

GOVERNMENT OF KERALA  
Abstract

Election- General Elections to the House of the People, 1962- rates of T.A and D.A to Polling personnel, hire charges of vehicles etc. advances—sanctioned.

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ELECTION DEPARTMENT

G.O. MS.4/62/Election

Trivandrum 15-1-1962

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READ: 1. G.O.Rt 410/59/Elections dated 26-12-1959  
2. G.O.M.S. 1/60/ Elections dated 2-1-1960  
3. G.O.MS 7/60/ Elections dated 9-1-1960  
4. G.O.MS 9/60/Elections dated 23-2-1960  
5. G.O.MS.6/61/Elections dated 17-5-1961  
6. G.O.MS.18/61/Elections dated 27-6-1961  
7. G.O.MS19/61/Elections dated 13-9-1961  
8. G.O.MS 23/61/Elections dated 3-1-1961  
9. G.O. Rt 335/61/Elections dated 9-12-1961.

ORDER

Government are pleased to order that the T.A and D.A to the Personnel engaged on election duty, the hire charges for the vehicles engaged for election work, advances etc., will be paid for the ensuing general elections to the House of the People of Kerala State in 1962 as shown below:-

1. Rates: (i) T.A and D.A to persons engaged for election duty.

(a) Government Employees (State)

The State Government employees engaged for election duty will be paid T.A and D.A at the normal rates admissible to the under the rules in the K.S.R except for the day of poll and the days of counting of the votes, for which they will be paid special D.A as noted below or at the normal rates admissible to them under the rules, whichever are higher, irrespective of the fact as to whether they are posted for duty within a radius of five miles from their head quarters station or not:

1. Presiding officers, polling officers and counting assistants Rupees four (Rs. 4/-) per diem.
2. Polling Assistants posted for duty at the Polling Stations and last grade servants at counting centres : Rupees Two (Rs. 2) per diem,
3. The last grade servants selected for polling duty who are required to attend the Taluk Officers on the days previous to the day of poll will be paid a special D.A of Rs. 2/- (Rupees Two only) for that day also irrespective of the five miles limit.

- b. Central Government Employees: The Central Government servants who are required to function as Presiding and Polling Officers or to attend training classes and election rehearsal will be paid Government rules or at the same rates and on the same basis as are applicable to the staff of the State Government for performing similar election duties, whichever are higher.
  - c. Employees of the Kerala Electricity Board: The employees of the Kerala Electricity Board, engaged for election duty will be paid T.A and D. A at the rates admissible to them under the Board's rules or at the rules sanctioned for State Government Employees of similar category and status, whichever they choose.
  - d. Other persons: The employees of Local Bodies, Quasi Government and other institutions if any, selected for election duty will be paid T.A and D.A at the same rates as are admissible to State Government Employees of the same or similar category and status.
- ii Special D.A for distribution of politics materials and equipments. The polling materials will be issued to the polling personnel on the day previous to the day of poll from the Taluk Office. There will be seven counters for each Assembly Constituency comprised within a Parliamentary Constituency and at each counter two issuing officers and one last grade servant will be on duty. After the poll, the materials to be handed over by the Polling personnel will be received back at the same counters by the same persons. The issuing officers and the last grade servants on duty at the counters will be paid a special D.A equal to one forms D.A admissible to them under the rules each for the day previous to the day of poll and for the day of poll. They will be responsible for the proper issue and receipt back of all the polling materials etc. and the correct counting of the articles returned by the polling personnel at the counters.

(iii) Hire charges of vehicles engaged for Election Works:

- (a) The private vehicles engaged in connection with the ensuing general elections to the House of the people will be paid hire charges at the rates noted below:
1. Buses: Hire Charges: Rs. 1.50np. (Rupees One and Fifty naye paise ) running mile for buses with a seating capacity of 30 persons below (excluding the Driver and Conductor) and an additional charges of 3 nP. (Three Naye Paise) per seat in excess of 30 per running and for buses with a seating capacity of more 30 persons.

Waiting charges: Rupees Rs, Two only) per hour or part thereof.

Minimum compensation: The minimum compensation payable for a bus engaged for election work will be Rs. 80/- (Rupees eighty) per day in respective of the distance run.

2. Lorries:- Light lorries ( 3 tonners) Light Lorries will be paid hire charges at Rs. 0.76 nP. (Seventy five naye paise) per mile in Plain and at Rs. 1/- (Rupees one only) per mile in ghats.
3. Heavy lorries (5 tonners and above): Heavy lorries will be paid hire charges at Rs. 1.50nP. (Rupees one and fifty naye paise) per mile in plains and "Rs. 2/- (Rupees two only) per mile in ghats.

Waiting charges: Rs. 2/- (Rupees two only) per hours or part thereof in excess of one hour free waiting allowance at each end of a trip.

3..Cars, Vans, Jeeps etc. Cars, Vans, Jeeps etc. engaged for election work will be paid hire charges at a rate of Rs. 0.37 nP. (Thirty –seven naye paise only) per running mile and waiting charges at Rs. 2/- (Rupees two only) per hour or part thereof where there is sufficient justification for the payment of waiting charges.

4.Motor boats, Canoes, Valloms etc. Hire charges certified as reasonable by the Canal authorities will be paid for motor boats, canoes, valloms etc., if any, engaged for election work.

5.Cycles: Cycles hire for election work will be paid hire charges at twelve naye paise (12 nP.) per hour or part thereof subject to a maximum hire charge of Rs. 125nP. (Rupees one and twenty five naye paise) per cycle per day.

6. The rates sanctioned above are inclusive of all charges like cost of petrol, oil etc., and pay and batta to crew which will have to be met by the owners of the vehicles themselves. Advances if any, paid and the cost of petrol, oil etc/, if any, supplied for the vehicles at Government expense will be adjusted and recovered from the compensation due for the vehicles at the rates sanctioned above.

(b) The vehicles of the State Transport Department engaged for election work will be paid hire charges at the rates of private hire prescribed by Government for the Department.

(c) The vehicles of the other departments of Government engaged for election work will be paid hire charges at the rates sanctioned by Government for the vehicles in each case. The cost of petrol, oil etc., if any, supplied and the T.A and D.A if any (pay and batta) paid to the crew will be recovered and adjusted from the hire charges due for the Vehicles.

(d) The hire charges for the vehicles engaged for the use of the Police Department will be met from the Police budget and portion of the expenditure on Police arrangements in connections with General Election will be met from the Election budget.

(iv)Construction of Polling Booths A sum of Rs.3/- (Rupees three only) per polling station will be paid for the construction of two polling compartments in each polling station. Amount is inclusive of all incidental expenses like hire charges and conveyance charges of the materials and the labour charges for the erection and dismantling of the polling compartments.

(v)Hire charges of lights: One Petromax light at a rate not exceeding Rs. 1.50 nP. (Rupees one and fifty naye paise) per light per night or two hurricanes lanterns at a rate not exceeding No.0.50 np. (fifty naye paise) per lantern per night will be hired for the polling stations having no electric connection for the day previous to the day of poll and for the day of poll.

(vi)Election Rehearsals; (a) expenditure not exceeding Rs. 25/- for each Assembly Constituency comprised within a Parliamentary Constituency may be incurred by the Tahsildars for the conduct of election rehearsals in connection with the ensuing general elections to the House of the People under the supervision of the Returning Officer or the Assistant Returning Officer of the concerned Parliamentary Constituency for giving

adequate training to the\_Polling personnel. The rehearsals will be arranged in conveniently small groups so as to avoid the necessity for the use of mikes or our speaker sets.

(b)Te persons required to attend the election rehearsals and Training classes will be paid T.A and D.A at the normal rates admissible to them under the rules for such journeys. Central Government servants will be paid at the rates admissible to them under the Central Government rules or at the name rates and on the same basis as are applicable to State Government Servants, whichever are higher.

## II. Advances.

(i) The persons selected for polling or counting duty will be paid advances towards T.A and D.A including special D.A, if any, admissible to them. The special D.A to the staff for distribution of polling materials may also be drawn in advance. The bills for the advances will be countersigned by the District Collector concerned.

(ii) The Tashsildars of Taluks may draw advances to the extent necessary, towards payment of sub-advances to the owners of the private vehicles, purchases of petrol and oil for the vehicles etc., in contingent bills duly countersigned by the District Collector concerned.

(iii) The Tahsildars of Taluks may also draw advances to the extent necessary for the construction of polling booths, lighting arrangements in polling stations and conduct of election rehearsals in their respective taluks in contingent bills duly countersigned by the District Collection, concerned.

(iv) An advance of Rs. 1000 (Ruppees one thousand only) each is sanctioned to the District Collectors of Trivandrum, Quilon, Aleppey, Kottayam, Trichur, Palghat and Cannanore, who are Returning Officers for two Parliamentary Constituencies, who are Returning Officers for two Parliamentary Constituency) and an advance of Rs. 1500 is sanctioned to the District Collector, Kozhikode (3 parliamentary Constituencies) for meeting urgent and unforeseen items of contingent expenditure in connection with the ensuing General Election to the House of the People. The advance will be drawn by the District Collector, in contingent bill.

(v) The advance of Rs. 200 each is also sanctioned to each Assistant Returning Officer of each Parliamentary Constituency other than the Personal Assistant to the District Collector and to each Tahsildar for meeting urgent and unforeseen items of contingent expenditure in connection with the ensuing general election to the House of the People. The advance will be drawn by the Officers concerned in contingent bills duty countersigned by the District Collector concerned.

(vi) As an adequate advance has been sanctioned to each Collector for meeting urgent and unforeseen items of contingent expenditure in connection with the ensuing general elections to the House of the People and as the Personal Assistant to the District Collector and the Deputy Collector (Elections) are officers functioning the Collectorate itself under the direct control of the District Collector, Government consider that no separate advances are necessary for them in this regard.

## III. Head of debit of the expenditure:

i The expenditure in connection with the ensuing general elections to the House of the People being entirely borne by the Government of India, is debitable to the

appropriate detailed heads of account under the sub head “25c(a) II Expenditure on Elections to (i) House of the People” in the State Budget. Necessary funds have already been allotted among the various detailed heads of account opened for the purpose in the budget for 1961-62 and distributed among the sub-controlling Officers of the election budget in G.O.Rt 335/61/Elections dated 9-12-1961.

ii The T.A and D.A to staff engaged for election duty including special D.A and the advances drawn this regard and the special D.A sanctioned to the staff engaged for the distribution of polling materials, will be debited 25C (a) II (i) 3 Allowances T.A”.

iii The hire charges of the vehicles engaged for the general election and advances drawn for payment of such – advances to owners of private vehicles and for purchase of petrol, oil etc., for the vehicles will be debited to “25C (a) II (i) A Contingencies-Transport charges”.

iv The charges incurred for the construction of polling compartments in polling stations and the advances drawn in this regard will be debited to “25C (a) II (i) 4 Contingencies-construction of polling booths”.

v Hire charges of petromax or hurricane lanterns uses at polling stations having no electric connection, the advances drawn for the purpose and the advances sanctioned for meeting urgent and unforeseen items of contingent expenditure will be debited to “25C (a) II (i) 4 Contingencies-Miscellaneous”.

#### IV Procedure for drawal of advances, etc;

i. The Following procedure will be observed for the drawal of T.A and D.A including special D.A for election duty.

a Advances: The bills for advance T.A and D.A (including Special D.A) for election duty will be drawn by the Officers concerned in T.A bill forms, prepared and presented in duplicate, and forwarded to their respective Controlling Officers who will scrutinize and pass the bills for payment and forward the same scrutinize and pass the bills for payment and forward the same to the District Collector for countersignature and noting the budget allotment. Gazetted Officers of the State and Central Governments and other Officers who draw their salaries direct from the Treasury by presenting separate bills will themselves prepare the bills for the advances due to them. In respect of all others the bills will be prepared by the concerned drawing officers of the establishment to which the belong. In all cases should be taken to see that the advances do not exceed the amount actually admissible to them. The Controlling Officers while passing the bills for payment, should see that the advances claimed for not in excess of the actual amounts due to the persons for the election duty. Both copies of the advance bill will be sent to the District Collector for countersignature and noting the allotment particulars. The original copy of the bills will be returned by the District Collector for countersignature and noting the allotment particulars. The original copy of the bill will be returned by the District Collector direct to the concerned officers (if they are Gazetted Officers) or the drawing officers (in other cases) duly countersigned and the duplicate copy of the bill will be retained by the District Collector. The Officers who draw

advances should promptly intimate the date of encashment and the name of the treasury to the District Collector and moon as the bills are cashed. The District Collector maintain a register for the advances paid towards T.A and D.A for election duty and enter the details of the bills in the register for watching the recovery or adjustment of the advances.

b. Regular T.A for election duty. The regular T.A bills for election duty will be prepared and presented in duplicate by the respective officers to their controlling officers with the order posting them for election duty and a certificate of attendance for the duty obtained from the competent authorities as soon as the duty is over. The advance, if any, received should be adjusted by short drawn) from the final bills. Any excess amount drawn as advance that cannot be adjusted in the final bill should be refunded into the treasury and the chalan for the refund duty attached to the final bill. The bills will be properly scrutinized and passed for payment by the concerned Controlling Officer and for passed for payment by the concerned Controlling Officer and forwarded to the District Collectors for countersignature and noting the allotment particulars. The original bill with the chalan for the refund of the excess advance drawn, if any, will be returned by the District Collectors direct to the drawing officers duly countersigned. The duplicate copies of the bills with the appointment orders and certificates of attendance of election duty will be retained by the District Collectors. The date of encashment of the final bill (or the date of presentation of the bill at the Treasury if no amount is due for encashment on the bill) and the name of the treasury shall be promptly intimated to the District Collector concerned by the drawing officers. The District Collector will note the details of adjustment of the advances, if any, drawn in the special register of T.A advances kept in the Collectorate.

c. Certificates of attendance of election duty: The certificate of attendance of counting duty at the counting centres will be issued by the Assistant Returning Officer concerned the certificate of attendance of polling duty for the staff who are not required to be present in the Taluk Office will issued by the Presiding Officer of the concerned Polling stations and the certificates of attendance in all other cases of election duty will be issued by the Tahsildars concerned.

ii (a) The advances for hire charges of vehicles, etc., will be drawn by the Tahsildars concerned in contingent bills duly countersigned by the District Collector.

(b)The final bills for the hire charges of vehicles should be duly supported by proper vouchers and other records in support of the claims included in the bill like the bills from the owners, log books, trip sheet, etc., and will be prepared by the Tahsildars concerned and scrutinized and countersigned by the District Collectors. Advances if any paid to the owners of the vehicles or the crew at the request of the owners and the cost of petrol, oil, etc., if any, supplied at Government cost should be short drawn in the final bills from the total amount of hire charges due for the vehicles. A statement showing the full details of the claims, the advance drawn, if any, cost of fuel etc., if any, supplied at Government expense and the net amount due should also be attached to the final bill towards hire charges for the vehicles. The certificates regarding reasonable hire charges admissible in each case obtained from the concerned Canal authority shall invariably be attached to the bill for the final hire charges due for motor boats, canoes, valloms etc.

iii A certificate from the concerned Presiding Officer that the building is not provided with electric connection and particulars of the supply of petromax or hurricane lantern shall be attached to the bill for lighting arrangements in Polling Stations.

V Accounting of Advances etc: The advances drawn for the ensuing general elections to the House of the People shall be duly accounted for and adjusted by the Officers drawing the advances to the satisfaction of the Accountant General, Kerala as soon as the general election is over and not later than 31<sup>st</sup> March 1962. Detailed accounts and proper sub vouchers should be insisted upon in support of all claims by the officers scrutinizing and passing the final bills. Any excess amount drawn as advance or any amounts disallowed in audit by the Accountant General should be refunded into the Treasury as soon as possible and the chalan for the refund forwarded to the Accountant General for reference. The refunds made before 31-3-1962 in respect of amounts drawn in 1961-62 should be made only under "Refund of Service Payments" under the concerned expenditure head from which the amount was originally drawn, and should not be credited in the Treasury under "Receipts in connection with election".

All advances drawn for the ensuing general elections should be finally settled in any case not later than 31-5-1962.

(By order of the Governor),

Sd/-  
Deputy Chief Electoral Officer.

To

The Accountant General, Kerala.....  
All Heads of Departments and Officers

Endt. on E5 -F. Dis. 3182/62 dated 27-1-62  
Chief Conservator's Office, Trivandrum,

Copy to  
All Conservators, Divisional Forest Officers, W.P.Os. Silvicultural Research Officer, Forest Utilisation Officer, Wild Life Preservation Officer, Forest Veterinary Officer, U.F.O Hydrel etc.etc.

M.P. Gunan,  
For Chief Conservator of Forests.  
Forwarded/by Order,

Superintendent.