

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

ENDORSEMENT

Roc.No.e 116027/Elec.2/2019

Dt: 06/07/2019

Communicated **59 various Circular instructions/ Guidelines/ Notifications issued by SEC** regarding Model Code of Conduct & Election Campaign, Appointment of Polling Agents, Distribution of Photo Voter Slips, Appointment of Micro Observers, Election Expenditure Monitoring, Poll Management, Counting of Votes and FAQs, for immediate necessary action.

#ApprovedByName#

#ApprovedByDeisgnation#

and

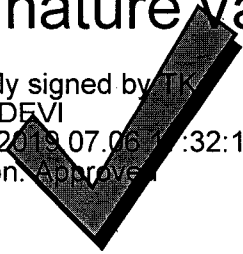
ELECTION AUTHORITY

To:

1. The Municipal Commissioners of all the ULBs
(Through the RDMA, Hyderabad & Warangal)
2. The RDMA, Hyderabad & Warangal to communicate the above
to all the ULBs for taking necessary action accordingly
3. Copy to all the District Collectors and District Election Authorities in the State.

Signature valid

Digitally signed by T.K.
SREEDEVI
Date: 2019.07.06 11:32:18 IST
Reason: Approved



// Elections – Most Immediate//

TELANGANA STATE ELECTION COMMISSION

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

Off: 29802895
Fax: 29801522
E-mail: sec.telangana@gmail.com
Website: tsec.gov.in

Lr.No.2453/TSEC-ULBs/2019,

Dated:05.07.2019

To

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

Madam,

Sub:- TSEC – Ordinary Elections – Communication of Circulars/ orders issued
by State Election Commission – Reg.

The Circulars/ Orders issued by the State Election Commission are sent
herewith in hard and soft copies and request you to communicate them to all the
Collectors & District Election Authorities and Commissioners of Municipal
Corporations and Municipalities for taking necessary action in the ensuing elections
to ULBs, 2019.

Yours faithfully,
Sd/- M. Ashok Kumar
SECRETARY

//Attested//

N. Jayashankar Reddy
JOINT SECRETARY

Secy
05/7/19

COMPENDIUM OF INSTRUCTIONS- ULBs, 2019 DETAILED INDEX

1	Notification No.1049/TSEC-ULBs/2018 – 1-6, Dated: 10.12.2018	Appointment of Election Authorities in connection with conduct of elections to Urban Local Bodies (except GHMC).	
	Notification No.1049/TSEC-ULBs/2018 – 7, 8 & 9, Dated: 10.12.2018	Appointment of Election Authorities in connection with conduct of elections to GHMC.	
2	Cir. No. 1191/TSEC-ULBs/2019, dated 21.02.2019	Elections to Municipalities – Appointment of one Election Officer for every 3 wards - Appointment of Gazetted officer as Election Officer and also appointment of Assistant Election Officer by Election Authority – Furnishing of proposals indicating names of officers for appointment as Election Officers and Assistant Election Officer to C&DMA and Election Authority	
3	Cir. No.647/TSEC-ULBs/2015-1, Dated:31.08.2015.	Preparation and Publication of Ward-wise Photo Electoral Rolls of GHMC and sharing with Political Parties – Procedural instructions.	
4	Cir.No.999/TSEC-ULBs/2018, Dated:01.12.2018.	Preparation and Publication of Ward-wise Photo Electoral Rolls of Municipal Corporations and Municipalities and sharing with Political Parties – Procedural instructions.	
5	Notification No.909/TSEC-ULBs /2015, Dtd.02.01.2018	Publication of Photo Electoral Rolls of the Urban Local Bodies in the Web portal of the ULB concerned.	
6	Lr. No.710/TSEC_ULBS/2015 Dated: 18.09.2015.	Appointment of Supervisory Officers for each Circle of GHMC	
7	Cir. No. 1077/TSEC-ULBs/2019, Dated: 08.02.2019	Operational guidelines on usage of Te-Poll software for generation of the ULB ward wise Photo Electoral Rolls etc.,	

8	Cir.No.832/TSEC-ULBs/2018, 06.02.2019	Dated:	Instruction issued on Setting up of Polling Stations for Municipal Corporations.	
9	Cir.No.466/TSEC-ULBs/2019, 16.02.2019	Dated:	Instruction issued on Setting up of Polling Stations for Municipalities	
10	Cir.No.955/TSEC-ULBs/2018, 14.11.2018	Dated:	Instructions issued on Prevention of intimidation to the voters of vulnerable sections – Identification of critical Polling Stations.	
11	Cir.No.382/TSEC-ULBs/2015 – 1, Dated: 01.07.2015		Selection, Appointment and Training Classes to Polling Personnel for GHMC.	
12	Cir.No.122/TSEC-ULBs/2018, Dated: 15.02.2019		Selection, Appointment and Training Classes to Polling Personnel for Municipal Corporations except GHMC.	
13	Cir.No.123/TSEC-ULBs/2018, Dated: 15.02.2019		Selection, Appointment and Training Classes to Polling Personnel for Municipalities.	
14	Total requirement of Statutory & Non-Statutory Forms, Covers, stationary and polling material for Municipal Corporations where EVMs and Ballot Boxes are used.			
15	Total requirement of Statutory & Non-Statutory Forms, Covers, stationary and polling material for Municipalities where EVMs and Ballot Boxes are used			
16	Order.No.91/TSEC-ULBs /2018, Dated: 28.02.2018		Disclosure of Information relating to Criminal Antecedents, Assets and Liabilities and Educational Qualifications along with Nomination Paper by the contesting candidates – Format for filing Affidavit / Declaration.	
17	Cir.No.112/TSEC-ULBs/2018, Dated: 09.03.2018		Duty of Election Officer/Returning Officer to appraise the candidates filing Nominations – Making false Declaration.	
18	Cir.No.936/TSEC-ULBs/2018- 1, Dated: 12.11.2018		Elections to Municipalities - Filing of Nominations – Preliminary examination of Nomination Papers – Check list of documents prescribed to ensure proper filing of nominations.	
19	Cir.No.936/TSEC-ULBs/2018- 2, Dated: 14.11.2018		Elections to Municipal Corporations - Filing of Nominations – Preliminary examination of Nomination Papers – Check list of documents prescribed to ensure proper filing of nominations.	

20	Cir.No.1032/TSEC-L/2019, Dated: 07.02.2019	Elections to ULBs - Restrictions on number of vehicles and people at the time of filing nominations.	
21	Cir. No.127/TSEC-ULBs/2016, Dated: 20.03.2018	Elections to ULBs - Trial of cases in the Election Tribunals - Declaration of invalid election on account of false affidavits - Orders issued by the competent Courts/ Election Tribunals - Clarification sought by the District Election Authorities on implementation of Court Orders	
22	Notification No.960/TSEC-ULBs/2018, Dated: 16.11.2018	Elections to Municipalities - Deposits - Specifying of amount of Deposit to be remitted by Contesting Candidates.	
23	Extract of the Rule 3(1) of Telangana Municipal Corporations (Conduct of Election of Member) Rules, 2005	Elections to Municipal Corporations - Deposits - Specifying of amount of Deposit to be remitted by Contesting Candidates.	
24	The Registration of Political Parties and Allotment of Symbols Order, 2018		
25	Cir.No.698/TSEC-ULBs/2018, Dated: 14.02.2019	Certain instructions on submission of Form A & B	
26	Cir No. 30/TSEC-L/2016, dated: 22.02.2016	Local Bodies Elections - Implementation of 'None of the Above' (NOTA) option	
27	Cir.No.964/TSEC-ULBs/2018, Dated: 08.02.2019	Preparation of list of Contesting Candidates for the office of Member, Municipal Corporations and Municipalities .	
28	Circular.No.1123/TSEC-ULBs/2018, Dated: 21.02.2019	Printing of Postal Ballot Paper - Entrusted to the Commissioner, GHMC and Collectors/DEAs concerned to get it done locally.	

COMMISSIONING OF EVMs AND VVPATs		
29	Circular No. 623/TSEC-EM/2018, Dated: 21.02.2019	Conduct of Elections to Urban Local Bodies (Municipal Corporations) with EVMs – Instructions on the use of EVMs with Voter Verifiable Paper Audit Trail System (VVPAT)
MODEL CODE OF CONDUCT AND ELECTION CAMPAIGN		
30	Guidelines on Model Code of Conduct.	
31	Cir.No.1005/TSEC-L/2018, Dated: 28.11.2018	Implementation of Model Code of Conduct – Action against Violators -- Provisions of Law relating to offences and Corrupt Practices in connection with Urban Local Bodies.
32	Order.No.1030/TSEC-L/2019, Dated: 07.02.2019	Use of vehicles in elections by the candidates and Political Parties for campaign and prevention of mis-use of official vehicles.
33	Order No.179/TSEC-L/2018, Dated: 19.05.2018	Elections to ULBs - Restriction on the Printing of Pamphlets, Posters etc.
34	Order No.997/TSEC-L/2019, Dated: 06.02.2019	Elections to ULBs - Restrictions on Possession of Arms during Elections.
35	Circular No.629/TSEC-L/2018, Dated: 08.08.2018	Prevention of Disfigurement of Public and Private Places.
36	Order No.1031/TSEC-L/2019, dated 07-02-2019	Elections to ULBs - Use of Loud Speakers for Election Campaign.
37	Directive No.1033/TSEC-L/2019, Dated: 07.02.2019	Imposition of restrictions on the presence of political functionaries in the limits of municipal areas after the campaign period is over.
38	Circular No. 1046/TSEC-ULBs/2018, Dated: 06.12.2018	Elections to ULBs - Videography to record the critical events
39	Cir.No.252/TSEC-ULBs/2018, Dated:06.02.2019	Elections to Urban Local Bodies – Complaints filed by candidates, political parties and citizen on various Electoral issues, violation of Model Code of Conduct, allegations against employees etc – Mechanism for processing, monitoring and disposal of complaints
40	Order No. 1181/TSEC-L/2019, Dated: 20.02.2019	Ordinary Elections to ULBs – Curbs on flow of liquor during election period – Closure of unauthorized shops and monitoring of production, storage and

		distribution of liquor during election period.	
APPOINTMENT OF POLLING AGENTS:			
41	Directive.No.965/TSEC-ULBs/2018, Dated: 19.11.2018	Directions on appointment of Polling Agents by Contesting Candidates on the day of poll	
42	Cir.No.132/TSEC-ULBs/2018, Dated: 24.03.2018	Elections to ULBs - Ministers, MPs and MLAs having security cover shall not be appointed as Election Agents or Polling Agents or Counting Agents.	
	Cir.No.132/TSEC-ULBs/2018-1, Dated: 24.09.2018	Elections to ULBs - Prohibition of appointment of sitting - Ministers, MPs, MLAs, and Mayors & Chairpersons of Urban Local Bodies and Sitting Members of any Urban Local Body irrespective of having security cover as Election Agents or Polling Agents or Counting Agents	
43	Cir.No.967/TSEC-ULBs/2018, Dated: 17.11.2018	Polling Agents not to be allowed to take away the copy of electoral roll outside the polling booth during the poll hours.	
DISTRIBUTION OF PHOTO VOTER SLIPS:			
44	Cir. No.973/TSEC-ULBs/2018, Dated: 12.12.2018.	Elections to ULBs - Printing and Distribution of authenticated Photo Voter Slips to voters for their identification at polling stations by the official machinery and the Political Parties and Candidates	
APPOINTMENT OF MICRO OBSERVERS:			
45	Cir.No.1034/TSEC-ULBs/2018, Dated: 10.12.2018	Elections to ULBs - Appointment of Micro Observers	
ELECTION EXPENDITURE MONITORING:			
46	Notification No. 1079/TSEC-L/2018, dated 20.12.2018	Elections to Urban Local Bodies - Election expenditure - Specifics and formats for maintaining of election expenditure accounts by the contesting candidates.	
47	Cir. No. 1079/TSEC-L/2018, Dated:20.12.2018	Elections to ULBs - Election expenditure - Formats for maintaining of election expenditure accounts notified - Detailed instructions for compliance	
48	Cir.No.696/TSEC-ULBs/2019,	Election Expenses - Separate Bank	

	Dated: 07.02.2019	Account to be Opened by each Candidate for Election Expenditure.	
D – POLL MANAGEMENT			
49	G.O.Ms.No. 126, MA&UD (C1) Dept, dated 4.5.2016	General orders authorizing the District Collectors to declare local holiday in the areas notified for election and other related issues whenever the Notification issued by the SEC.	430-431
50	Order.No.663/TSEC-ULBs/2017, Dated: 02.01.2018	Compulsory Identification of Electors – Specifying the List of documents allowed at Polling Stations.	432-433
51	Cir.No.01/TSEC-PR/2018, Dated: 02.01.2018	Application of indelible ink on the electors' fore-finger.	434-435
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53	Notification No. 04/TSEC-PR/2018, dated 16.02.2018	Notification on impersonation of Tendered votes.	438-439
54	Order No. 1042/TSEC-ULBs/2018, dated 12.03.2019	Elections to ULBs – Restrictions on use of cellular Phones in the vicinity of Polling stations and counting centers	440
E – COUNTING OF VOTES			
55	Cir. No.454/TSEC-ULBs/2015, Dated: 14.07.2015	Counting of votes – Randomization of Counting Personnel, Appointment of Adl. Counting Arrangements for announcement of counting trends and results – Security arrangements & Video coverage etc. – Comprehensive instructions - Issued	441-451
56	Cir. No. 1322/TSEC-ULBs/2019, Dated 12.03.2019	Elections to ULBs – Counting of votes – Model valid and invalid postal and Ordinary Ballot Papers	452-473
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