

Council Circular-10

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS.E) DEPARTMENT

Memo No.3604/Elections.E/A2/2006-32

Dated: 20-02-2007.

Sub: Elections – Elections to A.P. Legislative Council Constituencies – Instructions on the marked copy of Electoral Rolls to be supplied to political parties and instructions on directions to Polling Agent not to take out the tick marked copy out of the P.S. during poll – Reg

Ref:- 1.From the Election Commission of India D.O.Lr.No.PS/AK/2005, Dt.06.9.2005.
2.ECI Lr.No.22/2/2006-PLN-II, Dt.24.3.2006.
3.Election Commission of India Press Note No. ECI/PN/9/2007, Dt.08.02.2007.
4.G.O.Ms.No.77, G.A. (Elections-F) Department, Dt.15.02.2007.

The attention of all the Collectors & District Election Officers (except Hyderabad), the Commissioner, Municipal Corporation of Hyderabad & District Election Officer, Hyderabad and the Electoral Registration Officers of A.P. Legislative Council Constituencies is invited to the instructions of the Election Commission of India relating to the marked copy of the Electoral Rolls under Item No.5 of Chapter-X of Hand Book of Electoral Registration Officers and also the latest instructions issued in the references first and second cited. They are requested to follow these instructions on marked copy of the Electoral Rolls to be supplied to the polling parties in connection with the elections to A.P. Legislative Council Constituencies scrupulously. The gist of the instructions is reiterated hereunder.

- I. Some Additions, Deletions and Corrections might be necessary after final publication / printing of supplements of Electoral Rolls during preparation of electoral rolls to the A.P. Legislative Council Constituencies upto the last date for making nominations for the election. For this additional supplement has to be printed immediately after the last date for making nominations, as already instructed vide Memo No.3604/Elecs.E/A2/2006-31, Dt.29.01.2007. The recognized political parties to whom copies of the draft and final rolls were supplied earlier shall be supplied two copies of the latest Supplements with the request to carry out the deletions and corrections in the copy of the roll already supplied to them. It is reiterated that it is not repeat not necessary to supply again a complete set of electoral roll.
- II. Following steps should be taken to ensure that the deletions reflected in the database and indications given for the corrections are the ones actually included in the supplements of Deletion and Correction :-
 - (a) Manuscript of supplement of Addition, deletion and correction should be prepared. In no case the original Forms should be given to the SLA for data entry.

- (b) The official who prepares the manuscript should sign with name and date at the end of the manuscript and one of the AEROs should countersign.
 - (c) After data entry two checklists should be printed. One official to be designated by each ERO and one representative of the SLA should certify that they have compared all the entries in the list after data entry with the manuscript and should certify that the data entry has been made as per the manuscript.
- III. The Electoral Registration Officer should thereafter reflect all the deletions and corrections, if any, appearing in the supplement of continuous updation in the database as indicated in the mother roll by strikethrough method in the electoral roll and take required number of printouts required for conduct of poll and supply to observer as in no case any scoring of entry or sign for correction can be put by hand in the copies of the roll used for conduct of poll. He shall thereafter supply—
- One authenticated copy of the roll to the District Election Officer in a sealed cover which shall be the reference copy in case of any dispute;
 - One authenticated copy together with copies to be used at the polling station as working copies (of which one is used as marked copy), one copy for the observer and such number of copies as there are contesting candidates of recognized political parties to the Returning Officer.
 - One complete copy of the electoral roll as finally published (Polling station wise) together with the latest supplement, if any, is required to be supplied to the contesting candidates of every recognised political party in the State within 3 days after the last date of withdrawal of candidatures. ***In case it is not possible*** for the Electoral Registration Officer to reprint the components of final roll after reflecting deletions and corrections of latest supplement within this period, then he may supply the required no. of copies of finally published polling station wise roll together with the latest supplements to the Returning Officer for onward supply within the specified period to the contesting candidates of recognised political parties with the request in writing to carry out the deletions and corrections that are not reflected in the final roll.
- IV. The Returning Officer on receipt of the required no. of copies of electoral roll from the ERO shall take the following actions :-
- i) He shall retain one authenticated copy of the roll supplied to him by the ERO for record and reference.
 - ii) He shall then proceed to prepare working copies by marking "PB" as per rule 23 (2)(b) of the C.E. Rules, 1961.
- V. Finally before the poll, one of the AEROs and one more official shall sign on each page of the copy of the electoral roll to be used as marked copy and the one to be supplied to the observer.

- VI. Copies of electoral rolls supplied to political parties and other should be IDENTICAL with the copy of the electoral roll used at the polling booth for taking the poll.
- VII. Political parties should be supplied with the roll together with all the supplements, due to additions, deletions, etc. made till the last date for making nominations and while supplying such supplement they should be clearly informed in writing that the mother roll contains so many supplements of additions/deletions/corrections and that the parties should incorporate the deletions and corrections in the mother roll of each part by scoring out the names of persons in the deletion list and correcting the entries found in the supplement relating to corrections in case it is not possible to reflect the deletions, corrections in the roll. So far as inclusions are concerned since their serial numbers are in continuation of the serial numbers in the original part of the electoral roll, such supplement relating to INCLUSIONS may be kept below the original part.
- VIII. Each polling party should be supplied with 4 sets of the relevant part of the electoral roll relating to polling booth for the election and all such sets shall be IDENTICAL in the sense that each set shall:
 - (a) have the deletions made in RED INK in the basic roll. (if the strike through method is not followed)
 - (b) Corrections carried to the entries in the basic roll on the basis of supplements relating to corrections, and
 - (c) the entries relating to "PB" made against the names of electors to whom Postal Ballots are issued.
- IX. One of the said 4 sets should be used as "MARKED COPY" at the Polling booth and this copy should be preserved safely. Of the remaining sets, one or two sets may be shown to the agents and candidates present before commencement of poll so that they may compare the entries, deletions and corrections and if necessary note the same in their copies. If so demanded, these copies may be exhibited near the polling booth for public information till the polling is over. However, Presiding Officer should not supply any copy of the roll to any agent or candidate, but should allow only inspection.
- X. The Presiding Officer should be able to explain each and every entry mark made in the copy of the roll and for this purpose each Presiding Officer should be supplied with all supplements relating to DELETIONS / INCLUSIONS / CORRECTIONS.
- XI. The Returning Officers should also allow inspection of the complete roll of the constituency as corrected above in his office.
- XII. During the Training Classes of Polling personnel, the above instructions should be brought to the notice of all polling personnel.
- XIII. The Electoral Rolls supplied to the polling booths shall be certified to be true copy of the one that has been provided to the candidates/political parties and marked copy kept by the Returning Officer for Conduct of Election by one officer and one subordinate to be specifically responsible for the purpose.

XIV. The Electoral Roll supplied at polling booths shall be signed on all pages by these officers.

XV. A copy of the Electoral Roll, which will be used on the day of election at polling booths (copy of the one given to the candidates) shall be given to the Observer. The Observer shall check the authenticity of the roll provided at polling booths vis-à-vis the rolls given to the candidates/political parties on the day of poll at the polling stations visited by him.

2. All the Collectors & District Election Officers (except Hyderabad), the Commissioner, Municipal Corporation of Hyderabad & District Election Officer, Hyderabad and Electoral Registration Officers of A.P. Legislative Council Constituencies are requested to ensure that there are required number of copies of the rolls for conduct of the poll. They are also requested to ensure that the above instructions of the Commission are followed scrupulously and arrange to prepare marked copies as above and supply copies as per rules to recognized political parties.

3. The receipt of this Memo may be acknowledged and instruct the concerned suitably.

V. BHASKAR,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVT.

To

All the Collectors & District Election Officers (except Hyderabad)

The Commissioner, Municipal Corporation of Hyderabad & District Election Officer,
Hyderabad

All the Electoral Registration Officers of A.P. Legislative Council Constituencies

through: the District Election Officer concerned.

Copy to:

All Officers and sections in G.A. (Election) wing.

SF/SC