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STATE ELECTION COMMISSION, ORISSA, TOSHALI PLAZA, BLOCK-B/2,  
1ST FLOOR, SATYANAGAR, BHUBANESWAR-751 007

ORDER

The 24th November 2008

SUBJECT— Preparation of Wardwise Electoral Roll for conduct of By-election to Ward No. 14 of Sunabeda N. A. C.

No. 7251—Ele.(ML)-65/2008-SEC.—Whereas, the Executive Officer, Sunabeda N. A. C. vide his Memo No. 3639, dated the 8th November 2008 has reported that a casual vacancy in the office of Councillor of Ward No. 14 of Sunabeda N.A.C. has occurred due to resignation of the Councillor ;

Whereas, it is necessary to prepare Wardwise Electoral Roll for Sunabeda N. A. C. for conduct of By-election and the Commission has decided that Assembly Electoral Roll published by ECI/CEO in September 2008, will be the basis for preparation of Wardwise Electoral Roll ;

Now, therefore, the State Election Commission in exercise of the powers vested in it under Article 243-ZA of the Constitution read with Section 11A of the Orissa Municipal Act, 1950 directs that Wardwise Electoral Roll of the Sunabeda N.A.C. shall be prepared as per the programme laid down in Schedule-I in the manner prescribed in Schedule-II of this Order.

By order and in the name of  
State Election Commission, Orissa

R. N. SAHU

Deputy Secretary

**SCHEDULE - I**

PROGRAMME FOR PREPARATION OF ELECTORAL ROLL FOR BY-ELECTION  
TO WARD NO. 14 OF SUNABEDA N. A. C.

Sl. No.	Particulars	Date	Place/REMARKS
(1)	(2)	(3)	(4)
1	Preparation of preliminary Electoral Roll of all Municipal Wards in Form No. I comprising the name of the voters included in the Electoral Roll of Assembly Constituency relatable to the area of the Ward under Rule 4 of the Orissa Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994.	.. 02-12-2008 to 06-12-2008.	
2	Publication of preliminary Electoral Roll and notices in Form No. II by the Election Officer inviting objections under Rule 7(1) and (2)— (a) of all Wards of the Municipality, (b) of each Ward.	.. 08-12-2008	(1) Notice Board of the Election Officer. (2) Notice Board of Municipal Office. (3) At a conspicuous place in the Ward.
3	Date up to which the preliminary Electoral Roll to be kept open for inspection by public under Rule 7 (3).	.. 08-12-2008 to 15-12-2008 (Except public holidays)	(1) Notice Board of the Election Officer. (2) Notice Board of Municipal Office. (3) At a conspicuous place in the Ward.
4	Filing of claims and objections to the Election Officer under Rule 8 (2).	.. 08-12-2008 to 16-12-2008. (Except Public holidays)	The Office of the Election Officer.
5	Enquiry and correction before hearing of claims and objections by Election Officer under Rule 9.	.. 16-12-2008 to 17-12-2008.	..

(1)	(2)	(3)	(4)
6	Publication of list of claims and objections received and all corrections made by the Election Officer in Form No. V. under Rule 10.	19-12-2008	In the Notice Boards of the Municipality and office of the Election Officer.
7	Hearing and disposal of claims and objections by Election Officer under Rule 11.	.. 23-12-2008 to 24-12-2008, 26-12-2008 & 27-12-2008	As may be fixed by the Election Officer.
8	Date of draft publication	.. 30-12-2008	(1) Notice Board of the Election Officer. (2) Notice Board of Municipal Office. (3) At a conspicuous place in the Ward.
9	Appeal against the orders of the Election Officer before the District Magistrate.	.. 31-12-2008 to 5-01-2009 (Except public holidays)	The Office of the District Magistrate.
10	Disposal of appeal by the District Magistrate under Rule 11 A.	.. 6-01-2009 to 14-01-2009	As may be fixed by the District Magistrate.
11	Forwarding of orders by the District Magistrate to Election Officer.	.. By 16-01-2009	..
12	Date of publication of final Electoral Roll under Rule 15.	19-01-2009 to 21-01-2009	(1) Notice Board of the Election Officer. (2) Notice Board of Municipal Office. (3) At a conspicuous place in the Ward.
13	Submission of printed copy of final Electoral Roll to the Commission.	.. 27-01-2009	

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*N. B.*—The rules referred herein refer to the Orissa Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994.

## SCHEDULE - II

### PROCEDURE FOR PREPARATION OF ELECTORAL ROLL

1. The Election Officer appointed by the Commission will be in charge of preparation and finalisation of the Electoral Rolls of the Sunabeda N. A. C.

2. The Electoral Roll of the Assembly Constituency prepared by the Election Commission of India published during September, 2008 (currently in force) shall be the basis for preparation of the preliminary Wardwise Electoral Rolls of the Sunabeda N. A. C.

3. Preliminary Electoral Roll for each Ward shall be prepared in accordance with Rule 4 and be published in accordance with Rule 7. It should be ensured that the copies of the preliminary Electoral Roll or the portion thereof, as the case may be, relating to each Ward shall be kept open for inspection by the public for a period of 5 days from the date of publication of the Roll. An Assistant/Clerk may be entrusted to help the public in the inspection of the preliminary Electoral Roll during the period.

4. It has been provided in Rule 7(4) that the fact of publication of preliminary Electoral Roll shall be notified in one or more **Oriya Newspapers** circulating in the district. A Model format in Oriya is given at Appendix 'A' of this Schedule, which may be published with necessary modification in **one Newspaper between the 2nd December 2008 to the 8th December 2008.**

5. Any person whose name is already enrolled in the Assembly Electoral Roll published in September, 2008 but does not find place in the Wardwise voter list now prepared as per para 3 above can file claims/objections for enrolment/correction in the entry in Form Nos. III & IV respectively. **It is made clear that fresh claim for enrolment as voter shall not be entertained.**

6. The claims and objection shall be enquired into by the Election Officer. He can also take steps for correction of clerical/accidental mistakes under Rule 9 of O.M. (DW, RS & CE) Rules, 1994.

7. After hearing and disposal of claims and objections and finalisation of the Electoral Roll by the Election Officer under Rule 11, the Election Officer will prepare a draft Electoral Roll and published the same as per the approved programme.

8. Any person aggrieved by the order passed by the Election Officer under Rule 11 can file an appeal petition before the District Magistrate within five days from the date of completion of all works under Rules 11 and 13 by the Election Officer. **The application shall be received by the District Magistrate with an acknowledgement to the concerned party. A register will be maintained wherein all details on which on each appeal petition namely the name of the applicant, name of the Municipality, the Ward he belongs, date and time of receipt of the appeal will be incorporated.**

The District Magistrate within 7 days from the last date of receipt of appeal is required to dispose of the appeal by conducting a summary enquiry either by himself or by an officer not below the rank of A.D.M. **Hearing and disposal of the appeal shall be done invariably by the District Magistrate and the proceeding will be summary in nature.** The Order passed by the District Magistrate as Appellate Authority shall be final.

9. After disposal of all the appeals by the District Magistrate, the **final Electoral Roll** shall be prepared and published by the Election Officer for three consecutive days at the prescribed places as per the corresponding rule. The name of such voters are to be inserted at the appropriate place of the Electoral Roll. The Commission has prescribed a model form at Appendix 'B' of this Schedule to be used for final publication of the Electoral Roll.

10. The final Electoral Roll shall be authenticated under signature of the Election Officer concerned with date and official stamp as follows on the last page :

“Certified that the Electoral Roll of Ward No.....of.....Municipality/ N.A.C. has been duly published as per provisions of Orissa Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 on.....”

Election Officer

Apart from appending the certificate at the last page, each page of the Electoral Roll is to be authenticated with the signature of the Election Officer along with the official seal.

11. After final publication of the Election Roll also any person may apply to the Election Officer for correction of the existing entry in the final Electoral Roll under Rule 15(2) of Orissa Municipal Election Rules and if the Election Officer is satisfied that the entry relates to the applicant and is erroneous or defective in any particular he may correct the roll accordingly and publish such correction in the same manner as the Final Roll.

12. The final Electoral Roll so published shall then be split up Polling Station/Boothwise (each booth allotted to about 1,200 voters) in accordance with Commission's direction in the matter.

13. After splitting of the final Electoral Roll Boothwise, **only the Electoral Roll where by-election is going to be held shall be printed** as per requirement (ideally @ 3 copies per booth + copies to Political parties + Commission's copy + Office copy). Photostat copies of the Electoral Roll of the Wards of the Municipality shall be duly authenticated and forwarded to Commission. Each National Party/State Parties of Orissa shall also be supplied a copy of the same free of cost.

## APPENDIX 'A' TO SCHEDULE - II

.....ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ

### ପ୍ରେସ ବିଜ୍ଞପ୍ତି

..... ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦର ଉପ ନିର୍ବାଚନ ନିମନ୍ତେ ଭୋଟର ତାଲିକା ପ୍ରସ୍ତୁତି ପାଇଁ ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନ ନିର୍ଦ୍ଦେଶ ପ୍ରଦାନ କରିଛନ୍ତି । ସେପ୍ଟେମ୍ବର, 2008ରେ ପ୍ରକାଶିତ ବିଧାନସଭା ଭୋଟର ତାଲିକାକୁ ଭିତ୍ତିକରି, ପ୍ରାଥମିକ ଭୋଟର ତାଲିକା ..... ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟରେ ପ୍ରକାଶନ କରାଯାଇଛି ଏବଂ ସର୍ବସାଧାରଣଙ୍କ ପରିଦର୍ଶନ ପାଇଁ ଉକ୍ତ ଭୋଟର ତାଲିକା ..... କାର୍ଯ୍ୟାଳୟରେ ତାରିଖ ..... 2008ରୁ ତାରିଖ..... 2008 ପର୍ଯ୍ୟନ୍ତ ଉନ୍ମୁକ୍ତ ରହିବ । ଭୋଟରମାନଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଛି ଯେ, ତାଙ୍କର ନାମ ସମ୍ପୂର୍ଣ୍ଣ ଖୁର୍ଦ୍ଧାରେ ଠିକ୍‌ଭାବେ ଭୋଟର ତାଲିକାକୁ ହୋଇଛି କି ନାହିଁ ତନଖି କରିନିଅନ୍ତୁ । ଯଦି କୌଣସି ଭୋଟରଙ୍କ ନାମ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଆଇ ଖୁର୍ଦ୍ଧା ପ୍ରସ୍ତୁତ ହୋଇଥିବା ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ ଭୋଟର ତାଲିକାରେ ସ୍ଥାନ ପାଇ ନ ଥାଏ ତେବେ ଭୋଟର ତାଲିକାରେ ନାମ ଅନ୍ତର୍ଭୁକ୍ତ, ସଂଶୋଧନ କରିବା ପାଇଁ ଫାରମ ନଂ. III ରେ ଦରଖାସ୍ତ ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରେ ତାରିଖ..... 2008ରୁ ତାରିଖ..... 2008 ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଅନୁରୂପ ଭାବେ ପ୍ରାଥମିକ ଭୋଟର ତାଲିକାରେ ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇଥିବା କୌଣସି ଭୋଟରଙ୍କ ନାମ ସମ୍ପର୍କରେ ଆପଣ ଫାରମ ନଂ. IV ଉପରୋକ୍ତ ତାରିଖ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଫାରମ ନଂ. III ଓ IV ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରୁ ବିନା ମୂଲ୍ୟରେ ମିଳିପାରିବ । ଯଦି ନିର୍ଦ୍ଧାରିତ ଛପା ଫାରମ ନ ମିଳେ, ତେବେ ତାହାର ଅବିକଳ ନକଲ ହାତରେ ଲେଖି ଅଥବା ଟାଇପ୍, ଫଟୋକପି କିମ୍ବା ସାଇଲେଣ୍ଡୋଗ୍ରାଫି କରି ନିର୍ଦ୍ଧାରିତ ସମୟ ସୀମା ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ ।

ନିର୍ବାଚନ ଅଧିକାରୀ

**APPENDIX 'B' TO SCHEDULE - II**

**NOTICE OF FINAL PUBLICATION OF ELECTORAL ROLL  
(Prescribed by State Election Commission, Orissa)**

It is hereby notified for public information that final Electoral Roll enclosed hereto prepared under Rule 15 of the Orissa Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 is hereby published and available for inspection at the office of the undersigned and the office.....  
Municipality/ N. A. C. from..... to.....

Place.....

Election Officer

Date.....

.....

N. A. C./Municipality/  
Municipal Corporation