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STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYA NAGAR,
BHUBANESWAR-751007

ORDER

The 18th January 2023

No. 187/SEC.—Whereas, the term of five years from the date appointed for the first meeting has been completed in respect of Attabira NAC and Hindol NAC;

Whereas, final Notifications of Delimitation of Wards and Reservation of Seats of these two Urban Local Bodies for conduct of General Elections as required U/R 2-A(5) of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules 1994 have been furnished by the District Magistrates to the Commission;

Whereas, it is necessary to prepare Ward-Wise Electoral Roll of Attabira & Hindol NACs as detailed in Schedule –I for conduct of General Elections;

Whereas, the Government in H&UD Department vide the Notification published in the official Gazette on 19th January, 2022 has amended the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 authorised the Election Commission to adopt different periods while drawing up detailed schedule for preparation of Electoral Roll for Municipal Ward;

Whereas, the Assembly Electoral Roll as on 01.01.2023 and published on 5th January, 2023 by the Election Commission of India will be adopted for preparation of Ward-wise Electoral Roll of above NACs and there will be no separate qualifying date for enrollment of new voters as the Assembly Electoral Roll has been prepared very recently and published by Election Commission of India.

Now, therefore, the State Election Commission in exercise of powers vested in it under Article 243 ZA of Constitution and under Section 11A of Odisha Municipal Act, 1950 read with the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules 1994, there under directs that the Ward-Wise Electoral Roll of Attabira and Hindol NAC shall be prepared as per the programme laid down in Schedule-II in the manner prescribed in Schedule-III 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 GENERAL ELECTIONS TO ATTABIRA NAC AND HINDOL NACS-2023**

Sl. No.	Particulars	Date	Place/ Remarks
1.	Preparation for publication 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 Odisha Municipal (DWRS & CE) Rules, 1994.	20.01.2023 to 27.01.2023	
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 NACs (b) of each Wards.	28.01.2023	1) Notice Board of the Election Officer. 2) Notice Board of concerned NAC 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).	29.01.2023 to 02.02.2023 (including Govt. holidays)	1) Notice Board of the Election Officer. 2) Notice Board of concerned NAC 3) At a conspicuous place in the Ward
4.	Filing of claims and objections before the Election Officer u/r 8 (2)	29.01.2023 to 03.02.2023 (including Govt. holidays)	The Office of the Election Officer.
5.	Enquiry and correction before hearing of claims and objections by Election Officer u/r9	04.02.2023	
6.	Publication of list of claims and objections received and all corrections made by the Election Officer in form No. V u/r 10.	05.02.2023 by 5.00 PM	In the Notice Boards of the Municipality and Office of the Election Officer.
7.	Hearing and disposal of claims and objections by Election Officer u/r 11.	09.02.2023	As may be fixed by the Election Officer.

8.	Date of draft publication	10.02.2023	1) Notice Board of the Election Officer. 2) Notice Board of concerned NAC 3) At a conspicuous place in the Ward
9.	Appeal against the orders of the Election Officer before the District Magistrate.	14.02.2023	The Office of The District Magistrate.
10.	Disposal of Appeal by the District Magistrate.	17.02.2023	As may be fixed by the District Magistrate.
11.	Forwarding of orders by the District Magistrate to Election Officer.	18.02.2023	
12.	Date of publication of final Electoral Roll u/r 15.	21.02.2023	1) Notice Board of the Election Officer. 2) Notice Board of concerned NAC 3) At a conspicuous place in the Ward
13.	Submission of printed copy of final Electoral Roll to the Commission.	24.02.2023	

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

SCHEDULE - II**PROCEDURE FOR PREPARATION OF WARD-WISE ELECTORAL ROLL FOR GENERAL ELECTIONS TO ATTABIRA NAC AND HINDOL NACs.**

1. The District Magistrate as Election Officer shall be in overall charge of preparation of Electoral Rolls of Attabira and Hindol NACs in the district.
2. The Election Officer appointed for the NACs will be responsible for preparation and finalization of the Ward-wise Electoral Rolls of the concerned NACs.
3. The Electoral Roll of Assembly Constituencies prepared and published by the Election Commission of India during January, 2023 with 1st January 2023 as the qualifying date and currently in force shall be the basis for preparation of the preliminary ward-wise electoral roll of NACs. For this purpose, the electoral roll of Assembly Constituency relatable to the Ward shall have to be split up into separate electoral roll for every Ward as per Rule 4 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules 1994. The preliminary electoral roll shall be prepared in Form No. 1 under the seal and signature of the Election Officer.

The Commission has already sent Assembly Constituency-wise Electoral Roll data-base published in January, 2023 by the Election Commission of India in a C.D in Excel Format and detailed instructions for preparation of Ward wise Electoral Roll for the NACS out of the database in Excel format vide Commission's letter No.77/SEC dtd.06.01.2023.

4. Preliminary Electoral Roll for each Ward shall be prepared in Form No. I prescribed under Rule 4 and be published in accordance with Rule 7 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 (Sample copy of form enclosed). The Election Officer shall publish a notice in Form No. II 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/she 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 II. An Assistant/Clerk may be entrusted to help the public in inspection of the Preliminary Electoral Roll during the period.

Any person whose name finds place in the Assembly Electoral Roll published in January, 2023 but has not been included in Ward- wise preliminary Electoral Roll prepared can apply in Form No. III to his/her name in the Electoral Roll. A person whose name and particulars has been entered in the wrong place of Wards of NAC can also apply for correction in the same Form. **Except as above no other type of claims will be entertained.**

The Commission vide Letter No147/SEC dtd.13.01.2023 has prescribed that National Parties and State Parties recognized in the State of Odisha shall be given free copies of Electoral Roll both soft and hard copy on the date of preliminary publication of Electoral Roll.

5. It has been provided in Rule 7(4) of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of 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 **in one newspaper only**.
6. (i) Any person whose name is already enrolled in the Assembly Electoral Roll, 2023 but does not figure in the preliminary Ward-wise 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 claims/objection before the Election Officer for correction or deletion of the entry in Form No. III and IV prescribed under Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules 1994. The Election Officer shall give Receipts to the applicants in support of their claims and objections.
(ii) Only the claims of persons whose name finds place in the Assembly Electoral Roll, 2023 but does not find place in the Electoral Roll of the Ward now prepared shall be entertained. No new claims for enrolment shall be entertained.
7. The Election Officer shall notify the date/time and place for disposal of claims and objections received.
8. The objections shall be enquired into by the Election Officer. He can also take steps for correction of clerical/accidental mistakes U/R 9.
9. After disposal of claims and objections filed as per paragraph 7(i) & (ii) above 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 the period fixed by the Commission. The application shall be received by the District Magistrate with an acknowledgment to the concerned party. A Register will be maintained wherein all details 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 the period fixed by the Commission 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. The Commission would like to make it clear that the District Magistrate alone is the Appellate Authority; however, he may entrust the enquiry to an officer not below the rank of Additional District Magistrate. Hearing and disposal of the appeal shall be done invariably by the District Magistrate and the proceeding will be fixed by the Commission. The application shall be received by the District Magistrate with an acknowledgment 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.

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 as in Schedule-II at the prescribed places. The Commission has prescribed a model format Appendix-B of this schedule to be used for final publication of Roll.

12. The following shall be given by the Election Officer concerned at the end of each Ward. "Certified that the Electoral Roll of Ward No. _____ of Municipality/ N.A.C has been duly published as per the provisions of Odisha 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 Roll is to be authenticated with the signature of the Election Officer along with the Official Seal.

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.

13. After final publication of the Electoral Roll, a copy of the same shall be sent by the Election Officer to the District Magistrate concerned before printing of the Electoral Roll is taken up.
14. After splitting up of the final Electoral Roll booth wise, 30 copies of the Electoral Roll of each Ward shall be printed booth wise locally at the approved rate. The Election Officer shall ensure to check each and every entry in the printed copy with reference to the final Electoral Roll.
15. The electoral roll has to be prepared both in hard and soft copy NAC wise. One copy of the printed Electoral Roll for the entire NAC both in hard and soft copy shall also be sent to the Commission.
16. Each National/State Party for Odisha shall be supplied with a copy of the same free of cost. Any other person interested in purchasing a copy of the Electoral Roll for a Ward/Booth of a NAC may do so on cost to cost basis.