

Government of West Bengal
Home(C & E) Department
Election Wing
21, N S Road, Kolkata-700001

No. 154(20)-Home(Elec)
R3E-51/2010

Dated The 17th January 2011

From: Deputy Chief Electoral Officer
West Bengal

To: The District Election Officer (All)

Sub : Guidelines for incurring expenditure for FLC of EVMs in connection with ensuing General Elections to WBLA 2011.

Sir,

As per direction of Election Commission of India the work of FLC of EVMs has already been taken up by the Districts of this State. Stress is being made for maintaining economy in incurring expenditure should be maintained from your end. Necessary guidelines on the maintenance of ceiling while incurring expenditure on all items/works in relation to FLC Programme **for 200 EVMs in one day in each venue** in the Districts is hereby formulated for compliance of the same strictly during the FLC Programme.

[calculation is based on 200 Nos.of EVMs in a day]

(A) MANPOWER

(a) For mock poll

(10% machines of 200 EVMs in one day) : 1 person per table i.e. 20
in 20 tables mandays

(b) For non mock poll

(90% machines of 200 EVMs in one day) : 1 person for two tables
in 36 tables i.e 18 mandays

(c) Support staff

(for strongroom, office management, : Not exceeding 25 mandays
data entry and sealing of machines) (including officers)

(d) Contract labourer

(for loading, unloading and : 10 labourers per day
transportation of 200 EVMs
from strongroom to table & Vice versa)

(e) Security Personnel

(for 200 EVMs in one day) : 10 personnel for 200 EVMs

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(B) FIXED COST

(for 200 EVMs in one day)

- (a) 2 CCTV
- (b) 4 Videographers
- (c) 1 door frame metal detector
- (d) Table, Chair and electrical arrangement
- (e) 1 Generator set
- (f) Stationeries

Total expenditure is to be kept within the limit of Rs. 14500/- for one day

(C) REMUNERATION :-

Tiffin allowances @ Rs 30/- on working day for working more than 2 hours beyond office hours and Rs.50 on holidays as the case may be, for not exceeding 65 persons for FLC programme of 200 EVMs in each day. The contract labourer may also be paid their minimum wages as per act.

(D) FOOD :-

Working lunch and tea not exceeding Rs 100/- per person may be provided to all the staffs, labourer, ECH, Engineers and Security Personnel duly engaged to perform work relating to FLC of EVMs, if the work is continued for more than 12 hours in a day. The total number of personnel must be restricted to 95 for FLC of 200 EVMs in each day.

The above ceilings are prescribed to maintain the maximum expenses that can be incurred on those items. Actual expenditure is to dependent up on usage of manpower within such prescribed limit in respect of only FLC venue. You are requested kindly to comply with the above guidelines accordingly.

Yours faithfully,



Deputy Chief Electoral Officer, West Bengal

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