

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani
(Rawdon Street)
Kolkata – 700 017
Ph No.2280-5805;
FAX: 2280-7373

No. 3935-SEC/4T-5/2010

Date : 24.10.2013

From : The Secretary,
West Bengal State Election Commission

To : The Principal Account General (A & E) West Bengal,
Treasury Buildings,
Kolkata- 700 001.

Sub.: Grant of tiffin charges to the officers & staff members drafted and deployed by the district in connection with the Municipal General Elections, 2013.

Sir,

I am directed to state that the State Election Commissioner is pleased to accord sanction to the payment of tiffin charges at the rate of Rs.30/- (Rupees thirty) only per head per day to the officers and staff members drafted and deployed by the districts for their work for more than 2(two) hours on any working day (other than Saturdays, Sundays and Holidays) beyond normal office hours and Rs.50/- (Rupees fifty) only per head per day for their work on Saturdays, Sundays and Holidays, provided they work at least 8(eight) hours on such holidays during the period from 22nd October, 2013 i.e. the date of publication of this Commission's Notification for elections, to 30th November, 2013 i.e. the date fixed for completion of the election process in connection with the Municipal General & Bye-Elections scheduled to be held on 22nd November, 2013. This Order will not apply to the officials on polling duties and on counting duties.

(2) The tiffin charges will be admissible on production of a certificate from the District Municipal Election Officer / Municipal Returning Officer / Assistant Municipal Returning Officer concerned in respect of the staff deployed by them to the following effect;

- i) That no TA / DA or special allowances, conveyance charges has been drawn by the incumbent concerned for the same period for which tiffin charges has been sanctioned;
- ii) That the extra work for two hours or more of duty put in during working days is either before normal office hours of duty or beyond the normal office hours and not both taken together;
- iii) That no tiffin or light refreshment has been supplied to the incumbent concerned on the relevant dates for which tiffin charges have been sanctioned.
- iv) That no Compensatory Casual Leave (CCL) will be sanctioned to the incumbent concerned for working on Saturdays, Sundays and Holidays during the period (i.e. from 22nd October, 2013 to 30th November, 2013) for which tiffin charges or meal charges are sanctioned to him.

(3) The District Municipal Election Officer / Municipal Returning Officer will act as the Drawing and Disbursing Officer for this expenditure.

(4) The charges will proceed against the head “2217-Urban Development–05- Other Urban Development Schemes – 192 – Assistance to Municipalities / Municipal Councils -NP-Non-Plan-003-Grants to Municipalities in connection with their election – V – Voted -31 – Grants- in – aid – GENERAL- 02 – other Grants”.

Yours faithfully,

Sd/

(Tapas Ray)

Secretary,

West Bengal State Election Commission

No. 3935/1(56)-SEC/4T-5/2010

Date : 24.10.2013

Copy forwarded for information and necessary action to the :-

- 1) Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) Accountant General (Local Body Audit), West Bengal, MSO Buildings, CGO Complex, 5th floor, DF Block, Sector-I, Salt Lake, Kolkata-700 064.
- 3) District Municipal Election Officer for Kolkata Municipal Corporation & District Magistrate, South 24-Parganas.
- 4) District Municipal Election Officer & District Magistrate, Cooch Behar / Jalpaiguri / Darjeeling / North 24-Parganas / South 24-Parganas / Howrah / Hooghly / Purba Medinipur / Paschim Medinipur/ Burdwan/ Purulia / Bankura / Murshidabad / Nadia. All Concerned may be informed accordingly.
- 5) Smt. Soma Shaw, WBCS(Ex.). Municipal Returning Officer for KMC, Ward No.1 & Assistant Election Officer, District Election Office, 63, N.S. Road, Kolkata-700001.
- 6) Sri Tanay Deb Sarkar, WBCS(Ex.), Municipal Returning Officer for KMC, Ward No.24 & Deputy Director, Panchayats & RD, Salt Lake.
- 7) Municipal Returning Officer & Sub-Divisional Officer, Dinhata / Cooch Behar (Sadar)/ Mal / Jalpaiguri (Sadar) / Siliguri / Barrackpore / Bidhannagar / Barasat / Alipore (Sadar) / Chandernagar / Raghunathpur / Purulia(Sadar) / Egra / Asansol / Lalbagh / Bankura (Sadar) / Howrah(Sadar) / Midnapur(Sadar) / Jhargram / Berhampur(Sadar) / Krishnanagar(Sadar).
- 8) Treasury Officer,
- 9) Principal Secretary, Municipal Affairs Department, Govt. of West Bengal, Writers' Buildings, Kolkata -700 001.

Sd/

Secretary,

West Bengal State Election Commission