



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER ::: CHIRANG**  
**KAJALGAON, CHIRANG, BTR, ASSAM**  
(MCC Cell)  
Email: [dc-chirang@nic.in](mailto:dc-chirang@nic.in)

**Standard Operating Procedure (SOP) for grant of permission for election-related meetings, rallies, processions etc. by Political Parties and Candidates**

No. DEV/BTC/MCC/12/2025/19: In the interest of public service and smooth conduct of Bodoland Territorial Council (BTC) Election 2025, the following SOP is issued for grant of permission for meetings, processions/rally etc. by Political Parties and Candidates in BTC Election 2025.

**I. Application for Permission from District Administration**

Application for permission for conduct of any meeting, rally, procession, campaign shall be made to the District Administration in the prescribed format at least 02 (two) days prior to the conduct of said event. The District Administration may deny or withhold permission if application is made after the time period prescribed.

**II. Documents to be submitted for Permission**

Each application for permission on a specified subject shall be made to District Commissioner, Chirang, in a prescribed format with the below mentioned documents. The District Administration may deny or withhold permission if application is made without said documents and no representation for forgoing the requirements shall be entertained by the office.

Sl. No.	Permission	Documents to be submitted
1	Application for Vehicle Permit (Intra-District)	1. Application (Annexure-A) 2. NOC/Permission from Police department
2	Application for opening of Temporary Party Office	1. Application (Annexure-B) 2. NOC from Premises Owner (Original) 3. NOC from Police department 4. NOC from local Circle Officer
3	Application for Permit to take out procession with Loud Speaker	1. Application (Annexure-C) 2. Route Plan 3. NOC from Police Department 4. NOC from local Circle Officer
4	Application for Permit for Street Corner Meeting and Loud Speaker	1. Application (Annexure-D) 2. NOC from Police Department 3. NOC from local Circle Officer
5	Application for Helicopter and Helipad	1. Application (Annexure-E) 2. NOC from Premises Owner

		<ol style="list-style-type: none"> <li>3. NOC from Police department</li> <li>4. NOC from local Circle Office</li> <li>5. NOC from Fire &amp; Emergency Services</li> <li>6. Fitness Certificates from PWD (R&amp;B), PWD (B&amp;NH) and PWD Electrical</li> </ol>
6	Permit for construction of Rostrum/Barricade	<ol style="list-style-type: none"> <li>1. Application (Annexure-F)</li> <li>2. NOC from Premises Owner, if applicable.</li> <li>3. NOC from Police department</li> <li>4. NOC from local Circle Office</li> <li>5. NOC from Fire &amp; Emergency Services</li> <li>6. Fitness Certificates from PWD (R&amp;B), PWD (B&amp;NH) and PWD Electrical</li> </ol>
7	Application for Air Balloons	<ol style="list-style-type: none"> <li>1. Application (Annexure-G)</li> <li>2. NOC from Police Department</li> <li>3. NOC from local Circle Officer</li> </ol>
8	Application for permission to hold meeting without Loud Speaker	<ol style="list-style-type: none"> <li>1. Application (Annexure-H)</li> <li>2. NOC from Police Department</li> <li>3. NOC from local Circle Officer</li> </ol>
9	Application for door-to-door canvassing	<ol style="list-style-type: none"> <li>1. Application (Annexure-I)</li> <li>2. NOC from Police Department</li> <li>3. NOC from local Circle Officer</li> </ol>
10	Application for Rally	<ol style="list-style-type: none"> <li>1. Application (Annexure-J)</li> <li>2. NOC from Police Department</li> <li>3. NOC from local Circle Officer</li> </ol>
11	Application for Loudspeaker permit	<ol style="list-style-type: none"> <li>1. Application (Annexure-K)</li> <li>2. NOC/Permission from Police department</li> </ol>
12	Application for vehicle with loudspeaker permit	<ol style="list-style-type: none"> <li>1. Application (Annexure-L)</li> <li>2. NOC/Permission from Police department</li> </ol>
13	Application for pamphlet distribution	<ol style="list-style-type: none"> <li>1. Application (Annexure-M)</li> <li>2. NOC/Permission from Police department</li> <li>3. NOC from local Circle Officer</li> </ol>
14	Application for to display banner and flags	<ol style="list-style-type: none"> <li>1. Application (Annexure-N)</li> <li>2. NOC/Permission from Police department</li> <li>3. NOC from local Circle Officer</li> </ol>
15	Application for permission of video van	<ol style="list-style-type: none"> <li>1. Application (Annexure-O)</li> <li>2. NOC/Permission from Police department</li> </ol>

In addition to the above, certain other documents may be required and shall be mentioned in the prescribed application form. These will also be treated as compulsory.

### **III. Procedure for grant/refusal of Permission**

All permissions shall be subject to the Rules, Guidelines and Instructions of the Assam State Election Commission and Modal Code of Conduct, and permission shall be refused/rejected if the application does not conform to the said Rules, Guidelines and Instructions. The Addl. District Commissioner i/c MCC Cell, is the authorized officer to issue permission on behalf of the District Commissioner, Chirang.

#### **IV. First Come First Serve**

All application for any type of permission shall be processed on the basis on First Come First Serve, and no candidate/party shall claim any exclusivity to any premise/vehicle.

#### **V. Nodal Officer of all Departments**

Revenue Circle Officers and Head of all concerned Line Departments shall nominate a senior Class I officer, and if not available an officer/staff of high competence to process all NOCs/Permissions pertaining to their departments in swift manner. Senior Superintendent of Police, Chirang, will nominate an officer not below the rank of Deputy Superintendent of Police to process permissions from Police Department.

SrSP and all Heads will share the list of Nodal Officers within 01 (one) day of the issue of this SOP to ADC i/c MCC Cell.

**This Standard Operating Procedure (SOP) comes into force with immediate effect.**

District Commissioner,

Chirang.

Dated: Kajalgaon, 26<sup>th</sup> August, 2025

Memo No. DEV/BTC/MCC/12/2025/19-A

Copy for information and necessary action:

1. The Secretary, Assam State Election Commission.
2. The Addl. District Commissioner i/c MCC Cell, Chirang.
3. The Addl. District Commissioner i/c Expenditure Monitoring Cell, Chirang.
4. The Senior Superintendent of Police, Chirang.
5. The Sub-Divisional Officer (Civil), Bijnri.
6. The Circle Officer, Sidli/Bini/Bengtol Revenue Circle.
7. The District Information and Public Relations Officer (i/c), Chirang.
8. The Executive Engineer, PWD (B&NH) Kokrajhar District & Chirang District Territorial Building Division.
9. The Executive Engineer, PWD (R&B) Chirang Division.
10. The Executive Engineer, PWD Electrical Kokrajhar Division.
11. The District Informatics Officer (DIO), NIC Chirang.
12. The Senior Station Officer, Fire and Emergency Services, Kajalgaon.
13. The President/Secretary of Political Parties (All) and Candidates for BTC Election-2025 (All).
14. Notice Board, D.C.'s Office, Kajalgaon, Chirang.
15. Office file.

District Commissioner,

Chirang.

26/08/25

No.....

**APPLICATION**

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Vehicle Permit	
DRIVER/VEHICLE DETAILS	DATE & TIME	
	VEHICLE RC NO	
	VEHICLE DRIVER NAME:-	
	DRIVER'S DL NUMBER:-	
	WHETHER VEHICLE IS INSURED:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly issue vehicle permit for the following.....

The vehicle shall be used in the following locations.....

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned. The relevant documents are mentioned below:-

[PLEASE INSERT SCANNED PHOTOGRAPHS OF RC, DRIVER'S DRIVER'S LICENSE, INSURANCE DOCUMENT, POLLUTION TESTING CERTIFICATE]

Name and signature of the applicant  
(Candidate/ Agent/ Party representative)

Annexure-B

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Temporary party office	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for setting up a temporary party office at the following location.

.....

The premises belongs to ....., who has/ have no objection to the setting up of temporary party office of the .....party in that location

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Yours faithfully,

Signature of Party President/ Secretary

Name and signature of the applicant

Annexure-C

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	PROCESSION WITH LOUDSPEAKER	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for taking out procession at.....(place) under .....Police Station of ..... District on.....(date) from.....(time) with use of loud speaker at permissible volume . All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant

( Candidate/ Agent/ Party president)

Annexure-D

No.....

REPORT

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	STREET CORNER MEETING & USE OF LOUD SPEAKER	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for street corner meeting with use of loudspeaker at.....(place) under .....Police Station of ..... District on.....(date) from.....(time) with use of loud speaker at permissible volume . All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant

( Candidate/ Agent/ Party president)

## Annexure-E

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	HELIPAD	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for helipad landing at .....(Mention co-ordinates)

Details of the helicopter and the passengers are mentioned below:-

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant  
(Candidate/ Agent/ Political party representative)

Annexure-F

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Construction of rostrum/barricade	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for permission for construction of rostrum/barricade at the following location:-

The owner of the premises is :-

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant  
Candidate/ Agent/ Political party representative

Annexure-G

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Use of air balloons	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for use of air balloons at the following location:-

The owner of the premises is :-

The specifications of the air balloon is :-

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant  
Candidate/ Agent/ Political party representative

Annexure-H

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	MEETING WITHOUT LOUDSPEAKER	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for meeting without use of loudspeaker at.....(place) under .....Police Station of ..... District on.....(date) from.....(time) . All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant  
 ( Candidate/ Agent/ Party president)

Annexure-I

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Door to door canvassing	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for door to door at.....(place) under .....Police Station of ..... District on.....(date) from.....(time) . All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Name and signature of the applicant  
 ( Candidate/ Agent/ Party president)

Annexure-J

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	RALLY	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for taking out rally through (following route).....(place) under .....Police Station of ..... District on.....(date) from.....(time) with use of loud speaker at permissible volume . All extant guidelines related to MCC and Expenditure Monitoring shall be followed vy the undersigned.

Name and signature of the applicant

( Candidate/ Agent/ Party president)

Annexure-K

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	USE LOUDSPEAKER PERMIT	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for taking for using louds speaker for election campaign in permissible volume .....(place) under .....Police Station of ..... District on.....(date) from.....(time). All extant guidelines related to MCC and Expenditure Monitoring shall be followed vly the undersigned.

Name and signature of the applicant  
 ( Candidate/ Agent/ Party president)

Annexure-L

No.....

**APPLICATION**

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Vehicle with Loudspeaker Permit	
DRIVER/VEHICLE DETAILS	DATE & TIME	
	VEHICLE RC NO	
	VEHICLE DRIVER NAME:-	
	DRIVER'S DL NUMBER:-	
	WHETHER VEHICLE IS INSURED:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly issue vehicle permit for the following area.....

The vehicle shall be used in the following locations.....

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned. The relevant documents are mentioned below:-

[PLEASE INSERT SCANNED PHOTOGRAPHS OF RC, DRIVER'S DRIVER'S LICENSE, INSURANCE DOCUMENT, POLLUTION TESTING CERTIFICATE]

Name and signature of the candidate

Annexure-M

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Pamphlet Distribution	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for pamphlet distribution at the following location.

.....

The premises belongs to ....., who has/ have no objection to the pamphlet distribution.

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Yours faithfully,

Name & signature of the Applicant

Name and signature of the applicant

Annexure-N

No.....

APPLICATION

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Banner and Flags	
DETAILS	DATE & TIME	
	VENUE:	
	POLICE STATION	
	LAC	
	HPC	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly accord permission for display of banner and flags at the following location:

.....

The premises belongs to ....., who has/ have no objection to the setting up of temporary party office of the .....party in that location

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned.

Yours faithfully,

Name and signature of the applicant

Annexure-O

No.....

**APPLICATION**

Date.....

NAME OF APPLICANT		
ADDRESS OF APPLICANT		
PARTY AFFILIATION		
PERMISSION TYPE	Permission of Video Van	
DRIVER/VEHICLE DETAILS	DATE & TIME	
	VEHICLE RC NO	
	VEHICLE DRIVER NAME:-	
	DRIVER'S DL NUMBER:-	
	WHETHER VEHICLE IS INSURED:	
	POLICE STATION	
	LAC	
	HPC	
MCMC Details(Certificate details)	Letter Issue No and Date	

Sir/ Ma'am,

With reference to the subject cited above, I am to request you to kindly issue vehicle permit for the following.....

The vehicle shall be used in the following locations.....

All extant guidelines related to MCC and Expenditure Monitoring shall be followed by the undersigned. The relevant documents are mentioned below:-

[PLEASE INSERT SCANNED PHOTOGRAPHS OF RC, DRIVER'S LICENSE, INSURANCE DOCUMENT, POLLUTION TESTING CERTIFICATE, MCMC Certificate, MVI certificate].

Name and signature of the applicant  
(Candidate/ Agent/ Party representative)