



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

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**NOTIFICATION**

**15<sup>th</sup> January, 2024**

**NO. SEC/2ME / 2024/ 153** :- In accordance with the provisions contained in section 9 of the Haryana Municipal Corporation Act, 1994 read with rule 4 of the Haryana Municipal Corporation Election Rules, 1994 and the powers conferred under clause (1) of article 243ZA of the Constitution of India, the State Election Commissioner, Haryana hereby issues directions to distribute the electors of the respective areas of Legislative Assembly constituency or part thereof prepared by the Election Commission of India with reference to 1<sup>st</sup> January, 2024 as the qualifying date to be finally published on 22.01.2024 with all supplements up to this notification, into the ward of Municipal Corporation, Faridabad.

2. The electoral rolls of the above said Municipal Corporation shall be prepared and made up-to-date with the help of National Informatics Center (NIC) by converting/distributing the relevant parts of the electoral rolls of Legislative Assembly constituency concerned, prepared by the Election Commission of India with all supplements up to the date of this notification into wards of Municipal Corporation. Electoral rolls shall be distributed in the format attached as Annexure-A and in accordance with the procedure to be followed and schedule given hereunder:-

i.	Distribution of electors of the respective area of the Legislative Assembly constituency finally published by the Election Commission of India to be finally published on 22.01.2024 and all supplements up to the date of this notification, into the ward of the above said Corporation in the format attached at annexure-“A” as draft electoral rolls. (Rule-4).	29.01.2024 to 08.02.2024
ii.	Publication of ward-wise draft electoral roll of Corporation for inviting claims and objections [Rule- 4(3)].	09.02.2024
iii.	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	16.02.2024
iv.	Last date by which the claims and objections shall be disposed of by the Revising Authority [Rule-4 (4) (ii) to (vii)].	27.02.2024
v.	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority [Rule-4 (4) (viii)].	01.03.2024

vi.	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	07.03.2024
vii.	Finally publication of electoral roll.(Rule-4(4)(ix)	18.03.2024

3. It is further directed that one set of the electoral rolls of Legislative Assembly constituency concerned alongwith all supplements updated by the Election Commission of India up to the date of publication of this notification, may be obtained free of cost from the office of Chief Electoral Officer, Haryana, Chandigarh or the Election Tehsildar/Election Naib Tehsildar concerned. Database of the electors included in relevant part of the Legislative Assembly constituencies has been supplied to the District Informatics Officer 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 and local FM Radio.
- (ii) The Deputy Commissioner shall publish the draft electoral roll 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 on the date prescribed in sub-para (ii) of para 2 above,
- (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.
  - b Office of the Municipal Corporation.
  - 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 shall set-up sufficient number of Voters Information and Collection Centers (VICC) within the territorial limits of the Municipal Corporation . 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 Corporation 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 Corporation Election Rules, 1994.
- (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 Corporation 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 Corporation Election Rules, 1994 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 18.03.2024, which shall come into force from the date of its publication.
- (xvii) After completion of every stage of 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 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 Corporation .
- (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) comes 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 prepared electoral rolls of the Municipal Corporation, Faridabad will be finally published on 18.03.2024. 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 Corporation, Faridabad shall be hosted on the website of the District Administration, Faridabad on the day of its publication.

DHANPAT SINGH  
State Election Commissioner, Haryana.

Endst. No. SEC/2ME/2024/ 154-172

Dated: 15th January, 2024.

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 , Panchkula.
2. The Divisional Commissioner, Faridabad..
3. The Director, Urban Local Bodies Department, Haryana, Panchkula .
4. The Deputy Commissioner, Faridabad. He is requested to appoint Revising Authority/ies for this purpose as per provision in Rule 3 of the Haryana Municipal Election Rules, 1994.
5. Municipal Commissioner, Faridabad.
6. The Chief Electoral Officer, Haryana.
7. 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, Faridabad for preparing the electoral rolls and setting up the Voters Information and Collection Centers (VICCs).
8. The Director General, Information Public Relation & Languages Department, Haryana, Chandigarh.
9. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette.
10. All Political Parties in the State of Haryana.




























Superintendent,  
for State Election Commissioner, Haryana,  
Panchkula.

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**ANNEXURE 'B'**

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

NAME OF MUNICIPAL CORPORATION: \_\_\_\_\_

Ward No.	Total No. of Electoral/ Voters	CLAIMS RECEIVED		OBJECTIONS RECEIVED		APPEAL BEFORE THE DEPUTY COMMISSIONER	
		Accepted	Rejected	Accepted	Rejected	Accepted	Rejected
1	2	3	4	5	6	7	8

SIGNATURE OF OFFICER



**INFORMATION REGARDING WARDWISE VOTERS**

NAME OF MUNICIPAL CORPORATION : \_\_\_\_\_

Name and No. of the relevant parts of Legislative Assembly, which falls within the jurisdiction of Corporation.	
Total No. of voters in the relevant parts of Legislative Assembly falls within the jurisdiction of Corporation.	
Male	Female
Total	

**WARDWISE DETAIL OF THE VOTERS ENTERED IN THE ELECTORAL ROLLS OF MUNICIPAL COPORATION**

Ward No.	Male	Female	Total	Difference between the no. of voters of Legislative Assembly and Municipal Corporation, if any.	In case of difference, remarks thereof
Total					

**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 Corporation \_\_\_\_\_).**

Sir,

Aggrieved by the referred order of Sh. \_\_\_\_\_, authorized Revising Authority appointed for the preparation of electoral roll of the Municipal Corporation 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:- Municipal Corporation _____ 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: \_\_\_\_\_