



GOVERNMENT OF KERALA

No.Cdn.1/14/2024/GAD
General Administration (Co-ordination) Department,
Thiruvananthapuram,
Dated:20-03-2024

CIRCULAR

Sub: General Administration Department - General Election to HPCs
2024 - Model Code of Conduct - Screening Committee-
Guidelines - Regarding.

Ref: G.O(Rt)No.1272/2024/GAD Dated 16.03.2024

The Model Code of Conduct (MCC) in connection with the General Election to HPCs 2024 already come into force from 16th March 2024 with a view to making available sufficient time to comprehend the same and to facilitate all officials concerned to give appropriate direction to the subordinate officers in dealing with MCC cases. The following instructions are issued to be complied with so as to avoid sending all files to the Office of the Chief Electoral officer, Kerala for referring it to the Election Commission of India during election period for MCC clearance.

i. Cases that may come under MCC should be examined at the level of Secretaries itself, on the basis of MCC guidelines and decided accordingly. Only those cases where an exemption from MCC norms/clarification in guidelines is needed or cases which do not come under the purview of the existing instructions /guidelines should only be placed before the Screening committee constituted as per G.O. cited above for referring to the Chief Electoral officer, Kerala for consideration. Such files should clearly indicate.

- Brief of the case
- How it contravenes MCC provisions and why exemption is needed
- Specific remarks of the Secretary Concerned. (need of urgency)

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integrated
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20/3/2024

ii. All Secretaries may give immediate direction to the HoDs, Head of PSUs, etc. coming under their administrative control that cases/files involving relaxation of MCC norms/ clarifications should be routed only through their respective administrative departments in the Secretariat and not to the Chief Electoral officer, Kerala directly. Secretaries should examine and take decision as per MCC guidelines.

iii. Secretaries concerned shall examine the file in accordance with the MCC Guidelines issued by the Chief Electoral officer, Kerala and may decide whether the proposal has to be submitted before Screening Committee Constituted for referring it to the Election Commission of India.

iv. Brief note (not exceeding one page in editable format) on proposals in the prescribed proforma appended to be placed before the Screening Committee should be sent well in advance to the Additional Chief Secretary (GAD) as per the instructions in the G.O cited, soft copy of the same should be sent to gadcdn@gmail.com, latest by Friday for placing in the next meeting on Monday.

v. Casual sending of files to Office of the Chief Electoral Officer will be viewed seriously and reported to the Election Commission of India.

vi. All officers concerned under your control may be sensitised about the above directions and the MCC guidelines. The guidelines are available in the website of the Chief Electoral Officer, Kerala.

DR VENU V I A S
CHIEF SECRETARY

To:

The Chief Election Commissioner, Election Commission of India,
Nirvachan Sadan, Ashoka Road, New Delhi

The Chief Electoral Officer, Thiruvananthapuram

All Additional Chief Secretaries/Principal Secretaries/

Secretaries / Spl. Secretaries

The Secretary to Governor, Thiruvananthapuram

The Secretary, Kerala Legislative Assembly, Thiruvananthapuram

The Advocate General, Ernakulam
The Registrar, High Court of Kerala, Ernakulam
The Secretary, Kerala Public Service Commission,
Thiruvananthapuram
All District Collectors
All Heads of Departments.
The Chief Executives of all Public Sector Undertakings.
The Government owned Industrial Concerns } Through District
Collectors
All Government Commercial Undertakings } concerned
All Departments in Government Secretariat including Law and
Finance (They may be requested to give necessary directions to
the offices under their administrative control)
The Station Director, All India Radio, Thiruvananthapuram
The Labour Commissioner, Thiruvananthapuram.
The Registrar, Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur
University
The Registrar, Kerala Agriculture University, Mannuthi, Thrissur
The Registrar, Sree Sankaracharya Sanskrit University, Kalady,
Aluva
The Registrar, Kerala University of Health and Allied Sciences,
Thrissur
The Registrar, Kerala Veterinary & Animal Sciences University
The Registrar, Kerala University of Fisheries and Ocean Studies,
Panangad, Kochi
The Director, Information & Public Relations Department (for
giving wide publicity through media and Govt. Website)
Web & New Media (for publishing in Government Website)
Stock File/Office copy

Forwarded / By order,

Signed by

Sreekumar T

Section Officer

Date: 20-03-2024 11:53:19

Copy to:

The Private Secretary to Chief Minister

The Private Secretaries to all Ministers