

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

Memo No. 2/1/PSPB-LPD-II/2008/ 7838

Dated Chandigarh the 12<sup>th</sup> August, 2008.

**Subject:- Guidelines regarding Constitution of District Planning Committees in each district of the State as per 74<sup>th</sup> Constitutional Amendment, 1992.**

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Kindly refer to this office Memo No. 2/1/PSPB-LPD-II/2008/7706 dated 7/8/2008 regarding holding of elections in the District Planning Committees.

2. The detailed guidelines were issued vide Memo No. 2/1/PSPB-LPD-II/2006/9583 dated 5/7/2006 and Memo No 2/1/PSPB-LPD-II/2006 Spl I dated 20/7/2006. There are some queries with regard to holding of elections. Your attention is drawn –

- (i) That only directly elected members of Zila Parishads and Municipal Bodies can participate in these elections.
- (ii) Each electoral is to be issued a single ballot paper containing the names of contesting candidates.
- (iii) Each electoral will have to either mark (√) if he wants to elect or (x) if he does not want to elect against the name of each contesting candidate.
- (iv) The electoral is free to elect and mark as many (√) against the names of the contesting candidates as are the number of vacancies for Zila Parishads/Municipal Quota. In case he/she elects more candidates than the number of vacancies then the vote would be cancelled.

3. The revised guidelines incorporating revised district-wise detail of members of District Planning Committees and revised Form No. 3.7 issued vide Memo No. 2/1/PSPB-LPD-II/2008/7825 dated 11/8/2008 are enclosed.

4. It is requested that the guidelines may be studied in detail and explained to the electorals and contesting candidates. In case of any doubt, you may contact the undersigned in office or on fax.

Sd/-  
( Satish Chandra )  
Secretary Planning

**Government of Punjab  
Department of Planning  
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

Memo No. 2/1/PSPB-LPD-II/2008/7825

Dated Chandigarh the 11/8/08

**Subject:- Revised guidelines regarding Constitution of District Planning Committees in each district of the State as per 74<sup>th</sup> Constitutional Amendment, 1992.**

Kindly refer to this department's Memo No. 2/1/PSPB-LPD-II/2006/9583 dated 5/7/2006 and Memo No. 2/1/PSPB-LPD-II/2006/Spl. I dated 20/7/2006 on the subject cited above.

2. As per the Punjab District Planning Committees Act, 2005 issued vide Notification No. 35-LEG/2005, dated 28.11.05, the District Planning Committees are to be constituted in each district of the State. The total number of members of the said committee have been calculated on the basis of population criteria given in sub-section (2) of Section 3 of the said Act, the detail of which is given below:-

<b>District wise detail of members to be elected/nominated in the District Planning Committees</b>						
SN	Name of the District	Total number of members (Elected + Nominated)	4/5 <sup>th</sup> of total members to be elected			1/5 <sup>th</sup> of total members to be nominated by the State Government
			Members to be elected from the Zila Parishad members	Members to be elected from the Urban Local Bodies	Total Elected	
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	Nawanshehar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Mukatsar	15	9	3	12	3
7	Moga	15	10	2	12	3
8	Ropar	15	9	3	12	3
9	SAS Nagar	15	7	5	12	3
10	Tarn Taran	15	10	2	12	3
11	Barnala	15	8	4	12	3
12	Bathinda	24	13	6	19	5
13	Hoshiarpur	24	15	4	19	5
14	Ferozepur	24	14	5	19	5
15	Patiala	24	12	7	19	5
16	Jalandhar	24	10	9	19	5
17	Sangrur	24	14	6	20	4
18	Gurdaspur	40	24	8	32	8
19	Ludhiana	40	14	18	32	8
20	Amritsar	40	16	16	32	8

3. The 1/5<sup>th</sup> number of members are to be nominated by the State Government. For the 4/5<sup>th</sup> of the member which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.

3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections, as per specimen given in Form 3.2.

3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.

3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.

3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college

3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.

3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).

3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.

- 3.9 If the number of contesting candidates is the more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark (✓) against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect. The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs (✓) or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.
- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.
- 3.13 After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.

- 3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.
- 3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

Sd/-  
(Satish Chandra)  
Secretary Planning

Endst.No.2/1/PSPB-LPD-II/2008/ 7826-29

Dated : 11/8/08

A copy is forwarded to the following:-

- i) Private Secretaries of Ministers/ Ministers of State for the kind information of Hon'ble Ministers/ Ministers of State.
- ii) PSCM
- iii) Special Secretary/ FM for the kind information of Hon'ble Finance and Planning Minister, Punjab.
- iv) Secretary/CS for the kind information of Chief Secretary, Punjab.

Sd/-  
Secretary Planning.

**ਫਾਰਮ 3.2**  
**(ਮੀਟਿੰਗ ਦੇ ਨੋਟਿਸ ਦਾ ਨਮੂਨਾ)**

ਸ੍ਰੀ..... ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜ਼ਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਦੇ .....(ਨੰਬਰ) ਮੈਂਬਰ ਚੁਣਨ ਲਈ ਜ਼ਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ/ ਮਿਊਂਸਪੈਲਟੀਜ਼ (ਜੋ ਵੀ ਲਾਗੂ ਹੋਵੇ) ਦੇ ਸਿੱਧੇ ਤੌਰ ਤੇ ਚੁਣੇ ਹੋਏ ਮੈਂਬਰਾਂ ਦੀ ਸਪੈਸ਼ਲ ਮੀਟਿੰਗ ਮਿਤੀ..... ਨੂੰ .....ਵਜੇ.....ਜਗ੍ਹਾ ਤੇ ਹੋਣੀ ਨਿਸ਼ਚਿਤ ਹੋਈ ਹੈ। ਮੀਟਿੰਗ ਵਿਚ ਭਾਗ ਲੈਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

2. ਚੋਣ ਦਾ ਪ੍ਰੋਗਰਾਮ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਵੇਗਾ:-

- ਵਿਸ਼ੇ ਦਾ ਸੰਖੇਪ ਵੇਰਵਾ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
  - ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਭਰਨਾ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
  - ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮਾਂ ਦੀ ਪੜਤਾਲ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
  - ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਨੂੰ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਵਾਪਸ ਲੈਣਾ
- ਵੋਟਿੰਗ ਜੇ ਜ਼ਰੂਰੀ ਹੋਵੇ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
  - ਵੋਟਾਂ ਦੀ ਗਿਣਤੀ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
  - ਨਤੀਜੇ ਦਾ ਐਲਾਨ .....ਵਜੇ

ਮਿਤੀ:

ਪ੍ਰੀਜਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....

**ਫਾਰਮ 3.4**  
**(ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਦਾ ਨਮੂਨਾ)**

ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....

ਨਾਮੀਨੇਸ਼ਨ ਦਾ ਚੋਣ ਖੇਤਰ .....(ਜਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਂਸਪੈਲਟੀਜ਼)

1. ਉਮੀਦਵਾਰ ਦਾ ਪੂਰਾ ਨਾਮ .....
2. ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ .....
3. ਉਮਰ .....
4. ਲਿੰਗ .....

ਮੈਂ ਜਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਵਿਚ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਂਬਰਾਂ ਲਈ ਉਮੀਦਵਾਰ ਦੇ ਤੌਰ ਤੇ ਚੋਣ ਲੜਨਾ ਚਾਹੁੰਦਾ ਹਾਂ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

ਮੈਂ ਇਹ ਤਸਦੀਕ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ, ਫਾਰਮ ਨੰ:-। ਵਿਚ ਸੂਚਿਤ ਕੀਤੇ ਗਏ ਸਮੇਂ ਅਨੁਸਾਰ ਮੈਂਦੂ ਪ੍ਰਾਪਤ ਹੋ ਗਿਆ ਹੈ।

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....

**ਫਾਰਮ 3.6**  
**(ਨਾਮੀਨੇਸ਼ਨ ਵਾਪਸ ਲੈਣ ਦੇ ਫਾਰਮ ਦਾ ਨਮੂਨਾ)**

ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....

ਨਾਮੀਨੇਸ਼ਨ ਦਾ ਚੋਣ ਖੇਤਰ.....(ਜ਼ਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਂਸ਼ਪੈਲਟੀਜ਼)

1. ਉਮੀਦਵਾਰ ਦਾ ਪੂਰਾ ਨਾਮ .....
2. ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ .....
3. ਉਮਰ .....
4. ਲਿੰਗ .....

ਮੈਂ ਜ਼ਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਵਿਚ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਂਬਰਾਂ ਲਈ ਉਮੀਦਵਾਰ ਦੇ ਤੌਰ ਤੇ ਖੜਾ ਹੋਣ ਸਬੰਧੀ ਭਰੇ ਗਏ ਫਾਰਮ ਨੰ: 3.4 ਨੂੰ ਵਾਪਸ ਲੈਂਦਾ ਹਾਂ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

ਮੈਂ ਇਹ ਤਸਦੀਕ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਨਾਮੀਨੇਸ਼ਨ ਵਾਪਸ ਲੈਣ ਦਾ ਫਾਰਮ, ਫਾਰਮ ਨੰ: 3.2 ਵਿਚ ਸੂਚਿਤ ਕੀਤੇ ਗਏ ਸਮੇਂ ਅਨੁਸਾਰ ਮੈਨੂੰ ਪ੍ਰਾਪਤ ਹੋ ਗਿਆ ਹੈ।

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....

ਫਾਰਮ ਨੰ: 3.7  
(ਬੈਲਟ ਪੇਪਰ ਦਾ ਨਮੂਨਾ)

1. ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....
2. ਚੋਣ ਖੇਤਰ (ਇਲੈਕਟੋਰਲ ਕਾਲਜ).....(ਜਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਨਿਸਪੈਲਟੀਜ਼)
3. ਚੋਣ ਵਿਚ ਖੜ੍ਹੇ ਹੋਏ ਮੈਂਬਰਾਂ ਦੀ ਕੁਲ ਗਿਣਤੀ.....
4. ਉਪਰੋਕਤ ਵਿੱਚੋਂ ਜਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀਆਂ ਵਿਚ .....  
ਮੈਂਬਰ ਦੇ ਤੌਰ ਤੇ ਰੱਖੇ ਜਾਣ ਲਈ ਚੁਣੇ ਜਾਣ  
ਵਾਲੇ ਮੈਂਬਰਾਂ ਦੀ ਗਿਣਤੀ

ਲੜੀ ਨੰ:	ਚੋਣ ਵਿਚ ਖੜ੍ਹੇ ਹੋਏ ਮੈਂਬਰ ਦਾ ਨਾਂ	ਵੋਟਰ ਵਲੋਂ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਂਬਰ ਲਈ ਕੀਤੀ ਗਈ ਸਿਫਾਰਸ਼
1	2	3
1		( )
2		( )
3		( )
4		( )
5		( )
6		( )
7		( )
-		( )
-		( )
-		( )
ਚਲਦਾ		( )

ਨੋਟ:-

- (1) ਜਿਸ ਮੈਂਬਰ ਨੂੰ ਵੋਟਰ ਵੋਟ ਦੇਣਾ ਚਾਹੁੰਦਾ ਹੈ, ਉਸ ਦੇ ਨਾਂ ਸਾਹਮਣੇ (✓) ਅਤੇ ਜਿਸ ਨੂੰ ਨਹੀਂ ਦੇਣਾ ਚਾਹੁੰਦਾ, ਉਸ ਦੇ ਨਾਂ ਸਾਹਮਣੇ (x) ਮਾਰਕ ਕਰੇਗਾ।
- (2) ਵੋਟਰ ਆਪਣੀ ਇੱਛਾ ਅਨੁਸਾਰ ਇਕ ਤੋਂ ਲੈ ਕੇ ਜਿੰਨੀਆਂ ਸੀਟਾਂ ਹਨ, ਉਤਨੇ ਤਕ ਉਮੀਦਵਾਰ ਦੀ ਚੋਣ ਕਰ ਸਕਦਾ ਹੈ ਅਤੇ (✓) ਨਿਸ਼ਾਨ ਲਗਾ ਸਕਦਾ ਹੈ।
- (3) ਅਗਰ ਵੋਟਰ ਸੀਟਾਂ ਤੋਂ ਜ਼ਿਆਦਾ ਉਮੀਦਵਾਰਾਂ ਦੀ ਚੋਣ ਕਰਦਾ ਹੈ ਤਾਂ ਉਸਦੀ ਵੋਟ ਰੱਦ ਹੋ ਜਾਵੇਗੀ।

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....