

**MODEL CODE OF CONDUCT
FOR
SECUNDEABAD CANTONMENT BOARD
ELECTIONS**

**RETURNING OFFICER
SECUNDERABAD CANTONMENT BOARD
ELECTIONS**

MODEL CODE CONDUCT FOR
SECUNDERABAD CANTONMENT BOARD ELECTIONS

CODE OF CONDUCT

1. (a) The code shall be known as the code of Conduct for Secunderabad Cantonment Board elections. (b) It Shall apply to political Parties, contesting candidates, Ministers, employees of the central State Government and local bodies and other public servants connected With Cantonment Board elections.
2. This Code shall come into force from the date of issuance of election notification.
3. The word and expression used in the Code shall have the same meaning as assigned to local Board elections ,and the rules framed thereunder.
4. No party or candidate shall indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions languages.
5. There shall be no appeal to Religion, Communal or Caste feelings for securing votes.
6. Places of worship such as temples, Mosques, etc., shall not be used as forum for election propaganda.
7. No criticism of any aspect of candidates private life which is not connected with his public life shall be made nor any allegation be made which are based on unverified facts or incidents.
8. Criticism of a political party Former member when made shall be confined to its his policies and programs, past record and works and shall not be based on unverified allegations.
9. Organizing demonstration or picketings before the houses of individuals by way of protesting against their opinion or activity shall not be resorted to under any circumstances.
10. All parties and candidates shall scrupulously avoid all activities which are corrupt practices and offences under the election Law such as:
 - (i) To appeal for vote or not to vote on the basis of religion, caste or community and to use any religious symbol for soliciting vote.
 - (ii) To print or publish any poster, pamphlet, leaflet, circular or advertisement without mentioning the name and address of the printer and the publisher.
 - (iii) To publish a statement or news item which is false or not believed to be true with respect to a candidate's personal conduct or character with a view to adversely affect the prospect of his election.
 - (iv) To obstruct or disturb any election meeting organized by another political party or candidate.
 - (v) To take out processions or hold public meetings during the period of Forty-eight hours prior to the hour fixed for the conclusion of the poll.
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- (vi) To bribe or offer reward in any form to voters.
 - (vii) To canvas or to appeal for votes within hundred meters of a polling station.
 - (viii) To use any conveyance or means of transport for the voters to or from the polling station.
 - (ix) To behave in an unruly manner within or near about the polling station or to obstruct a polling officer in the discharge of his duty.
 - (x) To impersonate a voter or attempt to cast vote under the false name of voter.
11. No party or candidate shall permit their followers for using any private property / public property for erecting flag staffs, pasting notices, posters or slogans etc., or suspending banners without written permission from the owner / competent authority of the property concerned. Further, a copy of such written permission shall forth with be sent to the Returning Officer.
 12. No candidate or his workers shall remove or deface the flag erected or posters pasted by another candidate or political party.
 13. On the polling day, candidates shall :
 - (a) Supply to their authorized workers suitable badges or identity cards
 - (b) Refrain from serving or distributing liquor within the polling area during the period of forty-four hours prior to the hour fixed for conclusion of the poll on the counting day.
 - (c) Not allow unnecessary crowds to be collected near the camps set by the political parties and candidates near the polling stations so as to avoid confrontation and tension among workers and sympathizers of the parties and candidates.
 - (d) Co-operate with the authorities in complying with the restrictions to be imposed on the playing of vehicles on the polling day and obtained permits for them which should be displayed prominently on those vehicles.
 14. The identity slips given to voters shall be on plain (white) papers and shall not contain any symbol or name of the candidate. The name of the voter, his father's/husband's name, ward number, polling booth number and the serial number of the voter in the electoral roll shall only be written on the identity slip.
 15. Every candidate and the political party shall co-operate with the Officers on Election Duty to ensure peaceful and orderly polling.
 16. No party or candidate shall hold public meetings or processions without obtaining necessary permission from the Returning Officer and Local Police.
 17. A party or candidate organizing a procession shall decide before hand the time and place of the starting of the procession, the route to be followed and the time and place at which the procession will terminate. There shall ordinarily be no deviation from the programme.
 18. The organizers of the procession shall give advance intimation to the local police authorities of the programme so as to enable the latter to make necessary arrangements.

19. The Organizers shall ascertain if any restrictive orders are in-force in the localities through which the procession has to pass and shall comply with the restrictions unless exempted specially by competent authority. Any traffic regulations or restrictions shall also be carefully adhered to.
20. The organizers shall take steps in advance to arrange for passage of the procession so that there is no block or hindrance to traffic. If the procession is very long, it shall be organized in segments of suitable lengths, so that at convenient intervals, especially at points where the procession has to pass road junctions, the passage of held up traffic could be allowed by stages thus avoiding heavy traffic congestion.
21. Processions shall be so regulated as to keep as much to the right of the road as possible and the direction and advice of the police on duty shall be strictly complied with.
22. If two or more political parties or candidates propose to take processions over the same route or parts thereof at about the same time, the organizers shall establish contact well in advance and decide upon the measures to be taken to see that the processions do not clash or cause hindrance to traffic. The assistance of the local police shall be availed of for arriving at a satisfactory arrangement. For this purpose, the parties shall contact the police at the earliest opportunity.
23. The political parties or candidates shall exercise control to the maximum extent possible in the matter of processions carrying articles which may be put to misuse by undesirable elements especially in moments of excitement.
24. The carrying of effigies purporting to represent members of other political parties or their leaders, burning such effigies in public and such other forms of demonstration shall not be countenanced by any political party or candidate.
25. No party or candidate shall use loud speakers without obtaining necessary permission from the Competent Authority and shall not use the loud speaker for purposes other than transmitting speeches, live or recorded. The loud speakers shall not be used to transmit music or songs. Loud speakers shall be used only between 06-00 AM and 10.00 PM. The Police are authorized to seize the offending equipment if anybody violates the same. The Political parties and candidates shall endeavor to see that no disturbance is caused in the vicinity of hospitals during electioneering to avoid inconvenience to the patients.
29. A Public Servant shall remain absolutely impartial during the elections and he shall not indulge in any campaigning activity for or against any contesting candidate or political party.
30. A Public Servant shall not participate or accompany the Candidate in any programme, organized at an individual's house for which the candidate has accepted the invitation during his election tour.
31. While granting permission for organizing an election meeting at a public place, no distinction should be made between the candidates or the political parties. In case more than one candidate or party requests for holding meeting at the same place and the same date and time, permission should be granted to such candidate or party who applies first.
32. Public places such as maidens etc., for holding election meetings other candidates shall be allowed to use such places and facilities on the same terms and conditions on which they are used by the sitting members in power.

33. No contesting candidate, who is in-charge of, or is in any manner connected with, the management of an aided educational institution, or any other institution receiving aid from the State or Central Government, shall, misuse the buildings, infrastructure, staff funds or vehicles belonging to such institution for furthering his/her electoral prospects.
34. Ordinarily, all meetings organized during election should be treated as election meetings. No Government servant should attend any such meeting except those who are incharge of maintenance of law and order or those deployed for security duties.
- (i) If a Minister MLA/MP undertakes a tour of any area of Secunderabad Cantonment Board such tour shall be deemed to be an election tour and no Government servant, except those who are deployed for security purposes, shall accompany the Minister MLA/MP. No Government vehicles or any other facility shall be made available for such tour.
 - (ii) No Vehicles belonging to Government or local bodies or public undertakings or co-operative institutions or any other institutions receiving Government grants shall be provided to any Minister, Member of the Parliament or the Legislative Assembly or a candidate for canvassing in election in any manner from the date of notification of election to the date of announcement of the results.
35. The Ministers shall not combine their official visit with electioneering work and shall not make use of official machinery and personnel or other Government resources including Government vehicle for furtherance of interest of any candidate.
36. Ministers and other authorities shall not sanction any grant or subsidy out of State Funds, where the beneficiaries are selectively identified and the grant or subsidy is not general in nature, from the time elections are announced till the date of announcement of results in any area where the elections are to take place. They should not sanction any new scheme or make an announcement of such new schemes. Laying of foundation stones or opening of any scheme or project shall not be done during the period of election.
37. From the time the elections are announced by the Govt. of India Ministers and other authorities shall not :-
- (a) Make any promise of construction of roads, provision of drinking water facilities etc.
38. Ministers of Central or State Government and other Public Representation except Local MLA/ Mp of counting except in their capacity as a voter.
39. The Violation of these provisions, is punishable under various laws.
40. Returning Officer and Police are authorized to initiate prosecution against violators of this Code before the Competent Criminal Courts under intimation to the Cantonment Board. The Candidates are advised to educate the voters that the Electors shall compulsorily produce any one the following documents at the polling station while casting their vote to establish their identity.
- (i) Electoral Photo Identity Cards,
 - (ii) Passports,
 - (iii) Driving Licenses,

- (iv) Income Tax Identity (PAN) Cards,
- (v) Service Identity Cards issued to its employees by State/Central Government, Public Sector Undertakings, Local Bodies or other Private Industrial Houses,
- (vi) Bank/Kisan/Post Office Passbooks,
- (vii) Student Identity Cards issued by Recognised Educational Institutions,
- (viii) Property Documents such as Pattadar Pass Books, Registered Deeds, etc,
- (ix) Ration Cards,
- (x) SC/ST/OBC Certificates issued by competent authority,
- (xi) Pension Documents such as ex-servicemen's Pension Book/Pension payment Order, ex-servicemen's widow/Dependent Certificates, Old Age Pension Order, Widow Pension Order,
- (xii) Railway Identification Cards,
- (xiii) Freedom Fighter Identity Cards,
- (xiv) Arms Licenses,
- (xv) Certificate of Physical Handicap issued by Competent Authority.

It is, however, clarified that while the aforesaid documents are needed for exercising franchise, their possession do not automatically confer a right on the voter to vote in the Cantonment Board polls if their names are not enrolled in the current voter list of polling station.

Returning Officer
Secunderabad Cantonment Board

DOS AND DON'TS FOR GUIDANCE OF CANDIDATES AND ELECTION AGENTS

Dos

1. Do familiarize yourself with the provisions relating to elections.
2. Do make it a point to obtain the Electoral Rolls of the Ward of Cantonment Board Secunderabad, have it checked up.
3. Do check up your name and the particulars in the current electoral roll well before deciding to stand for election.
4. Do check up that you are qualified to stand for election.
5. Do check up that you are not disqualified from standing for election.
6. Do check up the nomination form to ensure that it is in the prescribed form.
7. Do present the nomination form personally or send it through your proposer and not through any other person.
8. Do ensure that your proposer is a registered voter in the ward.
9. Do not present more than one nomination paper, if you wish to do so.
10. Do collect the receipt for the nomination paper.
11. Do make it a point to attend the scrutiny of nominations personally.
12. Do check up that your name appears in the list of valid nominations.
13. Do check up that your name is correctly entered in the list of validly nominated candidates.
14. Do check up your name and other particulars in the list of contesting candidates for correctness.
15. Do find out the hours of poll as notified.
16. Do appoint the Election Agent in proper form and well in time.
17. Do obtain a copy of the list of Polling Stations.
18. Do appoint a polling agent and one relief agent in proper form for each and every station well in time.
19. Do provide copies of electoral roll to your polling agents.
20. Do appoint counting agents in proper form.
21. Do make it a point to attend counting personally.
22. Do maintain proper accounts of election expenses from the date of your nomination as a candidate till the date of declaration of result in the preforms prescribed by the Election Commission.

● DON'Ts

1. Dono't present the nomination paper before or after the specified hours fixed for the purpose
2. Dono't present the nomination paper to any person other than the Returning officer or the officer so authorized in this behalf.
3. Don't forget to make the required deposit.
4. Don't interfere directly or indirectly or attempt to interfere with the free exercise of the electoral right of any person.
5. Don't appeal to voters to vote or refrain from voting on grounds of religion, race, caste or community or language.
6. Don't make use of or appeal to, religious symbols or national symbols.
7. Don't promote or attempt to promote feeling of enmity or hatred between different classes of citizens on grounds of religion, race, caste, community or language.
8. Don't publish false statements in regard to the personal character and conduct of any candidate or in relation to the candidature or withdrawal of any candidate.
9. Don't hire or provide vehicles for the conveyance of voters to and from the polling stations.
10. Don't incur or authorize expenditure in connection with elections beyond the maximum prescribed for your election.
11. Don't procure the support of any Government Servant.
12. Don't indulge in misconduct at polling station.
13. Don't induce disorderly conduct in or near any Polling Station.
14. Don't hold public meeting in the polling area any time 48 hours before the hour fixed for the conclusion of the poll.
15. Don't create disturbances at election meetings. Don't canvass with in 100 meters of the polling station on the date or dates of poll.
16. Don't destroy fraudulently any nomination paper or any list or notice or any other documents affixed by or under the authority of the Returning officer.
17. Don't destroy any ballot paper or any official mark on the ballot papers or any declaration of identity' don't put into the ballot boxes any thing other than the ballot paper.
18. Don't destroy, take out or otherwise interfere with any Electronic voting machines or Ballot Paper.
19. Don't publish any statement or have it published with your consent or the consent of your Election Agent which is false or which you believe to be false or do not believe to be true in relation to the personal character and conduct of any candidate or in relation to the candidates to prejudice the prospect of the candidate in the election.

20. Don't threaten any candidate or any elector or any person with any kind of act including social ostracism and ex-communication or expulsion from any caste or community.
21. Don't induce or attempt to induce a candidate or an elector making him believe that he or any person in whom he is interested will become or will be rendered the object of divine displeasure or spiritual censure.
22. Don't abet the offence of personation to an election.
23. Don't use the cell phone either in the Polling Station or the Counting Hall.
24. Do not issue identity slips bearing your name, your party or your symbol or containing any exhortation to voters to vote for you.
25. Do not make give or offer or promise of gratification to any person to induce another to stand or not to stand as a candidate or to withdraw or not to withdraw his candidature or to vote or refrain from voting at the election.

DOs AND DON'Ts FOR GUIDANCE OF POLLING AGENTS

The main duty of a Polling Agent is to see the interests of the candidate, who appointed him are safeguarded at the polling station.

DOs:

- 1) Do carry a letter of appointment in the prescribed form signed by the candidate or his election agent and produce it before the Presiding Officer at the assigned polling station.
- 2) Do co-operate in having the Ballot Box properly secured and sealed according to the rules before, during and after close of the poll.
- 3) Do see that all the election records relating to the poll are secured and sealed properly after the close of the poll as required by the law.
- 4) Do detect and prevent impersonation of voters by challenging persons whose identity as real voter is doubtful.
- 5) Do carry a copy of the current electoral roll of the polling station.
- 6) Do carry a list of names of the dead, absent or allegedly suspicious voters which might have been included in the electoral rolls.
- 7) Do carry a small brass seal to affix seals on covers containing election papers etc.
- 8) Do obtain attested copy of the ballot paper account from the presiding officer concerned as per the rules.

● **DON'Ts :**

- 1) Don't communicate any person any information calculated to violate secrecy of voting.
- 2) Don't interfere directly or indirectly with the free exercise of the electoral right of any voter.
- 3) Don't destroy, take out or otherwise interfere with any EVM or ballot box or ballot paper.
- 4) Don't indulge in misconduct at the polling station.
- 5) Don't abet the offence of personation.
- 6) Don't canvass within 100 meters radius of the polling station on the date of poll.
- 7) Don't carry cell phones into the polling station.
- 8) Don't smoke inside the polling station.

DOs AND DON'Ts FOR GUIDANCE OF COUNTING AGENTS

● **DOs:**

- 1) Do deliver a letter of appointment in the prescribed form signed by the candidate or his election agent, to the Returning Officer on the date fixed for counting of votes and sign the declaration contained therein before the Returning Officer.
- 2) Do Co-operate with the Returning Officer in maintaining strict discipline and order inside the counting hall.
- 3) Do acquaint yourself with rules and procedures relating to counting of votes.
- 4) Do inspect of seals affixed on ballot boxes satisfy yourself that they are intact and have not been tampered with.

● **DON'Ts**

- 1) Don't communicate to any person any information calculated to violate secrecy of voting.
- 2) Don't destroy, take out or otherwise interfere with the ballot boxed or ballot papers.
- 3) Don't indulge in misconduct in the counting hall.
- 4) Don't smoke inside the counting hall.
- 5) Don't carry cell phones into the counting hall