



राज्य निर्वाचन आयोग हिमाचल प्रदेश
STATE ELECTION COMMISSION HIMACHAL PRADESH
आमर्जडेलशिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152
Email-secysec-hp@nic.in

No. SEC(13)-64/2000-II-7730 Shimla-2

dated 25 March, 2026

Order

Whereas in the interest of smooth, free, fair and independent conduct of elections, staff from various Govt./Semi-Govt./Public Undertaking is appointed by the State Election Commission and the District Election Officers, the Returning Officers/Electoral Registration Officers and various other officers are entrusted/empowered to carry out delimitation of wards, preparation, revision, and correction of electoral rolls, conduct of elections, counting, observation, law and order or any other work related to elections;

And whereas there are instances of breach of official duty, dereliction of duty, negligence, misconduct and disobedience of orders and directions issued by the Commission and by the District Election Officers, Returning Officers/Electoral Registration Officers etc to the officers/officials appointed to discharge the functions referred to hereinabove during the deployment period;

Whereas, as per Section 160 (E) of the Himachal Pradesh Panchayati Raj Act, 1994, Section 281 (4) of Himachal Pradesh Municipal Act, 1994 and Section 9-E of the Himachal Pradesh Municipal Corporation Act, 1994, the staff deployed on election duty is on deemed deputation with the State Election Commission during the period of such deployment and subject to its disciplinary control;

Now therefore, the State Election Commission in order to effectively discharge the functions entrusted upon it and in exercise of the powers vested in it under Article 243K and 243ZA of the Constitution of India, Section 160-E of H.P. Panchayati Raj Act, 1994, Section 281 (4) of Himachal Pradesh Municipal Act, 1994 and Section 9-E of the Himachal Pradesh Municipal Corporation Act, 1994 read with letter No. Per(AP-B)E(3)-6/2000 dated 09-04-2001 and relevant rules made thereunder, hereby issues the following regulation to take disciplinary action against the Govt. Servants while on deputation with the State Election Commission:-

1. The deputation period of the person shall start as and when orders of his appointment are issued.
2. The disciplinary action over such staff shall include suspension, substitution, making recommendation for taking disciplinary action to the competent authorities.
3. Lapses of breach of official duty, dereliction of duty, negligence, misconduct and disobedience of orders and directions shall be brought to the notice of the District Election Officer concerned by the Sub-Divisional Officers (Civil) in respect of Municipal elections and by the District Panchayat Officer concerned on report received/obtained through Block Development Officer concerned in respect of Panchayat elections.
4. The District Election Officer-cum-Deputy Commissioner concerned can pass orders of suspension in appropriate cases (other than Class-I Officers) and take disciplinary action under intimation to the Commission.
5. If action is required to be taken against Class-I Officer, matter will be referred to the Commission with full justification by the respective District Election Officer under his own signature.
6. In case of Class-I Officers, suspension orders will be passed by the State Election Commission.

7. Substitution of Officers will be recommended to the Government by the Commission only.
8. The cases of delinquency /dereliction/breach, etc. of official duty supported by documentary proof, will be sent to the Commission by the District Election Officer concerned.
9. If a prima facie case is made out, the Commission will convey its approval to District Election Officer concerned to frame charges thereof.
10. The District Election Officer will frame charges under the relevant provision of the CCS/CCA Rules and the same will be sent to the Commission.
11. The Commission, after scrutiny and being satisfied with the reference, will send the charge sheet to the concerned Head of Department/Administrative Department for initiating disciplinary proceedings.
12. The Department concerned will charge sheet the officer/official under intimation to the State Election Commission and respective District Election Officer.
13. After receiving the reply from the delinquent officer/official, the Department will examine the reply and send a factual report to the Commission for further action.
14. On the basis of factual report the Commission will decide further course of action i.e. to conduct a regular inquiry by appointing a regular Inquiry Officer or issue a warning or to exonerate the officer/official concerned.
15. In case of inquiry, the penalty, if any, will be imposed by the concerned department in consultation with the State Election Commission.
16. The copy of final order will be sent to the State Election Commission, the District Election officer concerned for information.
17. The above proceedings should be finalized not later than six months from the date of framing of charges by the District Election officer.

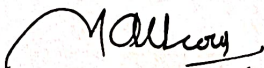
18. The procedure prescribed hereinabove shall be applicable in all cases of disobedience whether before, during or after the election process is over.

This issues in supersession of this Commissions Notification No. SEC.16-18/96-IV-3841-4040 dated 13th December, 2000 and Memorandum No. SEC-16-18/96-IV-1067 dated 13th July, 2001.

By Order
Anil Kumar Khachi
State Election Commissioner
Himachal Pradesh

Endst.No. SEC(13)-64/2000-II-7731-804 dated, the 25 March, 2026
Copy forwarded for information and necessary action to:

1. The Chief Secretary to the Govt. of H.P.
2. All the Additional Chief Secretaries to the Govt. of H.P.
3. All the Principal Secretaries/Secretaries to the Govt. of H.P.
4. The Principal Secretary (Urban Development) to the Govt. of H.P.
5. The Secretary (Personnel) to the Govt. of H.P.
6. The Secretary (Panchayati Raj) to the Govt. of H.P.
7. The Director, Panchayati Raj Deptt. Shimla-9.
8. The Director General of Police, H.P.
9. All the Head of Department of H.P.
10. All the District Election Officers in H.P.
11. All the Superintendents of Police in H.P.
12. The Additional Deputy Commissioner -cum- District Election Officer Kaza, District Lahaul-Spiti, H.P.
13. The Resident Commissioner-cum- District Election Officer Pangi District Chamba.
14. All the Sub-Divisional Officers (Civil) in H.P.
15. All the Assistant District Election Officers -cum- District Panchayat Officers in H.P.
16. All the Block Development Officers in H.P.
17. Guard File/Website.


Secretary
State Election Commission
Himachal Pradesh.