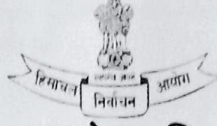


**Urgent**  
**Personal Attention**  
**Election Matter**



## राज्य निर्वाचन आयोग हिमाचल प्रदेश

### STATE ELECTION COMMISSION HIMACHAL PRADESH

आमजडेल शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152,2620159,2620154, Fax. 2620152  
email-secysec-hp@nic.in

No SEC.2-23/2005-Vol-II-9430-42 Shimla-2 dated

17, April, 2026

To

All the Deputy Commissioners  
Himachal Pradesh

**Subject:-** Fixation of Norms with regards to Contingency /Diet Money/ TE etc.

Madam/Sir,

In Continuation to this Commission letter dated 23<sup>rd</sup> May 2020 (copy attached) on the above cited subject, the Commission, after taking into consideration the relevant price index and adjusting the requisite norms as per data obtained from the Economic & Statistics Department, Govt. of Himachal Pradesh, hereby revises the norms for various activities as under:

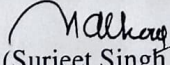
Sr. No	Item of Expenditure	Earlier Approved rate	Fresh Fixed rate (Rs.)	Remarks
1.	Diet money to Polling Party including Security Personnel.	Rs. 100/- Per head for polling day	225 per head for polling day	
2.	Diet Money to counting party	Rs. 100/- Per head in case counting continues for more than 4 hours.	225/-	In case counting is less than 4 hours light refreshment is to be provided.
3.	Contingency to Presiding Officer	Rs. 100/- for each phase. In case the polling party has to travel on foot alongwith election material the contingency charges may be enhanced suitably in view of the geographical condition.	200/-	
4.	Contingency to AROs	Rs. 100/-	200/-	Only to PRIs elections.
5.	Repair of MV deployed for election duty	Minor Repair upto 500/- was allowed.	1550/-	

6.	Remuneration in Lieu of Travel Expenses	ARO- Rs. 3500/-	4250/-	Remuneration is provided in lieu of Travel Expenses. <b>Only to PRIs.</b>
		Presiding Officer Rs. 700/- per phase	850/ Per Phase	
		Polling Officer Rs. 650/- per phase	800/- Per Phase	
		ARO (reserve) Rs. 2500/-	3050/-	
		Presiding Officer (reserve for all three phases) Rs. 1200/-	1450/-	
		Polling Officer (reserve for all three phases) Rs. 1000/-	1220/-	
7.	Light Refreshment	As per Deputy Commissioner rate.	Rs.40/- or as per Deputy Commissioner rates whichever is less.	Provided to the staff sitting beyond 5 pm in the office as per rates approved by the concerned Deputy Commissioner.

The procedure prescribed for payment of lump-sum amount to the staff deployed on election duty shall remain the same as detailed in the letter dated 23<sup>rd</sup> May,2020.

I am directed to request you to bring this into notice of all concerned for strict compliance please.

Yours faithfully,

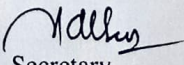
  
(Surjeet Singh Rathore)  
Secretary  
State Election Commission  
Himachal Pradesh.

Ends. No SEC.2-23/2005-Vol-II-<sup>9443-9553</sup> Shimla-2

dated 17, April, 2026

Copy to:-

1. All the Sub Divisional Officers (C) Himachal Pradesh for information and necessary action.
2. All the Assistant District Election Officers (Panchayat)-cum-District Panchayat Officers, Himachal Pradesh for information and necessary action.
3. All the Block Development Officers Himachal Pradesh for information and necessary action.

  
Secretary  
State Election Commission  
Himachal Pradesh.



# राज्य निर्वाचन आयोग हिमाचल प्रदेश

## STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मसडेल, शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax 2620157  
Email secysec-hp@nic.in

No. SEC(F)1-PRIs-1/19- 593-64 Dated

th.

23<sup>rd</sup> May, 2020

To

All the District Election Officers (Panchayat)-cum-  
Deputy Commissioners  
Himachal Pradesh.

**Subject :- Lump-sum payment to the staff deputed on election duty in lieu of Travelling Expenses.**

Madam/Sir,

As you are aware that the general elections to Panchayati Raj Institutions are due in this year. In these elections thousands of employees are deputed on election duty. After the conduct of elections, these employees submit T.A. claims through their Head of Offices. Thereafter, these bills are sent to the B.D.O's after verification of basic pay, which are further sent to the respective District Panchayat Officers for payment. In order to simplify the procedures and to save the resources of the Government such as manpower, stationery, postage and duplication of efforts and for early disbursement of claims, the State Election Commission had taken up the matter with Finance Department to pay lump-sum amount to the staff deputed on election duty in lieu of Travelling Expenses.

Now the Finance Department has approved following rates to pay a lump-sum amount to the staff deputed on election duty in lieu of Travelling Expenses.:-

Assistant Returning Officers	Presiding Officer	Polling Officer	Assistant Returning Officers (Reserve)	Presiding Officer (Reserve for all three phases)	Polling Officer (Reserve for all three phases)
3500/-	700/- Per Phase	650/- Per Phase	2500/-	1200/-	1000/-