

**PREPARATION OF ELECTORAL ROLLS OF EAST-WEST GODAVARI AND
KRISHNA-GUNTUR GRADUATES' CONSTITUENCIES OF ANDHRA
PRADESH LEGISLATIVE COUNCIL**

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

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 6th November 2018 (Tuesday) at the latest an application 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.

Applications can also be filed online at
<http://www.ceoandhra.nic.in>

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 applications in the prescribed form .

Qualifications- Every person who is a citizen of India and is ordinarily resident in the constituency and has for at least 3 years before 1st November, 2018 (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 as well as on the above website link "e-Registration→Council Constituency→Form-18". The period of three 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) 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 or Institution concerned or any copy thereof duly self attested and duly authenticated by any of the Additional Designated Officers, who is of the rank of :- (a) Tehsildar; (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 (MPDOs / Jt.MPDOs); (e) Executive Officers (Gazetted) of Nagar Palikas/Nagar Panchayats (Municipalities); (f) All the Gazetted Officers of the District concerned (f) 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 / she 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, who will verify the copies with the Originals and return back the originals.

(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 applications of all his staff together. One member of a family may also submit the Form 18 of other members of the same family and may 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 applications in Form 18 may be obtained from the Offices of ERO/AERO/Designated Officers. Manuscript, typewritten, cyclostyled or privately printed forms or downloaded from the web site will also be accepted.

FIRST SCHEDULE					
Name of the Constituency : East-West Godavari Graduates' Constituency					
Extent : East Godavari and West Godavari districts					
Particulars of Election officers	Name	Designation	Office Address	Contact Telephone Number	Extent of Jurisdiction
1	2	3	4	5	6
Electoral Registration Officer		District Revenue Officer, East Godavari Dist.	Collector's Office, East Godavari Dist., Kakinada		East Godavari and West Godavari Districts
Assistant Electoral Registration Officers					
Designated Officers					
Name of the Constituency : Krishna-Guntur Graduates' Constituency					
Extent : Krishna and Guntur districts					
Particulars of Election officers	Name	Designation	Office Address	Contact Telephone Number	Extent of Jurisdiction
1	2	3	4	5	6
Electoral Registration Officer		District Revenue Officer, Guntur Dist.	O/o. District Collectorate, Guntur		Krishna & Guntur Districts
Assistant Electoral Registration Officers					
Designated Officers					

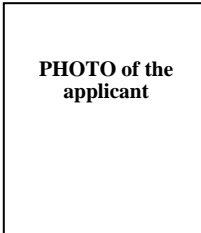
Signature and Seal of the Electoral Registration Officer

SECOND SCHEDULE

FORM 18

(See rule 31)

Claim for inclusion of name in the electoral roll for a graduates' constituency



To
The Electoral Registration Officer,
..... (Graduate) Constituency .

Sir,
I request that my name be registered in the electoral roll for the
.....(graduate's)
Constituency.

The particulars are:—

Name (in full)Sex

Father's/Mother's/Husband's name (in full)

Qualification
.....

Occupation.....

House address (Place of ordinary residence):

House No.

Street/Mohalla

Town/Village

Post Office

Police Station/Tehsil/Taluka/Mouza

District
.....

Age

Whether registered as an elector for any assembly
constituency.....

If yes, then mention the following ---

(a) Number and name of the assembly constituency
.....

(b) Part/polling station No.(if known).....

(c) Date of birth

(d) EPIC number(if any).....

Contact number (i) Mobile

(ii) Landline

Email id (if any)

2. *I am a graduate of the.....University having passed the degree/diploma
examination in the year.....

OR

*I am in possession of a diploma/certificate in.....which is a qualification equivalent to that of a graduate of a University in India having passed the examination for the diploma/certificate in the year.....

3. In support of my claim as being a graduate/in possession of the above diploma/certificate. I submit herewith.....
...

4. ** My name has not been included in the electoral roll for this or any other graduates' constituency.

OR

**My name has been included in the electoral roll for the.....
.....graduates' constituency under the address given below and I request that it be deleted from that roll
.....
.....

5. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge.

Place

Date

Signature of claimant.

NOTE : Any person who makes a statement or declaration which is false and which the either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

**Strike off the inappropriate alternative.

Intimation of action taken

The application in Form 18 of Shri/Shrimati/Kumari.....
address.....

..... has been —

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No.....

(b) rejected for the reason.....

Date

Electoral Registration Officer
(Address).....
.....
.....
.....
.....

.....(Perforation).....
...

Receipt for application

Received the application in Form 18 from Shri/
Shrimati/Kumari*.....
address*.....

Date.....

Electoral Registration Officer.
(Address).....
.....
.....
.....

*To be filled in by the applicant .

THIRD SCHEDULE

FORMAT

Certificate issued to a Graduate employee by the Gazetted head of office regarding his educational qualification

Certified on the basis of entries in Government records in my custody that
Shri/Kumari/ Smt. _____ (here give
name in full) son/daughter/wife of _____
who is employed in this office as _____ has
passed _____ (Here mention the particulars of the degree/diploma
examination) from _____
_____ (Here mention the name of the
University / Board) in the year _____ .

Place : _____
Date : _____

(Signature of Head of Office)
(To be signed by a Gazetted Officer.)

