



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No.MR-3071/H/Acad-1V/2016-1

Date: 2-11-2016

**To
All the Principals of University, Constituent and Affiliated Colleges
under the jurisdiction of Osmania University.**

Sir/Madam,

Sub:- OU – Denovo preparation of Electoral Rolls of 1 Teachers
Constituency of Telangana Legislative Council – Certain
Information – Communicated – Reg

Ref:- 1) Email communication from the Government Dt. 2nd Nov, 2016
2) Univ. Lr. No.MR-3071/H/Acad-1V/2016, Dated 1-11-2016

-:oOo:-

It is informed that every College Principal/Head of the Institute should issue a Certificate to the Teachers working at their Colleges/Institutes in the prescribed proforma enclosed as Annexure–A which should be countersigned by the University Authorities.

Through the reference 2nd cited, the University has nominated certain officers as 'Countersigning Authorities' to verify and countersign the Certificates of the Teachers issued by the University, Constituent and Affiliated Colleges in connection with Denovo preparation of 1 Teachers Constituency of Telangana Legislative Council (Copy enclosed as Annexure-B).

You are also required to follow the instructions given in the Government letter dated 24.10.2016 scrupulously (Copy enclosed as Annexure-C).

Yours faithfully

REGISTRAR

Encl: As stated.

Copy to:-

- 1) The Principal Secretary, O/o the Special Chief Secretary to Government, Education Department, Telangana Secretariat, Hyd.
- 2) All the Countersigning Authorities of Electoral Rolls of 1 Teachers Constituency of Telangana Legislative Council, OU
- 3) The Secretary to Vice-Chancellor, OU.
- 4) The P.A. to Registrar/OSD to VC., OU.

65/11/16

ANNEXURE - A

CERTIFICATE

This is to certify that Sri. / Dr. _____ S/D/o _____
Working as _____ in our institution(s) within last six years (i.e., since 2010).

Sl.No.	Name of the Institution	Designation	Period/Duration

Enclosures:

1. Experience Certificate
2. Evidence of Attendance of Teachers
3. Payment of the Salaries in the Bank Account
4. IT Traces / Form-16

HEAD OF THE INSTITUTION

COUNTERSIGNING AUTHORITY

ANNEXURE - B



OSMANIA UNIVERSITY HYDERABAD – 500 007

No. MR-3071/H/Acad-IV/2016

Date: 1 -11-2016.

To
The Special Chief Secretary to Government,
Higher Education Department,
Telangana Secretariat,
HYDERABAD.

Respected Madam,

Sub:- OU – Denovo preparation of Electoral Rolls of 1 Teachers
Constituency of Telangana Legislative Council – Information
Furnished – Reg.

Ref:- Letter No.6969/UE/2016-1, Dated 24-10-2016 of the Chief Secretary
to Government, (H.E.) Dept., Telangana Secretariat Hyderabad.

-:oOo:-

With reference to the above, I am herewith furnishing the following details as desired by you. In this context, it is proposed that the following officers of the University are nominated District-wise as Countersigning Authorities.

Sl. No.	Name of the District	Name of Officers of the Countersigning Authorities.	No. of Colleges
1.	Hyderabad	Prof. C. Venugopal Rao Director, Directorate of Academic Audit, OU.	330
2.	Hyderabad	Prof. B. Narayana Joint Director, Dir.of Academic Audit, OU.	
3.	Hyderabad	Prof. K. Deepla Joint Director, Dir.of Academic Audit, OU.	
4.	Ranga Reddy	Prof. Naidu Ashok Principal, Univ. Coll. of Arts & Soc.Sci., OU.	272
5.	Vikarabad	Prof. B. Shankar, Principal, University College of Science,OU.	
6.	Medchal	Prof. V. Shekar Principal,Univ.Coll. of Com. & Busi.Mgt. OU.	
7.	Medak	Prof. D. Jaya Prakash Principal, Univ. College of Technology, OU.	113
8.	Sangareddy	Prof. D. Balaramulu, Principal, Univ. Coll. of Education, O.U.	
9.	Siddipet	Prof. L.B. Laxmikanth Rathod, Principal, Univ. Coll. of Physical Edn., O.U.	

[P.T.O.]

: 2 :

Hence, it is to inform you that all the College Principals/Heads of the Institutes should issue a Certificate to the teachers in the format enclosed as Annexure - A, which should be countersigned by the above University Authorities.

Yours faithfully,



REGISTRAR.

Note: *The Countersigning Authority must verify the above details and also staff bio-data thoroughly before signing the Certificate.*

Copy to:-

- 1) The Secretary to Vice-Chancellor, OU.
- 2) The P.A. to Registrar/OSD to V.C., OU.
- 3) The Officers concerned.

ANNEXURE-C

GOVERNMENT OF TELANGANA HIGHER EDUCATION (UE) DEPARTMENT

Letter No.6969/UE/2016-1, Dated:24-10-2016.

From
The Special Chief Secretary to Government,
Higher Education Department,
Telangana Secretariat, Hyderabad.

To
The Vice-Chancellor,
Osmania University, Hyderabad / Kakatiya University, Warangal/ Palamuru
University, Mahabubnagar/ Mahatma Gandhi University, Nalgonda/ Satavahana
University, Karimnagar/ Telangana University, Nizamabad/ Potti Sreeramulu
University, Hyderabad/ Dr.B.R. Ambedkar Open University, Hyderabad,
Jawaharlal Nehru Technological University, Hyderabad/ Jawaharlal Nehru
Architecture and Fine Arts University, Hyderabad and Rajiv Gandhi University
of Knowledge Technologies, Hyderabad. (w.e).

Sir/Madam,

Sub:- Higher Education –Universities - Denovo preparation of Electoral
Rolls of 1 Teachers' Constituency of Telangana Legislative
Council with reference to 01-11-2016 as the qualifying date –
Schedule – Reg.

Ref:- Election Commission of India, New Delhi, Letter
No.37/LC/INST/EC/ELECTION/ERD/ER/2016, dt.5-09-2016.

I am to invite your attention to the reference cited and inform you that every person who is a Citizen of India and is ordinarily resident in the Constituency and has, within the six years immediately before 1st November, 2016 been engaged for a total period of at least three years in teaching in any of the Educational Institutions, within the State specified to be not lower in standard than that of a Secondary School is eligible to be included in the Electoral Roll. Every application in Form 19 by a person seeking enrolment in Teachers' Constituency shall be accompanied by a Certificate from the Head of the Educational Institution certifying the engagement of the person concerned as a teacher for a total period of three years within the last preceding six years.

2. The engagement of a person in teaching in the specified Educational Institutions for at least three years within the preceding six year may be either in one continuous spell or in broken spells and further, may be either in one Institution or more Institutions, but all such Institutions must be specified by the State Government. Therefore, it is immaterial whether a person, who has been so engaged in teaching for a total period of three years in one or more specified Educational Institutions, has been employed in those Institutions as teacher on regular basis or on ad-hoc basis but he should be whole time teacher (even if there is no sanctioned post) and not engaged on a part –time basis as the condition for three years engagement in teaching cannot be fulfilled by a part-time teacher. Part-Time teachers are not eligible for enrolment in the Electoral Rolls for Teachers' Constituency.

3. In the light of the Order of the Hon'ble High Court of Allahabad (Lucknow Bench) dt. 5th March, 2008 in Writ Petition No.1269 (M/B) of 2008 (Madhyamic Vitta Viheen Vidyalaya Prabandhak Mahasabha Vs State of Uttar Pradesh), the Election Commission of India has instructed that the name of such teacher of Unaided Private School (if it is covered by the list of specified Educational Institutions) shall also be included in the Electoral Roll who intends to get his/her name enrolled in the voter list (i.e., Electoral Roll) of the Teachers' Constituency and approaches the ERO, after getting a Certificate/Counter

signature from the District Inspector of Schools that he/she is a bonafide teacher of the specified Educational Institution having the required length of service and whose standard is not below the standard of the Secondary School.

4. As such instructions were issued to the District Election Officers that the Certificate of the Head of the Educational Institutions Countersigned by the District Educational Officer or the equivalent Officer of the Intermediate /Collegiate Education Department in respect of Intermediate/ Collegiate /Universities should be considered enough by the ERO to determine the eligibility of the applicant. But, in case of any doubt, the Electoral Registration Officer has to cross-verify with the Heads of the Educational Institutions for satisfying the eligibility of an applicant on the basis of any record available with the Head of the Institutions besides Service Certificate issued by the Head of the Institution.

5. Certain Teachers' Unions have represented that the District Educational Officer are not countersigning on the Service Certificate issued by the Head of the Institutions in connection with the preparation of Electoral Rolls of Teachers' Constituency stating that no instructions were receive in this regard and requested to issue instructions to the District Educational Officers for Countersigning in respect of Private Un-aided Schools. They have also requested to specify the Officers, who will be Countersigning authorities, in respect of Junior Colleges, Degree Colleges, Medical, Engineering Colleges, Polytechnic Colleges, Universities and issue instructions to all concerned.

6. You are therefore requested to specify the Officers, who will be 'Countersigning' authorities in respect of the University Colleges and Affiliated Colleges and issue instructions to all such Officers for 'Countersigning' the Certificates issued by the Heads of Educational Institutions, upon satisfying themselves regarding the service indicated of the Teacher under intimation to the Government. These Officers may verify the evidences of attendance of these Teachers in the Private Un-aided Institutions, the payment of their salaries in their bank account etc. as a suggestion. They may examine any other evidence which you would like your 'Countersigning' Officer to see before 'Countersigning' these Certificates issued by the Principals of Un-aided Colleges.

7. You must inform to the Government the instructions issued in this regard to the Officers identified by you as 'Countersigning Authorities' urgently so that the same can be informed to the Election Commission of India since the entire process of Registration of Voters is getting completed by **05-11-2016**.

Yours faithfully,

for SEPCIAL CHIEF SECRETARY TO GOVERNMENT

Copy to:-

The Registrar,

Osmania University, Hyderabad / Kakatiya University, Warangal/ Palamuru University, Mahabubnagar/ Mahatma Gandhi University, Nalgonda/ Satavahana University, Karimnagar/ Telangana University, Nizamabad/ Potti Sreeramulu University, Hyderabad/ Dr.B.R. Ambedkar Open University, Hyderabad, Jawaharlal Nehru Technological University, Hyderabad/ Jawaharlal Nehru Architecture and Fine Arts University, Hyderabad and Rajiv Gandhi University of Knowledge Technologies, Hyderabad. (w.e)

//FORWARDED :: BYORDER//

SECTION OFFICER