

From

The Chief Secretary to Government Haryana

To

- (i) All the Additional Chief Secretaries/Principal Secretaries to Government Haryana.
- (ii) All the Heads of Departments.
- (iii) The Commissioners, Ambala/Hisar/Gurgaon/Rohtak Division.
- (iv) All the Deputy Commissioners in the State.
- (v) All Chief Administrators/Managing Directors of Boards/ Corporations/Public Undertakings in the State.

Dated Chandigarh, the 13th Feb, 2018.

Subject: Ban on posting/transfer of officers/officials who are engaged in electoral rolls of Various Municipal Committee/Municipal Corporation.

Sir/Madam,

I am directed to refer to the subject noted above and to say that State Election Haryana has issued notification No. SEC/2ME/2018/427 dated 29-01-2018 and No. SEC/2ME/2017/58 dated 18-01-2018 which is uploaded on the website of **csharyana.gov.in** under General Services-II branch. You are requested that the Officers/officials connected with the work of these elections should not be transfer till the publication of the electoral roll. However, in the case, where it is considered necessary to transfer an officer/official connected with the above said electoral roll, prior approval of the State Election Commission be obtained.

Yours faithfully,

Rajtanwar
Superintendent General Services-II,
for Chief Secretary to Government Haryana.

U.O. No. 45/15/2004-5GSII

Dated: 13-02-2018

A copy is forwarded to the State Election Commission, Haryana Nirvachan Sadan, Plot No. 2, Sector 17 Panchkula his letter no. SEC/2ME/2018/427 for information.

Rajtanwar
Superintendent General Services-II,
for Chief Secretary to Government Haryana.

Election Matter
Date Bound

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

NO. SEC/2ME/2018/ 427
To

DATED: 29.01.2018

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The Chief Secretary to Govt. Haryana,
(in G.S.-I, Branch)

Subject: Municipal General Elections, 2018-Ban on posting/transfer of the
Officers/officials regarding.

Sir,

I am directed to refer on the subject noted above and to say that the Commission vide Notification No. SEC/2ME/2018/58, 402 & 404, dated 18.01.2018 and 23.01.2018 (copy enclosed) issued programme for the preparation of photo based wardwise and booth-wise electoral rolls of the Municipal Committee, Julana (Jind), Loharu (Bhiwani), Kanina (Mahendergarh), Municipal Council, Rewari (Rewari) and Municipal Committee, Taoru (Mewat), Haily Mandi, Pataudi & Farukh Nagar (Gurugram), Kharkhoda (Sonipat), Indri & Nilokheri (Karnal), Narnaund (Hisar), Siwani & Bawani Khera (Bhiwani), Ateli Mandi (Mahendergarh), Kalanaur (Rohtak), Hathin (Palwal), Beri (Jhajjar) and Kalayat (Kaithal), Municipal Council, Thanesar (Kurukshetra), Municipal Committee, Assandh (Karnal). As per programme, the draft electoral rolls shall be published on 01.02.2018 & 06.02.2018 and the claims and objections shall be received by the revising authority concerned by 08.02.2018 & 12.02.2018. The final publication of the electoral rolls shall be done on 28.02.2018 & 12.03.2018 respectively.

2. Therefore, I am further directed to request you that officers/officials connected with the preparation of electoral rolls of Municipal Councils/Committees, may not be transferred till the final publication of the electoral rolls. In such cases, where it is considered necessary to transfer any officer/official connected with the preparation of electoral rolls of these Municipalities, approval of the State Election Commission may be obtained. Instructions in this regard may kindly be issued to the concerned under intimation to the Commission.

Yours faithfully,


Superintendent,

State Election Commission Haryana

31/1/2018

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Endst. No. SEC/2ME/2018/

Dated: .01.2018

A copy of above is forwarded to the following for information and necessary action.

1. Additional Chief Secretary to Govt. Haryana, Revenue Department, Chandigarh.
2. Principal Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh.

sd/-

Superintendent,
State Election Commission Haryana.

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

NOTIFICATION

NO. SEC/2ME/2017/58

Dated: -18.01.2018

In accordance with the provisions contained in Section 3A of the Haryana Municipal Act, 1973 read with Rule 4 of the rules made there under and the powers conferred under clause (1) of article 243ZA of the Constitution of India, the State Election Commissioner, Haryana hereby directs to update the existing photo based electoral rolls of the Municipal Committee, Julana (Jind), Kanina (M.Garh) and Loharu (Bhiwani) published on 12.10.2017, 30.11.2017 and 14.12.2017 respectively by taking a data of the relevant part of Assembly Electoral Rolls finally published on 10.01.2018 with qualifying date as 01.01.2018.

2. The existing photo based electoral rolls of the Municipal Committees shall be amended and brought upto date with the help of National Informatics Center by converting the relevant parts of the Assembly electoral rolls, finally published on 10.01.2018 into the wards of these Municipalities. The electoral rolls shall be updated on the format attached at Annexure-"A" and in accordance with the procedure and schedule given hereunder:-

(i)	Draft Electoral Rolls for updating the existing electoral rolls of all the wards of these Municipalities shall be prepared in the format Annexure-"A" on the basis of database of Assembly electoral rolls published on 10.01.2018 with reference to 1 st January, 2018 as the qualifying date (with all supplements). Only the supplementary list shall be prepared for inclusion and deletion. Means hereby the names of new electors/voters included in the Assembly electoral rolls with qualifying date 01.01.2018 be included and those, whose names have been found deleted in the Assembly electoral rolls, be excluded from the existing electoral rolls of the municipalities [Rule-4 (1)].	23.01.2018 to 30.01.2018
(ii)	Draft publication of the supplementary list of wardwise and boothwise photo based Electoral Rolls of all the wards of these Municipalities for inviting claims and objections [Rule- 4(3)].	01.02.2018
(iii)	Last date by which claims and objections shall be presented to the Revising Authority. [Rule-4(4)(i)]	08.02.2018 (Except 04.02.2018) (Upto 3.00 PM)
(iv)	Last date by which the claims and objections shall	15.02.2018 (Except 11.02.2018)

	be disposed of by the Revising Authority [Rule-4 (4) (v) & (vii)].	
(v)	Last date for filing appeals with the Deputy Commissioner against the orders of Revising Authority (Rule-4 (4) (viii)).	19.02.2018 (Except 18.02.2018)
(vi)	Last date for disposal of appeals by the Deputy Commissioner.[Rule 4(4) (viii)]	22.02.2018
(vii)	Finally publishing of the addenda's to the existing Electoral Rolls, meaning thereby the addition or deletion of names in the form of supplementary/ addenda appending to the voters list [(Rule-4 (4) (ix)].	28.02.2018

3. It is pertinent to mention here that as per new amendment in the rules; now only the electors existing in the respective area of the Legislative Assembly Constituency shall be distributed in the wards of the Municipal Council/Committee. It is thus made clear that if any person intends to get his name included in the electoral roll of Municipal Council/Committee, he shall have to first get his name included in the electoral rolls of respective Legislative Assembly Constituency; otherwise his name shall not be included in the electoral rolls of Municipal Council/Committee.

4. It is further directed that two copies of latest Assembly Electoral Rolls prepared and published on January 10, 2018 by the Chief Electoral Officer, Haryana shall be obtained free of cost from the Election Tehsildar/Election Naib Tehsildar concerned. This database of the electoral rolls has already supplied to the DIO through NIC, Haryana.

5. It is further directed that:-

- (i) The Deputy Commissioner shall give wide publicity to the above programme. He shall issue press notes and also paid advertisements in two local newspapers. He shall also make publicity through local cable network.
- (ii) The Deputy Commissioner shall publish, on the date prescribed in sub-para (ii) of para 2 above, the draft of the supplementary list of electoral rolls along with a notice including the dates by and the places where the claims and objections with reference to the draft rolls may be presented to the Revising Authority/Authorities.
- (iii) One copy of the draft of the supplementary list of electoral rolls, published for inviting claims and objections, shall be kept for inspection of the public free of cost at the following places:-
 - a. Office of Deputy Commissioner,
 - b. Office of the Secretary, Municipal Committee concerned.
 - c. Office of Sub-Divisional Officer (Civil), concerned.
 - d. Tehsil Office concerned,
 - e. Office of Revising Authority/Authorities and
 - f. Voter Information and Collection Centers (VICC's)

- (iv) After the draft publication of the ward-wise supplementary list of electoral rolls, the same should also be hosted on the website of the District Administration, with search facility.
- (v) A copy of the draft supplementary list and final rolls alongwith database in compact disc duly signed by the Revising Authority/Authorities shall be kept in a sealed cover in the Treasury within 24 hours from the date of the publication of draft and final electoral rolls, respectively.
- (vi) In order to facilitate the electors and the public to obtain information regarding electoral rolls and to file claims and objections, the Deputy Commissioner, concerned shall set-up sufficient number of Voters Information and Collection Centers (VICC) within the territorial limits of the Municipalities. These Centers shall be fully equipped with computers and broadband internet connection. The Centers will be set up with the help of the National Informatics Center.
- (vii) Every claim and objection regarding distribution of electors ward wise shall be addressed and presented to the Revising Authority in the prescribed Form A and B or may be sent by registered post to him.
- (viii) Claim in Form-A shall be filed by those applicants, who intend to include their name, make correction in their entry or transposing of their name in another ward in the electoral roll.
- (ix) Objections in Form-B shall be filed by those applicants who intend to object inclusion of name or seek deletion of a name from the electoral roll.
- (x) Only those persons shall file their claim for inclusion of their name in the electoral roll of Municipal Council/Committee, whose name appear in the respective electoral roll of legislative assembly, but do not appear in the draft electoral rolls published under rule 4 (3) of the Haryana Municipal Election Rules, 1978.
- (xi) The VICC will make available the prescribed forms, on demand free of cost, for filing claims and objections and receive the same for the consideration of and decision by the concerned Revising Authority or the officers authorized for this purpose. The forms shall also be hosted on the website of the District Administration for downloading and filing claims and objections.
- (xii) As and when any person files claim and objection, he shall be given a receipt in the prescribed format given in the form. An entry shall also be made in internet based monitoring system and manual registers.
- (xiii) The Deputy Commissioner concerned shall appoint one Authorized Officer not below Group-B for maximum up to three wards and sufficient number of supporting staff and other officials of Municipalities, to assist the Revising Authority/Authorities to discharge his/their duty.

- (xiv) The Revising Authority/Authorities shall, after holding such enquiry into the claims or objections as he/they think(s) fit, record his/their decision in writing and shall make available forthwith a copy of such decision to the objector or the claimant free of charge. The decision of the Revising Authorities shall also be hosted on the website for the information of the public. Number of claims/objections accepted and rejected shall also be hosted on the website of the District Administration.
- (xv) The Revising Authority/Authorities after disposal of all the claims and objections in terms of under Rule 4 (4) (vii) of the Haryana Municipal Election Rules, 1978 shall forward a list of such claims and objections along with his/their orders thereon to the concerned Deputy Commissioner. Any person aggrieved of any such order of the Revising Authority/Authorities may, within prescribed period, file an appeal to the Deputy Commissioner. The Deputy Commissioner shall within the specified time decide the appeal. The decision of the Deputy Commissioner on appeal shall be final. The rolls so amended shall be final and two copies thereof duly signed by the Deputy Commissioner and Revising Authority shall be kept in their offices together with list of additions and corrections.
- (xvi) The Deputy Commissioner shall publish the final electoral rolls on 28.02.2018, which shall come into force from the date of its publication.
- (xiii) After completion of every stage of the upgradation of electoral rolls process as stated above, the concerned Deputy Commissioner shall send information in the format given in Annexure "B" and "C" to the Commission.

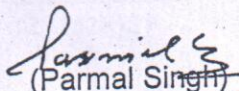
6. It is further directed that a copy of ward wise and boothwise updated electoral rolls of these Municipalities finally published on 28.02.2018 shall be supplied to the Commission on the same day. In addition, a copy of the updated electoral rolls along with a CD (compact disc) containing the database of the same in PDF format shall be sent to all the political parties in the State of Haryana on the same day under intimation to the Commission.

7. It is further directed that the final electoral rolls of these Municipalities shall be hosted on the website of the District Administration on the day of its publication.

Dr. DALIP SINGH
State Election Commissioner, Haryana

A copy is forwarded to the following for information and immediate compliance of above orders:-

1. Principal Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh.
2. Divisional Commissioner, Hisar, Gurugram and Rohtak.
3. Director Urban Local Bodies Department, Haryana, Chandigarh.
4. Deputy Commissioner, Jind, Mahendergarh & Bhiwani. They are requested to appoint Revising Authority/ies for this purpose as per provision in Rule 3 of the Haryana Municipal Election Rules, 1978.
5. Chief Electoral Officer, Haryana. He is requested to direct the Tehsildar/Naib-Tehsildar (E) concerned to provide two copies of Assembly Electoral rolls finally published on 10.01.2018 to the Deputy Commissioner, Jind, Mahendergarh & Bhiwani immediately.
6. State Informatics Officer, NIC, Haryana. He is requested to issue necessary direction to the District Informatics Officer, concerned to provide necessary software and extend every possible help to the Deputy Commissioner for preparing the electoral rolls and setting up the Voters Information and Collection Centers (VICCs).
7. The Controller, Printing and Stationery Department, Haryana Chandigarh for publication in the Haryana Govt. Gazette.
8. All Political Parties in the State of Haryana.


(Parmal Singh)

Asstt. State Election Commissioner, Haryana

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