



Divisional Office, "Jeevan Prakash",
P.B.No.37, Mysore-Bangalore Road,
Mysore- 570015.
Phone No: 0821-249849

Ref: OS/PA/TE/RR

26.04.2023

To All the Branches under Mysore Division

Re: Election Duty – Treatment of absence and payment of TE/DA to employees
drafted for Election duty

All of you are aware that the employees working in our offices in various cadres are drafted for Election Duty for the ensuing Karnataka State Assembly elections to be held on 10th May 2023.

Based on the guidelines issued by our Central Office from time to time, we give below the broader guidelines as to how their absence is to be treated during the period of their training/election duty:

1. All the employees who are deployed for election duty should be treated as "ON DUTY" for the period of training and also for the period of election. The employees deployed for election duty will be treated as ON DUTY for the day following the day of poll/re – poll, as the case may be. (Ref: CO letter dt. CO/PER/ER-A/CL-25 dt.19-04-2014)
2. The employees deployed for election duty are eligible for TE/DA as per their entitlement in the Corporation, provided no conveyance facilities are made available to them to pick them up from their residence and drop them at their residence/headquarters to the centre of distribution of polling materials and back.(CO Circular CO/PER/EA-A/CL7 dt.28th November 2013)
3. The employees drafted for election duty shall be granted Meal Coupon for the day following the day of poll/re-poll if they are not entitled for any Daily Allowance from the Corporation. (CO Circular CO/PER/ER-A/CL25 dt. 19th April 2014)
4. However, the employees drafted for election duty within the same municipal area where they work, they are not eligible for TE/DA as per the provisions of LIC of India (Travelling & Transfer Allowances in India) Instructions, 1977. They may be paid local conveyance of Rs.200/- for the day of training.
5. The daily wage casual workers are entitled for holiday on the polling day and wages on poll day as provided in section 135 (b) of Representation of the People Act 1951 as per CO letter Personnel/ER-A department letter dt.

06.05.2009.

6. Needless to add that all the employees deployed for Election duty and claiming TE/DA should invariably submit the appointment letter as well as communication from Election Commission allotting them Polling Station Number and other details for processing and settlement of their TE Bill.
7. The TE Bills of the employees deployed for election duty is to be processed and payment to be made operating the following account codes as per CO Circular CO/PER/ER-A/CL 25 dt. 19th April 2014.
 - a) 11306901 - Reimbursement of TA/DA on election duty - Class I Officers
 - b) 11306902 - Reimbursement of TA/DA on election duty - Class II Officers
 - c) 11306903 - Reimbursement of TA/DA on election duty - Class III employees
 - d) 11306904 - Reimbursement of TA/DA on election duty - Class IV employees.

All the offices are requested to bring it to the notice of all the employees under their jurisdiction the above instructions.

All the offices are also advised to scrupulously follow the above instructions without any deviation.


Senior Divisional Manager.

 
M(EVA)

**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE, MUMBAI**

'Yogakshema',
Jeevan Bima Marg,
Mumbai-400 021.

Department: Personnel/ER/A

Circular No.: ZD/1201/ASP/2012

Date :04/05/2012

ALL H.O.D.s OF CENTRAL OFFICE,
ALL ZONAL MANAGERS -IN-CHARGE OF ZONES AND
SR./DIVISIONAL MANAGERS-IN -CHARGE OF THE DIVISIONS.

Re: Payment of TA/DA to the officials deployed on election duty.

Instructions were issued vide our circular letter ref.: P/ER/A/G/Election dated 05.03.2009 for reimbursement of TA/DA to employees deputed as Micro Observers.

We have now been informed by the Ministry of Finance vide their letter ref: F.No.S-11012/01/2010-Ins.III dated 3rd April, 2012 that TA/DA for the training days will be paid to the employees drafted for election duties as Presiding Officers and Polling Officers (in case no conveyance facilities are made available) by the office where he / she is employed.

F & A Dept., C.O. has allotted A/c Code "11306900 - Reimbursement of TA/DA to officials on election duty" for the purpose. For classwise accounting of the same, following A/c Codes shall be used mandatorily:

Account Code

Nomenclature

11306901	Reimbursement of TA/DA on election duty -Class I Officers
11306902	Reimbursement of TA/DA on election duty -Class II Officers
11306903	Reimbursement of TA/DA on election duty -Class III employees
11306904	Reimbursement of TA/DA on election duty -Class IV employees

The above instructions may be brought to the notice of all the employees under your jurisdiction.



Executive Director (Personnel)



LIC

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE

Yogakshema, Jeevan Bima Marg, P.B.No.19953, Mumbai – 400 021

Ref: CO/PER/ER-A/CL25

19th April, 2014.

Regional Manager (P&IR)

L.I.C. of India,

Zonal Office,

Mumbai/New Delhi/Kolkata/Bhopal/Kanpur/Chennai/Hyderabad/Patna

Madam / Sir,

**Re: Period of election duty of Presiding Officer and Polling Officer and
Payment of Meal Coupon.**

This has reference to our letters ref:Per/ER/G/53 dated 28.07.2009 and 28.05.2010 on the above subject which is available on Jeevan Sanchar in Personnel Dept. site under heading "Circular>>ER/A>>Letters>>Election Duty".

We have received references from various offices and would like to clarify as under:

- (A) As per Election Commission letter ref: 576/11/94/JS.II dated 15.11.1994 (copy enclosed), the employees drafted for election duty to be treated as "ON DUTY" for the day following the day of poll or re-poll, as the case may be.
- (B) Further, employees drafted for election duty shall be granted Meal Coupons for the day following the day of poll/re-poll if they are not entitled for any Daily Allowance from the Corporation.

All the offices are instructed to take necessary action in view of the above referred instructions.


Chief (Personnel)

Enclosure: As above.

Period of duty of Presiding and polling Officers.

Election Commission's Letter No. 576/11/94/JS.II Dated: 15th November, 1994. addressed to The Chief Electoral Officers of all States and Union Territories.

Subject:- Period of duty of Presiding and Polling Officers - Clarifications regarding.

The appointment of Presiding Officers and Polling Officers is done by the District Election Officer under the powers vested in him under section 26 of the Representation of the People Act, 1951. Section 26 reads as follows:-

(1) The District Election Officer shall appoint a Presiding Officer for each polling station and such polling officer or officers as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election:

Provided that if a polling officer is absent from the polling station, the Presiding Officer may appoint any person who is present at the polling station other than a person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election, to be the polling officer during the absence of the former officer, and inform the District Election Officer accordingly:

Provided further that nothing in this sub-section shall prevent the District Election Officer from appointing the same person to be the Presiding Officer for more than one polling station in the same premises.

(2) A polling officer shall, if so directed by the Presiding Officer, perform all or any of the functions of a Presiding Officer under this Act or any rules or orders made thereunder.

(3) If the Presiding Officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorised by the district election officer to perform such functions during any such absence.

2. The Commission has given detailed instructions in this regard which are contained in Para 10.1 of Chapter III of 'Handbook for Returning Offices (1994 edition) wherein, inter alia, it has been directed that the Presiding and Polling Officers should be formally appointed, both for the Assembly constituency and for the Parliamentary Constituency also in the case of a simultaneous election.

3. The Commission has also prescribed a standard proforma for use by the

District Election Officer for the appointment of the Presiding Officer and the Polling Officers, which is contained as Annexure IX in the 'Handbook for Returning Officers'.

4. Instructions are also contained in Chapter XXI of 'Handbook for Presiding Officers' that after the poll the Presiding Officer shall hand over to the officials in charge of the Collecting Centre, all polled ballot boxes, election papers and materials and shall obtain a receipt therefor. It has also been clarified that only after the above items are checked by the Receiving Officials at the Collecting Centre in the presence of the Presiding Officers/Polling Officers these personnel will be relieved.

5. The time taken for reaching the Collecting Centre with the polled ballot boxes and other materials will differ from place to place depending upon the distance of the polling station from the Collecting Centre, terrain and facility for transport, etc.

6. After the deposit of sealed ballot boxes and other materials by the Presiding Officers/Polling Officers these personnel will have to be given reasonable period for travelling back to their destinations wherever they come from: since the deposit of the ballot boxes often goes late into the night of the date of poll, wherever they are able to reach the Collection Centre the same night, for the polling personnel to reach their headquarters takes time.

7. The Commission therefore, has directed that the day following the date of poll, and in the case of re-poll, the date following the date of re-poll, as the case may be, will also be treated as period of election duty and the polling personnel will not be required to report for duty in their normal place on such day. For instance, if the date of poll is 15th December and the polled ballot boxes, etc., are reached at the receiving centre on 15th/16th December by the Presiding Officer/Polling officers, such officers will not be treated as absent from their normal duty if they do not report for their duty on 16th December, after completion of the election duty but report on 17th December, for their normal duties. In areas where the travelling time is longer, suitable allowance will be further made for this and the day following the date of deposit of polled material, etc, shall be treated as duty period.

8. The Commission has directed that suitable instructions in this regard be issued by the State Govt/Chief Electoral Officer for strict compliance of all concerned

9. The receipt on this letter should be acknowledged forthwith.



LIC

भारतीय जीवन बीमा निगम
THE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE

Yogakshema, Jeevan Bima Marg P.B.No 19953, Mumbai - 400 021

Ref: CO/PER/ER-A/CL17

28th November, 2013.

Regional Manager (O.S.)

L.I.C. of India,

Zonal Office,

Mumbai/New Delhi/Kolkata/Bhopal/Kanpur/Chennai/Hyderabad/Patna

Dear Sir,

Re: Payment of TA/DA to the officials deployed on election duty-Clarification.

This has reference to our letter ref: CO/PER/ER-A/CL16 dated 1st Nov 2013 on the above subject.

In this connection, following query has been raised by one of our office:

"Since Honorarium for the period of training and for duties on the day of Election is paid by Election Authority to our employees deputed for election duty whether Daily Allowance shall be paid for the entire period of tour undertaken by the employee or be restricted to journey period only."

We would like to bring to your notice the instructions given in penultimate paragraph of our above letter wherein the only condition for payment of TA/DA is that the employees should not have been provided conveyance facilities by Election Authority from their residence/headquarter to the centre of distribution of polling materials and back. Hence, Daily Allowance shall be payable for the entire period of the tour undertaken by the employee irrespective of the honorarium paid.

Be that as it may, in respect of the query raised, we may further like to clarify that the Daily Allowance admissible in such case shall be for the period commencing from the time of departure from the headquarters and ending on return to the headquarters. However, when an employee resides at a station other than that of his headquarters and proceeds on/returns from, tour from/to the station of residence instead of the headquarters such station should be taken into account if it is nearer to the place of Election Duty.

All the offices are instructed to take necessary action keeping in view the above instructions.

Chief (Personnel)

Ref: CO/Per/ER-A/212/2019

Date: 22.03.2019

**All the HODs of Central Office,
All the Zonal Managers,
All the Senior Divisional Managers.**

Re- Deputation of LIC Employees for Election Duty.


This has reference to CO Circular under ref: CO/Per/ER-A/054/2014 dated 15.01.2014 on the above matter.

In the matter of deputation of LIC employees for election duties, para 7 (c) of instructions of Election Commission of India (ECI) issued to all the Chief Electoral Officers of all States and Union Territories under ref: No. 464/INST/2009/EPS dated 18.02.2011 on the subject of Requisition of Staff for election purpose (copy enclosed) is reproduced herein below:-

'Employees of banks, LIC may be drafted on election duty to the minimum extent possible, only in a constituency where sufficient numbers of govt. employees are not available or in emergent circumstances such as strike etc. by the Govt. employees. Care should be taken to ensure that normal functioning of banks, LIC are not interrupted. Care should further be taken to ensure that minimum numbers of employees of such institutions is requisitioned so that the business of these institutions is not hampered.'

You are requested to issue instructions to the offices under your jurisdiction to nominate a nodal officer for the purpose of coordinating with the local electoral authority for exemption from election duty. If exemption from election duty is not possible, nodal officer, in view of para 7 (C) of instructions of ECI as mentioned above, may take appropriate action regarding the number of staff to be spared from election duties in consultation with Election Officer.


Executive Director (Personnel)

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**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE, MUMBAI**

Yogakshema
Jeevan Bima Marg,
Mumbai-400021

Department: Personnel/ER/A

Circular No.: CO/Per/ER-A/054/2014

Date :15/01/2014

ALL THE OFFICES OF THE CORPORATION

- Re: 1. **The Government's right for requisition of services of LIC employees under the provisions of the Representation of the people Act, 1950.**
2. **Nomination of LIC employees for election duty.**
-

We have been receiving references from various offices on the above subject in view of the Judgments quoted below:-

- (i) Judgment dated 19/06/2013 in W.P.No.2086 of 2012 (Oriental Insurance Co. Ltd., V/s Union of India and Collector & District Election Officer, Mumbai Suburban District Office) of the Hon'ble High Court, Bombay. **(copy enclosed)**
- (ii) Judgment dated 25/9/2009 in W.P.No. 8039, 8089, 8052 and 8111 of 2009 (The Thane Janta Sahakari Bank V/s Election Commission of India & Ors., Dombivli Nagari Sahakari Bank Ltd. V/s Election Commission of India & Ors., Life Insurance Corporation of India V/s Election Commission of India & Ors. & Kalyan Janta Sahakari Bank Ltd. V/s Election Commission of India & Ors.) of the Hon'ble high court Bombay. **(copy enclosed)**

We give below **Section 29 (Staff of local authorities to be made available) of Representation of the People Act, 1950** quoted in Judgment dated 19/06/2013 for your information and reference:

"Every local authority in a State shall, when so requested by the chief electoral officer of the State, make available to any electoral registration officer such staff as may be necessary for the performance of any duties in connection with the preparation and revision of electoral rolls."

Further, **Section 159 (Staff of certain authorities to be made available for election work) of the Representation of the People Act, 1951**, after its amendment with effect from 23.12.1997 read as under:

"(1) The authorities specified in sub-section (2) shall, when so requested by a Regional Commissioner appointed under clause (4) of article 324 or the Chief Electoral Officer of the State, make available to any returning officer such staff as may be necessary for the performance of any duties in connection with an election."

(2) The following shall be the authorities for the purpose of sub-section (1), namely:-

- (i) every local authority;*
- (ii) every university established or incorporated by or under a Central, Provincial or State Act;*

(iii) a Government company as defined in Section 617 of the Companies Act, 1956 (1 of 1956);

(iv) any other institution, concern or undertaking which is established by or under a Central, Provincial or State Act or which is controlled, or financed wholly or substantially by funds provided, directly or indirectly, by the Central Government or a State Government”

After careful reading of the text of both the Judgments at sr.no.(i) & (ii) above, we may state that both the cases are dealt with under different provisions of the law. In the Oriental Insurance case, the employees were requisitioned under the provision of the Section 29 of Representation of the People Act, 1950, whereas in the Thane Janta Sahakar Bank case, which included LIC, the requisition was under the provision of Section 159 of the Representation of People Act, 1951.

LIC may not be coming with the provision of Section 29 of the 1950 Act, but as far as the requisition is within the realm of Section 159 of the 1951 Act, which has since been amended as noted in the judgment dated 25/9/2009 of the Hon'ble High Court Bombay (supra), LIC may have to comply with the said requisition, keeping in view the observations / directions given in the judgment dated 25/9/2009, more specifically in para 30 which read as under:

“In our view since the power is of the Chief Electoral Officer of the State of Maharashtra to requisition the staff, he should take into consideration the availability of the staff from the State Government and Central Government and thereafter keeping in mind the guidelines prescribed, may requisition the staff of the institution which are covered under section 159 of the Act of 1951 in consultation with the Nodal officers of the said institutions keeping in mind the guidelines contained in Chapter III of the Handbook of the Returning Officer and also the judgment of the Apex Court as has been pointed in the matter of State Bank of India Staff Association (supra).”

In this connection, guidelines for requisition of Staff for election purpose has been issued by Election Commission of India vide their letter dated 30.12.2009 (**copy enclosed**) addressed to Chief Electoral Officers of all States and Union Territories. These guidelines have been issued by them after taking cognizance of Bombay High Court Order dated 25.09.2009 in W.P. Nos.8052,8039,8089 and 8111 of 2009.

The key points of the guidelines are:

- (i) While requisitioning the staff, availability of the staff from the authority concerned be considered. Thereafter, keeping in view the guidelines issued by the Commission, the staff of the institution may be requisitioned. Further, the requisitioning of staff of the institution covered under sub-section 2(iv) of section 159 of the R.P. Act, 1951 be made in consultation with the Nodal Officer of that institution.
- (ii) During the process of requisitioning of staff for election duties, it is once again reiterated that employees of banks, LIC may be drafted on election duty to the minimum extent possible, only in a constituency where sufficient numbers of govt. employees are not available or in emergent circumstances such as strike, etc. by the Govt. employees. Care should be taken to ensure that normal functioning of banks, LIC are not interrupted. Care should further be taken to ensure that minimum numbers of employees of such institutions is requisitioned so that the business of these institutions is not hampered.

In view of the above, we feel that requisitioning of the staff has to be a consultative process rather than unilateral one. We, therefore, hereby nominate Nodal Officers from the Corporation for the purpose of co-ordinating with the Chief Electoral Officers/ District Electoral Officers (CEO/DEO) of the states, as the case may be. All Manager (P&IR.) of the Divisional Offices, Secretary (P&IR) of Zonal Offices and Secretary (O.S.), Central Office are hereby nominated as Nodal Officers for the above purpose.

Further, whenever there is a requisition from CEO/DEO, Nodal Officers may correspond with them regarding the number of staff they may spare for the Election purpose which will not hamper normal functioning of office. While corresponding with CEO/DEO they may bring to their notice the guidelines dated 30.12.2009 issued by Election Commission of India and para 30 of Bombay High Court Order dated 25.09.2009 on the subject matter. Thereafter, they may provide them list of such staff after consultation with them.

All the offices are, therefore, instructed to have a careful reading of the Judgments enclosed herewith and follow the above instructions.



Executive Director (Personnel)

Enclosures: As stated above.

Personnel/ER-A Dept., 5th floor, "Yogakshema", Jeevan Bima Marg, Mumbai - 400 021.
Fax: 22026284

6/5/2009

By Fan

The Regional Manager (P&IR)
LIC of India,
Eastern Zonal Office,
KOLKATA.

Dear Sir,

Re: Grant of paid holiday to employees / daily wage / casual workers on the day of poll.

This has reference to your letters dated 5/5/2009 and 6/5/2009 regarding the subject cited above.

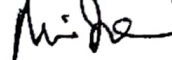
As per the Election Commission's letter-

1. Any employee, who is entitled to vote, be granted a holiday on the day of poll.
2. The holiday will be a paid holiday and no wages will be deducted for the holiday.
3. In case a person is ordinarily resident of the constituency and registered as an elector may be serving/employed in an industrial undertaking or an establishment located outside the constituency having a general/ by election, then those electors including casual workers working outside the constituency concerned would be entitled to the benefit of a paid holiday extended under section 135 (b) (i) of RP Act 1951.
4. The daily wage casual workers are also entitled for a holiday and wages on poll day as provided in section 135 (b) (i) of RP Act 1951.

Therefore, it means a person falling under point 3 above may actually be availing two holidays one for the day when polling takes place where he is employed and one for voting at a place where he is registered as a voter. Declaration has to be taken from such employees that they are registered voters of that constituency, provide voter no., copy of EPIC and also give a self declaration confirming that he/she had cast the vote mentioning the Area, Part No. and Serial No. in the voters' list.

You may therefore do the needful.

Yours faithfully,



Secretary (ER/A)



**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE, MUMBAI**

'Yogakshema',
Jeevan Bima Marg,
Mumbai-400 021.

Department: Personnel/ER/A

Circular No. CO/Per/ER-A/020/2013

Date :07/02/2013

ALL THE OFFICES OF THE CORPORATION

Re: Payment of TA/DA to the officials deployed on election duty.

Reference is invited to our Circular No. ZD/1201/ASP/2012 dated 4th May, 2012 instructing that TA/DA for the training days will be paid to the employees drafted for election duties as Presiding Officers and Polling Officers (in case no conveyance facilities are made available) by the office where he / she is employed.

The Ministry of Finance has now clarified vide their letter ref: F.No.S-11012/01/2010-Ins.III dated 17th January, 2013 that as per Election Commission of India's letter dated 26th October, 2009 (copy of ECI Circular enclosed) LIC employees deployed for election duty are entitled for TA/DA, as per their entitlement in the Corporation, provided no conveyance facilities are made available to them.

Further, all the offices are advised to ensure that there is no duplicate claim and Election Commission's guidelines are strictly followed.

The above instructions come in to force w.e.f.26.10.2009.



Executive Director (Personnel)

Enclosure: Circular No.218/6/2009/EPs dated 26th October, 2009 of ECI.

2 DEC 2009

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 218/6/2009/EPS 1467

Dated:- 26th October, 2009

To,

1. The Chairman, LIC of India, J.B. Marg, Mumbai.
2. GIC of India "Suraksha" 170, Jamshedji Tata Road, Churchgate, Mumbai - 400 020.
3. Oriental Insurance Company Limited, Oriental House, A-25/27, Asif Ali Road, New Delhi - 110002.
4. New India Assurance Company Limited, 87, M. G. Road, Fort, Mumbai 400 001.
5. United India Insurance Company Limited, # 24, Whites Road, Chennai - 600014.
6. National Insurance Company Limited, 3 Middleton Street, Kolkata West Bengal 700071.

Subject: Payment of TA/DA to the officials deployed on election duty - reg.

Sir,

A representation has been received from Northern Zone Insurance Employees' Association seeking clarification whether TA/DA to the officials deputed on election duty be paid by the parent organisation. It has been further stated in the aforesaid representation that the LIC Management is reluctant to implement the instructions issued by the Commission and hence not paying any TA/DA to such officials deputed on election duty.

The ECI has carefully considered this issue and directs that like in the case of its other Observers and Micro Observers, the TA/DA of Micro Observers and other employees deployed for election duty should be borne by the Insurance Company (as is done in the case of polling personnel) concerned where he/she is employed. The honorarium for the work as Micro Observer shall however, be paid by the State Election Machinery.

भारतीय जीवन बीमा निगम Life Insurance Corp. of India केन्द्रीय कार्यालय / Central Office
7 DEC 2009
कर्मि/कर्मचारी संबंध विभाग PER/EMP Relation Dept.
क्रमांक/Sr. No. 6565

Yours faithfully

SUMIT MUKHERJEE
(UNDER SECRETARY)

Copy to: The Chief Electoral Officers of all States/Union Territories.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE

Yogakshema, Jeevan Bima Marg, P.B.No.19953, Mumbai - 400 021

Ref: Per/ER/A/G/Election/2014

01.07.2014

Regional Manager (P&IR)
LIC of India
Zonal Office
Mumbai.

Madam,

Re: Payment of TA/DA for Election Duty to employees of Nashik D.O.

This has reference to your letter ref:P&IR/Desk III/518 dated 31.05.2014 on the above subject.

In this connection, we may like to confirm that as per L.I.C. of India (Travelling & Transfer Allowances in India) Instructions, 1977, Daily Allowance is not payable to the employees for tour within the same municipal area. Hence, it will not be payable for deployment on Election Duty within the same municipal area.

Yours faithfully,


Chief (Personnel)

letter
S-6-
Sh. A

TE
Sh. S.
HGAL

Letter
RMCP
dt. 31-