



स्थानिक स्वराज्य संस्थांच्या निवडणूकांच्या
आचारसंहिता कालावधीत उमेदवार/ राजकीय पक्ष
यांना समा/प्रचाराकरिता विविध परवानग्या
देण्याकरिता "एक खिडकी योजना" राबविण्याबाबत

राज्य निवडणूक आयोग, महाराष्ट्र

क्रमांक -रानिआ/जिपपंस/२०१६/प्र.क्र.३०/का.७

नवीन प्रशासकीय भवन, हुतात्मा राजगुरु चौक,

मंत्रालयासमोर, मादाम कामा रोड,

मुंबई- ४०० ०३२

दिनांक- २३/११/२०१६

आ दे श

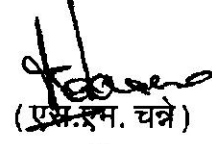
भारतीय संविधानाच्या तरतुदी (परिच्छेद २४३के व २४३झेडए) अनुसार स्थानिक स्वराज्य संस्थांच्या सार्वत्रिक निवडणुका त्यांच्या मुदत संपण्यापूर्वी घेण्याची तसेच त्या निर्भय, मुक्त व पारदर्शक वातावरणात पार पाडण्याची सर्व जबाबदारी राज्य निवडणूक आयोगाची आहे. ही संपूर्ण कार्यवाही संबंधित जिल्हाधिकारी व महानगरपालिका आयुक्त यांच्यामार्फत पार पाडण्यात येते.

२. स्थानिक स्वराज्य संस्थांच्या निवडणूक कालावधीत आचारसंहितेच्या प्रभावी अंमलबाजवणीकरीता महानगरपालिकेसाठी महानगरपालिका आयुक्त यांच्या अध्यक्षतेखाली व इतर स्थानिक स्वराज्य संस्थांसाठी जिल्हाधिकारी यांच्या अध्यक्षतेखाली एक सनियंत्रण समिती स्थापन करण्याचे सर्वसाधारण निदेश राज्य निवडणूक आयोगाकडून दिले जातात.

३. स्थानिक स्वराज्य संस्थांच्या निवडणूक कालावधीत उमेदवार व राजकीय पक्षातर्फे प्रचार फेरी/ समा/ मिरवणूका तसेच विविध परवानग्यांसाठी विविध विभागांकडून ना-हरकत प्रमाणपत्र प्राप्त झाल्यानंतरच निर्वाचक अधिकाऱ्यांकडून परवानगी दिली जाते. या सर्व प्रक्रियेत परवानगी देण्यास विलंब झाल्यास उमेदवारांसाठी सदर बाब अडचणीची होऊ शकते. यासाठी उपरोक्त सनियंत्रण समितीने भारत निवडणूक आयोगाचे पत्र क्र.४६४/INST/२०१४-EPS, दिनांक २० मार्च, २०१४ नुसार (प्रत संलग्न) दिलेल्या सूचनांनुसार सर्व निर्वाचक अधिकारी, (ग्रामपंचायतीसाठी तहसिलदार) तसेच महानगरपालिका आयुक्त यांच्या कार्यालयात 'एक खिडकी

योजना' प्रभावीपणे राबविली जाईल याची दक्षता घ्यावी व आवश्यक ती उपाययोजना करावी. तसेच याबाबत सर्व उमेदवार / राजकीय पक्ष यांना माहिती देण्याकरिता आवश्यक ती माहिती देण्यात यावी.

मा.राज्य निवडणूक आयुक्त यांच्या आदेशानुसार,


(ए.म.च. चव्हे)

सचिव,
राज्य निवडणूक आयोग, महाराष्ट्र

प्रति,
सर्व विभागीय आयुक्त,
सर्व महानगरपालिका आयुक्त
सर्व जिल्हाधिकारी,
राज्य निवडणूक आयोगातील सर्व अधिकारी
निवड नस्ती

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/TNST/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 :

Report: SWS-1

General Election to Lok Sabha, 2014

Report of Pending cases (more than 36 hours) under Single Window System

[illegible]