

STATE ELECTION COMMISSION

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Lr No.473/SEC-B1/2011

Dated:11.3.2014.

To

1. All the District Collectors &
District Election Authorities in the State
2. All the Chief Executive Officers of
Zilla Praja Parishads in the State.

Sir,

Sub: Elections – 4th Ordinary elections to Mandal Praja Parishads &
Zilla Praja Parishads, 2014 – List of periodical reports/returns
to be sent to the State Election Commission – Communicated
– Regarding.

Ref:- This Office Notification No.222/SEC-B1/2014, dt:10.3.2014.

A list of **reports and returns** to be furnished to the State Election Commission by the District administration in connection with conduct of elections to MPTCs and ZPTCs in the State are enclosed herewith.

It may kindly be noted that most of the reports are required to be sent by Chief Executive Officers of Zilla Praja Parishads, after collecting the relevant information from all the Mandal Development Officers in the State. But some of the reports are to be sent in the name of District Collector after his/her prior approval.

All the District Collectors are requested to make necessary arrangements for smooth flow of information and to ensure that these reports and returns are furnished to the State Election Commission punctually.

It is also requested that besides sending the reports through Fax, the soft copies of reports shall also be sent through E-Mail to this office

**ELECTIONS TO MPTCS & ZPTCS, 2014
REPORTS & RETURNS TO BE SENT TO THE STATE ELECTION
COMMISSION BY CEOs/ DISTRICT COLLECTORS.**

ALL THE REPORTS TO BE SENT BY FAX AS WELL AS
THROUGH E-MAIL

Report No	Subject	Due on
1	Confirmation of appointment of R.Os. and A.R.Os. (To be sent by C.E.O. of Z.P.)	On or before 13.03.2014
2.	Confirmation of Procurement of polling material (To be sent by C.E.O. of Z.P.)	On or before 20.03.2013
3.	Confirmation of arrangements for printing of ballot papers (To be sent by C.E.O. of Z.P.)	On or before 20.03.2013
4.	List of Telephone Nos. (Office, Residential, Fax and Mobile Nos.) of election related District Officers (Collector, Joint Collector, C.E.O., R.D.Os. and M.P.D.Os.) with STD Codes (To be sent by C.E.O. of Z.P.)	On or before 12.03.2014
5.	Confirmation of Publication of Election Notice in Form-2 (To be sent by C.E.O. of Z.P.)	On the day of issue of election notice by Election Officer
6.	Daily report of nominations in proformas I(a) and I(b) (To be sent by C.E.O. of Z.P.)	Every day from the date fixed for filing nominations
7.	Report on validly nominated candidates in proformas II(a) and II(b) (To be sent by C.E.O. of Z.P.)	At the end of scrutiny of nominations
8.	Report on No. of withdrawals in proformas III(a) and III(b) (To be sent by C.E.O. of Z.P.)	On the last date for withdrawals
9.	Report on list of contesting candidates in proformas IV(a) and IV(b) (To be sent by C.E.O. of Z.P.)	On the last date for withdrawals
10	Report on commencement of printing of Postal ballot paper	On the last date for withdrawals
11	Report on commencement of printing of Regular ballot paper	On the last date for withdrawals
12	Constituency-wise No. of electors (male, female and total) for both MPTCs and ZPTCs. (To be sent by C.E.O. of Z.P.)	On or before 14.03.2014
13.	Confirmation of taking possession of ballot boxes and verification of their conditions. (To be sent by C.E.O. of Z.P.)	On or before 14..03.2014
14.	Declaration of results of un-contested elections in proformas V(a) and V(b) (To be sent by District Collector)	On the last date for withdrawal

15.	Particulars of distribution and counting centers (To be sent by C.E.O. of Z.P.)	On or before 16.03.2014
16.	Confirmation of the appointment and training of polling personnel (To be sent by District Collector)	On or before the last date of withdrawal
17.	Despatch of polling parties and material (To be sent by District Collector)	Day prior to the date of poll
18.	Safe reaching of polling parties and material to the polling stations (To be sent by District Collector)	Evening of the day prior to the date of poll
19.	Commencement of poll (To be sent by the District Collector)	Day of poll
20.	Percentage of poll (To be sent by the District Collector)	Day of poll (every 2 hours)
21.	Safe reaching of polled ballot boxes to reception centers (To be sent by the District Collector)	Day of poll
22.	Report on poll incidents including special reports where poll is adjourned or poll process is vitiated or any other circumstances necessitating repoll etc. (To be sent by the District Collector)	On the night of day of poll
23.	Commencement of counting (To be sent by the District Collector)	On the day of counting
24.	Declaration of results in proformas VI(a) , VI(b), VII(a) and VII(b) (To be sent by the District Collector)	At the end of counting
25.	Daily law and order report (To be sent by the District Collector)	From the date of issue of Election Notification by SEC till the day of declaration of results.
26.	Detailed result sheets in proformas VIII(a) and VIII(b) (To be sent by the District Collector)	Within 24 hours of declaration of results.
27.	Reports on verification of election expenses accounts of candidates by designated authorities during campaign period. (To be sent by the District Collector)	As per the dates separately indicated by SEC.
28.	Final reports on submission and scrutiny of final returns of election expenses. (To be sent by the District Collector)	Within 45 days of declaration of results.