

# STATE ELECTION COMMISSION GOA

ALTINHO, PANAJI-GOA

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## **STANDARD OPERATING PROCEDURE (SOP)**

### **FOR GRANT OF PERMISSIONS FOR PUBLIC MEETINGS/ PROCESSIONS BY POLITICAL PARTIES / INDEPENDENT CANDIDATES DURING CAMPAIGN PERIOD**

#### **1. Objective:**

This Standard Operating Procedure (SOP) is issued to streamline and expedite the process of granting permissions to political parties and candidates for holding public meetings/ processions during the campaign period. Since the period of campaigning is very limited timely processing of applications is essential.

#### **2. Authority Responsible:**

The Returning Officer (RO) of the concerned constituency shall be the primary authority to receive, scrutinize, and initiate processing of all applications for holding public meetings/ processions.

#### **3. Procedure for Submission of Application:**

- a. The political party/candidate shall submit an application to the RO in the prescribed format.
- b. The application shall include:
  - Details of the meeting (date, time, venue, expected gathering, route of procession if any)
  - No Objection Certificate (NOC) from the owner of the venue.

- Sound system requirements
- Any additional relevant information

**4. Scrutiny by the Returning Officer:**

- a. The RO shall verify the completeness of the application and ensure that all required documents, including the venue owner's NOC, are attached.
- b. Upon verification, the RO shall immediately forward:
- c. A copy of the application to the Sub-Divisional Magistrate (SDM) for sound permission and examination of related regulatory matters.
- d. A copy to the Sub-Divisional Police Officer (SDPO) for assessment of traffic management, security considerations, and other law and order requirements.
- e. All copies shall be forwarded via email to the concerned authorities to eliminate delays caused by physical submission.

**5. Processing by the SDM:**

- a. The SDM shall examine:
  - Sound permission requirements
  - Compliance with local regulatory norms
  - Any additional factors affecting public convenience or safety
- b. After due verification, the SDM shall issue the necessary NOC to the applicant, with a copy to the RO.

**6. Processing by the SDPO:**

- a. The SDPO shall assess:
  - Security arrangements
  - Traffic and crowd management requirements
  - Any other law and order implications
- b. Upon satisfaction, the SDPO shall issue an NOC to the applicant, with a copy to the RO.

## **7. Final Clearance:**

After receiving NOCs from both the SDM and SDPO, the RO shall:

- a. Confirm that all conditions are met
- b. Inform the applicant accordingly

## **8. Timelines:**

Considering the short campaign period, all authorities shall process applications ‘ON PRIORITY’.

The entire process from submission to issuance of NOCs should ordinarily be completed within 24 to 36 hours.

## **9. Record Maintenance**

The RO shall maintain the record of all:

- a. Applications received
- b. Communications made to SDM and SDPO
- c. NOCs issued

## **11. General Conditions**

- a. Political parties/candidates shall strictly comply with the Model Code of Conduct (MCC).
- b. Permissions granted are subject to cancellation in case of violation of any law, rule, or MCC guidelines.
- c. Authorities may impose additional conditions in the interest of public safety.

**APPLICATION FOR PERMISSION TO HOLD A  
PUBLIC MEETING/ PROCESSION**

To,

The Returning Officer,

..... Zilla Panchayat Constituency

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**Subject: Application for Permission to Hold a Public Meeting/ Procession**

Sir/Madam,

I, \_\_\_\_\_,  
representing \_\_\_\_\_ the \_\_\_\_\_ political \_\_\_\_\_ party/ \_\_\_\_\_ candidate  
\_\_\_\_\_, hereby  
request permission to hold a Public Meeting/ Procession as per the details given  
below:

1.	Name of Political Party / Candidate:		
2.	Name of Organizer / Applicant:		
	Contact No.:		
	Email ID:		
3.	Details of the Public Meeting:	Venue:	
		Date :	Time:
		Expected persons :	

...2/-

4.	Details of Procession (if any):	From (route):	
		To (route):	
		Date :	Time:
		Expected persons :	
5.	Purpose of Meeting/ Procession:		
6.	Details of vehicle with loudspeaker:		
7.	Details of Sound System Requirements:		
8.	Details of Venue Owner's Permission:		
	Name of Owner:		
	NOC Attached: Yes / No		
9.	Any Additional Information:		

I request you to kindly process the application and forward it to the concerned authorities for necessary permissions.

Thanking you,

Yours faithfully,

Name : .....

Designation  
(if any) : .....

..... Date : .....  
(Signature)

Mobile : .....