

PROCEEDINGS OF THE RETURNING OFFICER, 04 WAYANAD HPC
& DISTRICT COLLECTOR, WAYANAD
(Present: Keshvendra Kumar IAS)

Sub:- General Election to the HP 2014- single window system- constituted- orders issued- reg.

Ref:- Circular No. 464/INST/2014-EPS dated 20.3.2014 of the Election Commission of India

The Election Commission of India has instructed vide circular No. 464/INST/2014-EPS dated 20.3.2014 to constitute "Single Window System" to grant permission for

- a) usage of non-commercial/remote/uncontrolled airports/helipads;
- b) organising public meetings/rallies/processions, use of loudspeakers; and
- c) use of vehicles for election campaigning.

2. The below given orders are issued in this regard for setting up of Single Window System in Wayanad district.

- i) The District Police Chief shall designate an officer not below the rank of Deputy Superintendent of Police as the **Permission Cell In-charge**. This officer shall camp at the RO's Office in Collectorate, Wayanad. He will collect and process the applications and issue permission/decision to the applicant after obtaining necessary approval from the competent authority concerned (both Police as well as other local authorities, land owning authorities etc) as per laws. Copy of applications received by him shall be forwarded to the concerned offices for obtaining any clearance, which is necessary. Any officer, who receives any such copy of application, shall make available the necessary clearance/decision otherwise, within 6 hours. This officer shall be deployed today by the DPC and his details shall be furnished forthwith.
- ii) The Political Party/candidate seeking permission shall apply to the Permission Cell In-charge at least 48 hours before the event along with details of Expenditure Plan appended. A political party/candidate may apply through an application for permission in respect of those events/rallies/processions etc. scheduled to be organized within 7 days of making the application (excluding the day of application). Separate application shall be filed for more than one event on a particular day. If an event/rally/procession etc. is to be held in the area covering jurisdiction of more than one District(s), then separate applications shall be filed with the Permission Cell In-charge in the concerned District.
- iii) The Permission Cell In-charge shall maintain a Log book recording details of Applications Received, their transmission to Nodal Officers of various departments and final grant of permission/decision indicating date and time of each stage. The Traffic Police Permission shall be obtained by the Permission Cell In-charge and the applicant shall not be asked to obtain it separately.
- iv) After obtaining all necessary clearances, if any, from other department such as Fire & Rescue, Local Self Government Authorities etc. the Permission/Decision shall be conveyed to the Political Party/Candidate within 36 hours from the receipt of application. Details of all Applications which are not disposed off, within 36 hours from receipt, shall be made available to the Returning Officer on a daily basis, at 9 AM every day.
- v) The principle of "First Come First Served" shall be strictly adhered to while sanctioning permission from the Single Window System.
- vi) A copy of the permission along with copy of Expenditure Plan shall be made available to the Senior Superintendent in RO's office immediately after issue, and the Senior Superintendent will handover the same to the

concerned Asst Expenditure Observer within one hour of receipt. The Asst Expenditure Observer will then make necessary arrangements for videography of the event for the purpose of Enforcement of Model Code of Conduct and Election Expenditure Monitoring etc. and for keeping the record in Folder of Evidence of concerned candidate/political party.

vii) For using the helipad at St.Marrys College Ground, which is non-commercial, by a candidate/ political party; the application shall be made to the Additional District Magistrate at least 24 hours before landing, mentioning the details of travel plan, place of landing and names of passengers in the aircraft/helicopter. The Permission Cell In-charge shall ensure that the NOC from Police authorities, if any required, is made available forthwith.

3. In addition to the Permission Cell Incharge, the below mentioned officers are also deployed in the Single Window System to ensure that the necessary NOC/other report/clearance from their respective department is made available to the Permission Cell Incharge without delay.

- i) Sri.N.Surendran, Deputy Director of Panchayat, Kalpetta (Phone: 9496048300, 04936202634)
- ii) Sri. Lionnel Spadikam , Municipal Engineer, Municipality, Kalpetta, Wayanad (Phone:9447219015)
- iii) Sri. Arun Das , Assistant Divisional Officer, Fire and Rescue Services, Kalpetta (Phone: 9497920120)
- iv) Sri. Bijoy N.L., Executive Engineer, KSEB, Kalpetta (Phone: 9446008330, 04936 205844)

4. All the above mentioned authorities/officers shall follow the following procedure for issuance of NOC/Permission/Decision at the Single Window System

- a) These Officers shall camp at Collectorate, Wayanad
- b) They will collect photocopy of application for Permission submitted by the part/candidate at Single Window System from Permission Cell In-charge
- c) They will process the application 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 the same to the Permission Cell In-charge.
- d) The Permission Cell In-charge will issue further Permission/ decision to the applicant within 36 hours from the submission of application. A log book shall be maintained.

5.The Single Window System shall start functioning today itself. The Huzur Sheristadar, Collectorate shall provide necessary seating arrangements/other facilities for the Single Window System officers. Respective Nodal Officers shall convey this proceedings to all their sub-offices/subordinates/other organs functioning under their control.

6.The Nodal Officer (Expenditure Monitoring) will communicate this order to all Asst Expenditure Observers/ Flying Squads/other teams formed for Expenditure Monitoring.

7.The Nodal Officer (MCC) will communicate this order to all teams formed for Expenditure Monitoring.

Sd/-

RETURNING OFFICER
04 WAYANAD HPC

Annexure: 1. Format for Expenditure Plan (in Annexure 16)
2. Copy of ECI's direction No. 464/INST/2014/EPS dated 20.3.2014

To

The Individuals

Copy to:

1. The General Observer
2. The Expenditure Observer
3. The Additional District Magistrate, Wayanad
4. The District Police Chief, Wayanad

5. All Nodal Officers
6. The Husur Sheristadar
7. The District Informatics Officer (for uploading in district website)
8. To All candidates/ recognised Political Parties (for information)