

TELANGANA STATE ELECTION COMMISSION

1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

CIRCULAR

No.511/TSEC-ULBs/2015

Date:27.07.2015

Sub:- TSEC – Elections to the Ward Member of ULBs – Certain instructions on submission of Form A & B – Reg.

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Elections to the Municipal Corporations and Municipalities/Nagar Panchayats are held on party basis. Candidate set up by the **recognized National Party, recognized State Party in the State of Telangana, recognized State parties in other State registered in the TSEC, registered political parties with reserved symbol and registered political parties without reserved symbol** as indicated in the symbol notification issued by the State Election Commission have to produce Form-A / Form-B in order to get the benefits of allotment of symbols as prescribed in symbol order as amended by time to time.

The following instructions are issued on submission of Form-A and B.

Form-A / Form-B shall be submitted before the dead lines indicated below:

- 1) Outer limit for submission of Form-A is 5.00 PM on last day of filing of nomination.
- 2) Outer limit for submission of Form-B is 3.00 PM on the last day of withdrawal of candidature.

Submission of Form A / Form B by candidates set up by recognised and registered political parties: A candidate shall be deemed to be set up by a recognised party or registered party, if the candidate made a declaration to that effect in the nomination form and produces authorization from the political party concerned as per the following instructions:-

1. President or the General Secretary of any registered political party or State President or State General Secretary of a recognised National Party can send Notice about the candidates set up by the party, either directly to the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations in Form-B or authorise a party functionary in Form-A and send such form duly signed by him, to the Collector & District Election Authority in case of Municipalities and in case of Municipal Corporation, Commissioner, Municipal Corporation concerned.
2. The Form-A to be submitted to the District Election Authority in case of Municipalities and Commissioner in case of Municipal Corporation must be handed over to the said authority before 5.00 P.M. on or before the last date of filing of nominations.

3. The Notice issued in Form-B, either by the Party President or General Secretary as mentioned in item-1 above or by the party functionary authorised by the party through Form-A, shall be delivered to the Election Officer in case of Municipalities/Nagar Panchayats and Returning Officer in case of Municipal Corporations concerned before 3.00 P.M. on the last day of withdrawal of candidature.

The Form-B must be signed in ink by the officer bearer concerned. No facsimile signature or by means of rubber stamp and Xerox copies etc shall be accepted.

4. **The District Election Authority in case of Municipalities and Commissioner in case of Municipal Corporation on receipt of notice in Form-A about the names and specimen signatures of the party functionaries authorised to issue Form-B at the District level, shall make xerox copies of these forms and arrange to send them to the Election Officer concerned in case of Municipalities and Returning Officer in case of Municipal Corporation before 3.00 P.M. on the last date of withdrawal of candidature.**
5. There is no objection, if the Form-A signed by the party President or General Secretary and the Form-B signed by the authorised party functionary is directly submitted to the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporation and the Election Officer / Returning Officer in such case, shall presume that the candidate is duly nominated by the concerned party.
6. In case Form-B signed by the State Level Party President or General Secretary is submitted to the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations in prescribed time, there is no need for Form-A in such cases.
7. In cases where Form-B is issued parallelly to several candidates for the same Ward the Form-B which is received first in point of time will be taken into consideration for allotting symbols of that political party by the Election Officer in case of Municipalities and Returning Officer in case of Municipal Corporations.
8. Political parties are permitted either to cancel the authorisation in Form B given in favour of one candidate or change such authorisation by substituting the name of another candidate, subject to the following conditions, namely –
 - (a) Subsequent authorisation cancelling the earlier authorisation in Form B is received by the Election Officer / Returning Officer concerned not later than 3.00 PM on the last date of withdrawal of candidature.
 - (b) Such subsequent authorisation in Form B is signed by the same party functionary who signed the earlier Form B and clearly shows that it cancels the earlier authorisation.
 - (c) The Election Officer / Returning Officer is satisfied about the genuineness of the subsequent authorisation; and
 - (d) the candidate in whose favour subsequent authorisation has been given has already made a declaration in his nomination paper that he has been set up by the said political party.

- (e) Where an earlier authorization issued in Form B by a political party to a candidate for a particular ward is to be cancelled completely, a communication may be sent by the person who signed the earlier authorization in Form B in respect of the candidate on the party letter-head with seal to the Election Officer/Returning Officer concerned specifically mentioning that earlier authorization is cancelled and no candidate is set up by the party for the seat. Such a communication can be accepted by the Election Officer / Returning Officer if other conditions mentioned above for such cancellation are fulfilled.
- (f) Where a political party wants to change the earlier authorization to substitute the name of the candidate for a particular ward, it shall send a communication in Form B indicating the name of the new candidate specifically mentioning therein that **this Form B is in cancellation of the earlier Form B issued by the party for that particular ward.** Such change given in Form B shall be accepted by the Election Officer / Returning Officer if other conditions for such change / substitution as mentioned above are fulfilled.
9. The substitute candidate of a political party will come into picture only in the event of the nomination of the main candidate being rejected on scrutiny or withdrawal of candidature by the main candidate (if the nomination of substitute candidate is otherwise valid and he is still in the field).
10. Where a candidate has made a declaration in his nomination paper that he has been set up by a political party but could not produce authorisation in A and B Forms from the political party concerned within the stipulated time, he shall be treated as an independent candidate.
11. Where a candidate has not made a declaration in any of his/her nomination papers that he/she has been set up by a particular political party, he/she shall not be deemed to have been set up by that party even if that party gives intimation to that effect in Forms A and B subsequently and he/she shall not be allotted the symbol reserved for that party. He/she will be treated as an independent candidate only.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/-M. Ashok Kumar
SECRETARY**

To

All the Collectors and District Election Authorities.

All the Commissioners of Municipal Corporations and Municipalities/Nagar Panchayats.

All the Returning Officers / Election Officers of Municipal Corporations and Municipalities/Nagar Panchayats.

All the Deputy Commissioners of GHMC.

Copy to the Regional Directors of Municipal Administration of Warangal & Hyderabad.

The Commissioner & Director of Municipal Administration and Election Authority, Telangana, Hyderabad.

All the Recognized National Parties, recognized State Parties, recognized parties in other States registered with TSEC, registered political parties with a reserved symbol and registered political parties without reserved symbol.

// ATTESTED //


JOINT DIRECTOR
28/7/15

FORM – A

Intimation by Political Party about the person authorised to issue notice in Form - B to the candidates in respect of Municipal Corporations.

From
The State President/ State General Secretary

To
1) The Commissioner.....

.....
(Name of Recognised/Registered political
Party with or without reserved symbol)

.....Municipal Corporation
2) The Returning Officer
.....Ward,
.....Municipal Corporation

No. _____

Date: _____

Sub:- Elections to the office of Ward Member ofMunicipal Corporation..... District – Allotment of Symbols – Intimation about Person(s) authorized to issue notice in Form-B – Reg.

Ref:- TSEC Election Notification No. _____
Dated _____.

Sir/Madam,

I hereby communicate that, the following person (s) has / have been authorized by the _____ party, which is a National Party / State Party / Registered Political Party with or without reserved symbol to issue notice in Form-B to the candidates proposed to be set up by the Party in the elections mentioned above.

Name of the persons authorized to issue notice in Form-B	Position or designation in the party	District (s) / area (s) / ward (s) in Municipal Corporation in respect of which he / she has been authorized
1		
2		
3		
4		

The specimen signatures of the above authorised persons are given below :

- Specimen signatures of Shri /Smt / Kum.....
(a)..... (b) (c).....
- Specimen signatures of Shri / Smt / Kum.....
(a)..... (b) (c).....
- Specimen signatures of Shri /Smt / Kum.....
(a)..... (b) (c).....

Yours faithfully,

Place:

Date :

(President/General Secretary)
Seal of the Party

Note:

This must be delivered to the concerned not later than 5.00 p.m. on the last day of filing of nomination.

FORM - B

NOTICE AS TO NAME OF CANDIDATE SET UP BY THE POLITICAL PARTY

To
The Returning Officer,
_____ Ward,
_____ Municipal Corporation

Sir,

Sub: Elections to the office of Ward Member of
Municipal Corporations..... District – Setting up of
candidate(s).

I hereby give notice on behalf of _____ (party)
that,

- (iii) the person whose particulars are furnished in columns (2) to (4) below is the approved candidate of the party above named, and
- (iv) The person whose particulars are mentioned in columns (5) to (7) below is the substitute candidate of the party, who will step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a contesting candidate, at the ensuing Ordinary/Casual Election to the Ward of Ward Number _____ of _____ Municipal Corporation:

Name and Number of the Ward	Name of the approved candidate	Father's/ Mother's/ Husband's name of approved candidate	Postal address of approved candidate	Name of the Substitute candidate who will step-in on the approved candidate's nomination being rejected on scrutiny, or on his (approved candidate) withdrawing from the contest if, however, the substitute candidate is still a contesting candidate	Father's/ Mother's/ Husband's name of the substitute candidate	Postal address of substitute candidate
1	2	3	4	5	6	7

*2. The notice in Form 'B' given earlier in favour of Sri/Smt as party's approved candidate Sri/Smt..... as Party's substitute candidate is hereby rescinded.

3. It is certified that each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Yours faithfully,

(Name and Signature of the Authorised person of the Party)

(Seal of the Party)

Place:

Date:

**Score off, if not applicable.*

Note:

1. This must be delivered to the Returning Officer not later than 3 p.m. on the last date for withdrawal of candidature.
2. Form must be signed in ink by the office bearer (s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc., of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.
4. Para 2 of the Form must be scored off, if not applicable, or must be properly filed, if applicable.

FORM – A

Intimation by Political Party about the person authorised to issue notice in Form - B to the candidates in respect of Municipality/Nagar Panchayat.

From
The State President/State General Secretary
.....
(Name of Recognised/Registered political
party with or without reserved symbol)

To
1) The Collector and District Election Authority
..... District
2) The Election Officer
..... Ward,
..... Municipality/Nagar Panchayat

No. _____

Date: _____

Sub:- Elections to the office of Ward Member of
Municipality/Nagar Panchayat district – Allotment of Symbols –
Intimation about Person(s) authorized to issue notice in Form-B – Reg.

Ref:- TSEC Election Notification No. _____

Dated _____.

Sir/Madam,

I hereby communicate that, the following person (s) has / have been authorized by the
_____ party, which is a National Party / State Party /
Registered Political Party with or without reserved symbol to issue notice in Form-B to the
candidates proposed to be set up by the Party in the elections mentioned above.

Name of the persons authorized to issue notice in Form-B	Position or designation in the party	District (s) / area (s) / ward (s) in Municipality/Nagar Panchayat in respect of which he / she has been authorized
1		
2		
3		
4		

The specimen signatures of the above authorised persons are given below :

- Specimen signatures of Shri /Smt / Kum.....
(a)..... (b) (c).....
- Specimen signatures of Shri / Smt / Kum.....
(a)..... (b) (c).....
- Specimen signatures of Shri /Smt / Kum.....
(a)..... (b) (c).....

Yours faithfully,

Place:

Date :

(President/General Secretary)
Seal of the Party

Note:

This must be delivered to the concerned not later than 5.00 p.m. on the last day of filing of nomination.

FORM - B

NOTICE AS TO NAME OF CANDIDATE SET UP BY THE POLITICAL PARTY

To
The Election Officer,
_____ Ward,
_____ Municipality/Nagar Panchayat.

Sir,

Sub: Elections to the office of Ward Member of.....
Municipality/Nagar Panchayat District –Setting up of
candidate(s).

I hereby give notice on behalf of _____ (party) that,

- (i) the person whose particulars are furnished in columns (2) to (4) below is the approved candidate of the party above named, and
- (ii) The person whose particulars are mentioned in columns (5) to (7) below is the substitute candidate of the party, who will step-in on the approved candidate's nomination being rejected on scrutiny or on his withdrawing from the contest, if the substitute candidate is still a contesting candidate, at the ensuing Ordinary/Casual Election to the Ward of Ward Number _____ of _____ Municipality/Nagar Panchayat:

Name and Number of the Ward	Name of the approved candidate	Father's/ Mother's/ Husband's name of approved candidate	Postal address of approved candidate	Name of the Substitute candidate who will step-in on the approved candidate's nomination being rejected on scrutiny, or on his (approved candidate) withdrawing from the contest if, however, the substitute candidate is still a contesting candidate	Father's/ Mother's/ Husband's name of the substitute candidate	Postal address of substitute candidate
1	2	3	4	5	6	7

*2. The notice in Form 'B' given earlier in favour of Sri/Smt..... as party's approved candidate Sri/Smt..... as Party's substitute candidate is hereby rescinded.

3. It is certified that, each of the candidates whose name is mentioned above is a member of this political party and his name is duly borne on the rolls of members of this party.

Yours faithfully,

(Name and Signature of the Authorised person of the Party)

(Seal of the Party)

Place:

Date:

**Score off, if not applicable.*

Note:

1. This must be delivered to the Election Officer not later than 3 p.m. on the last date for withdrawal of candidature.
2. Form must be signed in ink by the office bearer (s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc., of any office bearer shall be accepted.
3. No form transmitted by fax shall be accepted.
4. Para 2 of the Form must be scored off, if not applicable, or must be properly filed, if applicable.