



राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार

कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुराना सेंट स्टीफन कॉलेज भवन,
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Kashmere Gate, Delhi-110006
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No.PA/Jt.CEO/EEM/2014/965-982

Dated: 7.03.2014

ORDER

Subject : Instructions regarding **SINGLE WINDOW SYSTEM** for Public Meetings/Rallies/Processions, Loudspeaker and use of vehicles for election campaigning as well as use of non-commercial/ remote/uncontrolled airports/helipads.

In accordance with the instructions/directions of Election Commission of India, **Single Window System** will be set up in the office of concerned District Magistrate/District Election Officer/Returning Officer (RO) of all seven (07) Parliamentary Constituencies to grant permissions to the political parties and candidates for usage of non-commercial/remote/uncontrolled airports/helipads, for organizing public meetings/rallies/processions, loudspeaker and use of vehicles for election campaigning to facilitate them during the election period.

Accordingly, following instructions/directions should be adhered to by all DMs/DEOs/ROs of Parliamentary Constituencies of Delhi during the forthcoming General Election to Lok Sabha, 2014 :-

(1) All 07 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 ACP (Permission) 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) Addl.CP/DCP of the district shall **designate one officer of the rank of ACP as ACP (Permission) for each R.O. Office who shall camp in the office premises of DM/RO.** He will collect and process the applications and issue permission/decision to the applicant after obtaining necessary approval from the competent authority of Delhi Police as well as other local authorities, land owning agencies etc. as per laws.

(3) (a) The political party/candidates seeking permission has to apply to the ACP (Permission) 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 Election Commission of India.

(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).

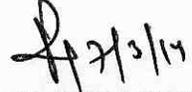
- (c) Separate application has to be filed for more than one event on a particular day.
- (d) In case an event/rally/procession etc. is to be held in the area covering jurisdiction of more than one Returning Officer of Parliamentary Constituency, then separate applications have to be filed to the ACP (Permission) in the office of concerned Returning Officer.
- (4) The Permission Cell Incharge i.e. ACP (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 stage.
- (5) The Traffic Police related permission shall be obtained by the ACP (Permission) and the applicant will not be asked to obtain the same from the Traffic Police separately.
- (6) ACP (Permission) after obtaining necessary clearance, if any, from other departments such as fire, local authorities, land owning agencies etc. will issue the permission to the political party/candidate within 36 hours of the receipt of application.**
- Joint CP (Election)/ State Nodal Officer of Delhi Police shall send Daily Report of cases of all 07 RO offices where any permission is pending for more than 36 hours with reasons, in **format SW-1** (Copy annexed).
- (7) The permission to be given to the applicant on "First Come First Serve" 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 ACP (Permission) 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 Asstt. 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 the political party/candidates, 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. ACP (Permission) 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 RO/DM concerned :-
- (i) Executive Engineer or above Senior Officer of concerned Municipal Corporation (i.e. North, South or East) or New Delhi Municipal Council (NDMC) or Delhi Cantonment Board (DCB) and Delhi Development Authority, as the case may be, to coordinate, process and assist in obtaining issuance of No Objection Certificate (NOC)/Permission/Decision from his department for use of land, building, premises, ground etc. as per rules of the department.

Observers, Asstt. Expenditure Observers as well as the office bearers of all political parties and to the candidates at the time of nomination.

(16) 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.

(17) The contact details of all 07 DMs/ROs are enclosed herewith for information.

(18) This issue with the approval of CEO, Delhi.



(RAJESH GOYAL)
Joint Chief Electoral Officer/
State Level Nodal Officer (EEM)

To

All 09 DEOs/07 ROs of Delhi.

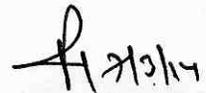
Copy for information & necessary action :-

1. Principal Secretary, Home Department, GNCTD, Delhi.
2. Commissioner of Police, Delhi Police Headquarters, I.P.Estate, New Delhi.
3. Vice Chairman, Delhi Development Authority, Delhi
4. Chairman, NDMC, New Delhi.
5. Principal Secretary, Power Department, GNCTD, Delhi.
6. Secretary-cum-Commissioner, Transport Deptt., GNCTD, Delhi.
7. Commissioner, East Delhi Municipal Corporation, Delhi.
8. Commissioner, North Delhi Municipal Corporation, Delhi.
9. Commissioner, South Delhi Municipal Corporation, Delhi.
10. Chief Executive Officer, Delhi Cantonment Board, Delhi.
11. Chief Fire Officer, Delhi.
12. Joint CP (Election), P&I, 2nd Floor, Delhi Police Hqtrs., I.P.Estate, N.Delhi with the directions to circular it to all concerned police authorities down the line immediately for compliance.

Encl : 1. Format of Annexure-16
2. Contact details of all DMs/ROs
3. Report SW-1 format.

Copy for information :-

1. Pr.Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi.
2. CA to CEO
3. PS to Addl.CEO (VM)/Addl.CEO(NB)/Dy.CEO
4. All Election Officers of CEO office, Delhi.
- ✓ 5. System Analyst, IT Branch, with the direction to upload this order on website



(RAJESH GOYAL)
Joint Chief Electoral Officer/
State Level Nodal Officer (EEM)

- (ii) Assistant Divisional Fire Officer of the concerned district, to coordinate, process and assist in obtaining issuance of NOC/Permission from his department as per rules of the department.
- (iii) An Officer of the level of Executive Engineer or above Senior Management from DISCOMS (Electricity) of the concerned district, for any requirement for temporary electricity connection at meeting site, to coordinate, process and assist in obtaining issuance of permission/connection from his department as per rules of the department.

The above mentioned officers shall follow 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 ACP (Permission) 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 Serve basis and deliver to the ACP (Permission) for issuance of further permission/decision to the applicants.
 - (d) DM/RO shall ensure necessary sitting arrangements for these officers.
- (11) An officer of the rank of Assistant Director or above from Transport Department, GNCTD, shall camp in the CEO, Delhi Office in Model Code of Conduct Branch to facilitate obtaining permission/decision in respect of modified vehicles to be used for rally and election campaigning.
- (12) Commissioner, Delhi Police/ Chairman, NDMC/ Commissioners of 03 Municipal Corporations/ Vice Chairman, DDA/ Principal Secretary, Power/ Chief Fire Officer, Delhi/ Chief Executive Officer, Delhi Cantonment Board etc. shall designate the above said officers in the Single Window in the offices of 07 Returning Officers of Parliamentary Constituencies from the date of announcement of General Election to Lok Sabha, 2014. Regarding Transport Department, Secretary-cum-Commissioner, Transport Department, Delhi shall designate the officer for CEO, Delhi office for reporting from the date of announcement of elections. The designated officers/officials shall report to the concerned DM/RO from the date of announcement of elections. The information of designated officers as such name, designation, office address, mobile number, e-mail ID etc. shall be sent to this office through e-mail jtceo.delhi@gmail.com as well as to all Returning Officers within 24 hours of receipt of this order.
- (13) The above said instructions/directions shall come into operation from the date of announcement of General Elections to Lok Sabha, 2014 and shall continue till the completion of election process.
- (14) All DMs/ROs to comply with all instructions/directions/guidelines issued by ECI from time to time in this regard.
- (15) All DMs/ROs are required to convey these instructions to all Addl.CPs/DCPs of their district, District/Zonal Heads of other departments such as Municipal Corporations, NDMC, DCB, Fire Department, Electricity Department etc., General Observers, Expenditure

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. -

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								
2	Tables								
3	Chairs								
4	Other Furniture								
5	Loudspeaker & Microphone								
6	Posters								
7	Banners								
8	Cut Outs								
9	Digital Boards								
10	Illumination items like Serial Lights, 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
11	Power connection charges paid/ payable to EB etc.								
12	Other items								
13								
Total									

Name and Signature of Candidate/Election Agent/ Name and Signature of Political Party/any other Association Officer in-charge

Date:

DETAILS OF RO'S (LOK SABHA 2014)							
SR NO.	PCNAME	NAME OF RO	OFFICE NO	MOBILE NO.	FAX	EMAIL	
1	CHANDNI CHOWK	Mrs. A. Mona Sreenivas, IAS	23943048	7838505400	23928073	dcnorth@nic.in	
2	NORTH EAST DELHI	Sh. AZIMUL HAQUE	22122732	9811234786	22129686	dcne@nic.in	
3	EAST DELHI	Mrs. Niharika Rai, IAS	22421656	8130733007	22455519	dceast@nic.in	
4	NEW DELHI	Mr. A. Abhyankar, IAS	23381080	9958619619	23381973	dcnd@nic.in	
5	NORTH WEST DELHI	Sh. Udit Prakash Rai, IAS	25953785	9650458255	25952530	dcnw@nic.in	
6	WEST DELHI	SH. C. R. GARG	27396629	9650469955	27395617	dcwest@nic.in	
7	SOUTH DELHI	Mrs. Nila Mohanan,	29535796	8130328333	29535797	dcsouth@nic.in	

General Election to Lok Sabha, 2014

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

S.No	Name of Parliamentary Constituency (PC)	Name and designation of ACP/ Inspector (Permission)	Mobile No.	No. of applications pending at Single Window for more than 36 hours of the receipt of application	Remarks/ Details of pending application with reasons