

STATE ELECTION COMMISSION

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No.214/SEC-F1/2014

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CIRCULAR

Sub:- SEC - 4th Ordinary Elections to Urban Local Bodies – Certain instructions on submission of Form A & B – Reg.

The State Election Commission issued notifications on 03-03-2014 for conduct of elections to (146) Municipalities / Nagar Panchayats and (10) Municipal Corporations. As per the schedule, nominations are received from 10-03-2014 to 13-03-2014 for Municipal Corporations and for Municipalities / Nagar Panchayats from 10-03-2013 to 14-03-2014. Elections to ULBs are held on party basis.

Candidate set up by the **recognized National Party, recognized State Party in the State of Andhra Pradesh, recognized State parties in other State registered in the APSEC, registered political parties with reserved symbol and registered political parties without reserved symbol** (indicated in the symbol notification No.105/SEC-L/2014, dt.04-03-2014) have to produce Form-A / Form-B in order to get the benefits of allotment of symbols as prescribed in symbol order as amended by time to time. (Copy enclosed)

Form-A / Form-B shall be submitted before the dead lines indicated below:

- 1) **Outer limit for submission of Form-A is 5.00 PM on last day of filing of nomination.**
- 2) **Outer limit for submission of Form-B is 3.00 PM on the last day of withdrawal of candidature.**

Submission of Form A / Form B by candidates set up by recognised and registered political parties: A candidate shall be deemed to be set up by a recognised party or registered party, 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 or State President or State General Secretary of a recognised National Party can send Notice about the candidates set up by the party, either directly to the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations in Form-B or authorise a party functionary in Form-A and send such form duly signed by him, to the Collector & District Election Authority in case of Municipalities and in case of Municipal Corporation, Commissioner, Municipal Corporation concerned.*

2. The Form-A to be submitted to the District Election Authority in case of Municipalities and Commissioner in case of Municipal Corporation must be handed over to the said authority before 5.00 P.M. 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 authorised by the party through Form-A, shall be delivered to the Election Officer in case of Municipalities/Nagar Panchayats and Returning Officer in case of Municipal Corporations concerned before 3.00 P.M. on the last day of withdrawal of candidature.
4. **The District Election Authority in case of Municipalities and Commissioner in case of Municipal Corporation on receipt of notice in Form-A about the names and specimen signatures of the party functionaries authorised to issue Form-B at the District level, shall make xerox copies of these forms and arrange to send them to the Election Officer concerned in case of Municipalities and Returning Officer in case of Municipal Corporation before 3.00 P.M. on the last date of withdrawal of candidature.**
5. There is no objection, if the Form-A signed by the party President or General Secretary and the Form-B signed by the authorised party functionary is directly submitted to the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporation and the Election Officer / 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 Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations in prescribed time, there is no need for Form-A in such cases.
7. In cases where Form-B is issued paralelly to several candidates for the same Ward 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 Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations.
8. Political parties are permitted either to cancel the authorisation in Form B given in favour of one candidate or change such authorisation by substituting the name of another candidate, subject to the following conditions, namely –
 - (a) Subsequent authorisation cancelling the earlier authorisation in Form B is received by the Election Officer / Returning Officer concerned not later than 3.00 PM on the last date of withdrawal of candidature.
 - (b) Such subsequent authorisation in Form B is signed by the same party functionary who signed the earlier Form B and clearly shows that it cancels the earlier authorisation.
 - (c) The Election Officer / Returning Officer is satisfied about the genuineness of the subsequent authorisation; and
 - (d) the candidate in whose favour subsequent authorisation has been given has already made a declaration in his nomination paper that he has been set up by the said political party.

- (e) Where an earlier authorization issued in Form B by a political party to a candidate for a particular ward is to be cancelled completely, a communication may be sent by the person who signed the earlier authorization in Form B in respect of the candidate on the party letter-head with seal to the Election Officer/Returning Officer concerned specifically mentioning that earlier authorization is cancelled and no candidate is set up by the party for the seat. Such a communication can be accepted by the Election Officer / Returning Officer if other conditions mentioned above for such cancellation are fulfilled.
- (f) Where a political party wants to change the earlier authorization to substitute the name of the candidate for a particular ward, it shall send a communication in Form B indicating the name of the new candidate specifically mentioning therein that **this Form B is in cancellation of the earlier Form B issued by the party for that particular ward.** Such change given in Form B shall be accepted by the Election Officer / Returning Officer if other conditions for such change / substitution as mentioned above are fulfilled.
9. The substitute candidate of a political party will come into picture 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 a political party but could not produce authorisation in A and B Forms 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/her nomination papers that he/she has been set up by a particular political party, he/she shall not be deemed to have been set up by that party even if that party gives intimation to that effect in Forms A and B subsequently and he/she shall not be allotted the symbol reserved for that party. He/she will be treated as an independent candidate only.

**Sd/-NAVIN MITTAL
SECRETARY**

To

All the Collectors and District Election Authorities.

All the Commissioners of Municipalities and Municipal Corporations.

Copy to all the Regional Directors of Municipal Administration.

All the Recognized National Parties, recognized State Parties, recognized parties in other States registered with SEC, registered political parties with a reserved symbol and registered political parties without reserved symbol.

// ATTESTED //


ASSISTANT SECRETARY 9/3/14

A2
9/3/14

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 **Municipal Corporations**.

To

1. **The Commissioner**
..... **Municipal Corporation.**

2. **The Returning Officer,**
_____ **Ward**
_____ **Municipal Corporation.**

Sir,

Sub:- 4th Ordinary Elections to Municipal Bodies - _____
_____ **Municipal Corporation** – 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) / wards in Municipal Corporation 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 Commissioner and Returning Officer of Municipal Corporation 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 bearer shall be accepted.
3. No form transmitted by fax shall be accepted.

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 **Municipality / Nagar Panchayat**.

To

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

2. **The Election Officer,**
_____ **Ward**
_____ **Municipality / Nagar Panchayat.**

Sir,

Sub:- 4th Ordinary Elections to Municipal Bodies - _____
_____ **Municipality / Nagar Panchayat**- 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) / wards in Municipality / Nagar Panchayat 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 Collector and Election Officer of Municipality / Nagar Panchayat 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 bearer shall be accepted.
3. No form transmitted by fax shall be accepted.

FORM 'B'

The Returning Officer,

_____ **Ward**

_____ **Municipal Corporation.**

Sub:- 4th Ordinary Elections to Municipal Bodies - Elections to _____ **Ward Member of**
_____ **Municipal Corporation** – setting up of Candidate(s).

Sir,

I hereby give notice on behalf of _____ Party:-

- (i) That the persons whose particulars are furnished in S.No. 3 to 5 below is approved candidate of the party above named, and
- (ii) The person whose particulars are mentioned in S.No. 6 to 8 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 contesting candidate, at the ensuing elections.

1. Name of the Municipal Corporation _____
2. Name and Number of the Ward / office _____
3. Name of the Approval candidate _____
4. Father's / husband's name of approved candidate _____

5. Postal address of the Approved Candidate _____

6. Name of the Substitute candidate _____
7. Father's / husband's name of substitute candidate _____

8. Postal Address of Substitute Candidate _____

*2) The notice in Form B given earlier in favour of Sri. /Smt. _____
_____ as party's approved candidate / Sri. /Smt. _____
_____ as party's substitute candidate is hereby rescinded.

Yours faithfully,

**(Name and Signature of the authorized person of the party)
(Seal of the party)**

Place :
Date :

Note :

- This must be delivered to the Returning Officer/Election Officer not later than 3 PM on the last date for withdrawal of candidature.
- 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.
- No form transmitted by fax shall be accepted.
- Para 2 of the Form must be scored off, if not applicable, or must be properly filled, if applicable.

FORM 'B'

The Election Officer,

_____ **Ward**

_____ **Municipality / Nagar Panchayat.**

Sub:- 4th Ordinary Elections to Municipal Bodies - Elections to _____ **Ward Member of**
_____ **Municipality / Nagar Panchayat** – setting up of
Candidate(s).

Sir,

I hereby give notice on behalf of _____ Party:-

- (iii) That the persons whose particulars are furnished in S.No. 3 to 5 below is approved candidate of the party above named, and
- (iv) The person whose particulars are mentioned in S.No. 6 to 8 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 contesting candidate, at the ensuing elections.

1. Name of the Municipality / Nagar Panchayat _____
2. Name and Number of the Ward / office _____
3. Name of the Approval candidate _____
4. Father's / husband's name of approved candidate _____

5. Postal address of the Approved Candidate _____

6. Name of the Substitute candidate _____
7. Father's / husband's name of substitute candidate _____

8. Postal Address of Substitute Candidate _____

*2) The notice in Form B given earlier in favour of Sri. /Smt. _____
_____ as party's approved candidate / Sri. /Smt. _____
_____ as party's substitute candidate is hereby rescinded.

Yours faithfully,

(Name and Signature of the authorized person of the party)
(Seal of the party)

Place :
Date :

Note :

- This must be delivered to the Election Officer not later than 3 PM on the last date for withdrawal of candidature.
- 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.
- No form transmitted by fax shall be accepted.
- Para 2 of the Form must be scored off, if not applicable, or must be properly filled, if applicable.