

TOP PRIORITY

**OFFICE OF THE CHIEF ELECTORAL OFFICER,
ANDHRA PRADESH**

South 'H' Block, Secretariat, Hyderabad.

Memo No. 2463 /Elecs.B/A2/2018-4

Dated:28.09.2018

Sub:- Denovo preparation of Electoral Rolls of East-West Godavari & Krishna-Guntur Graduates' Constituencies of Andhra Pradesh Legislative Council with reference to 01.11.2018 as the qualifying date – Detailed instructions - Reg.

Ref:- 1)ECI Letter No. No.37/LC/INST/ECI/FUNC/ERD/ER/2016, dt.05.09.2016.

2)E.C.I.Lr.No.37/LET/ECI/FUNC/ERD-ER/LC/2018-Vol.II, dt.27.09.2018

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The District Election Officers & Collectors of East Godavari, West Godavari, Krishna and Guntur districts and the E.R.Os of East-West Godavari Graduates' and Krishna-Guntur Graduates' Constituencies are informed that the Election Commission of India has ordered for de-novo preparation of electoral rolls of the above Council Constituencies with reference to 01.11.2018 as the qualifying date, so as to have a fresh electoral rolls for these constituencies as per the following schedule duly following the procedure and guidelines as contained in the Commission's comprehensive instructions for electoral rolls for Legislative Councils issued vide ECI Letter first cited:

S. No.	Activities	Period / Date
1.	Issue of public notice under rule 31 (3) of the Registration of Electors Rules, 1960	01.10.2018 (Monday)
2.	First Republication of notice in News Papers under Rule 31(4) of the Registration of Electors Rules, 1960	15.10.2018 (Monday)
3.	Second Republication of notice in News Papers under Rule 31(4) of the Registration of Electors Rules, 1960	25.10.2018 (Thursday)
4.	Last date of receipt of applications in Form 18	06.11.2018 (Tuesday)
5.	Period for the preparation of manuscripts and printing of draft electoral rolls by	20.12.2018 (Thursday)

6.	Draft publication of Electoral Rolls	01.01.2019 (Tuesday)
7.	Period for filling claims and objections	01.01.2019 (Tuesday) to 31.01.2019 (Thursday)
8.	Date by which the claims and objections shall be disposed of and supplements be prepared and printed	15.02.2019 (Friday)
9.	Final publication of Electoral rolls	20.02.2019 (Wednesday)

2. Orders have already been issued vide G.O.Ms.No.536, G.A.(Elects.F) Dept., dt.28.09.2006, G.O.Ms.No.22, G.A.(Elects.E) Dept., dt.17.01.2011 notifying Qualifications deemed to be equivalent to that of a Graduate. The same will hold good. Copies of the same are enclosed herewith for ready reference and also available in the website www.ceoandhra.nic.in and the comprehensive guidelines issued by the Commission for preparation of electoral roll are also enclosed herewith.

3. According to the ECI instructions, the electoral rolls shall be prepared afresh in the prescribed manner with reference to the qualifying date before every biennial election or before every bye-election to fill a casual vacancy in any year. Provided further that if the electoral rolls are not prepared afresh, as aforesaid, the validity or continued operation of the said electoral rolls shall not thereby be affected. The qualifying date for this is 1st day of November of the year in which the preparation or revision of rolls is commenced. The de-novo preparation should be done before every biennial / bye-election is due from the Constituency. The electoral rolls for the Graduates' Constituencies should be prepared in Telugu as well as in English. The procedure for enrolment for Graduates' constituencies given in the E.C.I. guidelines shall be followed.

4. The Electoral Registration Officers shall take necessary action on the following immediately:

- (i) Wide publicity should be given to the programme.
- (ii) Instructions regarding revision and publication of electoral rolls for the council constituencies issued vide ECI Letter No. 37/LC/INST/ECI/FUNC/ERD/ ER/2016, dt.05.09.2016 should be followed scrupulously.
- (iii) The rolls shall be computerized according to the table structures prescribed by the Commission and required software will be provided by the SLA to the DEOs / EROs.

- (iv) As the electoral rolls for the Graduates' Constituencies are required to be prepared afresh, all persons whose names are included in the existing rolls **should also submit fresh** application in the prescribed Form-18.
- (v) According to Rule 31 of Registration of Electors Rules, the EROs are required to issue a public notice as in Annexure-1 hereto, on 01.10.2018 inviting Claims in the prescribed Form 18 for inclusion of names in the electoral rolls upto 6th November, 2018.
 - (i) The said notice is to be published with all details in atleast two news papers having circulation in the Constituency and republished in news papers once on 15.10.2018 and again on 25.10.2018 besides displaying the notice at specified places in the constituency. Copies of the news papers wherein the notices were published shall be furnished to this office immediately on the next day.
 - (ii) The E.R.O. is required to publish the public notices in the formats prescribed with all the details of ERO / AEROs / Designated Officers in the office of the Electoral Registration Officer and also in the offices of the District Election Officers, Revenue Divisional Officers and Tahsildars, Local bodies within the constituency on the dates notified by the Commission. Immediately after the publication, Electoral Registration Officer should send a certificate to the Chief Electoral Officer stating that the notice has been published in his office along with a copy of the notice.
 - (iii) Copies of the notice should be circulated to all recognized and registered political parties, educational institutions, officers' associations, clubs, etc. located in the constituency by the EROs for wide publicity.
 - (iv) As the Commission has decided to prepare photo electoral rolls for Graduates' constituencies, the EROs shall collect photographs of all the applicants. EPIC numbers of the electors should also be collected. There is no need to issue a separate EPIC for electors enrolled in Graduates' constituencies, but EPIC numbers already assigned to them in Assembly Constituencies should be entered in electoral rolls of Graduates' constituencies. The photographs so collected shall be scanned and attached to the electoral rolls database of Graduates' Constituency.

- (v) ERO should address all offices, educational and other institutions, banks, firms etc. located in the constituency inviting their attention to the public notice issued by them as well as the advertisement published in the newspapers impressing upon them that all qualified persons should apply for inclusion of their names.
- (vi) EROs should also address the Heads of the Institutions, offices, etc. requesting them to collect applications in the prescribed Form (Form-18) from the eligible persons among their staff for inclusion of their names and to be forwarded to the ERO upto 06.11.2018.
- (vii) As a person has to apply in Form-18 for enrolment in Graduates' Constituency, in addition to verification of the ordinary resident status of the applicant, it is necessary to verify that the applicant is in possession of the required educational qualifications for at least three years prior to the qualifying date. The three year period for which a person should be a graduate before registration will count from the date on which the result of the qualifying degree examination was declared and published by the university or an authority concerned and not from the date of convocation.
- (viii) Eligible persons should apply for enrolment of their names in the prescribed Form-18 as claims along with any of the documents listed below and photograph, EPIC number of the Assembly Constituency.
 - a. A copy of the degree/diploma certificate issued by the University or Institution concerned duly authenticated after due verification with the original by the Designated Officer/Additional Designated Officer/Gazetted Officer of the District concerned/Notary Public, after due verification of the same with the original degree/diploma certificate; or
 - b. A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Office/Institute on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings 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 Advocates, 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 certificate from the Registrar of the University, or the Principal of the College affiliated to University or from the Head of the Department of such College under whom he had studied; or
 - e. A copy of the mark sheet issued by the University or Institution concerned duly authenticated by the Designated Officer/Additional Designated Officer/Gazetted Officer of the District concerned/Notary Public, after due verification of the same with the original mark-sheet, provided that there is a clear indication that the claimant has passed the relevant examination.
- (ix) The applications can also be sent by post to the Electoral Registration Officer/ Assistant Electoral Registration Officer/Designated Officer, enclosing a copy of applicants' degree/diploma certificate/mark sheet or other requisite document, duly authenticated by the Designated Officer/Additional Designated Officer/ Gazetted Officer of the district concerned / *Notary Public*, after due verification of the same with the original degree/ diploma certificate/ mark-sheet other requisite document.
- (x) In case the applicant submits his application in person before the ERO/Assistant Electoral Registration Officer or Designated Officer, duly appointed for the purpose, he will produce the original degree/ diploma certificate/ mark sheet before them. The officer will scrutinize the degree/ diploma certificate/ mark sheet or requisite document submitted with the application and after satisfying himself and record either "Verified with original and found correct" or "Verified with original and found not correct – Rejected"

. He will then-affix his signature, full name and PIN number (in case of Designated Officer) on the application as mark of a summary enquiry and forward the application to the Electoral Registration Officer, where it is presented to AERO/Designated Officer.

- (xi) Any application where the above procedure is not followed will summarily be rejected by the ERO as incomplete.
- (xii) Every application in prescribed Form 18 by a person seeking enrolment in Graduates' Constituency shall be accompanied by requisite documents / certificate. It may be noted that mere reference to an entry in the existing electoral roll will not be repeat will not be taken into account for determining the eligibility of a person for enrolment in the electoral rolls.
- (xiii) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the Electoral Registration Officer. However, the Head of the Institutions may forward the applications of all his eligible staff together. Similarly, a person may also submit Form 18 in respect of other eligible members of his family, residing at the same address and may get the certificate verified by producing original certificates in respect of each member. Any bulk applications submitted by political parties, Booth Level Agents or Resident Welfare Associations shall not be considered.
- (xiv) Form 18 for inclusion of names should be got printed at district level and made available to all. Forms shall be printed in the manner so as to detach the acknowledgement receipt and furnish to all the applicants through the Heads of the Institutions or directly, as the case may be.
- (xv) **Designated Officers** - Electoral Registration Officers shall appoint one Designated Officer for each polling station of Graduates' constituency during the period of receiving claims and objections. Designated officers shall be available at polling stations during working hours on all working days to receive claims and objections. Electoral Registration Officers can also appoint Designated Officers for verifying the applications received by them and also for authentication of the documents to be submitted by the applicants. Designated Officer will be of the rank of a Deputy Collector / Sub Division Officer / Revenue Officer / Block

Development Officer within the limits of the Constituency. The Designated Officer will be assigned a PIN No. and this will be mentioned by him in all correspondence with the Electoral Registration Officer as well as on the copies of the applications where verification has been done by him. The names of the Designated Officers along with the offices where they will be located and the days on which they will be present to receive applications in person shall be notified by the Electoral Registration Officers as part of the notice to be issued under rule 31 (3) of the Registration of Electors Rule, 1960 in the First Schedule, to that notice. All Designated Officers shall, without fail, attend to the duties from the time of issue of public notice under Rule 31 (3) upto the last date of receipt of applications. The Designated Officer will do supervisory checks with regard to status of ordinary residence of an elector during the period of disposal of claims and objections. Assistant Electoral Registration Officers and Electoral Registration Officers will make further supervisory check by conducting visits to offices of the Heads of Institutions/households of the applicants as the case may be. These supervisory checks shall not be less than 12%, 8% and 4% respectively of the verifications made by the respective field officers.

- (xvi) **Additional Designated Officers:** Electoral Registration Officers can appoint Additional Designated Officers for the purpose of attesting the documents of the electors. The officers of the following ranks can be appointed as the Additional Designated Officer : - (a) Tehsildars; (b) Principal 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 Palikas / Nagar Panchayats. Post Masters of Post Offices also can be appointed as Additional Designated Officers for the purpose of attesting the documents of the electors of the district in which the post office is situated
- (xvii) **Booth Level Officers-** Electoral Registration Officers can use Booth Level Officers of polling areas in Assembly Constituencies for verification of entries of Graduates' constituencies including the status of ordinary residence of electors with regard to their respective areas.

(xviii) In addition to the above , all the Gazetted Officers of the District shall be authorized to authenticate/attest the documents of the electors of that District

(xix) Complete house address shall be provided against entry of each elector in the electoral rolls as is done in the case of Assembly rolls so that electors' identity can be established and verified, if need be.

5. The Commission has already notified the EROs and AEROs for the Graduates' Constituencies and the same are sent herewith for ready reference.

6. Adequate publicity should be given to the process of de-novo preparation of electoral rolls through print and electronic media in addition to the newspapers advertisements being issued from the O/o.CEO, which are mandatory under the rules. Special counters for collection of Forms should be arranged at every Mandal, office of every District Election Officer, Electoral Registration Officer, Assistant Electoral Registration Officer, Designated Officers and Additional Designated Officers. Voter Registration Centers made for assembly constituencies should also be used as Voter Registration Centers for council constituencies.

7. The applications received shall be entered in the database as soon as they are received in the O/o.ERO / AEROs on daily basis and thereafter to be sent for field verification for the purpose of verifying the eligibility with reference to ordinary residence of the elector and draft electoral rolls shall be published on 1st January, 2019. The rolls shall be computerized and published in the format prescribed by the Commission. Electoral rolls shall be maintained electoral part-wise. One electoral part will have 800 to 1400 electors and ordinarily, each electoral part will have one polling station. The part will be further divided into sections and each section will ordinarily have 70 to 100 electors. Draft electoral rolls should be published and kept at all the polling stations and other important places in the constituency as was done in the case of electoral rolls of the Assembly Constituencies. Claims in Form 18 for inclusion of names in the electoral rolls from those persons whose names do not find place in Draft Rolls and objections will be invited upto 31st January, 2019.

8. The District Election Officers / Electoral Registration Officers are informed that as per the Commission's guidelines,

facility of online filing of applications in Form-18 has been provided on the CEOs' web sites (www.ceoandhra.nic.in), to the citizens in Graduates' Constituencies. The applications submitted by the citizens will reach the inbox of the concerned Electoral Registration Officers automatically in E-Registration Module in CEO's web site. Login facility has been created for EROs / AEROs to view and print the applications. Login facility has been created for DEOs at District level also to view Constituency wise report and to view the individual applications.

9. The Electoral Registration Officers should download the applications received in E-Registration site and process. The applicant will scan and attach the supporting documents for his claim. The ERO has to download the application along with the supporting documents and hand over to the verification officer. The verification officer should visit the residence of the applicant, get the signature of the applicant on the application and get the certificates regarding educational qualification in respect of graduates verified with originals and after satisfying himself / herself, shall record either "Verified with original and found correct" or "Verified with original and found not correct – Rejected" and affix his signature, full name and PIN number, if any, on the application. For all the claims / objections, required record shall be maintained along with the verification reports of the BLOs / verification officer and orders passed by the ERO.

10. Under rules 10 and 22 of the Registration of Electors Rules 1960, statutory publication of the electoral rolls should be made in the office of the Electoral Registration Officer. These should also be published in the o/o. the AERO, Mandal office, Municipal office etc. For this purpose, the Electoral Registration Officer should send copies of the notice in the prescribed Form and relevant part of the Registration Officers to the concerned officers. A copy of the roll for the entire constituency should be made available for inspection by the public.

11. After the draft publication, 2 copies [one hard copy & one soft copy] of the draft rolls should be supplied by Electoral Registration Officers free of cost to every recognized political party. Soft copy should be in image-pdf format and should not contain the photographs of the electors. Similarly after final publication, two copies [one hard copy & one soft copy] of the complete rolls should be supplied to them and also to the O/o.Chief Electoral Officer.

12. The District Election Officer / E.R.Os. should forward the data of Electoral Rolls in proforma enclosed herewith (Annexure-

II) separately for each Graduates' Constituency immediately after its final publication.

13. According to Rule 32 of the Registration of Electors (Amendment) Rules, 2013, one authenticated printed copy of the roll and one copy of the roll in electronic form shall be retained with the District Election Officer as a Permanent record. **All DEOs are requested to keep one complete copy of roll both in Hard and soft format on permanent basis in the custody of District Election Officer, since many citizens have been asking for the old data under RTI Act, 2005**

14. The Electoral Registration Officers are also requested to appoint Designated Officers and Additional Designated Officers quickly and also arrange training programmes for Designated Officers on their duties. The Designated Officers should follow the instructions provided in the Election Commission of India guidelines regarding verification procedure. The action taken in appointing the Designated Officers should be informed to this office immediately so as to take further action to address the departments concerned not to transfer the officers appointed as Designated Officers.

15. The District Election Officers and Electoral Registration Officers concerned are requested to ensure that themselves and Assistant Electoral Registration Officers should follow the above instructions and guidelines of the Commission and also refer the Books i.e. Manual of Election Law I & II and Hand Book for EROs as well as Returning Officers for Council Constituencies scrupulously and any deviation will be viewed seriously by the Commission.

16. The receipt of this Memorandum should be acknowledged.

R.P. SISODIA
CHIEF ELECTORAL OFFICER &
E.O. PRL. SECRETARY TO GOVERNMENT

To
The Collectors & District Election Officers of East Godavari, West Godavari, Krishna and Guntur districts (w.e)
The Electoral Registration Officer, East-West Godavari Graduates' Constituency & District Revenue Officer, East Godavari Dist., at Kakinada(w.e)
The Electoral Registration Officer, Krishna-Guntur Graduates' Constituency & District Revenue Officer, Guntur (w.e)
All Sections in General Administration (Elections) Department (w.e)

Copy to the Project Manager (IT), O/o.CEO (w.e)
Copy to the Deputy Project Manager, SLA, O/o.CEO (w.e) for releasing the software as per the amended forms for preparation of electoral rolls for Council Constituencies, incorporation of EPIC numbers of the electors in the database as per the guidelines of the Commission, posting of the polling station-wise draft electoral rolls & final rolls without images of electors, providing a polling station wise list of claims and objections with drill down to individual application form without photograph on the website of the Chief Electoral Officer, with facility for status checking of the application form and to provide facility for searching the name in the electoral roll based on EPIC number and name of elector on the website of the Chief Electoral Officer. A provision of online filing of applications and to upload the scanned copies of the Degree/Diploma Certificates by the applicant along with application should also be made. The modified forms shall be incorporated into CEOs' web sites, e-Registration and at all the digital places in the records immediately. The Electoral Roll shall be published on CEO website in image PDF only and the access to view this image of Electoral Roll shall be provided through CAPTCHA containing alphabet, numeral and special character as is being done for Assembly electoral rolls.

// FORWARDED:: BY ORDER //


SECTION OFFICER

