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STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR  
BHUBANESWAR-751 007

ORDER

The 18th July 2014

No. 3690-SEC.—Whereas, the Executive Officer, Sunabeda Municipality have intimated that casual vacancy has occurred in the office of Councillor of Ward No. 17 of Sunabeda Municipality due to resignation of the Councillor ;

Whereas, it is necessary to prepare Wardwise Electoral Roll of aforesaid ULB for conduct of by-election and the Commission has decided that Assembly Electoral Roll published by Election Commission of India during 2014 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 the Constitution and under Section 11A of the Odisha Municipal Act, 1950 directs that Wardwise Electoral Roll of the above said ULB 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 BY-ELECTION WARD No. 17 OF SUNABEDA MUNICIPALITY OF KORAPUT DISTRICT

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. 1 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 Odisha Municipal (DW, RS & CE) Rules, 1994.	25-07-2014 to 02-08-2014	..

(1)	(2)	(3)	(4)
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.	04-08-2014	(1) Noticeboard of the Election Officer. (2) Noticeboard of concerned ULB. (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 7 (3).	04-08-2014 to 08-08-2014	(1) Noticeboard of the Election Officer. (2) Noticeboard of concerned ULB. (3) At a conspicuous place in the Ward.
4	Filing of claims and objections before the Election Officer under Rule 8 (2).	04-08-2014 to 11-08-2014	The office of the Election Officer.
5	Enquiry and correction before hearing of claims and objections by Election Officer under Rule 9.	12-08-2014 to 14-08-2014	. .
6	Publication of list of claims and objections received and all corrections made by the Election Officer in Form No. V under Rule 10.	16-08-2014	In the Noticeboards of the ULBs and office of the Election Officer.
7	Hearing and disposal of claims and objections by Election Officer under Rule 11.	21-08-2014 to 25-08-2014 (except Public Holiday)	As may be fixed by the Election Officer.
8	Date of draft publication	26-08-2014	(1) Noticeboard of the Election Officer. (2) Noticeboard of concerned ULB. (3) At a conspicuous place in the Ward.
9	Appeal against the orders of the Election Officer before the District Magistrate under Rule 11A.	27-08-2014 to 03-09-2014 (except Public Holiday)	The office of the District Magistrate.
10	Disposal of Appeal by the District Magistrate under Rule 11A.	04-09-2014 to 11-09-2014 (except Public Holiday)	As may be fixed by the District Magistrate.

(1)	(2)	(3)	(4)
11	Forwarding of orders by the District Magistrate to Election Officer.	By 12-09-2014	
12	Date of publication of final Electoral Roll under Rule 15.	15-09-2014 to 17-09-2014	(1) Noticeboard of the Election Officer. (2) Noticeboard of concerned ULB.  (3) At a conspicuous place in the Ward.
13	Submission of printed copy of final Electoral Roll to the Commission.	By 20-09-2014	

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

By order and in the name of  
State Election Commission, Odisha  
D. SATAPATHY  
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 Roll of the Sunabeda Municipality.

2. The Election Officer appointed by the Commission will be in charge of preparation and finalisation of the Wardwise Electoral Roll of the Sunabeda Municipality.

3. The Electoral Roll of the Assembly Constituency prepared by the Election Commission of India published during 2014 and currently in force, shall be the basis for preparation of preliminary Wardwise Electoral Roll of the Sunabeda Municipality.

4. **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 **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.

5. It has been provided in Rule 7 (4) of Odisha Municipal Election Rules, 1994 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 with necessary modification in **one newspaper** between **04-08-2014** to **08-08-2014**. Care may be taken to ensure that the said paper would really be having wide circulation in the district.

6. Any person whose name is already enrolled in Assembly Electoral Roll, published during 2014 but does not find place in the Wardwise Electoral Roll now prepared as per Para. 4 above can file claims or 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. While publishing the Preliminary Electoral Roll in Form No. II the 2nd paragraph shall be omitted (sample enclosed).**

7. 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 9 of Odisha Municipal (DW, RS and CE) Rules, 1994.

8. After hearing and disposal of claims and objections and finalisation of Electoral Roll by the Election Officer under Rule 11, the Election Officer will prepare a **draft Electoral Roll** and publish the same as per the approved Programme.

9. 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 NAC, the Ward he belongs, date and time of receipt of the appeal will be incorporated.**

The District Magistrate within **7 (Seven)** 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.

10. 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 Electoral Roll.

11. The final Electoral Roll shall be authenticated under signature of the Election Officer concerned with date and official stamp with the following certificates by the Election Officer on the last page of each Ward :—

1. ଏହି ଭୋଟର ତାଲିକା ପୌରନିର୍ବାଚନ ନିମନ୍ତେ ଉଦ୍ଦିଷ୍ଟ । ବିଧାନ ସଭା ଓ ଲୋକସଭା ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ଭାରତ ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନ ସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ତନଖି କରନ୍ତୁ ।
2. “Certified that the Electoral Roll of Ward No. \_\_\_\_\_ of \_\_\_\_\_ Municipality/NAC has been duly published as per the provisions of Odisha Municipal (DW, RS and CE) 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.

12. After final publication of the Electoral 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 Odisha 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.

13. The final Electoral Roll so published shall then be split up Polling Station/Boothwise (each booth allotted to about 1200 voters) in accordance with Commission's direction in the matter.

14. After splitting up 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 Party of Odisha shall also be supplied with a copy of the same free of cost.

## APPENDIX -A TO SCHEDULE II

..... ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌରପାଳିକା

## ପ୍ରେସ ବିଜ୍ଞପ୍ତି

.....ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌରପାଳିକାର ଉପ ନିର୍ବାଚନ ନିମନ୍ତେ ଭୋଟର ତାଲିକା ପ୍ରସ୍ତୁତି ପାଇଁ ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନ ନିର୍ଦ୍ଦେଶ ପ୍ରଦାନ କରିଛନ୍ତି । .....ରେ ପ୍ରକାଶିତ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଭିତ୍ତିକରି, ପ୍ରାଥମିକ ଭୋଟର ତାଲିକା ..... ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପାଳିକାର କାର୍ଯ୍ୟାଳୟରେ ପ୍ରକାଶନ କରାଯାଇଛି ଏବଂ ସର୍ବସାଧାରଣଙ୍କ ପରିଦର୍ଶନ ପାଇଁ ଉକ୍ତ ଭୋଟର ତାଲିକା ..... କାର୍ଯ୍ୟାଳୟରେ, ତାରିଖ ..... ୨୦୧ ରୁ ତାରିଖ ..... ୨୦୧ ପର୍ଯ୍ୟନ୍ତ ଉଦ୍ଘୁଷ୍ଟ ରହିବ । ଭୋଟରମାନଙ୍କୁ ଜଣାଇ ଦିଆଯାଉଛି ଯେ, ତାଙ୍କର ନାମ ସମ୍ପୂର୍ଣ୍ଣ ଖାର୍ଚ୍ଚରେ ଠିକ୍ ଭାବେ ଭୋଟର ତାଲିକାକୁ ହୋଇଛି କି ନାହିଁ ତନଖି କରିନିଅନ୍ତୁ । ଯଦି କୌଣସି ଭୋଟରଙ୍କ ନାମ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଥାଇ ଖାର୍ଚ୍ଚଖାରୀ ପ୍ରସ୍ତୁତ ହୋଇଥିବା ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌରପାଳିକା ଭୋଟର ତାଲିକାରେ ସ୍ଥାନ ପାଇ ନ ଥାଏ ତେବେ ଭୋଟର ତାଲିକାରେ ନାମ ଅନ୍ତର୍ଭୁକ୍ତ, ସଂଶୋଧନ କରିବାପାଇଁ ଫାରମ ନଂ. III ରେ ଦରଖାସ୍ତ ନିମ୍ନ ସ୍ଵାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରେ, ତାରିଖ ..... ୨୦୧ ରୁ ତାରିଖ ..... ୨୦୧ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଅନୁରୂପଭାବେ 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 ସାଇଲୋସ୍କୋପ୍ କରି ନିର୍ଦ୍ଧାରିତ ସମୟସୀମା ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ ।

ନିର୍ବାଚନ ଅଧିକାରୀ

## APPENDIX -B TO SCHEDULE II

## ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶନର ନୋଟିସ

(ରାଜ୍ୟ ନିର୍ବାଚନ ଆୟୁକ୍ତଙ୍କ ଦ୍ଵାରା ନିର୍ଦ୍ଧାରିତ)

ଏତଦ୍ଵାରା ସର୍ବସାଧାରଣଙ୍କ ଗୋଚରାର୍ଥେ ଜଣାଇ ଦିଆଯାଉଅଛି ଯେ ଓଡ଼ିଶା ପୌର ନିର୍ବାଚନ ନିୟମ, ୧୯୯୪ର ଧାରା ୧୫ ଅନୁଯାୟୀ ପ୍ରସ୍ତୁତ ସଂଲଗ୍ନ ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶ କରାଯାଇଛି ଏବଂ ଏହା ନିମ୍ନ ସ୍ଵାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ ଓ ପୌର କାର୍ଯ୍ୟାଳୟରେ ତା ..... ରିଖରୁ ତା ..... ରିଖ ପର୍ଯ୍ୟନ୍ତ ଉପଲବ୍ଧ ଅଟେ ।

ସ୍ଥାନ :

ନିର୍ବାଚନ ଅଧିକାରୀ

ତାରିଖ :

ପୌରପାଳିକା/ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ