

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/INST/ECI/FUNCT/MCC/2024

Dated: 16<sup>th</sup> March, 2024

To

The Chief Secretaries of all States and  
Chief Secretaries/Administrators of Union Territories.

**Subject: General Elections to House of the People (Lok Sabha), 2024 and State Legislative Assemblies in the States of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections- Screening Committee- regarding.**

Sir/Madam,

I am directed to state that the Commission has issued detailed guidelines and instructions on regulation and enforcement of various aspects of the Model Code of Conduct (MCC) during election time. A number of proposals relating to MCC are being received in the Commission from Chief Electoral Officers and sometimes from the concerned departments directly. The Commission has decided that a Screening Committee headed by Chief Secretary of the State shall be constituted with following composition -

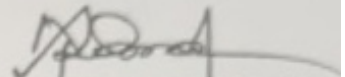
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|-------|--|----------|
| (i)   | Chief Secretary  | Chairman |
| (ii)  | Secretary/Pr. Secretary of the department(s)<br>to which the proposal relates.                 | Member   |
| (iii) | Secretary/Pr. Secretary of the General Administration/Coordination<br>department of the State. | Member   |

2. The Committee shall examine each proposal, before sending it to the Commission, through the Chief Electoral Officer concerned, in the light of the Commission's existing instructions/clarifications available in the form of Manual on Model Code of Conduct/Compendium of instructions on Model Code of Conduct/instructions available on the Commission's website. The proposals cleared by the Screening Committee shall be submitted to the Chief Electoral Officer along with full details and a note on urgency, i.e. why the proposal can't wait till completion of poll/election. The Chief Electoral Officer shall forward only such proposal(s) that are cleared by the aforesaid Screening Committee, to the Commission along with his/her comments immediately. Hence, all departments of the State may be advised not to forward any reference directly to the Commission. Further, no department of the State Govt./Union Territory Administrator shall send original file to the CEO's office but only a self-contained reference be sent through the Screening Committee.

3. Accordingly, the Commission has directed that the aforesaid Screening Committee shall be constituted and operationalized immediately in all the States and Union Territories. A copy of the order constituting the Screening Committee shall be sent to the Commission latest by 3 pm of 22<sup>nd</sup> March, 2024. The CEO shall provide a copy of Manual on Model Code of Conduct, Compendium of Instructions on Model Code of Conduct and relevant Model Code of Conduct instructions to the Screening Committee.

4. Further, it may be noted that the Commission takes reasonable time to dispose of a reference, therefore last minute references should be avoided.

Yours faithfully,



(NARENDRA N. BUTOLIA)  
SR. PRINCIPAL SECRETARY