



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

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NOTIFICATION

NO. SEC/2ME/2021/1555

Dated:02.07. 2021

In accordance with the provisions contained in Section 9 of the Haryana Municipal Corporation Act, 1994 read with rule 4 of the rules made there under and the powers conferred under clause (1) of article 243ZA of the Constitution of India, the State Election Commission, Haryana hereby directs to update the existing photo based electoral rolls of the Municipal Corporation, Gurugram published on 27.07.2017 by taking data base of the relevant part of the electoral rolls of Legislative Assembly constituency finally published on 15.01.2021 with qualifying date as 01.01.2021 with all supplements

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

(i)	Existing electoral roll of Corporation published on 27.07.2017 shall be updated by taking into consideration, the electoral roll of Legislative Assembly published by the Election Commission of India with reference to qualifying date as on 01.01.2021 with all supplements finally published on 15.01.2021. List of new electors included/ deleted in the relevant part of the electoral rolls of Legislative Assembly constituency shall be prepared and will be published with existing electoral roll of the Corporation as draft electoral roll. [Rule-4 (1)].	09.07.2021 to 20.07.2021
(ii)	Publication of draft electoral rolls of all the wards of the Corporation as referred in sub para (i) above for inviting claims and objections. [Rule- 4(3) }	22.07.2021 (except 21.07.2021)
(iii)	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	29.07.2021 (except 24.07.2021 & 25.07.2021 being a gazette holidays)
(iv)	Last date by which the claims and objections shall be disposed of by the Revising Authority. [Rule-4 (4) (v)& (vii)]	13.08.2021
(v)	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority. (Rule-4 (4) (viii)]	18.08.2021 (except 14.08.2021 & 15.08.2021)

(vi)	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	23.08.2021 (except 21.08.2021 22.08.2021 being a gazette holidays)
(vii)	Final publication of ward wise electoral rolls.(Rule-4 (4) (ix)	10.09.2021

3. It is further directed that two copies of latest Legislative Assembly constituency electoral rolls prepared and published on **15.01.2021** with all supplements by the Election Commission of India shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar concerned. Database of the electoral rolls has already been supplied to the DIO through NIC, Headquarter, Haryana, Chandigarh.

4. It is further directed that:-

- (i) The Deputy Commissioner shall give wide publicity to the above programme. He shall issue press notes and also paid advertisements in two local newspapers. He shall also make publicity through local cable network.
- (ii) The 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 which and the places where the claims and objections with reference to the draft rolls may be presented to the Revising Authority/Authorities.
- (iii) One copy of the draft list of electoral rolls, published for inviting claims and objections, shall be kept for inspection of the public free of cost at the following places:-
 1. Office of the Municipal Corporation, Gurugram .
 2. Office of Revising Authority/Authorities and
 3. Voter Information and Collection Centers (VICCs)
- (iv) After the publication of the draft of electoral rolls, the same should also be hosted on the website of the District Administration, with search facility.
- (v) A copy of the draft electoral rolls and final electoral rolls along with database in compact disc duly signed by the Revising Authority/Authorities shall be kept in a sealed cover in the Treasury within 24 hours from the date of publication of draft and final electoral rolls, respectively.
- (vi) In order to facilitate the electors and the public to obtain information regarding electoral rolls and to file claims and objections, the concerned Deputy Commissioner shall set-up sufficient number of Voters Information and Collection Centers (VICC) within the territorial limits of the 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 or may be sent by registered post to him.
- (viii) Claim in Form-A shall be filed by those applicants, who intend to include their name, make correction in their entry or transposing of their name in another ward in the electoral roll.
- (ix) Objections in Form-B shall be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.
- (x) Only those persons can file their claim for inclusion of their name in the electoral roll of concerned Corporation, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft electoral rolls published under rule 4 (3) of the Haryana Municipal 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 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 Corporation, to assist the Revising Authority/Authorities to discharge his/their duty.
- (xiv) The Revising Authority/Authorities shall, after holding such enquiry into the claims or objections as he/they think(s) fit, record his/their decision in writing and shall make available forthwith a copy of such decision to the objector or the claimant free of charge. The decision of the Revising Authorities shall also be hosted on the website for the information of the public. Number of claims/objections accepted and rejected shall also be hosted on the website of the District Administration.
- (xv) The Revising Authority/Authorities after disposal of all the claims and objections in terms of under Rule 4 (4) (vii) of the Haryana Municipal Corporation Election Rules, 1994 shall forward a list of such claims and objections along with his/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 concerned Deputy Commissioner in prescribed format annexed as Annexure-D. The concerned Deputy Commissioner shall within the specified time decide the appeal.

The decision of the Deputy Commissioner on appeal shall be final. The rolls so amended shall be final and two copies thereof duly signed by the Deputy Commissioner and Revising Authority shall be kept in their offices together with list of additions/ deletions and corrections.

- (xvi) The Deputy Commissioner shall publish the final electoral rolls on **10.09.2021**, which shall come into force from the date of its publication.
- (xvii) After completion of every stage of the up-gradation of electoral rolls process as stated above, the concerned Deputy Commissioner shall send information in the format given in Annexure "B" and "C" to the Commission.

5. It is further directed that a copy of ward wise and booth wise updated electoral rolls of the Municipal Corporation, Gurugram finally published on **10.09.2021** shall be supplied to the Commission on the same day. In addition, a copy of the updated electoral rolls along with a CD (compact disc) containing the database of the same in PDF format shall be sent to all recognized 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, Gurugram shall be hosted on the website of the District Administration on the day of its publication.

DHANPAT SINGH
State Election Commissioner, Haryana



Endst. No. SEC/2ME/2021/ 1556- 1571

Dated: 2nd July , 2021

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

1. Additional Chief Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh.
2. Divisional Commissioner, Gurugram.
3. Director Urban Local Bodies Department, Haryana, Panchkula .
4. Deputy Commissioner, Gurugram. He is requested to appoint Revising Authority/ies for this purpose as per provision in Rule 3 of the Haryana Municipal Corporation Election Rules, 1994.
5. Chief Electoral Officer, Haryana. He is requested to direct the Tehsildar/Naib-Tehsildar (E) concerned to provide two copies of Assembly Electoral rolls finally published on 15.01.2021 to the Deputy Commissioner, Gurugram immediately.
6. State Informatics Officer, NIC, Haryana. He is requested to issue necessary direction to the District Informatics Officer, to provide necessary software and extend every possible help to the Deputy Commissioner, Gurugram for preparing the electoral rolls and setting up the Voters Information and Collection Centers (VICCs).

7. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette.
8. All Political Parties in the State of Haryana.
9. Director General Information, Public Relation & Languages, Haryana, Chandigarh


Asstt. State Election Commissioner, Haryana,
for State Election Commissioner, Haryana. 

Internal distribution:-

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

Annexure-A

नगरनिगम 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

नगरनिगम _____ वार्ड न. _____

पोलिंग स्टेशन का विवरण _____ जिला _____

1479	1ZC1133149	1480	1ZC1133115	1481	1ZC1133131
नाम: जयलक्ष्मी शर्मा पिता: विरेन्द्र पाल शर्मा मकान न0 12 आयु: 38 लिंग: महिला		नाम: जयलक्ष्मी मटनागर पिता: विजय मटनागर मकान न0 55 आयु: 48 लिंग: पुरुष		नाम: जयलक्ष्मी कौर पिता: मनमोहन सिंह मकान न0 531 आयु: 30 लिंग: महिला	
फोटो उपलब्ध है।		फोटो उपलब्ध है।		फोटो उपलब्ध है।	
1482	1ZC1133123				
पिता: ओम प्रकाश मकान न0 555 आयु: 38 लिंग महिला		महिला	अन्य	कुल	
फोटो उपलब्ध है।					

घटक -2: विलोपन सूचि

नगरनिगम _____ वार्ड न. _____

पोलिंग स्टेशन का विवरण _____ जिला _____

क्रमांक	मूल नामावली में क्रमांक संख्या	निर्वाचक/मतदाता का नाम

घटक-3 : संशोधन सूचि

नगरनिगम _____ वार्ड न. _____

पोलिंग स्टेशन का विवरण _____ जिला _____

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

संशोधनो की संख्या	पुरुष	महिला	अन्य	कुल

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

नगरनिगम पुरक निर्वाचक नामावली, 20 _____

निर्वाचकों का सार							
नगरनिगम _____ 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 नामों की सूचि	परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
III	विलोपन सूचि	परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
	संक्षिप्त पुनरीक्षण 20____ के पश्चात नामावली में वास्तविक निर्वाचक						
(ख) सुधारों की संख्या							
		नामावली प्ररूप	नामावली पहचान	सुधारों की संख्या			
		परिशिष्ट-1	विशेष संक्षिप्त पुनरीक्षण				
		कुल					

नगरनिगम _____ निर्वाचक पुनरीक्षण प्राधिकारी
वार्ड न. _____

निर्वाचक पुनरीक्षण प्राधिकारी कुल _____ पृष्ठों का पृष्ठ _____

ANNEXURE 'B'

INFORMATION REGARDING CLAIM AND OBJECTIONS/APEALS ETC.

NAME OF MUNICIPAL CORPORATION _____

WARD No.	Total No. of Electors /Voters	CLAIMS RECEIVED		OBJECTIONS RECEIVED		APPEAL BEFORE THE DEPUTY OMMISSIONER	
		Accepted	Rejected	Accepted	Rejected	Accepted	Rejected

SIGNATURE OF OFFICER

ANNEXURE "C"

INFORMATION REGARDING WARDWISE VOTERS

NAME OF MUNICIPAL CORPORATION _____

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 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: _____