declaration to that effect (Annexure-A).

9. FS and the SST shall be polite, decent and courteous, while checking the baggage or vehicle. The purse held by women shall not be checked, unless there is a lady officer. The FS shall also supervise the functioning and proper conduct of SSTs during checking in their areas.

10. The Collector & DEA and the Superintendent of Police / Commissioner of Police/ Deputy Commissioner of Police of the district in which the ULB falls, shall ensure that the teams are properly constituted, trained and accounted for. The Nodal Officer at the Police Headquarters shall ensure that proper training and sensitization of the police force in this regard is done.

11. The seized materials including cash if any shall be deposited in the Police Station having jurisdiction over the area for necessary further action in prosecuting the offenders in Courts.

12. A receipt (Annexure-B) should be issued to the person from whom any seizure is made under this order. The receipt should contain details of items seized, their probable value and the further course of action proposed to be taken for safe custody of the items before their final disposal i.e., release to the owner or confiscation as per relevant law or rules if any.

13. In case of seizure by the FS or SST or the police authorities, the Appellate Authority, whom the person can appeal for redressal of grievance shall be the Dy.DEA of the district. The name and address of the Appellate Authority shall be mentioned in the seizure list, which is given to the person from whom seizure is effected.

14. The seized amount shall be disposed of in such manner as directed by the Court.

15. The details of the seized amount shall also be informed to the Income Tax Department to the officer having jurisdiction over the district to examine and take necessary action on income tax related issue, if any.

16. Wherever the FS or SST or police authorities receive information about any other suspicious items in their area, including movement of huge amount of cash, they shall keep the respective Law enforcement agencies informed about such items.

The Commissioner of Police/Superintendent of Police/ Deputy Commissioner of Police after receiving the reports in Annexure – C & D from the FS, in Annexure – E from SSTs shall consolidate them ULB wise in Annexure – F and send it to the Nodal Officer at the Police Headquarters.

The Nodal Officer at the Police Headquarters shall compile all such reports from the Commissioner of Police/Superintendent of Police/ Deputy Commissioner of Police and send district wise consolidated report in Annexure – G on the next day by fax / e-mail to the Commission.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- M. Ashok Kumar
Secretary**

To

All the Collectors and District Election Authorities.

All the Superintendent of Police / Commissioners of Police/Deputy Commissioners of Police.

All the Municipal Commissioners of Municipalities and Municipal Corporations.

All the RDOs & Dy.DEAs.

All the Regional Directors-Cum-appellate Commissioners of Municipal Administration, Telangana.

The Commissioner & Director of Municipal Administration and Election Authority, Telangana, Hyderabad.

The Commissioner of Excise & Prohibition, Govt of Telangana.

All the Deputy Commissioners (Excise & Prohibition).

Copy to: DGP, Telangana / Addl. DG (L&O) / IG (L&O) / DIGs.

Copy to: All the Election Observers.

ANNEXURE - A

TELANGANA STATE ELECTION COMMISSION
Ordinary / Casual Elections, 20__ to ULBs
.....Municipality/Municipal Corporation

DECLARATION FORMAT
(By the person carrying cash)

Place of the incident :

Date & Time :

1.	Name and full address of the Person/ Persons carrying the cash (copy of ID proof to be enclosed)	
2.	Whether the cash is carried for personal (or) business purpose.	
3.	If business purpose, Details of firm with address	
4.	Amount of cash being carried in Rs.	
5.	Its source	
6.	Purpose for which the cash is being carried	

I do hereby declare that the above information is true to the best of my knowledge and I further declare that this amount shall not be used for other than the purpose mentioned above.

**SIGNATURE OF THE PERSON
CARRYING CASH**

In my presence

Date :

Time :

Signature of I/C Officer of SST / FS team
Name & Designation:

ANNEXURE - B

**TELANGANA STATE ELECTION COMMISSION
Ordinary / Casual Elections, 20__ to ULBs
Receipt for Seizure of cash / other Items
(By the SST / FS)**

Name of the person(s) from whom seizure is made :
Name and Designation of I/C Officer
of the Surveillance Team / Flying Squad making the seizure:
Place of seizure :
Name of the Municipality/Municipal Corporation :
Name of the District :

S.No	Cash / Other items Seized by SST /FS	Approximate Value in Rs.	Name & Designation of the authority to whom seized cash / items are handed over	Remarks (if any)

For Redressal of Grievance / Complaint, Please contact the Appellate Authority shown below:

Name :
Designation :
Address :
Phone No. :

Date :
Time :

Signature of I/C Officer of the SST/FS
(with Seal)

To,
Sri/Smt/Kum _____
Address _____

Signature of the person from whom seizure is made :
(Acknowledgement)

ANNEXURE - C

Complaints Registered against abuse of money power & muscle power

Name of the Sub-Division & District.....

Name of the ULB.....

Name and Designation of the Magistrate.....

Name and Designation of the Police Officer.....

1	2	3	4	5	6	7	8	9
S. No.	Date	Time	Name of complainant	Party affiliation, if any of the complainant	Complaint against (Name)	Party affiliation, of the offender if any	Brief description of MCC violation	Action Taken Report

**Signature :
Name & Designation of the :
Officer in Charge of
Flying Squads**

**To,
The SP/CP,
..... District.
Copy to the Returning Officer concerned.**

Note:

1. The Officer in charge of the Flying Squads will submit the report for each Flying Squad in this format to the SP/ CP, Collector & DEA and Election Observer.
2. The SP/CP will send the report in Annexure – F to the Nodal Officer in State HQ after compiling the data for the entire ULB.
3. The Nodal Officer of State Police HQ will compile the data for the whole State and send the report in Annexure – G to the State Election Commission.

ANNEXURE - D

Action Taken Report on the complaints against abuse of money power and muscle power on the date

Name of the Sub-Division & District.....

Name of the ULB.....

Name and Designation of the Magistrate.....

Name and Designation of the Police Officer.....

A. DETAILED REPORT

1	2	3	4	5	6	7	8	9	10	11
Sl. No.	Time	Nature of the complaint/ information	Name of the person against whom complaint / information is received	Cash/ other items found	Cash seized	worth of other items seized	FIRs filed	Name of candidate or party with which links found	Name and designation of the authority to whom seized cash/ items are handed over	Remarks (if any)
1										
2										
3										

B. SUMMARY REPORT (CUMULATIVE)

Date:

Description		Till Yesterday (Cumulative)	Today (Daily)	Till date (Cumulative)	Remarks
1	Total amount of cash seized by Flying Squad				
2	Total worth of other items seized by Flying Squad (approximate value)				
3	Number of complaints of cash/other items, received till to date				
4	Number of complaints, verified till to date				
5	Number of complaints, pending				
6	Total number of FIRs filed up to the end of the day				

**Signature :
Name & Designation of the :
Officer in Charge of :
Flying Squads**

**To,
The SP/CP,
..... District.**

Copy to the Returning Officer concerned.

Note:

1. The Officer in charge of the Flying Squads will submit the report for each Flying Squad in this format to the SP/CP with copy to RO, Collector & DEA and Election Observer.
2. The SP/CP will send the report in Annexure – F to the Nodal Officer in State HQ after compiling the data for the entire district. While compiling, they shall also add the cash/other items seized by authorities other than Flying Squads.
3. The Nodal Officer of State Police HQ will compile the data for the whole State and send the report in Annexure – G to the State Election Commission.

ANNEXURE - E

Daily Activity Report by Static Surveillance Teams (SST) on seizure of Cash / Other items related complaints on the date

Place of Check Post

Name and Designation of the Magistrate.....

Name of the ULB and District

Name and Designation of the Police Officer.....

A. DETAILED REPORT

S. No.	Date	Time	Name and address of persons searched at the Check Post	Cash / Other items seized	FIR filed	Name of candidate or party having links	Name and designation of Authority to whom cash, goods seized goods are handed over after seizure	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								

B. SUMMARY REPORT (CUMULATIVE)

	Description	Till Yesterday (Cumulative)	On the date	Till date (Cumulative)	Remarks
A.	Total amount of cash seized by SST				
B.	Total amount of other items seized by SST (approximate value)				
C.	No. of FIRs lodged				

Signature :
Name & Designation of the :
Officer in Charge of Static
Surveillance Team

To,
The SP/CP,
..... District.

Copy to the Returning Officer concerned.

Note:

1. The Officer in charge of the SST will submit the report for each SST in this format to the SP/CP with copy to RO, Collector & DEA and Election Observer.
2. The SP/CP will send the report in Annexure – F to the Nodal Officer in State HQ after compiling the data for the entire ULB.
3. The Nodal Officer of State Police HQ will compile the data for the whole State and send the report in Annexure – G to the State Election Commission.

ANNEXURE - F

(ULB wise consolidated report to be sent by SP/CP to Nodal Officer in the State Head Quarters)

Name of the District.....

Name of the ULB

Date

A. DAILY REPORT

	Cash and other items seized				No. of cases including MCC in which			
	Cash seized	Worth of other items seized	Party / Candidate links found	Total complaints received	FIRs filed	Action taken	Pending	Remarks
Flying Squads								
Static Surveillance Teams								
Other agency								
Total								

B. SUMMARY REPORT (CUMULATIVE)

(Progressive figures including the date of report)

	Cash seized	Worth of other items seized	Party / Candidate links found	No. of cases including MCC in which				Remarks
				Total complaints received	FIRs filed	Action taken	pending	
Flying Squads								
Static Surveillance Teams								
Other agency								
Total								

**Signature :
Name & Designation of:
the SP/CP**

**To,
The Nodal Officer,
State Head Quarters.**

**Copy to:
The Collector & District Election Authority concerned.
The Election Observer concerned**

Note:

The Nodal Officer of State Police HQ to consolidate the reports and submit consolidated report of all the districts in Annexure – G to the State Election Commission.

ANNEXURE - G

(District wise consolidated report to be sent by State Election Authority to SEC)

A. DAILY REPORT

Sl. No.	Name of the District	No. of ULBs going to polls	Cash and other items seized				No. of cases including MCC in which			Remarks
			Cash seized	Worth of other items seized	Party / Candidate links found	Complaints filed during the day	FIRs filed	No of cases Action taken	No of cases Pending	

B. SUMMARY REPORT (CUMULATIVE)

(Progressive figures including the date of report)

Sl. No.	Name of the District	Cash and other items seized				No. of cases including MCC in which			
		Cash seized	Worth of other items seized	Party / Candidate links found	Complaints filed so far	FIRs filed so far	Action taken so far (No. of cases)	Pending as on today (No. of cases)	Remarks if any

**Signature :
Name & Designation of:
the Nodal Officer**

**To,
The Secretary,
Telangana State Election Commission.**

ANNEXURE - 11

Daily Action Report of EA, GHMC/DEA on Call Centre Information

Date.....

Name of the Local Body.....

Name of the District

Sl. No.	Nature of Complaint	Time of Receiving the Complaint/Information by any mode viz: Phone/Fax / E-mail /SMS/Special Messenger	Detail Narration on the Action Taken	Whether forwarded to Account Team
1	2	3	4	5

(Signature, Name & Designation with date)

ANNEXURE - 12

Daily Report on Details of Advertisements/Paid News in Print/Electronic Media on the date.....

Name of the Division/Circle of the Local Body.....

Name of the Municipal Body

Name of the District.....

Name of the Candidate.....

Political Party

1. Details of Advertisement Published in Print Media

Sl. No.	Name of News Paper/ Magazine	Size of Advertisement (in column x cm)	Approximate Circulation (information to be obtained from DPR)	Cost of Advertisement
1	2	3	4	5

2. Details of Paid News in Print Media

Sl. No.	Name of News Paper/ Magazine	Size of Paid News (in column x cm)	Approximate Circulation (information to be obtained from DPR)	Cost of Paid News
1	2	3	4	5

3. Details of Advertisements in Television including Cable TV

Sl. No.	Name of Channel	Date & Time	Date & Time Duration of Advertisement (in Minutes)	Approximate Circulation (information to be obtained from DPR)	Cost of Paid News
1	2	3	4	5	6

4. Details of Paid News in Television including Cable TV

Sl. No.	Name of Channel	Date & Time	Date & Time Duration of Advertisement (in Minutes)	Approximate Circulation (information to be obtained from DPR)	Cost of Paid News
1	2	3	4	5	6

5. Details of Advertisements on Radio

Sl. No.	Name of Channel	Date & Time	Date & Time Duration of Advertisement (in Minutes)	Approximate listenership (information to be obtained from DPR)	Cost of Advertisement
1	2	3	4	5	6

6. Details of Paid News on Radio

Sl. No.	Name of Channel	Date & Time	Date & Time Duration of Advertisement (in Minutes)	Approximate listenership (information to be obtained from DPR)	Cost of Paid News
1	2	3	4	5	6

Date:.....

Signature of the Officer in charge of

Media Certification and Monitoring Committee

Name of the Officer.....

Designation

ANNEXURE – 13 A

APPLICAITON FOR CERTIFICATION OF ADVERTISEMENT

I.

- (i) Name and full address of the applicant
- (ii) Whether the advertisement is by a political party/contesting candidate any other person/group of persons/association/organization/Trust (give the name)
- (iii) (a) In case of political party, the status of the party (recognized/nations/state/registered)
(b) In case of a candidate, name of the Ward from where contesting.
- (iv) Address of Headquarters of political party/group of body of persons/association/organization/Trust.
- (v) Channels /Cable networks on which the advertisement is proposed to be telecast
- (vi) (a) Is the advertisement for the benefit of prospects of election of any candidate(s)
(b) If so, give the name(s) of such candidates(s) with full address and name(s) of Ward(s)
- (vii) Date of submission of the advertisement
- (viii) Language(s) used in the advertisement (advertisement is to be submitted with two copies in electronic form along with a duly attested transcript)
 - (a) (i) Title of advertisement
 - (b) (ii) Cost of production of the advertisement
 - (c) (iii) Approximate cost of proposed telecast with the breakup of number of insertions
 - (d) (iv) Total expenditure involved (in Rupees)

II.

I, Sri/Smt. _____ S/o D/o W/o _____

(Full address) _____ undertake that all payments related to the production and telecast of this advertisement will be made by way of cheque/demand draft.

III. (Applicable for advertisement by a person/persons, other than a political party or a candidate)

I, Sri/Smt. _____ S/o D/o W/o _____

(Full address) _____ hereby state and affirm that the advertisement(s) submitted herewith is not for the benefit of any political party or any candidate and that this advertisement(s) has I have not been sponsored/commissioned or paid for by any political party or a candidate.

Place:

Date:

Signature of Applicant

ANNEXURE – 13 B

CETIFICATION OF ADVETISEMTN FOR TELECAST

I

(i) Name and address of the applicant political party / candidate person group of person's association organization/Trust

(ii) Title of advertisement

(iii) Duration of advertisement

(i) Language(s) used in advertisement

1. Date of submission of advertisements
2. Date of certification for telecast.

II. Certified that the above advertisement is fit for telecast as per the guidelines prescribed by the Hon'ble Supreme Court of India.

Signature of Chairperson

Members of committee

Designated Officer

Place:

Date:

ANNEXURE - 14

Shadow Observation Register for Maintenance of Day to Day Accounts of Contesting Candidates

Name of the Division/Circle of the Local Body.....

Name of the Municipal Body Name of the District.....

Name of the Candidate.....

Name of Political Party, if any.....

Name of the Ward from which contested.....

Date of Declaration of Result.....

Name and address of Election Agent.....

1	2	3	4	5	6				7	8
Date of expenditure/ event	CD No. and Serial No. of Video Cue Sheet	Ref. No. of Media Expenditure Monitoring Team (as per Annexure – 12 of Instruction on Expenditure)	Ref. No. of any seizure of item by Surveillance Team and others	Ref. No. of any other item of expenditure	Nature of Expenditure				Date of inspection of Shadow Observation Register by Expenditure Observer/ Candidate/ his election agent/any public	Remarks, if any, and signature of Observer /Candidate/ his elections agent
					Description	Qty.	Rate/ Unit	Total amount		

Dated:
Team

Signature of the Officer in Accounting

Name of the Officer.....

Designation.....

ANNEXURE – 15

Details of Expenditure on Public Meetings/Rallies etc.

(To be given by the candidate/his election agent at the time for applying for permission to hold the Public Meeting/Rally etc.)

Name and Number of the Circle/Division:

Name of the Ward:

Name of the Municipal Body:

Name of the District:

Date, Time and duration of Public Meeting/Rally etc. –

[Location] Venue of Public Meeting/Rally etc.-

Sl. No.	Item of Expenditure	Proposed to be used by the Candidate/his Election Agent		Proposed to be used by any other Association		According to the Report of the Officer In-charge
		Number of Units	Cost	Number of Units	Cost	
1	Pandal and fixture					
2	Barricading & Arches					
3	Tables					
4	Other Furniture					
5	Loudspeaker & Microphone					
6	Posters					
7	Banners					
8	Cutouts					
9	Digital Boards					
10	Illumination items like Serial Lights etc.,					
11	Power connection charges paid/payable to EB etc.					
12	Other items					
13					
Total:						

Name and Signature of
Candidate/Election Agent/any other
Association Officer in-charge.

Date:

ANNEXURE – 16

TELANGANA STATE ELECTION COMMISSION

1st Floor, DTCP Building, Opp: PTI Building, A.C.Guards, Hyderabad – 500 004.

ORDER

Order No.2827/TSEC-L/2019

Dated:16.11.2019

Sub:- TSEC – Elections - Elections to Local Bodies – Restrictions on the printing of pamphlets, posters, etc. – Orders – Issued.

I. The printing and publication of election pamphlets, posters, etc., is governed by the provisions of Section 216 of Telangana Panchayat Raj Act, 2018, Section 211 of Telangana Municipalities Act, 2019 and Section 601 A of Greater Hyderabad Municipal Corporation Act, 1955 which are identical, reads as follows:-

Restrictions on the printing of pamphlets, posters, etc.

1. No person shall print or publish, or cause to be printed or published, any election pamphlet or poster which does not bear on its face the names and addresses of the printer and the publisher thereof.
2. No person shall print or cause to be printed any election pamphlet or poster:-
 - (a) Unless a declaration as to the identity of the publisher thereof, signed by him and attested by two persons to whom he is personally known, is delivered by him to the printer in duplicate; and
 - (b) Unless, within a reasonable time after the printing of the document, one copy of the declaration is sent by the printer, together with one copy of the document,-
 - (i) Whether it is printed in the capital of the State, to the Election Commissioner, and
 - (ii) In any other case, to the District Magistrate of the district in which it is printed.
3. For the purpose of this section:-
 - (a) any process for multiplying copies of a document, other than copying it by hand, shall be deemed to be printing and the expression "printer" shall be construed accordingly; and
 - (b) "election pamphlet or poster" means any printed pamphlet, hand-bill or other document distributed for the purpose of promoting or prejudicing

the election of a candidate or group of candidates or any placard or poster having reference to an election, but does not include any hand-bill, placard or poster merely announcing the date, time, place and other particulars of an election meeting or routine instructions to election agents or workers.

4. Any person who contravenes any of the provisions of sub-section (1) or sub-section (2) shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to two thousand rupees, or with both”.

II. The above restrictions on the printing of election pamphlets, posters, etc., have been imposed under the law with a view to establishing the identity of publishers and printers of such documents, so that if any such document contains any matter or material which is illegal, offending or objectionable like appeal on ground of religion, race, caste, community or language or character assassination of an opponent, etc., necessary punitive or preventive action may be taken against the persons concerned. These restrictions also sub-serve the purpose of placing a check on the incurring of unauthorized election expenditure by political parties, candidates and their supporters on the printing and publication of election pamphlets, posters, etc.

III. At the time of elections, a large number of election pamphlets, posters etc., are printed, published, circulated and pasted on the walls of private and Government buildings in respect of which the above mentioned requirements of law have not been complied with.

IV. In order to ensure strict observance of, and compliance with, the requirements of the above mentioned provisions of law, the State Election Commission, in exercise of its powers under Article 243 K and 243 ZA of Constitution of India and all other powers enabling it in this behalf, hereby directs as follows:-

- (a) As soon as any election to a directly elected office in Local Bodies is announced by the State Election Commission, the District Magistrates shall, within three days of issue of election notifications write to all printing presses in their districts.
 - (i) pointing out to them the requirements of above mentioned Sections and specifically instructing them to indicate clearly in the print line the names and addresses of printer and publisher of any election pamphlets or posters or such other material printed by them.
 - (ii) asking the printing presses to send the copies of the printed material (along with three extra copies of each of such printed material) and the declaration obtained from the publisher as required under the said Sections within three days of its printing;
 - (iii) impressing on them in clear terms that any violation of the said provisions and the above directions of the State Election Commission would be viewed very seriously and stern action, which

may in appropriate cases include even the revocation of the license of the printing press under the relevant laws would be taken.

- (b) The Commissioner & Election Authority, GHMC, the Election Authority and Commissioner/ Director of Panchayat Raj and Rural Employment or the Election Authority and Commissioner & Director of Municipal Administration, as the case may be, shall do likewise in respect of the printing presses located at the state capital.
- (c) Before undertaking the printing of any election pamphlets or posters, etc., the printer shall obtain from the publisher a declaration in the proforma prescribed by the State Election Commission in Annexure-A hereto. This declaration shall be duly signed by the publisher and attested by two persons to whom the publisher is personally known. It should also be authenticated by the printer when it is forwarded to the Commissioner & Election Authority, GHMC, the Election Authority (Commissioner/ Director of Panchayat Raj or Commissioner & Director of Municipal Administration) or the District Magistrate concerned as the case may be.
- (d) As directed above, the printer shall furnish four (4) copies of the printed material, along with the declaration of the publisher, within three (3) days of the printing thereof. Along with such printed material and the declaration, the printer shall also furnish the information regarding number of copies of the document printed and the price charged for such printing job, in the proforma prescribed by the State Election Commission in Annexure – B hereto. Such information shall be furnished by the printer, not collectively but separately, in respect of each election pamphlets, posters, etc., printed by him within three (3) days of the printing of each such document.
- (e) As soon as a District Magistrate received any election pamphlets or posters, etc., from a printing press, he shall examine whether the publisher and printer have complied with the requirements of law and the above directions of the State Election Commission. He shall also cause one copy thereof to be exhibited at some conspicuous place in his office so that all political parties, candidates and other interested persons may be able to check whether the requirements of law have been duly complied with relation to such document and which would also enable them to bring to the notice of the authorities concerned the cases of other election pamphlets, posters, etc., in respect of which the above requirements of law have been violated.
- (f) The Commissioner & Election Authority, GHMC, the Election Authority & Commissioner/ Director of Panchayat Raj or the Election Authority and Commissioner & Director of Municipal Administration, as the case may be shall also likewise take further follow up action as mentioned in

sub-para (e) above in respect of the pamphlets, posters, etc., received by him/her.

(g) Surrogate advertisements appear in print media, for and against particular political parties and candidates during election period.

(1) in the case of advertisements, the source of which is traceable, the following action may be taken:-

(i) if the advertisement is with the consent or knowledge of the candidate, it will be treated to have been authorized by the candidate(s) concerned and will be accounted for in the election expenses account of the candidate(s);

(ii) if the advertisement is not with the authority from the candidate, then action may be taken for prosecution of the publisher for violation of Section 171 H of IPC – (incurring expenditure in advertisement without written authority from the candidate(s) concerned).

(2) if the identity of the publisher is not indicated in the advertisement, then you may contact and get the information from the Newspaper concerned, and consider appropriate action, as above.

(h) Hoardings, flex board, etc., containing any election related advertisement have to be treated as coming within the meaning of "poster" mentioned in Section 216 of TPR Act, 2018, Section 211 of Telangana Municipalities Act, 2019 and Section 601 A of Greater Hyderabad Municipal Corporation Act, 1955. The requirement for giving the name and address of the publisher should be followed in the case of hoarding, flex board, etc., including on hoardings of photos of party leaders.

(i) The Commissioner & Election Authority, GHMC, the Election Authority & Commissioner/ Director of Panchayat Raj, the Election Authority and Commissioner & Director of Municipal Administration and the District Magistrate as the case may be shall initiate prompt action for investigation forthwith if any case of publication of election pamphlets, posters, etc., in violation of the above mentioned provisions of said Sections and / or the State Election Commission's above directions either comes, or is brought, to their notice. In all such cases prosecutions should be launched against the offenders most expeditiously and these cases should be pursued vigorously in the courts concerned.

V. The State Election Commission hereby cautions all political parties, candidates and others concerned that any violation of the law and the directions of the State

Election Commission on the above subject will be viewed with utmost concern and the severe stringent action possible will be taken against the offenders.

VI. If any officer who is responsible for the enforcement of the above provisions of law and the directions of the State Election Commission is found to have failed in the due discharge of his duties in this regard, he will be liable to severe disciplinary action apart from any penal action that may be called for against him for breach of his official duty.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- M. Ashok Kumar
Secretary**

To

1. The Commissioner & Election Authority, GHMC.
2. The Commissioner of Panchayat Raj and Rural Employment, Telangana, Hyderabad.
3. The Election Authority & Commissioner & Director, Municipal Administration, Telangana, Hyderabad.
4. All the Collectors and District Election Authorities in the State of Telangana
5. All the Commissioners/ Superintendents of Police in the State.

Copy to

The Principal Secretary to Govt., Panchayat Raj and Rural Development Department, Telangana, Secretariat, Hyderabad

The Principal Secretary to Govt., MA & UD Department, Telangana, Secretariat, Hyderabad.

The Director General of Police, Telangana, Hyderabad.

The Commissioner, Information and Public Relations, Hyderabad.

All the Chief executive officers of Zilla Praja Parishad in the State.

All the District Panchayat Officers in the State

The Regional Directors-cum-Appellate Commissioners of Municipal Administration Warangal and Hyderabad.

All the Commissioners of the Municipal Corporations/ Municipalities in the State.

All the Deputy Commissioners of GHMC.

Annexure – A
Proforma for Declaration to be submitted by the Publisher of Election Posters, Pamphlets, etc.

(See Section 216 of TPR Act, 2018, Section 211 of TM Act, 2019 and Section 601 A of GHMC Act, 1955)

I.....son/daughter/wife of.....
NameResident of (Village/town)
.....(District)(State), hereby
declare that I am the publisher of(Give brief
particulars of election poster, pamphlet, etc.) being printed by
..... (Name of printing press)

Place.....

Date.....

(Signature of Publisher)
Full Address.....

Attested by (person personally known to publisher)

1. **Signature**
(Name and address)

2. **Signature**
(Name and address)

Countersigned by

Signature
(Name and address of Printer)

Annexure – B

Proforma for submission of information regarding printing of Election posters pamphlets etc.,

1. Name and address of printer
2. Name and address of publisher
3. Date of the printing order of the publisher
4. Date of the declaration of the publishers
5. Brief particulars of election poster, pamphlet, etc
6. Number of copies of the above document printed
7. Date of printing
8. Printing charges (including cost of paper) being charged from the publisher in respect of the above document

Place

(Signature of Printer)

Date

Seal of the printer

ANNEXURE – 17

Daily Report of IMFL/Beer/Country Liquor by the Nodal Officer of each District (Separate report should be submitted for IMFL Beer & Country Liquor)				
Name of the District:			Date of Report:	
S.No.	Description	During the day (This Year)	During the day (Last Year)	Remarks on excess, if any
1.	Opening stock with manufacturers in Bulk litres			
2.	Production/Bottling in Bulk litres			
3.	Total Despatch of stock from the manufacturer's godown in Bulk litres			
4.	Closing stock in Bulk litres with manufacturers (1+2-3)			
5.	Despatch of stock from manufacturer's godown to whole sellers/Stockists in Bulk litres			
6.	Opening stock with Retailers in Bulk litres			
7.	Purchase by Retailers in Bulk litres			
8.	Sale by Retailers in Bulk litres			
9.	Closing Stock with Retailers in Bulk litres (7+8-9)			
10.	Sale by others in Bulk litres			
11.	Number of check posts			
12.	Volume of illicit liquor seized by check posts in Bulk litres			
13.	Number of raids conducted			
14.	Volume of illicit liquor seized in Bulk litres during raids			
15.	Quantity of illegally produced black jaggery seized during raids			
16.	No. of Prohibition cases			
17.	No. of persons arrested			
18.	Amount of Fine imposed			
19.	No. of unauthorized liquor outlets (belt shops) closed.			

Signature of Nodal Officer

Name :

Designation :

District:

Note:-

1. Separate Reports for IMFL, Beer or Country Liquor is to be furnished in the above format by Nodal Officers of each circle of Excise Department to the Nodal officer in the office of the Commissioner, Prohibition and excise department with copy to C&EA, GHMC/DEA.
2. The Nodal Officer in the office of the Commissioner, Prohibition and excise department will monitor and compile the district level reports and submit composite report of the GHMC to the State Election Commission in the same format.

ANNEXURE -18 A

Daily Report from District Excise Officer to Collect for Liquor Monitoring (Only those shops, which have 30% or more increase in sales over averagedate.....month.....year daily need to be reported)

Name of the Municipal Body:

Name of the District:

Sl. No.	Name and address of the shop	Average daily sales of ---date-- month ----- year (in Bulk Litre)	Yesterdays sale (in Bulk Litre)	Percentage increase in sales (%)	Reasons for increase	Action Taken
1	2	3	4	5	6	7

Place:

Date:

Signature of the District Excise Officer

ANNEXURE – 18 B

Daily Report form EA, GHMC / DEA to Commission for Liquor Monitoring

Name of the Municipal Body:

Name of the District:

Date:

1. No. of IMFL shops in the District:
2. No. of Country Liquor Shops in the District:
3. Brand-wise stock register maintained in all shops: (Yes/No)
(Please mention action taken against those shops where a violation is found and mention if the proper brand-wise stock registers is maintained since)
4. List of sensitive liquor retail shops in the District:
(Please enclose the list with complete address and licensee name and reason for classifying it as sensitive)

Sl. No.	Name and address of the Shop	Licensee Name	Reason for classifying it as Sensitive	Steps taken for close monitoring
1	2	3	4	5

5. Action taken against any liquor shops for any violations:
(Specify the action and penalty levied, if any)

Sl. No.	Name and address of the Shop	Licensee Name	Violation Detected	Action Taken	Violation rectified or not
1	2	3	4	5	6

6. List of possible illegal Liquor storage locations in the District:

Sl. No.	Name of the Location	Name of the Mohalla/Village	Reason for being a potential storage area	Preventive or corrective step taken
1	2	3	4	5

7. Daily Liquor sale monitoring report (Only for shops having over 30% increase in sale as compared with average daily sale of _____ date _____ month _____ year) –

Sl. No.	Name and address of the Shop	Average daily sales of _____ date _____ month _____ Year (in Bulk Litre)	Yesterday's sale (in Bulk Litre)	Percentage increase in sales (%)	Reasons for increase	Action Taken
1	2	3	4	5	6	7

Signature of the EA, GHMC /District Election Authority

ANNEXURE – 19

**Format of Activity Report by the Investigation Directorate for the Date.....
(to be submitted on alternate day by the Directorate of Investigation)**

Reference No: _____

Name of the Municipal Body:

Name and No of Circle/Ward:

Name of the District:

Sl. No.	Name of Agency from which information/ Complaints received by IT Department	Name and Address of persons against whom action is taken	Amount of Cash / Gift items etc. mentioned in complaint	Cash Deposited by Challan by persons against whom action taken	Amount of Cash seized by Income Tax	Other Articles seized (If any)	Amount of cash returned to the person, if accounted for	Remarks (Please mention name of the candidate/ his relationship, Constituency and name of the Political Party, if any)
1	2	3	4	5	6	7	8	9
1								
2								
Total								
Progressive Total from the date of notification of election to the end of the Reporting day								
Sl.No.			Gross figure on day of reporting		Progressive Figure including the day of reporting			
1	Progressive total of Cash seized by Income Tax							
2	Progressive total seizure of other items (Notional Value)							
3	Progressive total of tax deposited by Challan							

Signature Nodal Officer
Office of DGIT (Inv)/Dy. Director
In Charge of the District Date

Note: (1) Officer in charge of the district shall submit the report for each district in this format to the DGIT (Inv) with copy to EA, GHMC/DEA and Expenditure Observer.
(2) The Nodal Officer of State Income Tax Department shall compile the date for the whole state and send the report to Commission.

ANNEXURE – 20

CANDIDATE WISE SCRUTINY REPORT

Serial Number of the candidate in Summary Report of the EA, GHMC /DEA

Name of the Circle/Division.....

Name of the Municipal Body

Name of the District.....

CANDIDATE WISE SCRUTINY REPORT OF THE EA, GHMC / DEA ON LODGING OF ELECTION EXPENSES UNDER SECTION 617 C OF GHMC, ACT 1955 AND SECTION 236 OF TELANGANA MUNICIPALITIES ACT, 2019 TO THE LOCAL BODY CONCERNED.			
In case of any discrepancy in the account submitted by the candidate and the Shadow Observation Register, copies of all the registers and evidences collected, should be sent along with this report			
Sl. No.	Description	To be filled up by the EA, GHMC / DEA	
1	Name & Address of the Candidate		
2	Political Party affiliation, if any		
3	No. and Name of the Ward		
4	Name of the Elected Candidate		
5	Date of Declaration of Result		
6	Last Date Prescribed for Lodging Account		
7	Date of Lodging of Account by the Candidate		
8 (a)	Whether Account Lodged by the candidate is in the Prescribed Format (Yes/No)		
(b)	Defects noticed in the format by the EA, GHMC /DEA	Tick Rows	Brief Note on Details of the Defects
(i)	Abstract Statement (Part I to IV and schedules 1 to 9) not filled up/not duly signed		
(ii)	Duly sworn in Affidavit of the Candidate not filed		

(iii)	Register of Day to Day Accounts along with Bank Register and Cash Register not duly signed by the candidate					
(iv)	Vouchers in respect of items of election expenditure not submitted/not signed by the candidate or his election agent					
(v)	Self Certified copy of the State of Bank Account for election expenses not submitted					
(vi)	All Receipts for Election Expenses not Deposited in the aforesaid Bank Account and all Payments Except petty Expenses not made by Cheque.					
9	Grand Total of all Election Expenses not deposited in the aforesaid Bank Account and all Payments except Petty Expenses not made by Cheque.					
10 (a)	Whether their items of Expenses Reported by the Candidate Correspond with the Expenses shown in the Shadow Observation Register and Folder of Evidence (Yes or No)					
(b)	If No, then, please fill up the details where Expenditure has been under understated / not mentioned at all by the candidate					
	Items of Expenditure	Date	Page No. of Shadow Observation Register	Mention Amount As per Shadow Observation Register/Folder of Evidence	As per the Account submitted by the Candidate	Amount under sated by the Candidate
Sl. No.	Description			To be filled up by the EA, GHMC / DEA		
11 (a)	Did the candidate produce his Register of Election Expenditure for inspection by the Observer/RO (Yes or No) 3 times during campaign Period.					
(b)	Was any discrepancy pointed out to the candidate at the time of inspection of register by the Observer? If Yes, mention the discrepancy?					
(c)	Was a notice pertaining to any discrepancy in expenditure given to the candidate by the RO?					

(d)	Did the candidate give any reply to the notice? (Please Annex copy of the Notice and explanation received)	
12	Whether the EA, GHMC / DEA agrees that the expenses are correctly reported by the candidate (Yes or No)	
13	Was there any incident of distribution of money, food or other items in the Constituency by the candidate or his agent or his party functionaries or any other person related to the candidate? Please mention date and name of Person.	
	SEAL: DATE:	Signature (Name of the EA, GHMC / DEA)

Note for item No. 10 (b):

1. Please mention details of particular events where expenditure is under reported vis-a-vis the Shadow Observation Register.
2. If practicable, please attach separate annexure indicating item wise break up of expenditure.

Comments, if any, by the Expenditure Observer –

Date:	Signature of the Expenditure Observer
-------	---------------------------------------

* If the Expenditure Observer has some more facts that have not been covered in the EA, GHMC or DEA's report, he may annex separate note to the effect.

ANNEXURE – 21

ANNEXURE – I

CONTESTING CANDIDATES FOR THE OFFICE OF WARD MEMBERS WHO HAVE FURNISHED ELECTION EXPENDITURE ACCOUNTS WITHIN THE STIPULATED TIME OF 45 DAYS AND ALSO IN THE MANNER REQUIRED UNDER THE LAW/RULES.

- (a) Name of the Municipal Corporation / Municipality
- (b) Name of the District.....
- (c) Total No. of Contesting candidates
- (d) Date of Declaration of Results of election.....

Sl. No.	No. and Name of the Circle/Division	Ward No.	Name of the candidate who rendered final returns of election expenditure	Full address of the contested candidate	Elected/ Defeated	Total expenditure incurred as per candidate's report	Total expenditure as per the RO (Shadow register)	Date of submission of final returns	Remarks (Please specify whether the expenditure incurred is within the ceiling limits and / or if there are any complaints/ action taken thereon)
1	2	4	3	4	5	6	7	8	9

Signature of the EA, GHMC / DEA

ANNEXURE – II

CONTESTING CANDIDATES FOR THE OFFICES OF WARD MEMBERS NOT LODGING ELECTION EXPENDITURE ACCOUNTS WITHIN THE STIPULATED TIME OF 45 DAYS OR/AND IN THE MANNER REQUIRED UNDER THE LAW/RULES.

- (a) Name of the Municipal Corporation / Municipality
- (b) Name of the District.....

Sl. No.	No. and Name of the Circle/Division	Ward No	Name of the candidate	Full address of the contested candidate	Elected/ Defeated	Type of default i.e, (i) not submitted or (ii) submitted in time but not in the format prescribed under the law or/and (iii) submitted in time but not in the manner i.e, not correct Account or/and (iv) submitted in time but not within the expenditure limits prescribed or/and (v) submitted but not within the stipulated time under the law.
1	2	4	5	6	7	8

Signature of the EA, GHMC / DEA

ANNEXURE – 22

[Monthly Report Submitted by EA/DEA to be submitted to the Commission on 5th of Every Month]

(a) No. and Name of the Circle/Division.....

(b) Name of the Municipal Body

(c) Name of the District.....

Sl. No.	No. & Name of the Circle/ Division	Ward No.	Total Number of Candidates	No. of Candidates who have filed Accounts	No. of candidates who have not filed Accounts in the prescribed manner	No. of Candidates for whom scrutiny of Accounts completed by EA, GHMC / DEA	No. of Candidates for whom discrepancy found between Candidate register and Shadow Observation Register	No. of Candidates for whom Reports sent to the Commission	No. of Candidates for whom notices issued by the Commission	No. of Candidates whom notices have been served by the EA, GHMC / DEA	No. of candidates whose Accounts have been accepted by the Commission	After serving of notices: No. of candidates for whom remarks furnished to the Commission by the C&DEA	No. of Candidates disqualified
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the Election Authority, GHMC / DEA

ANNEXURE-23

**Report on Seizure (upto to 12 O'clock) Election Expenditure Monitoring on
poll day by the EA, GHMC / DEA**

(Report is to be sent to the State Election Commission by 1.00 PM on Poll Day)

Sr. No.	Details	Remarks		
1	Total no. of Expenditure Observers deployed across the Municipal Body/District.			
2	Total No. of Flying Squads (FS) deployed across the Municipal Body/District			
3	Total No. of Static Surveillance Teams (SST) deployed across the Municipal Body/District			
4	Total No. Teams deployed across the Municipal Body/District			
5(a)	Total cash process (In Rs.)	FS	SST	SHO /Police Authority
5(b)	Total amount of cash verification by FS, SST and Police as per 5(a)			
5(c)	Total amount of cash over to the Income Tax Department and Police as per 5 (a)			
5(d)	Lodged by the FS/SST/Police and lying with per direction of the competent court {5a-(5b+5c)} (In Rs.)			
6	Total Liquor (In Litres with approx. value in Rs.), drugs (in Kg with approx. value in Rs.) and other item seized across the Municipal Body/District during election process	Liquor (in Litre)	Total Drugs/Narcotics/ Psychotropic substances seized (in Kg)	Total of other items seized i.e., Campaign Material, Dhotis, Sarees, etc. during election process
		Monetary Value approx (In Rs.)	Monetary Value approx (In Rs.)	Monetary Value approx (In Rs.)
7a.	By FS			
7b.	By SST			
7c.	By Excise Department			

7d.	By Police				
7e.	Others				
7f.	TotalLitres			
		Rs.	Rs.		
10.	(a) Total N. of suspected cases of 'Paid News" reported across the Municipal Body/District, where notices have been issued.				
	(b) Out of (a) above Total No. of Paid News cases decided by (i) Dist. MCMC (ii) State MCMC				
11.		By FS	By SST	By other Police	By RO
11a.	Total No. expenditure related ___ cases registered across the Municipal Body/District				
11b.	Arrests, if any, related to bribe/gratification etc.				
11c.	Total No. of FIR/Police cases registered for Excise law violation				

Signature of the GHMC/DEA/ In charge of the Nodal Officer Election Expenditure Monitoring

Date:

To the State Election Commission.

ANNEXURE – 24

Seizure and raids etc., by the Excise Department upto 12 O' Clock on poll day

(Report is to be sent to the State Election Commission by 1 PM on poll day)

Consolidated report of seizure of all types Liquors in (Litres)	Values in Rs. (Approx.)	Total Drugs/Narcotics/ Psychotropic substances seized	Values in Rs. (Approx.)	Total Raids during election process (No.'s)	Total No. of FIR/Police cases registered for excise violations

Signature

Designation

Date:

To the State Election Commission, Telangana, Hyderabad.

ANNEXURE – 25

Seizure of cash made by IT Department up to 12 O' Clock on poll day

(Report is to be sent to the State Election Commission by 1.00 PM on poll day)

Sl.No.	Particulars	Amount (In Rs.)
1	Total amount of cash handed over to the Income Tax Department by the FS or SST or Police during election process	
2	Out of (1) above total amount of cash seized by Income Tax Department during election process under the Income Tax Law	
3	Out of (1) above total amount of cash released by the Income Tax Authority which was handed over by the FS or SST or Police authority during election process	
4	Out of (1) above balance amount of cash taken into custody by the Income Tax Department where action is pending for further investigation under the Income Tax Laws {1-(2+3)} (in Rs.)	
5	Amount of any seizure made on suo motu cases based on complaints received during election process	
6	Total (4+5) (in Rs.)	

Signature

Designation

Date:

To the State Election Commission, Telangana, Hyderabad.

ANNEXURE – 26

Seizure made by Police Department up to 12 O' Clock on poll day

(Report is to be sent to the State Election Commission by 1 PM)

Sl. No.	Description	By Flying Squad (FS)	By State Surveillance Team (SST)	By others SHO/Police
1.	Total amount of cash seized during election process (In Rs.)			
2.	Out of 1 above total amount of cash released after verification by FS, SST and Police			
3.	Out of 1 above total amount covered by FIR/Complaint in court			
4.	Out of 1 above, total amount of cash handed over to the Income Tax Authority			
5.	Balance amount of seizure on which FIR has been lodged by the FS/SST/Police and are lying election authorities/kept in Police Station /kept as per direction of the Court {1- (2+4)} (In Rs.)			
6.	Total Liquor, (In Litres with approx. value in Rs.) drugs (in Kg with approx. value in Rs.) and others item seized across the State/UT	Liquor (In Litres)	Total Drugs/Narcotics /Psychotropic substances seized (In Kg)	Total of other items seized i.e. Campaign Material, Dhotis, Sarees, etc., during Election Process
		Monetary Value approx. (In Rs.)	Monetary Value approx (In Rs.)	Monetary Value approx (In Rs.)

6a.	By FS			
		Rs.	Rs.	Rs
6b.	By SST			
6c.	By Police			
6d.	By Excise Department			
6e.	Total (6a + 6b + 6d)Litres Kg	
6.	Total No. of Expenditure related FIC/Police cases registered across the State /UT.			
7.	Total No. of Arrests, if any related to bribe/gratification etc.			

Signature

Designation

Date:

To the State Election Commission, Telangana, Hyderabad.

TELANGANA STATE ELECTION COMMISSION
1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

No.2821/TSEC-L/2019,

Date:13.11.2019

NOTIFICATION

Ref:- TSEC Notification No.1071/TSEC-ULBs/2018, dated 09.07.2019.

In the reference cited above, as per the provisions of the Section 617-B (3) of the Greater Hyderabad Municipal Corporation Act, 1955 read with Section 14 of Telangana Municipal Corporation Act, 1994 and Section 343 ZC (3) of Telangana Municipalities Act, 1965, the State Election Commission issued a notification specifying maximum ceiling limits of election expenditure which can be incurred by contesting candidates in elections to directly elected posts of Ward Member of GHMC, Municipal Corporations other than GHMC and Municipalities.

The Government enacted new Telangana Municipalities Act, 2019 (Act No.11 of 2019) and it came into force w.e.f., 23.07.2019.

In view of the above, it is necessitated to issue a notification specifying maximum ceiling limits election expenditure as per provisions of the new Telangana Municipalities Act, 2019 by superseding the notification issued earlier vide reference cited.

Therefore, in exercise of the powers conferred by Article 243-ZA of the Constitution of India and section 235 (3) of the Telangana Municipalities Act, 2019 and section 617-B (3) of the Greater Hyderabad Municipal Corporation Act, 1955 and in superseding the Notification issued in reference cited, hereby, specifies in column (2) of the table below the maximum of the election expenditure which can be incurred by each contesting candidate for the directly elected posts indicated in Column (1) thereof in connection with the elections to Municipal Bodies:

Name of the post	Maximum Election Expenditure that can be incurred by each candidate (in Rs.)
(1)	(2)
Ward Member, Greater Hyderabad Municipal Corporation	Rs.5,00,000/-
Ward Member of any Municipal Corporation other than Greater Hyderabad Municipal Corporation	Rs.1,50,000/-
Ward Member of a Municipality	Rs.1,00,000/-

Sd/- V. NAGI REDDY
STATE ELECTION COMMISSIONER

To

1. The Commissioner & Election Authority, Greater Hyderabad Municipal Corporation.
2. Commissioners of all the Municipal Corporations.
3. Commissioners of all the Municipalities.
4. All the Collectors & District Election Authorities.
5. All the ZCs and DCs and Returning Officers, GHMC (through the EA&C&SO, GHMC).
6. All the ROs of Municipalities and Municipal Corporations.
7. The Director of Municipal Administration & Election Authority, Telangana.
8. All the General and Expenditure Observers (through the Election Authority)

- Copy to**
1. The Principal Secretary to Government, MA & UD Department, Telangana.
 2. All the Political Parties.