

**STATE ELECTION COMMISSION, HARYANA
NIRVACHAN SADAN, PLOT NO. 2, SECTOR 17
PANCHKULA**

NOTIFICATION

NO. SEC/2ME/2012/1455

Dated:-25.09.2012

In accordance with the provisions contained in Section 3A of the Haryana Municipal Act, 1973 read with Rules 4 to 11 of the Haryana Municipal Election Rules, 1978 and the powers conferred under clause(1) of article 243ZA of the Constitution of India the, State Election Commission, Haryana hereby directs for the preparation of photo based electoral rolls in respect of all wards of the Municipal Committees mentioned in Annexure "B, with reference to 1st January, 2013 as the qualifying date.

2. The electoral rolls of these Municipal Committees shall be prepared with the help of NIC by taking a data base of the electors with photos of the relevant part of Assembly Electoral rolls finally published on 05.01.2012, with reference to 1st January, 2012 as the qualifying date and subsequent revision if any. The electoral rolls are to be prepared on the format attached at Annexure-"A". The electoral rolls of these Municipal Committees shall be prepared in accordance with the procedure and schedule given hereunder:-

- | | | |
|-------|--|--|
| (i) | Preparation of draft electoral rolls of all ward of the Municipal Committees mentioned in Annexure "B" on the format Annexure-"A" on the basis of Assembly Electoral Rolls published on 05.01.2012 with reference to 1st January, 2012 as the qualifying date (with all supplements) and deleting the names of persons, who had died and also of those who are found to be no longer ordinarily resident in the territorial limits of the Municipal Committees. (Rule-4) | 28.09.2012
(Friday)
to
08.10.2012
(Monday) |
| (ii) | Draft publication of electoral rolls of all the wards of the Municipal Committees as referred in sub para (i) above for inviting claims and objections.(Rule-7) | 09.10.2012
(Tuesday) |
| (iii) | Last date by which claims and objections shall be presented to the Revising Authority. (Rule-9) | 31.10.2012
(Wednesday) |
| (iv) | Last date by which the claims and objections shall be disposed of by the Revising Authority. (Rule-10(1)(i)(ii)) | 22.11..2012
(Thursday) |

(v)	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority. (Rule-10(2))	05.12..2012 (Wednesday)
(vi)	Last date for disposal of appeals by the Deputy Commissioner.(Rule 10(3))	20.12..2012 (Thursday)
(vii)	Final publication of electoral rolls.(Rule-11)	05.01.2013 (Saturday)

3. It is further directed that database with photo images of the electors and four copies of Assembly electoral rolls finally published on 05.01.2012 and subsequent revision if any, with reference to 1st January, 2012 as qualifying date shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar, concerned.

4. It is further directed that while preparing the draft electoral rolls, it should be ensured that names of the persons, who had died and also of those who are found to be no longer ordinary residents within the limits of the Municipal Committee, but their names are still existing in the Assembly electoral rolls finally published on 05.01.2012 and subsequent revision if any, **should not** be included in the draft electoral rolls of the Municipal Committee, concerned.

5. It is further directed that names of the eligible persons who shall attain the age of 18 years on 01.01.2013 and also fulfill the qualifications prescribed under rule 6 shall be included in the electoral rolls.

6. It is further directed that:-

- (i) The Deputy Commissioner shall give wide publicity to the above programme. He shall issue press notes and also paid advertisements in two local newspapers. He shall also make publicity through local cable network.
- (ii) As soon as the draft electoral roll is ready, the Deputy Commissioner shall publish, on the date prescribed in sub-para(ii) of para 1 above, the same together with a notice including the dates by and the places where the claims and objections with reference to the draft rolls may be presented to the Revising Authority/Authorities.

- iii) One copy of the draft electoral roll, published for inviting claims and objections, shall be kept for inspection of the public free of cost at the following places:-
 - a. Office of Deputy Commissioner,
 - b. Office of Secretary of the Municipal Committee concerned,
 - c. Office of Sub-Divisional Officer(Civil)'s concerned,
 - d. Tehsil Office concerned,
 - e. Office of Revising Authority/Authorities and
 - f. Voter Information and Collection Centers
- (iv) After the draft publication of the ward-wise electoral rolls, the same should also be hosted on the website of the District Administration and this Commission with search facility, for information of the public.
- (v) **A copy of the draft and final rolls shall be signed by the Revising Authority and shall be kept in a sealed cover in the Treasury.**
- (vi) In order to facilitate the electors and the public to obtain information regarding electoral rolls and to file claims and objections, the Deputy Commissioner concerned shall set-up suitable numbers of voters Information and Collection Centers (VICC) within the territorial limits of the Municipal Committee concerned. These centers shall be fully equipped with computers and broadband internet connection. The center will be set up with the help of the NIC.
- (vii) The VICC centers will make available the prescribed forms, on demand free of cost, for filing claims and objections and receive the same for the consideration of and decision by the concerned Revising Authority or the officers authorized for this purpose. The forms shall also be hosted on the website of the State Election Commission and the District Administration. The forms can be downloaded and used by any person for filing claim and objection.
- (viii) As and when any person files claim and objection, he shall be given a receipt in the prescribed format given in the form.

- (ix) The Deputy Commissioner shall appoint one Authorized Officer not below the rank of Group B officer for maximum up to three wards and sufficient number of required supporting staff and other officials of Municipal Committee, to assist the Revising Authority/Authorities to discharge his/their duty.
- (x) The Revising Authority/Authorities shall, after holding such enquiry into the claims or objections as he/they think(s) fit as per rules, record his/their decision in writing and shall make available forthwith a copy of such decision to the objector or claimant free of charge. The decision of the Revising Authorities shall also be hosted on the website for the information of the public. Number of claims/objections accepted and rejected shall also be hosted on the website of the District Administration. The software of the NIC shall be used for this purpose.
- (xi) The Revising Authority/Authorities after disposal of all the claims and objections in terms of under Sub-rule(1) of Rule 10 of the Haryana Municipal Election Rules, 1978 shall forward a list of such claims and objections along with his/their orders thereon to the concerned Deputy Commissioner. Any person aggrieved of any such order of the Revising Authority/Authorities may, within prescribed period, file an appeal to the Deputy Commissioner. The Deputy Commissioner shall within the specified time decide the appeal. The decision of the Deputy Commissioner on appeal shall be final.
- (xii) The Deputy Commissioner shall publish the final electoral rolls on 05.01.2013 and the Electoral Rolls of the Municipal Committee concerned shall come into force from the date of publication.
- (xiii) After completion of every stage of the preparation of electoral rolls process as stated above, the concerned Deputy Commissioner shall send information of the statistical data in format Annexure "B " to the State Election Commission, Haryana.

7. It is further directed that copy of ward-wise draft electoral rolls of the Municipal Committee concerned finally published on 05/01/2013 shall be submitted to the State Election Commission, Haryana on the same day. In addition, two copies of the electoral rolls along with a compact disc. containing the database of the same in PDF format shall be sent to all the political parties in the State of Haryana on the same day under intimation to the Commission.

8. It is further directed that the final electoral rolls of Municipal Committee concerned shall be hosted on the website of the District Administration on the day they are published.

By order,

Panchkula
25th September, 2012

S.C.Mehta
Secretary
State Election Commission, Haryana.

Endst. No. SEC/2ME/2012/1456-1459

Dated:-25.09.2012

A copy is forwarded to the following for information and immediate compliance of above orders:-

1. The Financial Commissioner & Principal Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh.
2. The Financial Commissioner & Principal Secretary, Information Technology, Government of Haryana.
3. The Divisional Commissioners concerned.
4. The Director, Urban Local Bodies Department, Haryana, Chandigarh.
5. The Deputy Commissioners concerned. They are requested to appoint Revising Authorities for this purpose as per provision in Rule 8 of the Haryana Municipal Election Rules, 1978.
6. The Chief Electoral Officer, Haryana. He is requested to issue necessary directions to the officers concerned to provide database with photo image of the electors of Assembly Electoral Rolls finally published on 05.01.2012 alongwith supplementary, if any, to the Deputy Commissioner concerned immediately.
7. Sh.G.S.Bansal, State Information Officer, NIC, Haryana. He is requested to host the notification on the website of the State Election Commission. He is also requested to issue necessary direction to the District Informatics Officers concerned to extend every possible help to the Deputy Commissioners for setting up the Voters Information and Collection Centres.

8. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette(Extra-ordinary) dated 25.09.2012

(Parmal Singh)
Asstt.State Election Commissioner, Haryana.

Internal distribution:-

1. PS/SEC
2. Computer Section
3. Store Keeper

C:\Documents and Settings\mc\My Documents\2me\programme electoral rolls

अनुबन्ध "A"

मुख्य पृष्ठ

2012 में प्रकाशित नगरपालिका मतदाता सूची

सम्बन्धित विधान सभा क्षेत्र का नाम :-

जिले का नाम :-

भाग संख्या :-

क्रमांक नं० _____ से _____ तक

(1) (क) नगरपालिका/नगरपरिषद् का नाम :-

(ख) नगरपालिका/नगरपरिषद् वार्ड संख्या :-

(ग) गली/मौहल्ला/बस्ती का नाम :-

क्रम संख्या	05.01.2012 को अन्तिम प्रकाशित विधान सभा मतदाता सूची का नं०. dzekad@Hkkx	मकान नं०.	मतदाता का नाम	firk@ifr का नाम	पुरुष/स्त्री	1.1.2013 को आयु	भारत निर्वाचन आयोग द्वारा जारी किए पहचान पत्र का क्रमांक
1.	2.	3.	4.	5.	6.	7.	8.

ANNEXURE-B

DETAILS OF THE MUNICIPALITIES WHERE GENERAL ELECTIONS ARE DUE TO BE HELD IN JANUARY, 2013.

Sr.No	Name of District.	Name of Municipal Committee
1.	Gurgaon	1.Hailly Mandi 2. Pataudi
2.	Mewat	Taoru
3.	Sonepat	Kharkhoda
4.	Karnal	1. Indri 2. Nilokheri
5.	Kaithal	1. Kalayat 2. Pundri
6.	Hisar	Narnaund
7.	Bhiwani	1. Siwani 2. Bawani Khera
8.	Jhajjar	Beri

ANNEXURE 'C'

INFORMATION REGARDING CLAIM AND OBJECTIONS/APEALS ETC.

NAME OF MUNICIPAL COMMITTEE _____

WARD No & Total No. of electors/voters .	CLAIMS RECEIVED		OBJECTIONS RECEIVED		APPEAL BEFORE THE DEPUTY COMMISSIONER	
	Accepted	Rejected	Accepted	Rejected	Accepted	Rejected

SIGNATURE OF OFFICER