



**LOK SABHA ELECTION 2024
URGENT**



**कार्यालयमुख्य चुनाव अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

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F.No. CEO/COE/102(74)/2024/ 447

Dated: 03.05.2024

To

The Returning Officers of all 07 PCs
NCT of Delhi.

Sub: Clarifications regarding issuing various permissions related to electioneering/campaigning through Single Window in PCs.

Madam / Sir,

As you are aware that various types of permissions are issued at RO level. However, it has been observed that there are variations in issuing permissions through Single Window Systems (SWS) across the PCs. Broadly, there are two types of permissions being issued at RO level i.e.(1). Long duration permission such as permissions for vehicles, temporary party office etc. (2). Event based permissions such as rally, processions, street corner meetings etc. which are to be issued for a particular date and time.

It has come to the notice of CEO office that the SWS in some PCs have issued single permission for multiple events on different dates and time. In this regard, your attention is invited to the Commission's instruction No. 464/INST/2014-EPS dated 20.03.2014 (Copy enclosed - **annexure -I**) wherein it has been directed as under: -

1. Para 3 (a) - The political party / candidate seeking permission has to apply to the Permission Cell In-charge in the office of the Returning Officer concerned at least **48 hours** before the event along with details of Expenditure Plan in the prescribed format given in **Annexure - 16** of Compendium of Instructions on Election Expenditure Monitoring (January 2014) in accordance with the instructions of the Commission.
2. Para 3 (b) - 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 the application (excluding the day of application).
3. Para 3 (c) - that "**Separate application has to be filed for more than one event on a particular day.....**"

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Further, different types of formats are being used by the SWS across the PCs for issuing the permissions which are also uploaded on the SUVIDHA portal, besides the system generated format which is common for all PCs.

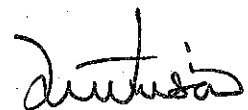
In order to streamline and bring uniformity in the permission system of the SWS across all PCs, the following instructions are hereby issued for compliance by all the ROs.

1. Permission shall be issued for a single event **only** for a particular date and time, irrespective of permissions sought for multiple events/dates in a single application. In respect of all such applications the ACP (Permissions) shall specifically mention in the "comments" section in the SUVIDHA portal that the permission is issued only for a single event. A sample copy of SUVIDHA portal generated permission details is enclosed as **annexure-II** for reference.
2. A sample format of permission to be issued manually and to be uploaded on SUVIDHA portal is also enclosed as **annexure-III** to maintain uniformity across all PCs.

Accordingly, you are requested to issue necessary directions to the in-charge of Single Window Permission of your PC for strictly adhering to the above guidelines.

This issues with the approval of CEO, Delhi.

Yours sincerely,



(T. Misao)

Asstt. Chief Electoral Officer(CoE)

Copy to:-

1. P.S. to Chief Electoral Officer, Delhi
2. P.S. to Spl. CEO, Delhi
3. OSD (Election)-I, CEO office
4. Jt. CEO-II, CEO office
5. SSA, IT Branch, CEO office

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST/2014-EPS

Dated:- 20th March, 2014

To

The Chief Electoral Officers,
of all States/UTs.

Sub: General Election to the Lok Sabha, 2014 – 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.

Sir/Madam,

I am directed to refer to the subject cited above and to state that the Commission has directed that a “Single Window System” may be set up in the offices of concerned District Magistrate/District Election Officer/Returning Officer (RO) of the Parliamentary Constituencies in all the States/UTs during the election period, to grant permissions to the political parties and candidates for –

- a) usage of non-commercial/remote/uncontrolled airports/helipads;
- b) organizing public meetings/rallies/ processions, use of loudspeakers; and
- c) use of vehicles for election campaigning.

2. In view of the above, DMs/DEOs/ROs of all Parliamentary Constituencies may be directed to follow the instructions/directions during the ensuing General Election to Lok Sabha, 2014, as given below :

- 1) All DMs/DEOs/ROs (PC) 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 Returning Officer for prompt action at their end with regard to obtaining specific clearances from their respective department.

- 2) SSP/SP or equivalent level officer of different designations of the district shall designate one officer of the rank of DSP as **Permission Cell Incharge** for each R.O. Office who shall camp in the office premises of DM/RO. He/She will collect and process the applications and issue permission/decision to the applicant after obtaining necessary approval from the competent authority of State Police as well as other local authorities, land owning agencies etc. as per laws.
- 3) (a) The political party/candidate seeking permission has to apply to the Permission Cell Incharge in the office of the Returning Officer concerned at least **48 hours** before the event along with details of Expenditure Plan in the prescribed format given in **Annexure-16 of Compendium of Instructions on Election Expenditure Monitoring (January 2014)** (copy enclosed) in accordance with the instructions of the Commission.
(b) 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 the application (excluding the day of application).
(c) Separate application has to be filed for more than one event on a particular day.
(d) In case an event/rally/procession etc. is to be held in the area covering jurisdiction of more than one District(s) for any Parliamentary Constituency, then separate applications have to be filed with the Permission Cell Incharge in the office of the concerned DM/RO.
- 4) The Permission Cell Incharge shall also 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 permission 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) (a) **Permission Cell Incharge after obtaining necessary clearance, if any, from other department such as fire, local authorities, land owning agencies etc. will issue the permission to the political parties/candidates within 36 hours of the receipt of application.**
(b) The State Nodal Officer of Police shall send Daily Report of cases of all RO offices where any **permission** is pending for more than **36 hours**, with reasons, in format **SWS-1** (Copy annexed).

- 7) The permission shall be given to the applicant(s) on "First Come First Served" basis from the Single Window only.
- 8) A copy of permission/decision along with a copy of Expenditure Plan (Annexure-16) shall be submitted by the Permission Cell Incharge to Returning Officer immediately, who in turn will forward it within **one hour** to the concerned Asstt. Expenditure Observer of Assembly Constituency for making necessary arrangements for videography of the event for the purpose of enforcement of Model Code of Conduct and Election Expenditure Monitoring etc. and to the Asst. Expenditure Observer of Parliamentary Constituency for keeping the record in Folder of Evidence of concerned political party/candidate.
- 9) 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. Permission Cell Incharge shall ensure that NOC of Police authorities, if required, is made available to the DM/DEO well within time.
- 10) The following officers of various departments shall be part of "**Single Window System**" set up at the office of DM/RO concerned, to coordinate, process and assist in obtaining issuance of No Objection Certificate (NOC)/Permission/Decision from their department as per rules of the department:-
 - (i) A Officer of the level of Executive Engineer or above of concerned Municipal Corporations, Cantonment Boards, etc. as the case may be, for use of land, building, premises, ground etc.
 - (ii) Assistant Divisional Fire Officer or equivalent of the concerned district.
 - (iii) An Officer of the level of Executive Engineer or above from Electricity Department/Board of the concerned district, for any requirement for temporary electricity connection at meeting site.
- 11) 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 DM/RO concerned.

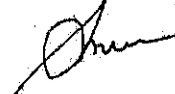
- b) They will collect photocopy of application for permission submitted by a party/candidate at Single Window System from Permission Cell Incharge who is also camping in DM/RO office.
- c) They will process the applications in their respective departments on urgent basis and issue permission/NOC/decision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

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

3. 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.

4. The General Observers, Expenditure Observers, Asstt. Expenditure Observers, political parties/candidates and all concerned may be informed accordingly.

Yours faithfully,



(SUMIT MUKHERJEE)
SECRETARY

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 :

| S.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 | | | | | | | | |
| 3. | Tables | | | | | | | | |
| 4. | Chairs | | | | | | | | |
| 5. | Other furniture | | | | | | | | |
| 6. | Loudspeaker & Microphone | | | | | | | | |
| 7. | Posters | | | | | | | | |
| 8. | Banners | | | | | | | | |
| 9. | Cut Outs | | | | | | | | |
| 10. | Digital Boards | | | | | | | | |
| 11. | Illumination items like Serial lights etc. | | | | | | | | |
| 12. | Power connection charges paid/payable to EB etc. | | | | | | | | |
| 13. | Other items | | | | | | | | |
| 14. | | | | | | | | | |
| | Total | | | | | | | | |

Name and Signature of Candidate/Election Agent/Name and Signature of authorised representative of Political Party/any other Association Officer In-charge

Date :

Anner - D



Election Commission of India

PERMISSION DETAILS

| | |
|---------------------|---|
| Permission Type | Application for Permit for Street Corner Meeting and Loud Speaker |
| Date & Timing | 01-05-2024 04:19:00pm to 06-05-2024 04:17:00pm |
| Application Status | Accepted |
| Comment | Permission Granted only for the event held on 01/05/2024 in between 03 PM TO 09 PM. (Separate application is required for the rest of the venues) |
| Cancelation Comment | |

Annexure III
Sample Form

OFFICE OF THE RO, PC- () DELHI (PERFORMA FOR ISSUING PERMISSION)

(Ref. No. _____)

Dated: _____

| | | |
|-----|--|--|
| 1. | Name of Parliamentary Constituency & No. | |
| 2. | Name of the Election District | |
| 3. | Name and contact number of the applicant | |
| 4. | Name of the Political Party / Independent | |
| 5. | Type of event | |
| 6. | Venue of event and concerned Police Station | |
| 7. | Date of Programme | |
| 8. | Timing of Programme | |
| 9. | Route and approximate distance to be covered (in case of pad yatra, procession etc.) | |
| 10. | Permitted gathering | |
| 11. | Permission granted or not, if not, then reason for not granting the permission. | |
| 12. | Comments, if any | |

Assistant Commissioner of Police
Incharge - Permission Cell
PC-____(____), Delhi