

**Andhra Pradesh Legislative Council / Immediate  
Council Rolls Circular – 5**

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT

**Memo No.3597/Elecs.E/A2/2006-28**

**Dated:27 -10-2006**

Sub: A.P. Legislative Council – Revision of Electoral Rolls, 2006 – Certain clarifications  
- issued - Reg.

- Ref: 1. Council Rolls Circular-1 (Memo No.3604/Elecs.E/A2/2006-1, Dt.14.9.2006).  
2. Council Rolls Circular-2 (Memo No.3604/Elecs.E/A2/2006-10, Dt.09.10.2006  
3. Council Rolls Circular-3 (Memo No.3597/Elecs.E/A2/2006-8, dt.10.10.2006)  
4. Council Rolls Circular-4 (Memo No.3597/Elecs.E/A2/2006-19, dt.17.10.2006)  
5. ECI Lr.No.37/AP-LC/2006/PLN-III/4216, Dt.19.10.2006.  
6. ECI Lr.No.22/2/2006/PLN-III, Dt.23.10.2006.

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The attention of all the District Election Officers is invited to the references first to fourth cited. The Election Commission of India vide letters fifth and sixth cited has clarified certain issues. Similarly certain complaints are still being received on certain issues already clarified. Therefore the following clarifications are issued once again.

- i) **Main language of roll for Local Authorities:** The alphabetical order in Telugu language is maintained in both the rolls ( ie.,Telugu & English) while printing the electoral rolls of Local Authorities Constituencies.
- ii) **Appearance in person for verification of degree/diploma certificate of Graduates:** As per para 4(v) guidelines 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 alongwith attested copies of the degree/certificate, the ERO will forward the same to the Sub-Divisional Officer (SDO), incharge of the area where the applicant stays. The SDO 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, alongwith 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 SDO to the ERO/AERO concerned.

- iii) **Verification of Claims in Form-18:** In all cases covered by para 4(iii)(b) of the Guidelines where a claim is supported by a 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, further verification by the Designated officer may be dispensed with. In other cases, where only the attested copies of the card of registration/certificate issued by the University/College and other institutions mentioned in Para 4 (iii) (c) & (d) are furnished by the applicant instead of the original certificates/registration cards, then the same are required to be verified by the Designated Officer.
- iv) **Production of residence certificate:** As already clarified in Circular 4 in the reference fourth cited there is no requirement for submission of proof of residence along with the applications. Only proof of educational qualification in respect of graduate constituency and certificate issued by the Head of the Institution in respect of Teacher Constituency has to be insisted upon. The Designated Officers / AEROs / EROs shall undertake the supervisory checks with regard to residential status of applicant during the period of disposal of claims and objections as pointed out in para 7 of the Election Commission guidelines.
- v) **Appointment of MROs for receipt of Claims:** As already clarified in Circular 4 in the reference fourth cited the Commission has approved the appointment of (1) Mandal Revenue Officer (2) Mandal Parishad Development Officer and (3) Mandal Education Officer as Designated Officers under the Registration of Electors Rules, 1960 for (a) receiving applications from Graduates' and Teachers in Form 18 and 19 and (b) verifying the educational qualification of graduates by comparing the xerox copy attached to the application with the original diplomas mark sheets etc., to be submitted in person by the applicant. Wide publicity shall be given in this regard.
- vi) **Using the services of Other Officers:** Under Section 13 B (2) and 13CC of the Representation of the People Act, 1950, the ERO may employ such employees as he thinks fit for the preparation and revision of the electoral roll for the constituency and such officers, so appointed by the ERO, shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

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

To

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

Copy to:

All the Electoral Registration Officers through: the District Election Officer concerned

All the Asst. Electoral Registration Officers through: the District Election Officer concerned

All the Designated Officers through: the District Election Officer concerned

// Forwarded :: by Order //

SECTION OFFICER