

STATE ELECTION COMMISSION
3rd Floor, Buddha Bhavan, M.G. Road, Secunderabad – 500 003, A.P.

CIRCULAR

No.220/SEC-F1/2014

Dated:08-03-2014

Sub:- SEC - ELECTIONS-4th ordinary elections to Urban Local Bodies – List of periodical returns and reports to be rendered to State Election Commission-Communicated – Regarding.

- Ref:- 1) SEC Notification No.85/SEC-F1/2014-1 to 4, dt.03-03-2014.
2) SEC Notification No.86/SEC-F2/2014 dated.03-03-2014.

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You are aware that the State Election Commission has issued notifications for conduct of ordinary elections to Urban Local Bodies. As per the notification the Poll day is scheduled on 30-03-2014 and Counting day is on 02-04-2014. In this connection various reports and returns to be furnished to the Commission during the process of conduct of elections are prepared and appended to this letter. These reports and returns have to be furnished by the Commissioner of Municipal Corporations, Municipalities / Nagar Panchayats, Returning Officers to the EA&C&DMA as well State Election Commission. The Election Authority & Commissioner & Director of Municipal Administration, in turn shall furnish the consolidated information to the State Election Commission.

I, therefore, request you to arrange to instruct all the Returning Officers / Election Officers, Commissioner of all Corporations, Municipalities & Nagar Panchayats to furnish the reports and returns, in the appended statement and the time schedule to the Commission and also to your office and also to make adequate arrangements to receive the information from the Urban Local Bodies in your office and to consolidate the same and to furnish to the Commission in the Proformae prescribed by the Commission without giving any scope for omissions & commissions.

Contd.,

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The reports shall be rendered to any one of the fax numbers 27543580/27544428 / 27536033 / 27543122 / 27543123 of the State Election Commission and the information may also be sent to the State Election Commission through Email address “secy.apsec@gmail.com” in addition to sending a conformation copy through a messenger.

**Sd/-NAVIN MITTAL
SECRETARY**

Encl: a/a

To
The Election Authority & Commissioner & Director of Municipal Administration, AP,
Hyderabad.
All the Collectors & District Election Authorities (except Hyderabad).
All the Commissioners of Municipal Corporations and Municipalities.
The Regional Directors-Cum-Appellate Commissioners and Additional Election
Authorities for Municipalities and Nagar Panchayats.
All the Revenue Divisional Officers & Deputy Election Authorities.

Copy to the Principal Secretary to Government, MA&UD Department, AP.,
Secretariat, Hyderabad.

// ATTESTED //


ASSISTANT SECRETARY


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8/3/14

ELECTIONS TO URBAN LOCAL BODIES, 2014
REPORTS AND RETURNS TO BE SENT TO THE STATE ELECTION COMMISSION
ALL THE REPORTS TO BE SENT BY FAX AS WELL AS THROUGH E-MAIL

1	Report on confirmation on publication of Election Notice by Returning Officers	On 10-03-2014
2	Report on publication of polling stations along with voting strength as on 03-03-2014	To be submitted on or before 10-03-2014
3	Daily report on receipt of nominations in Proforma I	Before 4.00 PM on all the days appointed for receipt of nominations as per Notification issued by SEC
4	Report on validly nominated candidates in Proforma II	After scrutiny of nominations on the day of appointed for scrutiny of nominations (15-03-2014)
5	Daily report on withdrawal of candidature in Proforma III	Before 4.00 PM on all the days appointed for withdrawals (From 16-03-2014 to 18-03-2014)
6	Report on list of final contesting candidates along with their profiles in Proforma IV	After 3 PM on the last day of withdrawals (18-03-2014)
7	Report on list of final contesting candidates political party-wise in Proforma IV-A	-do-
8	Report on Unanimously elected candidates in Proforma V	After 3 PM on the last day of withdrawals (18-03-2014)
9	Commencement of printing of ballot papers to be inserted in EVMs and tendered ballot papers.	On the next day of publication of lists of contesting candidates (19-03-2014)
10	Report on dispatch of postal ballot papers to service voters, voters under preventive detention, employees drafted for poll duty.	Within 48 hours from the date of publication list of contesting candidates
11	Report on confirmation of appointment and training of polling personnel	After last day of withdrawals 18-03-2014
12	Particulars of distribution and reception centres	-do-
13	Report on completion of insertion of ballot papers in EVMs and sorting bundles consisting of (20 nos.) tendered ballot papers	Within a week after publication of list of contesting candidates
14	Report on safe reaching of the polling party in Proforma VI	Day prior to the date of poll before 4 PM
15	Report on conduct of mock poll and commencement of poll in Proforma VII	Before 7.30 AM on poll day
16	Report on percentages of poll in Proforma VIII	For every 2 hours from 7.00 AM onwards till 5.00 PM on the day of poll
17	Report on poll incidents including the special report where poll is adjourned or poll process is vitiated or any circumstances necessitating repoll etc.	On the night before 7.00 PM of the day of poll
18	Report on commencement of counting of votes	Before 8.30 AM on day of counting
19	Report on votes secured by each contesting candidate in Proforma IX	Immediately after declaration of results
20	Reports on declaration of results i.e., party wise break up of elected ward members in Proforma X	Immediately after declaration of results
21	Report on service of notice of special meeting for indirect election of Mayor & Dy. Mayor to the newly elected members including Ex-officio members.	As per schedule given by SEC
22	Report on completion of indirect elections and declaration of results in Proforma XI	As per schedule given by SEC

// ATTESTED //

Sd/-NAVIN MITTAL
SECRETARY


ASSISTANT SECRETARY

As
8/3/14

**ORDINARY ELECTIONS TO URBAN LOCAL BODIES, 2014
PROFORMA - VI**

Report on reaching the polling personnel to the Polling Stations with all election material before 2.00 PM one day before the poll. This report to reach the SEC before 4.00 PM one day before the poll day.

All polling parties reached safely to the respective polling stations with men and material

**ORDINARY ELECTIONS TO URBAN LOCAL BODIES, 2014
PROFORMA - VII**

Report on conduct of Mock poll and
start of poll at 7.00 am on the poll day (30-03-2014) at all polling stations
to be submitted to SEC before 7.30 am on poll day.

Mock poll has been conducted before the polling agents in all the polling stations
as per instructions issued in Circular No.528/SEC-F1/2011, dt.01-07-2011
and the poll has been started by 7.00 AM sharp in all the polling stations

ORDINARY ELECTIONS TO URBAN LOCAL BODIES, 2014

PROFORMA-VIII

STATEMENT SHOWING THE POLL PERCENTAGE AT _____.

Sl.No.	Name of the District	Name of the Urban Local Body	Total No. of Voters	No. of Votes polled	Percentage of Votes Polled
1	2		3	4	5
1					
2					
3					
4					
5					

ORDINARY ELECTIONS TO URBAN LOCAL BODIES, 2014

PROFORMA - X

REPORT ON DECLARATION OF RESULTS i.e., PARTY WISE BREAK-UP OF WARD MEMBERS

Sl. No.	District Code	Name of the District	ULB Code	Name of the Urban Local Body	Total No. of Wards	BSP	BJP	CPI	CPM	INC	YSR CP	TDP	TRS	LOK SATTIA	Other Registered Parties	Independents
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

