

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 37/AP-LC/2012-CC&BE

Dated: 28<sup>th</sup> September, 2012

To

**The Chief Electoral Officers of**  
Andhra Pradesh  
Hyderabad

Subject :- **Special Revision of Electoral Rolls** of the **Graduates' Constituencies** of the State Legislative Councils of Andhra Pradesh w.r.t. **01.11.2012** as the qualifying date - regarding.

Sir,

I am directed to state that some of the sitting members in the Legislative Council of your State elected from the Graduates' Constituencies, shown against the name of your State, in the **GUIDELINES** enclosed herewith, are going to retire during the year 2013.

2. The Commission, under Section 21(3) of the Representation of the People Act, 1950, hereby directs that the **Special Revision of Electoral Rolls** of the said Graduates' Constituencies of your State shall be undertaken with reference to the qualifying date i.e. **1<sup>st</sup> November, 2012** as per the programme mentioned in the **GUIDELINES**. In this connection, I am to forward herewith the **GUIDELINES** to be followed scrupulously during the **Special Revision of Electoral Rolls** for the Graduates' Constituencies.

3. It has been decided by the Commission that in addition to the Designated Officers and Additional Designated Officers the following officials will be authorized to authenticate the degree/diploma certificates/mark-sheets or other documents after due verification of the same with the original documents:-

(a) All Gazetted officers residing/working in a District in respect of the electors residing in the concerned District;

(b) Booth Level Officers appointed by the Commission in respect of electors residing at the respective polling station area:

4. The Commission has decided to appoint the EROs and AEROs of the Assembly Constituencies comprised within the Graduate Constituency concerned as the AEROs for the concerned Graduates' constituency. Necessary proposals to this effect may be sent to the Commission for approval.
5. Taking into account the need to reduce the distance a voter has to travel to reach the polling station for voting, the Commission has decided to rationalize the polling stations for Graduates Constituencies. Accordingly the existing polling stations may be reviewed and rationalized and proposals for such rationalized polling stations taking into account (i) the optimum number of electors that can be accommodated in a polling station and (ii) the need to reduce the distance a voter has to travel may be sent to the Commission for its approval.
6. It is also requested that the EPIC number of the applicant may also be obtained as an additional information to link with applicant's data in the Assembly electoral roll like photo, etc
7. It is requested that after the final publication of the roll, a consolidated report in the proforma enclosed along with Guidelines at ANNEXURE-II may be furnished to the Commission.
8. The Commission has also decided to computerize the electoral rolls of Graduates Constituencies where the revision is being done now. For this purpose the data entry of the existing electoral roll is to be done and completed during the period from 1.10.2012 to 15.10.2012, in the enclosed format. Further, data entry of the claim applications received during the period for filing claims and objections may also be made. In this connection a meeting with the CEO and his resource persons has been fixed at Nirvachan Sadan, New Delhi at 11.30 AM on 04<sup>th</sup> October, 2012 (Thursday). You are requested to attend the same without fail.

Yours faithfully,

**(K.AJAYA KUMAR)**  
**PRINCIPAL SECRETARY**

## GUIDELINES

The term of the sitting members of the Legislative Councils of Andhra Pradesh elected from the following Graduates' Constituencies, is due to expire on the retirement of members on the dates mentioned against the name of the Constituency :-

Name of State	Name of Graduates' Constituencies	Date of retirement
Andhra Pradesh	Krishna-Guntur Graduates'	29.03.2013
	East-West Goadavari Graduates'	
	Medak-Nizamabad Adilabad-Krimnagar Graduates'	

2. Now, the Commission has decided to undertake the **Special Revision of Electoral Rolls** of the said Graduates' Constituencies under section 21(3) read with section 27 of the Representation of the People Act, 1950. **The existing rolls, i.e. Final Electoral Rolls of 2006 including subsequent supplements , if any, shall be published as Draft Electoral Rolls for 2012 on 1<sup>st</sup> October, 2012.**

3. The **Revision of Electoral Rolls** of the concerned Graduates' Constituencies shall be undertaken with reference to **1<sup>st</sup> November 2012** as the qualifying date in accordance with the following programme-

S. No.	Activities	Period/Date
1.	Issue of public notice in the News Papers & Date of Draft publication of Electoral Rolls -2005	01.10.2012 (Monday)
2.	Date of commencement of filing claims and objections	01.10.2012 (Monday)
3.	First Republication of notice in News Papers	15.10.2012 (Monday)
4.	Second Republication of notice in News Papers	25.10.2012 (Thursday)
5.	Period for filling claims and objections	01.10.2012 (Monday) to 06.11.2012 (Tuesday)
6.	Disposal of Claims and Objections by	10.12.2012 (Monday)
7.	Final publication of rolls	15.12.2012 (Saturday)

4. **The Electoral Registration Officers shall be directed that:**

- (i) Wide publicity should be given to the programme.
- (ii) Whenever, possible the public notice calling for applications for enrolment may be issued much earlier say in the first day of August of the year of revision so that sufficient time is available for persons to apply.

- (iii) Instructions regarding Special revision and publication of electoral rolls for the council constituencies given in the Hand Book for Electoral Registration Officer (1993 edition) except to the extent modified in these guidelines should be followed scrupulously.
- (iv) Press clippings of newspapers publishing the public notice have to be forwarded to the Commission immediately after their publication.
- (v) Draft electoral rolls should be published and kept at all the polling stations and other important places in the constituency as is done in the case of electoral rolls of the assembly constituencies. **Draft electoral Rolls shall also be uploaded on the official website of the CEOs.**
- (vi) EROs are required to publish Draft Electoral Rolls-2012 (i.e. Final Electoral Rolls of 2006 including subsequent supplements, if any) on **1<sup>st</sup> October, 2012** and issue a public notice, as in Annexure-I hereto, on or before **1<sup>st</sup> October, 2012** for inviting Claims and Objections in the prescribed Form 18 for inclusion of names in the electoral rolls, from those persons whose names do not find place in Draft Rolls of 2012, up to **6<sup>th</sup> November, 2012**. The said notice is to be published in *atleast five newspapers* having circulation in the Constituency *repeatedly* and republished in newspapers once on or about **15<sup>th</sup> October, 2012** and again on or about **25<sup>th</sup> October, 2012** besides displaying 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, for wide publicity.
- (vii) Simultaneously, house to house *physical verification of all the electors included in the Draft Rolls of 2012*, may be carried out through the BLOs for remedial action, i.e., the names of those electors, who are not found as ordinarily resident, shall be suo-motu deleted by the EROs under rule 21A of the Registration of Electors Rules, 1960, based on the report furnished by BLOs, following the procedure prescribed in that rule.

- (viii) EROs should address all offices, educational and other institutions, banks, firms etc. located in the constituency inviting their attention to the public notice issued by them as well as the advertisement 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 Institutions, offices, etc. requesting them to collect applications in the prescribed Forms from the eligible persons among their staff for inclusion of their names and to be forwarded to the ERO upto 6<sup>th</sup> **November, 2012.**
- (x) Eligible persons should apply for enrolment of their names in the prescribed Form 18 as claims along with supporting document(s).
- (xi) Where the application forms are not received through the Heads of Institutions, the same should be got verified by the EROs from the Heads of Institutions.
- (xii) Form 18 for inclusion of name should be got printed on one side of the page only and acknowledgement receipt printed thereon should be detached and furnished to all the applicants through the Heads of the Institutions or directly, as the case may be.

5. **Procedure for enumeration for Graduates' Constituencies: -**

- (i) The Chief Electoral Officer should supply the updated list of qualifications equivalent to that of a Graduate specified by the State Govt. concerned for voters in the Graduates' constituencies to the EROs.
- (ii) The eligibility of a person for enrolment in a Graduates' Constituency is to be determined having regard to provisions of Article 171 (3) (a) of the Constitution and Sections 27 (3) (a), 27 (5) (a) and 27 (6) of the R. P. Act 1950. Accordingly, a person who has been, for at least three years before the qualifying date (01.11.2012), a graduate of any University in the territory of India or has been in possession of equivalent qualifications prescribed in the list referred to in sub para (i) above and is ordinarily

resident of the constituency is entitled to be registered as an elector in a Graduates' Constituency.

(iii) In partial modification of instructions contained in para 45 of Chapter IX of the Handbook of Electoral Registration Officer, printed in 1993, the Commission has prescribed that the applicants should submit the following documents in support of their educational and other qualifications so that their claim for inclusion of names in a Graduates' Constituency in Form 18 could be accepted by the ERO/AEROs:-

(a) *The degree/diploma certificate in original granted by the University or Institution concerned or copy thereof duly authenticated by the Designated Officer/Additional Designated Officer/Gazetted Officer of the District concerned/BLO of the Assembly Constituency polling station area concerned after due verification of the same with the original degree/diploma certificate;* or (b) copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices/Institutes on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned ; or (c) an attested copy of the card of registration as Registered Graduate issued by the University, a certified copy of the relevant entry in the list of Registered Graduates', the Roll of Advocates, the Register of Medical Practitioners, the Register of Chartered Accountants, the Register of Engineers maintained by Institute of Engineers, etc.; or (d) an Affidavit by the claimant supported by certificate from the Registrar of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or (e) *the mark sheet in original granted by the University or Institution concerned or copy thereof duly authenticated by the Additional Designated Officer/Gazetted Officer of the District concerned/BLO of the Assembly Constituency polling station area*

*concerned* , after due verification of the same with the original mark-sheet, provided that there is clear indication that claimant has passed the concerned examination.

- (iv) The eligible persons should apply for enrolment of their names in the prescribed Form 18 along with documents listed in sub-para (iii) above.
- (v) *The applications can also be sent by post to the ERO/AERO/Designated Officer, provided the applicant has to enclose with his application, a copy of his degree/diploma certificate/mark sheet or other document , duly authenticated by the Designated Officer /Additional Designated Officer/Gazetted Officer of the District concerned/BLO of the Assembly Constituency polling station area concerned, after due verification of the same with the original degree/diploma certificate/mark-sheet or document.*
- (vi) In cases where the applicant directly submits his application in person before the AERO or Designated Officer duly appointed for the purpose, he will produce *the original degree/diploma certificate/mark sheet before them.* They will scrutinize the degree/diploma certificate/ mark sheet or any other document submitted in connection with the application and after satisfying themselves, record either “*Verified with original and found correct*” or “*Verified with original and found not correct – Rejected*”. They will then affix their signature, full name and PIN number on the application as mark of a summary enquiry and forward the application to the ERO.
- (vii) **Any application where the above procedure is not followed will be summarily rejected by the ERO as incomplete.**
- (viii) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO. *However, the Head of the Institutions may forward the applications of all the employees working under them. One member/heads of a family may also submit the Form 18 of other members of the same family staying with him in the said address and may get the certificate verified by producing original certificates in respect of each member.*

6. **Administrative Arrangements:**

To facilitate the above procedure, the following action will be taken up by the Chief Electoral Officer and the Electoral Registration Officer :-

- (i) *Appointment of Designated Officer - the Designated Officers will be appointed by the ERO, to receive applications in their offices. Such Designated Officers will be of the rank of a Deputy Collector or higher or all SDOs or Revenue Officers or Block Development Officers within the limits of the Constituency.*
- (ii) *Appointment of Additional Designated Officer - the Additional Designated Officers will be appointed by the ERO, to authenticate the degree/diploma certificate/mark sheet/supporting documents of the applicant. The officers, who will be appointed as the Additional Designated Officer, will be :- (a) Tehsildars; (b) Principals of the Govt. Degree Colleges/Inter Colleges; (c) Principals of the Govt. Girls Degree Colleges / Girls Inter Colleges; (d) Joint Block Development Officers of all Blocks; and (e) Executive Officers (Gazetted) of Nagar Palikas/Nagar Panchayats.*
- (iii) *In addition to the above , all the Gazetted Officers of a District shall be authorized to authenticate/attest the documents of the electors of that District and (ii) The Booth Level Officers appointed by the Commission shall also be authorized to authenticate the documents of the electors residing in the respective Assembly Constituency polling station area.*
- (iv) The Designated Officers will be assigned a PIN No. and this will be mentioned by him/her in all correspondences with the ERO as well as on the copies of the applications where verification has been done by that particular Officer.
- (v) 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 **notice issued under rule 31(3) of the Registration of Electors Rule, 1960 in the First Schedule, to that notice (Annexure-I).**



- (vi) **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.**

7. **The Designated Officer will do the supervisory checks with regard to status of ordinary resident of any electors during the period of disposal of Claims and Objections and further supervisory check by the AERO and ERO by their visits to O/o the Head of Institutions/House Holds of the applicants as the case may be. These supervisory checks shall not be less than 12%, 8% and 4% respectively.**

8. **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 elector's identity can be established and verified, if need be. The Commission should be kept informed of the progress of Special revision of electoral rolls after each stage of completion of Special revision of electoral roll.

9. **The Chief Electoral Officer should forward the data of Electoral Roll in proforma enclosed in Annexure-II separately for the said Graduates' Constituency immediately after its final publication.**

**SPECIAL REVISION OF ELECTORAL ROLLS OF GRADUATES'  
CONSTITUENCIES OF \_\_\_\_\_ LEGISLATIVE COUNCIL**

**Under section 21(3) of the Representation of People Act, 1950**

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

In pursuance of rule 31(3) of the Registration of Electors Rules, 1960, Electoral Registration Officer whose particulars appear in the FIRST SCHEDULE below calls upon every person entitled to be registered in the electoral roll of the constituency mentioned therein and whose name does not appear in **Draft Rolls-2012**, to send to, or deliver at, his office on or before the **6<sup>th</sup> November, 2012** at the latest an application in Form 18 appended to the Registration of Electors Rules, 1960 and reproduced in the second schedule below, for inclusion of his/her name.

(2) The applications may also be sent to the Assistant Electoral Registration Officers/Designated Officers whose particulars are shown in the First Schedule below.

(3) Qualifications - Every person who is a citizen of India, is ordinarily resident in the constituency and has for at least 3 years before **1<sup>st</sup> November 2012** been either a Graduate of a University in the territory of India or in possession of an equivalent qualification is eligible to be included in the electoral roll. The list of the said equivalent qualifications is available with the officers mentioned in the First Schedule below. The period of 3 years shall be computed from the date on which the result of the qualifying degree examination was declared and published by the University or other authority concerned.

(4) The application in Form 18 ( annexed at SECOND SCHEDULE) must be duly supported by any one of the following forms of documentary evidence in all cases: -

- (a) The degree/diploma certificate in original granted by the University or Institution concerned or any copy thereof *duly authenticated (after due verification of the same from the originals) by (i) any of the Additional Designated Officers, who is of the rank of :- (a) Tehsildars; (b) Principals*

*of the Govt. Degree Colleges/Inter Colleges; (c) Principals of the Govt. Girls Degree Colleges / Inter Colleges; (d) Joint Block Development Officers of all Blocks; and (e) Executive Officers (Gazetted) of Nagar Palikas/Nagar Panchayats. ; (ii) All the Gazetted Officers of the District concerned and (iii) The Booth Level Officers appointed by the Commission for the respective Assembly Constituency polling station area.*

- (b) A copy of an entry in the Government record **or** a certificate issued to a Graduate employee by the Gazetted Head of Offices, in the prescribed format which is reproduced as THIRD SCHEDULE below, on the basis of entries in Government records in his custody **or** a copy of an entry in the record of the Statutory Body, Corporation **or** Public Undertaking specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; **or**
- (c) An attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates' the Roll of Advocate, the register of Medical Practitioners, the register of Chartered Accountants, the register of Engineers maintained by Institute of Engineers etc.; **or**
- (d) An affidavit by the claimant supported by a certificate from the Registrar of the University, or the Principal of a College affiliated to any University or from the Head of the Department of such College under whom he had studied, **or**
- (e) The mark sheet in original granted by the university **or** Institution concerned **or** any copy thereof *duly authenticated by the Additional Designated Officer/Gazetted Officer of the District concerned /BLO of the polling station area concerned*, provided that there is clear indication there that claimant has passed the concerned examination.

(5) The eligible persons should apply for enrolment of their names in the prescribed **Form 18** along with supported documents listed in para 4 above, as per the procedure given below :-

- a) *In case where the applications are sent by post to the ERO/AERO/Designated Officer, the applicant has to enclose with his application, a copy of his degree/diploma certificate/mark sheet duly authenticated by the Additional Designated Office/Gazetted Officer of the District concerned/BLO of the polling station area concerned.*
- b) In cases where the applicant directly submits his application in person before the Designated Officer duly appointed for the purpose, he will produce *the original degree/certificate/mark sheet before the Designated Officer or produce a copy of such document duly attested/authenticated by the Additional Designated Officer/Gazetted Officer of the concerned District/BLO of the polling station area concerned.*

(6) Any application where the above procedure is not followed, will be summarily rejected by the ERO as incomplete.

(7) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO. *However, the Head of the Institutions may forward the applications of all the employees working under them. One member/heads of the families of a family may also submit the Form 18 along with the supporting documents of other members of the same family staying with him in the said address and may get the certificate verified by producing original certificates in respect of each member.*

(8) It should be noted that any person who makes a statement or declaration in the application which is false and which he either knows or believes to be false, or does not believe to be true will be punishable under section 31 of the Representation of People Act, 1950.

(9) Printed applications in Form 18 may be obtained from the Offices of ERO/AEROs/Designated Officers. Manuscript, typewritten, cyclostyled or privately printed/downloaded forms will also be accepted.

## FIRST SCHEDULE

<b>Name of Constituency:</b>					
<b>Extent:</b>					
Particulars of Election Officers*	Name	Designation	Office Address	Contact Telephone numbers	Extent of Jurisdiction#
(1)	(2)	(3)	(4)	(5)	(6)
1. Electoral Registration Officer					
2. Assistant Electoral Registration Officer					
3. Assistant Electoral Registration Officer					
4. Assistant Electoral Registration Officer					
5. Designated Officer					
6. Designated Officer					
7. Designated Officer					
8. Designated Officer					
9. Designated Officer					
10. Designated Officer					

Signature and Seal of the Electoral Registration Officer

**Note for CEO and ERO.** ( not to be printed in the notice and advertisement )

\* The number of AEROs and Designated Officers will be as per actual position in any constituency. The number indicated in the format is purely illustrative.

# The extent of jurisdiction (Col. 6) will be the whole constituency for the ERO (Divisional Commissioner), the whole district within a constituency for the AERO (District Magistrate) and defined area – such as sub-division or circle or block – for the Designated Officer. This needs to be spelt out clearly in the notice for every individual officer.

**SECOND SCHEDULE**

**FORM 18**

(See rule 31)

Claim for inclusion of name in the electoral roll for a Graduates' Constituency

To

The Electoral Registration Officer

\_\_\_\_\_ Graduates' Constituency.

Sir,

I request that my name be registered in the electoral roll for the  
\_\_\_\_\_ Graduates' Constituency.

The particulars are :-

Name (in full) \_\_\_\_\_ Sex \_\_\_\_\_

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

Qualification \_\_\_\_\_

Occupation \_\_\_\_\_

House address (Place of ordinary residence) \_\_\_\_\_

House No. \_\_\_\_\_

Street/Mohalla \_\_\_\_\_

Town/Village \_\_\_\_\_

Post Office \_\_\_\_\_

Police Station/Tehsil/Taluka/Mouza \_\_\_\_\_

District \_\_\_\_\_

Age \_\_\_\_\_

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

OR

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

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

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

OR

\*\*My name has been included in the electoral roll for the \_\_\_\_\_ Graduates' Constituency under the address given below and I request that it be deleted from that roll :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Place \_\_\_\_\_

Date \_\_\_\_\_

(Signature of Claimant)

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

\* Strike out the paragraph not applicable.

\*\* Strike of the inappropriate alternative.

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

**INTIMATION OF ACTION TAKEN**

The application in Form 18 of Shri/Shrimati/Kumari \_\_\_\_\_  
Address \_\_\_\_\_ has been -

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

(b) rejected for the reason \_\_\_\_\_

Date \_\_\_\_\_

Electoral Registration Officer  
(Address) \_\_\_\_\_  
\_\_\_\_\_

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

**Receipt for application**

Received the application in Form 18 from Shri/Shrimati/Kumari\* \_\_\_\_\_  
Address\* \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Electoral Registration Officer  
(Address) \_\_\_\_\_  
\_\_\_\_\_

*\*to be filled in by the applicant*



## THIRD SCHEDULE

### FORMAT

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

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

Place : \_\_\_\_\_

(Signature of Head of Office)

Date : \_\_\_\_\_

(To be signed by a Gazetted Officer.)

**ANNEXURE - II**

**ELECTION COMMISSION OF INDIA**

**Special Revision of Electoral Rolls for .....Graduates' Constituency**

**With reference to 01.11.2012 as the qualifying date**

State						Date of Final Publication:					
Name of Constituency	Total no. of electors in the Draft Roll	Numbers of Claims			Total admitted	Numbers of objections			Total Deletion from Draft rolls	Net Addition to Draft rolls	Final figure
		Lodged	Admitted	Rejected		Lodged	Admitted	Rejected			
1	2	3	4	5	6	7	8	9	10	11.	12.

Signature of Chief Electoral Officer