

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G. Road, Hyderabad-500003, A.P.

C I R C U L A R

No. 223/SEC-L/2014

Date: 17.03.2014

Sub: State Election Commission – 4th ordinary elections to MPTCs / ZPTCs – Submission of Form-A and Form-B – Instructions issued in the Handbooks reiterated – Reg.

The State Election Commission issued Election Notification on 10.03.2014 for conduct of ordinary elections to MPTCs and ZPTCs. As per the election programme notified, nominations can be filed from 17.03.2014 to 20.03.2014 (from 10:30 AM to 5:00 PM) and the last date of withdrawal is 24.03.2014 (up to 3:00 PM).

Some political parties requested the Commission to reiterate the instructions issued on submission of Form-A and Form-B in connection with elections to MPTCs / ZPTCs. Therefore, the Commission issues the following instructions in connection with submission of Form-A and Form-B by the political parties.

General instructions:

The following categories of political parties indicated in the Symbol Notification No.223/SEC-L/2014, dtd.13.03.2014 are entitled for submission of Form-A and Form-B.

- i) Recognised National Parties
- ii) Recognised State Parties in the State of Andhra Pradesh
- iii) Recognised State Parties of other States
- iv) Registered Political Parties with a reserved symbol
- v) Registered Political Parties without a reserved symbol

The outer limit for submission for Form-A to the Collector & District Election Authority concerned is 5:00 PM on the last date for making nominations, i.e., 20.03.2014. The outer limit for submission of Form-B to the Returning Officer concerned is 3:00 PM on the last for withdrawal of candidature, i.e., 24.03.2014. Formats of Form-A and Form-B are enclosed.

Procedure for submission of Form-A / Form-B:

A candidate shall be deemed to be set up by any of the above five categories of political parties, if the candidate made a declaration to that effect in the nomination form and produces authorization from the political party concerned as per the following instructions.

1. President or the General Secretary of any registered political party with or without a reserved symbol or State President or State General Secretary of a recognized National Party can send Notice about the candidates set up by the party, either directly to the Returning Officer in **Form-B** or authorize a party functionary in **Form-A** in respect of the district or any other local area and send such form duly signed by him, to the District Election Authority, i.e., the District Collector concerned.

2. The Form-A to be submitted to the Collector & District Election Authority must be handed over to the said authority before 5.00 PM on or before the last date of filing of nominations.
3. The Notice issued in Form-B, either by the Party President or General Secretary as mentioned in Item-1 above or by the party functionary authorized by the party through Form-A, shall be delivered to the Returning Officer concerned before 3.00 PM on the last day of withdrawal of candidature.
4. The District Election Authority, on receipt of notice in Form-A about the names and specimen signatures of the party functionaries authorized to issue Form-B at the District level, shall make xerox copies of Form-A received from political parties and arrange to send them with his/her endorsement (if xerox copies are sent without endorsement, they can be tampered or replaced before they reach the Returning Officer concerned) to all the Returning Officers concerned before 3.00 PM on the last date of withdrawal of candidature.
5. There is no objection, if the Form-A is signed by the party President or General Secretary and the Form-B signed by the authorized party functionary is directly submitted to the Returning Officer, and the Returning Officer, in such case, shall presume that the candidate is duly nominated by the concerned party.
6. In case Form-B signed by the State Level Party President or General Secretary is submitted to the Returning Officer in prescribed time, there is no need for Form-A in such cases.
7. In cases where Form-B is issued parallelly to several candidates for the same territorial constituency, the Form-B which is received first in point of time, will be taken into consideration for allotting symbols of that political party, by the Returning Officer.
8. Political Parties are permitted either to cancel the authorization in Form-B given in favour of one candidate or change such authorization by substituting the name of another candidate, subject to the following conditions namely:-
 - (a) Subsequent authorization cancelling the earlier authorization in Form-B is received by the Returning Officer concerned not later than 3.00 PM on the last date of withdrawal of candidature.
 - (b) Such subsequent authorization in Form-B is signed by the same party functionary who signed the earlier Form-B and clearly shows that it cancels the earlier authorization.
 - (c) The Returning Officer is satisfied about the genuineness of the subsequent authorization; and
 - (d) The candidate in whose favour subsequent authorization has been given has already made a declaration in his nomination paper that he has been set up by the said political party.

9. The substitute candidate (also commonly called dummy candidate) of a political party will set in only in the event of the nomination of the main candidate being rejected on scrutiny or withdrawal of candidature by the main candidate (if the nomination of substitute candidate is otherwise valid and he is still in the field).
10. Where a candidate has made a declaration in his nomination paper that he has been set up by the political party but could not produce authorization in Form-A / Form-B from the political party concerned within the stipulated time, he shall be treated as an independent candidate.
11. Where a candidate has not made a declaration in any of his nomination papers that he has been set up by a particular party, he shall not be deemed to have been set up by that party even if that party gives you intimation to that effect in Forms A / Form B subsequently, and he shall not be allotted the symbol reserved for that party. He shall be treated as an Independent.

Sd/- Navin Mittal
SECRETARY

Encl: Formats of Form-A and Form-B.

Copy to all Collectors and District Election Authorities.

Copy to all Chief Executive Officers of ZPPs.

Copy to all Recognised and Registered Political Parties indicated in the Symbol Notification dated 13.03.2014.

// Attested //



Joint Secretary

FORM 'A'

Communication with regard to Authorised Person to intimate names of Candidates set up by recognised NATIONAL OR STATE Political Party or registered Political Party with or without reserved symbol in respect of **MPTCs/ZPTCs elections**.

To

1. The District Election Authority and District Collector,
_____ **District.**

Sir,

Sub:- 4th Ordinary Elections to MPTCs/ZPTCs - Allotment of symbols -
Authorisation of persons to intimate names of Candidates -- Reg.

I hereby communicate that the following person (s) has / have been authorised by the _____ party, which is a National Party / State Party / Registered political Party with or without reserved symbol to intimate the names of the candidates proposed to be set up by the party at the election cited above.

Name of the person Authorised to send Notice	Name of Office held in the party	District(s) / area(s) / MPTCs/ZPTCs in respect of which he/she has been authorised
1.		
2.		
3.		
4.		

The specimen signature of the above mentioned persons so authorised are given below:-

1. Specimen signature of Sri _____

(i) _____ (ii) _____ (iii) _____

2. Specimen signature of Sri _____

(i) _____ (ii) _____ (iii) _____

3. Specimen signature of Sri _____

(i) _____ (ii) _____ (iii) _____

Place :

Date: _____ **(seal of the party)**

Yours faithfully,

**President / General
Secretary**

Note:

1. This must be delivered to the District Election Authority and District Collector concerned not later than 5.00PM on the last date of the filing of nominations.
2. Form must be signed in ink by the officer bearer (s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc., of any office beater shall be accepted.
3. No form transmitted by fax shall be accepted.

FORM – B

NOTICE AS TO NAMES OF CANDIDATES SET UP BY THE POLITICAL PARTY

To

The Returning Officer,

..... Territorial Constituency,
..... Mandal Praja Parishad / Zilla Praja Parishad

Sub:- Election to the Office of Territorial Constituency,
..... Mandal Praja Parishad / Zilla Praja Parishad - Setting up
a Candidates.

Sir,

In Pursuance of Notification No I hereby give notice on behalf of
..... party.

- (i) that the person whose particulars are furnished in columns (2) and (4) below is the approved candidate of the party above names, and
- (ii) the person whose particulars are mentioned in columns (5) to (7) below is the substitute candidate of the party, who will step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a candidate, at the ensuing election from this territorial constituency.

Name of the Territorial Constituency	Name of Approved Candidate	Father's/ Husband's Name of Approved candidate	Postal Address of Approved candidate	Name of the substitute candidate who will step in the approved candidates nomination being rejected on scrutiny or his withdrawing from the contest	Father's/ Husband's Name of substitute candidate	Postal Address of Substitute candidate
1	2	3	4	5	6	7

- * 1. The notice in Form 'B' given earlier in favour of Shri/Smt. as party's approved candidates and Shri/ Smt. as party's substitute candidate, is hereby rescinded.

2. It is certified that each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Place:

Yours faithfully,

Date:

(Name & Signature of the President/General
Secretary OR authorized Person of the party)

(Seal of the party)

.....
* Score off, if not applicable.

NOTE:

1. This must be delivered to the Returning Officer not later than 3.00 p.m on the last date for withdrawal of candidature.
2. Form must be signed in ink by the office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc., of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.