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GOVERNMENT OF RAJASTHAN  
(ELECTION DEPARTMENT)

NO.: F. 3(229) III/A/ELEC/Spl.TA./13-14/5523 JAIPUR, DATED: 9/10/2013

ORDER

In order to simplify the procedure of payment of T. A. Claims of the staff engaged in the course of **ASSEMBLY GENERAL ELECTIONS 2013** including the Police Personnel deputed in Election duty during the election days, the Governor is pleased to prescribe the flat rates of TA and lay down the following procedure:-

1. 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.
2. 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.

The expenditure will be debited to budget head:-

2015	-	Election
106	-	Charges for Conduct of Vidhan Sabha Election of State / UTs
28	-	Miscellaneous Expenses

3. **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
	Rupees		
Per day or part thereof	300/-	210/-	120/-

- Note:-**
- (i) The above rates are minimum. Employees, 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 authorised by him.

4. **Traveling Allowance:-**

- (i) Employees, other than Rajasthan Government employees 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 incidental charges and mileage allowances. For this purpose, the limits of a center in case of a town or city extends upto 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.

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- (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.
5. **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 rate of Rs. 1,000/- 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.
6. **Payment of T.A. & D. A. will made by the District Election Officer concerned out of the Election Budget.** They should settle T. A. claims within three days from the date of relieving from the **Election Duty**. District Election Officer shall arrange payment on the spot from the amount the A. C. Bill drawn for making payment to polling parties after scrutinizing the bills.
7. **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 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. 210/- Per Day or part thereof and for class IV Rs. 120/- per day or part thereof or according to the rates of D. A. 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.**
  - ii Payment of T. A. & D. A. to Police Personnel including Home Guards/ Forest Guards attached with the Zonal/Area/Sector Magistrates will be paid on the Rates of D. A. (Except Hotal Charges, if any) admissible to them in their Parent Department / Organizations. Traveling expenses will be admissible to them as per TA Rules applicable to them.
8. **Payment after duly verified by the Officer-in Charge.** 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 separate register (same as per polling Staff) in respect of the Police Personnel deputed for election duty in the district. He will make necessary entries in the register as soon as T. A. bills are received duly verified by the Officer- in Charge. **T.A. & D.A. will not be admissible to the Police Personnel deployed for Law & Order.**
9. **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.

10. **Light refreshment to the polling parties:-** A cash payment @ Rs. 120/- (One Hundred Twenty only) per head shall be made to the polling parties 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/CPF etc. deployed in polling parties. It may however be clarified that the payment would be made to the staff deployed at the polling station for the actual polling day only. **The payment of light refreshment is not admissible to such police personals deployed on Law & Order duty.** The expenditure will be debited to the following Budget Head-

- 2015 - Election
- 106 - Charges for Conduct of Vidhan Sabha Election of State / UTs
- 28 - Miscellaneous Expenses

11. **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 authorised by the concerned Collector after completing entries of Part I and II. The authorised 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 as per rule 3 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) The District Election Officer 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.
12. These instructions will 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. Their TA claims will be paid by the District Election Officer concerned out of the Election Budget.

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13. **Maintenance of T. A. and other claims register by the District Election Officer:** -  
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 authorised Officer, the same should be posted in register.
14. The above instructions will 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.

This bear concurrence of the Finance (Exp.-V) Department vide their I. D. No. 331300742 dated 01.10.2013

Jt. Secretary to Govt.  
Election Department,  
Rajasthan, Jaipur.

NO.-F. 3(229) III/A/ELEC/Spl.TA./13-14/ 5823 JAIPUR, DATED: 9/10/2013.

✓ 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 Chief Electoral Officer / Jt. Chief Electoral Officer., Raj., Jaipur
4. Dy. Secretary, Home (Gr.2) Deptt., Raj., Jaipur. (Kind attention of Point No.7, 9 & 12)
4. Finance (Exp. V) Department, Rajasthan, Jaipur.
5. All District Election Officer (Collectors)
6. Accountant Budget/ Payment./ General /Establishment Section

Financial Advisor,  
Election Department,  
Rajasthan, Jaipur.