



OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI
OLD ST. STEPHEN'S COLLEGE BUILDING, KASHMERE GATE, DELHI-110006

No./CEO/COE/112(1)/2015/ 2464 -2570

Dated: 12-01-2015

To

1. The District Election Officers of all 9 districts of NCT of Delhi.
2. The ROs of all 70 Assembly Constituencies of NCT of Delhi.

Sub: General Election to the Legislative Assembly of NCT of Delhi,2015-Instructions regarding SINGLE WINDOW SYSTEM for Public Meetings/Rallies/Processions, use of Loudspeakers and use of vehicles for election campaigning as well as use of non-commercial/remote/uncontrolled airports/helipads.

Madam/Sir,

I am directed to refer to the subject cited above and to state that a "Single Window System" is to be set up in the offices of concerned District Magistrates/District Election Officer of the election districts in NCT of Delhi during the election period, to grant permissions to the political parties and candidates for:-

- a) Usage of non-commercial/remote/uncontrolled airports/helipads; and
- b) Organizing public meetings/rallies/processions & use of loudspeakers;

In view of the above, DMs/DEOs of all 9 election districts of NCT of Delhi are requested to follow the instructions/directions during the ensuing General Election to the Legislative Assembly of NCT of Delhi,2015 as given below:-

1. All DMs/DEOs shall set up and operationalize "Single Window/Permission Cell" in their offices, which will be equipped with necessary infrastructure such as photocopier machine, scanner, computer, telephone etc and dedicated staff who will provide photocopies of applications received by Permission Cell Incharge, to various Nodal Officers of other departments present in the office of District Election Officer for prompt action at their end with regard to obtaining specific clearances from their respective departments.
2. Addl. CP/DCP of the district shall designate **one officer of the rank of ACP as Permission Cell Incharge for each district** who shall camp in the office premises of DM/DEO. He will collect and process the applications and issue permission/decision to the applicant after obtaining necessary approval from the competent authority of Delhi Police as well as other local authorities, land owning agencies etc. as per relevant laws.
- 3.1 The Political Party/Candidate seeking permission has to apply to the ACP (Permission)/ Permission Cell Incharge in the office of the DM/DEO concerned at least 48 hours before the event along with the details of Expenditure Plan in the prescribed format given in Annexure-16 of the Compendium of Instructions on Election Expenditure Monitoring (October-2014) (copy enclosed) in accordance with the instructions of the Election Commission of India.

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3.2 A Political Party/Candidate may apply through an application for permission in respect of those events/rallies/processions etc. scheduled to be organized within 07 days of making application (excluding the day of application).

3.3 Separate application has to be filed for more than one event on a particular day.

3.4 In case an event/rally/procession etc. is to be held in the area covering jurisdiction of more than one District(s), then separate applications have to be filed with the Permission Cell Incharge in the office of the concerned DM/DEO.

4. The Permission Cell Incharge i.e. ACP (Permission) shall keep a separate register (Log-Book) for keeping the record of applications received, their transmission to Nodal Officers of various departments and final grant of permission/decision indicating date and time of each stage.

5. The Traffic Police related permissions shall be obtained by the Permission Cell Incharge and the applicant will not be asked to obtain the same from the Traffic Police separately.

6. The Permission Cell Incharge after obtaining necessary clearance, if any, from other departments such as fire, local authorities, land owning agencies etc. will issue the permission to the political party/candidate within 36 hours of the receipt of application.

7. The Joint CP (Election Cell)/State Nodal Officer of Delhi Police shall send Daily Report of cases of all 9 Election Districts of NCT of Delhi where any permission is pending for more than 36 hours with reasons in format SW-1 (copy enclosed).

8. The permission shall be given to the applicant(s) on "First Come First Serve" basis from the Single Window only. It is to be ensured that no political party/candidate is allowed to monopolize campaigning through block applications, thereby denying other Political Parties/Candidates equitable opportunity of campaigning.

9. A copy of permission/decision along with a copy of Expenditure Plan (Annexure-16) shall be submitted by the Permission Cell Incharge to the concerned Returning Officer of Assembly Constituency immediately, who in turn will forward it within one hour to the Assistant Expenditure Observer of the Assembly Constituency for making necessary arrangements for videography of the event for purpose of enforcement of Model Code of Conduct and Election Expenditure Monitoring etc and for keeping the record in folder of Evidence of concerned political party/candidate.

10. For usage of non-commercial/remote/uncontrolled airports/helipads by a political party/candidate, the application will have to be made to the concerned District Magistrate at least 24 hours before landing, mentioning the details of travel plan, place of landing in the district and names of passengers in the aircraft/helicopter. A separate register for keeping record of applications received and their disposal shall be maintained for the purpose. The Permission Cell Incharge shall ensure that NOC of Police authorities, if required, is made available to the DM/DEO well within time.

11. The permission for use of vehicles for election campaigning shall be granted by the concerned Returning Officer (RO) of the Assembly Constituency as per ECI instructions issued from time to time and RO Hand Book -2014.

12. The following officers of various departments shall be part of "Single Window System" set up at the office of DM/DEO concerned to coordinate, process and assist in obtaining issuance of NOC/Permission/Decision from their department as per rules of the department :-

- i. An officer of the level of Executive Engineer or above of concerned Municipal Corporation (i.e. North, South or East) or New Delhi Municipal Council (NDMC) or Delhi Cantonment Board (DCB) and Delhi Development Authority, as the case may be, for use of land, building, premises, ground etc. as per rules of the department.
- ii. Assistant Divisional Fire Officer or equivalent of the concerned district.
- iii. An officer of the level of Executive Engineer or above from DISCOMS (Electricity) of the concerned district for any requirement for temporary electricity connection at meeting site etc.

The above mentioned officers shall follow the following procedure for issuance of NOC/Permission/Decision at Single Window System:-

- a) These officers shall camp in the office premises of the DM/DEO concerned.
- b) They will collect photocopy of application for permission submitted by a party/candidate at Single Window System from the Permission Cell Incharge who is also camping in the DM/DEO office.
- c) They will process the applications in their respective departments on urgent basis and issue permission/NOC/decision as per departmental rules on the same day of making application on "First Come First Serve" basis and deliver to the Permission Cell Incharge for issuance of further permission/decision to the applicants.
- d) DM / DEOs shall ensure necessary sitting arrangements for these officers.

13. An officer of the rank of Assistant Director or above from Transport Department, GNCTD, shall camp in the CEO, Delhi Office in Model Code of Conduct Branch to facilitate obtaining permission / decision in respect of modified vehicles to be used for rally and election campaigning.

14. Commissioner, Delhi Police / Chairman, NDMC / Commissioners of 03 Municipal Corporations / Vice Chairman, DDA / Principal Secretary, Power / Chief Fire Officer, Delhi / Chief Executive Officer, Delhi Cantonment Board etc. shall designate the above said Officers in the Single Window in the offices of 09 District Election Officers from the date of announcement of General Elections to Legislative Assembly, 2015. Regarding Transport Department, the Commissioner, Transport Department, Delhi shall designate the officer for CEO, Delhi office for reporting from the date of announcement of elections. The designated officers / officials shall report to the concerned DM/DEO from the date of announcement of elections.

The information of designated officers as such name, designation, office address, mobile number, e-mail ID etc. shall be sent to this office through e-mail jtceo.delhi@gmail.com as well as to all DM/DEOs within 24 hours of receipt of this order.

15. The above said instructions / directions shall come into operation from the date and time of announcement of General Elections to Legislative Assembly of NCT of Delhi, 2015 and will continue till the completion of election process.

16. All DMs / DEOs / ROs to comply with all instructions / directions / guidelines issued by ECI from time to time in this regard.

17. All DMs / DEOs / ROs are required to convey these instructions to all Addl.CPs / DCPs of their district, District / Zonal Heads of other departments such as Municipal Corporations,

NDMC, DCB, Fire Department, Electricity Department etc., General Observers, Expenditure Observers, Asst. Expenditure Observers as well as the office bearers of all political parties and to the candidates at the time of nomination.

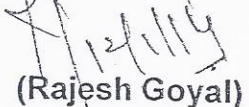
18. These instructions shall be displayed on the Notice Board in the office of all DMs / DEOs/ ROs as well as other suitable places for public awareness.

19. The contact details of all 09 DMs/ DEOs are enclosed herewith for information.

20. This issues with the approval of CEO, Delhi

Encl: As above.

Yours faithfully,


(Rajesh Goyal)

Jt. Chief Electoral Officer

Dated: 12-01-2015

No./CEO/COE/112(1)/2015/2464-2570

Copy for information and necessary action to:-

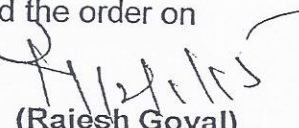
1. Principal Secretary, Home Department, GNCTD, Delhi.
2. Commissioner of Police, Delhi Police Headquarters, I.P.Estate, New Delhi.
3. Vice Chairman, Delhi Development Authority, Delhi
4. Chairman, NDMC, New Delhi.
5. Principal Secretary, Power Department, GNCTD, Delhi.
6. Secretary-cum-commissioner, Transport Department, GNCTD, Delhi.
7. Commissioner, East Delhi Municipal Corporation, Delhi
8. Commissioner, North Delhi Municipal Corporation, Delhi.
9. Commissioner, South Delhi Municipal Corporation, Delhi.
10. Chief Executive Officer, Delhi Cantonment Board, Delhi.
11. Chief Fire Officer, Delhi
12. Jt.CP (Election), P&I, 2nd Floor, Delhi Police Headquarters, IP Estate, New Delhi with the request to circulate it to all concerned police authorities down the line immediately for compliance.

Encl:

1. Format of Annexure-16
2. Report SW-1 format
3. Contact details of all DMs/ DEOs

Copy for information to:-

1. The Principal Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi.
2. PS to CEO
3. PA to Addl.CEO/ Jt.CEO/Dy.CEO.
4. Sh.Vishva Mohan, OSD (Elections), CEO Office, Delhi.
5. Shri Neeraj Bharati, OSD (Elections), CEO office, Delhi.
6. Shri Rupesh Kumar Thakur, OSD (Elections), CEO office, Delhi
7. All Election Officers of CEO Office, Delhi
8. System Analyst, IT Branch, O/o CEO, Delhi with the direction to upload the order on website.


(Rajesh Goyal)

Jt. Chief Electoral Officer

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 of District-

No. and Name of Constituency-

Name of Candidate -

Political Party if any-

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 the Political Party		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	Number of Units	Cost	Number of Units	Cost
1	Pandal and fixture								
2	Barricading & Arches								
2	Tables								
3	Chairs								
4	Other Furniture								
5	Loudspeaker & Microphone								
6	Posters								
7	Banners								
8	Cut Outs								
9	Digital Boards								
10	Illumination items like Serial Lights, etc.								

GENERAL ELECTION TO DELHI LEGISLATIVE ASSEMBLY - 2015

Report of pending cases (more than 36 hours) of Single Window System

S.No.	Name of the Election District	Name & Designation of ACP (Permission)/ Permission Cell Incharge	Mobile No.	No. of applications pending at Single Window for more than 36 hours of the receipt of application	Remarks / Details of pending application with reasons