

**STATE ELECTION COMMISSION
PUDUCHERRY**

No.1-30(13)/SEC/CE/Dir./2021/ 713

Dated. 20.9.2021

DIRECTION

Sub: Civic Elections 2021 - Instructions regarding **SINGLE WINDOW SYSTEM** for Public Meetings, use of Loudspeakers and use of vehicles for election campaigning.

The commission hereby directs that a “**Single Window System**” may be set up in the offices of the DEOs/REOs and RO/AROs of the UT during the election period, to grant permissions to the political parties and candidates for –

- a) Organizing public meetings
 - b) Use of loudspeakers; and
 - c) Use of vehicles for election campaigning.
2. In view of the above, the DEO/REO and RO/ARO is directed to follow the instructions/directions as given below:
- i) All DEOs/REOs & ROs/AROs, as required, shall set up and operationalize “Single Window/Permission Cell” in their offices, which will be equipped with necessary infrastructure and dedicated staff who will provide photocopies of application received by **Nodal Officer (Permission)**, to various Nodal Officers of other departments present in the office attached for prompt action at their end with regard to obtaining specific clearances from their respective department.
 - ii) An officer of suitable rank designated as **Nodal Officer (Permission)** for each Office 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. (i) The political party/candidate seeking permission has to apply to the Nodal Officer (Permission) in the office of the DEO/REO or RO/ARO, as applicable, concerned at least **48 hours** before the event along with details of Expenditure Plan in the prescribed format given in **Annexure-1** of (copy enclosed).
- (ii) A political party/candidate may apply through an application for permission in respect of those events scheduled to be organized within **07 days** of making the application (excluding the day of application).
- (iii) Separate application has to be filed for more than one event on a particular day.
- (iv) In case an event is to be held in the area covering jurisdiction of more than one constituency, then separate applications have to be filed with the Nodal Officers in the offices of the RO/ARO.

4. The Nodal Officer (Permission) 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 state.
5. The Traffic Police related permission shall be obtained by the Nodal Officer (Permission) and the applicant will not be asked to obtain the same from the Traffic Police separately.
6. **(i) Nodal Officer (Permission) 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.**
7. The permissions shall be given to the applicant(s) on "First Come First Served" basis from the Single Window only.
8. The following officers of various departments shall be part of **"Single Window System"** set up at the office of DEO/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 Junior Engineer or above of concerned Municipality, Commune Panchayat, PWD 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/region.
 - (iii) An Officer of the level of Junior Engineer or above from Electricity Department for any requirement for temporary electricity connection at meeting site.
 - (iv) An officer of suitable rank from Transport, to facilitate obtaining permission/decision in respect of modified vehicles to be used for rally and election campaigning.
9. These instructions shall be displayed on the Notice Board in the office of all DEOs/REOs/ROs as well as other suitable places for public awareness.
10. The General Observers, Expenditure Observers, Asst. Expenditure Observers, political parties/candidates and all concerned may be informed accordingly.
11. This instruction may be brought to the notice of all concerned and be followed without any deviation.


STATE ELECTION COMMISSIONER

To

1. The District Election Officer, Puducherry / Karaikal.
2. The Regional Election Officer, Mahe / Yanam.
3. All ROs/AROs of Municipalities / Commune Panchayats.

ANNEXURE - 1**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 Region:

Name of the Municipality / Commune Panchayat:

Name of the Candidate:

Name of the Municipal Ward / Village Panchayat:

No. of Village Panchayat Ward:

Date, time and duration of the Public Meeting/Rally etc. :

[Location] Venue of Public Meeting / Rally etc.:

Sl. 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: