

MANUAL 1

Particulars of Organization functions and duties

1. Aims and Objectives of the Organization:-

The State Election Commission is a constitutional authority appointed by the Administrator, NCT of Delhi under Article 243K and 243 ZA of the Constitution of India read with Section 7 of the Delhi Municipal Corporation Act, 1957. The State Election Commissioner also performs as such authority for U.T. Chandigarh under Section 10 of the Punjab Municipal Corporation Act, 1976, as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994) & Section 210 of the Punjab Panchayati Raj Act, 1994 as extended to U.T., Chandigarh. Accordingly the Superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to the Municipalities and the Panchayati Raj Institutions vest in the State Election Commission, NCT of Delhi and U.T., Chandigarh.

2. Mission/ Vision :-

To conduct elections to local bodies in a free and fair manner so that faith of the people in the democratic process is strengthened.

3. Brief History and Background of the Establishment:-

Consequent to the 73rd and 74th amendment to the Constitution of India, the State Election Commissions were constituted in all the states and U.T.s. The Delhi State Election Commission was constituted in October, 1993. According to sub-section (1) of Section 10 of the Punjab Municipal Corporation Act, 1976, as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994), the Superintendence, direction and control of preparation of the electoral rolls for and the conduct of all elections to the Corporation shall be vested in the Election Commission appointed under Section 7 of the Delhi Municipal Corporation Act, 1957, and the Election Commissioner so appointed under that Section shall be responsible for the functions conferred on the Election Commission under this sub-section.

Accordingly, functioning of the State Election Commission, National Capital Territory of Delhi & U.T., Chandigarh was started in U.T., Chandigarh with the appointment of Shri S.D.Lahkar, IAS (Retd.) as Election Commissioner, notified by the Chandigarh Administration vide its Notification bearing No. 4575-UT FII(10)-94/12673 dated 24.09.1994. The expenditure on this Commission is shared by the Govt. of NCT of Delhi & U.T., Chandigarh on the basis of their population ratio. Accommodation for the Chandigarh office of the Commission has been allotted by the Chandigarh Administration in New Deluxe Building, Sector 17-E, Chandigarh. The entire expenditure for the holding of elections of local bodies in U.T., Chandigarh is born out by the Chandigarh

Administration. The Head Office of the Commission is located in Nigam Bhawan, Kashmere Gate, Delhi-110006. The delimitation of wards of the MCC is notified by the Administrator, U.T., Chandigarh under sub-section (1) of Section 8 of the Act abid. As per sub-section (3) of Section 8 of the Act, this Commission determine the wards in which seats are reserved for the Scheduled Castes, for women, by rotation to different wards, in such a manner, as notified by the Administrator, U.T., Chandigarh under the proviso to sub-Section(2) of Section 6 of the said Act. This Commission has conducted first General election to the Municipal Corporation of Chandigarh on 08.12.1996, subsequent general election were held on 08.12.2001, 20.12.2006 & 14.12.2011. Bye elections to the casual vacancies of Councillors caused in the MCC during the period from 08.12.1996 to 31.12.2011 were also held.

The Department of Rural Dev. & Panchayats, Chandigarh Administration also appointed the State Election Commissioner, NCT of Delhi for the conduct of all elections to the Panchayati Raj Institutions in U.T., Chandigarh on 24.09.1994 in accordance with Section 210 of the Punjab Panchayati Raj Act, 1994 as extended to U.T., Chandigarh. The first general election to Gram Panchayats was conducted on 16th January, 1999 by this Commission. General Election to the Panchayat Samiti was held in December, 2001 and for Zila Parishad, on 8th December, 1996. But due to a writ Petition in the Court, the Zila Parishad started functioning in 2001. Thereafter, all general elections and bye elections of Gram Panchayats, Panchayat Samiti and Zila Parishad have been held by this Commission in time.

4. Organization Chart - See Organization Structure at Home Page [Left Navigation]

5. Allocation of Business - See About us at Home Page [Left Navigation]

6. Duties to be performed to achieve the mission.

To prepare working copies of electoral rolls for use at polling stations, to prepare lists of polling stations for all the 272 wards, to procure election material, to arrange ballot boxes or the Electronic Voting Machines, as the case may be, to appoint officials for deployment at polling stations and for counting of votes, to impart training to these officers, to appoint Returning Officers, Assistant Returning Officers, Sector Officers, Election Observers and Expenditure Observers, to supervise the poll, to make elaborate police arrangements to maintain law and order on the day of poll and counting of votes, to declare the results, to keep the election documents in safe custody for the prescribed period, and a number of allied jobs connected with elections. Since the job of holding elections is time bound and therefore, every item of work has to be done with utmost perfection under a prescribed schedule.

7. Details of services rendered.

All forms are supplied free of cost to intending candidates at the time of elections. All information is supplied /publicized through media regarding every activity concerning elections. Supply of electoral roll to National Political Parties and sale of electoral roll to the contesting candidates is made after publication of the list of contesting candidates i.e. after the hour of withdrawal. All complaints of candidates and parties are attended to promptly and remedial action taken without any loss of time. Paid advertisements are

frequently given in the Dailies to apprise the public and the candidates of the activities and progress of election and various procedures regarding appointment of polling and counting agents etc. as also dos and donts.

8. Citizens interaction

As it is neither a service department nor a public utility department, there is no day to day interaction with the citizens. During the election period, there is day to day interaction with the aspiring candidates and the general public for supply of forms, electoral rolls and obtaining any relevant information which is done the same day.

9. Postal Address of the Office:

State Election Commission, U.T., Chandigarh,
New Deluxe Building, Sector 17-E,
Chandigarh-160017

10. Working Hours - 9.00 AM to 5.00 PM

11. Public interaction.

As it is neither a service department nor a public utility department, there is no day to day interaction with the citizens. During the election period there is day to day interaction with the aspiring candidates and the general public for supply of forms, electoral rolls and obtaining any relevant information which is done the same day.

12. Grievances redressal mechanism:

Any complaint received during the election period is disposed off promptly preferably the same day by the concerned officer of the Commission and remedial action taken. However, any dispute arising during the election period can only be challenged by filing an election petition within the prescribed time limit after the declaration of the result. Elections, once started, cannot be stopped.

MANUAL 2

Powers and Duties of officers and employees

S. NO.	DESIGNATION OF POST	POWERS			DUTIES ATTACHED
		ADMINITRATIVE	FINANCIAL	STATUTORY	
1.	State Election Commissioner	Full powers for conduct of elections.	--	Directions, superintendence and control over the preparation of electoral rolls and conduct of elections and other allied matters.	Conduct of elections to local bodies of U.T., Chandigarh
2.	Secretary	Head of Department	As delegated by the Govt. of NCT of Delhi in respect of Administrative / Financial matters	Acts as Secretary, State Election Commission	Head of Department and to assist State Election Commissioner in performing his statutory and administrative duties.
3.	Deputy Secretary	--	--	--	Performing the duties as assigned by the SEC.
4.	Accounts Officer	--	--	--	SPIO, All accounts work, bills and budget and any other work assigned by the superior.

5.	Officer on Special Duty.	--	--	--	To assist State Election Commissioner and Secretary in performing their statutory and administrative duties.
6.	Care-taker	--	--	--	To look after the assets of the Commission and printing of forms/ procurement of election stationery and material and to make all necessary arrangements as per requirement of the Commission.
7.	Cashier	--	--	--	Receipt of fee and payment of bills.
8.	Clerk	--	--	--	Sectional work to assist the superiors.

MANUAL 3

Procedure followed in Decision Making Process

Administrative Matters

There is no direct Public dealing. The Head of Department is the Secretary to assist the State Election Commissioner. There is also Deputy Secretary who looks after Administration matters. There is an Officer on Special Duty who assists State Election Commissioner and Secretary in performing their statutory and administrative duties. There is an Accounts Officer who assists in the Accounts work.

The channel of reporting to the State Election Commissioner is given below : -

Dealing Hand> Officer on Special Duty > Secretary.

Under the powers conferred upon the State Election Commissioner by the Constitution of India and the Punjab Municipal Corporation Act, 1976, as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994), all statutory functions remain with the SEC. There is low pressure of public during non-election period, but during the election period there is tremendous flow of public and candidates for obtaining forms required for elections, to purchase electoral rolls, maps of the wards and other related material and to get certified copies of relevant entry of the electoral roll to the aspiring candidates, which are to be attached with nomination paper as a proof of the person having been registered as voter in the latest electoral roll. The demand of public and candidate is met out the same day.

During non election period the complaints are disposed off normally with in a week's time after obtaining the approval of the SEC. In case the required information is not available directly in the Commission the same is obtained from the Returning Officer concerned and is made available to the applicant.

Complaints and other communications from the public are dealt with at the level of Officer on Special Duty. Action is put up to Secretary and further to the State Election Commissioner and action is taken/ replies given after approval of SEC.

Certified copies of election documents and other related election results and data's are dealt with and copies given by OSD. There are some restricted documents defined in Rule 77A(1) of the Municipal Corporation of Chandigarh (Election of Councillors) Rules, 1995, which are to be preserved in safe custody, which cannot be opened for inspection etc. and are disposed off as waste paper after expiry of prescribed period except in cases of election petitions. The court of the Prescribed Authority, U.T., Chandigarh is competent to summon the sealed documents for production.

Subject to any direction to the contrary given by a competent Authority, the packets and other papers and all data, results and other information recorded and stored in the memory of the voting machines referred to in clause Y of EVM Order issued by the Commission, shall be retained for a period of six months from the date of publication of results of election under Section 17 of the Act and shall thereafter be destroyed or erased, as the case may be:

Provided that if any election petition is filed in the court of the Prescribed Authority, U.T., Chandigarh, the packets, other papers and all data and information stored in the voting machines referred to in this rule shall not be destroyed or erased, as the case may be, until the petition is finally disposed off.

MANUAL 4

Rules, regulations, instructions, manuals and records for discharge of functions

S. NO.	Name of the Act, Rules, Regulations etc	Brief gist of the contents	Reference No. if any	Place of availability on payment basis
1	The Punjab Municipal Corporation Act, 1976 as extended to the Union territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1995).	Sections 2 to 36 relate to the conduct of election to MCC while remaining act deals with the powers and functions of the Municipal Corporation of Chandigarh.	Act No. 45 of 1994	Govt. Press, Sector 18, Chandigarh and Municipal Corporation of Chandigarh, Sector 17-E, Chandigarh.
2	The Municipal Corporation of Chandigarh (Preparation of Electoral Rolls) Rules, 1995,	Procedure for preparation/ Adoption of electoral rolls.	Act No. 45 of 1994	Office of the State Election Commission, U.T., Chandigarh, Sector 17-E, Chandigarh
3	The Municipal Corporation of Chandigarh (Election of Councillors) Rules, 1995	Procedure for conduct of elections	Act No. 09 of 1994	
4	Punjab Panchayati Raj Act, 1994, as extended to U.T., Chandigarh.	Sections 2 to 29 relate to the conduct of election to Gram Panchayat, Section 98 to 107 relate to conduct of election of Panchayat Samiti, Section 161 to 178 relate to conduct of election to Zila Parishad and Section 209 & 210 relate to holding of election by the Election Commission, while remaining sections of the act deals with the Powers and functions of	--	Office of the Director, Rural Dev. & Panchayats, U.T., Chandigarh, Sector 19 C, Chandigarh

		the gram Panchayats, Panchayat Samiti and Zila Parishad.		
5	Chandigarh Panchayat Election Rules, 1994	Procedure for conduct of elections	--	--
6	Constitution of India	Article 243 to 243 ZK relate to the appointment of SEC and other statutory function in regard to election and delimitation of wards.	--	Available at Law Book Depots in Chandigarh.
7	Handbook for Returning Officers (of Election Commission of India)	Instructions and procedure to be followed in connection with conduct of election.	--	Available at Nirvachan Sadan, Ashoka Road, New Delhi.
8	Hand Book for Presiding Officers	Instructions for Presiding Officer to conduct poll	--	Available in SEC Office at Chandigarh.
9	Model Code of Conduct	Instructions to political parties including party in power and candidates for election.	Printed on each occasion of election	-do-
10	Representation of the People Act, 1950 & 1951 (Manual of Election Law) Vol. I	Legal provisions regarding preparation of electoral rolls and conduct of elections to Parliament and State Assemblies	--	Available in Publication Division, behind Old Sectt., Delhi-54 (for item at S.No.. 8,9 and 10)
11	Registration of	Procedure for preparation	--	-do-

	Electors Rules, 1960 (Manual of Election Law) Vol. II	for electoral rolls for Parliament and State Assemblies Constituencies		
12	Conduct of Elections Rules, 1961 (for Parliament and Assembly)	Procedure for conduct of election for Parliament and State Assemblies	--	-do-

MANUAL 5

A statement of the categories of documents that are held by it under its control

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1	Electoral Rolls for all wards (in case of election of MCC)	Particulars of electors e.g. S.No., House No., Voters Name, Father's/ Husband's Name, Sex, Age and Address	Store Keeper	Retained for a period of six years from the date of publication of result of election. In case of any election petition, retained until the petition is finally disposed off, in the case of election of MCC.
2	Election Records (Restricted in case of election of MCC)		Sealed documents kept in safe custody	Retained for a period of six months from the date of publication of result of election. In case of any election petition, retained until the petition is finally disposed off.
	1. Used Ballot papers	As polled by voters.		
	2. Unused Ballot papers	-do-		
	3. counterfoils of BPs	Assigned by voters.		
	4. Counterfoils of used BPs	Used for identification of voters		
	5. Working copy of electoral roll used at the polling station	Records of voters who have voted		
3.	Election Records (Restricted in case of election of PRI)		Sealed documents kept in safe custody	Retained for a period of one year from the date of publication of result of election. In case of any election petition, retained until the petition is finally disposed off.
	1. Used Ballot papers	As polled by voters		
	2. Unused Ballot papers	-do-		
	3. counterfoils of BPs	Assigned by voters		

	4. Counterfoils of used BPs	Used for identification of voters		
	5. Working copy of electoral roll used at the polling station	Records of voters who have voted		
4	Election Records (open to inspection)	All records prepared at the polling station and at the counting centre except those at Sr.No. 2 above and list of polling stations for ward	Concerned Returning Officer	-do-
5	Result of election and relevant forms	All the forms and statement on which result tabulated and result is declared	State Election Commission	Permanent record (open to inspection and issue of copies to the public)

MANUAL 6

Directory of officers and employees

S. No.	Name and designation	Office Phone No.	Residence Phone No.	E-mail Address
1.	Sh. S.K. Srivastava, State Election Commissioner	011- 23911647	----	electionsec@gmail.com
2.	Sh. M. L. Dhingra, PS to State Election Commissioner	011- 23830060	09811629420	stateelectioncomm.delhi@gmail.com
3.	Sh Sandeep Mishra, Secretary	011- 23914156	09871890501	electionjec@gmail.com
4.	Sh. Khagesh Bhandari, Accounts Officer-cum- Officer on Special Duty	0172- 5025108	9988091147	
5.	Sh. Kulbhushan Care taker	0172- 5025108	9646101206	
6.	Sh. Dinesh Gupta Cashier	0172- 5025109	9646051289	--

MANUAL 7

The allocated Budget for the Financial Year

The expenditure on the establishment of the State Election Commission is shared by the Govt. of NCT of Delhi & U.T., Chandigarh on the basis of their population ratio. However, the expenditure for the conduct of election of Municipal Corporation of Chandigarh and Panchayati Raj Institution is borne by the Chandigarh Administration.

MANUAL 8

Particulars of facilities available to citizens for obtaining information

Sr. No.	Facility available	Nature of information available	Working hours
1	Through Newspapers	Tender information and information relating to elections to Municipal Corporation of Chandigarh, Gram Panchayats, Panchayat Samiti and Zila Parishad, U.T., Chandigarh	--
2	Notice board	Notifications and orders, Tender calls of the office	9 am to 5 pm
3	Inspection of records in the office	Documents can be inspected and copies can be taken as per provisions of RTI Act, 2005	9 am to 5 pm
4	System of issuing of copies of documents	Copies of documents available on request as per provisions of Election Laws	9 am to 5 pm
5	Printed manual available	<ol style="list-style-type: none"> 1. The Punjab Municipal Corporation Act, 1976 as extended to the Union territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994. 2. The Municipal Corporation of Chandigarh (Preparation of Electoral Rolls) Rules, 1995. 3. The Municipal Corporation of Chandigarh (Election of Councillors) Rules, 1995. 4. The Punjab Panchayati Raj Act, 1994 as extended to U.T., Chandigarh. 	9 am to 5 pm

		<ul style="list-style-type: none"> 5. The Chandigarh Panchayat Election Rules, 1994 6. Order regarding voting by EVMs. 	
6	Website	<ul style="list-style-type: none"> 1. Composition and activities of State Election Commission 2. Result of elections and other allied information 3. Extent and detail of each ward and its Map. 4. Reservation of wards (category wise) 	http://chandigarh.gov.in/dept_sec.htm

MANUAL 9

The names, designation and other particulars of the State Public Information Officers

List of State Public Information Officers

S. No.	Designation of the officer designated as SPIO	Postal Address	Telephone No.	E-mail address
1	Account Officer	State Election Commission, U.T., Chandigarh, Room No.-30, New Deluxe Building, Sector 17 E, Chandigarh-160017	(Office) 0172- 5025108 (Fax) 0172- 2721061	---

First Appellate Authority with the department

S. No.	Designation of the officer designated as First Appellate Authority	Postal Address	Tel. No.	E-mail address	Demarcation of Area / Activities, if more than one PIO is there
1	Secretary	Delhi State Election Commission, Room No.-108, Nigam Bhawan, Kashmere Gate, Delhi-110006	(O) 011- 23914156 (R) 011- 23673181 Fax 011- 23911631	electionjec@gmail.com	NA

MANUAL 10

Other Information as may be prescribed

17.1 Frequently asked questions and their answers by public

Q1. What are the functions of State Election Commission?

A. The State Election Commission is responsible for the superintendence, direction and control of preparation of electoral rolls for, and the conduct of, all elections to the Municipal Corporation of Chandigarh & Panchayati Raj Institutions in U.T., Chandigarh.

Q2. Does the State Election Commission prepare the electoral rolls for the elections?

A. 1. Electoral Rolls for each ward before each General Election are to be prepared by the SEC.

However proviso below Rule 2E of the Municipal Corporation of Chandigarh (Preparation of Electoral Rolls) Rules, 1995 provides that if Election Commission is satisfied that instead of preparing a fresh Electoral Roll of a ward before General Election, it would be sufficient to adopt the Electoral Roll of the Parliamentary Constituency for the time being in force, as relates to the ward, it may, by order, for reason to be specified therein, direct that the electoral roll of the Parliamentary Constituency for the time being in force, as relates to the ward shall, subject to these rules, be the electoral roll of the ward for the general election.

2. As per clause 3 of the Chandigarh Panchayat Election Rules, 1995:-

Electoral Rolls :- (1) For every Panchayat Constituency, there shall be a electoral roll which shall be prepared and maintained under the superintendence, direction and control of the Election Commission.

(2) Every person who is eligible to be registered in relevant part of the electoral rolls of the Chandigarh Parliamentary Constituency as per provisions and rules contained in the Representation of the People Act, 1950 and the rules made thereunder, shall be entitled to be registered as Elector in Panchayat Constituency's Electoral Rolls.

(3) Such part of electoral roll of Parliamentary Constituency of Chandigarh, Union Territory as relates to Panchayat Constituency for the time being in force, shall also be Electoral Roll for the election of Panchayat, Zila Parishad and Panchayat Samitis, as the case may be and shall be deemed to be as prepared under sub-rule (1) above.

(4) Nothing shall prohibit the Election Commission to prepare fresh Electoral Roll of Panchayat constituency in reference to a qualifying date as fixed by the Administrator from time to time or to get revised or upto date said electoral roll as prescribed in sub-rule (3) under his superintendence, direction and control for holding General or bye-election of Gram Panchayat/Panchayat Samitis or Zila Parishad, as the case may be hereafter.

Q3. Does the State Election Commission make 'Voter I Card'?

A. No, Voters I Cards are prepared by the Chief Electoral Officer, U.T., Chandigarh.

Q4. What is the term of Municipal Corporation and when the next election is due?

A. The term of MCC is 5 years from the date of its first meeting and next election should be held before expiry of present term. Next general election may be held in the year, 2016.

Q5. What is the term of Gram Panchayats, Panchayat Samiti and Zila Parishad when the

next election is due?

A. The term of aforesaid PRIs is 5 years from the date of their first meeting and next election should be held before expiry of present term. Next election for said institutions may be held as per detail given below:-

- | | |
|-----------------------|------|
| 1 Gram Panchayats :- | 2018 |
| 2 Panchayat Samiti :- | 2017 |
| 3 Zila Parishad :- | 2017 |

Q6. What is the minimum age of a person for contesting elections to MCC/ PRI?

A. 21 years.

Q7 A. Who can contest election to the MCC?

A. A person who has attained the age of 21 years and his name is registered as an elector in the Electoral Roll of a ward and is qualified and also not disqualified for membership of MCC as a Councillor under Section 13 of the Punjab Municipal Corporation Act, 1976 as extended to U.T., Chandigarh.

Q7 B. Who can contest election to the PRI?

A. A person who has attained the age of 21 years and his name is registered as an elector in the Electoral Roll of a constituency and is qualified and also not disqualified for membership of PRI as a Panch/Sarpanch/Member of Panchayat Samiti and Zila Parishad under Section 208 of the Punjab Panchayati Raj Act, 1994, as extended to U.T., Chandigarh.

Q8. From where the certified copy of extract of Electoral Roll can be obtained?

A. This can be obtained from the office of the State Election Commission, U.T., Chandigarh, Sector 17-E, Chandigarh.

Q9A. What are the essential requirements for a candidate to contest MCC election?

1. A candidate of a recognized National State Political Party shall be proposed by 1 (one) person who should be voter in the same ward from she\he is proposing. In case of independent and other candidates, every candidate has to be proposed by 10 proposers who should be voters in the same ward from which they are proposing.

2. In case a candidate is contesting from a ward other than his home ward he is required to file a certified copy of electoral roll in which his name is registered as voter.

3. Every candidate has to file an affidavit at the time of filing of nomination stating therein back ground of his involvement in criminal case/cases, if any, his assets and liabilities and his educational qualifications in the prescribed format. Non filing of such affidavit with the nomination paper or giving false information will be treated as an act and omission of substantial character and nomination of such candidate will be liable to be rejected.

4. A candidate contesting as a General candidate shall deposit a security with the Returning Officer concerned at the time of filing nomination to the tune of Rs.3000/- and in case of schedule caste candidate the amount Will be Rs.1500/-. The SC candidate has to sign a declaration about his caste in the nomination paper and also enclose a copy of the SC certificate issued by the

competent authority.

5. The security amount will be refunded to candidates whose nomination paper has been rejected, who have Withdraw within the prescribed time and those who have polled more than 1/6 of the total votes polled.

6. Other requirements in this context is given in the Municipal Corporation of Chandigarh (Election of Councillors) Rules, 1995.

Q9B. What are the essential requirements for a candidate to contest PRI elections?

A. (1) Nomination papers, shall be presented to the Returning officer in Form V in person by the Candidate himself on the dates, time and place fixed for filing the nomination papers.

(2) The nomination papers of a member of Scheduled Castes or Backward Classes shall also be accompanied by a declaration in Form V-A:

Provided that no person shall propose or second more than one candidate and the candidate himself shall not propose or second the name of any other candidate:

Provided further that the proposer and seconder should be an elector from the same Sabha/Panchayat Samiti/Zila Parishad:

Provided also that the candidate contesting for Gram Panchayat should be an elector in the Sabha Area and Candidate contesting for Panchayat Samiti should be an elector in the concerned constituency of that Samiti Area and candidate contesting for a Zila Parishad should be an elector in the concerned constituency or that Zila Parishad Area.

(3) The nomination of each candidate shall be made on a separate nomination Form as specified in sub-rule (1) and must be subscribed by the candidate himself as assenting to the nomination.

(4) The nomination of a member of Scheduled Castes from a Constituency reserved for Scheduled Castes or Backward Classes, as the case may be, shall be accompanied by a Certificate issued by the Competent authority.

(5) *The nomination paper shall be accompanied by a fee of Rs. 500/- for a Panch or Sarpanch of the Gram Panchayat, Rs.1,000/- for member of the Panchayat Samiti and Rs.2,000/- for member of the Zila Parishad:

Provided that the said fee shall be deposited in cash with the concerned Returning Officer before filing the nomination paper:

Provided further that for Scheduled Castes and Backward Classes the fee will be half of the fee specified in sub-rule (5) above.

Q10. What is the procedure for sponsoring candidates by National/ State Political Parties?

A. The procedure in this regard is the same as prescribed by the Election Commission of India i.e. the President or the Secretary of the party at the central level will sponsor the name of an office bearer at the State level in form A, a copy of which has to be sent to the Election Commission and the Returning Officer concerned. The State level officer hearer, so authorized will sponsor the

candidate of his party for MCC election in form B to be delivered to the Returning Officer concerned by the prescribed date and time with copy to State Election Commissioner. The detailed procedure is also given in the symbol order issued by this Commission at each occasion.

Q11A. Whether any dispute during the period of election can be challenged in any court of law in Chandigarh in respect of MCC election?

A. Once notification for election is issued a dispute arising out during the period of election can only be challenged by way of filing an election petition within 30 days from the date of publication of result of the election, presented to the prescribed authority.

Q11B. Whether any dispute during the period of election can be challenged in any court of law in Chandigarh in respect of PRIs Election?

A. No election shall be called in question except by an Election Petition presented to the Election Tribunal, U.T., Chandigarh within fifteen days from the date of the publication of the result of the election.