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## STATE ELECTION COMMISSION, ODISHA

TOSHALI BHAWAN, B-2, 1st FLOOR, SATYANAGAR, BHUBANESWAR - 751 007

### ORDER

The 11th September 2013

No. 5413—EI.(ML)-2013-SEC.—Whereas, according to Article 243-U of the Constitution of India, Election to Cuttack Municipal Corporation shall be completed before the expiry of five years from the date appointed for their first meeting ;

Whereas, the first meeting of Cuttack Municipal Corporation was held on the 13th February 2009 and it is necessary to complete the General Election and reconstitution of Cuttack Municipal Corporation before the 12th February 2014 ;

Whereas, final notifications of Division of the area of the Cuttack Municipal Corporation into Wards and Reservation of Seats for conduct of General Election as required under Rule 3(5) of Odisha Municipal Corporation (Division of City into Wards, reservation of Seats and Conduct of Election) Rules, 2003 have been furnished by the Government to the Commission ;

Whereas, it is necessary to prepare Wardwise Electoral Roll of Cuttack Municipal Corporation for conduct of General Election and the Commission has decided that latest Supplementary Assembly Electoral Roll published by Election Commission of India in July 2013 and currently in force shall be the basis for preparation of Wardwise Electoral Roll ;

Now, therefore, the State Election Commission in exercise of powers vested in it under Article 243 ZA of Constitution and under Section 65 of Odisha Municipal Corporation Act, 2003 read with (Division of City into Wards, reservation of Seats and Conduct of Election) Rules, 2003 directs that Wardwise Electoral Roll of the Cuttack Municipal Corporation shall be prepared as per the programme laid down in Schedule - I in the manner prescribed in Schedule - II of this order.

## SCHEDULE - I

**PROGRAMME FOR PREPARATION OF ELECTORAL ROLL FOR GENERAL  
ELECTION TO CUTTACK MUNICIPAL CORPORATION**

Sl. No.	Particulars	Date	Place/REMARKS
(1)	(2)	(3)	(4)
1	Preparation for publication of preliminary Electoral Roll of all Municipal Wards in Form No. V comprising the name of the voters included in the Electoral Roll of Assembly Constituency relatable to the area of the Ward under Rule 5 of the Odisha Municipal (DCW, RS & CE) Rules, 2003.	16-09-2013 to 28-09-2013.	..
2	Publication of Preliminary Electoral Roll and notices in Form No. VI by the Election Officer inviting objections under Rule 8 (1) and (2) (a) of all Wards of the Corporation (b) of each Ward.	30-09-2013	(1) Noticeboard of the Election Officer. (2) Noticeboard of Municipal Corporation. (3) At a conspicuous place in the Ward.
3	Date up to which the preliminary Electoral Roll be kept open for inspection by public under Rule 8 (3).	30-09-2013 to 09-10-2013 (Except Govt. Holidays).	(1) Noticeboard of the Election Officer. (2) Noticeboard of Municipal Corporation. (3) At a conspicuous place in the Ward.
4	Filing of claims and objections before the Election Officer under Rule 9 (2).	30-09-2013 to 17-10-2013 (Except Govt. Holidays).	The Office of the Election Officer.
5	Enquiry and correction before hearing of claims and objections by Election Officer under Rule 10.	19-10-2013 to 24-10-2013 (Except Govt. Holidays).	..
6	Publication of list of claims and objections received and all corrections made by the Election Officer in form No. IX under Rule 11.	25-10-2013	In the Noticeboards of the Municipal Corporation and Office of the Election Officer.

(1)	(2)	(3)	(4)
7	Hearing and disposal of claims and objections by Election Officer under Rule 12.	30-10-2013 to 07-11-2013 (Except Govt. Holidays).	As may be fixed by the Election Officer.
8	Date of publication of final Electoral Roll under Rule 16.	11-11-2013, 12-11-2013 & 13-11-2013.	(1) Noticeboard of the Election Officer. (2) Noticeboard of concerned ULB. (3) At a conspicuous place in the Ward.
9	Publication of proposed list of Polling Station/Booths.	11-11-2013, 12-11-2013 & 13-11-2013.	(1) Noticeboard of the Election Officer. (2) Noticeboard of Municipal Corporation. (3) At a conspicuous place in the Ward.
10	Finalisation of Polling Stations/Booths	15-11-2013 to 19-11-2013.	..
11	Submission of Booth list to State Election Commission by Election Officer for approval.	20-11-2013	..
12	Approval of Booth list by State Election Commission.	22-11-2013	..
13	Submission of printed copy of final Electoral Roll to the Commission.	By 10-12-2013	..

*N.B.* — The rules referred to herein refer to the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003.

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

D. SATPATHY

Secretary

## SCHEDULE - II

## PROCEDURE FOR PREPARATION OF ELECTORAL ROLL

1. The District Magistrate as Election Officer shall be in overall charge of preparation of Electoral Rolls of the Corporation.

2. The Election Officer appointed for the purpose will be responsible for preparation and finalisation of the Wardwise Electoral Rolls of the Corporation.

3. More Election Officers can be appointed with approval of the Commission for specific and limited purpose of receiving claims and objections, causing enquiry and hearing of claims and objections, should the number of such claims and objections become large in number and if the District Magistrate feels that the services of such additional officers are essentially required for smooth preparation of Electoral Rolls.

4. The latest Supplementary Assembly Electoral Roll published by Election Commission of India in July 2013 and currently in force with the 1st January 2013 as the qualifying date shall be the basis for preparation of preliminary Wardwise Electoral Rolls of the Corporation.

5. Preliminary Electoral Roll for each Ward shall be prepared in Form No. V prescribed under Rule 5 of the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and conduct of Election) Rules, 2003 and be published in accordance with Rule 8 of the said Rules (Sample copy of Form enclosed). The Election Officer shall publish a notice in Form No. VI specifying the mode in which and the time within which claims and objections are to be preferred and the date on which and the place at which he will begin to sit for their disposal. It should be ensured that the copies of 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 indicated in the programme drawn up by the Commission vide Schedule I. An Assistant/Clerk may be entrusted to help the public in inspection of the Preliminary Electoral Roll during the period.

6. It has been provided in Rule 8(4) of the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and conduct of Election) Rules, 2003 that the fact of publication of Preliminary Electoral Roll shall be notified in one Odia newspaper circulating in the district. A model format in Odia is enclosed in Appendix - A of this Schedule which may be published in one newspaper.

7. (i) Any person whose name is already enrolled in Assembly Electoral Roll published in July 2013 but does not figure in the preliminary Wardwise Electoral Roll or is entered in an incorrect place or with incorrect particulars on the preliminary Electoral Roll and who objects to the inclusion of his own name or the name of any other person in the said Roll may prefer a claim or objection before the Election Officer for correction or deletion of the entry in Form Nos. VII & VIII as the case may be, prescribed under the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003. The Election Officer shall give receipts to the applicants in support of their claims and objections.

(ii) Similarly all other persons residing in the Municipal Area and attaining the age of 18 years as on the 1st January 2013 and whose names do not find place in the preliminary Wardwise Electoral Roll prepared by the Election Officer on account of their name not appearing in the published Assembly Electoral Roll prepared by the Election Commission of India and currently in force due to any reason whatsoever, shall be entitled to file claims in the appropriate forms prescribed under Odisha Municipal Corporation Election Rules.

8. The Election Officer shall notify the date/time and place for disposal of claims and objections received.

9. The claims and objections shall be enquired into by the Election Officer. He can also take steps for correction of clerical/accidental mistakes under Rule 10 of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003.

An Elector shall be registered as a Voter only in one place. If in course of preparation of Electoral Roll it is brought to the notice of the Election Officer by way of objection or otherwise that a certain person's name finds place in more than one Urban Local Body (ULB) in the Assembly Electoral Roll published in July 2013, an enquiry shall be conducted to find out his/her ordinary place of residence during the period under consideration, i. e., not less than 185 days of the preceding 12 months. After his *bona fide* residence is established, the Election Officer will allow retention of his name in the concerned local body and will intimate the Election Officer of other Urban Local Bodies to delete his name from the Electoral Roll of those ULBs. Those Election Officers of other ULBs on receiving the intimation will promptly delete these names and inform the fact.

It may so happen that a person who is elected as a Corporator and continuing as such, and his/her name finds place in the Electoral Roll of that ULB, then under no circumstances the said voter's name shall be allowed to be included in the Electoral Roll of any other ULB even if his/her name occurs in the relevant extract of the Assembly Electoral Roll.

Similarly, an elector who is an elected representative in a Panchayati Raj Institution (PRI) and continuing as such and his/her name finds place in the Electoral Roll of Urban Local Body, then under no circumstances the said voter's name shall be allowed to be included in the Electoral Roll of the ULB even if his/her name occurs in the relevant extract of the Assembly Electoral Roll.

During the process of preparation of Electoral Roll if it is brought to the notice of the Election Officer by way of an objection or otherwise that a voter's name is registered both in the Urban area and Rural area in Assembly Electoral Roll published in July, 2013 then the ordinary residence of that voter is to be established by way of an enquiry for the period under consideration, i. e., residing for not less than 185 days and after his *bona fide* residence is established his/her name shall be deleted from the Electoral Roll of other ULB/G.P.

In all such cases the Election Officer concerned should send his order to delete the name of that voter to the Collector & District Magistrate of the concerned District with a request to delete the name of the voter from the Electoral Roll either from the Rural area or Urban area. The Collector and District Magistrate pertaining to the ULB and G.P. after getting such intimation will take prompt steps for deletion of the name of the voter from the Electoral Roll and will attest it under his hand and seal on the relevant page of the voter list after striking out the name.

10. After disposal of claims and objections filed as per paragraph 7(i) & (ii) above by the Election Officer under Rule 12, the Election Officer shall publish the final electoral roll for three consecutive days at the prescribed places under Rule 16.

11. The name of the qualified voters to be added to the Roll shall be entered in Form No. VA (Addition list) appended to this Schedule. All entries made in Form No. VI-A shall be checked by an officer senior or equivalent to the Election Officer. The District Magistrate should randomly test check 5% of such additions made by the Election Officer and shall append a certificate to that effect on the additional list indicating the detailed particulars of the entries checked in each Ward. The Commission has prescribed a model format Appendix B of this Schedule to be used for final publication of Electoral Roll.

12. 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 Cuttack Municipal Corporation ..... has been duly published as per the provisions of Odisha Municipal Corporation (Division of City in to Wards, Reservation of Seats and Conduct of Election) Rules, 2003 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.

13. After final publication of the Electoral Roll also any person may apply to the election Office for correction of the existing entry in the final Electoral Roll under Rule 15(2) of Odisha Municipal Corporation 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.

14. After final publication of the Electoral Roll a photo copy of the manuscript shall be sent by the Election Officer to the District Magistrate concerned before printing of the Electoral Roll is taken up.

15. After final publication of the Electoral Roll, a draft list of polling stations/booths showing the polling area it covers and serial No. of voters who are allotted to such polling station/booths should be published in the form prescribed by the Commission by posting the same in the office of the Corporation/Election Officer and in a conspicuous place in the Ward. The Election Officer should have worked out the details for preparing such list of polling stations/booths before the final publication of Electoral Roll so that it will be convenient for him to publish the draft list of polling station promptly. A model format in Odia for draft publication of polling stations has been appended in Appendix C. Public objections, if any, on the location of polling stations may be received within three days from the draft publication of list of polling stations.

The draft list of polling stations so published shall be discussed with the representative of Political Parties (who may be noticed earlier). After taking into consideration the objections, if any, received from the public and views of the Political Parties, the Election Officer shall draw a list of polling stations and submit the same to the Commission for approval.

16. The final Electoral Roll so published shall be split up boothwise

17. After splitting up of the final Electoral Roll boothwise, 30 copies of the Electoral Roll of each Ward shall be printed boothwise locally at rates approved by the Commission. The Election Officer shall ensure to check each and every entry in the final printed copy with reference to the manuscript in order to have error free final Electoral Roll. One copy of the printed Electoral Roll for the entire Municipal Corporation shall also be sent to the Commission. Each National/State Party shall also be supplied with a copy of the same free of cost.

**APPENDIX - A TO SCHEDULE - II**

..... ପୌର ନିଗମ

**ପ୍ରେସ୍ ବିଜ୍ଞପ୍ତି**

..... ପୌର ନିଗମର ନିର୍ବାଚନ ନିମନ୍ତେ ଭୋଟର ତାଲିକା ପ୍ରସ୍ତୁତି ପାଇଁ ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନ ନିର୍ଦ୍ଦେଶ ପ୍ରଦାନ କରିଛନ୍ତି । ଜାନୁଆରୀ ୨୦୧୩ରେ ପ୍ରକାଶିତ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଭିତ୍ତିକରି ପ୍ରାଥମିକ ଭୋଟର ତାଲିକା ..... ପୌର ନିଗମର କାର୍ଯ୍ୟାଳୟରେ ପ୍ରକାଶନ କରାଯାଇଛି ଏବଂ ସର୍ବସାଧାରଣଙ୍କ ପରିଦର୍ଶନ ପାଇଁ ଉକ୍ତ ଭୋଟର ତାଲିକା ..... କାର୍ଯ୍ୟାଳୟରେ, ତାରିଖ ..... ୨୦୧୩ରୁ ତାରିଖ ..... ୨୦୧୩ ପର୍ଯ୍ୟନ୍ତ ଉଦ୍ମୁକ୍ତ ରହିବ । ଭୋଟରମାନଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଛି ଯେ, ତାଙ୍କର ନାମ ସମ୍ପୂର୍ଣ୍ଣ ଖୁର୍ଦ୍ଧାରେ ଠିକ୍ ଭାବେ ଭୋଟର ତାଲିକାକୁ ହୋଇଛି କି ନାହିଁ ତନଖି କରିନିଅନ୍ତୁ । ଯଦି କୌଣସି ଭୋଟରଙ୍କ ନାମ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଥାଇ ଖୁର୍ଦ୍ଧା ପ୍ରସ୍ତୁତ ହୋଇଥିବା ପୌର ନିଗମ ଭୋଟର ତାଲିକାରେ ସ୍ଥାନ ପାଇ ନ ଥାଏ ତେବେ ଭୋଟର ତାଲିକାରେ ନାମ ଅନ୍ତର୍ଭୁକ୍ତ, ସଂଶୋଧନ କରିବା ପାଇଁ ଫାରମ ନଂ. VIIରେ ଦରଖାସ୍ତ ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରେ, ତାରିଖ ..... ୨୦୧୩ରୁ ତାରିଖ ..... ୨୦୧୩ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଏତଦ୍ୱ୍ୟତୀତ ତା ୧-୧-୨୦୧୩ ରିଖ ସୁଦ୍ଧା ୧୮ ବର୍ଷ ସମ୍ପୂର୍ଣ୍ଣ ହୋଇଥିବା ଏହି ପୌରାଞ୍ଚଳର କୌଣସି ନାଗରିକଙ୍କର ଯଦି ବିଧାନ ସଭା ତାଲିକାରେ ନାମ ନ ଥାଏ, ସେମାନେ ମଧ୍ୟ ଭୋଟର ତାଲିକାରେ ନାମ ଅନ୍ତର୍ଭୁକ୍ତ କରିବା ପାଇଁ ଫାରମ ନଂ. VIIରେ ଦରଖାସ୍ତ ତାରିଖ ..... ୨୦୧୩ରୁ ତାରିଖ ..... ୨୦୧୩ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଅନୁରୂପଭାବେ ପ୍ରାଥମିକ ଭୋଟର ତାଲିକାରେ ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇଥିବା କୌଣସି ଭୋଟରଙ୍କ ନାମ ସମ୍ପର୍କରେ ଆପଣ ଫାରମ ନଂ. VIII ଉପରୋକ୍ତ ତାରିଖ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଫାରମ ନଂ. VII ଓ ଫାରମ ନଂ. VIII ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରୁ ବିନା ମୂଲ୍ୟରେ ମିଳିପାରିବ । ଯଦି ନିର୍ଦ୍ଧାରିତ ଛପା ଫାରମ ନ ମିଳେ, ତେବେ ତାହାର ଅବିକଳ ନକଲ ହାତରେ ଲେଖି ଅଥବା ଟାଇପ୍, ଫଟୋକପି କିମ୍ବା ସାଇଲେଣ୍ଡାନ୍ସ କରି ନିର୍ଦ୍ଧାରିତ ସମୟସୀମା ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ ।

ନିର୍ବାଚନ ଅଧିକାରୀ

**APPENDIX B TO SCHEDULE II**

**ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶନର ନୋଟିସ୍**  
(ରାଜ୍ୟ ନିର୍ବାଚନ ଆୟୁକ୍ତଙ୍କ ଦ୍ୱାରା ନିର୍ଦ୍ଧାରିତ)

ଏତଦ୍ୱାରା ସର୍ବସାଧାରଣଙ୍କ ଗୋଚରାର୍ଥେ ଜଣାଇ ଦିଆଯାଉଅଛି ଯେ ଓଡ଼ିଶା ପୌର ନିଗମ (ସହରାଂଚଳ ଖୁର୍ଦ୍ଧା ବିଭକ୍ତିକରଣ, ଆସନ ଆରକ୍ଷଣ ଓ ନିର୍ବାଚନ ପରିଚାଳନା) ନିୟମାବଳୀ, ୨୦୦୩ର ନିୟମ ୧୬ ଅନୁଯାୟୀ ପ୍ରସ୍ତୁତ ସଂଲଗ୍ନ ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶ କରାଯାଇଛି ଏବଂ ଏହା ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ ଓ ପୌର ନିଗମ କାର୍ଯ୍ୟାଳୟରେ, ତା ..... ରିଖରୁ ତା ..... ରିଖ ପର୍ଯ୍ୟନ୍ତ ଉପଲବ୍ଧ ଅଟେ ।

ସ୍ଥାନ .....

ନିର୍ବାଚନ ଅଧିକାରୀ

ତାରିଖ .....

..... ପୌର ନିଗମ