

**ELECTIONS/
IMMEDIATE**

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G. Road, Secunderabad-500003, A.P.

CIRCULAR

No. 1843/SEC-F2/2013

Date: 08.08.2013

Sub:- Elections – 4th ordinary elections to Municipalities / Nagar Panchayats – Filing of nominations – Check list of documents prescribed to ensure proper filing of nominations – Reg.

The 4th ordinary elections to Municipalities / Nagar Panchayats are to be held shortly. Every candidate shall along with the nomination papers is required to file some documents. It is generally noticed during local body elections that considerable number of nominations are being rejected due to failure on the part of candidates to file required documents causing unnecessary litigation by candidates intending to contest elections. In order to curtail scope for rejection of nominations on non-filing of documents, the State Election Commission decided to prescribe a format of check list of the documents to be filed by a candidate in order to ensure transparency and accountability and to streamline the procedure of filing nominations and scrutiny of nomination papers.

A format of check list in connection with filing of nominations shall be in the format enclosed to this circular. The Election Officer or Assistant Election Officer concerned shall check the nomination paper and the documents enclosed to it and fill the check list and should also make an endorsement about the defects, if any, noticed in the nomination papers and the documents enclosed to it. The check list should be prepared in original and duplicate, original to be kept with the nomination paper and the duplicate to be handed over to the candidate or his/her proposer who delivers the nomination papers to the Election Officer or Assistant Election Officer.

The EO/AEO shall also make a quick verification whether the candidate and proposer have affixed their signatures at the places prescribed in the nomination paper and point out orally to the proposer or candidate submitting the nomination papers to rectify it and bring it back to him for filing.

**Sd/- NAVIN MITTAL
SECRETARY**

To

All the Municipal Commissioners of Municipalities / Nagar Panchayats.
All the Regional Directors of Municipal Administration.
All the Collectors & District Election Authorities.
The C & DMA and Election Authority.

// Attested //


Assistant Secretary

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S/16

Original/Duplicate

(Original to be kept with nomination paper and Duplicate to be handed over to the candidate)

Check list in connection with filing of nomination

Name of Municipality/Nagar Panchayat
Number and name of Ward
Date and time of filing nomination paper
Sl. No. of nomination paper

Sl.No.	Documents to be enclosed	Whether filed (write Yes or No) (if there is any defect / shortcoming, the same should be specified)
1.	Declaration in Form-II made before an officer not below the rank of Deputy Tahsildar of the Revenue Department or copy of Caste Certificate issued by competent authority (with regard to SC/ST/BC)	
2.	Declaration on criminal antecedents, assets and liabilities and educational qualifications in the format prescribed by the State Election Commission attested by two witnesses.	
3.	Form containing choice of symbols	
4.	Declaration to abide by the Code of Conduct / instructions issued on maintenance and scrutiny of election expenditure accounts	
5.	Security Deposit	
6.	Declaration regarding election expenditure accounts	
7.	Declaration regarding disqualifications	

The following documents which have not been filed should be filed as indicated below:

- (a) _____ should be filed latest by _____
(b) _____ should be filed latest by _____

Received:

.....
(Signature of candidate)

.....
(Signature of EO/AEO)

Date & time:

Place:

N.B.

1. Declaration regarding choice of symbols and disqualifications to be filed latest by 3:00 P.M. on the last date for filing of nominations.
2. Declaration regarding election expenditure accounts and declaration regarding disqualifications shall be filed before 3:00 pm on the last date for filing of nominations.
3. Declaration regarding criminal antecedents, assets and liabilities, etc., shall be filed latest by 3:00 P.M. on the last date for filing of nominations.
4. Security deposit should be made either before filing nomination paper or at the time of filing of nomination paper. Therefore, there is no question of issuing notice for making the security deposit.