

TELANGANA STATE ELECTION COMMISSION
1st Floor, DTCP Building, A.C. Guards, Hyderabad.

NOTIFICATION

No.29/TSEC-PR/2021

Dated:12.01.2021

In exercise of the powers conferred by article 243 K of the Constitution of India and in supersession of the Notification issued earlier in this regard in reference no. 889/TSEC-PR/2018, dated: 24.10.2018, the State Election Commission, hereby, appoints the administrative machinery for conduct of elections to Panchayat Raj Institutions as follows:-

1. In this notification, unless the context otherwise requires, -
 - (i) 'Act' means the Telangana Panchayat Raj Act, 2018;
 - (ii) Except in cases where any authority, is specifically authorized to exercise the powers, and perform the functions of election authority under this notification, 'election authority' means, the Commissioner of Panchayat Raj.
 - (iii) 'Rules' means the Telangana Panchayat Raj Act (Conduct of Elections) Rules, 2018

2. (a). The District Collector shall be the District Election Authority. The functions of the Election Authority under the rules may also be performed, unless specifically otherwise provided, by the District Election Authority, within his jurisdiction.

(b) The Additional Collector(Local Bodies) of the District, the Chief Executive Officer of Zilla Praja Parishad and the District Panchayat Officer, shall be Additional District Election Authorities. The Revenue Divisional Officer or the Sub-Collector, as the case may be, in the District shall be Deputy District Election Authority.

(c) The Mandal Parishad Development Officer shall be Assistant District Election Authority.

(d) The Additional District Election Authority, the Deputy District Election Authority and the Assistant District Election Authority shall perform, such functions as may be assigned to them, by the District Election Authority. The District Election Authority may authorize, in writing, the Additional District Election Authority or the Deputy District Election Authority or the Assistant District Election Authority, to exercise in any local area in the District, in regard to any Gram Panchayat/Mandal Praja Parishad /Zilla Praja Parishad in that area, any of the powers vested in him under the rules.

3. Subject to the general superintendence, direction and control of the State Election Commissioner, the District Election Authority shall be responsible for the conduct, co-ordination and supervision of all items of work, connected with the conduct of elections of the Members and Sarpanch of Gram Panchayats, Members of Mandal Praja Parishads and the Members of Zilla Praja Parishads, within his jurisdiction.

4 (a) For every election to fill the seat of Member of Zilla Praja Parishad, the District Election Authority shall appoint a Returning Officer for every Zilla Praja Parishad Territorial Constituency of a Mandal, who shall, as far as possible, be a Gazetted Officer not below the rank of an Assistant Director.

(b) For every election to fill the seat of Member of a Mandal Praja Parishad, the District Election Authority shall appoint not less than two to three Returning Officers for every Mandal Praja Parishad, who shall be of a rank of first level Gazetted Officer, in other words, there will be one Returning Officer for every 3 to 4 MPTCs.

One Assistant Returning Officer of Superintendent cadre shall be appointed to each such group of MPTCs.

The Returning Officers appointed for MPTCs in a Mandal shall be the Assistant Returning Officers for the concerned ZPTC Election.

(c) 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.

(d) 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.

5 (a) 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. For convenience, the Gram Panchayat election processes can be divided into Stage-I & Stage-II and separate set of such Returning Officers could be appointed to perform those duties. The processes from Nomination to drawing up of list of contesting candidates are grouped as Stage-I processes. The remaining processes till results & election of Upa Sarpanch are categorized as Stage-II processes. The duty of Returning Officer Stage-II begins where the duty of Returning Officer Stage-I ends.

(b) 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.

(c) 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.

(d) 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.

6. It shall be the general duty of the Returning Officer, at any election, to do all such acts and things as may be necessary, for conducting the election in the manner provided under the Act and Rules or orders made thereunder.
7. The District Election Authority may appoint Tahasildars or any other Gazetted Officer as Additional Assistant District Election Authorities to perform any such function, as may be assigned to them by the District Election Authority.
8. (a). The District Election Authority shall, subject to such directions as may be issued by the State Election Commission provide as many polling stations as are necessary, for the conduct of election and shall publish in such manner as the State Election Commission may direct, a list showing the polling stations and the areas or groups of voters, for which they have respectively been provided.

(b) The District Election Authority, or any other officer authorized by him, shall appoint a Presiding Officer for each polling station, and such other polling personnel as he thinks necessary, subject to the condition that he shall not appoint, any person who has been employed by or on behalf of, or has been otherwise working, for a candidate in connection with the election:

Provided that if a polling officer is absent from the polling station, the Presiding Officer may appoint any person who is present at the polling station, other than a person who has been employed by or on behalf of, or has been otherwise working for a candidate in connection with the election, to be the polling officer and inform the Returning Officer about such appointment.

(c) A polling officer shall, if so directed by the Presiding Officer, perform all or any of the functions of a Presiding Officer under these Rules.

(d) If a Presiding Officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer, as has been authorized by the Returning Officer, to perform such functions during any such absence.

(e) It shall be the general duty of the Presiding Officer at the polling station to keep and maintain public order there at, and to see that the poll is taken in a fair manner.

9. The District Election Authority, or any other officer authorized by him, shall appoint counting supervisors and counting assistants in connection with elections to MPTCs and ZPTCs, as he thinks necessary, subject to the condition that he shall not appoint, any person who has been employed by or on behalf of, or has been otherwise working, for a candidate in connection with the election

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

**Sd/- M. Ashok Kumar
SECRETARY**

To

The Election Authority & Commissioner, PR & RE, Hyderabad.

All the Collectors and District Election Authorities.

All the Additional Collectors(Local bodies) and Additional District Election Authorities.

All the Chief Executive Officers of ZPPs and Additional District Election Authorities.

All the District Panchayat Officers and Additional District Election Authorities.

All the Revenue Divisional Officers and Deputy District Election Authorities.

All the MPDOs and Assistant District Election Authorities through the DEAs concerned.

//Attested//



Assistant Secretary