

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 1982 CUTTACK, THURSDAY, AUGUST 17, 2023/SRAVANA 26, 1945

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STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, 1<sup>ST</sup> FLOOR, SATYA NAGAR,  
**BHUBANESWAR-751007**

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No. 2834/S.E.C.,

Date: 17-08-2023

## **ORDER**

Whereas, the Executive Officer, G.Udayagiri NAC in his Letter No. 1623 Dated 18.07.2023, has reported that casual vacancy has occurred in the office of Chairperson of G.Udayagiri NAC;

Whereas, it is necessary to prepare Ward-Wise Electoral Roll of aforesaid NAC for conduct of by-election and the Commission has decided that Assembly Electoral Roll published by Election Commission of India in January 2023 and subsequent revisions thereon currently in force shall be the basis for preparation of Ward-wise 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 Ward-Wise Electoral Roll of the G.Udayagiri NAC 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, Odisha

B. K. DASH  
Secretary

**SCHEDULE-I**

**PROGRAMME FOR PREPARATION OF ELECTORAL ROLL FOR BY-ELECTION  
TO OFFICE OF CHAIRPERSON OF G.UDAYAGIRI NAC**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Place / Remarks</b>
1.	Preparation for 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 Odisha Municipal (DW, RS & CE) Rules, 1994.	21.08.2023 to 25.08.2023	
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 NAC	28.08.2023	1) Notice Board of the Election Officer. 2) Notice Board 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).	28.08.2023 to 02.09.2023 (Except Govt. Holiday)	1) Notice Board of the Election Officer. 2) Notice Board of concerned ULB. 3) At a conspicuous place in the Ward
4.	Filing of claims and objections before the Election Officer U/R 8 (2)	28.08.2023 to 04.09.2023 (Except Govt. Holidays)	The Office of the Election Officer.
5.	Enquiry and correction before hearing of claims and objections by Election Officer U/R 9	05.09.2023 to 08.09.2023 (Except Govt. Holiday)	
6.	Publication of list of claims and objections received and all corrections made by the Election Officer in form No. V U/R 10.	11.09.2023	In the Notice Boards of the NAC and Office of the Election Officer
7.	Hearing and disposal of claims and objections by Election Officer U/R 11.	15.09.2023 to 21.09.2023 (Except Govt. Holidays)	As may be fixed by the Election Officer
8.	Date of draft publication	22.09.2023	1) Notice Board of the Election Officer. 2) Notice Board of concerned ULB. 3) At a conspicuous place in the Ward.

9	Appeal against the orders of the Election Officer before the District Magistrate U/R 11A.	25.09.2023 to 30.09.2023 (Except Govt. Holiday)	The Office of the District Magistrate.
10	Disposal of Appeal by the District Magistrate	03.10.2023 to 10.10.2023 (Except Govt. Holiday)	As may be fixed by the District Magistrate.
11	Forwarding of orders by the District Magistrate to Election Officer.	11.10.2023	
12.	Date of publication of final Electoral Roll U/R 15.	12.10.2023 to 16.10.2023 (Except Govt. Holidays)	1) Notice Board of the Election Officer. 2) Notice Board of concerned ULB. 3) At a conspicuous place in the Ward
13.	Submission of printed copy of final Electoral Roll to the Commission.	19.10.2023	

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

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 G.Udayagiri NAC.
2. The Election Officer appointed by the Commission will be in charge of preparation and finalisation of the Ward-wise Electoral Roll of the G.Udayagiri NAC.
3. The Electoral Roll of the Assembly Constituency prepared by the Election Commission of India published during January 2023 and subsequent revisions thereon currently in force shall be the basis for preparation of preliminary ward-wise Electoral Roll of the G.Udayagiri NAC.
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 **news paper** 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 news paper** between **28.08.2023 to 02.09.2023**.
6. Care may be taken to ensure that the said paper would really be having wide circulation in the district.
7. Any person whose name is already enrolled in Assembly Electoral Roll, published January 2023 but does not find place in the Ward-wise Electoral Roll now prepared as per para-4 above can file claims or objections for enrollment/correction in the entry in Form No. III & IV respectively. **It is made clear that fresh claim for enrollment as voter shall not be entertained. While publishing the Preliminary Electoral Roll in Form No. II the 2<sup>nd</sup> paragraph shall be omitted (sample enclosed).**
8. The claims and objections shall be enquired into by the Election Officer. He can also take steps for correction of clerical / accidental mistakes U/R 9 of Odisha Municipal (DW, RS and CE) Rules 1994.
9. After hearing and disposal of claims and objections and finalization of Electoral Roll by the Election Officer U/R 11, the Election Officer will prepare a **draft Electoral Roll** and publish the same as per the approved Programme.
10. Any person aggrieved by the order passed by the Election Officer u/r 11 can file an appeal petition before the District Magistrate within **five days** from the date of completion of all works u/r 11 & 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/NAC, the Ward he belongs, date &and time of the 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 ADM. **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.

11. 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 names 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.

12. 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 ଯୌର ନିର୍ବାଚନ ନିମନ୍ତେ ଉଦ୍ଦିଷ୍ଟ । ବିଧାନସଭା ଓ ଲୋକସଭା ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ଭାରତ ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା 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 & 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.

13. 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 u/r 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.

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

15. After splitting up of the final Electoral Roll booth-wise, **the Electoral Roll of the entire NAC 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.

Secretary

# APPENDIX-A TO SCHEDULE-III

.....ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ

## ପ୍ରେସ ବିଜ୍ଞପ୍ତି

..... ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ ନିର୍ବାଚନ ନିମନ୍ତେ ଭୋଟର ତାଲିକା ପ୍ରସ୍ତୁତି ପାଇଁ ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନ ନିର୍ଦ୍ଦେଶ ପ୍ରଦାନ କରିଛନ୍ତି । ଜାନୁଆରୀ ୨୦୨୩ରେ ପ୍ରକାଶିତ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାକୁ ଭିତ୍ତିକରି ପ୍ରାଥମିକ ଭୋଟର ତାଲିକା .....ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦର କାର୍ଯ୍ୟାଳୟରେ ପ୍ରକାଶନ କରାଯାଇଛି ଏବଂ ସର୍ବସାଧାରଣଙ୍କ ପରିଦର୍ଶନ ପାଇଁ ଉକ୍ତ ଭୋଟର ତାଲିକା ..... କାର୍ଯ୍ୟାଳୟରେ ଡାରିଖ .....୨୦୨୩ ରୁ ଡାରିଖ .....୨୦୨୩ ପର୍ଯ୍ୟନ୍ତ ଉନ୍ମୁକ୍ତ ରହିବ । ଭୋଟରମାନଙ୍କୁ ଜଣାଇ ଦିଆଯାଇଛି ଯେ, ତାଙ୍କର ନାମ ସଂପୂର୍ଣ୍ଣ ଓ୍ଵାର୍ଡରେ ଠିକ୍ ଭାବେ ଭୋଟର ତାଲିକାଭୁକ୍ତ ହୋଇଛି କି ନାହିଁ ତନଖି କରିନିଅନ୍ତୁ । ଯଦି କୌଣସି ଭୋଟରଙ୍କ ନାମ ବିଧାନ ସଭା ଭୋଟର ତାଲିକାଭୁକ୍ତ ଥାଇ ଓ୍ଵାର୍ଡଓ୍ଵାରୀ ପ୍ରସ୍ତୁତ ହୋଇଥିବା ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ ଭୋଟର ତାଲିକାରେ ସ୍ଥାନ ପାଇ ନ ଥାଏ ତେବେ ଭୋଟର ତାଲିକାରେ ନାମ ଅନ୍ତର୍ଭୁକ୍ତ, ସଂଶୋଧନ କରିବା ପାଇଁ ଫାରମ ନଂ. IIIରେ ଦରଖାସ୍ତ୍ର ନିମ୍ନ ସ୍ଵାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରେ ଡାରିଖ.....୨୦୨୩ ରୁ ଡାରିଖ .....୨୦୨୩ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ ଏବଂ ଯେଉଁମାନଙ୍କର ନାମ ଭୁଲ ଓ୍ଵାର୍ଡରେ ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇଥିବ ସେମାନେ ମଧ୍ୟ ସଂଶୋଧନ ପାଇଁ ଫାରମ ନଂ. IVରେ ଦରଖାସ୍ତ୍ର ଡାରିଖ .....୨୦୨୩ ରୁ ଡାରିଖ .....୨୦୨୩ ମଧ୍ୟରେ ଦାଖଲ କରି ପାରିବେ । ପ୍ରାଥମିକ ଭୋଟର ତାଲିକାରେ ଅନ୍ତର୍ଭୁକ୍ତ ହୋଇଥିବା କୌଣସି ଭୋଟରଙ୍କର ନାମ ସଂପର୍କରେ ଆପଣ ଫାରମ ନଂ. IVରେ ଉପରୋକ୍ତ ଡାରିଖ ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ । ଫାରମ ନଂ. III ଓ ଫାରମ ନଂ. IV ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟରୁ ବିନା ମୂଲ୍ୟରେ ମିଳିପାରିବ । ଯଦି ନିର୍ଦ୍ଧାରିତ ଛପା ଫାରମ ନ ମିଳେ, ତେବେ ତାହାର ଅବିକଳ ନକଲ ହାତରେ ଲେଖି ଅଥବା ଟାଇପ, ଫଟୋକପି କିମ୍ବା ସାଇଲେସ୍କୋପ୍ କରି ନିର୍ଦ୍ଧାରିତ ସମୟସୀମା ମଧ୍ୟରେ ଦାଖଲ କରିପାରିବେ ।

ନିର୍ବାଚନ ଅଧିକାରୀ

## APPENDIX-B TO SCHEDULE-III

ବୃତ୍ତାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶନର ନୋଟିସ  
(ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ଵାରା ନିର୍ଦ୍ଧାରିତ)

ଏତଦ୍ଵାରା ସର୍ବସାଧାରଣଙ୍କ ଗୋଚରାର୍ଥେ ଜଣାଇ ଦିଆଯାଉଅଛି ଯେ ଓଡ଼ିଶା ପୌର ନିୟମ, ୧୯୫୦ର ଧାରା 15 ଅନୁଯାୟୀ ପ୍ରସ୍ତୁତ ସଂଲଗ୍ନ ବୃତ୍ତାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରକାଶ କରାଯାଇଛି ଏବଂ ନିମ୍ନ ସ୍ଵାକ୍ଷରକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ ଓ ପୌର କାର୍ଯ୍ୟାଳୟରେ ତା.....ରିଖରୁ ତା.....ରିଖ ପର୍ଯ୍ୟନ୍ତ ଉପଲବ୍ଧ ଅଟେ ।

ସ୍ଥାନ .....

ନିର୍ବାଚନ ଅଧିକାରୀ

ତାରିଖ .....

.....

ପୌର ପରିଷଦ/ଅଧିକୃତିତ କ୍ଷେତ୍ର ପରିଷଦ