

By Speed Post

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi - 110001

76/EE/2012-PPEMS

Dated: 21st January 2013

To

The President/General Secretary,
(All Political Parties)

Subject: Modification of Proforma for filing "Statement of Election Expenditure" by the Political parties – to be filed within 75 days of Assembly elections/ 90 days of Lok Sabha election.

Sir,

I am directed to inform that as per the directions of the Hon'ble Supreme Court, in the case of Common Cause v/s Union of India & Oth.,(MR 1996 SC 3081) the Election Commission has prescribed a pro-forma vide its letters dated 27.12.2001, 22.03.2004 and 13.01.2009 in which the political parties are required to submit, for the Commission's scrutiny, the statement of their election expenditure relating to each election to Lok Sabha /State Legislative Assembly. The statement, filed by political parties are put on the website of Commission.

2. I am further directed to inform that a software is being developed by the Commission to process the relevant information in a more systematic and structured manner. Therefore, the Commission has modified the said pro-forma which is enclosed herewith and is also available on its website. The said modified pro-forma provides for furnishing information relating to expenditure at party Central Head Quarters in Part-A, information at State Unit (s) of the party or by State party (including the districts/ Local units) in Part-'B', the summary of the information in part- 'C' and Verification in Part-'D'. The details of expenditure are to be provided in the schedules as per the pro-forma. The modified pro-forma also bifurcates expenditure of political parties for General party propaganda and expenditure attributable to candidates, for better clarity and accountability.

3. The requisite information is sought to enable scrutiny of the expenditure, incurred or authorized by the parties or the candidates, set up by them vis-à-vis

exemptions claimed by them in terms of explanation (1) to Section 77(1) of the Representation of the People Act, 1951 in their returns of election expenses, filed under Section 78 of the said Act.

4. I am further directed to inform that the political parties shall file the "Statement of Election Expenditure" in this modified pro-forma for all elections, to be held after 1st Jan., 2013 in a hard copy and in soft form on a CD.

5. This may be brought to the notice of all concerned and the receipt of this letter may kindly be acknowledged.

Yours faithfully


(VARINDER KUMAR)
Secretary

Encl: As above

Copy to: All CEOs to bring it to notice of all political parties in the State,
DEOs and ROs

**STATEMENT OF ELECTION EXPENDITURE OF POLITICAL PARTY IN ELECTIONS TO
LOKSABHA/ASSEMBLY**

(from the date of announcement of election till the date of completion of election)

1. Name of political party: _____
2. Election to the Lok Sabha/ Legislative Assembly of State _____
(mention the name of the state in case of Assembly and strike out which is not relevant)
3. Date of announcement of election: 4. Date of completion of election _____

Part A

5. Details of Election Expenditure incurred/authorized at Party Central Headquarters

		Amount
5.1	a. Opening balance of party funds at Party Central Headquarters (on date of announcement of election)	Amount
	Description	
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	
5.2	a. Gross receipts of Party Central Headquarters from all sources from the announcement of election to the date of completion of election	Amount
	Description	Amount
	(i) Cash	
	(ii) Cheque or draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention details and notional value of such item- goods or services such as helicopter services etc. received as complimentary from any person /entity)	
Total		
5.3	a. Gross Expenditure incurred/ authorized by Party Central Headquarters for general Party propaganda from the announcement of election to the date of completion of election (If more than one state are involved, then the state wise total expenses incurred by the Party Central Head Quarters is to be given in Schedule-1)	
	Description of Gross expenditure by Party Central Headquarters	Amount
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
Total		
	b. Break up of the above general Party propaganda expenses incurred/ authorized by Party central headquarters	
	(i) Travel expenses of Star Campaigners as mentioned in explanation 1 of Section 77 of R.P. Act, 1951 (Details to be enclosed in format given in Schedule- 2)	
	(ii) Travel expenses of leaders other than Star campaigners. (Details to be enclosed in format given in Schedule- 2A)	
	(iii) Expense on Media advertisement (print and electronic, bulk sms, cable, website, TV channel etc) on General Party propaganda (Details to be enclosed in format given in Schedule- 3)	

	(iv) Expense on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda (Details to be enclosed in format given in Schedule- 4)																					
	(v) Expense on Public meetings /processions/rally etc. for general party propaganda (Details to be enclosed in format given in Schedule- 5)																					
	(vi) Any other expense towards General Party propaganda (Details to be enclosed in format given in Schedule- 6)																					
	Total expense on general party propaganda																					
5.4	a. Gross Expenditure incurred/ authorized by Party Central Headquarters for the Candidate(s)																					
	(i) Total lump sum payment(s) to candidate(s) of the party or other candidate(s) authorized/ incurred by Party Central Headquarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule- 7)																					
	(ii) Total Expense on Media Advertisement(print and electronic, bulk sms, cable, website, TV channel etc.) for specific candidate(s) with photo or name or attributable as election expenses of candidate(s) (Details to be enclosed in format given in Schedule- 8)																					
	(iii) Total expense on Publicity Materials (like posters, banners, election material etc) with photo and/or name of the candidate(s) (Details to be enclosed in format given in Schedule- 9)																					
	(iv) Total Expense (Other than general party propaganda) on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience /supporters) at the rally of Star Campaigners or other leaders with candidate(s) (Details to be enclosed in format given in Schedule- 10)																					
	(v) Any other expense for candidate(s) (Details to be enclosed in format given in Schedule- 11)																					
	Total expense on candidate (s)																					
5.5	Total lump sum amount given by Party Central Headquarters to State Unit(s) of the Party (including the districts and local units) or other party for election expenses (Please mention state wise amount). If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.																					
	<table border="1"> <thead> <tr> <th>Name of State Unit Of Party to which payment made/ Name of Other Political Party (if any)</th> <th>Date(s) of Payment</th> <th>Cash, Cheq / DD no. etc</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. etc</td> <td></td> <td></td> <td></td> </tr> <tr> <td align="right" colspan="3">Total</td> <td></td> </tr> </tbody> </table>	Name of State Unit Of Party to which payment made/ Name of Other Political Party (if any)	Date(s) of Payment	Cash, Cheq / DD no. etc	Amount	1				2.				3. etc				Total				
Name of State Unit Of Party to which payment made/ Name of Other Political Party (if any)	Date(s) of Payment	Cash, Cheq / DD no. etc	Amount																			
1																						
2.																						
3. etc																						
Total																						
5.6	a. Closing Balance of party funds at Party Central Headquarters on the completion of election	Amount																				
	Description	Amount																				
	(i) Cash in hand																					
	(ii) Bank balance (Please mention name of the bank and branch)																					
	Total																					

PART - B

6. Details of Election Expenditure incurred/authorized by State Unit of the political party or by State Party Headquarters including all district level and local units for the State of _____

- I. If political party incurs/ authorizes election expenses in more than one state, the details for each state is to be given in separate sheet as per this pro- forma,
- II. The state political party having headquarters within the state shall submit report in this pro-forma.

6.1	a. Opening balance of State Unit (including district level units and local units) (on the date of announcement of election)	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank Balance (Please mention name of the bank and branch)	
	Total	
6.2	a. Gross receipts from all sources from the date of announcement of election to the date of completion of election by State Unit (including district level units and local units in the state)	Amount
	Description	
	(i) Cash	
	(ii) Cheque or Draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention notional value of such item- goods or services such as helicopter services etc. received as complimentary from any person /entity)	
Total		
6.3	a. Gross Expenditure incurred / authorized by State Unit (including district level units and local units) for General Party propaganda (from the date of announcement of election to the date of completion of election)	Amount
	Description of Gross expenditure by State Unit	
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
Total		
	b. Break up of expenditure for general party propaganda incurred by State Unit (including District level Units and local units)	
	(i) Travel expenses on Star Campaigner(s) incurred by Sate Unit (Details to be enclosed in format given in Schedule- 12)	
	(ii) Travel expense on Other leaders by Sate Unit (Details to be enclosed in format given in Schedule- 13)	
	(iii) Expense on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 14)	
	(iv) Expense on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 15)	
	(v) Expense on Public meetings/processions/Rally etc. for general party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 16)	
	(vi) Any other expense for General Party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 17)	
Total		

6.4	a. Gross Expenditure incurred or authorized by State Unit for Candidate(s) including District level Units and local units attributable to candidate(s) (other than for general party propaganda)			
	(i) Total lump sum payment(s) to Candidate(s) of the party or other candidate(s) authorized/ incurred by State Unit, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule- 18)			
	(ii) Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) for the candidate(s) with photo or name of candidate (s) by Sate Unit (Details to be enclosed in format given in Schedule- 19)			
	(iii) Total expense on Publicity Materials (like posters, banners, cut-outs, election materials etc) with photo and/or name of the candidate(s) by Sate Unit (Details to be enclosed in format given in Schedule- 20)			
	(iv) Total Expense by Sate Unit (Other than general party propaganda) on barricades /audio etc /hired vehicles for the audience /supporter at the rally of Star Campaigners with candidate(s) (Details to be enclosed in format given in Schedule- 21)			
	(v) Any other expense for the candidate(s) by Sate Unit (Details to be enclosed in format given in Schedule- 22)			
Total expense on candidate (s)				
6.5	Total lump sum amount given by State Unit of the Party (including the districts and local units) to Other party(s) for election expenses. If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.			
	Name of State Unit Of Party to which payment made/ Name of Other Political Party (if any)	Date (s) of Payment	Cash, Cheq / DD etc no.	Amount
	1			
	2.			
	3. etc			
Total				
6.6	a. Closing Balance of State Unit of the Party (including the districts and local units) on the completion of election			Amount
	Description			Amount
	(i) Cash in hand			
	(ii) Bank balance (Please mention name of the bank and branch)			
	Total			

PART-C

7. Summary of all Receipts and expenditure incurred / authorized by the Political Party during election (from the date of announcement of election till completion of election) as mentioned in tables in Part –A and B.

A	Name of the Party	
B	Date(s) of Poll	
C	Election to: (mention the State names and Assembly / Lok Sabha Constituency)	
D	Opening Balance (for Party Central Headquarters and state/Dist./Local level units all included)	
	Description	Amount
	I. Cash in hand [5.1.a.(i)+6.1.a.(i) of all election related states]	
	II. Cash in bank [5.1.a.(ii)+6.1.a.(ii) of all election related states]	
E	Gross receipts from date of announcement of election to the date of completion of election (both at Party Central Headquarters and state/Dist./Local level units)	
	Description	Amount
	I. Cash [5.2.a.(i) + 6.2.a.(i) of all states]	
	II. Cheque or Draft [5.2.a.(ii) + 6.2.a.(ii) of all states]	
	III. In kind (or complementary receipts) [5.2.a.(iii) + 6.2.a.(iii) of all election related states]	
	IV. Total receipt(s)	
F	Gross Expenditure incurred/ authorized for general Party propaganda from the date of announcement of election to the date of completion of election (both at Party Central Headquarters and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque/DD etc. [5.3.a.(i) +6.3.a.(i) of all election related states]	
	II. Cheque or Draft [5.3.a.(ii) +6.3.a.(ii) of all election related states]	
	III. Expenditure authorized, but remaining outstanding on date of completion of election [5.3.a.(iii) +6.3.a.(iii) of all election related states]	
	IV. Total Expenditure on general party propaganda	
G	Gross Expenditure by Political Party incurred/ authorized for the Candidate(s) other than general party propaganda (both at Party Central Headquarters and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque / DD etc. payment to candidate(s) [5.4.a.(i) +6.4.a.(i)]	
	II. In kind-	
	a. Media payments [5.4.a.(ii)+6.4.a.(ii) of all election related states]	
	b. Publicity materials [5.4.a.(iii)+6.4.(iii) of all election related states]	
	c. Public meetings, processions etc., [5.4.a.(iv) +6.4.a.(iv) of all election related states]	
d. Any other expenses [5.4.a.(v) + 6.4.a.(v) of all election related states]		
	IV. Total Expenditure on candidate(s)	
H	Gross Total Expenditure for general party propaganda and for candidate(s) [Total of F (IV) + G (IV) above of this table]	
I	Closing Balance (both at Party Central Headquarters and state/Dist./Local level units)	
	Description	Amount
	a. Cash in hand [5.6.a.(i)+ 6.6.a.(i) of election related states]	
	b. Bank balance [5.6.a.(ii)+ 6.6.a.(ii) of election related states]	
	c. Total Closing Balance	

PART-D

Verification

I, Shri/Smt _____ do hereby verify and declare that the account of election expenditure as furnished in the statement of election expenditure (Part A, B, C) includes all items of election expenditure incurred/authorized by the political party { Party Central Headquarters / State Unit (including District level & Local Units)}* in connection with the general elections/ Bye elections to the Loksabha/ State Assembly and nothing has been concealed or withheld/suppressed there from, and

That the said statements of election expenditure, are true and correct account to the best of my knowledge and belief and no material fact has been concealed.

Date

Signature and Seal of Treasurer
Or Authorized Person

Counter signed by

Signature of the Party President/
General Secretary

Certified by the Auditor

Signature and Seal of the Auditor

*Strike out whichever not applicable

- Expenses by Party Central Headquarters

Schedule- 1						
State wise break up of Gross Expenditure authorized/ incurred by Party Central Headquarters for general Party propaganda from the date of announcement of election to the date of completion of election						
S. No	Name of the State	Cash	Cheque etc.	Expenditure authorized, but remaining outstanding on date of completion of poll	Total	
1						
2						
3						
Total						
Schedule- 2						
Travel expenses of Star Campaigner(s) authorized/ incurred by Party Central Headquarters						
S. No	State and venue	Date of the meeting	Name of the star campaigner	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						
Schedule- 2A						
Travel expenses of Other leader(s) incurred/Authorized by Party Central Headquarters (including expenses after announcement and before nomination)						
S. No	State and venue,	Date of the meeting	Name of the leader	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						
Schedule- 3						
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda authorized/ incurred by Party Central Headquarters						
S. No	State	Name of the payee	Name of media (print/electronic/ sms.cable tv etc	Date (of print/telecast /sms	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						

Schedule- 4						
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by Party Central Headquarters						
S. No	State	No. and Name of the Assembly/ Parl. Constituency	Details of the items	Total Amount (including outstanding amt.)		
1						
2						
3						
Total						
Schedule- 5						
Expense(s) on Public meetings /procession/Rally (like dias/ audio/ barricade/ vehicles etc.) authorized/ incurred by Party Central Headquarters						
S. No	State and Venue	Date of the meeting/procession/Rally	Details of items	Total Amount (including outstanding amt.)		
1						
2						
3						
Total						
Schedule- 6						
Any other expense(s) for General Party propaganda authorized/ incurred by Party Central Headquarters						
S. No	State	Purpose	Date	Details of items	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						
Schedule- 7						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by Party Central Headquarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If political party makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No	Name of the State / No. and Name of the Assembly / Parl. Constituency	Name of Candidate(s) and name of Party to be mentioned in case of other party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total Amount paid
1						
2						
3						
4						
Total						

Schedule- 8						
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) for specific candidate(s) with photo or name of candidate or attributable to any candidate(s) authorized/ incurred by Party Central Headquarters						
S. No.	State	Name of the candidate(s)	Name of media (print/electronic/sms/ cable tv etc	Date (of print/telecast /sms	Total Amount (including outstanding amt.)	
1						
2						
Total						
Schedule -9						
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or name of the candidate(s) or attributable to candidate(s) and authorized/ incurred by Party Central Headquarters						
S. No	State / No. and Name of the Assembly/Parl. Constituency	Name of the Candidate(s)	Details of the item	Total Amount (including outstanding amt.)		
1						
2						
Total						
Schedule- 10						
Total Expense authorized/ incurred by Party Central Headquarters (Other than general party propaganda) on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience /supporters at the rally of Star Campaigner(s) or other leaders with candidate(s)						
S. No	State and venue	Name(s) of the Star campaigner(s) and other leader(s)	Name of the Candidate(s)	Date	Items of expenditure	Total Amount (including outstanding amt.)
1						
2						
Total						
Schedule- 11						
Any other expense(s) for the candidate(s) authorized/ incurred by Party Central Headquarters						
S. No	State	No. and Name of the Assembly/Parl Constituency	Name of the Candidate(s)	Details of the items	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						

Statewise Details of Election Expenses

Name of the State

Schedule- 12						
Travel expenses of Star Campaigner(s) authorized/ incurred by State/ Distt./ Local Units						
S. No	State and Venue	Date of meeting	Name(s) of the star campaigner(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
3						
Total						
Schedule- 13						
Travel expenses of other leader(s) authorized/ incurred by State/ Distt./ Local Units (including expenses after announcement and before nomination)						
S. No	State and Venue	Date of meeting	Name of the leader(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						
Schedule- 14						
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda authorized/ incurred by State/ Distt./ Local Units						
S. No	State	Name of the payee	Name of media (print/electronic/sms, cable tv, website, TV Channel etc	Date (of print / telecast / sms etc.)	Total Amount (including outstanding amt.)	
1						
2						
Total						
Schedule- 15						
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by State/ Distt./ Local Units						
S. No	State	No. and Name of the Assembly / Parl. Constituency	Details of the items	Total Amount (including outstanding amt.)		
1						
2						
Total						

Schedule- 16						
Expense(s) on Public meetings /procession/Rally (like dias/ audio/ barricade/ vehicles etc.) authorized/ incurred by State/ Distt./ Local Units						
S. No	State and Venue	Date of the meeting /procession /Rally	Details of items	Total Amount (including outstanding amt.)		
1						
2						
Total						
Schedule- 17						
Any other expense(s) for General Party propaganda authorized/ incurred by State/ Distt./ Local Units						
S. No	State	Purpose/Details of the items	Date of expenditure	Total Amount (including outstanding amt.)		
1						
2						
Total						
Schedule- 18						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by State/ Distt./ Local Units, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If State/ Distt./ Local Units makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No	Name of the State / No. and Name of the Assembly / Parl. Constituency	Name of Candidate(s) and name of Party to be mentioned in case of other party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total amount paid
1						
2						
3						
4						
Total						
Schedule- 19						
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) authorized/ incurred by State/ Distt./ Local Units for specific candidate(s) with photo or name of candidate(s) or attributable to any candidate(s)						
S. No	State	Name of the candidate(s)	Name of media (print/electronic/ sms/ cable tv, etc.	Date (of print/ telecast/ sms etc.	Total Amount (including outstanding amt.)	
1						
2						
3						
4						
Total						

Schedule -20						
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or name of the candidates or attributable to candidate(s) authorized/ incurred by State/ Distt./ Local Units						
S. No	State / No. and Name of the Assembly/Parl. Constituency	Name of Candidate(s)	Details of the items		Total Amount (including outstanding amt.)	
1						
2						
Total						
Schedule- 21						
Total Expense authorized/ incurred for the candidate(s) by State/ Distt./ Local Units (Other than general party propaganda) on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience /supporters at the rally of Star Campaigner(s) or other leader(s)						
S. No	State and venue	Name(s) of the Star campaigner(s) and other leader(s)	Name of the Candidate(s)	Date	Items of expenditure	Total Amount (including outstanding amt.)
1						
2						
Total						
Schedule- 22						
Any other expense(s) for the candidate(s) authorized/ incurred by State/ Distt./ Local Units						
S. No	State	No. and Name of the Assembly /Parl. Constituency	Name of the Candidate(s)	Details of the items		Total Amount (including outstanding amt.)
1						
2						
Total						