

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Cir.No.91/SEC-B2/2013,

Date:23.02.2013

CIRCULAR

Sub:- Elections – 4th Ordinary elections to PR Bodies – Preparation, publication and printing of Gram Panchayat photo electoral rolls with reference to 01.01.2013 as qualifying date – Procedural instructions - Issued – Reg.

Ref:- 1) Circular No.118/SEC-B2/2011, dtd. 28.02.2011 (copy enclosed).
2) Circular No.118/SEC-B2/2011-2, dtd.7.3.2011 (copy enclosed).
3) Order No.637/SEC-B1/2000-3, dtd.10.8.2000 (copy enclosed).

The Gram Panchayat photo electoral rolls were published with reference to 1.1.2011 as qualifying date on 18.04.2011 for the purpose of conducting elections to Panchayat Raj Bodies that were due to be held before expiry of their term in July-August, 2011. However, the elections were postponed due to protracted court litigation. The Hon'ble Supreme Court of India in its interim orders dated 18.02.2013 directed to proceed with the elections as per the existing system. As two years time has elapsed from the date of last publication in 2011, the State Election Commission decided to order for preparation and publication of Gram Panchayat Photo electoral rolls with reference to 01.01.2013 as qualifying date duly adopting the recently published Assembly Photo electoral rolls for the purpose of conducting elections to P.R. Bodies. Detailed procedural instructions already issued by the Commission along with relevant rules in the references cited hold good for preparation of Photo Electoral Rolls with reference to 01.01.2013 as qualifying date for the ensuing elections to Panchayat Raj Bodies. The following further instructions are issued.

1. Electoral Rolls of Gram Panchayats have to be prepared with photographs with reference to 01.01.2013 as qualifying date adopting the latest Assembly Photo Electoral Rolls published with reference to 01.01.2013 as qualifying date. The

password-free Assembly Electoral Roll database with photographs in digital format is made available for this purpose.

2. The Collectors can engage the same computer agency which was entrusted with the work of preparation of Gram Panchayat photo electoral rolls in 2011 this time also. They are also given freedom to engage any other agency in order to see that the work is completed quickly and accurately subject to the conditions prescribed by ECI with regard to security of Assembly electoral roll database.
3. The format of the Photo electoral roll shall be as already specified in Circular 2nd cited. However, the title page shall be as prescribed in the reference 3rd cited.
4. The Chief Electoral Officer has already issued instructions to the District Election Officers(Collectors) in Memo.No.648/Elecs.E/A2/2013-1, dated 22.02.2013(copy enclosed) to supply hard and soft copies of the Assembly Photo Electoral Rolls published with reference to 01.01.2013 as qualifying date.
5. As per the information gathered from the office of the Chief Electoral Officer, the Assembly electoral rolls available polling station-wise have now been integrated dispensing with the earlier practice of having separate lists for men and women. This will facilitate easy generation of Gram Panchayat Photo Electoral Rolls. Further, the Gram Panchayat Photo electoral rolls earlier published with reference to 01.02.2011 as qualifying date will be useful for quick reference wherever necessary in preparation of Gram Panchayat Photo electoral rolls with reference to 01.01.2013 as qualifying date.
6. It must be ensured that all the names, photos and entries finding place in the latest Assembly electoral rolls published with reference to 01.01.2013 as qualifying date are truly and correctly reflected in the Gram Panchayat electoral rolls and the roll should be prepared accurately without giving scope for complaints and litigation.
7. In Memo.No.15863/Elections/2010, dated 22.2.2013, the Commissioner, Panchayat Raj & Rural Employment already issued instructions to the District Panchayat Officers to constitute teams for each Panchayat for preparation of Panchayat electoral rolls in order to prepare and publish panchayat electoral roll as

per the instructions given by the SEC and to consult the Chief Executive Officer/Mandal Parishad Development Officer concerned in places where adequate staff are not available, and see that required number of personnel from them are drafted so as to constitute teams for all panchayats.

8. Orders were issued in G.O.Ms.No.676, P.R. & R.D. (Mdl.II) Dept., dtd. 30.04.2011 permitting utilization of the services of Village Revenue Officers of Revenue Department for the limited purpose of 4th Ordinary elections to P.R. Bodies till the completion of election work in respect of those villages which do not have any Panchayat Secretaries. In view of these orders, the services of VROs can be used for preparation of Gram Panchayat Photo electoral rolls in the Panchayats having no Panchayat Secretaries.
9. The budget for preparation, publication and printing of required number of copies (100) already specified in the procedural instructions will be released by the Government based on the proposal sent by the Commissioner of Panchayat Raj & Rural Employment. The DPOs shall send the budget requirements of their respective districts directly to the Commissioner of P.R. & R.E. immediately. The Commissioner of PR & RE will fix the rates for preparation of master copy and extra copies to be xeroxed as was done earlier.
10. The preparation of Gram Panchayat Photo electoral rolls shall be completed by 20th March, 2013. Separate notification will be issued indicating the date of publication of the electoral rolls so prepared.

Sd/- P. Ramakanth Reddy
State Election Commissioner

To

All the District Panchayat Officers in the State.
All the Chief Executive Officers of Zilla Parishads in the State,
All the District Collectors in the State except Hyderabad,

Copy to:

The Commissioner of PR & RE, A.P., Hyderabad & Election Authority,
The Prl. Secretary to Govt. (PR), PR & RD, Dept., A.P.Secretariat, Hyderabad.

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

Cir.No.118/SEC-B2/2011,

Dated:28.2.2011

CIRCULAR

Sub:- Elections – 4th Ordinary elections to PR bodies, 2011 – Preparation and publication of electoral rolls for Panchayat Raj elections – Procedural instructions issued – Reg.

The term of elected members of Zilla Parishads and Mandal Parishads is due to expire on 21st and 22nd July, 2011. Similarly, the term of elected members and Sarpanch of Gram Panchayats is due to expire on 22nd August, 2011. Therefore, ordinary elections are to be held separately for Mandal Parishads/Zilla Parishads and Gram Panchayats before the expiry of their term. The Andhra Pradesh Panchayat Raj Act, 1994 mandates publication of electoral rolls of PR bodies before each ordinary election. The following procedural instructions are issued for preparation, publication and printing of electoral rolls for Panchayat Raj elections to be held shortly.

1. Statutory provisions:- Section 11 (2) of Andhra Pradesh Panchayat Raj Act, 1994, stipulates that, the electoral roll of a Gram Panchayat shall be prepared and published in the prescribed manner with reference to the qualifying date before each ordinary election. Section 11 (1) stipulates that the Assembly Electoral Roll published under RP Act, 1950 shall be adopted for preparation of electoral rolls of Gram Panchayats. The electoral roll of a gram panchayat shall consist of such part of the latest Assembly Electoral Roll as revised or amended under the said Act, upto the qualifying date, so far as it relates to the village or any portion thereof. The qualifying date as of now is 1.1.2011.

Section 151 (2) and Section 179 (2) of the Act stipulates that, for the purpose of preparation and publication of electoral rolls for elections to the office of Member, Mandal Parishad and Member, Zilla Parishad respectively, the provisions of section 11 and 12 shall, mutatis mutandis apply, subject to the rules as may be laid down.

The Government have issued Andhra Pradesh Panchayat Raj (Preparation and publication of electoral rolls) Rules, 2000, in G.O.Ms.No.254, PR & RD (Elecs) Dept. dated.4.8.2000.

An extract of section 11 of APPR Act, 1994 and a copy of APPR (Preparation and Publication of Electoral Rolls) Rules, 2000 issued there under are enclosed for reference.

The person authorized by the State Election Commission shall prepare and publish the electoral rolls of the Gram Panchayats. The District Panchayat Officers are authorized by the State Election Commission to prepare and publish electoral rolls of the Gram Panchayats. The electoral roll of a Gram Panchayat shall be published by the District Panchayat Officer along with a notice in **Form I** appended to the said rules on the date notified by the State Election Commission for publication.

Under rule 4 of the APPR (Preparation and publication of electoral rolls) Rules, 2000, the State Election Commission specified format for preparation and publication of electoral rolls of Gram Panchayat. A copy of the order issued by the State Election Commission in this behalf is also enclosed.

Under rule 5 (2) of the said rules, ward division shall be indicated at the time of publication of electoral roll of the Gram Panchayat. Section 11(4) stipulates that, the electoral roll of a Gram Panchayat shall be divided into as many parts as there are wards.

The State Election Commission will issue notification shortly for publication of electoral roll of the Gram Panchayats for the purpose of holding 4th ordinary elections to Panchayat Raj Bodies. The following steps are involved in preparation and publication of electoral rolls of Gram Panchayats.

2. Obtaining copies of the latest Assembly Electoral Rolls:- In Memo No. 762/Elecs.E/A2/2011-1, General Administration (Elections.E) Department dated 25.2.2011 the Chief Electoral Officer & E.O Principal Secretary to Government has issued instructions to all the District Election Officer (Except Hyderabad) to provide the photo electoral roll published on 5.1.2011 with reference to 1.1.2011 to all the DPOs in the following forms (Copy enclosed):

1. One signed hard copy (signed by the concerned ERO) of Assembly photo electoral rolls
2. One CD containing the Assembly photo electoral rolls in pdf.
3. Electoral database with photographs in digital format.

The District Panchayat Officers can retain the CD containing Assembly Electoral Rolls and also copy of the computerized electoral database with them. The CD in pdf format can be used for printing required number of copies of Assembly Electoral Rolls relating to any village wherever necessary. The District Panchayat Officer can give copies of printed Assembly Electoral Rolls so far as it relates to the village concerned to its Panchayat Secretary. The Panchayat Secretary can also obtain copies of the electoral roll relating to the village from the Tahsildar (AERO) concerned.

3. Preparation of Gram Panchayat electoral roll by Panchayat Secretary:- The Panchayat Secretary may be entrusted with the following duties –

- 1) He shall rearrange the Assembly Electoral Roll available polling station wise into Gram Panchayat electoral roll. This process in some cases may involve merging of names of men and women voters based on house numbers and family details where separate polling stations are set up for men and women during Assembly elections. The process also involves rearrangement after integration of main roll and supplements containing inclusions and deletions prepared during summary revisions. The secretary has to ensure that, all the names in the latest Assembly Electoral Roll are arranged house number wise (and family wise) in serial order.
- 2) He has to prepare the manuscript of the Gram Panchayat electoral roll as aforesaid.
- 3) He has to take action for identification of ST and SC voters in the electoral roll of the Gram Panchayat so prepared. He has to make atleast seven copies of the Gram Panchayat electoral roll for the following purpose.

a) For publication in the Gram Panchayat	-	4
b) For DLPO office	-	1
c) For DPO office (for approval and publication)	-	2
- 4) He has to indicate ward division in the electoral roll of the Gram Panchayat.

After preparation, he has to get the copy verified by the DLPO and finally get approval from the DPO who is the publishing authority. After approval, as per the notification issued by the State Election Commission, he has to publish the electoral roll along with the notice in Form -I appended to the AP PR (Preparation and Publication of Electoral Rolls) Rules, 2000 as prescribed in rule 5 of the said rule ie., on the notice board of District Panchayat Office, on the notice board in the office of the Gram Panchayat and at 3 consecutive places in the concerned village.

4. Publication of electoral rolls of Zilla Parishad and Mandal Parishad:- Rules 7 and 8 of APPR (Preparation and publication of electoral rolls) Rules, 2000, contain procedural instructions for preparation and publication of electoral rolls of Zilla Parishads and Mandal Parishads. The electoral roll of Gram Panchayat prepared and published shall be arranged territorial constituency wise by the MPDO and it shall be published in the manner prescribed in the said rules. Similarly, the electoral rolls of the Gram Panchayat prepared and published shall be arranged for each Mandal Parishad which is a territorial constituency of Zilla Parishad by the Chief Executive Officer, Zilla Parishad and it shall be published in the manner prescribed under rule 8 of the said rules.

5. The following instructions shall scrupulously be followed in preparation of Gram Panchayat electoral rolls:-

- (a) The electoral rolls of Gram Panchayats shall be prepared by adopting finally published Assembly Electoral rolls with reference to 1.1.2011 as qualifying date.
- (b) While preparing the Gram Panchayat Electoral rolls, go through the Section 11 of AP PR Act, 1994 and rules issued thereunder in GO Ms.No.254, PR & RD Dept., dated 4.8.2000, which are called AP Panchayat Raj (Preparation and Publication of electoral rolls) rules, 2000.
- (c) Under Rule 6 of AP PR (Preparation and publication of electoral rolls) Rules, 2000, all omissions of names in any part of the roll or objections to any entry in the roll at any point of time after its publication under Rule 5 of the said rules shall be settled only after suitable amendment to the relevant entry in the concerned electoral roll of the Legislative Assembly Constituency, based on

which the Gram Panchayat electoral roll was prepared.. Anybody wishing to prefer any claim for inclusion or deletion of any name in the electoral roll or any objections in respect of any entry in the rolls so published shall submit a proper claim or objection under the Registration of Electors Rules, 1960 made under the RP Act, 1950 to the Electoral Registration Officer of the Legislative Assembly Constituency concerned. Inclusion, deletion or corrections ordered by the Electoral Registration Officer of the Assembly Constituencies on such claims and objections in the electoral roll of the concerned Legislative Assembly Constituency, upto the date of election notification of the PR Body concerned, shall be carried out by the District Panchayat Officer in the electoral roll of the Gram Panchayat concerned.

The District Panchayat Officer shall not resort to suo motu revision of the electoral rolls by way of additions, deletions or modifications.

- (d) The entries in the electoral roll of the Gram Panchayat shall not deviate from the entries in the Assembly electoral roll concerned;
- (e) In case of any clerical or printing error or both or when entries in Gram Panchayat electoral roll deviate from the particulars of Assembly electoral roll, the District Panchayat Officer may cause such error rectified so as to bring it in conformity with the particulars of the Assembly electoral roll concerned under rule 6 of the APPR (Preparation and publication of electoral rolls) Rules, 2000;
- (f) Where any representation or complaint referred by State Election Commission or received directly by Collector or District Panchayat Officer from any political party or individual alleging occurrence of deviations or clerical or printing error in the Gram Panchayat electoral rolls, they shall be enquired into and corrections shall be made, wherever necessary duly following the procedures. In case an application is filed for inclusion or deletion, the applicant shall be informed of the action taken on the application through certificate of posting. This item of work

should be attended to on priority basis as elections to Panchayat Raj bodies are likely to be held shortly.

- (g) The District Collectors have to ensure that, after publication of Gram Panchayat electoral rolls, any inclusion, deletion or correction ordered in the Assembly Electoral Rolls by the Electoral Registration Officer of the Assembly Constituency concerned under Section 22 or 23 of RP Act, 1950 upto the date of election notification are obtained by the District Panchayat Officers from the EROs concerned and shall be carried out in the electoral roll of the Gram Panchayat concerned by the District Panchayat Officers. Inclusions, if any, ordered shall be added at the end to the part relating to the last ward and the deletion shall be carried out at the appropriate places.
- (h) The DPOs shall ensure that, updated of electoral rolls are used by the Returning Officer concerned for display on notice board and also for the receipt of nominations from the candidates.
- (i) The Divisional Panchayats Officers, Mandal Parishad Development Officers and Extension Officers, Panchayat Raj & Rural Development shall effectively supervise the preparation of the Gram Panchayat Electoral roll by the Panchayat Secretaries to have error free electoral rolls for smooth conduct of elections.

6. Copies required:- The District Panchayat Officer has to arrange for printing of required number of copies of the electoral rolls of Gram Panchayat for conduct of Gram Panchayat election and Zilla Parishad and Mandal Parishad elections. The DPO may keep in view the above requirement while generating the copies of the finally published electoral rolls of the Gram Panchayats

7. Number of copies to be printed:- As per the standing instructions issued by the State Election Commission, finally published copies of the electoral rolls are to be supplied free of cost to the recognized political parties and also to the registered political parties who are provided with a reserve symbol by obtaining acknowledgements from them. For others, copies

may be given on payment of actual cost of making copies of the rolls. The number of copies to be printed are given below –

Copies meant for Utilization by DPO:

1) For display on the date of issue of election notice for Gram Panchayat election	-	2
2) For election to Gram Panchayats	-	10
3) For safe custody in the office of DPO	-	1
4) For safe custody in the office of DLPO	-	1
5) For safe custody in the office Gram Panchayat	-	1
6) For sale	-	10
7) Reserve	-	5

		30

Copies meant for utilization by CEOs:-

1) For publication of Zilla Parishad and Mandal Parishad electoral rolls under rules 7 & 8.	-	1
2) For display on date of issue of election notice for MPTC/ZPTC election.	-	2
3) Copies to be supplied to political parties	-	45
4) For elections to MPTC and ZPTC	-	10
5) For sale	-	10
8) Reserve	-	2

		70

Therefore, a total number of 100 copies of electoral roll of each Gram Panchayat are to be printed.

8. Budget:- The District Panchayat Officers shall prepare the budget requirement for preparation and publication of electoral rolls and send to the Commissioner of Panchayat Raj & Rural Employment. The Commissioner of Panchayat Raj & Rural Employment is requested to release budget to all the District Panchayat Officers for preparation and publication and printing of electoral rolls of Gram Panchayats.

9. Allocation of adequate time to Panchayat Secretaries:- The Panchayats Secretaries are discharging multifaceted responsibilities. They are entrusted with the responsibility of preparing the electoral rolls of their Gram Panchayats. As the preparation and publication of Gram Panchayat electoral rolls is an important time bound statutory work which forms the basis

for free and fair elections, the District Collectors and District Panchayat Officers are requested to ensure that adequate time is allocated every day to Panchayat Secretaries for preparation and publication of electoral rolls of their Gram Panchayats.

10. Relieving DPOs from other duties:-The District Panchayat Officers have to concentrate on various items of work relating to conduct of election such as preparation and publication of electoral rolls, identification of BC voters, reservations and other election related issues from now onwards till the completion of election process. The District Collectors are therefore, requested not to entrust any other duties to the District Panchayat Officers from now onwards till the completion of the election process. If the District Panchayat Officers are functioning as Special Officers for any programme, the District Collectors shall relieve them forthwith of those additional responsibilities by making alternative arrangements so that they can concentrate on election related work.

All the Collectors and DPOs shall take immediate action to convene a meeting of all Panchayat Secretaries at the district level or divisional level to explain these procedural instructions to enable them to prepare electoral rolls of respective Gram Panchayats. The preparation of Gram Panchayat electoral rolls shall be **completed at the earliest and await the notification of the State Election Commission.** The electoral roll prepared shall be published on the date notified by the State Election Commission in the notification to be issued for publication of electoral rolls.

Yours faithfully,
Sd/- G.M.Ramesh Kumar
Secretary

To

The Commissioner of Panchayat Raj and Rural Employment, A.P., Hyderabad, and Election Authority,

All the District Collectors in the State except Hyderabad,

All the Chief Executive Officers of Zilla Parishads in the State,

All the District Panchayat Officers in the State.

Copy to:

The Principal Secretary to the Govt., PR & RD, Dept., A.P. Secretariat, Hyderabad.