

*State Election Commission,
Andhra Pradesh*



*Elections to Panchayat Raj Bodies
2011*

Compendium of instructions

Published by
STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan,
M.G.Road, Secunderabad - 500003

FOREWORD

The officers and Staff involved in the Panchayat Raj elections have to follow not only the provisions contained in the Andhra Pradesh Panchayat Raj Act and election rules made there under, which constitute the statutory part, but also the various orders and instructions issued by the State Election Commission from time to time which constitute the non-statutory part.

Experience in the last three ordinary elections has shown that for the convenience of the officers and the staff working in connection with Panchayat Raj elections all these orders and instructions issued by the State Election Commission should be brought at one place in the shape of compendium for ready and easy reference. With this object in view, the State Election Commission has compiled all these orders and instructions issued for use in the ensuing 4th ordinary elections to the Panchayat Raj Bodies and brought out this compendium. It is hoped that this compendium would facilitate the work of the officers and staff engaged in the elections.

P.RAMAKANTH REDDY
STATE ELECTION COMMISSIONER

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STATE ELECTION COMMISSION

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Dr. G.M. Ramesh Kumar
Secretary (FAC)

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E-mail: secy_apsec@ap.gov.in
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Lr. No. 147/SEC-B1/2011

Dated:18.5.2011

To
All the Chief Executive Officers of Zilla Parishad.

Sir,

Sub:- State Election Commission – Elections – 4th Ordinary Elections to MPTCs and ZPTCs, 2011 – Election Material – Procurement of election material locally – Reg.

The 4th ordinary elections to Mandal Parishads and Zilla Parishads are to be held before expiry of their term in July, 2011. The State Election Commission has decided to conduct the MPTC and ZPTC elections in traditional way using ballot boxes and ballot papers.

The State Election Commission will arrange to supply the covers, statutory and non-statutory forms, paper seals, indelible ink, paper for printing for ballot paper locally, and hand books for ROs, POs and contesting candidates booklets through CPSSP.

The election material to be procured locally in the districts through District Purchase Committee duly following the procedure is indicated in the annexure appended to this letter.

I therefore, request you take action to procure the said election material locally well in advance for smooth conduct of ensuing elections to MPTCs and ZPTCs.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

Copy to
All the District Collectors and District Election Authorities.
The Commissioner of Panchayat Raj and Election Authority.

ANNEXURE

LIST OF POLLING MATERIAL TO BE PROCURED LOCALLY IN THE DISTRICTS

Sl. No.	Item				Scale of supply to each polling party/ polling Station
1.	Copying pencil	2
2.	Ordinary pencil	2
3.	Self-inking pad (Purple)	2
4.	Ink tablet	2 red & or a ball point pen 2 blue
5.	Ink pot	2
6.	Pen-holder and nib	2 each
7.	Blotting paper	1 sheet of D.F's size
8.	Foolscape paper	4 sheets
9.	Pins	1 pkt.
10.	Metal seal for Presiding Officer	1
11.	Arrow cross mark rubber stamp for marking	3*
12.	Sutli (Thread)	2 bundles
13.	Sealing wax	12 pieces
14.	Receipt for deposit for challenged votes				1 book
15.	Material for voting compartment	2
16.	Gum paste	1 bottle
17.	Pusher	1
18.	Match-box	1
19.	Blade	1
20.	Armbands for Polling Officers	6
21.	Lanterns, if necessary	1

22.	Metal rule for detaching ballot papers				
	Counterfoils	1
23.	Cloth or rag for removing ink from				
	Thumb of elector	1
24.	Waste Paper Basket		1
25.	Card Board for strengthening papers seal	...			6
26.	Rubber stamp bearing distinguishing mark of				
	Polling station	1
27.	Packing paper		2 sheets
28.	Address tags for ballot boxes		6(specimen address tags are appended to this letter)
29.	Candle or debri		6 candles or 1 debri
30.	Ballot Box		3
31.	Flexible wire		1 yd.
32.	Cup or empty cigarette tin for				
	Setting the indelible ink bottle	1
33.	Notice specifying polling area		2 copies
34.	Posters of contesting candidates as in Form - IX	...			4 copies (2for MPTC&2forZPTCelection for pasting inside and outside the polling station).
35.	Canvas bag or a new cloth for wrapping				
	ballot box by passing it on in all sides	...			-
36.	Sufficient quantity of ribbon or tape for				
	securing ballot box by passing it on in all sides	...			-
37.	Carbon paper		...		4
38.	Register of voters Form – XXX (A copy is enclosed)				- 1 or 2 books based on actual requirement

Sd/- G.M.Ramesh Kumar
Secretary

The addressed tags for ballot boxes shall be in the following form:-

<p>From:</p> <p>The Presiding Officer, Polling Station No. and Name Ballot Box No. (as engraved)..... Serial Number assigned to ballot box at Polling Station..... Date of Poll..... Z.P.T.C. M.P.T.C.</p>	<p>To</p> <p>The Returning Officer, M.P.T.C./Z.P.T.C., Address..... </p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

Sd/- G.M.Ramesh Kumar
Secretary

FORM – XXX

[See Rules 78,79,81,87,89,94 & 95]

REGISTER OF VOTERS

Election to the office of the member Territorial Constituency of
..... Mandal Parishad/Zilla Parishad.

No. & Name of the Polling Station _____

Sl .No.	Sl. No. of elector in the electoral roll	Signature / Thumb impression of elector	Remarks
1			
2			
3			
4			
Etc			

Date

Signature of the Presiding Officer

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

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Website: www.apsec.gov.in

Lr. No.147/SEC-B1/2011-2,

Dated:19.5.2011

To

All the District Collectors & District Election Authorities.

Sir,

Sub:- Elections – 4th Ordinary Elections to Mandal Parishads and Zilla Parishads, 2011- Printing of ballot papers of Member, MPTC and ZPTC – Entrusted to the District Collectors –Instructions – Issued – Reg.

Ref:- State Election Commission Lr. No. 147/SEC-B1/2011, dated 17.5.2011 addressed to the Commissioner of Printing, Stationery and Stores Purchase under copy to all the CEOs of ZP.

The State Election Commission has already initiated steps for holding 4th ordinary elections to Mandal Parishads and Zilla Parishads before the expiry of their term on 21st and 22nd July, 2011. The direct elections to MPTCs and ZPTCs are to be conducted using ballot boxes.

A decision was taken to decentralize the work of printing of ballot papers for MPTC and ZPTC elections and entrust the responsibility to the district administration to get the ballot papers printed locally in private offset printing presses as was done in the last ordinary elections.

Accordingly, following instructions are hereby issued for the guidance of District Collectors –

I. Identification of Presses:

The District Collector should take immediate action to identify off set printing presses for printing of ballot papers of Member, MPTC and Member, ZPTC. The work

relating to printing of ballot paper will commence after finalization of list of contesting candidates and shall be completed at least 2 days in advance of the date of poll. About 6 days time will be available for printing of ballot papers of both Member, MPTC and Member, ZPTC. Keeping in view the voters strength, the District Collectors shall identify the required number of offset printing presses to complete the printing of ballot papers of Member, MPTC and Member, ZPTC within 6 days time. There is no objection if the work of printing of ballot papers of one district is entrusted to the printers in the neighbouring districts. The following precautions may be taken during the identification of printing presses –

- (i) The Proprietors of the printing presses should be ready to enter into agreement in the proforma indicated in the Annexure I.
- (ii) The Proprietors of the printing presses should not be a contesting candidate or a close relative of any of the contesting candidates or a known supporter of any political party.
- (iii) The District Collectors shall take control of the security of the private press for security and secrecy purposes during the period when printing of ballot papers is undertaken in the printing presses.

II. Supply of Paper:

The State Election Commission decided that the colour of the ballot paper of Member, ZPTC shall be white and the colour of the ballot paper of Member, MPTC shall be pink. The State Election Commission has already requested the Commissioner of Printing, Stationery and Stores Purchase to procure white wove and pink wove and arrange to deliver the required quantity of paper directly to the Chief Executive Officers of Zilla Parishad before 6.6.2011.

III. Supply of CD containing symbols:

The Commissioner of Printing, Stationery and Stores Purchase will arrange for supply of CD containing symbols reserved for recognised and registered political parties with reserved symbols and free symbols for MPTCs and ZPTCs elections to the District Collectors / Chief Executive Officers of Zilla Parishad.

IV. Rates for printing:

The District Collectors shall finalise the rates for printing of various sizes of ballot papers through District Purchases Committee as was done previously by calling tenders.

V. Supervision at the Presses:

The District Collectors and the District Election Authorities shall take action to deploy competent officers for supervision of the work of printing of ballot papers of Member, MPTC and Member, ZPTC at the private presses. The District Collectors shall also review the progress of the work regularly during the period when printing work is undertaken to ensure that the work is completed within the time frame.

VI. Security at the press:

The security arrangements at the private presses, where printing is done, shall be made by the District Collectors by posting adequate police personnel. In the extremist infested areas, District Collectors and Election Authorities may take adequate measure for the safety and security of the ballot paper both at the printing press as well as at the place of storage. The workers at the press shall be issued passes. No unauthorised person be allowed entry inside the press when this work is taken up. All employees coming and going including employees of the presses and public servants on duty at the presses should be frisked.

VII Additional Precautions to be taken at the time of printing:

1. After completion of printing, the files related to layouts of ballot papers shall be erased from the hard disk of computers used.
2. The computers used for preparing layout of ballot papers shall not be networked.
3. C.Ds containing symbols shall be taken back from printer after printing is over and be kept in safe custody.

4. The District Collectors are also authorised to take any other precautions as may be necessary.

VIII. Specifications for printing of ballot papers:

The following instructions are issued in connection with printing of ballot papers of Member, MPTC and Member, ZPTC in telugu.

1. Every ballot paper will have a counter foil attached to it. The counterfoil shall be at the top of the ballot papers and its depth should ordinarily not exceed 15 ems.
2. The ballot paper and its counterfoil may be numbered by automatic numbering machine and where such machines are not available, numbering may be done by hand operated machines. The numbering on ballot paper of each MPTC shall start with 0001 and for each ZPTC with 00001.
3. The counterfoil shall contain the following -
 - (i) Space for stitching at the top of the counterfoil.
 - (ii) A black border of 1 em at the top of the counterfoil.
 - (iii) The particulars of election shall be printed in telugu immediately below, as follows –

- | | |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| a) On the ballot paper of MPTC the particulars of election to be printed are | Code number of the Mandal-
 Name of the MPTC
 Ordinary election, 2011
 Eg:
 |
| b) On the ballot paper of ZPTC the particulars of election to be printed are | Code number of the District –
 Name of the ZPTC
 Ordinary election, 2011
 Eg:-
 |

The code numbers of the district are given in the Annexure II appended to this letter.

As per the orders issued by the Government in Memo. No.66402/Elecs.I/94, PR &RD, dated.3.1.95 the code numbers must have already been allotted to the Mandals of each district, by the respective District Collectors and District Election Authorities, which shall be followed.

- iv) The counterfoil will contain space on the left side for entering the electoral roll part number and serial number of the elector.
 - v) The serial number shall be printed on the lower left-hand side of the counter foil. The words “signature / thumb impression” shall be printed on the lower right-hand side of counter foil. Leave some place for signature or thumb impression of the elector just above the words “signature/thumb impression”.
 - vi) There shall be one chain border of 1em width and a perforated rule/disjointed straight line below it, for separating the ballot paper from the counterfoil.
4. There shall be one chain border of line of 1 em below the perforated rule/disjointed line on the ballot paper.
- 5.(i) The front face of the ballot paper will contain the names of the contesting candidates and the symbols allotted to them in the same order as in Form No. IX (list of contesting candidates). The serial number of ballot papers and particulars of election specified above at para 3 (iii) shall be printed on the ballot paper as specified below –
- (a) Where the number of contestants is only two, the serial number of the ballot paper shall be printed on the left hand side and the particulars of election specified at para 3 (iii) on the right hand side in the central space of the first shaded area.

- (b) Where the number of contestants is 3 or more than 3, the serial number of ballot paper shall be printed on the left side of first shaded area and particulars of election shall be printed in the central space of the second shaded area.
- (ii) The width of the ballot paper will be between 3” & 4” as may be considered convenient for printing the ballot paper.
 - (iii) The name of the candidate will appear on the left side and the symbol on the right side in a panel.
 - (iv) The width of the space allotted to each candidate will be 6.5 ems. and the width of the shaded area between the space allotted to any two symbols will be 3 ems. There will be a thick black border of 1 em. width at the bottom.
 - (v) The size of the each symbol will be not more than 9 ems x 5 ½ ems.
 - (vi) Subject to any special instructions that may be issued by the State Election Commission, the names of contesting candidates shall be printed in telugu language only.
 - (vii) Where the number of contesting candidates is nine and below, the ballot paper shall be printed in one column. And where the number of contesting candidates exceeds nine, the ballot paper shall be printed in two or more columns depending upon the number of contesting candidates. The width of the ballot paper and its counterfoil, shall also then depends upon the number of columns which are provided on the ballot paper. Each column shall be separated from the other by a shaded area of 2.5 ems width from top to bottom. If the number of contesting candidates is not exactly divisible by the number of candidates in each column, the end panels on the right side of the ballot paper, which do not contain the name of any candidate will be completely shaded.

Where the number of contesting candidates is more than nine and upto 26 the ballot paper shall be printed in two columns as shown in the following table:

<u>No. of contesting Candidates</u>	<u>First Column</u>	<u>Second Column</u>
10	5	5
11	6	5
12	6	6
13	7	6
14	7	7
15	8	7
16	8	8
17	9	8
18	9	9
19	10	9
20	10	10
21	11	10
22	11	11
23	12	11
24	12	12
25	13	12
26	13	13

Where number of contesting candidates exceeds 26 and upto 39 the ballot paper shall be printed in 3 (three) columns; the width of the ballot paper and its counterfoil shall be the thrice the width of the ballot paper of single column, as specified above, and between every two columns along the middle, there shall be shaded area vertical from top to bottom of 2.5 ems width. Similarly, if the number of contesting candidates is between 39 and 52 the ballot paper should be printed in 4 columns. The number of candidates in each column in multi-columned ballot paper shall not exceed 13.

- (viii) The ballot papers have to be stitched into bundles of 50 each with consecutive serial numbers. However, 5% of the ballot papers be made into bundles of 10 each to facilitate issue of ballot papers to the polling station rounded off to nearest ten. It shall be ensured that the serial number on each ballot paper and its counterfoil is identical.

IX. Number of ballot papers:

The number of ballot papers required for each MPTC and ZPTC may be worked out with 10 percent reserve and rounded off to the nearest 50. The number of ballot paper to be supplied to each polling station should be equal to the number of the voters allotted to the polling station rounded off to the nearest 10.

The District Collectors are requested to take immediate action to identify the offset printing presses and to finalise the rates as per the instructions issued above and send compliance report to the State Election Commission along with the rates finalised for printing of ballot paper for the ensuing elections.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

Copy to:

All the Chief Executive Officers of Zilla Parishad.

The Commissioner of Panchayat Raj and Rural Employment, Hyderabad.

The Principal Secretary to Government, Panchayat Raj and Rural Development Department.

The Commissioner of Printing, Stationery & Stores Purchase, Govt. Central Press, Chanchalguda, Hyderabad.

ANNEXURE – I

(G.O.Ms.No.95, P.R.R.D & R (Elecs.II) Dept., dt.19.2.1995)

Terms and Conditions of agreement

1. The Proprietor will not undertake any other printing work during the period in which the printing of ballot papers work entrusted till it is completed.
2. The workers in the press including the Proprietors / Partners who attend to the printing work will not leak out the information pertaining to ballot papers nor they take out any ballot paper or printed matter outside the premises of the press during the period of printing of ballot papers.
3. The papers and metallic symbol blocks supplied by the State Election Commissioner will be used only for the Government work and not for any other work.
4. The Proprietor will undertake to complete the printing work of ballot papers at the rates prescribed by the Purchase Committee constituted in Govt. Memo. No. 5043 / Elecs.II/95-1, Panchayat Raj Rural Development & Relief Department, dt.6.2.1995, within the time schedule prescribed by the said committee by engaging more number of workers if need be.
5. Except the workers, proprietors / partners in the press and the officials drafted to supervise the work of printing of ballot papers and police personnel deputed for security, no person will be allowed inside the press till the printing of ballot papers work is over.
6. The Proprietors will undertake the responsibility to ensure smooth functioning of the press during the printing of ballot papers.
7. The Proprietors and the workers will undertake to wear the badges supplied by the Election Officers in the Press during working hours and they should be produced either to police personnel or officers drafted for duty whenever they go out/from/or enter the premises of the press.
8. If any Proprietor/worker in the press takes out any material supplied by the Government for the purpose of printing of ballot papers, he is liable for prosecution and there shall be no bar in handing over such a person to the police custody for taking appropriate action as per law.
9. The Proprietor is liable to pay penalty imposed by the District Collector for the breach of any as arrears of land Revenue.

Read over by me and affixed my signature in taken of having accepted all the above terms and conditions in the presence of

Signature

Place :

Partner / Proprietor

Name and Address of the Press

Dated :

“Before me”
Officer (as nominated by District Collector)

ANNEXURE – II

Sl. No.	Name of District	Code No.
1	Srikakulam	1
2	Vizianagaram	2
3	Visakhapatnam	3
4	East Godavari	4
5	West Godavari	5
6	Krishna	6
7	Guntur	7
8	Prakasham	8
9	SPSR Nellore	9
10	Chittoor	10
11	YSR	11
12	Ananthapur	12
13	Kurnool	13
14	Mahabubnagar	14
15	Nalgonda	15
16	Khammam	16
17	Warangal	17
18	Karimnagar	18
19	Adilabad	19
20	Nizamabad	20
21	Medak	21
22	Rangareddy	22

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

No.166/SEC-B1/2011,

Dated :11.05.2011

CIRCULAR

Sub : A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011 – Setting up of Polling Stations for Election of Member, Mandal Praja Parishad and Zilla Praja Parishad - Guidelines - Issued.

All the District Collectors & District Election Authorities are informed that the elections to the offices of Member, Mandal Praja Parishad and Member, Zilla Praja Parishad are due to be held before expiry of their term in July, 2011. All the arrangements for setting up of the Polling Stations should be made in the same manner as was done during last ordinary elections. The District Election Authority is responsible for providing sufficient number of Polling Stations and for the publication of the list of Polling Stations.

The preliminary arrangements for the setting up of Polling stations should be initiated immediately after publication of electoral rolls. The Returning Officer should be entrusted with the work of setting up of Polling Stations and preparation of list of Polling Stations, their draft and final publication. The District Collectors should obtain the lists from the concerned Returning Officers, scrutinise and approve them before the final publication. The Assistant Returning Officers should physically check up the buildings proposed for setting up of Polling Stations. This is necessary so that alterations may not be proposed at a later date, which would cause inconvenience to the contesting candidates and also to the voters.

The following instructions are reiterated with regard to setting up of polling stations for conduct of elections to the offices of Member, Mandal Praja Parishad and Member, Zilla Praja Parihads.

1. DETERMINATION OF NUMBER OF POLLING STATIONS:

- a) The number of voters allotted to each polling station should be about 1000 with marginal adjustments.
- b) There shall be at least one polling station in each gram panchayat even if the numbers of voters are less than 1000. If the number of voters in a gram panchayat is more than 1000, two polling stations shall be set up and voters may be distributed equally between the two polling stations.

- c) In case of big gram panchayats containing more than one territorial constituency, polling stations should be set up in each territorial constituency based on the above yardstick.

2. LOCATION OF POLLING STATIONS:

a) The actual site of each Polling Station should be chosen carefully in advance and arrangement for such structures, fittings, etc., as may have to be set up in order to make the polling station satisfy the requirements of practical convenience, should be provided at least one day before the day of Poll.

b) To the extent practicable, Polling Stations should be located at the same place where it was located in the last General Elections, so that the voters could go and cast their votes always at the same Polling Station and not at different Polling Stations for different elections.

c) Polling Stations should be set up in such a manner that ordinarily no voter is required to travel more than two Kms for casting his vote. In scarcely populated hilly or forest areas, this rule may have to be relaxed. In order to avoid voters having to walk unduly long distances, polling stations in such cases may have to be set up for a smaller number of voters.

d) In places where two or more polling stations are set up in the same building or compound, one of them may be allotted exclusively for women, but normally common polling stations with separate queues for men and women should do. When separate polling stations are provided for men voters and women-voters of a particular polling area, they should, as far as possible, be located in the same building.

e) Where the polling area for one or more polling stations comprises a number of villages, the polling station or stations should ordinarily be located in the village which has the largest number of voters. Where, however, another village is much more centrally located or has distinctly better facilities, it should be chosen for location of polling station or stations in preference to the village with the large number of voters.

f) Due consideration should be given to the existence of obstructions like hills, forests, rivers, jungle, etc., For instance no Polling area should contain villages on either side of a big river but where a village itself is divided by a small river or stream , it should not be split up for polling purposes unless there are other special reasons.

g) All villages in one polling area should fall in one administrative unit. A polling station should be located in one of the villages attached to that polling station unless special circumstances exist for providing the station, outside the polling area. All polling areas within the Mandal should be covered by the proposed polling stations.

h) As far as possible polling stations should be located in schools (Government or aided) and other Government or semi-Government institutions such as Gram Panchayat Offices and Community Halls as the furniture and equipment required would be available there and could be made use of without any extra cost to the State. The location of polling stations in private buildings or premises should be avoided. But where this becomes unavoidable the buildings should be properly secured with the written consent of the owner. The private building so obtained should be at the disposal of the Returning Officer for the period required for the poll. The building and the area around it upto a radius of one hundred metres should be under the control of the Presiding Officer. No watch and ward or other personnel connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of hundred metres around it. The security arrangement at the polling station and within the above area will be the responsibility of the State Police under the control of the Presiding Officer. It should be ensured that the owner of the private building in which polling station is located is not a contesting candidate or a known sympathiser or worker of any of the candidates at the election.

i) No polling station should be located in Police Stations, Hospitals, and places having religious significance.

j) In case no suitable buildings of the Government or private are available, the polling station can be located in temporary structures but, as far as possible, this should be avoided as it involves considerable expenditure to the Government.

k) In the areas predominated by weaker sections, polling stations should, as far as practicable, be located in the same locality to ensure that weaker sections can exercise their franchise freely.

3)SETTING UP OF POLLING STATION FOR VOTERS SUFFERING FROM LEPROSY

If there is a leprosy sanatorium within the Mandal, a separate polling station may be set up for the inmates alone and the Medical Officers and other staff working in the sanatorium, may be appointed as Presiding Officers and polling clerks at the polling station.

4) LIST AND MAP OF POLLING STATIONS;

(a) The draft list of polling stations should be drawn up in the form given in Annexure-I. The demarcation of polling area or part of the electoral roll should be clearly indicated. The name of each village covered by the polling area and the number of voters in it should be shown in the respective columns against each polling station. By a clear

description of polling area, it should be feasible for an ordinary voter to know to which polling station he should go for casting his vote. In order to ensure that a uniform method is followed in the matter of filling the columns, the following instructions may be kept in mind.

Column 1:

The serial number of the polling stations should be given on a rational basis commencing from the north-western corner of the Mandal and proceeding in zig zag manner to south-eastern corner of the said Mandal.

Column 2:

The locality has to be specified, that is the name of the area in which the polling station is located. In the case of temporary structures, the description of the exact site for the location of the temporary structure should be clearly indicated.

Column 3:

The name of the building in full should be clearly mentioned. The use of abbreviations should be avoided. In cases where more than one station is located in the same building, the location should be made clearly by mentioning "North Wing", "South Wing" or Room No. of Zilia Praja Parishad High School, Mandal Praja Parishad School, Government High School, etc.

Column 4:

The names of villages, blocks, wards, streets, localities, house numbers and section numbers of the electoral rolls should be given. In cases where a roll is split up and the voters are assigned to two polling stations, then the serial numbers (not the house number) of the voters should be mentioned.

Column 5

It should be indicated whether the station is for all voters, or men voters only or women voters only.

Column 6

This column should contain information about the total number of voters assigned to the polling station according to the final electoral roll concerned.

Column 7:

This column should indicate the distance to be traveled, if the maximum limit of 2 kms. is exceeded.

Column 8:

(a) Where it is not practicable to conform to the above guidelines in regard to the location or area of a polling station, brief reasons may be given in this column.

(b) The total number of voters in the Mandal, the total number of polling stations proposed and the average number of voters per polling station should invariably be shown at the end of each list.

(c) The list should be accompanied by a map drawn to scale showing:

- (i) all the villages and wards or localities in the Gram Panchayat with the number of voters in each village or such locality on the map itself, and where this is not convenient or practicable in a statement may be affixed to the map;
- (ii) the place selected for the location of the polling station;
- (iii) the area served by each polling station; and
- (iv) serial number of the polling stations should be indicated in a systematic manner preferably beginning from the north-west corner of the Mandal, proceeding in zig-zag manner and ending at the south-east corner.

(d) The use of abbreviations in the list should be avoided, as far as possible, and where these are used, they should be explained.

(e) If any local terms are used to describe buildings, etc., in the list, they should be explained.

5. PUBLICATION OF THE LIST OF POLLING STATIONS IN DRAFT

The District Election Authority should provide sufficient number of polling stations for every Mandal.

The Returning Officer is primarily responsible for preparation of list of polling stations and maps. He should prepare at least 20 copies of the list of polling stations, 18 copies in Telugu and 2 copies in English. He should also prepare three maps according to the guidelines given in

Part-II of the checklist in Annexure-II. He should send two copies in English along with two maps to the District Collector for scrutiny. The two copies that are sent to the District Collector should be accompanied by the check-list given at Annexure-II. After a thorough check, the District Collector should arrange to publish the draft list at the following places:

(1) At the Office of the Collector.

(2) At the Office of the Returning Officer.

(3) At the Office of the Assistant Returning Officer, and

(4) At the Office of the Mandal Praja Parishads and Zilla Praja Parishads.

(5) At the Office of the Gram Panchayat.

(6) A wide publicity shall also be made by beat of tom-tom in the villages concerned specifying the number, name and place of the Polling Station allotted to the village for general information inviting objections and suggestions on specified date, allowing a period of not less than seven days.

(7) Copies of the lists should be supplied to the sitting members of the Houses of Parliament and State Legislature, who are residing in the Mandal.

(8) The District Collector should thereafter call the party representatives and Legislators to a meeting and discuss the draft list and receive their suggestions. Any bonafide candidate, who wishes to take part in the discussions at this meeting should also be permitted to do so. The District Collector should then amend the draft list wherever found necessary and finalise the list of polling stations for the Mandal. He should then arrange for final publication of the list.

(9) The State Election Commission will communicate schedule for publication of list of polling stations separately.

6. FINAL PUBLICATION OF THE LIST OF POLLING STATIONS AND PUBLICITY

(a) The District Collector should arrange to publish the list of polling stations approved by him in the form given at Annexure-III by the Returning Officer making a copy thereof available for inspection and displaying-

(i) at his office and

(ii) at the Office of the Returning Officer and the respective Mandal Praja Parishad and Zilla Praja Parishad.

A notice in the form given at Annexure-IV should also be attached on the top of the list of polling stations for each Mandal Praja Parishad. On such publication, the list shall be, the list of polling stations for that Mandal Praja Parishad.

(b) The list of polling stations should also be published as follows:-

(1) At the Office of the Tahasildar, who is the Asst. Electoral Registration Officer.

(2) At the Office of Zilla Praja Parishad.

(3) At the Office of Mandal Praja Parishad.

(4) At the Office of Gram Panchayat concerned, and

(5) By beat of tom-tom in the villages specifying the number, name and place of the polling station allotted to the village.

(c) Publication may also be made at such other place and in such other manner as considered necessary by the District Collector and Dist. Election Authority

7. MODIFICATIONS IN THE LIST:

(a) Changes in the location of polling stations originally chosen to new buildings or sites may become necessary because the owner of the building or site originally proposed for a polling station has since become a contesting candidate or has strong sympathies for such candidate or a political party or because of any natural calamity. It may also be due to subsequent discovery that there is no such building as was proposed. All such changes should be reported to District Collector before the final list is notified.

(b) Once the lists are finally approved, request from political parties and individuals for shifting of the polling stations from one village to another or from one site to another should be considered, only when there are overriding considerations of public convenience for the change proposed. The District Collector should consult political parties and contesting candidates and make modifications only where he is satisfied that it is absolutely necessary; and

(c) Where changes become inevitable such changes should be fully published and all contesting candidates and political parties, etc., be informed in writing.

8. SUPPLY OF COPIES OF THE LISTS:

(a) Each contesting candidate should be supplied, free of cost, three copies of the list of polling stations for that Mandal, immediately after the last date for withdrawal of candidature. Similarly, each recognised political party should be supplied free of cost

three copies. Copies should also be made available for sale at the price fixed and may be sold to all persons who demand copies.

(b) The District Collector should also ensure supply of the required number of copies of lists of polling stations for each Mandal to the Returning Officers, Director-General of Police and the Superintendent of Police.

9. NUMBER OF COPIES OF LIST OF POLLING STATIONS TO BE PRINTED

(a) The list of Polling Stations should be cyclostyled and atleast 100 copies should be taken for the following purpose.

(1) For final publication	10
(2) For supply to political parties	15
(3) For supply to contesting candidates	21
(4) For Police	15
(5) For other election purposes	9
(6) For sale	20
(7) Reserve	10

(b) The list of polling stations may be cyclostyled neatly in all cases in the number indicated above retaining original stencils for use later, if necessary.

10. SALE AND SALE PROCEEDS :

The lists of polling stations should be put on sale at the rates fixed by the Collector on "No-Profit, No-Loss" basis. The sale proceeds should be credited to "114 Community Development-MH 20 Other Receipts-SH (03) Other items"

11. Immediately after final publication of the polling stations, the District Collector should furnish the following particulars of polling stations for each Mandal Praja Parishad in the proforma given at Annexure-V.

- (1) Number of Polling Stations exclusively for men
- (2) Number of Polling Stations exclusively for women.
- (3) Number of common Polling Stations (i.e. for men and women).
- (4) Total number of Polling Stations in the Mandal.
- (5) Total number of Polling Stations in the District.
- (6) Total number of Polling Stations in the District having less than 1000 voters.

**(BY ORDER AND IN THE NAME OF THE STATE ELECTION
COMMISSIONER)**

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors & District Election Authorities.
All the Chief Executive Officers of Zilla Praja Parishad.

Annexure - I
(See Para 3)

LIST OF POLLING STATIONS

For Mandal Praja Parishad

Sl. No.	Locality of Polling station	Building in which it will be located	Polling areas & details of wards attached	Whether for all voters of men only or women only	Total number of voters assigned	Maximum distance that a voter will have to travel to reach the Polling Station
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(8)						

1. Total number of voters.
2. Total number of Polling Stations proposed.
3. Average number of voters per polling station.

Date:

DISTRICT ELECTION AUTHORITY

*Here give the names of village, blocks, wards, streets, localities, house numbers and section numbers of the Electoral roll assigned. In case, a section is split up into two polling stations, then the serial numbers (not the house numbers) of the voters assigned should also be mentioned. ward shall not be split up and attached to different Polling Stations.

Annexure -II
(See Para 5)

**QUESTIONNAIRE FOR CHECKING THE LIST OF POLLING STATIONS FOR
ELECTIONS TO THE POST OF MEMBER MANDAL PRAJA PARISHAD /
ZILLA PRAJA PARISHAD**

Name of the Mandal Praja Parishad
District :

PART-I – GENERAL

1. Has the heading of the list been properly given?
2. Has the list been prepared in the prescribed form?
3. Have two copies of the lists in English (Including scrutiny sheet and certificate) been sent to Collector?
4. Have copies of the Map been sent to Collector?
5. Has Asst Election Officer made a cent - percent chek of the location of the Polling stations?
6. Has the location of polling stations been inspected by the Election Officer concerned?
7. (a) Have all the electoral rolls in the Mandal been covered by the list of polling stations?
(b) Do the Section number and the name of the roll given in the list of polling stations tally with those in the printed electoral rolls?
8. What is the total number of voters of Mandal as per final rolls?
9. Has the information regarding the total number of voters and the average number of voters per polling station been specified at the end of the list?
10. Name of the officers who prepared lists

PART-II

1. Has the locality been specified correctly in column (2) against each Station?
2. (a) Has the exact location of the polling station with clear description of the buildings been specified in column (3) against each station? (Such as Zilla Praja Parishad Girls Higher Secondary School, Mandal Praja Parishad Boys Primary School, etc.,)

(b) Has it been ensured that abbreviations such as M.P. for Mandal Praja Parishad Z.P. for Zilla Praja Parishad, been avoided in all cases full description given?

(c) In case where more than one Polling station is proposed in the same building, has clear description like, North-wing. South-wing been given? (Specify also the Serial Number of Polling Stations).

(d) In case where temporary structures have been proposed, has it been ensured that full description of the site chosen with Survey No.etc., been given (Specify also the Serial numbers of Polling Stations).
3. Have Electoral Section Numbers also been indicated in column(4)? (For uniformity the electoral section numbers may be given first and then the name of the village such as:
(2) Section-Chittivalasa Hamsavalsa Gram Panchayat)

4. Are there cases where the men and women voters of an electoral roll are attached to two different polling stations in two different buildings? If so, can two combined stations be set up, one at each building?
5. Are there cases where in one and the same building a combined station and one station separately for men or women have been set up? If so, can any regrouping be done?
6. (a) How many polling stations are proposed in private rented building? (Serial Numbers to be specified)
(b) Has the consent of the owner of the building been Obtained in all these cases?
7. Is there any case where a section of the roll been assigned to more than one Polling Station? i.e, duplication of entry?
8. Has a section of the roll been split up; If so, can this be avoided?
9. Where a section of the roll has been split up and assigned to more than one polling station, have all the voters in that section duly accounted for (Checkup the break up of blocks and serial Nos. of voters carefully).
10. In how many cases it was not possible to comply with the general instructions such as 2 K.M. Maximum distance, 1000 maximum limit of voters, not locating the polling station in the village having largest number of voters etc, etc. and whether the reasons for deviation been given in the remarks column? (Specify also the Serial numbers of Polling Station).

11. **MAP.**

- (a) Have the boundaries of the various local units, namely Village, Gram Panchayat, Mandal been marked distinctly in black, green and blue colour respectively?
- (b) Have the areas served by the polling stations been marked distinctly in red colour?
- (c) Have the serial numbers of Polling Stations with indication for men, women and all voters been entered correctly in red circles?
- (d) Have the numbers of voters in the villages been indicated in black ink immediately below the names of the villages?
- (e) Have the numbers of voters been assigned to polling stations indicated near the stations in red ink?

12. **Scrutiny Sheet:**

- (a) Have all the items been correctly filled up?
- (b) Have the serial numbers of polling stations been specified against items 6,7,9,12,14,16,17 and 18.

PART-III

FOR LIST OF POLLING STATIONS

.....Mandal Praja Parishad
.....District.

1. Date of Poll.
2. Number of Voters in the Mandal.
 - (a) Men
 - (b) WomenTotal:
3. Number of polling stations required on the basis of average of 1000 voters per polling station.
4. Total number of polling stations actually Provided.
5. Average number of voters per polling station
6. Number of polling stations to each of which more than 1000 voters have been assigned indicating the highest number of voters assigned to a polling station.
7. Number of polling stations to each of which less than 1000 voters have been assigned indicating the lowest number of voters assigned to a Polling Station.
8. Whether the number of voters in respect of each component village or other unit of the polling area has been shown in the list / map.
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than 2 kilometers.
10. Whether all the polling areas have been clearly demarcated.

11. Whether serial number of polling stations has been done in a systematic manner.
12. Whether any polling station has been proposed to be located in any:
 - (a) Private building:
 - (b) Temporary structure, and if so whether the exact site chosen for the location of the polling station has been clearly Indicated in the list.
13. Whether it has been certified that the private buildings do not belong to any of the candidates, his active workers or known sympathisers.
14. Details of polling stations where more than 4 polling stations in urban areas and more than 2 polling stations in rural areas have been located in the same building.
15. Whether it has been certified that all the polling areas within the Mandal are covered by the proposed polling stations and that every Gram Panchayat in the Mandal has been provided with atleast one polling station.
16. (a) Serial Nos. of separate polling stations provided for women voters.
 - (b) In case of (a) above, whether polling Stations for men and women voters of a particular area have been located in The same building.
17. Serial No.of polling stations which have not been situated in the villages having the largest number of voters.
18. Serial No.of polling stations which have not been located in any of the villages attached to it.
19. Any other remarks

NOTE: Please specify the serial number in Total number of polling stations against Columns 6,7,12,14,16,17 and 18.

PART-IV

CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF POLLING STATIONS:

- (i) that all the polling areas within the Mandal have been covered in the list.
that every Gram Panchayat in the Mandal has been provided with atleast One polling station.
- (ii) That no building, public or private a Temple,church, mosque, Gurdwara or has religious significance or in respect of which any section of the Public may have legitimate objection to enter has been proposed as a polling station;
- (iii) that no police station, hospital or dispensary is proposed as a polling station;
- (iv) where the usual limit of 1000 voters per polling station or the limit of two kilometers beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is practicable;
- (v) that private building in the list of polling stations does not belong to any political party or is known or belong to any prominent or active member of any of the political parties; and
- (vi) in cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

Place:

Date:

RETURNING OFFICER

Annexure-III

LIST OF POLLING STATIONS

For the Election of Member, Mandal Praja Parishad / Zilla Praja Parishad

Sl. No.	Locality of Polling station	Building in which it will Be located.	Polling area	Whether for all voters or Men only or Women only
---------	-----------------------------	---------------------------------------	--------------	--------------------------------------------------

Place:
Date:

Returning Officer
Dist.Election Authority

Annexure – IV

I.....
Returning Officer ofMandal Praja Parishad in
..... district in the State of Andhra Pradesh hereby provide for the said Mandal /
Zilla Praja Parishad the Polling Stations specified in the appended list for the Polling
areas or groups of voters noted against each for election to Member, Mandal Praja
Parishad / Zilla Praja Parishad.

Returning Officer
Dist.Election Authority

.....Mandal Praja Parishad.

Annexure-V

STATEMENT SHOWING THE PARTICULARS OF POLLING STATIONS IN THE MANDAL PRAJA PARISHAD

District:.....

Name of the Mandal Praja Parishad	No.of Polling Stations			
	Men	Women	Common	Total
(1)	(2)	(3)	(4)	(5)

Total:

District Election Authority

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.167/SEC-B1/2011

Dated:30.05.2011.

Sub:- A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011 –
Facilities to be provided to the press and electronic media to cover the
events on the day of poll and on the day of counting – Reg.

* * *

The following instructions are issued with regard to the facilities to be provided to the press and electronic media to cover the events on the day of poll and the declaration of results in connection with conduct of elections to the Panchayat Raj Bodies, 2011

1. The District Collectors are authorized to issue passes to the local press and electronic media in their respective districts to enable them to cover the events on the day of poll and on the date of counting in various Gram Panchayats, Mandal Praja Parishad and Zilla Praja Parishad located in the district. Not more than two passes (one pass for each person) shall be given to each newspaper agency or media unit in each Mandal.
2. The media persons holding such passes are required to display them on their person on the day of poll and on the day of counting.
3. **The media persons shall not be allowed to enter the polling station or counting hall so as to ensure that secrecy of voting is not violated.**
4. The percentage of poll recorded at regular intervals (every two hours) on the day of poll at various polling stations should be made available to the media persons by displaying it on the notice board outside the polling station and at the office of the Returning Officer concerned.

5. The District Collector shall arrange to provide a separate media room outside the counting centers. The District Collector in consultation with the District Public Relations Officer (DPRO) shall appoint a liaison officer for each mandal to be available in the media room for smooth flow of election result to the representatives of the press and electronic media immediately after declaration of results. The media persons may be allowed to set up their own telephone, fax, data communication and other facilities in the media room.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors and District Election Authorities.

All the Chief Executive Officers of Zilla Praja Parishads.

All the District Panchayat Officers.

Copy to:

The Commissioner, Information & Public Relations, Hyderabad.

The Commissioner, Panchayat Raj and Rural Employment and Election Authority.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

ORDER

No.168/SEC-B1/2011

Dated:18.05.2011

Sub:- A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011– Election expenditure - Maintenance and Scrutiny of Election Expenditure Accounts - Orders – Issued.

* * *

Section 230-A of AP Panchayat Raj Act stipulates that every contesting candidates at an election held under Andhra Pradesh Panchayat Raj Act shall, either by himself or by his election agent, keep a separate and correct account of all expenditure incurred in connection with election between the date on which the candidate concerned has been nominated and the date of declaration of results of the election both days inclusive.

Sub-section (2) of section 230-A stipulates that the account of election expenditure shall contain such particulars as may, by order, be specified by the State Election Commission.

Sub-section 3 of section 230A empowers the State Election Commission to specify the ceiling limits on election expenditure to be incurred by the candidates for various seats in elections to Panchayat Raj Bodies. The maximum ceiling limits which can be incurred by the candidate contesting elections to ZPPTC & MPPTC and Gram Panchayats shall be as specified by the State Election Commission by notification.

Section 230B of AP Panchayat Raj Act, 1994, stipulates that every contesting candidate at an election shall, within 45 days from the date of declaration of result of election, lodge with the District Election Authority an account of his election expenses, which shall be a true copy of the account kept by him or by his election agent under section 230 A . The final return under the sections shall be submitted by the contesting

candidates within 45 days from the date of declaration of result to the District Election Authority through MPDOs.

Under section 19 B of the APPR Act, 1994, the State Election Commission is empowered to disqualify a candidate from contesting election for a period of 3 years for failure to lodge an account of election expenses within the time and in the manner required under the said Act and in case the candidate is elected, he is liable for cessation of office for such failure.

For the purpose of clarity, the explanations given under Section 230 A of AP PR Act, 1994 for the election expenses are reproduced below.

Explanation-I. ‘ ***Election expenses***’ for purpose of this Act shall mean all expenses in connection with the election,-

(a) incurred, or authorized by the contesting candidate, or by his election agent;

(b) incurred by any association, or body of persons, or by any individual (other than the candidate or his election agent) aimed at promoting or procuring the election of the candidate concerned; and

(c) incurred by any political party, by which the candidate is set up, so as to promote or procure his election:

Provided that any expenses incurred by any political party as part of its general propaganda, (which is distinguishable from its election campaign, for the promotion or procuring the election of a particular candidate), by words, either written or spoken, or by signs or visible representations, or by audio-visual devices, or through print or electronic media or otherwise shall not constitute ‘election expenses’ for purposes of this Act.

Explanation-II:- (1) For the removal of doubts, it is hereby declared that any expenses incurred in respect of any arrangements made, facilities provided or any other act or thing done by any person in the service of the Government and belonging to

any of the classes mentioned in clause (7) of section 211 in the discharge or purported discharge of his official duty as mentioned in the proviso to that clause shall not be deemed to be expenses in connection with the election incurred or authorized by a candidate or by his election agent for the purposes of this subsection.

(2) the account of election expenses shall contain such particulars, as may by order, be specified by the State Election Commission.

(3) The total of the said expenses shall not exceed such amount, as may by order, be specified by the State Election Commission.

In exercise of the powers conferred under subsection (2) of section 230-A of the APPR Act, 1994, in supersession of the earlier instructions issued in the subject, the State Election Commission, hereby, issues orders in connection with maintenance of election expenditure in the ensuing elections to Panchayat Raj Bodies.

1. **Accounts to be in the proforma specified:-** The day to day account of election expenditure of the contesting candidates shall be maintained in Proforma I, and the periodical abstract of election expenditure account shall be maintained in Proforma II, by each of the contesting candidate. These accounts of election expenditure in the said two proformas shall be submitted for scrutiny on demand to the Returning Officers or other authorities designated by the State Election Commission.
2. The 'day-to-day' true account of election expenditure incurred by contesting candidate or his Election Agent and also by his supporters, any political party, or body or association or other individuals supporting the candidature or for furthering chances of the candidate in the election shall be recorded in Proforma I.
3. The day to day expenditure account so maintained in proforma I shall be supported by proper vouchers failing which it will not be treated as true account of election expenditure as required under the law, save in cases where it is not possible to obtain vouchers.
4. Each of the supporting vouchers, enclosed with the account of election expenditure, shall bear the signature in full of the contesting candidate or his election agent.
5. The candidate or his authorised agent shall prepare an abstract of the expenditure periodically during the campaign period in the proforma II enclosed to this Order and the same shall be duly signed by the candidate or his election agent certifying its correctness and shall be submitted to the designated authorities for inspection and scrutiny.

6. The attention of all political parties and contesting candidates is, hereby, drawn to the provisions of section 171 of the Indian Penal Code which reads as follows:

“171 H. **Illegal payments, in connection with an election:-** whoever, without the, general or special, authority in writing of a candidate, incurs or authorises expenses on account of the holding of any public meeting, or upon any advertisement, circular or publication, or in any other way whatsoever for the purpose of promoting or procuring the election of such candidate, shall be punished with fine which may extend to five hundred rupees:

Provided that if any person having incurred any such expenses not exceeding the amount of ten rupees without authority, obtains within ten days from the date on which such expenses were incurred the approval in writing of the candidate, he shall be deemed to have incurred such expenses with the authority of the candidate”.

Thus, from the above provision of law, it may be noted that the expenditure incurred by the supporters in connection with election of a candidate, without the knowledge or consent of the contesting candidate, is a criminal offence under the above law and persons, supporters, political parties, body or associations are liable for prosecution. And if such expenditure has been incurred, with the knowledge or with the consent of the candidate, then the same should be included in the account of election expenses of the candidate.

6. In order to put effective curbs on the incurring or authorising of expenditure, in violation of the statutory provisions of the above-referred section 171 H of the Indian Penal Code and in the interests of free and fair electors, the State Election Commission, in exercise of its powers under Article 243 K of the Constitution and Section 230-A of APPR Act, hereby, directs as follows:

(i) No political party or any other association, body or individual, shall put up any cut-outs, hoardings, wall paintings, flags, banners, buntings, advertisements in

newspapers, electronic media etc., without the general or special authority (in writing) of the candidate whose election is sought to be promoted by such cut-outs, hoardings, etc., as is statutorily and mandatorily required under Section 171 H of the Indian Penal Code. Strict penal action against those offending the above provisions of law will be taken and prosecutions launched against them

(ii) Since elections to Gram Panchayats are conducted on non-party basis, the contesting candidates or their supporters shall not put up any cut-outs, hoardings, wall paintings, banners etc., of the political parties in support of any candidate contesting in Gram Panchayat elections.

(iii) Subject to clause (iv) below, a political party or association or body may put up any cut-outs, hoarding, etc., referred in para 6 (i) above as part of its general propaganda, which is distinguishable from its election campaign for the promotion the election of a particular candidate. For example if the poster, banner etc. appeals to the voter to vote for a party in words or picture or photo of party office bearers only then it is a case of general publicity. But if a poster, banner etc. also appeals to vote for a particular candidate in words or picture or photo then the cost thereof should be counted towards the expenditure of that candidate.

(iv) No political party, contesting candidate, association, body or individual shall put up any cut-outs, hoarding etc., either under clause (i) or under clause (iii) above, unless prior written permission of the concerned Government authorities or local authorities like Zilla Parishad, Mandal Parishad and Gram Panchayat has been obtained under the relevant local laws before putting up such cut-outs, hoarding etc.

(v) Before granting any permission as envisaged in clause (iv) above, the concerned Government authorities or the local authorities mentioned above shall thoroughly examine the applications of the parties, association, bodies or individuals with a view to satisfying themselves that the putting up of such cut-outs, hoardings etc., on the proposed site does not compromise the safety and security of the general public and does not result in traffic and other hazards in any manner whatsoever. Such authorities shall also

examine whether any authorisation from a particular candidate is required by the applicant in terms of clause (i)&(ii) above and, if so, whether such authorisation has been obtained by the applicant.

(vi) It shall be the responsibility of the Government authorities and local authorities mentioned above to ensure that no cut-outs, hoardings etc., are put up by any political party, association, body or individual on any highways, road-sides, traffic intersection and crossings, government buildings and property, like electricity and telephone poles, etc., without prior written permission of the concerned department or local body and the written authorisation of the candidate, where required, as mentioned above. Any cut-out, hoardings, etc. which have been put up without the required permission and authorisation should be got removed/demolished forthwith at the cost of the party, association, body or individual responsible for the unauthorised putting up of the same.

(vii) Penal action shall also be initiated forthwith against such defaulting parties, associations, bodies or individuals by the aforementioned authorities under section 171 H, IPC and section 4 and 5 of “A.P. Prevention of Disfigurement of Open Places and Prohibition of Obscene and Objectionable posters and Advertisements Act, 1997 (Act 28 of 1997)” the provisions whereof have been violated by the putting up of such unauthorised cut-outs, hoardings etc.

(viii) If any such instances either come, or are brought, to the notice of the election expenditure observer, District Election Authorities, Returning Officers or other authorities concerned with the conduct of elections, including the Police authorities, they shall take up forthwith the matter with the aforementioned authorities for prompt action as directed in clauses (vi) and (vii) above.

7. The Commission, hereby, warns all concerned that any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent

action possible under the law will be taken against the parties, associations, bodies or individuals responsible for such violations.

8. If any Officers is found to have failed to take prompt and expeditious action as envisaged above, he will render himself liable to strict disciplinary action for failure to discharge the official duty.

9. The State Election Commission directs that the “day to day basis true” account of expenditure in the proforma I and the periodical abstract of expenditure in the proforma II attached to this Order should be submitted by the contesting candidates to the authorities designated by the State Election Commission on the dates specified by the State Election Commission separately.

10. In connection with third ordinary elections to Mandal Praja Parishad & Zilla Paja Parishad and Gram Panchayats in the State the Commission, hereby, **designate the Returning Officers for the inspection and scrutiny of the day to day expenditure accounts** and the periodical abstract of expenditure during the election campaign period and issue the following instructions in this behalf:-

1. The contesting candidates or their agents shall submit the election expenditure accounts maintained in Proforma-I and Proforma-II to the designated officers or officers nominated by them once in every three days from the date of publication of list of contesting candidates.
2. The Returning Officers are authorized to nominate officers to receive the accounts filed by the candidates and also notify the place at which and the hour when the candidates or their election agents can file the election expenditure accounts on the dates indicated. The nominated officers shall be available on the date and time indicated above at the places notified and shall receive and inspect and scrutinize the accounts submitted by the candidates and give consolidated report to the Returning Officer and to the election expenditure observer.
3. The election expenditure observers will also undertake inspection and scrutiny of all the expenditure accounts whenever they feel convenient on the said dates and they may also summon the expenditure accounts of any candidate from the officers nominated by the Returning Officers.

11. With a view to minimise the possibility of contesting candidates, their supporters, political parties, bodies or associations incurring expenditure in excess of the ceilings prescribed by the State Election Commission, it is felt necessary that the daily returns and the periodical returns of expenditure should be made transparent by making them available to the public and the other contesting candidates, who, can help the Election Commission to effectively check the veracity of the returns with actual expenditure being incurred by the contesting candidates and their supporters. It is, therefore, decided that the designated officers should make photo copies of these returns available to other contesting candidates, any member of the public or Non-Governmental Organisation, on demand and on payment of xeroxing charges or a certified copy as per Section 76 of the Indian Evidence Act, 1872 and to the media, free of cost, so as to enable them to assist the Election Commission in effectively implementing the ceilings imposed on the expenditure to be incurred by the contesting candidates for various offices. The Commission is of the considered opinion that this exercise in bringing transparency in election expenditure will enhance the purity of elections and help in conduct of free and fair elections.

12. The final of return of election expenditure including the abstract shall be submitted by the contesting candidates to the District Election Authority through the MPDO within 45 days from the date of declaration of the results of the Office for which they had contested. The District Election Authority, shall make these returns public and take up follow up action in the manner in rule 101, 102 and 103 (1) of APPR (Conduct of Election) Rules, 2000.

13. The District Election Authority shall also take follow up action in respect of candidates who failed to lodge election expenditure accounts within the time and in the manner required by or under the APPR Act, 1994, as per the procedure envisaged in sub rules (2) and (7) of Rule 103 of APPR (Conduct of Election) Rules, 2000.

The election authorities relating to Mandal Praja Parishad & Zilla Praja Parishad and Gram Panchayat elections are directed to furnish a copy of these instructions to the contesting candidates under acknowledgement.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- Dr. G.M.Ramesh Kumar
Secretary

To

All the Collectors and District Election Authorities.

All the Chief Executive Officers of Zilla Praja Parishad with the directions to transmit these instructions to all Returning officers in their district.

All the District Panchayat Officers with the directions to transmit these instructions to all Returning officers in their district.

PROFORMA – I

PROFORMA FOR THE MAINTENANCE OF ACCOUNTS OF ELECTION EXPENSES

Name of the Candidate : _____ 4) Name of the territorial constituency : _____
 Office contested : Ward Member (specify ward)/ Sarpanch /Member, MPPTC / ZPPTC
 Name of the GP/ Mandal Praja Parishad / Zilla Praja Parishad : _____ 5) Date of Election : _____

Date of expenditure	Name of Expenditure	Amount of Expenditure		Date of payment	Name & address of payee	Serial No. of voucher in case of amount paid	Serial No. of bill in case of amount outstanding	Name & address of person to whom the amount outstanding is payable	Remarks
		Paid	Outstanding						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

N.B: It is not necessary to give the particulars (the name and address of payee) in regard to expenditure for which vouchers are not required to be obtained.

Signature of the Candidate / Election Agent

Certified that this is a true copy of the account kept by me / my Election Agent

Signature of the Contesting Candidate

(FOR OFFICIAL USE ONLY)

(Acknowledgement)

The account of election expenses of.....(Candidate) from.....(Constituency) result of which declared on.....filed by him / or on his behalf by.....has been received by me today, the.....(date).....(month).....(year).

Returning Officer

PROFORMA - II

ABSTRACT OF ELECTION EXPENDITURE ACCOUNT

- 1) Name of the Candidate : _____ 5. Date of Election _____ :
- 2) Office contested: Ward Member (specify ward)/ Sarpanch /Member, MPPTC / ZPPTC _____
- 3) Name of the GP/Mandal Parishad / Zilla Praja Parishad _____ :
4. Name of the territorial constituency _____ 6. Expenditure as on _____/Final return.

S. No	Item of Expenditure	Expenditure incurred or authorised by candidate or his election agent		Expenditure by Political party/parties for promoting his candidature		Expenditure incurred by his supporters,(individuals/body/associations etc.)		Total Expenditure	
		Paid	Committed but not paid	Paid	Committed but not paid	Paid	Committed but not paid	Paid	Committed but not paid
1.	2.	3.		4.		5.		6.	
1.	Expenditure on Printing of election Campaign material								
2.	Expenditure on pasting of posters and distribution of handbills.								
3.	Expenditure on hoardings, Wall writings, cutouts etc.								

4.	Expenditure on advertisements in print & electronic media by candidates, agents & supporters for campaign				
5.	Expenditure on propaganda for public meetings & for all arrangements for public meetings				
6.	Hiring charges for campaign office & office establishment				
7.	Hiring charges for vehicles, cost of petrol, oil, lubrication charges etc. for vehicle use				
8.	Hiring charges of loud-speakers				
9.	Expenditure on production & use of audio & video Cassettes, films slides etc.				

10.	Expenditure on gates, arches & visits of VIPs and Party leaders for campaign				
11.	Expenditure on refreshments given to supporters, polling agents, counting agents and to those for doing house to house campaign				
12.	Travel expenses by candidate or his agent or supporters etc. authorised by him.				
13.	Expenditure on rallies, etc. organised by the candidate.				
14.	Expenditure incurred by other individuals, body, association supporters etc., towards election campaigns				

15.	Value of the publicity material supplied by political party / parties to the candidate.				
16.	Misc. expenses not covered in above items.				
	Total :				

Declaration:

Certified that the particulars given above are true and correct to the best of my knowledge.

Signature of contesting candidate

N.B:

The account shall be countersigned by the candidate, if it is lodged by his election agent and should be certified by the candidate to be correct copy of the account kept.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Circular No.169/SEC-B1/2011

Dated:13.05.2011

C I R C U L A R

Sub:- A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011– Maintenance of Law and Order and prevention of electioneering within the prohibited area around polling stations – Instructions regarding setting up of Election Booths – Reg.

The State Election Commissioner in exercise of the powers conferred under Section 219 of APPR Act 1994 and in the interest of conducting the elections in peaceful manner and to avoid any untoward incidence, the following instructions are issued with regard to setting up of election booths for a candidates on the date of polling beyond a distance of 200 meters from the polling station.

- (1) No booth shall be set up within a distance of 200 metres from the polling station. Even where more than one polling station has been set up in the same polling station location or premises, there shall be only one booth of a candidate for such group of polling stations beyond a distance of 200 meters from such premises.
- (2) Only one table and two chairs shall be provided at each of such booths with an umbrella or a piece of tarpaulin or cloth to protect the two occupants of those chairs at the booth from weather conditions, such booth shall not be enclosed by tentage, etc.
- (3) Each candidate wishing to set up such booths shall intimate, in writing, in advance, to the Returning Officer, the names and Sl. Nos, of the polling stations where such booths are proposed to be set up by him. He shall also obtain the written permission of the concerned local authorities. Such a written permission must be available with the persons manning the booth for production before the police / election authorities concerned on demand.
- (4) Such booths shall be used only for the sole purpose of issuing unofficial identity slips to electors. These unofficial identity slips shall be printed strictly in accordance with the instructions of the Commission on the subject on white paper without the name or symbol of the candidate or the name of the political party .
- (5) Only one banner to display the name of the candidate, his party and the election symbol allotted to him shall be allowed of each such booth, provided that such

banner shall not be more than 3 feet by 4 ½ feet in breadth and length. Any banner set up in violation of this restriction will be removed by authorities maintaining the law and order.

- (6) No crowds shall be allowed to collect at such booths under any circumstances, nor shall any person who has already cast his vote at the polling station be allowed to come to the booth. This would be evident from the indelible ink mark on his left forefinger or any other finger as specifically prescribed for that election for the constituency in which the polling station is located.
- (7) The persons manning the booths shall not cause any obstruction whatsoever in the way of voters proceeding to the polling stations or prevent them from going to the booths of other candidates or create any other sort of hurdles whatsoever in the right of voters to exercise their franchise according to their own free will. More specifically, no voter shall be influenced in any way whatsoever to either come and collect the unofficial identity slip from the particular booth or if he comes to such booth of his own accord to vote in favour of or against any party / candidate contesting the election.
- (8) No person shall be allowed to either carry or use cellular phones, cordless phones, wireless sets, etc., in the 100 meter perimeter of the polling stations described as the “ Polling Station Neighborhood “ and within the polling booth. Similarly, no person shall be allowed to carry or use such instruments in the area within and around the counting center or within the area cordoned off by the security forces to regulate the entry of persons to such Counting Halls and Centres. If any person is found in possession of such instrument in violation of these directions, the instrument shall be seized by the officers in charge of security and shall be returned to the person concerned only after the counting of votes is completed and results are declared. These restrictions, however, do not apply to the officers in charge of law and order and security personnel put on duty near the polling booths and counting centers who may be using any of such instruments in the course of the discharge of their official duties. Similarly, these restrictions do not apply to the Observers appointed by the Commission and to the officers incharge of polling duty and counting duty who may have to use such instructions in the course of their official duties.
- (9) The Commission hereby warns all concerned that any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent action possible under the law, including but not restricted to the removal of such booths forthwith will be taken against the candidates and / or their agents / workers responsible for any such violations.

- (10) If any officer is found to have failed to take prompt and expeditious action to ensure the strict compliance of the above mentioned directions, he will render himself liable to strict disciplinary action apart from any penal action as may be called for against him for failure to discharge the official duty.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

1. All District Collectors in the State.
2. All Superintendents of Police in the State.
3. The Director General of Police, Hyderabad.

Copy to the

All the Chief Executive Officer, Zilla Praja Parishad.

All the District Panchayat Officers in the state

The Commissioner of Panchayat Raj and Rural Employment, A.P., Hyderabad

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27545350, 27543122
E-mail: apsec@ap.gov.in
Website: www.apsec.gov.in

C I R C U L A R

Cir.No.170/SEC-B1/2011

Dated:19.05.2011

Sub: A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011– Ban on electioneering in electronic media 48 hours before the hour fixed the close of poll in case of election Mandal Praja Parishad and Zilla Praja Parishad and 44 hours before the hour fixed for close of poll in case of Gram Panchayat elections – Instructions – Issued.

* * *

Under the section 214 of the APPR Act, 1994 electioneering should be stopped in the polling area during the period of 48 hours ending with the hour fixed for the conclusion of the poll in case of elections to Mandal Praja Parishad and Zilla Praja Parishad and 44 hours ending with hour fixed with conclusion of poll in case of Gram Panchayat Elections. Therefore, the election propaganda should be stopped at hour specified above.

It is brought to the notice of all the political parties, contesting candidates and Collectors, Superintendents/Commissioners of Police and also the officials of the Information and Public Relations Department that the **“display to the public any election matter by cinematography, television or other similar apparatus or to propagate any election matter to the public by holding or by arranging the holding of any musical concert or any theatrical performance or any other entertainment or amusement with a view to attracting the members of the public thereto in any polling area during the period of 48 hours ending with the hour fixed for the conclusion of the poll in case of Mandal Praja Parishad and Zilla Praja Parishad**

elecitons and 44 hours ending with the hour fixed for the conclusion of the poll in the case of Gram Panchayat elections” is also prohibited by the said section.

Therefore, any television channel violating the said provision is liable for prosecution under section 214 of APPR Act, 1994. **It may also be emphasised that violation of this is an offence under the said sections which is punishable with imprisonment for a term which may extend to two years or with fine or both.**

The Commissioner, Information and Public Relations is specially requested to bring the provisions of law to the notice of the media immediately after issue of the notification by the State Election Commission. The Collectors, Superintendents of Police and the Commissioner, Information and Public Relations are requested to see that the said provision of law is strictly enforced during ensuing elections to PR bodies.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To
The Commissioner, Information & Public Relations Department, Hyd.
All Collectors & District Election Authorities.
All Superintendents of Police/Commissioners of Police.
All Returning Officers through the District Election Authorities.

Copy to: All Observers.
All Political parties

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

No.171/SEC-B1/2011

Dated:13.05.2011.

ORDER

Sub:- A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011 –
Restrictions on use of Cellular Phones in the vicinity of polling stations
and counting centres – Reg.

* * *

In order to maintain law and order and prevent electioneering within the prohibited area in and around the polling stations and counting centers during 4th ordinary elections to PR bodies, 2011 the State Election Commission, hereby, directs that no person shall be allowed to either carry or use cellular phones, cordless phones, wireless sets, etc., in the 100 meter perimeter of the polling stations described as the "Polling Station Neighborhood" and within the polling stations. Similarly, no person shall be allowed to carry or use such instruments in the area within and around the counting center or within the area cordoned off by the security forces to regulate the entry of persons to such Counting Halls and Centres. If any person is found in possession of such instrument in violation of these directions, the instrument shall be seized by the officers in charge of security and shall be returned to the person concerned only after the counting of votes is completed and results are declared.

These restrictions, however, do not apply to the officers in charge of law and order and security personnel put on duty near the polling stations and counting centres who may be using any of such instruments in the course of the discharge of their official duties. Similarly, these restrictions do not apply to the Observers appointed by the

Commission and to the officers in-charge of polling duty and counting duty who may have to use such instruments in the course of their official duties.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- Dr. G.M.Ramesh Kumar
Secretary

To

1. All District Collectors in the State.
2. All Superintendents of Police in the State.
3. The Director General of Police, Hyderabad.

Copy to the

All the Chief Executive Officer, Zilla Praja Parishad.

All the District Panchayat Officer,

The Commissioner of Panchayat Raj and Rural Employment, A.P., Hyderabad. All the Election observers

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

No.172/SEC-B1/2011,

Dated:13.05.2011

CIRCULAR

Sub:- A.P. SEC. Fourth Ordinary elections to Panchayat Raj Bodies, 2011-
Ministers, MPs MLAs and MLCs having security cover shall not be
appointed as Election Agents or Polling Agents or Counting Agents –
Instructions – Issued.

* * *

The Commission wishes to bring to the notice of all concerned the provisions of Section 221 B of the APPR Act, 1994 which states that, except those expressly permitted by the said section, no one else carries any arms or indulges in show of arms in polling stations or in their vicinity (an area within a radius of 100 metres from the polling booth), so that the conduct of elections can take place in a free and fair manner without any intimidation of voters, or threat perception to them or they being overawed by large posse of security personnel carrying arms.

To facilitate the understanding of the issue, an extract of the section referred to in the above paragraph, is given below;

Section221B: “Prohibition of going armed to or near a polling station---

(1) No person other than a Police Officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighbourhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with imprisonment for a term which may extend to two years or with fine or with both.

(3) An offence punishable under sub-section (2) shall be cognizable.”

It is seen from time to time that during the poll process, candidates and / or supporters of candidates, who are recipients of security extended to them by the State authorities, enter polling stations or go within the neighbourhood thereof accompanied by their security personnel. This amounts to contravention of the Provisions laid down in Section 221 B of the APPR Act, 1994.

The State Election Commission therefore, directs that, no person, who is provided with any form of security from any quarter, should enter into any polling station or go within its neighbourhood, accompanied by such security personnel. Neighbourhood of a polling station should be construed to mean an area within a radius of 100 metres from the polling station, on the analogy of Section 219 of the APPR Act, 1994. The security agencies in charge of extending security must therefore, recast security plans accordingly. It would be the duty of those in charge of the election to ensure that the provisions of the above quoted Section 221 B of the APPR Act, 1994 are strictly enforced and no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) enter into any polling station or are found in the neighbourhood of the polling station. The same restrictions should also apply in relation to entry into counting centers and in the neighborhood of the counting centers.

Therefore, a Minister, MP or MLA or MLC or any person who is recipient of any form of security cover by the State shall not be appointed as an Election Agent or Polling Agent or Counting Agent as his personal security shall be jeopardized with such appointment, because his security personnel will not be permitted to accompany him into the polling station or counting hall.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors and District Election Authorities.

All the Returning Officers through the District Election Authorities in the State.

Copy to:

All the Chief Executive Officers of Zilla Praja Parishad

All the District Panchayat Officers

All the Superintendent of Police concerned.

All Recognised and Registered Political Parties

All the Election observers.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

C I R C U L A R

No.173/SEC-B1/2011

Dated: 16.05.2011

Sub: A.P. SEC – Fourth Ordinary elections to Mandal Praja Parishads and Zilla Praja Parishads, 2011 – Polling Personnel – Selection, appointment and training – Instructions – Issued.

#

GENERAL:

1. The Fourth ordinary elections to Member, Mandal Praja Parishad and Member, Zilla Praja Parishad are to be held shortly. The Collector & District Election Authority is responsible for selection and appointment of the polling personnel and their training for the ensuing elections. The procedure in respect of appointment of polling personnel should be adopted in the same manner as instructed below:-

2. **While drafting polling personnel for the ensuing election, it should be ensured that they are posted in the Mandals outside their place of duty and native Mandals.**

3. To facilitate smooth conduct of poll from 7.00 AM to 5.00 PM, the State Election Commission has issued guidelines to fix the strength of a polling station at 1000 voters with marginal adjustments. As simultaneous election is held to Member, Mandal Praja Parishad and Member, Zilla Praja Parishad, the personnel required for a polling station is one Presiding Officer and five polling officers. Their duties in brief are given below:

- (a) 1st Polling Officer : Incharge of marked copy of electoral roll and be responsible for identification of electors
- (b) 2nd Polling Officer : Incharge of application of indelible ink and Maintenance of register of voters.
- (c) 3rd Polling Officer : Incharge of MPPTC Ballot papers
- (d) 4th Polling Officer : Incharge of ZPPTC Ballot papers and marked copy of the electoral roll of the ZPPTC elections.
- (e) 5th Polling Officer : He will be incharge of Arrow Cross Marked Rubber

Stamps. He will take both the ballot papers. He will first fold the MPPTC ballot paper first vertically and then horizontally and thereafter unfold it and hand it over to the voter to enable him to vote. After the voter has proceeded to the voting compartment and while he is recording his vote, the fifth polling officer will fold the ZPPTC ballot paper and hand over to the voter to enable him to proceed to another voting compartment to record his vote on the ZPPTC ballot paper. Both the ballot papers will be dropped in the same ballot box by the voter.

SELECTION OF POLLING PERSONNEL

4. The District Election Authority is requested to work out the requirements of polling personnel on the above basis by adding 10 percent in excess of their requirement so as to keep certain personnel in reserve also to meet any contingency.

5. As more number of polling personnel will be required for the conduct of the elections all the gazetted and non-gazetted government servants shall be drafted as election personnel. The District Election Authority should in no case cancel the appointment orders of any individual, except under extraordinary circumstances when the employee substantiates his plea for exemption with documentary evidence.

6. All the District Election Authorities or officer authorized by him should immediately take necessary action to address all the heads of offices to lend the services of their sub - ordinates for appointment as polling personnel and obtain the lists of such personnel well in advance. Generally the presiding officers and assistant presiding officers must be appointed from persons working under central/state government holding posts not lower in rank than that of superintendents. The remaining polling officers may be selected from amongst the persons in government service i.e. (state or central) or employees working in statutory corporations. The persons other than government servants should not be entrusted with the duties of polling officers which involve identification of voters.

7. The following categories of individuals should be avoided:

- (1) Employees having political leanings towards any party or candidate.
- (2) School teachers working as extra departmental post masters.
- (3) Pensioners
- (4) Teachers of private educational institutions

8. The lists of polling personnel selected for posting to the various polling stations should be finalized with the approval of the District Election Authority.
9. For the purpose of efficient control of the polling personnel and of economy in expenditure on travelling allowances etc., each district, as far as practicable, should use its own personnel. All the available personnel working under the state and central government offices in the state, as well as under the local bodies have to be mobilized and an assessment of the availability of the requisite number has to be made well in advance. This work calls for a lot of forethought and planning.
10. (a) While drafting presiding officers / polling officers, the availability of female polling personnel should be examined for appointing presiding / polling officer for polling stations set up exclusively for female voters or where the number of female voters especially burqua clad women are large. In such polling station there must be at least one women polling officer who may attend to the duty of identification of woman electors.

(b) All such women, who are in advanced stage of pregnancy, whether on maternity leave or not, or who are otherwise on medical advice not fit for any rigorous, hazardous work, shall be exempted from being requisitioned for election duty. The same will apply to women who are breastfeeding a newly born child.

(c) Every female official called for election duty shall be informed in advance of the arrangements made for her stay, private and separate arrangements for women at the place of duty to meet the calls of nature as well as for bath and dressing. Unless such arrangements are made and information in this behalf is furnished to such a female official, she shall not be called to perform any election duty at any such place where the above arrangements are not available.
11. In case the employees belonging to the revenue collection department (central and state) are busy in the collection of revenues they should be appointed in consultation with departments incharge of the revenue collection. All representations in this connection should be looked into and cases of disagreement, if any, should be brought to the notice of the state election commission immediately.
12. Seniority of officials should be taken into account in every case and it should be ensured that a senior official is not put on duty under an official who is junior to him/her.

13. While appointing a polling party for a polling station, one of the polling officers should be authorized to perform the duties of presiding officer, in case the latter is unavoidably absent from the polling station.
14. Any official against whom any disciplinary action was taken during earlier elections to the legislative bodies or local bodies shall not be drafted on any election related work whatsoever in the ensuing election.

PROPER MIXING OF POLLING PERSONNEL DRAWN FROM DIFFERENT OFFICES:

15. In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the minds of political parties and candidates about free and fair elections, it should be ensured that proper mixing of polling personnel drawn from different offices and departments is done at the time of formation of a polling party.
16. The help of the computer technology, whenever available, should be taken for the above purpose of formation of polling parties by proper mix of polling personnel drawn from different departments and offices.
17. Polling personnel shall be drafted in such a way that they are posted at polling stations located outside the Mandal of their place of duty and native Mandal.

RESERVE POLLING PERSONNEL

18. Have a reserve list of presiding and polling officers for each Mandal to deal with emergencies at any of the polling station as well as for conducting re -polls, if required.

APPOINTMENT OF POLLING PERSONNEL:

19. All the heads of offices shall be addressed to furnish the lists of employees working under them along with their scale of pay for payment of flat rates of DA & TA for polling duty. After obtaining the lists, the postings should be made carefully in respect of each polling station. Care should be taken to see that in the polling stations exclusively set apart for women, as far as possible, women officers

are posted for these posts. In any case, the polling officers kept in-charge of indelible ink and assigned the duty of marking forefinger of the voters in every women polling station should invariably be a woman. At a polling station, where there are considerable number of women voters especially burqua clad ladies, women assistants may be employed wherever practicable.

20. Thereafter, orders of appointment at each polling station should be prepared in the form given in Annexure appended and communicated to the persons after due authentication. Orders of appointment of polling personnel kept in reserve should also be communicated as all the Presiding Officers and Assistant Presiding Officers, including the reserve, should attend the training classes. Blank Form of orders of appointment have to be got printed. The orders of appointment should also contain the details of training classes. The orders of appointment should be issued well in advance of the training classes programme.

ADOPTION OF RANDOM NUMBER OF GENERATION TECHNIQUE:

21. Random number of generation technique adopted for the deployment of polling personnel during Assembly and Parliament elections shall be followed in the ensuing elections also
22. In this process, a code number (different from the polling station number) is assigned to each polling station and just before departure of the party this is decoded to the actual polling station number where the party has to reach. This method could effectively eliminate complaints relating to any possible partisan conduct of polling personnel. The criteria to be followed while constituting polling parties in enunciated below.
 - (a) Presiding officers and polling officers are classified on the basis of scale of pay, their post and rank. Presiding officers should be of higher scale/ grade in comparison to all polling officers.
 - (b) No person should be assigned polling duties in a Mandal in which he resides or works.
 - (c) Two members of the polling party should not be from the same department and in any case the presiding officers and first polling officer should not be from the same department.
 - (d) Each polling station exclusively set up for women electors must have a female polling officer. Female polling officer must be posted in the areas dominated by burqua clad women.
 - (e) Selection of polling officers of every party shall be done on random basis.

TRAINING TO POLLING PERSONNEL:

23. The District Election Authorities are informed that, it is of utmost importance that all persons selected for polling duty as Presiding Officers including those on the reserve lists and Zonal Officers should be adequately trained in the duties entrusted to them. Every such person should attend at least one training class and receive practical training. At each training class, as far as possible, there should not be more than 50 or 60 persons. The attendance at each class should be checked and recorded before the class starts, so that the names of absentees could be reported promptly to the Heads of Offices for necessary disciplinary action or prosecution as the case may be.
24. The District Collectors shall arrange for imparting two training classes for polling personnel for conducting polls with ballot boxes and ballot papers. The State Election Commission will arrange for supply of hand books for Presiding Officers. The pattern of election is comparable to simultaneous elections to the House of People and State Legislative Assembly when ballot boxes are used.
25. The training classes should be conducted by an officer not lower in rank than that of a Mandal Parishad Development Officer / Tahasildar. At least one training class should be conducted for Presiding Officer /Returning Officer/Assistant Returning Officers, Zonal Officers. No Officer who has been appointed as Returning Officer should be entrusted with Polling duties.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M. Ramesh Kumar
Secretary**

To
All the Collectors and District Election Authorities.
All the Chief Executive Officers of Zilla Praja Parishads.
Copy to
The Commissioner, Information & Public Relations, Hyderabad.
The Election Authority and Commissioner, Panchayat Raj and Rural Employment.

ANNEXURE
ORDER OF APPOINTMENT OF PRESIDING AND POLLING OFFICERS

Elections to the Member, Mandal Praja Parishad and Member, Zilla Praja Parishad,

I hereby appoint the Officers specified in column 2 and 3 of table below as Presiding Officers and Polling Officers respectively for the polling station specified in the corresponding entry in column 1 of the table provided for election to Member, Mandal Praja Parishad and Member, Zilla Praja Parishad.

I also authorise the polling officer specified in column 4 of the table against that entry to perform the functions of the Presiding Officer during the unavoidable absence, if any, of the Presiding Officer.

TABLE

Polling Station Code No	Name of the Presiding Officer	Names of the Polling Officers	Polling Officer authorised to perform the functions of the Presiding Officer in the latter's absence.
(1)	(2)	(3)	(4)

Date :

Place :

Authority

Signature of District Election

Or officer authorized by District Election Authority

Note:-

1. The Training Classes to acquaint the Procedure of conduct of election will be held on at at (.....Place). The Presiding Officers and Assistant Presiding Officers including those kept in reserve also should attend the Training Classes.
2. The date of poll is between and (hours).

3. You should report to the Returning Officer on
(Date) (time) at
..... (Place) for taking delivery of
Polling materials.
4. Failure to attend polling duties will be viewed seriously. Defaulting Officers are not only liable for disciplinary action but are also liable for prosecution.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

No.174/SEC-B1/2011,

Dt:27.5.2011

ORDER

Sub:- A.P. SEC – Fourth Ordinary elections to Panchayat Raj Bodies, 2011 – Restrictions on the printing of pamphlets, posters, etc. – Orders – Issued.

The printing and publication of election pamphlets, posters, etc., is governed by the provisions of Section 216 of APPR Act, 1994, which reads as follows:-

Restrictions on the printing of pamphlets, posters, etc.

1. No person shall print or publish, or cause to be printed or published, any election pamphlet or poster which does not bear on its face the names and addresses of the printer and the publisher thereof.
2. No person shall print or cause to be printed any election pamphlet or poster:-
 - (a) Unless a declaration as to the identity of the publisher thereof, signed by him and attested by two persons to whom he is personally known, is delivered by him to the printer in duplicate; and
 - (b) Unless, within a reasonable time after the printing of the document, one copy of the declaration is sent by the printer, together with one copy of the document:-
 - (i) Where it is printed in the capital of the State, to the State Election Commissioner. and
 - (ii) In any other case, to the District Magistrate of the district in which it is printed.
3. For the purposes of this section:-

(a) any process for multiplying copies of a document, other than copying it by hand, shall be deemed to be printing and the expression “printer” shall be construed accordingly; and

(b) “election pamphlet or poster” means any printed pamphlet, hand-bill or other document distributed for the purpose of promoting or prejudicing the election of a candidate or group of candidates or any placard or poster having reference to an election, but does not include any hand-bill, placard or poster merely announcing the date, time place and other particulars of an election meeting or routine instructions to election agents or workers.

4. Any person who contravenes any of the provisions of sub-section(1) or sub-section(2) shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to two thousand rupees, or with both”.

2. The above restrictions on the printing of election pamphlets, posters, etc., have been imposed under the law with a view to establishing the identity of publishers and printers of such documents, so that if any such document contains any matter or material which is illegal, offending or objectionable like appeal on ground of religion, race, caste, community or language or character assassination of an opponent, etc., necessary punitive or preventive action may be taken against the persons concerned. These restrictions also sub-serve the purpose of placing a check on the incurring of unauthorized election expenditure by political parties, candidates and their supporters on the printing and publication of election pamphlets, posters, etc.

3. At the time of elections, a large number of election pamphlets, posters etc., are printed, published, circulated and pasted on the walls of private and Government buildings in respect of which the above mentioned requirements of law have not been compiled with.

4. In order to ensure strict observance of, and compliance with, the requirements of the above mentioned provisions of law, the State Election Commission, in exercise of its powers under Article 243 K of Constitution of India and all other powers enabling it in this behalf, hereby directs as follows:-

(a) As soon as any election to a directly elected offices in Panchayat Raj bodies is announced by the State Election Commission, the District Magistrates shall, within three days of issue of election notifications write to all printing presses in their districts.

(i) pointing out to them the requirements of above mentioned Sections and specifically instructing them to indicate clearly in the print line the names and addresses of printer and publisher of any election pamphlets or posters or such other material printed by them.

(ii) asking the printing presses to send the copies of the printed material (alongwith three extra copies of each of such printed material) and the declaration obtained from the publisher as required under the said Sections within three days of its printing;

(iii) impressing on them in clear terms that any violation of the said provisions and the above directions of the State Election Commission would be viewed very seriously and stern action, which may in appropriate cases include even the revocation of the licence of the printing press under the relevant laws would be taken.

(b) The Election Authority and Commissioner of Panchayat Raj, A.P., Hyderabad shall do like wise in respect of the printing presses located at the state capital.

(c) Before undertaking the printing of any election pamphlets or posters, etc., the printer shall obtain from the publisher a declaration in the proforma prescribed by the State Election Commission in Annexure-A hereto. This declaration shall be duly signed by the publisher and attested by two persons to whom the publisher is personally known. It should also

be authenticated by the printer when it is forwarded to the Election Authority (Commissioner of Panchayat Raj, Hyderabad) or the District Magistrate concerned as the case may be.

(d) As directed above, the printer shall furnish four (4) copies of the printed material, along with the declaration of the publisher, within three (3) days of the printing thereof. Alongwith such printed material and the declaration, the printer shall also furnish the information regarding number of copies of the document printed and the price charged for such printing job, in the proforma prescribed by the State Election Commission in Annexure – B hereto. Such information shall be furnished by the printer, not collectively but separately, in respect of each election pamphlets, posters, etc., printed by him within three (3) days of the printing of each such document.

(e) As soon as a District Magistrate received any election pamphlets or posters, etc., from a printing press, he shall examine whether the publisher and printer have complied with the requirements of law and the above directions of the State Election Commission. He shall also cause one copy thereof to be exhibited at some conspicuous place in his office so that all political parties, candidates and other interested persons may be able to check whether the requirements of law have been duly complied with relation to such document and which would also enable them to bring to the notice of the authorities concerned the cases of other election pamphlets, posters, etc., in respect of which the above requirements of law have been violated.

(f) The Election Authority & Commissioner of Panchayat Raj, A.P., Hyderabad shall also likewise take further follow up action as mentioned in sub-para (e) above in respect of the pamphlets, posters, etc., received by him.

(g) The Election Authority & Commissioner of Panchayat Raj, A.P., Hyderabad and the District Magistrates shall initiate prompt action for investigation forthwith if any case of publication of election pamphlets, posters, etc., in violation of the above mentioned provisions of said Sections and / or the State Election Commission's above directions either comes, or is brought, to their notice. In all such cases prosecutions should be launched against the offenders most expeditiously and these cases should be pursued vigorously in the courts concerned.

5. The State Election Commission hereby cautions all political parties, candidates and others concerned that any violation of the law and the directions of the State Election Commission on the above subject will be viewed with utmost concern and the severe stringent action possible will be taken against the offenders.

6. If any officer who is responsible for the enforcement of the above provisions of law and the directions of the State Election Commission is found to have failed in the due discharge of his duties in this regard, he will be liable to severe disciplinary action apart from any penal action that may be called for against him for breach of his official duty.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To

- 1.All the Collectors and District Election Authority in the State
- 2.The Commissioner of Panchayat Raj and Rural Employment, A.P., Hyderabad.
3. All Superintendents of Police in the State.

Copy to

All The Chief executive officers of Zilla Praja Parishad.
All the District Panchayat Officers.

Annexure – A

Proforma for Declaration to be submitted by the Publisher of Election Posters, Pamphlets, etc.

(See Section 216 of APPR Act, 1994)

I.....son/daughter/wife of.....
Name

Resident of

.....

.....(Village/town).....

(District)(State), hereby declare that I am the publisher of(Give brief particulars of election poster, pamphlet, etc.)

being printed by

(Name of printing press)

Place.....

Date.....

(Signature of Publisher)

Full Address.....

Attested by (person personally known to publisher)

1. **Signature**
(name and address)

2. **Signature**
(name and address)

Countersigned by
Signature

(Name and address of Printer)

Annexure – B

Proforma for submission of information regarding printing of Election posters pamphlets etc.,

1. Name and address of printer
2. Name and address of publisher
3. Date of the printing order of the publisher
4. Date of the declaration of the publishers
.....
5. Brief particulars of election poster, pamphlet, etc
6. Number of copies of the above document printed
7. Date of printing
8. Printing charges (including cost of paper) being charged from the publisher in respect of the above document

Place (Signature of Printer)

Date Seal of the printer

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G. Road, Secunderabad – 500 003

No.174/SE C-B1/2011

Date: 27.05.2011

NOTIFICATION

In exercise of the powers under Sub-Section 5(a) of Section 260 of the Andhra Pradesh Panchayat Raj Act (Act No.13 of 1994), the State Election Commissioner hereby delegated his powers under sub-section 2 b(i) of Section 216 thereof to the Election Authority and Commissioner Panchayat Raj.

Sd/- P. Ramakanth Reddy
STATE ELECTION COMMISSIONER

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

ORDER

No.175/ SEC-B1/2011

Dated:08.06.2011

Sub: A.P. SEC – Fourth Ordinary Elections to Panchayat Raj Bodies-2011
– Restrictions on possession of Arms during elections – Orders – Issued –
Reg.

* * *

In exercise of the powers conferred by Article 243 K of the Constitution of India, the State Election Commission, hereby, orders that the following instructions shall be observed during ensuing elections to the Panchayat Raj Bodies in the State.

1. Issue of licence for arms is to be totally stopped during the period commencing with the date of election notification. This ban will continue to be operative till the completion of the election process.

2. The police are directed to be vigilant and to start mopping up operations of the areas infested with known antisocial elements within the areas going to polls. During such mopping up operations special attention should be paid to unearth and seize unlicensed arms and ammunition. A very thorough search and seizure by the Police of unlicensed arms and places of indigenous manufacture of arms and ammunition shall be carried out and persons involved shall be arrested. While unearthing and seizure of unlicensed weapons is a normal ongoing responsibility of the police, it shall be vigorously intensified during the election period. Inter-State and intra-state movements of trucks and commercial vehicles shall be strictly checked with a view to preventing smuggling of arms and ammunition by anti-social elements. Raids should be carried out regularly and intensively on underground arms factories.

3. Immediately after the issue of election notification, the District Magistrates shall make a detailed and individual review and assessment of all licence holders living in the district areas so that licenced arms, in those cases, where they consider it essential, are impounded in order to ensure maintenance of law and order so essential for ensuring free and fair elections. These arms should be deposited with the district authorities. Among cases which may need to be reviewed are the following:

1. Persons released on bail,

2. Persons having a history of criminal offences, and
3. Persons previously involved in rioting at any time but especially during the election period. (The above categories are only illustrative and not exhaustive)
4. After such review, all such licence-holders who are identified, shall be directed to deposit their arms with the District Administration during the period of 3 days from the date of issue of election notification.
5. The District Administration shall make fool-proof arrangements for keeping the deposited fire arms in safe custody. Proper receipt must be given to the licence holders depositing the fire arms. It shall be the bounden duty of the District Administration to ensure that all fire arms deposited with the Administration are returned to the licence holders immediately after one week after the declaration of results.
6. Prohibitory orders under section 144 of the Criminal Procedure Code, 1973, shall be issued banning the carrying of licenced arms as soon as the election notification is issued and it should be effective till the declaration of results. Similar prohibitory orders under section 144 of CrPC shall also be issued prohibiting the entry to arms licence holders living outside areas of polls into the areas of poll along with their weapons during the period from the date of election notification by the State Election Commission to till the declaration of results.
7. This ban shall, not be applicable to those communities who are entitled to display weapons by long standing law, custom and usage. This shall, however, not prevent the District Administration to impound weapons of any such persons of even such communities if they are found to be indulging in violence or posing a threat to the maintenance of law and order and peaceful conduct of elections. In these cases also the fire arms shall remain impounded till one week after the declaration of results.
8. Strict vigil shall be maintained by thorough checking of lorries, light vehicles and all other vehicles from three days before the date of poll to ensure that no undesirable elements or arms and ammunition are being transported into the areas of poll from outside and to apprehend them if they are doing so. Such checking of vehicles shall continue till the completion of the counting of votes and the declaration of results. As and when such culprits are apprehended, the arms and ammunition and vehicles concerned shall be confiscated.
9. A copy of this order shall be made available to the local units of all recognised National/State political parties and other political parties in each district

immediately and to each candidate or the agent authorised by him under acknowledgement.

10. The receipt of this order shall be acknowledged immediately.

(BY ORDER AND IN THE NAME OF STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors and District Election Authorities in the State.

All the Superintending of Police in the State.

Copy to:

The Chief Secretary to Government of Andhra Pradesh.

The Director General of Police, Andhra Pradesh, Hyderabad.

All the Chief Executive Officers of Zilla Praja Parishad in the State.

All District Panchayat Officers.

STATE ELECTION COMMISSION
3rd Floor, Buddha bhavan, M.G.Road, Secunderabad - 500 003.

DIRECTION

Dir. No.176/SEC-B1/2011

Dated: 11.5.2011

Sub:- AP., SEC – 4th Ordinary elections to Panchayat Raj Bodies, 2011 -
Appointment of polling agents by Contesting Candidates on the day of poll
– Directions - issued.

1. Under Rule 19 of the A.P.P.R. (Conduct of Election) Rules, 2006 contesting candidate for the offices of the Member. MPPTC, Member, ZPPTC, Member or Sarpanch, Gram Panchayat or his election agent may appoint one polling agent and one relief agent for each polling station . However, at any Polling Station at any given point of time only one polling agent or relief agent of a candidate could be present but not both.

2. The role of polling agent is to observe the polling i.e., whether the poll process is orderly, free and fair. The polling agent can perform the role only if he is from local area and familiar with the identity of voters of that particular booth. A person appointed as polling agent from outside the local area and not familiar with the identity of voters will not serve the intended purpose for which he is appointed.

Keeping this in view and in the interest of free and fair poll, the State Election Commission, hereby, issues the following fresh guidelines with regard to appointment of polling agents by contesting candidates.

- (i) the Polling Agents who are appointed by contesting candidates shall be ordinarily resident and electors of the concerned polling areas only,
- (ii) such polling agents must have EPIC or any of the identity documents notified by the State Election Commission,
- (iii) all polling agents shall display their identity document prominently on their person on the day of poll for easy and quick identification,
- (iv) the set up of polling stations should be made in such a way that the polling agents are seated inside the polling stations so that they may see the face of an elector as and when he/she enters the polling station so that they can challenge the identity of the elector, if needed. They should also be able to watch entire operation inside the polling station including his/her movement to the voting compartment and his/her exit from the polling

station after recording his/her vote. But they should not, in any event, be seated in a place where they have the chance of seeing voter actually recording his/her vote which would compromise secrecy of voting.

- (v) In case polling station has very small and insufficient place or where the respective constituency is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, in such cases where polling agents cannot be accommodated in a single room, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.
- (vi) For identifying such polling stations having very small and insufficient space or where the respective constituency is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, the Returning Officer concerned shall make survey well in advance, so that appropriate decisions may be arrived at well in time. A list of such polling stations shall be prepared and provided to concerned Observer (s).
- (vii) As per rule 19 of conduct of election rules, 2006 the appointment of polling agent shall be made in form – XII (copy enclosed).

These guidelines shall be brought to the notice of the Returning Officers for bringing the contents of these instructions to the notice of Presiding Officers/Polling Officers during their training and other election related officers immediately for strict compliance.

Copy of these instructions shall also be forwarded to all the political parties and candidates in the State and brought to the notice of the electors as well through a suitable press release.

Sd/- Dr. G.M. Ramesh Kumar
Secretary

To

All the Collectors and District Election Authorities in the State.
All the Chief Executive Officers of Zilla Praja Parishad.
All the District Panchayat Officers.
All Returning Officers through the District Election Authorities.

Copy to:

The Commissioner, Panchayat Raj & Rural Development.
The Prl. Secretary to Government, Panchayat Raj & Rural Development, Secretariat,
Hyderabad.
The Election Observers.

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Circular No.177/SEC-B1/2011

Date:30.05.2011.

Circular

Sub:- A.P. SEC – Fourth Ordinary Elections to Panchayat Raj Bodies, 2011 –
Prevention of disfigurement of Public and Private places during elections –
Instructions issued – Reg.

* * *

Private and public places are disfigured during the election time by way of pasting election advertisements and writings on the walls in violation of the Model Code of Conduct.

2. Needless to say that this spoils the beauty of the settlements and causes loss to the private house owners who keep their houses and walls painted. In order to prevent such disfigurement, the A.P State Legislature has enacted A.P.Prevention of Disfigurement of Open Places and Prohibition of Obscene and Objectionable posters and Advertisements Act, 1997 (Act 28 of 1997)

3. Section 4 of the said Act makes the disfigurement of any public or private place an offence punishable with imprisonment which may extend upto 3 months or with fine which shall not be less than one thousand rupees but which may extend upto 2,000 rupees or with both. Abetment of such disfigurement is also made punishable under section 5 of that Act. Under section 6 thereof, the police officers are empowered to remove, erase, pull down and destroy objectionable advertisements.

4. The State Election Commission is of the firm view that this unhealthy practice of disfigurement / defacement of private and public properties during the election campaign should be curbed with a heavy hand by invoking the provisions of law referred above. The State Election Commission, therefore, directs to take immediate measures, wherever necessary, for restoration to original position of the defaced public / private properties by directing the political parties and contesting candidates to remove their posters/slogans and repaint the walls of public/private property at their own expenses. In case of failure to comply with the instructions, prosecution should be lodged against the concerned under the provisions of law referred above. Strict vigilance should be maintained to prevent such defacement of public/private property particularly during election campaign and appropriate legal action should be taken against the violators.

5. The State Election Commission, hereby, directs the District Collectors and the Superintendents of Police to strictly enforce the implementation of item 7 in Part- I

(General conduct) of Model Code of Conduct by taking recourse to sections 4 and 5 of Act 28 of 1997 referred above by issuing suitable instructions to their subordinate officers and also by launching inspection teams from time to time during the campaign period. Prompt prosecution of offenders in the early stages of campaigning will act as great deterrent to others. They are also requested to give wide publicity to the provisions of the said Act and item 7 of point - I of the Model Code of Conduct among the general public, political parties and contesting candidates.

6. The Commission also directs that action taken in this regard and the prosecutions launched under the above Act during the period of election to Panchayat Raj Bodies should be informed to the Commission from time to time.

7. A copy of the said Act is enclosed for ready reference.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

1. All the District Collectors in the State.
2. All the Superintendents of Police in the State.
3. All the Chief Executive Officers of Zilla Praja Parishad in the State.
4. All the District Panchayat Officers in the State.
5. All the Mandal Parishad Development Officers in the State through CEOs of ZP.
6. The Commissioner of Panchayat Raj & Rural Employment, AP. Hyderabad.
7. The Director General of Police, Hyderabad.

THE ANDHRA PRADESH GAZETTE

PART – IV.B EXTRAORDINARY

PUBLISHED BY AUTHORITY

No.44 HYDERABAD, TUESDAY, NOVEMBER 25, 1997.

**ANDHRA PRADESH ACTS, ORDINANCES AND
REGULATIONS Etc.**

The following Act of the Andhra Pradesh Legislative Assembly which was reserved by the Governor on the 20th January, 1993 for the consideration and assent of the President, received the assent of the President on the 17th November, 1997 and the said assent is hereby first published on the 25th November, 1997 in the Andhra Pradesh Gazette for general information:

ACT NO. 28 OF 1997

AN ACT TO PROVIDE FOR THE PREVENTION OF DISFIGUREMENT BY OBJECTIONABLE OR UNAUTHORISED ADVERTISEMENTS OF PLACES OPEN TO PUBLIC VIEW AND FOR THE PROHIBITION OF PRINTING, PUBLISHING AND DISPLAY OF OBSCENE POSTERS RELATING TO CINEMAS AND FOR MATTERS CONNECTED THEREWITH OR INCIDENTAL THERETO.

Be it enacted by the Legislative Assembly of the State of Andhra Pradesh in the Forty – eighth Year of the Republic of India as follows.:-

CHAPTER - I

PRELIMINARY

1. (1) This Act may be called the Andhra Pradesh Prevention of the Disfigurements of Open Places and Prohibition of obscene and objectionable posters and Advertisements Act, 1997.

(2) It extends to the whole of the State of Andhra Pradesh

(3) It shall come into force on such date as the State Government may by notification in the Andhra Pradesh Gazette, appoint.

*Short title, extent
and
Commencement.*

Definitions:

2. In this Act, unless the context otherwise requires-

(a) "advertisement" includes any notice, circular, hand-bill label, wrapper or other document and also includes any visible representation made by means of any light, sound, smoke or gas;

"authority" means an authority constituted under section 9;

(c) "government" means the State Government of Andhra Pradesh;

(d) "notification" means a notification published in the Andhra Pradesh Gazette and the word "notified" shall be construed accordingly;

(e) "objectionable advertisement" means any advertisement:-

(i) Which is likely to incite any person to commit murder, sabotage or any offence involving violence; or

(ii) Which is likely to seduce any member of the armed forces of the Union or of the Police forces from allegiance or his duty, or prejudice the recruiting of persons to serve in any such force or prejudice the discipline of any such force: or

(iii) Which is likely to incite any section of the citizens of India to commit an act of violence against any other section of the citizens of India: or

(iv) Which is deliberately intended to outrage the religious feelings of any class of the citizens of India by insulting or blaspheming or profaning the religion or the religious beliefs of that else: or

(v) Which is grossly indecent, or scurrilous or obscene or is intended to black - mail;

Explanation :-An advertisement shall not be deemed to be objectionable merely because words or signs or visible representations are used;

(1) expressing disapprobation or criticism of any law or of any policy or administrative action of the Government with a view to obtain its alteration or redress by lawful means.

(2) criticising any social or religious practice without malicious intentions and with an honest view to promote social or religious reform or social Justice;

(f) "Place open to public view" includes any private place or building, monument, statue, post - wall, fence, tree or other thing or contrivance visible to a person being in, or passing along, any public place;

(g) "poster" means any printed, typed, hand written, cyclostyled or Xeroxed matter or design or pictorial representation usually meant to be displayed as a play card or pasted on any wall, building, hoarding or other place open to public view whether by cinematography exhibition or otherwise but does not include the exhibition of a cinematograph film inside the auditorium of a cinema theatre;

(h)"prescribed" means prescribed by rules made under this Act;

(i)"Public place" means any place (including a road, street or way, whether a thoroughfare or not and a landing place) to which the public are granted access of have a right to resort, or ever which they have a right to pass.

Penalty for disfigurement by objectionable advertisements

CHAPTER - II

Prevention of disfigurement of open places

3. Whoever affixes to, or inscribes or exhibits on any place open to public view any objectionable advertisement, shall be punished with imprisonment of either description for a term which may extend to one year or with fine which shall not be less than two thousand rupees but which may extend to five thousand rupees or with both.

Penalty for unauthorized disfigurement by advertisement;

4. Whoever affixes to, or inscribes or exhibits on any place open to public view any advertisement without the written consent of the owner or occupier or person in management of the property in which such place is situated shall be punished with imprisonment of either description for a term which may extend to three months or with fine which shall not be less than one thousand rupees but which may extend to two thousand rupees, or with both.

Punishment of abettors

5. Whoever in any manner whatsoever punishment causes, procures, counsels, aids, abets or is accessory to, the Commission of any offence under section 3 or section 4 shall be punished with the punishment 4 shall be punished with the punishment provided for the offence.

Power to remove, erase, pull down and destroy objectionable advertisements.

Central Act 2 of 1974

6. (1) Any police officer not below the power to rank of a Sub-Inspector or any other officer, empowered in this behalf by the Government may remove, erase, or otherwise pull down any objectionable advertisement.

(2) Any advertisement removed or pulled down under sub-section (1) or a photograph of any advertisement erased under that sub-section shall be produced before a Magistrate of the First Class and if, in the opinion of the Magistrate, such advertisement is an objectionable advertisement, the Magistrate may cause the advertisement or the photograph thereof to be destroyed after giving an opportunity of hearing to the advertiser wherever he is known and where he is not known after recording that fact, but if in the opinion of the Magistrate such advertisement is not an objectionable advertisement the Magistrate shall dispose it of in the manner provided in sections 457, 458 and 459 of the Code of Criminal Procedure, 1973 or in the case of an advertisement which is erased make an order that it shall be restored at the cost of the Government.

CHAPTER – III

Prohibition of obscene posters etc.

Obscene poster.

7. A poster shall be deemed to be obscene if –

(a) its effect is to tend debase and corrupt persons who are likely, having regard to all relevant circumstances, to read or see the matter contained or embodied in it;

(b) it holds out or recommends to the public anything to be used as, or suggestive of, a sexual stimulant;

(c) it undermines the accepted canons of decency or encourages vicious or immoral acts;

(d) it lowers the sacredness of the institution of marriage or depicts scenes of rape, criminal assault on women or other immoralities;

(e) it exhibits the human form in a state of nudity or indecorous or sensual posture; or

(f) it encourages lasciviousness or arouses impure and lecherous thoughts.

8. Notwithstanding anything contained in any law or contract to the contrary, but subject to the provisions of this Act, no person shall print, publish, distribute or display or cause to be printed, published, distributed or displayed any obscene poster relating to a cinema in any public place.

Prohibiting of printing, publishing or displaying obscene posters.

9. The Government may, as soon as may be after the commencement of this Act, by notification constitute an authority or authorities for the purpose of determining all question relating to obscenity of a poster.

Constitution of Authority for determination of questions relating to obscenity of poster.

10. Every person who contravenes the provision of section 8 shall, on conviction, be punishable with imprisonment which may extend to six months or with fine which shall not be less than two thousand rupees but which may extend to five thousand rupees or with both.

Penalty

11. (1) The Commissioner of Police in the twin cities of Hyderabad and Secunderabad, Visakhapatnam and Vijayawada and the District Collector elsewhere may, -

(a) enter and search at all reasonable times with such assistance, if any, as he considers necessary any place in which he has reason to believe that an offence punishable under this chapter, has been or is being committed;

Power to make search and seizure.

(b) seize, and detain any material which has reason to believe contravenes any of the provisions of this chapter;

(c) examine any record, register, document or any other material or object found in any place mentioned in Clause (a) and seize the same if he has reason to believe that it may furnish evidence of the commission of an offence punishable under this chapter.

(2) Where any property is seized under sub-section (1), such seizure shall be reported to a Magistrate forthwith, and the provisions of Chapter XXXIV of the Code of Criminal Procedure, 1973, shall apply to the custody and disposal thereof as they apply to property referred to therein.

Central "Act 2 of 1974"

(3) The Commissioner of Police or the District Collector may, by order, delegate the powers under this section to an officer not below the rank of an Inspector of Police or a Mandal Revenue Officer (Gazetted).

Central Act 2 of 1974.

Forfeiture

12. Where a person has been convicted by any Court for contravening any provision of this chapter or any rule relating thereto, the court may direct that, any poster or other document (including all copies thereof), articles or things in respect of which the contravention is made, shall be forfeited to the Government.

Compounding of offences.

13. (1) The Commissioner of Police, in the twin cities of Hyderabad and Secunderabad, Visakhapatnam and Vijayawada and the District Collector elsewhere may accept, from any person against whom a reasonable suspicion exists that he has committed any offence punishable under this chapter, such sum of money as may be prescribed by way of composition for the offence which such person is suspected to have committed.

(2) On the payment of such sum of money to the Commissioner of Police or the District Collector, as the case may be the suspected person, if in custody, shall be discharged and no other proceedings shall be taken against him.

CHAPTER - IV

MISCELLANEOUS

Offences by companies

14. (1) Where an offence has been committed by a company, every person who, at the time when the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the offence, and shall be liable to be proceeded against and punished accordingly :

Provided that nothing contained in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any gross negligence on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer of the company shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation : For the purpose of this section, -

(a) 'Company' means any body corporate and included a firm or other association of individuals; and

(b) 'Director' in relation to a firm means a partner in the firm.

15. Notwithstanding anything contained in the Code of Criminal Procedure, 1973 the offences punishable under sections 3 and 4 shall be deemed to be cognizable offences within the meaning of that Code.

*Certain offences to be cognizable.
Central Act 2 of 1974*

16. No court shall take cognizance of any offence punishable under this Act except on a complaint filed, in the twin cities of Hyderabad and Secunderabad, Visakhapatnam and Vijayawada by the Commissioner of Police or by any Police Officer not below the rank of an Inspector of Police authorized by him in this behalf and elsewhere by the District Collector or any Officer not below the rank of a Mandal Revenue Officer authorized by him in this behalf.

Cognizance of offences.

17. No suit, prosecution or other legal proceeding shall lie against the Government the authority any local authority or any public servant or person, in respect of anything which is in good faith done or intended to be done in pursuance of this Act or of any rule made thereunder.

Protection of action taken in good faith

18. Where a person is prosecuted for committing an offence under section 4, the burden of proving that he has the written consent referred to in that section shall be on him.

Burden of proof in certain cases.

19. The Government may, from time to time, issue such directions not inconsistent with the provisions of this Act or the rules made thereunder as they may think fit, setting out the principles which shall guide the authority in discharging its duties under this Act.

Power to issue directions.

20. The provisions of this Act and the rules made thereunder shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force, or any custom, usage or contract or decree or order of a Court or other authority.

Act to override other laws.

21. (1) The Government may for the purposes of removing any difficulty, by order published in the Andhra Pradesh Gazette, direct that the provisions of this Act shall, during such period as may be specified in the order, have effect subject to such adaptations whether by way of modification, addition or omission as they may deem necessary or expedient :

Power to remove difficulties.

Provided that no such order shall be made after two years from the commencement of this Act.

(2) Every order made under sub-section (1) shall be laid before the Legislative Assembly of the State.

(3) No order under sub-section (1) shall be called in question in any court on the ground that no difficulty as is referred to in sub-section (1) existed or was required to be removed.

*Power to
make rules.*

22. (1) The Government may by notification, make rules for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall, immediately after it is made, be laid before the Legislative Assembly of the State if it is in session and if it is not in session, in the session immediately following for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if before the expiration of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or in the annulment of the rule, the rule shall from the date on which the modification or annulment is notified, have effect only in such modified form or shall stand annulled, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

G BHAVANI PRASAD,
Secretary to Government,
Legislative Affairs & Justice Law Department

FORM - XII
[See Rule 19]

APPOINTMENT OF POLLING AGENT

**Election to Sarpanch / Member of Ward No. of
Gram Panchayat / Member, Territorial Constituency of
..... Mandal Praja Parishad / Zilla Praja Parishad.**

I, ----- a candidate / the election agent of ----- who is
a candidate at the above election, do hereby appoint (name and address)-----
----- as a polling agent to attend polling station No. -----
fixed for the poll ----- at -----.

Place :

Date : **Signature of Candidate / Election Agent**

I agree to act as such polling agent.

Signature of Polling Agent

Declaration of polling agent to be signed before Presiding Officer

I hereby declare that at above election I will not do anything forbidden by section
217 of the Andhra Pradesh Panchayat Raj Act, 1994, which I have read / has been read
over to me.

Date:

Signature of Polling Agent.

Signed before me

Date:-

Presiding Officer

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.178/SEC-B1/2011,

Dated:30.05.2011.

Sub:- A.P. SEC – Fourth Ordinary Elections to Panchayat Raj Bodies, 2011-
Videography to record the critical events – Instructions – Issued.

* * *

In order to enable the State Election Commission to have a true and faith full record of the violations of the election law, Model Code of Conduct and other instructions issued by the Commission, it is decided to cover the critical events through videography during the process of electioneering, including, but not restricted to, the period of campaign, the day of poll, the receipt and storage of polled ballot boxes, counting of votes and the declaration of the results.

2. It is decided that video cameras shall be provided to record critical events at the rate of 3 per mandal ie., 2 for the Returning officer and 1 for Zonal Officer. In addition to this the General Observers appointed by the State Election Commission shall be provided with one video camera.

3. For this purpose, the District Election Authorities shall make use of video cameras and crew available with the governmental and semi-governmental organisations within their jurisdiction or hire local private professional videographers. While selecting the private videographers, care should be taken to select only professionally competent persons having no political bias or links.

4. Keeping in view the size of the constituency, previous history of election related violence and electoral malpractices, general law and order situation, likelihood of commission of corrupt practices and electoral offences, the District Election Authority may increase the number of videographers indicated above to be engaged during the campaign period and on the day of poll to record critical events.

5. The following instructions are issued in the matter of selection of videographers and their deployment:-

- (a) The private videographers to be hired shall be screened thoroughly as to their professional competence, track record, financial viability and other related factors.
- (b) The videographers should not belong to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidate.

- (c) The Returning Officers are required to provide tea, snacks food etc, to the videographers and they shall not be left to fend for themselves while on duty. It shall be ensured that the videographers DO NOT accept the hospitality of any contesting candidate or political party or their workers.
- (d) Video teams should be under the personal supervision and guidance of a senior officers who has been entrusted election duty.
- (e) As and when required, the video teams may be asked to accompany the Election Observers so that all critical events observed by them may also be videotaped.
- (f) The videographers shall be impressed that the principle behind the scheme is to record and videotape critical events only which are likely to vitiate the poll and not to just videotape all events in a routine manner in order to fill the cassette or CD.

6. The videographers, so engaged, shall be given proper briefing to enable them to record an independent and purposeful coverage of critical events relating to violation of election law and Model Code of Conduct. Particularly, the videography should be used as a tool of document and check the veracity of the election expenditure account being maintained by the contesting candidates. Thus, important public meetings, particularly those addressed by VIPs, rallies organised by supporters of contesting candidates, vehicles used etc can be recorded in videography and information gathered can be used to cross check the correctness of the expenditure accounts being maintained by the contesting candidates.

7. In the nature of guidelines, it is suggested that following events shall invariably be videographed :

- (i) Meeting addressed/attended by Ministers, top national/State level leaders of recognised political parties.
- (ii) Riots or riotous situations or commissions of brickbatting, free-for-all etc.
- (iii) Violent incidents, damaging of property, looting, arson brandishing of arms etc.
- (iv) Booth capturing.
- (V) Intimidation of voters.
- (VI) Open bribing of voters by distribution of sarees dhoties, blankets, Liquor etc.
- (VII) Canvassing within 100 metres of polling stations.
- (VIII) Vulgar display of expenditure, like erecting huge cut-outs etc.

(Note: These are only illustrative and not exhaustive.)

8. The idea underlying the videography is to secure unimpeachable evidence in respect of acts amounting to violation of Model Code of Conduct that can be used by the police for prosecuting persons in respect of election offences. The videography may therefore be so utilized as to serve the above purpose in particular and other purposes in general.

9. The video films thus prepared shall be viewed by the District Election Authority or Officer Authorized by him immediately to identify whether any of the organizers / speakers or other participants of the public meeting has committed any violations or infractions of statutory provisions and directions of the commission or Model Code of Conduct relating to the conduct of elections.

10. In cases where the Returning Officer himself or the District Election Authority is competent, immediate corrective action shall be taken and the Commission informed of the same.

11. In cases where the authorities provided with videography feel that any critical event so recorded needs to be brought to the notice of the State Election Commission, copy of the video tapes/CDs should be sent to the State Election Commission by the quickest means along with an explanatory note on the infringement towards which the attention of the State Election Commission is proposed to be invited.

12. All videotapes produced in compliance with the instructions of State Election Commission, should be properly indexed and lodged with the election authority and shall form part of record of the concerned election and shall be preserved in the manner similar to other election records.

13. The District Election Authorities and the Returning Officers shall, where the events recorded in the videography amount to corrupt practices or other electoral offences under the Indian Penal Code or and the APPR Act, 1994 report the same to the police and see that prosecutions are launched against the offenders immediately, as otherwise the videography at huge cost will not serve any purpose.

14. The District Election Authorities are requested to transmit these instructions to all the Returning Officers in their district and take steps for their strict compliance. The State Election Commission is of the considered view that videography is an important mechanism which, if carefully used, can help in curbing the incidents of breach to Model Code of Conduct and other electoral mal-practices to a great extent.

The expenditure incurred on hiring video cameras shall be met out of the election funds released to the districts.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors and District Election Authorities.

All the Election Observers.

All the Chief Executive Officers of Zilla Praja Parishad

All the District Panchayat Officers.

All the Returning Officers through the District Election Authorities.

All the Election observers

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

No.179/SEC-B1/2011

Dated:23.5.2011

DIRECTION

Sub:- A.P. SEC – Fourth ordinary elections to Panchayat Raj Bodies, 2011- Use of Loudspeakers for election campaigns – Instructions - Issued- Reg.

* * *

All Political parties, candidates and their workers, supporters and sympathizers are using loudspeakers for their electioneering campaigns. These loudspeakers are not only used from fixed rostrums but are also mounted / fitted on vehicles like trucks, tempos, cars, taxis, vans, three wheeler scooters, cycle rickshaws, etc. These vehicles move on all roads, streets and lanes and also go around basties, mohallas, colonies and localities with the loudspeakers broadcasting at very great volume. This results in serious ‘noise pollution ‘ and causes great disturbance to the peace and tranquility of the general public. The student community, in particular, gets seriously disturbed as their studies are badly hampered because the loudspeakers start blaring from very early hours in the morning and continue to do so throughout the day and till extremely late hours in the night. The aged, the infirm and the sick whether in institutions, hospitals, etc. or at home are also put to severe discomfort.

2. The Commission is aware that the use of loudspeakers cannot be stopped altogether during the election period as the loudspeakers are one of the means of election propaganda and imparting information to public. But, at the same time, indiscriminate and unfettered use of loudspeaker at odd hours and at odd places at very high volumes which have the effect of disturbing peace and tranquility and causing annoyance to the general public, the sick, and the student community in particular cannot be permitted. Some reasonable restrictions are essential.

3. The Hon'ble Supreme Court of India passed an order banning the use of loud speakers, vehicular horns and bursting of crackers between 10.00 PM and 6.00 AM near residential areas.

4. After considering all aspects of the matter, the Commission, in exercise of its powers conferred by Article 243K of the Constitution and all other powers enabling it in this behalf and in supersession of its earlier instructions, hereby DIRECTS that the use of loudspeakers at all future elections to Panchayat Raj Bodies shall be strictly regulated as follows: -

(i) The use of loudspeakers, whether fitted on vehicles of any kind whatsoever, or in static position used for public meetings for electioneering purposes, during the entire election period starting from the date of issue of election notification and ending with the date of declaration of results shall be permitted only between 6.00a.m. and 10.00p.m.

(ii) All loudspeakers whether used for general propaganda or for public meetings or procession and whether used on moving vehicles or otherwise, shall be used during the restricted hours only mentioned in clauses (i) above and never beyond.

(iii) All loudspeaker being used beyond the hours prescribed above, shall be confiscated along with all the apparatus connected with the use of these loudspeakers.

(iv) All political parties, candidates and any other persons using any loudspeakers on moving vehicles including but not restricted to trucks, tempos, cars, taxis, vans, three wheeler, scooters, cycle rickshaws, etc. shall intimate the registration identification number of those vehicles to the authorities granting permission to use the loudspeakers and such registration identification numbers of the vehicles shall be indicated on the permits granted by the authorities concerned.

(v) Any vehicle on which a loudspeaker is used without the said written permit shall be confiscated forthwith alongwith the loudspeaker and all the apparatus used along with it.

(vi) All political parties, candidates and even any other person using a loudspeaker either on a moving vehicle or at a fixed place shall intimate:-

- (1) the Returning Officer concerned, and
 - (2) local Police authorities, in writing, the full details of the permits obtained by them before using any of those loudspeakers. In the case of mobile loudspeakers, the registration / identification numbers of the vehicles shall also be registered by them with the Returning Officer concerned and the local Police authorities.
- (i) It shall be the responsibility of the local authorities granting permits for use of loudspeakers and the local Police authorities to strictly enforce that no loudspeaker is used by anyone in violation of any of the above directions.
- (viii) The political parties and candidates shall endeavour to see that no disturbance is caused in the areas adjacent to hospitals due to electioneering to avoid inconvenience to the patients.

5. No loudspeakers fitted on vehicles of any kind or in any other manner whatsoever shall be permitted to be used within the polling area during the period of forty-eight hours prior to the hour fixed for conclusion of the poll in case of elections to the Mandal Praja Parishads and Zilla Praja Parishads and forty-four hours prior to the hour fixed for conclusion of the poll in case of elections to gram panchayats. Even after the close of poll proper law and order is required to be maintained till completion of election after the declaration of result. Use of loudspeakers is generally regarded as source of public nuisance and can often give rise to tension in a politically surcharged atmosphere. The District Administrations should, therefore, consider any application for permission to use loudspeakers on merit of each application and keeping in view the need to maintain proper law and order till the completion of election.

The above directions of the Commission, which will check noise pollution and disturbance of public peace and tranquility must be scrupulously implemented and strictly enforced by all election authorities concerned. Any violation thereof will be

viewed by the Commission with grave concern and will invite severe disciplinary action against the defaulting officers.

A copy of this order shall be made available to local units of all recognised and registered party units in the district under acknowledgement.

The receipt of this letter should be acknowledged immediately.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- Dr. G.M.Ramesh Kumar
Secretary

To

- 1.All the Collectors and District Election Authorities in the State.
2. All the Superintendents of Police in the State.
3. All the Chief Executive Officers of Zilla Praja Parishad in the State.
4. All the District Panchayat Officers in the State.
5. All the Returning Officers in the State through CEOs of ZPP.
6. The Commissioner of Panchayat Raj & Rural Employment, AP. Hyderabad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

DIRECTION

No.180/SEC-B1/2011

Dated:13.05.2011

Sub:- A.P. SEC – Fourth Ordinary elections to Panchayat Raj Bodies, 2011 –
Instructions on use of vehicles during elections – Issued.

The State Election Commissioner, in exercise of the powers conferred on him under Article 243-K of the Constitution of India and in the interest of preserving the purity of election process, hereby, issues the following instructions relating to use of vehicles during the ensuing ordinary elections to Panchayat Raj bodies.

Use of vehicles for campaigning:

1. The candidates contesting to the office of Member, ZPTC or Member, MPTC shall furnish details of the vehicles intended to be used by them for campaigning to the Revenue Divisional Officer concerned. Only after such information has been received by the Revenue Divisional Officer concerned, the vehicles so notified by the candidates can be used for the election campaign. Thus, prior intimation to the Revenue Divisional Officer is a must for the actual deployment of any vehicle for campaign purpose by the candidates. The Revenue Divisional Officer concerned shall also transmit the information so received by them from the candidates about the vehicles to be used by them to the Observers appointed by the State Election Commission.
2. Ministers, MLAs and MPs who want to campaign for their political party and not for a particular candidate, shall also notify the vehicles to be used by them to the Revenue Divisional Officer concerned indicating the areas in which they intend to

campaign. The restrictions imposed on convoy of vehicles in this order, are also applicable to them.

3. The Revenue Divisional Officer to whom intimation of use of vehicles is given by contesting candidates, shall publish on his office notice boards details of the vehicles notified by the various contesting candidates and also release it to the press. This measure is intended to enable the common citizen to bring to the notice of the authorities any un-authorised use of vehicles for the election campaign.
4. Vehicles deployed for election campaign, as per the intimation given by the candidates, or by the election agents should not be requisitioned by the administration.
5. Any vehicle which has not been registered for election campaigning with the Revenue Divisional Officer concerned, if found being used for campaigning, shall be deemed to be unauthorisedly campaigning for the candidate and will attract penal provisions of Chapter-IX (A) of the Indian Penal Code and shall therefore be immediately taken out of the campaign exercise.
6. The vehicles permitted to be used under this order, shall not carry more than five passengers including the driver.
7. Permits for vehicles should be issued from the day of publication of list of contesting candidates upto the date of declaration of results (except for the poll day).
8. Permit for vehicles including two wheelers of candidates/political parties should be issued only by the Revenue Divisional Officer/Sub-Collector concerned.(copy of model permit is enclosed)
9. The permit must bear the number of the vehicle and name of the candidate in whose favour it is issued.
10. Permit should be displayed prominently on the windscreen of the vehicle.
11. Permit should be of sufficient dimension so that it could be seen from a distance.
12. A register must be maintained in this matter in the office of the Revenue Divisional Officer as well as Returning Officer concerned.

13. A list of permits issued to various candidates for plying vehicles should be given to all Observers and also Returning Officers concerned and updated on daily basis.
14. There is no limit in respect of number of vehicles to be permitted for campaigning to each candidate/political party (except for the poll day)

Restrictions on convoy of vehicles:-

15. Cars/vehicles being used for electioneering purposes, shall, under no circumstances, be allowed to move in convoys of more than two vehicles during the campaigning period. All bigger convoys shall be broken up, even if they are carrying any Minister of Central or State Government. This shall, however, be subject to any security instructions issued in respect of any such individuals. In other words the convoy shall not, in any case, exceed two vehicles plus the authorised security vehicles.
16. The authorities concerned shall keep a close watch on the vehicles used by the contesting candidates, persons accompanying the contesting candidates and other party leaders and ensure that the Commission's instructions are not flouted.
17. Videography can be used effectively to check use of unauthorised vehicles for campaigning as well as for violation of instructions regarding convoys.

Use of vehicles on the day of Poll:

18. (a) The contesting candidates for the office of Member, Zilla Praja Parishad Territorial Constituency and their election agents, their workers and leaders of political parties shall be permitted to use only two vehicles on Polling Day ie., (i) one vehicle for the candidate and (ii) one vehicle for election agent of the candidate or his workers or leaders and workers of political party which has set up the candidate.
- (b) The contesting candidates for the office of Member, Mandal Praja Parishad Territorial Constituency shall be allowed only one vehicle for their

movement within their constituency on the polling day. It may be noted that no separate vehicle will be allowed for their agents or other party leaders.

19. The Revenue Divisional Officer concerned are authorised to issue permits to the contesting candidates for use of vehicles during the day of poll as indicated above. This permit should be displayed on their vehicle. (A copy of model permit is enclosed)

20. The following type vehicles shall be allowed to be plying on the poll day –

- a) Private vehicles being used by the owners for their private use, not connected with elections;
- b) Private vehicles being used by owners either for themselves or for members of their own family for going to the polling booth to exercise their franchise, but not going anywhere within a radius of 200 meters of a polling station;
- c) Vehicles used for essential services namely hospital Vans, Ambulance, Milk Vans, Water Tankers, electricity emergency duty Vans, Police on duty, Officers on election duty;
- d) Public transport carriages like buses plying between fixed termini and on fixed routes;
- e) Taxis, three Wheelers, Scooters, Rickshaws etc., for going to Airports, Railway Stations, Inter- State Bus stands, Hospitals for journeys which cannot be avoided;
- f) Private vehicles used by sick or disabled persons for their own use.

General:

21. The election authorities concerned and the Commissioner of Police/Superintendents of Police concerned are requested to implement these instructions scrupulously. They are also directed to make arrangements to open check

posts in the areas, where elections are held to effectively check un-authorised movement of vehicles during election campaign and on the day of poll.

22. The contesting candidates and political parties are hereby informed that any contravention of these instructions will be viewed seriously by the State Election Commission.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M.Ramesh Kumar
Secretary**

To

All the Collectors & District Election Authorities in the State

All the Superintendents of Police in the State.

All the Chief Executive Officers of Zilla Praja Parishad in the State.

All the District Panchayat Officers in the State .

All the Revenue Divisional Officers and MPDOs through District Election Authority.

The Commissioner of Panchayat Raj and Rural Employment & Election Authority.

All the Political Parties.



**STATE ELECTION COMMISSION
ANDHRA PRADESH
MPTC/ZPTC ELECTIONS -2011
VEHICLE PERMIT**

Name of the MPTC/ZPTC :

Name of the Candidate :

Party Affiliation :

Vehicle Name & No. :

Permission obtained from _____ to _____

Date:

**Issuing Authority
With Office Seal**

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.181/SEC-B1/2011

Dated:10.05.2011

Sub:- A.P. SEC – Fourth Ordinary Elections to Panchayat Raj Bodies, 2011 – Complaints filed by candidates, political parties, and citizen on violation of Model Code of Conduct, allegations against employees etc., - Mechanism for processing, monitoring and disposal of complaints – Circular instructions - Issued.

The contesting candidates, their election agents, members of recognised and registered political parties and citizens file complaints directly to the District Election Authority or other officials at the district level involved in the election process on various matters relating to election process. Complaints are also filed by various sections with the State Election Commission.

The representations/ complaints basically pertain to allegation of violation of Model Code of Conduct, allegation against employees, apprehension of distribution of money, liquors, sarees etc., and allegations of indulging in corrupt practices and other election offences.

The following instructions are issued with regard to acceptance, processing, monitoring and disposal of complaints.

1. The District Election Authority and other officials connected with the election process shall receive any complaint filed by any candidate, member of a political party or general public and give an acknowledgement in respect thereof.
2. The Authority who received the complaint shall go through the contents and conduct an enquiry wherever necessary to verify the veracity of the allegation made therein. If there is a prima facie case a report shall be sent to

- the State Election Commission through the District Election Authority concerned.
3. The State Election Commission will examine the matter and issue suitable instructions for further enquiry or for taking necessary action under election law and IPC.
 4. The District Election Authority shall review periodically the number of complaints filed with various officials at the district level and issue instructions for expeditious disposal of complaints filed.
 5. Complaints filed with Observers and referred to the District Election Authority shall be enquired into and appropriate action shall be taken under intimation to the observer and the State Election Commission.
 6. Complaints made to the State Election Commission will be referred to the District Election Authority concerned for appropriate action or for conduct of enquiry and sending a report back to the State Election Commission to examine the issue and for issue of necessary orders. Where the State Election Commission sought an enquiry report from the District Election Authority, the same should be sent **within three days** or such shorter period as may be specified by State Election Commission keeping in view the urgency of the matter.
 7. No complaint shall be rejected or left unattended to give any scope for complainants and political parties to point an accusing finger at the election machinery.
 8. The authority who received a complaint shall invariably send a reply to the complainant on the action taken over it.

The District Election Authority shall communicate a copy of this circular to all the officials at the district level involved in the election process to follow the above instructions scrupulously.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- Dr. G.M.Ramesh Kumar
Secretary

To

All the Collectors and District Election Authorities

Copy to

All the Chief Executive Officers of Zilla Praja Parishad,

All the District Panchayat Officers

All the Revenue Divisional Officers and MPDOs through District Election Authorities,

All the Superintendents of police

The Commissioner of Panchayat Raj and Rural Employment, AP., Hyderabad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.182/SEC-B1/2011

Dated:16.05.2011

Sub:- A.P. SEC – Fourth Ordinary Elections to PR Bodies, 2011 – Issue of unofficial identity slips to voters - Instructions reiterated – Reg.

* *

The Model Code of Conduct stipulates that identity slips given to the voters shall be on the plain (white) paper and shall not contain any symbol or name of the candidate. The name of the voter, his/her father's/husband's name, ward number, polling booth number and serial number of the voter in the electoral roll shall only be written on the identity slips.

The State Election Commission, hereby, reiterates the instructions issued on unofficial identity slips that are given to the voters.

1. The identity slips should be on plain (white) paper only and should not contain the name of the candidate, name of the party, election symbol of the candidate or his party.
2. The slips should not contain any slogan or any exhortations to vote for a party or for a candidate since the slips if carried by the voter to the polling stations would amount to canvassing within the polling station, which is prohibited under section 219 of APPR Act, 1994.

These instructions shall be communicated to all the contesting candidates and political parties for strict compliance.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- Dr. G.M.Ramesh Kumar
Secretary

To

All the Collectors and District Election Authorities.

All the Returning Officers in the State through the District Election Authorities.

All the Superintendents of Police

Copy to

All Chief Executive Officer, Zilla Praja Parishad.

All the District Panchayat Officer.

The Commissioner of Panchayat Raj and Rural Employment, A.P., Hyderabad.

The Political Parties.

Elections Most Urgent

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

Cir.No.239/SEC-B2/2011,

Dated :25.5.2011

C I R C U L A R

Sub:- ELECTIONS – 4th Ordinary elections, 2011 - Setting up of Polling Stations for Election to Sarpanch & Ward Member of Gram Panchayats - Guidelines - Issued.

All District Collectors are informed that the 4th ordinary elections to the Offices of Sarpanch and Ward Member, Gram Panchayat are to be held before the expiry of term of the existing elected bodies in August, 2011. All the arrangements for setting up of the Polling Stations should be made in the same manner as was done during last three ordinary elections to Gram Panchayats held in 1995, 2001 & 2006.

The Collector and District Election Authority is responsible for providing sufficient number of Polling Stations and for the publication of the list of Polling Stations for the conduct of elections to Gram Panchayats

The preliminary arrangements for the setting up of Polling stations should be initiated forthwith. The Mandal Parishad Development Officer and Tahsildars concerned should be entrusted with the work of identification of Polling Stations, preparation of list of Polling Stations, publication of draft and final list of polling stations. The District Collectors should obtain the lists from the concerned Mandal Parishad Development Officers, scrutinise and approve them before their final publication. The Mandal Parishad Development Officer and Tahsildars concerned should be instructed to physically check up the buildings proposed for Polling Stations in all the Gram Panchayats in their respective Mandals.

The following detailed instructions are, hereby issued for setting up of Polling Stations for ordinary elections to Gram Panchayats, 2011.

1. DETERMINATION OF NUMBER OF POLLING STATIONS:

(1) Each ward in a Gram Panchayat should be provided with atleast one polling station. However, more than one polling station can be set up in a ward based on following guidelines.

Ordinarily separate polling station should be set up for about 600 voters.

(2) If the number of voters in a ward exceeds 600 only marginally say upto 50, second polling station is not required. But if it exceeds 650, set up 2 polling stations in that ward and allot approximately equal number of voters to each.

(3) If the number of voters is more than 1300 in a ward, set up three polling stations and distribute the voters equally among all the polling stations.

The polling station number will be same as ward number. If there is more than one polling station in a ward suffix the polling station number with A,B or C.

2. LOCATION OF POLLING STATIONS:

a) All polling stations relating to a Gram Panchayat (having no hamlets) should, as far as possible, be located in one building provided there is sufficient accommodation. The construction of temporary structure should be avoided, as far as possible.

b) In respect of gram panchayat having hamlets, the Polling Stations relating to the ward covering the hamlets of the main village should as far as possible be located in the hamlet. The polling stations relating to the remaining wards shall be located in one public building in the main village. As far as possible, each polling station should be located in a separate room in the same building. If sufficient rooms are not available in

the building more than one polling station can be accommodated in one hall by making partitions.

c) If the population of the SC, ST communities in a ward exceed $1/3^{\text{rd}}$ of the total number of voters in the ward, the polling stations should invariably be located in the SC/ST locality to enable the weaker sections of the society to exercise their franchise freely.

d) The actual site of each Polling Station should be chosen carefully in advance and arrangements have to be made in order to make the polling station satisfy the requirements of practical convenience. Provision of all requirements should be completed at least one day before the day of Poll.

e) To the extent practicable, Polling Stations should be located at the same place where it was located in the last ordinary elections, so that the voters could go and cast their votes at the place already familiar to them.

f) Polling Stations should be set up in such a manner that ordinarily no voter is required to travel more than two Kms for casting vote. However, in scarcely populated hilly or forest areas, this norm may have to be relaxed. In order to avoid voters having to walk unduly long distances, polling stations, in such cases, may have to be set up for a smaller number of voters.

g) As far as possible, polling stations should be located in schools (Government or aided) and other Government or semi-Government institutions, such as, Gram Panchayat Offices and Community Halls, as the furniture and equipment required would be available there and could be made use of without any extra cost. The location of polling stations in private buildings or premises should be avoided. But where this becomes unavoidable the buildings should be properly obtained with the written consent of the owner. The private building so obtained should be at the disposal of the Returning Officer for the period required for the poll. No watch and ward or other personnel connected with the owner,

whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of hundred metres around it. The security arrangement at the polling station and within the above area will be the responsibility of the State Police under the control of the Presiding Officer. It should be ensured that the owner of the private building, in which polling station is located, is not a contesting candidate or a known sympathiser or worker of any of the candidates at the election.

h) No polling station should be located in Police Stations, Hospitals and places having religious significance.

i) In case no suitable buildings of the Government or private are available, the polling station can be located in temporary structures but, as far as possible, this should be avoided as it involves considerable expenditure.

The draft list of polling stations should be drawn up in the Form given in Annexure-I. The demarcation of polling area or part of the electoral roll should be clearly indicated.

The serial number of polling station should be used in conjunction with the serial number of Ward within which it is situated. If there is more than one polling station in a Ward, it should be numbered suffixing “A, B” etc. For example, if there are two polling stations in ward number 6, the serial numbers of polling stations will be 6 A and 6 B.

3. PUBLICATION OF THE LIST OF POLLING STATIONS IN DRAFT:

The Mandal Parishad Development Officer is responsible for preparation of draft list of polling stations. He should prepare at least 6 copies of the draft list of polling stations, for each Gram Panchayat in the Mandal and publish the draft list by exhibiting at following places.

(6) At the Office of the Mandal Parishad Development Officer.

(7) At the Office of the Gram Panchayat.

(8) 2 other prominent places/public buildings in the Gram Panchayat, eg. School Building, Village chavadi etc.

The Mandal Parishad Development Officer should thereafter examine suggestions received from the public and amend the draft list, wherever found necessary and submit proposals to the District Election Authority for final approval of the list.

4. FINAL PUBLICATION OF THE LIST OF POLLING STATIONS AND PUBLICITY:

After approval by the District Election Authority, the final list of polling stations in Annexure I shall be published again at the same places indicated in para 3 above.

5. MODIFICATIONS IN THE LIST:

(a) Changes in the location of polling stations originally chosen may become necessary if the owner of the building originally proposed for a polling station has since become a contesting candidate or a strong sympathiser for a candidate or on account of any natural calamity. All such cases warranting change in polling station should be reported to District Collector.

(b) Once the lists of polling stations are finally approved, request for shifting of the polling stations from one site to another should be considered only if there are overriding considerations of public convenience. The District Collector, may in such cases, consult the contesting candidates and make modifications only where he is satisfied that it is absolutely necessary;

(c) Where changes become inevitable, such changes should be re-published and all contesting candidates be informed in writing.

6. SUPPLY OF COPIES OF THE LISTS:

(a) Each contesting candidate should be supplied, free of cost, one copy of the list of polling stations for that Gram Panchayat, immediately after the last date for withdrawal of candidature. Copies should also be made available for sale at the cost price.

7. NUMBER OF COPIES OF LIST OF POLLING STATIONS TO BE PRINTED:

(a) The list of Polling Stations should be cyclostyled and atleast 100 copies should be taken for the following purpose.

(1) For final publication (At various locations)	5
(2) For supply to contesting candidates	40
(3) For Police	15
(4) For election staff	10
(5) For sale	20
(6) Reserve	10

The District Collectors are requested to take action accordingly. The State Election Commission will communicate schedule for publication of list of polling stations separately.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To
All the Collectors in the State.
All the District Panchayat Officers.

ANNEXURE - I
(See Para 3)
Ordinary Elections to Gram Panchayats, 2011

LIST OF POLLING STATIONS

Name of the Gram Panchayat :

Address of Building where :
Polling Station is located

Ward No.	PS. No	Location	Number of voters assigned	S.No of the voters in electoral roll	
				From	To
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

1. Number of Wards :

3. No. of Polling Stations :

2. Total number of voters:

4. Average Number of voters :
per polling station

Date:

DISTRICT ELECTION AUTHORITY

ANNEXURE-II

(See Para 5)

QUESTIONNAIRE FOR CHECKING THE LIST OF POLLING STATIONS FOR ELECTIONS TO THE POST OF GRAM PANCHAYAT MEMBER, SARPANCH

Name of the Gram Panchayat:.....

Name of the Mandal:

Name of the District:.....

PART-I - GENERAL

1. Has the heading of the list been properly given?
2. Has the list been prepared in the prescribed Form?
3. Have two copies of the lists in English (Including scrutiny sheet and certificate)been sent to Collector?
4. Have copies of the Map been sent to Collector?
5. Has Mandal Parishad Development Officer made a cent percent check of the location of the Polling stations?
6. Has the location of polling stations been inspected by the Mandal Parishad Development Officer Concerned?
- 7.(a) Have all the wards in all the Gram Panchayats been covered by the list of polling stations?
Do the Serial Nos of voters given in the list of polling stations tally with those in the printed electoral rolls?
5. What is the total number of voters of Gram Panchayat as per final rolls?
6. Has the information regarding the total number of voters and the average number of voters per polling station been specified at the end of the list?
10. Names and designation of the officers who prepared lists.

PART- II

1. Has the Ward No been specified correctly in column (1) against each Station?
2. Has the polling station number been correctly specified in column (2) against each polling station.
3. Has the exact location of the polling station

- specified in column (3) against each station?
4. Have the total number of voters assigned to each polling station has been indicated in column(4)?
 5. Have the Serial No. of voters assigned to each polling Station have been indicated in column (5)?
 6. MAP.
 - Have the boundaries of the various local units, namely, hamlet, Village, Gram Panchayat, ward been marked distinctly in different colours ?
 - Have the areas served by the polling stations been Marked distinctly in red colour?
 - (c) Have the serial numbers of Polling Stations been entered correctly in red circles?
 - (d) Have the numbers of voters in the ward been indicated in black ink.
 - (e) Have the numbers of voters been assigned to polling stations indicated near the stations in red ink?

PART - III

FOR LIST OF POLLING STATIONS

..... Gram Panchayat
 Mandal
 District.

1. Date of Poll.
2. Number of Voters in the Gram Panchayat.
 - (a) Men
 - (b) Women
 - (c) Total
3. Number of polling stations required on the basis of one polling station for each ward subject to a maximum of 650 voters per polling station.
4. Total number of polling stations actually provided.
5. Average number of voters per polling station.
6. Number of polling stations where more than 650 voters have been assigned, indicate the highest number of voters assigned to a polling station.
7. Number of polling stations where less than 650 voters have been assigned , indicate the lowest number of voters assigned to a Polling Station.

8. Whether the number of voters in respect of each ward has been shown in the list/map.
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than 2 kilometers.
10. Whether all the polling areas have been clearly demarcated.
11. Whether serial number of polling stations (d) has been done in a systematic manner.
12. Whether any polling station has been proposed to be located in any:
 - (a) Private building:
 - (b) Temporary structure, and if so whether the exact site chosen for the location of the polling station has been clearly indicated in the list.
13. Whether it has been certified that the private buildings do not belong to any of the candidates, his active workers or known sympathisers.
14. Whether it has been certified that all the polling areas within the Gram Panchayat are covered by the proposed polling stations and that every ward in the Gram Panchayat has been provided with atleast one polling station.
15. Serial Nos. of separate polling stations provided for women voters.
16. Any other remarks.

PART-IV

CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF POLLING STATIONS:

- (i) (a) that all the polling areas within the Gram Panchayat have been covered in the list.
 - (b) that every ward in the Gram Panchayat has been provided with atleast One polling station.
- (ii) That no building, public or private, (such as, a Temple, church, mosque, Gurdwara or has religious significance) in respect of which any section of the public may have legitimate objection to enter has been proposed as a polling station;

- (iii) that no police station, hospital or dispensary is proposed as a polling station;
- (iv) where the usual limit of 650 voters per polling station or the limit of two kilometers beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is practicable;
- (v) in cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

Place:

Date:

MANDAL PARISHAD DEVELOPMENT OFFICER

(Model)

ANNEXURE -I A
(See Para 3)
Ordinary Elections to Gram Panchayats, 2011

LIST OF POLLING STATIONS

Name of the Gram Panchayat : Baliwapeta

Address of Building where : Zilla Parishad High School, Baliwapeta.
Polling Station is located

Ward No.	Polling Station No	Location	Number of voters assigned	S.No of the voters in electoral roll	
				From	To
(1)	(2)	(3)	(4)	(5)	(6)
1	1	Northwing first room	150	1	150
2	2	Northwing second room	150	151	300
3	3	Northwing third room	150	301	450
4	4	Northwing fourth room	150	451	600
5	5	Northwing fifth room	150	601	750
6	6	Southwing first room	150	751	900
7	7	Southwing second room	150	901	1050
8	8	Southwing third room	150	1051	1200
9	9	Southwing fourth room	150	1201	1350
10	10	Southwing fifth room	156	1351	1506

1. Number of wards : 10

3. No. of Polling Stations : 10

2. Total number of voters : 1506

4. Average Number of voters : 150
per polling station

Date:

DISTRICT ELECTION AUTHORITY

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

C I R C U L A R

No.240/SEC-B2/2011,

Dated:30.5.2011

Sub: Elections – 4th ordinary elections to the Gram Panchayats, 2011 – Appointment of Returning Officers and polling personnel – Instructions – Issued.

Ref: 1. SEC Notification No.335/SEC-B1/2006, Dated:24.4.2006.
(Administrative Machinery)
2. SEC Notification No.141/SEC-B1/2011, Dated:28.2.2011.
(Administrative Machinery)

All the District Collectors are informed that the 4th ordinary elections to Gram Panchayats in the State are due to be held before expiry of their term in August, 2011. One of the important items of work in the election process is the selection and appointment of Returning Officers and polling personnel.

In continuation of the orders issued in the references cited above, the following further instructions are issued for selection and appointment of Returning Officers and Polling Personnel for Gram Panchayat elections.

1. Appointment of Returning Officers:

For every election to fill the seats of Members and Sarpanch of Gram Panchayat, the District Election Authority shall appoint a Returning Officer for one or more Gram Panchayats who shall be an officer of the State Government or a local authority.

The District Election Authority may appoint, one or more persons, as Assistant Returning Officers to assist any Returning Officer. Provided that, every such person shall be an Officer of the State Government or of a local authority.

Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer:

Provided that no Assistant Returning Officer shall perform any functions of the Returning Officer, which relate to the scrutiny of nominations, unless the Returning Officer is unavoidably prevented from performing the said function.

As there are large number of Gram Panchayats in every district and suitable officers may not be available in adequate number for appointment of exclusive Returning Officer for each Gram Panchayat, the State Election Commission is permitting to divide the election process in two stages and appoint one Returning Officer for a group of Gram Panchayats for Stage-I, but for Stage-II, an exclusive Returning Officer will have to be appointed for each Gram Panchayat.

The election process starting from the stage of publication of election notice and ending with the publication of list of contesting candidates for Members and Sarpanch of Gram Panchayat and allotment of symbols to them is called Stage-I. The election process comprising of all subsequent items of work such as, finalisation of polling arrangements, distribution of ballot papers, polling, counting of votes, declaration of results, issue of election certificate, conduct of special meeting for election of Upa-Sarpanch etc., is called Stage-II.

The District Election Authority or Officer authorised by him, may appoint Returning Officers as indicated below:

- (1) For a group of 2 to 4 contiguous minor Gram Panchayats (having less than 10,000 population each), one Returning Officer may be appointed to perform election process comprising in Stage-I and a separate Returning Officer for each Gram Panchayat may be appointed for Stage-II. As far as possible, Gazetted Officers shall be appointed as Returning Officers (Stage-

- I). The Officer of the rank of Superintendent may be appointed as Returning Officer (Stage-II).
- (2) In respect of single major Gram Panchayat having a population of not less than 10,000, an exclusive Returning Officer, preferably a Gazetted Officer, may be appointed to perform the functions comprising in both Stage-I and Stage-II.

Besides Returning Officers, the District Election Authority has the discretion to appoint one or more Assistant Returning Officers for any Gram Panchayat, depending on the necessity.

It is suggested that for Stage-I election process, when the Returning Officer is appointed for a group of Panchayats, he should be given the assistance of one or two Assistant Returning Officers, depending on the necessity. Further, for Stage-II election process also, one Assistant Returning Officer should be appointed from amongst the Polling Officers for each Panchayat, so that he can attend to the functions of the Returning Officer in emergencies. The Assistant Returning Officer can be appointed from the Senior Assistant or equivalent categories. The appointment orders for Returning Officers and Assistant Returning Officers be issued in format given at Annexure-II.

The District Collector & District Election Authority may either himself issue the orders for appointment of the Returning Officers and Assistant Returning Officers or he may authorise the Revenue Divisional Officers/Sub-Collectors concerned, who are also the Deputy District Election Authorities to do this work.

2. Training of Returning Officers:

The Returning Officers have to perform very vital functions during the Gram Panchayat Elections and the entire election process of the Gram Panchayat will be completed under their supervision and control. It is, therefore, necessary to impart adequate training to the Returning Officers and Assistant Returning Officers. The State

Election Commission will be supplying booklets containing “Instructions to the Returning Officers”. Besides these instructions, they should be thoroughly acquainted with the various provisions of the A.P. Panchayat Raj Act and Rules relating to the conduct of elections to the Gram Panchayats.

3. Appointment of polling personnel:

The appointment of polling personnel may be issued by the District Election Authority himself or he may authorise the Deputy District Election Authority i.e. Revenue Divisional Officers / Sub-Collectors or any other person or suitable officer to issue these appointment orders.

(a) Obtaining lists of personnel:

The authorised officers may call for lists of officers and staff from various Government Offices, Local Bodies, State Government Undertakings and Aided Institutions. The employees of organisations connected with maintenance of essential services, as given in Annexure-I to the circular, may be exempted from the election duty. While calling for the list from the Heads of Offices, they may be requested to furnish the Scale of Pay and the Basic Pay drawn by each individual. This information may be utilised for classifying the employees drafted for polling duty for payment of suitable flat rates of TA & DA. From these lists, suitable personnel may be drafted for appointment as Polling Officers and Polling Clerks.

(b) Presiding Officers, Assistant Presiding Officers & Polling Officers:

In Gram Panchayat Elections, generally a Ward is a Polling Station. If the voters in a Ward exceeds 650, two Polling Stations will be set up in that Ward and the voters will be divided equally between the two polling station. Similarly, if the voters exceeds 1300 in a Ward, three Polling Stations may be set up by dividing the voters equally among the three polling stations.

A polling party going to a Polling Station will consist of one Presiding Officer and one, two or three Polling Officers, depending on the number of voters in a Polling Station. The following scale may be adopted for the appointment of polling personnel for various Polling Stations.

S.No	No. of Voters in Polling Station	No. of Polling Personnel to be appointed
1	Upto 200 Voters	One Presiding Officer + One Polling Officer
2	201 to 400 Voters	One Presiding Officer + Two Polling Officers
3	More than 400 Voters	One Presiding Officer + Three Polling Officers

One of the Polling Officer will also be designated as Assistant Presiding Officer.

A person to be appointed as Presiding Officer should not be lower in rank than a Senior Assistant or a School Assistant.

While appointing the Presiding Officers and Polling Officer, particularly from the employees of Local Bodies, care should be taken to ensure that they do not have any political affiliations towards any party or candidate.

The polling personnel should not be posted in their native villages / Gram Panchayats. It is suggested that, to the extent possible, the Presiding Officers and Polling Officer should be posted from the employees working in the neighbouring mandals and not from the same mandal in which the Gram Panchayat is located.

It may be kept in view that the polling of the Gram Panchayats may be conducted in two or more phases, but all the Gram Panchayats in a particular mandal will go to the polls on the same day. As far as possible, no employee should be given duty in more than two phases.

A reserve of polling personnel to an extent of 10% percent under each category should be kept at the Mandal headquarters.

4. PROPER MIXING OF POLLING PERSONNEL DRAWN FROM DIFFERENT OFFICES:

In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the minds of political parties and candidates about free and fair elections, the District Election Authorities should ensure proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party.

The help of the computer technology, wherever available, should be taken for the above purpose of formation of polling parties by proper mix of polling personnel drawn from different departments and offices.

7. ADOPTION OF RANDOM NUMBER OF GENERATION TECHNIQUE

Random number of generation technique adopted for the deployment of polling personnel during Assembly and Parliament elections shall be followed in the ensuing Panchayat Raj elections also.

In this process, a code number (different from the polling station number) is assigned to each polling station and just before departure of the party this is decoded to the actual polling station number where the party has to reach. This method could effectively eliminate complaints relating to any possible partisan conduct of polling personnel. The criteria to be followed while constituting polling parties in enunciated below:

- (a) Presiding officers and polling officers are classified on the basis of scale of pay, their post and rank. Presiding officers should be of higher scale/grade in comparison to all polling officers.**

- (b) **No person should be assigned polling duties in the same gram panchayat in which he resides or works.**
- (c) **Two members of the polling party should not be from the same department and in any case the presiding officer and first polling officer should not be from the same department.**
- (d) **Selection of polling officers of every party shall be done on random basis.**

8. FORM FOR APPOINTMENT:

The polling personnel should be formally appointed. The Form for the appointment of Presiding Officers and Polling Officers is given in Annexure-IV.

Appointment letters of Presiding Officers and Polling Officers should be issued as soon as polling parties are formed, but in their appointment letters number and name of polling station at which they will be on duty should not be indicated. Such information regarding place of duty should normally be intimated to them not earlier than three days before the date of poll.

To obviate any delay or difficulty in issuing Postal Ballot Papers or Election Duty Certificate (EDCs) to voters drafted for election duty, the order of appointment should be issued in duplicate so that the voters on election duty may enclose one copy of that order of appointment to the Returning Officer along with his application form for supply of postal ballot paper/EDC, thereby facilitating the easy identification of the applicant and decision regarding his entitlement to the issue of postal ballot paper/EDC.

7. TRAINING OF POLLING PERSONNEL:

Training to the polling personnel is of the utmost importance. The State Election Commission will issue a booklet containing “Instructions to the Presiding Officers”. Sufficient copies of the booklets will be made available to all the districts. It is requested that the training for the polling personnel should be conducted at Divisional Headquarters

or other suitable places. The strength of the training class should not exceed 60 persons in a batch. At least, two rounds of training should be provided for the polling personnel. The date, time and venue for the training programmes i.e. for the First Phase as well as Second Phase should be indicated in the appointment order itself.

8. ZONAL OFFICERS:

Zonal Officers may be appointed at the rate of two per mandal. The Zonal Officers should be invited for training rehearsals. They must be provided with vehicles to ensure effective mobility. A Zonal Officer should be able to visit each polling area in his jurisdiction at least two times on the day of poll.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To
All the Collectors and District Election Authorities.
All the District Panchayat Officers.

ANNEXURE-I

LIST OF PERSONS EXEMPTED FROM POLLING DUTY:

1. Professional Staff of Medical & Health Department & Animal Husbandry Department actually deployed on clinical duties or in operations for suppression of epidemics.
2. Judicial Officers of all Cadres.
3. Officers and Staff engaged in maintenance of essential services like electricity, water supply, road transport, banks, etc.
4. Staff of Jail Department & Fire Services Department.
5. Employees of Government of India and Government of India undertakings.

ANNEXURE – II

**ORDER ON APPOINTMENT OF RETURNING OFFICERS/ASSISTANT
RETURNING OFFICERS**

Under paras 4 and 5 of State Election Commission Notification No.49/SEC-B2/2000, dated.25.8.2000 published in extraordinary issue of AP Gazette No.6 dated.1.5.2000, I, hereby appoint the officer specified in column 1,2 and 3 below as Returning Officer (Stage-I), Returning Officer (Stage –II) and Assistant Returning Officers respectively for holding elections to the office of the Sarpanch, Upa-Sarpanch and Ward Members of _____ Gram Panchayat in _____ Mandal Parishad.

Name, designation and office address of Returning Officer, Stage I.	Name, designation and office address of Returning Officer, Stage-II.	Name, designation and office address of Assistant Returning Officer/s
(1)	(2)	(3)

The Returning Officer/Assistant Returning Officer/s shall attend the training classes as indicated below: -

Name of the Officer	Date of Class	Hour	Place where the class will be held	Designation of officer who will conduct the class
(1)	(2)	(3)	(4)	(5)
Returning Officer, Stage –I				
Returning Officer, Stage-II				
Assistant Returning Officer				

The officers appointed as Returning Officers and Assistant Returning Officers will be paid Travelling Allowance and Conveyance Allowance, as per the rates fixed by the Government.

Place:

Date: 2011.....

District Election Authority/
Dy District Election Authority

Attested

Signature of the Attesting Officer

ANNEXURE – III

LETTER OF APPOINTMENT OF PRESIDING AND ASSISTANT PRESIDING OFFICER AND INTIMATION OF TRAINING CLASSES

From:

.....
.....
.....
.....

To

.....
.....
.....

C/o..... Head of Office

.....Address of Office

Please note that you have been appointed as Presiding Officer / Assistant Presiding Officer in respect of the following polling station(s).

S.No.	Name of the Mandal	Name of the Gram Panchayat	Polling station name and number with complete particulars its location
1	2	3	4

(2) Please attend the training classes specified below without fail.

Date of Class	Hour	Place where the class will be held	Designation of officer who will conduct the class
(1)	(2)	(3)	(4)

(3) You will be paid travelling allowance and conveyance charges, as the case may be, for all polling duty, including attendance at the above classes.

Place :.....

Date :.....2011.....

District Election Authority/
Dy District Election Authority

Attested

Signature of the Attesting Officer

Note: Failure to attend polling duties will be viewed seriously. Defaulting Officers are not only liable for disciplinary action but also liable for prosecution.

ANNEXURE-IV

ORDER OF APPOINTMENT OF POLLING PERSONNEL

Under the Andhra Pradesh Panchayat Raj (Conduct of Election) Rule, 1994, I hereby appoint the Officer specified in Columns (2) and (3) of the table below as the Presiding Officer and Polling Officer respectively for the Polling Station specified in the corresponding entry in Column (1) of the Table provided by me.

TABLE

Gram Panchayats and Polling Station code Number	Name of the Presiding Officers (and his official designation)	Names of the Polling Officers (and his official designation)	Polling Officer authorised to perform the functions of the Presiding officer in the latter's absence
(1)	(2)	(3)	(4)

(Sd.)

District Election Authority or
Officer authorised by District Election Authority

Attested

Date.....

Signature.....

Place.....

Designation.....

Note:

1. The training classes to acquaint the procedure of conduct of election will be held on at At (.....Place). The Presiding Officer and Assistant Presiding Officers including those kept in reserve also should attend the training classes.
2. The date of poll is between and (hours).
3. you should report to the Returning Officer on (date) (time) at (place) for taking delivery of polling materials.
4. Failure to attend polling duties will be viewed seriously. Defaulting Officers are not only liable for disciplinary action but are also liable for prosecution.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.256/SEC-B2/2011,

Dated:30.5.2011.

Sub:- 4th ordinary elections to Gram Panchayats, 2011 – Instructions on use of vehicles during elections – Issued.

Elections to Gram Panchayats are held on non party basis and also the fact that election campaign in these elections will be confined to the local area of a Gram panchayat. The State Election Commissioner, in the interest of preserving the purity of election process and in exercise of the powers conferred on him under Article 243-K of the Constitution of India, hereby, direct that following instructions relating to use of vehicles shall be strictly followed during ensuing ordinary elections to Gram Panchayats in the State.

Use of vehicles for campaigning:

1. The candidates contesting elections to the office of Sarpanch shall be permitted to use one vehicle for their campaigning within the Gram Panchayat area. Such candidates will be required to inform in advance the details of the vehicles proposed to be used by them for campaigning to the Tahasildars concerned. The Tahasildars, in turn, will forward this information to the District Collector and through him to the Election Observers.
2. The candidates contesting for Ward Members shall not be allowed to use campaigning as the area of the Ward is very compact and does not require a vehicle for campaigning.
3. Since the elections are being held on non-party basis, the political parties are not expected to participate in the campaigning process.

Use of vehicles on the day of poll:

1. On the day of poll, candidates contesting for the office of Sarpanch of the Gram Panchayats only will be given passes to use one vehicle. Besides this, no other vehicle pass will be issued on the day of poll.
2. No vehicle passes shall be given to the contesting candidates for the office of ward member as the area of the ward is very small.
3. However, the following types of vehicles shall be allowed to be plied on the day of poll –
 - (a) Private vehicles being used by the owners for their private use, not connected with elections;
 - (b) Private vehicles being used by owners either for themselves or for members of their own family for going to the polling booth to exercise their franchise, but not going anywhere within a radius of 200 meters of a polling station;
 - (c) Vehicles used for essential services namely hospital vans, ambulance, milk vans, water tankers, electricity emergency duty vans, police on duty, officers on election duty;
 - (d) Public transport carriages like buses plying between fixed termini and on fixed routes;
 - (e) Taxis, three wheelers, scooters, rickshaws etc., for going to airports, railway stations, inter-state bus stands, hospitals for journeys which cannot be avoided;
 - (f) Private vehicles used by sick or disabled persons for their own use.

Vehicle Permits:

1. The Tahasildars concerned shall issue vehicle permits to the contesting candidates for the office of Sarpanch, Gram Panchayat in the proforma enclosed to this Circular.

2. The vehicle permit in original (not photo copy) shall be displayed on the windscreen of the vehicle.
3. The details of vehicle permits issued shall be informed to the District Election Authority, Observers and the Returning Officers concerned.

General:

The election officials and the police officials concerned are requested to implement these instructions scrupulously. They are also directed to make arrangements to open check posts in the areas, where elections are held to effectively check unauthorised movement of vehicles during election campaign and on the day of poll.

The contesting candidates are, hereby, informed that any contravention of these instructions will be viewed seriously by the State Election Commission.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To,

All the Collector & District Election Authorities.

All the superintendents of Police in the State.

All the District Panchayat Officers in the State.

All the Tahasildars through DPOs in the State.



**STATE ELECTION COMMISSION,
Andhra Pradesh
Gram Panchayat Elections – 2011**

VEHICLE PERMIT

Name of the Mandal :

Name of the Gram Panchayat :

Name of the Candidate :

Vehicle Name and number :

Permission obtained from _____ to _____

Date:

**Issuing Authority
With Official Seal**

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27543124, 27543122
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

Cir.No.403/SEC-B1/2011

Date:18.5.2011

Circular

Sub:- Elections – 4th ordinary elections to PR Bodies, 2011 – Restriction on number of vehicles and people filing at the time of nominations – Reg.

During earlier elections to Local bodies, it was noticed that at the time of filing nominations in the offices of the Returning Officers, proper control and order was not maintained due to overcrowding by the supporters of the candidates.

Therefore, in order to avoid over crowding and to ensure proper control and order at the time of filing of nominations, the following instructions are issued.

“The District Election Authority may inform various political parties and interest groups that the maximum number of vehicles that will be allowed to come within the periphery of 100 mtrs. of Returning Officer’s/ Assistant Returning Officer’s office shall be **two** and maximum number of persons that will be allowed to enter the office of Returning Officer/Assistant Returning Officer at the time of filing nomination shall be the candidate plus **two** other individuals which may include the proposer proposing the nomination of the candidate i.e. there can be only **three** people (including the candidate) who can remain present inside the Returning Officer’s/Assistant Returning Officer’s room at the time of filing nomination. Rule 8 of (Conduct of election) Rules, 2006 stipulates that nomination paper can be delivered to the Returning Officer either by the candidate in person or by his proposer. Where a candidate chooses not to be present

physically to deliver the nomination paper, the proposer and two other individuals shall be allowed to enter the office of Returning Officer.

The expenditure on the vehicles that will be coming along with the candidate at the time of filing of nominations shall be taken into account for calculating his expenditure if he remains in the fray.”

Yours faithfully
Sd/- G.M.Ramesh Kumar
Secretary

To

All the Collectors & District Election Authorities (Except Hyderabad district).

All the Returning Officers through the Collectors & District Election Authorities

Copt to

The Commissioner of Panchayat Raj & Rural Employment and Election Authority.

All the Chief Executive Officers of Zilla Praja Parishad.

All the District Panchayat Officers.

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

ORDER

No.409/SEC-B1/2011

Dated:16.5.2011

Sub:- State Election Commission - Elections to local bodies – Compulsory identification of voters - Production of specified documents to establish identification of voters - Orders – Issued.

Under Article 243-K and 243-ZA of Constitution of India, the superintendence, direction and control of conduct of elections to all local bodies in the State of Andhra Pradesh is vested in the State Election Commission, Andhra Pradesh.

The State Election Commission has the constitutional responsibility for conduct of elections to local bodies in a free and fair manner. The public at large, political parties, candidates and electors are showing their utmost concern for free and fair elections for legislative bodies and local bodies. To ensure free and fair elections certain steps are required to be taken which would curb impersonation and bogus voting.

In elections to State Legislative Assembly and House of People, the Election Commission of India issued orders for compulsory identification of voters at polling stations by insisting on production of Electoral Photo Identity Cards or in its absence one of the specified documents.

The State Election Commission after careful consideration of the matter has decided to adopt this measure for compulsory identification of electors in elections to local bodies in the State to curb impersonation and to ensure free and fair elections to local bodies.

Therefore, in exercise of the powers conferred under Article 243-K and 243-ZA of the Constitution of India, the State Election Commission, hereby, orders that in elections to all local bodies, the electors shall compulsorily produce any one of the following documents at the polling station while casting their vote to establish their identity.

- I) Electoral Photo Identity Card,
- II) Passports,
- III) Driving Licenses,
- IV) Income Tax Identity (PAN) Cards,

- V) Service Identity Cards issued to its employees by State/Central Governments, Public Sector Undertakings, Local bodies or Public Limited Companies with photographs,
- VI) Passbooks issued by Public Sector Banks/Post Office and Kisan Passbooks with photographs (accounts opened upto the date of election notification for the local body concerned)
- VII) Property Documents such as Pattas, Registered Deeds, etc. with photographs(documents registered on or before the date of election notification for the local body concerned),
- VIII) Ration Cards with photographs (issued on or before the date of election notification for the local body concerned),
- IX) SC/ST/OBC Certificates issued by competent authority with photographs (issued on or before the date of election notification for the local body concerned)
- X) Pension Documents such as ex-servicemen's Pension Book/ Pension Payment Order, ex-servicemen's widow/ Dependent Certificates, Old age pension Order, Widow Pension Order with photographs (issued on or before the date of election notification for the local body concerned)
- XI) Freedom Fighter Identity Cards with photographs,
- XII) Arms Licenses with photographs (issued on or before the date of election notification for the local body concerned),
- XIII) Certificate of Physical Handicap by Competent Authority with photograph (issued on or before the date of election notification for the local body concerned),
- XIV) ATM Cards with photographs issued by Banks (issued on or before the date of election notification for the local body concerned),
- XV) Membership Cards with photographs issued by Bar Councils (issued on or before the date of election notification for the local body concerned),
- XVI) Identity Cards with photographs issued by the Secretariat of Lok Sabha / Rajya Sabha to Members of Parliament,
- XVII) Identity Cards with photographs issued by the Secretariat of the Legislative Assembly / Legislative Council to MLAs/MLCs,
- XVIII) Job cards issued under NREGA with photographs (issued on or before the date of election notification for the local body concerned),
- XIX) Health insurance Scheme Cards with photographs (Ministry of Labour's Scheme,(issued on or before the date of election notification for the local body concerned)
- XX) Pattadar passbooks containing photographs (issued on or before the date of election notification for the local body concerned).

Any of the above mentioned documents that is available only to the head of the family may be used for identifying the other members of the family provided all members come together and are identified by the head of the family.

It is, however, clarified that while the aforesaid documents are needed for exercising franchise, their possession do not automatically confer a right on the voter to vote in the local body polls if their names are not enrolled in the current voter list of the local body concerned.

The concerned authorities shall give wide publicity through the print and electronic media about the requirement to produce one of the above documents by the voters to prove their identity and that if they fail to do so they will not be permitted to vote in the polling stations. Such publicity shall be given before each ordinary election or casual election, as the case may be, in the local area concerned.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- Dr. G.M. Ramesh Kumar
Secretary**

To

All the Collectors and District Election Authorities.

All Chief Executive Officers of Zilla Praja Parishad.

All the District Panchayat Officers.

All the Commissioners of Municipal Corporations / Municipalities / Nagar Panchayats.

All the recognized and registered political parties.

Copy to

The Commissioner of Panchayat Raj & Rural Employment,

The Election Authority & Commissioner and Director of Municipal Administration,
Hyderabad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Lr.No.425/SEC-L/2011

Dated : 08.06.2011

NOTIFICATION

In exercise of the powers conferred under section 202 of Andhra Pradesh Panchayat Raj Act, 1994, and in supersession of all previous notifications on the subject, in relation to Gram Panchayats, the State Election Commission, hereby, notifies the free symbols to be allotted to the candidates contesting to the offices of Sarpanch and Ward Member in the elections to the Gram Panchayats in Annexure-I and Annexure-II respectively, to this notification.




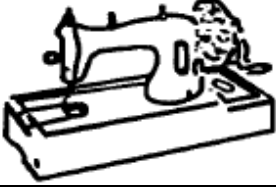




Under sub-rule (5) of rule 15 of Andhra Pradesh Panchayat Raj (Conduct of Election) Rules, 2006, the procedure for allotment of symbols to the contesting candidates for the offices of Sarpanch and Ward Members is also specified in the schedule appended to this notification.




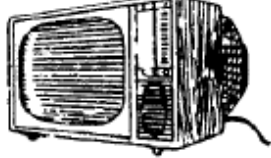




(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)





Sd/- G.M. Ramesh Kumar
Secretary

Annexure –I

List of Free Symbols for the Post of Sarpanch Gram Panchayat

S. No.	Symbols	
1	Basket బుట్ట	
2	Ring ఉంగరము	
3	Scissors కత్తెర	
4	Sewing Machine కుట్టుమీషను	
5	Bat బ్యాట్	
6	Slate పలక	
7.	Table బల్ల	
8	Battery Torch బ్యాటరీలైట్	

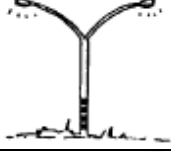

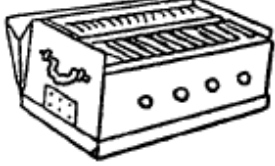





9	Brush బ్రష్	
10	Carrot క్యారట్	
11	Table Lamp టేబులుబల్బు	
12	Television దూరదర్శిని	
13	Walking Stick చేతికర్ర	
14	Shuttle షటిల్	
15	Maize మొక్కజొన్న	
16	Nagara నగారా	




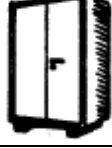



17	Comb దువ్వెన	
18	Cot మంచము	
19	Cup and Saucer కప్పు మరియు సాసరు	
20	Candles కౌవొత్తీ	

Sd/- G.M. Ramesh Kumar
Secretary

Annexure -II

List of Free Symbols for the Post of Ward Member, Gram Panchayat

S. No.	Symbols	
1	Electric Pole కరెంటు స్తంభం	
2	Gas Stove గ్యాస్ పొయ్యి	
3	Harmonium హార్మోనియం	
4	Hat టోపి	
5	Iron ఇస్త్రీపెట్టె	
6	Letter Box వోస్టు డబ్బా	
7	Fork ఫోర్కు	
8	Spoon చెంచా	

9	Jug జగ్గు	
10	Frock గౌను	
11	Stool స్టూలు	
12	Almairah బీరువా	
13	Pressure cooker ప్రెషర్ కుక్కరు	
14	Ice Cream ఐస్ క్రీమ్	
15	Kettle కెటిల్	

Sd/- G.M. Ramesh Kumar
Secretary

SCHEDULE

PROCEDURE FOR ALLTOMENT OF SYMBOLS TO CONTESTING CANDIDATES

On the expiry of the time for withdrawal of candidature, the Returning Officer shall prepare in Telugu language a list of contesting candidates in Form IX separately for each ward and sarpanch under Rule 15 of the conduct of election rules and publish on the notice board of the office of the Gram Panchayat or in any conspicuous place if there is no office of the Gram Panchayat.

The list shall contain the names of the candidates in alphabetical order in Telugu and shall describe them as in their nomination paper.

The arrangement of names shall be on the basis of the first letter of the name of the candidate irrespective of whether the name given is the proper name or surname. The initials, if any, prefixed to the name of the candidate shall be ignored for the aforesaid purpose. If two candidates have the same name but different initials, then two names shall be arranged interse with reference to the first letter of the initial. Further, if two or more such candidates have the same name but different surnames then their names shall be arranged interse in the alphabetical order with reference to the surnames.

If two or more candidates bear the same name they should be distinguished by the addition of their occupation or residence or in some other manner. In the such contesting candidates, the names of such candidates shall be arranged in the order in which their nominations were received by the Returning Officer.

There will be no objection to the addition of any honorific, academic, hereditary, professional or any other title to the name of a candidate but such title should on no account be taken into consideration in the arrangement of names in alphabetical order.

The Returning Officer will serially allot the symbols from the list of free symbols notified by the State Election Commission to the contesting candidates for the office of Sarpanch or Ward Member, as the case may be.

In case of Sarpanch election, the first symbol in the list of free symbols notified for the office of Sarpanch should be allotted to first candidate in the list of contesting candidates for the office of Sarpanch and symbol at Sl. No. 2 to the second candidate in the list of contesting candidate and so on.

In case of Ward Member election, the first symbol in the list of free symbols notified for the office of Ward Member shall be allotted to the first candidate in the list of contesting candidates for the ward concerned and symbol at Sl.No.2 to the second candidate in the list of contesting candidates and so on. Similarly for other ward constituencies.

Sd/- G.M. Ramesh Kumar
Secretary

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Dr. G.M.Ramesh Kumar
Secretary(FAC)

Office: 27545350, 27543587
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

Lr. No.438/SEC-B2/2011,

Dated:27.5.2011

To

All the District Collectors & District Election Authorities

Sir,

Sub:- Elections – 4th Third Ordinary Elections to Gram Panchayats - 2011-
Printing of ballot papers of Sarpanch and Ward Member, Gram Panchayats
– Entrusted to the District Collectors –Instructions – Issued – Reg.

Ref:- State Election Commission Lr. No. 147/SEC-B1/2011, dated 17.5.2011
addressed to the Commissioner of Printing, Stationery and Stores Purchase
under copy to all the DPOs.

The State Election Commission has already initiated steps for holding 4th ordinary elections to Gram Panchayats before the expiry of their term in August, 2011. The elections to Gram Panchayats will be conducted using ballot boxes and ballot papers.

A decision was taken to decentralize the work of printing of ballot papers for Sarpanch and Ward Member of Gram Panchayat elections and entrust the responsibility to the district administration to get the ballot papers printing locally in private offset printing presses as was done for Ward Member ballot paper during last ordinary elections to Gram Panchayats.

Accordingly, following instructions are hereby issued for the guidance of District Collectors –

I. Identification of Presses:

The District Collector should take immediate action to identify off set printing presses for printing of ballot papers of Sarpanch and Ward Member of Gram Panchayats. The work relating to printing of ballot paper may commence well in advance of finalization of list of contesting candidates as the elections to gram Panchayats are held on non party basis. Keeping in view of the voters strength, the District Collectors shall identify the required number of offset printing presses to complete the printing of ballot papers within time. There is no objection if the work of printing of ballot papers of one district is entrusted to the printers in the neighboring districts. The following precautions may be taken during the identification of printing presses –

- (iv) The Proprietors of the printing presses should be ready to enter into agreement in the proforma indicated in the Annexure.
- (v) The Proprietors of the printing presses should not be a contesting candidate or a close relative of any of the contesting candidates or a known supporter of any political party.
- (vi) The District Collectors shall take control of the security of the private press for security and secrecy purposes during the period when printing of ballot papers is undertaken in the printing presses.

II. Supply of Paper:

The State Election Commission decided that the colour of the ballot paper of **Sarpanch shall be pink wove paper and for Ward member shall be white wove paper.** The State Election Commission has already requested the Commissioner of Printing, Stationery and Stores Purchase to procure pink and white wove paper and arrange to deliver the required quantity of paper directly to the respective District Collectors by 25.6.2011.

III. Supply of CD containing symbols:

The Commissioner of Printing, Stationery and Stores Purchase or the State Election Commission will arrange for supply of CD, containing free symbols reserved for the post of Sarpanch and ward member, gram Panchayat to the District Collectors shortly.

IV. Rates for printing:

The District Collectors shall finalise the rates for printing of ballot paper of various denomination through District Purchase Committee as was done previously by calling tenders.

V. Supervision at the Presses:

The District Collectors shall take action to deploy competent officers for supervision of the work of printing of ballot papers of Sarpanch and Ward member of gram Panchayats at the private presses. The District Collectors shall also review the progress of the work regularly during the period when printing work is undertaken to ensure that the work is completed within the time frame.

VI. Security at the press:

The security arrangements at the private presses, where printing is done, shall be made by the District Collectors by posting adequate police personnel. In the extremist infested areas, District Collectors may take adequate measure for the safety and security of the ballot paper both at the printing press as well as at the place of storage. The workers at the press shall be issued passes. No unauthorised person is allowed entry inside the press when this work is taken up. All employees coming and going including employees of the presses and public servants on duty at the presses should be frisked.

VII Additional Precautions to be taken at the time of printing:

1. After completion of printing, the files related to layouts of ballot papers shall be erased from the hard disk of computers used.
2. The computers used for preparing layout of ballot papers shall not be networked.
3. C.Ds containing symbols shall be taken back from printer after printing is over and be kept in safe custody.
4. **The District Collectors are also authorised to take any other precautions as may be necessary.**

VIII. Specifications for printing of ballot papers:

The following instructions are issued in connection with printing of ballot papers of Sarpanch and Ward member of Gram Panchayats in telugu.

4. Every ballot paper will have a counter foil attached to it. The counterfoil shall be at the top of the ballot paper and its depth should ordinarily not exceed 15 ems.
5. a). The Ballot Paper for Sarpanch counter foil may be numbered by automatic numbering machine and where such machines are not available, numbering may be done by hand operated machines. The numbering on the ballot paper of different denominations shall be as shown in the table below.

<u>Ballot Paper containing</u>	<u>Numbers should start with</u>
2 Symbol	A 0000001
4 Symbol	B 0000001
6 Symbol	C 0000001
8 Symbol	D 0000001
10 Symbol	E 0000001
12 Symbol	F 0000001

An alphabet should be prefixed to the serial number of ballot paper of each denomination as indicated above. For higher denomination the next alphabet to be prefixed to serial number start with 0000001.

- b) The ballot paper for Ward Member counterfoil may be numbered by automatic numbering machine and where such machines are not available, numbering may

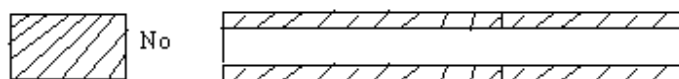
be done by the hand operated machines. The numbering on ballot paper of ward member shall start with 000001.

6. The counterfoil shall contain the following -

- (iv) Space for stitching at the top of the counterfoil.
- (v) A black border of 1 em at the top of the counterfoil.
- (vi) The particulars of election shall be printed in telugu immediately below, as follows –
- vii) The counterfoil will contain space on the left side for entering the electoral roll part number and serial number of the elector.
- viii) The serial number shall be printed on the lower left-hand side of the counter foil. The words “signature / thumb impression” shall be printed on the lower right-hand side of counter foil. Leave some place for signature or thumb impression of the elector just above the words “signature/thumb impression”.
- ix) There shall be one chain border of 1em width and a perforated rule/disjointed straight line below it, for separating the ballot paper from the counterfoil.

4. There shall be one chain border of line of 1 em below the perforated rule/disjointed line on the ballot paper.

5.(i) It may be noted that the names of the contesting candidates will not be printed on the ballot papers. The front face of the ballot paper will contain the serial numbers of candidates and the symbols. The serial number of the ballot paper and particulars of election specified above at para 3 (iii) shall be printed on the first shaded area. The serial number on the ballot paper which shall be the same number indicated on counter foil may be printed on the left hand side and the particulars of election on the right hand side in the central space of shaded area as indicted below –



- (ii) The width of the ballot paper will be between 3” & 4” as may be considered convenient for printing the ballot paper.
- (iii) The serial number of candidate will appear on the left side and the symbol on the right side in a panel.
- (iv) The width of the space allotted to each candidate will be 6.5 ems. and the width of the shaded area between the space allotted to any two candidates will be 3 ems. There will be a thick black border of 1 cm. width at the bottom.
- (v) The size of the each symbol will be not more than 9 ems x 5 ½ ems.
- (vi) Where the number of contesting candidates is nine and below, the ballot paper shall be printed in one column. And where the number of contesting candidates exceeds nine, the ballot paper shall be printed in two or more columns depending upon the number of contesting candidates. The width of the ballot paper and its counterfoil, shall also then depends upon the number of columns which are provided on the ballot paper. Each column shall be separated from the other by a shaded area of 2.5 ems width from top to bottom. If the number of contesting candidates is not exactly divisible by the number of candidates in each column, the end panels on the right side of the ballot paper, which do not contain the name of any candidate will be completely shaded.

Where the number of contesting candidates is more than nine and upto 26 the ballot paper shall be printed in two columns as shown in the following table:

<u>No. of contesting Candidates</u>	<u>First Column</u>	<u>Second Column</u>
10	5	5
11	6	5
12	6	6
13	7	6
14	7	7
15	8	7
16	8	8
17	9	8
18	9	9
19	10	9
20	10	10
21	11	10
22	11	11
23	12	11
24	12	12
25	13	12
26	13	13

Where number of contesting candidates exceeds 26 and upto 39 the ballot paper shall be printed in 3 (three) columns; the width of the ballot paper and its counterfoil shall be the thrice the width of the ballot paper of single column, as specified above, and between every two columns along the middle, there shall be shaded area vertical from top to bottom of 2.5 ems width. Similarly, if the number of contesting candidates is between 39 and 52 the ballot paper should be printed in 4 columns. The number of candidates in each column in multi-columned ballot paper shall not exceed 13.

- (vii) The ballot papers have to be stitched into bundles of 50 each with consecutive serial numbers. However, 5% of the ballot papers be made into bundles of 10 each to facilitate issue of ballot papers to the polling station rounded off to nearest ten. It shall be ensured that the serial number on each ballot paper and its counterfoil is identical.

IX. Number of ballot papers:

Printing of ballot paper of higher denominates after finalization of list of candidates:

a) Sarpanch:

Advance action may be taken now for printing of ballot papers containing maximum number of 20 symbols. However, after finalization of list of contesting candidates as per election schedule to be notified by the State Election Commission, there may be necessity for printing of ballot papers of Sarpanch containing more than the maximum number of symbols printed now in advance. To meet such a contingency, arrangements have to be made to under take printing of ballot papers of Sarpanch, wherever necessary, from the date of finalization of list of contesting candidates.

b) Ward Member:

The number of ballot papers required for each Ward may be worked out with 10 percent reserve and rounded off to the nearest 50. The number of ballot paper to be

supplied to each polling station should be equal to the number of the voters allotted to the polling station rounded off to the nearest 10.

X. Cutting off ballot papers wherever necessary:

Since the ballot papers are printed well in advance of finalisation of the list of the contesting candidates, where (3) contestants are in the field the last symbol of ballot papers should be cut off from the ballot papers with 4 symbols, likewise(5) and (7) should also be cut off accordingly to the need under tight security. This should be done very carefully, so that there may not be any wastage of ballot papers.

However, after finalisation of the list of the contesting candidates as per the election schedule to be notified by the State Election Commission, there may be necessity for printing of ballot paper of Sarpanch and Ward Member containing more than the maximum number of symbols provided in advance. To meet such contingency, arrangements have to be made to undertake printing of ballot papers of Sarpanchas and Ward Members in one or two presses, wherever necessary, after finalisation of list of contesting candidates.

The District Collectors are requested to take immediate action to identify the offset printing presses and to finalise the rates as per the instructions issued above and send compliance report to the State Election Commission along with the rates finalised for printing of ballot paper of Sarpanch and Ward Member of Gram Panchayats.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

Copy to:

All the District Panchayat Officers for information and necessary action.

The Commissioner of Panchayat Raj and Rural Employment, Hyderabad.

The Principal Secretary to Government, Panchayat Raj and Rural Development Department.

The Commissioner of Printing, Stationery & Stores Purchase, Hyderabad.

ANNEXURE

(G.O.Ms.No.95, P.R.R.D & R (Elecs.II) Dept., dt.19.2.1995)

Terms and Conditions of agreement

1. The Proprietor will not undertake any other printing work during the period in which the printing of ballot papers work entrusted till it is completed.
2. The workers in the press including the Proprietors / Partners who attend to the printing work will not leak out the information pertaining to ballot papers nor do they take out any ballot paper or printed matter outside the premises of the press during the period of printing of ballot papers.
3. The papers and metallic symbol blocks supplied by the State Election Commissioner will be used only for the Government work and not for any other work.
4. The Proprietor will undertake to complete the printing work of ballot papers at the rates prescribed by the Purchase Committee constituted in Govt. Memo. No. 5043 / Elecs.II/95-1, Panchayat Raj Rural Development & Relief Department, dt.6.2.1995, within the time schedule prescribed by the said committee by engaging more number of workers if need be.
5. Except the workers, proprietors / partners in the press and the officials drafted to supervise the work of printing of ballot papers and police personnel deputed for security, no person will be allowed inside the press till the printing of ballot papers work is over.
6. The Proprietors will undertake the responsibility to ensure smooth functioning of the press during the printing of ballot papers.
7. The Proprietors and the workers will undertake to wear the badges supplied by the Election Officers in the Press during working hours and they should be produced either to police personnel or officers drafted for duty whenever they go out/from/or enter the premises of the press.
8. If any Proprietor/worker in the press takes out any material supplied by the Government for the purpose of printing of ballot papers, he is liable for prosecution and there shall be no bar in handing over such a person to the police custody for taking appropriate action as per law.
9. The Proprietor is liable to pay penalty imposed by the District Collector for the breach of any as arrears of land Revenue.

Read over by me and affixed my signature in taken of having accepted all the above terms and conditions in the presence of

Signature
Partner / Proprietor
Name and Address of the Press

Place: _____

Dated: _____

“Before me”
Officer (as nominated by District Collector)

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27543124, 27543122
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

Lr.No.446/SE C-B1/2011

Date:26.05.2011

To
All the District Collectors in the State

Sir,

Sub:- State Election Commission - Elections – 4th Ordinary Elections to Panchayat Raj Bodies, 2011 – Notification issued on impersonation and tendered votes – Communicated – Reg.

Ref:- SEC Notification No.390/SEC-F/2000-1, dated.3.3.2000.

A copy of the notification cited above is appended to this letter.

This Notification aims at curbing impersonation in elections to local bodies. Accordingly, wherever tendered votes are 2% or more of the total number of votes polled at any polling station, the Returning Officers are required to submit a report to the State Election Commission, and they are not authorised to take up counting pertaining to such polling station until a specific permission is given by the State Election Commission. The Commission may also order repoll in such cases.

I request you to bring these instructions to the notice of all the Returning Officers of Mandal Parishad, Zilla Parishad and Gram Panchayat elections in your district for strict compliance during elections to MPTCs & ZPTCs and Gram Panchayats.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

Copy to:
All the Chief Executive Officers of Zilla Parishad.
All the District Panchayat Officers.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M.G.Road, Sec'bad – 500 003.

No.390/SEC-F/2000-1

Dated:03.03.2000.

NOTIFICATION

WHEREAS, the State Election Commission is constituted to ensure free, fair and periodical elections to the Local Bodies;

AND WHEREAS, it has come to the notice of the State Election Commission that in some areas large scale impersonation is resorted to by unscrupulous elements with the backing of those who want to breach the election law to achieve their political ends;

AND WHEREAS, the genuine elector whose vote has already been cast is intimidated not to demand a tendered vote and in some cases the voter himself goes back not knowing that he has a right to cast a tendered vote or he does not exercise this right since he may feel that the casting of a tendered vote is of no use as it will not be counted;

AND WHEREAS, in the present election process the vote of an imposter is counted and the vote of a genuine elector is ignored, thus polluting the purity of elections;

AND WHEREAS, this pernicious practice of impersonation is going scot free as there is no matching deterrent to those who encourage or indulge in such a nefarious practice;

AND WHEREAS, the State Election Commission is of the opinion that the evil of impersonation should be curbed by resorting to a repoll where, there is incontrovertible evidence of sizeable impersonation;

NOW, THEREFORE, in exercise of the powers conferred by article 243-K read with article 243-ZA of the Constitution of India, the State Election Commission, hereby, orders that, -

- (1) the Returning Officers/Election Officers shall give wide publicity that where an elector finds that his vote has already been cast, he should demand for a tendered vote and that he should avail that facility;
- (2) the Returning Officers/Election Officers shall, on the conclusion of the poll, report forthwith to the State Election Commission, the polling stations where, tendered votes of not less than two percent of the total number of votes polled, are cast;

- (3) after sending such report, the Returning Officer/ Election Officer concerned shall not open the ballot boxes and shall not count the votes pertaining to the polling stations referred to in their report, until further orders from the Commission;
- (4) on receipt of such report, and on obtaining such further information as it deems necessary, it shall be competent for the State Election Commissioner to order a repoll in such Polling Stations; and
- (5) where a repoll is ordered under this order, the normal procedure for repoll shall be followed.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSION)

**Sd/- D R Garg
Secretary**

To

The Election Authority and Commissioner & Director of Municipal Administration
Hyderabad.

All the District Collectors and District Election Authorities in the State.

The Election Authorities and Commissioners of Municipal Corporations, Vijayawada,
Visakhapatnam, Guntur, Kurnool and Warangal.

The Commissioners of the Municipalities and Nagar Panchayats concerned.

Copy to:

The Principal Secretary to Government,
Municipal Administration & Urban Development Department,
Secretariat, Hyderabad.

The General Observers and Expenditure Observers.

All the Political Parties.

The Press.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

ORDER

No.447/SEC-B1/2011


Dated:26.05.2011

Sub:- State Election Commission – 4th ordinary elections to Mandal Praja Parishads and Zilla Praja Parishads – Ballot papers – Distinguishing mark to be stamped on the backside of the ballot paper – Reg.

Under Rule 45 of Panchayat Raj (Conduct of Election) Rules, 2006 issued in G.O.Ms.No.142, PR & RD (Elecs & Rules) Department, dated.3.5.2006, before a ballot paper is issued to an elector, the ballot paper and the counterfoil attached thereto shall be stamped on the back with such distinguishing mark as the State Election Commission may direct.

Therefore, the State Election Commission, hereby, directs that the distinguishing mark to be stamped on the back side of the ballot papers to be used in elections to Member, Mandal Praja Parishad and Member, Zilla Praja Parishad shall be a fraction within a circle whose numerator will be the number of the Mandal Praja Parishad and the denominator will be the serial number of the polling station concerned as indicated in the final list of polling stations approved by the District Election Authority.

The number of Mandal Praja Parishad shall be the code number assigned by the District Election Authority concerned while working out the nomenclature of the Mandal Parishad Territorial Constituency as per the instructions issued in Govt. Memo.No.66402/Elecs.I/1994, PR, RD & Relief Department dated.3.1.1995.

Illustration: If the code number of a Mandal Praja Parishad is 8 and the code number of the polling station is 12, the distinguishing mark to be stamped on the ballot papers to be used at the polling station shall be 

The Collectors and District Election Authorities shall take necessary action to prepare the rubber stamps bearing the distinguished mark for each polling station and arrange for their supply to the Returning Officers/Presiding Officers concerned.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To
The Collectors and District Election Authorities.
All the Chief Executive Officers of Zilla Praja Parishad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.449/SEC-B1/2011

Dated:7.6.2011

Sub:- Direct Elections to Member, Zilla Praja Parishad, Member, Mandal Praja Parishad, Sarpanch and Members of Gram Panchayat – Filing of nominations – Production of documentary evidence with regard to caste in case of reserved seats – Reg.

Under Rule 8 (2) (c) of Andhra Pradesh Panchayat Raj (Conduct of Election) Rules, 2006, a candidate for the office of Member or Sarpanch of a Gram Panchayat or Member of Mandal Praja Parishad or Member of Zilla Praja Parishad which is reserved for a person belonging to Scheduled Tribe, Scheduled Caste or Backward Class, as the case may be, shall not be deemed to be qualified to be chosen to fill that seat unless his nomination paper contains a declaration by him/her specifying particular tribe or caste or class of which he is a member and the area in relation to which that Tribe or Caste is a Scheduled Tribe or as the case may be, a Scheduled Caste or Backward Class of the State. The declaration shall be made before any Gazetted Officer of the Government or before any officer of the Revenue department not below the rank of the Mandal Development Officer. This declaration is found in Part III of the Nomination Form appended to the said rules.

During previous elections to the Panchayat Raj Bodies, it was represented to the State Election Commission that in some cases genuine candidates belonging to those categories are not able to secure the signature of the Government officials as stated above for various reasons. The State Election Commission issued orders in such cases permitting the members belonging to SC, ST and BC to contest seats reserved for those categories in Panchayat Raj Bodies on the basis of the caste certificate issued by the

competent authority in lieu of the declaration referred to above. The State Election Commission decided to follow this practice in the ensuing elections to Panchayat Raj Bodies.

Now, therefore, in exercise of the powers conferred under Article 243-K of the Constitution of India, the State Election Commission, hereby, permits the Returning Officers concerned to accept nominations to a reserved seat on the basis of the community certificate issued by any competent authority under the relevant law in lieu of the declaration referred to above if it satisfies the other requirements.

In other words, a candidate can either produce a declaration given in Part III of the Nomination Form as required under Rule 8 (2) (c) of the said rules or a community certificate from the competent authority under relevant law.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To

The Collector & District Election Authorities.

All the Chief Executive Officers of Zilla Praja Parishad.

All the District Panchayat Officers.

All the Returning Officers of MPTC / ZPTC elections through CEOs of ZPP.

All the Returning Officers of Gram Panchayat elections through the DPOs.

Copy to:

The Principal Secretary to Government, PR &RD Department, AP Secretariat, Hyderabad.

The Commissioner of Panchayat Raj & Rural Employment, Hyderabad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

No.450/SEC-B1/2011,

Dated:26.5.2011

Circular

Sub : ELECTIONS – 4th ordinary elections to MPPTCs & ZPPTCs, 2011 – Postal ballot papers - Printing of postal ballot paper - Instructions - Issued.

The State Election Commission has decided to entrust the work of printing of postal ballot paper for the ensuing MPPTC/ZPPTC election, to the district collectors concerned to get it done locally in private printing presses.

Rule 23 to 32 of APPR of (Conduct of election) Rules, 2006 deal with matters relating to postal ballot papers.

Detailed instructions were issued on this subject in Chapter XIV “Hand Book for Returning Officer”.

The following voters are entitled to vote by post.

- (a) Service voters and their wives;
- (b) Voters subjected to preventive detention; and
- (c) Voters on election duty who opt for postal ballot.

“**Service voter**” means any person who is required to give his vote by postal ballot under rule 23 of the Conduct of Election rules who are members of the Armed Forces of the Union and members of the Armed Police Force of the State serving outside the State.

“**Voter subject to preventive detention**” means any person subjected to preventive detention under any law for the time being in force, as specified in Rule 24 of the Conduct of Election rules.

“A voter on election duty” means a polling agent, a polling officer, a presiding officer or other public servant who is an elector in the territorial constituency and is by reason of his being on election duty, unable to vote at the polling station where he is entitled to vote.

Rule 26 of APPR (Conduct of Election) Rules, 2006 stipulate that every postal ballot paper shall have a counter foil attached thereto and the postal ballot paper and the counterfoil shall be in such form and the particulars therein shall be in such language as the State Election Commission may decide.

The following instructions are issued with regard to Form and Language of postal ballot paper:

The postal ballot paper should be prepared as indicated below:-

(i) Every postal ballot paper should have a counterfoil attached to it. The counterfoil should be at the top of the ballot paper and its depth shall not ordinarily exceed 15ems (6ems are equal to 1 inch approximately). The particulars on counter foil shall be printed in Telugu. The counterfoil should contain the following:

(a) Space for stitching at the top of the counterfoil,

(b) A black border of 1 em at the top of counterfoil,

(c) The particulars of the election should be printed in Telugu immediately below item (b) above. The particulars of election should contain the following information:

i) on the ballot paper of MPPTC the particulars of election to be printed are | Code number of the
| Mandal, Name of the
| MPPTC, Ordinary
| election, 2011. (in short
| form)
| Eg.38,

ii) On the ballot paper of ZPPTC the particulars of election to be printed are | Code number of the
| District, name of the
| ZPPTC Ordinary

| Election, 2011 (in short
| form)
| Eg.10,

The code numbers of the district are given in the Annexure- I appended to this circular.

As per the orders issued by the Government in Memo No.66402/Elecs.I/94, PR & RD, dated.3.1.95 the code numbers must have already been allotted to the Mandals of each district, by the respective District Collectors and District Election Authorities, which shall be followed.

- (d) “Electoral Roll Part No.,) “and serial number of the Elector” one below the other on the left hand side,
 - (e) Serial number of the ballot paper on the right hand side,
 - (f) One block of lines of 1 em with a perforated rule/disjointed straight line below separating the ballot paper from the counterfoil.
-
- (ii) there should be one block of lines of 1 em below the perforated rule/disjointed line on the ballot paper.
 - (iii) The width of the postal ballot paper and its counterfoil shall be between 3” and 4” as may be considered convenient by the Collector for printing the ballot papers. The width of the space allotted to each candidate will uniformly be 1”. Where the number of contesting candidates exceeds 9, the postal ballot paper shall be printed differently. The ballot paper in such a case, shall be printed in two or more columns depending upon the number of candidates. Ordinarily, the number of candidates in one column should not exceed nine. If the number of columns is two, three or more, the width of the ballot paper and its counterfoil shall be dependent on the number of columns, which are provided on the ballot paper. Each column shall be

separated from the other by a shaded area of half an inch width from top to bottom. The names of the contesting candidates and their party affiliation, if any, will appear in the same order in which they appear in the list of contesting candidate (but without the headings of the three categories of candidates mentioned therein). These names will be printed one below the other in those columns, starting with the name of the candidate at S.No.1 in the list of contesting candidates appearing at S.No.1 in the first column, candidate at S.No.10 in the list of contesting candidates as the first candidate in the second column (if each column has nine names), and so on. If the number of contesting candidates is not exactly divisible by the number of candidate in each column, the end panels on the right side of the ballot paper which do not contain the name of any candidate will be completely shaded.

- (iv) On the top of the front face of the ballot papers the particulars of election indicated at clause (e) above shall be printed.
- (v) The names of contesting candidates and their party affiliation, if any, on the ballot papers shall be printed, typewritten or multigraphed in Telugu.
- (vi) The serial number of the ballot paper shall be printed on the left hand side either on the front or on the back as may be convenient.
- (vii) There is no objection to the postal ballot papers being typewritten if the number required is too small for printing; but the serial numbers of such ballot papers should however, be given by means of hand-numbering machines.
- (viii) The postal ballot papers will be stitched into convenient bundles, with consecutive serial numbers. It will be ensured that the serial number on each ballot paper and its counterfoil is identical.
- (ix) A specimen of the postal ballot paper is given in the Annexure – II appended to this letter

The postal ballot papers shall be printed on paper of white colour in the case of ZPPTC election and of pink colour in the case of MPPTC election.

The work relating to printing of postal ballot papers is to be completed within 24 hours after the last hour for withdrawal of candidatures and dispatched within 24 hours thereafter.

The District Collector shall take advance action to identify suitable printing presses to allot the work and finalise the rate of printing.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- G.M.Ramesh Kumar
Secretary**

To
All the Collectors in the State.
All the Chief Executive Officers of Zilla Praja Parishad.

ANNEXURE – I

DISTRICT CODE NUMBERS

Sl. No.	Name of District	Code No.
1	Srikakulam	1
2	Vizianagaram	2
3	Visakhapatnam	3
4	East Godavari	4
5	West Godavari	5
6	Krishna	6
7	Guntur	7
8	Prakasham	8
9	SPSR Nellore	9
10	Chittoor	10
11	YSR	11
12	Ananthapur	12
13	Kurnool	13
14	Mahabubnagar	14
15	Nalgonda	15
16	Khammam	16
17	Warangal	17
18	Karimnagar	18
19	Adilabad	19
20	Nizamabad	20
21	Medak	21
22	Rangareddy	22

ANNEXURE – II
Sample Postal ballot Paper for MPTC/ZPTC Elections

<p>38, ఖానాపురం ప్లా .సి.వ.సా.ఎ.11 వోస్టల్ బ్యాలెట్ పేపర్</p>
<p>ఓటర్ల జాబితా పార్టు నెం. ఓటరు క్రమసంఖ్య</p>
<p>38, ఖానాపురం ప్లా .సి.వ.సా.ఎ.11 వోస్టల్ బ్యాలెట్ పేపర్</p>
<p>అంబటి రామారావ (పార్టీ పేరు)</p>
<p>ఏనాది కమలమ్మ (పార్టీ పేరు)</p>
<p>కొలను లక్ష్మయ్య (పార్టీ పేరు)</p>

Sd/- G.M.Ramesh Kumar
Secretary

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27543124, 27543122
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

No.452/SEC-B1/2011

Dated:31.5.2011

To
All the Collectors and District Election Authorities,
All the CEOs of ZPP

Sir,

Sub: - Elections – 4th ordinary elections to MPPTCs / ZPPTCs, 2011 –
Application of indelible ink on the electors finger – Reg.

Ref: - SEC Circular No.845/SE C-B1/2006, dated 15.6.2006

I invite your attention to the reference cited, wherein the State Election Commission issued instructions on application of indelible ink on the electors' finger as indicated therein. A copy of the said circular is sent herewith for implementing the same in the ensuing elections to MPPTCs and ZPPTCs.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.845/SEC-B1/2006

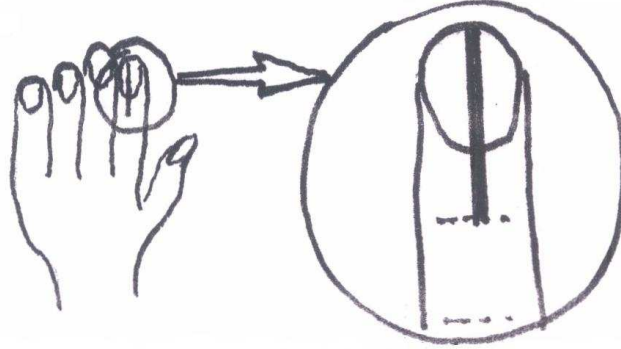
Dated:15.6.2006

Sub:- Third Ordinary elections to Panchayat Raj Bodies, 2006 – Application of indelible ink on the electors finger – Reg.

Ref:- ECI Lr.No.54/2/2005/PLN-IV, dated.9.1.2006.

#

The Election Commission of India issued orders in the reference cited that in all elections after 1.2.2006, the indelible ink shall be applied on the voter's finger as a line from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below.



The State Election Commission has decided to adopt this practice in the elections to Panchayat Raj Bodies also.

The State Election Commission therefore, in exercise of its powers conferred under Article 243-K of the Constitution of India, hereby, order that indelible ink shall be applied on the voter's finger as a line from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the above diagram in elections to local bodies.

These orders shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- G N Rao
Secretary

To

All the Collectors & District Election Authorities.

All the Chief Executive Officers of Zilla Parishad.

All the District Panchayat Officers in the State.

Copy to:

The Secretary to Government, PR & RD Dept., AP Secretariat, Hyderabad.

The Commissioner of Panchayat Raj & Rural Employment, Hyderabad.

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

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Website: www.apsec.gov.in

C I R C U L A R

Cir.No.456/SEC-B1/2011

Dated:28.05.2011

Sub: Implementation of Model Code of conduct – Action against violators –
Instructions – Issued.

The Model Code of Conduct is implemented from the date of issue of election Notification in order to maintain the purity of elections and to create a level playing field for all political parties and contesting candidates.

A statement showing the various items of Model Code of Conduct and provisions of A.P. P.R. Act, 1994 and Indian Penal Code, 1860 and other enactments under which prosecution can be launched against the violators is enclosed as Annexure.

The Collectors and District Election Authorities, Additional District Election Authorities, Returning Officers and Election Observers are requested to closely monitor compliance with the provisions of the Model Code of Conduct and wherever there is a violation, the Collectors and Superintendents of Police shall prosecute the violators under the relevant provisions of law in consultation with the public prosecutor concerned. They need not obtain any specific permission of the State Election Commission for such prosecutions. Almost all violations can be brought within the scope of one penal provision or the other enacted in the A.P. P.R.Act, 1994 as amended by A.P. Act No.22 of 2006, Chapter IXA of the Indian Penal Code and other enactments.

The Collectors and District Election Authorities as well as the Superintendents of Police are therefore directed to enforce the various provisions of law in order to ensure complete compliance with the provisions of the Model Code of Conduct. The investigating and prosecuting authorities may be instructed suitably in this regard and implementation of the appropriate provisions of law shall be ensured to maintain the purity of election process and to see that money and muscle power do not determine the poll outcome.

Model Code of Conduct has to be enforced impartially. Utmost care has to be taken to ensure that **the law enforcement machinery not only acts fairly but also is perceived to be acting fairly.** The Commission will deal sternly with those law enforcement officials who are found implementing the Model Code of conduct in a selective or biased manner.

The number and nature of cases booked in the district wise shall be intimated to the Commission through Fax/e.mail (secy_apsec@ap.gov.in) on a day to day basis from the date of issue of election notification, by the Superintendents of Police in the enclosed proforma under intimation to the Collector and District Election Authorities concerned.

**Sd/- G.M.Ramesh Kumar
Secretary**

To

All the Collectors & District Election Authorities in the State.

All the Superintendents of Police.

All the Chief Executive Officers of Zilla Praja Parishads.

All the District Panchayat Officers.

All the Returning Officers through District Election Authorities.

All Observers.

The DGP & IGP of Police.

Principal Secretary to (GAD) Govt. of A.P., Hyderabad.

The Principal Secretary to Govt., Panchayat Raj and Rural Development Dept., Hyd.

The Commissioner of Panchyat Raj & Rural Employment and Election Authority.

PROFORMA

S. No .	Name of the District	Name of the Police Station	Name & Description of violator of MCC	Nature of violation	Party affiliation of the violator, if any	Section under which prosecution launched	Case No. & Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27543124, 27543122
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

Cir.No.458/SEC-B1/2011-1

Dated:28.5.2011

CIRCULAR

Sub: Submission of “A” – Form by President or General Secretary by Recognised/Registered political parties and making declaration in nomination – Reg.

Attention of the President or the General Secretary of the Recognised/Registered Political Parties is invited to the procedure prescribed for the submission of Form – “A”/Form –“B” enclosed herewith. Under the said procedure, Form – “A” along with the specimen signatures of the party functionaries authorized to issue Form –“B” has to be sent directly to the District Election Authority i.e., the District Collector concerned. Several political parties are sending the “A”-Form with specimen signatures to the State Election Commission, which is not correct. The President/General Secretaries of all the recognized and registered political parties are, therefore, requested to follow the enclosed procedure for submission of Form – “A”/Form – “B”.

Sd/- G.M.Ramesh Kumar
Secretary

To

The President/General Secretaries of all the recognized/registered political parties.

Copy to:

All Collectors & Dist. Election Authorities in the State.

All the Chief Executive Officers of Zilla Praja Parishad.

Submission of Form A / Form B by candidates set up by recognised and registered political parties with reserved symbol:

A candidate shall be deemed to be set up by a recognised party or registered party with reserved symbol, if the candidate made a declaration to that effect in the nomination form and produces authorisation from the political party concerned as per the following instructions:-

1. President or the General Secretary of any registered political party with a reserved symbol or State President or State General Secretary of a recognised National Party can send Notice about the candidates set up by the party, either directly to the Returning Officer in Form-B or authorise a party functionary in Form -A in respect of the district or any other local area and send such form duly signed by him, to the **District Election Authority, that is, the District Collector concerned.**
2. **The Form-A to be submitted to the District Election Authority must be handed over to the said authority before 5.00 P.M. on or before the last date of filing of nominations.**
3. The Notice issued in Form-B, either by the Party President or General Secretary as mentioned in item-1 above or by the party functionary authorised by the party through **Form-A, shall be delivered to the Returning Officer concerned before 3.00 P.M. on the last day of withdrawal of nominations.**
4. The District Election Authority, on receipt of notice in Form-A about the names and specimen signatures of the party functionaries authorised to issue Form-B at the District level, shall make xerox copies of these forms and arrange to send them to all the Returning Officer concerned **before 3.00 P.M. on the last date of withdrawal.**
5. There is no objection, if the Form-A is signed by the party President or General Secretary and the Form-B signed by the authorised party functionary is directly

- submitted to the Returning Officer, and the Returning Officer, in such case, shall presume that the candidate is duly nominated by the concerned party.
6. In case Form-B signed by the State Level Party President or General Secretary is submitted to the Returning Officer in prescribed time, there is no need for Form-A in such cases.
 7. In cases where Form-B is issued parallelly to several candidates for the same territorial constituency, the Form-B which is received first in point of time, will be taken into consideration for allotting symbols of that political party, by the Returning Officer.
 8. Political parties are permitted either to cancel the authorisation in Form B given in favour of one candidate or change such authorisation by substituting the name of another candidate, subject to the following conditions namely –
 - (a) Subsequent authorisation canceling the earlier authorisation in Form B is received by the Returning Officer concerned not later than 3.00 PM on the last date of withdrawal.
 - (b) Such subsequent authorisation in Form B is signed by the same party functionary who signed the earlier Form B and clearly shows that it cancels the earlier authorisation.
 - (c) The Returning Officer is satisfied about the genuineness of the subsequent authorisation; and
 - (d) the candidate in whose favour subsequent authorisation has been given has already made a declaration in his nomination paper that he has been set up by the said political party.
 9. The substitute candidate (also commonly called dummy candidate) of a political party will set in only in the event of the nomination of the main candidate being rejected on scrutiny or withdrawal of candidature by the main

- candidate (if the nomination of substitute candidate is otherwise valid and he is still in the field).
10. Where a candidate has made a declaration in his nomination paper that he has been set up by a political party but could not produce authorisation in A and B Forms from the political party concerned within the stipulated time, he shall be treated as an independent candidate.
 11. Where a candidate has not made a declaration in any of his nomination papers that he has been set up by a particular political party, he shall not be deemed to have been set up by that party even if that party gives you intimation to that effect in Forms A and B subsequently, and he shall not be allotted the symbol reserved for that party. He shall be treated as an independent.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

Cir.No.458/SEC-B1/2011-2

Dated:28.5.2011

As per the instructions issued by the State Election Commission intimation regarding setting up of a candidate by a political party shall be given in Form 'B' and it shall be delivered to the Returning Officer concerned **before 3.00 PM** on the last date for withdrawal of candidature.

A candidate may file more than one nominations making declaration in different nominations that he is set up by different political parties and also as independent. After scrutiny only one entry is to be made in respect of such a candidate in the list of validly nominated candidates even though more than one nomination filed by him is found to be valid during scrutiny. In such cases, an entry is to be made against the name of same candidate in column 5 in Form VI showing the party affiliations. With regard to column 5 of the Form VI, the names of all political parties indicated in the declaration of valid nominations shall be entered against the name of the candidate. For example if a candidate has filed a nomination on behalf of INC, TDP, BJP and as independent and if all his nominations are found to be valid, there shall be only one entry in respect of the candidate in Form 6 and against his name in column 5 of the said Form, the entry to be made is **INC/BJP/TDP/IND**. He has to be considered as a candidate of the political party from which he produces Form 'B'. If he has not produced Form 'B' from any political party within the stipulated time, he shall be treated as independent candidate. If he has produced Form 'B' from more than one party, **the Form B which is received first in the point of time is to be taken into consideration.**

Sd/- G.M.Ramesh Kumar
Secretary

To
All the Collectors & District Election Authorities.
All the Chief Executive Officers of Zilla Praja Parishad.
All the District Panchayat Officers.
Copy to:
The Commissioner of Panchayat Raj & Rural Employment, Hyderabad.

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad – 500 003.

Dr. G.M. Ramesh Kumar
Secretary (FAC)

Office: 27543124, 27543122
E-mail: secy_apsec@ap.gov.in
Website: www.apsec.gov.in

Lr. No.476/SEC-B2/2011

Dated: 31.5.2011

To
All the Collectors and District Election Authorities,
All the District Panchayat Officers.

Sir,

Sub: - Elections – 4th ordinary elections to Gram Panchayats, 2011 – Application of indelible ink on the voters left middle finger – Instructions - Reg.

Ref: - SEC Circular No.845/SE C-B1/2006, dated 17.7.2006

I invite your attention to the reference cited, wherein the State Election Commission issued instructions on application of indelible ink on the electors' finger as indicated therein. A copy of the said circular is sent herewith for implementing the same in the ensuing elections to Gram Panchayats, 2011.

Yours faithfully,
Sd/- Dr. G.M. Ramesh Kumar
Secretary

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

CIRCULAR

No.845/SEC-B1/2006

Dated:17.7.2006

Sub:- Third Ordinary elections to Gram Panchayats, 2006 – Application of indelible ink on the voter's left middle finger – Instructions - Reg.

Ref:- 1. SEC Notification No.357/SEC-B1/2006, dt:10.6.2006.
2. SEC Circular No.845/SEC-B1/2006, dt:15.6.2006.
3. SEC Notification No.730/SEC-B2/2006, dt:9.7.2006.

#

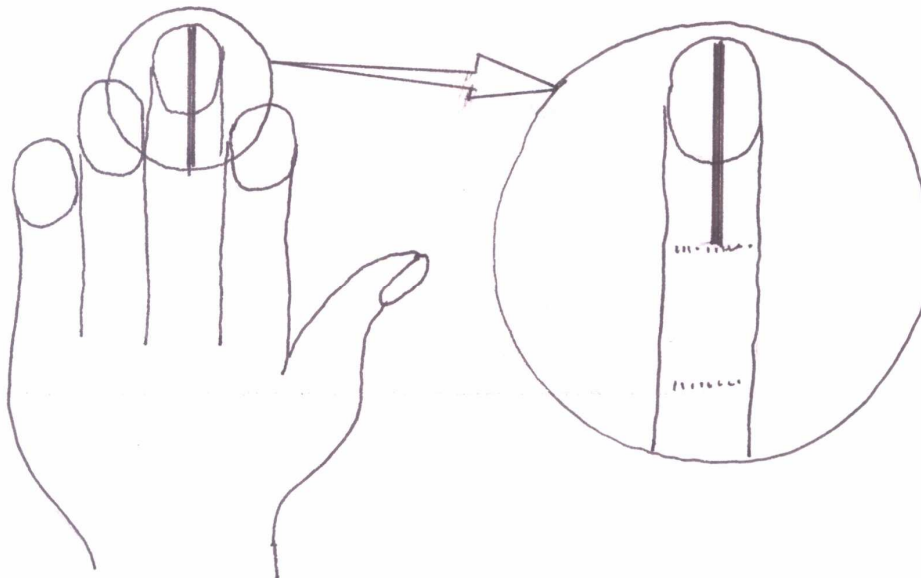
The third ordinary elections to MPTCs and ZPTCs were conducted recently. The polls were held in two phases on 28.6.2006 and 2.7.2006.

The State Election Commission issued instructions in the reference second cited for applying indelible ink on the left forefinger as a line from the top end of the nail to the bottom of the first joint on the left forefinger in elections to local bodies. Accordingly, indelible ink was applied on voter's left forefinger during the recently held MPTC and ZPTC elections.

The State Election Commission issued notification third cited for conduct of third ordinary elections to Gram Panchayats in three phases on 29.7.2006, 2.8.2006 and 6.8.2006. The electorate being the same for all elections to panchayat raj bodies, some of the Collectors & District Election Authorities have sought a clarification with regard to application of indelible ink in the ensuing Gram Panchayat elections as the indelible ink applied on the voter's left forefinger during the MPTC and ZPTC election may not be completely wiped out by the dates notified for the poll for the ensuing Gram Panchayat elections.

After careful consideration of the matter, the State Election Commission decided to order for applying of indelible ink on the voter's left middle finger during the ensuing Gram Panchayat elections.

Now, therefore, in exercise of the powers conferred under Article 243-K of the Constitution of India, the State Election Commission, hereby, order that indelible ink shall be applied on the voter's finger **as a line from the far end of the nail to the bottom end of the first joint of left middle finger** as shown in the diagram below in the ensuing ordinary elections to Gram Panchayats.



(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

Sd/- G.N.Rao
Secretary

To
All the Collectors & District Election Authorities.
All the District Panchayat Officers in the State.
All the Returning Officers through the DPOs.

MODEL CODE OF CONDUCT FOR LOCAL BODY ELECTIONS:

Under Articles 243-K and 243 ZA of the Constitution of India and all other powers hereunto enabling, the State Election Commission, hereby, issues the following code of conduct to be followed in order to ensure free, fair and peaceful elections to Gram Panchayats, Mandal Parishads, Zilla Parishads, Nagar Panchayats, Municipalities, and Municipal Corporations in the state of Andhra Pradesh.

Applicability and area of enforcement:

1. (a) The Code shall be known as the Code of Conduct for local body elections.
(b) It shall apply to political parties, contesting candidates, Ministers, employees of the State Government and local bodies and other public servants connected with local body elections.
2. This Code shall come into force from the date of issuance of election notification.
3. The words and expression used in this Code shall have the same meaning as assigned to them under A.P. Panchayat Raj Act, 1994, A.P. Municipalities Act, 1965 and Greater Hyderabad Municipal Corporation Act, 1955, and the rules framed thereunder.
- 3(A)* When ordinary elections are notified either for the Rural Local Bodies or for the Urban Local Bodies located in the entire State, the Model Code of Conduct is applicable for the entire State.
- 3 (B)* When elections are notified to a limited number of casual or ordinary vacancies in the Local Bodies, otherwise than State-wide ordinary elections, the area of applicability or enforcement of Model Code of Conduct shall be as follows:-

ZPTC Member: When election is notified to a ZPTC, the Model Code of Conduct shall be applicable for the **entire area of the Revenue Division** in which the ZPTC is located.

MPTC Member: When election is notified for an MPTC, the Model Code of Conduct shall be applicable for the **entire area of the Mandal Parishad** in which the MPTC is located.

Sarpanch or Ward Member(s) of a Gram Panchayat or for both: When the election is notified for the office of Sarpanch or Ward Member(s) of a Gram Panchayat or for both, the Model Code of Conduct shall be applicable for the **entire area of that Gram Panchayat**.

Member of a Municipality / Nagar Panchayat: When election is notified to the office of Member of a Municipality / Nagar Panchayat, the Model Code of Conduct shall be applicable for the **entire area of that Municipality or Nagar Panchayat.**

Member of a Municipal Corporation: When election is notified to the office of Member of a Municipal Corporation, the Model Code of Conduct shall be applicable for the **entire area of that Municipal Corporation.**

(* 3(A) & (B) were inserted vide amendment notification No. 2540/SEC-B1/2006, dated 13.11.2006.)

I. General Conduct

1. No party or candidate shall indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or languages.
2. There shall be no appeal to Religion, Communal or Caste feelings for securing votes.
3. Places of worship such as Temples, Mosques, Churches, etc., shall not be used as forum for election propaganda.
4. No criticism of any aspect of candidates private life which is not connected with his public life shall be made nor any allegation be made which are based on unverified facts or incidents.
5. Criticism of a political party, when made, shall be confined to its policies and programmes, past record and works and shall not be based on unverified allegations.
6. Organising demonstration or picketings before the houses of individuals by way of protesting against their opinion or activity shall not be resorted to under any circumstances.
7. No party or candidate shall permit their followers for using any private property / public property for erecting flag staffs, pasting notices, posters or slogans etc., or suspending banners without written permission from the owner / competent authority of the property concerned. Further, a copy of such written permission shall forthwith be sent to the Election Officer / District Election Authority.
8. No candidate or his workers shall remove or deface the flag erected or posters pasted by another candidate or political party.
9. All parties and candidates shall scrupulously avoid all activities which are corrupt practices and offences under the Election Law such as:
 - (i) To appeal for vote or not to vote on the basis of religion, caste or community and to use any religious symbol for soliciting votes.

- (ii) To print or publish any poster, pamphlet, leaf-let, circular or advertisement without mentioning the name and address of the printer and the publisher.
- (iii) To publish a statement or news item which is false or not believed to be true with respect to a candidate's personal conduct or character with a view to adversely affect the prospect of his or her election.
- (iv) To obstruct or disturb any election meeting organised by another political party or candidate.
- (v) To take out processions or hold public meetings during the period of:-
 - (a) forty-eight hours ending with the hours fixed for the close of the poll in the case of Municipal Corporations, Municipalities and Nagar Panchayats.
 - (b) Forty-eight hours prior to the hour fixed for the conclusion of poll in the case of elections to Zilla Parishads and Mandal Parishads.
 - (c) Forty-four hours prior to the hour fixed for the conclusion of poll in the case of elections to Gram Panchayats.
- (vi) To bribe or offer reward in any form to voters.
- (vii) To canvas or to appeal for votes within hundred meters of a polling station.
- (viii) To use any conveyance or means of transport for the voters to or from the polling station.
- (ix) To behave in an unruly manner within or near about the polling station or to obstruct a polling officer in the discharge of his duty.
- (x) To impersonate a voter or attempt to cast vote under the false name of voter.

10. The carrying of effigies purporting to represent members of other political parties or their leaders, burning such effigies in public and such other forms of demonstration shall not be countenanced by any political party or candidate.

II. Meetings

1. No party or candidate shall hold public meetings or processions without obtaining necessary permission from the competent Local Authorities.
2. No party or candidate shall use loud speakers without obtaining necessary permission from the Competent Authority and shall not use the loud speaker for purposes other than transmitting speeches, live or recorded. The loud speakers shall not be used to transmit music or songs. The loud speakers shall be used only between 06.00 AM and 10.00 PM The Police are authorised to seize the offending equipment if any body violates the same. The political parties and candidates shall endeavor to see that no disturbance is caused in the vicinity of hospitals due to electioneering to avoid inconvenience to the patients.

3. **While granting permission for organising an Election Meeting at a Public place, no distinction should be made between the candidates or the political parties. In case more than one candidate or party requests for holding meeting at the same place and the same date and time, the permission should be granted to such candidate or party who applies first.**

III. Processions

1. A party or candidate organizing a procession shall decide before hand the time and place of the starting of the procession, the route to be followed and the time and place at which the procession will terminate. There shall ordinarily be no deviation from the programme.
2. The organizers of the procession shall give advance intimation to the local police authorities of the programme so as to enable the latter to make necessary arrangements.
3. The organizers shall ascertain if any restrictive orders are in-force in the localities through which the procession has to pass and shall comply with the restrictions unless exempted specialty by competent authority. Any traffic regulations or restrictions shall also be carefully adhered to.
4. The organizers shall take steps in advance to arrange for passage of the procession so that there is no block or hindrance to traffic. If the procession is very long, it shall be organized in segments of suitable lengths, so that at convenient intervals, especially at points where the procession has to pass road junctions, the passage of held up traffic could be allowed by stages thus avoiding heavy traffic congestion.
5. Processions shall be so regulated as to keep as much to the right of the road as possible and the direction and advice of the police on duty shall bed strictly complied with.
6. If two or more political parties or candidates propose to take processions over the same route or parts thereof at about the same time, the organizers shall establish contact well in advance and decide upon the measures to be taken to see that the processions do not clash or cause hindrance to traffic. The assistance of the local police shall be availed of for arriving at a satisfactory arrangement. For this purpose, the parties shall contact the police at the earliest opportunity.
7. The political parties or candidates shall exercise control to the maximum extent possible in the matter of processionists carrying article which may be put to misuse by undesirable elements, especially in moments of excitement.

IV. Polling Day

1. On the polling day, all political parties and candidates shall :-

- (a) Supply to their authorized workers suitable badges or Identity cards**
 - (b) Refrain from serving or distributing liquor within the polling area during the period of forty-eight hours prior to the hour fixed for conclusion of the poll in the case Zilla Parishads and Mandal Parishads and forty-four hours prior to the hour fixed for conclusion of the poll in the case of Gram Panchayats and also on the counting day.**
 - (c) Not allow unnecessary crowds to be collected near the camps set by the political parties and candidates near the polling stations so as to avoid confrontation and tension among workers and sympathizers of the parties and candidates.**
 - (d) Co-operate with the authorities in complying with the restrictions to be imposed on the plying of vehicles on the polling day and obtained permits for them which should be displayed prominently on those vehicles.**
2. The identity slips given to voters shall be on plain (white) papers and shall not contain any symbol or name of the candidate. The name of the voter, his father's/husband's name, ward number, polling booth number and the serial number of the voter in the electoral roll shall only be written on the identity slip.
 3. Every candidate and the political party shall co-operate with the Officers on Election Duty to ensure peaceful and orderly polling.

V. Polling Booth

Excepting the voters, no one without a valid pass from the State Election Commission shall enter the polling booths.

VI. Observers

The State Election Commission is appointing Observers. If the candidates or their agents have any specific complaint or problem regarding the conduct of elections they may bring the same to the notice of the Observer.

VII. Expenditure

1. No contesting candidate shall incur the election expenditure in excess of the expenditure fixed by the State Election Commission, by notification
2. The contesting candidate shall maintain day-to-day expenditure record in the prescribed proforma which will be supplied to him free of cost on the date of acceptance of his candidature.
3. **Every contesting candidate shall, within 45 days of announcement of results, submit the election expenditure account in the prescribed proforma to the District Election Authority.**

VIII. Party in Power

1. A Public Servant shall remain absolutely impartial during the elections and he shall not indulge in any campaigning activity for or against any contesting candidate or political party.
2. A Public Servant shall not participate or accompany the Minister in any programme, organised at an individual's house for which the Minister has accepted the invitation during his election tour.
3. Public places such as maidans etc. for holding election meetings and use of helipads for air flights in connection with elections shall not be monopolized by party in power. Other parties and candidates shall be allowed to use such places and facilities on the same terms and conditions on which they are used by the party in power.
4. Use of rest houses, circuit houses and other Government accommodation should be permitted to all the candidates and the political parties on the same terms and conditions on which it is permissible for party in power. However, no candidate or party should be allowed to use such building or its campus for the purpose of election propaganda.
5. No contesting candidate, who is in-charge of, or is in any manner connected with, the management of an aided educational institution, or any other institution receiving aid from the State or Central Government, shall, misuse the buildings, infrastructure, staff, funds or vehicles belonging to such institution for furthering his/her electoral prospects.
6. Ordinarily, all meetings organised during election should be treated as election meetings and no Government money should be spent on them. No Government servant should attend any such meeting except those who are incharge of maintenance of law and order or those deployed for security duties.

- (i) If a Minister undertakes a tour of any area of a District where elections are taking place, such tour shall be deemed to be an election tour and no Government servant, except those who are deployed for security purposes, shall accompany the Minister. No Government vehicles or any other facility shall be made available for such tour.
 - (ii) No vehicles belonging to Government or local bodies or public undertakings or co-operative institutions or any other institutions receiving Government grants shall be provided to any Minister, Member of the Parliament or the Legislative Assembly or a candidate for canvassing in election in any manner from the date of notification of election to the date of announcement of the results.
7. The Ministers shall not combine their official visit with electioneering work and shall not make use of official machinery and personnel or other Government resources including Government vehicle for furtherance of interests of any candidate.
8. Ministers and other authorities shall not sanction any grant or subsidy out of State funds, where the beneficiaries are selectively identified and the grant or subsidy is not general in nature, from the time elections are announced till the date of announcement of results in any area where the elections are to take place. They should not sanction any new scheme or make an announcement of such new schemes. Laying of foundation stones or opening of any scheme or project shall not be done during the period of election.
9. From the time the elections are announced by the State Election Commission Ministers and other authorities shall not :-
- (a) Make any ad-hoc appointments in Government, Public undertakings etc. which may have the effect of influencing voters in favour of the party in power.
 - (b) Make any promise of construction of roads, provision of drinking water facilities etc.
10. Ministers of Central or State Governments shall not enter any polling station or place of counting except in their capacity as a candidate or voter or authorized agent.
11. Issue of advertisement at the cost of public exchequer in the news paper and other media during the election period for partisan coverage intended to furthering the prospects of the party in power shall be scrupulously avoided.

IX. Prosecution

1. The violation of these provisions is punishable under various laws.
2. The District Election Authority, Deputy District Election Authority, Additional District Election Authority and the Police are authorized to initiate prosecution against violators of this Code before the Competent Criminal Courts under intimation to the State Election Commissioner.

P.Ramakanth Reddy
STATE ELECTION COMMISSIONER

FORM ' A '

Communication with regard to Authorised Persons to intimate names of Candidates set up by recognised NATIONAL OR STATE Political Party or Registered Political parties with a reserved symbol.

To

1. The District Election Authority & District Collector,
..... **District.**
2. The Returning Officer
..... **Territorial Constituency.**
..... **Mandal Praja Parishad / Zilla Praja Parishad.**

Sir,

Sub:- Elections to the Office of Territorial Constituency,
..... Mandal Praja Parishad / Zilla Praja Parishad –
Authorisation of person to intimate names of Candidates.
Ref:- State Election Commission Notification No.

I hereby communicate the following person (s) has / have been authorised by the party which is a National Party / State Party in the State of Andhra Pradesh / other states / Registered Political party with a reserved symbol to intimate the names of the candidates proposed to be set up by the party at the election cited above.

Name of the person Authorised to send notice	Name of Office held in the party	Districts/areas/Constituency / Constituencies in respect of which he has been authorised
1	2	3
1.		
2.		
3.		
4.		
5.		

The specimen signature of the above mentioned persons so authorised are given below:-

1. Specimen signature of Sri -----
(i) ----- (ii) ----- (iii) -----

2. Specimen signature of Sri _____
(i) _____ (ii) _____ (iii) _____

3. Specimen signature of Sri -----
(i) ----- (ii) ----- (iii) -----

Place :
Date:

Yours faithfully,

President/General Secretary
Name of the party

(seal of the party)

NOTE:

1. This must be delivered to the Collector & District Election Authority not later than 3.00 pm on the last date for making nominations.
2. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc., of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.

FORM – B
NOTICE AS TO NAMES OF CANDIDATES SET UP BY THE POLITICAL PARTY

To
 The Returning Officer,
 Territorial Constituency,
 Mandal Praja Parishad / Zilla Praja Parishad

Sub:- Election to the Office of Territorial Constituency,
Mandal Praja Parishad / Zilla Praja Parishad - Setting up
 a Candidates.

Sir,

In Pursuance of Notification No..... I hereby give notice on behalf of
 party.

- (i) that the person whose particulars are furnished in columns (2) and (4) below is the approved candidate of the party above names, and
- (ii) the person whose particulars are mentioned in columns (5) to (7) below is the substitute candidate of the party, who will step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a candidate, at the ensuing election from this territorial constituency.

Name of the Territorial Constituency	Name of Approved Candidate	Father's/ Husband's Name of Approved candidate	Postal Address of Approved candidate	Name of the substitute candidate who will step in the approved candidates nomination being rejected on scrutiny or his withdrawing from the contest	Father's/ Husband's Name of substitute candidate	Postal Address of Substitute candidate
1	2	3	4	5	6	7

* 2. The notice in Form 'B' given earlier in favour of Shri/Smt. as party's approved candidates and Shri/ Smt..... as party's substitute candidate, is hereby rescinded.

3. It is certified that each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Place:
Date:

Yours faithfully,

**(Name & Signature of the President/General
Secretary or authorized Person of the party)**

(Seal of the party)

.....

* Score off, if not applicable.

NOTE:

1. This must be delivered to the Returning Officer not later than 3.00 p.m on the last date for withdrawal of candidature.
2. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc., of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.

Para 2 of the Form must be scored off, if not applicable, or must be properly filled, if applicable.

FORM – A
Intimation by Political Party about the person authorised to issue ‘B’ Form to the candidates

From

To

The State President/
 State General Secretary

 (Recognised political party)

The Presiding Officer

 Mandal Praja Parishad / Zilla Praja Parishad.

No. _____

Date: _____

Sub:- Elections to Chairperson/Vice-Chairperson of Zilla Praja Parishad or President/Vice-President of Mandal Praja Parishad - Intimation about person authorised to sign ‘B’ Form – Reg.

Ref:- SEC Election Notification No. -----

Dated -----

Sir,

I wish to inform that our Party, hereby, authorises the following persons to issue ‘B’ Forms to the candidates set up by our party in the elections mentioned above.

Name of the persons authorized	Position or designation in the party	Areas in which he is authorized

The specimen signatures of the authorised persons are given below :

1. Specimen signatures of Shri /Smt / Kum.....
 (a)..... (b) (c).....
2. Specimen signatures of Shri / Smt / Kum.....
 (a)..... (b) (c).....
3. Specimen signatures of Shri /Smt / Kum.....
 (a)..... (b) (c).....

Yours faithfully,

Place:
 Date :

(President/General Secretary)

Seal of the Party

FORM – B

Notice as to names of the candidates set up by the Political Party

From

.....
.....
.....
.....
.....

To

The Presiding Officer,
Mandal Praja Parishad/Zilla Praja Parishad,
.....
.....

Sub:- Elections to _____
Setting up of candidates by our party – Intimation – Reg.

Ref:- SEC Election Notification No. -----

Dated -----

Sir,

I, hereby give notice that the following persons have been set up by _____ Party as its candidates at the ensuing elections referred above;

OR

In pursuance of the authorisation received by me in Form 'A' vide No. _____ dated _____, I hereby give notice that the following persons have been set up by _____ Party as its candidates at the ensuing elections referred to above;

1. Name of the Mandal Praja Parishad / Zilla Praja Parishad _____
2. Name of the District : _____
3. Name of the Office : _____
4. Name of the party candidate along _____
with father's /husband's name
5. Postal address of the candidate _____
6. Name and address of the substitute candidate: _____

* 7. The notice in Form 'B' given earlier in favour of Sri/Smt/Kum _____ as party's approved candidate Shri/Smt. _____ as party's substitute candidate, is hereby rescinded.

Place:

Date :

Seal of the party

Signature

Name & designation of the
issuing authority

Seal of the party

** Score off if not applicable.

Para 7 of the Form must be scored off, if not applicable or must be properly filled, if applicable.

**INTIMATION BY POLITICAL PARTY ABOUT THE PERSONS
APPOINTED AS WHIP**

From

To

The State President / Person authorised
by the State President ,
..... Party
(Recognised Political party)

The Presiding Officer,
.....

No. _____

Date: _____

Sub:- Elections to
..... intimation about person
appointed as Whip – Reg.

Ref:- SEC Notification No. _____
Dated _____

Sir,

I am to inform that our Party, hereby, appoint the following person as Whip for the elections mentioned above.

Name of the persons appointed as Whip	Position or designation in the party	Mandal Praja Parishad / Zilla Praja Parishad for which he is appointed as Whip
(1)	(2)	(3)

The specimen signatures of the appointed persons are given below –

1. Specimen signatures of Shri / Smt / Kum

(a)..... (b) (c).....

Yours faithfully,

Place:
Date :

(State President/Person authorised
by the State President)
Seal of the party

PARTY WHIP

I, ----- appointed as whip of -----
----- party for elections to Chairperson/Vice-Chairperson or President/Vice-
President of ----- Zilla Praja Parishad / Mandal Praja Parishad -----
----- District, hereby, direct that the elected members of the Zilla Praja
Parishad / Mandal Praja Parishad belonging to ----- party shall
be present in the special meeting to be held on ----- and vote in
favour of Sri/Smt/Kum-----.

Party Seal

Date :
Place:

Signature & Name
Authorised Party Whip

To
Sri.-----
Member,----- Zilla Praja Parishad / Mandal Praja Parishad

Copy to the Presiding Officer,-----
----- Zilla Praja Parishad / Mandal Praja Parishad Special Meeting.