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**GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION
(133 of 2020)**

21 September 2020

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GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT

Lahore Dated, the 15th September 2020

NOTIFICATION

No.SOR(LG)8-7/2020.- In exercise of the powers conferred under section 310 of the Punjab Local Government Act, 2019 (XVII of 2019), Governor of the Punjab is pleased to make the following rules with immediate effect:

**CHAPTER I
PRELIMINARY**

1. Short title and commencement.- (1) These rules may be cited as the Punjab Local Government (Election) Rules 2020.

(2) They shall come into force at once.

2. Definitions.- (1) In the rules:

- (a) "Act" means the Punjab Local Government Act, 2019 (XVII of 2019);
- (b) "Appellate Tribunal" means an Appellate Tribunal constituted under sub-rule (11) of rule 21 of the rules;
- (c) "ballot paper" means a ballot paper as determined by the Election Commission;
- (d) "ballot paper account" means a ballot paper account prepared under the rules;
- (e) "contesting candidate" means a validly nominated candidate who has not withdrawn his candidature;
- (f) "election" means election of a local government;
- (g) "election agent" means an election agent appointed by a contesting political party or electoral group;
- (h) "election expenses" means any expenditure as defined in the Election Act;
- (i) "election petition" means an election petition filed under the Elections Act before the Tribunal;
- (j) "Form" means a form appended to the rules and includes its Urdu translation approved by the Election Commission;
- (k) "packet" means a packet to be specified by the Election Commission to be used at polling station by Presiding Officer;
- (l) "polling agent" means a polling agent of a contesting political party or electoral group;

- (m) "polling station" means any place or premises notified as polling station for holding a poll;
- (n) "Provincial Election Commissioner" means the Provincial Election Commissioner, Punjab;
- (o) "publish" includes exhibition at a place accessible to the public;
- (p) "returned candidate" means a contesting candidate who is declared elected;
- (q) "rules" means the Punjab Local Government (Election) Rules 2020;
- (r) "Tribunal" means an Election Tribunal constituted by the Election Commission under the Elections Act for trial of election petitions of a local government; and
- (s) "validly nominated candidate" means a candidate whose nomination has been accepted.

(2) A word or expression used but not defined in the rules shall have same meaning as assigned to it in the Act or the Elections Act.

CHAPTER II

POLITICAL PARTIES AND ELECTORAL GROUPS

3. Political party or electoral group to contest election.— (1) A political party enlisted under the Elections Act or an electoral group enlisted under the Act and the rules may contest an election.

(2) A group of voters, in an electoral unit other than persons in the service of Pakistan or members of an enlisted political party, may form an electoral group in the electoral unit and get it enlisted under the Act and the rules.

4. Application for enlistment of an electoral group.— (1) The head of a proposed electoral group shall apply in Form-I for enlistment of the electoral group to the Election Commission or an officer authorized by it within the dates specified by the Election Commission.

(2) The application shall contain particulars of the head and other office bearers of the electoral group, mechanism for change of head of the electoral group and other terms and conditions certified by the head and other office bearers of the electoral group.

(3) The head of the electoral group or a person authorized by him shall, along with the application in Form-I, submit to the Election Commission or its authorized officer, a list of such number of members of the electoral group in Form-II along with copies of their valid National Identity Cards and challan of deposit of such non-refundable fee in favour of the Election Commission as specified in sub-section (2) of section 85 of the Act.

(4) The head of the electoral group shall deposit fee for enlistment of the electoral group in the State Bank of Pakistan or the National Bank of Pakistan in the head of account "C03- Miscellaneous Receipts, C038-Others, C03870-Others (Election Receipts)".

(5) The Election Commission or its authorized officer shall issue receipt for submission of application for enlistment of an electoral group to the person who submitted the application.

5. Mode of submission of documents for enlistment.— The head of the electoral group or a person authorized by him shall deliver the documents in person to the Election Commission or its authorized officer, and the documents delivered through post, fax, courier service or any other mode shall not be entertained.

6. Scrutiny of documents for enlistment.— (1) The Election Commission or its authorized officer, may, within seven working days from the date of submission of an application for enlistment of an electoral group, return the application if:

- (a) requisite fee has not been deposited; or
- (b) any provision of the Act or rules has not been complied with; or
- (c) information provided by the head of the electoral group is found to be false or incomplete in material particulars.

(2) If an application for enlistment of an electoral group is returned, the head of the electoral group may, subject to the rules, re-submit the application within the specified time, for enlistment of the electoral group after removing the deficiency pointed out by the Election Commission or its authorized officer.

(3) If the Election Commission or its authorized officer accepts the application for enlistment of an electoral group, the certificate of enlistment, after its issuance in Form-III, shall be published at a conspicuous place of such office as may be determined by the Election Commission.

7. Representation against the decision for enlistment.— A person aggrieved against the enlistment or otherwise of an electoral group, may file, within the period specified by the Election Commission, a representation before the Election Commission or its authorized officer whose decision on such representation shall be final.

8. Action on behalf of a political party or electoral group.—

(1) The head of a political party or an electoral group shall take action on behalf of the political party or electoral group required to be taken under the Act or rules.

(2) The head of a political party or an electoral group may authorise a person, not being in the service of Pakistan, to perform any action on behalf of the political party or electoral group required to be taken under the Act or rules to the extent of an electoral unit.

(3) The authorization in favour of a person under sub-rule (2) shall be attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or a notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

**CHAPTER III
ELECTORAL ROLLS**

9. Identification of voters belonging to a religious minority in the Electoral Rolls.— On the basis of database of National Database and Registration Authority, the Election Commission shall specify mark on the Electoral Rolls for the identification of a voter belonging to a religious minority in each council for the purpose of casting vote.

10. Supply of electoral rolls to the Returning Officer.— (1) The Election Commission shall immediately after the announcement of the election programme, provide authenticated final electoral rolls without photograph of the electoral unit to the Returning Officer for the purpose of scrutiny of nomination papers of the candidates.

(2) The Election Commission shall also provide the electoral rolls with photographs to the Returning Officer for onward supply to the Presiding Officer for use at the polling station.

(3) The Presiding Officer shall split up the electoral rolls for use at the polling booths, if any, in the polling station.

11. Supply of electoral rolls to the political parties and electoral groups.— A political party or an electoral group contesting the election may, after payment of fee fixed by the Election Commission, obtain a copy of the electoral rolls of the electoral unit from the District Election Commissioner or any other officer nominated by the Election Commission.

12. Extract of electoral rolls.— The candidate shall not be required to provide voters' extract along with his nomination paper but the candidate may attach the photocopy of the relevant page of the electoral rolls.

**CHAPTER IV
CONDUCT OF ELECTIONS**

13. Appointment of District Returning Officers etc.— (1) The Election Commission shall appoint a District Returning Officer for a district or a specified area from amongst its own officers, the officers of the Government or Federal Government or the district judiciary in consultation with the Chief Justice of the Lahore High Court, Lahore.

(2) The District Returning Officer shall coordinate and supervise the election in the district or a specified area and shall perform other functions as may be entrusted by the Election Commission.

14. Appointment of Returning Officer and Assistant Returning Officers.— (1) The Election Commission shall appoint, from amongst its own officers or officers of the Government or Federal Government or an autonomous or semi-autonomous body of any of the Governments, or from the district judiciary in consultation with the Chief Justice of the Lahore High Court, Lahore, a Returning Officer for an electoral unit or group of electoral units.

(2) The Election Commission may appoint, from amongst its own officers or officers of the Government or Federal Government or

an autonomous or semi-autonomous body of any of the Governments, as many Assistant Returning Officers as may be necessary.

15. Polling stations.— (1) The Returning Officer shall, before such time as the Election Commission may fix, prepare in Form-IV and submit to the District Returning Officer, a list of proposed polling stations for the purpose of election of a local government.

(2) The District Returning Officer may make alterations in the list of polling stations submitted under sub-rule (1) and shall at least fifteen days before the polling day, notify the final list of polling stations.

(3) The Returning Officer shall establish a polling station according to the final list notified under sub-rule (2) unless in an extraordinary circumstance, the District Returning Officer may, with prior approval of the Election Commission, make change in the list of polling stations.

16. Presiding Officers, Assistant Presiding Officers and Polling Officers.— The Returning Officer shall appoint the Presiding Officers, Assistant Presiding Officers and Polling Officers in Form-V and Form-VI, as nearly as possible, in the manner as provided under Chapter V of the Elections Act for the conduct of elections to Assemblies.

17. Election Programme.— (1) The Election Commission shall announce the Election Programme for conduct of election and shall publish it in the official Gazette and on its website.

(2) The Election Commission may, at any time before the date of poll, rescind or alter the Election Programme.

(3) In case, Election Commission rescinds or alters the Election Programme, it shall be published under sub-rule (1).

18. Submission of ranking order lists.— (1) For the purpose of election to each category of seats in a local government, a political party or an electoral group shall, within the period fixed by the Election Commission, submit separately a list, for each category of seats, of its candidates in ranking order in Form-VII (in triplicate) to the Returning Officer by hand.

(2) The Returning Officer shall accept a ranking order list of candidates if:

- (a) it is in accordance with the Act;
- (b) it contains number of candidates not less than the number of seats in the local government;
- (c) it contains the name of the candidate for seat of the head of the local government; and
- (d) it is authenticated by the head of the political party or electoral group or a person authorized by him in writing.

(3) The ranking order list of candidates, once submitted to the Returning Officer, shall be final.

(4) If a ranking order list of candidates is accepted under sub-rule (2), the Returning Officer shall forthwith cause it to be published for information of the public.

(5) Immediately after publication of ranking order lists, the Returning Officer shall furnish attested copies of such lists, in a sealed cover, to the Election Commission and to such other officer as may be authorized by it.

(6) If a ranking order list of candidates is not in accordance with the Act, the Returning Officer shall reject it.

(7) The aggrieved political party or electoral group may, within the time specified by the Election Commission, file an appeal against the decision of the Returning Officer accepting or rejecting a ranking order list under sub-rule (2) or (6), before the Appellate Tribunal.

(8) The Appellate Tribunal shall summarily decide an appeal filed under sub-rule (7) within such time as may be notified by the Election Commission and any order passed on the appeal shall be final.

(9) If the Appellate Tribunal is not able to decide the appeal within the time fixed by the Election Commission under sub-rule (8), the appeal shall abate and decision of the Returning Officer shall be final.

19. Submission of nominations for elections.— (1) A Returning Officer shall, after the announcement of the Election Programme under rule 17, give a public notice in Form-VIII for inviting nominations of candidates, specifying the date, time and the place for receipt of nomination papers from the candidates appearing in the list published under rule 18.

(2) A person may file nomination paper in Form-IX for the election if name of such person is included in the list published under rule 18.

(3) A voter of an electoral unit may propose or second the name of any qualified person as a candidate for the office of head of the local government, seat of a general councillor, or a seat reserved for women, peasants or workers.

(4) A voter belonging to religious minority in the electoral unit may propose or second the name of any qualified person as a candidate on a seat reserved for religious minorities.

(5) A proposer and seconder shall nominate a candidate by a nomination paper signed by the proposer, seconder and candidate.

(6) The candidate shall sign the following declarations on the nomination paper that:

(a) the candidate has consented to the nomination and that the candidate is qualified under section 109 of the Act;

(b) the candidate will remain faithful to the people of the local area and will not defect from the political

party or electoral group from which the candidate is contesting election;

- (c) the candidate shall abide by the Code of Conduct issued by the Election Commission; and
- (d) in case of a Muslim candidate, a declaration as provided in the Sixth Schedule of the Act.

(7) The candidate, proposer, seconder or an authorized agent of the candidate may present nomination papers to the Returning Officer who shall assign a serial number to a nomination paper and endorse on it the name of the person who presented it and acknowledge the receipt of the nomination paper specifying the date and time of receipt, and inform the person of the time, date and place at which the Returning Officer shall hold scrutiny of that nomination paper.

(8) The authorization in favour of an agent under sub-rule (7) shall be attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or a notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

(9) A candidate may be nominated by not more than two nomination papers.

(10) If a voter subscribes as a proposer or a seconder to more than one nomination papers of the same category of candidates, the Returning Officer shall reject all such nomination papers except the one received first by the Returning Officer.

(11) The Returning Officer shall publish, in Form-X, list of candidates of the political parties and electoral groups with the status of their nomination papers received under this rule.

(12) A voter of the electoral unit may, before or at the time of scrutiny of a nomination paper, file objection, in writing, before the Returning Officer, regarding qualification of the candidate contesting election.

20. Candidature fee.— (1) The Returning Officer shall not accept a nomination paper unless a non-refundable fee is paid in cash, or in the form of a bank draft or pay order in favour of the Returning Officer by or on behalf of the candidate as per following details:

- (a) in case of a candidate for the office of Lord Mayor of a Metropolitan Corporation, a sum of twenty-five thousand rupees;
- (b) in case of a candidate for the office of Mayor of a Municipal Corporation, a sum of twenty thousand rupees;
- (c) in case of a candidate for the office of Mayor or Chairperson of a local government other than the local governments mentioned in clauses (a) and (b), a sum of fifteen thousand rupees;

- (d) in case of a candidate for a seat of councillor in a Metropolitan Corporation, a sum of fifteen thousand rupees;
- (e) in case of a candidate for a seat of councillor in a Municipal Corporation, a sum of ten thousand rupees; and
- (f) in case of a candidate for a seat of councillor in a local government other than the local governments mentioned in clauses (d) and (e), a sum of ten thousand rupees.

(2) The Returning Officer shall deposit the candidature fee received under sub-rule (1) in the National Bank of Pakistan under the Head of Account 'C03- Miscellaneous Receipts, C038- Others, C03870- Others (Election Receipts)' immediately after the last day fixed for receipt of nomination papers and submit details of deposited candidature fee, verified by the Treasury, to the Election Commission.

(3) The Returning Officer shall issue receipt for the payment of the candidature fee in Form-XI and enter the particulars in the register in Form-XII.

(4) If a candidate is nominated through more than one nomination papers for the same category of seat, only one candidature fee under sub-rule (1) shall be paid.

21. Scrutiny of nomination papers.— (1) The Returning Officer shall provide a reasonable opportunity to the candidates, their election agents, proposers and seconders or a voter of the electoral unit for filing an objection on nomination papers.

(2) The Returning Officer shall record an objection, if any, received under sub-rule (1) and decide it.

(3) The Returning Officer shall accept a nomination paper of a candidate, if:

- (a) his name is reflected in the ranking order list accepted under sub-rule (2) of rule 18; and
- (b) no objection filed against his nomination or objection is filed but decided in his favour.

(4) The Returning Officer shall reject a nomination paper of a candidate, if:

- (a) he is not qualified to be elected as a head of the local government or a councillor; or
- (b) proposer or seconder is not qualified to subscribe the nomination paper; or
- (c) provision of rule 19 or rule 20 is not complied with; or
- (d) signature of the proposer or seconder is not genuine; or
- (e) objection filed, is decided against him.

(5) The Returning Officer may, for the purpose of scrutiny, require any agency or authority to produce any document or record.

(6) If a candidate is nominated through more than one nomination papers, and any of his nomination paper is rejected, such rejection shall not invalidate his other valid nomination.

(7) The Returning Officer shall not reject a nomination paper on the ground of any defect which is not of a substantial nature and may allow such defect to be remedied forthwith, including an error with regard to the name, serial number in the electoral roll or other particulars of the candidate, proposer or seconder.

(8) The Returning Officer shall not enquire into the correctness or validity of any entry in the electoral roll.

(9) The Returning Officer shall endorse decision on a nomination paper of candidate accepting or rejecting it.

(10) The Returning Officer shall provide an opportunity of hearing, in case of rejection, and record reasons for rejection of the nomination paper.

(11) A person aggrieved from the decision of the Returning Officer may, within the time specified by the Election Commission, prefer an appeal before the Appellate Tribunal consisting of a District and Sessions Judge or an Additional District and Sessions Judge appointed by the Election Commission in consultation with the Chief Justice of the Lahore High Court, Lahore.

(12) The Appellate Tribunal shall summarily decide the appeal within such time as may be specified by the Election Commission and any order passed by the Appellate Tribunal shall be final. If the Appellate Tribunal fails to decide an appeal within the time specified by the Election Commission, it shall abate and decision of the Returning Officer shall be final.

22. Publication of lists of candidates.— (1) The Returning Officer shall, after the scrutiny of nomination papers of candidates, publish the list of validly nominated candidates in order of ranking shown in the list submitted by the political parties and electoral groups in Form-XIII.

(2) In case, an appeal is accepted by the Appellate Tribunal, the Returning Officer shall revise the lists of validly nominated candidates of the political parties and electoral groups and publish the same at a conspicuous place in his office.

(3) The Returning Officer shall furnish to the District Returning Officer and the Election Commission or to such other officer as may be authorized by it, a copy of list of validly nominated candidates of the political parties and electoral groups, prepared under sub-rule (1) or revised under sub-rule (2).

23. Withdrawal from contest.— (1) A validly nominated candidate, by a notice in writing signed by him and delivered in person or through a representative authorized by him to the Returning Officer on or before the withdrawal day, withdraw his candidature and such notice shall not be open to re-call or cancellation.

(2) The authorization in favour of a representative under sub-rule (1) shall be attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or a notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

(3) On receiving a notice of withdrawal under sub-rule (1), the Returning Officer shall, after verification of signatures on the notice, publish a copy of the same at a conspicuous place in his office.

(4) The Returning Officer shall, on the day next following the withdrawal day if two or more political parties or electoral groups are contesting the election, allocate symbols and prepare in Form-XIV, a list of contesting political parties and electoral groups along with their contesting candidates for each category of seats, and publish the same at a conspicuous place in his office and shall immediately provide a copy thereof to District Returning Officer and the Election Commission or such other officer as may be authorized by the Election Commission.

24. Death of a contesting candidate.— (1) If there is only one contesting candidate for the seat of head of the local government and he dies before the polling day and there is no additional candidate of the political party or electoral group for that seat, the Returning Officer shall, by public notice, terminate the proceedings relating to that election.

(2) If there is an additional candidate of the political party or electoral group for the seat of head of the local government or one reserved seat of any category and the first priority contesting candidate dies, the Returning Officer shall not terminate the proceedings relating to that election and treat the additional candidate in order of priority on the list of candidates of the political party or electoral group as the first contesting candidate of the political party or electoral group.

(3) Where proceedings relating to an election have been terminated under sub-rule (1), fresh proceedings shall be commenced in accordance with the provisions of the Act and the rules as if it would have been a new election.

(4) In case of a fresh election, only the political party or electoral group whose candidate had died as mentioned in sub-rule (1) shall file fresh ranking order list whereas it shall not be necessary for other political parties or electoral groups to file fresh ranking order list or for their candidates to file fresh nomination papers or to deposit fresh candidature fee for new election under this rule and their ranking order lists already submitted shall not be subject to any change.

(5) A new political party or electoral group shall not be eligible to contest the fresh election under this rule.

25. Postponement of election proceedings.— Where the proceedings relating to nomination, scrutiny or withdrawal cannot, for reasons beyond the control of the Returning Officer, take place on the day appointed for the proceedings, the Returning Officer may postpone or adjourn such proceedings and shall inform the District Returning Officer and the Election Commission of having done so and

the Election Commission shall fix another day for the proceedings so postponed or adjourned and, if necessary, also the day or days for any subsequent proceedings.

26. Uncontested election.— (1) If all candidates of a political party or electoral group withdraw their candidature individually or retire from the contest and there remains only one political party or electoral group, the Returning Officer shall, by public notice, declare such political party or electoral group having won the election without contest and declare its contesting candidates as returned equal to the number of seats to be filled in their respective category of seats.

(2) The Returning Officer shall not declare any candidate of a political party or electoral group elected uncontested under sub-rule (1) until the period appointed for filing of appeal against the decision of scrutiny of nomination papers has expired and where an appeal is filed, until the disposal or abatement of the appeal.

(3) If the number of validly nominated candidates are equal to the number of seats to be filled in any category or only one political party or electoral group remains in contest, after withdrawal or retirement, the Returning officer shall prepare the return of uncontested election in Form-XV and shall furnish a copy thereof to the District Returning Officer or Election Commission or authorized officer on behalf of it.

(4) The Election Commission shall, after such inquiry as it may deem necessary, publish in the official Gazette the name or names of the candidate or candidates declared elected under sub-rule (3).

27. Form of ballot paper.— The Election Commission shall determine format and design of ballot paper in accordance with the format and design in Form XVI.

28. Contested election and allotment of symbols.— (1) In every electoral unit where election is contested, the Returning Officer shall allot symbol to a political party or an electoral group.

(2) A symbol reserved for a political party by the Election Commission shall not be allotted to an electoral group.

(3) The Returning Officer shall allot symbols to the electoral groups from the list provided by the Election Commission.

(4) The Returning Officer shall, immediately after allotment of symbols:

- (a) publish at a conspicuous place in his office the respective lists of contesting candidates of the political parties and electoral groups, showing the symbol allotted to respective political party or electoral group;
- (b) provide a copy of Form-XIV to the District Returning Officer and the Election Commission or such other officer as may be authorized by the Election Commission; and

(c) give a public notice of the hours of poll in Form-XVII.

(5) The Returning Officer shall, on the polling day, arrange to exhibit prominently at each polling station the name and symbol of political party or electoral group contesting election.

29. Election agent.— (1) A candidate contesting election for the head of the local government may appoint a voter of the electoral unit as the election agent of the political party or electoral group by sending a notice in writing to the Returning Officer under sub-rule (3).

(2) The appointment of an election agent may, at any time, be revoked in writing by the candidate contesting election for the head of the local government and, when it is so revoked or the election agent dies, another voter may be appointed by him as his election agent

(3) The notice mentioned in sub-rule (1) shall contain the name of the election agent, father's name, address, valid National Identity Card number and specimen signatures of the election agent along with a copy of his valid National Identity Card.

(4) Where a candidate contesting election for the head of the local government has not appointed an election agent, he himself shall be deemed to be his own election agent.

30. Polling agent.— (1) A candidate contesting election for the head of the local government, before the commencement of the poll, appoint a polling agent for each polling booth of a polling station and shall give notice thereof, in writing, to the Presiding Officer.

(2) The candidate contesting election for the head of the local government in an electoral unit may at any time revoke the appointment of a polling agent made under sub-rule (1), and where it is so revoked or in the event of death of the polling agent, appoint another person as polling agent in the manner provided under sub-rule (1).

31. Absence of agent not to invalidate election.— Where any act or thing is required to be done under these rules in the presence of a candidate, an election agent or a polling agent, the failure of such person to attend at the time and place appointed for the purpose shall not invalidate any act or thing otherwise validly done in the election.

32. Hours of the poll.— The Election Commission shall fix the hours of poll which shall not be less than eight hours and the Returning Officer shall give a public notice of the hours so fixed in Form-XVII and hold the poll accordingly.

33. Ballot boxes.— (1) The Election Commission shall provide each Returning Officer such number of ballot boxes, as may be necessary, of such material and design as may be approved by it.

(2) The Returning Officer shall provide a Presiding Officer with such number of ballot boxes as may be necessary for the polling station.

(3) Not more than one ballot box shall be used at a time for the purpose of the poll at a polling booth of a polling station.

(4) The Presiding Officer, before the time fixed for the commencement of the poll, shall:

- (a) ensure that every ballot box to be used is empty;
- (b) show the empty ballot box to the contesting candidates, their election agents and polling agents, whoever may be present and obtain their statements to this effect in Form XVIII;
- (c) after the ballot box has been shown to be empty, close and seal it with the seals provided for the purpose; and
- (d) place the ballot box so as to be conveniently accessible to the voters, and at the same time within the view of such candidates, election agents or polling agents as may be present.

(5) If one ballot box is full or cannot further be used for receiving ballot papers, the Presiding Officer shall seal that ballot box and keep it in a secure place and use another ballot box in the manner laid down in sub-rule (4).

(6) A Presiding Officer shall make such arrangements at the polling station that every voter may be able to mark the ballot paper in secret manner before the same is folded and inserted in the ballot box.

34. Admission to polling station.— The Presiding Officer shall, subject to such instructions as the Election Commission may give in this behalf, regulate the number of voters to be admitted to the polling station at a time and exclude from the polling station all other persons except:

- (a) any person on duty in connection with the election;
- (b) the contesting candidates, the election agents and polling agents; and
- (c) such other persons as may be specifically permitted by the Election Commission or any other officer authorized by the Election Commission.

35. Maintenance of order at the polling station.— (1) The Presiding Officer shall keep order at the polling station and may remove or cause to be removed any person who commits misconduct at the polling station or fails to obey any lawful orders of the Presiding Officer.

(2) Any person removed under sub-rule (1) from a polling station shall not, without the permission of the Presiding Officer, again enter the polling station during the poll and shall, if he is accused of an offence in a polling station, be liable to be arrested without warrant by a police officer.

(3) The powers under sub-rule (2) shall not be so exercised as to deprive a voter of the right to cast vote at the polling station at which he is entitled to vote.

36. Voting procedure.— (1) When a voter is present at the polling station to cast a vote, the Presiding Officer shall issue ballot papers to the voter after satisfaction about the identity of the voter and shall, for that purpose, require the voter to produce the National Identity Card in original.

(2) The Presiding Officer shall issue one ballot paper to a voter and an additional ballot paper to a voter belonging to a religious minority for a seat or seats reserved for religious minorities in the local government.

(3) Before a ballot paper is issued to a voter:

- (a) the Presiding Officer shall call out the number and name of the voter as entered in electoral roll;
- (b) the Presiding Officer shall strike off entry relating to the voter on the electoral roll to indicate that the ballot papers have been issued to the voter;
- (c) the presiding officer shall obtain the thumb impression of the voter on the space provided on the electoral roll for the purpose against the photograph of the voter;
- (d) the Presiding Officer shall mark, with indelible ink, on any thumb or finger of either hand of the voter as indicated by the Election Commission;
- (e) the Presiding Officer shall stamp the ballot paper on its back with the official mark and shall sign it; and
- (f) the Presiding Officer shall record on the counterfoil of the ballot paper the number of the voter on the electoral roll, the number of National Identity Card of the voter, stamp it with the official mark, sign it and obtain on it the thumb impression of the voter.

(4) The Presiding Officer shall not issue a ballot paper to a person who:

- (a) fails or refuses to produce his National Identity Card in original;
- (b) refuses to put his thumb impression on the electoral roll or counterfoil or whose thumb bears traces of its having already been used for putting an impression; and
- (c) refuses to receive the personal mark with indelible ink or who already bears such a mark or traces of such a mark.

(5) If a contesting candidate, or his election agent or polling agent alleges that a voter to whom a ballot paper is about to be issued already has one or more ballot papers in his possession, the Presiding Officer may require the voter to satisfy him that the voter does not have any other ballot paper in his possession and may also take such measures as he thinks fit to ensure that such voters does not insert

more than one ballot paper for each category of seats in the ballot box.

- (6) The voter, on receiving the ballot papers, shall:
 - (a) forthwith proceed to the place reserved for marking the ballot papers;
 - (b) put the prescribed mark on the ballot papers at any place within the space containing the symbol of contesting political party or electoral group for whom the voter wishes to vote; and
 - (c) fold and insert the ballot paper or ballot papers in the ballot box.

(7) If a voter is blind or otherwise so incapacitated and cannot vote without the assistance of a companion, the Presiding Officer shall allow the voter such assistance and thereupon such voter may do with such assistance anything which a voter is required or permitted to do under these rules.

(8) The voter shall vote without undue delay and shall leave the polling station immediately after the voter has inserted the ballot paper or ballot papers in the ballot box.

37. Stopping of poll.— (1) A Presiding Officer may stop the poll and inform the Returning Officer if:

- (a) the poll at the polling station is, at any time, so interrupted or obstructed for reasons beyond the control of the Presiding Officer that it cannot be resumed during the polling hours fixed under rule 32; or
- (b) any ballot box used at the polling station is unlawfully taken out of the custody of the Presiding Officer, or is accidentally or intentionally destroyed or lost or is damaged or tampered with, to such an extent, that the results of the poll at the polling station cannot be ascertained.

(2) When a poll has been stopped under sub-rule (1), the Returning Officer shall immediately report the circumstances to the District Returning Officer who shall inform the Election Commission in writing and the Election Commission shall direct a fresh poll at the polling station and fix a date for such poll unless it is satisfied that the result of the election has been determined on the basis of the polling that has already taken place at that polling station, taken into account the results of the polling at other polling stations, in the same electoral unit.

(3) If an order is made under sub-rule (2), the Election Commission shall notify the day for a fresh poll and fix the place at which and the hours during which such fresh poll will be held, and the Returning Officer shall publish notice of day so appointed and the place and hours so fixed.

(4) When a fresh poll is held under sub-rule (3) at a polling station, the Presiding Officer shall allow the voters entitled to vote to

cast their votes and shall not count the votes cast earlier at the poll so stopped under sub-rule (1).

38. Tendered ballot paper.— (1) If a person representing himself to be a voter applies for the ballot papers when another person has already represented himself to be that voter and has voted under the name of the person so applying, he shall be entitled, subject to the provisions of this rule, to receive the ballot paper (hereinafter referred to as "Tendered Ballot Paper") in the same manner as any other voter.

(2) The ballot papers issued under sub-rule (1) shall, after they have been marked and folded by the voter, be placed in the same condition in separate packet bearing the label "Tendered Ballot Papers" instead of being placed in the ballot box and shall count them under rule 44.

(3) The name of the person applying for ballot papers under sub-rule (1) and his number on the electoral roll shall be entered in Tendered Votes List to be prepared in Form-XIX.

(4) The Presiding Officer shall send the Tendered Votes List along with copies of the National Identity Cards and other documents if any produced by the voters to the Returning Officer, and the Returning Officer shall send the same along with the electoral roll and counterfoils bearing the thumb impressions to the Election Commission.

(5) The Election Commission shall send the Tendered Votes List and other documents mentioned in sub-rule (4) to the National Database and Registration Authority for forensic enquiry to identify both the voters who voted against one entry in the electoral roll and the National Database and Registration Authority shall submit a report confirming the personation or otherwise to the Election Commission, which shall initiate legal action against the person who personated or attempted to personate and the election officials responsible for committing negligence in issuing a ballot paper to the impersonator.

39. Challenge of voters.— (1) If, at the time a person applies for ballot papers for the purpose of voting, a candidate, or election agent or polling agent declares to the Presiding Officer that he has reasonable cause to believe that the person has already voted at the election, at the same or another polling station, or is not the person against whose name entered in the electoral roll he is seeking to vote, and undertakes to prove the charge in a court of law and deposits with the Presiding Officer in cash a sum of one hundred rupees for each such challenge, the Presiding Officer may, after warning the person of the consequences and obtaining on the counterfoil his thumb impression and, if he is literate, also his signature, issue ballot papers marked as "challenged ballot paper" to that person.

(2) If the Presiding Officer issues ballot papers under sub-rule (1) to such person he shall enter the name and address of that person in a list to be prepared by him in Form-XX and obtain thereon the thumb impression and, if he is literate, also the signature of that person.

(3) The ballot papers issued under sub-rule (1), shall, after they have been marked and folded by the voter, be placed in a separate packet bearing the label "Challenged Ballot Paper", instead of being inserted in the ballot box and shall count them under rule 44.

40. Spoilt ballot paper.— (1) A voter who has inadvertently spoiled his ballot paper that it cannot be used as a valid ballot paper may, upon proving the fact of inadvertence to the satisfaction of the Presiding Officer and returning the ballot paper to him, obtain another ballot paper and cast his vote by such other ballot paper.

(2) The Presiding Officer shall forthwith cancel the ballot paper returned to him under sub-rule (1), make a note to that effect on the counterfoil over his own signature and sign the cancelled ballot paper and place it in a separate packet labeled "Spoilt Ballot Papers".

(3) If a ballot paper, issued to a voter, has not been inserted by him into the ballot box and is found anywhere in or near the polling station, it shall be cancelled and also accounted for as "Spoilt Ballot Paper".

41. Voting after close of poll.— No person shall be given the ballot papers or be permitted to vote after the hour fixed for the close of the poll except the persons who at that hour are present within the polling station and have not voted but are waiting to vote.

42. Proceedings at the close of the poll.— (1) The Presiding Officer shall count the votes immediately after the close of the poll in presence of such of the contesting candidates, election agents, polling agents and any other person present and permitted by the Election Commission.

(2) The Presiding Officer shall give such of the contesting candidates, election agents, polling agents and any other person permitted by the Election Commission, as may be present, reasonable facility of observing the count and give them such information with respect to the count as can be given consistent with the orderly conduct of the count and the discharge of his duties in connection therewith.

(3) No person other than the Presiding Officer, the Polling Officer, any other person on duty in connection with the poll, the contesting candidates, election agents, polling agents and any other person permitted by the Election Commission shall be present at the count.

(4) The Presiding Officer shall:

- (a) open the used ballot box or ballot boxes and count the entire lot of ballot papers taken out therefrom;
- (b) open the packets labeled "Challenged Ballot Paper" and "Tendered Ballot Papers" and count them; and
- (c) count the votes cast in favour of a political party or an electoral group including separately counting votes for a seat or seats reserved for religious minorities but excluding from the count the ballot papers, which bear:

- (i) no official mark and signature of the Presiding Officer; or
 - (ii) any writing or any mark other than the official mark, the signature of the Presiding Officer and the prescribed mark or to which a piece of paper or any other object of any kind has been attached; or
 - (iii) no prescribed mark to indicate the contesting candidate, political party or electoral group for whom the voter has voted; or
 - (iv) the prescribed mark from which it is not clear for whom the voter has voted but a ballot paper shall be deemed to have been marked in favour of the political party or electoral group if the whole or more than half of the area of the prescribed mark appears clearly within the space containing the symbol of that political party or electoral group; or
 - (v) where the prescribed mark is divided equally between two such spaces.
- (5) The Presiding Officer may recount the votes:
- (a) if he considers it necessary even without a request; or
 - (b) upon the request of an election agent or polling agent present, if he considers it reasonable.
- (6) The Presiding Officer, if decides to recount the votes, shall only recount votes once and shall not entertain any subsequent request for recount.
- (7) The Presiding Officer shall put in separate packets valid ballot papers cast in favour of each political party or electoral group, seal each such packet, specify the number of ballot papers put in the packet and indicate the name and symbol of the political party or electoral group to whom the packet relates.
- (8) The Presiding Officer shall put in a separate packet ballot papers excluded from the count indicating on it the total number of ballot papers contained in such packet.
- (9) The Presiding Officer shall put the packets mentioned in sub-rules (7) and (8) in a principal packet and seal the principal packet.
- (10) The Presiding Officer shall, immediately after the count, prepare the Result of the Count in Form-XXI showing therein the number of valid votes polled in favour of a political party or electoral group and the ballot papers excluded from the count.
- (11) The Presiding Officer shall indicate in Form-XXI (Result of the Count) gender disaggregated data of total men and women voters entitled to vote at the polling station and total men and women voters who received ballot papers at the polling station.

(12) The Presiding Officer shall also prepare, Ballot Paper Account in Form-XXII showing separately the number of:

- (a) ballot papers entrusted to the Presiding Officer;
- (b) ballot papers taken out of the ballot box or boxes and counted;
- (c) tendered ballot papers;
- (d) challenged ballot papers;
- (e) spoilt ballot papers; and
- (f) un-issued ballot papers.

(13) The Presiding Officer shall obtain signatures of the accredited observer, if any, candidates, their election agents or polling agents as may be present and give a copy of the each of the Result of the Count and the Ballot Paper Account signed, stamped and thumb marked by him and the senior-most Assistant Presiding Officer to such of the candidates, their election agents or polling agents as may be present and obtain a receipt for such copy and if any such person refuses to sign it, the Presiding Officer shall record a note to that effect.

(14) The Presiding Officer shall publish the Result of the count and ballot paper account signed by him and others by affixing copy at a conspicuous place at the polling station for public inspection.

(15) The Presiding Officer shall seal in separate packets:

- (a) the un-issued ballot papers;
- (b) the spoilt ballot papers;
- (c) the tendered ballot papers;
- (d) the challenged ballot papers
- (e) the marked copies of the electoral rolls;
- (f) the counterfoils of the used ballot papers;
- (g) the tendered votes list;
- (h) the challenged votes list; and
- (i) such other papers as the Election Commission or Returning Officer may direct.

(16) The Presiding Officer shall obtain on each statement and packet prepared under this rule, the signatures of such contesting candidates, election agents or polling agents as may be present and if any such person refuses to sign, the Presiding Officer shall record that fact.

(17) A person required to sign a statement or a packet under sub-rule (1) may, if he so desires, also affix his seal to it.

(18) After the close of the proceedings under this rule, the Presiding Officer shall, in compliance with such instructions of the Election Commission, cause the packets, the Result of the Count and the Ballot Paper Account to be sent to the Returning Officer together with such other record as the Election Commission may direct.

(19) The Election Commission shall keep in safe custody, in the Treasury or any other place specified by the Election Commission, the record of an election including the votes secured by a political party or an electoral group for a period specified in the Elections Act.

CHAPTER V

RESULTS OF ELECTION AND OATH OF OFFICE

43. Provisional results.— (1) On receipt of the Results of the Count from the Presiding Officers, the Returning Officer shall immediately prepare a provisional consolidated statement of results of the local government in Form-XXIII showing the votes obtained by each contesting political party or electoral group.

(2) The Returning Officer shall affix a copy of the provisional result at conspicuous place in his office, send a copy to the officer nominated by the Election Commission and provide a copy of the result to the candidates contesting election for the head of the local government or their election agents, as may be present.

44. Consolidation of results.— (1) The Returning Officer shall give notice to candidates contesting election for the head of the local government or their election agents of the day, time and place fixed for the consolidation of the results.

(2) Before consolidating the results of the count, the Returning Officer shall examine the ballot papers excluded from the count by a Presiding Officer and may count a ballot paper as a valid ballot paper cast in favour of the contesting political party or electoral group for whom the vote had otherwise validly been cast.

(3) The ballot papers excluded from the count by the Returning Officer under sub-rule (2) shall be shown separately in the consolidated statement of results.

(4) The Returning Officer shall consolidate the Results of the Count in Form-XXIV in respect of general votes and votes secured for religious minorities by each political party or electoral group.

(5) Before commencement of the consolidation proceedings, the Returning Officer shall recount the ballot papers of one or more polling stations if a request or challenge in writing is made by the candidate contesting election for the head of the local government or his election agent and the margin of victory is less than five percent of the total votes polled in the electoral unit.

(6) The Returning Officer shall recount votes under sub-rule (5) only once.

(7) The Election Commission may, before conclusion of the consolidation proceedings, for reasons to be recorded, direct the Returning Officer to recount the ballot papers of one or more polling stations.

(8) The Returning Officer, while consolidating the result of election, shall determine share of a political party or an electoral group for a category of seats of councillors of the local government except head of the local government in accordance with rule 46.

45. Equality of votes.— (1) Where, after consolidation of the results of the count under rule 44, there is equality of votes between two or more contesting political parties or electoral groups, the Returning Officer shall forthwith draw a lot in respect of such political parties or electoral groups, and the political party or electoral group on whom the lot falls shall be deemed to have received the higher number of votes and decide the returned candidate of head of the local government or a single reserved seat and rest of the seats shall be determined on proportionate basis under rule 46.

(2) The lot shall be drawn in the presence of such candidates contesting election on behalf of political party or electoral group for head of the local government and the election agents as may be present.

(3) The Returning Officer shall keep a record of the proceedings in writing, and obtain thereon the signatures of such candidates contesting election for the head of the local government in an electoral unit, as have witnessed the proceedings and if any such person refuses to sign, record such fact.

46. Allocation of seats of councillors.— (1) The Returning Officer shall, immediately after the consolidation of results:

- (a) ascertain total number votes obtained by all contesting political parties and electoral groups;
 - (b) exclude the votes obtained by a contesting political party or electoral group below the electoral threshold which is five percent or less of the total votes obtained by all contesting political parties and electoral groups;
 - (c) while calculating percentage, treat 0.5 or more as 1 and less than 0.5 as 0;
 - (d) ascertain the total votes obtained by the contesting political parties and electoral groups entitled for consideration of allocation of seats of councillors (total votes for allocation of seats); and
 - (e) if two or more seats in category of councillors are required to be filled, allocate seat of a councillor to a political party or electoral group under sub-rule (2).
- (2) Subject to sub-rule (3), the Returning Officer shall:
- (a) divide total votes for allocation of seats by the number of available seats of councillors in a category and ascertain the quota for allocation of a seat of councillor of category [quota for allocation of a seat of councillor = total votes for allocation of seats / number of available seats of councillors in a category];
 - (b) if a political party or electoral group obtains more votes than the quota for allocation of a seat of councillors, divide votes obtained by the political party or electoral group by quota for allocation of a

seat of councillors for each category for seats and allocate seat or seats to the political party or electoral group;

- (c) if one or more seats of councillors of any category remained unfulfilled after application of quota under clause (b), allocate remainder of seats to a political party or electoral group on number of remainder votes of the political party or electoral group with highest remainder votes getting the first remainder seat and second highest remainder votes getting the second remainder seat; and
 - (d) if remainder of votes of two or more political parties and electoral groups are equal for any category of seats of councillors, draw a lot between such political parties and electoral groups to determine allocation in case remainder seat or seats are less than the political parties and electoral groups with equal remainder votes.
- (3) In case of two or more seats of councillors reserved for religious minorities, the Returning Officer shall allocate seats in accordance with the procedure contained in this rule based on the votes obtained by the political parties and electoral groups for that category of seats.

Example:

- (a) Assume local government X has 30 seats of general councillors, 02 seats of religious minorities, 06 seats of women and 04 seats of workers. Political parties and electoral groups A, B, C, D, E and F have contested election in the local government. A got 10000 votes, B got 15000 votes, C got 15000 votes, D got 20000 votes, E got 3000 votes and F got 1000 votes on general seats while A got 100 votes, B got 50 votes, C got 500 votes, D got 2000 votes, E got 1000 votes and F got 500 votes on minority seats.
- (b) Total votes for general seats are 64000. Electoral threshold that is 5% of 64000 is 3200. E and F got less than 5% votes on general seats, their votes being below the electoral threshold have to be excluded. Total votes for allocation of seats are $64000 - 4000 = 60000$.
- (c) Quota for allocation of seat of general councillor = $60000/30 = 2000$.
- (d) Allocation of seats for A based on quota = $10000 / 2000 = 5$ seats with no remainder votes.
- (e) Allocation of seats for B based on quota = $15000 / 2000 = 7$ seats with 1000 remainder votes.
- (f) Allocation of seats for C based on quota = $15000 / 2000 = 7$ seats with 1000 remainder votes.

- (g) Allocation of seats for D based on quota = $20000 / 2000 = 10$ seats with no remainder votes.
- (h) There shall be one remainder seat and since remainder votes B and C are equal, the allocation has to be decided by draw of lots.
- (i) Quota for allocation of seat of women councillor = $60000/6 = 10000$.
- (j) Allocation of seats of women councillor for A based on quota = $10000 / 10000 = 1$ seat with no remainder votes.
- (k) Allocation of seats of women councillor for B based on quota = $15000 / 10000 = 1$ seat with 5000 remainder votes.
- (l) Allocation of seats of women councillor for C based on quota = $15000 / 10000 = 1$ seat with 5000 remainder votes.
- (m) Allocation of seats of women councillor for D based on quota = $20000 / 10000 = 2$ seats with no remainder votes.
- (n) There shall be one remainder seat of women councillor and since remainder votes B and C are equal, the allocation has to be decided by draw of lots between B and C.
- (o) Quota for allocation of seat of worker councillor = $60000/4 = 15000$.
- (p) Allocation of seats for B based on quota = $15000 / 15000 = 1$ seat with no remainder votes.
- (q) Allocation of seats for C based on quota = $15000 / 15000 = 1$ seats with no remainder votes.
- (r) Allocation of seats for D based on quota = $20000 / 15000 = 1$ seats with 5000 remainder votes.
- (s) There is one remainder seat of worker councillor. Since A has more remainder votes (10000) than D (5000), the remainder seat of worker councillor has to be allocated to A.
- (t) Total votes on minorities seats are 4150. 5% of 4150 is 208. A and B got less than 5% votes on seats for religious minorities, their votes have to be excluded. Total votes for allocation of seats are $4150 - 150 = 4000$.
- (u) Quota for allocation of seat of religious minority councillor = $4000/2 = 2000$.
- (v) Since only D got 2000 votes (equal to quota), one seat of religious minority shall be allocated to D. The other seat will go to the party or group with highest remainder. E has the highest remainder of votes

(1000), hence, E will get the remainder seat of religious minorities."

47. Declaration of results.— (1) The Returning Officer shall, immediately after the consolidation of results under rule 44 or draw of lot under rule 45 shall submit to the District Returning Officer consolidated statement of result of count in Form-XXIV prepared under rule 44 and a return of the election in Form-XXV (for General Votes) and Form-XXVI (for Religious Minorities) containing the name or names of the returned candidate or candidates for head of the local government and each category of seats.

(2) Immediately after receipt of Form-XXIV (consolidated statement of result of count) and Form-XXV and Form-XXVI (return of election) where required under sub-rule (1), the District Returning Officer shall send original copy of the same to the Election Commission or any of its officer authorised in this behalf.

(3) The Election Commission shall publish in the official Gazette the names of the returned candidates of every local government.

48. Declaration of returned candidates.— (1) The Election Commission shall, in the official Gazette, declare the candidate of the political party or electoral group which obtained highest number of general votes in the local government as the Lord Mayor, Mayor or Chairperson elect of a local government.

(2) The Election Commission shall, in the official Gazette, declare the returned candidates on the seats of general councillors, seats reserved for religious minorities, seats reserved for women and the seats reserved for peasants or workers in a local government.

49. Oath of office.— (1) After the declaration of the names of the Lord Mayor, Mayor or Chairperson elect of a local government and returned candidates of various categories of the seats of councillors of the local government by the Election Commission or officer of the Government authorized by it, they shall take oath of office before the presiding officer under the Act.

(2) The presiding officer nominated by the Election Commission shall notify the date, time and place for administering oath to the persons elected as the Lord Mayor, Mayor, Chairperson and councillors of a local government.

(3) A Lord Mayor, Mayor, Chairperson or councillor who was unable to take oath under the above sub-rules, may take oath of office before the presiding officer on such date, time and place as may be appointed by the designated officer.

(4) After taking the oath of office, every councillor and head of the local government shall affix signature on the form of oath and it shall also be signed by the presiding officer.

(5) The presiding officer administering oath shall forward to the Election Commission and the Secretary a list of persons who have taken oath under this rule.

(6) All forms of the oath of office shall be kept in record of the local government and the Chief Officer shall forward copies of the signed forms of oath of office to the Secretary.

CHAPTER VI ELECTION OF CONVENOR

50. Election of convenor.— (1) Immediately after the councillors of a local government have taken oath of office, the officer nominated by the Election Commission shall hold election for the office of convenor of the council from amongst the councillors of the local government.

(2) The meeting of the council of the local government for election of the convenor shall be presided over by the officer nominated by the Election Commission.

51. Process of election of convenor.— (1) Before the close of office hours on the day preceding the day on which the election of convenor is to be held, a councillor may propose another councillor as a candidate for the office of the convenor, by delivering to the presiding officer a nomination paper signed by the councillor and the candidate for the office of convenor.

(2) A candidate may withdraw the candidature before 06:00 P.M. on the day preceding the day fixed for the election of the convenor.

(3) If, after the expiry of the time for withdrawal of candidature, there is only one validly nominated candidate for the office of convenor, the presiding officer shall declare the candidate as elected.

(4) If there are more than one validly nominated candidates for the seat of convenor, the presiding officer shall read out to the council the names of the candidates and their proposers, and the council shall elect the convenor by secret ballot which shall be held in such manner as the presiding officer may direct in accordance with the instructions of the officer nominated by the Election Commission.

(5) If there are two contesting candidates, the presiding officer shall declare the candidate obtaining more votes as elected, and in case of equality of votes, the presiding officer may draw lots to decide the returned candidate.

(6) If there are more than two contesting candidates, the presiding officer shall:

- (a) declare the candidate who obtained more votes than the aggregate of votes of the other candidates as elected;
- (b) direct a second or subsequent ballot if a candidate is not elected under clause (a);
- (c) exclude the candidate obtaining the lowest number of votes at each ballot until a candidate obtains more votes than the votes of remaining candidate or candidates in the aggregate; and

(d) declare elected the candidate who obtains more votes under clause (c).

(7) If at a ballot, two or more candidates obtain an equal number of votes and one of them has to be excluded from the election under sub-rule (6), the presiding officer shall draw lots between such candidates.

(8) The convenor elected under this rule shall, before entering upon office, make oath before the presiding officer in the form set out in the Act for the oath of the convenor.

52. Vacancy in the office of convenor.— When the office of the convenor becomes vacant due to any cause, the council shall elect the convenor under rule 50.

**CHAPTER VII
ELECTION EXPENSES AND STATEMENT OF ASSETS**

53. Limit of election expenses.— A contesting candidate may incur the following maximum election expenses in an election:

1.	Candidate for the seat of Lord Mayor	Rs.50,00,000/-
2.	Candidate for the seat of Mayor of Municipal Corporation	Rs.20,00,000/-
3.	Candidate for the seat of Mayor of Municipal Committee or Town Committee or Chairperson of Tehsil Council	Rs.500,000/-
4.	Candidate for the seat of councillor of Metropolitan Corporation	Rs.500,000/-
5.	Candidate for the seat of councillor of Municipal Corporation	Rs.300,000/-
6.	Candidate for the seat of councillor of Municipal Committee or Town Committee or Tehsil Council.	Rs.100,000/-

54. Account of election expenses.— (1) A contesting candidate shall maintain or cause to be maintained a register of receipts and expenditure during the election campaign starting from the date of submission of nomination paper till the end of the polling day.

(2) The returned and contesting candidates shall, within thirty days of the notification of the name of the returned candidate, submit to the Returning Officer an account of election expenses in Form-XXVII.

(3) The statement, submitted under sub-rule (2), shall be accompanied by an affidavit sworn by the contesting candidate.

(4) All vouchers shall accompany the account of election expenses duly arranged according to the date of payment and serially numbered and the contesting candidate shall append a copy of the poster, the handbill or pamphlet with the relevant bill or receipt issued by the printer or the publisher from whom such material was got printed or published.

(5) A poster, handbill or pamphlet of a contesting candidate shall bear the name and address of the printer or publisher.

(6) If the election expenditure on an item is equal to or less than one thousand rupees, a contesting candidate may not give receipt or particulars of the payees in regard to such items of expenditure in the return of election expenses.

55. Inspection of election expenses.— (1) The Returning Officer shall keep the return and documents submitted under rule 54 at the office or at such other convenient place as may be directed by the Election Commission and shall, during one year from the date of their receipt, keep open to inspection by any person on payment of court fee stamp of ten rupees per page.

(2) The Returning Officer shall, on an application made in this behalf and on payment of court fee stamp of ten rupees per page, give any person copies of a return or document kept under sub-rule (1) or of any part thereof.

(3) Immediately after receipt, the Returning Officer shall send a copy of return of election expenses to the Election Commission or an officer authorised by the Election Commission.

56. Action relating to election expenses.— (1) If a returned and contesting candidate fails to submit return of election expenses within thirty days from date of notification of returned candidate, the Returning Officer shall inform the Election Commission or an officer authorised by the Election Commission.

(2) The Election Commission may direct scrutiny of the returns of election expenses to be completed within ninety days from the date of the poll and in case any return is found to be false or misleading in material particulars, the Election Commission may proceed against the candidate under the Elections Act and the Act.

57. Submission of statement of assets.— (1) A head of the local government and a councillor including convenor shall, within thirty days after taking oath of office through the Chief Officer, submit declaration to the Government about immediate relatives and assets in the forms set out in the Eighth and Ninth Schedule of the Act or in such other form as the Government may prescribe.

(2) A head of the local government, convenor and a councillor shall, within sixty days from the date of commencement of each subsequent year through the Chief Officer, annually declare assets and submit the declaration about assets to the Government the form set out in the Ninth Schedule of the Act or in such other form as the Government may prescribe.

(3) In case a head of the local government, convenor and a councillor fails to make declaration under this rule or the Act, the Government shall initiate proceedings against the head of the local government, convenor or councillor.

CHAPTER VIII

RESPONSIBILITIES OF RETURNING OFFICERS AFTER THE POLL

58. Resealing of packets and supply of copies.— The Returning Officer shall:

- (a) immediately after preparing the consolidated statement and the return of elections, re-seal packets and statements opened by him for the purpose of consolidation, permitting such of the representatives of the contesting political parties and electoral groups and their election agents as may be present to sign the packets and affix their seals to such packets if they so desire; and
- (b) supply attested copies of the consolidated statement and the return of elections to such of the representatives of the contesting political parties and electoral groups and their election agents as may desire to obtain them.

59. Election record.— (1) The Returning Officer shall forward to the Election Commission or an officer authorized by the Election Commission:

- (a) packets containing the ballot papers each of which shall be sealed with the seal of the Presiding Officer or, if opened by the Returning Officer, with the seal of the Returning Officer;
- (b) packets containing the counterfoils of issued ballot papers;
- (c) the packets containing the marked copies of the electoral rolls;
- (d) the packets containing the ballot paper account;
- (e) the packets containing the tendered ballot papers, the challenged ballot papers, the tendered votes list and the challenged votes list; and
- (f) such other papers as the Election Commission may direct.

(2) The Returning Officer shall endorse on each packet forwarded under sub-rule (1) the description of its contents, the date of the election to which the contents relate, the name of the local government for which the election was held.

(3) The documents received under sub-rule (1) shall be kept in the Treasury or at such other place as Election Commission may direct.

60. Public inspection of documents.— (1) The documents retained by the Commission under rule 59, except the ballot papers, shall be open to public inspection during office hours on payment of a fee at the rate of ten rupees per page of a document.

(2) Copies of, or extracts from the documents mentioned in sub-rule (1) shall be furnished upon an application made by any person on payment of fee at the rate of ten rupees per page.

(3) Every application for inspection of documents or supply of copies shall be accompanied by court fee stamps of hundred rupees.

61. Order for production of documents.— (1) A Tribunal may order the opening of packets of counterfoils and certificates or the inspection of any counted ballot papers.

(2) An order under sub-rule (1) may be made subject to such conditions as to persons, time, place and mode of inspection, production of documents and opening of packets as the Tribunal making the order may think expedient.

(3) Where an order is made under sub-rule (1) the production by the Returning Officer of any document in such manner as may be directed by the order shall be conclusive evidence that the document relates to the election specified in the order, and any endorsement or any packet of ballot papers so produced shall be *prima facie* evidence that the ballot papers are according to the endorsement made thereon.

(4) The production from proper custody of a ballot paper purporting to have been used at an election, and of a counterfoil having a number, shall be *prima facie* evidence that the voter whose vote was given by that ballot paper was the voter whose National Identity Card number was written on the counterfoil.

(5) Save as provided in this rule, no person shall be allowed to inspect any valid or invalid ballot paper.

CHAPTER IX MISCELLANEOUS

62. Election petition.— (1) No election shall be called in question except by an election petition made by a contesting candidate for that election presented to the Tribunal appointed by the Election Commission for local governments under the Elections Act.

(2) An election petition shall be presented, tried and decided in accordance with the Elections Act and rules made under the Elections Act.

63. Casual vacancy.— Subject to the Act and in case of vacancy in the office of head of the local government due to any cause, the Election Commission shall hold bye-election to fill the vacancy within a period of ninety days from the date of notification of vacancy in the same manner as if fresh election of the head of the local government is held under the rules.

64. Fresh election.— Subject to the Act and in case of dissolution of a local government, the Election Commission shall hold fresh election for the local government within a period of one hundred twenty days from the date of the dissolution.

65. Residuary powers of Election Commission.— Save as otherwise provided, the Election Commission may:

- (a) stop the polls at any stage of the election if it is convinced that it shall not be able to ensure the conduct of the election justly, fairly and in accordance with law due to large scale malpractices, including coercion, intimidation and pressures, prevailing at the election;

- (b) review an order passed by an officer under the Act or the rules, including an order for exclusion of a ballot paper from the count; and
- (c) issue such instructions and exercise such powers, and make such consequential orders, as may in its opinion, be necessary for ensuring that an election is conducted honestly, justly and fairly, and in accordance with the provisions of the Elections Act, the Act and the rules.

66. Report by the District Returning Officer.— Within a month of the holding of the election, the District Returning Officer shall submit to the Provincial Election Commissioner a detailed report about the conduct of the election specifying:

- (a) all the arrangements made for the election;
- (b) total number of the voters and the actual number of votes cast;
- (c) any incident which affected or could have affected smooth polling; and
- (d) such other information as may be required by the Election Commission.

67. Report by the Provincial Election Commissioner.— The Provincial Election Commissioner on receipt of reports from the District Returning Officers shall draw up a comprehensive report on the local governments elections and send the comprehensive report to the Election Commission.

**SECRETARY
GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT**

FORM-I
[see rule 4(1)]
APPLICATION FOR ENLISTMENT OF AN ELECTORAL GROUP

A: Local Government:

- (I) No. and Name of Local Government: _____
- (II) Tehsil _____ District _____

B: Name and office address of Electoral Group:

C: Particulars of Head of Electoral Group:

- (I) Name of the head of electoral group _____
- (II) Father/Husband's Name: _____
- (III) NIC No. _____
- (IV) Address _____
- (V) Mobile Phone No. / WhatsApp
No. _____
- (VI) Email address _____

D: Particulars of Office Bearers of Electoral Group:

- (I) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp
No. _____
Email address _____

- (II) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp
No. _____
Email address _____

- (III) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____

NIC No. _____
Address _____
Mobile Phone No. / WhatsApp
No. _____
Email address _____

(IV) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp
No. _____
Email address _____

(V) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp
No. _____
Email address _____

E: Organisational structure of Electoral Group:

(I) Method and manner to change officer bearers including head of electoral group:

(II) Method and manner to change of terms and conditions of electoral group:

(III) Other terms and conditions of electoral group:

Certificate

It is certified that contents of this application are true and correct to the best of our knowledge.

[Names, signatures and thumb impressions of all the office bearers]

1.

2.

3.

4.

5.

L

RECEIPT

1. Serial number of application _____
2. No. and Name of Local Government: _____
3. Tehsil _____
4. District _____
5. Name of the Electoral Group. _____
6. Submitted _____ by
Mr./Ms. _____
_____ at _____ (hours), on _____ (date).

Signature and seal of the Authorized Officer

Date: _____

FORM-II
[see rule 4(3)]

LIST OF MEMBERS OF ELECTORAL GROUP

A: Local Government:

(I) No. and Name of Local Government: _____
(II) Tehsil _____ District _____

B: Name and office address of Electoral Group:

C: Particulars of Members of Electoral Group:

Sr. No.	Name of Member	Father's / Husband's Name	Address	Mobile Phone Number	NIC No.	Signatures	Thumb Impression
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Certificate

It is certified that contents of this Form are true and correct to the best of my knowledge.

Name and Signature of head of Electoral Group _____

Address: _____

NIC No. _____

Contact No. _____

Date _____

Note: Attach copies of National Identity Cards of the members mentioned in this Form.

FORM-III
[see rule 6 (3)]

CERTIFICATE OF ENLISTMENT OF ELECTORAL GROUP

It is hereby certified that _____ (name
etc. of electoral group) is enlisted as an electoral group for the election of _____
_____ (No. and name of local government) of

Tehsil _____ District _____

2. Name (s) of the office bearers and head of the Electoral Group are as under:

- (a)
- (b)
- (c)
- (d)
- (e)

Signature and seal of Authorized Officer

Date: _____

FORM-IV
[see rule 15 (1)]
LIST OF POLLING STATIONS

Election to the
No. and name of Local Government _____
Tehsil _____ District _____

S. No	No. and name of polling station	In case of rural areas		In case of urban areas		S. No. of voters on the electoral roll in case electoral area is bifurcated	Number of voters assigned to polling station			Number of polling booths		
		Name of electoral area	Census block code	Name of electoral area	Census block code		Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12	13

1
2
3
4
5
6
7
8
9
10
Etc

Returning Officer

Dated.....

FORM-V

[see rule-16]

LIST OF POLLING STAFF
ELECTION TO THE LOCAL GOVERNMENTS

No. and name of local government

Tehsil.....District.....

S. No.	No. and name of polling station	No. of booths provided at each polling station		Name, designation & office address of Presiding Officer	Name, designation & office address of Assistant Presiding Officer	Name, designation & office address of Polling Officer	Name and designation of senior Assistant Presiding Officer
		Male	Female				
1	2	3	4	5	6	7	8

1	1. _____		1. _____	
	2. _____		2. _____	
	_____		etc.	
	3. _____		_____	
	4. _____		_____	
		etc.		
2	1. _____		1. _____	
	2. _____		2. _____	
	_____		etc.	
	3. _____		_____	
	4. _____		_____	
		etc.		
3	1. _____		1. _____	
	2. _____		2. _____	
	_____		etc.	
	3. _____		_____	
	4. _____		_____	
		etc.		
4	1. _____		1. _____	
	2. _____		2. _____	
	_____		etc.	
	3. _____		_____	
	4. _____		_____	
		etc.		
etc.				
5% reserved staff				
		1. 1. 1.		

2.	2. _____	2. _____
_____	3. _____	3. _____
3.	4. _____	4. _____
_____	etc.	etc.
4.		

etc.		

Returning Officer

Dated:.....

FORM-VI

[see rule 16]

APPOINTMENT ORDERS OF POLLING STAFF FOR ELECTION
ELECTION TO THE LOCAL GOVERNMENTS

No. and name of local government

Tehsil.....District.....

No. and name of polling station.....

No. of booths at the polling station: Male..... Female..... Total.....

Name, designation & office address of Presiding Officer	Name, designation & office address of Assistant Presiding Officer	Name, designation & office address of Polling Officer	Name and designation of senior Assistant Presiding Officer
1	2	3	4

1. _____	1. _____	1. _____	1. _____
	2. _____	2. _____	
	3. _____	3. _____	
	4. _____	4. _____	
	etc.	etc.	

Signature and seal of
the Returning Officer

Dated:.....

FORM- VII
[see rule 18 (1)]

RANKING ORDER OF CANDIDATES

A. Local Government:

1. No. and Name of Local Government: _____
2. Tehsil _____ District _____

B. Political Party or Electoral Group:

C. Candidate and alternate candidate(s) for the office of Lord Mayor/ Mayor:

Sr. No.	Name as per NIC	Father's / Husband's Name

D. List of Candidates on general seats

Sr. No.	Name as per NIC	Father's / Husband's Name

E. List of candidate(s) for seat(s) reserved for women

Sr. No.	Name as per NIC	Father's / Husband's Name

F. List of candidate(s) for seat(s) reserved for religious minorities

Sr. No.	Name as per NIC	Father's / Husband's Name

G. List of candidate(s) for seat(s) reserved for peasant(s)/ worker(s)

Sr. No.	Name as per NIC	Father's / Husband's Name

Signature of Head of the Political Party/Authorized Office Bearer/Signature of Head of the
Electoral Group

Dated: _____

Note: In case of:

- a. Political Party "Head" means the Provincial Head of that Political Party by whatever designation may be called, or any other office bearer authorized by him in this behalf.

Electoral Group "Head" means a person declared as such in enlistment of Electoral Group (Form-I).

FORM-VIII
[see rule 19 (1)]

NOTICE INVITING NOMINATION PAPERS

WHEREAS the voters of local government (No. and Name of local government) of Tehsil District..... have been called upon by the Election Commission to elect their Lord Mayor/ Mayor/Chairperson and Councilors of the local government.

I,..... Returning Officer, in pursuance of the provisions of rule 19(1) of the Punjab Local Government (Election) Rules 2020, do hereby give public notice, that the following dates have been appointed for election:-

S. #	Activity	Date (s)
1	Last date for the filing of nomination papers by the candidates	
2	Scrutiny of nomination papers received	
3	Last date for filing of appeals before the Appellate Tribunal against the rejection / acceptance of nomination papers by the Returning Officer	
4	Last date for deciding appeals by the Appellate Tribunal	
5	Last date for withdrawal of candidature	
6	Allotment of symbols to political parties and electoral groups	
7	Publication of revised list of candidates alongwith symbols of contesting political parties/ Electoral Groups	
8	Polling day	

2. Notice is also hereby given under rule 19 (1) of the Punjab Local Government (Election) Rules 2020, that the nomination papers shall be received by me in my office at..... (place) between the office hours (from..... am to.....p.m) on all working days from.....20__ to20__

Place.....

Returning Officer

Date

FORM-IX
[see rule 19(2)]

NOMINATION FORM FOR ELECTION OF LORD MAYOR/ MAYOR/
CHAIRPERSON/ COUNCILORS

A: Candidature for:

1. Category of seat: _____
2. No. and Name of Local Government: _____
3. Tehsil _____
4. District _____

B. Declaration by the Proposer:

I, _____ S/O, W/O, D/O _____ registered as voter at Sr.No. _____ in the electoral roll of the electoral area _____ (having census block code) _____ of Electoral Unit _____ of Tehsil _____ District _____ do hereby propose the name of Mr./ Ms. _____ s/o, d/o, w/o, _____ bearing NIC No. _____, resident of _____ registered as voter at serial No. _____ in the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ for election as _____ of Tehsil _____ District _____.

Signature of Proposer

C. Declaration by the Seconder:

I, _____ S/O, W/O, D/O _____ registered as voter at Sr.No. _____ in the electoral roll of the electoral area _____ (having census block code) _____ of Electoral Unit _____ of Tehsil _____ District _____ do hereby second the name of Mr./ Ms. _____ s/o, d/o, w/o, _____ bearing NIC No. _____, resident of _____ registered as voter at serial No. _____ in the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ for election as _____ of Tehsil.....District _____.

Signature of Seconder

D. Declaration by the Candidate:

- I, the above named candidate, do hereby declare on oath that:-
1. I have consented to the above nomination and that I fulfill the qualifications specified in section 109 of the Act;
 2. I will remain faithful to the people of the Local Area and will not defect from the political party or electoral group from which the candidate is contesting election; and
 3. I shall abide by the Code of Conduct issued by the Election Commission;

Name of Candidate _____ Signature _____

Contact No. _____

**Declaration on Finality of Prophethood
(Only for Muslim candidate)**

I _____ son of / wife of / daughter of _____ do solemnly swear that I believe in the absolute and unqualified finality of the Prophethood of Hazrat Muhammad (Peace Be Upon Him), the last of the prophets, and that I am not the follower of anyone who claims to be a Prophet in any sense of the word or of any description whatsoever after Hazrat Muhammad (Peace Be Upon Him), and that I do neither recognise such a claimant to be Prophet or religious reformer nor do I belong to the Qadiani group or the Lahori group or call myself Ahmadi.

Date: _____ Signature of the Declarant _____

F: Decision of Returning Officer:

(Brief reasons if the nomination paper is rejected)

Signature of Returning Officer

RECEIPT

(To be filled in by the Returning Officer)

Serial Number of Nomination Paper _____

The Nomination Paper of Mr./Ms. _____ as candidate for election of member (general seat/ woman seat/ religious minority seat) of Panchayat/ Neighbourhood Council _____ of Tehsil _____ and District _____ was delivered to me at my office at _____ (hours), on _____ (date) by _____ (Candidate/proposer/seconder/ authorised agent)

The nomination paper will be taken up for scrutiny at _____ (hours), on _____ (Date) at _____ (Place)

Signature of Returning Officer

Date: _____

3. Name of Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(4)	(2)	(3)	(5)	(6)

4. Name of Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(4)	(2)	(3)	(5)	(6)

Date: _____

Signature of Returning Officer

Place: _____

* Lord Mayor/ Mayor/ Chairperson, General/ Woman/ Religious Minority/ Peasant/ worker Councilor.

FORM-XI
[see rule 20(3)]

FOR NOMINATION FEE

COUNTERFOIL	RECEIPT
Sr. No.-----	Sr. No.-----
Name of Candidate-----	
Name of Local Government-----	Received a sum of Rs.-----
Category of Seat-----	(Rupees)-----in
	cash/Bank draft/Pay Order No.-----from-----
Amount Received-----	-----a candidate for election of-----
Date:-----	in-----and entered (in the
	Deposit Register at Sr.No.-----
	Signature and Seal of the
Signature of Returning	Returning Officer
Officer -----	Date:-----

18

FORM-XII
[see rule 20(3)]

REGISTER FOR PAYMENT OF NOMINATION FEE

No. and Name of Local Government. _____

Tehsil _____ District _____

Category of Seat _____

Particulars of Payment

Sr. No.	Candidate's Name.	Candidate's NIC No.	Serial No. of nomination paper filed	Amount deposited	Particulars of the Bank Draft/pay order or Cash, receipt issued in Form-IV	Signature of the Returning Officer	Treasury Challan No. date under which deposited in Government account
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Place: _____
Officer _____
Date: _____

Signature of Returning

Place: _____

Signature of Returning Officer

Date: _____

- * Lord Mayor/ Mayor/ Chairperson, General/ Woman/ Religious Minority/ Peasant/ worker Councilor.

FORM-XIV
[see rule 23(4)]

POLITICAL PARTY/ ELECTORAL GROUP WISE, CONTESTING CANDIDATES
AND THEIR SYMBOLS

Election of local government _____ Tehsil _____

District _____

1. List of contesting political parties and electoral groups with their contesting candidate for the seat of Lord Mayor/ Mayor/ Chairperson:

Sr. No.	Name of the contesting political parties/ electoral groups in Urdu alphabetical order.	Name of contesting candidate of the political party/ electoral group for the seat of Lord Mayor/ Mayor/ Chairperson	NIC No.	S/o, W/o, D/o.	Address of the contesting candidate	Symbol Allotted
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						

2. List of contesting candidates (other than Lord Mayor/ Mayor/ Chairperson) of each political party/ electoral group in order of priority in which the candidates for each category of seats are nominated by the political party or electoral group:

(a) Name of Contesting Political Party/ Electoral Group:

(1) General Seats:

Sr. No.	Name of Political party / Electoral group	Name of the contesting candidates in order of priority	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

(II) reserved for women:

Sr. No.	Name of the contesting candidates women	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(III) religious minorities:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(IV) peasants/ workers:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(b) Name of Contesting Political Party/ Electoral Group:

(1) General Seats:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

(II) reserved for women:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)

1.		
2.		
3.		
4.		

(III) reserved for religious minorities:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(IV) reserved for peasants/ workers:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(c) Name of Contesting Political Party/ Electoral Group:

(I) General Seats:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

(II) reserved for women:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(III) reserved for religious minorities:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(IV) reserved for peasants/ workers:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(d) Name of Contesting Political Party/ Electoral Group:

(i) General Seats:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

(II) reserved for women:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(III) reserved for religious minorities:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(IV) reserved for peasants/ workers:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(c) Name of Contesting Political Party/ Electoral Group:

(I) General Seats:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

(II) reserved for women:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(III) reserved for religious minorities:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

(IV) reserved for peasants/ workers:

Sr. No.	Name of the contesting candidates	Address
(1)	(2)	(3)
1.		
2.		
3.		
4.		

Place: _____

Signature of Returning Officer

Date : _____

FORM-XV
[see rule 26(3)]

RETURN OF UNCONTESTED ELECTION

No. and Name of local government _____

Tehsil _____ District _____

Name of Political Party/ Electoral Group whose candidates elected uncontested:

I hereby declare that the following contesting candidate(s) have been duly elected uncontested on the below mentioned category of seats:-

1. Lord Mayor/ Mayor/ Chairperson

Name of Political Party / Electoral Group	Name of Returned Candidate on the Seat of Lord Mayor/ Mayor/ Chairperson	S/O, W/O,D/O	NIC No.	Address
(1)	(2)	(3)	(4)	(5)

2. General Councilors:

Sr. No.	Name of Political Party / Electoral Group	Name of Returned Candidates as per Priority List	NIC No.	S/O, W/O,D/O	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

3. Reserved Seats for Women Councilors:

Sr. No.	Name of Returned Candidates on the Reserved Seats of Women Councilors	W/O,D/O	Address
(1)	(2)	(4)	(5)
1.			
2.			
3.			
4.			
5.			

4. Reserved Seats of Councilors belonging to Religious Minorities:
(a) Religious Minorities

Sr. No.	Name of Political Party / Electoral Group	Name of Returned Candidates on the Reserved Seats of Councilors belonging to Religious Minorities	NIC No.	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

5. Reserved Seats Peasant / Worker Councilors:

Sr. No.	Name of Political Party / Electoral Group	Name of Returned Candidates on the Reserved Seats of Councilors belonging to Peasant/ Worker Councilors	NIC No.	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

Place: _____

Signature of Returning Officer

Date: _____

FORM-XVI
[see rule 27]

BALLOT PAPER

CATEGORY OF SEAT _____				
(No. and Name of Local Government Tehsil.....District.....)	(No. and Name of Local Government) Tehsil.....District.....			
Serial No.	Name of Political Party / Electoral Group	Symbol		
Nation Identity Card No. of the voter □□□□□□□□□□□□□□□□	Name of Political Party / Electoral Group	Symbol		
Serial No. of voter on electoral roll.....	Name of Political Party / Electoral Group	Symbol		
Part of electoral roll.....	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="padding: 2px;">Male</td> <td style="padding: 2px;">Female</td> </tr> </table> Name of Political Party / Electoral Group	Male	Female	Symbol
Male	Female			
Name of electoral area.....	Name of Political Party / Electoral Group	Symbol		
Thumb impression of the voter.....	Name of Political Party / Electoral Group	Symbol		
Signature of presiding officer	Name of Political Party / Electoral Group	Symbol		
Official stamp.....	Name of Political Party / Electoral Group	Symbol		

FORM-XVII
[see rule 32]

NOTICE OF HOURS OF POLL

No. & Name of local government _____

Tehsil _____ District _____

Category / Categories of Seats) _____

Notice is hereby given that the poll shall be taken between _____ to _____ (hours)
on _____ 20 ____

Place: _____

Date : _____

Signature of Returning Officer

FORM-XVIII

[see rule 33(4)(b)]

STATEMENT REGARDING INSPECTION OF BALLOT BOXES BEFORE START OF POLL

It is certified that we have personally inspected the ballot box(es) provided by Election Commission at (name of polling station) for election to (No. and Name of Local Government) before start of poll and have found it /them empty.

S. No.	Name of Election/ Polling agent	National Identity Card No.	Name of Political Party / Electoral Group	Address	Signature	Thumb Impression
1		-				
2		-				
3		-				
4		-				
5		-				
6		-				
7		-				
8		-				
9		-				
10		-				

Signature of the President Officer.....

Name

Designation.....

Date.....

FORM- XIX
[see rule 38(3)]

TENDERED VOTES LIST
General/ Religious Minorities

No. and Name of local government _____

Tehsil _____ District _____

Number & Name of Polling Station _____

Sr. No. of tendered ballot paper	Name & Address of Voter	NIC of the voter	Sr. No. in the electoral roll	Census Block Code	Name of Electoral Area	Signature and Thumb Impression of the Voter
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Name and Signature of Presiding Officer

Thumb Impression:

NIC

No. _____

Place: _____

Date: _____

FORM-XX
[see rule 39(2)]

CHALLENGED VOTES LIST
General/ Religious Minorities

No. and Name of local government _____

Tehsil _____ District _____ Number & Name of Polling Station _____

Sr. No	Name of the voter challenged	Serial No. of the voter on the electoral roll	Name of the electoral area in which voter is enrolled	Census block code	Signature of the person challenged	Thumb impression of the person challenged	Address of the person challenged	Name of the identifier, if any	Name and address of the challenger	Order of the presiding officer
1	2	3	4	5	6	7	8	9	10	11
2										
3										
4										

Name and Signature of Presiding Officer _____

Thumb Impression: _____

NIC

No. _____

Place: _____

Date: _____

FORM-XXI

[see rule 42(10)]

RESULT OF THE COUNT

General/ Religious Minorities

A. No. and Name of local government _____

Tehsil _____ District _____

B. Number & Name of Polling Station _____

C. No. of votes assigned to Polling Station: Male _____ Female _____ Total _____

Sr.No.	Name of contesting political parties/ electoral groups	Symbol of contesting political parties/ electoral groups	No. of valid votes polled in favour of the contesting political party/ electoral group	No. of tendered votes polled in favour of the contesting political party/ electoral group	No. of challenged votes polled in favour of the contesting political party/ electoral group	Total votes polled in favour of the contesting political party/ electoral group (cols 4+5+6)
(1)	(2)	(3)	(4)	(6)	(5)	(7)
1.						
2.						
3.						
4.						
5.						
6.						

(i)	Total valid votes (column 6)	
-----	------------------------------	--

(ii) Number of votes excluded from the count:

a.	Votes taken out from the ballot boxes which have been excluded from the count:	
b.	Tendered votes which have been excluded from the count:	
c.	Challenged votes which have been excluded from the count:	
Total		

(iii)	Grand total [sum of (i) and (ii)]	
-------	-----------------------------------	--

(iv)	Number of votes polled	Male	Female	Total

FORM-XXII
[see rule 42(12)]

BALLOT PAPER ACCOUNT
General/ Religious Minorities

No. and Name of local government _____

Tehsil _____ District _____

Number & Name of Polling Station _____

1. Ballot papers received for use at the polling station:

Quantity of ballot papers	No. of books	Sr. No. of books		Sr. No. of ballot papers	
		From	To	From	To

2. Total number of ballot papers taken out from the ballot box or boxes	
3. Total number of Tendered Ballot Papers	
4. Total number of challenged Ballot Papers	
5. Total number of stray, spoilt and cancelled ballot papers	
6. Total number of ballot papers under Item Nos. (2), (3), (4) and (5)	

7. Number of unissued ballot papers:

Serial number		Total
From	To	
Total		

8. Total number of ballot papers under Item Nos. (6) and (7)

Note: Total of Item No. (8) should be equal to the total of item No. (1).

[Signature of senior-most Assistant officer Signature of the
Presiding officer.....
Name Name
.....
Designation
Designation.....

Thumb impression Thumb
impression

NIC N
.....

Place
Date

* General / Religious Minority

FORM-XXIII
[see rule 43(1)]

**PROVISIONAL CONSOLIDATED STATEMENT OF RESULTS OF THE
COUNT**

General/ Religious Minorities

1. No. and Name of local government _____

Tehsil _____ District _____

2. Total number of polling stations:

3. Number of registered votes in the electoral unit: Male Female

Total

4. Total number of votes polled: Male Female Total

5. Number of valid votes polled:

6. Number of votes excluded from the count:

.....

7. Percentage of votes polled:

S. No.	Name of contesting Political party / Electoral Group	Symbol	Number of votes obtained
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
etc.			

Note: The names of political parties and electoral groups shall be mentioned in descending order on the basis of votes obtained by them.

Place: _____

Date : _____

Signature of Returning Officer

FORM-XXIV
[see rule 44(4)]

**CONSOLIDATED STATEMENT OF THE RESULTS OF THE COUNT FURNISHED
BY THE PRESIDING OFFICERS**

No. and Name of local government _____

Teshil _____ District _____

No. of registered voters: Male Female Total

Total number of Polling Stations: Male Female Combined Total

A. General votes:

Sr. No.	Polling Station	Number of Valid Ballot Papers (including challenged and tendered votes) cast in favour of (political parties/ electoral groups):						Total Per Polling Station		
		'A'	'B'	'C'	'D'	'E'	'F'	Valid	Invalid	Total
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
Total										

B. Votes of Religious Minorities

Sr. No.	Polling Station	Number of Valid Ballot Papers (including challenged and tendered votes) cast in favour of (political parties/ electoral groups):						Total Per Polling Station		
		'A'	'B'	'C'	'D'	'E'	'F'	Valid	Invalid	Total
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
Total										

Place: _____

Signature of Returning Officer

Date: _____

FORM-XXV
[see rule 47(1)]

RETURN OF ELECTION (GENERAL VOTES)

No. and Name of local government _____

Tehsil _____ District _____

Sr. No	Name of the Contesting Candidates for the seat of Lord Mayor/ Mayor/ Chairperson	Name of Political Party / Electoral Group	Number of Valid General Votes Polled in favour of the Political Party/ Electoral Group (in descending order)	Share (%) of Political Party / Electoral Group
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				

I hereby declare that the following contesting candidate(s) have been duly elected:

1. Lord Mayor/ Mayor/ Chairperson

Name of Returned Candidate on the Seat of Lord Mayor/ Mayor/ Chairperson	NIC No. of the Returned Candidate	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)

2. List of Contesting Candidate elected on the basis of share of each Political Party / Electoral Group on general seats of Councilors as per their ranking order.

Sr. No.	Name of Returned Candidates	S/O, W/O, D/O	Address
(1)	(2)	(4)	(5)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3. List of Contesting Candidate elected on the reserved seats of Women Councilors [in case of two or more seats,]:

Sr. No.	Name of Returned Candidates on the Reserved Seats of Women Councilors	NIC No. of the Returned Candidate	W/O,D/O	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

4. List of Contesting Candidate elected on the reserved seats of peasant/ worker Councilors [in case of two or more seats, in Urdu alphabetical order]:

Sr. No.	Name of Returned Candidates on the Reserved Seats of Peasant/ Worker Councilors	NIC No. of the Returned Candidate	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

Place: _____

Signature of Returning Officer

Date: _____

*Cross the table where not applicable.

FORM-XXVI
[see rule 47(1)]

RETURN OF ELECTION (RELIGIOUS MINORITIES)

No. and Name of local government _____

Tehsil _____ District _____

Sr. No	Name of Political Party / Electoral Group	Number of Valid General Votes Polled in favour of the Political Party/ Electoral Group (in descending order)	Share (%) of Political Party / Electoral Group
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			

1. I hereby declare that the following contesting candidate(s) have been duly elected on the basis of share of each Political Party / Electoral Group on the seat of religious minorities as per their ranking order.

Name of Returned Candidate	S/O, W/O, D/O	Address
(1)	(3)	(4)

Place: _____

Date: _____

Signature of Returning Officer

FORM-XXVII
[see rule 54(2)]

RETURN OF ELECTION EXPENSES

(Category of Seat)* _____

No. and Name of local government _____

Tehsil _____ District _____

Name of Candidate _____

NIC No. _____

Mobile Phone No. _____

Email address, if any _____

Address of Candidate _____

Account of Election Expenses

The date on which expenditure was incurred or authorized	The nature of expenditure	The amount of expenditure			The date of payment	The name and address of the payee	The serial number of vouchers in the case of amount paid	The serial number of bills, if any in the case of amount outstanding	The name and address of the person to whom the amount outstanding is payable
		The amount paid	The amount outstanding	Total of 3+4					
1	2	3	4	5	6	7	8	9	10

Signature of the Candidate

* Lord Mayor/ Mayor/ Chairperson, General/ Woman/ Religious Minority/ Peasant/ worker Councilor.

AFFIDAVIT TO BE SWORN BY A CANDIDATE

I, the above named candidate, do hereby declare on oath that,-

- (I) In the election, all expenses incurred, all moneys, securities or things of value received, all payment made, all claims settled and all accounts maintained in the course of or in connection with the election, were incurred, received, made settled and maintained by me or within my knowledge and under my control and direction.
- (II) All information given and all entries made in the return of election expenses and all vouchers, bills and other documents lodged by me with the return are, within my knowledge and belief, true and genuine.

Signature of Candidate

Sworn/ declared on solemn affirmation before me this _____ day of _____
(month) _____ (year) by _____
by _____ who is personally known to me/who has been identified
who is personally known to me.

Signature & seal of
Oath Commissioner

NAZIR AHMAD GAJANA
Secretary
Government of the Punjab
Law and Parliamentary Affairs Department

