

TOP PRIORITY

**OFFICE OF THE CHIEF ELECTORAL OFFICER,
ANDHRA PRADESH & TELANGANA**
South 'H' Block, Secretariat, Hyderabad.

Memo No.3056/Elecs.E/A3/2016-1

Dated: 29.09.2016

Sub:- Denovo preparation of Electoral Rolls of 2 Teachers' Constituencies of Andhra Pradesh Legislative Council and 1 Teachers' Constituency of Telangana Legislative Council with reference to 01.11.2016 as the qualifying date – Schedule & 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/LC/INST/ECI/FUNC/ERD/ER/2016, dt.16.09.2016
3)This Office Memo No.2984/Elecs.E/A3/2016-3, dt.20.09.2016

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In continuation of the reference third cited, the District Election Officers & Collectors of Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool districts of Andhra Pradesh, Mahabubnagar & Ranga Reddy in Telangana and the Commissioner, GHMC & DEO, Hyderabad and the E.R.Os of Prakasam-Nellore-Chittoor Teachers', Kadapa-Anantapur-Kurnool Teachers' and Mahabubngar-Ranga Reddy-Hyderabad Teachers' 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 01.11.2016 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	01.10.2016 (Saturday)
2.	First Republication of notice in News Papers under Rule 31(4) of the Registration of Electors Rules 1960	15.10.2016 (Saturday)
3.	Second Republication of notice in News Papers under Rule 31(4) of the Registration of Electors Rules 1960	25.10.2016 (Tuesday)
4.	Last date of receipt of applications in Form 19	05.11.2016 (Saturday)

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S. No.	Activities	Period / Date
5.	Period for the preparation of manuscripts and printing of draft electoral rolls upto	19.11.2016 (Saturday)
6.	Draft publication of Electoral Rolls	23.11.2016 (Wednesday)
7.	Period for filling claims and objections	23.11.2016 (Wednesday) to 08.12.2016 (Thursday)
8.	Date by which the claims and objections shall be disposed of and supplements be prepared and printed	26.12.2016 (Monday)
9.	Final publication of Electoral rolls	30.12.2016 (Friday)

2. Orders were already issued vide G.O.Ms.No.537, G.A.(Elecs.F) Dept. 28.09.2006 and G.O.Ms.No.644, General Admn.(Elecs.F) Dept., dt.09.11.2006 notifying Educational Institutions not lower in standard than that of a secondary school during the year 2006 and the same will hold good. A copy of the same is enclosed herewith for ready reference and it is also available in the websites www.ceoandhra.nic.in & www.ceotelangana.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 Teachers' Constituencies should be prepared in Telugu as well as in English. The procedure for enrolment for Teacher's 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.

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- (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) According to Rule 31 of Registration of Electors Rules, the EROs are required to issue a public notice as in Annexure-1 hereto, on 01.10.2016 inviting Claims in the prescribed Form 19 for inclusion of names in the electoral rolls.
- (v) As the electoral rolls for the Teachers' 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-19.
- (vi) The said notice will be published from the O/o.CEO in two news papers having circulation in the Constituency and republished in news papers once on 15.10.2016 and again on 25.10.2016 in the summarized format as given in Annexure-B1 to the ECI guidelines dt.5.9.2016, besides the EROs have to display the notice at specified places in the constituency. 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.
- (vii) As the Commission has decided to prepare photo electoral rolls for Teachers' 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 Teachers' constituencies, but EPIC numbers already assigned to them in Assembly Constituencies should be entered in electoral rolls of Teachers' constituencies. The photographs so collected shall be scanned and attached to the electoral rolls database of Teachers' Constituency.
- (viii) ERO should address all educational institutions 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.
- (ix) EROs should also address the Heads of the Educational Institutions requesting them to collect applications in the prescribed Form (Form-19) from the eligible persons among their staff for inclusion of their names and to be forwarded to the ERO upto 05.11.2016.
- (x) ERO should collect information about all persons who are eligible for enrolment in Teacher's Constituency from heads of specified educational institutions. He should further check whether all such eligible persons are enrolled in the draft electoral rolls being prepared

by him or not. If the Electoral Registration Officer finds that an eligible person is left out, he should send a blank Form 19 to the concerned person with a request to fill the application form and send it to the Electoral Registration Officer through the head of the institution, in which the applicant has been working.

- (xi) Section 20(4) of the R.P. Act, 1950 does not apply for the purpose of electoral rolls for Teachers' constituency. Therefore, the facility of enrolment of declared office holders in native place by the declaration in Form I is not available in the case of Teachers' constituency. They can get their name enrolled, if eligible, in the place where they are ordinarily resident for the time being. It is not necessary that the educational institution in which an eligible elector is employed should also fall within the same Teachers' constituency. The eligibility to be enrolled in a particular Teachers' constituency should be determined on the basis of the applicants' place of ordinary residence and not on the basis of his place of work.
- (xii) Eligible persons should apply for enrolment of their names in the prescribed Form-19 as claims along with supporting document(s), photograph, EPIC number of the Assembly Constituency.
- (xiii) Every person applying for enrolment (in Form-19) in Teachers' constituency must submit documentary proof of having been engaged in teaching in any of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date (1.11.2016).
- (xiv) Electoral Registration Officer / Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A certificate by the Head of the teaching institution should normally be considered adequate documentary proof of possessing that teaching qualification. If any person, who has applied for inclusion of his / her name in a Teachers' Constituency, has been engaged in teaching in more than one specified Educational Institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution. The certificate from the Head of the Institution shall be in the Format at Annexure-II.
- (xv) The engagement of a person in teaching in the specified educational institutions for at least three years within the preceding six years may be either in one continuous spell or in broken spells and further, may be either in one institution or more institutions, but all such institutions must be specified by the State Government. Therefore, it is immaterial

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whether a person, who has been so engaged in teaching for a total period of three years in one or more specified educational institutions, has been employed in those institutions as teacher on regular basis or on ad-hoc basis but he should be whole time teacher (even if there is no sanctioned post) and not engaged on a part-time basis as the condition for three years engagement in teaching cannot be fulfilled by a part-time teacher. Part-time teachers are not eligible for enrolment in the electoral rolls for Teachers' constituency.

- (xvi) In the light of the order of the Hon'ble High Court of Allahabad (Lucknow Bench) dated 5th March 2008, in Writ Petition No. 1269 (M/B) of 2008 {M adhyamik Vitta Viheen Vidyalaya Prabandhak Mahasabha Vs State of Uttar Pradesh), the name of such teacher of unaided private school (if it is covered by the list of specified educational institutions) shall also be included in the electoral roll who intends to get his/her name enrolled in the voter list (i.e. electoral roll) of the Teachers' Constituency and approaches the ERO, after getting a certificate/counter signature from the District Inspector of Schools that he/she is a bonafide teacher of the specified educational institution having the required length of service and, whose standard is not below the standard of the secondary school.
- (xvii) In case of Andhra Pradesh & Telangana, the certificate of the Head of the Educational Institution countersigned by the District Educational Officer or the equivalent officer of the Intermediate / Collegiate Education Department in respect of Intermediate / Degree Colleges / Universities should be considered enough by the ERO to determine the eligibility of the applicant. But, in case of any doubt, the Electoral Registration Officer has to cross-verify with the Heads of the educational institutions for satisfying the eligibility of an applicant on the basis of any record available with the Head of the institutions besides Service Certificate issued by the Head of the Institution.
- (xviii) Electoral Registration Officers can get the claims of the applicants verified with the Head of the Educational Institution and also to obtain the GPF / EPF account number of the applicant and amount contributed year-wise in the last 6 years from the Head of the Educational Institution in the following format for cross verification of their claim of eligibility in respect of unaided private schools / colleges / other educational institutions. To enroll eligible teachers working in Government / private schools / colleges based on the Service Certificate issued by the Head of the Institution even though PF account is not available, but the Head of the Institution should be cautioned about the penal provisions of R.P.Act, 1950 for giving false information.

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Details of applicants for enrolment of Teachers' Constituency of A.P.L.C.								
Name of the Educational Institution:								
Name of the Head of Educational Institution:								
Sl. No.	Name of the Applicant	EPF / PF No.	Amount contributed in					
			2010-11	2011-12	2012-13	2013-14	2014-15	2015-16

- (xix) **Designated Officers** - Electoral Registration Officers shall appoint one Designated Officer for each polling station of Teachers' 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.

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- (xx) **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 / Intermediate Colleges; (c) Principals of the Govt. Girls Degree Colleges / Girls Intermediate 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
- (xxi) **Booth Level Officers-** Electoral Registration Officers can use Booth Level Officers of polling areas in Assembly Constituencies for verification of entries of Teachers' constituencies including the status of ordinary residence of electors with regard to their respective areas.
- (xxii) The names of the Designated Officers along with the office where they will be located and the days on which they will be present to receive applications in person shall be notified by the ERO as part of the notices issued under rule 31(3) of the Registration of Electors Rules, 1960 in the First Schedule to that notice (Annexure-I).
- (xxiii) 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.
- (xxiv) Complete house address will 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.
- (xxv) 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 19 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.

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

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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 upto 5.11.2016 shall be entered in the database as soon as they are received in the O/o.ERO / AEROs 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 23.11.2016. 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 19 for inclusion of names in the electoral rolls and objections from those persons whose names do not find place in Draft Rolls will be invited upto 08.12.2016.

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-19 has been provided on the CEOs' web sites (www.ceoandhra.nic.in / www.ceotelangana.nic.in), to the eligible citizens in Teachers' Constituencies. The applications submitted by the eligible citizens will reach the inbox of the concerned Electoral Registration Officer 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 get processed the same. 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 authenticate with the original Service Certificate issued by the Head of the Institution.

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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 (Pdf) 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 Teachers' 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 / Additional 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.

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16. The receipt of this Memorandum should be acknowledged.

BHANWAR LAL,
CHIEF ELECTORAL OFFICER &
E.O. SPL.CHIEF SECRETARY TO GOVT.

To

The Collectors & District Election Officers of Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool districts of Andhra Pradesh, Mahabubnagar & Ranga Reddy districts in Telangana(w.e)

The Commissioner, GHMC & DEO, Hyderabad (w.e)

The Electoral Registration Officer, Prakasam-Nellore-Chittoor Teachers' Constituency & District Revenue Officer, Chittoor (w.e)

The Electoral Registration Officer, Kadapa-Anantapur-Kurnool Teachers' Constituency & District Revenue Officer, Anantapur(w.e)

The Electoral Registration Officer, Mahabubnagar-Ranga Reddy-Hyderabad Teachers' Constituency & Addl.Commissioner (Elections), GHMC, Hyderabad (w.e)

All Sections in General Administration (Elections) Department (w.e)

Copy to the Deputy Project Manager, SLA, O/o.CEO (w.e) for releasing the software 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 Certificates by the applicant along with application.

//Forwarded :: By Order//


SECTION OFFICER