

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

**NOTIFICATION**

No. SEC/4E-II/2011/3434

Dated: 14<sup>th</sup> Oct., 2011

In accordance with the provisions contained in Section 163, 164, 165 and 166 of the Haryana Panchayati Raj Act, 1994 read with Rules 8, 9, 10, 11 and Sub-Rule (2) of Rule 12 of the Haryana Panchayati Raj Election Rules, 1994 and powers conferred under Sub-Section (1) of Section 212 of the Haryana Panchayati Raj Act, 1994, the State Election Commission Haryana, hereby directs for the preparation of photo based voters list in respect of all wards of newly constituted Gram Panchayats i.e. Nissing (Rural), Block Nissing at Chirao District Karnal and Berwala (Nandla), Block Barwala, District Panchkula.

2. The voters list of these Gram Panchayats shall be prepared with the help of NIC by taking a photo based data of the relevant part of Assembly Electoral Rolls finally published on 05.01.2011 and subsequent revision, if any, with qualifying date as 01.01.2011. The voters list is to be prepared on the format attached at Annexure "A". The voters list of these Gram Panchayats shall be prepared in accordance with the procedure and schedule given hereunder: -

1.	The photo based draft voters list of the newly constituted Gram Panchayats i.e. Nissing (Rural), Block Nissing at Chirao District Karnal and Berwala (Nandla), Block Barwala, District Panchkula be prepared on the format attached as Annexure "A" with the help of NIC by taking a photo based data of the relevant part of Assembly Electoral Rolls finally published on 05.01.2011 and subsequent revision, if any, and also adding the names of eligible persons as on 01.01.2011 and deleting the names of persons, who have died and also those who are found to be no longer ordinary resident within the limits of Gram Panchayat concerned. (Rule-8).	15.10.2011 to 21.10.2011
2.	Publication of draft voters list of the newly constituted Gram Panchayats i.e. Nissing (Rural), Block Nissing at Chirao District Karnal and Berwala (Nandla), Block Barwala, District Panchkula for inviting claims and objections (Rule 9).	22.10.2011
3.	Last date for receipt of claims and objections.	02.11.2011 (up to 03.00 PM)
4.	Last date for disposal of claims/objections by the District Electoral Officers (Panchayat) sub rule (1) of Rule 10).	05.11.2011
5.	Final publication of voters list (Under Sub-rule (4) of Rule 10).	14.11.2011

2. It is further directed that four copies of the database with photo images of the electors of the relevant part of Assembly Electoral Rolls finally published on 05.01.2011 and subsequent reminder, if any, be obtained free of cost from concerned Election Tehsildar / Election Naib Tehsildar concerned.

3. It is further directed that it should be ensured that all the names and images of voters entered in the Assembly Electoral Rolls finally published on 05.01.2011 are entered in the ward-wise draft voters list prepared as per sub-para (i) of para 1 above, after deleting the names of those voters, who have died, after due verification from Birth and Death Register maintained by authorities concerned and adding the names of the eligible voters, who apply in the form as prescribed by the Commission for the registration of their names in the voters list and in respect of whom Specified Officer has passed order on their applications for inclusion of their names in the voters list.

4. It is further directed that while preparing the draft voters list, munadi should be made in the concerned village for the information of general public that voters lists of Gram Panchayat is being prepared as per the programme given in para-1 above, so that any person, who is eligible to be registered as voter, may apply to the Specified Officer, who has been assigned the duty for the registration of name in the voters list. Notice in this respect shall also be affixed at two conspicuous places, preferably Gram Panchayat Office / Panchayat Ghar and a government building for the information of general public. If there is not Gram Panchayat Office, Panchayat Ghar or a government building in a village, notice should be affixed at any other conspicuous place. In case of munadi, necessary entry shall be made in the relevant revenue record (Rapat Rojnamcha Vakyati) and record of Gram Panchayat.

5. It is further directed that while preparing the wardwise voters list, it should be ensured that the name of same person has not been included in the voters list for more than one ward (electoral division) of the same Gram Panchayat. It should also be ensured that the name of same person has not been included in the voters list for any ward (electoral division) more than once.

6. It is further ordered that draft voters list shall be published as under:

- i) Three copies of the relevant portion of the voters list shall be made available to the concerned Gram Sachiv i.e. one for affixing on the notice board of Gram Panchayat Office, second for affixing at a conspicuous place of the village to which it pertains and third will remain with him for the inspection by the public free of cost for inviting claims and objections.
- ii) Two copies of the relevant portion of voters list shall be made available to the concerned Tehsildar, i.e. one for affixing on the notice board of the Tehsil Office and second will be kept in his office for inspection by the public free of cost.
- iii) Two copies of the relevant portion of voters list shall be made available to the concerned Block Election Officer (Block Development &

Panchayat Officer), i.e. one for affixing on the notice board of concerned Panchayat Samiti office and second will be kept in his office for inspection by the public free of cost.

- iv) One copy of the voters list shall be made available to Executive Officer of Zila Parishad which shall be kept in his office for inspection by the public free of cost.
- v) One copy of the voters list shall also be made available to the District Election Officer (P) for affixing on the notice board of his office.
- vi) One copy of the voters list shall also be made available to the concerned District Electoral Officer which shall be kept in his for the inspection by the public free of cost.

A notice with regard to the publication of the voters list as specified above shall be affixed at the offices of concerned Gram Panchayat and on the notice boards of the Tehsil Office and Block Election Office (BDPO) within which the village falls and notice board of the District Election Officer (Panchayat) concerned and also affixed at one or two conspicuous places within the village to which the list pertains.

7. In order to facilitate the electors and the public to obtain information regarding voters list and to file claims and objections, the concerned District Election Officer (Panchayat) shall set-up suitable number of voters Registration Information and Collection Centres within the territorial limits of the concerned Gram Panchayats. These centres will also make available the prescribed forms, on demand free of cost, for filing claims and objections and receive the same for the consideration and decision by the concerned District Electoral Officer. The forms shall be hosted on the website of the State Election Commission and the District Administration. The forms can be downloaded and used by any person for filing claim and objection. As and when any person files claim and objection, he shall be given a receipt in the prescribed format given in the form.

8. The concerned District Electoral Officer may, subject to any prescribed restrictions, employ such persons as he thinks fit for the preparation of wardwise voters list of above said Gram Panchayats.

9. The voters list, as prepared for draft publication, shall also be hosted on the official website of the concerned district for the information of the public and inviting claims and objections.

10. The District Electoral Officer shall, after holding such summary enquiry into the claims and objections as he thinks fit, record his decision in writing within three days and shall make available on demand a copy of such decision to the objector free of charge forthwith.

11. The District Electoral Officer shall prepare the voters list in accordance with the decision taken by him. The voters list so amended shall be final and copy thereof duly signed by the concerned District Electoral officer shall be kept in his office and another copy be deposited in the office of District Election Officer (Panchayat) and shall be published in the manner prescribed under Rule 9 of Rules.

12. After completion of every stage of the preparation of voters list process, the concerned District Electoral Officer shall send information the statistical data in the format attached as Annexure-“B” to the State Election Commission, Haryana, Panchkula as well as District Election Officer (Panchayat) of the concerned District.

13. It is further directed that a copy of voters list of Gram Panchayats on its final publication on 14.11.2011 shall be submitted to the State Election Commission, Haryana on the same date and two copies thereof shall be supplied free of cost to all the recognised Political Parties in the State of Haryana under intimation to the State Election Commission.

14. It is further directed that the final voters list of Gram Panchayats be hosted on the website of the District Administration.

**Dated, Panchkula,  
the 5<sup>th</sup> Oct., 2011**

State Election Commissioner, Haryana

Endst.No.SEC/4E-II/2011/3435

Dated: 14.10.2011

A copy is forwarded to the following for information and necessary action: -

1. Financial Commissioner and Principal Secretary to Government of Haryana, Development and Panchayat Department, Chandigarh.
2. Divisional Commissioner, Rohtak and Ambala.
3. Director, Development and Panchayat Department, Haryana, Chandigarh.
4. Director, Public Relation, Haryana, Chandigarh.
5. Chief Electoral Officer, Haryana with the request to issue necessary directions to the field officers of your department to make available four copies of the relevant part of Assembly Electoral Rolls and Data base compact discs with images to the concerned Deputy Commissioner-cum-District Election Officer (Panchayat) at the earliest possible under intimation to this Commission.
6. Controller, Printing and Stationery Department, Haryana, Chandigarh for publication in the Haryana Govt. Gazette.  
**Fax/E.mail**
7. Deputy Commissioner-cum-District Election Officer (Panchayat), Karnal and Panchkula. He is requested to endorse this copy of notification to the concerned District Electoral Officers (Panchayat) for strict compliance.
8. State Information Officer, NIC-Computer Centre, Chandigarh. He is requested to host the notification on the website of the State Election Commission. He is also requested to issue necessary directions to the concerned District Informatic Officers to extend every possible help to the Deputy Commissioner-cum-District Election Officer (P) for setting up the Voter Registration Information and Collection centers.
9. Concerned District Development and Panchayat Officers in the State of Haryana.

Sd/-  
(Parmal Singh)  
Asstt. State Election Commissioner,  
Haryana.

Internal Distribution:-  
PS/SEC  
Nodel Officer, SEC, Haryana  
All Branches of SEC  
Computer Operator

**Annexure-“B”**

**Information regarding claim and objection**

Name and Ward No.			Claims received	Objections received	Claims accepted and rejected by the District Electoral Officer		Objections accepted and rejected by the District Electoral officer	
Gram Panchayat	Panchayat Samiti	Zila Parishad			Accepted	Rejected	Accepted	Rejected
1			2	3	4		5	

**Signature of Officer**