



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

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NOTIFICATION
28th July, 2023

NO. SEC/2ME / 2023/1418 :- In accordance with the provisions contained in section 3A of the Haryana Municipal Act, 1973 read with rule 4 of the Haryana Municipal Election Rules, 1978 and the powers conferred under clause (1) of article 243ZA of the Constitution of India, the State Election Commissioner, Haryana hereby directs to update the existing photo based electoral rolls of the Municipal Council, Kaithal published on 16.03.2022 by taking data base of the relevant part of the electoral rolls of Legislative Assembly constituency finally published on 05.01.2023 with qualifying date as 01.01.2023 with all supplements.

2. The existing photo based electoral rolls of the Municipal Council, Kaithal shall be amended and brought up to date with the help of National Informatics Center (NIC) by converting the relevant parts of the electoral rolls of Legislative Assembly constituency, prepared by the Election Commission of India with reference to 1st January, 2023 as qualifying date and finally published on 05.01.2023, into the wards of the Municipal Council with all supplements. The electoral rolls shall be updated on the format attached at Annexure-"A" and in accordance with the procedure to be followed and schedule given hereunder:-

i.	Draft electoral roll of the above said Municipal Council shall be updated by taking into consideration, the electoral rolls of Legislative Assembly published by the Election Commission of India with reference to qualifying date as on 01.01.2023 with all supplements finally published on 05.01.2023. 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 Municipal Council as draft electoral rolls. [Rule-4 (1)].	02.08.2023 to 16.08.2023
ii.	Publication of ward wise draft electoral roll of Municipal Councils/Committees for inviting claims and objections [Rule- 4(3)].	17.08.2023
iii.	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	24.08.2023
iv.	Last date by which the claims and objections shall be disposed of by the Revising Authority [Rule-4 (4) (v) & (vii)].	08.09.2023
v.	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority (Rule-4 (4) (viii)).	13.09.2023

vi.	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	18.09.2023
vii.	Finally publication of electoral roll.	28.09.2023

3. It is further directed that one set of the latest Legislative Assembly constituency electoral rolls prepared and relevant part of the electoral rolls of Legislative Assembly constituency published on **05.01.2023** with all supplements by the Chief Electoral Officer, Haryana shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar concerned. The database of the electors included in the relevant part of the Legislative Assembly constituencies between 05.01.2022 to 05.01.2023 has been supplied to the District Informatics Officers of your district through NIC, Haryana, Chandigarh.

4. It is further directed that:-

- (i) The Deputy Commissioner shall give wide publicity to the above programme. He/She shall issue press notes and also paid advertisements in two local newspapers. He/She shall also make publicity through local cable network.
- (ii) The 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 roll published for inviting claims and objections, shall be kept for inspection of the public free of cost at the following places:-
 - a Office of the Deputy Commissioner concerned.
 - b Office of the E.O./Secretary of the 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 draft publication of ward-wise electoral rolls, the same should also be hosted on the website of the District Administration with search facility.
- (v) A copy of 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 concerned within 24 hours from the date of the publication of draft and final electoral rolls, respectively.
- (vi) In order to facilitate electors and general public to obtain information regarding electoral rolls and to file claims and objections, the Deputy Commissioner concerned shall set-up sufficient number of Voters Information and Collection Centers (VICC) within the territorial limits of the Municipal Council. 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, claims and objections can also be sent to the Revising Authority through registered post.
- (viii) Claim in Form-A shall be filed by those applicants, who intend to include their names, make correction in their entries or transposing of their names in another ward in the electoral roll.
- (ix) Objections in Form-B shall be filed by those applicants who intend to object inclusion of names or seek deletion of names from the electoral roll.
- (x) Only those persons can file their claims for inclusion of their names in the electoral rolls of a Municipal Council/Committee concerned, whose name appear in the respective electoral rolls of legislative assembly constituency concerned, 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/she 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 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 the Municipal Council to assist the Revising Authority/Authorities to discharge his/her/their duty.
- (xiv) The Revising Authority/Authorities shall, after holding such enquiry into the claims or objections as he/she/they think(s) fit, record his/her/their decision in writing and shall make available forthwith a copy of such decision to the objector or claimant free of charge. Decision of the Revising Authorities shall also be hosted on the website for 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/her/their orders thereon to the Deputy Commissioner. Any person aggrieved of any such order of the Revising Authority/Authorities may, within prescribed period, file an appeal to the Deputy Commissioner in prescribed format annexed as Annexure-D. The Deputy Commissioner shall within the specified time decide the appeal. 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 Deputy Commissioner shall publish the final electoral rolls on 28.09.2023, 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 Deputy Commissioner shall send information in the format given in Annexure "B" and "C" to the Commission.
- (xviii) The State Election Commission, Haryana further directs that the list of the dead persons be obtained from the office of Registrar, Births and Deaths/ municipality concerned/Anganwari worker etc. If, name of any dead person existed in the relevant part of the electoral roll of the Legislative Assembly constituency the same should not be included in the draft electoral roll of the municipality.
- (xix) The State Election Commission, Haryana further directs that while preparation of draft electoral roll of the municipality de-duplication software be got run, if double/multiple entry of the same name/names of a person(s) come to the notice, the same should be deleted from more than one place after physical verification of the residence of concerned person(s) and after giving him/her/them an opportunity of hearing.

5. It is further directed that a copy of ward wise and booth wise updated electoral rolls of the Municipal Council, Kaithal finally published on 28.09.2023. In addition, a copy of the updated electoral rolls along with a CD (compact disc) containing database of the same in PDF format without photograph shall be sent to all 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 the Municipal Council shall be hosted on the website of the District Administration concerned on the day of its publication.

DHANPAT SINGH
State Election Commissioner, Haryana.

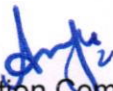

Endst. No. SEC/2ME/2023/1419-1436

Dated: 28th July, 2023.

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

1. The Commissioner and Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. The Divisional Commissioner, Karnal.
3. The Director, Urban Local Bodies Department, Haryana, Panchkula.
4. The Deputy Commissioner, Kaithal. He is requested to appoint Revising Authority/ies for this purpose as per provision in Rule 3 of the Haryana Municipal Election Rules, 1978.
5. The Chief Electoral Officer, Haryana.
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, Kaithal for preparing the electoral rolls and setting up the Voters Information and Collection Centers (VICCs).
7. The Director General, Information Public Relation & Languages Department, Haryana, Chandigarh.

8. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette.
9. All Political Parties in the State of Haryana.


Assistant State Election Commissioner,
For State Election Commissioner, Haryana
Panchkula. 

Internal distribution:-

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

Annexure-A

नगरपरिषद्/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

नगरपरिषद्/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

नगरपरिषद्/नगरपालिका _____ वार्ड न. _____

पोलिंग स्टेशन का विवरण _____ जिला _____

क्रमांक	मूल नामावली में क्रमांक संख्या	निर्वाचक/मतदाता का नाम

घटक-3 : संशोधन सूचि

नगरपरिषद्/नगरपालिका _____ वार्ड न. _____

पोलिंग स्टेशन का विवरण _____ जिला _____

649	MZH2101509	1296	IZC0967406
नाम: टीना रानी पिता: राजिन्द सिंह मकान न० 92 आयु: 35 लिंग महिला		नाम: किरण बाला पिता: वजिन्दर कुमार मकान न० 397 आयु: 29 लिंग महिला	फोटो उपलब्ध है।
फोटो उपलब्ध है।			

संशोधन की संख्या	पुरुष	महिला	अन्य	कुल

आयु 1.1.20__ के अनुसार निर्वाचक 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	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 'B'

INFORMATION REGARDING CLAIM AND OBJECTIONS/APEALS 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.

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: _____