

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (ELECTION-B) DEPARTMENT

**Memo No.258/Elecs.B/A2/2013-28,**

**Dated:15.02.2013**

Sub: Elections – Biennial Elections to AP Legislative Council from 3 Graduates' and 3 Teachers' Constituencies – Minutes of the Video conference held on 14.02.2013 – communicated – Reg.

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A copy of the minutes of the Video conference held on 14.02.2013 by the Chief Electoral Officer and the Director General of Police (Law & Order), A.P., Hyderabad with the Collectors & District Election Officer, Returning Officers of APLC Constituencies and Superintendents of Police is communicated herewith for information and strict compliance.

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

To

The Director General of Police (L&O), Andhra Pradesh, Hyderabad. (w.e)  
The Collectors & DEOs of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Karimnagar, Nizamabad, Medak, Adilabad, Warangal, Khammam and Nalgonda Districts. (w.e)  
The Superintendents of Police of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Karimnagar, Nizamabad, Medak, Adilabad, Warangal, Khammam and Nalgonda Districts. (w.e)

**Copy to:**

All sections in G.A. (Elections) Dept. (w.e)

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SECTION OFFICER



**Minutes of the Video Conference held with the DEOs / ROs / SPs on  
14.02.2013 at 2.30 p.m.**

**Present:**

Sri Bhanwar Lal,  
Chief Electoral Officer,

Sri S.A. Huda, IPS.,  
Director General of Police (Law & Order)

Sri Fahim Saberi  
Consultant, o/o Chief Electoral Officer

Sri B. Raj sekhar,  
Observer for Krishna-Guntur Graduates' Constituency

Sri V.N. Vishnu,  
Observer for Srikakulam-Vizianagaram-Visakhapatnam Teachers' Constituency

Sri E. Yellappa,  
Observer for Medak-Nizamabad-Adilabad-Karimnagar Constituency

Sri G. Balaramaiah,  
Observer for Warangal-Khammam-Nalgonda Teachers' Constituency

Collectors & District Election Officers of Poll going districts.  
Returning Officers of 3 Graduates' and 3 Teachers' Constituencies  
Superintendents of Police of Poll going districts  
Observers for the remaining two Constituencies

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In order to review the preparedness for the ongoing biennial elections to A.P. Legislative Council for Srikakulam-Vizianagaram-Visakhapatnam Teachers', Medak-Nizamabad-Adilabad-Karimnagar Teachers', Warangal-Khammam-Nalgonda Teachers', East-West Godavari Graduates', Krishna-Guntur Graduates', Medak-Nizamabad-Adilabad-Karimnagar Graduates' Constituencies, the Chief Electoral Officer has convened a video conference with the concerned Collectors & District Election Officers, Returning Officers, Superintendents of Police on 14.02.2013 at 2.30 p.m from his chambers at South 'H' Block, AP Secretariat, Hyderabad.

2. The CEO, while briefing about the instructions of the Election Commission of India initiated the discussions and along with the DGP (L&O) has reviewed the

bandobust plan at distribution centres, transportation of poll material and polling personnel, polling stations, transportation of ballot boxes, reception centres, intermediate strong rooms, main strong rooms and counting centres, with the Collectors & DEOs as well as the Superintendents of Police concerned. Later, the CEO has reviewed the other items viz., printing of ballot papers, acquisition of material, deployment of polling personnel, web casting of poll process etc., with the Collectors & DEOs and Returning Officers. After taking the feedback from the District Administration on all the above items, the Chief Electoral Officer, has instructed as below:

**Bundobust Plan;**

- All the Collectors & District Election Officers shall send the bundobust plan in the ECI prescribed format by 16.02.2013.
- All the polled ballot boxes shall be collected at the reception centers of the respective district. After thorough verification of sealing of ballot box, ballot paper / paper seal account and other statutory items, the polling personal shall be relieved of their duties at reception centre. The ballot boxes so collected shall be kept in the intermediate strong room, and then be moved to the main strong room at counting centre with proper security bundobust accompanied by a senior officer.
- When the polled ballot boxes are kept in the closed/sealed intermediate strong room for the night, bundobust with CPMF shall be provided at intermediate strong room also. Otherwise, for collection purpose proper bundobust with State Armed Forces shall be provided.
- Only one intermediate strong room is allowed either at Division Level or District Level. No secondary intermediate strong room in between the main and primary strong rooms is allowed.
- All the polled ballot boxes, so collected at reception centres, shall be moved in one vehicle, duly reliving all the polling personnel, under the protection of armed forces to the main strong room at counting centre accompanied by a senior officer.
- At main strong room CPMF shall be deployed as per the ECI norms.
- All the Collectors and Superintendents of Police shall send necessary proposals for deployment of CPMF, if necessary, as per the above instructions, to the DGP (L&O). In turn the DGP (L&O) will provide the forces so required.
- During the video conference the SPs of Nizamabad, Visakhapatnam, East Godavari, and Srikakulam have requested to provide additional CPMF @ 1 platoon each, Guntur, Karimnagar and Adilabad @ 2 platoons each and Medak 3 platoons (total 13 platoons). The DEOs and SPs shall send necessary written requisition, with proper justification, to the DGP (L&O). The DGP (L&O) will ensure that the forces are provided well in time.

**Other items:**

- Unlike Assembly elections, the council Poll will be taken up from 8.00 a.m. to 4.00 p.m. This shall be publicized widely and informed to all the contesting candidates, political parties during the meetings and to all the polling personnel

during the training classes besides publicity through print and electronic media for information of the voters.

- As several political party leaders are making pada yatras in the district, they shall be informed that all the leaders of political parties as well of employees unions, those who are not the native of that district, shall leave the district 48 hours before the closure of the poll i.e., by 4.00 p.m. on 19.02.2013. The DEOs shall not allow them to stay in the district, if they are not native of that district.
- Only one ballot box is to be used to drop the ballot papers of both the Graduates and Teachers constituencies, where both the polling stations are common in case of Medak, Nizamabad, Adilabad and Karimnagar Graduates' & Teachers' constituencies. After filling, the first one, next ballot box shall be used.
- As the voting process in council constituencies is of preferential voting and time consuming, more number of voting compartments shall be provided to complete the process within the stipulated time duly providing adequate time to each voter.
- The colour of the ballot paper shall be publicized widely (Graduates-white and Teachers-Pink)
- Violet colour pens shall be procured by the Returning Officer concerned centrally for all the districts of their respective constituency and supplied to other districts, so as to maintain similarity even of colour and to provide @ 7-10 pens for each polling station or even more.
- Sufficient number of spare ballot boxes, violet pens and other material shall be provided with the Zonal Officers in the emergency circumstances.
- To transport the polling personnel buses from AP State Road Transport Corporation (APSRTC) or from private operators shall be used, as the number of polling stations are limited. School buses shall not be utilised.
- If the Bank and LIC employees are going on strike on 21<sup>st</sup> and 22<sup>nd</sup>, the DEOs shall ensure that all such employees, who were drafted for election duty, shall be informed that the strike call given by their unions/associations shall not be applicable to them, since they are under the control of Election Commission of India and failure to attend training class / election duty will attract stringent action under the provisions of Representation of People Act. Wherever feasible, D.E.Os will appoint the Micro Observers from other categories of Central Government/PSU employees.
- Ensure that Election Duty Certificate shall be issued to all the polling personnel, who are enrolled as Electors in the respective council constituencies so as to enable them to avail their franchise at the polling station where ever they are posted.

- Conduct meetings with political parties and contesting candidates, as many times as possible, to familiarize with the instructions of the Commission, particularly, how to record votes.
- Videography of campaigns and pada yatras shall invariably be made and C.Ds be handed over to the Observer on day to day basis.
- Necessary arrangements shall be made for live web casting of poll process from all the polling stations, since they are located at Mandal Head Quarter, either through BSNL landline or WLL or data card net work etc.
- Necessary arrangements for videography in addition to Web casting at each polling station shall be done as already instructed.
- If sufficient number of laptops / web camaras are not available with any district, they can make necessary arrangements by borrowing from the neighbouring districts.
- As the live web casting is being conducted, for uninterrupted power supply at the polling stations, DEOs shall address the concerned DISCOM authorities well in advance.
- No Government Employee, Govt., or Aided School teacher or an elected political representative shall be appointed as Polling / Counting Agent. This shall be informed to all the contesting candidates / political parties. No person, who is non resident of the constituency concerned shall be applied as polling/counting Agent.
- As there is no 17 A register for APLC election, signature / thumb impression of the elector shall be taken on the counter foil of the ballot paper. If any elector refuses to sign or put his/her thumb impression, ballot paper shall not be issued to such elector.
- The infirm / blind electors, who require helper for voting, shall make a written request in person prior to 3 days of poll ie., by 5.00 pm of 18.02.2013 either to the Returning Officer or Assistant Returning Officer concerned. Request letter through third person shall not be entertained.
- Necessary proposals for intermediate strong rooms, as per the aforesaid instructions, shall be sent to CEO by 16.02.2013 to get the approval of ECI.
- To familiarize the dos and don'ts during voting and proper marking of preferential voting, wide publicity through local cable TV, Prachara Ratham, printing of hand bills/pamphlets etc., shall be taken up. This can also be explained during the meetings with political parties, contesting candidates and training classes to the polling personnel. Posters of dos & don'ts has already been dispatched by the agency to all the districts and same may be given to the

polling parties @ two (one Telugu and one English) for displaying at each polling station.

- Randomization of polling personnel shall be done either through software or manually. No polling personnel is allowed to be posted at his/her choice.

Finally, the CEO has requested the DEOs and Returning Officer to follow all the above instructions scrupulously so as to conduct the biennial elections in a transparent and peaceful manner.

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

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SECTION OFFICER  
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