

Chapter - 1

Legal Provisions

- 1.1 Article 243 ZA of the Constitution of India, read with Section 3A of the Haryana Municipal Act, 1973, provides that the superintendence, direction and control of the preparation of electoral rolls for, and the conduct of all elections to the Municipal Council/Committee shall vest in the State Election Commission.
- 1.2 **Authority to Make Roll of Council/ Committee:** Rule 4 of the Haryana Municipal Election Act, 1973, provides that the roll of each ward of the **Municipal Council/ Committee** shall be prepared by the Deputy Commissioner under the superintendence, direction and control of the State Election Commission as per the provisions specified in the said rule.
- 1.3 **Preparation of ward wise roll:** Rule 4 of the Rules *ibid* provides that the Deputy Commissioner under the superintendence, direction and control of the State Election Commission, shall by notification cause to distribute the electors of Legislative Assembly constituency or a part thereof of the existing electoral roll prepared by Election Commission of India under the provisions of the Representation of People Act, 1950 (Central Act 43 of 1950), for the time being in force, which falls in the relevant ward of the **Municipal Council/ Committee**, subject to any amendment, deletion or addition or any inclusion of any name by the Election Commission of India.
- 1.4 The electoral roll updated by the Election Commission of India up to the date of notification issued by the State Election Commission for the preparation of ward wise roll shall be taken into account. The electors of Legislative Assembly constituency, so distributed ward wise shall be the electors for that ward of the **Municipal Council/Committee** which shall be prepared in **Hindi and in the format annexed as Annexure-1**.
- 1.5 **Qualifications for Registration in Roll:** Any person whose name exists in the relevant part of the assembly electoral rolls for the time being in force, which falls in any ward of the **Municipal Council/Committee**, is

qualified to be registered as voter in the relevant ward of the **Municipal Council/Committee**.

- 1.6 No person shall be entitled to be registered in the rolls for more than one ward and no person shall be registered in the roll for any ward more than once.
- 1.7 **Draft Publication:** Rule 4 (3) of the Rules *ibid* provides that as soon as the ward wise roll of a Municipal Council/Committee is ready, the Deputy Commissioner shall publish it as draft together with a notice intimating the date by which objections or claims with regard to the ward wise roll may be presented to the Revising Authority specified therein. A copy of the ward wise roll of each ward of **Municipal Council/Committee** alongwith the notice shall be pasted at the office of the Deputy Commissioner, at the office of the Municipal Council/Committee and at such other conspicuous place(s) as the Deputy Commissioner may determine.

Provided that a period of not less than five days shall be allowed for filing claims and objections.

- 1.8 **Appointment of Revising Authority:** Rule 3 of the Rules *ibid* provides that the Deputy Commissioner shall appoint any Gazetted Officer to be a Revising Authority for the purpose of hearing claims and objections relating to ward wise electoral roll and may specify the ward or wards for which he shall be the Revising Authority.

- 1.9 **Manner of making and lodging claims and objections:**

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.

Provided that claims in Form-A shall be filed by those applicants, who intend to get the names include make correction in their entry or transposing of their name in another ward in the electoral roll. Objections in Form-B may be filed by those applicants who intend to

object inclusion of name or seek deletion of a name from the electoral roll.

Provided further that only those persons shall file their claim for inclusion of their name in the electoral roll of Municipal Council/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 rules.

- 1.10 Every claim or objection shall be addressed to the Revising Authority and shall be presented at Voter Information and Collection Centre (VICC) or to any authorized field level officer e.g. BLO, Designated Officer, Supervisor or at any other designated place or may also be sent by registered post to him.
- 1.11 The Revising Authority shall maintain a register of claims in form 1-A and register of objections in form 1-B, entering therein the particulars of every claim or objections, as the case may be, as and when it is received.
- 1.12 Any claim or objection, which is not lodged within the period or in the form and manner herein specified or lodged by a person not entitled to lodge the same, shall be rejected.
- 1.13 If an objection or claim is presented by a person to a Revising Authority, who is not authorized to receive it, such Revising Authority shall at once return it to the person presenting it for presentation to the appropriate Revising Authority.
- 1.14 Where a claim or objection is not disposed of under para 1.11 para 1.12 and the period prescribed for the presentation of claims and objections has expired, the Revising Authority shall forthwith post at his office a list of all claims and objections received together with notice showing the date on which and the place at which such claims and objections will be heard. One copy of the objection shall be served on the person regarding whom it is made.

- 1.15 If on an application made to the Revising Authority in this behalf or on his own motion, he is satisfied that the draft electoral roll is at variance with the relevant part of the electoral roll of the Assembly on account of any mistake in the draft rolls, he shall amend the list so as to bring it in conformity with the said electoral roll and for that purpose he may amend, delete or add an entry in that roll.
- 1.16 **Disposal of claims and objections by Revising Authority:** Rule 4 (4) (vii) of the rules ibid provides that:-
- (1) On the date and at the place fixed under clause (v) of rule 4 (4), the Revising Authority shall hear and decide the claims and objections according to their merits, after hearing the parties concerned or their authorized agents and, in the case of a claim any person who objects to the admission of such a claim and after considering such evidence as may be produced or may appear necessary to him, he shall-
- (a) reject any claim or objection which does not comply with any of the provisions of these rules or pass such orders as he may deem fit;
- (b) dismiss any case in which the claimant or objector is not present or is not represented.
- 1.17 **Appeal:** Any person aggrieved by any such order of the Revising Authority, may file appeal within three days from the date of order to the Deputy Commissioner, who shall within three days either confirm such order, or set it aside or pass such other order with respect to the claim or objection as he may deem fit.
- 1.18 **Final publication of Roll:** Rule 4 (4) (ix) of the rules ibid provides that as soon as the Revising Authority has disposed of all the claims and objections presented before him, he shall forward a list of such claims and objections alongwith his orders thereon to the Deputy Commissioner who shall cause the ward wise roll to be corrected, in accordance with the orders passed by the Revising Authority or by him in appeal under clause (viii) of rule 4 (4), as the case may be. 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 and shall be published in the manner prescribed under rule 4 (3) together with list of additions and corrections prepared in accordance with the said orders. Any ward wise roll corrected and published under the provisions of clause (ix) of rule 4 (4) shall come into force from the date of such publication.

1.19 Revision of Roll:

- (1) The roll shall unless otherwise directed by the State Election Commissioner, be revised in the prescribed manner before each general election to a **Municipal** Council/Committee and for any ward before bye-election to fill a casual vacancy in such a ward:

Provided that if for any reason the electoral roll is not revised the validity or continued operation of the existing electoral roll shall not thereby be affected.

- (2) The roll for every ward shall be revised either intensively or summarily, or partly intensively and partly summarily as the State Election Commissioner may direct.
- (3) Where the roll or any part thereof is to be revised intensively, it shall be prepared afresh and Rule 4 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.
- (4) When the roll or any part thereof is to be revised summarily, the Deputy Commissioner shall cause to be prepared a list of amendments to the relevant parts of the roll on the basis of such information as may be readily available and publish the roll together with the list of amendments in draft and the provisions of Rule 4 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.
- (5) Where at any time, between the publication of draft of the revised roll under Sub Rule (3) read with Rule 4 (3) or of the roll and the list of amendments under sub-Rule (4) and the final publication of the same under Rule 4 (4) (ix), any names have been decided to be included in the roll for the time being in force under Rule 14, the Deputy Commissioner shall cause the name to be

included also in the revised roll unless there is, in his opinion, any valid objection to such inclusion.

1.20 Inclusion, deletion and correction of names in the ward wise electoral roll finally published: Any person whose name is not included in the ward wise electoral roll finally published may apply to the Deputy Commissioner for addition/deletion/correction of his name in the ward wise electoral roll:

Provided that the addition/deletion or correction of any name in the ward wise electoral roll of a Municipal Council/Committee shall only be made, if the name of claimant/applicant exists in the relevant part of assembly electoral roll till the first day of filing nomination papers for the elections of Municipal Council/Committee.

1.21 Custody and preservation of rolls and connected papers: Rule 15 of the Rules provides the following:-

(1) After the roll for a Municipal area or any of its ward has been finally published, the following papers shall be kept in the office of the Deputy Commissioner or at such other place as the State Election Commissioner may, by order, specify until the expiration of one year after the completion of the next intensive revision of that roll -

- (a) one complete copy of the roll and complete manuscript roll and duplicating pasting files;
- (b) all claims and objections to the draft roll;
- (c) all applications submitted to the Revising Authority under Rule 4 (4) (i);
- (d) all applications submitted to the Deputy Commissioner under Rule 4 (4) (vii) &(viii);
- (e) all applications submitted to the Deputy Commissioner under Rule 14; and
- (f) all decisions and directions of the Revising Authority.

(2) One complete copy of the electoral roll for each ward duly authenticated by the Deputy Commissioner shall be kept at such place as the State Election Commissioner may specify for a period of six years from the date of its final publication.

1.22 Inspection of roll and connected papers: Rule 16 of the Rules *ibid* provides that every person shall have the right to inspect the election papers referred to

in para 1.21 and to get attested copies thereof on payment of such fee as may be fixed by the State Election Commissioner

1.23 **Disposal of roll and connected papers:** Rule 17 of the Rules provides that the papers referred to in para 1.21 shall, on the expiry of the period specified therein, be disposed of in such manner as the State Election Commissioner may, in consultation with the State Government, direct.

1.24 **Breach of official duty: Section 275A of the Haryana Municipal Act, 1973 provides that the provision of the Section 24 to 31 of the Haryana Municipal Corporation Act, 1994 shall apply mutatis mutandis to the Municipal Committee and Municipal Councils.** Section 28 A of the Haryana Municipal Corporation Act, 1994 provides the following:-

- (1) If any person fails to perform any official duty in connection with the preparation, revision or correction of the electoral roll or inclusion or exclusion of any entry in or from that roll without reasonable cause, or is guilty of any act of omission or commission or for breach of such official duty, he shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to two years or with fine which may extend to five thousand rupees or with both.
- (2) No suit or other legal proceedings shall lie against any such officer or other person for damages in respect of any act of omission or commission as aforesaid.
- (3) No court shall take cognizance of any offence punishable under subsection (1) unless there is a complaint made by order of, or under authority from, the State Election Commission or the Deputy Commissioner of the district concerned.

Chapter - 2

Preparation of Draft Electoral Rolls

- 2.1 As discussed in para 1.4 of Chapter – 1, the electoral roll shall be prepared in the format given in Annexure - 1. The Haryana Municipal Election Rules, 1978, provides that the roll of the each ward of the Council/Committee shall be prepared by the Deputy Commissioner in the manner specified in Chapter-1 or Rules 4.
- 2.2 Immediately after the issuance of programme for the preparation of electoral rolls by the State Election Commission, the following actions should be taken:-
- i. Deputy Commissioner shall make wide publicity of the programme for preparation of electoral rolls through local television channels, newspapers, munadi and also putting up banners at Voters Information and Collection Centres (VICCs) and conspicuous places within the area of the Municipal Council/ Committee concerned.
 - ii. Deputy Commissioner shall hold a meeting with the representatives of all political parties and discuss the arrangements proposed to be made for the preparation and publication of electoral rolls including draft roll.
 - iii. The draft roll of the Municipal Council/ Committee shall be prepared ward-wise and polling station-wise on the basis of the database of existing assembly electoral rolls prepared by Election Commission of India.
 - iv. Deputy Commissioner shall obtain two copies of the relevant part (in which the Municipal Council/ Committee falls) of the existing assembly electoral rolls free of cost from the Election Department, Haryana.
 - v. It should be ensured by officers/officials concerned that the Assembly rolls provided to them are complete along with annexure including supplements etc.
 - vi. The Deputy Commissioner shall allot the work of preparation of draft electoral rolls to the suitable officers/officials. After a copy of delimitation order and a map of each ward is obtained, they shall mark the ward number of the Municipal Council/ Committee before each elector on the Assembly roll as per delimitation order and the map of the ward concerned.
 - vii. After marking the ward number on the Assembly roll, the serial number of the electors shall be arranged according to their house numbers,

street/mohalla of each ward; so that it could be easily located as to in which street/mohalla the electors fall. After marking the ward number against the name of each elector and housing listing serial-wise, the District Informatics Officer shall generate the data of municipal rolls from the Assembly data rolls already with him and the Revising Authority concerned shall extend every possible help for preparation of draft electoral roll.

- viii. The draft roll so prepared should be got re-verified from the nominated responsible officers/officials who shall ensure that names of all the electors who are in the Assembly electoral rolls have been included in the municipal rolls that fall in that area of the Municipal Council/ Committee and further names of such electors have not been left out from the electoral rolls of the Municipal Council/ Committee. If name of any elector has been left out in the draft electoral rolls, the same should be added well before the preliminary publication of the rolls.
- ix. It must be ensured that the names of each member of the family are arranged serial-wise so that they are covered in the same polling booth.
- x. To weed out the double votes, de-duplicate software of the National Informatics Centre shall be run. If the duplicate votes are found, they shall be deleted after following the procedure.
- xi. As the draft electoral rolls shall be prepared ward-wise and polling station-wise, steps should be taken well in time to identify the buildings for setting up polling stations. It should be ensured that the buildings selected for polling stations in a ward have not been selected for polling stations for another ward.
- xii. The Revising Authority can take the help of the staff of Municipal Council/ Committee, but they should not be assigned any duty independently.

- 2.3 The ward-wise and polling station/booth-wise draft so prepared should be cross checked with reference to notified area/jurisdiction of the Municipal Council/ Committee. It is mandatory to ensure that no house, which falls in the territorial jurisdiction of the Municipal Council/ Committee, has been left from inclusion in that ward. Further, it should be ensured that the houses which are out of the jurisdiction of the area of the Municipal Council/ Committee are not

included in the electoral rolls. The work of cross checking should be got done from the responsible officers/officials nominated by the Deputy Commissioner. If any mistake is noticed, the same shall be rectified immediately, before the date of publication of the draft electoral rolls.

2.4 Preparation of Electoral Rolls polling station-wise/ booth-wise: The draft roll of each ward shall be prepared polling/booth wise. For the establishment of polling stations, detailed instructions have been given in chapter III of the Handbook for Returning Officers. The salient features are as under -

- (a) The polling stations should be set up at the scale of 1,000 voters per booth. The scale of 1,000 voters per booth is an indicative and the numbers of voters per booth can be increased up to 1,500 voters depending upon the situation and location of building.
- (b) In case, the distance of a booth from the abadi is more than 2 Km., an additional booth with lesser than 1,000 voters could be set up so that no voter required to travel is not more than 2 Km.
- (c) When the number of voters in a ward exceeds 1,000 a separate polling station should be set up as far as possible in the same building.
- (d) The buildings for polling stations should, as far as possible, be only public building accessible to all communities. The religious buildings like temples, mosques, churches and mutts and hospitals and delivery centers should not be selected as polling stations.
- (e) Where suitable public buildings are not available, the polling stations may be set up in private buildings subject to the written consent of the owner of the building. However, it should be ensured that the owner of such building is not directly or indirectly connected with any political party.
- (f) A polling station should normally have a minimum area of 22 sq. meters so that there is no congestion inside the polling station.
- (g) Select the actual site of each polling station carefully in advance and arrange for materials, structures, fittings etc., necessary to set up a polling station.

- (h) If there is a leprosy sanitarium within the Corporation area, a separate polling station may be set up for the inmates alone and the officers, medical and other staff working in the sanitarium may be appointed as Presiding and Polling Officers of the Polling Station.
- (i) Identify the localities predominantly in-habited by weaker sections and Scheduled Castes (SC) and locate polling stations in these localities irrespective of the number of electors, even though the number of voters may be less than 1,000. Welfare associations or voluntary organizations championing the cause of such weaker elections should also be associated in identifying such localities and locating the Polling Stations.
- (j) After selection of the polling stations, the list of all the ward-wise polling stations should be sent to the State Election Commission for approval.
- (k) A copy of the list of ward-wise polling stations should be sent to all political parties.

2.5 **Change of Polling Stations:** Returning Officer should not make any change in the location of polling station already approved by the Commission. Where any change becomes unavoidable, prior approval of the Commission should be obtained. The changes should be publicized for the information of the public. All contesting candidates and political parties etc. should also be informed of the change in writing.

2.6 **GIS Mapping of Polling Stations:** The wards and the polling stations of the Municipal Council/Committee shall be put on the Google Earth using GIS techniques, showing their locations and pictures. Electoral rolls should also be tagged with location of polling stations.

2.7 As soon as the draft electoral rolls of all wards of the Municipal Council/Committee are ready, the required number of copies of the draft rolls for publication shall be got printed locally as per the procedure approved by the Commission/Deputy Commissioner. The printed draft rolls should be got checked from the responsible officer and after his satisfaction, two copies of draft rolls shall be authenticated by him after putting his signature with stamp, designation and seal. One set of the rolls shall be kept in double lock of the

Treasury and another set of the roll along with compact disc (CD) shall be retained by the Deputy Commissioner.

Chapter – 3

Publication of Draft Electoral Rolls

- 3.1. As soon as the draft electoral roll is ready for publication, the following actions must be taken :-
- i. The Deputy Commissioner on the date prescribed by the Commission shall publish the rolls as draft together with a notice intimating the place for filing claims and objections and date by which objections or claims with regard to the rolls may be presented to the Revising Authority as specified in the schedule of the Commission. The format for notice of preliminary publication is given at [Annexure-2](#).
 - ii. A copy of draft electoral roll along with compact disc (CD) shall be provided to all the recognized political parties on the day of the draft publication.
 - iii. The draft rolls shall also be hosted on the website of the District Administration with a hyper link on the State Election Commission's website.
 - iv. The forms along with guidelines for making claims and objections shall be hosted on the websites of the State Election Commission and the District Administration. It shall be ensured that the forms could be downloaded free of cost without any difficulty.
 - v. The Deputy Commissioner shall issue necessary directions and guidelines to the Revising Authority/ies and the officers/ officials concerned and subsequently to review the progress of the work assigned to him/them. Preliminary duties of the Deputy Commissioner are as under -
 - a. To place a copy of draft electoral rolls in the treasury on the day of its publication,
 - b. To host draft rolls, all claims, objections, forms and final electoral rolls on website of the District Administration,
 - c. Host all the orders passed by Revising Authority/Deputy Commissioner/State Election Commission on claims and objections and appeals etc. on the website of the District Administration,
 - d. To organize inspection, on a regular basis, of registers to ensure that receiving of claims and objection separately are

maintained and updated regularly on real time basis, in the prescribed proformas, and

- e. To organize inspection, on a regular basis, of entry of data of the claims and objections on Harsamadhan on real time basis

3.2. **Setting up of Voter Information and Collection Centre (VICC):** Before the publication of draft rolls, the Deputy Commissioner shall identify the places for setting up of Voters Information and Collection Centers (VICCs) for the facilitation of general public to get information about electoral rolls and to file claims and objections. The following guidelines shall be followed while setting up the VICC -

- i. The Deputy Commissioner shall appoint the required staff with computer and broadband internet facilities (data card if required) and provide them necessary training and material such as, computer, internet connections, wardbandi order, furniture, register, stamp pad etc.
- ii. Sufficient number of copies of Forms A and B along with guidelines shall be placed at the Centers for making them available to the general public, free of cost on demand to the public for filing claims and objections.
- iii. The Centers shall receive claims and objections from the public and issue receipt and send them to the Revising Authority concerned for decision.
- iv. Centers shall have one hard copy and one soft copy of the draft electoral rolls of all the wards with search facility.
- v. One VICC each should be set up in the offices of the Deputy Commissioner and the Municipal Council/ Committee.

3.3. **Administrative Arrangements:**

- i. **The Revising Authority shall appoint competent officials for** handling various activities relating to the preparation of electoral rolls, from the stage of the preparation of the draft electoral rolls to the final publication of electoral rolls, including receiving of claims and objections and inspection of electoral rolls by the general public.
- ii. The appointment letters of such officials shall be made under the signature **of Revising Authority as per specimen given in Annexure - 3** subject to prior approval of Deputy Commissioner concerned.

- iii. Normally, Tehsildar, Naib Tehsildar, Executive Officer of the Municipal Council/ Committee or Secretary should be appointed to assist the Revising Authority, but Kanoongo can also be appointed if there is shortage of Tehsildars and Naib Tehsildars. The appointment letters of such officials shall be issued by the Deputy Commissioner in Annexure – 4 effective from the day of the notification for preliminary publication of the roll by the State Election Commission.
- iv. The Revising Authorities shall prepare a list of officials, proposed to be deployed at the VICCs. The Revising Authority shall organize training of all such Officers on any working day ahead of the preliminary publication of the electoral rolls, and apprise them of their duties, including maintenance of electoral rolls (hard and soft copies), furnishing of information relating electoral rolls to the public, making forms for filing claims and objections available to the public, receipt of claims and objections and issuing receipt of having received claims/objection to the persons filing them.
- v. The Revising Authority should personally inspect the places where the designated officials have to work to ensure that arrangement of all the necessary facilities (electricity, drinking water, generator for computer, furniture etc.) have been made.
- vi. The designated officials appointed at the Voters Information and Collection Centre shall be responsible for carefully handling the electoral rolls. They shall remain present at the inspection centre during the prescribed time on every working day for receiving claims and objections.
- vii. The Revising Authority shall randomly visit the Voters Information and Collection Centers, where claims and objections are to be received. If any difficulty is noticed, the same shall be removed immediately.
- viii. Log book shall be maintained at every VICC (Annexure-5). Every officer visiting the VICC shall record his observations. He must sign the log book, even if he has no comments. The official in charge of the VICC shall also record visit of each officer and their order, if any.
- ix. An appropriate arrangement at the Voters Information and Collection Centers for sitting of the public shall be made who come forward to the Centers for inspection of electoral rolls and presentation of claims and objections. The designated official shall display a copy of specimen of

the forms prescribed for receiving claims and objections at any appropriate place of the Centre for the general public.

- x. The Revising Authority shall make an advance arrangement for providing material of the claims and objections to the designated officials as under -
 - a) For claims and objections (Annexure – 6 & 7)
 - b) Details of claims and objections (Annexure - 8)
 - c) A Computer Operator with data card on every Voters Information and Collection Centre for hosting claims and objections on the website.
- xi. The designated officials shall maintain a liaison with the Revising Authority of the Centre concerned and remain under his control and may obtain guidelines, if any.
- xii. A large banner shall be put up at an appropriate place of every Voters Information and Collection Centre, so that a voter can locate it easily. In case, the building is large and Voters Information and Collection Centre has been set up in its inner part, in that case, a large banner shall be put up at the main gate with an arrow indicating route to reach the Centre concerned.

Chapter – 4

Presentation of Claims and Objections

- 4.1 Claims and objections can be presented at specified places, e.g. VICCs, to the authorized officials on any working day (between 10-00 a.m. and 5-00 p.m.) or any particular day and time if any, specified by the Commission. The authorized officials should remain present at the specified place between the above times. If any elector so desires, can submit his claim or objection straightaway to the Revising Authority or send it by post.
- 4.2 The authorized official shall make available prescribed form for claims and objections. It shall also be hosted on the website of the Commission and the District Administration, which can be downloaded and used for filing claims and objections.
- 4.3 Normally, the applications presented in person should be accepted. If any member of the family submits the form of another family member, it may also be accepted. If any person himself or a representation of a political party submits claim or objection forms in bulk, these should not be accepted and he should be advised that applicants concerned are required to be present in person to file the same as they may be required for the verification of contents mentioned in the forms.
- 4.4 **Manner of making and lodging claims and objections:**
- i) 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.
 - ii) Claims 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. The form shall be signed by the claimant himself and not by other person(s).
 - iii) Objections in Form-B may be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.

- iv) Only those persons can file their claim for inclusion of their name in the electoral roll of Municipal Council/Committee, whose names 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.
 - v) Every claim or objection shall be presented either in the office of Revising Authority or at Voters Information and Collection Centre (VICC) or may be sent by registered post about places .
 - vi) The Revising Authority shall maintain a register of claims in form 1-A and register of objection in form 1-B, entering therein the particulars of every claim or objections, as the case may be, as and when it is received. The specimens of these forms are at Annexure 9 and 10.
 - vii) Any claim or objection which is not lodged within the period or in the form and manner specified herein or if lodged by a person not entitled to lodge the same, shall be rejected.
 - viii) If any claim or objection is presented by a person to the Revising Authority, who is not authorized to receive it, such Revising Authority shall at once return it to the person presenting it for presentation to the appropriate Revising Authority.
 - ix) After the period prescribed for the presentation of claims and objections is over, the Revising Authority shall forthwith post at his office a list of all claims and objections received together with notice showing the date on which and the place at which such claims and objections will be heard. One copy of the objection shall be served on the person against whom it is made.
- 4.5 The authorized official shall issue receipt to the applicant on claim or objection filed by him, mentioning the date and place for hearing by the Revising Authority concerned and obtain the signature or thumb impression of the applicant on the prescribed form at specified place.
- 4.6 If any person desires to take help or seeks guidance for the submission of claims or objections, the authorized official posted at the VICC shall give necessary help/guidance.

- 4.7 The authorized official shall host details of the claims and objections received on day-to-day on the website as directed by the Commission. Details should be made in the prescribed form in duplicate, a copy of which shall be sent to the Revising Authority in the forenoon on the very next day and the copy shall be pasted on notice board at his official place. A copy pasted on the notice board shall not be removed up till four days. If there are no claims and objections received on any day, the details shall also be prepared of that day stating nil. Claims and objections shall not be accepted after the date and time prescribed for it.

Chapter – 5

Scrutiny of Claims and Objections and Disposal

- 5.1 The detail of the claims and objections received by the Revising Authority through the authorized officials of the area shall be maintained in two separate registers as per **format in Annexure – 9 and 10, respectively.**
- 5.2 In the case of an objection against the inclusion of name of an elector in the electoral rolls, the person against whom the objection has been raised must be heard in person. Such person shall be intimated on the address given by the objector. An acknowledgement of receipt of the notice by the person, against whom objection has been made, shall be obtained and kept in the record.
- 5.3 It would be advisable for the Revising Authority to get the claims and objections (so received) enquired well before the date of hearing. The Revising Authority shall hear the claim on the date given by the authorized officials at the time of receiving claims or objections. All the claims should be disposed of within the time prescribed by the Commission.
- 5.4 The authorized officer/official should enquire particulars about claims and objections from the applicant concerned and accordingly record his report at the appropriate place. The enquiry should be made on the following points:-
- i) **Whether the claimant is a resident of the area falling within the jurisdiction of the Municipal Council/Committee and his/her name is registered/entered in the existing electoral rolls of Legislative Assembly (falling within the jurisdiction of Municipal Committee/Council) or not ? The particulars of the elector may also be got verified from the concerned part of the electoral rolls of the legislative assembly.**
 - ii) **If objection is raised for removal of name of an elector, residing outside the territorial jurisdiction of the Municipal Council/Committee. The particulars of the elector (whose name has been challenged) may also be got verified from the concerned part of the electoral rolls of the legislative assembly.**
- 5.5 The Revising Authority shall make suitable arrangements to get details on claims and objections on the next day of their submission to the authorized persons.
- 5.6 The Revising Authority is not bound to accept the report of the authorized official. It is hoped that he shall take his decision in the matter independently and if required, get the matter enquired into at his level.

- 5.7 After recording statement of the applicant and holding enquiry into claims and objections, the Revising Authority shall pass appropriate order as deemed fit, within the prescribed time period. A copy of order passed on claim and objection shall be supplied free of cost to the applicant on demand.
- 5.8 After disposal of claims, the Revising Authority shall make necessary amendment in the draft roll and the amendment made by him shall be entered in the format Annexure – 11 and authenticate it after signing each page with stamp. If there is any over-writing, he will put his initial on it.
- 5.9 Amended list shall be prepared in duplicate and the Revising Authority shall put his initials on each page. The Revising Authority shall sign and put his seal at the bottom on the last page of the roll. He shall place a copy of the authenticated electoral rolls and enquiry register in his office and send another copy for depositing in the Treasury office. While sending the same, he shall also send the original draft electoral rolls, claims and objections so received along with documents obtained during the enquiry to the Deputy Commissioner, who shall cause the roll to be corrected.
- 5.10 The Revising Authority shall also host decision on every claim and objection on the website of the district administration.

Chapter -6

Appeal against the Order of Revising Authority, Final Publication of Rolls and Inclusion/Deletion/Correction of roll in the finally published rolls.

- 6.1 Under the provision contained in rule 4 (4) (viii), an appeal against order of the Revising Authority can be filed before the Deputy Commissioner within three days from the date of order, enclosing a copy of impugned order in the prescribed format **Annexure - 12**. The copies of format for appeal may be obtained from the office of Revising Authority, VICCs and the office of Deputy Commissioner concerned free of cost and the same can also be downloaded from website of the Commission and the District Administration.
- 6.2 Immediately after filing of appeal, a date for personal hearing shall be fixed by the Deputy Commissioner and the entire original record shall be obtained from the Revising Authority concerned. It is responsibility of the officer concerned to ensure that the record concerned has been received by the Deputy Commissioner on the date fixed for hearing the appeal. The Deputy Commissioner can pass an appropriate order as he deems fit after hearing the appellant and examining the record concerned.
- 6.3 The Deputy Commissioner shall within three days either confirm the order passed by the Revising Authority or set it aside or pass such other order as he may deem fit.
- 6.4 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 and shall be published in the manner prescribed under rule 4 (3) together with list of additions and corrections prepared in accordance with the said orders. Any ward wise roll corrected and published under the provisions shall come into force from the date of such publication.
- 6.5 **Notice for final publication of electoral rolls:**
- (i) The final electoral rolls prepared by the Revising Authority/Deputy Commissioner shall be published on the date as notified by the State Election Commission. A notice **in Annexure – 13** shall be pasted on the notice board of the office of Revising Authority under his signature and seal on the first page of the electoral rolls with a certificate as under -

It is certified that the publication of final electoral rolls of all the wards of the Municipal Council/Committee has been made.

Date: _____ Signature of Revising Authority/Deputy Commissioner
Place _____ Seal

- (ii) The Deputy Commissioner shall host final electoral rolls on website of the Commission and the District Administration. However, a copy of the rolls alongwith compact disc (CD) shall be provided to the political parties concerned.
- (iii) A copy of the final electoral rolls shall also be kept in the Treasury.

6.6 **Procedure for printing of Final Rolls:** The electoral rolls prepared with photo image of the electors, shall be printed ward-wise and polling station/booth-wise. Normally, 30 names shall be entered at each page except the head page. For example, if there are 5,000 electors in the electoral rolls, the number of pages of the electoral rolls shall be about 170. This work should be done very carefully so that there is no mistake in the roll.

6.7 **Inclusion, deletion and correction of names in the ward wise electoral roll finally published.-**Rule 14 of the Municipal Election Rules, 1978 provides that any person whose name is not included in the ward wise electoral roll finally published may apply to the Deputy Commissioner for addition/deletion/correction of his name in the ward wise electoral roll.

Provided that the addition/deletion or correction of any name in the ward wise electoral roll of a Municipal Council/Committee shall only be made, if the name of claimant/applicant exists in the relevant part of assembly electoral roll till the first day of filing nomination papers for the elections of Municipal Council/Committee.

Chapter -7

Custody and Preservation of Rolls and Connected Papers

- 7.1 After the roll for a Municipal area or any of its ward has been finally published, the following papers shall be kept in the office of the Deputy Commissioner or at such other place as the State Election Commissioner may, by order, specify, until the expiration of one year after the completion of the next intensive revision of that roll -
- i) one complete copy of the roll and complete manuscript roll and duplicating pasting files;
 - ii) all claims and objections to the draft roll;
 - iii) all applications submitted to the Revising Authority under Rule 4 (4) (i);
 - iv) all applications submitted to the Deputy Commissioner under Rule 4 (4) (ix);
 - v) all applications submitted to the Deputy Commissioner under Rule 4 and
 - vi) all decisions and directions of the Revising Authority.
- 7.2 One complete copy of the electoral roll for each ward duly authenticated by the Deputy Commissioner shall be kept in the office of the Deputy Commissioner for a period of six years from the date of its final publication. All connected papers such as a complete copy of electoral rolls of the Assembly.
- 7.3 **Inspection of Roll and Connected Papers:** Every person shall have the right to inspect the election papers referred to in Rule 17 and to get attested copies thereof on payment of Rs. 12/- in normal case and in the case of urgent Rs. 24/-.
- 7.4 **Disposal of Roll and Connected Papers:** The papers referred to in para 7.1 mentioned above shall, on the expiry of the period specified therein, be disposed of in such manner as the State Election Commission may direct.
- 7.5 **Sale of Electoral Rolls:** For the purpose of sale of electoral rolls, electoral rolls of a ward shall not be sold in units and small parts. The sale shall be made at rate of Rs.2/- per page and the consideration thereof shall be deposited in the head of account through Treasury Challan.

(Head of Account): 0070-Other Administrative Services-02-Election-101-Sale Proceeds-Election Forms & Documents-(94)-Sale Proceeds of Election Forms and Documents of State Election Commission.

Sample of Challan

DDO Code	E-CHALLAN Government of Haryana	AG/Dept Copy
Valid upto GRN No.		Date
Office Name Treasury Period		
Head of Account		Amount Rs
0070-Other Administrative Services-02-Election-101-Sale Proceeds-Election Forms & Documents-(94)-Sale Proceeds of Election Forms and Documents of State Election Commission		
PD Ac No		
Deduction Amount Rs. Total/Net Amount Rs.		
Tenderer's Detail		
GPF/PRAN/TIN/Acct. no./Vehicle No./Taxid- Pan No. Tenderer's Name Address Particulars Cheque-DD- Detail:		
FOR USE IN RECEIVING BANK		
Bank CIN No: Bank:		All SBOP Branches

Chapter - 8

Preparation of Rolls for Bye-elections of Municipal Council/Committee

- 8.1 As per provision contained in Rule 67 of the Haryana Municipal Election Rules, 1978, the electoral rolls prepared under Rule 4 during the last elections shall be in force until it is revised. There is no need to make the rolls of all wards of the Municipal Council/ Committee afresh.
- 8.2 As and when the programme for updating the electoral roll before bye election of any ward of the Municipal Council/ Committee is issued by the State Election Commission, the existing electoral rolls of all the wards shall be updated after taking into consideration the latest relevant part of the Assembly electoral rolls. The new names of the Assembly electoral roll who have not been included in the electoral roll of the Municipal Council/ Committee shall be added in the draft roll and the names of the persons whose name have been deleted from the Assembly roll shall also be deleted while preparation of draft electoral roll of Municipal Council/ Committee.
- 8.3 While updating the electoral roll of the Municipal Council/ Committee, the same procedure shall be adopted as was done for preparation of electoral as fresh. It is mandatory to make the draft publication of rolls of all wards of the Municipal Council/ Committee for receiving claims and objections because the bye-elections can be contested by the candidates of any ward of the Municipal Council/ Committee. For the purpose draft rolls of all the wards shall be placed for inspection of public at the VICCs or the places prescribed by the Deputy Commissioner. Thereafter, for the disposal of the claims and objections, necessary verification if any shall be made by such staff who supposed to assist the Revising Authority.
- 8.4 No fresh elector roll shall be printed only the supplementary list of the names added/deleted shall be prepared and got typed for final publication. In the case, where there are not sufficient copies of the existing electoral rolls of the Municipal Council/ Committee; additional copies should be got Photostatted or printed as is convenient.

Annexure-1

Title page

Name of Assembly Constituency relating to the electoral roll of Municipal Council/Committee published in the year 201_ :-				
Name of District:		Part No.:		
		Sr. No. _____ to _____		
1. (a) Name of Municipal Council/ Committee: _____				
(b) Ward No. of Municipal Council/ Committee: _____				
(c) Name of Street/Mohalla/Colony: _____				
(d) Description of polling Station: _____				
2. Description of revision:				
Year of revision: _____		Identity of Electoral roll: Basic revised electoral roll of the year, _____ with all supplements, according to extended Assembly Constituency as per new delimitation.		
Date of revision: _____				
Form of revision: _____				
Date of publication: _____				
First Sr. No.	Last Sr. No.	Male	Female	Total

(नाम) नगरपरिषद्/ नगरपालिका निर्वाचन नामावली,.....

वार्ड संख्या -----
भाग संख्या

1	*1/044 पहचान पत्र का क्रमांक SX1030961 नाम : लछ्मी देवी पति : सत्यावन मकान न : 1 आयु : 24 लिंग : महिला	2	*2/044 पहचान पत्र का क्रमांक FX1808252 नाम : माई राम पिता : माम चन्द मकान न : 4 आयु : 60 लिंग पुरुष	3	*03/044 पहचान पत्र का क्रमांक HR/03/14/0153003 नाम : लछ्मी पति : माई राम मकान न : 4 आयु : 55 लिंग: महिला
4	*04/044 पहचान पत्र का क्रमांक HR/03/14/0153003 नाम : वीरभान पिता : झासु राम मकान न : 4 आयु : 36 लिंग : पुरुष	5	*05/044 पहचान पत्र का क्रमांक HR/03/14/0153004 नाम : देवी पति : वीरभान मकान न : 4 आयु : 34 लिंग : महिला	6	*06/044 पहचान पत्र का क्रमांक HR/03/14/0153003 नाम : मिहा सिंह पिता : झासु राम मकान न : 4 आयु : 34 लिंग : पुरुष
7	*7/044 पहचान पत्र का क्रमांक HR/03/14/0153008 नाम : कर्मवीर पिता/पति : माई राम मकान न : 4 आयु : 33 लिंग : पुरुष	8	*08/044 पहचान पत्र का क्रमांक FSX1808401 नाम : शीला पति : मिहा सिंह मकान न : 4 आयु : 32 लिंग : महिला	9	*09/044 पहचान पत्र का क्रमांक FSX1644640 नाम : कमलेश पति : कर्मवीर मकान न : 4 आयु : 24 लिंग : महिला
10	*10/044 पहचान पत्र का क्रमांक FSX1644560 नाम : सोनू पिता : वीरभान मकान न : 4 आयु : 23 लिंग : पुरुष	11	*11/044 पहचान पत्र का क्रमांक FSX1644624 नाम : धर्मवीर पिता : माई राम मकान न : 4 आयु : 23 लिंग : पुरुष	12	*12/044 पहचान पत्र का क्रमांक FSX1644640 नाम : राम पाल पिता : माई राम मकान न : 4 आयु : 24 लिंग : पुरुष
13	*13/044 पहचान पत्र का क्रमांक FSx1807940 नाम : अंगूरी पिता : रति राम मकान न : 5 आयु : 68 लिंग : महिला	14	*14/044 पहचान पत्र का क्रमांक HR/03/14/0153011 नाम : मांगे राम पिता : रति राम मकान न : 5 आयु : 39 लिंग : पुरुष	15	*15/044 पहचान पत्र का क्रमांक HR/03/14/01153991 नाम : सुख देवी पति : मांगे राम मकान न : 5 आयु : 33 लिंग : महिला
16	*16/044 पहचान पत्र का क्रमांक FSx1833052 नाम : जय कुमार पिता : आशा राम मकान न : 5 आयु : 65 लिंग : पुरुष	17	*17/044 पहचान पत्र का क्रमांक HR/03/14/0154135 नाम : कृष्णपाल पिता : जय कुमार मकान न : 5 आयु : 29 लिंग : पुरुष	18	*18/044 पहचान पत्र का क्रमांक नाम : कृष्ण पाल पति : जै कुमार मकान न : 5 आयु : 25 लिंग : पुरुष
19	*19/044 पहचान पत्र का क्रमांक नाम : सुख चैन पिता : जय कुमार मकान न : 5 आयु : 24 लिंग : पुरुष	20	*20/044 पहचान पत्र का क्रमांक FSX1602085 नाम : सुमन देवी पिता : शुक्राम्पाल मकान न : 5 आयु : 25 लिंग : महिला	21	*21/044 पहचान पत्र का क्रमांक HR/03/14/0153012 नाम : साधु राम पति : राम चन्द मकान न : 7 आयु : 51 लिंग : पुरुष
22	*22/044 पहचान पत्र का क्रमांक HR/03/14/0153013 नाम : शक्ति पिता : साधु राम मकान न : 7 आयु : 45 लिंग : महिला	23	*23/044 पहचान पत्र का क्रमांक HR/03/14/0153014 नाम : राम जुवाहरी पिता : साधुराम मकान न : 7 आयु : 35 लिंग : पुरुष	24	*124/044 पहचान पत्र का क्रमांक HR/03/14/0115399 नाम : कृष्ण कुमारी पति : राम जुवाहरी मकान न : 8 आयु : 31 लिंग : महिला

<p>25</p> <p>पहचान पत्र का क्रमांक HR/03/14/0253016</p> <p>नाम : अंगूरी पिता : मामन सिंह मकान न : 8 आयु : 71 लिंग : महिला</p> 	<p>26</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153018</p> <p>नाम : मुरती देवी पिता : बलवान सिंह मकान न : 8 आयु : 45 लिंग : महिला</p> 	<p>27</p> <p>पहचान पत्र का क्रमांक FSX1808021</p> <p>नाम : रमेश पति : मामन सिंह मकान न : 8 आयु : 43 लिंग : पुरुष</p> 
<p>28</p> <p>पहचान पत्र का क्रमांक HR/03/14/0253016</p> <p>नाम : अंगूरी पिता : मामन सिंह मकान न : 8 आयु : 71 लिंग : महिला</p> 	<p>29</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153018</p> <p>नाम : मुरती देवी पिता : बलवान सिंह मकान न : 8 आयु : 45 लिंग : महिला</p> 	<p>30</p> <p>पहचान पत्र का क्रमांक FSX1808021</p> <p>नाम : रमेश पति : मामन सिंह मकान न : 8 आयु : 43 लिंग : पुरुष</p> 

*-201_को अंतिम प्रकाशित विधान सभा मतदाता सूची का क0/भाग नं0
आयु 01/01/201_ के अनुसार

Notice for preliminary publication of electoral roll of Municipal Council/Committee

[Draft approved by State Election Commission under Rule 4 (3)]

Office of Revising Authority _____

Place _____ Date: _____

Notice

It is hereby informed that :-

Draft electoral roll of Municipal Council/Committee has been prepared under the provisions of Haryana Municipal Election Rules, 1978 and shall be available at the following places for inspection of general public free of cost from _____ to _____:-

1. Office of Revising Authority/Authorities.
2. Office of Municipal Council/Committee
3. Voter Information and Collection Centre (VICC)
4. At such places, which are specified by the Deputy Commissioner?

2. The electoral roll of the Municipal Council/Committee has been prepared on the basis of existing Legislative Assembly electoral rolls published with qualifying date as 1st January, _____ .

3. Any person, whose name exists in the existing Assembly electoral roll falling within the jurisdiction of Council/Committee, but not appear in the draft electoral rolls of the Municipal Council/ Committee may file his/her claim for inclusion of name, correction of any entry or transposing of name in another ward in the electoral roll in Form A and those who intends to object any inclusion or seeking deletion of name may file his/her objection in Form B. The claim and objections can be filed in writing from _____ to _____ during office hours, any time between 10-00 A.M. to 5-00 P.M. (but on _____, which is last date for filing claims/objections, by 3-00 P.M. at abovesaid places to the authorized employee or directly to me. Claims/objections received after the specified time will not be considered.

Signature
Revising Authority

Annexure - 3**Municipal Council/Committee Election****Order of appointment of the officials**

Office of Revising Authority _____

Place: _____

No. _____

Dated: _____

ORDER

Sub: Appointment as Authorized Employee to assist the Revising Authority for preparation of electoral roll of Municipal Council/Committee.

The following employees are nominated and authorized to assist the Revising Authority in the work for preparation of electoral roll of Municipal Council/Committee.

2. The authorized employee shall perform the duty of receiving & inspecting the claims and objections, providing forms for filing claims and objections, guiding claimant/applicant for filling up the forms and submit the received claims & objection with necessary report (application) to the concerned officer:-

Sr. No.	Description of authorized employee		Description of area	Office/ place of sitting where the entrusted job shall be done	Name and designation of officer to whom attached
	Name	Designation and office			
	1	2	3	4	5
1.					
2.					
3.					
4.					

Revising Authority

(Stamp)

A copy is forwarded to the following:-

- (1) Deputy Commissioner, _____.
- (2) City Magistrate _____.
- (3) A copy is forwarded to the concerned employee through _____ (Head of concerned office) for information and compliance. He is directed to remain present at _____(place)

on _____ (date) at _____(time), where he will be informed of his duties and provided booklet & forms etc. of necessary directions by the Revising Authority. He is also directed that :-

- A. he has to remain present at the place/ office of duty continuously from 10-00 A.M. to 5-00 P.M. on all working days for getting the electoral roll inspected and receive claims & objections, otherwise, it will be treated as act of omission and breach of official duty, for which strict disciplinary action may be taken.
- B. published roll, forms and other papers- letters shall be kept properly and he will be fully responsible for safety and upkeepment.
- C. he has to follow the assigned duties honestly and send all desired information to my office.

(4) A copy is forwarded to _____ (Head of concerned office) for information. He is requested to keep the official(s) free from his/their general duties from _____ to _____. Before this period also, whenever he/they called for training etc., he/they may be directed to be present.

Revising Authority

Annexure - 4**Draft order for appointment of officers to assist the Revising Authority**

Office of Deputy Commissioner, _____.

Place: _____

No. _____

Dated: _____

ORDER

Subject: Appointment of officers to assist the Revising Authority for preparation of electoral roll of Municipal Council/Committee.

The following officers are appointed for preparation of electoral roll of the Municipal Council/Committee:-

Sr.No.	Name and designation (assigned in Department) of officer	Area of Municipal Council/Committee under the officer
	2.	3.
1.		
2.		
3.		
4.		

The above said officer shall work under the supervision and guidance of the Revising Authority, Sh. _____ (Name), _____ (Designation).

Signature
Deputy Commissioner

A copy is forwarded to the following:-

- (1) Concerned for information and compliance. He will be provided necessary forms/ material and instruction booklets individually.
- (2) Secretary/ Executive Officer, Municipal Council/Committee, _____ for information. He is requested to fully co-operate with the Revising Authority in respect to resources (staff) etc.
- (3) District Revenue Officer, _____. He is requested to get the problems faced by the Revising Authority solved promptly.
- (4) Revising Authority-cum- _____ for information.

Signature
Deputy Commissioner

Form-A

[See rule 4 (4) (i)]

Application for inclusion of name, correction of any entry or transposing of name in another ward in the electoral roll		
To The Revising Authority, Municipal Council/Committee _____ Ward No. _____ or Deputy Commissioner _____,		SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 cm X 3.5 cm) SHOWING FRONTAL VIEW OF FULL FACE WITHIN
I request that my name be included, corrected or transposed in the electoral roll for the above Municipal Council/Committee. My particulars in support of my claim for Inclusion, correction or transposing in the electoral rolls are given below:		
Applicant's details	Name	Surname (if any)
*Father's Mother's Name	Name	Surname (if any)
Husband's		
1. That my name is mentioned at Sr. No. _____, Part No. _____ of _____ Legislative Assembly Constituency but has not been included in the electoral rolls of Municipal Council/Committee which may now be included in the ward No. _____.		
2. That my name has been included at Sr. No. _____ Part No. _____ of _____ Legislative Assembly Constituency and include my name in the electoral roll of ward No. _____ of Municipal Council/Committee.		
3. That the entry in electoral roll _____ be corrected as _____ on the ground that _____.		
4. That my name be entered in ward No. _____ instead of ward No. _____.		
5. Entry of my particular in the electoral roll of Legislative Assembly Constituency are mentioned as _____ but in the electoral roll of Municipal Council/Committee have been mentioned as _____ and request to correct as _____.		
6. Declaration I hereby declare that the facts and particulars mentioned above are true to the best of my		

knowledge and belief.	
Place :	
Date :	Signature or thumb impression of the claimant
	Complete Address of the applicant _____

	Mobile No. _____

Note: Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 13C of the Haryana Municipal Act, 1994 (24 of 1973).

*Strike out the inappropriate alternative

Detail of action taken
(To be filled by Revising Authority of Municipal Council/Committee or the Deputy Commissioner as the case may be)

The _____ application _____ of
 Shri/Smt/Km. _____ for inclusion of
 name/correction of any entry or transposing of any name in another ward in
 the electoral roll in Form-A has been accepted*/rejected*.

Detailed reasons for acceptance or rejection under or in pursuance of
 rule 4 of the Haryana Municipal Election Rules, 1978

Place:		
Date:	Signature of Revising Authority	(Seal of the Revising Authority)

*Strike out the inappropriate alternative

Remarks of Field Level Officer e.g. BLO, Designated Officer, Supervisory Officer

Received an application in Form A from Sh./Smt./Kumari _____
 Address _____
 _____ and entered at sr. no. _____ of the
 entry register.

Date and time fixed for hearing _____

Sign and Designation

(Receipt for office use)

Obtained the information about the date and time fixed for the hearing of claim/objection.

Dated: _____ Signature and thumb impression of the applicant

**Receipt of application and information about the date of hearing
 (for applicant)**

An application has been received in Form A from
 Sh./Smt./Kumari _____ who is resident of Municipal
 Council/Committee _____

The hearing in the applicant will be done by the Revising Authority at his office
 situated at _____ on _____ at _____.

He/She is directed to appear for hearing alongwith necessary documents/information.

Date: _____

Signature of the officer receiving the application on
 Behalf of the Revising Authority

(Address _____)

नगर परिषद्/नगर पालिका की मतदाता सूचि में मतदाता सूचि में नाम शामिल करने/किसी प्रविष्टि की शुद्धि के लिये या किसी दूसरे वार्डों में नाम रखने बारे आवश्यक जानकारी ।

1. नगर परिषद्/नगर पालिका की प्रारूप मतदाता सूचि तैयार करना ?

किसी भी **नगर परिषद्/नगर पालिका** की प्रारूप मतदाता सूची, विधानसभा की तत्समय उस क्षेत्र के लिए लागू मतदाता सूचि के आधार पर तैयार की जायेगी । **नगर परिषद्/नगर पालिका** की प्रारूप मतदाता सूचि में केवल उन्ही व्यक्तियों के नाम सम्मिलित किये जायेगें जिनका नाम उस समय विधानसभा की सम्बन्धित क्षेत्र के लिए लागू मतदाता सूचि में सम्मिलित हों ।

2. प्ररूप-क कौन दाखिल कर सकता है ?

नगर परिषद्/नगर पालिका की मतदाता सूचि में नाम शामिल करवाने के लिए केवल वही व्यक्ति प्ररूप-क में पुनरीक्षण अधिकारी को आवेदन कर सकता है, जिसका नाम विधानसभा की तत्समय लागू उस क्षेत्र की मतदाता सूची में शामिल हो परन्तु किसी कारणवश **नगर परिषद्/नगर पालिका** की प्रारूप मतदाता सूचि में सम्मिलित न हो पाया हो। इसके अतिरिक्त यदि कोई व्यक्ति प्ररूप मतदाता सूचि की किसी प्रविष्टि में शुद्धि करवाना चाहता है या अपना नाम किसी दूसरे वार्ड में रखना चाहता है, तो वह भी प्ररूप-क में अपना आवेदन पुनरीक्षण अधिकारी को प्रस्तुत कर सकता है ।

3. प्ररूप-क कहां से प्राप्त करें ?

प्ररूप-क राज्य निर्वाचन आयोग/जिला प्रशासन की वेब-साईट से प्राप्त किये जा सकते हैं या सम्बन्धित पुनरीक्षण प्राधिकारी/रिवाइजिंग अथोरिटी या अधिकृत क्षेत्र स्तरीय अधिकारी अर्थात मतदान केन्द्र स्तरीय अधिकारी, पदाभिहित अधिकारी, पर्यवेक्षी अधिकारी या अधिकृत स्थान या **VICCs** जहां मतदाता सूचि जनता के निरीक्षण के लिये रखी गई है, बिना किसी मुल्य के प्राप्त किये जा सकते हैं ।

4. प्ररूप-क कब दाखिल किया जा सकता है?

राज्य निर्वाचन आयोग द्वारा मतदाता सूचि बनाने/संशोधन के कार्यक्रम के अनुसार मतदाता सूची के प्रारूप प्रकाशन के उपरांत निर्धारित समय अवधि के भीतर ही प्ररूप-क दाखिल किया जा सकता है। इस बारे जन सूचना हेतु स्थानीय समाचार पत्रों व लोकल केबल नैटवर्क से भी व्यापक प्रचार कराया जाता है ।

5. प्ररूप-क कहां दाखिल किया जाये?

मतदाता सूचि बनाने/संशोधन की अवधि के दौरान आवेदन उपायुक्त द्वारा अधिसूचित स्थानों पर दाखिल किया जा सकता है। इसके अतिरिक्त **नगर परिषद्/नगर पालिका** जिसकी मतदाता सूचि बनाई/संशोधित की जा रही है के क्षेत्र

में उपायुक्त द्वारा स्थापित मतदाता सूचना एवं संग्रह केन्द्रों पर भी दाखिल किये जा सकते हैं। आवेदक को अपने आवेदन उपरांत आवेदन की रसीद अवश्य प्राप्त कर लेनी चाहिये।

6. **प्ररूप-क कैसे भरें ?**

- (i) आवेदक अपना आवेदन पत्र (प्ररूप-क) पूर्णरूप से भरकर तथा उस पर पासपोर्ट के आकार की अपनी नवीनतम रंगीन फोटो चस्पा कर प्रस्तुत करेगा।
- (ii) आवेदक अपना नाम मतदाता सूचि में नाम शामिल करने/किसी प्रविष्टि की शुद्धि के लिये या किसी दूसरे वार्डों में नाम रखने के लिये खाली स्थान में निर्वाचन क्षेत्र/वार्ड के नाम का उल्लेख करेगा।
- (iii) यदि कोई सन्देह हो तो आवेदक को सम्बन्धित रिवाइजिंग अधिकारी या संग्रह केन्द्र से सम्पर्क किया जाना चाहिये।

7. **सावधानी एवं आवश्यक जानकारी**

आवेदक को प्ररूप-क में कोई गलत या झूठी सूचना नहीं देनी चाहिये। यदि कोई गलत या झूठी सूचना पाई जाती है तो आवेदक के खिलाफ हरियाणा नगरपालिका अधिनियम, 1973 (1973 का 24) की धारा 13ग के अधीन दंडनीय होगा।

8. **क्या कोई व्यक्ति मतदाता सूचि के अंतिम प्रकाशन के पश्चात् मतदाता बन सकता है?**

कोई भी व्यक्ति जिसका नाम अंतिम रूप से प्रकाशित वार्डवार मतदाता सूची में शामिल नहीं है, वह वार्डवार मतदाता सूचि में अपना नाम जोड़ने/संशोधन हेतु उपायुक्त को आवेदन कर सकता है। परन्तु नगर परिषद्/नगर पालिका के मतदाताओं की वार्डवार मतदाता सूचि में नाम तभी जोड़ा/संशोधन किया जायेगा, यदि दावेदार/आवेदक का नाम नगर परिषद्/नगर पालिका के निर्वाचन के लिये नामांकन पत्र दायर करने के प्रथम दिन तक विधान सभा की निर्वाचक सूचि के सम्बन्धित भाग में विद्यमान है।

9. **विशेष दिशा निर्देश**

सम्बन्धित पुनरीक्षण प्राधिकारी किसी भी आवेदन पर निर्णय लेने से पूर्व यह सुनिश्चित कर लेंगे कि आवेदक का नाम उस क्षेत्र की तत्समय लागू विधानसभा की मतदाता सूचि के सम्बन्धित भाग में सम्मिलित है अथवा नहीं।

Form-B

[See rule 4 (4) (i)]

Application for objecting inclusion or seeking deletion of name in electoral roll		
<p>To</p> <p>The Revising Authority Municipal Council/Committee _____ Ward No. _____ Or Deputy Commissioner _____,</p> <p>Sir,</p> <p>I object to the proposed inclusion of the name of the under mentioned person in the electoral roll for the above Municipal Council/Committee. Particulars in support of my objection are given below:</p> <p>I submit that the entry relating to myself/the person named below is required to be delete for the reasons stated hereunder:</p>		<p>SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 cm X 3.5 cm) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX</p>
Applicant's details	Name	Surname (if any)
*Father's Name	Name	Surname (if any)
Mother's Name		
Husband's		
<p>1. That the name of Sh./Smt/Miss _____ is mentioned at Sr. No. _____ of Ward No. _____ in the electoral rolls of Municipal Council/Committee, but the area in which the said person is residing does not fall in the limit of the Municipal Council/Committee.</p> <p>2. That the name of Sh./Smt/Miss _____ is included in ward No. _____ instead of ward No. _____</p>		
<p>3. Declaration</p> <p>I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.</p>		
Place :		
Date :		Signature or thumb impression of the claimant

Complete Address of the applicant _____ _____ _____ Mobile No. _____

Note: Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 13C of the Haryana Municipal Act, 1973 (24 of 1994).

*Strike out the inappropriate alternative

Detail of action taken (To be filled by Revising Authority of Municipal Council/Committee)

The application of Shri/Smt/Km. _____ objecting to inclusion/ _____ seeking deletion of name of Shri/Smt./Km _____ in the electoral roll in Form-B has been accepted/rejected.

Detailed reasons for acceptance or rejection under or in pursuance of rule 4 of the Haryana Municipal Election Rules, 1978

Place:		
Date:	Signature of Revising Authority	(Seal of the Revising Authority)

During continuous updating after final publication of electoral roll.

*Strike out the inappropriate alternative

Remarks of Field Level Officer e.g. BLO, Designated Officer, Supervisory Officer

Received an application in Form B from Sh./Smt./Kumari _____

Address _____

_____ and entered at sr. no.

_____ of the entry register.

Date and time fixed for hearing _____

Sign and Designation

(Receipt for office use)

Obtained the information about the date and time fixed for the hearing of claim/objection.

Dated: _____ Signature and thumb impression of the applicant

Receipt of application and information about the date of hearing
(for applicant)

An application has been received in Form B from Sh./Smt./Kumari _____ who is resident of Municipal Council/Committee _____

The hearing in the applicant will be done by the Revising Authority at his office situated at _____ on _____ at _____. He/She is directed to appear for hearing alongwith necessary documents/information.

Date: _____

Signature of the officer receiving the application on
Behalf of the Revising Authority

(Address _____)

नगर परिषद्/नगर पालिका की मतदाता सूचि में नाम की प्रविष्टि पर आक्षेप या प्रविष्टि नाम को हटाये जाने बारे आवश्यक जानकारी।

1. प्ररूप-ख कौन दाखिल कर सकता है?

नियम 4(i) के अनुसार प्ररूप -ख में आपतियां उन आवेदकों द्वारा दायर की जायेगी, जो मतदाता सचि में सम्मिलित नामों के विरुद्ध अपना विरोध दर्ज करवाने या नाम का विलोपन करवाने के इच्छुक हो।

2. प्ररूप-ख कहां से प्राप्त करें ?

प्ररूप-ख राज्य निर्वाचन आयोग/जिला प्रशासन की वेब-साईट से प्राप्त किये जा सकते हैं या सम्बन्धित पुनरीक्षण प्राधिकारी/रिवाईजिंग अथोरिटी या अधिकृत क्षेत्र स्तरीय अधिकारी अर्थात मतदान केन्द्र स्तरीय अधिकारी, पदाभिहित अधिकारी, पर्यवेक्षी अधिकारी या अधिकृत स्थान या **VICCs** जहां मतदाता सूचि जनता के निरीक्षण के लिये रखी गई है बिना किसी मुल्य के प्राप्त किये जा सकते हैं।

3. प्ररूप-ख कब दाखिल किया जा सकता है?

राज्य निर्वाचन आयोग द्वारा मतदाता सूचि बनाने/संशोधन के कार्यक्रम के अनुसार मतदाता सूची के प्ररूप प्रकाशन के उपरांत निर्धारित समय अवधि के भीतर ही प्ररूप-ख दाखिल किया जा सकता है। इस बारे जन सूचना हेतू स्थानीय समाचार पत्रों व लोकल केबल नेटवर्क से भी व्यापक प्रचार कराया जाता है।

4. प्ररूप-ख कहां दाखिल किया जाये ?

मतदाता सूचि बनाने/संशोधन की अवधि के दौरान आवेदन उपायुक्त द्वारा अधिसूचित स्थानों पर दाखिल किया जा सकता है। इसके अतिरिक्त **नगर परिषद्/नगर पालिका** जिसकी मतदाता सूचि बनाई/संशोधित की जा रही है के क्षेत्र में उपायुक्त द्वारा स्थापित मतदाता सूचना एवं सग्रह केन्द्रों पर भी दाखिल किये जा सकते हैं। आवेदक को अपने आवेदन उपरांत आवेदन की रसीद अवश्य प्राप्त कर लेनी चाहिये।

5. प्ररूप-ख कैसे भरे?

(i) आवेदक अपना आक्षेप (प्ररूप-ख) पूर्णरूप से भरकर तथा उस पर पासपोर्ट के आकार की अपनी नवीनतम रंगीन फोटो चस्पा कर प्रस्तुत करेगा।

- (ii) आवेदक मतदाता सूचि में नाम की प्रविष्टि पर आक्षेप या प्रविष्टि नाम को हटाये जाने की विस्तृत जानकारी प्ररूप-ख में देगा।
- (iii) यदि कोई सन्देह हो तो आवेदक को सम्बन्धित रिवाइजिंग अधिकारी या संग्रह केन्द्र से सम्पर्क किया जाना चाहिये।

6. सावधानी एवं आवश्यक जानकारी

आवेदक को प्ररूप-ख में कोई गलत या झूठी सूचना नहीं देनी चाहिये। यदि कोई गलत या झूठी सूचना पाई जाती है तो आवेदक के खिलाफ हरियाणा नगरपालिका अधिनियम, 1973 (1973 का 24) की धारा 13ग के अधीन दंडनीय होगा।

7. क्या किसी व्यक्ति का नाम अंतिम रूप से प्रकाशित मतदाता सूचि से विलोपित किया जा सकता है?

यदि किसी व्यक्ति का नाम तत्समय लागू विधानसभा की मतदाता सूची के सम्बन्धित क्षेत्र में सम्मिलित नहीं है लेकिन किसी कारणवश उसका नाम नगर परिषद्/नगर पालिका की मतदाता सूची में सम्मिलित हो जाता है तो ऐसे व्यक्ति का नाम नगर परिषद्/नगर पालिका की अंतिम रूप से प्रकाशित मतदाता सूची से विलोपित करने बारे उपायुक्त को आवेदन किया जा सकता है।

8. विशेष दिशा निर्देश

सम्बन्धित पुनरीक्षण प्राधिकारी किसी भी आवेदन पर निर्णय लेने से पूर्व यह सुनिश्चित कर लेंगे कि आवेदक का नाम उस क्षेत्र की तत्समय लागू विधानसभा की मतदाता सूचि के सम्बन्धित भाग में सम्मिलित है अथवा नहीं?

Annexure - 8

Municipal Council/Committee ----- District-----

Daily description of claims and objections

Dated:-----

Part-1 Objection

(For inclusion of name)

Sr.	Name of claimant and father/ husband name	Description of ward and Municipal Council/Committee, in which claim has been filed for inclusion of name		Date fixed for enquiry/ hearing
		Ward No.	Municipal Council/ Committee	
1.	2.	3.	4.	5.

Work Place :

Dated :

Signature
Authorized Employee

Part-2 Objection

(For revision of entries)

Sr.	Name of objector and father/ husband name	Description of entry in which revision is to be made			Date fixed for enquiry/ hearing
		Ward No.	Municipal Council/ Committee	Entry No.	
1.	2.	3.	4.	5.	6.

Work Place :.....
Dated :.....

Signature
Authorized Employee

Part-3 Objection
(For deletion of entries)

Sr.	Name of objector and father/ husband name	Description of entry, which is to be deleted				Date fixed for enquiry/ hearing
		Name of voter and father/ husband name	Ward No.	Municipal Council/ Committee	Entry No.	
1.	2.		3.	4.	5.	6.

Work Place :.....
Dated :.....

Signature
Authorized Employee

नगरपरिषद्/नगरपालिका पूरक निर्वाचक नामावली, 20_____

परिशिष्ट विवरण	परिशिष्ट संख्या : 1
पुनरीक्षण पहचान	पात्रता की तिथि : 01.01.20_____
मूल नामावली 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

नगरपरिषद्/नगरपालिका _____ वार्ड न. _____

पोलिग सटेशन 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

नगरपरिषद्/नगरपालिका _____ वार्ड न. _____

पोलिंग सटेशन का विवरण _____ जिला _____

क्रमांक	मूल नमावली में क्रमांक संख्या	निर्वाचक/मतदाता का नाम

घटक-3 : संशोधन सूचि

नगरपरिषद/नगरपालिका _____ वार्ड न. _____

पोलिंग सटेशन का विवरण _____ जिला _____

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

संशोधनो संख्या	की	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 सटेशन का विवरण _____ जिला _____							
नाम व आरक्षण स्थिति :							
(क) निर्वाचकों की संख्या							
		नामावली प्ररूप	नामावली पहचान	निर्वाचको की संख्या			
				पुरुष	महिला	अन्य	कुल
I	मूल प्रति	मूल नामावली	वर्ष 20____ तक के सभी अनूपुरकों सहित एकीकृत फोटोयुक्त निर्वाचक नामावली				
II	जोडे गये नामो 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	सुधारो की संख्या			
		परिशिष्ट 1	विशेष संक्षिप्त पुनरीक्षण				
		कुल					

निर्वाचक पुनरीक्षण प्राधिकारी
नगरपरिषद्/नगरपालिका _____ वार्ड न. _____

निर्वाचक पुनरीक्षण प्राधिकारी कुल _____ पृष्ठों का पृष्ठ _____

Annexure - 12**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 _____ _____
--	---

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.

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: _____

Annexure - 13

Office of Revising Authority, Municipal Council /Committee _____ ,
District _____.

Information regarding final publication of electoral roll.

It is notified for the information of general public that electoral roll of Municipal Council / Committee _____ District _____ prepared alongwith all revisions has been published on _____ according to Rule 4 (4) (ix) of the Haryana Municipal Election Rules, 1978 and is available in my office as well as in the office of Deputy Commissioner for inspection.

Dated:

Place:

Signature
Revising Authority
(Address: _____)



**BOOKLET OF INSTRUCTIONS
FOR
PREPARATION OF WARDWISE
ELECTORAL ROLLS
OF
MUNICIPAL COUNCIL/COMMITTEE
2017**

STATE ELECTION COMMISSION, HARYANA PANCHKULA

PREFACE

Electoral roll is a basic document for an election. For free and fair elections, the electoral rolls must be as accurate and defect free as possible. Therefore, the names of all those persons whose names have been entered in the existing electoral rolls of the concerned Assembly Constituency falling within the jurisdiction of Municipal Council and Municipal Committee should be entered in the electoral rolls of that Municipal Council and Municipal Committee. No name of any person, whose name has not been entered in the electoral rolls of Assembly Constituency, should be entered in the electoral rolls of Municipal Council and Municipal Committee.

The Deputy Commissioner of the concerned district shall appoint one or more Gazetted Officer(s) as Revising Authority/ies, who shall be responsible for preparation of electoral roll. It is important that all such officers and other officials, connected with this task, should be familiar with the legal provisions as well as their role, duties and responsibilities. The Commission has also taken several steps to make the procedure of preparing rolls people friendly and issued instructions in this regard. The officers and officials responsible with the preparation of rolls must be familiar with them.

Therefore, for the benefit of the officers and officials, the Commission has prepared this booklet, which contains all relevant instructions and legal provisions regarding electoral rolls. Efforts have been made to include all instructions which are necessary for the officers and officials deployed for the preparation of electoral rolls. However, the instructions should not be treated as complete. Wherever required, the relevant rule and regulation should also be consulted before coming to a conclusion.

The Commission hopes that all the officers and officials deployed for the preparation of electoral rolls shall go through the booklet and familiarize themselves with all the relevant instructions meticulously and prepare correct and defect free electoral rolls for the election of Municipal Council and Municipal Committee.

Panchkula
Dated: 16th May, 2017

Dr. Dalip Singh
State Election Commissioner, Haryana