

# STATE ELECTION COMMISSION

3<sup>rd</sup> Floor, Buddha Bhavan, M.G. Road, Secunderabad-500003, A.P.

## C I R C U L A R

**No. 419/SEC-B1/2014**

**Date: 17.03.2014**

Sub:- Elections – 4<sup>th</sup> ordinary elections to MPTCs and ZPTCs – Filing of nominations – Check list of documents to ensure proper filing of nominations – Reg.

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The 4<sup>th</sup> ordinary elections to MPTCs and ZPTCs were notified on 10.03.2014. The period for receipt of nominations is from 17.03.2014 to 20.03.2014. Every candidate shall along with the nomination papers is required to file some documents. It is generally noticed during local body elections that considerable number of nominations are being rejected due to failure on the part of candidates to file the required documents causing unnecessary litigation by candidates intending to contest elections.

A format of check list in connection with filing of nominations is given in the Annexure-I appended to this Circular. The Returning Officer or Assistant Returning Officer concerned shall check the nomination paper and the documents enclosed to it.

The RO/ARO 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.

This Check list will also facilitate the Returning Officer to conduct the process of scrutiny quickly.

**Sd/- Navin Mittal**  
**SECRETARY**

To  
All the Collectors & District Election Authorities.  
All the Chief Executive Officers of ZPPs.  
All Returning Officers.

// Attested //

  
**Joint Secretary**

**CHECK LIST IN CONNECTION WITH FILING OF NOMINATION**

Name of MPP / ZPP .....  
Name of the MPTC / ZPTC .....  
Date and time of filing nomination paper .....  
Sl. No. of nomination paper .....

Sl.No.	Documents to be enclosed	Whether filed (write Yes or No) (if there is any defect/shortcoming, the same should be specified)
1.	Declaration regarding SC / ST / BC in Part-III of Form-IV (Nomination Form) made before an officer of Government or before any officer of Revenue Department not below the rank of Mandal Revenue Officer or copy of Caste Certificate issued by competent authority	
2.	Declaration on criminal antecedents, assets and liabilities and educational qualifications in the format prescribed by the State Election Commission attested by two witnesses.	
3.	Declaration regarding election expenditure accounts	
4.	Security Deposit	

**NOTE:**

1. Declaration regarding criminal antecedents, assets and liabilities, etc., shall be filed latest by 5:00 P.M. on the last date for filing of nominations. Candidate must be advised not to leave any column blank. If there is no information to be furnished against any item, appropriate remarks such as 'nil', 'not applicable' or 'not known' as may be applicable shall be indicated in such column.
2. Declaration regarding election expenditure accounts and declaration regarding disqualifications shall be filed before 5:00 P.M. on the last date for filing of nominations (as this is not having statutory support, the nomination may not be rejected for failure to submit this declaration as already clarified during Gram Panchayat elections held in July 2013).
3. Security deposit should be made either before filing nomination paper or at the time of filing of nomination paper.

**Sd/- Navin Mittal  
SECRETARY**

// Attested //  
  
**Joint Secretary**