

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)

25 MAR 2019

Endst. No.: GMCH/EIV/EA3/2019/ 11477-78

Dated, Chandigarh the,

A copy of letter No. 22/6/20-IH(4)-2019/3940 dated 13.03.2019 received from the Secretary Personnel, Chandigarh Administration alongwith its enclosures is forwarded to the followings, which is self explanatory for strict compliance, please:-

1. The Deputy Controller (F & A), GMCH, Chandigarh.
2. The Office Superintendents (Estt. I, II, III, HA-I, HA-II, PB-I, PB-II & Estate), GMCH, Chandigarh.
3. The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

Superintendent (Estt.-IV)

ELECTION MATTER  
MOST IMMEDIATE

No. 22/6/20-IH(4)-2019/3940  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 13/03/2019

To

All the Heads of Departments/  
Boards/Corporations/Offices/Institutions  
Chandigarh Administration;

Subject: Application of Model Code of Conduct – General Election to House of the  
People (Lok Sabha)- 2019 - reg.  
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Sir/Madam,

I am directed to address you on the subject noted above and to enclose  
herewith a copy of letter No. Elec-2019/UTC/1308 dated 12.03.2019 alongwith its  
enclosures received from the Chief Electoral Officer, Union Territory, Chandigarh,  
which are self explanatory, for strict compliance.

Yours faithfully

Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

Endst. No. 22/6/20-IH(4)-2019/3941

Dated: 13/03/2019

A copy is forwarded to the Chief Electoral Officer, Union Territory,  
Chandigarh, w.r.t. his above referred letter, for information.

Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

DP/HMCH

PA/JDA/.....  
Dated 18/3/19

JDA

7455  
15 MAR 2019

Urgent  
OS (E-IV)

S4  
19/3/19

EA - II

PA/PSH/ 2192  
Dated: 12-3-18

**MOST IMMEDIATE**  
**TOP PRIORITY**

No.Elec-2019/UTC/1308

From

The Chief Electoral Officer,  
Union Territory, Chandigarh.

PA/SSH 2192  
Dated 12/3/18

To

The Home Secretary,  
Chandigarh Administration,  
Chandigarh.

Pers. / Estt Branch

Diary No. 1209

Date: 12/03/19

Dated, Chandigarh the 12-3-19

Subject :- Application of Model Code of Conduct- General Election  
to House of the People (Lok Sabha)-2019- reg.

Sir,

The Election Commission of India has announced the schedule for holding General Elections to Lok Sabha-2019. With the announcement, the provisions of the Model Code of Conduct has come into force with immediate effect and will be in force till the completion of the General Elections-2019. Enclosed please find herewith a copy of Commission's letter No.437 /6 /I /ECI /INST /FUNCT/MCC/2019 dated 10<sup>th</sup> March,2019 (copy enclosed). You are requested to issue suitable instructions to all the heads of the Offices/Departments for compliance.

Yours faithfully,

for Chief Electoral Officer,  
Union Territory, Chandigarh.

Endst.No.Elec-2019/UTC/

Dated :

A copy alongwith a copy of enclosure is forwarded to the Director Public Relations, U.T., Chd. for information with the request to give wide publicity of Model Code of Conduct.

for Chief Electoral Officer,  
Union Territory, Chandigarh.

**ELECTION COMMISSION OF INDIA**

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2019

Dated: 10<sup>th</sup> March, 2019

To

1. **The Cabinet Secretary,**  
Government of India,  
Rashtrapati Bhawan,  
New Delhi.
2. **The Chief Secretaries to the Governments of all States and  
Chief Secretaries/Administrators of Union Territories.**
3. **The Chief Electoral Officers of  
all States and Union Territories.**

**Sub: Application of Model Code of Conduct – General Elections to House of the People (Lok Sabha), 2019 and State Legislative Assemblies in the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections - reg.**

Sir,

I am directed to state that the Election Commission has announced the schedule for holding General Elections to Lok Sabha and to the Legislative Assemblies of the States of **Andhra Pradesh, Arunachal Pradesh, Orissa and Sikkim and certain bye-elections** (Press Note No. ECI/PN/23/2019, dated 10<sup>th</sup> March, 2019, available at the Commission's web-site – [www.eci.gov.in](http://www.eci.gov.in)).

2. With this announcement, the provisions of the Model Code of Conduct for the guidance of the Political Parties and Candidates **have come into force with immediate effect and will be in force till the completion of the General Elections and bye-elections mentioned above.** This may be brought to the notice of the Central and all State Governments/Union Territory Administrations, all Ministries/Departments/Offices of the Union Government and the State Governments/Union Territory Administrations. A copy of instructions issued by you to this effect, may be sent to the Commission for its information and record.
3. Your particular attention is drawn to the provisions of Model Code of Conduct for the guidance of Political Parties and Candidates and various instructions issued by the Commission, which, inter-alia, state that the party in power whether at the Centre or in the State or States concerned, shall ensure that no cause is given for any complaint that it has used its official position for the purposes of its election campaign and in particular:-

- 2
- (i) (a) The Ministers shall not combine their official visit with electioneering work and shall not also make use of official machinery or personnel during the electioneering work;
  - (b) Government transport including official air-crafts, vehicles, machinery and personnel shall not be used for furtherance of the interest of the party in power;
  - (ii) Public places such as maidans etc., for holding election meetings, and use of helipads for air-flights in connection with elections shall not be monopolised by the party in power. Other parties and candidates shall be allowed the use of such places and facilities, on the same terms and conditions, on which they are used by the party in power;
  - (iii) Rest houses, dak bungalows or other Government accommodations in the States/Union Territories where elections have been announced or are taking place can be given to the political functionaries who are provided security by the State in 'Z' scale or above or equivalent by various State Governments or the Central Government under provisions of their laws, on equitable basis. This shall be subject to condition that such accommodation is not already allotted or occupied by election related officials or the Commission's Observers. Such political functionaries shall not carry out any political activity while staying in the Government Guest Houses/Rest Houses or other Government accommodation etc.;
  - (iv) Issue of advertisement at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided;
  - (v) Ministers and other authorities shall not sanction grants/payments out of discretionary funds from the time, elections are announced by the Commission; and
  - (vi) From the time, elections are announced by Commission, Ministers and other authorities shall not –
    - (a) announce any financial grants, in any form or promises thereof; or
    - (b) (except civil servants) lay foundation stones etc. of projects or schemes of any kind; or
    - (c) make any promise of construction of roads, provision of drinking water facilities etc.; or
    - (d) make any ad-hoc appointments in Government, Public Undertakings etc. which may have the effect of influencing the voters in favour of the party in power.

4. As will be observed from Para 3{Clause IV} above, no advertisement shall be issued in electronic and print media highlighting the achievements of the Govt. at the cost of public exchequer. If any advertisement has already been released for telecast/broadcast or publication in the print media, it must be ensured that the telecast/broadcast of such ads on

electronic media is stopped forthwith and that no such ad is published in any newspapers, magazines, etc., i.e. in print media, from today itself and it should be immediately withdrawn.

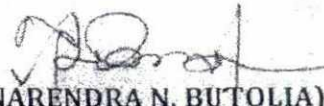
5. The instruction of the Commission contained in its letter No.437/6/2009-CCBE dated 5<sup>th</sup> March, 2009 is available on the Commission's web-site at path - "<https://eci.gov.in/important-instructions/>" for your information and necessary action. The Commission's all other relevant instructions, 'Manual on Model Code of Conduct' and 'Compendium of Instructions on Model Code of Conduct' are also available on the Commission's website for your guidance.

6. The Commission further directs that there shall be a total ban on the transfer of all officers/officials connected with the conduct of the election. These include but are not restricted to; -

- i) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers;
- ii) Divisional Commissioners;
- iii) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the conduct of election;
- iv) Officers of the Police Department connected with the management of election, like range IGs and DIGs, Senior Superintendents of Police and Superintendents of Police, Sub-Divisional Police Officers like Deputy Superintendents of Police and other Police officers who are deputed to the Commission under section 28A of the Representation of the People Act, 1951;
- v) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining specific permission from the Commission in this regard;
- vi) This ban shall be effective till the completion of the election. The Commission further directs that the State Governments should refrain from making transfers of senior officers who have a role in the management of election in the State;
- vii) In those cases where transfer of an officer is necessary on account of administrative exigencies, the concerned State Government may with full justification approach the Commission for prior clearance.

7. The receipt of the letter may kindly be acknowledged.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY

By Speed Post/E-mail

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

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No.437/6/1/ECI/INST/FUNCT/MCC/2019

Dated: 10<sup>th</sup> March, 2019

To

1. **The Cabinet Secretary,**  
Government of India,  
Rashtrapati Bhawan,  
New Delhi.
2. **The Secretary to the Government of India,**  
Department of Programme Implementation,  
Sardar Patel Bhawan,  
New Delhi.
3. **The Chief Secretaries to the Governments of all States and  
Chief Secretaries/Administrators of Union Territories.**
4. **The Chief Electoral Officers of  
all States and Union Territories.**

**Subject: General Elections to House of the People (Lok Sabha), 2019 and State  
Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha  
and Sikkim and certain bye-elections - Release of funds under  
MPs'/MLAs' Local Area Development Scheme - regarding.**

Sir/Madam,


I am directed to refer to the Commission's Press Note No. ECI/PN/23/2019, dated 10<sup>th</sup> March, 2019 (Press Note available at Commission's web-site - [www.eci.gov.in](http://www.eci.gov.in)) as per which the Commission has announced the enforcement of the Model Code of Conduct for the guidance of the Political Parties and Candidates, consequent on the announcement of General Election to Lok Sabha and to the Legislative Assemblies of the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections.

2. The Commission has instructed that the release of funds under the Member of Parliament Local Area Development Schemes will be subject to the following restrictions:-

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- a) No fresh release of funds under the Member of Parliament (including Rajya Sabha members) Local Area Development fund shall be made in any part of the country where election is in progress. Similarly no fresh release of funds under the MLAs'/ MLCs' Local Area Development Fund shall be made, if any such scheme is in operation, till the completion of election process.
- b) No work shall start in respect of which work orders have been issued before the issue of this letter but the work has actually not started in the field. These works can start only after the completion of election process. However, if a work has actually started, that can continue.
- c) There shall be no bar to the release of payments for completed work(s) subject to the full satisfaction of the concerned officials.
- d) Where schemes have been cleared and funds are provided or released and materials procured and reached the site such scheme may be executed as per programme.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY

By Spl. Messenger/mail

**ELECTION COMMISSION OF INDIA**

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2019

Dated: 10<sup>th</sup> March, 2019

To

1. The Cabinet Secretary,  
Government of India,  
Rashtrapati Bhawan,  
New Delhi.
2. The Chief Secretaries of all States and  
Chief Secretaries/Administrators of Union Territories
3. The Chief Electoral Officers of  
all States and Union Territories.

**Subject: Immediate action to be taken for enforcement of Model Code of Conduct after announcement of General Elections to House of the People (Lok Sabha), 2019 and State Legislative Assemblies in the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections - regarding.**

Sir,

I am directed to state that the Election Commission has announced the schedule for holding General Election to House of the People (Lok Sabha), 2019 and State Legislative Assemblies in the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections, operation of 'MODEL CODE OF CONDUCT' comes into effect with the announcement of elections by the Commission. In view of the general elections, the Commission has given following directions for effective enforcement of provisions of MCC:-

1. **Defacement of Property-** ECI instructions contained in letters, No. 437/6/INST/2015-CCS, dated 29<sup>th</sup> December, 2015, No. 437/6/INST/2012- CC&BE dated 18<sup>th</sup> January, 2012 and No. 3/7/2008 JS-II dated 7<sup>th</sup> October, 2008 , provide for prevention of defacement of property. The Commission has directed to ensure strict compliance of its instructions and to take time bound action as prescribed below-

with a view to furthering the prospects of the party in power shall be scrupulously avoided. No advertisements shall be issued in electronic and print media highlighting the achievements of the Govt. at the cost of public exchequer. If any advertisement has already been released for telecast/broadcast or publication in the print media, it must be ensured that the telecast/broadcast of such ads on electronic media is stopped forthwith and that no such ad is published in any newspapers, magazines, etc., i.e. in print media, from the date of announcement and it should be immediately withdrawn. **The CEOs/DEOs has to take immediate action to remove/stop any advertisement, in the print/electronic media, showing the achievements of the Government soon after the announcement of elections.**

4. **Photograph of political functionary at official website-** ECI instruction contained in letter No. 437/6/INST/2014-CC&BE dated 20<sup>th</sup> March, 2014 provides that all references of Ministers, Politicians or political parties available on central/state Government's official website, shall be removed. The CEOs have to take immediate action to remove/hide the photographs of any political functionary from official websites of state department.
5. **Development/construction related activities- within 72 hours** of announcement of elections, the CEO/DEO shall obtain the following list of works for reference in case of validating any complaint on violation of MCC:-
  - (i) List of work which has already been started on ground.
  - (ii) List of fresh work which has not started on ground.
6. **Activities for Expenditure Monitoring and enforcement of MCC-** Flying squad, FST, video team, intensive checking for liquor/Cash/Contra banned drugs, flying squads of excise department to check illicit trafficking of Drug/Narcotics to be immediately activated after announcement.
7. **Complaint Monitoring System-** The poll going states shall have a complaint redressal mechanism based on website and call center. The toll free number of call center is 1950. Complaints can be registered by making calls to the toll free call center numbers or on the web site. Complainants will also be informed of the action taken by SMS and by the call center. Complainants can also see the details of the action taken on their complaints. This system should be operational within 24 hours of the announcement. All complaint should be dealt with promptly and properly. The 24x7 control Room at the district level must be activated and sufficient deployment of manpower and other logistics be ensured in

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2019

Dated: 10<sup>th</sup> March, 2019

To

The Chief Secretaries of all States and  
Chief Secretaries/Administrators of Union Territories.

**Subject: General Elections to House of the People (Lok Sabha), 2019 and State Legislative Assemblies in the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections - Screening Committee- regarding.**

Sir/Madam,

I am directed to state that the Commission has issued detailed guidelines and instructions on regulation and enforcement of various aspects of the Model Code of Conduct (MCC) during election time. A number of proposals relating to MCC are being received in the Commission from Chief Electoral Officers and sometimes from the concerned departments directly. The Commission has decided that a Screening Committee headed by Chief Secretary of the State shall be constituted with following composition -

- |  |          |
|--|----------|
| (i) Chief Secretary  | Chairman |
| (ii) Secretary/Pr. Secretary of the department(s)<br>to which the proposal relates.                  | Member   |
| (iii) Secretary/Pr. Secretary of the General Administration/Coordination<br>department of the State. | Member   |

2. The Committee shall examine each proposal, before sending it to the Commission, through the Chief Electoral Officer concerned, in the light of the Commission's existing instructions/clarifications available in the form of Manual on Model Code of Conduct/Compendium of instructions on Model Code of Conduct/instructions available on the Commission's website. The proposals cleared by the Screening Committee shall be submitted to the Chief Electoral Officer along with full details and a note on urgency, i.e. why the proposal can't wait till completion of poll/election. The Chief Electoral Officer shall forward only such proposal(s) that are cleared by the aforesaid Screening Committee, to the Commission along with his/her comments immediately. Hence, all departments of the State may be advised not to forward any reference directly to the Commission. Further, no department of the State Govt./Union Territory Administrator shall send original file to the CEO's office but only a self-contained reference be sent through the Screening Committee.

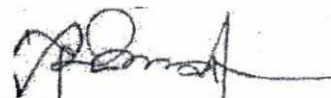
3. Accordingly, the Commission has directed that the aforesaid Screening Committee shall be constituted and operationalized immediately in all the States and Union Territories. A copy of the order constituting the Screening Committee shall be sent to the Commission latest by 3 pm of 14<sup>th</sup> March, 2019. The CEO shall provide a copy of Manual on Model Code of Conduct, Compendium of Instructions on Model Code of Conduct and relevant Model Code of Conduct instructions to the Screening Committee.

4. Further, it may be noted that the Commission takes reasonable time to dispose of a reference, therefore last minute references should be avoided.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY

Copy to :- The Chief Electoral Officers of all States and Union Territories

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY