



Election Handbook 2024





Dear Friends,

The General Elections to the Lok Sabha and some state assemblies are due anytime now. With more than 96 crore electors, these elections would be world's largest and most magnificent celebration of World's grandest democracy.

Bharatiya Janata Party, world's largest political party, has always promoted values of fairness and equity and is committed to participate in the elections strictly as per the laws of the land and rules defined by the Election Commission of India.

To ensure that we always remain compliant of legal provisions and healthy democratic conventions, I am happy to share with you the handbook that contains narration & interpretation of electoral laws, rules and fair practices that every BJP worker/office bearer must adhere to.

Vijayi Bhava

Jagat Prakash Nadda
National President, BJP



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For Further Queries Contact BJP's Central Election Commission Department at



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INTRODUCTION

This handbook is a **ready reckoner for candidates and other party office bearers** associated with the management and conduct of parliamentary or assembly elections.

While it provides a broad view of the **essentials of electoral processes, important topics are supported by the QR Codes**. Please scan these QR codes with your smart phones to get detailed information. In case you are using Digital Copy, click the link mentioned below the QR Codes.

General

Candidates and proposers must ensure that they are not registered in the electoral roll of more than one constituency.



**Important Official
ECI videos QR Code.**

You can [click here](#)



**Important Official
apps QR Code.**

You can [click here](#)



**Important Forms relating to
elections QR Code.**

You can [click here](#)



**RP Act 1951, MCC & Allotment
of Symbols Order QR Code.**

You can [click here](#)



ELECTION DUTY OFFICERS

Candidates, Election Agents, and Senior Party Election Managers must reach out to the following Election duty officials and build a working professional rapport with them:

1. **Returning Officers (RO)**

- A. Each Returning Officer is responsible for a specific constituency to conduct elections.

2. **District Election Officer/DM/DC**

- A. Oversees the elections and ensures due approvals & permission, maintenance of law & order and all logistical support.

3. **ECI Appointed Observers**

- A. The ECI designates seasoned administrative officers as Observers to ensure fair elections.
- B. Usually appointed and positioned in the Constituencies one day before the last date of nomination.
- C. Their names and contact details are published on the state Chief Electoral Officers's website.
- D. Ensure that all concerned with the conduct of elections on behalf of the party have those contact details.
- E. Candidates, Election Agents, Party office bearers are advised to meet the ECI observers to build a good working rapport with them.
- F. Share with them your concerns and apprehensions that you think are essential for free and fair elections.

4. **Types of observers:**

- A. General Observers:** Oversee elections, manage field activities, engage with stakeholders, and enforce election rules.
- B. Police Observers:** Oversee law and order, force positioning, and liaise with Civil and Police administrations based on constituency sensitivity.
- C. Expenditure Observers:** Monitor and oversee the expenditure incurred by candidates during elections.



PRE-POLL ACTIONS

Model Code Of Conduct (MCC)

The MCC comes into force as soon as the **elections are declared**



**Essential compliances
MCC**

You can [click here](#)

Campaign Offices

The party/candidate is allowed to open temporary offices for the purpose of the local campaign. The following guidelines need to be followed in this regard:

1. No such office will be opened by way of any encroachment either of public or private property, or any religious places or campuses of such religious places, or by neighbouring any educational institution or hospital, or within 200 metres of an existing polling station.
2. Such offices can display only one party flag or banner with party symbols or photographs. The size of the banner used in such offices should not exceed '**4 feet X 8 feet**' subject to the further condition that if the local laws prescribe a lower size for banners, hoarding, etc., then the lower size prescribed by local law shall prevail.



Star Campaigners

1. A star campaigner is a celebrity or a senior party leader.
2. They shall be nominated by the Party and you shall be informed accordingly.
3. The Party may get permission for vehicles for use by Star Campaigners from the state CEO's office.



Identification of Critical Polling Stations

1. The party / candidate may identify critical polling stations where the voters are likely to be prevented from casting their vote or expectation of any form of violence. You can contact the RO / DEO / ECI General & Police Observers and demand the following;
 - A. Appointment of Micro Observers
 - B. Videography / Webcasting of the Polling stations
 - C. Deployment of Central Armed Police Forces
2. In any case, the ECI arranges for;
 - A. Webcasting in at least in 50% of total polling stations.
 - B. Videography of critical events around polling stations.

Postal Ballot Facility For Senior Citizen (Above 85 Years) And PWD Electors

1. ECI provides a facility for senior citizens, aged 85 and above, and Persons with Disabilities [PWD] to cast their vote from home using the postal ballot facility.
2. You may identify such persons in your constituency and provide assistance to them.



You can [click here](#)



Meeting For Preparation Expenditure Related Matters & Rate Charts

1. CEO holds a meeting with all political parties at the state level within three days of announcement of election and explains the expenditure monitoring measures.
2. DEO will also hold a meeting of all the recognised National and State Level political parties within three days of announcement of elections and consult the political parties on election expense rates, ensuring notifications reflect collective opinions.

Keeping Vigil Over The Opposition

1. Complaints regarding violations - All Karyakartas must download an cVigil app and use it to report violations of Election code by the opposition parties.

Polling Agents

1. Their main duty is to ensure that the candidate's interests are safeguarded at the polling station for which he or she has been appointed as his/her polling agent.
2. They shall remain present in the polling station throughout the polling so that they don't miss the last crucial events, such as the signing of various declarations/forms, closure of poll, sealing process, etc.
3. Polling agents should avoid badges with party symbols or leaders' photos. They can wear a small badge with their candidate's name. There's no dress code restriction for polling agents.
4. Role and functions of polling agent:
 - A. Participate and check a mock poll conducted by the Presiding Officer of the Polling station before the start of the poll.
 - B. Sealing of EVMs and VVPATs before the start of the actual poll.



**Handbook for
Polling Agents**
You can [click here](#)



Nomination To Conclusion of Elections

Nomination Of Candidates

Initially, the party selects candidates for each constituency, after which candidates must file their nominations.

Filled sample Nomination Form along with affidavit can be accessed at



You can [click here](#)

Eligibility

1. Citizen of India. (India does not permit dual citizenship.)
2. Minimum age of 25 years as of the date of scrutiny of nominations.
3. A registered elector in any Constituency in India in case of Parliamentary Elections.
4. A registered elector within that state in case of Assembly Elections.

Disqualifications

1. A person shall be disqualified from contesting election if a person-
 - A. holds a position of profit under the government of India or the government of any State;
 - B. is of unsound mind and the same is declared by a competent court;
 - C. is declared bankrupt by the court;



- D. is not a citizen of India or has voluntarily acquired the citizenship of a foreign State, or is under any acknowledgement of allegiance or adherence to a foreign State;
- E. is so disqualified by or under any law made by Parliament.

Explanation: Ministers of Union or State are not deemed to hold office of profit and hence, that is not criteria for disqualification

Nomination Process

In reserved constituencies, candidates must declare their caste/tribe. The certificate must be issued ONLY from the state where you are enrolled as a voter.

- A. Form 2A is for Lok Sabha and Form 2B is for Legislative Assembly.
- B. To be filed only by the candidate or any of the proposers. It is to be signed by the candidate and proposers.
- C. Maximum 4 sets of nomination papers can be filled.
- D. To contest from a different constituency, a candidate must provide a copy of the electoral roll or its relevant part where they are registered as an elector.
- E. If there is no cancellation/rescinding of Form B for any candidate, then among such candidates, the one who filed the nomination paper first shall be treated as the candidate sponsored by that Party.
- F. Candidates are allowed a maximum of three vehicles in their convoy within a 100-metre periphery during the nomination filing process.
- G. A candidate can be accompanied by a maximum of 5 persons, including themselves, when filing nomination papers.
- H. Instructions while filing Nomination



- I. Verify that candidates names match the electoral roll. For minor discrepancies, they can request a correction.
- II. Requests for correction or alteration must be made to the RO before the final list of contesting candidates is prepared.
- III. File nomination papers only between 11 AM and 3 PM.
- IV. An advance copy can also be filed online.
- V. Submit Forms A and B for allotment of party symbols.
- VI. Recent photograph (not older than 3 months) of stamp size 2 cm. x 2.5 cm. [2 cm. in breadth and 2.5 cm. in height] in white background, with full face view directly facing the camera and a neutral facial expression with eyes open.
- VII. The photo may be in colour or black and white.
- VIII. Photographs should be in normal clothing. Photograph in uniform is not permitted.
- IX. Caps/hats should be avoided. Dark glasses should also be avoided.

I. **Proposers**

- A. Candidates endorsed by the BJP require at least one proposer.
- B. Proposers must be registered electors of the constituency from which the candidate is filing nomination.
- C. In cases where the proposers are illiterate persons, their thumb impression has to be attested by the RO or an officer authorised by ECI.

J. **Security Deposit**

- A. A security deposit of ₹25,000 in case of Parliament and ₹10,000 in case of Assembly elections should be made either before filing the nomination paper or at the time of filing the nomination paper.
- B. Half the amount for SC/ST candidates (even in general constituencies).



- C. The deposit is to be made in cash either before the RO/ARO or in RBI/Treasury. No deposit is acceptable by cheque or Bank Draft.

Criminal Antecedents of Candidates, If Any

1. Upon announcement of the candidature by the Party, candidates are required to inform the state or central office of BJP about the details of criminal antecedents, if any.
2. Criminal antecedents, if any, do not adversely impact the candidature, unless the candidate has been barred as per law and the basis of conviction.



You can [click here](#)

Checklist of Documents For Nomination Process

The following is the exhaustive list of documents as per ECI instructions required at the time of nominations:

- A. Nomination Form
- B. Affidavit in Form 26
- C. Oaths and Affirmations
- D. Form A and B
- E. Copy of caste certificates (if the candidate claims to belong to SC/ST)
- F. Security deposit
- G. Bank Account for Election Expenses
 - I. Open a dedicated account before nomination, either in the candidate's name or jointly with the election agent. Share the account number during nomination.
 - II. Minimum balance should be ₹10,000.



Affidavit Filing Procedures And Requirements

- A. The candidate is required to file an affidavit (Form-26A).
- B. The affidavit in Form 26, together with Forms A and B (for allotment of party symbols), must be filed and submitted together with the nomination papers.
- C. An affidavit is to be typed or written legibly, and no columns are left blank. Any blank column may attract the rejection of nomination papers during scrutiny.
- D. Affidavit to be sworn before notary public/oath commissioner/magistrate of the first class.
- E. If any discrepancy in the affidavit, the RO shall provide a note of the corrections. The affidavit needs to be corrected and resubmitted.
- F. The oath has to be taken after filing nomination papers and before the date fixed for scrutiny.
- G. A candidate or proposer should receive the following documents from the RO upon filing their nomination papers;
 - I. Collect the receipt for filing the nomination form in Part-VI.
 - II. A copy of the duly filled-in checklist for the documents filed/to be filed by the candidate.
 - III. Register to maintain an account of election expenses and the related papers.



You can [click here](#)

Scrutiny Of Nominations

1. Persons Who Can Be Present At Scrutiny Of Nominations:
 - A. Candidate;
 - B. Election agent;
 - C. One of the proposer



- D. One other person authorised in writing by a candidate. Can be an advocate conversant with the election laws.
- E. Presence of a candidate or representative during nomination scrutiny is not mandatory.
- 2. Nomination papers cannot be rejected on grounds of a defect that is not of substantial character.
- 3. Any wrong information or suppression of information in a candidate's affidavits is not a defect of substantial character.
- 4. Failure to furnish an affidavit or leave any column blank is a defect of substantial nature, entailing rejection of nomination.
- 5. All present at the time of scrutiny are given a reasonable opportunity to inspect nomination papers and their accompanying documents.
- 6. If an opposition representative challenges the nomination papers, Candidate can request a response opportunity, which might adjourn the scrutiny.
- 7. Scrutiny can be adjourned up to the 3rd day, which is normally the last date of withdrawal for candidatures, and not beyond that date.
- 8. If, for any reason whatsoever, the nomination of any candidate is rejected, the Candidate must immediately obtain a copy of the order.
- 9. RO's decision on a candidate's nomination is final until after the election, and any challenge requires an Election Petition.

Withdrawal From Nomination

- 1. The candidate, election agent, or any proposer can submit a withdrawal notice.
- 2. The person submitting the notice must be authorised in writing by the candidate to do so.
- 3. There is no provision for retirement from the contest after the last date fixed for withdrawals.
- 4. A notice of withdrawal, once given by a candidate, is irrevocable.



Allotment Of Election Symbols

1. The allotment of symbols to candidates is governed by the Election Symbols (Reservation and Allotment) Order 1968.

The Campaign - Approvals And Permissions

For all approvals and permissions, use e-suvidha app.

Media-Related Matters

You must fully acquaint yourself with the handling of all media related matters; Print, Outdoor, Video Vans, Nukkad Nataks, or any other form of political advertisements. Understanding of handling of social media & electronic is important.

Advertisement Approvals (Media, Social Media and Print Media)

1. Every advertisement made to be published on electronic media has to be mandatorily certified by the MCMC.
2. After the MCC is enforced, all the previously approved content automatically lapses and has to be resubmitted for approval again.
3. Print media advertisements are supposed to be mandatorily certified only during the last 48 hours before the polling ends, i.e., the Silent Period.
4. Expenses from street plays promoting a candidate are added to that candidate's tally.
5. Separate permission for each performance of nukkad natak to be taken from MCMC.
6. Advertisements by non-political entities are allowed but must not benefit any party or candidate.



You can [click here](#)



7. Scan here shall provide you with complete information with regard to Media Certification & Monitoring Committees [MCMC], its composition, pre-certification requirements for political ads, and regulations on paid news.

Wall Paintings And Posters

1. No wall writing or pasting of posters is permitted on any Government premises.
2. Party workers are free to put up wall paintings and flags on their own property subject to the local laws and regulations of the state.
3. Written permission may be obtained from any person on whose property you wish to put up wall paintings or flags and submit such permission to the RO within 3 days.



You can [click here](#)

Transport And Vehicles – Deployment And Permissions

1. LED (Video) Van Approval from RTO
 - A. The use of LED Vans for campaigning necessitates formal approval from the CEO's office (EC).
 - B. Given that these vehicles are modified, the CEO office mandates a 'No Objection Certificate' (NOC) from the Regional Transport Office (RTO) before granting permission for their use.
 - C. The CEO's office directs the RTO to appoint a nodal officer to issue NOCs for campaign vehicles throughout the state.
2. **Upon assembling the requisite documents, the applicant must draft two separate applications on the official letterhead of the Party.**
 - A. The applicant should apply to Regional Transport Office (RTO) seeking the No Objection Certificate; and
 - B. The other application should be addressed to the CEO, requesting permission. Copies of the supporting documents must accompany both applications.



Public Meetings and Road Shows

1. Convening or participating in public meetings or processions is prohibited within 48 hours (silent period).
2. In all cases, apply well before the due date and time of public meeting/Road Show/Rally for permissions relating to use of ground, holding of the event.
3. Official vehicles are entirely banned for campaigning during elections; convoys must not exceed ten vehicles (excluding security) and should be broken for security.
4. Advance notification of the number of vehicles and participants is necessary.
5. Road shows should cover no more than half the road width for public safety, with a 200-metre gap between vehicle groups.
6. Ensure safety, prohibit fireworks and firearms, limit banner size to 6x4 feet, and use loudspeakers per ECI guidelines and local laws.
7. Ban the display of animals and the participation of schoolchildren in uniform in road shows.

Approval & Permission Matrix can be accessed at



You can [click here](#)

The Campaign – Election Expenditure

1. While the party itself does not face spending restrictions, candidates are subject to limitations on campaign expenditures.
2. Use the bank account that you have intimated to RO in your Nomination Form for all election-related receipts and expenses.



3. Avoid cash payments over Rs.10,000 during elections. Carrying over Rs.50,000 cash without valid ID can be confiscated with legal repercussions.
4. The Candidate shall maintain a record of all the original invoices/bills of expenditure incurred during the campaign.
5. Authorities can inspect accounts three times during the election period.

Details related to Election Expenditure Matters can be accessed at



You can [click here](#)

Silence Period (48 hours)

1. During the last 48-hour pre-election silence, all campaign activities halt. No appeal to voters can be issued from official handles of party or candidates.
2. No public meetings, entertainment events, or influencing content are permitted.
3. Only approved print ads are allowed on and before the polling day.

The Polling Day

1. Sealing of EVM And VVPAT After The Close of Poll

- A. After the last voter has recorded the vote, the voting machine has to be closed by pressing the CLOSE button on CU so that no further recording of votes in the machine is possible.
- B. After the close of polls, EVMs and VVPAT units are sealed with unique seals by the presiding officer and polling agents.



- C. The sealed units are transported to a secure, strong room, where they remain until the day of counting.
- 2. **Accompanying Vehicles Carrying Voting Machines**
 - A. Polling agents are permitted to accompany the vehicle in which the EVM, VVPAT, and election papers are carried to the collection/storage centre.
 - B. But (S)he will have to make their own transport arrangements and will not be permitted to travel in the vehicle carrying the voting machine and election papers.

Procedure To Be Followed After Polling Day

Counting Agents

- 1. **Postal Ballots**
 - A. All postal ballots received before the start of counting shall be counted.
- 2. **Appointment, Revocation, and Conduct**
 - A. Ministers, MPs, MLAs, Mayors, PSU officials, and honorarium recipients or Government servants, with security cover can not be appointed as Counting Agents.
 - B. Appointment using Form 18; submission to RO three days before counting.
 - C. Admission to the counting hall requires ID, a signed declaration, and cooperation with RO.
- 3. Each candidate can appoint counting agents for each counting table, including the postal ballot table.
- 4. An additional agent can be appointed to monitor the counting process at the Returning Officer's table if the election agent of the candidate is absent.



Handbook for Counting Agents is at



You can [click here](#)

Post-Election Compliance

1. Candidates must submit an abstract Statement of Election Expenditure.
2. They also need to provide their day-to-day Account Register to the District Election Officer within 30 days of the election results declaration.
3. Political parties must submit their statement of election expenditure within 75 days of the completion of the Vidhan Sabha elections and within 90 days of the completion of Lok Sabha elections.

Notes

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ELECTION HANDBOOK 2024

Latest Updates here



**For Further Queries Contact BJP's Central
Election Commission Department at**



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Phir Ek Baar Modi Sarkar

BHARATIYA JANATA PARTY

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