

**ELECTIONS IMMEDIATE**

**STATE ELECTION COMMISSION**

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To  
The Election Authority & Commissioner and  
Director Municipal Administration,  
Hyderabad.

Sir

Sub:- Elections – 4<sup>th</sup> Ordinary elections to Urban Local Bodies, 2013 –  
Printing of Statutory forms, procurement of covers and seals for EVMs  
used in conduct of Elections to Municipalities & Municipal  
Corporations – Reg.

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You are aware that, as per the commitment made by the Government before a  
Division Bench of the Hon'ble High Court, elections to Municipal bodies are to be  
held within four months after Census-2011 figures are finalized. As the Census-2011  
figures were released on 03-05-2013, the elections to Urban Local Bodies shall be  
conducted within four months from 03-05-2013.

The forms and covers as prescribed in the AP Municipalities (Conduct of  
Election of Members) Rules, 2005 and AP Municipal Corporation (Conduct of  
Election of Members) Rules, 2005 have to be got printed by the Election Authority  
and Commissioner and Director of Municipal Administration in the Government Press  
and have to be supplied to all the Municipal Commissioners of Municipalities and  
Commissioners of Municipal Corporations in the state.

**ANNEXURE – I**

**FORMS PRESCRIBED FOR CONDUCT OF ELECTIONS TO  
MUNICIPALITIES & NAGAR PANCHAYATS**

<b>Sl. No</b>	<b>Form No.</b>	<b>Details</b>	<b>Scale of Supply</b>
1	Form I	Nomination Paper to be filled by Candidates	25 per each ward
2	Form I A	Declarations as to Choice of Symbols	25 per each ward
3	Form II	Declarations in case of SC/ST/BC candidates	5 per each ward
4	Form III	List of Nominations received	5 per each ward
5	Form IV	List of Validly Nominated Candidates	5 per each ward
6	Form V	Notice of Withdrawal of Candidatures by the Candidate	10 per each ward
7	Form VI	Notice of withdrawal of candidatures published by the Election Officer	3 per each ward
8	Form VII	List of Contesting Candidates	5 per each ward
9	Form VIII	Appointment of Election Agent	15 per each ward
10	Form IX	Appointment of Polling Agent	20 per each polling station
11	Form X	Appointment of Counting Agent	One per each counting table
12	Forms XI, XII & XIII	Instructions covers & letter Forms for postal ballots	250 - Selection Grade 150 - special & 1 Grade, 100-II Grade 75- III Grade
13	Form XIV	Declaration by Companion of Blind and Infirm Voters	10 per each Polling Station
14	Form XV	List of Blind and Infirm Voters	5 per each Polling Station
15	Form XVI	Tendered Votes List	5 per each Polling Station
16	Form XVII	List of Challenged Votes	5 per each Polling Station
17	Form XVIII	Form of authorisation to vote outside polling area	150 per Municipality or depending on the requisitions received from the poll duty staff and officers
18	Form XIX	Ballot Paper Account	15 per each Polling Station
19	Form XX	Form of Return of the Results of election	3 per each counting table

**ANNEXURE-II**

**FORMS PRESCRIBED FOR CONDUCT OF ELECTIONS TO MUNICIPAL CORPORATIONS**

	<b>Form Nos.</b>	<b>Details</b>	<b>Scale of supply</b>
1	Form 7 as in schedule A of the Act	Public notice for election	10 per each ward
2	Form 8 as in schedule A of the Act	Nomination paper to be filled by the candidate	25 per each ward
3	Form 9 as in schedule A of the Act	Form of Notice of Withdrawal by Candidate	10 per each ward
4	Form I	Declaration as to Choice of Symbols	20 per each ward
5	Form II	Declaration in case of ST/SC/BC candidate	10 per each ward
6	Form III	Declaration to abide by the code of conduct	25 per each ward
7	Form IV	Receipt of Nomination Paper (Declaration by RO/ARO)	25 per each ward
8	Form V	Receipt for Nomination Paper and Notice of Scrutiny	25 per each ward
9	Form VI	Notice of Nomination	10 per each ward
10	Form VII	Certificate of Scrutiny	10 per each ward
11	Form VIII	List of Validly Nominated Candidates	5 per each ward
12	Form IX	Receipt for Notice of Withdrawal	5 for each seat
13	Form X	Notice of Withdrawal of Candidatures	5 for each seat
14	Form XI	List of Contesting Candidates	5 per each ward
15	Form XII	Appointment of Election Agent	10 per each ward
16	Form XIII	Revocation of Appointment of an Election Agent	5 per each ward
17	Form XIV	Appointment of Polling Agent	20 per each Polling Station
18	Form XV	Appointment of Counting Agent	10 for each counting table
19	Form XVI	Revocation of Appointment of Polling Agent	5 per each Polling Station
20	Form XVII	Revocation of Appointment of Counting Agent	5 for each counting table

38	Form XXXV	List of Tendered Votes	3 per polling station
39	Form XXXVI	Account of Votes Recorded	20 per each Polling
40		Affidavit to be furnished by the contesting candidate along with nomination form regarding Criminal Antecedents, Assets & Liabilities and Qualifications	25 for each ward
41		Form of Declaration to be filed by the contesting candidate along with nomination form on Disqualification according to GHMC Act, 1955	25 for each ward
42		Declaration to be filed by the contesting candidate along with nomination form on maintenance, of Election Expenditure Returns.	25 for each seat

### ANNEXURE III

#### COVERS OF THE FOLLOWING DESCRIPTION ARE REQUIRED FOR EACH POLLING STATION FOR CONDUCT OF ELECTIONS TO MUNICIPALITIES / NAGARPANCHAYATS & MUNICIPAL CORPORATIONS

Sl.No.	Cover Name	Requirement per PS
1.	Cover for marked copy of Electoral Rolls	big size 3
2.	Cover for other copies of Electoral Rolls	big size 3
3.	Cover for Tendered Ballot Paper	small size 3
4.	Cover for tendered votes list	small size 3
5.	Cover for Unused Ballot Papers with Counterfoils	medium size 3
6.	Cover for Spoilt Ballot Papers	medium size 3
7.	Cover for list of Challenged Votes and Declaration of Personation	medium size 3
8.	Envelopes for Tendered Votes	10
9.	Cover for Miscellaneous Papers	3
10.	Cover for Declarations by Presiding Officer	medium size 3
11.	Cover for Postal Ballot paper	medium size 3
12.	Cover for Counterfoils of Used Ballot Papers including Counter - Foils of Tendered Ballot Papers	medium size 3
13.	Cover for Cancelled Ballot Papers for Violating Voting Procedure	medium size 3
14.	Cover for the Diary of the Presiding Officer	medium size 3
15.	Cover for Accounts of Votes Recorded	medium size 3
16.	Cover for Polling Agent Appointment Letters	medium size 3
17.	Cover for Election Duty Certificate	medium size 2
18.	Plain Envelopes	small/medium/big 5
19.	Cover for Register of Voters Containing Signature of Voters	big size 3
20.	Cover for List of Blind/Infirm Voters	small size 3
21.	Cover for Declaration given by Companion of Blind/Infirm Voters	small size 2
22.	For any Other Paper that the P.O. has decided to keep in the Sealed Cover	medium size 3
23.	Cover for Unused and Damaged Special Tag	Small size 3
24.	Cover for Unused and Damaged Strip Seal	Small size 3

**ANNEXURE - IV(i)**  
**LIST OF POLLING MATERIAL**  
**(For Municipalities)**

List of Polling Material for a Polling Station where Electronic Voting Machine is used

<b>Sl. No</b>	<b>Item Description</b>	<b>Scale of Supply</b>
1	Extract of Section 343 F of the Andhra Pradesh Municipalities Act, 1965	2 for each Polling Station
2	Presiding Officer, Diary	3 per polling station
3	Declaration by the Presiding Officer before the commencement of Poll and at the end of Poll (Part-I to IV) for Municipalities	2 per polling station
4	Receipt Book for Deposit of Challenged Votes fee	One book containing 10 receipts
5	Complaint form to the SHO police on impersonation	5 per each Polling Station
6	Declaration of elector about his age	3 per each polling station
7	Declaration by Presiding Officer about Elector's age	2 per polling station
8	Declaration by the companion of blind or infirm elector	10 per each polling station
9	Voters Slip	1300 per Polling station
10	Mock Poll Certificate	2 per Polling station
11	Vehicle Permit Slip	2 per Polling station

**ANNEXURE – IV(ii)**

**LIST OF POLLING MATERIAL  
(For Municipal Corporations)**

List of Polling Material for a Polling Station where Electronic Voting Machine is used

<b>Sl. No</b>	<b>Item Description</b>	<b>Scale of Supply</b>
1	Extracts of Section 602 of GHMC Act, 1955	25 per each ward
2	Presiding Officer, Diary	3 per polling station
3	Declaration by the Presiding Officer before the commencement of Poll and at the end of Poll (Part-I to IV) for Municipal Corporations	2 per polling station
4	Receipt Book for Deposit of Challenged Votes fee	One book containing 10 receipts
5	Complaint form to the SHO police on impersonation	5 per each Polling Station
6	Declaration of elector about his age	3 per each polling station
7	Declaration by Presiding Officer about Elector's age	2 per polling station
8	Declaration by the companion of blind or infirm elector	10 per each polling station
9	Voters Slip	1300 per Polling station
10	Mock Poll Certificate	2 per Polling station
11	Vehicle Permit Slip	2 per Polling station

**ANNEXURE - V**  
**STATIONERY**

Sl.No.	Details	Scale of supply per polling station
1.	Rubber Stamp Arrow Cross Mark	2
2.	Stamp Pad (Purple)	2
3.	Metal Seal for Presiding Officer	1
4.	Match Box	1
5.	Distinguishing Mark Rubber Stamp	2
6.	Ordinary pencil	4
7.	Ball pen	3 Blue + 1 Red
8.	Blank Paper	8 sheets
9.	Pins	25 pieces
10.	Sealing Wax	6 sticks
11.	Material for Voting Compartment	1+1 =2
12.	Gum paste	1 bottle
13.	Blade	2
14.	Candles	2 sticks
15.	Thin Twine Thread	2 mts.
16.	Metal rule	4
17.	Carbon Paper	4
18.	Cloth or Rag for removing oil etc.	4
19.	Packing paper	2 sheets
20.	Indelible Ink	@ 1 Phial of 10cc per polling station with 10% reserve for each municipal body
21.	Cup / Empty tin/Plastic Box for holding indelible ink	1 bottle
22.	Drawing pins	24 pieces
23.	Check list	4
24.	Rubber Bands	20 pieces
25.	Cello Tape	4
26.	Record of paper seal used	4



**ANNEXURE VI**

**SCALE OF SUPPLY OF PAPER SEALS FOR EVMS PER POLLING STATION**

	<b>Statutory</b>	<b>Scale of Supply</b>
1.	Address Tag for Control Unit	6
2.	Address Tag for Balloting Unit	6
3.	Special Tag	4
4.	Outer White Strip Seal / ABCD Strip Seal	4
5.	Inner Green Paper Seals	4
6.	Control Unit Seal	2
7.	Balloting Unit Seal	2