

"Most Urgent"

" By Fax/ e-mail/Post"

Office of the Chief Electoral Officer, Andhra Pradesh
South 'H' Block, A.P. Secretariat, Hyderabad.

Memo No.217/Elecs.F/2014-12

Dated:20.03.2014.

Sub:-Additional facility for e-filing of affidavit (Form-26) of criminal cases, assets, liabilities and educational qualifications by candidates – ECI Instructions & guidelines - Communicated - Reg.

Ref:- E.C.I. Lr.No.3/ER/2014/SDR, dt. 19.3.2014.

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A copy of the letter in the reference cited along with guidelines (**Annexure-A**) is communicated to all the Collectors and District Election Officers and the Commissioner, G.H.M.C. & D.E.O., Hyderabad and they are requested to follow the instructions regarding "**Additional facility for e-filing of affidavit (Form-26) of criminal cases, assets, liabilities and educational qualifications by candidates**" issued by the ECI in the reference cited. All the DEOs are requested that the guidelines on e-filing of affidavit shall bring to the notice of all concerned including political parties and contesting candidates and publicized through print and electronic media.

These instructions along with guidelines (Annexure-A) for the e-filing of affidavits shall also be communicated to all the Returning Officers / Asst. Returning Officers and shall be scrupulously implemented.

V.VENKATESWARA RAO,
ADDITIONAL CHIEF ELECTORAL OFFICER,
Andhra Pradesh.

To

All the District Collectors & D.E.Os (w.es.)

The Commissioner, G.H.M.C., & D.E.O., Hyderabad (w.es)

Copy to:

The Returning Officer & Secretary to State Legislature, A.P. Legislature

Secretariat, Assembly Buildings, Hyderabad (w.es.) with a similar request.

The all the Returning Officers for Parliamentary and Assembly Constituencies

through the District Election Officer concerned (w.es.)

S/F.

// FORWARDED: BY ORDER //


SECTION OFFICER
A.

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.3/ER/2014/SDR/

Dated : 19th March, 2014

To

The Chief Electoral Officers of
All States and UTs

Sub: Additional facility for e-filing of affidavit (Form-26) of criminal cases, assets, liabilities and educational qualifications by candidates – Reg.

Sir/Madam,

The candidates are required to file an affidavit (in Form 26) along with their nomination papers. The affidavit is required to be attested before a Notary Public/Oath Commissioner/First Class Magistrate. While filing of the affidavit duly attested is a statutory requirement and has to be complied with, the Commission has made arrangements for optional e-filing of the affidavits.

2. This facility for e-filing of affidavits can be availed by the candidates, as per guidelines enclosed herewith (Annexure – A). The candidates willing to avail e-filing facility shall enter the information by logging into the ECI website through internet. For convenience of the candidate in taking print on stamp paper, the setting is so made as to facilitate printing on stamp paper. The printed copy can be taken on stamp paper of appropriate denomination and sworn before an Oath Commissioner or Magistrate of the First Class or before a Notary Public for filing the same before the Returning Officer (R.O.). It may be noted that the notarised affidavit has to be filed latest by 3.00 PM on the last date for filing nomination.

3. The e-filing facility enables on-line submission of affidavits by the candidates. This facility shall also provide on-line help in filling up the affidavit correctly and also the facility of getting print of the duly filled affidavit. Moreover on-line submission will not accept any incomplete application, in respect of columns which are required to be filled in mandatorily and thereby ensures that no column is left blank which may lead to rejection of nomination paper.

4. At present, the e-filing can be done in two languages namely English and Hindi.

5. There is no additional cost to the candidate for e-filing of the affidavit. The e-filed affidavit, can be seen by the candidate, even after taking print out. The e-filing also provides the facility to modify the entries, any time before submission of the notarised affidavit before the Returning Officer.

6. The guidelines on e-filing of affidavit may be brought to the notice of all concerned including political parties and contesting candidates and publicised through print and electronic media.
7. The CEOs, DEOs & ROs in their meetings with political parties and candidates should brief about these provisions suitably explaining the details for the optional e-filing of affidavits. The ROs should in addition distribute a standard handout to the candidates in this regard.
8. Kindly acknowledge receipt of this letter.

Yours faithfully

(Ashish Chakraborty)
Secretary

Guidelines for the E-filing of Affidavits (Form-26) by the candidates

STEPS:

- Step - 1 Register online, by visiting www.eci.nic.in and clicking on "Online submission of candidate affidavits".
- Step - 2 First time user should first register by clicking on "Click to Register"
- a) User should enter valid mobile number and email-id and Proceed
 - b) User will receive OTP (One Time Password) as sms on mobile number and to specified email-id.
 - c) User need to enter the OTP and proceed.
 - d) Then fill details like state, First name, Last name.
 - e) Set the Password
 - f) Click on "Register" and after successful registration, go to login and fill affidavit.
- Step - 3 Login with the registered Mobile Number.(User Name will be the mobile Number)
- Step - 4 Specify the Name of the Candidate, State, District and Constituency for which the candidate is nominating. Once entered cannot be changed, so please be careful while filling this detail.
- Step - 5 Fill the following details in sequence(for detail download manual and read details instruction for filling the affidavit)
- a) Candidate Details
 - i) Please fill Self/Spouse/Dependent Details in Candidate Detail before proceeding to further.
 - b) Details of court cases, if any
 - c) Details of movable assets, if any
 - d) Details of immovable assets, if any
 - e) Details of liabilities/dues to public financial institutions and government, if any
 - f) Details of profession or occupation, if any
 - g) Educational Qualification, if any
 - h) Finalize and Submit

Note:

1. Contesting candidate need to have a valid mobile phone number and E-Mail ID before registering in the software as One Time Password (OTP), which will be sent to candidate's mobile number. This E-Mail ID will be required by the candidate to get registered and login in the software.

2. Password has to be kept confidential so that unauthorised users will not be able to login to the account. No other entity can access/modify your details until your credentials are shared.
3. All the documents should be kept ready while filing, as a number of details are required to be filled up in the affidavit.
4. Please make sure that all the details entered are true and correct.
5. In the last step, "Finalize and Submit" - click the Finalize button, if and only if all the details are entered. It may be noted that once you click the "finalise and submit", then the data, cannot be edited further and will be considered as final.
6. Mere submission of affidavit online does not mean submission of nomination. The hard copy has to be notarised and submitted to the R.O. within the prescribed time limit.
7. The online services are being provided through NIC data centre and National Security Depository Limited (NSDL). The necessary support for the same is also provided by them. The cost of online submission of their support shall be borne by the government. Candidate does not have to pay for it.
8. For any query on administrative issue: please contact supportaffidavit@eci.gov.in
For technical related issues, please contact 011-23052043, Mr Rohit & Mr. Saksham