

A.P. STATE ELECTION COMMISSION

CASUAL ELECTIONS TO (37) WARD VACANCIES IN MUNICIPAL BODIES

IMPORTANT POINTS TO BE NOTED BY ROs / EOs

1. Nominations to be received between 11 AM and 3 PM from 20.03.2017 to 23.03.2017. A daily report shall be sent on the number of nominations filed everyday from 20.03.2017 to 23.03.2017.
2. Rates of the Security Deposit to be paid by candidates at the time of filing nominations are indicated below.

Office	Deposit to be remitted by candidates other than SC/ST/BC candidates	Deposit to be remitted by SC/ST/BC candidates
Member, Municipality / Nagar Panchayat	Rs.2,500/-	Rs.1,250/-
Member, Municipal Corporation	Rs.5,000/-	Rs.2,500/-

3. Every candidate for the office of Member, Municipality / Nagar Panchayat shall, along with the nomination paper, also file a 'Declaration' with regard to his criminal antecedents, assets and liabilities and educational qualifications as required by the State Election Commission and in the prescribed format attested by two witnesses [Sub-rule (9) of Rule 8 of Election Rules]. The Commission already prescribed the format for the declaration. Declaration can be given on a paper and there is no need for a stamp paper.
4. Every candidate for the office of Member, Municipal Corporation shall, along with the nomination paper, also file a 'Affidavit' with regard to his criminal antecedents, assets and liabilities and educational qualifications as required by the State Election Commission and in the prescribed format sworn before a Notary Public or a Magistrate of First Class [Sub-rule (2) of Rule 4 of Election Rules]. The Commission already prescribed the format for the declaration. The affidavit can be given on the stamp paper of the value of Rs.20/- or above.
5. Not more than four nominations can be presented by or on behalf of any candidate or accepted by the RO / EO for election in the same Ward under Rule 8(1) of A.P. Municipalities (Conduct of Election of Members) Rule, 2005 and Rule 4(1)(b) of A.P. Municipal Corporations (Conduct of Election of Members, Election Expenses & Election Petitions) Rules, 2005.
6. Please go through the Circular instructions issued by the Commission in Ref.No. 1842/SEC-F1/2013, dated 08.08.2013 (Municipal Corporations) and Ref.No. 1843/SEC-F2/2013, dated 08.08.2013 (Municipalities/Nagar Panchayats) containing Checklist of documents to be filed by candidates and inform the candidates in case of any deficiency as indicated in the circular. These circulars are available in Compendium of Instructions placed on the Commission's website.
7. Scrutiny of nominations shall be taken up at 11 AM on 24.03.2017.

8. Frequently Asked Questions (FAQs) for Returning Officers / Elections Officers are available in APSEC Website (www.apsec.gov.in). They contain relevant information useful at the time of conducting scrutiny. They are for guidance only and the Election Law contained in the relevant Municipal Acts and Rules prevails in case of any ambiguity.
9. The RO/EO concerned shall conduct the Scrutiny of nominations. The RO/EO is conducting a quasi-judicial function at the time of scrutiny. The RO/EO has to take independent decisions considering the material evidence placed before them in deciding whether a candidate is eligible or ineligible as per Election Law. He should possess thorough knowledge of relevant provisions of Election Law including those related to qualifications and disqualifications.
10. After completion of Scrutiny of nominations, a list of validly nominated candidates shall be prepared and published as per election rules. Even though more than one nomination is filed by a candidate and all such nominations are accepted in the scrutiny by the RO/EO, there shall be only one entry in the list of validly nominated candidates for such person irrespective of number of validly nominations filed by such person. If a candidate files two valid nominations – one as independent and other as a candidate set up by CPI Party, in the list of validly nominated candidates, there shall be only one entry and both IND / CPI to be indicated against his name instead of two separate entries with his name – one for IND and the other for CPI. This is to be noted.
11. The last date for withdrawal of candidature is upto 3 PM on 27.03.2017. A validly nominated candidate may withdraw his candidature by submitting notice of withdrawal in prescribed form. Once a notice of withdrawal is submitted by a candidate, his candidature is treated as withdrawn and he will not be allowed to contest.
12. The list of contesting candidates shall be prepared any time after 3 PM on 27.03.2017. In the list of contesting candidates, the names of the contesting candidates shall be arranged in alphabetical order in Telugu in each of the following categories in serial order.
 - a. Candidates of Recognised Political Parties (includes Recognised National Parties, Recognised State Parties in the State of Andhra Pradesh and Recognised State Parties in other States).
 - b. Candidates of Registered Political Parties (includes Registered Political Parties with reserved symbol and without reserved symbol. At present there are no Registered Political Parties with a reserved symbol and all Registered Political Parties are without reserved symbols).
 - c. Independent Candidates.
13. It is to be noted that in each of the above three categories (a, b and c), the names of the candidates shall be arranged in alphabetical order in Telugu.
14. The relevant rule [Rule 14(2)] in respect of Municipalities/Nagar Panchayats stipulates that the names of the candidates shall be arranged with reference to surname of the candidates in alphabetical order in Telugu. Where there is no surname, the proper name shall be taken into consideration and where only the initials precede the proper name, the initials have to be ignored while arranging the names in the list of contesting candidates.

15. The relevant rule [Rule 9(2)] in respect of Municipal Corporations stipulates that the list of contesting candidates shall be prepared in such language as the State Election Commission may direct (Telugu) and addresses of the contesting candidates as given in the nomination paper. The alphabetical shall be determined with reference to the surnames of the candidates having surnames and the names proper of other candidates duly following the provisions of sub-section (2) and (3) of Section 41 of Municipal Corporations Act, 1955 (GHMC Act, 1955 as adopted to the State of Andhra Pradesh).
16. If a poll is found to be necessary (if the number of candidates remaining in the fray is more than one after the expiry of time and date for withdrawal of candidature), the RO/EO shall specify symbol assigned to each candidate.
17. Procedure for allotment of symbols to candidates set up by Recognised Political Parties and Registered Political Parties with reserved symbols and without reserved symbols and also to Independents is given in Para 6, 7 and 8 of Part-II of Registration of Political Parties and Allotment of Symbols Order, 2001 (these provisions are clearly mentioned in Handbook of ROs / EOs under the Chapter titled List of Contesting Candidates and Allotment of Symbols).
18. Detailed procedural instructions were given in the Handbook for RO/EO on submission of Form-A / Form-B by the Recognised Political Parties and Registered Political Parties with or without reserved symbols.
19. Outer limit for submission of Form-A is 5 PM on the last date of making nominations, i.e., 23.03.2017 and outer limit for submission of Form-B is 3 PM on the last date for withdrawal, i.e., 27.03.2017.
20. The symbols reserved for Recognised Political Parties and the symbols to be allotted Registered Political Parties and Independent Candidates are available in APSEC Symbol Notification No.78/SEC-L/2017, dated 16.03.2017 (RO/EO should be in possession of this Symbol Notification. This is also available in APSEC website). The Notification also contains specimen symbols. It facilitates the RO/EO to give specimen of the symbol allotted to the candidate.
21. Utmost care shall be taken while arranging order of names under each of the three categories (a, b and c) and also while allotting symbols to each candidate.
22. The printing of Postal Ballot Papers in local press shall commence on the night of 27.03.2017, i.e., the date of publication of list of contesting candidates, if a poll is found necessary.
23. A responsible person with list of contesting candidates shall be deputed to the Government Press, Vijayawada on 28.03.2017 for printing of EVM Ballot Paper. He shall verify the accuracy of the proof developed in the Press and give strike order after ensuring its accuracy.



Secretary (FAC)
A.P. State Election Commission