

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

CITIZEN CHARTER

I. BACKGROUND:

Under Article 243K and 243ZA of the Constitution of India, superintendence, direction and control of preparation of electoral rolls for conduct of all elections to Panchayat Raj and Municipal bodies in the State shall be vested in a State Election Commission consisting of a State Election Commissioner to be appointed by the Governor.

After bifurcation of the State, the Government of Andhra Pradesh constituted the State Election Commission for the State of Andhra Pradesh.

The powers and functions of the State Election Commission under Article 243K and 243ZA of the Constitution of India are identical to those vested in the Election Commission of India constituted under Article 324 of the Constitution of India in their respective domains. The Election Commission of India is vested with the responsibility of conducting elections to House of People and State Legislative Assemblies whereas the State Election Commission with the conduct of elections to Rural and Urban Local Bodies in the State.

Under Article 243K(3) of the Constitution of India and Section 201(4) of Andhra Pradesh Panchayat Raj Act 1994, on the request of the State Election Commission, the State Government shall place at the disposal of the Commission such staff of the State Government and also local bodies for the purpose of conduct of elections to local bodies.

The State Election Commission is an independent Constitutional body and it cannot be considered as a department under the control of the State Government. However, the staff and the funds required for running the Commission are provided by the State Government as enshrined in the Constitution of India and A.P.P.R. Act, 1994. The A.P. State Election Commission has no subordinate offices at the district level.

II. AIM/PURPOSE OF THIS CHARTER:

The aim / purpose of this Charter is to make the public aware of the responsibilities cast upon the A.P. State Election Commission by the Constitution of India and the Acts governing local bodies in the State of Andhra Pradesh.

III. THE A.P. STATE ELECTION COMMISSION DISCHARGES FOLLOWING RESPONSIBILITIES:

The main functions and responsibilities of the A.P. State Election Commission are listed below.

- (1) Conduct of elections to Rural Local Bodies, viz., Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads in the State of Andhra Pradesh;
- (2) Conduct of elections to Urban Local Bodies, viz., Nagar Panchayats, Municipalities and Municipal Corporations in the State of Andhra Pradesh;
- (3) Superintendence, direction and control of the preparation of Electoral Rolls of local bodies for conduct of elections to Panchayat Raj and Municipal bodies in the State;
- (4) Registration of Political Parties and allotment of symbols for the purpose of contesting elections to local bodies held on Party basis; and
- (5) Enforcement of Model Code of Conduct (MCC) from the date of issue of Election Notification till completion of election process. The MCC is implemented strictly during the election period to provide a level playing field for all contesting candidates and political parties to ensure that elections are held in a free and fair manner.

The information relating to the number of seats and offices in Rural and Urban Local Bodies, the manner of election and the time limit stipulated in the relevant Acts and election rules to fill up the ordinary and casual vacancies is given in the table below.

| Name of the offices in Local Bodies | Total No. of Seats / Offices in the State | Direct / Indirect Elections | Party basis/ Non-Party basis | Duration / Time limit for conduct of election | |
|---|---|-----------------------------|------------------------------|---|----------------------------------|
| | | | | Ordinary elections | Casual elections (Bye-elections) |
| Gram Panchayats-12888 | | | | | |
| Sarpanch | 12888 | Direct | Non-Party basis | 5 years | 120 days |
| Upa-Sarpanch | 12888 | Indirect | Non-Party basis | 5 years | 30 days |
| Member, Gram Panchayats | 130870 | Direct | Non-Party basis | 5 years | 120 days |
| Mandal Praja Parishads-659 | | | | | |
| Member, MPTC | 10148 | Direct | Party basis | 5 years | 120 days |
| Presidents | 659 | Indirect | Party basis | 5 years | 6 months |
| Vice-Presidents | 659 | Indirect | Party basis | 5 years | 6 months |
| Co-opted Members | 659 | Indirect | -- | 5 years | 8 weeks |
| Zilla Praja Parishads-13 | | | | | |
| Member, ZPTC | 659 | Direct | Party basis | 5 years | 120 days |
| Chairpersons | 13 | Indirect | Party basis | 5 years | 6 months |
| Vice-Chairpersons | 13 | Indirect | Party basis | 5 years | 6 months |
| Co-opted Members | 26 | Indirect | -- | 5 years | 8 weeks |
| Municipalities / Nagar Panchayats-98 | | | | | |
| Members | 2717 | Direct | Party basis | 5 years | 120 days |
| Chairpersons | 98 | Indirect | Party basis | 5 years | 6 months |
| Vice-Chairpersons | 98 | Indirect | Party basis | 5 years | 6 months |
| Municipal Corporations-13 | | | | | |
| Members | 692 | Direct | Party basis | 5 years | 120 days |
| Mayors | 13 | Indirect | Party basis | 5 years | 6 months |
| Deputy Mayors | 13 | Indirect | Party basis | 5 years | 6 months |

IV. AVAILABILITY OF INFORMATION:

Information on the following subjects can be obtained from our officers as mentioned below and they can be contacted even outside the office hours.

| Rural Local Bodies | | | |
|----------------------------|-------------------------------------|--|---|
| Name of the Officer | Designation | Subjects dealing with | Contact Nos. |
| Sri G.V. Sai Prasad | Assistant Secretary (Panchayat Raj) | Panchayat Raj | 040-27536055/6066/6077 9989774469 (Mobile) |
| Sri M.R. Rajasekhar | Desk Officer | Gram Panchayats / Mandal Praja Parishads / Zilla Praja Parishads | 040-27536055/6066/6077 8790804772 (Mobile) |
| Urban Local Bodies | | | |
| Name of the Officer | Designation | Subjects dealing with | Contact Nos. |
| Sri G Guru Murthy | Assistant Secretary (Municipal) | Nagar Panchayats / Municipalities / Municipal Corporations | 040-27536055/6066/6077 9989774471(Mobile) |
| Sri M. Sam Babu | Desk Officer | Nagar Panchayats / Municipalities | 040-27536055/6066/6077 9989774467 (Mobile) |

V. COMPLAINT REDRESSAL SYSTEM:

Courteous and helpful service will be extended by all the officers and staff members. Any grievance or complaint with regard to conduct of elections, violation of Model Code of Conduct by the political parties or contesting candidates, discrepancies in the electoral roll, non-submission of election expenditure returns by the candidates etc., can be addressed to the Secretary, A.P. State Election Commission, 3rd Floor, Buddha Bhavan, M.G. Road, Secunderabad - 500003. Complaints can also be sent by e-mail to secy.apsec@gmail.com or faxed to (040) 27544428 / 27544580. Such grievances or complaints made are properly acknowledged by the Commission and enquired into by seeking a report from the Collector and District Election Authority, wherever necessary, and action taken by the Commission will be finally informed to the party or the petitioner concerned as early as possible.

VI. DISSEMINATION OF INFORMATION:

The State Election Commission has its own official website: www.apsec.gov.in which is thoroughly updated with latest Notifications, Circulars instructions, Orders etc. Apart from this, the website also contains the Election Laws and Rules; Handbooks for Candidates, Returning Officers, Presiding Officers; Compendium of Instructions; Statutory Forms; Model Code of Conduct; Information for Candidates; Press Releases; Important Clarifications issued during the previous elections; Reports and Detailed Results of previous ordinary elections; Contact numbers of the officials, Information under Right to Information Act 2005, etc.

VII. GUIDE BOOK / HAND BOOK:

The State Election Commission has been preparing the following Handbooks for the benefit of the contesting candidates and the officials involved in the election process. These handbooks are thoroughly updated with latest amendments to the Acts and Rules before every ordinary election.

- (1) Handbook of Election Law (Panchayat Raj and Municipal).
- (2) Handbook for Contesting Candidates.
- (3) Handbook for Returning Officers.
- (4) Handbook for Presiding Officers.
- (5) Compendium of Instructions.
- (6) Model Code of Conduct.

VIII. COOPERATION FROM THE PUBLIC:

The A.P. State Election Commission seeks cooperation from the general public in bringing to the notice of the Commission any electoral malpractices resorted to by unlawful elements, violation of Model Code of Conduct and intimidation of voters etc., in elections to local bodies in order to launch prosecution against offenders as per law and maintain high election standards to conduct elections in a free, fair and peaceful manner.



**A.V. SATYA RAMESH
SECRETARY (FAC)**