



**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17  
PANCHKULA, HARYANA – 134109**

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**NOTIFICATION**

**NO. SEC/2ME / 2021 /664**

**Dated: 15<sup>th</sup> March, 2021**

In accordance with the provisions contained in Section 3A of the Haryana Municipal Act, 1973 read with Rule 4 of the rules made there under and the powers conferred under clause (1) of article 243ZA of the Constitution of India, the State Election Commissioner, Haryana hereby directs to update the existing photo based electoral rolls of the Municipal Committee, Bass, Sisai (Hisar), Ismailabad (Kurukshetra), Sadhaura (Yamuna Nagar) and Ateli Mandi (Mahendergarh) published on 27.11.2020 by taking data base of the relevant part of the electoral rolls of Legislative Assembly constituency finally published on 15.01.2021 with qualifying date as 01.01.2021 with all supplements.

2. The existing photo based electoral rolls of these municipalities shall be amended and brought up to date with the help of National Informatics Center by converting the relevant parts of the electoral rolls of Legislative Assembly constituency, finally published on 15.01.2021 into the wards of these municipalities with all supplements. The electoral roll shall be updated on the format attached at Annexure-"A" and in accordance with the procedure and schedule given hereunder:-

(i)	Existing electoral roll of municipality published on 27.11.2020 shall be updated by taking into consideration, the electoral roll of Legislative Assembly published by the Election Commission of India with reference to qualifying date as on 01.01.2021 all supplements finally published on 15.01.2021. List of new electors included/ deleted in the relevant part of the electoral rolls of Legislative Assembly constituency shall be prepared and will be published with existing electoral roll of the Municipality as draft electoral roll. [Rule-4 (1)].	<b>19.03.2021 to 15.04.2021</b>
(ii)	Publication of ward wise draft electoral roll of municipality for inviting claims and objections [Rule-4(3)].	<b>16.04.2021</b>

(iii)	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	<b>26.04.2021</b> (except 17,18,21 & 24.04.2021 being gazette holiday) up to 03.00 PM
(iv)	Last date by which the claims and objections shall be disposed of by the Revising Authority [Rule-4 (4) (v) & (vii)].	<b>11.05.2021</b>
(v)	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority (Rule-4 (4) (viii)).	<b>17.05.2021</b> (except 14,15,16.05.2021 being a gazette holiday)
(vi)	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	<b>20.05.2021</b>
(vii)	Finally publication of electoral roll.	<b>07.06.2021</b>

3. It is further directed that two copies of latest Legislative Assembly constituency electoral rolls prepared and relevant part of the electoral rolls of Legislative Assembly constituency published on **15.01.2021** with all supplements by the Chief Electoral Officer, Haryana shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar concerned. This database of the electoral rolls has already supplied to the DIO through NIC, Haryana.

4. It is further directed that:-

- (i) The concerned 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) The concerned Deputy Commissioner shall publish, on the date prescribed in sub-para (ii) of para 2 above, the draft of the supplementary list of electoral rolls along 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 list of electoral rolls, 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 concerned.
  - b Office of the Secretary, Municipal Council, concerned.
  - c. Office of Sub-Divisional Officer (Civil) concerned.
  - d. Tehsil Office concerned.
  - e. Office of Revising Authority/Authorities and
  - f. Voter Information and Collection Centers (VICCs)
- (iv) After the publication of the draft of electoral rolls, the same should also be hosted on the website of the District Administration, with search facility.

- (v) A copy of the draft electoral rolls and final electoral rolls along with database in compact disc duly signed by the Revising Authority/Authorities shall be kept in a sealed cover in the Treasury within 24 hours from the date of the publication of draft and final electoral rolls, respectively.
- (vi) In order to facilitate the electors and the public to obtain information regarding electoral rolls and to file claims and objections, the concerned Deputy Commissioner shall set-up sufficient number of Voters Information and Collection Centers (VICC) within the territorial limits of the Municipality. These Centers shall be fully equipped with computers and broadband internet connection. The Centers will be set up with the help of the National Informatics Center.
- (vii) Every claim and objection regarding distribution of electors ward wise shall be addressed and presented to the Revising Authority in the prescribed Form A and B or may be sent by registered post to him.
- (viii) Claim in Form-A shall be filed by those applicants, who intend to include their name, make correction in their entry or transposing of their name in another ward in the electoral roll.
- (ix) Objections in Form-B shall be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.
- (x) Only those persons can file their claim for inclusion of their name in the electoral roll of concerned Municipal Committee, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft electoral rolls published under rule 4 (3) of the Haryana Municipal Election Rules, 1978.
- (xi) The VICC 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 District Administration for downloading and filing claims and objections.
- (xii) As and when any person files claim and objection, he shall be given a receipt in the prescribed format given in the form. An entry shall also be made in internet based monitoring system and manual registers.

- (xiii) The concerned Deputy Commissioner shall appoint one Authorized Officer not below the rank of Group-B for maximum up to three wards and sufficient number of supporting staff and other officials of Municipality, to assist the Revising Authority/Authorities to discharge his/their duty.
- (xiv) The Revising Authority/Authorities shall, after holding such enquiry into the claims or objections as he/they think(s) fit, record his/their decision in writing and shall make available forthwith a copy of such decision to the objector or the 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.
- (xv) The Revising Authority/Authorities after disposal of all the claims and objections in terms of under Rule 4 (4) (vii) 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 concerned Deputy Commissioner in prescribed format annexed as Annexure-D. The concerned Deputy Commissioner shall within the specified time decide the appeal. The decision of the Deputy Commissioner on appeal shall be final. The rolls so amended shall be final and two copies thereof duly signed by the Deputy Commissioner and Revising Authority shall be kept in their offices together with list of additions and corrections.
- (xvi) The concerned Deputy Commissioner shall publish the final electoral rolls on **07.06.2021**, which shall come into force from the date of its publication.
- (xvii) After completion of every stage of the up-gradation of electoral rolls process as stated above, the concerned Deputy Commissioner shall send information in the format given in Annexure "B" and "C" to the Commission.

5. It is further directed that a copy of ward wise and booth wise updated electoral rolls of these Municipalities finally published on **07.06.2021** shall be supplied to the Commission on the same day. In addition, a copy of the updated electoral rolls along with a CD (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.

6. It is further directed that the final electoral rolls of these Municipalities shall be hosted on the website of the District Administration on the day of its publication.

Dr. DALIP SINGH  
State Election Commissioner, Haryana


Endst. No. SEC/2ME/2021/665

Dated: 15<sup>th</sup> March , 2021

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

1. Additional Chief Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh.
2. Divisional Commissioners, Ambala, Hisar and Gurugram.
3. Director Urban Local Bodies Department, Haryana, Panchkula .
4. Deputy Commissioners, Hisar, Kurukshetra, Yamuna Nagar and Mahendergarh . They are requested to appoint Revising Authority/ies for this purpose as per provision in Rule 3 of the Haryana Municipal Election Rules, 1978.
5. Chief Electoral Officer, Haryana. He is requested to direct the Tehsildar/Naib-Tehsildar (E) concerned to provide two copies of Assembly Electoral rolls finally published on 15.01.2021 to the Deputy Commissioner, Hisar, Kurukshetra, Yamuna Nagar and Mahendergarh at Narnaul immediately.
6. State Informatics Officer, NIC, Haryana. He is requested to issue necessary direction to the District Informatics Officer, to provide necessary software and extend every possible help to the Deputy Commissioner, Hisar, Kurukshetra, Yamuna Nagar and Mahendergarh at Narnaul for preparing the electoral rolls and setting up the Voters Information and Collection Centers (VICCs).
7. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette.
8. All Political Parties in the State of Haryana.

  
(Parmal Singh)

Asstt. State Election Commissioner, Haryana 

Internal distribution:-

1. PS/SEC
2. Accounts Section
3. Store Keeper
4. I.T. Cell
5. Librarian (Two copies for future record)

## Annexure-A

नगरपरिषद/नगरपालिका पूरक निर्वाचक नामावली, 20\_\_\_\_\_

परिशिष्ट विवरण	परिशिष्ट संख्या : 1
पुनरीक्षण पहचान	पात्रता की तिथि : 01.01.20_____
मूल नामावली	: वर्ष 20 तक के सभी अनूपुरकों सहित एकीकृत फोटोयुक्त निर्वाचक नामावली
परिशिष्ट प्रक्रिया व वर्ष	: विशेष संक्षिप्त पुनरीक्षण 20---
परिशिष्ट का प्रकार	: परिवर्धन, विलोपन व संशोधन सूचि
अन्तिम प्रकाशन की तिथि	: _____

### घटक-1 : परिवर्धन सूचि

नगरपरिषद/नगरपालिका \_\_\_\_\_ वार्ड न. \_\_\_\_\_

पोलिंग स्टेशन का विवरण \_\_\_\_\_ जिला \_\_\_\_\_

1479	1ZC1133149	1480	1ZC1133115	1481	1ZC1133131
नाम: आंचल रानी पिता: विरेन्द्र पाल शर्मा मकान न0 12 आयु: 38 लिंग: महिला		नाम: अजय भटनागर पिता: विजय भटनागर मकान न0 55 आयु: 48 लिंग : पुरुष		नाम: अमृत कौर पिता: मनमोहन सिंह मकान न0 531 आयु: 30 लिंग : महिला	
फोटो उपलब्ध है।		फोटो उपलब्ध है।		फोटो उपलब्ध है।	
1482	1ZC1133123				
नाम: सावित्री पिता: ओम प्रकाश मकान न0 555 आयु: 38 लिंग महिला					
फोटो उपलब्ध है।					

परिवर्धनों की संख्या	पुरुष	महिला	अन्य	कुल

**घटक -2: विलोपन सूचि**

नगरपरिषद/नगरपालिका \_\_\_\_\_ वार्ड न. \_\_\_\_\_

पोलिंग स्टेशन का विवरण \_\_\_\_\_ जिला \_\_\_\_\_

कमांक	मूल नामावली में कमाक संख्या	निर्वाचक/मतदाता का नाम

**घटक-3 : संशोधन सूचि**

नगरपरिषद/नगरपालिका \_\_\_\_\_ वार्ड न. \_\_\_\_\_

पोलिंग स्टेशन का विवरण \_\_\_\_\_ जिला \_\_\_\_\_

649	MZH2101509	1296	IZC0967406
नाम: टीना सनी पिता: राजिन्द सिंह मकान न0 92 आयु: 35 लिंग महिला		नाम: किरण बाला पिता: वजिन्दर कुमार मकान न0 397 आयु: 29 लिंग महिला	फोटो उपलब्ध है।
फोटो उपलब्ध है।			

संशोधनो की संख्या	पुरुष	महिला	अन्य	कुल

आयु 1.1.20\_\_ के अनुसार नर्वाचक पुनरीक्षण प्राधिकारी द्वारा जारी कुल \_\_\_ पृष्ठों का पृष्ठ \_\_\_ संकेत E-मृत्यु, S-स्थान परिवर्तन, M-लापता, Q-निरहर्ता, R-डुप्लीकेट, # - संशोधित किया गया है

नगरपरिषद्/नगरपालिका पूरक निर्वाचक नामावली, 20\_\_\_\_\_

निर्वाचकों का सार							
नगरपरिषद्/नगरपालिका _____				वार्ड न. _____			
पोलिंग स्टेशन का विवरण _____				जिला _____			
नाम व आरक्षण स्थिति :							
(क) निर्वाचकों की संख्या							
		नामावली प्ररूप	नामावली पहचान	निर्वाचकों की संख्या			
				पुरुष	महिला	अन्य	कुल
I	मूल प्रति	मूल नामावली	वर्ष 20____ तक के सभी अनूपुरकों सहित एकीकृत फोटोयुक्त निर्वाचक नामावली				
II	जोड़े गये नामों की सूचि	परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
III	विलोपन सूचि	परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
		संक्षिप्त पुनरीक्षण 20____ के पश्चात नामावली में वास्तविक निर्वाचक					
(ख) सुधारों की संख्या							
		नामावली प्ररूप	नामावली पहचान	सुधारों की संख्या			
		परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
		कुल					

नगरपरिषद्/नगरपालिका \_\_\_\_\_ निर्वाचक पुनरीक्षण प्राधिकारी  
वार्ड न. \_\_\_\_\_

निर्वाचक पुनरीक्षण प्राधिकारी कुल \_\_\_\_\_ पृष्ठों का पृष्ठ \_\_\_\_\_



**ANNEXURE 'B'**

**INFORMATION REGARDING CLAIM AND OBJECTIONS/APPEALS ETC.**

NAME OF MUNICIPAL COUNCIL/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

ANNEXURE "C"

INFORMATION REGARDING WARDWISE VOTERS

NAME OF MUNICIPAL COUNCIL/COMMITTEE \_\_\_\_\_

W. No.	Male	Female	Others	Total Voters

SIGNATURE OF OFFICER

**Appeal against the order of Revising Authority**

(Draft specified by the State Election Commission under Rule 4(4) (viii))

Place \_\_\_\_\_

Dated: \_\_\_\_\_

To

Deputy Commissioner, \_\_\_\_\_

District: \_\_\_\_\_

**Subject:** Appeal against the order No. \_\_\_\_\_, dated \_\_\_\_\_ of the Revising Authority, \_\_\_\_\_, (Municipal Council/Committee \_\_\_\_\_).

Sir,

Aggrieved by the referred order of Sh. \_\_\_\_\_, authorized Revising Authority appointed for the preparation of electoral roll of the Municipal Council/Committee noted in the subject, I submit this appeal, photocopy of the impugned order is enclosed.

2. I filed the following claim/ objection before the Revising Authority:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The following are the basis of my appeal :-

(1) \_\_\_\_\_

(2) \_\_\_\_\_

4. It is requested that re-considering the facts and documents submitted by me, impugned order of the Revising Authority may be set aside and my claim/ objection may be accepted.

If name of the appellant is included in the electoral roll, then its description:- Municipality: _____ Ward No. _____ Voter No. _____	Signature (Appellant) _____ Name (Full) _____ Father/ husband name _____ _____ Address _____
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**Declaration**

I, above stated appellant, declare that the facts written in the above paras of this appeal are true to the best of my knowledge and belief.

Signature (Appellant) \_\_\_\_\_  
Name (Full) \_\_\_\_\_

Enclosure:

- (1) Photocopy of order dated \_\_\_\_\_  
of Revising Authority.
  
- (2) Documents (if any) in support of the  
submitted Appeal.

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**Receipt of appeal and information regarding date of hearing**

Sh./Smt. \_\_\_\_\_, Father/ Husband \_\_\_\_\_  
\_\_\_\_\_ submitted the appeal against the order dated  
\_\_\_\_\_, in which hearing shall be held at 10-30 A.M. on  
\_\_\_\_\_, appellant to be present in my office with necessary proof.

Signature \_\_\_\_\_

Deputy Commissioner \_\_\_\_\_

Dated: \_\_\_\_\_