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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS.F) DEPARTMENT

Memo No.257/Elecs.F/2013-56

Dated: 08.02.2013

Sub:- A.P. Legislative Council – Elections to 3 Graduates' and 3 Teachers' Constituencies – Counting Centres, Distribution of polling material, reception, Storage of polled ballot boxes and counting – Instructions – Reiterated.

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The District Election Officers and the Returning Officers of Council Constituencies are informed that the instructions on setting up of counting centres, distribution of polling material, reception, storage of polled ballot boxes and counting related instructions have been detailed in the Hand Book for Returning Officers (Elections to the Council of States & State Legislative Councils) as well as in the Circular Nos. 8 and 9 issued in the year 2007. However, important instructions are reiterated as below for the guidance of the District Election Officers / Returning Officers:

Counting arrangements and Counting Centres for Graduates' & Teachers' Constituencies:

The arrangements for counting (Including appointment of agents etc) are detailed in Chapter XII of the Handbook for ROs. There should be a maximum of 15 tables including the R.O's table for the preliminary counting work. This number can be less depending upon the size of the hall and the need to restrict the number of candidate agents in the room as the main counting will be done only at the ROs table. The process for preliminary counting will be as follows:

- a. Scrutiny of postal ballots will commence at the R.O's table. Simultaneously, all the polled ballot boxes to be examined at the beginning itself to confirm that all the seals are intact and the boxes have not been tampered with. After all the polled ballot boxes are examined, they should be returned to the strong room to their appropriate places.
- b. After the initial verification of the polled ballot boxes, and return to the strong room, opening of individual ballot box at each table can be taken up. Each table should have a polling station wise allotment for counting.

(P.T.O.)

- c. Start first with the common polling booths at each table. The boxes relating to the common polling booths will be opened at the graduates counting hall. The teachers' constituency counting hall supervisors will wait for the receipt of ballot papers from the graduates counting hall for their respective polling stations. Since the polling station numbers for the graduates and teachers constituency for the same booth may be different, a chart should be prepared beforehand indicating the location of the common booth, the polling station number for the graduates constituency as well as the polling station number for the teachers constituency. Each counting supervisor in the teachers counting hall should know the polling booth number of the graduates constituency and the table number of the graduates constituency counting hall from where he will receive the ballot papers earmarked for his table and also vice versa i.e., each Supervisor in the graduates' constituency counting hall should know which table in the teachers' constituency counting hall a particular common polling booth teachers' ballot papers should be transferred to.
- d. Only after ballot papers relating to common booths have been counted both in the graduate's hall as well as the teacher's counting hall, graduates only and teacher's only ballot boxes should be opened. The RO should closely monitor the counting of common ballot boxes, transfer of ballot papers to the teachers counting hall etc. and only after his specific authorization, counting of graduates only and teachers only ballot boxes be taken up. In all cases, the ballot papers should be carefully counted with respect to the table allotment made previously. It should be tallied with the number of votes entered in Part I of Form 16 by the Presiding Officer. Discrepancies, if any, should be reconciled. Entries should be made in the appropriate place in Part II of Form 16 (though the candidate wise entry cannot be made as counting has not commenced, the total can be filled)
- e. The teacher's ballot papers from the common polling booths should be transferred to the teachers counting hall along with the filled up Form 16 relating to the teachers votes.

After completion of the above procedure, the counting of ballot papers of the graduates only and teachers only ballot boxes in the respective counting halls will be taken up. After completion of counting of ballot papers polling station-wise, mix all ballot papers (including postal ballot papers) of all polling stations properly and distribute the ballot papers to the candidates as per the preferences marked thereon.

Preliminary Counting for Graduates' & Teachers' Constituencies:

The Manual for Voting and Counting earlier distributed mentions that all counting – including validation of votes and arranging first preference votes candidate wise should be done at the ROs table only. Please refer to Chapter XII of the RO's Handbook (page 217). At the discretion of the RO, if the number of votes is large, the process of sorting out ballot papers candidate wise with reference to the first preference votes after all the votes are mixed may be done at different counting tables. If this path is adopted, the RO should ensure that the counting supervisors as well as the counting staff are well trained and scrupulous in their work to ensure that the categorization of valid and invalid votes as well as candidate wise votes is done accurately. If any invalid ballots are discovered at this stage of sorting, they should be carefully segregated and put up for the ROs confirmation.

Distribute the valid ballots Candidate-wise and bundle them in convenient bundles of 25 / 50. Transfer all the invalid ballots as well as the trays with the valid ballots to the ROs table. The RO will scutinize the ballot papers received from all the counting tables- both the invalid ballot papers as well as the candidate wise valid ballot papers. The RO will then enter the Status sheet after first round, determine the number of valid votes as well as calculate quota.

After this stage, the counting tables will not be required as all the work will take place at the ROs table only. The RO may direct removal of the counting tables from the counting hall, if convenient. He may also consider asking the excess staff in the hall (who were working at the counting tables) as well as excess counting agents to leave the hall. The persons in the hall will be those staff and agents sitting at the ROs table as well as other persons authorized by ECI.

Further rounds of counting will take place at only one table under the supervision of the Returning Officer. Counting shall be conducted in the manner described in "Manual for voting & counting in council elections" already distributed to all District Election Officers.

Counting Centres:

- (i) The counting centres for Graduates' and Teachers' should invariably be identified in the same premises wherever common polling booths are involved. Even otherwise, as the R.O. is the same, it is preferable that both the centres be located in one premises. The DEOs shall ensure that necessary infrastructure like water, electricity, etc., are available in the counting centres. Generators shall be made available as stand by.

- (ii) Necessary proposal in this regard along with the counting centre, strong room & counting hall layouts in prescribed proforma as mentioned in the Commission's letter No.470/98/PLN-I, dt.26.12.1997, which was already communicated, should be sent to this office by 11.02.2013 to forward the same to the Election Commission of India for approval. The proforma should be suitably modified to suit Legislative Council elections. Please note that counting hall layouts (as mentioned in Circular No.8 issued in the year 2007) should invariably be included in the proposal. The proposals should also include:
- a) Location of intermediate storage of polled ballot boxes in each of the three or four districts of the constituency. For the headquarters district, the Collector can consider directly receiving the polled ballot boxes in the designated strong room without any intermediate storage if considered feasible.
 - b) When the ballot boxes will be moved to the counting centre headquarters, distance to be traveled, mode of transport, estimated time taken, time and date proposed for transfer as well as arrival etc.
- (iii) These proposals should be prepared by R.O.-Collector in coordination with other Collectors of districts in his / her constituency.

Counting Of Votes:

- (i) The counting will be taken up on 25.02.2013. Instructions for counting under the system of proportional representation by means of single transferable vote were issued in the Manual on voting and counting in Council elections, which were already provided to all the District Election Officers and training was also conducted to the Returning Officers. They should be followed very carefully. As the counting of votes under single transferable vote method is some what complicated, the Returning Officer should conduct two or three rehearsals of counting in advance and train the personnel properly.
- (ii) Sri C.R.Brahmam, Secretary (Retired), E.C.I. has been appointed as Consultant for taking up the training to the district officials in conduct of elections and counting in Council Constituencies. The District Election Officers shall utilize the services of the Consultant to get trained all the personnel fully.

Amendments to Hand Book for Returning Officers regarding counting of votes:

The Returning Officers and District Election Officers are informed that the Election Commission of India has amended the instructions regarding counting of votes contained in Chapter-XII of the Hand Book for Returning Officers for election to the Council of States and State Legislative Councils, 1992 (Reprint 1996) vide their letter No.318/RO-HB/2011-CC&BE, dt.17.02.2011. The same have been communicated vide this office Memo dated 28.01.2013.

They are requested to follow the amended instructions and communicate the same to all concerned.

The copies of instructions issued earlier in Circular 8 and 9 are once again sent herewith for ready reference.

BHANWAR LAL,
CHIEF ELECTORAL OFFICER &
E.O. PRL. SECRETARY TO GOVERNMENT

To

The Collector & DEOs of East Godavari, Guntur, Karimnagar, Visakhapatnam & Nalgonda (w.e)

Copy to the Collector & D.E.Os of West Godavari, Krishna, Medak, Nizamabad, Adilabad, Srikakulam, Vizianagaram, Warangal & Khammam Districts (w.e)

Copy to Sri C.R.Brahmam, Secretary (Retd.), E.C.I., & Consultant, O/o.CEO with a request to attend Video Conference on 14.02.2013 at 2.30 p.m.

Copy to all the Returning Officers, Graduates' & Teachers' Constituencies (w.e) Through the Dist. Collector & DEOs concerned

//Forwarded :: By Order//


SECTION OFFICER



“Biennial Elections”

“By Fax/e-mail/Post”

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECS.F) DEPARTMENT

Memo No.257/Elecs.F/2013-18

Dated:28.1.2013.

Sub:- Biennial Elections to the A.P. Legislative Council - Hand Book for Returning Officer for election to the Council of States & State Legislative Councils – 1992 (reprint-1996) – Amendments regarding counting of votes – Communicated - Regarding.

Ref:- E.C.I., New Delhi, letter No.318/RO-HB/2011-CC&BE,
Dt. 17.2.2011.

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The attention of Collectors & D.E.Os., of East Godavari, Guntur, Karimnagar, Visakhapatnam, and Nalgonda is invited to the reference cited. They are informed that the Commission has issued certain amendments in Chapter –XII of the Hand Book for Returning Officer for election to the Council of States & State Legislative Councils – 1992 (reprint-1996) regarding counting of votes contained at paras 14-18 in Chapter-XII of the said Hand book and the same has already been communicated to all Dist. Elections Officers. However, a copy of the above reference is once again enclosed herewith. They are, therefore, requested to follow the instructions duly amending in the Hand Books available with them for all Biennial/Bye-elections to the Council of State and State Legislative Councils and also to bring to the notice of all the Returning Officers, all election related officials and counting personnel during the training programme for strict compliance.

BHANWAR LAL,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVERNMENT

To

The Dist. Collector & DEOs of East Godavari, Guntur, Karimnagar,
Visakhapatnam & Nalgonda (w.es.)

Copy to:

The Collector & D.E.Os of West Godavari, Krishna, Medak, Nizamabad, Adilabad,
Srikakulam, Vizianagaram, Warangal & Khammam Districts (w.es.)

All the Returning Officers, Graduates' & Teachers' Constituencies

Through the Dist. Collector & DEOs concerned ((w.es)

// FORWARDED: BY ORDER //



SECTION OFFICER



ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 318/RO-HB/2011-CC&BE

Dated: 17th February, 2011

To

**The Chief Electoral Officers
of all States/Union Territories.**

Subject:- Handbook for Returning officer for election to the Council of States & State
Legislative Councils -1992 (reprint-1996) – amendments – Regarding.

Sir/Madam,

I am directed to state that the Commission had received some complaints from candidates and political parties during the biennial election to Maharashtra Legislative Council, 2010 regarding some irregularities in the process of voting, whereby some instructions relating to marking of ballot papers were allegedly misused by some voters to establish their identity.

2. Therefore, the Commission has decided to amend relevant instructions contained in Chapter-XII of the Handbook for the Returning Officers for election to the Council of States & State Legislative Councils -1992 (reprinting-1996). The instructions regarding counting of votes contained in Chapter-XII of the said Hand book at paras 14-18 have been amended as per details in the enclosed statement (Annexure) and the Handbook available with election authorities in the State may be corrected accordingly.

3. The amended instructions will come into effect immediately and shall be applicable for all future biennial/bye-elections to the Council of States and State Legislative Councils.

4. Receipt of the letter may kindly be acknowledged.

Yours faithfully,


(DILIP KR. VARMA)
UNDER SECRETARY

ANNEXURE

Existing paras 14 to 18 of Chapter XII of Hand Book for Returning Officer for Council of State and State Legislative Councils Elections 1992 (reprint 1996) be substituted by the following

14. "Mark or writing by which an elector may be identified".

Under Rule 73(2) (d), a ballot paper shall be rejected if it bears any mark or writing by which an elector can be identified. The Supreme Court has held in *Shradha Devi Vs. Krishna Chandra Pant* (AIR 1982 SC 1592) that the mark or writing which would invalidate the ballot paper must be such as to itself unerringly point in the direction of or reasonably give indication of the identity of the voter. There must be some causal connection between the mark and the identity of the voter that looking at one, the other becomes revealed. In the absence of such suggested mark or writing the ballot paper cannot be rejected merely because there is some mark or writing. Any mark or writing of an innocuous nature cannot be raised to the level of such suggestive mark or writing as to reveal the identity of the voter.

15. Under the rules, it is obligatory for an elector only to mark figure '1' in the ballot paper. The placing of figure '2' or subsequent preferences is only optional. For the above reasons, a ballot paper should **usually** be treated as valid if the first preference has been indicated correctly thereon by marking it with figure "1". If the other preferences are not indicated at all or, are indicated not in figures but in words, then those preferences should be treated as having been not made at all. In other words, the elector will be regarded as having indicated only his first preference. The correct indication of the first preference is enough to make it a valid vote and such a ballot paper should not **generally** be rejected *in toto*. It shall be counted and taken into account for further transfers up to that subsequent preference which has been validly indicated in figures. (Such a ballot paper would become exhausted only at that stage at which it is sought to be transferred further with reference to such preferences as have been indicated not in figures but in words.)

However, if it is noticed that *a particular pattern has been followed by an elector in indicating his subsequent preferences in words like 'two' or 'second preference' instead of figure '2' and so on or such words have been written in addition to the figure '1', '2' and so on in a particular manner which apparently points to attempt to reveal the identity of the elector to the candidate(s), that can be treated as leading to some causal connection between the mark and the identity of the voters.* Such ballot paper would be liable to be rejected

After para 15, a new para 15A has been added as follows:-

15A. The explanation under to rule 37A permits that the figures indicating preferences may be marked in the international form of Indian numerals or in the Roman form or in the form used in any Indian language but shall not be indicated in words. A voter can therefore choose to mark all the preferences, as he/she may like to indicate, in figures either in international form of

Indian numerals or in the Roman form or in the form used in any Indian language generally used in the State where the election is being held. The elector cannot use a combination of languages for writing the preferences in figures. Some electors who may have arrived at some pre-planned agreement with candidates may adopt the pattern of marking preferences in a particular pre-determined combination of different forms of numerals to reveal their identity to the candidate(s) concerned. There have been such complaints in the past. Therefore, such cases, which can lead to some causal connection between the mark and the identity of the voters, should be viewed from that angle, and if the design is obvious, such ballot papers would be liable to be rejected.

Grounds on which ballot Paper not to be Rejected

16. A ballot paper should not be rejected simply because-

(a) the figure '1' has been marked not in the column meant for marking the order of preferences but at some other place in the panel of candidate, or '1' is marked in the space meant for marking and also marked in the box containing the name of the candidates. Where, however, such double marking is seen as a pattern adopted by an elector as a pre-determined plan to reveal his identity to the candidate(s) concerned, such double marking may be interpreted as leading to a casual connection between the marking and identity of the electors, in which case the ballot papers may be liable to be rejected.

(b) the original mark is patently in the column of one candidate but an impression or smudge thereof appears against the name of some other candidate due to wrong folding;

(c) there is a faint un-decipherable thumb impression or smudge impression left inadvertently by the elector on the ballot paper while handling it because of the presence of some ink on his thumb which was put thereon for the purpose of obtaining his thumb impression on the counterfoil of the ballot paper.

Reasonable facilities to candidates for inspection of invalid ballot paper

17.1 Before rejecting any ballot paper, you should give a reasonable opportunity to the candidates or their agents present at your table to see the ballot paper. However, while doing so, do not allow them to handle any ballot paper physically.

17.2 You should also not allow the serial number of any ballot paper to be noted down by anyone in the case of elections in the local authorities constituencies and by members of the Legislative Assembly to the State Legislative Council where the serial numbers of ballot papers are effectively concealed.

Rejected Ballot Papers to be Suitably Endorsed/Signed by Returning Officer

18.1 You should endorse on every ballot paper which you reject the word 'Rejected' and the ground(s) for such rejection in abbreviated form either in your own hand or by means of a rubber stamp. You should also initial each such endorsement but you need not give the date.

18.2 A rubber stamp in the following form specifying the various reasons for rejecting a ballot

paper may be used. In that case what you are required to do is to affix this stamp which mentions all the reasons and make a tick mark (✓) against the particular reason for which the ballot paper is to be rejected and then affix your initial.

Rejected

- (i) No marking
- (ii) Mark on blank area
- (iii) Multiple voting
- (iv) Voter identifiable
- (v) Preference(s) indicated in words.
- (vii) Marked with un-official article

(If the ballot paper is rejected on any other ground, the same may be recorded in hand

“ELECTIONS / IMMEDIATE”

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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECS.F) DEPARTMENT

Memo. No.257/Elecs.F/2013-24

Dated:29-1-2013

Sub:- Biennial Elections to the A.P. Legislative Council from
Graduates' & Teachers' Constituencies - Copies of certain
instructions – Communicated –Reg.

Ref:- 1) Govt. Memo. No. 217/Elecs.F/2007-2, Dated: 2.2.2007.
2) Govt. Memo. No.532/Elecs.F/2007-26, Dated: 17.2.2007.
3) Govt. Memo. No.532/Elecs.F/2007-209, Dated:24.3.2007.

Copies of the above references are enclosed herewith. The address entry
District Election Officers are informed that the Biennial Elections to the A.P. Legislative
Council from Graduates' & Teachers' constituencies poll will be held on 21.2.2013.
They are requested to follow the detailed procedure in the Hand Book of R.O. and also
the instructions already issued at the time of Council Elections 2007 in the references
cited, for Biennial elections, 2013 and these instructions shall also brought to the notice
of all the R.Os. and all elections related officers.

BHANWAR LAL,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVERNMENT

To
The Dist. Collector & DEOs of East Godavari, West Godavari,
Guntur, Krishna, Srikakulam, Vizianagaram, Visakhapatnam,
Medak, Nizamabad, Adilabad, Karimnagar, Warangal, Khammam
& Nalgonda Districts (w.es.)

Copy to:

The Returning Officers of Graduates' & Teachers' Council Constituencies
through D.E.Os., concerned.(w.es.)

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SECTION OFFICER


A.P. Legislative Council Elections
Circular No. 8

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS.F) DEPARTMENT

Memo No. 217/Elecs.F/2007-2

Dated: 02.02.2007

Sub:- A.P. Legislative Council – Elections to Council Constituencies --
Distribution of polling material, reception, Storage of polled ballot
boxes and steps to be taken prior to commencing counting --
Instructions – Issued.

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The procedure for appointment of polling personnel, postal ballots, issue of public notice for the election, nominations, printing of ballot papers, arrangements for the poll, notices displayed at polling station etc., has been detailed in the Hand Book for Returning Officers (Elections to the Council of States & State Legislative Councils). All the Returning Officers are requested to follow the instructions contained therein for compliance.

Every District Election Officer is required to identify, train and deploy the sufficient number of polling staff such as Presiding Officers, Polling officers, as he thinks necessary, for each polling station within his district. The training shall be undertaken using the "Handbook of instructions to Presiding Officers for elections to the A.P. Legislative Council" as the basis. At least two training sessions shall be held. According to Para 3 of Chapter-II of the Hand Book for Returning Officers (Elections to the Council of States & State Legislative Councils), in cases where a council constituency extends over more than one district, the Returning Officer of the Constituency will adopt the lists sent by the other District Election Officers and make the appointments.

Distribution & Reception of election material :

The required number of statutory & non-statutory forms, paper seals and covers have already been distributed to the District Election Officers. The DEOs should verify that the material is adequate to supply all the polling stations in his district (graduates', teachers' & local authorities' constituencies). All District Election Officers should ensure that they have adequate ballot boxes to meet the requirement of all polling stations in the district (graduates', teachers' & local authorities' constituencies) as well as reserve ballot boxes. Apart from this, other items required have to be procured locally by the respective District Election Officers, so as to distribute the same to the polling parties at distribution centres, a day prior to the poll. Particular attention should be bestowed on procuring good quality sketch pens which will be used for marking preferences on the ballot paper. As per E.C.I. instructions, sketch pens with violet ink only should be used for marking on the ballot papers. It should be ensured that good quality pens which are freshly manufactured are only procured for supply to polling stations. As this is the first time in two decades that the Polling Officer will be issuing a pen for marking a preference, precise estimates of pens required will be very difficult to make. Pens can be procured at the rate of 1 pen for every 50 ballots. Further

(...Contd....P.2)

the route officers should carry at least 25% of the requirement for the polling stations in their route with them and examine the status of usage of pens in particular during their visits to the polling stations. Since sketch pens of only violet colour should be used, DEOs should make arrangements for procurement of the pens well in advance to ensure that they are supplied good quality single colour (violet) pens.

The distribution centres shall also be the reception centres for receipt of the polled ballot boxes and other material. The DEO should decide the number of such centres. If it is set up division-wise, the R.D.O. will be responsible for distribution of the material and reception of the polled ballot boxes and other material at sub-divisional level. Form 16 is to be verified by reception center RDO. For common polling booths, there will be two Forms 16-one for teachers' constituency and one for graduates' constituency. This should be entered in Total Votes Polled (Form No 1 in Manual for Counting) after verification. The Form 16 (for each polling station as well as Form 1 - Total Votes Polled for all the polling stations (one for graduates' constituency, one for teachers' constituency) within the jurisdiction should be sent with the polled ballot boxes to the counting center. The other material shall also be verified and received as detailed in the Returning Officers Handbook.

Storage of polled ballot boxes of Graduates' & Teachers' Constituencies:

On receipt of Polled ballot boxes on the poll day and after verification, they shall be stored in two intermediate strong rooms at the reception center itself- one for boxes received from polling stations meant for graduates constituency and polling stations common to graduates and teachers constituencies and the other for boxes received from polling stations meant for teachers constituency. Polled ballot boxes of the common polling stations for Graduates' & Teachers' Constituencies shall be stored in graduates strong room in a separate grid layout. Similarly the Presiding Officers diary for common polling stations should be carefully secured as it pertains to two constituencies. In the teachers strong room, a separate grid layout to be made for polled ballot boxes of common stations with an indication that the boxes of common polling stations would be stored in the strong room meant for graduates constituency. In respect of polling stations in the Returning Officer's district, the polled ballot boxes can be directly stored in the strong rooms without any intermediate storage if considered feasible.

Shifting of polled ballot boxes to the Strong room at Counting Centre of Graduates' & Teachers' constituencies:

The R.D.O. shall shift these polled ballot boxes as well as sealed statutory/non-statutory covers in trunks under armed escort to the Counting center at the returning officers headquarters on the day after the poll after intimating the Returning Officer in advance. The Returning Officer should inform all contesting candidates about the place of intermediate storage as well as final storage at the appropriate time. The contesting candidates should be informed about the date and time when the polled ballot boxes will be shifted to the Strong Room of the Counting Centre so that they can accompany the convoy if they feel it necessary. The candidates should be allowed to put their representatives outside the strong

room and also fix their own seals on the intermediate as well as final strong room. The D.R.O. of the district, who is the Assistant Returning Officer will accompany the trunk carrying the ballot boxes to the R.O. District counting centre and assist in placing the boxes in the strong room. He will remain in the R.O. District counting hall to assist the R.O. if he so desires, during counting / providing records etc.

Strong Room Storage at Counting center for Graduates' & Teachers Constituency:

The Returning Officer should establish two strong rooms preferably adjacent rooms - one for Graduates', one for Teachers. If necessary, there can be two strong rooms for every district in the constituency so that representatives from that district can be made responsible for storage and removal of ballot boxes from their respective strong rooms.

The Returning Officer shall identify the polling station numbers of the booths which are common for both graduates and teachers. Though the booth will be the same, the polling station number may be different for the graduates constituency and the teachers constituency. He shall prepare the strong room ballot box layout indicating the common polling booths numbers in a separately numbered layout - clearly marking space for common polling booths. The remaining polling stations- which are dedicated polling stations for either teachers or graduates should be in a separate grid layout.

Common polling stations ballot box(s) should be stored in the graduates constituency strong room only (see Chapter XII Page 216). They are not to be stored in the teachers strong room. In the grid layout in the teachers constituency strong room - for the common booths the words 'Common Booth-polling box in the graduates constituency strong room' should be clearly marked.

Counting arrangements for Graduates' & Teachers' Constituencies:

The arrangements for counting (Including appointment of agents etc) are detailed in Chapter XII of the Handbook for ROs. There should be a maximum of 15 tables including the R.O's table for the preliminary counting work. This number can be less depending upon the size of the hall and the need to restrict the number of candidate agents in the room as the main counting will be done only at the ROs table. The process for preliminary counting will be as follows:

- a. Scrutiny of postal ballots will commence at the R.O's table. Simultaneously, examine all the polled ballot boxes at the beginning itself to confirm that all the seals are intact and the boxes have not been tampered with. After all the polled ballot boxes are examined, they should be returned to the strong room to their appropriate places.
- b. After the initial verification of the polled ballot boxes, and return to the strong room, opening of individual ballot box at each table can be taken up. Each table should have a polling station wise allotment for counting.
- c. Start first with the common polling booths at each table. The boxes relating to the common polling booths will be opened at the graduates counting hall. The teachers' constituency counting hall supervisors will

wait for the receipt of ballot papers from the graduates counting hall for their respective polling stations. Since the polling station numbers for the graduates and teachers constituency for the same booth may be different, a chart should be prepared beforehand indicating the location of the common booth, the polling station number for the graduates constituency as well as the polling station number for the teachers constituency. Each counting supervisor in the teachers counting hall should know the polling booth number of the graduates constituency and the table number of the graduates constituency counting hall from where he will receive the ballot papers earmarked for his table. Also vice versa. Each Supervisor in the graduates' constituency counting hall should know which table in the teachers' constituency counting hall a particular common polling booth teachers' ballot papers should be transferred to.

- d. Only after ballot papers relating to common booths have been counted both in the graduate's hall as well as the teacher's counting hall, graduates only and teacher's only ballot boxes should be opened. The RO should closely monitor the counting of common ballot boxes, transfer of ballot papers to the teachers counting hall etc. and only after his specific authorization should counting of graduates only and teachers only ballot boxes be taken up. In all cases the ballot papers should be carefully counted with respect to the table allotment made previously. It should be tallied with the number of votes entered in Part I of Form 16 by the Presiding Officer. Discrepancies if any should be reconciled. Entries should be made in the appropriate place in Part II of Form 16 (though the candidate wise entry cannot be made as counting has not commenced, the total can be filled)
- e. The teacher's ballot papers from the common polling booths should be transferred to the teachers counting hall along with the filled up Form 16 relating to the teachers votes.

After completion of the above procedure, the counting of ballot papers of the graduates only and teachers only ballot boxes in the respective counting halls will be taken up. After completion of counting of ballot papers polling station-wise, mix all ballot papers (including postal ballot papers) of all polling stations properly and distribute the ballot papers to the candidates as per the preferences marked thereon.

Preliminary Counting for Graduates' & Teachers' Constituencies:

The Manual for Voting and Counting earlier distributed mentions that all counting – including validation of votes and arranging first preference votes candidate wise should be done at the ROs table only. Please refer to Chapter XII of the RO's Handbook (page 217). At the discretion of the RO if the number of votes is large, the process of sorting out ballot papers candidate wise with reference to the first preference votes after all the votes are mixed may be done at different counting tables. If this path is adopted, the RO should ensure that the counting supervisors as well as the counting staff are well trained and scrupulous in their work to ensure that the categorization of valid and invalid votes as well as

candidate wise votes is done accurately. If any invalid ballots are discovered at this stage of sorting, they should be carefully segregated and put up for the ROs confirmation.

Distribute the valid ballots Candidate-wise and bundle them in convenient bundles of 25 / 50. Transfer all the invalid ballots as well as the trays with the valid ballots to the ROs table. The RO will scutinize the ballot papers received from all the counting tables- both the invalid ballot papers as well as the candidate wise valid ballot papers. The RO will then enter the Status sheet after first round, determine the number of valid votes as well as calculate quota.

After this stage, the counting tables will not be required as all the work will take place at the ROs table only. The RO may direct removal of the counting tables from the counting hall if convenient. He may also consider asking the excess staff in the hall (who were working at the counting tables) as well as excess counting agents to leave the hall. The persons in the hall will be those staff and agents sitting at the ROs table as well as other persons authorized by ECI.

Further rounds of counting will take place at only one table under the supervision of the Returning Officer. Counting shall be conducted in the manner described in "Manual for voting & counting in council elections" already distributed to all District Election Officers.

The eight Returning Officers (Collector, Visakhapatnam, East Godavari, Guntur, Chittoor, Anantapur, Karimnagar, Nalgonda & the Commissioner, M.C.H.) should immediately send proposals for counting hall which meets the above requirements. The proposals should be in the proforma prescribed by E.C.I. The proposals should also include:

- i) Location of intermediate storage of polled ballot boxes in each of the three or four districts of the constituency. For the headquarters district, the Collector can consider directly receiving the polled ballot boxes in the designated strong room without any intermediate storage if considered feasible.
- ii) When the ballot boxes will be moved to the counting centre headquarters, distance to be traveled, mode of transport, estimated time taken, time and date proposed for transfer as well as arrival etc.

These proposals should be prepared by R.O.-Collector in coordination with other Collectors of districts in his constituency.

Local Authorities Constituencies:

These constituencies are located district-wise. The number of polling stations for the constituency will be limited in number . The counting hall also need not be as large as the graduates'/teachers' constituency counting hall as the number of voters is also limited.

:: 6 ::

The distribution and reception centre should be located at the same place as the counting hall and the strong room. Ballot boxes / polling material will be distributed at each district headquarter by the Returning Officer to the polling staff for polling stations in his district.

Polled ballot boxes etc., will be stored after the poll in the strong room near the counting hall.

The Returning Officer (all Joint Collectors and Commissioner, M.C.H) should immediately send proposals for location of the counting centre which meets the requirements detailed above. The proposals should be sent in the proforma prescribed by E.C.I.

All the Returning Officers of the Council Constituencies are, therefore, requested to identify the distribution & reception and counting centres in consultation with the District Election Officers. They should also forward the proposal for counting centres in the proforma prescribed by the E.C.I. for elections to the HOP/APLA., along with layouts of the strong rooms, counting centres and counting hall immediately on the lines indicated above.

V.BHASKAR,
CHIEF ELECTORAL OFFICER &
E.O. PRL, SECRETARY TO GOVERNMENT

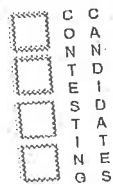
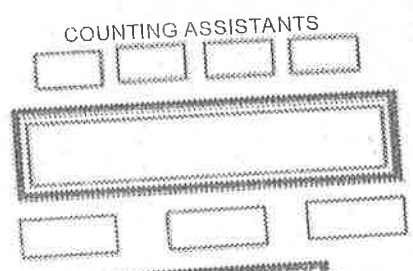
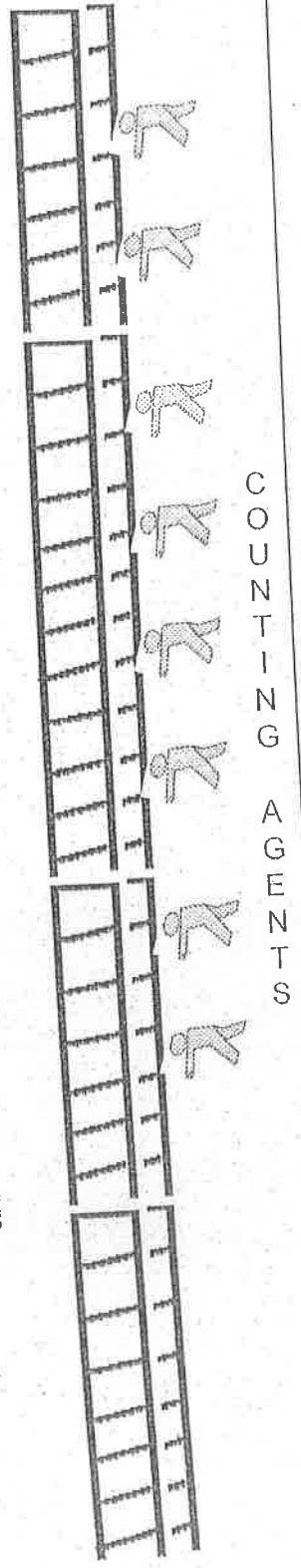
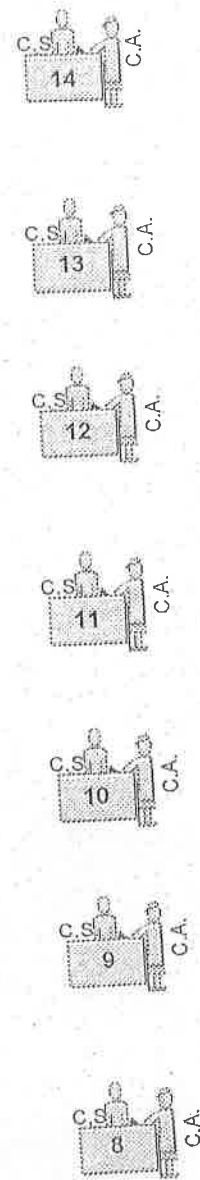
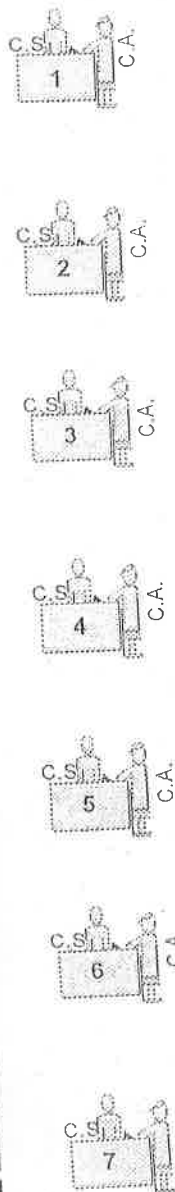
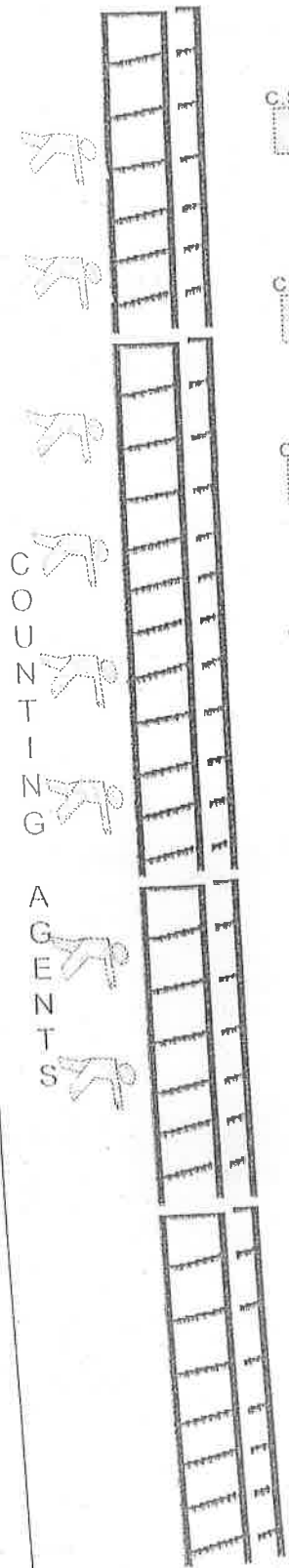
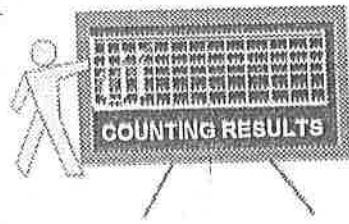
To
The Returning Officers of Council Constituencies.
All Collectors & District Election Officers
The Commissioner, M.C.H., & DEO., Hyderabad.
AK D.R. 13.

//Forwarded :: By Order//

P. Rangaiah
SECTION OFFICER

Layout of Counting Hall (Preliminary Counting)

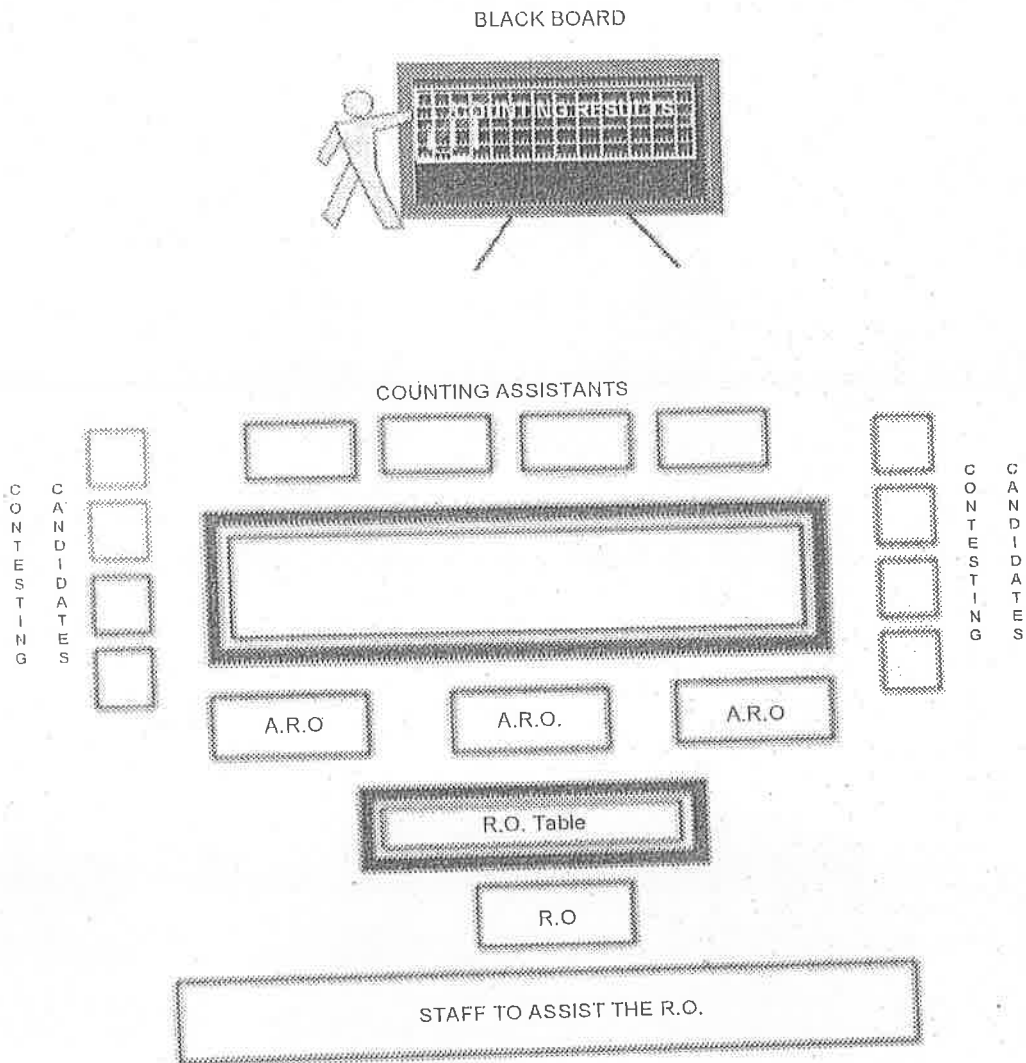
BLACK BOARD



STAFF TO ASSIST THE R.O.

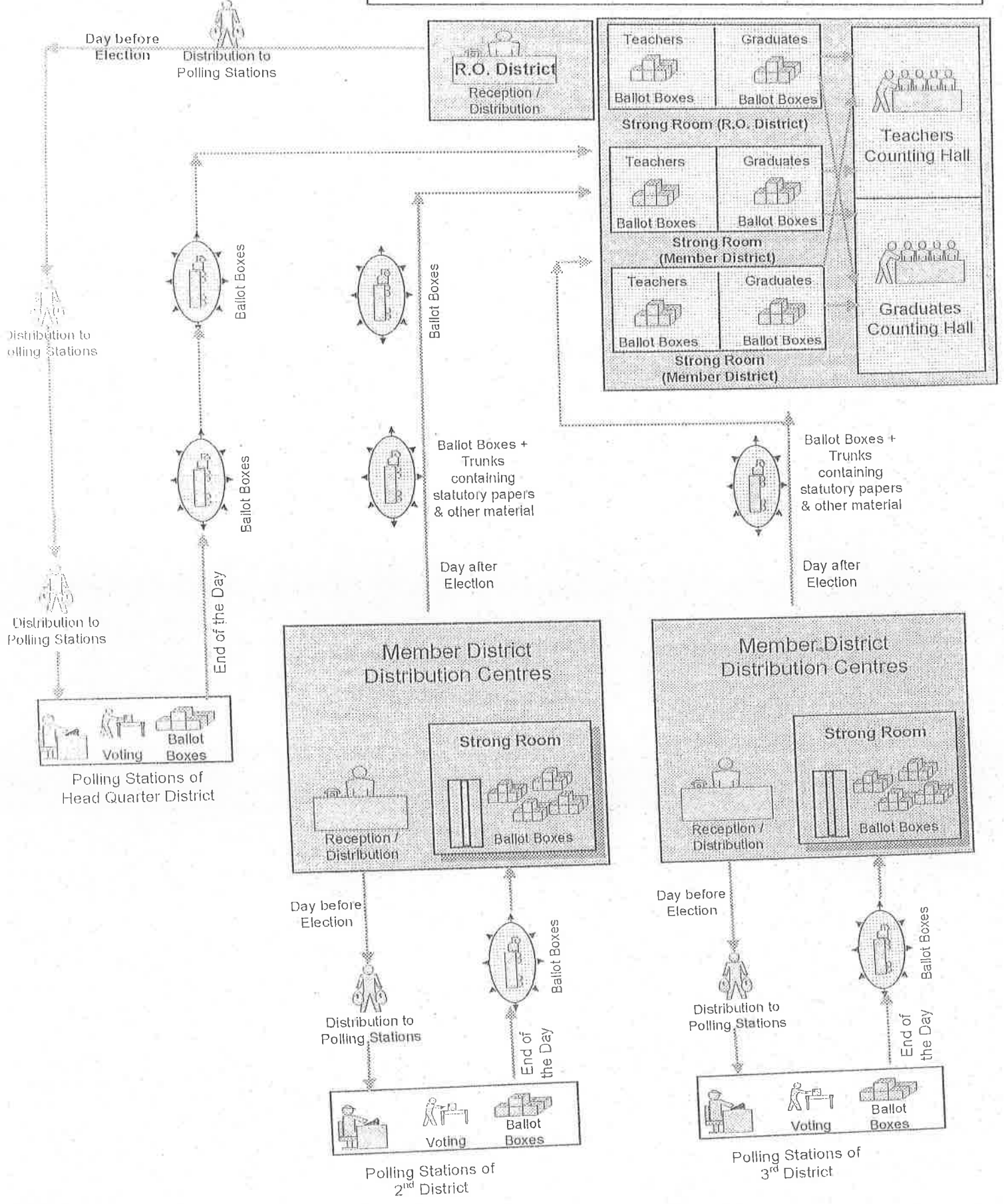
R.O = Returning Officer; A.R.O. = Asst. Returning Officer; C.S. = Counting Supervisor; C.A. = Counting Agent

Layout of Counting Hall (after Preliminary Counting)

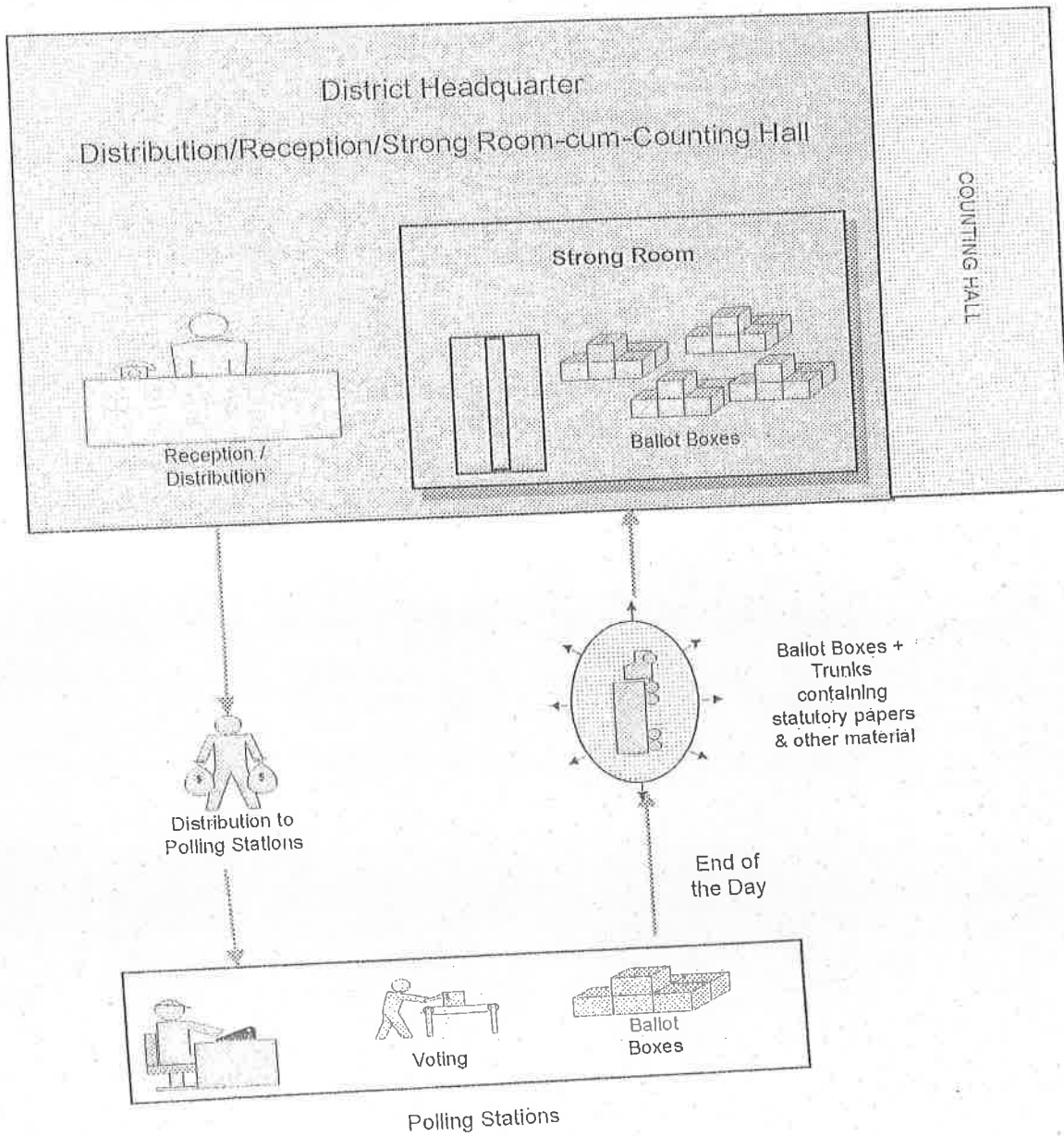


R.O = Returning Officer; A.R.O.= Asst. Returning Officer; C.S. = Counting Supervisor; C.A. = Counting Agent

Constituency Head Quarters (R.O. District)



Local Authorities Constituency



Council Elections
Circular No.9

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS-F) DEPARTMENT

Memo No.532/Elecs.F/2007-26

Dated: 17.02.2007

Sub:- Elections to Andhra Pradesh Legislative Council, 2007 – Local Authorities', Graduates' and Teachers' Constituencies – Conduct of elections – Certain instructions – Issued.

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All The District Election Officers in the State and Commissioner, MCH & District Election Officer, Hyderabad, are informed that the office of the Chief Electoral Officer have issued instructions from time to time and also supplied sufficient number of forms and booklets giving details for smooth conduct of elections. However, certain important issues to be carefully monitored at the time of conducting elections to these constituencies are reiterated below:

2. The District Election Officers & DEOs, Visakhapatnam, East Godavari, Guntur, Chittoor, Anantapur, Nalgonda and Karimnagar & Commissioner, MCH & DEO., Hyderabad are Returning Officers of Graduates and Teachers Constituencies and all the Joint Collectors & Commissioner, M.C.H., are Returning Officers for the respective local authorities' constituencies. Since, under the Election law, the District Election Officer and Returning Officers are statutorily responsible for the fair and efficient conduct of the elections in their constituencies, it is of utmost importance that the Returning Officers should study carefully and be thoroughly conversant with the relevant statutory provisions for the proper conduct of the elections in their constituencies.

3. Copies of the Handbook for the Returning Officers and Manual for Voting and Counting have already been supplied by this Office for the Elections to State Legislative Council of the Local Authorities', Graduates' and Teachers' Constituencies well in advance. In addition, (i) Hand Book for Presiding Officers, (ii) Hand Book for Candidates have been recently supplied. Further additional clarifications sought by the Districts have been provided in consultation with Election Commission most recently on 15.02.2007. All this information is available on the web site "ceoandhra.nic.in". Paragraphs 1 to 22 in chapter II of the Hand book deals with the functions of the Returning Officers.

4. The following are some of the important items which the Returning Officers should attend on priority.

5. NOMINATIONS AND THEIR SCRUTINY ETC.

- (i) Qualifications for membership of Legislative Council are given under Article 173 of the Constitution of India and under Section 6 of the Representation of the People Act, 1951, while the disqualifications are given in Article 191 of the Constitution and in chapter III of the Representation of the People Act, 1951.(Manual of Election Law Vol.I)
- (ii) Instructions in respect of the receipt and scrutiny of nominations, withdrawal of candidatures, publication of the list of contesting candidates etc. as applicable to council elections are given in detail therein. The Returning Officers are, therefore, requested to study those instructions carefully.

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- (iii) It may, however, be noted that in council elections, symbols are not allotted to any candidates. However, political parties may sponsor their candidates duly furnishing Form 'AA' & 'BB'. The names of such candidates shall be in order as prescribed in the Representation of the People Act, 1951 (sub-section 2 of Section 38) in Form 7B as well as in the ballot papers.
- (iv) Chapter VI of the Returning Officers Handbook clearly details procedure for scrutiny of Nominations by Returning Officers. The instructions may be strictly adhered to at the time of scrutiny of the nominations.

6. OATH OR AFFIRMATION TO BE TAKEN BY CANDIDATES:

- (i) A candidate at an election to the State Legislative Council is required under Article 84 (a) or, as the cases may be, act 173(a) of the Constitution to make and subscribe an oath or affirmation in the prescribed form before any of the persons authorized in that behalf by the Election Commission. The forms of oath or affirmation are given in Annexure XIII and the Election Commission's notifications authorizing certain persons in this behalf are reproduced as Annexure XIV of Hand Book for R.Os.
- (ii) The oath or affirmation will have to be taken or subscribed by candidates before the authorized officer after filing the nominations and by latest before the date of scrutiny. This should be explained to the candidates. Normally the candidates take the oath immediately after the filing nominations itself. If they do not do so, the above position should be explained to them and they may be advised to take the oath within the time prescribed. However instructions from Para 19.1 to 20 of Hand Book for Returning Officers 1992 may be followed.

7. WITHDRAWAL OF CANDIDATURE

Any candidate may withdraw his candidature by giving a notice in Form 5 signed by him and delivered before 3 PM in the afternoon of the last date fixed for withdrawal i.e. 26.2.2007. It may be noted that any withdrawal after 3.00 PM is invalid and has no legal effect. Every notice of withdrawal must be delivered by the candidate or by his proposer or by election agent. The proposer or the election agent must, however, have been authorized in writing by the candidate to deliver the notice of withdrawal on his behalf. If there is no such authority or if the person so authorized by the candidate is neither his proposer nor his election agent, the withdrawal is of no effect and must be ignored. As soon as valid notice of withdrawal is received, a notice thereof in Form 6 should be published on notice board. Instructions in the Chapter VII vide Paras 1 to 4 of Hand Book for Returning Officers 1992 may be followed.

8. PREPARATION OF LIST OF CANDIDATES:

- (i) On 26.2.2007 i.e. the last date of withdrawal, immediately after 3 p.m. draw up the list of contesting candidates in form 7B that is to say, the candidates whose names were included in the list of validly nominated candidates in form 4 and who have not withdrawn their candidatures.
- (ii) The list of contesting candidates should be prepared alphabetically in Telugu language strictly in accordance with Section 38 (2) of the Representation of People Act, 1951 giving priority to candidates sponsored by recognized and unrecognized parties. In the list correct name of the constituency should be indicated. The Returning Officer should give his / her name and full designation below his / her signature and also mention the place and date at the end of the Form. The Form-7B shall be prepared in bilingual format and the forms in each language should be sent to the Commission separately. The R.O. should not mix two

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languages in the same Form. Each Form should be accompanied by its English Version. Please refer to Annexure-2.

- (iii) Proper care should be taken while describing the party affiliation of the candidates. The names of the parties should be as notified by the Commission and use of any abbreviations or alterations should be scrupulously avoided. The full name of the party as in Commission's notification should be used without alterations. Similarly to describe the independent candidates full form of "Independent" should be used and not the abbreviation "IND". Further if two or more candidates are independents, the word "Independent" should be written against each and words like "-do-", "ditto", etc. shall not be used.
- (iv) According to sub-section (2) of section 38 of the Representation of People Act, 1951, the names of contesting candidates at all elections have to be classified as follows namely:
 - (a) Candidates of recognized political parties
 - (b) Candidates of registered political parties other than those mentioned in Clause (i)
 - (c) Other candidates.
- (v) The same order shall be followed while preparing the lists of nominated candidates, validly nominated candidates (in Form 4) and contesting candidates (Form 7B).
- (vi) A copy of the E.C.I. Notification dt.6.1.2007 regarding political parties republished in A.P.Gazette No.5, dt.29.01.2007 is enclosed at *Annexure-1*.
- (vii) A copy of E.C.I. direction regarding languages in which the list of contesting candidates be prepared and the ballot papers be printed published in A.P.Gazette No.21, dt.6.11.2006 is at *Annexure-2*.

9. PUBLICATION OF LIST OF CONTESTING CANDIDATES:

The list of contesting candidates in Form 7-B should be displayed on the notice board of the office of the returning officer and at such other places where it may be considered necessary to display them and supply a copy of the list to each contesting candidate or his election agent. Sub-rule (1) of rule 31 requires a copy of the list of contesting candidates to be displayed outside each polling station on the day of poll. In the State Gazette, however, it will be published in English only. The names should be published in the same manner as they were given by the candidates in their nomination papers. The detailed instructions issued in Circular No.2 regarding Form 7A issued during General Elections to HOP / APLA should be followed. Immediately, after preparation of the lists in Form 7-B, two copies thereof in each language (Telugu and English) should be sent to Government and one copy (English) to the Election Commission. The Chief Electoral Officer will arrange publication in the gazette.

10. INTIMATION BY POLITICAL PARTIES OF NAME OF CANDIDATES SET UP BY THEM;

In the list of contesting candidates, mention the party affiliation of the candidate if he has been set up by any recognized National or State or Registered un-recognized political party. The candidate may have made a declaration in his nomination paper that he has been set up by a particular political party. But such declaration by the candidate alone is not sufficient. The Political Party concerned must also intimate that the name of that candidate as having been set up by it in Form 'AA' & 'BB'. Such intimation by the party must reach the concerned Returning Officer of the Constituency / CEO not later than 3.00 PM on the last date of making nominations

i.e. 22.2.2007 of candidatures any intimation received after the aforesaid date and time shall not be entertained in any case. These forms must be individually signed in ink by the authorized office bearer(s) of the party mentioned therein. No Form 'AA' & Form 'BB' bearing any facsimile signature or signature put by means of a rubber stamp etc., shall be accepted or entertained by any Returning Officer. Similarly, any form sent to them by Fax should not be accepted or entertained.

11. SAFE DEPOSIT OF PAPERS RELATING TO NOMINATIONS, SCRUTINY AND WITHDRAWAL OF CANDIDATURES:

Ensure that all election papers and proceedings relating to nominations, scrutiny and withdrawal of candidatures for an election should be put together in a packet or envelop which should be sealed with R.O. Seal and kept in the safe custody.

12. COMMUNICATION OF MESSAGES TO THE CHIEF ELECTORAL OFFICER'S OFFICE AT HYDERABAD:

- (i) Information on the following stages of the elections should be faxed to the Chief Electoral Officer immediately after scheduled time on the dates mentioned. The fax numbers are : 040-23455781 & 040-23454438.
- (ii) On 22.2.2007, immediately after 3 p.m. the names of all those who have filed nominations for the Local Authorities' Constituencies, Graduates and Teachers Constituencies in Form 3C;
- (iii) On 23.2.2007 report of the names of those who have been validly nominated in Form 4 (i.e. by excluding those whose nominations have been rejected by the Returning Officer) should be intimated with reasons for rejection and also particulars of any withdrawal occurred in Form 6;
- (iv) On 26.2.2007 i.e. the last date of withdrawal, immediately after 3 p.m. the list of contesting candidates in Form 7 B(i.e. after excluding the name of those who might have withdrawn their candidatures).
- (v) It is further necessary that on 26.2.2007 while, giving information to the officers in the General Administration (Elections) Department over Fax the Spelling and alphabetical order according to Telugu script, in which the names would be arranged in Form 7-B should also be clearly and correctly given, as this information is very essential to enable the Government to commence printing of ballot papers. The ballot papers will be printed in bilingual format in the order – Telugu/English. A sample ballot paper approved by the Commission with clarification regarding dimensions of counter foil of the ballot paper is enclosed. Please note that sample is only to give an idea of the form of the ballot paper – not the size. The size of the ballot paper will be as specified in Chapter-IX of the Handbook for Returning Officers. It may be noted that in Page 94 of the Handbook, the reference to the counterfoil depth is 15 ems and not 15 cms as clarified by Election Commission.
- (vi) Information should also be given at this stage, about the upto-date total number of electors and the number of ballot papers to be printed dully assessing the requirement as prescribed in Para 6 of Chapter IX of the Handbook for Returning Officers (Council Elections).

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13. SELECTION AND APPOINTMENT OF POLLING PERSONNEL

- (i) At a single election or where the polling station for graduates' / teachers' and local authorities' constituencies is different, polling party will normally consist of one Presiding Officer and three polling officers. At a simultaneous election or where there is a common polling station for both Graduates' and Teachers' constituencies, the polling party shall consist of 5 Polling Officers, besides the Presiding Officer. Only one ballot box at a time will be used at common polling station. The ballot papers for both graduates (white colour) and Teachers in (Pink Colour) will be inserted in the same ballot box.
- (ii) Assignment of duties to Polling Officers and application of indelible ink has been detailed in the Hand Book for Presiding Officers.
- (iii) The District Election Officer has to select staff from other Departments according to availability and suitability and make them available to the Returning Officer. A list of persons suitable for appointment as polling personnel in the various capacities, separately for each polling station proposed to be located in their respective areas and also the reserve polling personnel should be drawn up in advance. The list should contain clear particulars about the name of the officer, his official designation and address and his designation at the polling station. After it is known that there will be a contest, appointment orders should be issued in the same form as was adopted for the Assembly elections. The personnel selected for polling duties may be given training in at least two classes at some convenient centre in the district. The Handbook for Presiding Officers supplied recently to all DEOs should be used as basis for training to the POs.
- (iv) As far as possible, the teaching staff should not be appointed as polling personnel in view of the annual examinations.

14. BALLOT BOXES:

Ballot boxes are being used in the elections to the Council Constituencies. All DEOs shall keep ready the sufficient number of boxes for the use. Each polling station should be supplied with two ballot boxes – one big size and one small size. When the big size ballot box gets filled with ballot papers and no more paper can be inserted in it, another empty box should be placed in its place for continuing the poll, after preparing the new ballot box for balloting in the same manner as the first. Route and Zonal Officers should be provided with reserve ballot boxes. There may be common polling stations for Graduates' and Teachers' in many constituencies. At such polling stations, a common ballot box shall be used at one time for receiving the ballot papers of both the elections (Graduates' & Teachers'). As the ballot papers will be of different colours, they can be easily separated at the time of counting.

15. POSTAL BALLOT PAPERS:

- (i) Please refer to Part III of the Conduct of Elections Rules, 1961.
- (ii) Printing of postal ballot papers must be completed within 24 hours after the last hour for withdrawal of candidatures and the dispatch of these ballot papers must be completed within the next 24 hours. The instructions issued on the form of postal ballot papers and papers to be sent with postal ballot paper and record of postal ballot papers etc., at paras 14 to 15.3, 19.1 & 19.2 of Chapter IX of the Hand Book for Returning Officer (Council Elections) should be followed scrupulously. Under Rule 23 (3) of the Conduct of Elections Rules, 1961, before any ballot paper is issued to an elector by post in a local authority constituency, the serial number of the ballot paper shall be effectively concealed in the manner prescribed by the Commission. The Returning Officer shall mark the name of elector in the marked

copy of the electoral roll to indicate that ballot has been issued to him and ensure than the elector is not allowed to vote at a polling station.

16. BALLOT PAPERS:

- (i) Immediately on receipt of the list of contesting candidates from the Returning Officers, the Commissioner, Printing Stationery will arrange for the printing and supply of the ballot papers to the Returning Officers on the assessment furnished by them. The ballot papers for Council Constituencies shall be printed in Telugu and English languages. These ballot papers will be in the form enclosed at *Annexure-3* and size etc., as mentioned in Chapter-IX of the Handbook for Returning Officers. On receipt of the ballot papers, they should be checked up carefully. The R.O. shall issue instructions to the officials deputed for overseeing the work of printing of ballot papers to verify the ballot papers after printing regarding the correctness of total quantity and serial numbers before taking delivery. It should be remembered that under Rule 38A (3) of the Conduct of Elections Rules, 1961, in the case of Local Authorities' Constituencies, the serial numbers on ballot papers will have to be effectively concealed after thorough checking. The Government Press Authorities shall arrange a black slip for concealment of serial number of the ballot papers in respect of local authorities' constituency. The serial numbers of the ballot papers, with a small reserve for each polling station may be allocated at each polling station in advance with reference to the number of voters to it. A statement showing the serial numbers of the ballot papers, authorized for use at each polling station should also be prepared separately.
- (ii) The ballot paper, before it is issued to the voter should be signed on the back by the Presiding Officer and the procedure for shuffling of ballot papers before they are issued to the electors should be followed. Detailed instructions about this have been given in the Hand Book for Presiding Officers.
- (iii) The distribution of the ballot boxes, ballot papers and other articles and equipment required for the polling stations should be taken up sufficiently ahead of the date of poll and all arrangements completed in time.
- (iv) **Distinguishing mark on ballot paper:** According to para 9.1 of chapter-IX of the Handbook for Returning Officers (Council Elections) every ballot paper and its counterfoil which is to be used at an election in a council constituency shall be rubber stamped on its backside with the serial number of the polling station. For instance, all ballot papers issued to electors at polling station number 53 in a council constituency shall be stamped as (53).

17. BANDOBUST ARRANGEMENTS:

As usual, bandobust arrangements at polling stations and the plan to collect the boxes from the stations and bringing consultation with the Superintendents of police well ahead of the date of poll and extra forces deployed at sensitive points.

18. TRANSPORT OF POLLED BALLOT BOXES & ITS STORAGE:

Detailed instructions have already been issued on distribution and reception centres, storage of polled ballot boxes and its storage and transport to strong rooms at counting centres in Government Circular No.8, dt. 2.2.2007 (Govt.Memo No.217/Elecs.F/2007-2, dt. 2.2.2007). The Returning Officer should inform the candidates or their election agents sufficiently in advance about the programme of the collecting parties being sent by him and change if any. The route for the collection of the material from the polling station after the conclusion of the poll and intermediate strong rooms and the date and time of the shifting of polled ballot boxes to the strong room at Counting centre should also be intimated. Candidates may make

arrangements, if they so desire, for sending their agents to accompany such collecting parties. The agents of the candidates should, however, make their own arrangements for their transport and they, in no case should be allowed to travel in the same vehicles in which the polled ballot boxes and other material and polling parties are transported. The contesting candidates should be permitted to post their agents to keep watch at the place where the polled ballot boxes are stored till the counting.

19. COUNTING CENTRES:

- (i) The arrangements for counting are detailed in Chapter XII of the Handbook for ROs. The counting centres for Graduates' and Teachers should invariably be identified in the same premises wherever common polling booths are involved. Even otherwise, as the R.O. is the same, it is preferable that both the centres be located in one premises. The District Election Officers shall ensure that there will be no overlapping with examination centres of Intermediate / SSC while identifying the counting centres. Hence, before finalization, Regional Joint Directors, Higher Education / District Educational Officers shall be consulted. The DEOs shall ensure that necessary infrastructure like water, electricity, etc., are available in the counting centres. Generators shall be made available as stand by.
- (ii) Necessary proposal in this regard along with the counting centre, strong room & counting hall layouts in prescribed proforma as mentioned in the Commission's letter No.470/98/PLN-I, dt.26.12.1997 (copy enclosed at *Annexure-A*) should be sent to this office by 21.02.2007 to forward the same to the Election Commission of India for approval. The proforma should be suitably modified to suit Legislative Council elections. Please note that counting hall layouts (as mentioned in Circular No.8) should invariably be included in the proposal. The intermediate storage plan and shifting of boxes etc., from intermediate storage centre to Counting centre shall also be sent along with the proposal.
- (iii) Suggested plan of storage of polled ballot boxes and its transport to strong room in Counting centre as detailed in Circular No.8, dt. 2.2.2007 shall be kept in mind while preparing the counting centre proposals.

20. COUNTING OF VOTES:

- (i) The counting will be taken up on 21.03.2007 for local authorities' constituencies elections and on 23.03.2007 for graduates' and teachers' constituencies election.
- (ii) Instructions for counting under the system of proportional representation by means of single transferable vote were issued in the Manual on voting and counting in Council elections, which were already provided to all the District Election Officers and training was also conducted to the Returning Officers. They should be followed very carefully. As the counting of votes under single transferable vote method is some what complicated, the Returning Officer should conduct two or three rehearsals of counting in advance and train the personnel properly.

21. INTIMATION OF RESULT:

- (i) Immediately after the result is declared, intimation thereof should be communicated by fax to the CEO / ECI and others as prescribed in Chapter XIII of the Hand Book for ROs.
- (ii) Form 21A or 23 (Declaration of result) as the case may be and Form 23B (Return of Election) should be filled in and sent to the Election Commission and

the Chief Electoral Officer. Forms are available in the Manual of Election Law, 2004 (Volume.II) under Conduct of Elections Rules, 1961.

- (iii) Two copies of the declaration of result should be sent to the Chief Electoral Officer immediately by express delivery for publication in the Andhra Pradesh Gazette. One copy of the declaration of result should be sent to the Election Commission and another copy to the Secretary, Andhra Pradesh Legislative Council, Public Gardens, Hyderabad.

22. CERTIFICATE OF ELECTION:

Under rule 85 of the Conduct of Elections Rules, 1961, a certificate of election in Form 24 should be granted to the returned candidate soon after the result is declared and his acknowledgement obtained in the prescribed form and sent to the Secretary, Andhra Pradesh Legislative Council, Public Gardens, Hyderabad.

23. ELECTION EXPENSES:

There is no provision in Election Law, requiring candidates elected from council constituencies to submit return of election expenses as in the case of Assembly and Parliamentary elections.

24. CONCLUSION:

It is hereby emphasized that strict adherence to these instructions as well as all statutory Acts and Rules is essential for smooth conduct of elections. At each stage of elections, the corresponding instructions as well as statutes may be studied carefully, and acted upon scrupulously.

25. Receipt of this Memo may please be acknowledged.

Encl: 4 Annexures

V.BHASKAR,
CHIEF ELECTORAL OFFICER &
PRL. SECRETARY TO GOVERNMENT

To
All Collectors and District Election Officers (Except Hyderabad)
Commissioner, MCH & District Election Officers.
Joint Collectors & Returning Officers
Through Collectors & District Election Officers.

//Forwarded :: By Order//


SECTION OFFICER