



भारत निर्वाचन आयोग  
Election Commission of India

निर्वाचन मदन  
NIRVACHAN SADAN  
अशोक रोड, नई दिल्ली 110001-  
ASHOKA ROAD, NEW DELHI-110001

No. 318/ECI/INST/FUNC/CS/2019

Dated: 07<sup>th</sup> March, 2020

To

The Chief Electoral Officers of All States and  
UTs of NCT of Delhi and Puducherry.

Biennial election to Council of States- Form AA and BB and Checklist of documents for  
filing of nominations-reg

Sir,

I am directed to invite your attention to the Annexure V-F containing Form AA and  
Annexure V-G containing Form BB of the Handbook for Returning Officers for elections to the  
Council of States and State Legislative Councils, 2016. During observation, it is noticed that  
there are some typographical errors in the Form-AA and BB as contained in the aforesaid  
annexures. In this regard, it is conveyed that an updated version of both the forms is already  
available on the Commission's website under the path  
<https://eci.gov.in/home/>Menu>Candidates Nomination & Other Forms>. Therefore, Form AA  
and BB as contained in Handbook for Returning Officer be treated as replaced with the  
updated forms available at said ECI website link. A copy of each of Form AA and Form BB is  
also appended herewith for your reference.

2. In this regard, your attention is also invited to Commission's letter No.  
576/3/ECI/LET/FUNC/JUD/SDR/2013, dated 07.02.2019 forwarding therewith revised  
checklist of documents in connection with filing of nomination by candidates. The said check  
list is also applicable for election to the Council of States and State Legislative Councils.

3. In the case of elections to Council of States/ State Legislative Council, the following  
corrections in the said checklist may be noted:

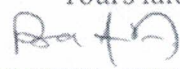
a) In point (3) of the said checklist and point (1) of N.B. of the checklist, the words 'Form A  
and B' shall be replaced with the words 'Form AA and BB'.

b) In point (2), the words within the bracket in column (2) i.e. "(when the candidates are  
elector of a different Constituency)" may be treated as omitted.

c) In point (3), the words in column (2) may be corrected as "Oath or affirmation (whether  
taken)".

4. The said changes shall be brought to the notice of all concerned.

Yours faithfully,

  
(PRAFULL AWASTHI)  
UNDER SECRETARY

FORM 'AA'

**COMMUNICATION WITH REGARD TO AUTHORISED  
PERSONS TO INTIMATE NAME OF CANDIDATES  
SET UP BY THE POLITICAL PARTY**

FOR USE AT ELECTIONS TO COUNCIL OF STATES  
AND LEGISLATIVE COUNCIL



To,

1. The Chief Electoral Officer,

..... (State/Union Territory).

\*2. The Returning Officer for the biennial/bye-election to the Council of  
States/Legislative Council by Assembly members.....

OR

\*The Returning Officer for the biennial/bye-election from

\*\* ..... (Constituency).

**Subject:** Biennial/Bye-election to Council of States/ Legislative Council  
from..... (State/ Union Territory-Authorization of person(s) to intimate  
name(s) of candidate(s).

Sir,

I hereby communicate that the following Person(s) has/have been authorized  
by..... Party, which is a National Party/State Party/Registered  
Unrecognized Party in the State of ..... to intimate the name(s) of the  
candidate(s) proposed to be set up by the Party at the election cited above :-

Name of person authorized to send notice	Name of Office held in the party	State/District(s)/area(s)/Constituency/ Constituencies in respect of which he has been authorized
1	2	3
1.		
2.		
3.		

*Patel*

2. The specimen signature of the above mentioned person(s) so authorized are given below:

1. Specimen signatures of Shri.....

(i).....(ii)..... (iii).....

2. Specimen signatures of Shri.....

(i).....(ii)..... (iii).....

3. Specimen signatures of Shri.....

(i)..... (ii)..... (iii).....

Yours faithfully,

Place .....

(Name in block letters and signature)

Date.....

President/Secretary

Name of the Party

(Seal of the Party)

\* Strike out whichever is not applicable.

\*\* Mention name of Graduates'/Teachers'/Local- Authorities' Constituency, as the case may be.

N.B.- (1) This must be delivered to the Returning Officer and Chief Electoral Officer not later than 3.00 p.m. on the last date for making nominations.

(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.

Bal

**NOTICE AS TO NAMES OF CANDIDATES SET UP BY THE POLITICAL PARTY FOR USE AT ELECTIONS TO COUNCIL OF STATES AND LEGISLATIVE COUNCIL**

To,

1. The Chief Electoral Officer,

..... (State/Union Territory).

\*2. The Returning Officer for the biennial/bye-election to the Council of States/Legislative Council by Members of Legislative Assembly.....

OR

\*The Returning Officer for the biennial/bye-election from

\*\* ..... (Constituency) from the State of .....

**Subject:** Election to Council of States/Legislative Council from.....  
(State/ Union Territory) – Setting up of candidates

Sir,

1. I hereby give notice on behalf of ..... (Party)-

(i) That the person(s) whose particulars are furnished in columns (2) to (4) below is/are the approved candidate(s) of the party above named, and

(ii) the person(s) whose particulars are mentioned in columns (5) to (7) below is/are the substitute candidate(s) of the party, who will step in on the approved candidates' nomination being rejected on scrutiny or on his/their withdrawing from the contest, if the substitute candidate(s) is/are still a contesting candidate(s)

at the ensuing Biennial/Bye-election to the Council of State/State Legislative Council:

*Handwritten signature*

Name of Constituency***	Name of approved candidate	Father's/ Mother's/ Husband's name of approved candidate	Postal address of approval candidate	Name of the substitute candidate who will step-in on the event of approved candidate's nomination being rejected on scrutiny or his withdrawal from the contest if substitute candidate is still a contesting candidate	Father's/ Mother's/ Husband's name of approved candidate	Postal address of substitute candidate
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
Etc.						

2. \* The notice in Form 'BB' given earlier in favour of Shri/Smt./Sushri..... as party's approved candidate, and Shri/Smt./Sushri ..... 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.

Place .....

Date.....

Yours faithfully,  
Name (in block letters)  
and Signature of the authorised  
Person of the Party  
(Name of the Party)  
(Seal of the Party)

\* Strike out whichever is not applicable.

\*\* Mention names of Graduate's/Teachers'/Local Authorities' Constituency, as the case may be.

\*\*\* Under this column mention name of the Constituency, as 1. By Assembly Member, 2. Graduates' Constituency, 3. Teachers' Constituency, 4. Local Authorities' Constituency, as the case may be.

*Red*

**N.B.-**

- (1) This must be delivered to the Returning Officer and Chief Electoral Officer not later than 3.00 p.m. on the last date for the making nominations.
- (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 filled, if applicable.

Page 2