

ELECTIONS IMMEDIATE

TELANGANA STATE ELECTION COMMISSION
5th Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

CIRCULAR

No.434/TSEC-ULBs/2015 - 2

Date:10.07.2015

Sub:- Elections – Elections to Municipal Corporations – Filing of nominations – Preliminary Examination of nomination papers – Check list of documents prescribed to ensure proper filing of nominations – Reg.

In elections to Municipal Corporations, every candidate shall along with the nomination paper is required to file certain other documents. It is generally noticed during local body elections that considerable number of nominations are being rejected due to failure on the part of candidates to file required documents causing unnecessary litigation by candidates intending to contest elections. In order to curtail scope for rejection of nominations on non-filing of documents, the State Election Commission decided to prescribe a format of check list of the documents to be filed by a candidate in order to ensure transparency and accountability and to streamline the procedure of filing nominations and scrutiny of nomination papers.

The RO / ARO shall also make a quick verification whether the candidate and proposer have affixed their signatures at the places prescribed in the nomination paper and point out orally to the proposer or candidate submitting the nomination papers to rectify it and bring it back to him for filing.

The Preliminary examination of each of the nomination filed is to be taken up by the Returning Officer then and there on the following aspects:

1. If the candidate is an elector in same Ward, the entries in the nomination paper should be compared with the entries in electoral roll relating to the serial number and name of the candidate and his/her proposer.
2. If the candidate is from other Ward, the entries in the nomination paper should be compared with electoral roll of that Ward (or) Certified Copy of such entry filed.
3. To make sure that the electoral roll with which you make such comparison is the one currently in force for the Ward in either case.
4. Check whether Affidavit on criminal antecedents, assets and liabilities and educational qualifications is duly filled up and attached along with nomination. If not attached, to bring it to the notice of candidate through notice by way of check list.
5. If filed, to check whether all columns of above affidavit are filled up as incomplete affidavit is liable to be rejected leading to rejection of nomination paper. In case any of the column is kept blank by the candidate, the Returning Officer is to note in the check list and hand over to candidate under proper acknowledgement.

A format of check list in connection with filing of nominations shall be in the format enclosed to this circular. The Returning Officer or Assistant Returning Officer concerned shall check the nomination paper and the documents enclosed to it and fill the check list and should also make an endorsement about the defects, if any, noticed in the nomination paper and the documents enclosed to it. The check list should be prepared in duplicate, original to be kept with the nomination paper and the duplicate to be handed over to the candidate or his/her proposer who delivers the nomination papers to the Returning Officer or Assistant Returning Officer.

Sd/-M.Ashok Kumar
SECRETARY

To

The Election Authority, Commissioner & Special Officer, GHMC.

The Commissioners all Municipal Corporations.

All the Deputy Commissioners of GHMC.

All the Returning Officers concerned.

The Regional Directors of Hyderabad and Warangal, Municipal Administration.

All the Collectors & District Election Authorities.

The C & DMA and Election Authority, Telangana, Hyderabad.

//ATTESTED //

N. Jayashankar Reddy
Suhawani **JOINT DIRECTOR** *Reddy*

Original/Duplicate

(Original to be kept with nomination paper and
Duplicate to be handed over to the candidate)

Check list in connection with filing of nomination

Name of Municipal Corporation
 Number and Name of the Ward
 Name of the candidate
 Date and time of filing nomination paper
 Sl. No. of the nomination paper

Sl. No.	Documents to be enclosed	Whether filed (write Yes or No) (if there is any defect / shortcoming, the same should be specified)
1	Form – I (Declaration as to choice of symbols)	
2	Form – II duly signed (In case of SC/ST/BC candidates) or Community Certificate issued by competent Authority.	
3	Form – III (Declaration to abide by the MCC)	
4	Security Deposit	
5	Certified extract of the electoral roll (when the candidate is an elector of a different Ward, with in the ULB concerned).	
6	Affidavit on criminal incidents, assets and liabilities and educational qualifications in the format prescribed by the Commission duly sworn before a First Class Magistrate / Notary Public. (a) Whether all the column are filled up (b) If not which are blank columns (to specify)	
7	Declaration regarding election expenditure accounts	
8	Declaration regarding disqualifications	

The following documents which have not been filed should be filed as indicated below:

- (a) _____ should be filed latest by _____
 (b) _____ should be filed latest by _____

Received:

.....
 (Signature of candidate)

.....
 (Signature of RO/ARO)

Date & time:

Place:

N.B.

1. All Forms, Declarations and Certificates mentioned above shall be filed before 3.00 PM on the last date for filing of nominations.
2. Affidavit regarding criminal antecedents, assets and liabilities etc., duly filled in all columns shall be filed latest by 3.00 PM on the last date for filing of nominations.
3. Security deposit should be made either before filing nomination paper or at the time of filing of nomination paper. Therefore, there is no question of issuing notice for making the security deposit.

