ORDINARY ELECTIONS TO GRAM PANCHAYATS

COMPENDIUM OF INSTRUCTIONS

A.P. STATE ELECTION COMMISSION
1st Floor, New HODs Building,
Opp: Indira Gandhi Municipal Stadium,
M.G. Road, Vijayawada-520 010.
[2019]
### ORDINARY ELECTIONS TO GRAM PANCHAYATS

**COMPENDIUM OF INSTRUCTIONS**

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NOTIFICATION

No.207/SEC-B2/2017

In exercise of the powers conferred by Article 243K of the Constitution of India and in pursuance of Rule 3 of Andhra Pradesh Panchayat Raj (Conduct of Elections) Rules and in supersession of all previous orders issued on this subject, the State Election Commission, hereby, appoints the administrative machinery for conduct of elections to various offices and seats in Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads in the State of Andhra Pradesh, as follows:-

1. In this notification, unless the context otherwise requires, -

2. The Commissioner of Panchayat Raj shall be the ‘Election Authority’. Subject to the superintendence, direction and control of the State Election Commission, he shall be responsible for coordination and supervision of the preparation, publication and printing of electoral rolls for and the conduct of elections to Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads in the entire State of Andhra Pradesh. He shall also perform such other functions as may be entrusted to him by the State Election Commission from time to time in connection with conduct of elections to Panchayats.

3. The District Collectors shall be the ‘District Election Authorities’ in their respective districts. Subject to the superintendence, direction and control of the State Election Commission, they shall be responsible for conduct, coordination and supervision of all items of work connected with elections to Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads in their respective jurisdictions. They shall also perform such functions as may be specified under the Act and Rules and also such other functions entrusted to them by the State Election Commission from time to time in connection with conduct of elections to Panchayats.

4. The Joint Collectors, the Chief Executive Officers of Zilla Praja Parishads and the District Panchayat Officers shall be ‘Additional District Election Authorities’ in their respective districts. They shall perform such functions as may be assigned to them by the District Election Authorities concerned. The District Election Authorities may authorise in writing the Additional District Election Authorities to exercise any powers and functions vested on them in any local area of the district in regard to any Gram Panchayat, Mandal Praja Parishad or Zilla Praja Parishad in that area.

5. The Revenue Divisional Officers or the Sub-Collectors, as the case may be, shall be ‘Deputy District Election Authorities’ in their respective jurisdictions. They shall perform such functions as may be assigned to them by the District Election Authorities concerned. The District Election Authorities may authorise in writing the Deputy District Election Authorities to exercise any powers and functions vested on them in any local area of the district in regard to any Gram Panchayat, Mandal Praja Parishad or Zilla Praja Parishad in that area.

Date: 27.11.2017
6. The **Tahsildars** and the **Mandal Parishad Development Officers** shall be ‘**Assistant District Election Authorities**’ in their respective jurisdictions. They shall perform such functions as may be assigned to them by the District Election Authorities concerned.

7. (a) For every election to fill the seats of Members of Mandal Praja Parishad and Members of Zilla Praja Parishad, the District Election Authority shall appoint a **Returning Officer** for every **Mandal Praja Parishad** or **Zilla Praja Parishad**, as the case may be, who shall, as far as possible, be a **Gazetted Officer not below the rank of Mandal Parishad Development Officer**.

(b) 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.

8. (a) 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.

(b) 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 such function.

9. 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.

10. (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 authorised 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 authorised 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.

Sd/- Dr. N. Ramesh Kumar
State Election Commissioner

To
The Election Authority & Commissioner of Panchayat Raj, Andhra Pradesh.
The Collectors and District Election Authorities.
The Joint Collectors and Additional District Election Authorities.
The Chief Executive Officers of Zilla Praja Parishads and Additional District Election Authorities.
The District Panchayat Officers and Additional District Election Authorities.
The Revenue Divisional Officers and Deputy District Election Authorities.
The Tahsildars and Mandal Parishad Development Officers and Assistant District Election Authorities.

Copy to the Principal Secretary to Government, Panchayat Raj & Rural Development Department, Andhra Pradesh.

//Forwarded::By Order//

Secretary
NOTIFICATION

No. 85/SEC-B2/2019  Date: 04.04.2019

In exercise of the powers conferred under Article 243-K of the Constitution of India read with Section 11 of Andhra Pradesh Panchayat Raj Act, 1994 and the Andhra Pradesh Panchayat Raj (Preparation and Publication of Electoral Rolls) Rules, 2000, issued thereunder, the State Election Commission, hereby, directs all the District Panchayat Officers in the State to prepare and publish on 10.05.2019, the electoral rolls of all the Gram Panchayats in their respective districts with reference to 1.1.2019 as the qualifying date duly indicating the Ward division as required under Rule 5 of the said rules in Form-I thereof for the purpose of conduct of ordinary elections to Rural Local Bodies in the State.

Sd/- Dr. N. Ramesh Kumar
State Election Commissioner

To
All District Panchayat Officers.

Copy to:
All Chief Executive Officers of Zilla Praja Parishads.
All Collectors and District Election Authorities.
The Election Authority and Commissioner of Panchayat Raj, A.P.
The Principal Secretary to Government, PR & RD Department, A.P.

// Forwarded :: By Order //

Secretary (FAC)
CIRCULAR

C.No.85/SEC-B2/2019  


***

Ordinary elections to Gram Panchayats, Mandal Praja Parishads and Zilla Praja Parishads are to be held in the near future. Section 11 of A.P. Panchayat Raj Act 1994 stipulates that electoral rolls of the Gram Panchayats shall be prepared and published before ordinary elections duly adopting the latest Assembly electoral rolls published by the Election Commission of India. Rules relating to preparation and publication of electoral rolls of Gram Panchayats were issued in G.O.Ms.No.254, P.R. & R.D. (Elections) Dept., dtd. 4.8.2000. The State Election Commission already specified the formats for preparation and publication of Gram Panchayat photo electoral rolls including title page and the details of electors in boxes.

The electoral rolls of all the Assembly Constituencies in the State of Andhra Pradesh were published with reference to 1.1.2019 as qualifying date and updated up to 25.03.2019, i.e., the last date for filing of nominations for General Elections to APLA / HOP, 2019.

Notification issued by the State Election Commission:

The State Election Commission issued a Notification in Ref. No. 85/SEC-B2/2019, dated .04.2019 directing all the District Panchayat Officers to prepare and publish photo electoral rolls of all Gram Panchayats in their respective districts with reference to 1.1.2019 as qualifying date on 10.05.2019. Copy of the Notification is enclosed to this letter.

Sharing the Assembly Electoral Roll database by the Chief Electoral Officer, AP:

The State Election Commission already requested the Chief Electoral Officer, Andhra Pradesh in SEC Letter No. 85/SEC-B2/2019, dated……04.2019 to issue instructions to the District Election Officers to provide hard and soft copies of the Assembly electoral rolls to all the District Panchayat Officers for the purpose of preparation and publication of Gram Panchayat photo electoral rolls as detailed below.

(i) One signed hard copy (signed by the concerned ERO) of Assembly photo electoral rolls.

(ii) One CD containing Photo Electoral Rolls of Assembly Constituency in PDF.

(iii) Password-free Electoral database with Photographs in digital format.

The password-free Assembly electoral database with photographs in digital format has to be collected from the office of the Chief Electoral Officer, Andhra Pradesh by bringing an authorization letter signed by the District Collector specifically indicating the name of the employee authorised and attesting his signature. The person authorised for this purpose should be a regular employee (outsourcing employees are not permitted) and should carry his identity card. He should also bring a hard disk of 1 TB capacity to copy the electoral database onto it. As electoral rolls of Gram Panchayats are only to be prepared, the person authorised to collect data from CEO’s office should obtain information at the Collectorate itself about the Assembly Constituencies / polling stations falling with the rural areas only.
Procedural instructions:

The following detailed instructions are issued for preparation and publication of Gram Panchayat photo electoral rolls from the Assembly electoral database.

1. The Collectors are given freedom to engage the NIC or any software agency to generate Gram Panchayat photo electoral rolls from the Assembly electoral roll database strictly complying with the Election Commission of India’s instructions on full security of Assembly electoral roll database.

2. The Panchayat Secretary or any other officer authorised by the District Panchayat Officer shall prepare the Gram Panchayat photo electoral roll adopting the entries in the Assembly electoral roll so far as it relates to the Gram Panchayat assigned to him.

3. The Panchayat Secretary or the officer authorised has to take hard copies of the Assembly electoral rolls so far as they relate to the Gram Panchayat concerned and work on it to prepare Gram Panchayat electoral roll with reference to house numbers and families.

4. The official entrusted with the preparation of Gram Panchayat photo electoral roll shall ensure that all the entries in the Assembly electoral roll so far as it relates to the Gram Panchayat concerned shall truly and correctly reproduced in the Gram Panchayat photo electoral roll. He shall ensure that there are no deviations from Assembly electoral roll so as to avoid complaints and litigation. The official preparing the Gram Panchayat photo electoral roll has no power or authority to make suo motu inclusions or deletions deviating from the mother Assembly electoral rolls.

5. After preparing a copy of the Gram Panchayat electoral rolls from Assembly electoral rolls, the official entrusted with this task shall thoroughly check it before taking it to the NIC or software agency to generate a master copy of the electoral roll of the Gram Panchayat on the computer system.

6. The master copy generated in the computer system shall also be checked again and also random checks shall be done at DLPO level and DPO level to ensure its accuracy and any deviations from the Assembly electoral roll shall be rectified before taking multiple copies for publication.

7. Initially, copies required for publication (5 for actual publication and 2 for official use) and copies required for supplying free of cost to political parties, for which a symbol was reserved are to be generated from the master copy. Copies required for conduct of elections can be generated at appropriate time carrying out the supplements containing inclusions / deletions ordered under continuous updation up to the date of Election Notification.

8. Soft copy of the Gram Panchayat electoral roll can be shared with political parties entitled for free supply without photographs. Rolls displayed on web portal also should not contain photographs of the voters.

9. The identification of SC, ST, BC and Women voters on the electoral rolls is an activity that falls within the domain of the State Government. For such activity, the required number of copies can be generated without photographs. The number of copies required for identification purpose can be taken as per the instructions of the Director of Panchayat Raj / Government.
10. On the date notified by the Commission for publication of Gram Panchayat electoral rolls, publication shall be done at the places indicated in Rule 5 of A.P. Panchayat Raj (Preparation and Publication of Electoral Rolls) Rules, 2000 and copies shall be extended free of cost to the political parties for which a symbol was reserved by the State Election Commission.

Sd/- Dr. N. Ramesh Kumar
State Election Commissioner

To
The Director of Panchayat Raj & Election Authority.
All the Collectors & District Election Authorities.
All the Chief Executive Officers of Zilla Parishads.
All the District Panchayat Officers.

Copy to: The Principal Secretary to the Government, P.R. & R.D. Department.

// Forwarded :: By Order //

[Signature]
Secretary (FAC)
Ordinary elections to Gram Panchayats are to be held before the expiry of term of the existing elected bodies on 01.08.2018. 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 well in advance. 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 Collectors & DEAs 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.

1. DETERMINATION OF NUMBER OF POLLING STATIONS:

(1) Each ward in a Gram Panchayat should be provided with at least 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 up to 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 polling station.

(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 number of voters of SC and ST communities in a ward exceeds $\frac{1}{3}$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 kilometres 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 sympathizer 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 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 No. 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.

(1) At the Office of the Mandal Parishad Development Officer.
(2) At the Office of the Gram Panchayat.
(3) 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. The proposal should be accompanied by Checklist given in Annexure-II.

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 sympathizer 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:

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. COPIES OF LIST OF POLLING STATIONS TO BE PRINTED:

Sufficient copies of the final list of Polling Stations to be made available for the following purposes.

(1) For final publication (At various locations)
(2) For supply to contesting candidates
(3) For Police
8. BASIC MINIMUM FACILITIES (BMF) AT POLLING STATIONS:

Availability of basic facilities at polling station encourages citizens to participate in poll actively. Hence, the following Basic Minimum Facilities (BMF) have to be provided at each polling station.

   a) Proper signage and Reception / Help Desk
   b) Proper shades for electors in queues for protection from sun and rain.
   c) Provision for drinking water
   d) Toilet
   e) Proper lighting and power supply
   f) Adequate furniture
   g) Ramp for the benefits of old and infirm

9. ARRANGE HELP DESK:

   Where more than two polling stations have been set up in the same building / premises, in order to ensure orderly polling at polling stations, the State Election Commission issues the following instructions to ensure smooth conduct of poll at such polling stations.

   a) Where more than two polling stations are set up in the same building / premises, a help desk shall be arranged at the entrance of the building to guide the electors to their respective polling stations and also to locate the serial number of the voter in the electoral roll of the concerned polling station. The help desk should be manned by one or two persons.

   b) Additional police personnel shall be deployed at such buildings depending on the number of polling stations set up in the building for traffic management as well as to ensure that voters are lined up properly in queues at their respective polling stations.

   The Collectors and District Election Authorities 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)

   Secretary

   To
   The Collectors and District Election Authorities.
   The Chief Executive Officers of ZPPs and Additional District Election Authorities.
   The District Panchayat Officers and Additional District Election Authorities.
   The MPDOs and Assistant District Election Authorities.
   Copy to:
   The Principal Secretary to Government, P.R. & R.D. Department, A.P.
   The Election Authority and Commissioner of Panchayat Raj, A.P.
ANNEXURE-I  
(See Para 3)  

ORDINARY ELECTIONS TO GRAM PANCHAYATS, 20___  

LIST OF POLLING STATIONS

Name of Gram Panchayat: ____________________

<table>
<thead>
<tr>
<th>Ward No.</th>
<th>Polling Station No.</th>
<th>Locality</th>
<th>Name of the Building in which it is located</th>
<th>Area of the Polling Station in Sq. Meters</th>
<th>Whether there is separate entrance and exit, if not reasons.</th>
<th>*Polling area in detail</th>
<th>Whether for all voters or for men / women</th>
<th>Total No. of voters assigned From ____ To ____ Total ____</th>
<th>Maximum distance that a voter will have to travel to reach Polling Station</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

I. Total Number of Voters : ____________________
II. Total Number of Polling Stations proposed : ____________________
III. Average Number of voters per Polling Station : ____________________

* Here, give the details of streets, localities and house numbers assigned to polling station.

Date: ____________  
Collector & District Election Authority
SCRUTINY SHEET FOR CHECKING THE LIST OF POLLING STATIONS FOR ELECTIONS TO THE POST OF GRAM PANACHAYAT 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 the District Collector?
4. Have copies of the Map been sent to the District Collector?
5. Has Mandal Parishad Development Officer made cent-percent inspection of the location of the Polling Stations?
6. (a) Have all the wards in all the Gram Panchayats been covered by the list of Polling Station?
   (b) Do the Serial Nos. of voters given in the list of Polling Stations tally with those in the printed electoral rolls?
7. What is the total number of voters of Gram Panchayat as per final rolls?
8. 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?

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?
3. Has the exact location of the Polling Station specified in column (4) against each station?
4. Have the total number of voters assigned to each Polling Station has been indicated in column (9)?
5. Have the Serial No. of voters assigned to each Polling Station been indicated in column (9)?
6. MAP
(a) Have the boundaries of the various local units, namely hamlet, village, Gram Panchayat, Ward been marked distinctly in different colours?
(b) 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 number 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

<table>
<thead>
<tr>
<th>Gram Panchayat</th>
<th>Mandal</th>
<th>District</th>
</tr>
</thead>
</table>

1. Date of Poll.
2. Number of Voters in the Gram Panchayat.
   (a) Men
   (b) Women
   (c) Others
   (d) 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 and indicate the reasons also.
8. Whether the number of voters in respect of each ward has been shown in the map?
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than two kilometres.
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 active
person in politics, his workers or known sympathizers?

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 at least one polling station?

15. Any other remarks.

PART-IV

CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF POLLING STATIONS

1. That the draft list was duly published, objections and suggestions were invited and
discussed with representatives of the Mandal level recognized political parties.

2. (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 at least one
Polling Station;

3. 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;

4. That no police station, hospital or dispensary is proposed as a polling station;

5. That where the usual limit of 650 voters per polling station or the limit of two
kilometres beyond which a voter should not ordinarily be required to walk has not
been maintained, no better arrangement is practicable;

6. 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:  

MPDO / Asst. DEA
CIRCULAR

No.208/SEC-B2/2017

Date: 27.11.2017


***

The State Election Commission has been issuing instructions on various measures to be taken in order to ensure free and fair elections to the Rural Local Bodies. Conducive atmosphere in which each and every elector is able to access the polling station without being obstructed or being unduly influenced by anybody is an important prerequisite to a free and fair election. Undue influence at elections is an electoral offence under Section 171C of Indian Penal Code, 1860. Any voluntary interference or attempt at interfering with the free exercise of any electoral right constitutes the crime of undue influence at an election. Any direct or indirect interference or attempt to interfere by a candidate or his agent, or any other person at the behest of the candidate or his election agent against free exercise of any electoral right, constitutes a corrupt practice.

Taking due cognizance of the role being played by the muscle power in the elections and taking into account of certain prevailing socio economic realities of the electoral politics, the State Election Commission has decided to issue the following instructions to curb the menace of threat, intimidation and undue influence at elections by indentifying the locations within a polling station area vulnerable for such threat and intimidation.

1. An exercise to indentify the habitats and segments of electorate vulnerable to any threat, intimidation or interference with the free exercise of electoral right shall be taken up polling station-wise. The Zonal Officers for their respective polling stations shall do this exercise by visiting the catchment areas of the polling stations. The Station House Officer and local civil authorities such as Mandal Parishad Development Officer / Tahsildar shall also be consulted and their inputs taken into account before finalizing the list. They should identify the source of such threat/intimidation/undue influence and identify the names of persons who are likely to spearhead such offence. While doing this exercise, they shall take into account the past incidents and current apprehensions.

2. They shall establish sustainable points of contact within the habitat/ community vulnerable for such undue influence so that information related to such developments can be traced constantly.

3. The Mandal Parishad Development Officer of the Mandal, duly consulting with the SHO and Tahsildar concerned, should compile all such information and finalize the vulnerability mapping for the entire Mandal, Gram Panchayat-wise in Format-I (enclosed).

4. The EA/DEA/SP/CP/CEO/DPO/MPDO shall initiate all preventive measures to foil such intimidation/obstruction. They shall initiate confidence-building measures to bolster the voter’s confidence about the arrangements for free and fair poll. They shall undertake tours to such locations and meet the communities and explain the arrangements made for the free and fair poll.
5. The DEA/CEO/DPO/MPDO shall interact with candidates and representatives of political parties to gather regular feedback. The Intelligence Wing of the District shall give regular feedback on the subject to the DEA through SP or the CP, as the case may be.

6. The DEA/CEO/DPO/MPDO shall compile the information for entire Mandal and upon the arrival of the Observers hand over the details of the area/location-wise vulnerability mapping for the relevant Mandal. The Observer will also visit such locations and interact with the voters and constantly monitor the developments.

7. Collectors & DEAs, Superintendents of Police and Commissioners of Police in the State should hold a joint review on the subject and finalize a focused action plan to deal with the potential threats and intimidation points identified. The action plan may include, inter-alia, binding over the potential trouble-mongers under appropriate sections of the law, preventive detention, if required, forcing their appearance in local police stations at reasonable intervals to ensure their good behaviour, placement of police pickets, regular confidence-building visits, etc. It has to be ensured that all such measures are undertaken in absolutely non-partisan manner without fear or favour towards any particular party. The Superintendents of Police / Commissioners of Police shall compile information on action taken against persons identified for causing vulnerability in the Format-II (enclosed).

8. The Zonal and Sectoral Officers to monitor the events on the poll day shall take such pre-identified vulnerable locations into account for effective tracking. If the normal zonal route map does not cover the vulnerable locations, special arrangements shall be made for this purpose. The Zonal/Sectoral Officers shall make regular visits to those localities in advance and collect information and keep the senior officers informed.

9. Where there is a cluster of such vulnerable pockets, the DEA/CEO/DPO/MPDO, in consultation with SP/CP shall arrange for dedicated police teams/squads and locate them at convenient locations in the vicinity, to be pressed into service for action on the day of poll without any loss of time. It should invariably form part of the district security plan.

10. On the day of poll, the Zonal/Sectoral Officers shall give special attention to verify whether voters from the vulnerable habitats/communities are turning up for voting or not. In case they find (it can be gauged from the marked copy of the electoral roll where voters who have voted are ticked) that some section of voters is conspicuously absent, then they should inform the Returning Officer about this immediately. The DEA/SP/CP shall despatch the dedicated squad specifically meant for this purpose to ascertain by a visit to the area so that there is no hindrance – overt or covert – in movement of that section of voters. They should closely monitor the developments and initiate effective interventions. After the closing hours on the poll day, the Zonal Officers shall submit a special report, polling station-wise, in writing to the Returning Officers indicating as to whether voters from the vulnerable habitats were able to vote or not.
11. At the time of despatch of the polling parties at the Despatch Centres, the Returning Officers should brief the Presiding Officers concerned about the vulnerable locations within the polling station area and in the electoral roll the section within the part should also be marked for proper monitoring. The Presiding Officers shall submit a report indicating abnormally low percentage of voter turnout, if any, within any section / sections, particularly, with reference to the vulnerable locations of that polling station.

12. During the poll, the Observers and other senior officers, while visiting the polling stations, shall pay a special attention to this problem and find out whether any undue influence, intimidation / obstruction is being caused.

13. The Police patrolling parties should keep track of the vulnerable locations and keep the control room informed. Wherever necessary, police pickets shall be established to ensure free access to all voters to cast their votes without fear.

14. If any complaint is received or information gathered from any sources about obstruction / threat to any voter/voters, the same shall be enquired into by the local administration without any delay.

15. The Returning Officers shall take the inputs on mass scale intimidation/threat/obstruction, if any, into consideration while submitting their reports after the poll.

16. The Observers shall give their full attention to this issue and verify at every stage (before poll / on poll day) and submit reports to the State Election Commission from time to time. A special mention shall be made about this in their final report. Apart from this, they should get counterfoils of used ballot papers and the marked copy of the electoral rolls used in the polling stations and verify thoroughly at the time of scrutiny ordered, if any, by the State Election Commission after the poll.

17. The Commission directs that accountability of various police and civil officials for vulnerability mapping and follow up at every stage shall be clearly defined with reference to each polling station. Severe disciplinary action will be initiated in case of dereliction of duty on the part of any police / civil officials in this matter.

18. All Polling Stations with such likely incidents shall be identified as critical polling stations.

19. In addition to this, the election results with reference to past general elections shall be analyzed. All such polling areas where percentage of poll recorded is more than 75% and where more than 75% of these votes have been recorded in favour of one candidate shall be identified as Critical Polling Stations.

20. The Polling Stations that went for repoll during the previous elections as a result of electoral malpractices and any sort of electoral violence shall also be identified as critical.

21. The DEAs/CEOs/DPOs/MPDOs shall factor all the above inputs while finally identifying the sensitive/hyper-sensitive/critical polling stations for additional measures. The Observers shall be consulted while finalizing the list of such polling stations on above instructions.
22. **With reference to the polling stations indentified as critical polling stations on account of indicators listed above, one or all of the following measures shall be put in place.**

i) The presence of sufficient police force to safeguard the polling station.

ii) Digital camera or video camera shall be positioned in all such polling stations. The procedure for deploying such cameras may be followed as was done in the recently held elections to the Assembly / Parliament.

iii) Deployment of Micro-Observers.

iv) The Presiding Officer shall be specially briefed to ensure that the EPIC / approved identification document is properly verified and its details are noted on the counterfoil of the ballot paper before issue of ballot paper to the voter.

v) Undertake Webcasting. The volunteers operating the Webcasting and Micro-Observers shall be guided to be **extra careful to see that the cameras capture all the voters moving in the Polling Stations in clear and identifiable form excepting when they are focusing on any other more important scene. Specific instructions shall be given to the volunteers operating the Webcasting and Micro-Observers posted at such Polling Stations.**

vi) Deploy responsible officers incharge of Webcasting, who shall **ensure that the web-cameras are not put off or directed towards inconsequential events besides ensuring that the feeds are properly stored and preserved for use subsequently.**

vii) Copy of the circular shall be handed over to all Observers.

This shall be brought to the notice of all concerned.

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

To
The Election Authority & Director of Panchayat Raj.
All Collectors and District Election Authorities.
All Superintendents of Police / Superintendents of Police (Urban) / Commissioners of Police.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Mandal Parishad Development Officers (through CEOs of ZPPs).

Copy to: The Principal Secretary to Government, PR & RD Dept.
FORMAT-I

ORDINARY ELECTIONS TO SARPACHANT AND WARD MEMBERS OF
GRAM PANCHAYAT / MEMBER, MPTC / MEMBER, ZPTC

COLLECTION OF INFORMATION OF VULNERABLE AREAS

Name of the District: ________________________
Name of the Mandal: ________________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Gram Panchayat / Mandal</th>
<th>Total Number of Polling Stations</th>
<th>Description of areas identified as vulnerable</th>
<th>Names of persons identified as probable source of trouble in those areas (Area-wise)</th>
<th>Remarks (Type of threat, e.g. caste, domination, tension, criminal gangs etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MPDO               Tahsildar               Station House Officer
### FORMAT-II

**ORDINARY ELECTIONS TO SARPANCH AND WARD MEMBERS OF GRAM PANCHAYAT/MEMBER, MPTC / MEMBER, ZPTC**

**ACTION TAKEN REPORT ON PERSONS IDENTIFIED FOR CAUSING VULNERABILITY**

**Name of the District:** ______________________

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Mandal</th>
<th>Number of Gram Panchayats / MPTCs identified as critical</th>
<th>Number of persons identified for causing vulnerability</th>
<th>Details of action taken against the persons mentioned in Column 4</th>
<th>No. of Persons in column 4 where no action is taken</th>
<th>Reasons for not taking action as mentioned in column 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>Bound over</td>
<td>Externment</td>
<td>In Custody</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**SUPERINTENDENT OF POLICE / COMMISSIONER OF POLICE**
Ordinary elections to Gram Panchayats in the State are to be held before expiry of the term of existing bodies on 01.08.2018. Selection, appointment of Returning Officers / Assistant Returning Officers and Polling personnel is a crucial task in election process and advance action is required to be taken to ensure smooth conduct of elections. Orders were issued in the reference cited on appointment of ‘administrative machinery’ for conduct of Panchayat elections. The following further instructions are issued for selection and appointment of Returning Officers / Assistant Returning Officers and Polling Personnel in connection with ordinary elections to Gram Panchayats.

1. APPOINTMENT OF RETURNING OFFICERS/ASSISTANT 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. 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-I.

The Collector and 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 1994 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 Polling Personnel:

(a) The District Election Authority shall work out the requirement of polling personnel by adding 20% in excess of their requirement so as to keep certain personnel in reserve and also to meet any contingency.

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

(c) All the District Election Authorities or officers authorized by them should take necessary action to obtain Mandal-wise database of all eligible polling personnel and shall maintain it in electronic format, which can facilitate computerized randomization. All relevant particulars like name, gender, contact number (Mobile). Designation, office and department / institution, place of residence, work place, native mandal shall be entered in the database.

(d) The database shall contain, distinctly and separately, the State Govt. employees including employees working on honorarium and Public Sector Undertakings, statutory corporations, aided school employees, etc., who can be employed as polling personnel.

(e) Similarly the database shall distinctly and separately contain all Central Government employees including PSUs, Banks, etc.

(f) (i) While drafting Presiding Officers/Polling Officers, the availability of female polling personnel should be examined for appointing one Presiding / Polling Officer in each Polling Station who may attend to the duty of identification of woman electors.

(ii) Presiding Officers and Polling Officers shall be classified on the basis of scale of pay attached to their post and rank. As far as practicable, Gazetted Officers shall be deployed as Presiding Officers. If sufficient Gazetted Officers are not available, the officials who are working in supervisory capacity and School Assistants should be deployed as Presiding Officers. The Presiding Officer should be of higher scale / grade in comparison to other Polling Officers of that formation.

(g) Necessary arrangements shall be made at polling stations for overnight stay of employees, particularly women employees drafted for poll duty.
B. Exempted categories:

The Commission has exempted certain officers from being drafted for election duty in view of essential nature of duties / service discharged by them.

(a) The officers and staff of following departments will not be requisitioned for deployment of election duty –

(i) Judicial officers of all cadres.
(ii) Doctors and Compounders working in veterinary hospitals.
(iii) Doctors, Nurses, ANMs working in Health Department.
(iv) Staff of All India Radio.
(v) Staff of Doordarshan.
(vi) Ayurvedic, Unani & Homeopathic Medical Officers of Ayush Dept.
(vii) Officers and staff engaged in maintenance of essential services like electricity, water supply, etc.

(b) The operational/technical staff of BSNL, MTNL will be requisitioned for election duty only in unavoidable circumstances.

(c) Officer/staff of commercial banks located in rural area and if happens to be a single officer branch, need not be deployed.

(d) 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 election duty. The same will apply to women who are breastfeeding a newly born child.

C. Presiding Officers, Assistant Presiding Officers & Polling Officers:

In Gram Panchayat elections, 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 stations without dividing voters of a family. Similarly, if the voters in a Ward exceeds 1300, an additional polling station may be set up for every 650 voters without dividing voters in a family.

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.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>No. of Voters in Polling Station</th>
<th>No. of Polling Personnel to be appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upto 200 Voters</td>
<td>One Presiding Officer + One Polling Officer</td>
</tr>
<tr>
<td>2</td>
<td>201 to 400 Voters</td>
<td>One Presiding Officer + Two Polling Officer</td>
</tr>
<tr>
<td>3</td>
<td>From 401 to 650 Voters</td>
<td>One Presiding Officer + Three Polling Officer</td>
</tr>
</tbody>
</table>

One of the Polling Officer(s) will also be designated as Assistant Presiding Officer.
While appointing the Presiding Officers and Polling Officers, 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.

It may be kept in view that the polling of the Gram Panchayats in the District may be conducted in two or more phases, in such a manner that all the Gram Panchayats in a Mandal will go to the polls as a whole on the same day.

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

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

In orders 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 polling party. 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 in that Polling Station.
(b) No person should be assigned polling duties in his/her native Mandal and working Mandal.
(c) Any two members of the polling party should not be from the same office/school.
(d) Subject to availability of sufficient female personnel, at least one female Polling Officer must be posted in a polling station.
(e) Selection of Polling Officers shall be done on random basis.

5. RANDOMIZATION OF POLLING PERSONNEL:

(a) From out of the total database of eligible personnel, a list of 120% of required number of polling personnel should be generated (including reserve) randomly by using above software. This is the first stage of randomization process. Presence of observers is not required at this stage. This is only to identify and select the officials who would be given training for polling duties as Presiding and Assistant Presiding Officers in whichever Mandal they may be (source Mandals). All the polling personnel will know at this stage is whether he/she is a Presiding Officer or an Assistant Presiding Officer or Polling Officer and the venue, date and time of 1st training class in case of Presiding Officers / Assistant Presiding Officers.

Thereafter, orders of appointment and intimation of training be prepared in the form given in Annexure-II appended and communicated to the persons after due authentication. Orders of appointment of polling personnel kept in reserve should also be communicated. All the Presiding Officers and Assistant Presiding Officers, included in the reserve should also attend the training classes. Blank forms of orders of appointment should be got printed in advance. The orders of appointment should also contain the details of training classes and should be served well in advance of the training dates.
First training class to Presiding Officers and Assistant Presiding Officers can be conducted at first stage by Returning Officers and Assistant Returning Officers. The occasion should be used for obtaining requisitions for Postal Ballots in Form-XIV.

(b) The second stage of randomization should be done in the presence of General Observers deployed in the District by State Election Commission. At this stage, actual polling parties should be formed on random basis using the randomization software. Each polling party shall be assigned with a code number. At this stage though the actual polling station will not be known, however, details of Mandals allotted and team composition may be known. The Second randomization should not take place earlier than 7 days before the day of poll. At this stage a code number has to be assigned to each polling party. Orders may be served to the personnel in Annexure-III by the receiving Assistant District Election Authority/MPDO concerned duly indicating the date and time of Poll, 2nd training class venue and timings (in case of POs/APOs), details of the Distribution Centre, etc., well in advance.

The second training class to POs and APOs can be conducted at this stage by receiving Assistant District Election Authorities (MPDOs)/ ROs and AROs.

(c) The third stage of randomization exercise shall take place one day prior to actual dispersal of polling parties. This stage of randomization for final allocation of polling station to each polling party should also be done under the supervision of General Observers. This will be done basing on the code number allotted to each poll party duly assigning a polling station to that code. The actual polling stations allotted to the individual polling personnel is to be disclosed just before the polling party at the Distribution Centre, receives the poll material at Distribution Centre. Orders to be served to Polling Parties in Annexure-IV at the Distribution Centre indicating the name of the Gram Panchayat, Ward No., Polling Station No., etc.

(d) The General Observers should make a special reference to the randomization exercise observed by them while submitting the report to State Election Commission.

6. TRAINING TO POLLING PERSONNEL:

The District Election Authorities are informed that it is of utmost importance that all persons selected for polling duty as Presiding Officers and Assistant Presiding Officers, including those on the reserve lists, Zonal Officers and Returning Offices should be adequately trained in the duties entrusted to them. Every such person should attend at least two training classes, one out of them will be practical training. At each training class, as far as possible, there should not be more than 50 or 60 personnel. The attendance at each class should be checked and recorded before the class starts, so that necessary disciplinary action or prosecution, as the case may be, is initiated readily.

The District Collectors shall arrange for imparting two training classes for Polling Personnel for conducting polls with Ballot Boxes/EVMs, as the case may be. The Commissioner, Panchayat Raj & Rural Development and Election Authority 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 where either Ballot Boxes or EVMs are used.

The training classes should be conducted by the Assistant District Election Authorities concerned under the supervision of Deputy District Election Authorities concerned. Before that, the Returning Officers, and Assistant Returning Officers of Stage-II shall be trained by the persons authorized by the District Election Authority. No officer who has been appointed as Returning Officer would be entrusted with polling duties.

7. 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 co-ordination and monitoring. A Zonal Officer should be able to visit each polling area in his jurisdiction at least two times on the day of poll.

8. COUNTING PERSONNEL:

In Gram Panchayat elections, the counting of votes will be taken up on the same day, in the afternoon by the Returning Officer concerned. The same polling personnel will assist the Returning Officer for counting of votes as counting supervisor and counting assistants.

Hence, proper trainings have to be imparted to polling personnel in counting of votes also by the concerned Deputy / Assistant District Election Authorities specially emphasizing on disposal of doubtful votes polled.

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

[Signature]

SECRETARY

To
The Collectors and District Election Authorities.
The District Panchayat Officers.

Copy to the Principal Secretary to Government, P.R. & R.D. Department.
Copy to the Election Authority & Commissioner of P.R. & R.D.
ANNEXURE – I

ELECTIONS TO GRAM PANCHAYATS
____________________ DISTRICT

ORDER ON APPOINTMENT OF RETURNING OFFICERS / ASSISTANT RETURNING OFFICERS

I, hereby, appoint the officers 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 offices of Sarpanch, Upa-Sarpanch and Ward Members of ___________________ Gram Panchayat in _______________ Mandal Praja Parishad.

<table>
<thead>
<tr>
<th>Name, designation and office address of Returning Officer (Stage-I)</th>
<th>Name, designation and office address of Returning Officer (Stage-II)</th>
<th>Name, designation and office address of Assistant Returning Officer(s) Stage-I</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

The Returning Officer / Assistant Returning Officers(s) shall attend the training classes as indicated below.

<table>
<thead>
<tr>
<th>Name of the Officer</th>
<th>Date of Class</th>
<th>Hour</th>
<th>Place where the class will be held</th>
<th>Designation of officer who will conduct the class</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
</tr>
<tr>
<td>Returning Officer (Stage-I)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning Officer (Stage-II)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Returning Officer (Stage-I)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ....................

District Election Authority/
Dy. District Election Authority

Attested

Signature of the Attesting Officer
ANNEXURE – II

ELECTIONS TO GRAM PANCHAYATS
___________________________ DISTRICT

ORDER OF APPOINTMENT OF PRESIDING OFFICER / ASSISTANT PRESIDING OFFICERS / POLLING OFFICERS

I, hereby, appoint the Officers specified below as Presiding Officer / Assistant Presiding Officer / Polling Officer for elections to Ward Members and Sarpanch of Gram Panchayats to be held on .............................

Name and address of the Presiding Officer / Assistant Presiding Officer / Polling Officer: .............................................................
Employee Code: .............................................
Date :
Place :

Signature of District Election Authority,
............................................. District /
Signature of Asst. Dist. Election Authority
................ Mandal Praja Parishad (sponsoring)

Note:-

1. The Training Classes to acquaint the procedure of conduct of election will be held on ............................ at .................... AM/PM at .............................................
.................................................................................................................. (Place)
and the Presiding Officers and Assistant Presiding Officers should attend the Training Classes.

2. The Polling Officers need not attend the training classes. They should directly report to the distribution centre which will be intimated later.

3. The details of the 2nd training class, Mandal allotment, Date & Time of poll, Distribution Centre will be intimated later by the receiving Assistant District Election Authority.

Failure to attend training classes and polling duties will be viewed seriously. Defaulting officers are not only liable for disciplinary action but are also liable for prosecution.

Receipt:

Received the appointment order as Presiding Officer / Assistant Presiding Officer / Polling Officer from the District Election Authority / Asst. District Election Authority/MPDO for elections to Ward Members and Sarpanch of Gram Panchayats and intimation of 1st Training Class in case of Presiding Officer / Assistant Presiding Officer.

Employee Code: ................. Signature :
Name :
Designation :
ANNEXURE – III

ELECTIONS TO GRAM PANCHAYATS
________________________ DISTRICT

ORDER OF APPOINTMENT OF PRESIDING AND OTHER POLLING OFFICERS
(To be served by the receiving Asst. DEA/MPDO after 2nd Randomization)

I, hereby, appoint the Officers specified in column 3 and 4 of table below as Presiding Officers and Polling Officers respectively for Gram Panchayat Elections of ............................. Mandal Praja Parishad.

I also authorize the Polling Officer specified in column 5 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>
<thead>
<tr>
<th>Name of the Mandal allotted</th>
<th>Team Code Number</th>
<th>Name &amp; Designation of the Presiding Officer</th>
<th>Names of the Polling Officer(s)</th>
<th>Polling Officer authorized to perform the functions of the Presiding Officer in the latter's absence out of column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

Date : 
Place :

Signature of District Election Authority,
................................. District/
Signature of Asst. Dist. Election Authority,
................................. Mandal Praja Parishad

Note:-
1. The 2nd training class will be held at ........ on................ at...................(Venue)
2. The date of poll is ......................... between ................. and .............. (hours).
3. You should report to the Returning Officer at .................... Distribution Centre on .................... (Date) at .................... (Time) for taking delivery of polling materials.
4. The polling officers need not attend the training class. They shall report directly at above Distribution Centre on .................... at .............. AM.

Failure to attend polling duties will be viewed seriously. Defaulting officers are not only liable for disciplinary action but are also liable for prosecution.
ANNEXURE-IV

ELECTIONS TO GRAM PANCHAYATS
____________________ DISTRICT

ORDER OF APPOINTMENT OF PRESIDING AND OTHER POLLING OFFICERS
(To be served on the day of distribution)

I, hereby, appoint the Officers specified in column 3 and 4 of table below as Presiding Officers and Polling Officers respectively for the polling station(s) specified in the corresponding entry in column 2 for the Ward specified in column 1 of the table provided for Gram Panchayat of ............................................................ Mandal Praja Parishad.

I also authorize the Polling Officer specified in column 5 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>
<thead>
<tr>
<th>Ward No. &amp; Name</th>
<th>Polling Station No. &amp; Name</th>
<th>Name &amp; Designation of the Presiding Officer</th>
<th>Names of the Polling Officer(s)</th>
<th>Polling Officer authorized to perform the functions of the Presiding Officer in the latter’s absence out of column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

Date : 
Place :

Signature of District Election Authority,
................................. District /
Signature of Asst. Dist. Election Authority
................................. Mandal Praja Parishad

Note:- The date of poll is on ....................... between ......................... and ............... (hours).

Failure to attend polling duties will be viewed seriously. Defaulting officers are not only liable for disciplinary action but are also liable for prosecution.
## ELECTION / POLLING MATERIAL

### STATUTORY FORMS (FOR STAGE-I ELECTION PROCESS)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice for Election of Member/Sarpanch, Gram Panchayat (Form-I)</td>
<td>5 per GP</td>
</tr>
<tr>
<td>2</td>
<td>Nomination Paper (Form-III)</td>
<td>100 per GP</td>
</tr>
<tr>
<td>3</td>
<td>List of Nominations received (Form-V)</td>
<td>20 per GP</td>
</tr>
<tr>
<td>4</td>
<td>List of Validly Nominated Candidates (Form-VI)</td>
<td>20 per GP</td>
</tr>
<tr>
<td>5</td>
<td>Notice of Withdrawal of Candidature (Form-VII)</td>
<td>40 per GP</td>
</tr>
<tr>
<td>6</td>
<td>Publication of Notice of Withdrawal of Candidature (Form-VIII)</td>
<td>20 per GP</td>
</tr>
<tr>
<td>7</td>
<td>List of Contesting Candidates (Form-IX) (RO shall supply filled Form-IX @ 2 per PS)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>8</td>
<td>Appointment of Election Agent (Form-XI)</td>
<td>40 per GP</td>
</tr>
<tr>
<td>9</td>
<td>Declaration of the Result of Uncontested Election (Form-X)</td>
<td>5 per GP</td>
</tr>
</tbody>
</table>

### NON-STATUTORY FORMS (FOR STAGE-I ELECTION PROCESS)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Checklist for Nomination Paper (To be issued by RO to candidate, wherever required, at the time of submission of nomination papers, if RO found any defects in nomination paper or if candidate did not submit required documents along with nomination)</td>
<td>200 per GP</td>
</tr>
<tr>
<td>2</td>
<td>Declaration by candidates on Criminal Antecedents, Assets and Liabilities and Educational Qualifications to be submitted along with Nomination Paper</td>
<td>100 per GP</td>
</tr>
<tr>
<td>3</td>
<td>Declaration by candidates on Accounts of Election Expenditure to be submitted along with Nomination Paper</td>
<td>100 per GP</td>
</tr>
<tr>
<td>4</td>
<td>Maintenance of Election Expenditure by contesting candidates (Proformas-I to IV) (to be supplied to contesting candidates)</td>
<td>100 per GP</td>
</tr>
</tbody>
</table>

### STATUTORY FORMS / COVERS (FOR STAGE-II ELECTION PROCESS)

#### BEFORE POLL PROCESS:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application for Postal Ballot Paper (Form-XIV)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>2</td>
<td>Application for Election Duty Certificate (Form-XV)</td>
<td>5 per GP</td>
</tr>
<tr>
<td>3</td>
<td>Election Duty Certificate (Form-XVI)</td>
<td>5 per GP</td>
</tr>
<tr>
<td>4</td>
<td>Declaration by Elector (Postal Ballot) (Form-XVII)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>5</td>
<td><strong>Cover 'A'</strong> for Postal Ballot (Form-XVIII) (Small size) (Pink colour for Sarpanch &amp; White colour for Ward Member)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>6</td>
<td><strong>Cover 'B'</strong> for Postal Ballot (Form-XIX) (Medium size) (Pink colour for Sarpanch &amp; White colour for Ward Member)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>7</td>
<td>Instructions for Guidance of Elector (Postal Ballot) (Form-XX)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>8</td>
<td><strong>Outer Cover</strong> for Postal Ballot Paper (Big Size)</td>
<td>30 per GP</td>
</tr>
</tbody>
</table>
### Non-Statutory Forms (for Stage-II Election Process)

#### Before Poll Process:

<table>
<thead>
<tr>
<th></th>
<th>Model Code of Conduct (to be supplied to the Contesting Candidates)</th>
<th>70 per GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photo ID Card for Contesting Candidate</td>
<td>120 per GP</td>
</tr>
<tr>
<td>2</td>
<td>Vehicle Permit (for Sarpanch only) (to be issued by Tahsildar concerned)</td>
<td>10 per GP</td>
</tr>
<tr>
<td>3</td>
<td>Photo ID Card for Polling Staff (same format as counting staff also)</td>
<td>40 per GP</td>
</tr>
<tr>
<td>4</td>
<td>Photo ID Card for Polling Agents</td>
<td>120 per GP</td>
</tr>
<tr>
<td>5</td>
<td>Photo ID Card for Counting Agents</td>
<td>50 per GP</td>
</tr>
</tbody>
</table>

#### During Poll Process:

<table>
<thead>
<tr>
<th></th>
<th>Photo ID Card for Counting Staff (same format for polling staff also)</th>
<th>40 per GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report to be given by RO u/s 225 (Removal of ballot papers or ballot boxes from polling stations)</td>
<td>10 per GP</td>
</tr>
<tr>
<td>2</td>
<td>Report to be given by RO u/s 225B (Adjournment of Poll in emergencies like riot, natural calamity, etc.)</td>
<td>10 per GP</td>
</tr>
<tr>
<td>3</td>
<td>Report to be given by RO u/s 225C ( Destruction of ballot boxes)</td>
<td>10 per GP</td>
</tr>
<tr>
<td>4</td>
<td>Report to be given by RO u/s 225D (Destruction, loss, etc., of ballot papers at the time of counting)</td>
<td>10 per GP</td>
</tr>
<tr>
<td>5</td>
<td>Report to be given by RO u/s 231 (Booth capturing)</td>
<td>10 per GP</td>
</tr>
</tbody>
</table>

### Requirement of Polling Materials Used at Polling Station

#### Part-I

**List of Polling Materials:**

<table>
<thead>
<tr>
<th></th>
<th>Ballot Box (Note: One or two ballot boxes may also be kept as reserve for each Gram Panchayat depending upon the number of voters allotted to the polling station, number of contesting candidates and size of the ballot boxes)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Ballot Papers</strong></td>
<td>As per requirement</td>
</tr>
<tr>
<td></td>
<td>Copies of Electoral Rolls (1 Marked copy + 3 Working copies)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Indelible Ink Phials (10 CC for 500 voters)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Paper Seals for Ballot Box(es)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Address Tags for Ballot Box(es)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Label for Ballot Box(es)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Arrow Cross Mark Rubber Stamp</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Distinguishing Mark Rubber Stamp</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Stamp Pad (Purple)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Purple Ink Bottle</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Pusher</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Metal Seal for Presiding Officer</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Match Box</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Material for making Voting Compartment (Card Board)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Poster Notice specifying Polling Area</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Poster showing List of Contesting Candidates and Symbols allotted to them</td>
<td>1 for Sarpanch &amp; 1 for Ward Member</td>
</tr>
<tr>
<td>STATUTORY FORMS AND OTHER ELECTION PAPERS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>1. Final List of Contesting Candidates <em>(Form-IX)</em> (Sarpanch &amp; Ward Member)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2. Appointment of Polling Agent <em>(Form-XII)</em></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3. List of Challenged Votes <em>(Form-XXI)</em></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4. List of Blind and Infirm Voters <em>(Form-XXIII)</em></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5. List of Tendered Votes <em>(Form-XXIV)</em></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6. Ballot Paper Account <em>(Form-XXV)</em></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>7. Declaration by the companion of blind and infirm voter <em>(Form-XXII)</em></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-STATUTORY FORMS AND OTHER ELECTION PAPERS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Paper Seal Account</td>
<td>2</td>
</tr>
<tr>
<td>2. Receipt Book for deposit of Challenged Book Votes Fee</td>
<td>5</td>
</tr>
<tr>
<td>3. Letter to Station House Officer (Police)</td>
<td>2</td>
</tr>
<tr>
<td>4. Declaration by the presiding Officer before the commencement of Poll and at the end of Poll <em>(Part-I to III)</em></td>
<td>2</td>
</tr>
<tr>
<td>5. Form of Declaration by Elector about his/her age</td>
<td>2</td>
</tr>
<tr>
<td>6. Declaration by PO about the age of electors List of electors who voted after giving declaration <em>(Part-I)</em> / List of electors who refused to give declaration <em>(Part-II)</em></td>
<td>2</td>
</tr>
<tr>
<td>7. Presiding Officer’s Diary</td>
<td>2</td>
</tr>
<tr>
<td>8. Visit Sheet</td>
<td>2</td>
</tr>
<tr>
<td>9. Format containing specimen signature of Contesting Candidates and their Election Agents</td>
<td>2</td>
</tr>
<tr>
<td>10. Passes for Polling Agents</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGN BOARDS FOR POLLING STATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Presiding Officer</td>
<td>1</td>
</tr>
<tr>
<td>2. Polling Officer</td>
<td>2</td>
</tr>
<tr>
<td>3. Entry</td>
<td>1</td>
</tr>
<tr>
<td>4. Exit</td>
<td>1</td>
</tr>
<tr>
<td>5. Polling Agents</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATIONERY REQUIRED FOR A POLLING STATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ordinary Pencil</td>
<td>1</td>
</tr>
<tr>
<td>2. Ballpoint Pen</td>
<td>1 Blue &amp; 1 Red</td>
</tr>
<tr>
<td>3. Plain Foolscap Paper</td>
<td>2 Sheets</td>
</tr>
<tr>
<td>4. Pins</td>
<td>10 pieces</td>
</tr>
<tr>
<td>5. Drawing Pins</td>
<td>20 pieces</td>
</tr>
<tr>
<td>6. Sealing wax</td>
<td>2 sticks</td>
</tr>
<tr>
<td>7. Gum Bottle (small)</td>
<td>1</td>
</tr>
<tr>
<td>8. Blade</td>
<td>1</td>
</tr>
<tr>
<td>9. Candle sticks</td>
<td>2</td>
</tr>
<tr>
<td>10. Thin Twine Thread</td>
<td>20 metres</td>
</tr>
<tr>
<td>11. Sutli (Country twine)</td>
<td>20 metres</td>
</tr>
<tr>
<td>12. Flexible wire</td>
<td>5 pieces</td>
</tr>
</tbody>
</table>
13. Sewing thread 20 metres
14. Needle 1
15. Flat Metal Rule 1
16. Carbon Paper 2
17. Cloth or Rag for removing oil, etc., 1
18. Cup/empty Tin/plastic for holding indelible ink bottle 1
19. Rubber bands 10
20. Cello Tape 1
21. Canvas Bag 1
22. Ribbon or Tape for tying sealed Ballot Boxes 6 metres
23. Gunny Bag 1
24. Checklist for Polling Material 2

PART-II

LIST OF COVERS REQUIRED BY THE PRESIDING OFFICER
FOR SEALING TO BE MADE (STATUTORY & NON-STATUTORY)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Cover Name</th>
<th>Requirement per PS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Self printed BROWN coloured covers:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Cover for Ballot Paper Account (Form XXV)</td>
<td>Medium size 2 per PS</td>
</tr>
<tr>
<td>2.</td>
<td>Cover for Declarations by Presiding Officer before and after Poll</td>
<td>Medium size 2 per PS</td>
</tr>
<tr>
<td>3.</td>
<td>Cover for Paper Seal Account</td>
<td>Medium size 2 per PS</td>
</tr>
<tr>
<td>4.</td>
<td>Cover for the Diary of the Presiding Officer</td>
<td>Small size 2 per PS</td>
</tr>
<tr>
<td>5.</td>
<td>Cover for Visit Sheet</td>
<td>Small size 1 per PS</td>
</tr>
<tr>
<td>B.</td>
<td>Statutory Covers (GREEN coloured) containing the following sealed covers which shall also in the same colour, i.e. GREEN:</td>
<td>Big size 1 per PS</td>
</tr>
<tr>
<td>1.</td>
<td>Cover containing the Marked Copy of Electoral Roll</td>
<td>Medium size 2 per PS</td>
</tr>
<tr>
<td>2.</td>
<td>(a) Cover containing the signed but unused Ballot Papers with counterfoils (Sarpanch)</td>
<td>Medium size 1 per PS</td>
</tr>
<tr>
<td></td>
<td>(b) Cover containing the signed but unused Ballot Papers with counterfoils (Ward Member)</td>
<td>Medium size 1 per PS</td>
</tr>
<tr>
<td>3.</td>
<td>(a) Cover containing other unused Ballot Papers with counterfoils (Sarpanch)</td>
<td>Medium size 1 per PS</td>
</tr>
<tr>
<td></td>
<td>(b) Cover containing other unused Ballot Papers with counterfoils (Ward Member)</td>
<td>Medium size 1 per PS</td>
</tr>
<tr>
<td>4.</td>
<td>(a) Cover containing the Tendered Ballot Papers and the List in Form-XXIV (Sarpanch)</td>
<td>Small size 1 per PS</td>
</tr>
<tr>
<td></td>
<td>(b) Cover containing the Tendered Ballot Papers and the List in Form-XXIV (Ward Member)</td>
<td>Small size 1 per PS</td>
</tr>
<tr>
<td>5.</td>
<td>(a) Cover containing the Ballot Papers cancelled for violation of voting procedure (Sarpanch)</td>
<td>Small size 1 per PS</td>
</tr>
<tr>
<td></td>
<td>(a) Cover containing the Ballot Papers cancelled for violation of voting procedure (Ward Member)</td>
<td>Small size 1 per PS</td>
</tr>
<tr>
<td>6.</td>
<td>(a) Cover(s) containing other cancelled Ballot Papers</td>
<td>Small size 1 per PS</td>
</tr>
</tbody>
</table>
(Sarpanch)

(b) Cover(s) containing other cancelled Ballot Papers (Ward Member)  
Small size  1 per PS

7. (a) Cover containing Counterfoils of used Ballot Papers including Tendered Ballot papers (Sarpanch)  
Medium size  1 per PS

(b) Cover containing Counterfoils of used Ballot Papers including Tendered Ballot papers (Ward Member)  
Medium size  1 per PS

C. **Non-Statutory Covers (YELLOW coloured)** containing the following sealed covers which shall also in the same colour, i.e. YELLOW:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Size</th>
<th>Quantity per PS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cover containing the copy or copies of Electoral Roll (other than the Marked copy)</td>
<td>Medium</td>
<td>2 per PS</td>
</tr>
<tr>
<td>2.</td>
<td>Cover for Appointment Letters of Polling Agents</td>
<td>Medium</td>
<td>2 per PS</td>
</tr>
<tr>
<td>3.</td>
<td>Cover for Election Duty Certificate</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>4.</td>
<td>Cover for Challenged Votes &amp; list in Form XXI</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>5.</td>
<td>Cover for List of Blind and Infirm electors &amp; declarations of companions.</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>6.</td>
<td>Cover for Declarations obtained from electors as to their age and the list of such electors</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>7.</td>
<td>Cover for Receipt Book and Cash, if any, in respect of Challenged voters</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>8.</td>
<td>Cover for Unused and Damaged Paper Seals</td>
<td>Small</td>
<td>2 per PS</td>
</tr>
<tr>
<td>9.</td>
<td>For any other paper that the Presiding Officer has decided to keep in the sealed cover</td>
<td>Medium</td>
<td>2 per PS</td>
</tr>
<tr>
<td>10.</td>
<td>Plain covers</td>
<td>Medium</td>
<td>5 per PS</td>
</tr>
</tbody>
</table>

D. **Cover (BLUE coloured) for following items:**  
Big size  1 per PS

1. Handbook for Presiding Officer
2. Self-inking Pads
3. Metal Seal of the Presiding Officer
4. Arrow Cross Mark Rubber Stamp
5. Distinguishing Rubber Stamp

E. **Empty Cover (WHITE coloured):**  
Big size  1 per PS

(Whether the covers/envelopes are smaller in size the packing paper may be used and where the relevant printed cover/envelope is not available plain envelope can be used and purpose may be indicated with Red ink).

**Note:** The packets containing (i) Ballot Paper Account (in Form-XXV), (ii) Paper Seal Account, (iii) Declarations by the Presiding Officer before the commencement of Poll—during the poll and after close of poll, (iv) Presiding Officer’s Diary, and (v) Visit Sheet, should be put in separate covers.

**Size of Covers**

- **Big Cover:** 16” X 12”
- **Medium Cover:** 14” X 10”
- **Small Cover:** 11” X 5”
# LIST OF POLLING MATERIALS REQUIRED FOR COUNTING OF VOTES TO THE OFFICES OF SARPAHCH AND WARD MEMBERS OF GRAM PANCHAYATS TO BE HELD BY THE RETURNING OFFICER (STAGE-II)

## A. STATUTORY FORMS AND OTHER MATERIALS REQUIRED FOR COUNTING AND DECLARATION OF RESULTS:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Appointment of Counting Agent (Form-XIII)</td>
<td>50 per GP</td>
</tr>
<tr>
<td>2.</td>
<td>Received Covers-B (Form-XIX) contains Postal Ballot Paper and Declaration of Elector (to be opened before counting of votes)</td>
<td>--</td>
</tr>
<tr>
<td>3.</td>
<td>Sealed Ballot Box(es) along with Ballot Paper Account (Form-XXV) and Paper Seal Account</td>
<td>--</td>
</tr>
<tr>
<td>4.</td>
<td>Final Result Sheet (Form-XXVI)</td>
<td>20 per GP</td>
</tr>
<tr>
<td>5.</td>
<td>Declaration of Result of Election (Form-XXVII)</td>
<td>20 per GP</td>
</tr>
<tr>
<td>6.</td>
<td>Return of Election (Form-XXVIII)</td>
<td>30 per GP</td>
</tr>
<tr>
<td>7.</td>
<td>Certificate of Election (Form-XXIX)</td>
<td>20 per GP</td>
</tr>
</tbody>
</table>

## B. STATIONERY REQUIRED FOR COUNTING:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A pen-knife or a razor blade</td>
<td>10 per GP</td>
</tr>
<tr>
<td>2.</td>
<td>Pencils</td>
<td>1 per GP</td>
</tr>
<tr>
<td>3.</td>
<td>Ballpoint Pen of Blue ink</td>
<td>1 per GP</td>
</tr>
<tr>
<td>4.</td>
<td>Two sheets of paper</td>
<td>25 per GP</td>
</tr>
<tr>
<td>5.</td>
<td>A dampener sponge or water in small cup</td>
<td>30 per GP</td>
</tr>
<tr>
<td>6.</td>
<td>Paper weights (small pieces of stone will also do)</td>
<td>1 or 2 per GP</td>
</tr>
<tr>
<td>7.</td>
<td>Rubber bands (Big size and Small size)</td>
<td>100+50 per GP</td>
</tr>
<tr>
<td>8.</td>
<td>Plastic trays</td>
<td>10 per GP</td>
</tr>
<tr>
<td>9.</td>
<td>Gum Bottle</td>
<td>1 per GP</td>
</tr>
<tr>
<td>10.</td>
<td>Covers required for packing of bundles of Counted Ballot Papers (Ward-wise and Candidate-wise)</td>
<td>70 per GP</td>
</tr>
<tr>
<td>11.</td>
<td>Trunk Box for storage purpose</td>
<td>1 per GP</td>
</tr>
<tr>
<td>12.</td>
<td>Sealing wax</td>
<td>50 per GP</td>
</tr>
</tbody>
</table>

## PART-IV

# LIST OF ELECTION MATERIAL REQUIRED FOR CONDUCT OF UPA-SARPAHCH ELECTION TO BE HELD BY THE RETURNING OFFICER (STAGE-II)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Notice in Form-I for conduct of election of Upa-Sarpanch of Gram Panchayat to be served to all elected Ward Members and Sarpanch of Gram Panchayat concerned.</td>
<td>15 per GP</td>
</tr>
<tr>
<td>2.</td>
<td>Register for recording Minutes of Meeting</td>
<td>1 per GP</td>
</tr>
</tbody>
</table>
CIRCULAR

No.171/SEC-B2/2018       Date: 04.01.2019


***

The State Election Commission issued certain instructions with regard to identification of offset printing presses, new method to be followed for printing of Ballot Paper with NOTA Symbol, model ballot papers, etc., in the reference cited.

Elections to the Gram Panchayats are held on non-party basis. Ballot papers shall be printed with symbols notified by the State Election Commission without the names of contesting candidates separately for the post of Sarpanch and Ward Member along with NOTA symbol well in advance. It is to be noted that NOTA is to be printed in the last panel of ballot papers.

There is marked departure from the practice followed in the last ordinary elections to Gram Panchayats. Earlier, the District administration used to cut the ballot paper of higher denominations to the required size after finalization of list of contesting candidates. Due to introduction of NOTA, it is not possible to adopt this method of cutting ballot paper of higher denomination to required size.

In view of large number of Sarpanch and Ward constituencies in Gram Panchayats, advance printing is essential. To facilitate advance printing, the State Election Commission projected the estimated requirement of ballot paper of different denominations for both Sarpanch and Ward Member based on average of contesting candidates and actual utilization of ballot paper in the 13 districts forming part of Andhra Pradesh during last ordinary elections. The estimated requirement of ballot paper is projected and indicated in the following table.
<table>
<thead>
<tr>
<th>Denomination (No. of contesting candidates)</th>
<th>% of Ballot Papers to be printed on total requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 + NOTA = 3 Panel</td>
<td>15</td>
</tr>
<tr>
<td>3 + NOTA = 4 Panel</td>
<td>25</td>
</tr>
<tr>
<td>4 + NOTA = 5 Panel</td>
<td>20</td>
</tr>
<tr>
<td>5 + NOTA = 6 Panel</td>
<td>12</td>
</tr>
<tr>
<td>6 + NOTA = 7 Panel</td>
<td>9</td>
</tr>
<tr>
<td>7 + NOTA = 8 Panel</td>
<td>7</td>
</tr>
<tr>
<td>8 + NOTA = 9 Panel</td>
<td>4</td>
</tr>
<tr>
<td>9 + NOTA = 10 Panel</td>
<td>3</td>
</tr>
<tr>
<td>10 + NOTA = 11 Panel</td>
<td>2</td>
</tr>
<tr>
<td>11 + NOTA = 12 Panel</td>
<td>1</td>
</tr>
<tr>
<td>12 + NOTA = 13 Panel</td>
<td>0.65</td>
</tr>
<tr>
<td>13 + NOTA = 14 Panel</td>
<td>0.50</td>
</tr>
<tr>
<td>14 + NOTA = 15 Panel</td>
<td>0.30</td>
</tr>
<tr>
<td>15 + NOTA = 16 Panel</td>
<td>0.20</td>
</tr>
<tr>
<td>16 + NOTA = 17 Panel</td>
<td>0.15</td>
</tr>
<tr>
<td>17 + NOTA = 18 Panel</td>
<td>0.10</td>
</tr>
<tr>
<td>18 + NOTA = 19 Panel</td>
<td>0.05</td>
</tr>
<tr>
<td>19 + NOTA = 20 Panel</td>
<td>0.03</td>
</tr>
<tr>
<td>20 + NOTA = 21 Panel</td>
<td>0.02</td>
</tr>
</tbody>
</table>

The District administration is requested to work out the district requirement of ballot paper to be printed in advance based on the voting strength applying the above percentages for each size of ballot paper for both Sarpanch and Ward Member. For example, if the voting strength is 1000, 2+NOTA symbol ballot paper requirement shall be 150 for Sarpanch (15%) and 200 for Ward Member (20%).

A reserve of 10% may be provided under each denomination so as to deal the exigency during election time. However, for distribution of ballot papers to polling stations, the requirement shall be equal to the number of voters assigned to the polling station rounded off to next 10.
The Commission suggested for printing of ballot papers of various denominations (from 2+NOTA to 20+NOTA for Sarpanch and from 2+NOTA to 11+NOTA for Ward Member) is to ensure that ballot papers of all sizes are available. Further, this will facilitate preparation and preservation of printing blocks of all denominations which can be used for printing work at short notice depending upon the actual requirement after publication of list of contesting candidates. The Collectors & DEAs shall make it clear to the offset printing presses engaged for the purpose of printing of ballot papers that the blocks / frames containing ballot papers of all denominations are preserved and kept in safe custody after completion of advance printing as per the percentages suggested above.

Further, the Collectors & DEAs shall also keep the offset printers engaged and ready to print ballot papers of any denomination higher than the ballot papers printed in advance and to meet any shortfall in the ballot papers of various ballot papers already printed. Requirement on the above two counts can be assessed only after finalization of list of contesting candidates.

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

To
All Collectors & District Election Authorities.
All District Panchayat Officers.

Copy to:
The Commissioner of Printing, Stationary & Stores Purchase, Vijayawada.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director of Panchayat Raj & Election Authority.

The ordinary elections to Gram Panchayats are held on non-party basis using ballot boxes and ballot papers.

The work relating to the printing of ballot papers of Sarpanch and Ward Member for Gram Panchayat elections is decentralized and responsibility is entrusted to the District Administration to get the ballot papers printed locally in private offset printing presses as was done during previous ordinary elections. The following instructions are issued on this subject.

1. Identification of Presses:

The Collectors and District Election Authorities shall take advance action to identify offset printing presses for printing of ballot papers of Sarpanch and Ward Member of Gram Panchayats. As the elections to the Gram Panchayats are held on non-party basis and without the names of contesting candidates, symbols notified by the State Election Commission separately for the post of Sarpanch and Ward Member shall be printed on each ballot paper along with NOTA symbol well in advance.

Keeping in view the voters strength of the district and the requirement of ballot papers of various of denominations (number of symbols on each ballot paper), the Collectors and District Election Authorities shall identify the required number of offset printing presses to complete the printing of ballot papers within time. If suitable presses are not available locally, the work may be entrusted to the printers in the neighboring districts or to the Government Central Press under the control of Commissioner of Printing, Stationery and Stores Purchase, Vijayawada, as the case may be. The District Panchayat Officers may consult Sri Mohan Kumar Manager (Works), O/o. Commissioner of Printing (Mobile No. 7675040553) in case they require any technical advice on this matter.

The following precautions shall be taken during the identification of printing presses.

(i) The proprietors of the printing presses should enter into an agreement with the district administration in the proforma indicated in Annexure-I (enclosed) as was done earlier.

(ii) The proprietors of the printing presses should not be the contesting candidates or a close relative of any of the contesting candidate or a known supporter of any political party.

(iii) The Collectors & DEAs shall take control of the identified private press for security and secrecy purposes during the period when printing of ballot papers is undertaken in the printing presses.
2. Colour of the Ballot Paper:

The State Election Commission decided that the colour of the Ballot Paper for Sarpanch shall be “Pink” wove paper and for Ward Member shall be “White” wove paper.

3. Supply of Paper:

The District Panchayat Officer in consultation with the printing presses shall work out the requirement of Pink wove ballot paper (Sarpanch) and White wove ballot paper (Ward Member) for the entire District with 20% reserve basis on the voting strength of the district, average number of contested candidates for Sarpanch and Ward Member and actual utilization of ballot papers of various denominations of ballot papers for Sarpanch and Ward Member election during last ordinary elections and other relevant information and send it well in advance to the Director of Panchayat Raj & Election Authority under copy to the State Election Commission. In the last ordinary elections to Gram Panchayats held in 2013, the average number of contested candidates for the offices of Sarpanch and Ward Member was 4 and 3 respectively. The Director of Panchayat Raj & Election Authority, after receipt of requirement of ballot paper from all the Collectors & District Election Authorities, shall place indent with the Commissioner of Printing, Stationary and Stores Purchase, Government Central Press, Vijayawada for procurement and supply of Pink and White wove paper to the districts. Keeping in view of the suitability of the printing press, type of paper should be indicated, i.e., either for roll paper or sheet paper.

The exercise shall be planned and executed meticulously so as to complete actual printing work before issue of Election Notification.

4. Supply of CD containing Symbols:

The State Election Commission will arrange for supply of CDs, containing separate symbols notified for the offices of Sarpanch and Ward Member of Gram Panchayat to the Collectors & District Election Authorities / District Panchayat Officers.

5. Rates for Printing:

The Collectors & District Election Authorities shall finalize the rates for printing of ballot papers of various denominations of Sarpanch and Ward Member election through District Purchase Committee as was done previously by calling tenders, with the approval of the Director of Panchayat Raj & Election Authority.

6. Supervision at the Presses:

The Collectors & District Election Authorities shall take action to deploy competent officers for supervision of ballot papers printing work at the printing presses. The C & DEAs shall also review progress of printing work regularly to ensure that the work is completed within the time frame.
7. Security at the Press:

The security arrangements at the private presses, where printing is done, and also at the place of storage of ballot papers shall be made by the Collectors & DEAs by posting adequate police personnel. In the extremist infested areas, adequate measures shall be taken for the safety and security of the ballot paper both at the printing presses as well as at the place of their storage. The workers at the press shall be issued passes. No unauthorized person shall be allowed entry inside the press when the work is taken up. All persons including employees of the presses and the public servants on duty at the presses should be frisked while entering and leaving the printing press.

8. Additional Precautions to be taken at the time of printing ballot papers:

1. The Computers used for preparing layout of ballot papers shall not be networked.
2. After completion of printing, the files related to layouts of ballot papers shall be erased from the hard disk of computers used in the printing press.
3. CDs containing symbols shall be taken back from the printer after printing work is completed and they shall be kept in safe custody.
4. Collectors & DEAs are also authorized to take any other precautions as may be necessary for the security of printing work.

9. Printing of the Ballot Paper:

(a) Old method of printing ballot papers:

In all Gram Panchayat elections held so far, the established procedure that we have followed was that the ballot papers of various denominations are printed well in advance as they contain only symbols without the names of the candidates.

Due to introduction of NOTA (None of the above), every ballot paper shall have NOTA symbol below the last candidate. Due to this development, ballot paper as required to be printed in all denomination from 3 (2 + NOTA) up to 15 (14 + NOTA).

(b) New method to be followed for printing of Ballot Paper with NOTA Symbol:

Rule 35A of A.P. Panchayat Raj (Conduct of Elections) Rules, 2006 stipulates that “None of the Above (NOTA)” symbol option shall be printed below the last symbol of the contesting candidate.

Both the Sarpanch and Ward Member election ballot papers shall be printed with NOTA symbol. The symbol assigned for NOTA is indicated below.

Therefore, advance action shall be taken for printing of Sarpanch and Ward Member Ballot Paper with different denominations with NOTA symbols.
(c) Ballot paper for Sarpanch election:

The Ballot Paper for Sarpanch election shall be printed on Pink coloured wove paper with all denominations starting from 3 symbols to maximum 15 symbols including NOTA symbol. Examples of different denomination ballot papers with NOTA symbol are given below.

<table>
<thead>
<tr>
<th>Denomination of Ballot Paper</th>
<th>Number of Symbols + NOTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Symbols</td>
<td>2 Candidate symbols + NOTA symbol</td>
</tr>
<tr>
<td>4 Symbols</td>
<td>3 Candidate symbols + NOTA symbol</td>
</tr>
<tr>
<td>15 Symbols</td>
<td>14 Candidate symbols + NOTA symbol</td>
</tr>
</tbody>
</table>

The proportion of these denominations may be decided based on the number of contested candidates in the last ordinary election, actual utilization of ballot paper of various denomination / symbols in the last ordinary elections. A reserve plan should also be kept in mind for meeting the need for higher denomination papers as may be found actually at later stage.

After finalization of list of contesting candidates, if there are more than 15 candidates in the contest, then to meet such a contingency, arrangements have to be made in advance to undertake printing of higher denomination ballot papers, wherever necessary as per the requirement in the district.

(d) Ballot paper for Ward Member election:

The Ballot Paper for Ward Member election shall be printed on White coloured wove paper with all denominations starting from 3 symbols to maximum 8 symbols including NOTA symbol. An example is given below.

<table>
<thead>
<tr>
<th>Denomination of Ballot Paper</th>
<th>Number of Symbols + NOTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Symbols</td>
<td>2 Candidate symbols + NOTA symbol</td>
</tr>
<tr>
<td>4 Symbols</td>
<td>3 Candidate symbols + NOTA symbol</td>
</tr>
<tr>
<td>8 Symbols</td>
<td>7 Candidate symbols + NOTA symbol</td>
</tr>
</tbody>
</table>
The proportion of these denominations may be decided based on the number of contested candidates in the last ordinary election, actual utilization of ballot paper of various denomination / symbols in the last ordinary elections. A reserve plan should also be kept in mind for meeting the need for higher denomination papers as may be found actually at later stage.

After finalization of list of contesting candidates, if there are more than 7 candidates in the contest, then arrangements have to be made expeditiously to undertake printing of higher denomination ballot papers, wherever necessary, as per the requirement in the district.

10. Supply of printed Ballot Papers to Gram Panchayats:

The number of Sarpanch and Ward Member ballot papers shall be supplied to each polling station of Gram Panchayat equal to the number of voters of that polling station rounded off to nearest 10.

11. Specifications for printing of ballot papers:

I) Counter foil of the ballot paper:

a. Every Ballot paper shall 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 6 centimeter.

b. **The details to be mentioned in the counterfoil of the Ballot Paper shall be same for Sarpanch and Ward Member and shall contain the following details:**

   (i) Space for stitching at the top of the counterfoil.
   (ii) A black border of 5 millimeters at the top of the counterfoil.
   (iii) The particulars of election shall be printed in telugu below, as fallows –

   గ్రామ్పంచయాట్ ఎలక్టర్ కంటెక్స్టెన్ నం. ........................
   పోలంగు స్టే షన్ నం. ........................

(Note: Year of election should be printed in full when the actual printing is taken up)

(iv) The counterfoil shall contain space for entering name of the Gram Panchayat, Ward number and Polling Station No. and Serial No. of the elector as shown below:

   గ్రామ్పంచయాట్ నం. ........................
   వారు నం........................
   పోలంగు స్టే షన్ నం........................
   ఒటరు లస్టే  నందు ఒటరు క్యామరి సంఖ్య...........................
(v) The serial number of the Counterfoil:

The ballot paper and counter foil shall be numbered by automatic numbering machine for both Sarpanch and Ward Member elections.

The numbering on the Counterfoil of the ballot paper for Sarpanch as well as Ward Member of each of the denominations shall begin with an alphabet prefixed to the 6 digit serial number of ballot paper as indicated below. For the next higher denomination, the subsequent letter of the alphabet to be prefixed to serial number starting with 000001 (6 digits). Thus each denomination is identified with one alphabet and a 6 digit numeral beginning with 000001 in striatum as shown in the table below –

<table>
<thead>
<tr>
<th>Denomination of Ballot Paper</th>
<th>Numbers should start with</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Symbols (2+NOTA)</td>
<td>A 000001</td>
</tr>
<tr>
<td>4 Symbols (3+NOTA)</td>
<td>B 000001</td>
</tr>
<tr>
<td>5 Symbols (4+NOTA)</td>
<td>C 000001</td>
</tr>
<tr>
<td>6 Symbols (5+NOTA)</td>
<td>D 000001</td>
</tr>
<tr>
<td>7 Symbols (6+NOTA)</td>
<td>E 000001</td>
</tr>
<tr>
<td>8 Symbols (7+NOTA)</td>
<td>F 000001</td>
</tr>
</tbody>
</table>

The serial number of the counter foil shall be printed on the lower left-hand side of the counter foil and the same number should be printed on the ballot paper also. The serial number on the counterfoil and ballot paper shall be identical. The words “voter’s signature / thumb impression” shall be printed on the lower right-hand side of counterfoil. Leave some place for signature or thumb impression of the elector just above the words “voter’s signature/thumb impression”.

Example: For 8 Symbols, i.e., 7 + NOTA, the serial number of the Ballot Paper shall be printed as:

No. F 037254

II. Chain Borders and Perforated Rule: There shall be two chain borders and a perforated rule/disjoined straight line in between two chain borders for separating the ballot paper from the counterfoil as shown below. Total width of these borders shall be 1.5 centimeters
III. Printing of Ballot Paper Portion attaching to the Counterfoil:

a. **Serial Number & Particular of the Election printed in the First Shaded Area:** 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 allotted to them. The serial number of the ballot paper and particulars of the election specified above at para 11 (I)(b)(iii) (i.e., Particulars of election) & (v) (i.e., Serial number of the ballot paper) shall be printed on the first shaded area. The serial number on the ballot paper shall be the same number indicated on the counterfoil and it shall 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 indicated below.

Example: For 8 Symbols (7+NOTA), the details shall be printed in the first shaded area as:

![No. F 037254](image)

b. The width of the ballot paper will be 4 (Four) inches.

c. Within the panel, the serial number of the candidate will appear on the left side and the symbol on the right side.

d. The depth of the space allotted to each candidate will be 3 centimeters and the depth of the shaded area between the spaces allotted to any two candidates will be 1.2 centimeters. There will be a thick black border of 5 millimeters of width at the bottom.

e. The size of each symbol will be not more than 3.5 centimeters (width) x 2.5 centimeters (height), but it should be uniform. Model Ballot Papers for Sarpanch and Ward Members as per above specification is enclosed as Annexure-II & III respectively.

IV. Printing of Ballot Paper in one or more columns depending upon the Number of Contesting Candidates:

Where the number of contesting candidates is 7 and below and the number of symbols including NOTA is 8 or less, the ballot paper shall be printed in one column including NOTA symbol. And where the number of contesting candidates is 8 or more (i.e., 8 Candidates symbol + NOTA symbol), the ballot paper shall be printed in two or more columns depending upon the number of contesting candidates. Then, the width of ballot paper and its counterfoil shall also depend upon the number of columns which are provided on the ballot paper. Each column shall be separated from the other by a shaded area (thick black line) of 5 millimeters width from top to bottom. If the number of contesting candidates including NOTA 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 any symbol shall be kept completely shaded.

Where the number of contesting candidates is (8 + NOTA) upto (15 + NOTA), the ballot paper shall be printed in two columns as shown in the following table.
<table>
<thead>
<tr>
<th>No. of Contesting Candidates and NOTA Symbol</th>
<th>First Column</th>
<th>Second Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 &amp; 1 (NOTA) = 9</td>
<td>5 Symbols</td>
<td>3 Symbols + 1 NOTA symbol &amp; 1 Empty Block</td>
</tr>
<tr>
<td>9 &amp; 1 (NOTA) = 10</td>
<td>5 Symbols</td>
<td>4 Symbols + 1 NOTA symbol</td>
</tr>
<tr>
<td>10 &amp; 1 (NOTA) = 11</td>
<td>6 Symbols</td>
<td>4 Symbols + 1 NOTA &amp; 1 Empty Block</td>
</tr>
<tr>
<td>11 &amp; 1 (NOTA) = 12</td>
<td>6 Symbols</td>
<td>5 Symbols + 1 NOTA</td>
</tr>
<tr>
<td>12 &amp; 1 (NOTA) = 13</td>
<td>7 Symbols</td>
<td>5 Symbols + 1 NOTA &amp; 1 Empty Block</td>
</tr>
<tr>
<td>13 &amp; 1 (NOTA) = 14</td>
<td>7 Symbols</td>
<td>6 Symbols + 1 NOTA</td>
</tr>
<tr>
<td>14 &amp; 1 (NOTA) = 15</td>
<td>8 Symbols</td>
<td>6 Symbols + 1 NOTA &amp; 1 Empty Block</td>
</tr>
<tr>
<td>15 &amp; 1 (NOTA) = 16</td>
<td>8 Symbols</td>
<td>7 Symbols + 1 NOTA</td>
</tr>
</tbody>
</table>

Where number of contesting candidates is (16 + NOTA) up to (23 + NOTA), the ballot paper shall be printed in 3 (three) columns; the width of the ballot paper and its counterfoil shall be 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 (thick black line) of 5 millimeters width vertically from top to bottom. The distribution of candidates / symbols in each of the three columns is given below.

<table>
<thead>
<tr>
<th>No. of Contesting Candidates + NOTA</th>
<th>1st Column</th>
<th>2nd Column</th>
<th>3rd Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 + NOTA</td>
<td>6</td>
<td>6</td>
<td>4 + NOTA + 1 EB</td>
</tr>
<tr>
<td>17 + NOTA</td>
<td>6</td>
<td>6</td>
<td>5 + NOTA</td>
</tr>
<tr>
<td>18 + NOTA</td>
<td>7</td>
<td>7</td>
<td>4 + NOTA + 2 EB</td>
</tr>
<tr>
<td>19 + NOTA</td>
<td>7</td>
<td>7</td>
<td>5 + NOTA + 1 EB</td>
</tr>
<tr>
<td>20 + NOTA</td>
<td>7</td>
<td>7</td>
<td>6 + NOTA</td>
</tr>
<tr>
<td>21 + NOTA</td>
<td>8</td>
<td>8</td>
<td>5 + NOTA + 2 EB</td>
</tr>
<tr>
<td>22 + NOTA</td>
<td>8</td>
<td>8</td>
<td>6 + NOTA + 1 EB</td>
</tr>
<tr>
<td>23 + NOTA</td>
<td>8</td>
<td>8</td>
<td>7 + NOTA</td>
</tr>
</tbody>
</table>

(EB: Empty Block)

Similarly, if the number of contesting candidates is (24 + NOTA) up to (31 + NOTA), the ballot paper should be printed in 4 columns. The number of candidates in each column in multi-columned ballot paper shall not exceed 8 including NOTA. The distribution of candidates / symbols in each of the four columns is given below.

<table>
<thead>
<tr>
<th>No. of Contesting Candidates + NOTA</th>
<th>1st Column</th>
<th>2nd Column</th>
<th>3rd Column</th>
<th>4th Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 + NOTA</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>3 + NOTA + 3 EB</td>
</tr>
<tr>
<td>25 + NOTA</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>4 + NOTA + 2 EB</td>
</tr>
<tr>
<td>26 + NOTA</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>5 + NOTA + 1 EB</td>
</tr>
<tr>
<td>27 + NOTA</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>6 + NOTA</td>
</tr>
<tr>
<td>28 + NOTA</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>4 + NOTA + 3 EB</td>
</tr>
<tr>
<td>29 + NOTA</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>5 + NOTA + 2 EB</td>
</tr>
<tr>
<td>30 + NOTA</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>6 + NOTA + 1 EB</td>
</tr>
<tr>
<td>31 + NOTA</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>7 + NOTA</td>
</tr>
</tbody>
</table>

(EB: Empty Block)
The ballot papers have to be stitched into bunches of 50 each with consecutive serial numbers. It shall be ensured that the serial number on each ballot paper and its counterfoil is identical.

12. Postal Ballot Papers:

In elections to Gram Panchayats, Service Voters and their wives, voters under Preventive Detention and voters on Election Duty are entitled to give their vote by Postal Ballot. The pre-printed Ballot Paper to be used at polling stations may also be used as postal Ballot paper duly following the procedures specified in A.P. Panchayat Raj (Conduct of Elections) Rules, 2006.

Model Ballot Papers as Annexure-II, III, IV & V are appended to this Circular. The Election Authority & Director of Panchayat Raj, Collectors & District Election Authorities, and District Panchayats Officers are requested to take necessary action in this regard and send compliance report from time to time to the State Election Commission.

(By Order and in the Name of the State Election Commissioner)

To
The Election Authority & Director of Panchayat Raj.
All Collectors & District Election Authorities.
All District Panchayat Officers.

Copy to the Commissioner of Printing, Stationary & Stores Purchase, Vijayawada.
Copy to the Principal Secretary to Government, PR & RD Department.
ANNEXURE-I

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 is 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 symbols blocks supplied by the State Election Commission 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, proprietor / partner in the press and the officials drafted to supervise the work of printing of ballot papers and police personnel deputed for security, no other 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 Commission Officers in the Press during the working hours and they should be produced either to police personnel or officers drafting for duty wherever they go out/from/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 token of having accepted all the above terms and conditions in the presence of ...............

Place:  
Dated:  

Signature  
Partner/Proprietor  
Name and Address of the press

“Before me”

Officer (as nominated by District Collector)
Annexure - II (Model Ballot Paper for Sarpanch Post)

(This is not to correct measurements)

<table>
<thead>
<tr>
<th>Description</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top black border length</td>
<td>5mm</td>
</tr>
<tr>
<td>Counter file length</td>
<td>5 Cm</td>
</tr>
<tr>
<td>2 Chain Buffers length</td>
<td>1.50 Cms</td>
</tr>
<tr>
<td>Area allotted to candidate</td>
<td>3 Cms</td>
</tr>
<tr>
<td>Shaded border length</td>
<td>1.2 Cms</td>
</tr>
</tbody>
</table>

No. F 037254

1

2

3

4

5

6

7

8 (X)

Date: గ.స.ఆ. 2019
## Annexure - III (Model Ballot Paper for Ward Member Post)

( **This is not to correct measurement**)

**Width of Ballot Paper:** 4 inches

<table>
<thead>
<tr>
<th>Description</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top black border length</td>
<td>5 mm</td>
</tr>
<tr>
<td>Counter fin length</td>
<td>6 Cms</td>
</tr>
<tr>
<td>2 Chain Borders length</td>
<td>1.50 Cms</td>
</tr>
<tr>
<td>Area allotted to candidate</td>
<td>3 Cms</td>
</tr>
<tr>
<td>Shaded border length</td>
<td>1.2 Cms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Cms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

( **Note:** Only No. 8 is marked with a cross)
<table>
<thead>
<tr>
<th>No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1" alt="Basket" /></td>
</tr>
<tr>
<td>2</td>
<td><img src="image3" alt="Ring" /></td>
</tr>
<tr>
<td>3</td>
<td><img src="image5" alt="Scissors" /></td>
</tr>
<tr>
<td>4</td>
<td><img src="image7" alt="Kettle" /></td>
</tr>
<tr>
<td>5</td>
<td><img src="image9" alt="Mask" /></td>
</tr>
<tr>
<td>6</td>
<td><img src="image11" alt="Peach" /></td>
</tr>
</tbody>
</table>
Annexure - V (This is not to correct measurements)

2019

No. 1 0037254

1 2 3 4 5 6 7 8 9 10 11

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>🍓</td>
<td>🔱</td>
<td>📕</td>
<td>🍼</td>
<td>🛠️</td>
<td>🍊</td>
<td>🍎</td>
<td>🎆</td>
<td>🌟</td>
<td>🔥</td>
<td>✗</td>
</tr>
</tbody>
</table>

(Icon numbers: 🍓 apple, 🔱 ring, 📕 scissors, 🍼 kettle, 🛠️ hammer, 🍊 peach, 🎆 lamp, 🌟 gas stove, 🔥 grill, ✗ not allowed)
Sub: Ordinary elections to Rural Local Bodies – 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 overcrowding and to ensure proper control and order at the time of filing of nominations, the following instructions are issued.

The maximum number of vehicles that will be allowed to come within the periphery of 100 metres of the office of Returning Officer/Assistant Returning Officer shall be one 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 A.P. Panchayat Raj (Conduct of Elections) 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/contest.

The Collectors and District Election Authorities shall give wide publicity to these instructions and take adequate steps to follow them during nomination process.

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

To
All Collectors & District Election Authorities.
All Returning Officers (through C & DEAs).
Copy to:
All District Panchayat Officers.
All Chief Executive Officers of Zilla Praja Parishads.
The Election Authority & Director of Panchayat Raj & Rural Development.
The Principal Secretary to Government, PR & RD Department.
ORDERS

No. 12/SEC-B2/2019

Date: 25.01.2019


***

Sub-rule (3) of Rule 9 of Andhra Pradesh Panchayat Raj (Conduct of Elections) Rules, 2006 stipulates that every candidate shall, along with the nomination paper, also file a declaration with regard to his criminal antecedents, assets and liabilities and education qualifications as required by the State Election Commission and in the prescribed format attested by two witnesses.

The State Election Commission decided to prescribe a separate format of declaration to be filed by candidates contesting in Gram Panchayat elections in pursuance of the said rule as these elections are held on non-party basis.

Now, therefore, in exercise of the powers conferred under Article 243K of the Constitution of India and in pursuance of sub-rule (3) of Rule 9 of Andhra Pradesh Panchayat Raj (Conduct of Elections) Rules, 2006 and all other powers hereunto enabling it in this behalf and in supersession of all orders issued earlier on this subject, the State Election Commission, hereby, prescribes the format for disclosure of information by the candidates contesting in elections to Gram Panchayats as follows.

1. Every candidate contesting in elections to the office of Member or Sarpanch of Gram Panchayat shall, along with the nomination paper, also file a self-declaration in the format prescribed in Annexure to this order and attested by two witnesses. Full and complete information shall be furnished with regard to all the matters specified in the format.

2. Failure on the part of the candidate to file declaration or filing incomplete declaration, makes the nomination of the candidate liable for rejection by the Returning Officer as per relevant rules. While filling the declaration, all columns should be filled up and no column should be left blank. If there is no information in respect of any column, either ‘Nil’ or ‘Not applicable’, as the case may be, shall be mentioned.

3. When the prescribed self-declaration has been filed in complete form, then the nomination should not be rejected by the Returning Officer on the sole ground that the information furnished in the declaration is false or defective.
4. The information so furnished by each candidate in the aforesaid declaration shall be disseminated by the concerned Returning Officer by displaying a copy of the declaration on the notice board of his office and also by making copies thereof available to all other candidates on demand and to the representatives of the print and electronic media.

5. If any rival candidate furnishes information to the contrary, by means of a declaration attested by two witnesses, then such declaration of the rival candidate shall also be disseminated along with the declaration of the candidate concerned in the manner directed above.

The Returning Officers shall be directed to ensure that the copy of this order along with Annexure is delivered to every contesting candidate along with the nomination paper.

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

[Signature]
SECRETARY

To
All Collectors & District Election Authorities.
All District Panchayat Officers.
All Returning Officers (through C & DEAs concerned).

Copy to:
The Election Authority & Director of Panchayat Raj & Rural Development.
The Principal Secretary to Government, P.R. & R.D. Department.
ANNEXURE

(Self-declaration, attested by two witnesses, to be furnished to the Returning Officer along with Nomination Paper by the candidate contesting in elections to Gram Panchayats)

For election to the office of Sarpanch / Member of ................. Ward of ............................................ Gram Panchayat in ........................................... Mandal Praja Parishad.

I, .........................................................., son / daughter / wife of ........................................, aged ........ years, resident of .......................................................... (mentioned full postal address), a candidate at the above election, do hereby solemnly affirm and state on oath as under:

(1) Details of PAN (Permanent Account Number) and status of filing of Income Tax Return:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Names</th>
<th>Permanent Account Number (PAN)</th>
<th>Financial Year for which the last Income Tax Return has been filed</th>
<th>Total income shown in Income Tax Return (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Self</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Dependent – 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Dependent – 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Dependent – 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) The following case(s) is/are pending against me in which cognizance has been taken by the court:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details of cases where the court has taken cognizance, Sections of the Act and Description of the offence for which cognizance taken</th>
<th>Name of the Court, Case No. and Date of Order taking cognizance</th>
<th>Details of Appeal(s) / Application(s) for revision (if any) filed against the above order(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(3) Cases in which I have been convicted by a Court of Law:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details of Cases, Sections of the Act and Description of the offence for which cognizance taken</th>
<th>Name of the Court(s), Case No. and Date(s) of Order(s)</th>
<th>Punishment(s) imposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(4) **Details of Assets (movable and immovable) of self, spouse and all dependents (including the assets in foreign countries):**

**A. Details of Movable Assets:**

**Note:**
1. Assets in joint name indicating the extent of joint ownership will also have to be given.
2. In case of deposit / investment, the details including Serial No., Amount, Date of Deposit, Scheme, Name of Bank / Institution and Branch, etc., are to be given.
3. Value of Bonds/Shares/Debentures, etc., as per the current market value in Stock Exchange in respect of listed companies and as per books in case of non-listed companies, should be given.
4. ‘Dependent’ means, a person substantially dependent on the income of the candidate.
5. Details including amount is to be given separately in respect of each investment.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Self</th>
<th>Spouse</th>
<th>Dependent-1</th>
<th>Dependent-2</th>
<th>Dependent-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Cash in hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Details of Deposits in Bank accounts (FDRs, Term Deposits and all other types of Deposits including Savings Accounts), Deposits with Financial Institutions, Non-Banking Financial Companies and Cooperative societies and the amount in each such deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Details of investments in Bonds, Debentures / Shares and Units in companies / Mutual Funds and others and the amount.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Personal loans / advances given to any person or entity including firm, company, trust, etc., and other receivables from debtors and the amount.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vi)</td>
<td>Motor Vehicles / Aircrafts / Yachts / Ships (details of make, registration number, etc., year of purchase and amount).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vii)</td>
<td>Jewelry, bullion and valuable things (details of weight and value).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(viii) Any other assets such as value of claims / interest.

(ix) **Value of Total Movable Assets:**
(i) to (viii) above.

### B. Details of Immovable Assets:

**Note:**

1. Properties in joint ownership indicating the extent of joint ownership will also have to be indicated.
2. Each land or building or apartment should be mentioned separately in this format.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Self</th>
<th>Spouse</th>
<th>Dependent-1</th>
<th>Dependent-2</th>
<th>Dependent-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(I)</td>
<td><strong>Agricultural Land:</strong> Location(s), Survey No.(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area (Total measurement in areas)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Inherited property, Extent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Self-acquired Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Extent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Date(s) of Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Cost of Land (in case of acquired land) at the time of purchase.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Any investment on the land by way of development, construction, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Approximate Current Market Value (a)+(b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(II)</td>
<td><strong>Non-Agricultural Land:</strong> Location(s), Survey No.(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area (Total measurement in areas)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Inherited property, Extent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Self-acquired Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Extent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Date(s) of Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Cost of Land (in case of acquired land) at the time of purchase.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Approximate Current Market Value (a)+(b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(III)</td>
<td><strong>Commercial Buildings:</strong> (including apartments) Location(s) Survey No.(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area (Total measurement in Sq. ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built up area (Total measurement in Sq. ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(a) Inherited Property details
(b) Self-acquired Property
(i) Extent
(ii) Date(s) of Purchase
(iii) Cost of Property at the time of purchase.
(c) Approximate Current Market Value (a)+(b)

(IV) **Residential Buildings:**
(including apartments)
Location(s)
Survey No.(s).

<table>
<thead>
<tr>
<th>Area (Total measurement in Sq. ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Built up area (Total measurement in Sq. ft.)</td>
</tr>
</tbody>
</table>

(a) Inherited Property details
(b) Self-acquired Property
(i) Extent
(ii) Date(s) of Purchase
(iii) Cost of Property at the time of purchase.
(c) Approximate Current Market Value (a)+(b)

(V) **Others:**
(such as interest in property)

(VI) **Total of Current Market Value of (I) to (V) above**

---

(5) I give herein below the details of liabilities / dues to public financial institutions and government:

(Note: Give separate details of name and Bank, Institution, Entity or individual and amount for each item).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Self</th>
<th>Spouse</th>
<th>Dependent-1</th>
<th>Dependent-2</th>
<th>Dependent-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(I)</td>
<td>Loan or dues to Bank / Financial Institution(s) Name of Bank or Financial Institution(s), Amount outstanding and Nature of Loan Loan or dues to any individuals / entity other than mentioned in (i) above.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Name(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Amount outstanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Nature of Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any other liability

Grand Total of Liabilities

(II) **Government Dues:**

| Dues to departments dealing with government accommodation |
| Dues to departments dealing with supply of water |
| Dues to departments dealing with supply of electricity |
| Dues to departments dealing with supply of telephones / mobiles |
| Dues to departments dealing with government transport (including aircrafts and helicopters) |

Income Tax Dues
Service Tax Dues
Municipal / Property Tax Dues
Sales Tax Dues
Any other dues

**Grand Total of all Government dues**

---

(6) **Details of Profession or Occupation:-**

(a) Self ..........................................

(b) Spouse ..........................................

(7) **My educational qualifications are as under:-**

(Give details of highest School / University education with full form of the certificate / diploma / degree course. Name of the School / College / University and the year in which the course was completed)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Certificate / Diploma / Degree course passed</th>
<th>School / College / University studied</th>
<th>Year in which the course completed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DECLARATION

I do, hereby, declare that the contents of this self-declaration are true and correct to the best of my knowledge and belief, no part of it is false and nothing material has been concealed therefrom.

This declaration is made on the day of ......................... (date to be mentioned).

DECLARANT

Signature of the Witnesses (with Names and Addresses):

1) 

2) 

Note:

1. Self-declaration with two witnesses should be filed along with nomination paper. If any candidate fails to file self-declaration along with nomination, he / she should file it latest by 5.00 PM on the last date of making nomination.
2. All the columns should be filled up and no column should be left blank. If there is no information to furnish in respect of any item, either 'Nil' or 'Not Applicable', as the case may be, should be mentioned.
3. The self-declaration should be either typed or written legibly and neatly.
4. For the measurements in various items in the part relating to assets, the locally used and accepted units of measurements should alone be given.
ANDHRA PRADESH STATE ELECTION COMMISSION  
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR

No. 168/SEC-B2/2018  
Date: 04.01.2019

Sub:- Ordinary elections to Rural Local Bodies – Filing of nominations – Production of documentary evidence with regard to caste in case of reserved seats – Reg.

***

Under Rule 8(2)(c) of A.P. 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 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. This 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 Revenue Officer (now redesignated as Tahsildar). This declaration is found in Part III of the Nomination Form appended to the said rules.

During the previous elections to the Rural Local Bodies, it was represented to the State Election Commission that in some cases genuine candidates belonging to these categories are not able to secure the signature of the Government officials as stated above for various reasons. The State Election Commission issued orders permitting the members belonging to SC, ST and BC to contest seats reserved for those categories in Rural Local 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 continue this practice in the ensuing elections to Rural Local 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)**

\[Signature\]

SECRETARY

To
All Collectors & District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All the Returning Officers of Gram Panchayat elections (through the DPOs).
All Returning Officers of MPTC/ZPTC Elections (through CEOs of ZPPs).

Copy to:
The Election Authority & Director of Panchayat Raj & Rural Development.
The Principal Secretary to Govt., PR &RD Department.
Sub: Ordinary elections to Gram Panchayats – Making false declarations by candidates – Duty of Returning Officer to appraise the candidates filing nominations – Reg.

Sub-rule (3) of Rule 9 of A.P. Panchayat Raj (Conduct of Elections) Rules, 2006 stipulates that every candidate shall, along with the nomination paper also file a declaration with regard to his criminal antecedents, assets and liabilities and educational qualifications as required by the State Election Commission and in the prescribed format attested by two witnesses.

In pursuance of provisions made in the above rule, the State Election Commission has issued Order No. 12/SEC-B2/2019, dated 25.01.2019 on disclosures of criminal antecedents, assets and liabilities and educational qualifications along with nomination paper by the candidates contesting in elections to Gram Panchayats and also prescribed format therein for filing declaration.

It is the duty of the Returning Officer to apprise the candidates or their proposers at the time of filing nominations that if any false information is given or any information is suppressed in the declaration filed along with the nomination paper, it is an offence under Sec. 177 of the Indian Penal Code, 1860 read with Sec. 195 of the Code of Criminal Procedure, 1973 and a prosecution can be launched.

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

SECRETARY

To
All Collectors & District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All District Panchayat Officers.
All Returning Officers (through C & DEAs).
Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, Panchayat Raj Department.
Every candidate contesting for the office of Sarpanch or Ward Member in the Gram Panchayat elections shall file certain documents / declaration along with nomination papers. It is generally noticed during local body elections that considerable number of nominations are being rejected due to improper filing of nominations or failure on the part of candidates to file required documents causing unnecessary litigation by candidates intending to contest elections. In order to curtail scope for rejection of nominations on non-filing of documents, the State Election Commission decided to prescribe a format of checklist of the documents to be filed by a candidate in order to ensure transparency and accountability and to streamline the procedure of filing nominations and scrutiny of nomination papers.

The Returning Officer shall also make a quick verification whether the candidate and proposer have affixed their signatures at the places prescribed in the nomination paper and point out orally to the proposer or candidate submitting the nomination papers to rectify it and bring it back to him for filing.

The preliminary examination of each of the nomination filed is to be taken up by the Returning Officer then and there on the following aspects.

1) A candidate contesting for the office of Ward Member shall be a registered voter in any Ward of that Gram Panchayat. But, the proposer shall be a registered voter in the concerned Ward for which the candidate is contesting. (Example: ‘X’ is contestant and ‘Y’ proposer. Gram Panchayat has 10 Wards. ‘Y’ intended to propose ‘X’ to contest as Member of Ward No. 5. ‘X’ should be a voter in any of the 10 Wards of the Gram Panchayat. ‘Y’ shall be a voter in Ward No. 5).

2) A candidate contesting for the office of Sarpanch shall be enrolled as a voter in the electoral roll of that Gram Panchayat. The proposer shall also be registered as a voter in that Gram Panchayat.

3) Check whether the declaration is submitted by the candidate along with his nomination paper giving information on his criminal antecedents, assets and liabilities and educational qualifications. Also check whether the declaration is signed by him and attested by two witnesses.
4) Check whether all the columns of the above declaration are filled in by the candidate as incomplete declaration is liable to be rejected, leading to rejection of his nomination paper. In case of any of the columns is kept blank by the candidate, the Returning Officer shall make a note in the checklist and hand over to candidate under proper acknowledgement.

A format of checklist is enclosed to this circular. The Returning Officer or the Assistant Returning Officer concerned shall check the nomination paper and the documents enclosed to it and fill the checklist. The RO / ARO should also make an endorsement about the defects, if any, found in the nomination paper and the documents submitted along with it. The checklist should be prepared in duplicate – original should be kept with the nomination paper and the duplicate to be handed over to the candidate or his proposer who delivers the nomination papers to the RO / ARO.

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

To
All Collectors & District Election Authorities.
All District Panchayat Officers.
All Returning Officers (through C & DEAs).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
**ELECTIONS TO GRAM PANCHAYATS**  
**CHECK LIST IN CONNECTION WITH FILING OF NOMINATION**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents to be enclosed</th>
<th>Whether filed (write Yes or No) (if there is any defect / shortcoming, the same should be specified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Declaration regarding S.C. / S.T. / B.C. in Part-III of Form-III (Nomination Form) made before an Officer not below the rank of Deputy Tahsildar of the Revenue Department (or) copy of Caste Certificate issued by competent authority (with regard to SC/ST/BC candidates).</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Whether Security Deposit has been paid or not.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Declaration on criminal antecedents, assets and liabilities and educational qualifications in the format prescribed by the State Election Commission signed by the candidate and attested by two witnesses. (a) Whether all the columns are filled up. (b) If not, which are blank columns (specify)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Declaration regarding election expenditure accounts</td>
<td></td>
</tr>
</tbody>
</table>

The following documents, which have not been filed, should be filed as indicated below:

(a) ___________________________________ should be filed latest by_____________

(b) ___________________________________ should be filed latest by_____________

**Received:**

(Signature of Candidate/Proposer)  
(Signature of RO / ARO)

Date & time:______________________  
Place:_________________________

**NOTE:**

1. All Forms, Declarations and Certificates mentioned above shall be filed before 5:00 P.M. on the last date for filing of nominations.
2. Declaration regarding criminal antecedents, assets and liabilities, etc., duly filled in all columns shall be filed latest by 5:00 P.M. on the last date for filing of nominations. (Candidates are advised not to leave any column blank. If there is no information to be furnished against any item, appropriate remarks such as 'nil' or 'not applicable' as may be applicable shall be indicated in such column).
3. Security deposit should be made either before filing nomination paper or at the time of filing of nomination paper. Therefore, there is no question of issuing notice for making the security deposit.
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR
No. 169/SEC-B2/2018          Date: 04.01.2019

Sub: Ordinary elections to Gram Panchayats – Scrutiny of Nominations – Order to be followed in undertaking scrutiny – Reg.

***

The State Election Commission prescribes order to be followed in undertaking Scrutiny of nominations systematically.

1. In every Gram Panchayat, the Returning Officer (Stage-1) shall take up the scrutiny of nominations for the office of Sarpanch first and thereafter the scrutiny of nominations of the Wards shall be taken up in serial order one after another. (Example: Sarpanch, Ward No. 1, Ward No. 2, Ward No. 3 and so on).

2. In respect of cluster Gram Panchayats (group of Gram Panchayats), where there is one Returning Officer (Stage-1) for that cluster, the Gram Panchayats have to be arranged in alphabetical order in Telugu. The scrutiny of nominations of each Gram Panchayat in that cluster shall be taken up in the same order in which they appear in the alphabetical list. The first Gram Panchayat in the list shall be taken up for scrutiny first. The order to be followed for scrutiny of nominations of Sarpanch and Ward Members shall be as specified at Point 1 above. After completion of scrutiny of nominations for the first Gram Panchayat in that list, the second Gram Panchayat shall be taken up for scrutiny and so on.

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

SECRETARY

To
All Collectors & District Election Authorities.
All District Panchayat Officers.
All Returning Officers of Stage-1 (through C & DEAs).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
CIRCULAR

No. 178/SEC-B2/2018                      Date: 04.01.2019


***

During previous elections to Gram Panchayats, there were a few instances of auctioning of posts of Sarpanch and Ward Member in some Gram Panchayats to make them uncontested / unanimous for monetary considerations.

Auctioning of posts subverts the democratic election process, vitiates level-playing field and restrict right to contest and get elected to only rich, influential and affluent section of society.

Auctioning of posts is a corrupt practice under Sec. 211 (1) of the A.P. Panchayat Raj Act, 1994 and this is also an electoral malpractice under Sec. 171-B and 171-E of the Indian Penal Code, 1860. In conviction the offender is liable to one year imprisonment and disqualification to contest elections for a period of six years.

The State Election Commission issues the following instructions to curb the undemocratic and illegal act of auctioning of posts.

1. A Special Cell shall be opened to scan the reports published in the Press and Electronic Media about alleged incidents of auctioning of posts and to cause for conduct of an enquiry forthwith.

2. The Flying Squads and Static Surveillance Squads constituted during election process should be asked to be vigilant and alerted whenever any signal emanates from any source on alleged illegal activity of auctioning.

3. The Collectors and District Election Authorities shall take prompt action to file FIR and launch prosecution against the persons involved in auctioning of posts under the sections referred above.

4. They have to send a report to the State Election Commission wherever there is prima facie case of auctioning of posts to enable the State Election Commission to stop the election process in the Gram Panchayat concerned.
5. By way of abundant caution, wherever there are allegations of auctioning of posts, the Collectors and District Election Authorities shall give instructions to the Returning Officers concerned not to declare the result in case of unanimous election to any office in the Gram Panchayat concerned without obtaining clearance from the Collector and District Election Authority. However, where there are no allegations of auctioning of posts, the results of unanimous elections can be declared forthwith.

6. The Collectors and District Election Authorities shall implement these instructions scrupulously and also give wide publicity to curtail scope for occurrence of auctioning of posts.

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

[Signature]
SECRETARY

To
All Collectors and District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All District Panchayat Officers.

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police, Andhra Pradesh.
NOTIFICATION

No.164/SEC-B2/2018 Date: 04.01.2019

Sub: List of Symbols notified for Sarpanch and Ward Member (Symbol Notification).

***

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

In accordance with sub-rule (1) and (2) of Rule 35A of A.P. Panchayat Raj (Conduct of Elections) Rules, 2006, the State Election Commission also specifies the 'None of the Above (NOTA)' symbol for the benefit of those electors who may wish to exercise the option of not voting for any of the above contesting candidates in the fray in Annexure-III. The NOTA symbol shall be printed on the last panel of the ballot paper below the symbol of last candidate for both Sarpanch and Ward Member elections.

Under sub-rule (5) of rule 15 of Andhra Pradesh Panchayat Raj (Conduct of Elections) 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)

[Signature]
SECRETARY
**Annexure-I**

**List of Free Symbols for Sarpanch, Gram Panchayat**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Symbol in English / Telugu</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cot / మంచము</td>
<td><img src="image" alt="Cot Symbol" /></td>
</tr>
<tr>
<td>2</td>
<td>Scissors / కత్తె ర</td>
<td><img src="image" alt="Scissors Symbol" /></td>
</tr>
<tr>
<td>3</td>
<td>Ring / ఉంగరము</td>
<td><img src="image" alt="Ring Symbol" /></td>
</tr>
<tr>
<td>4</td>
<td>Basket / బుట్ట</td>
<td><img src="image" alt="Basket Symbol" /></td>
</tr>
<tr>
<td>5</td>
<td>Brinjal / వంకాయ</td>
<td><img src="image" alt="Brinjal Symbol" /></td>
</tr>
<tr>
<td>6</td>
<td>Cup and Saucer / కప్పు మరియు సాసరు</td>
<td><img src="image" alt="Cup and Saucer Symbol" /></td>
</tr>
<tr>
<td>7</td>
<td>Carrot / కారెట్</td>
<td><img src="image" alt="Carrot Symbol" /></td>
</tr>
<tr>
<td>8</td>
<td>Lock and Key / తాళము మరియు చెవి</td>
<td><img src="image" alt="Lock and Key Symbol" /></td>
</tr>
<tr>
<td>9</td>
<td>Chain / గొలుసు</td>
<td><img src="image" alt="Chain Symbol" /></td>
</tr>
<tr>
<td>10</td>
<td>Chair / కుర్చీ</td>
<td><img src="image" alt="Chair Symbol" /></td>
</tr>
<tr>
<td></td>
<td>Item</td>
<td>Image</td>
</tr>
<tr>
<td>---</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>11</td>
<td>Bat</td>
<td>🎳</td>
</tr>
<tr>
<td>12</td>
<td>Telephone</td>
<td>📞</td>
</tr>
<tr>
<td>13</td>
<td>Table</td>
<td>📡</td>
</tr>
<tr>
<td>14</td>
<td>Maize</td>
<td>🌽</td>
</tr>
<tr>
<td>15</td>
<td>Slate</td>
<td>📚</td>
</tr>
<tr>
<td>16</td>
<td>Grapes</td>
<td>🍇</td>
</tr>
<tr>
<td>17</td>
<td>Chakki</td>
<td>🥦</td>
</tr>
<tr>
<td>18</td>
<td>Pot</td>
<td>🍹</td>
</tr>
<tr>
<td></td>
<td>Item</td>
<td>Image</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>19</td>
<td>Banana</td>
<td><img src="image" alt="Banana" /></td>
</tr>
<tr>
<td>20</td>
<td>Candles</td>
<td><img src="image" alt="Candles" /></td>
</tr>
<tr>
<td>21</td>
<td>Black Board</td>
<td><img src="image" alt="Black Board" /></td>
</tr>
<tr>
<td>22</td>
<td>Pine Apple</td>
<td><img src="image" alt="Pine Apple" /></td>
</tr>
<tr>
<td>23</td>
<td>Shuttle</td>
<td><img src="image" alt="Shuttle" /></td>
</tr>
<tr>
<td>24</td>
<td>Walking Stick</td>
<td><img src="image" alt="Walking Stick" /></td>
</tr>
<tr>
<td>25</td>
<td>Spoon</td>
<td><img src="image" alt="Spoon" /></td>
</tr>
</tbody>
</table>

Sd/- Dr. N. Ramesh Kumar  
State Election Commissioner

//Forwarded:: By Order//

[Signature]
SECRETARY
## Annexure-II

**List of Free Symbols for Ward Member, Gram Panchayat**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Symbol in English / Telugu</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pressure Cooker ఫ్రాషర్ కుక్కర్</td>
<td><img src="image" alt="Pressure Cooker Symbol" /></td>
</tr>
<tr>
<td>2</td>
<td>Frock గౌను</td>
<td><img src="image" alt="Frock Symbol" /></td>
</tr>
<tr>
<td>3</td>
<td>Stool పుల్లు</td>
<td><img src="image" alt="Stool Symbol" /></td>
</tr>
<tr>
<td>4</td>
<td>Iron ఇస్త్రీపెట్ట</td>
<td><img src="image" alt="Iron Symbol" /></td>
</tr>
<tr>
<td>5</td>
<td>Letter Box పోసుట్డాబ్యా</td>
<td><img src="image" alt="Letter Box Symbol" /></td>
</tr>
<tr>
<td>6</td>
<td>Gas Stove గ్యాస్ పొయ్యా</td>
<td><img src="image" alt="Gas Stove Symbol" /></td>
</tr>
<tr>
<td>7</td>
<td>Almairah బీరువా</td>
<td><img src="image" alt="Almairah Symbol" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----------</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Ice Cream</td>
</tr>
<tr>
<td></td>
<td>Violin</td>
<td>Lady Finger</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>17</td>
<td>वायोलिन</td>
<td>బండ కాయ</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>వియాలిన్</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>బండ కాయ</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>వియాలిన్</td>
</tr>
</tbody>
</table>

Sd/- Dr. N. Ramesh Kumar  
State Election Commissioner

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SECRETARY
Annexure – III

Symbol for None of the Above (NOTA)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Symbol in English / Telugu</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None of the Above (NOTA)</td>
<td>![Symbol]</td>
</tr>
</tbody>
</table>

Sd/- Dr. N. Ramesh Kumar
State Election Commissioner

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SECRETARY
**SCHEDULE**

**PROCEDURE FOR ALLOTMENT OF SYMBOLS TO CONTESTING CANDIDATES**

Under Rule 15 of the A.P. Panchayat Raj (Conduct of Elections) Rules, 2006, on the expiry of the time allowed for withdrawal of candidature, the Returning Officer shall prepare in Telugu language a list of **Form-IX (List of Contesting Candidates)** of persons whose nominations have not been rejected and who have not withdrawn their candidature and publish it on the notice board of his office forthwith whether or not it is a public holiday. Such list shall be published in any conspicuous place, if there is no office for 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. There shall be published only one list for the office of Sarpanch and separate lists for each Ward.

The arrangement of names is explained below followed by an illustration for the guidance of Returning Officers.

1. The arrangement of names of candidates shall be on the basis of first letter of his name irrespective of whether the name given is a proper name or surname.
   Example:
   
<table>
<thead>
<tr>
<th>అన్పరిె</th>
<th>రఘురాం</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The initials, if any, prefixed to the name of the candidate shall be ignored for the aforesaid purpose.
   Example:
   
   | ఎస్. లా | వణ్ణా |

3. If two candidates in same category have the same name but different initials, then the two names should be arranged inter-se with reference to the first letter of the initial.
   Example-1:
   
<table>
<thead>
<tr>
<th>వి. ఎ.</th>
<th>రమణ్</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>వి. జ.</td>
<td>రమణ్</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
</tr>
</tbody>
</table>

   Example-2:
   
<table>
<thead>
<tr>
<th>జ. చీ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........</td>
</tr>
<tr>
<td>త. చీ.</td>
</tr>
</tbody>
</table>
4. Further, if two or more such candidates have the same name but different surnames, then their names should be arranged inter-se in alphabetical order with reference to the surnames.

Example-1:

<table>
<thead>
<tr>
<th>ఉమాదేవి అనుమోలు</th>
<th>ఉమాదేవి నాల్బోలు</th>
</tr>
</thead>
</table>

Example-2:

<table>
<thead>
<tr>
<th>అనుమోలు ఉమాదేవి</th>
<th>...............................</th>
<th>నాల్బోలు ఉమాదేవి</th>
</tr>
</thead>
</table>

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

Example:

(Order of names is arrived presuming that గండిమెడ సాయ్య (డాకట్) has first submitted his nomination and గండిమెడ సాయ్య (రామాల్యం వీధి) has submitted his nomination later).

<table>
<thead>
<tr>
<th>గండిమెడ సాయ్య (డాకట్)</th>
<th>గండిమెడ సాయ్య (రామాల్యం వీధి)</th>
</tr>
</thead>
</table>

6. There will also 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.

Example:

| దుర్గ | సోదర్ వటికే |
Illustration on arrangement of names in the List of Contesting Candidates:

The names of contesting candidates as described in their nomination paper for the office of Sarpanch or Ward Member of a Gram Panchayat are given below:

1. ఆరుద్ా వాణి
2. గిడుగ వినాయక్
3. డాడేవి రాజు
4. జ.విరమదేవి
5. క.విరమదేవి
6. షేక్ సుభాని
7. కెవిష్టయ
8. ఎస్ఎన్.వి.సాయ్

For the above 10 contesting candidates, the arrangement of names in the List of Contesting Candidates in Telugu alphabetical order will be as follows.

1. అన్సయ
2. అల్జంగి రమణ్
3. ఆరుద్ా వాణి
4. గిడుగ వినాయక్
5. విగోవరధ న్
6. డాడేవి రాజు
7. క.విరమదేవి
8. జ.విరమదేవి
9. షేక్ సుభాని
10. ఎస్ఎన్.వి.సాయ్

ALLOTMENT OF SYMBOLS:

A) Procedure:

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 Serial 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 Serial No. 2 to the second candidate in the list of contesting candidates and so on. Similar procedure shall be followed for other ward constituencies also.

The candidate cannot choose symbol of his/her choice from the list of symbols notified. The Returning Officer shall allot symbols in serial order from the list of symbols notified separately for Sarpanch and Ward Member.

B) Illustration:

<table>
<thead>
<tr>
<th>No.</th>
<th>Candidate</th>
<th>Symbol</th>
<th>Sarpanch Constituency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anil Kumar</td>
<td>🕉️</td>
<td>🕉️</td>
</tr>
<tr>
<td>2</td>
<td>Anand Rao</td>
<td>🕊️</td>
<td>🕊️</td>
</tr>
<tr>
<td>3</td>
<td>Amol Singh</td>
<td>🕐️</td>
<td>🕐️</td>
</tr>
<tr>
<td>4</td>
<td>Arvind Patel</td>
<td>🕕️</td>
<td>🕕️</td>
</tr>
<tr>
<td>5</td>
<td>Ashok Kumar</td>
<td>🕙️</td>
<td>🕙️</td>
</tr>
<tr>
<td>6</td>
<td>Anil Kumar</td>
<td>🕉️</td>
<td>🕉️</td>
</tr>
<tr>
<td>7</td>
<td>Arvind Patel</td>
<td>🕕️</td>
<td>🕕️</td>
</tr>
<tr>
<td>8</td>
<td>Anand Rao</td>
<td>🕊️</td>
<td>🕊️</td>
</tr>
<tr>
<td>9</td>
<td>Amol Singh</td>
<td>🕐️</td>
<td>🕐️</td>
</tr>
<tr>
<td>10</td>
<td>Ashok Kumar</td>
<td>🕙️</td>
<td>🕙️</td>
</tr>
</tbody>
</table>

Sd/- Dr. N. Ramesh Kumar
State Election Commissioner

//Forwarded:: By Order//

[Signature]
SECRETARY
In the reference cited, the State Election Commission issued instructions on Printing of Ballot Papers in connection with elections to Sarpanch and Ward Member of Gram Panchayats, which are to be printed in advance before issue of election notification by the State Election Commission.

The pre-printed ballot papers shall also be used as Postal Ballot Papers and shall be despatched by the Returning Officer concerned immediately after publication of list of contesting candidates to the following three categories of voters as mentioned in Rule 23, 24 and 25 of A.P. Panchayat Raj (Conduct of Elections) Rules, 2006.

1. Any member of the armed forces of the union or a member of the armed police force of the State serving outside the State and wife of such person.
2. A voter of a Gram Panchayat who is subject to preventive detention under any law.
3. A voter of Gram Panchayat who is drafted for election duty.

In ordinary elections to Gram Panchayats, the pre-printed Postal Ballot Papers of Sarpanch as well as Ward Member shall be despatched to the voters of above mentioned categories duly following the procedure specified in Rule 27 of Conduct of Elections Rules, 2006.

The Returning Officer (Stage-III) of the Gram Panchayat concerned shall despatch Postal Ballot Papers to voters of first two categories mentioned above within 24 hours on finalization of list of contesting candidates and maintain a separate register for keeping a proper track of Postal Ballot Papers.
The Returning Officer (Stage-II) of the Gram Panchayat concerned shall issue Postal Ballot Papers to voters of third category mentioned above and enter in the same register for keeping a proper track of Postal Ballot Papers.

To keep proper track of Postal Ballot Papers, the State Election Commission prepared formats which are appended as Annexure-I, II and III to this circular.

The Collectors and District Election Authorities are, therefore, requested that –

1. Necessary steps to be taken to provide Mandal-wise and Gram Panchayat-wise lists of Service Personnel and their wives and lists of persons held under Preventive Detention obtained from Superintendent of Police / Commissioner of Police concerned well in advance to Returning Officer concerned.

2. The Postal Ballot Papers shall be despatched to Service Personnel and their wives through post and voters of Preventive Detention through the Superintendent of Jails concerned immediately within 24 hours after publication of list of contesting candidates.

3. The Mandal Parishad Development Officers and Returning Officers shall review as per the record entries in the register with the lists.

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

[Signature]

SECRETARY

To
All Collectors & District Election Authorities.
All District Panchayat Officers.
All MPDOs through the DPOs concerned.
All Returning Officers through the DPOs concerned.

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
ANNEXURE – I

FORMAT FOR MAINTENANCE OF ACCOUNT REGISTER OF POSTAL BALLOT PAPERS ISSUED TO SERVICE VOTERS
(WARD-WISE AND GRAM PANCHAYAT-WISE)

<table>
<thead>
<tr>
<th>Name of the Gram Panchayat: __________________________</th>
<th>Name of the Mandal: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; No. of Ward: ____________________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the classified Service Voter &amp; his/her spouse</th>
<th>Name of the Force to which he/she belongs &amp; Service ID No.</th>
<th>Age</th>
<th>Father’s/ Mother’s / Husband’s Name &amp; Address</th>
<th>Their Serial Number in the last part of Electoral Roll of the Gram Panchayat</th>
<th>Date of despatch of Postal Ballot Papers and entry made in the Marked Copy of the Electoral Roll of Ward and the Gram Panchayat concerned</th>
<th>Signature of the Returning Officer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Returning Officer (Stage-I)
**ANNEXURE – II**  

**FORMAT FOR MAINTENANCE OF ACCOUNT REGISTER OF POSTAL BALLOT PAPERS ISSUED TO VOTERS ENROLLED UNDER PREVENTIVE DETENTION**  
(WARD-WISE AND GRAM PANCHAYAT-WISE)

**NAME OF THE GRAM PANCHAYAT:** ____________________________  
**NAME & NO. OF WARD:** ________________________________  
**NAME OF THE MANDAL:** ____________________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the person held under Preventive Detention</th>
<th>Age</th>
<th>Sl.No. of the person detained in Gram Panchayat Electoral Roll</th>
<th>Address of the person detained under Preventive Detention Act</th>
<th>Case No. &amp; Date of the Order</th>
<th>Name &amp; Address of the Jail where the person is detained</th>
<th>Date of despatch of the Postal Ballot Papers to him/her through concerned Jail Superintendent</th>
<th>Signature of the Returning Officer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
</tr>
</tbody>
</table>

*Returning Officer (Stage-I)*

---

89
ANNEXURE – III

FORMAT FOR MAINTENANCE OF ACCOUNT REGISTER OF POSTAL BALLOT PAPERS ISSUED TO PERSONS DRAFTED FOR ELECTION DUTY (WARD-WISE AND GRAM PANCHAYAT-WISE)

<table>
<thead>
<tr>
<th>NAME OF THE GRAM PANCHAYAT: ____________________________</th>
<th>NAME OF THE MANDAL: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME &amp; NO. OF WARD : ____________________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the person drafted on Election Duty and who has submitted Form-XIV for Postal Ballot Papers</th>
<th>Whether the person is enrolled as voter in the Gram Panchayat concerned (Yes/No)</th>
<th>If yes, Serial Number in the Electoral Roll of that Gram Panchayat</th>
<th>Date of issue of Postal Ballot Papers and entry made in the Marked Copy of the Electoral Roll of the Ward &amp; Gram Panchayat concerned</th>
<th>Whether the person collected the Postal Ballot Papers in person (Yes/No)</th>
<th>If yes, sign of the person with date as a token of receipt of Postal Ballot Papers</th>
<th>If no, whether the Returning Officer has taken action to deliver the Postal Ballot Papers to the person’s address (Date of delivery)</th>
<th>Signature of the Returning Officer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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</tbody>
</table>

[To be continued in the same Register maintained by the RO (Stage-I)]
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

ORDER
No. 142/SEC-B2/2018 Date: 25.10.2018

Whereas, the superintendence, direction and control of all elections to Local Bodies in the State is vested in the State Election Commission under Article 243K and 243ZA of the Constitution of India; and

And whereas, all forms of intimidation, threat, influence and bribing of electors must be prevented in the interest of free and fair elections and; reports are received that money power and muscle power are being used during election process for inducement of electors by way of distribution of cash, gift items, liquor or free food; or for intimidation of electors by threat or intimidation; and

And whereas, distribution of cash or any item of bribe or use of muscle power for influencing electors are criminal offences under section 171 of Indian Penal Code, 1860 and also are corrupt practices under Section 211 of A.P. Panchayat Raj Act, 1994.

Now, therefore, for the purpose of maintaining purity of elections, the State Election Commission, hereby, issues the following Standard Operating Procedure for Flying Squads, Static Surveillance Teams and Check Posts, constituted for keeping vigil over excessive campaign expenses, distribution of items of bribe in cash or in kind, movement of illegal arms, ammunition, liquor, or anti-social elements, etc., in the districts during the election period.

Flying Squad (FS):

1. There shall be one or more Flying Squads (FS) in each Mandal. The FS shall start functioning from the date of announcement of election and shall continue till completion of poll.

2. The FS shall:-

   (a) attend to all Model Code of Conduct violations and related complaints;
   (b) attend to all complaints of threat, intimidation, movement of anti-social elements, liquor, arms and ammunition and large sum of cash for the purpose of bribing of electors, etc.;
   (c) attend to all complaints regarding election expenditure incurred or authorised by the candidates / political party;
   (d) videograph all major rallies, public meetings or other major expenses made by candidates and political parties after the announcement of election by the State Election Commission.

3. The FS shall not be given any other work during the period. The names and mobile numbers of the Magistrate as head of the FS and other officials in FS are provided to the Complaint Monitoring Control Room and Call Centre, Returning Officer, Collector & DEA, General Observer and Expenditure Observer. The Collector & DEA shall constitute the FS with officers of proven integrity.
4. Whenever a complaint regarding distribution of cash or liquor or any other item of bribe or regarding movement of anti-social elements or arms and ammunition is received, the FS shall reach the spot immediately. The FS shall seize the items of bribe or other illicit items, and gather evidences and record statement of the witnesses and the persons from whom the items are seized.

5. The FS shall send a Daily Activity Report in respect of items of seizure of bribe or cash to the Superintendent of Police/Commissioner of Police in a format as per Annexure-A, with a copy to Returning Officer, Collector & DEA and the Expenditure Observers and shall send Daily Activity Report in respect of Model Code of Conduct violations to RO, Collector & DEA and General Observer in the format as given in Annexure-B. The Nodal Officer at the Police Headquarters shall compile all such reports from the district and send a consolidated report in the same format (i.e., Annexure-A & B) on the next day by fax / e-mail to the Commission.

6. The entire proceeding shall be video-recorded. The RO or any other officer authorized by him shall file complaints/FIR against: (i) the persons, receiving and giving bribe; and (ii) any other person from whom contraband items are seized; or (iii) any other antisocial elements found engaged in illegal activity. The copy of the complaint/FIR shall be displayed on the notice board of the RO for public display and be sent to the Collector & DEA, General Observer, Expenditure Observer.

7. In case, a complaint is received about distribution of cash, gift items, liquor or free food; or about threat/intimidation of electors; or of movement of arms / ammunitions / antisocial elements and it is not possible for the FS to reach the spot immediately, then the information shall be passed on to the Static Surveillance Team, nearest to the spot or to the police station of that area, who shall rush a team to the spot for taking necessary action on the complaint. All seizures made by the police authorities either on receipt of complaints forwarded by FS or received independently shall also be reported to the FS which shall incorporate such reports in its Daily Activity Reports in relevant rows/columns and this is done to avoid duplication of seizure or action taken reports.

8. Each FS shall announce through a public address system, fitted onto its vehicle, the following in local language in the area under its jurisdiction: “As per section 171 B of Indian Penal Code, any person giving or accepting any gratification in cash or kind during election process, with a view to inducing the person to exercise his electoral right is punishable with imprisonment up to one year or with fine or with both. Further, as per section 171 C of Indian Penal Code, any person who threatens any candidate or elector, or any other person, with injury of any kind, is punishable with imprisonment up to one year or with fine or both. Flying Squads have been formed to register cases against both the giver and the taker of bribe and for taking action against those who are engaged in threat and intimidation of electors. All the citizens are hereby requested to refrain from taking any bribe.

**Static Surveillance Team (SST)**

1. There shall be one or more Static Surveillance Teams (SST) in each Mandal with one magistrate and three or four police personnel in each team who shall be manning the check post.

2. This team shall put check posts on major arterial roads, borders of the district and state and shall keep watch on movement of illicit liquor, items of bribe, or large amount of cash, arms and ammunition and also movement of antisocial elements in their area. The entire process of checking shall be videographed.
3. The SST shall send Daily Activity report to the Superintendent of Police/Commissioner of Police with copy to RO, Collector & DEA and Expenditure Observer and General Observer in a format as per Annexure-C, on the same day. The Nodal Officer at the Police Headquarters shall compile all such reports from the district and send a consolidated report in the same format (i.e., Annexure-C) on the next day by fax/e-mail to the Commission.

4. The entire operation by SSTs shall be done in the presence of an Executive Magistrate and shall be videographed. No such checking shall take place without the presence of Executive Magistrate. The video record with an identification mark of date, place and team number shall be deposited with the RO, on the next day who shall preserve the same for verification by the Commission at later point of time. It may also be widely advertised by the Collector & DEA that any member of the public can obtain a copy of the DVD/video record by depositing Rs.300/-.

5. Whenever Check Posts are put at the borders of the district/State or at any other place by any agency, for any purpose, then the nearest SST shall be present there in such team, to avoid duplication of checking in the area and reporting has to be done by the SST.

6. Checking by SST shall be done on major roads or arterial roads. The SSTs shall be controlled by the Collector & DEA and Superintendent of Police/Commissioner of Police in consultation with General Observer and Expenditure Observers and the mechanism shall be strengthened in last 72 hours before the poll, particularly in vulnerable areas.

7. During checking, if any cash exceeding Rs.50,000/- is found in a vehicle carrying a candidate, his agent or party worker or carrying posters or election materials or any drugs, liquor, arms or gift items which are valued at more than Rs.10,000/-, likely to be used for inducement of electors or any other illicit articles are found in a vehicle, shall be subject to seizure. The whole event of checking and seizure is to be videographed by a video team, which will submit the copy of the video CD to the Returning Officer. However, cash shall not be seized in the following cases:-

   a) If a person is carrying cash from the business place to the bank for the purpose of depositing it in the bank and submits the documents like PAN Card/Business Registration Certificate and bank passbook / statement and copy of the cash book to show regular cash deposits, then no seizure shall be effected irrespective of the amount. However, a declaration in the format (Annexure-A) along with copies of the above documents shall be obtained from the person before release of the cash. The person shall submit a copy of the Bank deposit slip to the SST concerned, after depositing the amount in the bank.

   b) If no criminality is suspected and no link with any candidate or political party is suspected and the cash carried along with the bank withdrawal slip/bank passbook/ bank statement with the name of the bank and branch to show that cash is withdrawn on the same day, then seizure will not be effected. However, the person shall submit a copy of the bank documents and identity of the person/organization.

   c) Any person carrying cash for purpose of medical treatment will not be seized, provided he produces the proof of medical admission/medical treatment.
d) Any cash being carried for marriage purpose shall not be seized, if person concerned produces documents like marriage invitation / Kalyan Mandap booking / any other document to prove the marriage celebration. No jewellery/bullion carried for marriage purpose or for personal use shall be seized.

8. FS and the SST shall be polite, decent and courteous, while checking the baggage or vehicle. The purse held by women shall not be checked, unless there is a lady officer. The FS shall also supervise the functioning and proper conduct of SSTs during checking in their areas.

9. The Collector & DEA and the CP/SP of the district shall ensure that the teams are constituted and properly trained. The Nodal Officer at the Police Headquarters shall ensure that proper training and sensitisation of the police force in this regard is done.

10. In case of seizure by the FS or SST or the police authorities, the Appellate Authority, whom the person can appeal for redressal of grievance shall be the Dy. District Election Authority of the district. The name and address of the Appellate Authority shall be mentioned in the seizure list, which is given to the person from whom seizure is effected.

11. After seizure, the seized amount shall be deposited in Treasury or in such manner as directed by the Court. The Collector & DEA shall issue necessary instructions to the treasury units to receive the seized cash beyond office hours and on holidays also.

12. The details of the seized amount shall also be informed to the Income Tax Department to the officer having jurisdiction over the district to examine and take necessary action on income tax related issue, if any.

13. Wherever the FS or SST or police authorities receive information about any other suspicious items in their area, including movement of huge amount of cash, they shall keep the respective Law enforcement agencies informed about such items.

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

SECRETARY

To
All the Collectors & District Election Authorities.
All the Superintendents of Police / Commissioners of Police.
All the Chief Executive Officers of Zilla Praja Parishads.
All the District Panchayat Officers.
All the RDOs & Dy. DEAs.
All the Dy. Commissioners of Excise & Prohibition Department.

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police / Addl. DG (L&O) / IG (L&O) / DIGs.
Annexure-A

Daily Activity Report by Flying Squad (FS) on seizure of Cash/Other items related Complaints on the date .........................
Reference No...........

Name of the Sub-Division......................
Name and Designation of the Magistrate.........................
Name of the District ................................
Name and Designation of the Police Officer.........................

<table>
<thead>
<tr>
<th>S.No.</th>
<th>1</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Name of Mandal/District</td>
<td>Name of the complaint/information</td>
<td>Name of the person against whom complaint received</td>
<td>Cash/other items seized by FS</td>
<td>Cash/other items seized by other Police authority</td>
<td>FIRs filed</td>
<td>Name of candidate or party with which links found</td>
<td>Name and designation of the authority to whom seized cash/items is handed over</td>
</tr>
<tr>
<td>1</td>
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<td>Description</td>
<td>Figure on date of report</td>
<td>Progressive figure including the date of report</td>
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1. Total amount of cash/other items seized by Flying Squad
2. Total amount of cash/other items seized by other Police authority
3. Total of number of complaints of cash/other items, received
4. Total of number of complaints, verified
5. Total of number of complaints, pending
6. Total number of FIRs filed up to the end of the day

Signature
Name & Designation of the
Officer in Charge of Flying Squad /
Superintendent of Police/Commissioner of Police
Nodal officer of State Police HQ.

Note:

1. The Officer in charge of the Flying Squad will submit the report for each Flying Squad in this format to the SP/CP with copy to RO, Collector & DEA, Election Observer and Expenditure Observer.
2. The SP/CP will send the report to the Nodal Officer in State HQ after compiling the data for the entire district.
3. The Nodal Officer of State Police HQ will compile the data for the whole state and send the report to the State Election Commission.
Annexure-B

Daily Activity Report by Flying Squad (FS) on MCC related complaints on the date .................

Reference No........
Name of the Sub-Division......................
Name and Designation of the Magistrate...........................
Name of the District ...................................
Name and Designation of the Police Officer...........................

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Mandal/ District</th>
<th>Name of complainant</th>
<th>Party affiliation, if any</th>
<th>Complaint against (Name)</th>
<th>Party affiliation, if any</th>
<th>Brief description of MCC violation issue</th>
<th>Action Taken Report</th>
</tr>
</thead>
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</table>

Signature
Name & Designation of the
Officer in Charge of Flying Squad /
Superintendent of Police/Commissioner of Police
Nodal officer of State Police HQ.

Note:

1. The Officer in charge of the Flying Squad will submit the report for each Flying Squad in this format to the SP/CP with copy to RO, Collector & DEA, Election Observer and Expenditure Observer.
2. The SP/CP will send the report to the Nodal Officer in State HQ after compiling the data for the entire district.
3. The Nodal Officer of State Police HQ will compile the data for the whole state and send the report to the State Election Commission.
## Annexure-C

### Daily Activity Report by Static Surveillance Teams (SST) on seizure of Cash / Other items related complaints on the date .......................

Reference No..........

Place of Check Post ....................
Name and Designation of the Magistrate ....................
Name of the District ..............................
Name and Designation of the Police Officer ..........................

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<tr>
<th>S.No.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Number and name of Mandal/ District</td>
<td>Name and address of persons searched at the Check Post</td>
<td>Cash / Other items</td>
<td>FIR filled</td>
<td>Name of candidate or party having links</td>
<td>Name and designation of Authority to whom cash, goods seized goods are handed over after seizure</td>
<td>Remarks</td>
<td></td>
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<tr>
<td>1</td>
<td>Description</td>
<td>Figure on date of report</td>
<td>Progressive figure including the date</td>
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<tr>
<td></td>
<td>A. Total amount of cash seized by SST</td>
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<td>B. Total amount of other items seized by SST</td>
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<td></td>
<td>C. No. of FIRs lodged</td>
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</table>

Signature
Name & Designation of the
Officer in Charge of Static Surveillance Team / Superintendent of Police/Commissioner of Police
Nodal officer of State Police HQ.

**Note:**

1. The Officer in charge of the SST will submit the report for each SST in this format to the SP/CP with copy to RO, Collector & DEA, Election Observer and Expenditure Observer.
2. The SP/CP will send the report to the Nodal Officer in State HQ after compiling the data for the entire district.
3. The Nodal Officer of State Police HQ will compile the data for the whole state and send the report to the State Election Commission.
CIRCULAR

No.176/SEC-B2/2018 Date: 04.01.2019

Sub:- Elections to Rural Local Bodies – Implementation of Model Code of Conduct – Statement showing provisions of Law relating to election offences and corrupt practices – Communicated to take action against the violators of MCC – Reg.

***

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. Panchayat Raj 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. 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, Indian Penal Code and other enactments indicated in the Annexure.

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/Email (secy.apsec@gmail.com) 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.

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

[Signature]
SECRETARY

To
All the Collectors & District Election Authorities.
All the Superintendents of Police / Commissioners of Police.
All the Chief Executive Officers of Zilla Praja Parishads.
All the District Panchayat Officers.
All the Returning Officers (through C &DEAs).

Copy to:
All Observers.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, General Administration Dept.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police.
### ANNEXURE

**PROVISIONS OF LAW RELATING TO OFFENCES AND CORRUPT PRACTICES IN CONNECTION WITH ELECTIONS TO RURAL LOCAL BODIES**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Brief Description of Offence</th>
<th>Section / Rules</th>
<th>Type of Offence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) ELECTORAL OFFENCES CONCERNING MEETINGS:</td>
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<tr>
<td>1</td>
<td>Promoting or attempting to promote on ground of religion, race, caste, community or language, feeling of enmity or hatred, between different classes of the citizens of India.</td>
<td>Sec. 213 of the A.P.P.R. Act, 1994 and Sec. 153A of the IPC.</td>
<td>Non-cognizable</td>
<td>3 years imprisonment or fine which may extent up to Rs.3000/-</td>
</tr>
<tr>
<td>2</td>
<td>Prohibition of public meetings during period of 48 / 44 hours ending with the hour fixed for the conclusion of the poll :- No person shall – (a) convene, hold or attend, join or address any public meeting or procession in connection with an election; or (b) display to the public any election matter by means of cinematograph, television or other similar apparatus; or (c) propagate any election matter to 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 <strong>forty eight hours</strong> prior to the hour fixed for the conclusion of the poll in case of MPPs/ZPPs and <strong>forty four hours</strong> prior to the hour fixed for the conclusion of the poll in case of Gram Panchayats.</td>
<td>Sec. 214 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>2 years imprisonment or fine or both.</td>
</tr>
<tr>
<td>3</td>
<td>Acting or inciting others to act in disorderly manner at a public meeting for the purpose of disturbing the meeting.</td>
<td>Sec. 215 of the A.P.P.R. Act, 1994.</td>
<td>Cognizable</td>
<td>6 months imprisonment or with fine which may extend up to Rs.2,000/-</td>
</tr>
</tbody>
</table>

**NOTE:** Sec. 2 (c)(3) of CrPC: An offence under any law other than IPC would be non-cognizable, if it is punishable with imprisonment for less than 3 years or with fine only.

### B) OFFENCES CONCERNING VEHICLES

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Brief Description of Offence</th>
<th>Section / Rules</th>
<th>Type of Offence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If any person illegally hires or procures any vehicle for the free conveyance of any elector other than the candidates himself, member of his family or his agent, to or from any polling station commits an offence.</td>
<td>Sec 211 (6) read with Sec 212 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>3 months imprisonment and fine.</td>
</tr>
</tbody>
</table>
### C) CONCERNING OFFICERS / PERSONS INVOLVED IN ELECTION DUTY

<table>
<thead>
<tr>
<th></th>
<th>C</th>
<th>Description</th>
<th>Section</th>
<th>Type of Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>Every officer, clerk, agent, or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain the secrecy of the voting. Its violation constitutes an offence.</td>
<td>Sec. 217 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>3 months imprisonment or fine or both.</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>No official connected with conduct of elections shall do any act (other than giving of vote) for the furtherance of prospects of election of any candidate.</td>
<td>Sec. 218 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>6 months imprisonment or fine or both.</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>Breach of official duty, without reasonable cause, by any person involved in any duty in connection with an election.</td>
<td>Sec. 222 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>Fine up to Rs.500/-</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>No person in the service of the State or Central Government or a Local authority or a Corporation owned or controlled by the State or Central Government act as an election agent or a polling agent or a counting agent of a candidate at an election.</td>
<td>Sec. 223 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>3 months imprisonment or fine or both.</td>
</tr>
</tbody>
</table>

### D) AT OR NEAR POLLING STATION ON THE DATE (S) OF POLL

<table>
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<tr>
<th></th>
<th>D</th>
<th>Description</th>
<th>Section</th>
<th>Type of Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D</td>
<td>Prohibition on committing any of the following acts within the polling station or within a distance of 100 mtrs. of the polling station (on the date(s) of poll) :- (a) canvassing in or near polling station; or (b) soliciting the vote of any elector; or (c) persuading any elector not to vote for any particular candidate; or (d) persuading any elector not to vote at the election; or (e) exhibiting any notice or sign (other than an official notice) relating to the election.</td>
<td>Sec. 219 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>Fine up to Rs.250/-</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>Any person shouting in a disorderly manner or using loudspeakers, megaphones etc. so as to disturb the poll, in or around the polling station can be arrested and such apparatus seized by any police officer.</td>
<td>Sec. 220 of the A.P.P.R. Act, 1994.</td>
<td>On the orders of the Presiding Officer, Police can arrest the offender.</td>
<td>3 months imprisonment or fine or both.</td>
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<tr>
<td>3</td>
<td>D</td>
<td>Misconduct by any person in the polling station, or disobedience of lawful directions of the presiding officer may result in that person being removed from the polling station by any police officer on duty. Any person who has been so removed from a polling station re-enters the polling station without the permission of the presiding officer shall be punishable.</td>
<td>Sec. 221 of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
<td>3 months imprisonment or fine or both.</td>
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</tbody>
</table>
### E) AGAINST CARRYING OF ARMS:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Relevant Statute</th>
<th>Nature</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No person, other than the Returning Officer, the presiding officer, any police officer or any other person appointed to maintain peace and order at the polling station who is on duty at the polling station, shall, on a polling day, go armed with arms. If he does so, he commits an offence.</td>
<td>Sec 221B of the A.P.P.R. Act, 1994.</td>
<td>Cognizable</td>
<td>2 years imprisonment or fine or both.</td>
</tr>
</tbody>
</table>

### F) AGAINST TAMPERING OF BALLOT PAPERS:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Relevant Statute</th>
<th>Nature</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removal of ballot papers or ballot boxes from polling stations to be an offence: 227 - (1) Any person who at any election fraudulently takes or attempts to take a ballot paper or ballot box out of polling station, or willfully aids or abets the doing of any such act shall be punished. (2) If the Presiding officer of a polling station has reason to believe that any person is committing or has committed an offence, punishable under sub-section (1), such officer may, before such person leaves the polling station arrest or direct a police officer to arrest such person and may search such person or cause him to be searched by a police officer.</td>
<td>Sec 225 of the A.P.P.R. Act, 1994.</td>
<td>On the orders of the Presiding Officer, Police can arrest the offender.</td>
<td>5 years imprisonment and with fine upto Rs.5000/-</td>
</tr>
<tr>
<td>2</td>
<td>Booth capturing is an offence, which includes – (a) seizure of a polling station or a place fixed for the poll by any person or persons, making polling authorities surrender the ballot papers or voting machines and doing of any other act which affects to orderly conduct of elections; (b) taking possession of a polling station or a place fixed for the poll by any person or persons and allowing only his or their own supporters to exercise their right to vote and prevent others from free exercise of their right to vote; (c) coercing or intimidating or threatening directly or indirectly threatening any elector and preventing him from going to the polling station or a place fixed for the poll to cast his vote; (d) seizure of a place for counting of votes by any person or person, making the counting authorities surrender the ballot papers or voting machines and the doing of anything which affects the orderly counting of votes; (e) doing by any person in the service of Government of all or any of the aforesaid activities or aiding or conniving at any</td>
<td>Sec 224 of the A.P.P.R. Act, 1994.</td>
<td>Cognizable</td>
<td>Punishable with imprisonment for a term which shall not be less than one year but which may extend to three years and with fine, and where such offence is committed by a person in the service of the Government, he shall be punishable with imprisonment for a term which shall not be less than three years but which may extend to five years and with fine.</td>
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</table>
such activity in the furtherance of the prospects of the election of a candidate.

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<tr>
<th>3</th>
<th><strong>OTHER OFFENCES:</strong></th>
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<tr>
<td></td>
<td>(1) A person shall be guilty of an electoral offence if at any election he,-</td>
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<td></td>
<td>(a) fraudulently defaces or fraudulently destroys any nomination paper; or</td>
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<td>(b) fraudulently defaces or destroys or removes any list notice or other documents affixed by or under the authority of a returning officer, or</td>
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<td>(c) fraudulently defaces or fraudulently destroys any ballot paper or the official mark or any ballot paper or any declaration of identity or official envelope used in connection with voting by postal ballot; or</td>
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<td></td>
<td>(d) without due authority supplies any ballot paper to any person or receives any ballot paper from any person or is in possession of any ballot paper; or</td>
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<td>(e) fraudulently puts into any ballot box anything other than the ballot paper which he is authorised by law to put in; or</td>
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<td>(f) without due authority destroys; takes, opens or otherwise interferes with any ballot box or ballot papers then in use for the purposes of the election; or</td>
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<td></td>
<td>(g) fraudulently or without due authority as the case may be, attempts to do any of the foregoing acts or willfully aids or abets the doing of any such acts.</td>
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</table>

| G) **CORRUPT PRACTICES:** |
|---|---|
| 1 | (1) Bribery, that is to say,- |
|    | (A) Any gift, offer or promise by a candidate or his agent or by any other person with the consent of a candidate or his election agent of any gratification, to any person whomsoever, with the object directly or indirectly of inducing,- |
|    | (a) a person to stand or not to stand as or to withdraw or not to withdraw from being a candidate at an election, or |
|    | (b) an elector to vote or refrain from voting at an election, or as a reward to- |
|    | i) a person for having so stood or not stood, or for having withdrawn or not having withdrawn his candidature; or |
|    | ii) an elector for having voted or refrained from voting; |

|   | Non-cognizable |
|   | If offence committed by: (i) any officer or clerk employed in connection with the election duty shall be punishable with imprisonment for a term which may extend to 2 years or with fine or with both, (ii) any other person shall be punishable with imprisonment for a term which may extend to 6 months or with fine or with both. |

|   | Sec 211 (1) of the A.P.P.R. Act, 1994 and Sec. 171-E of IPC |
|   | Non-cognizable |
|   | Corrupt practices can be agitated in an Election Petition before the Election Tribunal. |
|   | Punishable under Section 171-E of IPC with imprisonment for a term which may extend to one year or with fine or with both. |
(B) The receipt of, or agreement to receive, any gratification, whether as a motive or a reward,-
(a) by a person for standing or not standing as or for withdrawing or not withdrawing from being a candidate, or
(b) by any person whom so ever for himself or any other person for voting or refraining from voting or inducing or attempting to induce any elector to vote or refrain from voting, or any candidate to withdraw or not to withdraw his candidature.

Explanation:- For the purposes of this clause the term 'gratification' is not restricted to pecuniary gratification or gratifications estimable in money and it includes all forms of entertainment and all forms of employment for reward but it does not include the payment of any expenses bonafide incurred at, or for the purpose of any election and duly entered in the account of election expenses.

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<td><strong>2</strong></td>
<td><strong>Undue influence at election</strong></td>
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<td></td>
<td>Undue influence, that is to say, any direct or indirect interference or attempt to interfere on the part of the candidate or his agent or of any other person with the consent of the candidate or his election agent with the free exercise of any electoral right: Provided that- (a) without prejudice to the generality of the provisions of this clause any such person as is referred to thereon, who- (i) threatens any candidate or any elector or any person in whom a candidate, or an elector is interested, with injury of any kind including social ostracism and excommunication or expulsion from any caste or community; or (ii) induces or attempts to induce a candidate or an elector to believe that he, or any person in whom he is interested will become or will be rendered an object of divine displeasure or spiritual censure, shall be deemed to interfere with the free exercise of the electoral right of such candidate or elector within the meaning of this clause;</td>
<td>Sec 211 (2) of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>The appeal by a candidate or his agent or by any other person with the consent of a candidate or his election agent to vote or refrain from voting for any person on the ground of his religion, race, caste, community or language or the use</td>
<td>Sec 211 (3) of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
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</table>
of, or appeal to religious symbols, or the use of, or appeal to national symbols such as the national flag or the national emblem, for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate:
Provided that no symbol allotted under this Act to a candidate shall be deemed to be a religious symbol or a national symbol for the purposes of this clause.

4  The promotion of, or attempt to promote feelings of enmity or hatred between different classes of the citizens of India on grounds of religion, race, caste, community, or language by a candidate, or his agent or any other person with the consent of a candidate or his election agent for the furtherance of the prospects of the election of that candidate or of prejudicially affecting the election of any candidate.

5  The propagation of the practice or the commission of sati or its glorification by a candidate or his agent or any other person with the consent of the candidate or his election agent for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate.
Explanation:- For the purpose of this clause, “sati” and “glorification” in relation of sati shall have the meanings respectively assigned to them in the Commission of Sati (Prevention) Act, 1987

6  The publication by a candidate or his agent or by any other person, with the consent of a candidate or his election agent or any statement of fact which is false, and which he either believes to be false, or does not believe to be true in relation to the personal character or conduct of any candidate or in relation to the candidature, or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election.

7  The hiring or procuring, whether on payment or otherwise, of any vehicle or vessel by a candidate or his agent or by any other person with the consent of a candidate or his election agent, or the use of such vehicle or vessel for the free conveyance of any elector other than the candidate himself, the members of his family or his agent to or from any polling station.

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<tr>
<td>4</td>
<td>The promotion of, or attempt to promote feelings of enmity or hatred between different classes of the citizens of India on grounds of religion, race, caste, community, or language by a candidate, or his agent or any other person with the consent of a candidate or his election agent for the furtherance of the prospects of the election of that candidate or of prejudicially affecting the election of any candidate.</td>
<td>Sec 211 (4) of the A.P.P.R. Act, 1994.</td>
</tr>
<tr>
<td>5</td>
<td>The propagation of the practice or the commission of sati or its glorification by a candidate or his agent or any other person with the consent of the candidate or his election agent for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate.</td>
<td>Sec 211 (4A) of the A.P.P.R. Act, 1994.</td>
</tr>
<tr>
<td>6</td>
<td>The publication by a candidate or his agent or by any other person, with the consent of a candidate or his election agent or any statement of fact which is false, and which he either believes to be false, or does not believe to be true in relation to the personal character or conduct of any candidate or in relation to the candidature, or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election.</td>
<td>Sec 211 (5) of the A.P.P.R. Act, 1994.</td>
</tr>
<tr>
<td>7</td>
<td>The hiring or procuring, whether on payment or otherwise, of any vehicle or vessel by a candidate or his agent or by any other person with the consent of a candidate or his election agent, or the use of such vehicle or vessel for the free conveyance of any elector other than the candidate himself, the members of his family or his agent to or from any polling station.</td>
<td>Sec 211(6) of the A.P.P.R. Act, 1994.</td>
</tr>
</tbody>
</table>
Provided that the hiring of a vehicle or vessel by an elector or by several electors at their joint costs for the purpose of conveying him or them to and from any such polling station or place fixed for the poll shall not be deemed to be a corrupt practice under this clause if the vehicle or vessel so hired is a vehicle or vessel not propelled by mechanical power;
Provided further that the use of any public transport vehicle or vessel by any elector at his own cost for the purpose of going to or coming from any such polling station or place fixed for the poll shall not be deemed to be a corrupt practice under this clause.
Explanation:- In this clause the expression "vehicle" means any vehicle used or capable of being used for the purpose of road transport, whether propelled by mechanical power or otherwise and whether used for drawing other vehicles or otherwise.

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<tr>
<td>8</td>
<td>The obtaining or procuring or abetting or attempting to obtain or procure by a candidate or his agent or, by any other person with the consent of a candidate or his election agent, any assistance (other than the giving of vote) for the furtherance of the prospects of that candidate's election, from any person in the service of the State, Central Government, Local Authority or a Corporation owned or controlled by the State or Central Government. Provided that where any person, in the service of the State or Central Government or a Local Authority in the discharge or purported discharge of his official duty, makes any arrangements or provides any facilities or does any other act or thing, for to or in relation to, any candidate or his agent or any other person acting with the consent of the candidate or his election agent (whether by reason of the office held by the candidate or for any other reason), such arrangements, facilities or act or thing shall not be deemed to be assistance for the furtherance of the prospects of that candidate's election.</td>
<td>Sec 211(7) of the A.P.P.R. Act, 1994.</td>
<td>Non-cognizable.</td>
<td>Corrupt practices can be agitated in an Election Petition before the Election Tribunal.</td>
</tr>
<tr>
<td></td>
<td>Booth capturing by a candidate or his agent or other person.</td>
<td>Sec 211(8) of the A.P.P.R. Act, 1994.</td>
<td>Cognizable under Sec. 224 of A.P.P.R. Act, 1994.</td>
<td>Corrupt practices can be agitated in an Election Petition before the Election Tribunal. Punishable with imprisonment for a term which may extend to six months or with fine or with both.</td>
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| 10 | (1) In this section, the expression "agent" includes an election agent, a polling agent and any person who is held to have acted as an agent in connection with the election with the consent of the candidate.  
(2) For the purposes of clause (7), a person shall be deemed to assist in the furtherance of the prospects of a candidate's election if he acts as an election agent of that candidate.  
(3) For the purposes of clause (7), notwithstanding anything contained in any other law, the publication in the Official Gazette of the appointment, resignation, termination of service, dismissal or removal from service of a person in the service of the Central Government (including a person serving in connection with the administration of a Union territory) or of a State Government shall be conclusive proof—  
(i) of such appointment, resignation, termination of service, dismissal or removal from service, as the case may be, and  
(ii) where the date of taking effect of such appointment, resignation, termination of service, dismissal or removal from service, as the case may be, is stated in such publication, also of the fact that such person was appointed with effect from the said date, or in the case of resignation, termination of service, dismissal or removal from service, such person ceased to be in such service with effect from the said date.  
(4) For the purposes of sub-sec. 8, "booth capturing" shall have the same meaning as in section 224 of APPR Act, 1994. | Sec 211(8) of the A.P.P.R. Act, 1994. | Cognizable under Sec. 224 of A.P.P.R. Act, 1994. | Corrupt practices can be agitated in an Election Petition before the Election Tribunal. Punishable with imprisonment for a term which may extend to six months or with fine or with both. |

**H) CHECKING THREAT / INDUCEMENT OF VOTERS:**

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<tr>
<th></th>
<th>Whoever forces or intimidates a member of SC/ST not to vote or to vote a particular candidate or to vote in a manner other than that provided by law commits an offence.</th>
<th>Sec. 3(1) (vii) of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.</th>
<th>Cognizable</th>
<th>Punishable with imprisonment for a term which shall not be less than six months but which may extend to five years and with fine.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whoever forces or intimidates a member of SC/ST not to vote or to vote a particular candidate or to vote in a manner other than that provided by law commits an offence.</td>
<td>Sec. 3(1) (vii) of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.</td>
<td>Cognizable</td>
<td>Punishable with imprisonment for a term which shall not be less than six months but which may extend to five years and with fine.</td>
</tr>
<tr>
<td>2</td>
<td>Whoever affixes to, or inscribes or exhibits on any place open to public view any objectionable advertisement commits an offence.</td>
<td>Sec. 3 of A.P. Prevention of Disfigurements of Open Places and Prohibition of Obscene and Objectionable Posters and</td>
<td>Cognizable</td>
<td>Punishable with imprisonment or 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</td>
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<td>3</td>
<td>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 commits an offence.</td>
<td>Advertisements Act, 1997</td>
<td>thousand rupees or with both.</td>
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<tr>
<td>4</td>
<td>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 provided for the offence.</td>
<td>Section 5 of A.P. Prevention of Disfigurements of Open Places and Prohibition of Obscene and Objectionable Posters and Advertisements Act, 1997</td>
<td>Cognizable</td>
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<td></td>
<td>Punishable with imprisonment or 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.</td>
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<tr>
<td>5</td>
<td><strong>Bribery.</strong> – (1) Whoever, (i) gives a gratification to any person with the object of inducing him or any other person to exercise an electoral right or of rewarding any person for having exercised any such right; or (ii) accepts either for himself or for any other person any gratification as a reward for exercising any such right or for inducing or attempting to induce any other person to exercise any such right, commits the offence of bribery; Provided that a declaration of public policy or a promise of public action shall not be an offence under this section. (2) A person who offers, or agrees to give or offers or attempts to procure, a gratification shall be deemed to give a gratification. (3) A person who obtains or agrees to accept or attempts to obtain a gratification shall be deemed to accept a gratification, and a person who accepts a gratification as a motive for doing, what he does not intend to do, or as a reward for doing what he has not done, shall be deemed to have accepted the gratification as a reward.</td>
<td>Section 171-B and 171-E of IPC.</td>
<td>Non-cognizable</td>
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</tr>
<tr>
<td>6</td>
<td><strong>Undue influence at elections.</strong> (1) Whoever voluntarily interferes or attempts to interfere with the free exercise of any electoral right commits the offence of undue influence at</td>
<td>Section 171-C and 171-F of IPC.</td>
<td>Non-cognizable</td>
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<td></td>
<td>Punishable with imprisonment for a term which may extend to one year or with fine or with both.</td>
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an election.
(2) Without prejudice to the generality of the provisions of
sub-section (1), whoever, -
(a) threatens any candidate or voter, or any person in whom
a candidate or voter is interested, with injury of any kind, or
(b) induces or attempts to induce a candidate or voter to
believe that he or any person in whom he is interested will
become or will be rendered an object of Divine displeasure or
of spiritual censure, shall be deemed to interfere with the
free exercise of the electoral right of such candidate or voter,
within the meaning of sub-section (1).
(3) A declaration of public policy or a promise of public
action, or the mere exercise of a legal right without intent to
interfere with an electoral right, shall not be deemed to be
interference within the meaning of this section.

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<tr>
<th>Section 171-D and 171-F of IPC.</th>
<th>Non-cognizable</th>
<th>Punishable with imprisonment for a term which may extend to one year or with fine or with both.</th>
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<tbody>
<tr>
<td><strong>Personation at elections.</strong></td>
<td>7</td>
<td>Whoever at an election applies for a voting paper or votes in the name of any other person, whether living or dead, or in a fictitious name, or who having voted once at such election applies at the same election for a voting paper in his own name, and whoever abets, procures or attempts to procure the voting by any person in any such way, commits the offence of personation at an election. Provided that nothing in this section shall apply to a person who has been authorized to vote as proxy for an elector under any law for the time being in force in so far as he votes as a proxy for such elector.</td>
</tr>
<tr>
<td><strong>False statement in connection with an election.</strong></td>
<td>8</td>
<td>Whoever with intent to affect the result of an election makes or publishes any statement purporting to be a statement of fact which is false and which he either knows or believes to be false or does not believe to be true, in relation to the personal character or conduct of any candidate.</td>
</tr>
<tr>
<td><strong>Illegal payments in connection with an election.</strong></td>
<td>9</td>
<td>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:</td>
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</table>
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.

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<th><strong>Failure to keep election accounts.--</strong></th>
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<tr>
<td>10</td>
<td>Whoever being required by any law for the time being in force or any rule having the force of law to keep accounts of expenses incurred at or in connection with an election fails to keep such accounts.</td>
<td>Section 171-I of IPC.</td>
<td>Non-cognizable.</td>
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<th><strong>Statements creating or promoting enmity, hatred or ill-will between classes --</strong></th>
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<tr>
<td>11</td>
<td>Whoever makes, publishes or circulates any statement or report containing rumour or alarming news with intent to create or promote, or which is likely to create or promote, on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, feelings of enmity, hatred or ill-will between different religious, racial, language or regional groups or castes or communities.</td>
<td>Section 505 (2) of IPC.</td>
<td>Cognizable</td>
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### I) AGAINST HARMING A PUBLIC SERVANT ON DUTY:

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<tr>
<th></th>
<th>Voluntarily causing hurt to deter public servant from his duty.</th>
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<tbody>
<tr>
<td>1</td>
<td>Whoever voluntarily causes hurt to any person being a public servant in the discharge of his duty as such public servant, or with intent to prevent or deter that person or any other public servant from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by that person in the lawful discharge of his duty as such public servant.</td>
<td>Section 332 of the IPC.</td>
<td>Non-cognizable.</td>
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<thead>
<tr>
<th></th>
<th>Voluntarily causing grievous hurt to deter public servant from his duty.</th>
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<tr>
<td>2</td>
<td>Whoever voluntarily causes grievous hurt to any person being a public servant in the discharge of his duty as such public servant, or with intent to prevent or deter that person or any other public servant from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by that person in the lawful discharge of his duty as such public servant.</td>
<td>Section 333 of the IPC.</td>
<td>Non-cognizable.</td>
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<td></td>
<td>Assault or criminal force to deter public servant from discharge of his duty. Whoever assaults or uses criminal force to any person being a public servant in the execution of his duty as such public servant, or with intent to prevent or deter that person from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by such person to the lawful discharge of his duty as such public servant.</td>
<td>Section 353 of IPC.</td>
<td>Non-cognizable.</td>
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<tr>
<td>J) CONCERNING PAMPHLETS / POSTERS / HAND BILLS / PLACARDS:</td>
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<tr>
<td>1</td>
<td>Whoever prints or publishes any election pamphlets, posters, hand bills or placards which does not bear on its face the name and the address of the printer and the publisher.</td>
<td>Section 216(4) of A.P.P.R. Act, 1994.</td>
<td>Non-cognizable</td>
</tr>
</tbody>
</table>
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR

No.177/SEC-B2/2018 Date: 04.01.2019


***

The Model Code of Conduct is implemented from the date of issue of Election Notification till completion of election process ending with declaration of results 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 various items of Model Code of Conduct and provisions of A.P. Panchayat Raj 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 Observers are requested to closely monitor compliance with the provisions of Model Code of Conduct and wherever there is a violation, the Collectors and District Election Authorities and the Superintendents of Police / Commissioners of Police shall launch prosecution against 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 other enactments of the Andhra Pradesh Panchayat Raj 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 / Commissioners 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 perceives 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 district wise shall be intimated to the Commission through email (secy.apsec@gmail.com) on a day to day basis from the date of issue of election notification till completion of election process with declaration of results, by the Superintendents of Police / Commissioners of Police (wherever their jurisdiction extends over rural areas) in the enclosed proforma under intimation to the Collector and District Election Authority concerned.

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

To
All Collectors & District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Returning Officers (through C & DEA).
All Observers.

Copy:
The Director General of Police.
The Principal Secretary to Govt., General Administration (Poll.) Department.
The Principal Secretary to Govt., Panchayat Raj & Rural Development Dept.
The Election Authority & Director of Panchayat Raj.
**PROFORMA**

Name of the District: ___________________________  Date: ________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Police Station</th>
<th>Name of the violator of Model Code of Conduct</th>
<th>Party affiliation of violator, if any.</th>
<th>Nature of violation</th>
<th>Section under which prosecution launched</th>
<th>Case No. &amp; Date</th>
</tr>
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<tbody>
<tr>
<td>(1)</td>
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# ANNEXURE

<table>
<thead>
<tr>
<th>MCC Part No.</th>
<th>Item No. in MCC</th>
<th>Content of the item in Mode Code of Conduct</th>
<th>Prosecution to be launched against violators under section</th>
<th>Other Acts</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>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.</td>
<td>213</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>2</td>
<td>There shall be no appeal to Religion, Communal or Caste feelings for securing votes.</td>
<td>211(3)</td>
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<tr>
<td>I</td>
<td>3</td>
<td>Places of worship such as Temples, Mosques, Churches, etc., shall not be used as forum for election propaganda.</td>
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<tr>
<td>I</td>
<td>7</td>
<td>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.</td>
<td></td>
<td>A.P. Prevention of Disfigurements of Open Places and Prohibition of Obscene &amp; Objectionable Posters and Advertisements Act, 1997.</td>
</tr>
<tr>
<td>I</td>
<td>9 (i)</td>
<td>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.</td>
<td>211 (3)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>9 (ii)</td>
<td>To print or publish any poster, pamphlet, leaflet, circular or advertisement without mentioning the name and address of the printer and the publisher.</td>
<td>216</td>
<td></td>
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<tr>
<td>I</td>
<td>9 (iii)</td>
<td>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.</td>
<td>171G</td>
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<td><strong>I</strong></td>
<td>9 (iv)</td>
<td>To obstruct or disturb any election meeting organised by another political party or candidate.</td>
<td>215</td>
<td></td>
</tr>
</tbody>
</table>
| **I** | 9 (v) | To take out processions or hold public meetings during the period of;--
(a) forty four hours ending with hours fixed for the conclusion of the poll in case of Gram Panchayat.
(b) forty-eight hours prior to the hour fixed for the conclusion of poll in the case of elections to Mandal Parishad /Zilla Parishad.
(c) forty-four hours prior to the hour fixed for the conclusion of poll in case of elections to Gram Panchayats. | 214 |
| **I** | 9 (vi) | To bribe an officer reward in any form to voters. | 211 (1) 171 B, 171 E |
| **I** | 9 (vii) | To canvas or to appeal for votes within 100meters of polling stations. | 219 |
| **I** | 9 (viii) | To use any convenience or means of transport for the voters to or from the polling stations. | 211 (6), 212 171 B |
| **I** | 9 (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 | 220 |
| **I** | 9 (x) | To impersonate a voter or attempt to cast vote under the false name of voter | 226 171 D, 171 F |
| **I** | 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. | Police to act under relevant provisions, if any, under Police Act |
| **II** | 1 | No party or candidate shall hold public meetings or processions without obtaining necessary permission from the competent Local Authorities | Police to act under relevant provisions, if any, under Police Act |
| **II** | 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 | Police to act under relevant provisions, if any, under Police Act |
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 anybody 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.

<p>| III  | 1 | A party or candidate organizing a procession shall decide beforehand 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. |
| III  | 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. |
| III  | 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 specially by competent authority. Any traffic regulations or restrictions shall also be carefully adhered to. |
| III  | 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. |
| III  | 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 be strictly complied with. |
| III  | 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... |</p>
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<th>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.</th>
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<tbody>
<tr>
<td>III</td>
<td>7</td>
<td>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</td>
</tr>
<tr>
<td>IV</td>
<td>1 (b)</td>
<td>(b) Refrain from serving or distributing liquor within the polling area during the period of forty eight hours fixed for conclusion of the poll in the case of Zilla Praja Parishads, and Mandal Praja Parishads and Forty Four hours prior to the hour fixed for conclusion of the poll in the case of Grama Panchayats and also on the counting day.</td>
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<td></td>
<td>Police to act under relevant provisions, if any, under Police Act</td>
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<td>VII</td>
<td>1</td>
<td>No contesting candidate shall incur the election expenditure in excess of the expenditure fixed by the State Election Commission, by notification</td>
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<td>230 A, 211 (6A)</td>
</tr>
<tr>
<td>VII</td>
<td>2</td>
<td>The contesting candidate shall maintain day today expenditure record in the prescribed proforma which will be supplied to him free of cost on the date of acceptance of his candidature.</td>
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<td>230 A</td>
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<tr>
<td>VII</td>
<td>3</td>
<td>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</td>
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<td>230 B</td>
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<tr>
<td>VIII</td>
<td>1</td>
<td>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</td>
</tr>
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<td>218</td>
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</tbody>
</table>
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR

No. 144/SEC-B2/2018

Sub:- Ordinary elections to Gram Panchayats – Videography to record the critical events – Instructions – Issued.

***

In order to enable the State Election Commission to have a true and faithful 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 in the ensuing ordinary elections to Gram Panchayats.

It is decided that video cameras shall be provided to record critical events at the rate of three per Mandal. In addition to this, the Election Observers appointed by the State Election Commission shall be provided with one video camera.

For this purpose, the Collectors and 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.

Keeping in view the size of the Gram Panchayats, 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.

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 MPDOs are required to arrange 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 officer, 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.

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 / 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.

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

(i) Meetings and rallies organized in big Gram Panchayats.
(ii) Riots or riotous situations or commissions of brick-batting, free-for-all etc.
(iii) Violent incidents, damaging of property, looting, arson brandishing of arms etc.
(iv) Booth capturing.
(v) Intimidation of voters.
(vi) 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.)

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.

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.
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.

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.

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.

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 A.P. Panchayat Raj 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.

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 malpractices 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)

SECRETARY

To
All Collectors and District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All District Panchayat Officers.
All Returning Officers through the Collectors & DEAs.

Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
Ordinary elections to Gram Panchayats – Restrictions on using photographs of political leaders, etc., on campaign material by the contesting candidates – Reg.

***

The Gram Panchayat elections are conducted on ‘non-party’ basis and the candidates are allotted only free symbols that are not reserved to any political party. In conformity with the apolitical spirit contemplated under the statute, the campaign should be conducted without any political overtones. If political overtones are allowed to creep into the campaign process, the spirit of the statute is derailed and voting public will be swayed by extraneous considerations.

In order to curb the scope for political overtones in the campaign process and to ensure that Gram Panchayat elections are conducted in a free, fair and peaceful manner, the State Election Commission, in exercise of the plenary powers conferred on it under Article 243K of the Constitution of India and Section 200 of the A.P. Panchayat Raj Act, 1994, hereby, issues the following guidelines.

1. No contesting candidate shall be allowed to use any campaign material such as handbills, flexis, pamphlets, banners, flags, etc., containing names or photographs of any political leaders or national leaders.

2. They shall not print any campaign material claiming that they were having affiliations to any political party or local political functionaries to gain an unfair edge.

3. They shall not distribute any caps, khandus, kerchiefs or any such material which can be suggestive of affiliation or support of any political party.

4. The handbills or slips that are used by them for campaigning may contain their name, photograph and symbol. It should not contain any information or photograph, which is suggestive of affiliation to any political party or political persons.
The Collectors & District Election Authorities are requested to ensure that these instructions are strictly followed to ensure free and fair elections. Wide publicity should also be given to make the contesting candidates aware of these instructions.

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

To
All Collectors & District Election Authorities.
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
All District Panchayat Officers.
ANDHRA PRADESH STATE ELECTION COMMISSION
L-Block, Secretariat, Hyderabad – 500 022.

ORDER

No. 213/SEC-B2/2017       Date: 29.11.2017

Sub: APSEC – Ordinary elections to Rural Local Bodies – 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 A.P. Panchayat Raj 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-sec. (1) or sub-sec. (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.
5. 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 subserve 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.

6. 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.

7. 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 243K 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 office 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 (along with 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 shall do likewise in respect of the printing presses located at the state capital (Powers vested on the State Election Commission under Section 216 (2)(b)(i) were delegated to the Election Authority and Commissioner of Panchayat Raj in respect of State capital by means of a Notification enclosed to this Circular).

(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) or the District Magistrate concerned, as the case may be.
(d) As directed above, the printer shall furnish (4) copies of the printed material, along with the declaration of the publisher, within three (3) days of the printing thereof. Along with 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 compiled 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 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) In respect of surrogate advertisements appear in print media, for and against particular candidates and political parties during election period:

(1) In case of advertisements, the source of which is traceable, the following action may be taken:

   (i) if the advertisement is with the consent or knowledge of the candidate, it will be treated to have been authorised by the candidate concerned and will be accounted for in the election expenses account of the candidate;

   (ii) if the advertisement is not with the authority from the candidate, then action may be taken for prosecution of the publisher for violation of Section 171H of Indian Penal Code, 1860 (incurring expenditure in advertisement without written authority from the candidate concerned).

(2) If the identity of the publisher is not indicated in the advertisement, then relevant information may be obtained from the source, i.e., the newspaper concerned, and appropriate action may be taken, as above.

(h) Hoardings, flex board, etc., containing any election related advertisement have to be treated as coming within the meaning of 'Poster’ mentioned in Section 216 of A.P. Panchayat Raj Act, 1994. The requirement for giving the name and address of the publisher shall be applicable in the case of hoarding, flex board, etc., including hoardings of photos of party leaders.
The Election Authority & Commissioner of Panchayat Raj 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.

8. 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.

9. 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 for 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)

To
The Collectors and District Election Authorities.
The Superintendents of Police / Commissioners of Police.
The Election Authority & Commissioner of Panchayat Raj.

Copy to
The Chief Executive Officers of Zilla Praja Parishads.
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
NOTIFICATION

In exercise of the powers under sub-section 5 (a) of Section 260 of the Andhra Pradesh Panchayat Raj Act, 1994 (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 of Panchayat Raj.

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

[Signature]
SECRETARY
Sub: Ordinary elections to Rural Local Bodies – Prevention of defacement of property and other campaign related items – Instructions issued – Reg.

* * *

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

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

Section 4 of the said Act makes the disfigurement of any public or private place an offence punishable with imprisonment which may extend up to three months or with fine which shall not be less than one thousand rupees but which may extend up to Rs.2,000/- 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.

For smooth conduct of campaigning during elections to Rural Local Bodies and for clear understanding of all authorities, who are vested with the responsibility of implementation of Model Code of Conduct and prevailing laws at the field level, a comprehensive set of guidelines with respect to defacement of property are given hereunder.

DEFACEMENT OF PUBLIC PLACES:

(a) Wall-writing, pasting of posters and papers or defacement in any other form or erecting or displaying of cut-outs, hoardings, banners, flags, etc., shall not be permitted on any Government premises (including civil structures therein). For this purpose, a Government premises would include any Government office and the campus wherein the office building is situated.

(b) The local law expressly permits or provides for writing of slogans, displaying posters, etc., or erecting cut-outs, hoardings, banners, political advertisements, etc., in any public place (as against a Government premises) with the permission of the owner or occupant or person in management of the property on payment or otherwise. This may be allowed strictly in accordance with the relevant provisions of the law and subject to Court orders, if any, on this subject. It should be ensured that any such place is not dominated / monopolized by any particular party(ies) or candidate(s). All parties and candidates should be provided equal opportunity in this regard.
(c) If there is a specifically earmarked place provided for displaying advertisements in a public place, eg: billboards, hoardings, etc., and if such space is already let out to any agency for further allocation to individual clients, the authorities of local bodies concerned, should ensure that all political parties and candidates get equitable opportunity to have access to such advertisement space for election related advertisements during the election period.

DEFACEMENT OF PRIVATE PLACES:

(a) Whenever, temporary and easily removable advertisement materials, such as flags and banners are to be put up in private premises, they should be with voluntary and express written permission of the occupant. The permission should be an act of free will and not extracted by any pressure or threat. Such banner or flag should not create any nuisance to others. Photocopy of the voluntary permission in writing obtained in this connection should be submitted to the Returning Officer within three days of putting up the flags and banners in such cases in the manner prescribed in sub-para (b) below.

(b) In case of wall writings and pasting of posters and similar other permanent / semi-permanent defacement which is not easily removable and putting up hoardings, banners, etc., on private premises with the owner's permission, the contesting candidates or the political parties concerned shall obtain prior written permission from the owner of the property and submit photocopies of the same within three days to the Returning Officer or an officer designated by him for the purpose, together with a statement in the enclosed proforma (marked as Annexure). The statement in such cases and in the cases mentioned in sub-para (a) above should clearly mention therein the name and address of the owner of the property from whom such permission has been obtained together with expenditure incurred or likely to be incurred for the purpose. Nothing inflammatory or likely to incite disaffection amongst communities shall be permissible in such writings / display. The expenditure incurred in this mode on specific campaign of candidate(s) shall be added to the election expenditure made by the candidate. Expenditure incurred on exclusive campaign for a party without indicating any candidate shall not be added to candidate's expenditure. The contesting candidate shall furnish such information village / locality-wise to the Returning Officer or the officer authorized within three days of obtaining the requisite permission, for easy checking by the Returning Officer or the Election Observer or any officer connected with the conduct of elections.

(c) Subject to any restrictions under any local law or any court orders in force, the political parties, candidates, their agents, workers and supporters may put up banners, buntings, flags, cut-outs on their own property, provided they do so on their own volition, voluntarily and without any pressure from any party, organization or person and provided further that these do not cause any inconvenience in any manner to anyone else. If such display of banners, flags, etc., aims to solicit vote for any particular candidate, then the provisions of Section 171H of Indian Penal Code would be attracted and would have to be followed. Section 171H of the IPC stipulates that whoever without the general or special authority in writing of a candidate incurs or authorizes 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.

DEFACEMENT OF HALLS / AUDITORIUMS AND OTHER PUBLIC PROPERTIES:

In case of halls/auditoriums/meeting venues owned/controlled by the Government/ local authorities/Public Sector Undertakings/Cooperatives, if the law/guidelines governing their use do not preclude political meetings therein, there is no objection to it. It shall be ensured that the allocation is done on equitable basis and that there is no monopolization by any political party or candidates. In such venues, displaying of banners, buntings, flags, cut-outs may be permitted during the period of meetings, subject to any restrictions under the law/guidelines in force. Such banners, flags, etc., shall be got removed by the party / individual who used the premises immediately after conclusion of the meeting and in any case within a reasonable period after the meeting is over. Permanent/semi-permanent defacement, such as wall writing/pasting of posters, etc., shall not be permitted in such premises.

If any political party / association / candidate / person indulges in defacement of any property in violation of the local law, if any, or the above instructions, the Returning Officer shall issue notice to the offender for removing the defacement forthwith. If the political party / association / candidate / person does not respond promptly, the designated authorities may take action to remove the defacement and the expenses incurred in the process shall be recovered from the political party / association / candidate / person responsible for the defacement. Further, the amount also shall be added to the election expenditure of the candidate concerned and action should also be initiated to prosecute the offender under the provisions of the relevant law (under the law relating to prevention of defacement, if any, or under the provisions of the general laws for causing willful damage to the property of others).

DEFACEMENT OF VEHICLES:

(a) In private vehicles, subject to the provisions of the Motor Vehicles Act, Rules issued thereunder and subject to court orders in force, if any, flags and stickers may be put on the vehicles by the owner of the vehicle on his own volition, in such a manner that they do not cause any inconvenience or distraction to other road users. If such display of flags and stickers aims to solicit vote for any particular candidate, then the provisions of Section 171H of the IPC would be attracted and would have to be followed.

(b) On commercial vehicles, display of any flag, sticker, etc., shall not be permitted, unless such vehicle is a vehicle validly used for election campaign after obtaining the requisite permit from the designated authorities indicated in the instructions issued by the Commission on use of vehicles for campaigning and on the day of poll in elections to Rural Local Bodies.

(c) External modification of vehicles including fitting of loudspeakers thereon, would be subject to the provisions of the Motor Vehicles Act / Rules and any other local Acts / Rules. Vehicles with modifications and special campaign vehicles like video-rath, etc., can be used only after obtaining the requisite permission from the competent authorities under the Motor Vehicles Act.
OTHER CAMPAIGN RELATED ITEMS:-

Subject to accounting for the expenditure, the following may be permitted:-

(a) In processions and rallies, etc., flags, banners, cut-outs, etc., can be carried subject to local laws and prohibitory orders in force;

(b) In such procession, wearing of party/candidate supplied special accessories like cap, mask, scarf, etc., may be permitted. However, supply of main apparels like saree, shirt, etc., by party/candidate is not permitted.

(c) Educational institutions including their grounds (whether Government, Government-aided or private) shall not be used for political campaigns and rallies.

The State Election Commission, hereby, directs the Collectors and District Election Authorities, Superintendents of Police, Commissioners of Police, Chief Executive Officers of Zilla Praja Parishads and District Panchayat Officers to strictly implement the above directions and bring the same to the notice of the Returning Officers and all other election related authorities and all political parties in the State, including district units of recognised National and State parties, and all registered unrecognised parties based in the State, and also the contesting candidates (at the time of elections) for information and compliance.

The State Election Commission also directs that action taken in this regard and the prosecutions launched under the above Act during the period of elections to Urban Local Bodies should be informed to the Commission from time to time. A copy of the said Act 28 of 1997 is enclosed for ready reference.

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

To
The Collectors and District Election Authorities.
The Superintendents of Police / Commissioners of Police.
The Chief Executive Officers of Zilla Praja Parishads.
The District Panchayat Officers.
The Sub-Collectors / Revenue Divisional Officers.
The Returning Officers.
Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
ANNEXURE

Statement showing the details of wall-writings/posters/hoardings/banners, etc., displayed by Sri/Smt./Kum.______________________________, contesting candidate for the office of Sarpanch / Member of Ward No. ________________ Gram Panchayat / Member, ________________ MPTC of ________________ Mandal Praja Parishad / Member, ________________ ZPTC of ________________ Zilla Praja Parishad.

Name of the Village / Locality: _________________________

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<tr>
<th>S.No.</th>
<th>Name and address of the owner of the private property from whom written permission has been obtained</th>
<th>Details of wall-writing or hoarding or Banners or Posters (size of wall-writing / hoarding / banner / poster shall be indicated)</th>
<th>Expenditure incurred or likely to be incurred on the wall-writing / hoarding / banner / poster, etc., (Rs.)</th>
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Total Rs.
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.

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;

Short title, extent and Commencement

Definitions
(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 of 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 sings 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.

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.
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.

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 provided for the offence.

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 of it 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.**

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 cannons 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.
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.

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.

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;

(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.

(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).

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.

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

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.

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.

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.

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.

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.

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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.

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 adaptions whether by way of modification, addition or omission as they may deem necessary or expedient:

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.

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
ANDHRA PRADESH STATE ELECTION COMMISSION
L-Block, Secretariat, Hyderabad – 500 022.

CIRCULAR

No.211/SEC-B2/2017                                  Date: 29.11.2017

Sub:- APSEC – Elections to Rural Local Bodies – Restrictions on use of Loudspeakers
for election campaign – Instructions – Issued – Reg.

***

All Political parties, candidates and their workers, supporters and sympathizers are using
loudspeakers for their election campaign. 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.

The State Election 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.

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

After considering all aspects of the matter, the State Election Commission, in exercise of
powers conferred on it under Article 243K of the Constitution of India and all other powers
enabling it in this behalf and in supersession of its earlier instructions, hereby, order that the
use of loudspeakers at all elections to Gram Panchayats, Mandal Praja Parishads and Zilla Praja
Parishads 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 6.00 a.m. and
10.00 p.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 only between 6.00 a.m. and 10.00 p.m. and never beyond.

(iii) All loudspeakers being used beyond the hours prescribed above shall be confiscated along with all the apparatus connected to them.

(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 along with 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.

(vii) 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.

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 orders 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 political parties in the district under acknowledgement.

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

To
The Collectors and District Election Authorities.
The Superintendents of Police.
The Chief Executive Officers of Zilla Praja Parishad.
The District Panchayat Officers.

Copy to:
The Election Authority & Commissioner of Panchayat Raj, A.P.
The Principal Secretary to Government, PR & RD Department, A.P.
In exercise of the powers conferred by Article 243K of the Constitution of India, the State Election Commission, hereby, orders that the following instructions shall be observed during elections to Rural Local 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 anti-social elements within the areas going to polls. During such mopping up operations, special attention should be paid to unearth and seize unlicenced arms and ammunition. A very thorough search and seizure by the Police of unlicenced 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 as potential sources of threat to free and fair polls, shall be directed to deposit their arms with the District Administration during the period of three days from the last date of withdrawal of candidatures.
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.

7. 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.

The Collectors & District Election Authorities, Superintendents of Police / Commissioners of Police and other officials concerned shall strictly implement these orders during the elections to Rural Local Bodies in order to ensure free, fair and peaceful elections.

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

To
All Collectors and District Election Authorities.
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
Copy to:
The Chief Secretary to Government of Andhra Pradesh.
The Director General of Police, Andhra Pradesh.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
Sub: Ordinary elections to Gram Panchayats – Restrictions on presence of outsiders who are not voters in the Gram Panchayat concerned after the campaign period is over – Reg.

***

Under Section 214 of A.P. Panchayat Raj Act, 1994, during the period of forty-four hours prior to the hour fixed for conclusion of poll, no campaign shall take place in any polling areas during Gram Panchayat elections.

During the course of campaign, the candidates mobilize their supporters including from outside the Gram Panchayat concerned in order to bolster their campaign. In view of the fact that after the closure of campaign period no campaign can take place within the Gram Panchayat going for polls, supporters brought from outside including political functionaries, workers, etc., who are not voters of that Gram Panchayat concerned should not continue to remain present in the Gram Panchayat as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

Therefore, the State Election Commission directs that after the campaign period is over, the District administration / Police administration shall ensure that all such outsiders, who are not voters of the Gram Panchayats concerned, shall leave the Gram Panchayats going for polls immediately after the campaign period is over.

The State Election Commission further directs that in order to ensure that the above instruction is carried out, the District administration / Police administration may take all necessary measures, which include:-

1. Checking of kalyana mandapams / community halls, etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.
2. Verification of lodges and guest houses to keep a track of the list of occupants.

3. Set up check-posts at strategic locations and also track the vehicular movement.

4. Verify the identity of the people / group of people in order to find out whether they are voters of that Gram Panchayat or not and establish their identity.

These instructions shall be followed scrupulously to ensure free, fair and peaceful poll.

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

To
All the Collectors & District Election Authorities.
All the Superintendents of Police / Commissioners of Police.
All the District Panchayat Officers.

Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
ORDER

No. 143/SEC-B2/2018  Date: 25.10.2018

Sub: Elections – Ordinary elections to Gram Panchayats – Curbs on flow of liquor during election period – Closure of belt shops and monitoring of production, storage and distribution of liquor during election period – Reg.

***

Under Sec. 225A of the A.P. Panchayat Raj Act, 1994, liquor shops have to be closed in the polling areas during the period of forty-four hours prior to the hour fixed for conclusion of poll in Gram Panchayat elections and also on the counting day.

Further, bribing the voters by offering liquor to gain unfair edge is an election offence under Sec. 171-B and 171-E of IPC and also a corrupt practice under Sec. 211(1) of the A.P. Panchayat Raj Act, 1994.

The State Election Commission is of the view that in order to conduct elections to Gram Panchayats in a free, fair and peaceful manner, it has to exercise all the powers within its reach to control the flow of liquor which is widely used as an inducement to garner votes illegally.

In order to hold elections in a free, fair and peaceful environment, the State Election Commission in exercise of the powers conferred on it under Article 243K of the Constitution of India, hereby, issues the following instructions to curb the role of liquor in the ensuing elections to Gram Panchayats.

1. All the unauthorized liquor outlets (belt shops) located in the jurisdiction of the Gram Panchayats notified for election shall be closed with the announcement of schedule / issue of election notification till completion of election process.

2. The production of IMFL (Indian-made foreign liquor) / beer / country liquor should be closely monitored with reference to production figures during the corresponding period of the last year.

3. The offtake of IMFL / beer / country liquor from central stocks should also be watched and if there are major deviations then follow up trail should be established.

4. Stock limits of licensed stockists should, in no case, be allowed to exceed permissible limits. All major stock points should be placed under video surveillance for round the clock check and excise pickets with Police help be posted at these points.

5. Daily receipt and offtake of retail sellers should be monitored. Excise Department officials should submit it every evening to the Collector and District Election Authority, who would take action on suspicious offtake.

6. Opening and closing time of liquor vending shops must be meticulously followed.
7. Checks shall be conducted to unearth illegally produced black jaggery and other products derived from it, which are used as ingredients for production of illicit liquor.

8. Intensive vigil over inter-State movement of vehicles at RTO Check Posts and border check posts by Excise staff should be kept by special enforcement staff under the State Excise Department, who are deputed round the clock from the date of notification till the completion of poll / repoll. For effective checking of the vehicles at border check posts, assistance of transport department may be obtained and joint checking of vehicles by excise and transport officers may be carried out.

9. Inter-State co-ordination among Excise Commissioners with bordering States should be done for monitoring of inter-State movement of IMFL, beer and country liquor.

10. District Level Nodal Officers and State Level Nodal Officer of Excise Department should be identified to monitor the above aspects, conduct raids to seize illicit liquor.

11. The District Level Nodal Officer will submit daily report as per the proforma enclosed for IMFL, beer and country liquor in separate forms to State Level Nodal Officer with copy to the Collector & DEA concerned. State Level Nodal Officer of Excise Department will, in turn, submit daily report on excise activity of the entire State to the State Election Commission in the same proforma.

The State Election Commission also directs that the Superintendents of Police / Superintendents of Police (Urban) / Commissioners of Police shall also coordinate with the officials of the Excise Department at the district level to take stringent measures to close all belt shops and also to deal with any law and order problem that may arise due to activities of unscrupulous elements and vested interests indulging in using liquor as an inducement to garner votes.

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

To
The Commissioner, Prohibition and Excise Department, A.P.
The Director (Enforcement), Prohibition and Excise Department.
All Collectors & District Election Authorities.
All SPs / SPs (Urban) / CPs.
All Deputy Commissioners of Prohibition and Excise Department.
All the District Panchayat Officers.

Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
Daily Report of IMFL/Beer/Country Liquor by the State/District Level Nodal Officer  
(Separate report should be submitted for IMFL, Beer & Country Liquor)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>During the day in this year ______</th>
<th>During the day in the previous year ______</th>
<th>Remarks on excess, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Opening stock with manufacturers in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Production/Bottling in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Total Despatch of stock from the manufacturer’s godown in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Closing stock in Bulk litres with manufacturers (1+2-3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Despatch of stock from manufacturer’s godown to whole sellers/Stockists in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Opening stock with Retailers in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Purchase by Retailers in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Sale by Retailers in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Closing Stock with Retailers in Bulk litres (7+8-9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Sale by others in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Number of check posts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Volume of illicit liquor seized by check posts in Bulk litres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Number of raids conducted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Volume of illicit liquor seized in Bulk litres during raids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Quantity of illegally produced black jaggery seized during raids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>No. of Prohibition cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>No. of persons arrested</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Amount of Fine imposed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>No. of unauthorized liquor outlets (belt shops) closed in District / State:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Nodal Officer  
Name :  
Designation :

Note:-  
1. Separate Reports for IMFL, Beer or Country Liquor is to be furnished in the above format by District Level Nodal Officer of Excise Department to the State Level Nodal Officer with copy to Collector & DEA.  
2. The State Level Nodal Officer of Excise Department will monitor and compile the district level reports and submit composite report of the State to the State Election Commission in the same format.
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 with the State Election Commission.

The representations/complaints basically pertain to allegations on violation of Model Code of Conduct, allegation against employees, apprehension of distribution of money, liquor, 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, about 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 ensure expeditious disposal of complaints filed.
5. Complaints filed with Observers appointed by the State Election Commission and referred to the District Election Authority, shall be enquired into and appropriate action is 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 cases based on merits and provisions of law and pass 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)

SECRETARY

To
All Collectors and District Election Authorities.
Copy to:
All Revenue Divisional Officers and MPDOs (through C & DEAs).
All District Panchayat Officers.
All Chief Executive Officers of Zilla Praja Parishads.
All Superintendents of Police / Commissioners of Police.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
CIRCULAR

No. 139/SEC-B2/2018

Sub: Ordinary elections to Gram Panchayats – Ban on electioneering in electronic media during the period of forty-four hours prior to the hour fixed for the conclusion of the poll – Instructions – Issued.

***

Under the section 214 of the A.P. Panchayat Raj Act, 1994 electioneering should be stopped in the polling area during the period of forty four hours prior to the hour fixed for the conclusion of the poll in case of Gram Panchayat elections. Therefore, the election propaganda should be stopped during the period specified above.

It is brought to the notice of all the contesting candidates 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 forty-four hours ending with the hour fixed for the conclusion of the poll in case of Gram Panchayat elections” is prohibited by the said section.

Therefore, any television channel or local cable TV violating the said provision is liable for prosecution under Section 214 of A.P. Panchayat Raj Act, 1994. It may also be emphasized that violation of this provision 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 with both.

The Commissioner, Information and Public Relations Department 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 and District Election Authorities, Superintendents of Police / Commissioners 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 Gram Panchayats.

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

SECRETARY

To
The Commissioner, Information & Public Relations Department, A.P.
All Collectors & District Election Authorities.
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
All Returning Officers through Collectors & DEAs.
Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
CIRCULAR

No. 134/SEC-B2/2018

Date: 25.10.2018

Sub: Ordinary elections to Gram Panchayats – Appointment of Polling Agents by contesting candidates on the day of poll – Directions – Issued.

***

Under Rule 19 of the A.P. Panchayat Raj (Conduct of Election) Rules, 2006, contesting candidate for the office of Member or Sarpanch of 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.

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) A person to be appointed as Polling Agent shall be a registered voter in any of the polling stations located in the Gram Panchayat concerned.

(ii) Such polling agent must have EPIC (Voter ID Card) 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) 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.

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

[Signature]

SECRETARY

To
All Collectors and District Election Authorities.
All District Panchayat Officers.
All Returning Officers (through Collectors & DEAs concerned).

Copy to:
The Principal Secretary to Government, R.R. & R.D. Department.
The Election Authority & Director of Panchayat Raj.
FORM-XII
[See Rule 19]

APPOINTMENT OF POLLING AGENT

ELECTION TO SARPANCH / MEMBER OF WARD NO. .................... OF
.................................................................................. GRAM PANCHAYAT.

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 the 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
CIRCULAR

No. 141/SEC-B2/2018                          Date: 25.10.2018

Sub: - Ordinary elections to Rural Local Bodies - Ministers, MPs, MLAs and MLCs having security cover shall not be appointed as Election Agents or Polling Agents or Counting Agents – Instructions – Issued.

***

The State Election Commission wishes to bring to the notice of all concerned the provisions of Section 221B of the A.P. Panchayat Raj 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 reproduced below.

"Section 221B. 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 (Central Act 54 of 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 221B of the A.P. Panchayat Raj 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 221B of the A.P. Panchayat Raj Act, 1994 are strictly enforced to see that no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) shall 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)

To
All Collectors and District Election Authorities.
All Returning Officers through Collectors & DEAs.

Copy to:
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Recognised and Registered Political Parties.
All Election Observers.
CIRCULAR

No.18/SEC-B2/2019

Date: 25.01.2019


***

In ordinary elections to Gram Panchayats, Photo Voter Slips shall be generated and distributed to the voters by the official machinery as was done during the last ordinary elections to Gram Panchayats held in July, 2013 and last ordinary elections to MPTCs/ZPTCs held in April, 2014. These voter slips will enable the voters to know the polling station where they have to cast vote and also facilitate the polling personnel to quickly identify the serial number of the voter in the marked copy of the electoral roll. It also curtails the scope for impersonation and also improves voter turnout.

The State Election Commission, therefore, issues the following instructions on distribution of Photo Voter Slips to the voters by official machinery in elections to Gram Panchayats.

1. The Photo Voter Slips shall be generated in the format indicated in the Annexure enclosed to this circular. They should be printed on good quality paper. The entries and photographs on the voter slips should be clearly visible.

2. This Photo Voter Slips should only be in the language in which the electoral roll is prepared for the Rural Local Body.

3. The Collectors & DEAs are also given freedom to engage any agency to generate Photo Voter Slips subject to conditions prescribed by ECI for utilization of its electoral database and all possible safeguards should be taken for security of the database and for smooth generation and distribution of voter slips.

4. The Commission has no objection, if some of the entries in the Photo Voter Slip are stamped or filled manually due to inadequacies in the database.

5. Booth Level Officer (BLO) or any employee working in the Rural Local Body or in the Government can be entrusted with the responsibility of distribution of Photo Voter Slips to voters well in advance of the date of poll.
6. On the date of poll, BLO or employee entrusted with the responsibility of distribution of Photo Voter Slips shall be available at the polling station premises to distribute the slips to those who have not been supplied with the slips before the date of poll.

7. A meeting with the Political Parties shall be convened from District level to local level to convey to the public and local leaders the following information.

   a. Photo Voter Slips are distributed to voters by the official machinery only to facilitate voters to know their polling station and serial number in voter list.
   b. Production of Photo Voter Slips is **not mandatory** and any voter who does not possess Photo Voter Slips **shall not become ineligible** to exercise franchise.
   c. Every voter, whether he/she possesses a Photo Voter Slip or not, shall produce either EPIC or any of the alternative identification documents notified by the Commission to establish their identity at the polling station.
   d. Photo Voter Slip shall not be considered as an alternative identification document approved by the Commission.
   e. If a voter is not supplied with a Photo Voter Slip by the administrative machinery for any reason, an impression should not be created that he is excluded from exercising his/her franchise.

All the Collectors & DEAs / CEOs of ZPPs and DPOs shall give wide publicity in the Press and Electronic Media about distribution of Photo Voter Slips to the voters by the official machinery.

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

To
All the Collectors & District Election Authorities.
All the District Panchayat Officers.
All Returning Officers (through C & DEAs concerned).
Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
ANNEXURE

FORMAT FOR PHOTO VOTER SLIPS
FOR GRAM PANCHAYAT ELECTIONS

Photo Voter Slip
Ordinary Elections to Gram Panchayats - 20......

GP Name : Amaravathi    PS No:  7
PS Location : MPP School Room No. 2
Electoral Roll Sl. No. : 101
Name : M. Srinivas
Father’s / Husband’s Name : M. Radhakrishna
Age : 25    Gender : Male
House No. : 3-15/2
EPIC No. : ABC1234567
Date & Time of Poll : ................ From .......... To ...........

PHOTO
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR

No. 135/SEC-B2/2018 Date: 25.10.2018

Sub: Ordinary elections to Gram Panchayats – Appointment of Micro Observers – Selection, Guidelines and Check List, etc. – Reg.

***

The Ordinary elections to Gram Panchayats are to be held shortly. The State Election Commission decided to appoint Micro Observers in selected sensitive / hypersensitive polling stations in order to see that the elections are conducted in a free, fair and orderly manner. The Micro Observer appointed shall oversee polling that takes place from 7 AM to 1 PM. He shall also observe the counting of votes that starts at 2 PM on the same day and also the election of Upa-Sarpanch that is conducted immediately after declaration of results. The following instructions are issued with regard to selection and appointment of Micro Observers.

1. The Collectors and District Election Authorities shall take an advance inventory of availability of employees of Central Government and Central Public Sector Undertakings for being appointed as Micro Observers. The Collectors and DEAs are also given option to appoint Gazetted Officers of the State Government having unblemished track record and considerable experience in overseeing elections where Central Government / Central PSU employees are not available in sufficient number.

2. The officers to be appointed as Micro Observers should not be posted in the Mandal, where they reside or work.

3. Proper arrangement shall be made at the training venue and care should be taken while choosing the venue for training purpose to ensure amenities such as drinking water and toilet facilities.

4. Advance measures should be in place to ensure that transport facility is provided for them for pick up and dropping.

5. On poll day, they will be provided food facility at par with the polling teams.
6. Besides the above, for election duty, an appropriate honorarium shall be paid to each Micro Observer. This payment of honorarium should be made by the Returning Officer concerned, to the extent possible, on completion of duty at the Reception Center itself, on receipt of Micro Observer’s report.

7. The guidelines and checklist for the Micro Observers is enclosed as Annexure-I and II respectively, which may be provided to the officials who are appointed as Micro Observers and also to all Observers of the Commission.

8. The Collectors & DEAs shall work out the availability of above mentioned category of personnel and get ready a computerized database category wise, with full particulars viz., name, designation, rank, present pay, scale of pay, address, contact number, their elector details, etc. A plan of action should be drawn out for training and orientation to the persons proposed to be deployed as Micro Observers. Training materials and handouts should be prepared, logistical requirement should be worked out and the financial commitment should be taken note of.

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

![Signature]

SECRETARY

To
All Collectors and District Election Authorities.
All Superintendents of Police / Superintendents of Police (Urban) and Commissioners of Police having jurisdiction over rural areas.
All District Panchayat Officers.

**Copy to**
The Principal Secretary to Government, P.R. & R.D. Department.
The Election Authority & Director of Panchayat Raj.
ANNEXURE-I

GUIDELINES FOR MICRO OBSERVERS

1) Observers have a very crucial role to play in the conduct of free and fair election. To strengthen the system of observation, the State Election Commission has consciously decided to deploy Micro Observers at the selected sensitive / hypersensitive polling stations. In Gram Panchayat elections, they will also oversee counting process and also the election of Upa-Sarpanch, which are conducted on the same day. These Micro Observers would directly work under the control and supervision of the General Observer.

2) The Collectors & District Election Authorities shall prepare a list of sensitive / hypersensitive polling stations, where these Micro Observers would be deployed.

3) In multi-polling station buildings, each location will have one Micro Observer instead of one Micro Observer per polling station. The Micro Observer can oscillate between and visit the polling stations within the same campus at frequent intervals. After completion of counting, the Micro Observer shall oversee the counting process which is generally held in the same location where a group of polling stations are located or at a place in the vicinity. After completion of counting and declaration of results, the Micro Observer shall also observe the election of Upa-Sarpanch. The entire process of poll, counting, declaration of results and election of Upa-Sarpanch is conducted in a Gram Panchayat on the same day and the presence of Micro Observer will enhance the purity of election process and contribute for free and fair election.

4) Where two Micro Observers are appointed for two different groups of polling stations situated in two different locations, both the Micro Observers can oversee the counting, declaration of results and Upa-Sarpanch election after completion of poll at their respective polling stations at different premises.

5) The Collectors & DEAs may identify a Nodal Officer to handle logistics and deployment related tasks of Micro Observers in each Revenue Division or a group of Mandals.

6) Each Micro Observer shall be given a photo-pass and identity card to ensure his access to the polling stations, counting centre and venue of Upa-Sarpanch election.
7) The officer selected for the job of Micro Observer may not be aware of different aspects of election process. Therefore, a basic training of election processes on the day of the poll shall have to be given to them. This should enable them to understand and observe the activities relating to poll, counting and election of Upa-Sarpanch in a Gram Panchayat. Copies of the Handbook of Returning Officers and Handbook of Presiding Officers prepared separately for Gram Panchayat elections shall be given to the Micro Observers. An illustrative training material for the Micro Observer is also attached with this circular. The Collectors & DEAs shall organize training of the Micro Observers.

8) The required number of officers for deployment as Micro Observers should be picked up randomly from the list of all eligible officers. Further the assigning of sensitive / hypersensitive polling stations in a Gram Panchayat also will be done in random manner a day prior to the day of departure. However, the exact polling station would be given to them on the day of departure.

9) The Collectors & DEAs should ensure that the Micro Observers are separately dropped to their destinations or may be with Zonal Officers.

10) On the day of poll, the Micro Observer should reach the polling station at least one hour before the commencement of the poll. If for certain reason, it is not possible to reach in the morning, he should reach in the evening of the previous day.

11) Having reached the polling station, he should assess the preparedness for the poll. During the poll day, he should regularly note down the important points on the pre-printed Proforma (a Proforma for this is appended). It is made absolutely clear that in no case, the Micro Observer will act as Presiding Officer or the polling officer. He should also oversee the counting process and election of Upa-Sarpanch without actually getting involved in performing any act relating to the election process. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind.
12) In the process of observation on the day of election, the Micro Observer should specially observe:-

a) Preparation of Ballot Box for the poll, fixing of paper seal and securing it in balloting position.
b) Presence of Polling Agents and observance of State Election Commission instructions with regard to them.
c) The observance of entry pass system and access to Polling Station.
d) Proper identification of electors in accordance with SEC guidelines.
e) Application of indelible ink.
f) Secrecy of voting.
g) Conduct of polling agents, their complaints, if any, etc.
h) Arrangements made for counting at the counting centre of Gram Panchayat.
i) Ensure that Postal ballot papers are counted first as specified under Rule 56 of Conduct of Election Rules, 2006.
j) Getting the ballot boxes on to the counting tables, checking of seals of ballot boxes, opening of ballot boxes containing polled ballot papers in an orderly manner.
k) Ensure that counting is conducted as per the procedure envisaged.
l) Observe declaration of results, issue of Certificate of election and publication of results by the Returning Officer concerned.
m) Observe the election of Upa-Sarpanch conducted by the Returning Officer after declaration of results as per the procedure prescribed in A.P. Panchayat Raj (Election of Upa-Sarpanch of a Gram Panchayat) Rules, 2006.

13) During the poll, if the Micro Observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of Collector & DEA / General Observer through whatever means of communication is available, for example, phone or wireless or any other means. Similarly, during the counting process, if he has noticed any discrepancy or electoral malpractice, he may report it to the Observer to take necessary action as specified in Sec. 232A of A.P. Panchayat Raj Act, 1994.

14) After the completion of the election process in the Gram Panchayat, the Micro Observer shall submit a report in the format enclosed as Annexure-II at the collection center and the report shall be handed over / passed on to the General Observer.

15) Observers will go through the report. If any further clarification is required, then he should arrange for the Micro Observer to be called for ascertaining those further details.
<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether the Presiding Officer allowed the Ballot Box to be inspected by the polling agents and demonstrate that it is empty?</td>
</tr>
<tr>
<td>2</td>
<td>Whether polling agents were allowed to note the serial numbers of ballot boxes and green paper seal?</td>
</tr>
<tr>
<td>3</td>
<td>Whether Presiding Officer demonstrated the marked copy of the electoral roll to candidates or their polling agents present?</td>
</tr>
<tr>
<td>4</td>
<td>Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?</td>
</tr>
<tr>
<td>5</td>
<td>Whether marking of indelible ink was done properly?</td>
</tr>
<tr>
<td>6</td>
<td>Whether the identification document particulars were being filled on the counterfoil of the ballot paper of Ward Member?</td>
</tr>
<tr>
<td>7</td>
<td>Whether the list of votes issued with Postal Ballot was available with the Presiding Officer &amp; Polling Agents? Did any person already issued Postal Ballot appeared to vote again in person?</td>
</tr>
<tr>
<td>8</td>
<td>Whether events are recorded from time to time as and when they occur in the Presiding Officer’s Diary?</td>
</tr>
<tr>
<td>9</td>
<td>Whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters?</td>
</tr>
<tr>
<td>10</td>
<td>Whether a copy of ballot paper account prepared in Part-I of Form-XXV has been given to the polling agents?</td>
</tr>
<tr>
<td>11</td>
<td>Whether voting compartment was properly placed to ensure secrecy of voting?</td>
</tr>
<tr>
<td>12</td>
<td>Whether sealing of ballot box was done according to instructions after completion of poll?</td>
</tr>
<tr>
<td>13</td>
<td>Whether any complaint by polling agent, election agent was received? If yes, its substance.</td>
</tr>
<tr>
<td>14</td>
<td>Whether proper arrangements have been made at the counting centres to admit the persons entitled to as per election law?</td>
</tr>
<tr>
<td>15</td>
<td>Whether the Returning Officer read out and explained the provisions of Sec. 217 of A.P.P.R. Act, 1994 for the information of all present to maintain the secrecy of voting?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>16</td>
<td>Whether counting of postal ballot papers have been taken up first?</td>
</tr>
<tr>
<td>17</td>
<td>Whether the polled ballot boxes have been brought on the counting tables in an orderly manner? Whether the checking of seals of ballot boxes and opening of ballot boxes was conducted systematically as per law?</td>
</tr>
<tr>
<td>18</td>
<td>Whether the counting procedure was followed as per the instruction given by the Commission?</td>
</tr>
<tr>
<td>19</td>
<td>Whether the result sheet was prepared and the result was declared in the prescribed forms?</td>
</tr>
<tr>
<td>20</td>
<td>Whether the return of election and certificate of election has been issued in the prescribed form?</td>
</tr>
<tr>
<td>21</td>
<td>Whether the result was published on the Notice Board of the Gram Panchayat specifying the names of candidates duly elected?</td>
</tr>
<tr>
<td>22</td>
<td>Whether the election of Upa-Sarpanch was conducted as per the procedure envisaged in the relevant rules?</td>
</tr>
<tr>
<td>23</td>
<td>Whether the proceedings of the Upa-Sarpanch were recorded as prescribed?</td>
</tr>
<tr>
<td>24</td>
<td>Whether the result of election of Upa-Sarpanch was published as prescribed?</td>
</tr>
<tr>
<td>25</td>
<td>Whether a report has been prepared for the entire election process observed by Micro Observer and handed over to the officer designated for onward transmission to the General Observer.</td>
</tr>
</tbody>
</table>

Signature of Micro Observer:

Name (in full) :

Designation :

Date & Time :

Phone No. / Cell No.:
ILLUSTRATIVE TRAINING MATERIAL FOR MICRO OBSERVERS

Introduction:

- Poll is conducted in designated Polling Stations specifically prepared for this purpose.
- Poll is conducted by a team of officials identified randomly and trained.
- Representatives of the candidates (called Polling Agents) also sit inside the polling station and watch the poll proceedings.
- Ballot box used for depositing polled ballot papers is kept in front of the Presiding Officer;
- The number of Polling Personnel to be attached to each polling station depends upon the number of voters assigned to that polling station.

<table>
<thead>
<tr>
<th>No. of Voters</th>
<th>No. of Polling personnel to be appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 200</td>
<td>One Presiding Officer and one Polling Officer</td>
</tr>
<tr>
<td>201 to 400</td>
<td>One Presiding Officer and two Polling Officers</td>
</tr>
<tr>
<td>Above 400</td>
<td>One Presiding Officer and three Polling Officers</td>
</tr>
</tbody>
</table>

The duties assigned to the polling personnel may be seen in the Handbook for Presiding Officers in Gram Panchayat elections, to be given to the Micro Observers.

Arrangements outside the Polling Stations:

- Outside each Polling Station, there shall be displayed prominently –
  - Notice specifying the polling area, serial number of the electors, who are entitled to vote at the polling station.
  - Copy of the list of contesting candidates with serial numbers and symbols assigned to them.
- Enough space for the voters to wait outside the polling station;
- Separate waiting space for men and women as far as practicable.

Law & Order around Polling Station:

- No vehicles to be allowed inside the 100 meter perimeter of a Polling Station.
- No canvassing of any kind allowed in this perimeter. It is an offence under Section 219 of A.P. Panchayat Raj Act, 1994.
- Voter slips to be plain white slips without any party markings.
- No posters or banners.

Arrangements inside a Polling Station

- Separate entrance and exit for voters.
- Easy flow of voters from the time they enter the polling station to the time they leave it.
- The polling agents to be seated in such a way that they can see the face of an elector as and when he enters the polling station and able to see the entire operation without violating the secrecy of voting.
- Polling agent not to be in position to see voters actually casting their votes.
Placement of Voting Compartment:

- The Voting Compartment has to be so placed that neither the Presiding Officer nor the agents or the polling officers should be able to see the actual voting.
- For this reason, the voting compartment cannot be near to the Presiding Officer or even near any window where one can see from outside.

Who all can come (or be) inside Polling Station?

- Voters in manageable numbers.
- Contesting Candidates.
- Contesting Candidates’ Election Agents.
- One Polling Agent of each Candidate at a time.
- Authorized Media Personnel.
- Public Servants on duty in connection with election.
- Observer/Micro Observer appointed by the Commission or as per the instructions issued by the Commission.
- A child in arms accompanying an elector.
- A person accompanying a blind or an infirm voter, who cannot move without help.
- Everyone must have a valid pass properly displayed.

Polling Agents:

- Polling agents are appointed by the contesting candidates.
- Must have a valid photo-identity card.
- Person provided with security cannot be an Agent.
- The Presiding Officer shall, after due verification, give them entry passes for the Polling Station.
- Every candidate can appoint one Polling Agent and one Relief Agent at each polling station. But only one Polling Agent of a candidate can be inside the polling station at any point of time. Entry pass system ensures this.
- Polling Agents can challenge bogus voters.

Activities inside Polling Station:

- Presiding Officer shall arrange for setting up of polling station, seating arrangements and Ballot Box.
- He shall give entry pass to the polling agents after due verification.
- He shall allow the Ballot Box to be inspected by the polling agents and demonstrate to them that it is empty and also allow them to note the serial number of the ballot box.
- He shall also demonstrate the marked copy of the electoral roll to candidates or their polling agents present and take their signature.
- He will fix the paper seal, in position in the frame, so that the green background shows through the window of the ballot box, after taking the signatures of the polling agents present and affixing his signature on the white surface of the paper seal;
- Thereafter, electors shall be allowed to vote.
**Verification of Voters:**

- Electors required to identify themselves through EPIC (Voter ID Card) or alternative identification documents approved by the Commission.
- Minor discrepancies in voter’s EPIC can be overlooked.
- Voters without establishing their identity should not be allowed to vote.

**Challenged Vote:**

- Polling Agents can challenge voter’s identity by depositing Rs.5/- in cash.
- Presiding Officer holds summary inquiry.
- If challenge not established, voter proceeds to vote.
- If challenge established, person is not allowed to vote and handed over to police.

**Tendered Vote:**

- Situation when a voter finds that his/her vote is already cast by someone else.
- Such voter can tender his/her vote, if he/she can establish the credentials, by tender ballot paper.
- Tendered ballot shall be kept in separate cover.

**Voting by blind & infirm:**

- Permitted a companion of 18+.
- Same person cannot be a companion to more than one person
- Companion will be required to declare that he will keep secret the vote recorded by him/her.
- None of the polling staff or agent shall act as companion.

**Presiding Officer’s power to adjourn poll:**

Under Section 225-B of A.P. Panchayat Raj Act, 1994, poll can be adjourned due to:

- If at an election it is not possible to take the poll on account of any Natural calamity;
- Interrupted or obstructed by any riot or open violence; or
- Any other sufficient cause.

**Supervisory Visits:**

- Observers will visit.
- ZonalOfficers will visit frequently.
- Candidates may visit.
- Candidates’ Election Agents may visit.
- All of them must record their visit and observations in the visit sheet.
Closure time:

- Presiding Officer to check if electors are in queue.
- If they are in queue, give numbered slips. Give Slip No. 1 to the last person in the queue. This will ensure that no further person joins the queue thereafter.
- When all electors have voted, Presiding Officer formally declares the poll as closed and should not permit any person to vote thereafter.
- After completion of poll, close the slit of the ballot box and secure it in the presence of the Polling Agents.
- After the ballot box / boxes were sealed by the Presiding Officer, the polling agents present should be asked to affix their seals, if they so desire.
- Verification of number of ballot papers issued to voters and preparation of ballot paper account.
- Presiding Officer required to furnish an attested true copy of the ballot paper account to every polling agent present at the close of poll under Rule 52(2) of A.P.P.R. (Conduct of Elections) Rules, 2006, obtaining a receipt therefor from the agent.
- The Presiding Officer after the close of poll, seal all the election papers in separate packets as required by Rule 51, and allow each candidate or his election agent or his polling agent, who may be present, to affix their seals on the envelopes and packets containing the election papers.
- Presiding Officer must complete his diary.
- Micro Observer to complete his report in the prescribed format.

Diary:

- Presiding Officer shall tally the vote counts every hour and keep an account of hourly poll.
- Presiding Officer shall mention all important events in the relevant columns.
- The Presiding Officer shall then deliver the ballot boxes and all such packets and papers used at the polling station to the Returning Officer.

Counting of Votes:

- Counting of votes will take place from 2 PM on the same day after completion of poll.
- The Returning Officer shall proceed with the counting non-stop except under unavoidable circumstances.

Persons entitled to be present at the Counting:

(i) The candidate.
(ii) The election agent of each candidate.
(iii) One counting agent of each candidate.
(iv) Counting assistants including the Class-IV Government servants drafted for duty by the Returning Officer.
(v) General Observers / Micro Observers.
(vi) Persons authorised by the State Election Commission.
Maintenance of secrecy:

- Every person inside the counting hall is required to maintain the secrecy of voting.
- The Returning Officer will read out and explain the provisions of Sec. 217 of A.P.P.R. Act, 1994 dealing with maintenance of secrecy of voting for information of all present in the counting hall and for its compliance.

Counting of votes received by post:

- Under Rule 56 of Conduct of Elections Rules, 2006 the Postal ballot papers are to be counted first.

Checking of seals of ballot boxes and serial number of paper seals:

- Before a ballot box is opened, all counting agents and candidates should be allowed to check and satisfy themselves that the seals on box are intact and not tampered with.
- As each box is opened, every candidate or his counting agent shall be allowed to check the identity marks and serial number on the paper seals.

Counting procedure:

- Counting of ballot papers of ward members (White colour) shall be done polling station wise.
- Counting of ballot papers of Sarpanch (Pink colour) shall be done by mixing after completion of counting of ballot papers of all wards in the Gram Panchayat.

Declaration of Results:

- The result sheet should be prepared by the Returning Officer in Form-XXVI.
- The candidate who secured the largest number of votes for each seat of Ward Member and office of Sarpanch should be declared to have been elected in Form-XXVII.

Certificate of Election:

- The Returning Officer should grant a certificate of election to the candidate who has been declared elected in Form-XXIX.

Publication of result:

- The Returning Officer shall publish on the notice board of the Gram Panchayat a notification signed by him specifying the names of the candidates duly elected.

Election of Upa-Sarpanch:

- The Returning Officer concerned shall preside over the meeting convened for election of Upa-Sarpanch on the same day after publication of results.
- The election shall be conducted in the manner prescribed in A.P.P.R. (Election of Upa-Sarpanch of a Gram Panchayat) Rules, 2006.
• The Returning Officer shall prepare a record of the proceedings of the meeting and sign it and also permit any member present at the meeting to affix his/her signature on it, if he/she so desires.
• After the Returning Officer shall declare the result of Upa-Sarpanch and publish the notice on the notice board of the Gram Panchayat stating that name of the person elected as Upa-Sarpanch.
ORDR

No. 145/SEC-B2/2018 Date: 25.10.2018


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PROVISIONS OF LAW:

Sub-section (1) of Section 230-A of Andhra Pradesh Panchayat Raj Act, 1994 stipulates that every contesting candidates at any 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 230-A 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 230-B of A.P.P.R. 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 A.P.P.R. 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 A.P.P.R. 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 devises, 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 sub-section.

FORMATS FOR MAINTENANCE OF ACCOUNTS OF ELECTION EXPENSES BY CANDIDATES:

In exercise of the powers conferred under subsection (2) of section 230-A of the A.P.P.R. Act, 1994, in supersession of all earlier instructions issued in this subject, the State Election Commission, hereby, specifies the formats and guidelines for maintenance of accounts of election expenses by candidates in elections to Panchayat Raj Bodies.

A) FORMATS:

1) The accounts of election expenditure shall be maintained in a separate register consisting of the following particulars.

2) The Cover Page of the register shall be in Proforma-I depicting the details of election, name of the contesting candidate and total expenditure incurred etc. (Proforma-I is appended to this order).

3) The Index Page of the register shall be in Proforma-II showing the day-wise election expenditure abstract. (Proforma-II is appended to this order).

4) Main Pages of the register shall be in Proforma-III containing the day-to-day account of election expenditure of the contesting candidates. (Proforma-III is appended to this order).

5) An Acknowledgment shall be given as in Proforma-IV as a proof of submission of the accounts of election expenses by the candidate. A copy of the same shall be retained with the office of the Authorized Officer for record to eliminate scope for any complaints. (Proforma-IV is appended to this order).
B) GUIDELINES:

1) 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 the main pages as in Proforma-III.

2) The day to day expenditure account so maintained in Proforma-III 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.

3) 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.

4) The candidate or his authorized agent shall prepare an index / contents 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.

5) The original acknowledgment should be issued to the candidate on submission of the accounts. A copy of it shall be retained in the office of the receiving officer for the record purpose.

6) The State Election Commission directs that for concurrent monitoring, the “day-to-day basis” true account of expenditure in Proforma-III should be submitted to the Returning Officer or a person authorized by him, once in every three days from the date of publication of list of contesting candidates, by the candidate / election agent or a messenger authorised by the candidate. The Returning Officer shall see that these day-to-day accounts of expenditure submitted are published and to make them available to anybody who intends to verify them.

7) The final of return of election expenditure in the Proformae-I, II, III & IV attached to this order shall be submitted by the contesting candidates through the Mandal Parishad Development Officer within 45 days from the date of declaration of the results of the office for which they had contested.

REQUIREMENT UNDER SECTION 171-H OF INDIAN PENAL CODE 1860:

The attention of all political parties and contesting candidates is, hereby, drawn to the provisions of Section 171-H of the Indian Penal Code, 1860, 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.

**DIRECTIONS TO BE FOLLOWED:**

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 243K of the Constitution and Section 230-A of A.P.P.R. Act 1994, 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 clause (i) above as part of its general propaganda, which is a 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, roadsides, 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.

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.

If any Officer 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.
SCRUTINY OF ACCOUNTS DURING ELECTION PERIOD (CONCURRENT MONITORING):

The State Election Commission directs that the day-to-day basis true account of expenditure in the Proforma-III should be submitted by the contesting candidate / election agent or a messenger authorised by the candidate to the Returning Officer or an officer authorised by him once in every three days from the date of publication of list of contesting candidates. The Returning Officer may determine and inform the place and time at which the candidates can submit the accounts of election expenses for inspection and scrutiny.

The Observers appointed by the State Election Commission under Section 232-A of A.P.P.R. Act, 1994 may also undertake inspection / scrutiny of accounts of election expenses of candidates.

With a view to minimize 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 photocopies 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 State 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.

SUBMISSION OF FINAL ACCOUNT OF ELECTION EXPENSES:

The final of account of election expenses maintained by the candidate in the Proformae prescribed by the State Election Commission shall be submitted by the candidate to the District Election Authority through MPDO concerned within 45 days from the date of declaration of result of the office for which he/she had contested. The date of submitting the return / final account in the office of the MPDO shall be deemed to be the date of filing the return / final account under Section 230-B of A.P.P.R. Act, 1994. The MPDO shall forward all returns / final accounts received by him to the District Election Authority immediately on expiry of 45 days from the date of declaration of results. The District Election Authority shall make these returns public and further action shall be taken as per the procedure prescribed in Rule 101, 102 and 103 of A.P.P.R. (Conduct of Elections) Rules, 2006.

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 A.P.P.R. (Conduct of Elections) Rules, 2006.
The return / final account of election expenses rendered by the candidate would be considered as having been filed in the manner required by or under A.P.P.R. Act, 1994 only when it fulfills the following conditions.

(i) The expenditure account should be complete and true. An expenditure report which does not contain all the expenditure incurred will be considered incomplete and untrue and would be acted upon as per the provisions of the Act and Rules.

(ii) An expenditure account that is in the format and proformae prescribed by the State Election Commission will only be treated as being in the manner required by or under the A.P.P.R. Act, 1994. Any deviation from the format and proformae will be treated as non-submission.

The Returning Officers are directed to furnish a copy of this order to the contesting candidates under acknowledgement for strict compliance.

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

To
All Collectors & District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Mandal Parishad Development Officers (Through C & DEAs).
All Returning Officers (Through C & DEAs).
Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
PROFORMA-I: COVER PAGE

ELECTIONS TO SARPANCH AND WARD MEMBERS OF GRAM PANCHAYATS / MEMBER MPTC / MEMBER ZPTC, 20___

REGISTER FOR MAINTAINANCE OF ACCOUNT OF ELECTION EXPENSES BY CONTESTING CANDIDATES

(a) Name of the Election (Ordinary election / Casual election) and Year of election

(b) Name of the Contesting Candidate :

(c) Serial number in the List of Contesting Candidates :

(d) Office contested for * : Sarpanch / Ward Member of Ward No_________ of _____________ Gram Panchayat.

 Member, ______________ MPTC of ______________ Mandal Praja Parishad.

 Member, ______________ ZPTC of ______________ Zilla Praja Parishad.

(e) Date of Nomination :

(f) Date of Result :

(g) Total amount of expenditure incurred : Rs.

* Strike out which is not applicable.
## PROFORMA-II: INDEX / CONTENTS

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Date</th>
<th>No. of Expenditure items incurred on the day</th>
<th>Amount incurred (Rs.)</th>
<th>Inspection by RO/Observer etc., if any (Yes/No)</th>
<th>Pages in Proforma-III</th>
</tr>
</thead>
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## PROFORMA – III: MAIN PAGES OF ACCOUNT OF ELECTION EXPENSES

Candidate: ___________________________  
Page number :______

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Item of expense and its details such as quantity, number etc.,</th>
<th>Amount incurred (Rs.)</th>
<th>No. of the voucher / bill</th>
<th>Expenditure authorised by*</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</table>

* Candidate / Election Agent / Party / Others.

**DECLARATION:**

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

Signature of the Contesting Candidate
PROFORMA – IV: ACKNOWLEDGEMENT
(Original to be issued to the Candidate and the Office copy to be retained)

The Account of Election Expenses of Sri/Smt/Kum……………………………………………….. contested for election to the office of ........................................ (Ward Member / Sarpanch / Member MPTC / Member ZPTC) in .................................... Gram Panchayat / Mandal Praja Parishad / Zilla Praja Parishad held in the ............... (month/year) as filed by Sri/Smt./Kum............................................................. is received by me today, i.e., ................................. (dd/mm/yyyy).

Date:  
Signature of the Authorised Officer / Employee
Mandal Parishad Development Office  
........................................... Mandal Praja Parishad  
........................................... District

Office Seal
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, HOD's Building, M.G. Road., Vijayawada-520 010.

CIRCULAR

No. 175/SEC-B2/2018

Date: 04.01.2019


***

Selecting suitable buildings to set up Distribution, Reception and Counting Centres is an important task that paves the way for smooth conduct of elections to Gram Panchayats.

The following instructions are issued in connection with selection of buildings / premises to set up Distribution, Reception and Counting Centres.

I. Distribution and Reception Centres:

1. Identify suitable locations for Distribution and Collection Centres at Mandal level.
2. At the Distribution Centre, care should be taken to provide civic amenities and facilitate orderly despatch.
3. Nodal Officer may be identified to oversee the procedure on the day of distribution and reception. He shall physically remain present at the despatch centre during both the days.

II. Distribution Centre:

1. It shall be monitored by a Senior Officer designated as Nodal Officer to distribute the polling material required for conduct of elections to the office of Sarpanch and Ward Member of Gram Panchayat from the Distribution Centre at the Mandal level to the polling parties of the Polling Stations concerned.
2. Adequate civic facilities shall be provided to both male and female officials appropriately.
3. Necessary food arrangements shall be made to polling personnel on payment of nominal cost before they leave to their Gram Panchayats.
4. Necessary arrangements shall be made for providing transport vehicle for the travel of polling personnel to their respective Gram Panchayats.
5. The movement of the polling personnel/security forces shall be tracked closely and a confirmatory report should be obtained through Zonal Officer concerned on the safe arrival of the polling personnel at the polling stations.
III. Reception Centre at Gram Panchayat:

1. The Reception Centre for polled election materials shall be selected well in advance and managed efficiently and professionally by the Returning Officer of the Gram Panchayat.
2. The Returning Officer shall remain physically present at the Reception Centre in order to ensure effective handling of the polled materials at Reception Centre.
3. Counters for receiving sealed ballot boxes shall be set up in such a manner that there is no crowding at the Reception Centre when the Presiding Officers and Polling Personnel hand over the Ballot Box(es) and other sealed documents.
4. All sealed ballot boxes, statutory and other election materials handed over by the Presiding Officers concerned shall be kept in secured place. The required number of polling staff shall be retained for counting purpose.

IV. Counting Centre and Declaration of Results at Gram Panchayat (to pool up polled ballot boxes before undertaking counting of votes):

1. While selecting the building, all relevant factors should be considered, viz security, space available, infrastructure, maintenance of law and order, etc.
2. Temporary Strong Rooms and Counting Halls should be within the same campus.
3. Proper lighting arrangements shall be made at the Counting Centre.
4. Each counting hall shall be spacious walled room on all sides and have a separate entry and exit as far as possible.
5. After completion of counting of votes, the related election papers shall be sealed properly. Utmost care should be taken in this regard.
6. It must be ensured that 'Certificates of Election' are issued to the elected candidates.
7. Measures to be taken for convening a special meeting of the Gram Panchayat to elect the Upa-Sarpanch after declaring the results on the same day.

V. Reception Centre at Mandal:

1. The Nodal Officer selected for this purpose should plan and make all necessary arrangements.
2. At Mandal level, Reception Center be thoroughly prepared for receiving sealed election materials from the Returning Officers of all Gram Panchayats and required number of counters may be set up for this.
3. It shall be set up in such a manner that there is no crowding at the Reception Centre when the Returning Officers hand over the election materials pertaining to his Gram Panchayat.

4. Proper lighting arrangements shall be made at the Reception Centre so that no inconvenience is caused to them.

5. Provisions for drinking water, civic facilities, first aid and medical facilities shall also be ensured at the reception centre.

6. Advance measures should be in place to ensure that transport facility including public bus service etc., is available for those who are on election duty to reach their destination at the earliest.

VI. Storage of counted ballot papers and statutory and non-statutory election papers after the poll:

1. Once the counting is completed, the Returning Officer shall pack and seal separately –
   a) Ward-wise and Candidate-wise polled votes (including Postal Ballots) and rejected votes in case of Ward Member election;

   b) Candidate-wise polled votes (including Postal Ballots) and rejected votes in case of Sarpanch election;

   and hand over them to concerned MPDO at Mandal level Reception Centre along with other sealed packets containing statutory and non-statutory covers.

2. Such packets received from the Returning Officer shall not be opened and their contents shall not be inspected by, or produced before any person or authority except under the order of a competent Court.

3. The MPDO & Assistant District Election Authority shall keep them in trunks, Gram Panchayat-wise, lock and seal them and deposit in the nearest Sub-Treasury Office.

4. Hence, advance plan to be drawn for depositing the Gram Panchayat-wise sealed packets in the nearest Sub-Treasury Office on the same day duly obtaining the receipt from them to avoid any complaints from contested candidates.
Therefore, the Collectors & DEAs are requested to take necessary action immediately for selection of buildings / premises to set up Distribution, Reception and Counting Centres in connection with Gram Panchayat elections keeping in view the law and order and security aspects consulting Police Department and send compliance report to the State Election Commission.

Further, counting of polled votes to the offices of Sarpanches and Ward Members of Gram Panchayats will take place on the same day after completion of poll. Hence, it is also requested to identify suitable Counting Centres with temporary Strong Room and Counting Halls at all Gram Panchayats.

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

[Signature]
SECRETARY

To
All Collectors and District Election Authorities.
All District Panchayat Officers.
All Mandal Parishad Development Officers (through C & DEAs).
All Returning Officers (through C & DEAs).

Copy to
All Superintendents of Police / Commissioners of Police.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
**ORDER**

No.15/SEC-B2/2019


***

Under Rule 45 of AP Panchayat Raj (Conduct of Election) Rules, 2006, before a ballot paper is issued to an elector, the ballot paper and the counterfoil attached thereto shall be stamped on the back at right side top corner 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 Ward Member and Sarpanch of Gram Panchayats, shall be a fraction within a circle whose numerator will be the serial number allotted to that Gram Panchayat within a Mandal and the denominator will be the serial number of the polling station of Ward in that Gram Panchayat concerned as indicated in the final list of polling stations approved by the District Election Authority.

Detailed circular instructions were already given on setting up of polling stations for Gram Panchayat elections. It is stated in the said circular that based on the number of Polling Stations set up for a Ward Election, serial numbers have to be assigned to the polling stations in that Ward of Gram Panchayat concerned.

The serial numbers of all Gram Panchayats within a Mandal shall be the code number assigned by the District Election Authority concerned as per the instructions of the Government.

**Illustration:-**

If the code number of a Gram Panchayat in a Mandal is 25 and the serial number of the Polling Station / Ward is 6 the distinguishing mark to be stamped on the back side of the ballot papers to be used at the polling station shall be –

In case '6th' Ward is having 2 polling stations, then the serial numbers of the polling stations in that Ward will be -
Therefore, 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)

To
All Collectors and District Election Authorities.
All District Panchayat Officers.
All MPDOs and ROs (through C & DEAs concerned).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.

The State Election Commission has been following the policy of compulsory identification of electors to establish their identity at polling stations by means of specified identification documents with a view to prevent impersonation of electors and to make the right of genuine electors to vote.

Rule 41 (3) of A.P. Panchayat Raj (Conduct of Elections) Rules, 2006 stipulates that every elector shall produce identity card issued to him/her under the provisions of the Registration of Electors Rules, 1960 made under the Representation of the Peoples Act, 1950 or any such document as may be specified, by order, by the State Election Commission before the Presiding Officer or the polling officer authorized by him in this behalf, in order to establish his/her identity at the polling station.

The State Election Commission, hereby, directs that all electors at the ensuing elections to Rural Local Bodies, who have been issued EPICs (Electors Photo Identity Cards), shall have to produce these cards to exercise their franchise when they come to the polling station for voting. Those electors, who are not able to produce their EPICs, will have to produce any of the following alternative photo identity documents for establishing their identity at the polling station for voting.

I) Aadhaar Card.
II) Passport.
III) Driving Licence.
IV) PAN Card (Income Tax).
V) Identity Cards with photographs issued to its employees by State/Central Governments, Public Sector Undertakings, Local bodies or Public Limited Companies.
VI) Pension documents with photographs, such as Pension Payment Order, Ex-serviceman’s Pension Book, Ex-serviceman’s widow / dependent certificate, Old age Pension Order / Widow Pension Order with photograph (issued on or before the date of election notification for the local body concerned).
VII) Property documents, such as Pattas/Pattadar Passbooks/Registered Deeds, etc., with photographs (documents registered on or before the date of election notification for the local body concerned).
VIII) Passbooks with photographs issued by Public Sector Banks/Post Offices/APCOB/DCCBs/Kisan Passbooks (accounts opened on or before the date of election notification for the local body concerned).

IX) ATM Cards with photographs issued by Banks (issued on or before the date of election notification for the local body concerned).

X) Ration Cards with photographs (issued on or before the date of election notification for the local body concerned).

XI) Smart Cards issued by the RGI under the scheme of National Population Register (NPR) (issued on or before the date of election notification for the local body concerned).

XII) MGNREGA Job Card (issued on or before the date of election notification for the local body concerned).

XIII) SC/ST/BC Certificates issued by the competent authority with photographs (issued on or before the date of election notification for the local body concerned).

XIV) Freedom Fighter Identity Cards with photographs.

XV) Arms Licences with photographs (issued on or before the date of election notification for the local body concerned).

XVI) Certificate of Physical Handicap with photograph (issued by the competent authority on or before the date of election notification for the local body concerned).

XVII) Membership Cards with photographs issued by Bar Councils (issued on or before the date of election notification for the local body concerned).

XVIII) Health Insurance Scheme Smart Cards with photographs under the scheme of Ministry of Labour (issued on or before the date of election notification for the local body concerned).

XIX) Identity Cards with photographs issued by the Secretariat of the Legislative Assembly / Legislative Council to MLAs / MLCs.

XX) Identity Cards with photographs issued by the Secretariat of Lok Sabha / Rajya Sabha to Members of Parliament.

In case of EPICs, minor discrepancies in the entries therein should be ignored provided the identity of the elector can be established by the EPIC. If it is not possible to establish the identity of the elector on account of mismatch of photograph, etc., such elector shall have to produce one of the alternative photo identity documents mentioned above.

In case the elector produces any alternative document in the absence of EPIC, the last four digits of such alternative document with serial number of the list of alternative documents indicated above should be mentioned on the backside of the counterfoil of the ballot paper. In case of electors voting on the basis of EPIC, it is sufficient that the letters “EP” (denoting EPIC) is mentioned and it is not necessary to write down the number of the EPIC.

Illustration: If the elector produces Electoral Photo Identity Card (EPIC), “EP” can be written. If an elector produces Aadhaar Card for the purpose of identification, “I.D.No.(I) and last four digits of Aadhaar” is to be written on the counterfoil. It is not necessary to write the identification numbers on both the counterfoils of Sarpanch and Ward Member in case of Gram Panchayats and Member, MPTC and Member, ZPTC in case of MPTC/ZPTC elections, where there is contest for both the offices.
This order may be brought to the notice of all Returning Officers and all Presiding Officers. The Returning Officers shall be instructed to note the implications of this order and explain the contents thereof to all Presiding Officers through special briefings and ensure that all Presiding Officers shall be supplied with a copy of this order.

Wide publicity through print / electronic media shall be given for information of the general public and electors and also be brought to the notice of the contesting candidates.

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

SECRETARY

To
All Collectors and District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Returning Officers (through C & DEAs)
All Presiding Officers (through Returning Officers)

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
CIRCU L A R

No.181/SEC-B2/2018

Date: 04.01.2019

Sub: Ordinary elections to Gram Panchayats – Identification of Absentee, Shifted, Duplicate, Dead (ASD) voters at the time of Poll - Instructions – Issued.

***

The names of some dead, shifted and absentee electors continue to appear in the Photo electoral rolls of Gram Panchayats even though efforts were made to delete names of absentee, shifted, duplicate and dead voters (enrolled at more than one place in the same or different Gram Panchayat). This creates a scope for impersonation.

The State Election Commission, hereby, directs that the following procedure shall be adopted in order to eliminate scope for impersonation by unscrupulous elements to vote in place of absentee, shifted, duplicate and dead (ASD) voters at the time of poll.

(a) A list of ASD voters should be prepared polling station-wise and ensured that the each presiding officer be provided with separate lists of Absentee, Shifted, Duplicate and Dead electors (ASD List).

(b) On the day of poll, in order to cast one’s vote, the elector who is in such list shall have to produce EPIC for his identification or any one of the alternative photo documents permitted by the Commission. The Presiding Officer shall verify the identification document personally, ask about the identity from polling agents present and the details of documents will be properly registered by the polling officer concerned on the counterfoil of the ballot paper.

(c) Thumb impression of such electors shall also be obtained in addition to signature against the column of “Signature / thumb impression” of the counterfoil of the ballot paper. The thumb impression shall be in addition to the signature even in the case of an elector who is literate and can sign.
(d) Presiding Officer shall maintain a record and give a certificate at the end of the poll, indicating the number of electors from the list of ASD, who were allowed to vote after proper scrutiny.

(e) Wherever possible, such electors may be photographed and kept as a record.

(f) Micro Observers, wherever they are present, should ensure that these instructions with regard to ASD electors are meticulously followed.

(g) The Presiding Officer shall be briefed specially about these procedures to be followed in polling stations for electors who are in the list of ASD electors.

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

To
All Collectors & District Election Authorities.
All District Panchayat Officers.
All Micro Observers (through C & DEAs).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

CIRCULAR

No. 17/SEC-B2/2019 Date: 25.01.2019

Sub: Ordinary elections to Rural Local Bodies – Polling Agents not to be allowed to take away the copy of electoral roll outside the polling booth during the poll hours – Instructions – Issued – Reg.

***

Complaints were received by the State Election Commission in the previous ordinary elections that there were instances where polling agents took away their copies of electoral rolls, duly marked, outside the polling booths and sometimes the same was used to depute persons to impersonate electors, who did not cast their votes. In order to prevent such incidents, the Commission hereby orders that the Polling Agents shall not be permitted to take their marked copy of electoral rolls outside the polling booth during polling hours, for any reason whatsoever and they should be permitted to leave the booth only after handing over the lists of electoral roll to the Presiding Officer.

The above instructions shall be brought to the notice of all Returning Officers, Presiding Officers, Polling Officers, Polling Agents and other election related authorities for their information and strict compliance.

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

To
All Collectors and District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Returning Officers and MPDOs (through C & DEAs concerned).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
C I R C U L A R

No.174/SEC-B2/2018

Sub: Ordinary elections to Gram Panchayats – Instructions on use of vehicles during elections – Issued.

***

Elections to Gram Panchayats are held on non-party basis and the election campaign will be confined to the local area of a Gram Panchayat. The State Election Commission, in exercise of the powers conferred under Article 243-K of the Constitution of India, hereby, directs that the following instructions shall be strictly followed with regard to use of vehicles during elections to Gram Panchayats in the State, in order to ensure purity of election process.

I. Use of vehicles for campaigning:

1. Candidate contesting for Sarpanch election shall be permitted to use one vehicle for campaigning within the Gram Panchayat area. Candidate is required to inform details of the vehicle proposed to be used by him for campaigning well in advance to the Tahsildar in whose jurisdiction the Gram Panchayat falls.

2. However, candidate contesting as Ward Member shall not be allowed to use vehicle for campaigning as the area of the Ward is very compact and does not require a vehicle for campaigning.

3. As the Gram Panchayat elections are held on non-party basis, political parties are not expected to participate in the campaign process.

II. Use of vehicles on the day of poll:

1. On the day of poll, candidate contesting for the office of Sarpanch of Gram Panchayat only will be given a pass to use one vehicle. Besides this, no other vehicle pass will be issued.
2. No vehicle passes shall be given to the candidates contesting 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 station 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, etc.;
   (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.

III. Vehicle Permits:

1. The Tahsildar concerned shall issue vehicle permits to the contesting candidates for the office of Sarpanch of Gram Panchayat in the Proforma appended to this Circular. Permit should be of sufficient dimension so that it could be seen from reasonably a distant place.

2. Original vehicle permit shall only be displayed prominently on the windscreen of the vehicle. Photocopies of the permit shall not be used or displayed.

3. The details of vehicle permits issued shall be informed to the Collector & District Election Authority, Returning Officer concerned and Observers.

4. The Returning Officer shall display the information containing the name of the candidate, name of the Gram Panchayat, registration number of the vehicle with type/model of the vehicle, etc., on the notice board of the Gram Panchayat office or the designated place from where he discharges his election related functions. This measure is intended to enable the common public to bring to the notice of the authorities about any unauthorised use of vehicles for the election campaign.
5. The vehicle permitted to be used for campaigning or on the day of poll shall not carry more than five passengers including the driver.

6. If any unauthorized vehicle is used for campaigning on the day of poll, it shall be seized forthwith and action shall be initiated under the provisions of Chapter-IX (A) of the Indian Penal Code.

IV. General:

The officials involved in election process and the Police officials concerned shall 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 also on the day of poll. Videography can be used effectively to check use of unauthorised vehicles during election period.

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)

To
All Collector & District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All District Panchayat Officers.
All Tahsildars (through DPOs concerned).

Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
## VEHICLE PERMIT

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<td>Name of the Gram Panchayat</td>
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<td>Name of the Candidate (for the office of Sarpanch)</td>
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**Signature of the Issuing Authority with Official Seal**
The State Election Commissioner in exercise of the powers conferred under Section 219 of A.P. Panchayat Raj Act, 1994 and in the interest of conducting elections to Rural Local Bodies in a peaceful manner and to avoid any untoward incidence, the following instructions are issued with regard to setting up of election booths by candidates on the date of poll 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 Serial numbers 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 4½ 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 incharge 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)

Secretary

To
All Collectors & District Election Authorities.
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
Copy:
All District Panchayat Officers.
All Chief Executive Officers of Zilla Praja Parishads.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police.
ANDHRA PRADESH STATE ELECTION COMMISSION
1st Floor, New HODs Building, M.G. Road, Vijayawada-520010.

ORDER

No. 140/SEC-B2/2018

Date: 25.10.2018

Sub: Ordinary elections to Gram Panchayats – 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 the ensuing ordinary elections to Gram Panchayats, 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)

[Signature]

SECRETARY

To
All Collectors and District Election Authorities.
All Superintendents of Police / Superintendents of Police (Rural) / Commissioners of Police.
All Returning Officers through Collectors & DEAs.
Copy to:
All District Panchayat Officers.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police.
The State Election Commission issued instructions in the reference cited to cover the critical events through Videography during the process of electioneering in connection with conduct of elections to Gram Panchayats.

Further, the State Election Commission decided to cover the proceedings at the polling stations in sensitive and hypersensitive villages in order to curb the scope for occurrence of electoral malpractices and to ensure that the poll process is conducted in a free and fair manner.

The following instructions are issued to undertake Videography of proceedings inside the polling station.

1) The poll proceedings inside the polling stations shall be videographed on the day of poll. The Videography should be continuous and uninterrupted. While doing so, it should be ensured that the secrecy of ballot is not at all violated / compromised.

2) Videography must cover each and every voter in such a way that he/she is identifiable from the video frame itself.

3) Critical events in and around the polling station should also be captured on the video camera – for example:
   - Preparation of ballot box before commencement of poll including inspection of ballot box by the polling agents to ensure that it is empty.
   - Positioning of voting compartment.
   - Presence of polling agents.
Voters waiting outside at the close of scheduled hour of poll and the last voter in the queue.

Closing and sealing of polled ballot boxes after completion of poll.

Visit of sector officers, observers and other electoral functionaries.

4) The videographer should be properly briefed and trained by the Returning Officer/Presiding Officer. While undertaking Videography at the polling station on the day of poll, the videographer shall be under the control and supervision of Presiding Officer. The Presiding Officer shall be responsible for the compliance of the instructions of the Commission related to Videography at the polling station.

5) The video camera should be positioned in such a way that by remaining static it can cover every elector as well as the poll proceedings inside the polling station without compromising the secrecy of vote.

6) The videographer should be issued an Identity Card for identification.

7) There should be proper back-up battery, CD, Diskettes, etc., for the Videography to continue, uninterrupted throughout the polling hours.

The instructions issued in the reference cited hold good with regard to selection of videographers, their training, viewing video films thus prepared, their preservation etc.

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

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

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
CIRCULAR

No. 16/SEC-B2/2019 Date: 25.01.2019

Sub: Ordinary Elections to Rural Local Bodies – Prescribing Visit Sheet for use by the Inspecting Officers on the day of poll – Instructions issued – Regarding.

***

The State Election Commission, hereby, orders that the Zonal Officer / Assistant Returning Officer / Returning Officer / Assistant District Election Authority / Deputy District Election Authority / Additional Election Authority / District Election Authority / Election Observers, who visit any polling station on the day of poll shall fill up the Visit Sheet prescribed in the Annexure and note down their remarks against all columns in the Visit Sheet at the time of their visit.

The District Administration shall arrange to provide sufficient copies of visit sheets along with other poll materials and arrange to hand over the same to the Presiding Officers on the day of distribution of material.

The Returning Officers / MPDOs should mention about the Visit Sheets during the conduct of training classes to the Presiding Officers / Assistant Presiding Officers. The filled visit sheet should be kept in separate cover and handed over at reception center along with other election material at the end of poll. The same has to be duly indicated in the Presiding Officer’s diary also.

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

(Signature)

SECRETARY

To
All Collectors and District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Returning Officers / MPDOs (through DPOs concerned).

Copy to:
All Observers.
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
**VISIT SHEET**

Date of Poll : ............................

Election to the Office of Sarpanch / Member of Ward No. ............ of ............................
Gram Panchayat / Member, MPTC ............................. of ................................. Mandal
Praja Parishad / Member, ZPTC ............................. of ................................. Zilla Praja Parishad.

Name and No. of Polling Station: ........................................................ .............................

No. of Electors: ........................................................

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<th>S.No</th>
<th>Name &amp; Designation of the Officer Visiting (Observer / DEA / RO / ARO / Zonal Officer) etc.</th>
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<th>Brief description of polling process (Peaceful/ Incidents, if any)</th>
<th>No. of votes polled at the time of visit</th>
<th>% of Votes Pollled till the time of visit</th>
<th>Remarks, if any</th>
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Signature of Presiding Officer  
(with date)
Sub: Ordinary elections to Gram Panchayats – Delegation of powers to the Collectors & District Election Authorities to order for fresh poll (repoll) or continuation of adjourned poll – Procedure to undertake counting and safe custody of ballot boxes – Orders – Issued.

***

The Andhra Pradesh Panchayat Raj Act, 1994 contains provisions covering different situations where continuation of an adjourned poll or a fresh poll (repoll) has to be ordered. Under Section 225B where election proceedings are obstructed by any riot or open violence, the Presiding Officer shall announce adjournment of the poll and inform the Returning Officer. The Returning Officer, in turn, has to report the circumstances to the District Election Authority and the State Election Commission. Thereafter, with the previous approval of the State Election Commission, the Returning Officer has to appoint the day on which the poll shall recommence.

Under Section 225C where ballot box used at a polling station is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is accidentally or intentionally destroyed or lost or is damaged or tampered with, to such an extent, that the result of the poll at that polling station cannot be ascertained or any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station, the Returning officer shall forthwith report the matter to the State Election Commission, who shall, after taking all material circumstances into account, either declare the poll at the Polling Station as void or order for a fresh poll (repoll).

Under Section 225D, if any time before the counting of votes is completed any ballot papers used at a Polling Station are unlawfully taken out of the custody of the Returning Officer or accidentally or intentionally destroyed or lost or damaged or tampered with to such an extent that the result of the poll at the polling station cannot be ascertained, the Returning Officer shall forthwith report the matter to the State Election Commission. The State Election Commission shall, after taking all material circumstances into account, direct the counting of votes shall be stopped and declare the poll at the polling station to be void and fix the day and hours for taking fresh poll (repoll).

Under Section 231, where booth capturing takes place, the Returning Officer shall forthwith report the matter to the State Election Commission, who, in turn, after considering the report of the Returning Officer, either declare the poll at that polling station as void and appoint a day and fix the hours for taking fresh poll (repoll) or where the large number of polling stations are involved in booth capturing even countermand the election in that Gram Panchayat.
The State Election Commission in its Notification No.390/SEC-F/2000-1, dated 3.3.2000 (Page 159 to 161 of the Compendium of Instructions) assumed powers to order for a repoll in the polling stations where tendered votes are not less than 2% of the total number of votes polled in any polling station. In such cases, the Returning Officer is required to report to the State Election Commission the polling stations where the tendered votes are not less than 2% of the total number of votes polled and on receipt of such report it shall be competent to the Commission to order repoll in such polling stations.

In Rule 54 and 55 of the A.P. Panchayat Raj (Conduct of Elections) Rules, 2006, procedural instructions were issued regarding continuation of the adjourned poll and fresh poll (repoll).

Ordinary elections to Gram Panchayat is a massive exercise involving about 12,918 Sarpanch and 1,31,125 Ward constituencies for which similar number of polling stations would be set up in all Gram Panchayats in the State. It would be extremely difficult for the Presiding Officers and Returning Officers to send the report to the State Election Commission and seek orders under various provisions of law referred to above.

Therefore, it is felt that the powers of the State Election Commission under Article 243K of the Constitution of India and Sections 225B, 225C, 225D and 231 of A.P. Panchayat Raj Act, 1994 should be delegated to the Collectors & District Election Authorities so that the Presiding Officers/Returning Officers will be able to quickly communicate with the Collectors & District Election Authorities concerned and obtain their orders under various provisions of law referred to above.

In the above circumstances and in exercise of the powers conferred under Article 243K of the Constitution of India and Section 232 of A.P. Panchayat Raj Act, 1994, the State Election Commissioner, hereby, delegates the powers conferred on him under sections 225-B, 225-C, 225-D and 231 of the A.P. Panchayat Raj Act, 1994 to the Collectors and District Election Authorities to take decisions to order for continuation of adjourned poll or fresh poll (repoll) at any polling station located in the Gram Panchayats within their jurisdiction after considering the report of the Presiding Officer/Returning Officer and to notify the date and time as deemed convenient for such continuation of adjourned poll or for taking a fresh poll (repoll) in contingencies described in the said sections.

The Collectors & District Election Authorities shall send intimation to the State Election Commission in respect of every case of continuation of adjourned poll or fresh poll (repoll) immediately.

Procedure to undertake counting and safe custody of ballot boxes Cases where fresh poll (repoll) or continuation of adjourned poll is ordered:

The following instructions are issued with regard to counting of votes and safe custody of polled ballot boxes in respect of Gram Panchayats where a fresh poll (repoll) or continuation of adjourned poll is ordered in one or more polling stations during the ensuing Gram Panchayat elections.
1. In respect of Gram Panchayats, where election is conducted for both the offices of Sarpanch and Ward Member, if a fresh poll (repoll) or continuation of adjourned poll is ordered in one or more polling stations, the counting of votes relating to all polling stations in that Gram Panchayat shall not be undertaken until such fresh poll (repoll) or continuation of adjourned poll is completed.

2. In such cases, after completion of poll, the polled ballot boxes pertaining to other polling stations, where repoll is not ordered, may be kept in safe custody in one of the rooms in the school building or a Government office building in the same Gram Panchayat. After keeping the polled ballot boxes, such room shall be locked and sealed in the presence of the contesting candidates and proper Police guard shall be posted for its safe custody. If any of the contesting candidate so desires, he may be permitted to post an agent to keep watch at the place, where ballot boxes are stored pending counting.

3. In case of Gram Panchayats, where elections are held only for Ward Members (because of unanimous election or non-receipt of nominations for the office of Sarpanch), if a fresh poll (repoll) or continuation of adjourned poll is ordered in one or more polling stations pertaining to one or more wards, the counting of votes relating to those wards is to be undertaken after completion of repoll. However, in respect of other wards, counting is to be undertaken immediately after completion of poll.

4. In the Gram Panchayats where fresh poll (repoll) or continuation of adjourned poll is conducted, the Upa-Sarpanch election may be conducted after completion of fresh poll (repoll) or continuation of adjourned poll and declaration of results.

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

SECRETARY

To
All Collectors & District Election Authorities.
All Superintendents of Police / Commissioners of Police.
All District Panchayat Officers.
All Returning Officers (through C & DEAs).
All Presiding Officers (through Returning Officers).

Copy to:
The Election Authority & Director of Panchayat Raj.
The Principal Secretary to Government, PR & RD Department.
The Director General of Police, Andhra Pradesh.

212
CIRCULAR

No.19/SEC-B2/2019

Date: 25.01.2019

Sub: Ordinary Elections to Rural Local Bodies – Facilities to be provided to the Press and Electronic Media to cover the events on the day of poll and counting – Reg.

***

The State Election Commission issues the following instructions on the facilities to be provided to the Press and Electronic Media during the Ordinary Elections to Rural Local Bodies.

1. The Commissioner of Information and Public Relations Department, in consultation with the Secretary, A.P. State Election Commission, shall issue authorisation letters to accredited media persons at the State level.

2. The Collectors and District Election Authorities are permitted to issue authority letters to accredited media persons at the District level after being satisfied about their identity as genuine accredited media person. They shall be allowed to cover the entire district.

3. At the Divisional level, the Revenue Divisional Officer concerned shall issue Media passes to one Reporter and one Photographer / Videographer for each news agency/news channel to cover the events on the day of poll and on the day of counting.

4. At any point of time, only one Reporter and only one Photographer / Videographer shall be allowed inside the Polling Station. Different news agencies/news channels may cover the events in turns so as to ensure smooth conduct of poll process in the Polling Station. The same principle applies to the coverage of counting also.

5. Under no circumstances, the secrecy of ballot of any voter should be violated even by accident. The Presiding Officers / Returning Officers will also be free to use regulatory measures as he may feel necessary in this regard taking into account the situation on hand.

6. It is expected that all Media persons will extend necessary cooperation in this regard and under no circumstances the process of polling will be allowed to be disturbed because of large number of media persons present at a given time inside or outside a Polling Station.
7. Under no circumstances, the actual votes recorded of individual ballot papers should be photographed or captured by audio-visual coverage.

8. At the District level, the Collector & DEA shall arrange to provide a separate Media Room in the office of the Chief Executive Officer of Zilla Praja Parishad (in case elections to MPTCs/ZPTCs), District Panchayat Officer (in case of elections to Gram Panchayats) or District Information Officer for smooth flow of election related information, such as percentage of poll, poll incidents, results, etc. An official from Information & Public Relations Department may be deployed in Media Room at district level. At the Mandal level also, a Media Room may be arranged at the office of the MPDO.

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

To
The Commissioner of Information & Public Relations Department.
All Collectors & District Election Authorities.
All Chief Executive Officers of Zilla Praja Parishads.
All District Panchayat Officers.
All Returning Officers and MPDOs (through C & DEAs concerned).
Copy to the Election Authority & Director of Panchayat Raj.
Copy to the Principal Secretary to Government, PR & RD Department.
**CIRCULAR**

No. 170/SEC-B2/2018  
Date: 04.01.2019

Sub: Ordinary elections to Gram Panchayats – Counting of votes – Model Valid and Invalid Postal and Ordinary Ballot Papers – Communicated – Reg.

***

The elections to Gram Panchayats are held on non-party basis using ballot paper and ballot box. The ballot paper contains only symbols as specified by the State Election Commission separately for the post of Sarpanch and Ward Member of Gram Panchayats shall be printed in each ballot paper along with NOTA symbol well in advance.

The pre-printed ballot paper will also be used as Postal Ballot Paper, which contains only the serial number and symbols including NOTA option.

After completion of the poll, the counting of votes of Sarpanch and Ward Members of Gram Panchayats shall be started on the same day by the Returning Officers (Stage-II) concerned.

For the guidance of the Returning Officers and to evaluate validity of the polled ballot papers correctly while counting of votes in their respective Gram Panchayats, the State Election Commission, hereby, communicates a set of model ‘valid’ and ‘invalid’ Postal and ordinary Ballot Papers basing on the past instances.

These are meant only for guidance of the Returning Officers and they shall take decisions in each case according to the prescribed rules and his own judgment.

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

To  
All Collectors & District Election Authorities.  
All District Panchayat Officers.  
All Returning Officers (through C & DEAs).  
Copy to the Election Authority & Director of Panchayat Raj.  
The Principal Secretary to Government, Panchayat Raj Department.
POSTAL BALLOT PAPER
VALID CASE - I

1. Tick Mark valid
2. Multiple Marking for candidate 1
POSTAL BALLOT PAPER
VALID CASE - III

1

No. A 012345

2

3

4

(పశ్చిమ వేషం)

3. Mark partially in column of candidate 2 and rest in shaded area.
1. Multiple Marking
2. No Mark
3. Doubtful Marking
1

No. A 012345

2

3

4

(ప్రతి సూచింపే)

4. Voter Identifiable
ORDINARY BALLOT PAPER
VALID CASE - I
(VALID VOTE FOR CANDIDATE - 1)
This will be put in Doubtful bundle initially by the Counting Party and on scrutiny by the Returning Officer will be accepted

1

No. A 012345

2

3

4

(పుస్తక ద్వార దోష)

1. Original Mark (Clockwise manner) in column of candidate 1 and impression (Anti-Clockwise manner) due to wrong folding in column of candidate 3.
ORDINARY BALLOT PAPER
VALID CASE - II
(VALID VOTE FOR CANDIDATE - 1)
This will be put in the Doubtful bundle initially by the Counting Party
and on scrutiny by the Returning Officer will be accepted

1

2

3

4

(చెప్పుక విడి రెండు)

2. Mark in column of candidate 1 and a smudge elsewhere.
ORDINARY BALLOT PAPER
VALID CASE - III
(VALID VOTE FOR CANDIDATE - 1)
This should be treated as valid vote by the Counting parties themselves

<table>
<thead>
<tr>
<th>1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. A 012345</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

3. Clear Marks for candidate 1 and major portion of one mark in shaded area.
ORDINARY BALLOT PAPER
VALID CASE - IV
(VALID VOTE FOR CANDIDATE - 1)
This should be treated as valid vote by the Counting parties themselves.

1

2

3

4

4. Mark partially in column of candidate 1 and rest in shaded area.
ORDINARY BALLOT PAPER
VALID CASE - V
(VALID VOTE FOR CANDIDATE - 1)
This should be treated as valid vote by the Counting parties themselves.

1

No. A 012345

2

3

4

5. Indistinct mark in column of candidate 1 only and hence intension clear (mark may be impression of rubber stamp in partial)
**ORDINARY BALLOT PAPER**

**INVALID CASE - I**

This will be put in the Doubtful bundle initially by the Counting Party and Rejected by the Returning Officer

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>![Image of a bowl]</td>
</tr>
</tbody>
</table>

No. A 012345

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>![Image of a ring]</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>![Image of scissors]</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>![Crossed-out image]</td>
</tr>
</tbody>
</table>

1. No Mark.
ORDINARY BALLOT PAPER
INVALID CASE - II
This will be put in the Doubtful bundle initially by the Counting Party and
Rejected by the Returning Officer

1

No. A 012345

2

3

4

(పెంపు వి ఇదె)

2. Mark not made with instrument supplied.
ORDINARY BALLOT PAPER
INVALID CASE - III
This will be put in the Doubtful bundle initially by the Counting Party and
Rejected by the Returning Officer

1

No. A 012345

2

3

4

3. Mark not made with the instrument supplied.
ORDINARY BALLOT PAPER
INVALID CASE - IV
This will be put in the Doubtful bundle initially by the Counting Party and
Rejected by the Returning Officer

1

No. A 012345

2

3

4

ORDINARY BALLOT PAPER
INVALID CASE - V
This will be put in the Doubtful bundle initially by the Counting party and
Rejected by the Returning Officer

1

No. A 012345

2

3

4

(తెలుగు ఈనాల చిత్రం)

5. Voter Identifiable (Signature or name)
ORDINARY BALLOT PAPER
INVALID CASE - VI
This will be put in the Doubtful bundle initially by the Counting party and
Rejected by the Returning Officer

1

No. A 012345

2

Sl. No. 345

3

4

(స్థానిక లేదు)

6. Voter Identifiable (Serial number of the Voter).
ORDINARY BALLOT PAPER
INVALID CASE - VII
This will be put in the Doubtful bundle initially by the Counting party and Rejected by the Returning Officer

1

No. A 012345

2

K

3

4

(పేపర్ కాఫ్)

7. Voter Identifiable (Signature or Name). Mark not made with the instrument supplied.
ORDINARY BALLOT PAPER
INVALID CASE - VIII
This will be put in the Doubtful bundle initially by the Counting party and
Rejected by the Returning Officer

No. A 012345

8. Doubtful / Multiple Marking.
ORDINARY BALLOT PAPER
INVALID CASE - IX
This will be put in the Doubtful bundle initially by the Counting party and
Rejected by the Returning Officer

1

No. A 012345

2

3

4

(పుస్తు వి చేసే)

9. Marking in the shaded area shall be invalid.