



केन्द्रीय विद्यालय संगठन



आज़ादी का  
अमृत महोत्सव



भारत 2023 INDIA  
केन्द्रीय कुटुम्बकम्  
ONE EARTH • ONE FAMILY • ONE FUTURE

# केन्द्रीय विद्यालय संगठन

(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)

**KENDRIYA VIDYALAYA SANGATHAN**

(An Autonomous Body under Ministry of Education, Government of India)

**क्षेत्रीय कार्यालय, तिनसुकिया (असम), REGIONAL OFFICE, TINSUKIA (ASSAM)**

प्रांगण: केन्द्रीय विद्यालय तिनसुकिया/ **Campus: Kendriya Vidyalaya Tinsukia**

राजा अली रोड, नौ-पुखरी, जिला : तिनसुकिया-786125/Raja Ali Road, Nau-Pukhuri, Tinsukia -786125

दूरभाष /Tel:0374-2950031(DC)/2950030(AO)/, वेबसाईट/Website::rotinsukia.kvs.gov.in

ई-मेल/ E-mail: newkvstinsukia@gmail.com(DC) & aotinsukia@gmail.com(AO)

फा.सं.42044/2023-24/के.वि.सं./क्षे.का./तिनसुकिया/प्रशा/2037-2084

दिनांक: 03.05.2024

प्राचार्य

समस्त केन्द्रीय विद्यालय

तिनसुकिया संभाग |

**विषय:- चुनाव सम्बन्धी कार्यों हेतु तैनात कार्मिकों को दैनिक यात्रा/ दैनिक भत्ते के भुगतान के सम्बन्ध में।**

**सन्दर्भ:-** 1. भारत निर्वाचन आयोग का पत्र स. 464/INST/ EPS/2023/Remuneration & TA/ DA दिनांक 06.06.2023

2. भारत निर्वाचन आयोग का पत्र स. 464/INST/ EPS/2023/Remuneration & TA/ DA दिनांक 17.11.2023

महोदया/ महोदय,

भारतीय निर्वाचन आयोग नई दिल्ली के उक्त संदर्भित पत्र आपको इस निर्देश के साथ प्रेषित किए जा रहे हैं कि सम्बंधित पत्रों में निहित प्रावधानों का अवलोकन कर उनकी अनुपालन सुनिश्चित की जाए।

संलग्न: यथोपरि।

भवदीय,

(टी. ब्रह्मानंदम)  
उपायुक्त

प्रतिलिपि :

1. समस्त सहायक आयुक्त, के.वि.संगठन, क्षेत्रीय कार्यालय तिनसुकिया
2. वित्त अधिकारी, के.वि.संगठन, क्षेत्रीय कार्यालय तिनसुकिया
3. अखिल भारतीय केन्द्रीय विद्यालय शिक्षक संघ तिनसुकिया संभाग
4. केन्द्रीय विद्यालय प्रगतिशील शिक्षक संघ तिनसुकिया संभाग
5. केन्द्रीय विद्यालय गैर शिक्षक कर्मचारी संघ तिनसुकिया संभाग



# ELECTION COMMISSION OF INDIA

No.464/INST/EPS/2023/Remuneration & TA/DA Dated:17<sup>th</sup> November, 2023

1. The Secretary to Government of India  
Ministry of Home Affairs  
North Block, New Delhi-110001.
2. The Secretary to Government of India  
Department of Legislative Affairs,  
Ministry of Law & Justice  
A-wing, Shastri Bhawan, New Delhi-110001.
3. The Chief Secretaries of  
All States/UTs
4. The Chief Electoral Officers of  
All States/UTs

हरियाणा सिविल सचिवालय  
बुधगांव  
23 NOV 2023  
154261  
परिचालन संख्या

Chief Secretary's Office  
154261  
Receipt No.  
Date 28/11/23  
Haryana

Madam / Sir,

I am directed to refer to the Commission's instruction issued vide letter of even number dated 6<sup>th</sup> June, 2023 on the subject and to state that the sub para (b) under para E. *Expenditure* may be read as follows-

*"(iv) Payment of TA/ DA shall be initially paid by the parent/ election department, as the case may be, of the polling/ police personnel and other personnel deployed for election related duties and shall be borne as per above mentioned manner."*

2. The above instruction shall be brought to the notice of all concerned immediately for compliance.

Yours faithfully,

(SANJEEV KUMAR PRASAD)  
SECRETARY

Services-II Branch

Diary No 154261

Date 29/11/23



## ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/EPS/2023/Remuneration & TA/DA

Dated: 6<sup>th</sup> June, 2023

To

1. The Secretary to Government of India  
Ministry of Home Affairs  
North Block, New Delhi-110001.
2. The Secretary to Government of India  
Department of Legislative Affairs,  
Ministry of Law & Justice  
A-wing, Shastri Bhawan, New Delhi-110001.
3. The Chief Secretaries of  
All States/UTs
4. The Chief Electoral Officers of  
All States/UTs

**Subject: Payment of Remuneration and TA/DA to personnel deployed for election related duties – regarding.**

**References: All the Commission's Instructions referred to:**

- (i) 218/4/96/PLN-IV dated 09.02.1996
- (ii) 458/4/98/Vol.II/PLN-IV dated 08.12.1998
- (iii) 464/INST/2009/EPS dated 09.01.2009
- (iv) 464/INST/2012/EPS dated 29.01.2012
- (v) 464/INST/2013-EPS dated 12.04.2013
- (vi) 464/INST/2013/EPS dated 06.09.2013
- (vii) 464/INST-PAY/2014-EPS dated 28.02.2014
- (viii) 464/INST/2014-EPS dated 21.03.2014
- (ix) 464/INST/2022-EPS dated 09.06.2022

Madam/Sir,

Election Commission of India is vested with the superintendence, direction, and control of all elections to the Parliament and to the Legislature of every State/UT and of elections to the offices of President and Vice President held under clause (1) of Article 324 of the Constitution of India. Conduct of elections involves diverse activities carried out by an election machinery consisting of officials and staff requisitioned from various departments including polling personnel/police personnel/staff under Section 26, 27, 28, 28A, 29 and 159 of Representation of the People Act, 1951.



2. The duty of conducting free, fair and peaceful election rests on the election machinery deployed on the ground which comprises personnel from various authorities i.e. Central Government, State Government, PSUs, Local Authorities etc.

3. In view of difficult nature of the work performed by polling/police personnel etc., the Commission has directed to pay remuneration for election duty carried out by them. In addition to remuneration, admissible TA/DA and any other allowance shall also be paid as per the norms by their parent department.

4. Further, instructions issued from time to time in the matter have been reviewed, consolidated and *in supersession* of all the previous instructions, the Commission has directed to issue a comprehensive direction in order to eliminate any ambiguity on the subject cited above.

**A. REMUNERATION TO PERSONNEL ON ELECTION DUTY:**

- (i) Remuneration is minimum amount payable to personnel for attending training sessions, collecting polling material and for performing duty on polling day/counting day. This instruction is also applicable to police personnel who are called for training and actually deployed on election related duties on polling/counting centers on the same criteria as being paid to the polling/counting personnel.
- (ii) Polling/ counting personnel deployed on reserve duty should be paid remuneration at the same rates as polling/ counting personnel on actual duty.
- (iii) Remuneration shall be paid for both General and Bye elections.
- (iv) 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.
- (v) The rates recommended by the Commission are minimum rates to be paid mandatorily to the employee mentioned in the table at **Point C**. States/UTs are at liberty to pay higher rates of remuneration than the minimum rates fixed by the Commission. State/UTs, paying remunerations at the higher rates than the minimum rates recommended by the Commission, can continue to pay at such higher rates.
- (vi) Other officials related to conduct of elections can also be included by State Governments as deemed fit under this provision.



- (vii) Irrespective of the payment of remuneration, packed lunch and/or light refreshment shall be provided for polling personnel including police personnel, personnel in mobile parties, Home Guards, Forest Guards, Gram Rakshak Dal, NCC cadets, ex-Servicemen, volunteers etc. deployed at all polling stations/counting centres for election related work.

**B. PAYMENT OF TA/DA:**

- (i) 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. Alternatively, 80% of TA/DA can be paid in advance and remaining 20% amount can be paid within 30 days of election.
- (ii) TA/DA, as admissible, shall be paid for both General and Bye elections
- (iii) 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.
- (iv) If, after receipt of advance amount, any official, for any reason whatsoever, 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.
- (v) 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.
- (vi) In some instances, officers/officials may have to appear before Courts to attend judicial proceedings which arise on account of duties performed during elections, sometimes, even after their retirement. In such cases, officers/officials shall be reimbursed the amount of TA/DA incurred on account of their appearance before Courts as per the rates of TA/DA admissible at the time of retirement of the officers/ officials concerned. However, in case of any difficulty, there shall be a provision for claim of TA/DA from the Commission through Chief Electoral Officer concerned provided that no TA/DA has been claimed from any court or any other office by these officers/officials.



**C. RATES OF REMUNERATION:**

The existing rates of remuneration and TA/DA to all election staff deployed for election related duties as applicable to them respectively are given below:

REMUNERATION	
Designation of officers/officials	Minimum Rate of remuneration (in Rupees)
Zonal Magistrate (if deployed, other than Sector Officer)	Rs.1500 lump sum
Presiding Officer & Counting Supervisor	Rs.350 per day or part thereof
Polling Officer & Counting Assistant	Rs.250 per day or part thereof
Class-IV employees	Rs. 200 per day or part thereof
Video Surveillance Team,	Class -I/II (Rs.1200 Lump Sum)
Video Viewing Team,	Class-III (Rs.1000 Lump sum)
Accounting Team,	Class -IV (Rs.200 per day or part thereof)
Control Room and Call Centre Staff,	
Media Certification and Monitoring Committee,	
Flying Squads,	
Static Surveillance Team,	
Expenditure Monitoring Cell	
Income Tax Inspector	Rs.1200 lump sum
Micro Observer	Rs. 1000 lump sum
FOOD/REFRESHMENT	
Packed Lunch and/or light refreshment for polling personnel including police personnel, personnel in mobile parties, Home Guards, Forest Guards, Gram Rakshak Dal, NCC cadets, ex-Servicemen, volunteers etc. deployed at all polling stations/counting centres for election related work.	Packed lunch or Payment of Rs.150 per day or part thereof.
TA/DA	
Category of Beneficiaries	Rate
Persons deployed for election related duties.	<b>100% TA/DA</b> <b>Method-1:</b> 100% of TA/DA Either within 24 hours of completion of election duty or in advance. <b>Method-2:</b> 80% of TA/DA in advance & 20% within 30 days of completion of election.

**E. EXPENDITURE:**

(a) On account of payment of remuneration and expenditure on food/ refreshments incurred shall be borne in the following manner:

- (i) By Government of India during elections to Lok Sabha;
- (ii) By the State Government during election to Legislative Assemblies and;
- (iii) Shared on a 50:50 basis during simultaneous election to Lok Sabha and Legislative Assembly by the Government of India and concerned State Governments.
- (iv) Payment of TA/DA shall be initially paid by the parent/election department, as the case may be, of the polling/police personnel and other personnel deployed for election related duties and shall be borne as per above mentioned manner.\*

The above instruction shall be brought to the notice of all concerned immediately for compliance.

Yours, faithfully,



**(SANJEEV KUMAR PRASAD)**  
**SECRETARY**

\* Anomaly in this para [para E(iv) previously para E(b)], in respect of previous instructions, corrected vide letter No.464/INST/EPS/2023/Remuneration & TA/DA dated 17<sup>th</sup> November, 2023.