



**GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR ::: GUWAHATI-6**

No.E-599573/ 9

OFFICE MEMORANDUM

Subject: Role of Co-District Commissioners in the Panchayat Elections.

The Government of Assam vide Notification No. ECF No.458412/76 dated 28th Sep 2024, has notified 39 numbers of Co-District Offices at sub district level headed by the Co-District Commissioners. In previous Panchayat Elections, before Co-Districts were created, the District Commissioners and the Sub Divisional Officers acted as District Election Officers. In similar line as that of the then Sub Divisional Officers (civil), the Co-District Commissioners will conduct Panchayat Elections in their respective Co-District's jurisdiction during the forthcoming Panchayat Election, 2025. Accordingly, the Co-District Commissioners will be duly authorized by the District Commissioners to perform functions as per provision of the Assam Panchayat (Constitution) Rules, 1995(as amended).

In view of the ensuing Panchayat Elections in the State, the Co-District Commissioners of the newly created 39 numbers of Co-Districts have been delegated the power to conduct Panchayat Elections vide Government's Addendum No.ECF-No.458412/117 dated 09.01.2025.

Consequent upon delegation of powers to Co-District Commissioners for conduct of Panchayat Election, the following guidelines are enumerated highlighting the role and responsibilities of the Co-District Commissioners for smooth conduct of the Panchayat Elections:

1. **Election Management:** The office of Co-District Commissioners will be responsible for the overall supervision and management of the election process within their jurisdiction. The Co-District Commissioners are to ensure that the election is conducted in a free, fair, and transparent manner.

2. **Constitution of Cells:** The office of Co-District Commissioners will constitute different necessary cells for the Panchayat Election. eg. Nomination cell, Refreshment Cell, Transport Cell, Personnel Cell etc. at co district level.
3. **Nomination process:** The office of Co-District Commissioners will be responsible for issuance of Nomination papers, receiving of Nominations, Scrutiny, and preparation of list of contesting candidates and allotment of symbol etc.
4. **Implementation of Election Code of Conduct:** The office of Co-District Commissioners will ensure that the Model Code of Conduct for the Election is followed, preventing the use of unfair practices such as vote-buying, undue influence, and campaign violations etc.
5. **Voter Education and Awareness:** The office of Co-District Commissioners will play a role in spreading awareness about the election process, voting rights, and the importance of free and fair elections, often through local campaigns, media, and outreach programs.
6. **Voter Assistance Booths (VAB):** The office of Co-District Commissioners will ensure that a Voter Assistance Booth with a team of officials is set up for every polling station location, in order to assist voters to correctly locate her /his polling booth number and serial number in the electoral roll of that concerned polling booth.
7. **Health Care Facility:** The office of Co-District Commissioners will ensure that separate arrangements at Dispatch/Receiving Centre is made for health care/first aid assistance to polling personnel.
8. **Law and Order Maintenance:** The office of Co-District Commissioners will have the authority to take necessary measures to maintain law and order during the election process. This includes deploying of adequate police personnel, ensuring security at polling stations and dealing with any disturbances or violations of election laws.
9. **Monitoring of Election Expenditure:** The office of Co-District Commissioners will monitor the election expenditures of the contesting candidates.
10. **Availability of Polling Material:** The office of Co-District Commissioners will ensure availability and readiness of the polling materials.
11. **Assured Minimum Facilities (AMF):** The office of Co-District Commissioners will ensure Assured Minimum Facilities (AMF) in every Polling Station in co-ordination with the line departments etc.

12. **Infrastructure:** The office of Co-District Commissioners will identify Material distribution centres, strong rooms, counting centres within their jurisdiction.
13. **Handling Emergency Situations:** In case of emergencies like natural disasters, unrest, or violence during elections, the Co-District Commissioners will take quick decisions and measures to address the situation and ensure that the elections proceed smoothly.
14. **Transportation:** The office of Co-District Commissioners after assessing the requirement of vehicles, will requisition the required number of vehicles for hassle free movement of Polling personnel.
15. **Food & Refreshment:** The office of Co-District Commissioners will arrange food & refreshments to the Polling Personnel on the day of Material Collection, Material Submission and Counting days.
16. **Remuneration to the polling personnel:** The office of Co-District Commissioners will provide remuneration to the polling personnel after proper estimation and scrutiny both during training and during the polling days and counting.
17. **Zilla Parishad Constituency:** The office of Co-District Commissioners will be in charge of the election and related permissible activities for the Zilla Parishad Constituency falling under the respective Co-District,
District Commissioners will determine whether the Co-District Commissioner or District Commissioner will procure statutory and non-statutory materials. However, the required funds will be transferred to the District Commissioners only.

The District Commissioner will supervise the entire election process including the financial matters and will provide support, manpower and guidance to the Co-Districts.

It will be the District Commissioners responsibility for:

1. Randomization of Polling personnel, Counting Personnel and Ballot boxes
2. Training of all personnel involved in Election.
3. Overall responsibility of Strong rooms is in their custody but they may designate officer as in-charge.
4. Declaration of final results.

The Panchayat Elections is to be conducted by the Co-districts under supervision of District Commissioner by adhering to the best practices from Sub-Divisional Offices (Civil) while addressing specific local needs, the Co-Districts will build their capacity also.

This will come into force with immediate effect. Signed by
John Berchmans Ekka
Date: 10-01-2025 15:34:02
Additional Chief Secretary to the Govt. of Assam
Panchayat and Rural Development Department

Memo No. E-599573/9-A

Copy for information and necessary action to :-

1. PPS to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6 for kind appraisal of the Hon'ble Chief Minister.
2. P.S. to Hon'ble Minister, Panchayat & Rural Development, Assam, Dispur, Guwahati-6 for kind appraisal of the Hon'ble Minister.
3. The Senior Most Secretaries of all Administrative Departments, Dispur, Guwahati-6.....
4. The Commissioner & Secretary to the Governor of Assam, Raj Bhavan, Guwahati-1.
5. The Secretary (Coordination) to Chief Secretary, Assam, Dispur, Guwahati-6 for kind appraisal of the Chief Secretary.
6. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Guwahati-37.
7. The Director, State Institute of Panchayat & Rural Development, Assam, Khanapara, Guwahati-22.
8. The Secretary, Assam State Election Commission, Dispur, Guwahati-6.
9. The Accountant General, Assam, Maidamgaon, Guwahati-28.
10. P.S. to Additional Chief Secretary, P&RD Department, Dispur, Guwahati-6 for kind appraisal of the Additional Chief Secretary.
11. P.S. to Principal Secretary to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6 for kind appraisal of the Principal Secretary.
12. District Commissioners.....(all).
13. Chief Executive Officers of Zilla Parishads.....(all).
14. Co District Commissioners.....(all).
15. Block Development Officers.....(all).
16. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication of the Office Memorandum in the Assam Gazette.
17. Sri Kumud Konwar, Advocate, Sr. Standing Counsel, Panchayat & Rural Development Department, Guwahati-1.
18. The Content Manager, P&RD(A) Department, Dispur for uploading this on the Department's website.

By order etc.,

Signed by
Munindra Sharma
Secretary to the Govt. of Assam
Date: 10-01-2025 15:48:49
Panchayat and Rural Development Department