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GOVERNMENT OF THE PUNJAB LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION (154 of 2022)

19 DECEMBER 2022

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**"GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT**

Dated, Lahore 19th December 2022

NOTIFICATION

No. SOR(LG)8-14/2022.- In exercise of the powers conferred under section 202 of the Punjab Local Government Act 2022 (XXXIII of 2022), Governor of the Punjab is pleased to make the following rules:

**CHAPTER I
PRELIMINARY**

1. Short title and commencement.- (1) These rules may be cited as the Punjab Local Government (Election) Rules 2022.

(2) They shall come into force at once.

2. Definitions.- (1) In the rules, unless the subject or context otherwise requires:

- (a) "Act" means the Punjab Local Government Act 2022 (XXXIII of 2022);
- (b) "Appellate Tribunal" means an Appellate Tribunal appointed by the Election Commission under sub-rule (13) of rule 20 of the rules;
- (c) "ballot" means and includes a ballot paper of such description as may be determined by the Election Commission to cast a vote;
- (d) "ballot account" means ballot paper account prepared under the rules;
- (e) "contesting candidate" means the validly nominated candidate of a Political Party or an Electoral Group which has not withdrawn its candidature and includes the candidate contesting for the office of Speaker;
- (f) "election" means election of a local government;
- (g) "election agent" means an election agent appointed by a contesting Political Party or Electoral Group;
- (h) "election expenses" means any expenditure incurred before and during an election or payment made, whether by way of gift, loan, advance, deposit or otherwise, for the arrangement, conduct or benefit of, or in connection with or incidental to the election of a candidate by himself or any other person, including the expenditure on account of issuing circulars or publications or otherwise presenting to the voters by the candidate, but does not include the candidature fee;

- (i) "election petition" means an election petition filed under the Elections Act before the Election Tribunal;
- (j) "Election Tribunal" means an Election Tribunal appointed by the Election Commission under the Elections Act for trial of election petitions of a local government;
- (k) "Form" means the Form as set out in the rules and includes Urdu translation of such Form as approved by the Election Commission;
- (l) "packet" means a packet specified by the Election Commission to be used at polling station by the Presiding Officer;
- (m) "polling agent" means a polling agent of a contesting Political Party or Electoral Group, who is a voter of the relevant electoral unit;
- (n) "polling station" means a place or premises notified as polling station for holding a poll;
- (o) "Provincial Election Commissioner" means the Provincial Election Commissioner Punjab;
- (p) "publish" includes exhibition at a place accessible to the public;
- (q) "returned candidate" means contesting candidate(s) declared elected on the panel or closed list of a Political Party or an Electoral Group and includes the returned candidate for the office of the Speaker;
- (r) "Returning Officer" means a Returning Officer appointed by the Election Commission and includes an Assistant Returning Officer exercising powers and performing the functions of Returning Officer, if so delegated to him by the Election Commission;
- (s) "rules" means the Punjab Local Government (Election) Rules 2022; and
- (t) "validly nominated candidate" means a candidate whose nomination has been accepted and who has not withdrawn his candidature.

(2) A word or expression used but not defined in the rules shall have the same meaning as assigned to it in the Act or Elections Act.

CHAPTER II POLITICAL PARTIES AND ELECTORAL GROUPS

3. Political Party or Electoral Group to contest election.- A Political Party enlisted under the Elections Act or an Electoral Group enlisted under section 50 of the Act and rules may contest an election.

4. Application for enlistment of an Electoral Group.- (1) The Head of a proposed Electoral Group for contesting election to a local government shall apply in **Form-I** for enlistment of the Electoral Group, mentioning thereon number and name of local government, tehsil, District, name and office address of Electoral Group, to the Election Commission or an officer authorized by it within the dates specified by the Election Commission.

(2) The application shall contain particulars of the Head and other office bearers of the proposed Electoral Group, mechanism for change of Head of the Electoral Group and other terms and conditions certified by the Head and other office bearers of the proposed Electoral Group.

(3) The Head of the proposed Electoral Group, in addition to the application, shall also submit to the Election Commission or an officer authorized by it, a list of such number of members of the proposed Electoral Group in **Form-II**, attested copies of their National Identity Cards and challan of deposit of such non-refundable fee in favour of the Election Commission as specified in subsection (3) of section 50 of the Act.

(4) The Head and members of the proposed Electoral Group, by signing the **Form-II**, shall undertake that they have not signed the **Form-II** of any other Electoral Group or the list of candidates of any other Political Party for contesting election under the Act.

(5) The enlistment of member received from any Electoral Group for contesting election shall debar such member from being subsequently enlisted in any other Electoral Group in that local government.

(6) The Head of the proposed Electoral Group shall deposit fee for enlistment of the Electoral Group in the State Bank of Pakistan or the National Bank of Pakistan in the head of account Receipts from Civil Administration and other functions, C021- General Administration Receipts-Organs of State, C02166-Receipt of Election Commission of Pakistan under Elections Act.

(7) The Election Commission or an officer authorized by it shall issue receipt for submission of application for enlistment of an electoral group to the person who submitted the application.

5. Mode of submission of documents for enlistment.- (1) The Head of the proposed Electoral Group shall submit the documents in person to the Election Commission or an officer authorized by it and any documents delivered through post, fax, courier service or any other mode shall not be entertained.

(2) The authorization under sub-rule (1) shall not be valid unless attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or by a Notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

6. Scrutiny of documents for enlistment.-(1) The Election Commission or an officer authorized by it may, within the dates

specified by the Election Commission from the date of submission of an application for enlistment of an Electoral Group, return the application if:

- (a) requisite fee has not been deposited; or
- (b) any provision of the Act or rules has not been complied with; or
- (c) information provided by the Head of the proposed Electoral Group is found to be false or incomplete in material particulars.

(2) If an application for enlistment of an Electoral Group is returned then subject to rule 4 and other rules, the head of the proposed Electoral Group may re-submit the application within the time specified by the Election Commission, for enlistment of the electoral group after removing the deficiency.

(3) If the Election Commission or an officer authorized by it accepts the application for enlistment of an Electoral Group, it or he shall issue a certificate of enlistment in **Form-III** and shall publish the certificate at a conspicuous place of such office as may be determined by the Election Commission.

7. Representation against the decision for enlistment.- An aggrieved person may file a representation before the Election Commission or before an officer authorized by it against the enlistment or refusal to enlist an Electoral Group within the period specified by the Election Commission, whose decision on such representation shall be final.

8. Actions on behalf of a Political Party or Electoral Group.-

(1) The Head of a Political Party or an Electoral Group shall take any action required under the Act or rules to be performed by the Political Party or Electoral Group.

(2) The Head of a Political Party or an Electoral Group may authorize a person in writing, not being in the service of Pakistan, to perform any action on behalf of the Political Party or Electoral Group under the Act or rules to the extent of contesting election in an electoral unit.

(3) The authorization under sub-rule (2) shall not be valid unless attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or by a Notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

**CHAPTER III
ELECTORAL ROLLS**

9. Supply of electoral rolls to the Returning Officer.- (1) The Election Commission shall, immediately after the announcement of the election programme, provide authenticated final electoral rolls without photograph of the electoral unit to the Returning Officer for the purpose of scrutiny of nomination papers of the candidates.

(2) The Election Commission shall also provide the electoral rolls with photographs to the Returning Officer for onward supply to the Presiding Officer for use at the polling station.

(3) The Presiding Officer shall split up the electoral rolls for use at the polling booths, if any, in the polling station.

10. Supply of electoral rolls to the Political Parties and Electoral Groups.- A Political Party or an Electoral Group contesting the election may, on payment of fee fixed by the Election Commission, obtain a copy of the electoral rolls (without photograph) of the electoral unit from the District Election Commissioner or any other officer nominated by the Election Commission.

11. Extract of electoral rolls.- The candidate, while submitting his nomination papers, shall attach vote certificates or photocopies of the relevant pages of the electoral rolls of his own and his proposer and seconder.

CHAPTER IV CONDUCT OF ELECTIONS

12. Use of Electronic Voting Machine (EVM) and I-Voting.- The election shall be held through Electronic Voting Machine (EVM) and I-Voting, in the manner specified by the Election Commission or otherwise as provided under sub-rules (3) and (4) of rule 35 of the rules.

13. Appointment of District Returning Officers etc.- (1) The Election Commission shall appoint a District Returning Officer for a district or a specified area from amongst its own officers, the officers of the Government or Federal Government or the district judiciary in consultation with the Chief Justice of the Lahore High Court, Lahore.

(2) The District Returning Officer shall coordinate and supervise the election in the district or a specified area and shall perform other functions as may be entrusted by the Election Commission.

14. Appointment of Returning Officer and Assistant Returning Officers.- (1) The Election Commission shall appoint, from amongst its own officers or officers of the Government or Federal Government or an autonomous or semi-autonomous body of any of the Governments, or from the district judiciary in consultation with the Chief Justice of the Lahore High Court, Lahore a Returning Officer for an electoral unit or group of electoral units.

(2) The Election Commission may appoint, from amongst its own officers or officers of the Government or Federal Government or an autonomous or semi-autonomous body of any of the Governments, as many Assistant Returning Officers as may be necessary.

15. Polling stations.- (1) The Returning Officer shall, before such time as the Election Commission may fix, prepare a list of proposed polling stations for the purpose of election in Form-IV and submit it to the District Returning Officer.

(2) The District Returning Officer may, after disposal of the objections or suggestions filed with him or at his own motion, make alterations in the list of polling stations submitted under sub-rule (1) and shall at least fifteen days before the polling day, notify the final list of polling stations.

(3) The Returning Officer shall establish a polling station according to the final list notified under sub-rule (2) unless in an extraordinary circumstance, the District Returning Officer may, with prior approval of the Election Commission, make changes in the list of polling stations.

(4) The Election Commission shall determine the date or dates required for completion of the actions mentioned in this rule, if required.

16. Presiding Officers, Assistant Presiding Officers and Polling Officers.- The Returning Officer shall appoint the Presiding Officers, Assistant Presiding Officers and Polling Officers in **Form-V and Form-VI**, as nearly as possible, in the manner as provided under Chapter V of the Elections Act for the conduct of elections to Assemblies.

17. Election Programme.- (1) The Election Commission shall announce the Election Programme for conduct of election as provided under section 53 of the Act.

(2) The Election Commission may, at any time before the date of poll, rescind or alter the Election Programme.

(3) In case, Election Commission rescinds or alters the Election Programme, it shall be published under sub-rule (1).

18. Submission of nominations for election.- (1) A Returning Officer, after announcement of the Election Programme under rule 17, shall give a public notice in **Form-VII** for inviting nominations of candidates of Political Parties and Electoral Groups, specifying the date, time and the place for receipt of nomination papers.

(2) The duly authorized candidate for the seat of Head of concerned local government of a Political Party or an Electoral Group shall submit, to the Returning Officer by hand, the complete lists containing the priority wise names of all the candidates and additional candidates of his respective Political Party or Electoral Group as required under sub-sections (7) to (11) of section 47 of the Act in **Form-VIII and Form-IX**, along with their nomination papers in **Form-X**.

(3) A voter of an electoral unit may propose or second the name of any qualified person as a candidate for the office of head of the local government, Deputy Mayor or Vice Chairperson, as the case may be, general councilor, or a councilor on reserved seat.

(4) A proposer and seconder shall nominate a candidate by a nomination paper signed by the proposer, seconder and the candidate.

(5) The candidate shall sign the following declarations on the nomination paper that he:

- (a) has consented to the nomination;
- (b) is qualified and not disqualified under section 61 of the Act;
- (c) shall remain faithful to the people of the local area;
- (d) shall not defect from the Political Party or Electoral Group from which the candidate is contesting election, if applicable;
- (e) shall abide by the Code of Conduct issued by the Election Commission; and
- (f) made a declaration as provided in the Third Schedule of the Act, in case of a Muslim candidate.

(6) On presentation of the nomination papers to the Returning Officer, he shall assign a serial number to a nomination paper and endorse on it the name of the person who presented it and acknowledge the receipt of the nomination paper specifying the date and time of receipt and inform the person of the time, date and place at which he shall hold scrutiny of that nomination paper.

(7) The authorization under sub-rule (2) shall be attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or a Notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).s

(8) A candidate may be nominated by not more than two nomination papers.

(9) If a voter subscribes as a proposer or a seconder to more than one nomination papers of the same category of candidates, the Returning Officer shall reject all such nomination papers except the one received first by him.

(10) The Returning Officer shall publish a notice, in **Form-XI**, containing lists of candidates of the Political Parties and Electoral Groups whose nomination papers received under this rule.

(11) A voter of the electoral unit may, before or at the time of scrutiny of a nomination paper, file objection, in writing, before the Returning Officer, regarding qualification of the contesting candidate.

19. Candidature fee.- (1) The Returning Officer shall not accept a nomination paper unless a non-refundable fee is paid, in cash or in the form of a bank draft or pay order in favour of the Election Commission by or on behalf of the candidate, as follows:

- (a) in case of a candidate for the office of Lord Mayor of Metropolitan Corporation Lahore, City Mayor of all other Metropolitan Corporations and District Mayor of District Councils, a sum of thirty thousand rupees;
- (b) in case of a candidate for the office of Deputy Mayor, a sum of twenty thousand rupees;

- (c) in case of a candidate for a seat of councilor in a Metropolitan Corporation and District Councilor, a sum of ten thousand rupees;
- (d) in case of a candidate for the office of Chairperson of Union Council, a sum of ten thousand rupees;
- (e) in case of a candidate for the office of Vice Chairperson of Union Council, a sum of seven thousand rupees; and
- (f) in case of a candidate for the seat of councilor in a Union Council, a sum of five thousand rupees.

(2) The Returning Officer shall deposit the candidature fee received under sub-rule (1) in the National Bank of Pakistan under the Head of Account C02- Receipts from Civil Administration and other functions, C021- General Administration Receipts-Organs of State, C02166- Receipt of Election Commission of Pakistan under Elections Act immediately after the last day fixed for receipt of nomination papers and submit details of deposited candidature fee, verified by the Treasury, to the Election Commission.

(3) The Returning Officer shall issue receipt for the payment of the candidature fee in **Form-XII** and enter the particulars in the register in **Form-XIII**.

(4) If a candidate is nominated through more than one nomination papers for the same category of seat, only one candidature fee under sub-rule (1) shall be paid.

20. Scrutiny, acceptance or rejection of nomination papers.-

(1) Any voter of a constituency may file objections to the candidature of a candidate of that constituency who has been nominated or whose name has been included in the list submitted by a Political Party or Electoral Group for election before the Returning Officer within the period specified by the Commission for the scrutiny of nomination papers of contesting candidates.

(2) The Returning Officer shall provide a reasonable opportunity to the candidates, their election agents, proposers and seconders and one other person authorized in this behalf by each candidate or a voter who has filed an objection under sub-rule (1) to attend the scrutiny of nomination papers and shall give them reasonable opportunity to examine the nomination papers delivered to him of the electoral unit for filing an objection on nomination papers.

(3) A voter who has filed an objection to the candidature of a candidate shall only attend the scrutiny of the nomination paper of that candidate.

(4) The Returning Officer shall record an objection, if any, received under sub-rule (1) and decide it.

(5) The Returning Officer shall reject a nomination paper of a candidate, if:

- (a) the candidate is not qualified or otherwise disqualified under section 61 to be elected as a Head, Deputy Mayor or Vice Chairperson or a Councilor, as the case may be, of the local government; or
 - (b) proposer or seconder is not qualified to subscribe the nomination paper; or
 - (c) any provision of rules 18 and 19 is not complied with; or
 - (d) signature of the proposer or seconder is not genuine.
- (6) The Returning Officer shall accept a nomination paper of a candidate, if his nomination paper is not otherwise liable to be rejected.
- (7) The Returning Officer may, for the purpose of scrutiny, require any agency or authority to produce any document or record.
- (8) If a candidate is nominated through more than one nomination papers, and any of his nomination paper is rejected, such rejection shall not invalidate his other valid nomination.
- (9) The Returning Officer shall not reject a nomination paper on the ground of any defect which is not of a substantial nature and may allow such defect to be remedied forthwith, including an error with regard to the name, serial number in the electoral roll or other particulars of the candidate, proposer or seconder.
- (10) The Returning Officer shall not enquire into the correctness or validity of any entry in the electoral roll.
- (11) The Returning Officer shall endorse on each nomination paper of candidate his decision of accepting or rejecting it.
- (12) The Returning Officer shall provide an opportunity of hearing, in case of rejection, and record reasons for rejection of the nomination paper.
- (13) A person aggrieved from the decision of the Returning Officer may, within the time specified by the Election Commission, prefer an appeal before the Appellate Tribunal consisting of a District and Sessions Judge or an Additional District and Sessions Judge appointed by the Election Commission in consultation with the Chief Justice of the Lahore High Court, Lahore.
- (14) The Appellate Tribunal shall summarily decide the appeal within such time as specified by the Election Commission and any order passed by the Appellate Tribunal shall be final. If the Appellate Tribunal fails to decide an appeal within the time specified by the Election Commission, the appeal shall abate and decision of the Returning Officer shall be final.
- (15) If, on the basis of information or material coming to its knowledge by any source, an Appellate Tribunal is of the opinion that

a candidate whose nomination paper has been accepted is a defaulter of loans, taxes, government dues and utility expenses or has had any loan written off or has willfully concealed such fact or suffers from any other disqualification from being elected as a Member of a local government, it may, on its own motion, call upon such candidate to show cause why his nomination papers may not be rejected, and if the Appellate Tribunal is satisfied that the candidate is actually a defaulter or has had a loan written off or suffers from any disqualification, it may reject the nomination paper.

21. Publication of lists of candidates.- (1) The Returning Officer shall, after the scrutiny of nomination papers of candidates from the lists submitted by the Political Parties and Electoral Groups, publish the list of validly nominated candidates in **Form-XIV**.

(2) In case, an appeal is accepted by the Appellate Tribunal, the Returning Officer shall revise the lists of validly nominated candidates accordingly and publish the same at a conspicuous place in his office.

(3) The Returning Officer shall furnish to the District Returning Officer and the Provincial Election Commissioner or such other officer as may be authorized by it, copies of lists of validly nominated candidates prepared under sub-rule (1) or revised under sub-rule (2).

22. Withdrawal or retirement from contest.- (1) No validly nominated candidate can withdraw or retire from contest individually unless, the whole panel gives a notice in writing signed by all of them and submitted in person by the candidate for the Head of local government or through a representative authorized in writing by all of them to the Returning Officer on or before the date as specified by the Election Commission, withdraw their candidature and such notice shall not be open to re-call or cancellation.

(2) The written authorization under sub-rule (1) shall not be valid unless attested by the Oath Commissioner appointed under the Oaths Act, 1873 (X of 1873) or a Notary appointed under the Notaries Ordinance, 1961 (XIX of 1961).

(3) On receiving a notice of withdrawal under sub-rule (1), the Returning Officer shall, after verification of genuineness of the notice, publish/display a copy of the same at a conspicuous place in his office.

23. Death of a contesting candidate of a local government.-

(1) In case of death of a contesting candidate, the Returning Officer shall not terminate the proceedings relating to that election, if there is an additional candidate of the Political Party or Electoral Group for a seat of the local government, fielded under subsection (11) of section 47 of the Act, and shall treat the additional candidate of the Political Party or Electoral Group as the first contesting candidate of such Political Party or Electoral Group.

(2) If any candidate of the Political Party or Electoral Group except for a seat of general councilor or reserve seat of any category, dies before the polling day and there is no additional candidate fielded

for the seat as required under subsection (8) of section 47 of the Act, the Returning Officer shall by public notice, terminate the proceedings relating to that election:

Provided that in case of death of a candidate for seat of general councilor or reserve seat of any category, the Returning Officer shall not terminate the proceedings relating to that election and the vacant seat shall be filled in after the conclusion of poll from the additional list provided by the Political Party or Electoral Group. In case, the additional list is exhausted, another additional list shall be sought from the concerned Political Party or Electoral Group and vacant seat shall be filled in from such list, after scrutiny of nomination paper.

(3) Where proceedings relating to an election have been terminated under sub-rule (2), fresh proceedings shall be commenced in accordance with the provisions of the Act and rules as if it would have been a new election.

(4) In case of a fresh election, only the Political Party or Electoral Group whose candidate had died as mentioned in sub-rule (2) shall submit the amended list of candidates along with the nomination papers of the candidates.

(5) A new Political Party or Electoral Group shall not be eligible to contest the fresh election under this rule.

24. Bar to contest election due to non-fielding of qualified candidates.- No Political Party or an Electoral Group shall be entitled to contest if it is unable to field qualified candidates for all the categories of candidates of a local government.

25. Postponement of election proceedings.- Where the proceedings relating to nomination, scrutiny or withdrawal cannot, for reasons beyond the control of the Returning Officer, take place on the day appointed for the proceedings, the Returning Officer may postpone or adjourn such proceedings and shall inform the District Returning Officer and the Election Commission of his having done so and the Election Commission shall fix another day for the proceedings so postponed or adjourned and, if necessary, also the day or days for any subsequent proceedings.

26. Uncontested election.- (1) If there remains only one Political Party or Electoral Group in the field after the last date for withdrawal of nomination papers or on retirement from election under section 72 of the Election Act, the Returning Officer shall declare such Political Party or Electoral Group having won the election without contest and declare its contesting candidates as returned equal to the number of seats to be filled in their respective category of seats.

(2) The Returning Officer shall not declare any candidate of a Political Party or Electoral Group elected uncontested under sub-rule (1) until the period appointed for filing of appeal against the decision of scrutiny of nomination papers has expired and where an appeal is filed, until the disposal or abatement of the appeal.

(3) The Returning Officer shall submit to the District Returning Officer, a return of the uncontested election in **Form-XV** in respect of which the Returning Officer has made a declaration under sub-rule (1).

(4) The Election Commission shall, after such inquiry if deems necessary, publish in the official Gazette the names of the candidates declared elected under sub-rule (1).

27. Contested election and allotment of symbols.- (1) In every electoral unit where election is contested, the Returning Officer, on the day next following the withdrawal day, if two or more Political Parties or Electoral Groups are contesting the election, allocate symbols and prepare a list of contesting political parties and electoral groups along with their contesting candidates for each category of seats in **Form-XVI**.

(2) A symbol reserved for a Political Party by the Election Commission shall not be allotted to an Electoral Group.

(3) The Returning Officer shall allot symbols to the Electoral Groups from the list of symbols provided by the Election Commission.

(4) The Returning Officer, immediately after allotment of symbols, shall:

- (a) publish at a conspicuous place in his office the respective lists of contesting candidates of the Political Parties and Electoral Groups, showing the symbol allotted to respective Political Party or Electoral Group in **Form-XVI** and;
- (b) provide a copy of **Form-XVI** to the District Returning Officer and the Election Commission or such other officer as may be authorized by the Election Commission; and
- (c) give a public notice in **Form-XVII** of the hours of poll fixed by the Election Commission under section 70 of the Elections Act.

(5) The Returning Officer shall, on the polling day, arrange to exhibit prominently at each polling station the name and symbol of Political Party or Electoral Group.

28. Format of ballot.- The Election Commission may determine format and design of ballot for casting of vote.

29. Election agent and Polling Agent.- (1) A Political Party or Electoral Group contesting election may appoint a voter of the electoral unit as the election agent by sending a notice in writing to the Returning Officer.

(2) The notice under sub-rule (1) shall contain the name of the election agent, father's name, address, National Identity Card number and specimen signatures of the election agent along with a copy of his National Identity Card.

(3) The Political Party or Electoral Group contesting election may, at any time revoke the appointment of the election agent made under sub-rule (1), and where it is so revoked or in the event of death of the election agent, appoint another person as election agent in the manner provided under sub-rule (1).

(4) Where a Political Party or Electoral Group contesting election, has not appointed an election agent, the candidate(s) himself shall be deemed to be his own election agent.

(5) A Political Party or Electoral Group or its election agent may, before the commencement of or during the poll, appoint a voter of the electoral unit as the polling agent for each polling booth of a polling station and shall give notice thereof in writing to the Presiding Officer.

(6) The Political Party or Electoral Group contesting election, at any time revoke the appointment of a polling agent made under sub-rule (5) and where it is so revoked or in the event of death of the polling agent, appoint another person as polling agent in the manner provided under sub-rule (5).

30. Absence of agent not to invalidate election.- Where any act or thing is required to be done under the rules in the presence of a candidate, an election agent or a polling agent, the failure of such person to attend at the time and place appointed for the purpose shall not invalidate any act or thing otherwise validly done in the election.

31. Hours of the poll.-The Election Commission shall fix the hours of poll which shall not be less than eight hours and the Returning Officer shall give a public notice of the hours so fixed in **Form-XVII** and hold the poll accordingly.

32. Ballot boxes.- The Election Commission, if required, shall provide each Returning Officer with such number of ballot boxes for casting of votes as specified by it.

33. Admission to polling station.- The Presiding Officer shall, subject to such instructions as the Election Commission may give in this behalf, regulate the number of voters to be admitted to the polling station at a time and exclude from the polling station all other persons except:

- (a) any person on duty in connection with the election;
- (b) the contesting candidates, the election agents and polling agents; and
- (c) such other persons as may be specifically permitted by the Election Commission or any other officer authorized by the Election Commission.

34. Maintenance of order at the polling station.- (1) The Presiding Officer shall keep order at the polling station and may remove or cause to be removed any person who commits misconduct at the polling station or fails to obey any lawful orders of the Presiding Officer.

(2) Any person removed under sub-rule (1) from a polling station shall not, without the permission of the Presiding Officer, again enter the polling station during the poll and shall, if he is accused of an offence in a polling station, be liable to be arrested without warrant by a police officer.

(3) The powers under sub-rule (2) shall not be so exercised as to deprive a voter of the right to cast vote at the polling station at which he is entitled to vote.

35. Voting procedure.- (1) When a voter is present at the polling station to cast vote, the Presiding Officer shall give him access to Electronic Voting Machine (EVM) after satisfaction about his identity and shall, for that purpose, require him to produce the National Identity Card in original.

(2) The Presiding Officer shall allow casting of one vote in case of each local government.

(3) Before casting of vote by a voter, the Presiding Officer shall:

- (a) call out the number and name of the voter as entered in electoral roll;
- (b) strike off entry relating to the voter on the electoral roll to indicate that the voter has been allowed to vote;
- (c) obtain the thumb impression of the voter on the space provided on the electoral roll for the purpose against the photograph of the voter; and
- (d) mark, with indelible ink, on any thumb or finger of either hand of the voter as indicated by the Election Commission.

(4) In case of non-availability of Electronic Voting Machine (EVM), the following procedure shall continue to be observed:

- (a) the ballot paper shall be stamped on its back with the official mark and signed by the Presiding Officer;
- (b) the Presiding Officer shall record on the counterfoil of the ballot paper the number of the voter on the electoral roll, the number of the National Identity Card of the voter, stamp it with the official mark, sign it and obtain on it the thumb impression of the voter; and
- (c) the Polling Officer shall obtain the thumb impression of the voter on the space provided on the electoral roll for the purpose against the photograph of the voter.

(5) The Presiding Officer shall not allow casting of vote to a person who:

- (a) fails or refuses to produce his National Identity Card in original;
- (b) refuses to put his thumb impression on the electoral roll or whose thumb bears traces of its having already been used for putting an impression; and
- (c) refuses to receive the personal mark with indelible ink or who already bears such a mark or traces of such a mark.

(6) If a contesting candidate, or his election agent or polling agent alleges that a voter has already casted a vote, the Presiding Officer may require the voter to satisfy him that he has not casted the vote before and may also takes such measures as he thinks fit to ensure that such voters does not cast more than one vote.

(7) The voter, on having access to Electronic Voting Machine (EVM) or having issued ballot paper, as the case may be, shall cast the vote in the manner as may be specified by Election Commission.

(8) If a voter is blind or otherwise so incapacitated and cannot vote without the assistance of a companion, the Presiding Officer shall allow him such assistance and thereupon he may do with such assistance anything which a voter is required or permitted to do under the rules:

Provided that a list containing the serial no, name of electoral unit of the voter along with particulars of the companion, who assisted the incapacitated voter, shall be maintained by the Presiding Officer.

(9) The voter shall vote without undue delay and shall leave the polling station immediately after the vote has been casted.

36. Stopping of poll.- (1) A Presiding Officer may stop the poll and inform the Returning Officer if:

- (a) the poll at the polling station is, at any time, so interrupted or obstructed for reasons beyond the control of the Presiding Officer that it cannot be resumed during the polling hours fixed under rule 31; or
- (b) any Electronic Voting Machine (EVM) or ballot box, as the case may be, used at the polling station is unlawfully taken out of the custody of the Presiding Officer, or is accidentally or intentionally destroyed or lost or is damaged or tampered with, to such an extent, that the results of the poll at the polling station cannot be ascertained.

(2) When a poll has been stopped under sub-rule (1), the Returning Officer shall immediately report the circumstances to the District Returning Officer who shall inform the Election Commission in writing and the Election Commission shall direct a fresh poll at the polling station unless it is satisfied that the result of the election has been determined on the basis of the polling that has already taken

place at that polling station, taken into account the results of the polling at other polling stations, in the same electoral unit.

(3) If an order is made under sub-rule (2), the Election Commission shall notify the day for a fresh poll and fix the place at which and the hours during which such fresh poll shall be held, and the Returning Officer shall publish notice of day so appointed and the place and hours so fixed.

(4) When a fresh poll is held under sub-rule (3) at a polling station, the Presiding Officer shall allow the voters entitled to vote to cast their votes and shall not count the votes cast earlier at the poll so stopped under sub-rule (1).

37. Tendered vote.- (1) If a person representing himself to be a voter applies for the casting of vote when another person has already represented himself to be that voter and has voted under the name of the person so applying, he shall be entitled to receive a ballot and cast tendered vote in the manner provided under section 85 of the Elections Act or in any other manner specified by the Election Commission.

(2) The vote casted under sub-rule (1) shall be categorized separately as tendered vote and shall be counted under rule 40.

(3) The name of the person casting vote under sub-rule (1) and his number on the electoral roll shall be entered in a list prepared by the Presiding Officer in **Form-XVIII**.

(4) The Presiding Officer shall send the tendered votes list along with copies of the National Identity Card and other documents if any produced by the voters to the Returning Officer, and the Returning Officer shall send the same along with the electoral roll and counterfoils bearing the thumb impressions to the Election Commission.

(5) The Election Commission shall send the tendered votes list and other documents mentioned in sub-rule (4) to the National Database and Registration Authority for forensic enquiry to identify both the voters who voted against one entry in the electoral roll and the National Database and Registration Authority shall submit a report confirming the personation or otherwise to the Election Commission, which shall initiate legal action against the person who personated or attempted to personate and the election officials responsible for committing negligence allowing to cast vote or in issuing a ballot paper to the personator.

38. Challenge of voters.- (1) If, at the time a person applies for voting, a candidate, or election agent or polling agent declares to the Presiding Officer that he has reasonable cause to believe that the person has already voted at the election, at the same or another polling station, or is not the person against whose name entered in the electoral roll he is seeking to vote, and undertakes to prove the charge in a court of law and deposits with the Presiding Officer in cash a sum of one hundred rupees for each such challenge. The Presiding

Officer may, after warning the person of the consequences and obtaining on the counterfoil his thumb impression and, if he is literate, also his signature, allow him to cast vote to that person in the manner provided under section 86 of the Elections Act or in any other manner specified by the Election Commission.

(2) If the Presiding Officer allows casting of vote under sub-rule (1), he shall categorized the same as challenged vote, to such person and enter the name and address of that person in a challenged vote list to be prepared by him in **Form-XIX** and obtain thereon the thumb impression and, if he is literate, also the signature of that person.

(3) The vote casted under sub-rule (1), shall be inserted in challenged vote list and counted under rule 40.

39. Voting after close of poll.- No person shall be permitted to vote after the hour fixed for the close of the poll except the persons who at that hour are present within the polling station and have not voted but are waiting to vote.

40. Proceedings at the close of the poll.- (1) The Presiding Officer shall count votes in the manner specified under subsection (3) of section 90 of the Elections Act or as directed by the Election Commission, immediately after the close of the poll in the presence of such of the contesting candidates, election agents, polling agents and any other person permitted by the Election Commission, as may be present.

(2) The Presiding Officer shall give such of the contesting candidates, election agents, polling agents and any person permitted by the Election Commission, as may be present, reasonable facility of observing the count and give them such information in this respect to the count as can be given consistent with the orderly conduct of the count and the discharge of his duties in connection therewith.

(3) No person other than the Presiding Officer, the Polling Officer, any other person on duty in connection with the poll, the contesting candidates, election agents, polling agents and any person permitted by the Election Commission shall be present at the count.

(4) The Presiding Officer shall provide Result of Count in **Form-XX** mentioning thereon:

- (a) votes casted;
- (b) challenged vote and tendered vote; and
- (c) votes casted in favour of a Political Party or Electoral Group.

(5) The Presiding Officer may recount the votes manually:

- (a) if the Presiding Officer considers it necessary even without a request; or

- (b) upon the request of an election agent or polling agent present, if the Presiding Officer considers it reasonable.
- (6) If the Presiding Officer decides to recount the votes manually, the Presiding Officer shall only recount votes once and shall not entertain any subsequent request for recount.
- (7) The Presiding Officer shall put in separate packets valid votes cast in favour of each Political Party or Electoral Group, seal each such packet, specify the number of ballot papers put in the packet and indicate the name and symbol of the Political Party or Electoral Group, to whom the packet relates.
- (8) The Presiding Officer shall, immediately after the count, prepare the result of the Count in **Form-XX** showing therein the number of valid votes polled in favour of a Political Party or Electoral Group.
- (9) The Presiding Officer shall indicate in **Form-XX** gender disaggregated data of total men and women voters entitled to vote at the polling station and total men and women voters who allowed to cast vote or received ballot papers at the polling station.
- (10) The Presiding Officer shall also prepare Ballot Paper Account in **Form-XXI** showing separately the number of:
- (a) Ballot Papers received;
 - (b) Ballot Papers casted;
 - (c) tendered Ballot Papers;
 - (d) challenged Ballot Papers;
 - (e) un-used Ballot Papers.
- (11) The Presiding Officer shall obtain signatures of the accredited observer, if any, candidates, their election agents or polling agents as may be present and give a copy of the each of the result of the count and the vote account signed, stamped and thumb marked by him and the senior-most Assistant Presiding Officer to such of the candidates, their election agents or polling agents as may be present and obtain a receipt for such copy and if any such person refuses to sign it, the Presiding Officer shall record a note to that effect.
- (12) The Presiding Officer shall publish the Result of the count and vote account signed by him and others by affixing copy at a conspicuous place at the polling station for public inspection.
- (13) The Presiding Officer shall seal in separate packets:
- (a) valid votes casted in favour of each contesting Political Party or Electoral Group;
 - (b) all votes excluded from the count;
 - (c) tendered votes;
 - (d) valid tendered votes included in the count;
 - (e) tendered votes excluded from the count;
 - (f) challenged votes;

- (g) valid challenged votes included in the count;
- (h) challenged votes excluded from the count;
- (i) marked copies of the electoral rolls;
- (j) tendered votes list;
- (k) challenged votes list;
- (l) result of the count;
- (m) ballot paper account;
- (n) un-used ballot papers;
- (o) brass seals; and
- (p) such other papers as the Election Commission or Returning Officer may direct.

(14) The Presiding Officer shall obtain on each statement and packet prepared under this rule, the signatures of such contesting candidates, election agents or polling agents as may be present and if any such person refuses to sign, the Presiding Officer shall record that fact.

(15) A person required to sign a statement or a packet under sub-rule (14) may, if he so desires, also affix his seal to it.

(16) After the close of the proceedings under this rule, the Presiding Officer shall, in compliance with such instructions of the Election Commission, cause the packets, the result of the count and the ballot paper account to be sent to the Returning Officer together with such other record as the Election Commission may direct.

(17) The Election Commission shall keep in safe custody, in the treasury or any other place specified by it, the record of an election including the votes secured by a Political Party or an Electoral Group for a period specified in the Elections Act.

CHAPTER V RESULTS OF ELECTION AND OATH OF OFFICE

41. Provisional results.- (1) On receipt of the Results of the Count from the Presiding Officers, the Returning Officer shall immediately prepare a provisional consolidated statement of results of the local government in **Form-XXII** showing the votes obtained by each contesting Political Party or Electoral Group.

(2) The Returning Officer shall affix a copy of the provisional result at conspicuous place in his office and send its copy to the officer nominated by the Election Commission and shall also provide a copy of the result to the contesting candidates for the head of the local government, or their election agent, as may be present.

42. Consolidation of results.- (1) The Returning Officer shall give notice to candidates contesting election for the head of the local government, of the day, time and place fixed for the consolidation of the results.

(2) Before consolidating the results of the count, the Returning Officer shall examine the votes excluded from the count by a Presiding Officer and may count a vote as a valid vote cast in favour

of the Political Party or Electoral Group for whom the vote had otherwise validly been cast.

(3) The votes excluded from the count by the Returning Officer under sub-rule (2) shall be shown separately in the consolidated statement of results.

(4) The Returning Officer shall consolidate the results of the count in **Form-XXIII**.

(5) Before commencement of the consolidation proceedings, the Returning Officer shall recount the votes of one or more polling stations if a request or challenge in writing is made by the candidate contesting election for the head of the local government or his election agent and the margin of victory is less than five percent of the total votes polled in the electoral unit.

(6) The Returning Officer shall recount votes under sub-rule (5) only once.

(7) The Election Commission may, before conclusion of the consolidation proceedings, for reasons to be recorded, direct the Returning Officer to recount the votes of one or more polling stations.

(8) The Returning Officer, while consolidating the result of election, shall determine share of a Political Party or an Electoral Group, for general seats of councillors of the local government in accordance with rule 44.

43. Equality of votes.- (1) Where, after consolidation of the Results of the count under rule 42, there is equality of votes between two or more Political Parties or Electoral Groups obtaining highest votes, the Returning Officer shall recount the votes and in case equality still exists, forthwith draw a lot in respect of such Political Parties or Electoral Groups and on whom the lot falls, its candidate shall be declared elected.

(2) The lot shall be drawn in the presence of such contesting candidates and their election agents as may be present.

(3) The Returning Officer shall keep a record of the proceedings in writing, and obtain thereon the signatures of such contesting candidates in an electoral unit, as have witnessed the proceedings and if any such person refuses to sign, record such fact.

44. Allocation of seats of general Councillors of local governments.- (1) The Returning Officer, immediately after the consolidation of results, shall:

- (a) ascertain the total valid votes obtained by the contesting Political Parties and Electoral Groups entitled for consideration of allocation of seats of general Councillors (total valid votes for allocation of seats);
- (b) while calculating percentage, treat 0.5 or more as 1 and less than 0.5 as 0; and

- (c) allocate seat of a councilor to a Political Party or Electoral Group under sub-rule (2).
- (2) Subject to sub-rule (3), the Returning Officer shall:
 - (a) divide total valid votes polled for allocation of seats by the number of available seats of general Councillors and ascertain the quota for allocation of a seat of general Councillor [quota for allocation of a seat of councilor = total votes for allocation of seats / number of available seats of general Councillors];
 - (b) if a Political Party or Electoral Group obtains more votes than the quota for allocation of a seat of general Councillors, divide votes obtained by the Political Party or Electoral Group by quota for allocation of a seat of general Councillors and allocate seat or seats to the Political Party or Electoral Group;
 - (c) if one or more seats of general Councillors remained un-filled after application of quota under clause (b), allocate remainder of seats to a Political Party or Electoral Group on number of remainder votes of the Political Party or Electoral Group with highest remainder votes getting the first remainder seat and second highest remainder votes getting the second remainder seat; and
 - (d) if remainder of votes of two or more Political Parties and Electoral Groups are equal for seats of general Councillors, draw a lot between such political parties and electoral groups to determine allocation in case remainder seat or seats are less than the Political Parties and Electoral Groups with equal remainder votes.

45. Declaration of results.- (1) The Returning Officer shall, immediately after the consolidation of results under rule 42 or draw of lot under rules 43 or 44(2)(d) shall submit to the District Returning Officer consolidated statement of result of count in **Form XXIII** prepared under rule 44 and a return of the election in **Form-XXIV** containing the name or names of the returned candidate(s).

(2) Immediately after receipt of consolidated statement of result of count in **Form-XXIII** and return of election in **Form-XXIV** where required under sub-rule (1), the District Returning Officer shall send original copy of the same to the Election Commission or any of its officer authorized in this behalf.

(3) The Election Commission on receipt of consolidated statement of result of count in **Form-XXIII** prepared under rule 44 and a return of the election in **Form-XXIV** containing the name or names of the returned candidate(s) shall publish the name(s) of returned candidate(s) in official Gazette for each local government.

46. Oath of office.- (1) A person elected as a Head of a local government, Deputy Mayor, Vice Chairperson, Speaker and Councillor shall, before assuming their office, make and subscribe to an oath in the manner provided under section 66 of the Act.

(2) The presiding officer administering oath shall forward to the Election Commission and the Secretary a list of persons who have taken oath under this rule.

(3) All forms of the oath of office shall be kept in record of the local government.

CHAPTER VI ELECTION OF SPEAKER

47. Election of Speaker.- (1) Immediately after the Councillors of a local government, other than Union Council, have taken oath of office, the officer nominated by the Election Commission shall hold election for the office of Speaker of the Council from amongst the Councillors of the local government.

(2) The meeting of the Council of the local government for election of the Speaker shall be presided over by the officer nominated by the Election Commission.

48. Process of election of Speaker.- (1) On the day of taking oath in the first meeting, a Councillor may propose another Councillor as a candidate for the office of the Speaker, by delivering to the Presiding Officer a nomination paper signed by the Councillor and the candidate for the office of Speaker.

(2) If, after the expiry of the time for withdrawal of candidature, there is only one validly nominated candidate for the office of Speaker, the Presiding Officer shall declare such candidate as elected.

(3) If there are more than one validly nominated candidates for the seat of Speaker, the Presiding Officer shall read out to the Council the names of the candidates and their proposers, and the Council shall elect the Speaker by secret ballot which shall be held in such manner as the Presiding Officer may direct in accordance with the instructions of the officer nominated by the Election Commission.

(4) If there are two contesting candidates, the Presiding Officer shall declare the candidate obtaining more votes as elected, and in case of equality of votes, the Presiding Officer may draw lot to decide the returned candidate.

(5) If there are more than two contesting candidates, the Presiding Officer shall:

- (a) declare the candidate who obtained more votes than the aggregate of votes of the other candidates as elected;
- (b) direct a second or subsequent ballot if a candidate is not elected under clause (a);

- (c) exclude the candidate obtaining the lowest number of votes at each ballot until a candidate obtains more votes than the votes of remaining candidate or candidates in the aggregate; and
- (d) declare elected the candidate who obtains more votes under clause (c).

(6) If at a ballot, two or more candidates obtain an equal number of votes and one of them has to be excluded from the election under sub-rule (5), the Presiding Officer shall draw lot between such candidates.

49. Vacancy in the office of Speaker.-If the office of the Speaker of a Council, other than a Union Council falls vacant during the term of the Council due to his removal on the basis of misconduct, disqualification or any other reason, the Election Commission shall hold a fresh election to the office of the Speaker of the Council.

CHAPTER VII ELECTION EXPENSES AND STATEMENT OF ASSETS

50. Limit of election expenses.- A contesting candidate may incur the following maximum election expenses in an election:

1.	candidate for the seat of Head of District Council or Metropolitan Corporation	Rs.50,00,000/-
2.	candidate for the seat of Deputy Mayor	Rs.20,00,000/-
3.	candidate for the seat of Councillor of Metropolitan Corporation or District Council	Rs.500,000/-
4.	candidate for the seat of Chairperson Union Council	Rs.200,000/-
5.	candidate for the seat of Vice Chairperson of Union Council	Rs.100,000/-
6.	candidate for the seat of Councillor of Union Council	Rs.50,000/-

51. Account of election expenses.- (1) A contesting candidate shall maintain or cause to be maintained a register of receipts and expenditure during the election campaign starting from the date of submission of nomination paper till the end of the polling day.

(2) The returned and contesting candidates shall, within thirty days of the notification of the name of the returned candidate, submit to the Returning Officer an account of election expenses in **Form-XXV**.

(3) The statement, submitted under sub-rule (2), shall be accompanied by an affidavit sworn by the contesting candidate.

(4) All vouchers shall accompany the account of election expenses duly arranged according to the date of payment and serial number and the contesting candidate shall append a copy of the poster, the handbill or pamphlet with the relevant bill or receipt issued by the printer or the publisher from whom such material was got printed or published.

(5) A poster, handbill or pamphlet of a contesting candidate shall bear the name and address of the printer or publisher.

(6) If the election expenditure on an item is equal to or less than one thousand rupees, a contesting candidate may not give receipt or particulars of the payees in regard to such items of expenditure in the return of election expenses.

52. Inspection of election expenses.- (1) Immediately after receipt, the Returning Officer shall send a copy of return of election expenses to the Election Commission or an officer authorized by the Election Commission.

(2) The Returning Officer shall keep the return and documents submitted under sub-rule (2) of rule 51 at the office or at such other place as may be directed by the Election Commission and shall, during one year from the date of their receipt, keep open to inspection by any person on payment of court fee stamp of ten rupees per page.

(3) The Returning Officer shall, on an application made in this behalf and on payment of court fee stamp of ten rupees per page, give any person copies of a return or document kept under sub-rule (1) or of any part thereof.

53. Action relating to election expenses.- (1) If a returned or contesting candidate fails to submit return of election expenses within thirty days from date of notification of returned candidate, the Returning Officer shall inform the Election Commission or an officer authorized by the Election Commission.

(2) The Election Commission may direct scrutiny of the returns of election expenses to be completed within ninety days from the date of the poll and in case any return is found to be false or misleading in material particulars, the Election Commission may proceed against the candidate under the Elections Act and the Act.

54. Offences, penalties and procedures.- The provisions of Chapter X of the Elections Act regarding offences, penalties and procedures for conduct of elections shall be applicable.

CHAPTER VIII

RESPONSIBILITIES OF RETURNING OFFICERS AFTER THE POLL

55. Resealing of packets and supply of copies.- The Returning Officer shall:

- (a) immediately after preparing the consolidated statement and the return of elections, re-seal packets and statements opened by him for the purpose of consolidation, permitting such of the contesting candidates and their election agents as may be present to sign the packets and affix their seals to such packets if they so desire; and
- (b) supply attested copies of the consolidated statement and the return of elections to such of the representatives of the contesting candidates and their election agents as may desire to obtain them.

56. Election record.- (1) The Returning Officer shall forward to the Election Commission or an officer authorized by the Election Commission:

- (a) packets containing the votes, each of which packet shall be sealed with the seal of the Presiding Officer or, if opened by the Returning Officer, with the seal of the Returning Officer;
- (b) the Packets containing the counterfoils of Issued Ballot Papers.
- (c) the packets containing the marked copies of the electoral rolls;
- (d) the packets containing the vote account;
- (e) the packets containing the tendered votes, the challenged votes, the tendered votes list and the challenged votes list; and
- (f) such other papers or material as the Election Commission may direct.

(2) The Returning Officer shall endorse on each packet forwarded under sub-rule (1) the description of its contents, the date of the election to which the contents relate, the name of the local government for which the election was held.

(3) The documents received under sub-rule (1) shall be kept in the Treasury or at such other place as Election Commission may direct.

57. Public inspection of documents.- (1) The documents retained by the Election Commission under rule 56, except the votes, shall be open to public inspection during office hours on payment of a fee at the rate of ten rupees per page of a document.

(2) The copies of, or extracts from the documents mentioned in sub-rule (1) shall be furnished upon an application made by any person on payment of fee at the rate of ten rupees per page.

(3) Every application for inspection of documents or supply of copies shall be accompanied by court fee stamps of hundred rupees:

Provided that amount realized on account of inspection or supply of copy of documents, as the case may be, shall be deposited in the receipt Head of Election Commission as mentioned under rule 19(3).

58. Order for production of documents.- (1) The Election Tribunal may order the opening of packets and certificates or the inspection of any counted votes.

(2) An order under sub-rule (1) may be made subject to such conditions as to persons, time, place and mode of inspection, production of documents and opening of packets as the Election Tribunal making the order may think expedient.

(3) Where an order is made under sub-rule (1), the production of any document by the Returning Officer shall be conclusive evidence that the document relates to the election specified in the order and any endorsement or any packet of votes so produced shall be *prima facie* evidence that the votes are according to the endorsement made thereon.

(4) Save as provided in this rule, no person shall be allowed to inspect any valid or invalid vote.

CHAPTER IX MISCELLANEOUS

59. Election petition.- (1) No election shall be called in question except by an election petition made by a contesting candidate for that election presented to the Election Tribunal appointed by the Election Commission for local governments under the Elections Act.

(2) An election petition shall be presented, tried and decided in accordance with the Elections Act and rules made thereunder.

60. Casual vacancy.- In case of vacancy, due to any cause, in the elected office of the local government, it shall be filled under sections 69 and 70 of the Act through a notification by the Election Commission.

61. Fresh election.- In case of dissolution of a local government, the Election Commission shall hold fresh election for the local government within a period of one hundred twenty days from the date of dissolution under section 151 of the Act.

62. Residuary powers of Election Commission.- Save as otherwise provided under the Act or rules, the Election Commission may:

- (a) stop the poll at any stage of the election if it is convinced that it shall not be able to ensure the conduct of the election justly, fairly and in accordance with law due to large scale malpractices, including coercion, intimidation and pressures, prevailing at the election;
- (b) review an order passed by an officer under the Act or rules, including an order for exclusion of a vote from the count; and

- (c) issue such instructions and exercise such powers, and make such consequential orders, as may in its opinion, be necessary for ensuring that an election is conducted honestly, justly and fairly, and in accordance with the provisions of the Elections Act, Act and rules.

63. Report by the District Returning Officer.-Within a month of the holding of the election, the District Returning Officer shall submit to the Provincial Election Commissioner a detailed report about the conduct of the election specifying:

- (a) all the arrangements made for the election;
- (b) total number of the voters and the actual number of votes cast;
- (c) any incident which affected or could have affected smooth polling; and
- (d) such other information as may be required by the Election Commission.

64. Report by the Provincial Election Commissioner.- The Provincial Election Commissioner on receipt of reports from the District Returning Officers shall draw up a comprehensive report on the local governments elections and send the comprehensive report to the Election Commission.

SECRETARY
GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT"

(AKHTAR JAVAID)
Secretary
Government of the Punjab
Law and Parliamentary Affairs Department

FORM-I

[see rule 4(1)]

APPLICATION FOR ENLISTMENT OF AN ELECTORAL GROUP

A: Local Government:

- (I) No. / Name of Local Government: _____
(II) Tehsil(s) _____ District _____

B: Name and office address of Electoral Group: _____

C: Particulars of Head of Electoral Group:

- (I) Name of the head of electoral group _____
(II) Father/Husband's Name: _____
(III) NIC No. _____
(IV) Address _____
(V) Mobile Phone No. / WhatsApp No. _____
(VI) Email address _____

D: Particulars of Office Bearers of Electoral Group:

- (I) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp No. _____
Email address _____
- (II) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp No. _____
Email address _____
- (III) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp No. _____
Email address _____
- (IV) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____
NIC No. _____
Address _____
Mobile Phone No. / WhatsApp No. _____
Email address _____
- (V) Name & Father/Husband's Name: _____
Designation in the Electoral Group: _____

NIC No. _____
Address _____
Mobile Phone No. / WhatsApp No. _____
Email address _____

E: Organizational structure of Electoral Group:

- (I) Method and manner to change office bearers including head of electoral group: _____

(II) Terms and conditions of electoral group: _____

Certificate

It is certified that contents of this application are true and correct to the best of our knowledge.

[Names, signatures and thumb impressions of all head of electoral groups and other office bearers]

1. _____
2. _____
3. _____
4. _____
5. _____

RECEIPT

1. Serial number of application _____
2. No. and Name of Local Government: _____
3. Tehsil _____
4. District _____
5. Name of the Electoral Group. _____
6. Submitted by Mr./Ms. _____
at _____ (hours), on _____ (date).

Signature and seal of the Authorized Officer

Date: _____

FORM-II

[see rule 4(3)]

LIST OF MEMBERS OF ELECTORAL GROUP

A: Local Government:(I) No. / Name of Local Government: _____
(II) Tehsil _____ District _____**B: Name and office address of Electoral Group:**_____
_____**C: Particulars and Undertaking of Members of Electoral Group:**

Sr. No.	Name of Member	Father's / Husband's Name	Address	Mobile Phone Number	NIC No.	Signatures	Thumb Impression
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
etc.							

Note: By signing this Form, the Member undertakes that he has not signed the **Form-II** of the electoral group or list of candidates of any other political party for elections to the local government concerned.

Certificate

It is certified that particulars of the members mentioned in this Form are true and correct to the best of my knowledge.

Name and Signature of head of Electoral Group _____

Address: _____

NIC No. _____

Contact No. _____

Date _____

Note:

- Each page containing particulars of the Members shall be signed by the head of electoral group.
- Attach copies of National Identity Cards of the members mentioned in this Form.

FORM-III

[see rule6(3)]

CERTIFICATE OF ENLISTMENT OF ELECTORAL GROUP

Valid for Local Government Elections / Bye-elections.....

It is certified that _____ (name etc.
of electoral group) is enlisted as an electoral group for the election of _____
_____ (No. / name of local government) of
Tehsil(s) _____ District _____

Date: _____

Signature and seal of Authorized Officer

FORM-IV
 [see rule 15 (1)]
LIST OF POLLING STATIONS

Election to the
 No. / name of Local Government _____
 Tehsil(s) _____
 District _____

S. No	No. and name of polling station	In case of rural areas		In case of urban areas		S. No. of voters on the electoral roll in case electoral area is bifurcated	Number of voters assigned to polling station			Number of polling booths		
		Name of electoral area	Census block code	Name of electoral area	Census block code		Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Etc.												

Dated.....

Returning Officer

FORM-V

[see rule-16]

LIST OF POLLING STAFF

ELECTION TO THE LOCAL GOVERNMENTS

No. / name of local government

Tehsil(s).....District.....

S. No.	No. and name of polling station	No. of booths provided at each polling station		Name, designation & office address of Presiding Officer	Name, designation & office address of Assistant Presiding Officer	Name, designation & office address of Polling Officer	Name and designation of senior Assistant Presiding Officer
		Male	Female				
1	2	3	4	5	6	7	8

1. _____ 1. _____
 2. _____ 2. _____
 3. _____ etc.
 4. _____
 etc.

2

1. _____ 1. _____
 2. _____ 2. _____
 3. _____ etc.
 4. _____
 etc.

3

1. _____ 1. _____
 2. _____ 2. _____
 3. _____ etc.
 4. _____
 etc.

4

1. _____ 1. _____
 2. _____ 2. _____
 3. _____ etc.
 4. _____
 etc.

5% reserved staff

1. _____ 1. _____ 1. _____
 2. _____ 2. _____ 2. _____
 3. _____ 3. _____ 3. _____
 4. _____ 4. _____ 4. _____
 etc. etc. etc.

Name and Address of Naib Qasid.....

Signature and seal of
 Returning Officer

Dated:.....

FORM-VI

[see rule 16]

**APPOINTMENT ORDERS OF POLLING STAFF FOR
ELECTION TO THE LOCAL GOVERNMENTS**

No. / name of local government

Tehsil(s).....District.....

No. and name of polling station.....

No. of booths at the polling station: Male..... Female..... Total.....

Name, designation & office address of Presiding Officer	Name, designation & office address of Assistant Presiding Officer	Name, designation & office address of Polling Officer	Name and designation of senior Assistant Presiding Officer
1	2	3	4

1. _____ 1. _____ 1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

etc.

etc.

Name and Address of NaibQasid.....

Signature and seal of
the Returning Officer

Dated:.....

FORM-VII
[see rule 18 (1)]

NOTICE INVITING NOMINATION PAPERS

WHEREAS the voters of local government (No. / Name of local government) of Tehsil(s) District..... have been called upon by the Election Commission to elect their Lord Mayor/ City Mayor/ District Mayor / Chairperson, Deputy Mayor / Vice Chairperson and Councilors of the local government.

I,..... Returning Officer, in pursuance of the provisions of rule 18(1) of the Punjab Local Government (Election) Rules 2022, do hereby give public notice, that the following dates have been appointed for election:-

S. #	Activity	Date (s)
1	Last date for the filing of nomination papers by the candidates	
2	Scrutiny, acceptance or rejection of nomination papers received	
3	Last date for filing of appeals before the Appellate Tribunal against the rejection / acceptance of nomination papers by the Returning Officer	
4	Last date for deciding appeals by the Appellate Tribunal	
5	Publication of first revised list of candidates(if required)	
6	Last date for withdrawal of candidature	
7	Publication of second revised list of candidates (if required)	
8	Allotment of symbols to political parties / electoral groups.	
9	Publication of list of contesting political parties / electoral groups along with symbols	
10	Polling day	

2. Notice is also hereby given under rule 18 (1) of the Punjab Local Government (Election) Rules 2022, that the nomination papers shall be received by me in my office at..... (place) between the office hours (from..... am to.....p.m.) on all working days from.....20__ to20__

Place.....

Returning Officer

Date

FORM-VIII

[see rule 18.(2)]

LIST OF CANDIDATE OF HEAD, DEPUTY HEAD AND COUNCILORS ON
RESERVED SEATS OF A LOCAL GOVERNMENT**A. Local Government:**

(I) No. / Name of Local Government: _____

(II) Tehsil(s) _____ District _____

B. Name of Political Party or Electoral Group:**C. Priority wise Candidate and additional candidate(s) for the office of Head:**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**D. Priority wise Candidate and additional candidate(s) for the office of Deputy Mayor /
Vice Chairperson:**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**E. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for
women**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**F. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for
religious minorities**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**G. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for
peasant(s)/ worker(s)**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**H. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for
disabled**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

**I. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for
trader/farmer**

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

J. Priority wise List of candidate(s) and additional candidate(s) for seat(s) reserved for youth

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.

Signature of Head of the Political Party/Electoral Group/
Authorised Office Bearer

Dated: _____

Note: In case of:

- a. Political Party "Head" means the Provincial Head of that Political Party by whatever designation may be called, or any other office bearer authorized by him in this behalf.
- b. Electoral Group "Head" means a person declared as such in enlistment of Electoral Group (Form-1).
- c. In case of Union Council, the councilors on reserved seats shall only include women, peasant / worker, religious minority and youth.

FORM- IX
[see rule 18 (2)]

**LIST OF RANKING ORDER OF CANDIDATES
FOR GENERAL SEATS OF LOCAL GOVERNMENTS**

A. Local Government:

(III) No. / Name of Local Government: _____
(IV) Tehsil(s) _____ District _____

B. Name of Political Party or Electoral Group:

C. List of Candidates and additional candidates on general seats

Sr. No.	Name as per NIC	Father's / Husband's Name	NIC No.
1			
2			
3			
4			
5			

Signature of Head of the Political Party/Electoral Group/
Authorized Office Bearer

Dated: _____

Note: In case of:

- d. Political Party "Head" means the Provincial Head of that Political Party by whatever designation may be called, or any other office bearer authorized by him in this behalf.
- e. Electoral Group "Head" means a person declared as such in enlistment of Electoral Group (Form-I).

FORM-X

[see rule 18(2)]

**NOMINATION FORM FOR ELECTION OF LORD MAYOR/ CITY MAYOR/
DISTRICT MAYOR/ CHAIRPERSON DEPUTY MAYOR/ VICE CHAIRPERSON,
COUNCILOR**

A: Candidature for:

1. Category of seat: _____
2. No. / Name of Local Government: _____
3. Tehsil(s) _____
4. District _____

B. Declaration by the Proposer:

I, _____ S/O, W/O, D/O _____ bearing CNIC No. _____ registered as voter at Sr. No. _____ in the electoral roll of the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ do hereby propose the name of Mr./ Ms. _____ s/o, d/o, w/o, _____ bearing NIC No. _____, resident of _____ registered as voter at serial No. _____ in the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ for election as _____

Signature of Proposer

C. Declaration by the Seconder:

I, _____ S/O, W/O, D/O _____ bearing CNIC No. _____ registered as voter at Sr. No. _____ in the electoral roll of the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ do hereby second the name of Mr./ Ms. _____ s/o, d/o, w/o, _____ bearing NIC No. _____, resident of _____ registered as voter at serial No. _____ in the electoral area _____ (having census block code _____) of Electoral Unit _____ of Tehsil _____ District _____ for election as _____

Signature of Seconder

D. Declaration by the Candidate:

- I, the above named candidate, do hereby declare on oath that:-
1. I have consented to the above nomination and that I fulfill the qualifications specified in section 61 of the Act;
 2. I will remain faithful to the people of the Local Area;
 3. I will not defect from the political party or electoral group from which the candidate is contesting election (applicable in the case of political party based election only); and
 4. I shall abide by the Code of Conduct issued by the Election Commission;

Name of Candidate _____ Signature _____
 Contact No. _____

**Declaration on Finality of Prophethood
 (Only for Muslim candidate)**

I _____ son of / wife of / daughter of _____
 do solemnly swear that I believe in the absolute and unqualified
 finality of the Prophethood of Holy Prophet Muhammad *ur Rasoolullah Khairatamun Nabieen*

[حضرت محمد رسول الله خاتم النبيين صل الله عليه وعلى آله واصحابه وسلم], the last of the
 prophets, and that I am not the follower of anyone who claims to be a Prophet in any
 sense of the word or of any description whatsoever after [حضرت محمد رسول الله خاتم
 النبيين صل الله عليه وعلى آله واصحابه وسلم], and that I do neither recognize such a claimant
 to be Prophet or religious reformer nor do I belong to the Qadiani group or the Lahori
 group or call myself Ahmadi.

Date: _____ Signature of the Declarant _____

F: **Decision of Returning Officer:**

(Brief reasons if the nomination paper is rejected)

Signature of Returning Officer

RECEIPT

(To be filled in by the Returning Officer)

Serial Number of Nomination Paper _____

The Nomination Paper of Mr./Ms. _____ as candidate
 for election of member (Head / Deputy Mayor / Vice-Chairperson / Councilor on reserved seat
 (woman) / (religious minority) / (youth) / (peasant / worker) / (trader) / (disabled) / general
 councillor of local government _____ of Tehsil(s) _____ and
 District _____ was delivered to me at my office at _____ (hours), on
 _____ (date) by _____ (Candidate/proposer/seconded/ authorised
 agent)

The nomination paper will be taken up for scrutiny at _____ (hours), on _____
 (Date) at _____ (Place)

Date: _____

Signature of Returning Officer

Note: There shall be no reserved seat of councilors for category of trader/farmer and
 disabled in Union Councils.

STATEMENT OF ASSETS AND LIABILITIES

I,.....S/O,W/O,D/O.....Candidate for the seat of
(Category of Seat)* of(Lord Mayor / City
 Mayor / District Mayor) of Tehsil(s) and District do
 hereby solemnly declare on solemn affirmation that no immovable property, movable property,
 including bonds, shares, certificates, securities, insurance policies and jewelry other than
 specified herein below, is held by me, or any member of my family and dependent as
 on

Assets	Mode of acquiring	Present Value of the asset	Remarks
(1)	(2)	(3)	(4)
1. IMMOVABLE PROPERTY Open plots, houses, apartments, commercial buildings, under construction properties, agricultural property, etc. (a) Held within Pakistan* (i) (ii) (iii) (b) Held outside Pakistan* (i) (ii) (iii)			
2. MOVABLE ASSETS (a) Business Capital within Pakistan (i) Name of Business (ii) Capital Amount (b) Business Capital outside Pakistan (i) Name of Business (ii) Capital amount (c) Assets brought or remitted from outside Pakistan (i) Bank drafts/Remittances (ii) Machinery (iii) Other			
(1)	(2)	(3)	(4)
(d) Assets brought out of remittances from aboard* ** (e) Investments (i) Stock and Shares (ii) Debentures (iii) National Investment (Unit) Trust (iv) ICP Certificates			

<p>(v) National Savings Schemes Defence Savings Certificate Special Savings Certificate Regular Income Certificate</p> <p>(vi) Unsecured loans (vii) Mortgages (viii) Any other</p> <p>(f) Motor Vehicles** Make Model Reg. No. (i) (ii)</p> <p>(g) Jewellery, etc. (i) Weight (ii) Description</p> <p>(h) Cash and Bank Accounts* (i) Cash in hand (ii) Cash in Bank Account No. Bank & Branch Current Deposit Savings Other Deposits</p> <p>(i) Furniture, Fittings & articles of personal use.</p> <p>(j) Assets transferred to any person (i) Without adequate consideration, or (ii) By revocable transfer</p> <p>(k) Foreign Passport if any (i) Number of Passport (ii) Name of Country</p> <p>(L) Any other assets * Details to be Annexed **Use extra sheet if necessary</p>		
---	--	--

LIABILITIES

(1)	(2)	(3)
(i) Mortgages secured on Property or		
(ii) Land Unsecured Loans owing		
(iii) Bank Overdraft		
(iv) Bank Loans		
(v) Amounts due under Hire Purchase Agreement		
(vi) Advances from Provident Funds etc.		
(vii) Other debts due*		
(viii) Liabilities in the name of minor children (in respect of assets standing in their names)		
Total		

*Details to be annexed

VERIFICATION

I.....S/O,W/O,D/O.....
 do hereby solemnly declare that, to the best of my knowledge and belief, the above statement of the assets and liabilities of myself, my spouse(s), dependent(s) is correct and complete and nothing has been as on 30th June.....concealed there from.

Signature of Candidate

Date: _____

* Lord Mayor/ City Mayor/ District Mayor of the local government.

F: For official use only

Serial No. of nomination paper _____ fee received in cash/bank draft/pay order of Rs. _____. This nomination paper was delivered to me at my office at _____ hours on _____ by _____ who is a candidate/proposer/secondor.

G: Decision of Returning Officer

(Brief reasons if nomination papers is rejected)

Name & Signature of Returning Officer

اس پاكس ميں اپنى سياسى جماعت يا اندراج شدہ اليكٹورل گروپ كا نام درج كريں جو
بيلٹ پيپر پر چھپوانا مقصود ہے



Date _____

Signature of the Candidate

Receipt

(To be filled in by the Returning Officer)

Serial number of Nomination Paper _____

The Nomination Paper of _____ as a candidate for election of _____ (category of seat) from _____ was delivered to me at my office at _____ (hours), on _____ (date) by the _____ (Candidate/proposer/seconded).

All nomination papers will be taken up for scrutiny at _____ (hours), on _____ (Date) at _____ (Place)

Name & Signature of Returning Officer

Date: _____

FORM- XI

[see rule 18 (10)]

LIST OF NOMINATED CANDIDATES INCLUDING ADDITIONAL CANDIDATES
OF POLITICAL PARTIES / ELECTORAL GROUPS

Notice is hereby given that the persons whose particulars are given below have filed their nomination papers for election of _____ [No. / Name of local government] _____ Tehsil(s) _____ District

1. Name of Political Party / Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(2)	(3)	(4)	(5)	(6)

2. Name of Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(4)	(2)	(3)	(5)	(6)

3. Name of Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(4)	(2)	(3)	(5)	(6)

4. Name of Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name, parentage and address of the candidate	Candidate's NIC No.	Name and address of the proposer	Name and address of the seconder
(1)	(4)	(2)	(3)	(5)	(6)

(5) Name of Political Party/ Electoral Group: _____

Date: _____

Signature of Returning Officer

Place: _____

* Lord Mayor/ City Mayor/ District Mayor/ Chairperson/ Deputy Mayor/ Vice Chairperson/ General Councilor/ Councilor on reserved Seat (Woman/ Religious Minority/ Peasant/ worker/ trader / farmer/ youth/ disabled)

Note: There shall be no Councilor on reserved seat of the category of trader and disabled in Union Councils.

FORM-XII

[see rule 19(3)]

RECEIPT FOR NOMINATION FEE

COUNTERFOIL

RECEIPT

<p>Sr. No.-----</p> <p>Name of Candidate-----</p> <p>No. / Name of Local Government-----</p> <p>Category of Seat-----</p> <p>Amount Received-----in cash / Bank draft Pay Order No----- and entered (in the Deposit Register at Sr. No.-----</p> <p>Date:-----</p> <p>Signature of Returning Officer-----</p> <p>Head of Account C02- Receipts from Civil Administration and other functions, C021- General Administration Receipts-Organs of State, C02166-Receipt of Election Commission of Pakistan under Election Act, 2017."</p>	<p>Sr. No.-----</p> <p>Received a sum of Rs.----- (Rupees)----- in cash/Bank draft/Pay Order No.-----from----- -----a candidate for election of ----- ----- (Category of Seat) in ----- ----- (Local Govt) and entered (in the Deposit Register at Sr. No.-----</p> <p style="text-align: center;">Signature and Seal of the Returning Officer</p> <p>Date:-----</p> <p>Head of Account C02- Receipts from Civil Administration and other functions, C021- General Administration Receipts- Organs of State, C02166-Receipt of Election Commission of Pakistan under Election Act, 2017."</p>
--	--

FORM-XIII*[see rule 19(3)]***REGISTER FOR PAYMENT OF NOMINATION FEE**

No. / Name of Local Government. _____

Tehsil(s) _____ District _____

Category of Seat _____

Particulars of Payment

Sr. No.	Candidate's Name.	Candidate's NIC No.	Serial No. of nomination paper filed	Amount deposited	Particulars of the Bank Draft/pay order or Cash, receipt issued in Form-XII	Signature of the Returning Officer	Treasury Challan No. date under which deposited in Government account
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Place: _____

Date : _____

Signature of Returning Officer

FORM-XIV
[see rule 21(1)]

LIST OF VALIDLY NOMINATED CANDIDATES INCLUDING ADDITIONAL CANDIDATES OF POLITICAL PARTIES AND ELECTORAL GROUPS FOR EACH CATEGORY OF SEATS

1. No. / Name of Local government _____
Tehsil(s) _____ District _____

2. The following are validly nominated candidates of each contesting political party / electoral group:

(a) Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name of Candidate	Candidate's NIC No.	S/o W/o D/o	Mobile No. of the Candidate	Address of Candidate
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(b) Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name of Candidate	Candidate's NIC No.	S/o W/o D/o	Mobile No. of the Candidate	Address of Candidate
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(c) Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name of Candidate	Candidate's NIC No.	S/o W/o D/o	Mobile No. of the Candidate	Address of Candidate
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(d) Political Party/ Electoral Group: _____

Sr. No.	Category of Seat*	Name of Candidate	Candidate's NIC No.	S/o W/o D/o	Mobile No. of the Candidate	Address of Candidate
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Place: _____

Signature of Returning Officer

Date: _____

* Lord Mayor/ City Mayor/ District Mayor/ Chairperson, Deputy Mayor/ Vice Chairperson, General/ Woman/ Religious Minority/ Peasant/ worker/ trader/farmer/ disabled Councillor.

Note: There shall be no councillor on reserved seat of the category of trader/farmer and disabled in Union Councils.

FORM-XV

[see rule 26(3)]

RETURN OF UNCONTESTED ELECTION

No. / Name of local government _____

Tehsil(s) _____ District _____

Name of Political Party/ Electoral Group whose candidates elected uncontested: _____

I hereby declare that the following contesting candidate(s) have been duly elected uncontested on the below mentioned category of seats:-

PART-A

Lord Mayor/ City Mayor/ District Mayor/ Deputy Mayor/ Chairperson/ Vice Chairperson / reserved seats:

Category of seats	Name of Returned Candidate	NIC No.	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)

PART-B

General Councilors:

Sr. No.	Name of Returned Candidates as per Ranking Order List	NIC No.	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Place: _____

Signature of Returning Officer

Date: _____

FORM-XVI
[see rule 27(1) and (4)]

POLITICAL PARTY/ ELECTORAL GROUP WISE, CONTESTING CANDIDATES AND THEIR SYMBOLS

Election of local government (No. / Name) _____

Tehsil(s) _____ District _____

1. List of contesting political parties and electoral groups with their contesting candidate(s) for the seat of Lord Mayor/ City Mayor/ District Mayor / Chairperson:

Sr. No.	Name of the contesting political parties/ electoral groups in Urdu alphabetical order.	Name of contesting candidate of the political party/ electoral group for the seat of Lord Mayor/ City Mayor/ District Mayor/ Chairperson	NIC No.	S/o, W/o, D/o.	Address of the contesting candidate	Symbol Allotted
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						

2. List of contesting candidates (other than Lord Mayor/ City Mayor/ District Mayor / Chairperson) of each political party/ electoral group

(a) Name of Contesting Political Party/ Electoral Group: _____

(I) Deputy Mayor / Vice Chairperson:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				

(II) General Councilor Seats:

Sr. No.	Name of the contesting candidates as per ranking order list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(III) Reserved for women:

Sr. No.	Name of the contesting candidates as per list	NIC No.	W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				

3.				
4.				
5.				

(IV) Religious minorities:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(V) Peasants/ workers:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VI) Youth:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VII) Disabled:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VIII) Trader/farmer:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(b) Name of Contesting Political Party/ Electoral Group: _____

(i) Deputy Mayor / Vice Chairperson:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				

(ii) General Councilor Seats:

Sr. No.	Name of the contesting candidates as per ranking order list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(iii) Reserved for women:

Sr. No.	Name of the contesting candidates as per list	NIC No.	W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(iv) Religious minorities:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(v) Peasants/ workers:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(vi) Youth:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VII) Disabled:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VIII) Trader/farmer:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(c) Name of Contesting Political Party/ Electoral Group: _____

(I) Deputy Mayor / Vice Chairperson:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				

(II) General Councilor Seats:

Sr. No.	Name of the contesting candidates as per ranking order list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(III) Reserved for women:

Sr. No.	Name of the contesting candidates as per list	NIC No.	W/o, D/o.	Address

(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(IV) Religious minorities:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(V) Peasants/ workers:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VI) Youth:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VII) Disabled:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VIII) Trader/farmer:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				

4.				
5.				

(d) Name of Contesting Political Party/ Electoral Group: _____

(I) Deputy Mayor / Vice Chairperson:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				

(II) General Councilor Seats:

Sr. No.	Name of the contesting candidates as per ranking order list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(III) Women:

Sr. No.	Name of the contesting candidates as per list	NIC No.	W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(IV) Religious minorities:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(V) Peasants/ workers:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VI) Youth:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

(VII) Disabled:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
i.				
2.				
3.				
4.				
5.				

(VIII) Trader/farmer:

Sr. No.	Name of the contesting candidates as per list	NIC No.	S/o, W/o, D/o.	Address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

Place: _____

Signature of Returning Officer _____

Date: _____

Note: There shall be no councilor on reserved seat of category of trader and disabled person in Union Councils.

FORM-XVII
[see rules 27 & 31]

NOTICE OF HOURS OF POLL

No. / Name of local government _____

Tehsil(s) _____ District _____

Notice is hereby given that the poll shall be taken between _____ to _____ (hours)
on _____ 20 _____

Place: _____

Signature of Returning Officer

Date: _____

PROPOSED BALLOT PAPER FORMAT

[SEE RULE 29]

CATEGORY OF SEAT ----- (No. and Name of Local Government Tehsil.....District.....	CATEGORY OF SEAT ----- (No. and Name of Local Government) Tehsil.....District.....	
Serial No.	Name of Political Party / Electoral Group	Symbol
National Identity Card No. of the voter [][][][]-[][][][][][][][][]-[][]	Name of Political Party / Electoral Group	Symbol
Serial No. of voter on electoral roll.....	Name of Political Party / Electoral Group	Symbol
Part of electoral roll.....	Name of Political Party / Electoral Group	Symbol
Name of electoral area.....	Name of Political Party / Electoral Group	Symbol
Census block code [][][][][][][][][][]	Name of Political Party / Electoral Group	Symbol
Thumb impression of the voter.....	Name of Political Party / Electoral Group	Symbol
Signature of presiding officer	Name of Political Party / Electoral Group	Symbol
Official stamp.....	Name of Political Party / Electoral Group	Symbol

Male	Female
------	--------

FORM- XVIII

[see rule 37(3)]

TENDERED VOTES LIST

No. / Name of local government _____

Tehsil(s) _____ District _____

Number & Name of Polling Station _____

Sr.No.	Name of the electoral area	Census Block Code	Description in respect of person tendering vote and the tendered ballot							**Description of the person to whom the ballot was issued earlier		
			Name of the person tendering vote	National Identity Card No.	Serial number of the Voter in the electoral roll	Serial number of tendered ballot	Signature of the person tendering vote	Thumb impression of the person tendering vote	Detail of document provided by the person tendering vote in support of his claim	Name of the person voted earlier	National Identity Card No. of the person voted earlier	Serial number of the ballot issued earlier against the same entry of the electoral roll mentioned in column (6)
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Name and Signature of Presiding Officer

Thumb Impression:

NIC No. _____

Place: _____

Date: _____

* The Presiding Officer shall provide to the Returning Officer copy of computerized national identity card of the person tendering vote together with any other document, if any, provided by such voter.

**This information will be taken from the relevant database.

FORM- XIX
[see rule 38(2)]

CHALLENGED VOTES LIST

No. / Name of local government _____
 Tehsil(s) _____ District _____ Number & Name of Polling Station _____

Serial No.	Name of the voter challenged	Serial No. of the voter on the electoral roll	Name of the electoral area in which voter is enrolled	Census block code	Signature of the person challenged	Thumb impression of the person challenged	Address of the person challenged	Name of the identifier, if any	Name and address of the challenger	Order of the Presiding Officer
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Certified that a sum of Rs. (in figures) (in words) has been received on account of challenged votes and the amount in question has been deposited with the Returning Officer.

Name and Signature of Presiding Officer _____
 Thumb Impression: _____
 CNIC No. _____

Place: _____
 Date: _____

FORM-XX

[see rule 40(8) and (9)]

RESULT OF THE COUNT


- A. No. / Name of local government _____
 Tehsil(s) _____ District _____
- B. No. & Name of Polling Station _____
- C. No. of votes assigned to Polling Station: Male _____ Female _____
- Total _____

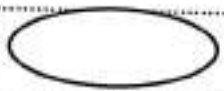
Sr. No.	Name of contesting political parties/ electoral groups	Symbol of contesting political parties/ electoral groups	No. of valid votes polled in favour of the contesting political party/ electoral group	No. of valid tendered votes polled in favour of the contesting political party/ electoral group	No. of valid challenged votes polled in favour of the contesting political party/ electoral group	Total valid votes polled in favour of the contesting political party/ electoral group (cols 4+5+6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						

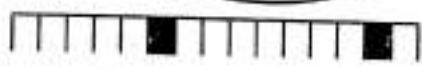
(i)	Total valid votes (column 7)	
(ii)	Number of votes excluded from the count:	
	a. Votes taken out from the ballot boxes which have been excluded from the count:	
	b. Tendered votes which have been excluded from the count:	
	c. Challenged votes which have been excluded from the count:	
	Total	
(iii)	Grand total [sum of (i) and (ii)]	
(iv)	Number of votes polled	
	Male	
	Female	
	Total	


Signature of Senior-most Assistant Presiding Officer.....
 Name
 Designation

Signature of the Presiding Officer.....
 Name
 Designation

Thumb impression 

Thumb impression 

NIC No. 

NIC No. 

FORM-XXI

[see rule 40(10)]

BALLOT PAPER ACCOUNT

No. / Name of local government _____
 Tehsil(s) _____ District _____
 Number & Name of Polling Station _____

1. Total number of ballot papers assigned-received for use at the polling station:	
2. Total number of ballot papers eated-taken out from the ballot box or boxes	
3. Total number of Tendered ballot papers	
4. Total number of challenged ballot papers	
5. Total number of Stray, Spoilt and cancelled votes	
6. Total number of votes under Item Nos. (2), (3),(4)and (5)	
7.No. of unused ballot papers	
7 8.Total number of votes under Item Nos. (6) and (7)	

Note: Total of Item No. (8) should be equal to the total of item No. (1).

Signature of Senior-most Assistant Presiding Officer.....

Signature of the Presiding Officer.....

Name

Name

Designation

Designation

Thumb impression 

Thumb impression 

NIC No. 

NIC No. 

Place
Date

.....

FORM-XXII
[see rule 41(1)]

**PROVISIONAL CONSOLIDATED STATEMENT OF RESULTS OF THE
COUNT**

1. No. / Name of local government _____

Tehsil(s) _____ District _____

2. Total number of polling stations:

3. Number of registered votes in the electoral unit: Male Female
..... Total

4. Total number of votes polled: Male Female Total

5. Number of valid votes polled:

6. Number of votes excluded from the count:
.....

7. Percentage of votes polled:

S. No.	Name of contesting Political party / Electoral Group	Symbol	Number of votes obtained
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
etc.			

Note: The names of political parties and electoral groups shall be mentioned in descending order on the basis of votes obtained by them.

Place: _____

Signature and Seal of
Returning Officer

Date : _____

FORM-XXIII

[see rule 42(4)]

CONSOLIDATED STATEMENT OF THE RESULTS OF THE COUNT FURNISHED BY THE PRESIDING OFFICERS

No. / Name of local government _____

Tehsil(s) _____ District _____

No. of registered voters: Male Female Total

Total number of Polling Stations: Male Female Combined Total

Sr. No.	Polling Station	Number of Valid Votes (including challenged and tendered votes) cast in favour of (political parties/ electoral groups):						Total Votes Per Polling Station		
		'A'	'B'	'C'	'D'	'E'	'F'	Valid	Invalid	Total
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
Total										

Place: _____

Date: _____

Signature of Returning Officer

FORM-XXIV
[see rule 45(1) and (2)]
RETURN OF ELECTION OF LOCAL GOVERNMENTS

No. / Name of local government _____
Tehsil(s) _____ District _____

Total number of valid votes Cast _____

Sr. No	Name of Political Party / Electoral Group	Number of Valid Votes Cast in favour of the Political Party/ Electoral Group (in descending order)	Determination of quota of seats of General Councillors (Formula: Valid Votes obtained by all Political Parties and Electoral Groups + total number of seats of general councillors)	Total number of seats of General Councillors allocated to each political party / electoral group	Name of political party / electoral group obtained highest number of votes for seat of Head and reserved seats
			(4)	(5)	
(1)	(2)	(3)			(6)
1.					
2.					
3.					
4.					

- I hereby declare that the following contesting candidate(s) have been duly elected from the category of seats mentioned hereunder:-
- Head, Deputy Head / Reserved Seats

Name of Political party /electoral group	Name of Returned Candidate on the Seat of Head, Deputy Head / Reserved Seats	NIC No.	S/O, W/O, D/O	Address
(1)	(2)	(3)	(4)	(5)

3. General seats of Councilors as per their ranking order:

Sr. No.	Name of Political party /electoral group	Name of Returned Candidate	NIC No.	S/O, W/O,D/O	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Place: _____
 Date: _____

Signature of Returning Officer

*Cross the table where not applicable

FORM-XXV
[see rule 51(2)]

RETURN OF ELECTION EXPENSES

(Category of Seat)* _____

No. / Name of local government _____

Tehsil(s) _____ District _____

Name of Candidate _____

NIC No. _____

Mobile Phone No. _____

Email address, if any _____

Address of Candidate _____

Account of Election Expenses

The date on which expenditure was incurred or authorized	The nature of expenditure	The amount of expenditure			The date of payment	The name and address of the payee	The serial number of vouchers in the case of amount paid	The serial number of bills, if any in the case of amount outstanding	The name and address of the person to whom the amount outstanding is payable
		The amount paid	The amount outstanding	Total of 3+4					
1	2	3	4	5	6	7	8	9	10

Signature of the Candidate

* Head / General/ Woman/ Religious Minority/ Peasant/ worker / Trader / farmer / Youth Councilor.

AFFIDAVIT TO BE SWORN BY A CANDIDATE

I, the above named candidate, do hereby declare on oath that,-

- (I) In the election, all expenses incurred, all moneys, securities or things of value received, all payment made, all claims settled and all accounts maintained in the course of or in connection with the election, were incurred, received, made settled and maintained by me or within my knowledge and under my control and direction.
- (II) All information given and all entries made in the return of election expenses and all vouchers, bills and other documents lodged by me with the return are, within my knowledge and belief, true and genuine.

Signature of Candidate

Sworn/ declared on solemn affirmation before me this _____ day of _____ (month) _____ (year) by _____ who is personally known to me/who has been identified by _____ who is personally known to me.

**Signature & seal of
Oath Commissioner**