

ANNEXURE-A

**PREPARATION OF ELECTORAL ROLLS OF GRADUATES CONSTITUENCIES
PRAKASAM-NELLORE-CHITTOOR LEGISLATIVE COUNCIL**

Notice under rule 31(3) of the Registration of Electors Rules, 1960

(1) In pursuance of rule 31(3) of the Registration of Electors rules, 1960, each of the Electoral Registration Officers whose particulars appear in the FIRST SCHEDULE below calls upon every person entitled to be registered in the electoral roll of the constituency mentioned therein to send to, or deliver at, his office on or before the **5th November, 2016(day)** at the latest an applications in Form 18 appended to the Registration of Electors Rules, 1960 and reproduced in the second schedule below, for inclusion of his/her name.

(2) The applications may also be sent to the Assistant Electoral Registration Officers/Designated Officers whose particulars are shown in the FIRST SCHEDULE below.

As the electoral rolls for the Graduates' Constituencies are required to be prepared afresh every time before an election, all persons whose names are included in the existing electoral rolls for these Constituencies should also submit fresh application in the prescribed form.

Qualifications – Every person who is a citizen of India, is ordinarily resident in the constituency and has for at least 3 years before **1st November 2016(i.e., qualifying date)** been either a Graduate of a University in the territory of India or in possession of an equivalent qualification is eligible to be included in the electoral roll. The list of the said equivalent qualifications is available with the officers mentioned in the First Schedule below. The period of 3 years shall be computed from the date on which the result of the qualifying degree examination was declared and published by the University or other authority concerned.

(3) The application in Form 18 (annexed at SECOND SCHEDULE-enclosed) must be duly supported by any one of the following forms of documentary evidence in all cases:-

- (a) The degree, diploma or certificate in original granted by the University of Institution concerned or any copy thereof duly self attested and duly authenticated by any of the Additional Designated Officer, who is of the rank of: - (a) Tahsildars; (b) Principals of the Govt. Degree Colleges/Inter Colleges; (c) Principals of the Govt. Girls Degree Colleges/Girls Inter Colleges; (d) Joint Block Development Officers of all Blocks; and (e) Executive Officers (Gazetted) of Nagar Plikas/Nagar Panchayats; or (f) all the Gazetted officers of the District concerned (g) **Notary Public**; or
- (b) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices, in the prescribed format which is reproduced as THIRD SCHEDULE below, on the basis of entries in Government records in his custody or a copy of an entry in the record of the Statutory Body, Corporation or Public Undertaking specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; or
- (c) An attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates'

- the Roll of Advocate, the register of Medical Practitioners, the register of Chartered Accountants, the register of Engineers maintained by Institute of Engineers etc; or
- (d) An affidavit by the claimant supported by a certificate from the Registrar of the University, or the Principal of a College affiliated to any University or from the Head of the Department of such College under whom he had studied.
 - (e) The mark sheet in original granted by the university or Institution concerned or any copy thereof **duly self attested and duly authenticated by the Additional Designated Officer** provided that there is clear indication there that claimant has passed the concerned examination.
- (4) The eligible persons should apply for enrolment of their names in the prescribed Form 18 along with supported documents listed in para 3 above, as per the procedure given below:-
- (a) **In case where the applications are sent by post to the ERO/AERO/Designated Officer, the applicant has to enclose with his application, a copy of his degree/certificate/mark sheet duly self attested and duly authenticated by the Additional Designated Officer.**
 - (b) In cases where the applicant directly submits his application in person before the Designated Officer duly appointed for the purpose, he will produce the original degree/certificate/mark sheet before the Designated Officer.
- (5) Any application where the above procedure is not followed, will be summarily rejected by the ERO as incomplete.
- (6) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO. However, the Head of the Institutions may forward the application of all his staff together. One member of a family may also submit the Form 18 of other member of the same family and any get the certificate verified by producing original certificates in respect of each member or submitting copies of supporting documents duly self-attested by the applicant and duly authenticated by the Additional Designated Officer
- (7) It should be noted that any person who makes a statement or declaration in the application which is false and which he either knows or believes to be false, or does not believe to be true will be punishable under section 31 of the Representation of People Act, 1950.
- (8) Printed application in Form 18 may be obtained from the Offices of ERO/AERO/Designated Officer. Manuscript, Typewritten, cyclostyled or privately printed forms will also be accepted.

FIRST SCHEDULE

Name of the Constituencies: Prakasam-Nellore-Chittoor Graduates' Constituency						
Extent:		Prakasam-Nellore-Chittoor Districts				
Sl No	Particulars of the Election Officers	Name	Designation	Office Address	Contact Telephone Number	Extent of Jurisdiction
1	ERO	Sri L.Vijaya Chander	District Revenue Officer	Collectorate, Chittoor	9491077003	Prakasam-Nellore-Chittoor Districts
2	AERO	Sri K. Srinivasa Rao	Revenue Divisional Officer, Ongole	R.D.O, Ongole	8886616011	Ongole Division