

**GOA STATE ELECTION COMMISSION
ALTINHO, PANAJI-GOA.**

No. 1/199/Standing orders/2020-SEC/1230

Dated: 30/10/2020

CIRCULAR

Sub: Instructions regarding preparation of lists of validly nominated and contesting candidates.

Several instances have come to the notice of the Commission where many complications surfaced later due to recording the names and surnames of the candidates wrongly while preparing the list of validly nominated candidates after the scrutiny OR the list of contesting candidates after the withdrawal is over.

In this regard, the Rules under reference in different statutes are referred as below which need to be scrupulously followed by the Returning Officer:

A) For preparation of list of validly nominated candidates:

- i. Form No. 4 as per Rule 17 of the Goa Panchayat and Zilla Panchayat (Election Procedure) Rules, 1996.
- ii. Form IV as per Rule 13 (8) of the Goa Municipalities (Election) Rules, 1969.
- iii. Form IV as per Rule 13 (8) of the CCP Rules 2004.

B) For preparation of list of contesting candidates:

- i. Form No. 5 as per Rules 20 and 21 of the Goa Panchayat and Zilla Panchayat (Election Procedure) Rules, 1996.
- ii. Form VII as per Rule 16 (3) of the Goa Municipalities (Election) Rules, 1969.
- iii. Form V as per Rule 15 (3) of the CCP Rules 2004.

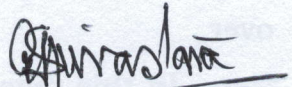
Attention of the Returning Officers is hereby drawn to the provisions existing in the above mentioned relevant Rules and they are directed that these names should be arranged alphabetically in **ROMAN SCRIPT**.

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It needs to be mentioned that in case of elections to village panchayat and zilla panchayat, the name shall also be written in Devnagri Script.

It has been noticed in the past that while preparing such lists, some Returning Officers arrange the names beginning with surname. It has been also noticed that prefixes like **SHRI/SMT./MR./MRS/MS** are used with the names, **which is not mandated.**

And therefore, sufficient precaution needs to be taken while preparing the list of the validly nominated candidates and also the list of contesting candidates as per Rules .



R. K. Srivastava

State Election Commissioner

To

The ROs/AROs for local body elections for necessary compliance.