

Fax & Email**GOVERNMENT OF KERALA**

No:CDN1/55/2025/GAD
General Administration (Co-ordination) Department
Thiruvananthapuram,
Dated:28-05-2025

CIRCULAR

Sub: General Administration Department - Bye Election to the 35-
Nilambur (AC) - Model Code of Conduct - Screening
Committee - Guidelines - Regarding

Ref: G.O. (Rt)2308/2025/GAD dated 27.05.2025

The Model Code of Conduct (MCC) in connection with the Bye Election to the 35-Nilambur (AC) already come into force from 25.05.2025 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:-

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

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 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 sensitized about the above directions and the MCC guidelines. The guidelines are available in the website of the Chief Electoral Officer, Kerala.

Proforma

Sl No.	Dept & File No.	Subject	Need of urgency

K BIJU I A S
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, Raj Bhavan, 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 concerned
All Government Commercial Undertakings } Through District
Collectors 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/CUSAT /Calicut/Mahatma Gandhi/Kannur
University
The Registrar, Kerala Agriculture University, Mannuthi, Thrissur
The Registrar, Sree Sankaracharya Sanskrit University, Kalady
The Registrar, Kerala University of Health and Allied Sciences
The Registrar, Kerala Veterinary & Animal Sciences University,
Camp Office, Mannuthy, Thrissur.
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

Sabu T K

Date: 29-05-2025 10:35:13

Section Officer

Copy to :

The Private Secretary to Chief Minister

The Private Secretaries to all Ministers.

The Private Secretary to Leader of Opposition.

The Private Secretary to Speaker, Deputy Speaker

The OSD to Chief Secretary.

PA to Secretary, GAD