



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

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NOTIFICATION

NO. SEC/2ME /2022/74

Dated: 3rd February, 2022.

In accordance with the provisions contained in section 3A of the Haryana Municipal Act, 1973 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 distribute the electors of the respective areas of Legislative Assembly constituency or part thereof prepared by the Election Commission of India with reference to 1st January, 2022 as the qualifying date and finally published on **05.01.2022**, into the booths and wards of the Municipal Councils, Kalka (Panchkula), Narnaul (Mahendergarh), Fatehabad (Fatehabad), Bhiwani and Municipal Committees, Ladwa(Kurukshetra) and Assandh (Karnal) respectively.

2. The electoral rolls of the above said Municipal Councils/Committees shall be prepared with the help of National Informatics Center (NIC) by converting the relevant parts of the electoral rolls of Legislative Assembly constituency into the wards of Municipal Council/Committee concerned.

3. The procedure to be followed and schedule is given as under:-

(i)	Distribution of electors of the respective area of the Legislative Assembly constituency finally published by the Election Commission of India on 05.01.2022, with reference to 1 st January, 2022 as qualifying date, into the booths of the wards of the above said Municipal Councils/Committees in the format attached at annexure "A" as a draft electoral rolls.	10.02.2022 to 22.02.2022
(ii)	Publication of draft electoral rolls of all the wards of these Municipal Councils/Committees as referred in sub para (i) above for inviting claims and objections. [Rule-4(3)]	23.02.2022

(iii)	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	28.02.2022
(iv)	Last date by which the claims and objections shall be disposed of by the Revising Authority. [Rule-4 (4) (v)& (vii)]	07.03.2022
(v)	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority. (Rule-4 (4) (viii)]	10.03.2022
(vi)	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	14.03.2022
(vii)	Final publication of ward wise Electoral Rolls.(Rule-4 (4) (ix)	24.03.2022

4. It is further directed that two copies of the latest Legislative Assembly electoral rolls prepared and published on **05.01.2022** with all supplements by the Election Commission of India shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar, concerned. The database of the electoral rolls is being supplied to the District Informatics Officer, separately, through the State Informatics Officer, NIC, Haryana.

5. It is further directed that:-

- (i) The Deputy Commissioner concerned shall give wide publicity to the above programme. He/She shall issue press note and also paid advertisement in two local newspapers. He/She shall also make publicity through local cable network.
- (ii) The Deputy Commissioner concerned shall publish, on the date prescribed in sub-para (ii) of para 3 above, the draft 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 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 / Committee concerned.

- c) Office of Sub-Divisional Officer (Civil) concerned.
 - d) Office of Tehsildar concerned.
 - e) Office of Revising Authority/Authorities concerned; and
 - f) All Voter Information and Collection Centers (VICCs) set up for receiving claims and objections.
- (iv) After draft publication of ward-wise electoral rolls, the same should also be hosted on the website of the District Administration concerned, with search facility.
 - (v) A copy of draft electoral rolls and finally published electoral rolls along with database in compact disc duly signed by the concerned 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/Committee for receiving claims and objections. These centers shall be fully equipped with computers and broadband internet connection. VICC will be set up with the help of the National Informatics Center.
 - (vii) Every claim and objection regarding distribution of electors booth wise and 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 a names or seek deletion of a 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, whose name appear in the relevant part of the electoral rolls of the 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 shall make available the prescribed forms for filing claim and objections, on demand free of cost, and receive the same for 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 downloadable free of cost.
- (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 the registers.
- (xiii) The Deputy Commissioner concerned 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/Committee, 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 concerned. Any person aggrieved with the 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 decide the appeal within the specified time. 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 office together with list of additions and corrections.

(xvi) The Deputy Commissioner concerned shall publish the final electoral rolls on **24.03.2022**, which shall come into force from the date of its publication.

(xvii) After completion of every stage of the electoral rolls process as stated above, the Deputy Commissioner concerned shall send information in the format given in Annexure "B" and "C" to the Commission immediately.

6. It is further directed that copy of ward wise and booth wise updated electoral rolls of these Municipal Councils/Committees finally published on **24.03.2022** shall be supplied to the Commission on the same day. In addition, a copy of the electoral rolls along with a CD (compact disc) containing database of the same in PDF format shall be sent to all political parties in the State of Haryana on the same day under intimation to the Commission.

7. It is further directed that the final electoral rolls of these Municipal Councils/Committees 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/2022/ 75-101

Dated: 3rd February, 2022

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

1. Principal Secretary to Govt. Haryana, Urban Local Bodies Department , Chandigarh
2. Divisional Commissioner, Hisar, Ambala, Gurugram, Rohtak and Karnal.
3. Director Urban Local Bodies Department, Haryana, Panchkula.
4. The Deputy Commissioners, Panchkula, Mahendergarh, Fatehabad, Bhiwani Kurukshetra and Karnal. They are requested to appoint Revising Authority/ies for this purpose as per provision of rule 3 of the Haryana Municipal Election Rules, 1978.
5. 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 Deputy Commissioner, Panchkula, Mahendergarh, Fatehabad, Kurukshetra, Bhiwani and Karnal 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. I.T. Cell, State Election Commission, Haryana, with the directions to upload the notification, prescribed forms, booklets and necessary instructions/directions w.r.t. the preparation of electoral rolls on the official website of this Commission.



Assistant State Election Commissioner,
for State Election Commissioner, Haryana.

Internal distribution:-

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

अनुबन्ध -A





















मुख्य पृष्ठ







नगरपरिषद्/नगरपालिका मतदाता सूची सम्बन्धित विधान सभा क्षेत्र का नाम :-				
जिले का नाम :		भाग संख्या : क्रमांक नं०-----से -----तक		
1. (क) नगरपरिषद्/नगरपालिका का नाम : (ख) नगरपरिषद्/नगरपालिका का वार्ड संख्या : (ग) (गली/मोहल्ला/बस्ती का नाम) : (घ) नगरपरिषद्/नगरपालिका का बूथ क्रमांक एवं नाम :				
पुनरीक्षण का विवरण				
पुनरीक्षण का वर्ष : पुनरीक्षण की तिथि : पुनरीक्षण का स्वरूप : प्रकाशन की तिथि :		नामावली पहचान : नये परिसीमित निर्वाचन क्षेत्रों के विस्तारानुसार सभी अनुपूरकों सहित एंकीकृत व वर्ष -----की पुनरीक्षित मूल निर्वाचक नामावली		
मतदाताओं की संख्या				
आरंभिक क्रम संख्या	अंतिम क्रम संख्या	पुरुष	महिला	कुल

वार्ड संख्या -----

(नाम) नगरपरिषद्/पालिका निर्वाचन नामावली, 2022

भाग संख्या -----

<p>1</p> <p>पहचान पत्र का क्रमांक SX1030964</p> <p>नाम : लक्ष्मी देवी</p> <p>पति : सत्यावन</p> <p>मकान न : 1</p> <p>आयु : 24 लिंग : महिला</p> 	<p>2</p> <p>पहचान पत्र का क्रमांक FX1808252</p> <p>नाम : माई राम</p> <p>पिता : माम चन्द</p> <p>मकान न : 4</p> <p>आयु : 60 लिंग पुरुष</p> 	<p>3</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153003</p> <p>नाम : लक्ष्मी</p> <p>पति : माई राम</p> <p>मकान न : 4</p> <p>आयु : 55 लिंग: महिला</p> 
<p>4</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153003</p> <p>नाम : वीरभान</p> <p>पिता : झासु राम</p> <p>मकान न : 4</p> <p>आयु : 36 लिंग : पुरुष</p> 	<p>5</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153004</p> <p>नाम : देवी</p> <p>पति : वीरभान</p> <p>मकान न : 4</p> <p>आयु : 34 लिंग : महिला</p> 	<p>6</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153003</p> <p>नाम : मिहा सिंह</p> <p>पिता : झासु राम</p> <p>मकान न : 4</p> <p>आयु : 34 लिंग : पुरुष</p> 
<p>7</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153008</p> <p>नाम : कर्मवीर</p> <p>पिता/पति : माई राम</p> <p>मकान न : 4</p> <p>आयु : 33 लिंग : पुरुष</p> 	<p>8</p> <p>पहचान पत्र का क्रमांक FSX1808401</p> <p>नाम : शीला</p> <p>पति : मिहा सिंह</p> <p>मकान न : 4</p> <p>आयु : 32 लिंग : महिला</p> 	<p>9</p> <p>पहचान पत्र का क्रमांक FSX1644640</p> <p>नाम : कमलेश</p> <p>पति : कर्मवीर</p> <p>मकान न : 4</p> <p>आयु : 24 लिंग : महिला</p> 
<p>10</p> <p>पहचान पत्र का क्रमांक FSX1644582</p> <p>नाम : सोनू</p> <p>पिता : वीरभान</p> <p>मकान न : 4</p> <p>आयु : 23 लिंग : पुरुष</p> 	<p>11</p> <p>पहचान पत्र का क्रमांक FSX1644624</p> <p>नाम : धर्मवीर</p> <p>पिता : माई राम</p> <p>मकान न : 4</p> <p>आयु : 23 लिंग : पुरुष</p> 	<p>12</p> <p>पहचान पत्र का क्रमांक FSX1644640</p> <p>नाम : राम पाल</p> <p>पिता : माई राम</p> <p>मकान न : 4</p> <p>आयु : 24 लिंग : पुरुष</p> 
<p>13</p> <p>पहचान पत्र का क्रमांक FSx1807940</p> <p>नाम : अंगूठी</p> <p>पिता : रति राम</p> <p>मकान न : 5</p> <p>आयु : 68 लिंग : महिला</p> 	<p>14</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153011</p> <p>नाम : मांगे राम</p> <p>पिता : रति राम</p> <p>मकान न : 5</p> <p>आयु : 39 लिंग : पुरुष</p> 	<p>15</p> <p>पहचान पत्र का क्रमांक HR/03/14/01153991</p> <p>नाम : सुख देवी</p> <p>पति : मांगे राम</p> <p>मकान न : 5</p> <p>आयु : 33 लिंग : महिला</p> 
<p>16</p> <p>पहचान पत्र का क्रमांक FSx1833052</p> <p>नाम : जय कमर</p> <p>पिता : आशा राम</p> <p>मकान न : 5</p> <p>आयु : 65 लिंग : पुरुष</p> 	<p>17</p> <p>पहचान पत्र का क्रमांक HR/03/14/0154135</p> <p>नाम : कृष्णपाल</p> <p>पिता : जय कुमार</p> <p>मकान न : 5</p> <p>आयु : 29 लिंग : पुरुष</p> 	<p>18</p> <p>पहचान पत्र का क्रमांक</p> <p>नाम : कृष्ण पाल</p> <p>पति : जै कुमार</p> <p>मकान न : 5</p> <p>आयु : 25 लिंग : पुरुष</p> 
<p>19</p> <p>पहचान पत्र का क्रमांक</p> <p>नाम : सुख चैन</p> <p>पिता : जय कुमार</p> <p>मकान न : 5</p>	<p>20</p> <p>पहचान पत्र का क्रमांक FSX1602085</p> <p>नाम : सुमन देवी</p> <p>पिता : शुक्रान्पाल</p> <p>मकान न : 5</p> 	<p>21</p> <p>पहचान पत्र का क्रमांक HR/03/14/0153012</p> <p>नाम : साधु राम</p> <p>पति : राम चन्द</p> <p>मकान न : 7</p> 

<p>आयु : 24 लिंग : पुरुष</p> <p>22 *22/044 पहचान पत्र का क्रमांक HR/03/14/0153013</p> <p>नाम : शक्ति पिता : साधु राम मकान न : 7 आयु : 45 लिंग : महिला</p> 	<p>आयु : 25 लिंग : महिला</p> <p>23 *23/044 पहचान पत्र का क्रमांक HR/03/14/0153014</p> <p>नाम : राम जुवाहरी पिता : साधुराम मकान न : 7 आयु : 35 लिंग : पुरुष</p> 	<p>आयु : 51 लिंग : पुरुष</p> <p>24 *124/044 पहचान पत्र का क्रमांक HR/03/14/01153992</p> <p>नाम : कृष्ण कुमारी पति : राम जुवाहरी मकान न : 8 आयु : 31 लिंग : महिला</p> 
<p>25 *25/044 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 *26/044 पहचान पत्र का क्रमांक HR/03/14/0153018</p> <p>नाम : मुख्ती देवी पिता : बलवान सिंह मकान न : 8 आयु : 45 लिंग : महिला</p> 	<p>27 *27/044 पहचान पत्र का क्रमांक FSX1808021</p> <p>नाम : रमेश पति : मामन सिंह मकान न : 8 आयु : 43 लिंग : पुरुष</p> 

को अंतिम प्रकाशित विधान सभा मतदाता सूची का क0/भाग नं0
आयु 01/01/2022 के अनुसार

ANNEXURE 'B'

INFORMATION REGARDING CLAIM AND OBJECTIONS/APPEALS ETC.

NAME OF MUNICIPAL COUNCIL /COMMITTEE _____

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

ANNEXURE “C”

INFORMATION REGARDING WARDWISE VOTERS

NAME OF COMMITTEE

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

WARDWISE DETAIL OF THE VOTERS ENTERED IN THE ELECTORAL ROLLS OF MUNICIPAL COMMITTEE

Ward No.	Male	Female	Total	Difference between the no. of voters of Legislative Assembly and M. Committee, 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 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: _____