

ELECTIONS – IMMEDIATE:

Council Rolls Circular No.2

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT

Memo No.3604 /Elections.E/2006-10

Dated:09.10.2006

Sub: - ELECTIONS – Legislative Council – Preparation of Electoral Rolls for graduates', teachers' and local authorities' constituencies – Instructions.

- Ref:-
1. Council Rolls Circular No.1 (MEMORANDUM NO.3604/ELECTIONS.E /2006-1, General Administration Elections E) Department, DATED 14.09.2006).
 2. Election Commission Letter No.290/AP/2006-PLN-III-Vol.II, Dated 25-9-2006.
 3. Election Commission Letter No. No. 37/AP-LC/2006-PLN III, Dated 27-9-2006
 4. Government Memo No. 3604 /Elections F/06, dt.28-9-2006.
 5. G.O.Ms.No.535, G.A.(Elections F) Department, dt.28-9-2006.
 6. G.O.Ms.No.536, G.A.(Elections F) Department, dt.28-9-2006.
 7. G.O.Ms.No.537, G.A.(Elections F) Department, dt.28-9-2006.
 8. G.O.Ms.No.538, G.A.(Elections F) Department, dt.28-9-2006.
 9. G.O.Ms.No.539, G.A.(Elections F) Department, dt.28-9-2006.
 10. G.O.Ms.No.540, G.A.(Elections F) Department, dt.28-9-2006.
 - 11 G.O.Ms.No.541, G.A.(Elections F) Department, dt.28-9-2006.
 12. Public Notification published in the News Paper on 29-9-2006.

The attention of all the Collectors and District Election Officers in the State except Hyderabad and Commissioner, MCH, Hyderabad is invited to the references cited.

2. In the reference fourth cited, guidelines issued by the Election Commission of India in the letter 3rd cited regarding preparation of the Electoral Rolls from Graduates' and Teachers Constituencies were communicated with a request to take necessary action.

3. In the references 5th to 11th cited orders issued notifying the delimitation of council constituencies, Qualifications deemed to be equivalent to that of a Graduate, list of educational institutions not lower in standard than that of a secondary schools, appointment of EROs, AEROs, R.Os and AROs as approved by the Election Commission of India were communicated to all the Collectors & District Election Officers except Hyderabad and Commissioner, MCH. All the references mentioned at Sl.No.3, 5 to 11 have also been placed on the website www.ceoandhra.nic.in .

4. In continuation of the Circular instructions issued in the reference first cited, and in the light of the subsequent guidelines and clarifications received from the Election Commission of India on certain issues, following further instructions in regard to the preparation of electoral rolls relating to the graduates', teachers' and local authorities' constituencies are issued herewith.

Procedure for enumeration for Graduates' Constituencies: -

- (i) Ensure that the updated list of qualifications equivalent to that of a Graduate for voters in the Graduates' constituencies issued in the G.O. 6th cited which have been supplied to all the Collectors and District Election Officers except Hyderabad and to the EROs, and are also available on the website www.ceoandhra.nic.in are followed scrupulously.
- (ii) The eligibility of a person for enrolment in a Graduates' Constituency is to be determined having regard to provision of Article 171 (3) (a) of the Constitution and Sections 27 (3) (a), 27 (5) (a) and 27 (6) of the R. P. Act 1950. Accordingly, a person who has been, for at least three years before the qualifying date, (01.11.2006), a graduate of any University in the territory of India or has been in possession of equivalent qualifications prescribed in the list referred to in sub para (i) above and is ordinarily resident of the constituency is entitled to be registered as an elector in a Graduates' Constituency.
- (iii) In partial modification of instructions contained in para 45 of Chapter IX of the Handbook of Electoral Registration Officer, printed in 1993, the Commission has prescribed that the applicants should submit the following documents in support of their educational and other qualifications so that their claim for inclusion of names in a Graduates' Constituency in Form 18 under Rule 31(3) of Registration of Electors Rules, 1960, could be accepted by the ERO/AERO:-
 - (a) The degree, diploma certificate in original granted by the university or institution concerned or any copy thereof duly self attested; or
 - (b) copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Office on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; or
 - (c) an attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates, the Roll of Advocates, the register of Medical Practitioners, the register of Chartered Accountants, the register of Engineers maintained by Institute of Engineers, etc.; or

- (d) an affidavit by the claimant supported by certificate from the Registrar of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or
 - (e) the mark sheet in original granted by the university or Institution concerned or any copy thereof duly self attested, provided that there is clear indication there that claimant has passed the concerned examination.
- (iv) The eligible persons should apply for enrolment of their names in the prescribed Form 18 along with documents listed in sub-para (iii) above. It may be noted that mere reference to an entry in the existing electoral roll for Legislative Assembly will not be repeated will not be taken into account for determining the eligibility of a person for enrolment in the Legislative Council electoral rolls.
- (v) Every person making an application in Form 18 shall be required to furnish his degree or certificate or mark sheet, in original, in support of his eligibility as per the following procedure: -
- (a) In cases where the applicant directly submits his application in person before the Designated Officer duly appointed for the purpose, he will produce the original degree/certificate/mark sheet before the Designated Officer. The Designated Officer will scrutinize the degree/certificate/mark sheet and after satisfying himself record either "*Verified with original and found correct*" or "*Verified with original and found not correct – Rejected*". The Designated Officer will then affix his signature, full name and PIN number on the application as mark of a summary enquiry and retain a photocopy (only attested by him) of the original document furnished by the applicant and forward the application to the ERO.
 - (b) In cases where the application is sent by post to the ERO/AERO along with attested copies of the degree/certificate, the ERO will forward the same to the RDO in charge of the area where the applicant stays. The RDO will, in turn, issue a notice to the applicant to appear either before him or a Designated Officer appointed for the purpose in the Sub-division, in person, along with his original certificate. Such notice will be issued by registered post or hand-delivered with proper acknowledgement due. On the appointed day of the hearing, the applicant will produce his original certificates and the Designated Officer will then proceed with his enquiry as per sub- para (a) above and affix his decision as laid down therein. The application will then be forwarded after completion of the enquiry by the RDO to the ERO/AERO concerned.
- (vi) Any application where original certificates have not been submitted will be summarily rejected by the ERO as incomplete.
- (vii) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO.

Ensure that every person making an application for the inclusion of his name in the roll of Graduate Constituency should submit Form 18 duly filled in along with the documents in support of their educational and other qualifications as prescribed

above should also **enclose specimen signatures with the application made in form 18.**

Procedure for enumeration for Teachers' Constituencies: -

- (i) Ensure that the list of educational institutions not lower than that of a secondary school notified and orders issued in the G.O. 7th cited supplied to all the Collectors and District Election Officers except Hyderabad and Commissioner, MCH and to the EROs, also available on the website www.ceoandhra.nic.in be followed scrupulously.
- (ii) The eligibility of a person for enrolment in a Teachers' constituency is to be determined having regard to the provisions of Article 171(3) (c) of the Constitution and sections 27(3)(b), 27(5)(b) and 27(6) of the Representation of the People Act, 1950. Accordingly, a person shall be entitled to be registered as elector in a Teachers' Constituency, if :-
 - (a) he has been engaged in teaching for a total period of three years, within the six years period immediately before the qualifying date (1st November, 2006 in the present case);
 - (b) he has been so engaged in teaching for the said period in any of educational institutions not lower in standard than that of secondary school;
 - (c) such educational institutions not lower in standard than that of secondary school have been specified as such by the State Government, with the concurrence of the Election Commission, by notification in the official gazette, and orders issued vide G.O. seventh cited.
 - (d) Secondary School means a school which imparts education from classes VI to X under A.P. (Integrated) Education Rules 1966.
 - (e) the person concerned is ordinarily resident within the territorial extent of the Teachers' Constituency in which he seeks enrolment.
- (iii) In order to ensure that no ineligible teachers are included in the rolls, the EROs shall obtain a list of teachers eligible for enrolment in the electoral rolls from the Institutions concerned. As mentioned above the list of eligible educational institutions in the G.O. 7th cited has already been supplied to all the Collectors and District Election Officers except Hyderabad and Commissioner, MCH and to the EROs, also available on the website www.ceoandhra.nic.in .
- (iv) The engagement of a person in teaching in the specified educational institutions **for at least three years within the preceding six years as stated above may be either in one continuous spell or in broken spells and further, may be either in one institution or more institutions, but all such institution must be specified institutions as mentioned, above.** Therefore, it is immaterial whether a person, who has been so engaged in teaching for a total period of three years in one or more

specified educational institutions, has been employed in those institutions as teacher on regular basis or on an ad-hoc basis **but he should be a whole time teacher against a sanctioned post and not engaged on a part-time basis as the condition for 3 (three) years engagement in teaching cannot be fulfilled by a part-time teacher. Please note, Part-time teachers are not eligible.**

- (v) Teachers of tutorial colleges are not eligible to be registered as voters. Retired teachers, who satisfy the qualifications for inclusion of names as electors, i.e., those who had been engaged in teaching for a total period of at least three years within the six years immediately before the qualifying date in educational institutions of the prescribed standard are eligible for inclusion in the electoral roll.
- (vi) Every application in Form 19 by a person seeking enrolment in Teachers' Constituency shall be accompanied by a certificate from the Head of the Educational Institution certifying the engagement of the person concerned as a teacher for a total period of three years within the last preceding six years against a sanctioned post. The format for the certificate will be as follows:-

'CERTIFICATE'

"This is to certify that Shri/Smt./Km. _____ has been teaching in _____ (name of the institution) for a total period of three years within the last preceding six years, as shown below against a sanctioned post on regular / adhoc* basis.

2. (a) * As per the records of the Institution , he / she has been engaged in this institution continuously from _____ (date) to _____ (date).

OR

(b)* As per the records of the Institution, he/she has been engaged in this institution for the following period of services: -

From _____ to _____

From _____ to _____

From _____ to _____

(Signature, Name & Seal of the Head of Institution)

(*Strike out whichever is not applicable)"

- (vii) The certificate of the Head of the Educational Institution in the above format should be considered enough by the ERO to determine the eligibility of the applicant.

- (viii) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO.

7. The Designated Officer will do the supervisory checks with regard to status of ordinary resident of any electors during the period of disposal of Claims and Objections and further supervisory check by the AERO and ERO by their visits to O/o the Head of Institutions/ House Holds of the applicants as the case may be. These supervisory checks shall not be less than 12%, 8% and 4% respectively.

8. Complete house address will be provided against entry of each elector in the electoral rolls as is done in the case of assembly rolls so that elector's identity can be established and verified, if need be. The Commission should be kept informed of the progress of preparation of electoral rolls after each stage of completion of preparation of electoral roll.

9. The Chief Electoral Officer should forward the data of Electoral Rolls in proforma enclosed separately for each and every Graduates' and Teachers' Constituencies where preparation of electoral rolls has been undertaken.

Intimation of action taken:

The applicant should be intimated of action taken where their claims in Form 18 & 19 have been rejected, so that they avail of their right to file appeal under rule 23 of Registration of Electors Rule, 1960. Such intimation giving reason for rejection for should be sent as soon as may be after the ERO has taken decision on all applications and he should not wait till the publication of the roll.

Procedure for Preparation of Rolls for the Graduates' and Teachers' constituencies:-

Every person who is qualified to be registered in the roll and who desires to be so registered should, on or before 0611.2006 submit application in Form 18 or Form 19 to the Electoral Registration Officer or the Assistant Electoral Registration Officer of the constituency for inclusion of his/her name in the electoral roll.

As there is no house to house enumeration, some special steps have to be taken to ensure the inclusion of all eligible persons in the electoral rolls. For this purpose, the Electoral Registration Officers should address all offices, educational and other institutions, banks, firms etc., located in their constituencies inviting their attention to the public notice issued by them as well as the advertisement in the newspapers impressing upon them that all qualified persons should apply for inclusion of their names irrespective of the fact whether the names were already on the rolls are not. The heads of institutions, offices, etc., may be requested to collect applications in the prescribed form from the eligible persons among their staff for

inclusion of their names and forward them to the Electoral Registration Officers before 6th November, 2006.

The applications received by the Electoral Registration Officer should be sent to RDO having territorial jurisdiction over the area in which the applicants resides. The RDOs should verify the claims so referred and also the claims received by the RDOs expeditiously and send a report for inclusion or rejection to the Electoral Registration Officer of the constituency. In respect of areas falling within the Municipal Corporation of Hyderabad limits, the Commissioner of Municipal Corporation of Hyderabad should arrange for the verification of the applications through D.M.Cs. in Hyderabad. After due verification, the EROs and Commissioner, Municipal Corporation of Hyderabad should prepare a draft electoral roll.

The electoral roll should be divided into convenient parts which should be numbered consecutively. The number of names included in any part should not be very large, say, not exceeding 1000 but there is no minimum limit in regard to the number of entries in a part. It should be the endeavor to make one part for each Mandal. Thus, later subject to adequate number of voters being available in each Mandal, Mandal wise Polling Stations can be considered where voter strength is large, more than one polling station can be considered for a Mandal. The various parts should be numbered consecutively with reference to their geographical position. In the case of constituencies spreading over more than one district, numbering should be with reference to the portions included in each district. Within each district numbering should begin from the north-western corner and after proceeding in a zig-zag manner should end in the south-eastern corner. A register of the parts shall be prepared and maintained in the form given below:—

Graduates'/Teachers' Constituency		
Number of the part	Name of the district	Area covered by the part
(1)	(2)	(3)

A table of Contents should be prepared to show arrangements of parts and area covered by each part. This is the same as the register of parts with the exception of the last column. This table of contents should be prefixed to the first part of the roll. Specimen forms are reproduced below:

FORM OF TABLE OF CONTENTS

..... Graduates' Constituency
Electoral Rolls, 2006

(Extent : Districts)

TABLE OF CONTENTS	
Serial Number	Name of Part
(1)	(2)
1. MandalDistrict
2. MandalDistrict
3.	
4.	
etc.	

FORM OF TABLE OF CONTENTS

..... Teachers Constituency
Electoral Rolls, 2006

(Extent : Districts)

TABLE OF CONTENTS	
Serial Number	Name of Part
(1)	(2)
1. MandalDistrict
2. MandalDistrict
3.	
4.	
etc.	

The entries in each part will be with reference to the division, Ward, street, in the case of municipal corporation, municipalities and Panchayats. In those areas where there is no well-defined ward, street, house numbering system, door numbers and block numbers as used for the preparation of electoral rolls for assembly constituencies in these areas should be followed. Block Nos. and the names of villages will be indicated at the top as a sub-head and the particulars of the voters in the same block and village given there under according to door numbers. Only block numbers and the names of villages wherein voters reside need be entered.

There should be separate section for each unit (town, village or locality in a big town or village), the name of the unit entered as sub-heading with the name of

the post office serving it, entered next to it in brackets; the name of the units should be arranged in the alphabetical order of their names.

The rolls should be prepared separately for each Mandal which is treated as separate electoral area for this purpose. In regard to the Hyderabad and Secunderabad cities, the rolls should be prepared separately for each ward.

In case a declared office holder who fulfils the qualification, wants to get his name enrolled in the Graduates'/Teachers' constituency, he can do so, but only in place where he ordinarily resides and not in his own constituency where he will be deemed to be ordinarily resident as Section 20(4) of the Representation of People Act, 1950 does not apply to Graduates' / Teachers' constituencies.

Language and form of the electoral rolls: As per the existing instructions, the electoral rolls for the graduates', teachers' and Local Authorities constituencies should be prepared in English as well as in Telugu in the form given below:

Form of Electoral Rolls for Graduates' and Teachers' constituencies.

Title Page:

Draft Electoral Rolls of theGraduates'/Teachers' constituency of the Andhra Pradesh Legislative Council as published in the 22nd day of November, 2006.

Extent of the constituency, and District.

Place.....

**ERO of the
Graduates'/Teachers' constituency**

At the top of each page:

Draft Electoral Rolls ofGraduates'/Teachers' constituency of the A.P. Legislative Council as published on the 22nd day of November, 2006.

Part No.....

Name of the Mandal/Municipality.....

Name of the village/Ward

Graduates' Constituency:

Sl. No	House address (Place of ordinary residence)	Full Name of the elector	Name of father/ mother/ husband	Qualification	Occupation	Age
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Teachers' Constituency:

Sl. No.	House address (Place of ordinary residence)	Full Name of the elector	Name of father/ mother/ husband	Name of educational institution, if any, in which he is teaching	Age
(1)	(2)	(3)	(4)	(5)	(6)

Publication of electoral rolls for the Graduates' and Teachers' Constituencies: -Under rules 10 and 22 of the Registration of Electors Rules 1960, statutory publication of the electoral rolls should be made in the office of the Electoral Registration Officer. These should be published also in the mandal office, municipal office etc. For this purpose the Electoral Registration Officer should send copies of the notice in Form-V and relevant part of the Registration Officers to the concerned officers. A copy of the roll for the entire constituency should be made available for inspection by the public. As in the case of assembly roll, electoral rolls should be printed before preliminary publication and lists of amendments printed for final publication.

Form V

(See rule 10)

Notice of publication of electoral roll in draft

To

The Electoral of theConstituency.

Notice is hereby given that the electoral roll has been prepared in accordance with the Registration of Electoral Rules, 1960, and a copy thereof is available for inspection at my office, and atduring office hours.

The qualifying date for the preparation of the electoral roll is

If with reference to the above said qualifying date, there be any claim for the inclusion of a name in the roll or any objection to the inclusion of name or any objection to particulars in any entry, it should be lodged on or before the2006 in Form 6,7,or 8 as may be appropriate.

**Every such claim or objection should either be presented in my office or to
..... Or sent by post to the address given below so as to reach me not later than the aforesaid date.**

Date

.....
**Electoral Registration Officer,
(Address).....]**

After the preliminary publication, 2 copies [one hard copy & one soft copy] of the draft rolls should be supplied by Electoral Registration Officer free of cost to every recognized political parties. Similarly after final publication two copies [one hard copy & one soft copy] of the complete rolls should be supplied to them.

The schedule for preparation of draft rolls and receipt of claims / objections and its disposal and guideline on preparation of final electoral rolls are already issued in the reference 1st to 10th cited.

Regarding issue of public notice under Rule 31 (4) of the Registration of Electors Rules, 1960, the Chief Electoral Officer has published in the news papers on 29.09.2006. Action is being taken for its republication as per the guidelines. There is no need to publish the same in the news papers individually by the E.R.Os. They are required to publish with the signature of the E.R.O. in the office of the Electoral Registration Officer and also in the offices of the District Election Officers, Revenue Divisional Officers and Mandal Revenue Officers, Local bodies within the constituency. Immediately after the publication. Each Electoral Registration Officer should send a certificate as specified vide Memo No.3604/Elecs.E/A2/2006-8 Dt.04.10.2006 to the Chief Electoral Officer stating that the notice has been published in his office.

LOCAL AUTHORITIES CONSTITUENCIES:

QUALIFICATIONS:

The Electoral rolls of local authorities' constituencies should be prepared as per the instructions given in the Council Rolls Circular No.1.

For Local Authorities Constituencies, there is no qualifying date. Electoral rolls of these constituencies are not revised. But they are kept up-to-date by correction being made by the Electoral Registration Officers concerned on the basis of the changes which are brought to their notice by the Executive Officers of the Local Authorities concerned.

For the purpose of elections to the Legislative Council of a State in any local authorities' constituency, the electorate shall consist of members of the Local Authorities exercising jurisdiction in any place or area within the limits of that constituency as specified in the Circular.1. Every member of each such Local Authority within a Local Authorities' Constituency shall be entitled to be registered in the electoral roll for that constituency.

The Electoral Registration Officer should obtain from the Executive Officer of the local authority under his jurisdiction a certificate to the effect that all corrections have been duly intimated by them. The certificate should be on the following form:

CERTIFICATE

Certified that all changes in the membership of Municipal Corporations / Municipalities / Nagar Panchayats / Cantonment Boards / Zilla Praja Parishads / Mandal Praja Parishads during the quarter ending March/June/September/December have been intimated to the Electoral Registration Officer vide letter No. and date mentioned below:—

- 1.
- 2.
- 3.

Chief Executive Officer
of the Local Body

Electoral Registration Officer for every Local Authorities' Constituency shall maintain in his office in the prescribed manner and form the electoral roll for that constituency corrected up-to-date.

The provisions of rule 26 of the Registration of Electors Rules 1960, except sub-rule (3) and (4) thereof and rule 27 shall apply in relation to Local Authorities' Constituencies as they apply in relation to assembly constituencies. However, an application for the inclusion of a name shall be made in Form 17. Further, where an application for inclusion, deletion, or correction of entries is received by the Electoral

Registration Officer, he shall refer such application to the Chief Executive Officer of the Local Authority concerned and on receipt of information in relation there to from the Chief Executive Officer to Local Authority concerned take further necessary action for inclusion or correction of entries.

In each part there should be the following sections;-

1. Municipal Corporations
2. Municipalities
3. Nagar Panchayats
4. Cantonment Boards
5. Zilla Praja Parishads
6. Mandal Praja Parishads

It shall be noted that members of the above Local Authorities who do not have a right to vote in the local authority are not entitled to be included in the roll for the local authorities' constituency. For example:- Permanent invitees to Mandal Praja Parishad and Zilla Praja Parishad who do not have a right to vote shall not be entitled to be included in the roll for the local authority constituency.

In the case of members of one Local Authority some of whom are ex-officio members of other Local Authorities, their names should appear only once where they are members. No person's name can occur more than once in the electoral roll of constituencies of the same class. As per Section 2(2) of the ROP Act, 1951, a Parliamentary, an Assembly Constituency; a Council Constituency; a Local Authority Constituency; a Graduate Constituency and a Teacher Constituency shall be treated a Constituency of a different class.

Preparation of electoral rolls of Local Authorities Constituencies:

Languages: The Electoral rolls should be prepared in the following form in Telugu language as well in English.

Formats:

The Commission has directed that the electoral rolls for a Local Authorities' Constituency shall be prepared as in as many separate parts as there are Mandals in the constituency. Each constituent Local Authority within the constituency shall be allotted a separate page or pages in the part and the names of the members of that Local Authority shall be entered in that page or those pages; Each page shall be in the form given below.

Electoral Roll for the ----- Local Authorities' Constituency

Name of District -----
 Name of Mandal -----
 Name of Local Authority-----

Sl.No.	Name of member	Name of father / husband	Full postal address of	Authority for inclusion	Signature of Registration Officer
1.	2.	3.	4.	5.	6.

The rolls should be prepared in different pages depending upon different types of Local Authorities in the State whose members take part in the election to Legislative Council. The names in each page should be arranged in alphabetical order. The Local Authorities in each page should be given serial nos. in one continuous series for the entire section. This number should be entered along with the name of the Local Authorities at the top of the page or pages relating to that Local Authority. An index should be given in the first sheet.

Every subsequent correction in the roll, whether by way of deletion, addition or modification, shall be authenticated by full signature of the Registration Officer.

Filing of claims for objections/deletion, correction & transposition of entries in draft rolls:

Under Section 27(2)(e) and 27 (4) of Representation of the People Act, 1950 the provisions of sections 15, 16, 18, 22 and 23 of the said Act shall apply in relation to Council Constituencies. Hence a person who seeks to apply claims for objection/deletion, correction & transposition of entries in draft rolls of Council Constituencies can apply in Forms 7, 8 and 8A respectively under Rule 13 (2), 13 (3), 13 (4) and 26 of RER 1960.

Disposal of Claim

The same procedure as followed for the assembly rolls is adopted for the electoral rolls of graduates' and Teachers' Constituencies also.

Preparation of final lists of amendments:

Title Page

Electoral Rolls of the _____ Graduates/Teachers Constituency of the Andhra Pradesh Legislative Council as finally published on the 29th day of December, 2006.

Extent of the Constituency _____, _____ and _____ Districts.

Note: This roll consists of the draft electoral roll of _____ and the final list of amendments Section-1 (addition) Section-II (corrections) and Section-III (deletions).

Place: _____ ERO of the _____ Constituency

Final Lists of amendments

Heading: (for each section)

Final lists of amendments, 2006 of _____ Constituency of _____ of district, Part No. _____, _____ Mandal.

Section – I (Additions)

(Same format of draft rolls)

Section – II (Corrections)

Sl.No. of Voter	Name of the Voter	Number and nature of entries required for correction	Far	Read
1	2	3	4	5

Section – III (Deletions)

Sl.No. of the Voter	Name of the Voter
1	2

Penalty for making false declaration:

1. If any person makes, in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable under

section 31 of the Representation of the People Act, 1950 with imprisonment for a term which may extend to one year, or with fine or with both.

2. Breach of official duty in connection with the preparation etc. of electoral rolls.

- (1) If any Electoral Registration Officer, Assistant Electoral Registration Officer or other person required by or under this Act to perform any official duty in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from that roll, is without reasonable cause, guilty of any act or omission in breach of such official duty he shall be punishable under section 32 of the Representation of the People Act, 1950 with fine which may extend to five hundred rupees.
- (2) No suit or other legal proceeding shall be against any such officer or other person for damages in respect of any such act or omission as aforesaid.
- (3) No court shall take cognizance of any offence punishable under section 32 unless there is a complaint made by order of, or under authority from, the Election Commission or the Chief Electoral Officer of the State concerned.

All the Collectors in the State except Hyderabad and Commissioner, Municipal Corporation of Hyderabad are requested to ensure that all Electoral Registration Officers and Assistant Electoral Registration Officers should follow the above instructions and also refer the Books i.e. Manual of Election Law I & II, Hand of Book for EROs and Hand Book for Returning Officers scrupulously.

18. The receipt of this Memorandum should be acknowledged.

V. BHASKAR,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVERNMENT

To

All the Collectors & District Election Officers in the State.(except Hyderabad)
The Commissioner, Municipal Corporation of Hyderabad & District Election Officer,
Hyderabad

Copy to:

All Joint Collectors through the Collector & District Election Officer .

All the DROs in the State through Collectors & District Election Officers.

All Revenue Divisional Officers/Sub Collectors through Collector & District Election Officer.

The Additional Commissioner (Elections),Municipal Corporation of Hyderabad
through the Commissioner MCH, Hyderabad.

Web site
SF/SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER