

ELECTION / IMMEDIATE

STATE ELECTION COMMISSION

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

URGENT CIRCULAR

No.1215/SEC-F1/2013-1

Dated:22-07-2013

Sub:- Elections - 4th Ordinary elections to Municipal bodies - Preparation and publication of Ward Wise Photo Electoral Rolls – Notification issued for publication of electoral rolls with reference to 01-01-2013 as qualifying – Procedure instructions– Issued.

Ref:- 1. SEC Notification No.1215/SEC-F1/2013-1, dated. 18-07-2013.
2. SEC Notification No.1215/SEC-F1/2013-2, dated. 18-07-2013.

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The State Election Commission issued notifications for preparation and publication of ward-wise photo electoral rolls for 17 Municipal Corporations and 154 Municipalities / Nagar Panchayats vide references 1st and 2nd cited. The date of publication of electoral rolls is notified as 25-07-2013 for which elections will be held shortly.

Extracts of the Section 12 of the Hyderabad Municipal Corporation Act,1955 and Section 11(2) of A.P. Municipalities Act 1965 which deals with preparation and publication of electoral rolls of Municipal Corporations and Municipalities and Nagar Panchayats respectively are enclosed herewith for ready reference. A copy each of the Andhra Pradesh Municipal Corporations (Preparation and Publication of electoral rolls) Rules, 2001 issued in G.O.Ms.No.515, dated 15-10-2001 and Andhra Pradesh Municipalities and Nagar Panchayats (Preparation and Publication of electoral rolls) Rules, 2001 issued in G.O.Ms.No.516, MA&UD dt.15-10-2001 are also enclosed for ready reference.

As per the provisions of the Acts and Rules referred to above, the latest electoral rolls of the Assembly Constituencies published with reference to 01-01-2013 as qualifying date on 15-01-2013 along with supplements upto date as on 25-07-2013 have to be adopted *intoto* for preparation and publication of ward-wise electoral rolls of the Municipal bodies.

For the purpose of clarity the following guidelines are issued for proper preparation and publication of the ward-wise electoral rolls of the Municipal bodies to be published on 25-07-2013 in pursuance of the notification issued by the Commission vide references cited:-

1. The ward-wise photo electoral rolls shall be published along with notice in form-I appended to the said rules;
2. The ward-wise photo electoral rolls of the concerned ULB shall be in the same format as the Assembly electoral roll. The details of the polling area shall be included in the title page;
3. No details relating to the Caste or community identified for the purpose of reservation as per the orders issued by the Government shall be indicated against the name of any voter in the electoral roll.
4. Copies of the ward-wise photo electoral rolls of the Municipal bodies shall be given free of cost to all recognised political parties and political parties registered with the State Election Commission having a reserved symbol. For others, the copies may be given on payment of actual cost of making copies of rolls.
5. The attention is invited to the proviso to Section 12 (1) of the Hyderabad Municipal Corporation Act, 1955 and Section 11 (1) of the A.P.M. Act., 1965 which stipulates that

“Any amendment, transposition or deletion of any entries in the electoral rolls or any inclusion of names in the electoral roll of the Assembly Constituencies concerned, made by the Electoral Registration Officer under section 22 or section 23, of the Representation of People Act, 1950 upto the **date of election notification** for any election held under the said Acts shall be carried out in the electoral roll of the Municipal Corporation / Municipality / Nagar Panchayat as the case may be and any such names included shall be added to the part relating to the concerned ward.”

6. Commissioners of Municipal Corporations and Municipal Commissioners shall obtain supplementary list of inclusions and deletions ordered by the Electoral Registration Officer in the Assembly electoral roll concerned upto the **date of election notification** and carry them out in the electoral roll of the concerned ward; However, the person authorized by the State Election Commissioner to publish the electoral rolls, shall not resort to suo moto revision of the rolls by way of deletions or additions or modifications.

7. Commissioners of Municipal Corporations and Municipal Commissioners should note that during the re-arrangement of Assembly electoral rolls into municipal ward-wise electoral rolls, if any clerical or printing errors or both occur resulting in deviation of entries in the municipal rolls from the mother rolls (Assembly rolls), they can rectify the errors to bring the municipal rolls in conformity with entries in Assembly rolls under provisions of rules relating to Preparation and Publication of electoral rolls of Municipal Bodies.
8. Commissioners of Municipal Corporations / Municipal Commissioners are informed that inclusions or deletions in the Assembly Electoral Rolls is a continuous process as per the provisions of the Representation of People's Act, 1950. All the inclusions, deletions and corrections ordered in the Assembly Electoral Rolls for which the qualifying date is 01-01-2013 upto the date of notification of election shall be carried out in the municipal electoral rolls. They are also informed that the Municipal electoral rolls are published ward wise under the superintendence, direction and control of the State Election Commissioner to facilitate a voter to know as to which ward he/she belongs to.
9. As per Rule 5 of the Rules issued for Preparation and Publication of photo electoral rolls issued for Municipal bodies, the ward-wise electoral rolls have to be published along with notice in **Form-I** for inspection by the general public as detailed below:-
 - (a) on the notice board of the Ward office concerned.
 - (b) on the notice board of the office of the person authorized under Rule 3.
 - (c) on the notice board of the office of the concerned Tahsildar.
 - (d) on the notice board of the concerned Revenue Divisional Officer;
 - (e) supply free of cost one copy of each separate list of the roll to every political party for which a symbol has been exclusively reserved by the Election Commission;

In this context, they are informed that in the previous elections held to local bodies, several political parties complained to the Commission that the ward-wise electoral rolls were not supplied to them in spite of specific requests made by them.

Commissioners of Municipal Corporations / Municipal Commissioners of Municipalities and Nagar Panchayats are requested to give wide publicity through the Public Relation officers and in print and electronic media on publication of electoral rolls as stipulated in the Rules issued for Preparation and Publication of Electoral Rolls by the Government and take proper care to ensure that no scope is given for complaints and occurrence of errors in the ward-wise electoral rolls prepared from the Assembly electoral rolls.

**Sd/-Navin Mittal
SECRETARY**

Encl:a/a

To

1. Commissioners of all Municipal Corporations in the State except GHMC & Guntur.
2. Municipal Commissioners of 154 Municipalities / Nagar Panchayats.

Copy to :-

1. All Regional Directors of Municipal Administration.
2. The all Collectors and District Election Authorities, except Hyderabad district for information and necessary action.
3. The Election Authority & Commissioner & Director of Municipal Administration for information and necessary action
4. The Prl. Secretary to Government, MA & UD Department, Government of Andhra Pradesh, Secretariat, Hyderabad for information and necessary action.

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ASSISTANT SECRETARY

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22/7/13

