



कार्यालय मुख्य चुनाव अधिकारी, दिल्ली

**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

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**Sub: Uploading of Abstract Statements on Election Expenditure by contesting candidates and online filing of DEOs Scrutiny Report in Encore -reg.**

This is with reference to ECI's instructions vide letter no. 464/ECI/let/eem/exp.obs./eeps/2024 dt. 13.06.2024 (copy enclosed) wherein the commission has directed at Para (d) that scanned copy of the Abstract Statements of the Account of Election Expenditure lodged by the candidates, copies of all notices issued by the ROs to the candidates, if any, and replies thereto, received during election process, and list of candidates, who have not lodged the accounts within the stipulated time, shall be uploaded on website of CEOs, DEOs, under single caption namely '**General Election of Lok Sabha, 2024- candidates on Election Expenditure**'.

2. Further the commission has also directed that the DEOs shall also make duty entry of the DEOs' Scrutiny Report in respect of the contesting candidates in ENCORE within 3 days of finalization of DEOs' Scrutiny Report that is latest by 21.07.2024.

3. Accordingly, you are requested to coordinate with District IT officials and ensure the compliance of above mentioned ECI's instructions.

T. Misao

Asstt. Chief Electoral Officer (CoE)

UO No.CEO/COE/102(91)/2024/ 648

CD No. 000774961

Dated: 02/07/2024

To,

**1..SSA, IT, O/o CEO, Delhi.**

## ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/ECI/LET/EEM/Exp. Obs./EEPS/2024

Dated: 13<sup>th</sup> June, 2024

To

The Chief Electoral Officers of  
All States and UTs

Subject: General Elections to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024, and Bye-elections to some ACs-Third/Last visit of EO for preparation of DEO's Scrutiny Reports etc.- Regarding.

Madam/Sir,

I am directed to state that the Expenditure Observers (Total 780, list enclosed) deployed by the Commission in General Elections to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024, and some bye-elections, announced by the Commission vide its Press Note No. ECI/PN/23/2024, dated 16.03.2024 and Press Note No. ECI/PN/24/2024, dated 16.03.2024 respectively are required to make their third/last visit to the Constituency/District Hq. assigned to them on 25<sup>th</sup> day of declaration of results to assist the DEOs in scrutinizing the statements of accounts of election expenditure submitted by the candidates after declaration of the results, and also for submission of their Report-IV. Date of reporting for Third/Last visit is as under:

Date of reporting for Third/Last visit	Name of Election
27.06.2024	General Elections to Legislative Assemblies of Arunachal Pradesh and Sikkim, 2024
29.06.2024	General Elections to Lok Sabha, Legislative Assemblies of Andhra Pradesh and Odisha, and Bye-elections to some ACs, 2024

(b) Expenditure Observers are also required to present in the Account Reconciliation Meeting to be convened by the DEOs on the 26<sup>th</sup> day after declaration of the results in terms of the Commission's letter no. 76/Instructions/EEPS/2015/Vol. II, dated 29<sup>th</sup> May, 2015 and letter no. 76/Instructions/2015/EEPS/Vol. XIV, dated 2<sup>nd</sup> June, 2016 (Annexure-C10 & Annexure-C12 of the Compendium), enable to prepare the DEO's Scrutiny Report on account.

(c) All District Election Officers be directed to submit their Scrutiny Reports in the prescribed format issued by the Commission through O/o the Chief Electoral Officer within 45 days of declaration of the results.

(d) Scanned copy of the Abstract Statement (Part I to Part IV and Schedule I to 11) of the account of election expenditure lodged by the candidates, copies of all notices issued by the ROs to the candidates along with the discrepancies pointed out, if any, and the replies thereto, received during election process, and list of candidates, who have not lodged the accounts within the stipulated period of 30 days from the date of declaration of results, shall be uploaded on website of CEOs/DEOs under single caption, namely,

'General Election to Lok Sabha, 2024-Candidates' Election Expenditure' / 'General Elections to Legislative Assembly of (Name of the State), 2024-Candidates' Election Expenditure' / 'Bye-election to (No. & Name of AC & State), 2024-Candidates' Election Expenditure', within 3 days of lodging of such accounts by the candidates. In cases of delay in filing of accounts, not exceeding 15 days from the due date, the DEOs shall suo-moto collect explanation from the candidate for the delay. The reply of the candidates will be examined by the DEOs and the copies of explanation for delayed submission along with his/her comments shall be sent to the Commission, along with his/her comments. The DEOs and Expenditure Observers are requested to take care of some points mentioned in Annexure A while preparing the DEO's Scrutiny Reports and Summary Reports.

(e) The Commission has developed a data entry portal called ENCORE, for online filing of the DEO's Scrutiny Reports in respect of the contesting candidates. The online form contains the same columns as the physical format of DEO's Scrutiny Report. The data entry portal can be accessed by visiting the link <https://encore.eci.gov.in>. It is to be ensured that data is entered online within 3 days of finalization of DEO's Scrutiny Reports.

2. You are requested to ensure that all DEOs have made necessary arrangement for Account Reconciliation Meeting, and provided all necessary assistance and infrastructure to the Expenditure Observers during their third/last visit to their assigned Constituency(ies)/District Hq. A compliance report in this regard be furnished to the Commission by 24<sup>th</sup> June, 2024. (Annexure B).

3. Kindly bring it to the notice of all concerned including DEOs, ROs and Expenditure Observers.

Yours faithfully,

  
(Avinash Kumar)  
Principal Secretary

Copy to:

1. CEMS-I, II, III & IV for necessary action
2. IT Division (Kind attn. Sh. Santosh Pathariya, Head Solution Delivery for timely activation of ENCORE)

## Points to be noted while preparing DEO's Scrutiny Reports and Summary Reports

1. To annex copy of explanation called for account not lodged or not lodged in time by the candidate with English translation, if it is in regional language. If no explanation has been called for by DEO, reason thereof. [sl. no. 13 of DEO's Scrutiny Report]
2. To annex copy of explanation given by the candidate with English translation, if it is in regional language. [sl. no. 14 of DEO's Scrutiny Report]
3. To give DEO's comment on the explanation of the candidate for not lodged or not lodged in time. [sl. no. 14A of DEO's Scrutiny Report]
4. To annex copies of all the notice issued relating to discrepancies with English translation, if it is in regional language, and mention the date of notice. [sl. no. 21(i) of DEO's Scrutiny Report]
5. To annex copies of explanation received from the candidate with English translation, if it is in regional language, and mention the date of reply. [sl. no. 21(iv) of DEO's Scrutiny Report]
6. To give DEO's comment/observation on the candidate's explanation. [sl. no. 21(v) of DEO's Scrutiny Report]
7. Grand total of all election expenses reported at sl. no. 15 of DEO's Scrutiny Report should be same to Part II of the Candidate's Abstract Statement and Column 7 of DEO's Summary Report.
8. Comment of DEO at sl. no. 22 of DEO's Scrutiny Report should be same to Column 8 of DEO's Summary Report.
9. As DEO's Scrutiny Report and Summary Report contains important dates and data related to election expenses of a candidate, hence, the dates and data should be filled carefully without any mistake.
10. DEO's Scrutiny Reports and Summary Reports should be well typed and legible with date of signing of the reports by DEO and Expenditure Observer.

## Arrangement for Account Reconciliation Meeting and third/last visit of Expenditure Observers:

Sl. No.	Subject	Remark (Yes/No)
1	Whether date and place for Account Reconciliation Meeting have been fixed by all DEOs?	
2	Whether AEOs and Accounting Teams etc. have been deployed by all DEOs for Account Reconciliation Meeting, preparation of DEO's Scrutiny Reports and Summary Reports etc.?	
3	Whether all necessary arrangements including lodging, transport and necessary facilities for third/last visit of Expenditure Observers have been planned and arranged by all DEOs?	