

Office of the Chief Electoral Officer,  
Jammu & Kashmir,  
Block-A Old secretariat, Srinagar - 190001

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**“Greater Participation for a Stronger Democracy”**

The District Election Officer,  
(Deputy Commissioner),

Kupwara/Bandipora /Baramullah/Srinagar/Ganderbal/Budgam/  
Pulwama/Anantnag/Shopian/Kulgam/Leh/Kargil/Kishtwar/  
Doda/Ramban/Reasi/Udhampur/Kathua/Samba/Jammu/  
Rajouri/Poonch.

No. 227/CEO/ME/RO/ARO/2018/7251-8818

Dated: 17.09.2018

**Subject:- Municipal Elections, 2018 - Checklist for RO/ARO with regard to nomination process.**

Sir/Madam

I am directed to enclose herewith check list of documents, split in four parts, required during different stages of nomination process, for the guidance of the Returning Officers/Assistant Returning Officers. The list is only indicative and ROs/AROs are expected to go through the RO handbook and various Acts & Rules governing the Municipal Elections.

Encl: 3 leaves.

Yours faithfully,

(Anil Salgotra)  
Deputy Chief Electoral Officer  
(Central) J&K,

Copy to the:-

1. All Returning Officers/Assistant Returning Officers, through their Deputy Commissioners, for compliance.
2. Dy. DEOs/ENTs for N/A.
3. Office Copy.

**Part 1: Documents to be handed-over by RO/ARO to any person, who intends to file nomination for Municipal Corporation elections:**

**A. Nomination Papers Set**

- a. Form-6A (Nomination Paper);
- b. Proforma for furnishing under information under Sub-section (1)(g) of Section 8 of the J&K Municipal Corporation Act, 2000 by every candidate for election to a Municipal Corporation;
- c. Proforma of Affidavit to be submitted before the Retuning officer;
- d. Form of oath of Affirmation to be made by a Candidate (English and Urdu) for an election to the Municipal Corporation;
- e. Form MEL-A & Form MEL-B (applicable in the case of candidates set up by political parties).

**B. Copies of Orders/Notifications for facilitation of nomination**

- a. Reserve and Free Symbol order.
- b. Notifications of Wards reserved under various categories.

2

**Part 2: Checklist of documents to be received by RO/ARO from any person, who files nomination (Municipal Corporation)**

Name of Municipal Corporation		
Name of Municipal Ward		
Name of the candidate		
Date and time of filing nomination paper		
S. No. of nomination paper		
S.No	Documents to be enclosed	Whether enclosed (Yes/No) (If there is any defect/Shortcoming, the same should be specified)
1	Copy of Caste Certificate (If the candidate claims to belong to SC/ST) <i>(Issued by the Competent Authority)</i>	
2	Information on the prescribed Proforma under Sub section 1(g) of section 8 of J&K Municipal Corporation Act 2000, by every candidate for Election to a Municipal Corporation	
3	Oath or affirmation (Whether taken) by a Candidate for an election to the Corporation as prescribed	
4	Opening of new current account by the Candidate	
5	Security Deposit (Whether made)	
6	Certified extract of Electoral Roll	
7	Specimen Signature of Candidate along-with particulars of name in Urdu.	

**Part 3: Documents to be given to the candidate after receipt of his nomination papers:**

A. Receipt of nomination papers on the prescribed proforma reproduced as under:

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**RECEIPT OF NOMINATION PAPER AND NOTICE OF SCRUTINY**

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper \_\_\_\_\_ The nomination paper of \_\_\_\_\_ candidate for election from the Municipal \_\_\_\_\_ ward \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation delivered to me at my office at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) by the candidate/proposer.

All the nomination papers will be taken up for scrutiny at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Returning Officer

Date .....

B. Deficiency list (if any):

With reference to your Nomination Paper S. No: .....it is to intimate you that following documents, which are mandatory for acceptance of your nomination papers are still pending and must be submitted by or before the date mentioned in front of each:

S. No.	Name of the document	Date by which to be submitted

**Received:**

.....  
 .....  
 (Signature of candidate)

Signature of RO/ARO

**Date & Time:**

**Place:**

❖ Make copies in duplicate. One copy to be given to the candidate and other to be retained by the RO.

4

**Part 4: Documents to be given by RO/ARO to the Candidate whose Nomination Papers have been accepted after scrutiny process:**

1. Notice of Withdrawal, Form-8 (Annexure-IX)
2. Appointment of Polling Agent, Form-13 Annexure -XXV
3. Revocation of Appointment of Polling Agent, (Annexure-XXVII)
4. Appointment of Election Agent, Annexure-XV
5. Revocation of Election Agent, Annexure-XVI
6. Appointment of the Counting Agent, Form-19 Annexure-XXXIV
7. Declaration of Counting Agents, (Part-II)
8. Revocation of Appointment of Counting Agent, Form-20 Annexure-XXXVI
9. Copy of Model Code of Conduct for the guidance of political parties and candidates
10. Register for Election Expenditure, Annexure- XLVII (Part I & II) Expenditure from Sl. No ----to----) along with application and acknowledgement form by candidate and Form of affidavit
11. Notification regarding the Limits of Expenditures of different categories of candidates.

**Part 1: Documents to be handed-over by RO/ARO to any person, who intends to file nomination for Municipal Council/Committee elections:**

**A. Nomination Papers Set**

- a. Form-7 (Nomination Paper);
- b. Proforma for furnishing under information under Sub-section (1)(c) of Section 16 of the J&K Municipal Act, 2000 by every candidate for election to a Municipal Council/Committee;
- c. Proforma of Affidavit to be submitted before the Returning officer;
- d. Form of oath of Affirmation to be made by a Candidate (English and Urdu) for an election to the Municipal Council/Committee;
- e. Form MEL-A & Form MEL-B (applicable in the case of candidates set up by political parties).

**B. Copies of Orders/Notifications for facilitation of nomination**

- a. Reserve and Free Symbol order.
- b. Notifications of Wards reserved under various categories.

6

**Part 2: Checklist of documents to be received by RO/ARO from any person, who files nomination (Municipal Council/Committee)**

Name of Municipal Council/Committee		
Name of Municipal Ward		
Name of the candidate		
Date and time of filing nomination paper		
S. No. of nomination paper		
S.No	Documents to be enclosed	Whether enclosed (Yes/No) (If there is any defect/Shortcoming, the same should be specified)
1	Copy of Caste Certificate (If the candidate claims to belong to SC/ST) <i>(Issued by the Competent Authority)</i>	
2	Information on the prescribed Proforma under Sub section 1(c) of section 16 of J&K Municipal Act 2000, by every candidate for Election to a Municipal Council/Committee	
3	Oath or affirmation (Whether taken) by a Candidate for an election to the Council/Committee as prescribed	
4	Opening of new current account by the Candidate	
5	Security Deposit (Whether made)	
6	Certified extract of Electoral Roll	
7	Specimen Signature of Candidate along-with particulars of name in Urdu.	

**Part 3: Documents to be given to the candidate after receipt of his nomination papers:**

A. Receipt of nomination papers on the prescribed proforma reproduced as under:

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**RECEIPT OF NOMINATION PAPER AND NOTICE OF SCRUTINY**

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper \_\_\_\_\_ The nomination paper of \_\_\_\_\_ candidate for election from the Municipal \_\_\_\_\_ ward \_\_\_\_\_ of \_\_\_\_\_ Municipal Council/Committee delivered to me at my office at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) by the candidate/proposer.

All the nomination papers will be taken up for scrutiny at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Returning Officer.

Date .....

B. Deficiency list (if any):

With reference to your Nomination Paper S. No: .....it is to intimate you that following documents, which are mandatory for acceptance of your nomination papers are still pending and must be submitted by or before the date mentioned in front of each:

S. No.	Name of the document	Date by which to be submitted

Received:

.....  
.....  
(Signature of candidate)

Signature of RO/ARO

Date & Time:

Place:

❖ Make copies in duplicate. One copy to be given to the candidate and other to be retained by the RO.



**Part 4: Documents to be given by RO/ARO to the Candidate whose Nomination Papers have been accepted after scrutiny process:**

1. Notice of Withdrawal, Form-10 (Annexure-X)
2. Appointment of Polling Agent, Form-15
3. Revocation of Appointment of Polling Agent, Form-16 (Annexure-XXVII)
4. Appointment of Election Agent, Annexure-XV
5. Revocation of Election Agent, Annexure-XVI
6. Appointment of the Counting Agent, Form-21 Annexure-XXXV
7. Declaration of Counting Agents, (Part-II)
8. Revocation of Appointment of Counting Agent, Form-22
9. Copy of Model Code of Conduct for the guidance of political parties and candidates
10. Register for Election Expenditure, Annexure- XLVII (Part I & II) Expenditure from Sl. No ----to----) along with application and acknowledgement form by candidate and Form of affidavit
11. Notification regarding the Limits of Expenditures of different categories of candidates.