

**GOVERNMENT OF RAJASTHAN
(ELECTION DEPARTMENT)**

NO.: F. 3(229) III/A/ELEC/Spl.TA./2024/3813

JAIPUR, DATED: 05/04/2024

ORDER

In order to simplify the procedure of payment of T. A. Claims of the staff engaged in the course of **Loksabha General Elections 2024** including the Police Personnel deputed on Election duty during the election days, the Governor is pleased to prescribe the flat rates of TA and lay down the following procedure:-

The terms which are not given special meaning in these rules shall have the meaning assigned to them in Rajasthan Traveling Allowance Rules, 1971 as amended from time to time or T.A. Rules applicable to them.

1. T. A. claims of all employees will be drawn and disbursed by the District Election Officer of the district in which a person is engaged for election duty.

2. Daily Allowance:- To the staff engaged in polling duty including reserve parties will be paid for attending training classes, collecting polling material, journey undertaken for attending duty on the Polling Days at the following rates:-

Particulars	Presiding Officer	Polling Officer	Class IV
Per day or part thereof	Rs. 500/-	Rs. 400/-	Rs. 250/-

Note:-

- (i) The above rates are minimum. Employees of central government/ its undertakings/Banks etc., who are getting more D.A. **in total** than that of the rates of D.A. admissible to them in their Parent Department/ Organization shall be eligible for the D.A. rates in their Parent Department/ Organization in total. Hotel Charges will not be admissible to such employees for Polling Duty.
- (ii) All employees, who attend the training classes, are entitled for DA.
- (iii) The above rates will be admissible to the polling personnel from the reporting time fixed by the District Election Officer or any officer authorized by him.
- (iv) During **Loksabha General Elections 2024** Mahila Anganbari Karyakarta deployed by the District Election Officer (Collectors)/ Returning Officers on Polling Station for the help of Polling Party on Poll Day will be covered under Class IV category i.e. D.A. @ Rs. 250/- per day or part thereof and light refreshment/Packed Lunch will be admissible to them as Polling Parties.

22

3. Traveling Allowance:-

- (i) Employees, other than Rajasthan Government employee shall be paid the travelling expenses as per T.A. rules applicable to them.
- (ii) The TA will be admissible to Rajasthan Government Employees as under:-
 - (a) Government servant whose place of posting is within a radius of 15 Km of a reporting center will not be entitled to mileage allowances. For this purpose, the limits of a center in case of a town or city extends up to the Municipal limits of the town or city.
 - (b) An employee engaged on polling duty beyond a radius of 15 Km. from his head quarters will be paid T.A. except halting allowance as on tour in accordance with the provisions contained in Rajasthan Traveling Allowance Rules.
 - (c) Government Servants whose headquarters are not connected by rail or bus and they are required to cover distance by cycle or on foot or any other conveyance for more than 15 Km. will get @ Rs. 1/- per Km Journey undertaken.
 - (d) The rates of remuneration of the polling official, going to the Polling Stations in difficult terrain where polling parties depart 3 days or more in advance shall be double than normal rates.

4. Payment of T. A. & D. A to the Sector Officers/ Area/ Zonal Magistrate and staff attached with them:-

- (i) **For Sector Officer, Area & Zonal Magistrate-** Payment of remuneration to the Sector Officer / Area / Zonal Magistrates may be paid at a lump sum amount of Rs. 1500/- or according to the rates of D. A. (Except Hotel charge if any) admissible to them in their parent department / organization which ever is beneficial to them in total.
- (ii) **For Staff:-** Payment of TA & DA to the staff attached with Sector Officers / Area / Zonal Magistrate will be paid on the rates of D.A. (except Hotel charges if any) admissible to them in their parent Department/ Organizations. The traveling expenses will be admissible to them as per T.A. rules applicable to them.

5. Payment of T. A. & D. A. to Police Personnel attached with Polling Party/Zonal Magistrate/ Area Magistrate:-

- (i) Payment of T. A. & D. A. to Police Personnel (Except Class IV) including Mobile Parties/ Home Guards/ Forest Guards/Gram Rakshak Dal/ NCC (Senior) Cadets/Ex-Army/C.P.F etc. attached with the Polling Parties will be paid @ Rs. 350/- Per Day or part thereof and for class IV Rs. 250/- per day or part thereof or according to the rates of D. A. (Except Hotel Charges, if any) admissible to them in their parent Department/Organizations



which ever is beneficial to them in total. Traveling expenses admissible to such employees as per TA Rules applicable to them. T.A. claims of Police Personnel will be drawn on the TA. bill form prescribed for the member of polling Parties. T.A. & D.A. will not be admissible to the police personnel deployed for law & order.

6. **Payment of T. A. Claims of the staff engaged on Counting Duty :-**

- (i) **Defination of Counting Staff:** :- Means all employees appointed by the Returning Officer for counting purpose.
- (ii) **Traveling and Daily Allowance:** - To the staff engaged in counting duty including reserve parties will be paid for attending training classes, journey undertaken for attending duty on the counting days at the following rates:-

Particulars	Counting Supervisor	Counting Assistant	Class IV
Per day or part thereof	Rs. 500/-	Rs. 400/-	Rs. 250/-

- (iii) Returning Officers/Micro observers deployed at counting tables on counting day by the District Election officers, Returning Officers will be paid @ 500/- per day or part thereof and light refreshment /packed lunch. Expect above instructions the rest procedure conditions for polling duty staff are also applicable for counting staff.

Other miscellaneous reimbursement :-

7. **Micro Observers:-** A lump sum amount of Rs. 1,000/- (Rupees One Thousand Only) per observer will be given to the micro observers to be appointed on the polling day in the Loksabha General Election 2024 for the supervision work. Apart from this, micro observers will be provided snacks/packed lunch to polling parties on polling day or an amount of Rs. 150/- Cash payment. TA will be paid as per rule form election head.

8. **Technical Persons for Live Webcasting:-** An amount of Rs. 350/- per person per day rest allowance/daily allowance (for maximum 3 days) will be given to technical persons (government/non-government) for live webcasting at selected booths in the upcoming Loksabha General elections 2024.

Traveling allowance (other than rest allowance) will be allowed to government employees as per prevalent traveling allowance rules and actual ordinary class fare to non-government persons.

The amount of daily allowance will not be admissible to the employees of the live webcasting firm. Apart from this, they will be provided with the facility of packed lunch/snacks on the polling day like the polling parties.

14

9. **Videography/Photography by Government Camera:-** An amount of Rs. 250/- per day or part thereof (maximum two days) per person for training day and voting day will be allowed to fixed pay/data entry operators and other personnel like NCC/Scouts/Guide etc. to be appointed for videography/photography and other works at the polling stations in the Lok Sabha General Election 2024.

Light refreshment/Packed lunch will be admissible to them as polling parties. Apart from this, approval for packed food/snacks to the polling parties on the polling day.

10. **Testing and Preparation of EVM:-** Remuneration of Rs. 30/- (Rupees Thirty Only) per unit (complete set of Control+Ballot+VVPAT) will be paid to the staff engaged for testing and preparation of Electronic Voting Machine Control+Ballot+VVPAT Unit in Lok Sabha General Election 2024.

11. **Trainers:-** Honorarium of Rs. 1500/- maximum per day (a maximum amount of Rs. 500/- per trainer per session), will be allowed to the trainers (officers) who is giving training to the employees/officers deployed in election duty in Lok Sabha General Election 2024.

The District Election Officer will also ensure that the number of trainees in each session should be kept at least 50 trainees.

12. **TA to different Teams of expenditure monitoring:-** The period of traveling allowance for Flying Squad (FS), Video Surveillance Team (VST), Video Viewing Team (VVT), Accounting Team (AT) will be applicable from the date of election announcement upto the polling day.

The period of traveling allowance for static Surveillance Team (SST) and Assistant Expenditure Observer (AEO) will be applicable from the date of notification upto the polling day.

Personels deployed in expenditure monitoring teams should be appointed from area of their polling. In special circumstances personal from outside the area of polling should be appointed in such terms following action should be taken regarding the payment of T.A.

T.A. to officers/employee depolyed outside the area of polling will be admissible as per Rajasthan TA rules or the rates admissible in their parent deparment or whichever is beneficial to them.

11

- 13. Central Armed Police Force/State Armed Police:-** The personnel to be appointed by the Central Armed Police Force/State Armed Police in the upcoming Lok Sabha General Elections 2024 will be given compensation as per the Election Commission of India's instruction number No.464/INST/EPS/2023/Honorarium dated 06.06.2023 in lieu of the security management related work to be done by them. Approval to pay honorarium at the rates determined as follows is hereby given:-

S.No	Period of Deployment	Rates of Honorarium		
		Gazetted Officer Adhoc commandant and other equivalent ranks (Assistant Commandant, Medical Officer, Day. Commandant)	Subordinate Officer (Assistant Sub - Inspector, Sub-Inspector and other Inspector)	Other Rank (Constable, Head Constable and other)
1.	15 Days or less	Rs. 2500/- lump sum	Rs. 2000/- lump sum	Rs. 1500/- lump sum
2.	More than 15 days	@ Rs. 1250 Per week.	@ Rs. 1000 Per week.	@ Rs. 750 Per week.

The above rates will be effective on the personnel appointed by Central Armed Police Force/State Armed Police in the upcoming Lok Sabha General Elections 2024. The honorarium payable as per the above rates will not exceed the total salary of one month of the concerned officer/personnel. Those who will be given honorarium, they will not be given daily allowance from election head.

- 14 Payment of T. A. to the staff engaged on election duty other than the members of polling parties:-** T.A. claims of such persons will be drawn and disbursed by the District Election Officers on the normal T.A. bill forms according to Rajasthan, T.A. Rules or T.A. Rules applicable for them.

- 15 Light refreshment to the polling parties:-** Irrespective of the payment of remuneration cash/ online payment or pack lunch @ Rs 150 (One hundred fifty only) per head shall be made to polling parties/counting staff including police personnel deployed on election work on poll day/ counting day including mobile parties /Home Guards/ Forest Guards/ Gram Rakshak Dal/ NCC (senior) cadets/Ex army/ C.P.F/ BLO/Polling Booth Assistant etc. deployed on Election work . It may however be clarified that the payment would be made to the staff deployed for the actual poll day/counting day only. The payment of light refreshment is not admissible to such police personals deployed for Law & Order

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at polling station/counting center. The Returning Officer shall maintain proper account of expenditure incurred in respect of light refreshment provided to polling parties/counting staff.

16. Procedure for preparation of T. A. bills of the members of polling parties, scrutiny and payment of their claims: -

- (i) On the last day of training schedule each polling personnel will submit a T. A. bill in single copy in a form appended to these instructions to an officer authorized by the concerned Collector after completing entries of Part I and II. The authorized Officer will verify the attendance shown in the T. A. form regarding attendance for training.
- (ii) District Election Officer will cause to make entries in part III, total number of days admissible for payment for poll duty. A copy of T.A. bills and other claims will be retained in the office by the District Election Officer for audit and a statement of T.A. bills and other claims may be prepared in duplicate, one copy of this statement will be sent to A. G. Rajasthan, Jaipur with the D.C. bill and another copy may be kept in record with District Election Office.
- (iii) District Election Officer will cause to conduct scrutiny of T. A and other claims including the T. A. claim for return journey from headquarters after being relieved from election duty.
- (iv) District Election Officer will calculate total amount of T. A and other claims admissible to a polling party on the basis of above statement. The amount equal to the amount so calculated will be given to the concerned Presiding Officer as an advance at the time of issue of polling material or thereafter but not later than the day of poll.
- (v) The Presiding Officer will render an account of T. A and other claims advance with the receipt copies of T. A and other claims at the time of depositing the polling material and before he is relieved from election duty.
- (vi) District Election Officer shall arrange payment online in advance or on the spot. The District Election Officer in case of offline payment, shall draw sufficient amount on advance contingent bill to meet the requirement for payments of D.A. and other claims to the polling staff by the way of an advance to Presiding Officer and render consolidated account in the form of D. C. bill to the Accountant General of Rajasthan within the prescribed period. The Presiding Officer will make payment of T. A and other claims to each member in the party immediately on arrival at polling station and obtain proper receipt from each member on the concerned T. A. bill

1

- (vii) The Drawing and Disbursement Officer shall not wait for any specific request from the officers appointed for election related duty for drawing the advance, but shall treat the appointment order issued by the District Election Officer/Returning Officer itself as the proof and request on behalf of the officers/officials concerned.
- (viii) If, after receipt of advance amount, any official, for any reason what so ever, does not find it possible to perform the official duty assigned to him, he shall forthwith return the amount so paid and obtain a receipt therefore.
- (ix) The District Election Officers/Returning Officers shall be personally responsible for ensuring the payment as directed above and inform the Head of Departments and Drawing and Disbursement Officers well in time before the duties commence for prompt payment of TA/DA.
- (x) All persons put on election duty should be paid, as far as possible, 100% TA/DA admissible to persons deployed either in advance or immediately within 24 hours of the completion of their duty.
- (xi) Payment of T.A. & D.A. will be made by the District Election Officer concerned out of election budget after scrutinizing the T. A. bills. The District Election Officer will maintain a register in the form appended in respect of polling parties including Police Personnel deputed for the election duty in the District. He will make necessary entries in this register including fixed days of halts of polling duty as soon as the T. A. bills is received in the election office from the members of the polling party on the last day of training duly verified by the authorized Officer, the same should be posted in register.

These instructions shall also apply to the Police Personnel, Home Guards, Forest Guards, S.P.O(s) etc., attached with Polling Party /Sector Officer/ Zonal Magistrate / Area Magistrate on election duty during the polling days.

This order shall apply to all categories of polling personnel i.e. employees of State Government, Central Government, Local or Autonomous Bodies, Corporations, Government or Semi-Government undertaking and non Government Institutions, Universities etc.

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All the expenditures will be debited to the Following Budget head.

- 2015 - Elections
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105 - Parliament
(01) - Election related charges committed
[00]
57 - Expenses on specific services by the department
(State Fund)

(PRAVEEN GUPTA)
Chief Electoral Officer & Ex.
Officio Principal Secretary
Rajasthan, Jaipur.

NO.: F. 3(229) III/A/ELEC/Spl.TA./2024/3813 JAIPUR, DATED: 05/04/24

Copy for information and necessary action forwarded to: -

1. The PS to Chief Secretary, Rajasthan, Jaipur.
2. Accountant General (Audit) Rajasthan, Jaipur.
3. P.S/ Sr.PA to Principal Secy. & Chief Electoral Officer/ Addl. CEO.
4. OSD Election, Jt. CEO (IT), Jt. CEO (Adm.) Rajasthan, Jaipur.
5. Dy. Secretary, Home (Gr.2) Deptt., Raj., Jaipur
6. Finance (Exp V) Department, Rajasthan, Jaipur.
7. All District Election Officer (Collector).

Financial Advisor
Election Department,
Rajasthan, Jaipur.