

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN ASHOKA ROAD, NEW DELHI - 110001

No.485/Comp/e-filing/2014/EEPS

Dated: 28th October, 2014

To

The Chief Electoral Officers of
all States and Union Territories.

Sub: New scheme of Election Commission Return Preparer (ECRP) – Guidelines thereof.

Sir/Madam,

In view of the difficulties faced by the candidates and Political parties in filling up the election expenditure related statements, the Commission had introduced e-filing of certain forms and statements by candidates and political parties. In this regard Commission has launched a new scheme of "Election Commission Return Preparer" to assist the candidates and parties in online filing of the forms, affidavits etc.

2. The guidelines for the "Election Commission Return Preparer (ECRP) Scheme" are enclosed herewith. As per the guidelines, the ECRPs shall be trained by the Commission in all states and they shall render assistance, free of cost, to the candidates and political parties in online filing their statements/Affidavits before the Commission. The ECRPs shall be only compensated for the assistance rendered by them to political parties and candidates, by the CEO concerned as per the enclosed guidelines.

3. I am directed to request you to bring it to the notice of all political parties in your state. Further, I am directed to request you to forward the same to the DEOs in the state for bringing it to the notice of all concerned including the candidates to avail the service of ECRPs for on-line filing of their statements affidavits etc.

Encl: As above.

Yours faithfully,


(AVINASH KUMAR)
UNDER SECRETARY

By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN ASHOKA ROAD, NEW DELHI - 110001

No.485/Comp/e-filing/2014/EEPS

Dated: 28th October, 2014

To

1. The President/General Secretary of all Political Parties
2. The Treasurer of all Political Parties.

Sub: New scheme of Election Commission Return Preparer (ECRP) – Guidelines thereof.

Sir/Madam,

In view of the difficulties faced by the candidates and Political parties in filling up the election expenditure related statements, the Commission had introduced e-filing of certain forms and statements by candidates and political parties. In this regard Commission has launched a new scheme of "Election Commission Return Preparer" to assist the candidates and parties in online filing of the forms, affidavits etc.

2. The guidelines for the "Election Commission Return Preparer (ECRP) Scheme" are enclosed herewith. As per the guidelines, the ECRPs shall be trained by the Commission in all states and they shall render assistance, free of cost, to the candidates and political parties in online filing their statements/Affidavits before the Commission.

3. I am directed to request you to bring it to the notice of all concerned including the candidates to avail the service of ECRPs for on-line filing of their statements affidavits etc.

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Yours faithfully,


(AVINASH KUMAR)
UNDER SECRETARY

Election Commission Return Preparer Guidelines

The Election Commission has launched "Election Commission Return Preparer" (ECRP) Scheme for rendering assistance to the candidates and political parties in on-line filing of their statements or returns.

1. Definition:

- a. "Election Commission Return Preparer" (ECRP) means any Certified Tax Return preparer who has been issued a "Election Commission Return Preparer Certificate" and a "unique identification number" under this Scheme by the Partner Organization in accordance with the provisions of these Guidelines".
- b. "Partner Organization" means an organization or agency selected by the Election Commission of India and with whom an agreement has been entered into by the Commission authorising it to act as Partner Organization under these ECRP Guidelines.

2. Qualification for Election Commission Return Preparers.

The existing Tax Return Preparers declared by the Central Board of Direct Taxes (CBDT) shall be eligible to act as Election Commission Return Preparer.

3. Enrollment, training and certification to persons to act as Election Commission Return Preparers.

- ECI or the CEO of a state may select a partner organisation.
- The Partner Organisation shall be in charge of training and certification of Election Commission Return Preparers.
- The Partner Organisation shall be paid training fees at the rate of Rs 1800/- per ECRP for two days training including training material and hands on practical training. The training programme shall be conducted under the guidance of the Chief Electoral Officer (CEO) of each state and all payments regarding training to partner organisation shall be made from the office of the CEO of the state.
- The training of the selected Master Trainers of the Partner Organisation shall be imparted by the Commission in collaboration with IIDEEM.
- After completion of the Training, the successful participants shall be given a certificate by the CEO, and shall be enrolled as ECRP for on-line filing of Statements/Reports.

- The partner organization shall also assess the performance of ECRPs and may recommend for deletion of the name as ECRP, if his services are not satisfactory.

4. **Scope of work of the Election Commission Return Preparers.**

- The Election Commission Return Preparer shall assist the candidates and Political parties in on-line filing of the Expenditure related Statements and affidavits relating to elections, in the software applications developed by the Commission.
- The software application for online filing is required to be done in the following areas:

For Candidates :

- (a) Online filing of affidavits of Assets of liability and criminal cases (Form 26) by the candidate.
- (b) Online filing of Election Expenditures statements by the candidate as per format prescribed by the Commission.
- (c) Such other statements/reports by candidates as required by the Commission.

For Political Parties :

- (a) Online filing of Election Expenditure statements by the political parties within 75 days of completion of Assembly Election or 90 days of completion of Lok Sabha Election.
- (b) Online filing of contribution reports (Form 24A) by the political parties, before filing the Income Tax Returns.
- (c) Such other reports/statements by the parties as required by the Commission.

5. **Fees to Election Commission Return Preparers.**

- (a) The ECRP shall be reimbursed a fee at a rate of Rs. 1200/- per return for online filing of the statements of a candidate or a Political Party.
- (b) In candidate's election expenditure statements normally the data entry is required in five (5) pages, in Schedule 1 to 9, besides other mandatory pages. If the data entry is required in more than five pages, then additional fee of Rs 150/- per page will be paid, in addition to the fixed amount of Rs 1200/-.
- (c) In case of candidate's affidavits of assets and liability, normally data entry is required in nine (9) pages, both for assets of liability, for court cases and education qualification. If the data entry is required in more than 9 pages in the above, then additional amount of Rs 150/- per extra page will be paid in addition to the fixed amount of Rs 1200/-.

- (d) In case of statements of election expenses of the political parties, normally data entry is required nine (9) pages in schedules 1 to 22. If the data entry in schedule is required in more than nine (9) pages, then additional amount of Rs 150/- per page will be paid in addition to the fixed amount of Rs 1200/-
- (e) In contribution report by the political parties data entry is normally required in five (5) pages. If the data entry is required in more than five pages, then an additional amount of Rs 150/- will be paid per extra page in addition to the fixed amount of Rs 1200/-
- (f) For any other on-line submission of forms/statements, amount shall be paid as per rates notified by the Commission from time to time.

6. Payment Schedule

- (a) The ECRP shall raise the bill in the name of DEO or CEO of the state after on-line filing of statements/reports.
- (b) The fee is to be paid to ECRP, by the office of the CEO or the DEO in rates specified above, after successful completion of the on-line filing of each statement/report.

7. Maintenance of particulars relating to EC Return Preparers.

- (a) The Partner Organisation shall, after enrolment of ECRPs, maintain the particulars which may be necessary by the CEO or Commission to assess the performance of each ECRP.
- (b) The Commission may issue instructions in this regard from time to time after evaluating the usefulness of the Scheme.

8. Obligation of ECRP and withdrawal of certificate given to the Election Commission Return Preparer.

- Election Commission is not responsible for any mistake in data entry by the ECRPs.
- ECRP shall ensure that the data entered in online filing is correct as per the statements/reports given by the candidate and the party.
- It is the responsibility of the candidate or the party to ensure that correct return/statements/affidavits are filed in time and the procedure is followed as per Commission guidelines for filing such returns/statements/affidavits.
- The Commission either on its own or on the recommendation of the Partner Organisation, may warn an ECRP about the deficiencies in his work and his misconduct, and may cancel the certificate of an ECRP any time, without giving any opportunity.
- The decision of the Commission shall be final and not be appealable before any authority.

9. The above guidelines shall come into force with immediate effect.


(S.K. Rudola)
Secretary

By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN ASHOKA ROAD, NEW DELHI - 110001

No.485/Comp/e-filing/2014/EEPS

Dated: 28th October, 2014

To

The Chief Electoral Officers of
All States and UTs

Sub: Additional facility for e-filing of Abstract Statement by candidates- Reg.

Sir/Madam,

The candidates are required to lodge their accounts of election expenditure before the District Election Officer along with Abstract Statement, affidavit, etc. in the formats prescribed by the Commission. The Commission has made special arrangements for e-filing facility of the Abstract Statement by the candidates.

2. This facility for e-filing of Abstract Statement can be used by the candidates without any cost to them, as per guidelines enclosed herewith (Annexure-A). The candidates willing to avail e-filing facility shall enter the information by logging into the ECI website through internet.
3. The e-filing facility enables on-line submission of Abstract Statement of Election Expenditure by the candidates. This facility also provides on-line help in filling up the error free Abstract Statement.
4. This facility of e-filing of Abstract Statement is available now in English and Hindi languages.
5. No cost is charged from the candidate for e-filing of the Abstract Statement. The e-filed Abstract Statement, can be seen by the candidate and can modify the entries, any time before its final submission.
6. After the Abstract statements affidavits are finally submitted in e-filing, the candidates are required to take a print out of the statement and Affidavit, sign on all the pages, get the affidavit notarised and send it to the DEO with all the bills and vouchers, Bank statement of the account opened for election expense, Day to day Account Registers etc. The procedure of lodging the accounts will be complete only after the duly signed hard copies are received by the DEO along with all the enclosures and proper acknowledgment is received from the DEO.
7. Candidate may take assistance of "EC Return prepares" (ECRP) in each state who will be trained by the Commission. The ECRPs are required to render free service to the candidates but they will be only compensated for rendering such service to candidate by that CEO concerned, as per the guidelines enclosed. The list of ECRPs will be available in ECI website.
8. The guidelines for e-filing of Abstract Statement may be given wide publicity and also brought to the notice of all the candidates concerned and the political parties. The CEOs, DEOs & ROs in their meetings with political parties and candidates should brief about the e-filing facility, explaining the details. A copy of this instruction shall be handed over to the candidates during the training, organised before lodging of their accounts.
9. Kindly acknowledge receipt of this letter.

Yours faithfully,


(S.K. Rudola)
Secretary

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E-filing of Abstract Statement Guidelines

Abstract Statement of candidate's election expenditure software is targeted to help candidates submit error free Abstract Statement online through internet. The software helps the Candidates to submit the information in a proper format, guides the candidate at each step to fill up correct information and enables the Election Commission to process the relevant information in a more systematic and structured manner.

(A) GUIDELINES BEFORE E-FILING:

1. Contesting candidate must have a valid mobile number and E-Mail ID at the time of registering in the software. One Time Password (OTP) will be sent to candidate's mobile number and E-Mail ID which will be required by the candidate to get registered and to login.
2. Password given to the candidate should be kept confidential so that unauthorised users will not be able to login to the account. No person or entity can access/modify the details without valid password.
3. The details entered will depend upon entry done by the candidate and the software will not allow any changes in the account, after its final submission.
4. Online entry is to be done step wise and the data is automatically saved.
5. As a number of details are required to be filled up in Abstract Statement of candidate's Expenditure, all the documents are to be kept ready, before entering information in e-filing. The full information will be available page-wise, and care has to be taken to ensure that data entered in each page are correct.
6. After all the pages are filled up, in the last step, click the "Finalize and Submit" button. After this, no modification can be done.
7. After finalisation, the user shall take the print out and sign on the relevant pages, get the affidavit notarised, enclose all the documents, registers, bills and vouchers etc. and send the print out along with the enclosed documents to the DEO, within 30 days of the completion of election.
8. A proper acknowledgement from the DEO Office must be obtained after submitting the hardcopy. Lodging of accounts will be complete after obtaining the acknowledgement from the DEO.

(B) STEPS: for e-filing**I. For registration:**

- 1) Register online, by visiting www.eci.nic.in and click the link "candidate".
- 2) Go to sub menu, Online submission of candidates, Election Expense Account.
- 3) The user should first register by clicking on, "Click to Register".
 - a) User should enter valid mobile number and email-id and proceed.
 - b) User will receive OTP (One Time Password) as sms on mobile number and to the specified email-id.
 - c) User need to enter the OTP and click "Proceed".
 - d) Then fill details like State, First name, Last name.
 - e) Set the Password, which is to be kept confidential by the user.
 - f) Click on "Register" and after successful registration, go to login and proceed to fill up Abstract Statement of Candidate Expenditure.

II. For filing of Abstract Statement:

- 4) Login with the registered Mobile Number(User Name will be the mobile Number) and enter the password.
 - 5) Select the Elections for which the Expenditure Statement has to be submitted.
 - 6) Fill the following details in sequence.
 - 7) For details, go through the manual and read the instructions for filling up Abstract Statement of Election Expenditure Online.
 - 8) (a) Fill Part-I: Abstract Statement of Election Expenditure.
(b) Fill Part-II: Abstract of Statement of Election Expenditure of Candidate alongwith schedules.
(c) Fill Part-III: Abstract of Source of Funds raised by the candidate.
(d) Fill Affidavit Form in Part IV
(e) Fill the relevant paras of the Acknowledgment form.
- Take the Printout of Part-I , Part -II, Part - III, Part IV and acknowledgement with entire schedule details.
- 9) If you find some errors in the data, you can modify the same, by clicking on the 'edit' button on the relevant page.
 - 10) If you are satisfied that the data is correct, then click "finalise and submit". After clicking this, the data cannot be modified.
 - 11) After all the data are entered, the full information will be visible on screen, as per the format required by the Commission.
 - 12) The candidate is required to sign the hardcopy of Abstract Statement, Affidavit, the acknowledgement, get the Affidavit notarised and submit before the DEO with all the enclosures, as required by the Commission within 30 days of completion of election.
 - 13) If any "Election Commission E-Return Preparer" (ECERP) has assisted in e-filing, please mention the name and his registration number.

14) On receipt of hardcopy, DEO shall validate the date entered in e-filing by comparing it with the hardcopy and click the button, "Verified".

SUPPORT:

For any query or help mail us at: ecitechsupport@gmail.com