

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1st FLOOR, SATYANAGAR,
BHUBANESWAR-751007**

E-mail ID – stateelectioncommission.odisha@gmail.com

Fax No. 0674-2573494

ORDER

No. 3966 /SEC.,

Date: 17/11/2021

Whereas, the State Election Commission has issued schedule for preparation of electoral roll vide Order No. 3484/SEC., dtd. 08.11.2021 excluding Balasore District due to non-finalisation of reservation of Zilla Parishad Member of Balasore District by the Government;

Whereas, in the meantime the Government in Panchayati Raj Department have finalized and submitted the final list of reservation of Zilla Parishad Member of Balasore District vide Notification No. 19748 dtd. 15.11.2021;

Whereas, it is necessary to prepare Ward-wise electoral roll of all Grama Panchayats of Balasore District for conduct of the General Elections to the 3-tiers of Panchayati Raj Institutions;

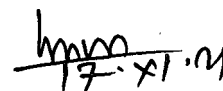
Whereas, the electoral roll prepared under the Odisha Grama Panchayat Election Rules including addition, deletion, revision or alteration, if any, shall be used as electoral roll for Panchayat Samiti and Zilla Parishad;

Now, therefore, the State Election Commission, in exercise of powers vested by virtue of Article 243-K of the Constitution of India read with relevant provisions of Odisha Grama Panchayat Act, 1964, Odisha Panchayat Samiti Act, 1959 and Odisha Zilla Parishad Act, 1991 and Rules framed there under directs that Ward-wise electoral roll of all Grama Panchayats of Balasore District shall be prepared in Form No.1 as per the programme in **Schedule – I** appended herewith in accordance with the procedure given in **Schedule – II** of this Order.

The Commission also directs that **01.11.2021** shall be the qualifying date for enrollment of new voters. All persons eligible to be voters by the qualifying date i.e. 01.11.2021 shall have opportunity to file claims in appropriate form prescribed in Odisha Grama Panchayat Election Rules, 1965 for inclusion of their names in the electoral roll as per rules. The Commission further directs that claims of all qualified voters shall be disposed of in accordance with the procedure prescribed by the Commission and the new names to be added to the roll shall be entered in Form No.1-A appended to this order.

This order is available in the Commission's website www.sec.odisha.gov.in.

By order and in the name of
State Election Commission, Odisha


(R.N. Sahu)
Secretary

Memo No. 3967 /SEC., Date: 17/11/2021

Copy with enclosures forwarded to the Director, Printing, Stationery & Publication, Odisha, Cuttack with request to publish the order in the next extraordinary issue of Odisha Gazette and forward 50 copies thereof to the Commission.

hmm
Secretary 17.11.21

Memo No. 3968 /SEC., Date: 17/11/2021

Copy with enclosures forwarded to Chief Secretary, Odisha/ Principal Secretary to Government Panchayati Raj & D.W. Department/ Revenue Divisional Commissioner, Central Division for information and necessary action.

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Secretary 17.11.21

Memo No. 3969 /SEC., Date: 17/11/2021

Copy with enclosures forwarded to Collector & Electoral Registration Officer, Balasore/ Sub-Collector, Balasore & Nilagiri /District Panchayat Officer, Balasore/all Block Development Officers of Balasore District for information and necessary action.

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Secretary 17.11.21

Memo No. 3970 /SEC., Date: 17/11/2021

Copy with enclosures forwarded to all Political Parties for information and necessary action.

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Secretary 17.11.21

Memo No. 3971 /SEC., Date: 17/11/2021

Copy with enclosures forwarded to Private Secretary to State Election Commissioner for kind information of Commissioner/all Officers/all Sections of SEC for information and necessary action.

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Secretary 17.11.21

Memo No. 3972 /SEC., Date: 17/11/2021

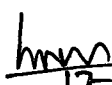
Copy forwarded to Computer Programmer to upload it in Commission's website and transmit the same through e-mail.

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Secretary 17.11.21

Schedule – I**PROGRAMME FOR PREPARATION AND PRINTING OF ELECTORAL ROLL
FOR GENERAL ELECTION TO PRIs,2022 (BALASORE DISTRICT)**

Sl. No.	Stages	Dates
1.	Splitting of electoral roll of Assembly Constituency relatable to the Ward under section 9(2) and Rule 5(1)	18.11.2021 to 23.11.2021
2.	Publication of preliminary Ward-wise electoral roll at GramaPanchayat headquarters u/r 5(3)	24.11.2021
3.	Filing of claims and objections u/r 5 (5).	Up to 01.12.2021
4.	Enquiry & disposal by Electoral Registration Officer u/r 7(1).	02.12.2021 to 04.12.2021
5.	Inspection of the draft electoral roll and filing of application if any, to the BDO against the decision of the ERO at 4 above.	06.12.2021 to 07.12.2021
6.	Disposal of the applications by the BDO-cum-ERO u/r 7 (2)	08.12.2021 to 09.12.2021
7.	Publication of Final electoral roll u/r 8(1).	10.12.2021
8.	Submission of authenticated final electoral roll to S.E.C. u/r 8(2) to the Commission.	13.12.201
9.	Submission of printed copy to the Commission.	20.12.2021

* The Act/Rules referred to above are as prescribed in the Odisha Gram Panchayat Act, 1964 and Odisha Gram Panchayat Election Rules, 1965.


Secretary 4.1.21

PROCEDURE FOR PREPARATION OF THE ELECTORAL ROLL

1. The Collector as Electoral Registration Officer will be in overall charge of preparation and finalisation of electoral roll of respective Grama Panchayat / Panchayat Samiti / Zilla Parishad Constituencies.
2. Ordinarily, the Collector shall authorize the Block Development Officers to function as Electoral Registration Officer in respect of the Gram Panchayat Wards, Panchayat Samiti & Zilla Parishad Constituencies coming within her/his area. She/he may also authorize Tahasildar as Electoral Registration Officer as a stand-by measure.
3. The electoral roll of Assembly Constituencies prepared and published by the Election Commission of India during January, 2021 and currently in force shall be the basis for preparation of the preliminary ward-wise electoral roll. 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 5(1) of Odisha Gram Panchayat Election Rules, 1965. The preliminary electoral roll shall be prepared in Form No.1 prescribed by the Commission under the seal and signature of the Electoral Registration Officer.

The Commission has already sent Assembly Constituency-wise Electoral Roll database published in January, 2021 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 Panchayat Election out of the database in Excel format vide Commission's letter No.2859 dtd.11.10.2021.

4. Any person who is qualified under the provisions of the Representation of the People Act, 1950 or the Odisha Grama Panchayat Act, 1964 to be registered as a voter in any Grama, shall be eligible to be registered in the electoral roll of a Ward and the name of a person who is disqualified under the provisions of the said Acts shall be liable for removal from the electoral roll of the said Ward.
5. All qualified voters shall have the opportunity to file claims in Form No.16 prescribed under Odisha Grama Panchayat Election Rules, 1965 for inclusion of their names in the electoral roll and can file objections in Form No.17 to the entry as per rules. In all cases receipt appended to the Forms has to be given to the claimants/objectors.
6. The preliminary electoral roll of the Ward prepared in accordance with Rule 5(1) of Odisha Grama Panchayat Election Rules, 1965 shall be published by the Electoral Registration Officer at a conspicuous place at the headquarters of the Grama Sasan together with a notice in Form No.2, in accordance with the provisions under Rule 5(3). Such notice shall also be published in the Notice Board of Collector/Sub-Collector and in the concerned Panchayat Samiti.
- 6.1 It shall be ensured that the copy of preliminary electoral roll is kept open at Gram Panchayat Office for inspection by the public for entire period during filing of claims and objections.

7. The Electoral Registration Officers shall notify the date / time and place for disposal of the claims and objection received in Form No.16 & 17 under Odisha Grama Panchayat Election Rules, 1965.
- 7.1 The Electoral Registration Officer shall cause enquiry into all claims and objections u/r 7(1) in a summary manner which shall be kept on record. Normally, the disposal of claims and objections should begin after the last date of filing of claims and objections.
- 7.2 When large number of claims and objections are received, preliminary enquiry can as well begin even during the period of filing of claims and objections by engaging other Government Officials at the disposal.
- 7.3 Other field Officials of the Government under whose jurisdiction the area falls may as well be associated.
- 7.4 However, no decision will be taken simply on the basis of the enquiry report without hearing the person concerned who has filed claims or objections.
- 7.5 On the scheduled date of hearing, the Electoral Registration Officer shall take into account the materials of enquiry and hear the person concerned. The contents of hearing be recorded in a summary manner. If the person concerned does not turn up on the scheduled date and time of hearing, the Electoral Registration Officer shall take appropriate decision taking into account the materials available before him and the fact of his absence at the time of hearing can as well be recorded.
- 7.6 Final decision of the Electoral Registration Officer in respect of each claim and objection and to that effect findings in brief shall be kept in record.
8. After disposal of claims and objections filed before the Electoral Registration Officer, he will compile the same and will make necessary amendment to the Preliminary electoral roll. This draft electoral roll will be kept open for inspection in the office of Gram Panchayat as well as in the office of PanchayatSamiti for the period notified by the Commission.
9. Any person aggrieved to the decision of the ERO on his petition, can make an application to the Block Development Officer-cum-Electoral Registration Officer within the date given in Schedule-I. The application shall be received in the Block Office and to be acknowledged by giving receipt. A register should be maintained incorporating the name of the petitioner, name of the GP, Ward No. and date of receipt.
10. The Block Development Officer-cum-Electoral Registration Officer shall conduct further enquiry under Rule 7(2) of the Odisha Grama Panchayat Election Rules 1965. He shall peruse the record of the concerned Electoral Registration Officer and shall dispose of the application in the manner stated in para 7 of this instruction. Eligible names for enrollment shall appropriately be kept in Form No.1-A after which the draft electoral roll shall be made final.

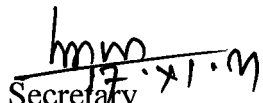


10.1 The names figuring in Form I-A shall appear at the bottom of the names in Form – I (after deletions) in the Final roll of each Ward.

11. The name of the Polling Station shall be indicated in the electoral roll.
12. The final electoral roll of each Ward shall be published u/r 8(1) of the Odisha Grama Panchayat Election Rule 1965.
13. In addition to foot note as communicated in Commission's Instruction No.2134 dtd.26.08.2021 following certificate may also be given by the concerned Electoral Registration Officer at the end of each Ward.

“Certified that the electoral roll of Ward No. _____ of _____ Gram Panchayat have been published in accordance with Odisha Grama Panchayat Election Rules, 1965”.

14. Two bound copies of the final electoral roll as published by the Electoral Registration Officer Grama Panchayat-wise duly authenticated by him shall be kept in his office and one copy thereof shall be sent to the Commission as per the dateline fixed.
15. The electoral roll has to be prepared both in hard and soft copy. The Soft copy of electoral roll is to be prepared Block-wise in C.D.
16. Printed Ward wise electoral roll Gram Panchayat wise shall be duly authenticated by the Electoral Registration Officer in each page and submitted to the Commission along with CD through Special Messenger.
17. Each National Party/State party (Odisha) shall be supplied with a copy of the same free of cost.


Secretary

NOTICE OF FINAL PUBLICATION OF ELECTORAL ROLL

(Prescribed by State Election Commission, Odisha)

It is hereby notified that the Final Electoral Roll enclosed hereto prepared under Rule 7(4) of the Odisha GramaPanchayat Election Rules, 1965 with reference to **01.11.2021** as the qualifying date, is hereby published and available in the office of the undersigned.

ELECTORAL REGISTRATION OFFICER

Place

Date

Memo No. _____/SEC., Date

Copy of the notice along with the electoral roll of all Wards of _____ Grama Panchayat forwarded to the Notice Board of the undersigned/ concerned Grama Panchayat for publication.

ELECTORAL REGISTRATION OFFICER