No. 20/1/2014-2-Pol. HARYANA GOVERNMENT CHIEF SECRETRY'S OFFICE

POLITICAL & PARLIAMENTARY AFFAIRS DEPARTMENT

Dated Chandigarh the 27th May, 2015.

To:

- 1. All the Additional Chief Secretaries to Government, Harvana.
- 2. All the Principal Secretaries to Government, Harvana.
- 3. All the Heads of Departments to Government, Harvana,
- 4. All the MDs/CAs of Boards/Corporations in Harvana.
- All Divisional Commissioners, Harvana.
- 6. All Deputy Commissioners, Harvana

Ban on transfer regarding. Subject-:

<<()>>

Sir/Madam.

I am directed to refer to the subject noted above and to say that State Election Commission, Harvana has issued notificatin No. SFC/4E-II/2015/5585 dated 19.05.2015, which is uploaded on website of csharvana.gov.in under Political and Parliamentary Affairs Department section. You are requested that the officers/officials connected with the preparartion of draft voters list of the Panchavati Raj Institutions should not be transferred till the completion of election process. However, in case, where it is considered necessary to transfer an officer/official connected with the above said Panchayat Raj Institutions, prior approval of the State Election Commission be obtained.

Yours faithfully

(A.S. Godara) 2: Under Secretary Political.

Dated Chandigarh, the 27th May, 2015

Endst, No. 20/1/2014-2-Pol.

A copy is forwarded to the State Election Commissioner, Harvana, Nirvachan Sadan Plot No. 2, Sector 17, Panchkula with reference to his letter No. SEC/4E-II/2015/5585 dated 19.05.2015 for information.

STATE ELECTION COMMISSION, HARYANA NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17, PANCHKULA

No. SEC/4E-II/2015/5585

Dated: 19 .05.2015

To

The Chief Secretary to Govt. Haryana, Haryana Civil Secretariat, Chandigarh

Subject:

Ban on transfer regarding.

Sir/Madam,

DV 19575

SPS !

Commission has issued the programme for the preparation of the voters list of Panchayati Raj Institutions vide Notification No. SEC/4E-II/2015/5534 dated 18th May, 2015. As per programme, the process for preparation of draft voters list of the Panchayati Raj Institutions shall be started from 22.05.2015. The draft voters list shall be published on 13.06.2015 for inviting claims and objections. The claims and objections shall be disposed off by the District Electoral Officer by 25.06.2015. An appeal against the orders of District Electoral Officer can be filed by 30.06.2015 and would be decided by the concerned Deputy Commissioner-cum-District Election Officer (P) by 07.07.2015. The final publication of voters list in respect of concerned districts shall be made on 15.07.2015.

I am directed to refer to the subject cited above and to inform you that this

refiction

2. For the preparation of the voters list in respect of Gram Panchayat, Panchayat Samiti and Zila Parishad, this Commission has delegated all the powers to the Deputy Commissioners-cum-District Election Officers (P) concerned to appoint any HCS Officer, District Revenue Officer, S.D.O. (Civil) or any other Officer at District Headquarter vested with the Collector's/Magistrate Powers to perform the duty as District Electoral Officer. The Block Development and Panchayat Officers have also been appointed as Deputy District Electoral Officer for their concerned Block to assist the District Electoral Officers for the preparation of the voters list in tespect of PRI's. Despite this, under rule 15-A (4) District Electoral Officer has amendment of the ward-wise list of voters of each Gram Panchayat, Panchayat Samiti and Zila Parishad.

The work with regard to the preparation of voters list is very gigantic and sensitive one and sometimes transfer of an officer/official concerned creates lots of hurdles in the process. I am, therefore, directed to request you to make complete ban on transfer/posting of the officer/official concerned till the completion of whole process.

> Yours faithfully, armel Singa

.05.2015

Asstt. State Election Commissioner, Haryana

Dated:

Endst. No. SEC/4E-II/2015/

A copy of above is forwarded to the following for information and further necessary action:-

- 1. The Addl. Chief Secretary to Govt. Haryana Revenue Department, Chandigarh.
- 2. The Addl. Chief Secretary to Govt. HaryanaDevelopment and Panchayats Department, Chandigarh.

(Parmal Singh)

Asstt. State Election Commissioner, Haryana

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STATE ELECTION COMMISSION, HARYANA NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17, PANCHKULA

NOTIFICATION

No. SEC/4E-II/2015/5534

Dated: 18th May, 2015

In accordance with the provisions contained in Section 163, 164, 165 and 166 of the Haryana Panchayati Raj Act, 1994 read with Rules 8, 9, 9A, 10, 10A, 11 and 12 of the Haryana Panchayati Raj Election Rules, 1994 and powers conferred under Sub-Section (1) of Section 212 of the Haryana Panchayati Raj Act, 1994, the State Election Commission Haryana, hereby directs that the photo based voters list in respect of all wards of Gram Panchayats, Panchayat Samitis and Zila Parishads of those districts whose wardbandi has been completed by the Govetrnment i.e. Sonepat, Yamuna Nagar, Sirsa, Panchkula, Faridabad, Palwal, Kaithal, Rohtak, Fatehabad, Hissar, Panipat, Narnaul, Rewari, Mewat, Kurukshetra, Jind and Jhajjar shall be prepared for the 5th Panchayat General Election with qualifying date as on 01.01.2015.

22-5-15

The voters list of the Gram Panchayats, Panchayat Samitis and Zila Parishads of the above referred districts shall be prepared with the help of NIC by taking a photo based data of the relevant part of Assembly Electoral Rolls finally Saliction published on 21.01.2015 alongwith all supplements carried out by the Election Commission of India. The voters list is to be prepared on the format attached at Annexure "A". The voters list shall be prepared in accordance with the procedure and schedule given hereunder: -

Hir	The photo based draft voters list of Gram Panchayats, Panchayat Samitis and Zila Parishads of the districts referred to above in para 1 shall be prepared ward wise on the format attached as Annexure "A" with the help of NIC by taking a photo based data of the relevant part of Assembly Electoral Rolls finally published on 21.01.2015 alongwith all supplements carried out by the Election Commission of India and deleting the names of those persons who have died. (Rule-8).	22.05.2015 to 12.06.2015
īi.	Preliminary publication of voters list for inviting claims and objections (Rule 9).	13.06.2015
iii.	Last date for receipt of claims and objections.	22.06.2015 (up to 03.00 PM)
iv.	Last date for disposal of claims and objections by the District Electoral Officers (Panchayat). {Rule 10 (1)}.	25.06.2015
V.	Last date for filing an appeal before District Election Officer (P) against the decision of District Electoral Officer. {Rule 10 (2) }	30.06.2015

vi.	Last date by which the appeal shall be disposed off by the Revising Authority { Rule 10 (2) and (3) }	07.07.2015
vii	Final publication of voters list (Rule 10-A).	15.07.2015

- 3. It is further directed that two copies of the database with photo images alongwith C.D of the electors of the relevant part of Assembly Electoral Rolls finally published on 21.01.2015 be obtained free of cost from concerned Election Tehsildar / Election Naib Tehsildar concerned. The relevant data has also been provided to the NIC, therefore for any assistance you may approach to the District Informatics Officer concerned.
- 4. It is further directed that it should be ensured that all the names and images of voters entered in the Assembly Electoral Rolls finally published on 21.01.2015 are entered in the ward-wise draft voters list prepared as per sub-para (i) of para 2 above, after deleting the names of those voters, who have died, after due verification from Birth and Death Register maintained by authorities concerned.
- 5. It is further directed that while preparing the draft voters list, if it is found that the address of any elector is not available (zero address) in the vidhan Sabha List, the District Electoral shall make physical verification in this respect and after verification if it is found fictitious/bogus, his/her name shall be deleted from the voters list.
- 6. It is further directed that while preparing the wardwise voters list, it should be ensured that the name of same person has not been included in the voters list for more than one ward (electoral division) of the Gram Panchayat, Panchayat Samiti and Zila Parishad. It should also be ensured that the name of same person has not been included in the voters list for any ward (electoral division) more than once.
- It is further ordered that draft voters list shall be published as under:
 - Three copies of the relevant portion of the voters list shall be made available to the concerned Gram Sachivs i.e. one for affixing on the notice board of Gram Panchayat Office, second for affixing at a conspicuous place of the villages to which it pertains and third will remain with him for the inspection by the public free of cost for inviting claims and objections.
 - Two copies of the relevant portion of voters list shall be made available to the concerned Tehsildar, i.e. one for affixing on the notice board of the Tehsil Office and second will be kept in his office for inspection by the public free of cost.
 - Two copies of the relevant portion of voters list shall be made available to the concerned Block Election Officer (Block Development & Panchayat Officer), i.e. one for affixing on the notice board of concerned Panchayat Samiti office and second will be kept in his office for inspection by the public free of cost.

- iv) One copy of the voters list shall be made available to Executive Officer of Zila Parishad which shall be kept in his office for inspection by the public free of cost.
- v) One copy of the voters list shall also be made available to the District Election Officer (P) for affixing on the notice board of his office.
- vi) One copy of the voters list shall also be made available to the concerned District Electoral Officer which shall be kept in his for the inspection by the public free of cost.

A notice with regard to the publication of the voters list as specified above shall be affixed at the offices of Gram Panchayats, Panchayat Samitis and Zila Parishads and also on the notice boards of the Tehsil Office and Block Election Office (BDPO) and notice board of the Deputy Commissioner-cum-District Election Officer (P) concerned and also at one or two conspicuous places within which village to which the list pertains.

- 8. The concerned District Election Officer (Panchayat) shall give the widest possible publicity to the above programme by munadi in villages, issue of press notes and other handouts and also by inserting paid advertisements in the two local news papers and making publicity through electronic media, so that any person, who has attained the age of 18 years as on 01.01.2015 and is eligible to be registered as voter, may apply to the Specified Officer concerned for inclusion his name in the voters list. In case of munadi, necessary entry shall be made in the relevant revenue record (Rapat Rojnamcha Vakyati) and record of Gram Panchayat.
- 9. In order to facilitate the electors and the public to obtain information regarding voters list and to file claims and objections, the Deputy Commissioner-cum-District Election Officer (P) shall set-up suitable number of voters Registration Information and Collection Centres within the territorial limits of the Gram Panchayats, Panchayat Samitis and Zila Parishad. These centres will also make available the prescribed forms, on demand free of cost, for filing claims and objections and receive the same for the consideration and decision by the concerned District Electoral Officer. The forms shall also be hosted on the website of the District Administration, so that these can be downloaded and used by any person for filing claim and objection. As and when any person files claim and objection, he shall be given a receipt in the prescribed format given in the form.
- 10. The concerned District Electoral Officer may, subject to any prescribed restrictions, employ such persons as he thinks fit for the preparation of wardwise voters list of Gram Panchayats, Panchayat Samiti and Zila Parishad.
- 11. The voters list, as prepared for draft publication, shall also be hosted on the official website of the concerned district for the information of the public and inviting

claims and objections. The copy of the draft voters list alongwith CD (Compact Disc) may also be provided to all the recognised Political Parties in the State of Haryana.

- 12. The District Electoral Officer shall, after holding such summary enquiry into the claims and objections as he thinks fit, record his decision in writing within three days and shall make available on demand a copy of such decision to the objector free of charge forthwith.
- 13. Any person aggrieved by the orders of District Electoral Officer may within prescribed period file an appeal to the Deputy Commissioner-cum-District Election Officer (P) concerned within a prescribed period. The District Election Officer (P) shall within the specified time decide the appeal. The Decision of the District Election Officer (P) on any appeal shall be final.
- 14. The District Electoral Officer, as soon as he has disposed of all the claims and objections presented to him, shall forward a list of such claims and objections alongwith his orders thereon to the District Election Officer (P), who shall cause the voters list to be corrected, in accordance with the orders passed by the District Electoral Officer or by him in revision under sub-rule (2) of rule 10, as the case may be. The voters list so amended shall be final and two copies thereof duly signed by the District Electoral Officer and District Election Officer (P) shall be kept in their offices and shall be published in a manner prescribed under rule 9 together with list of additions and corrections prepared in accordance with the said orders.
- 15. After completion of every stage of the preparation of voters list process, the concerned District Election Officer (P) shall send information of the statistical data in the format attached as Annexure-"B" to the State Election Commission, Haryana, Panchkula.
- 16. It is further directed that a copy of voters list of Gram Panchayats, Panchayat Samitis and Zila Parishads on its final publication on 15.07.2015 shall be submitted to the State Election Commission, Haryana on the same date and two copies thereof alongwith CD (Compact Disc) shall be supplied free of cost to all the recognised Political Parties in the State of Haryana under intimation to the State Election Commission.
- 17. It is further directed that the final voters list of Gram Panchayats, Panchayat Samitis and Zila Parishads be hosted with search facility on the website of the District Administration and State Election Commission, Haryana.

Dated, Panchkula, the18 th May, 2015 Rajeev Sharma State Election Commissioner, Haryana

Endst.No.SEC/4E-II/2015/5535-75

A copy is forwarded to the following for information and necessary

Dated: 18.05.2015

action: -

Chief Secretary to Govt. Harvana.

Addl. Chief Secretary to Government of Harvana, Development and Panchayat Department, Chandigarh.

Director, Development and Panchayat Department, Harvana, Chandigarh.

Director, Public Relation, Haryana, Chandigarh.

Controller, Printing and Stationery Department, Haryana, Chandigarh for publication in the Haryana Govt. Gazette.

Fax/E.mail

Deputy Commissioner-cum-District Election Officer (Panchayat), Sonepat, Yamuna Nagar, Sirsa, Panchkula, Faridabad, Palwal, Kaithal, Rohtak, Fatehabad, Hissar, Panipat, Narnaul, Rewari, Mewat, Kurukshetra, Jind and Jhajjar in the State. They are requested to endorse this copy of notification to all the District Electoral Officers (Panchayat) and Block Development and Panchayat Officers for strict compliance.

Chief Electoral Officer, Haryana w.r.t. his Memo No. (Sharing) Election-

2015/5AE/2589 dated 15.05.2015.

State Information Officer, NIC-Computer Centre, Chandigarh. He is requested to issue necessary directions to the concerned District Informatic Officers to provide necessary software and extend every possible help to the Deputy Commissioners-cum-District Election Officers (P), in the State for preparing the voters list and setting up the Voter Registration Information and Collection centers.

District Development and Panchayat Officer, Sonepat, Yamuna Nagar, Sirsa, Panchkula, Faridabad, Palwal, Kaithal, Rohtak, Fatehabad, Hissar, Panipat, Narnaul, Rewari, Mewat, Kurukshetra, Jind and Jhajjar.

Asstt. State Election Commissioner, Haryana

Internal Distribution:-PS/SEC Nodel Officer, SEC, Haryana Store-keeper Computer Operator

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8.

Annexure-A

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(नाम) पंचायती राज संस्था निर्वाचन नामावली, २०१५ भाग संख्या ----

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^{* — 2015} को अंतिम प्रकाशित विधान सभा मतदाता सूची का क0/भाग नं०

आयु 01/01/2015 के अनुसार संशोधित

Information regarding claim and objection

Gram Panchavat	Panchayat Samiti	Zila Parishad	claims received	objections received		Detail of o	l of claim and objections	ns			Detail of Appeals
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