

फा.सं.40-81/2025-स्था.।

दिनांक: 10 FEB 2025

कार्यालय आदेश

विषय: आदर्श आचार संहिता को लागू करने संबंधी तत्काल की जाने वाली कार्रवाई संबंधी।

कृपया इस पत्र के साथ संलग्न उपर्युक्त विषयक स्वास्थ्य एवं परिवार कल्याण मंत्रालय (आई. एन आई - I सेक्शन) से प्राप्त दिनांक 21.01.2025 के संदर्भ/पत्र सं. V-16020/11/2025-आई एन आई - I(ई-8316072) की प्रति का अवालोकन करें जिसके द्वारा भारत निर्वाचन आयोग से प्राप्त दिनांक 07.01.2025 के पत्रों की प्रति, जोकि स्वतः स्पष्ट है, सहित दिनांक 08.01.2025 के केन्द्रीय मंत्रिमंडल के कार्यालय जापन की प्रति को सूचना एवं अनुपालन हेतु अग्रेषित किया जाता है।

अनिता टेटे
10/2/2025
(अनिता टेटे)

वरिष्ठ प्रशासनिक अधिकारी

संलग्नक: उपर्युक्तानुसार

1. सभी संकायाध्यक्षगण / केन्द्र प्रमुखगण/ विभागाध्यक्षगण/एककों/ अनुभागों के प्रभारीगण
2. निदेशक महोदय/ संकायाध्यक्ष/ चिकित्सा अधीक्षक/अपर निदेशक (प्रशासन)/वरिष्ठ वित्त सलाहकार/ मुख्य प्रशासनिक अधिकारी/उप-सचिव/ मुख्य सुरक्षा अधिकारी/ वित्त सलाहकार/अधीक्षण अभियंता के प्रधान निजी सचिव/निजी सचिव, एम्स, नई दिल्ली
3. सभी वरिष्ठ प्रशासनिक अधिकारी/ प्रशासनिक अधिकारी/ सहायक प्रशासनिक अधिकारी - स्थापना अनुभाग (अस्पताल/ ह.त.के./ डॉ.रा.प्र.के./ टं.शि.अ.के./ ज.प्र.ना.ए.ट्रॉ.के./डॉ.भी.रा.अं.सं.रो.के.अ./ व्या.ग्रा.स्वा.सेवा बल्लभगढ़/ एन सी आई, झज्जर,/ बर्न एवं प्लास्टिक / मातृ एवं शिशु ब्लॉक/ राष्ट्रीय वृद्धजन केन्द्र/ सर्जिकल ब्लॉक/ ई एस डी/ संकाय प्रकोष्ठ/ संपदा अनुभाग/ विधि प्रकोष्ठ/ समन्वय प्रकोष्ठ / एस सी- एस टी-ओ बी सी-महिला प्रकोष्ठ/ हिंदी अनुभाग/शैक्षिक अनुभाग/परीक्षा अनुभाग/ छात्रावास अनुभाग/ कंप्यूटर सुविधा/ अनुसंधान अनुभाग)
4. सभी वित्त एवं मुख्य लेखा अधिकारी/ लेखा अधिकाारी (रोकड़ अनुभाग/लेखा-परीक्षा अनुभाग/ जी पी एफ/ पेंशन प्रकोष्ठ/ बजट अनुभाग)
5. चिकित्सा अधीक्षक (मुख्य अस्पताल/ डॉ.रा.प्र.के.)
6. एम्स, नई दिल्ली की सभी यूनियन/ एसोसिएशन
7. कंप्यूटर सुविधा: इसे संस्थान की आधिकारिक वेबसाइट पर अपलोड करने के अनुरोध सहित।

E 1847942

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

No.F.40-81/2025-Estt.I

Dated:03.02.2025

OFFICE ORDER

Subject: Immediate action to be taken for enforcement of Model Code of Conduct – reg.

Please find enclosed herewith a copy of reference / letter No.V-16020/11/2025-INI-I (e-8316072) dated 21.01.2025 received from Ministry of Health & Family Welfare (INI-I Section) on the subject cited above thereby forwarded the copy of Cabinet Secretariat OM dated 08.01.2025 along with copies of letters dated 07.01.2025 received from Election Commission of India which is self explanatory in nature, for information and compliance.

03/2/2025

(ANITA TETE)

SR. ADMINISTRATIVE OFFICER

Encl. as above

Distribution:-

- 1) All Deans/Chief of Centres/Head of Departments/Units/Sections
- 2) The PPS/PA to Director/Dean/MS/AD(A)/Sr. FA/CAO/Dy. Secy. /CSO/FA/ Superintending Engineer, AIIMS, New Delhi.
- 3) All Sr. Admn. Officer/Administrative Officer/Asstt. Admn. Officer of Establishment Section (Hospital /CNC/Dr.RPC/CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar / NDDTC /Burn & Plastic/Mother & Child Block/National Centre for Aging/Surgical Block/ESD /Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section / Academic Section/Examination Section/Hostel Section/ Computer Facility / Research Section
- 4) All F & CAO/Accounts Officers (Cash Section/Audit Section/GPF/Pension Cell/Budget Section)
- 5) All Associations/Unions of AIIMS, New Delhi.
- 6) **The Computer Facility** – with a request to upload this on official website of the Institute
- 7) **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

e-1847942

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

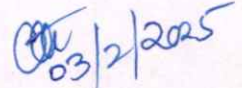
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03/2/2025

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No. 1/41/1/2025-Cab
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 8th January, 2025

OFFICE MEMORANDUM

- Subject:** 1. Immediate action to be taken for enforcement of Model Code of Conduct after announcement of General Election to the Legislative Assembly of NCT of Delhi, 2025.
2. Application of Model Code of Conduct – General Election to the Legislative Assembly of NCT of Delhi, 2025 and Bye-elections in Assembly Constituencies of Tamil Nadu and Uttar Pradesh.

The undersigned is directed to enclose a copy each of the following letters from Election Commission of India, for information and necessary action:

- (i) Letter No. 437/6/1/INST/ECI/FUNCT/MCC/2025/45 dated 07.01.2025 on subject (1) above.
- (ii) Letter No. 437/6/1/INST/ECI/FUNCT/MCC/2025/48 dated 07.01.2025 on subject (2) above.


(S.G.P. Verghese)

Joint Secretary
Tele No. 2301 1791

Email: verghese.sgp@nic.in

To

All Secretaries to the Government of India

Seyon - in meeting
JS(coord.)

03/169/2
8/11

By Spl. Messenger/E-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/INST/ECI/FUNCT/MCC/2025/175

Dated: 7th January, 2025

To

1. The Cabinet Secretary,
Government of India,
Rashtrapati Bhawan,
New Delhi.
2. The Chief Secretary
to the Government of
NCT of Delhi,
Delhi, and
3. The Chief Electoral Officer,
NCT of Delhi,
Delhi.

Subject: Immediate action to be taken for enforcement of Model Code of Conduct after announcement of General Election to the Legislative Assembly of NCT of Delhi, 2025- regarding.

Sir/Madam,

I am directed to state that the Election Commission has announced the schedule for holding General Election to the Legislative Assembly of NCT of Delhi, 2025 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 12th 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.

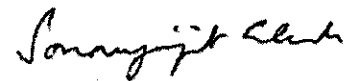
- (b) **Defacement of public property and misuse of public space-** All unauthorized political advertisement, in the form of wall writing/posters/papers or defacement in any other form, cutout/boardings, banners flags etc. at public property and in public space like railway station, Bus stands, Airports, 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 26th 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 2nd 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 2nd 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/3/2023/Communication dated 24th 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.
14. Hindi version will follow.

Yours faithfully



(SOUMYAJIT GHOSH)
SECRETARY

01/03/25
8/11
By Spl. Messenger Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/INST/ECI//FUNCT/MCC/2025/48

Dated: 7th January, 2025

To

1. The Cabinet Secretary,
Government of India,
Rashtrapati Bhawan,
New Delhi.
2. The Chief Secretaries to the Government of:-
(i) NCT of Delhi, Delhi;
(ii) Tamil Nadu, Chennai; and
(iii) Uttar Pradesh, Lucknow.
3. The Chief Electoral Officers of:-
(i) NCT of Delhi, Delhi;
(ii) Tamil Nadu, Chennai; and
(iii) Uttar Pradesh, Lucknow.

Sub: Application of Model Code of Conduct - General Election to the Legislative Assembly of NCT of Delhi, 2025 and Bye-elections in Assembly Constituencies of Tamil Nadu and Uttar Pradesh- reg.

Sir/Madam,

I am directed to state that the Election Commission has announced the schedule for holding **General Election to the Legislative Assembly of NCT of Delhi, 2025 and Bye-elections in Assembly Constituencies of Tamil Nadu and Uttar Pradesh** (Press Note No. ECI/PN/169/2025 & No. ECI/PN/170/2025 both dated 7th January, 2025, available at the Commission's website - www.eci.gov.in).

2. With this announcement, the provisions of the Model Code of Conduct for the guidance of the Political Parties and Candidates have come into force **with immediate effect** and will be in force till the completion of the General Election to the Legislative Assembly of NCT of Delhi and bye-elections mentioned above. This may be brought to the notice of the Central and State Government/Union Territory Administrations, all Ministries/Departments/offices of the Union Government/the State Government/Union

Territory Administrations. A copy of instructions issued by you to this effect, may be sent to the Commission for its information and record.

3. Your particular attention is drawn to the provisions of Model Code of Conduct for the guidance of Political Parties and Candidates and various instructions issued by the Commission, which, inter-alia, state that the party in power whether at the Centre or in the State or States/Union Territory concerned, shall ensure that no cause is given for any complaint that it has used its official position for the purpose of its election campaign and in particular:-

- (i) (a) The Ministers shall not combine their official visit with electioneering work and shall not also make use of official machinery or personnel during the electioneering work;
- (b) Government transport including official air-crafts, vehicles, machinery and personnel shall not be used for furtherance of the interest of the party in power;
- (ii) Public places such as maidans etc., for holding election meetings, and use of helipads for air-flights in connection with elections shall not be monopolised by the party in power. Other parties and candidates shall be allowed the use of such places and facilities, on the same terms and conditions, on which they are used by the party in power;
- (iii) Rest houses, dak bungalows or other Government accommodations in the States/Union Territories where elections have been announced or are taking place can be given to the political functionaries who are provided security by the State in 'Z' scale or above or equivalent by various State Governments or the Central Government under provisions of their laws, on equitable basis. This shall be subject to condition that such accommodation is not already allotted or occupied by election related officials or the Commission's Observers. Such political functionaries shall not carry out any political activity while staying in the Government Guest Houses/Rest Houses or other Government accommodation etc.;
- (iv) Issue of advertisement 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;
- (v) Ministers and other authorities shall not sanction grants/payments out of discretionary funds from the time, elections are announced by the Commission; and

(vi) From the time, elections are announced by Commission, Ministers and other authorities shall not -

- (a) announce any financial grants, in any form or promises thereof; or
- (b) (except civil servants) lay foundation stones etc. of projects or schemes of any kind; or
- (c) make any promise of construction of roads, provision of drinking water facilities etc.; or
- (d) make any ad-hoc appointments in Government, Public Undertakings etc. which may have the effect of influencing the voters in favour of the party in power.

4. As will be observed from Para 3{Clause iv} above, no advertisement 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 today itself and it should be immediately withdrawn.

5. The instruction of the Commission contained in its letter No. 437/6/INST/ECI/FUNCT/MCC/2024(MCC ENFORCEMENT) dated 2nd January, 2024 is available on the Commission's website at path - <https://www.eci.gov.in/issue-details-page/instructions> for your information and necessary action. The Commission's all other relevant instructions, 'Manual on Model Code of Conduct' and 'Compendium of Instructions on Model Code of Conduct' are also available on the Commission's website for your guidance.

6. The Commission further directs that there shall be a total ban on the transfer of all officers/officials connected with the conduct of the election. These include but are not restricted to: -

- i) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers;
- ii) Divisional Commissioners;
- iii) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the conduct of election;
- iv) Officers of the Police Department connected with the management of election, like range IGs and DIGs, Senior Superintendents of Police and Superintendents of Police, Sub-Divisional Police Officers like Deputy Superintendents of Police and other

Police officers who are deputed to the Commission under section 28A of the Representation of the People Act, 1951:

- v) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining specific permission from the Commission in this regard;
 - vi) This ban shall be effective till the completion of the election. The Commission further directs that the State Governments should refrain from making transfers of senior officers who have a role in the management of election in the State;
 - vii) In those cases where transfer of an officer is necessary on account of administrative exigencies, the concerned State Government may with full justification approach the Commission for prior clearance.
7. The receipt of the letter may kindly be acknowledged.
8. Hindi version will follow.

Yours faithfully,



(SOUMYAJIT GHOSH)
SECRETARY