



फा.सं. : 1-6/हि.प्र.के.वि./ सा.प्र./2010/खंड-XIX/1991-2001  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(Accredited by NAAC with 'A+' Grade with CGPA of 3.42)  
(सामान्य प्रशासन /General Administration)



धर्मशाला – 176215

दिनांक: 18 मार्च, 2024

### कार्यालय आदेश/OFFICE ORDER

**विषय:** लोकसभा के आम चुनाव-2024 एवं हि.प्र. राज्य की 06 विधानसभा सीटों के उपचुनाव हेतु भारत निर्वाचन आयोग द्वारा घोषित चुनाव कार्यक्रम तथा आदर्श आचार संहिता लागू करने के संबंध में।

भारत निर्वाचन आयोग एवं निर्वाचन विभाग, हि.प्र. द्वारा चुनाव कार्यक्रम तथा आदर्श आचार संहिता को लागू कर दिया गया है जिसके अनुसरण में जारी समस्त दिशानिर्देशों को हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय में पत्र संख्या 1-6/हि.प्र.के.वि./ सा.प्र./2010/खंड-XVIII/ दिनांक 16 मार्च, 2024 (प्रति संलग्न) के माध्यम से अंगीकार कर लिया गया है।

उपरोक्त के आलोक में माननीय कुलपति महोदय द्वारा यह निर्देश दिए हैं कि विश्वविद्यालय के सभी अधिष्ठाता/विभागाध्यक्ष/निदेशक/ संविधिक अधिकारी /अधिकारी/शिक्षक/गैर-शिक्षक कोई भी ऐसा कार्य न करें जोकि 'आदर्श आचार संहिता का उल्लंघन' की श्रेणी के अंतर्गत आता हो। यदि ऐसा प्रकरण किसी भी विश्वविद्यालय के कर्मचारी द्वारा किया जाता है तो उस प्रकरण में चुनाव आयोग के प्रावधानों के अनुसार आगामी कार्रवाई अमल में लाई जायेगी।

(प्रो. सुमन शर्मा)  
कुलसचिव

दिनांक : 18 मार्च, 2024

**पृष्ठांकन: समसंख्या।**

**प्रति निम्नलिखित को सूचना एवं अनुवर्ती कार्रवाई हेतु अग्रेषित है :**

1. अधिष्ठाता (अकादमिक), हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय। धर्मशाला ,
2. समस्त परिसरों के सभी परिसर निदेशक हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय ,
3. विभिन्न स्कूलों .वि.के.प्र.हि ,निदेशक/विभागाध्यक्ष/केन्द्रों के अधिष्ठाता/विभागों/।
4. अधिष्ठाता छात्र कल्याण।हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय ,
5. परीक्षा नियंत्रक हिमाचल प्रदेश ,केन्द्रीय विश्वविद्यालय। धर्मशाला ,
6. वित्त विभाग। धर्मशाला ,हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय ,
7. पुस्तकालयाध्यक्ष। हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय ,
8. सिस्टम एनालिस्ट। कृपया विश्वविद्यालय की वेबसाइट पर अपलोड करने से संबंधित-
9. जन सम्पर्क अधिकारी ,हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय। धर्मशाला ,
10. विश्वविद्यालय के सभी शिक्षक / गैर-शिक्षकेत्तर कर्मचारी।
11. सहायक कुलसचिव। कृपया माननीय कुलपति महोदय के सूचनार्थ-धर्मशाला ,कुलपति सचिवालय ,

कुलसचिव

धर्मशाला-176215

16 मार्च, 2024

सेवा में,


1. परिसर निदेशक, धौलाधार परिसर-1, धर्मशाला, जिला कांगड़ा
2. परिसर निदेशक, धौलाधार परिसर-2, धर्मशाला, जिला कांगड़ा
3. परिसर निदेशक, सप्तसिंधु परिसर, देहरा जिला कांगड़ा
4. परिसर निदेशक, शाहपुर परिसर, शाहपुर, जिला कांगड़ा

**विषय: लोकसभा के आम चुनाव-2024 एवं हि.प्र. राज्य की 06 विधानसभा सीटों के उप चुनाव हेतु भारत निर्वाचन आयोग द्वारा घोषित चुनाव कार्यक्रम तथा आदर्श आचार संहिता लागू करने करने के संबंध में ।**

महोदय,

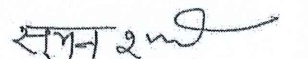
1. यह विदित है कि भारत निर्वाचन आयोग द्वारा लोकसभा के आम चुनाव-2024 एवं हि.प्र. राज्य की 06 विधानसभा सीटों के उप चुनाव हेतु आज दिनांक 16.03.2024 को चुनाव कार्यक्रम घोषित कर दिया गया है इसके साथ ही संपूर्ण देश में आदर्श आचार संहिता लागू कर दी गई है ।
2. उपरोक्त के आलोक में निर्वाचन विभाग, हि.प्र. सरकार, शिमला का पत्र सं. 3-8/2023-ELN दिनांक 16.03.2024 (अनुलग्नक-1) संदर्भित है जिसके साथ निर्वाचन आयोग, भारत सरकार का पत्र सं. 437/6/1/INST/ECI/FUNCT/MCC/2024 दिनांक 16.03.2024 अनुपालनार्थ अग्रेषित किया गया है । अतः उपरोक्त पत्र आपको अनुपालना हेतु अग्रेषित किया जा रहा है ।
3. निर्वाचन आयोग, भारत सरकार के निर्देशानुसारआपसे विश्वविद्यालय के परिसरों में स्थापित wall writings/ posters/paper or defacement in any other forms, including cut out/hoardings, banners etc. को अतिशीघ्र हटाकर इसकी अनुपालना रिपोर्ट अधोहस्ताक्षरी को शीघ्रातिशीघ्र भेजने का अनुरोध है जिससे कि तदनुसार निर्वाचन आयोग को लिखित में सूचित किया जा सके ।
4. कृपया इस पत्र को सर्वोच्च महत्ता प्रदान करने का अनुरोध है ।

भवदीय

  
(प्रो. सुमन शर्मा)  
कुलसचिव

**निम्नलिखित को कृपया सूचनार्थ एवं आगामी कार्रवाई हेतु प्रति अग्रेषित :**

1. अधिष्ठाता (अकादमिक), हि.प्र.के.वि., धौलाधार परिसर, धर्मशाला, जिला कांगड़ा ।
2. वित्त अधिकारी, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, धर्मशाला, जिला कांगड़ा ।
3. परीक्षा नियंत्रक, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, धर्मशाला, जिला कांगड़ा ।
4. पुस्तकालय अध्यक्ष, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, धर्मशाला, जिला कांगड़ा ।
5. अधिष्ठाता, छात्र कल्याण, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, धर्मशाला, जिला कांगड़ा ।
6. प्रोवोस्ट, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय, धर्मशाला, जिला कांगड़ा ।
7. सहायक कुलसचिव, कुलपति सचिवालय, हि.प्र.के.वि.- कृपया माननीय कुलपति महोदय के सूचनार्थ ।

  
(कुलसचिव)

**Lok Sabha Election-2024**  
**Urgent/E-mail/By-Post**

**Election Department**, Government of Himachal Pradesh  
38-SDA Complex, Kasumpti, Shimla-9

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No: 3-8/2023-ELN

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

From:

Chief Electoral Officer-cum-  
Principal Secretary, Election  
Himachal Pradesh.

To

1. The Chief Secretary to the  
Government of Himachal Pradesh,  
Shimla-171002.
2. The Addl. Chief Secretaries/Principal Secretaries,  
to the Government of Himachal Pradesh,  
Shimla-171002.
3. The Secretary to the  
Hon'ble Chief Minister, Himachal Pradesh,  
Shimla-171002.
4. All Administrative Secretaries to the  
Government of Himachal Pradesh,  
Shimla-171002.
5. All Heads of Departments,  
Stationed at Shimla.
6. The Divisional Commissioner,  
Shimla/Kangra/Mandi.
7. All the District Election Officer(DC),  
in Himachal Pradesh.

Subject:- Immediate action to be taken for enforcement of Model Code of Conduct after announcement of General Election to House of the People (Lok Sabha),2024 and State Legislative Assemblies in the State of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim and certain bye-elections-regarding.

Sir,

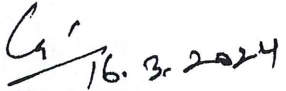
The Election Commission of India has announced the election schedule for Lok Sabha General Elections-2024 and Bye-elections to the HP Legislative Assembly from 18-Dharamshala, 21-Lahaul & Spiti (ST), 37-Sujanpur, 39-Barsar, 42-Gagret and 45-Kutlehar Assembly Constituencies today on 16<sup>th</sup> March, 2024. In this connection, I am directed to send herewith copy of Commission's letter No. 437/6/1/INST/ECI/FUNCT/MCC/2024 dated 16<sup>th</sup> March, 2024 for information and necessary action.

You are, therefore, requested to take immediate action on this matter as per instructions contained in the Commission's aforesaid letter and ensure furnishing of the reports by e-mail within stipulated time frame immediately on the enclosed formats I to IV to this department for further submission to the Election Commission of India.

You are, further, requested to ensure submission of certificate(s) on removal of Hoardings, Banners, Posters etc. from Govt., Public and Private Property and list of work which has already been started on ground & list of fresh work which has not started on ground alongwith aforesaid reports after enforcement of MCC in respect of entire districts.

Yours faithfully,

Encls: As above.

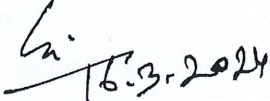
  
Addl. Chief Electoral Officer- cum-  
Special Secretary, Election  
Himachal Pradesh.

**Endst. No. 3-8/2023-ELN**

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

**Copy forwarded for similar necessary action to:-**

1. The Secretary, Vidhan Sabha for information of Hon'ble Speaker & Deputy Speaker, Himachal Pradesh Vidhan Sabha.
2. The Chairman/Managing Directors of all Boards/Corporation/Undertaking, Himachal Pradesh.
3. The Vice Chancellor, Himachal Pradesh University, Summer Hill, Shimla-5/ Dr. Y.S. Parmar Horticulture & Forestry University, Nauni, Solan/Chaudhary Sarvan Kumar Agriculture University, Palampur/ Sardar Patel University, Mandi/ Central University Himachal Pradesh, Dharamshala.
4. The Director, Information and Public Relations, Himachal Pradesh, Shimla-2.
5. All the Returning/ Asstt. Returning Officers in Himachal Pradesh.
6. All recognized Political Parties, Himachal Pradesh.
7. All Heads of Departments/ Offices of Central Government, Himachal Pradesh.

  
Addl. Chief Electoral Officer- cum-  
Special Secretary, Election  
Himachal Pradesh.

By Spl. Messenger/mail

# 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

1. The Cabinet Secretary,  
Government of India,  
Rashtrapati Bhawan,  
New Delhi.
2. The Chief Secretaries of all States and  
Chief Secretaries/Administrators of Union Territories
3. The Chief Electoral Officers of  
all States and Union Territories.

**Subject: Immediate action to be taken for enforcement of Model Code of Conduct after announcement of 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-regarding.**

Sir,

I am directed to state that the Election Commission has announced the schedule for holding General Election 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, operation of 'MODEL CODE OF CONDUCT' comes into effect with the announcement of elections by the Commission. In view of the elections, the Commission has given following directions for effective enforcement of provisions of MCC:-

1. **Defacement of Property-** ECI instructions contained in letter No. 3/7/2023-SDR, dated 12<sup>th</sup> October, 2023, provide for prevention of defacement of property. The Commission has directed to ensure strict compliance of its instruction and to take time bound action as prescribed below-
  - (a) **Defacement of Government property-** For this purpose a Government premise would include any Government office and the campus wherein the office building, compound and establishment are situated. All wall- writing, posters/papers or defacement in any

other form, including cutout/hoardings, banners, flags etc, on Government property shall be removed **within 24 hours** from the announcement of elections by the Election Commission.

(b) **Defacement of public property and misuse of public space-** All unauthorized political advertisement, in the form of wall writing/posters/papers or defacement in any other form, cutout/hoardings, banners flags etc. at public property and in public space like railway station, Bus stands, Airports, railway Bridges, Roadways, government buses, Electric/Telephone poles, municipal/local bodies' buildings etc., shall be removed **within 48 hours** from the announcement of elections.

(c) **Defacement of private property-** Subject to any local law and Court's direction, all unauthorized political advertisement displayed at private property shall be removed **within 72 hours** from the announcement of elections by the Election Commission.

2. **Misuse of official vehicle-** The ECI's Consolidated instructions contained in letter No. 464/L&O/2023/EPS(Use of Veh.), dated 26<sup>th</sup> June, 2023, among other things, provides that **there shall be a total ban on use of official vehicle by any political party, candidate or any other person connected with election (except officials performing any election related official duty) for campaigning, electioneering or election related travel during elections (subject to certain exception mentioned therein).** The expression 'official vehicle' means and shall include, any vehicle used or capable of being used for the purpose of transport, whether propelled by mechanical power or otherwise and will include trucks, lorries, tempos, jeeps, cars, auto rickshaws, e-rickshaws, buses, belonging to Central Government, State Government/UT Administrations, public undertakings of Central/State Government, Joint sector undertakings of Central/State Government, local bodies, municipal corporations, marketing boards, cooperative societies or any other body in which public funds, however small a portion of the total, are invested. **The CEOs/DEOs shall take necessary action for compliance of ECI instructions within 24 hours of the announcement of the elections.**

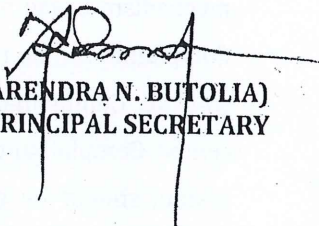
3. **Advertisement at the cost of public exchequer-** ECI instructions contained in letter No. 437/6/INST/ECI/FUNCT/MCC/2024(ADVERTISEMENTS), dated 2<sup>nd</sup> January, 2024 provides that at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided. No advertisements shall be issued in

electronic and print media highlighting the achievements of the Govt. at the cost of public exchequer. If any advertisement has already been released for telecast/broadcast or publication in the print media, it must be ensured that the telecast/broadcast of such ads on electronic media is stopped forthwith and that no such ad is published in any newspapers, magazines, etc., i.e. in print media, from the date of announcement and it should be immediately withdrawn. **The CEOs/DEOs have to take immediate action to remove/stop any advertisement, in the print/electronic media, showing the achievements of the Government soon after the announcement of elections.**

4. **Photograph of political functionary at official website-** ECI instruction contained in letter No. 437/6/INST/ECI/FUNCT/MCC/2024(MCC ENFORCEMENT) dated 2<sup>nd</sup> January, 2024 provides that all references of Ministers, Politicians or political parties available on central/state Government's official website shall be removed. The CEOs have to take immediate action to remove/hide the photographs of any political functionary from official websites of state department.
5. **Development/construction related activities- within 72 hours** of announcement of elections, the CEO/DEO shall obtain the following list of works for reference in case of validating any complaint on violation of MCC:
  - (i) List of work which has already been started on ground.
  - (ii) List of fresh work which has not started on ground.
6. **Activities for Expenditure Monitoring and enforcement of MCC-** Flying squad, FST, video team, intensive checking for liquor/Cash/Contra banned drugs, flying squads of excise department to check illicit trafficking of Drug/Narcotics to be immediately activated after announcement.
7. **Complaint Monitoring System-** The poll going states shall have a complaint redressal mechanism based on website and call center. The toll free number of call center is 1950. Complaints can be registered by making calls to the toll free call center numbers or on the website. Complainants will also be informed of the action taken by SMS and by the call center. Complainants can also see the details of the action taken on their complaints. This system should be operational within 24 hours of the announcement. All complaints should be dealt promptly and properly. The 24x7 control Room at the district level must be activated and sufficient deployment of manpower and other logistics be ensured in particular, round the clock personnel should be deployed in the control room and their duty roster must be issued to avoid any evasion or confusion.

8. **IT Application-** All IT applications including official website and social media shall be operational with the announcement.
9. **Dissemination of information for Awareness of Voters and political parties.** Publicity of major election activity would be given through CEO/DEO/RO. For this purpose, all necessary information shall be disseminated through radio, tv, cinema, government channel to display voter education material.
10. **Active cooperation from Educational Institutions and Civil Societies-** Cooperation can be sought from educational institutions and civil societies for giving wide publicity to the election related information to the general public and other stakeholders.
11. **Media Centre-** Efforts should be made for awareness among the voters, political parties and other stakeholder through media center about election system including use of EVM/VVPAT.
12. **MCMC/DEMC-** ECI instruction contained in letter no. 491/MCMC/5/2023/Communication dated 24<sup>th</sup> August, 2023 provides that all registered political parties will approach the Media Certification and Monitoring Committees (MCMC) at District and State level, as the case may be, for pre-certification of their political advertisements proposed to be issued on electronic media. The Commission has directed to ensure strict compliance of its instructions contained in above said letter.
13. **Control Room-** The 24x7 control room at district level must be activated immediately and sufficient deployment of manpower and other logistics be ensured by the DEO/CEO. A control room with complaint Monitoring Centre would also be set up at ECI Secretariat during the entire election process.

Yours faithfully

  
(NARENDRA N. BUTOLIA)  
SR. PRINCIPAL SECRETARY



**Format-1**

**VARIOUS ACTIVITIES AFTER MODAL CODE OF CONDUCT  
(within 24 Hours) - INFORMATION THEREOF**

**NAME OF DISTRICT:**

**DATE OF REPORT:**

<b>Sl. No.</b>	<b>Activities</b>	<b>Action Taken</b>
1	Removal of Hoardings, Photos of PM, CM, Ministers and Political leaders, calendars having photo of Political Leaders in Govt. Offices and certificate.	
2.	Removal of all references of Ministers, Politicians or Political Parties available on Central/State Govt. Website.	
3.	Notice under section 144 Cr. PC by DMs/DEOs	
4.	Letter to Printers by DEOs under Section 127-A of RP Act, 1951	
5.	Control Rooms	

District Election Officer (DC)

**Format-1I**

**VARIOUS ACTIVITIES AFTER MODAL CODE OF CONDUCT  
(within 48 Hours) - INFORMATION THEREOF**

**NAME OF DISTRICT:**

**DATE OF REPORT:**

<b>Sl. No.</b>	<b>Activities</b>	<b>Action Taken</b>
1	Defacement of public property & misuse of public space	

District Election Officer (DC)

**Format-1II**

**VARIOUS ACTIVITIES AFTER MODAL CODE OF CONDUCT  
(within 72 Hours) - INFORMATION THEREOF**

**NAME OF DISTRICT:**  
**DATE OF REPORT:**

<b>Sl. No.</b>	<b>Activities</b>	<b>Action Taken</b>
1	Defacement of private property & misuse of public space	
2.	Development/ Construction related activities	
	i) List of work which has already been started on ground	
	ii) List of fresh work which has not started on ground	

District Election Officer (DC)

**Format-IV**

**Removal of Hoardings, Banners, Posters etc. from Govt. Public and Private Property after enforcement of MCC**

**NAME OF DISTRICT:**  
**DATE OF REPORT:**

<b>Name of Report</b>	<b>Number of items Removed</b>						
	<b>Hoardings</b>	<b>Posters</b>	<b>Banners</b>	<b>Flags</b>	<b>Wall Writings</b>	<b>Others</b>	<b>Grand Total</b>
24 Hours (Removal from Govt. Property)							
48 Hours (Removal from Public Property)							
72 Hours (Removal from private property)							
Total of District							

District Election Officer (DC)