

**ELECTION URGENT**

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**By FAX/E-MAIL**

STATE ELECTION COMMISSION, ODISHA,  
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BHUBANESWAR-751007

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Fax No. 0674-2573494

No. 2901 /SEC.,

Date: 21.10.2021

From

Shri R.N. Sahu, I.A.S.  
Secretary.

To

All Collectors.

Sub: General Election to PRIs, 2022 –  
**Appointment of Election Officers.**

Madam/Sir,

I am directed to draw attention to the provisions of Rule 2(d) of the Odisha Gram Panchayat Election Rules, 1965, 2(e) of Odisha Panchayat Samiti Election Rules, 1991 and 2(f) of Odisha Zilla Parishad Election Rules, 1994 and to state that in pursuance of the said Rules, the State Election Commissioner has been pleased to direct that the Collector of the District shall, while authorising other responsible officers as Election Officers (as per discussions in the following paragraphs) for the purpose of conduct of election to Grama Panchayats, Panchayat Samitis & Zilla Parishads continue to function as Election Officer under the said rules and remain in over-all charge of supervision and conduct of elections to the 3-tier PRIs in his/her District, in accordance with the provisions of Art.243K of the Constitution, the Panchayat Election Laws of the State and the directions issued by the State Election Commission. She/he shall also perform some of the more sensitive functions of the Election Officer as discussed in the following paragraphs.

## **2. Election to Grama Panchayats:**

(i) As regards authorising other officers as Election Officer u/r 2(d) of the Odisha Gram Panchayat Election Rules, 1965, the Commissioner is pleased to direct that ordinarily the Block Development Officer of the local Block shall be appointed as Election Officer for the purpose of election of Sarpanch and Ward Member of Grama Panchayat. The local Tahasildar can also be appointed as Election Officer as a measure of 'stand-by' arrangement so that he can step in and discharge the functions of the Election Officer if the services of the Block Development Officer are not available due to unavoidable reasons. Nomination forms for the office of Sarpanch and Ward Member are required to be issued from and received in the office of the concerned Grama Panchayat. It will not be possible for the Block Development Officer as Election Officer to issue and receive nomination forms at the office of all the Grama Panchayats during the same period. The State Election Commissioner has therefore been pleased to direct that Extension Officers of the Block may ordinarily be appointed as Election Officer for the limited purpose of issuing and receiving nomination forms for the offices of Sarpanch and Ward Member and their scrutiny. Other responsible supervisory personnel of the Block such as Assistant Engineer, Junior Engineer, Additional Block Development Officer, Progress Assistant, I.P.O., W.E.O., C.E.O., F.E.O and B.E.O/A.B.E.O can also be appointed as Election Officer to perform the above limited function as a measure of 'stand-by' arrangement. In case the above Officials are found insufficient the prior approval of the Commissioner shall be obtained for appointing any other Official as Election Officer for the limited purpose of issuing and receiving nominations and their scrutiny.

(ii) The Block Development Officer as Election Officer may be authorised to discharge the following functions.

- (I) Issuing notice under Rule 24 of Odisha Gram Panchayat Election Rules, 1965 calling for nominations to the offices of Sarpanch & Ward Members.

- (II) Scrutiny of the nominations
- (III) Publication of the list of validly nominated candidates
- (IV) Permitting withdrawal of candidature
- (V) Publication of the final list of contesting candidates
- (VI) Appointment of Presiding and Polling Officers
- (VII) Counting of result for the offices of Sarpanch and Ward Members
- (VIII) Declaration of result for the offices of Sarpanch and Ward Members
- (IX) Publication of the names of duly elected Sarpanches and Ward Members

**Election of Naib-Sarpanch:**

- (X) Issue of notice for convening special meeting of the Grama Panchayat for the purpose of election of Naib-Sarpanch
- (XI) Appointment of Presiding Officer for the said special meeting
- (XII) Declaration of results of election to the offices of Naib-Sarpanch and publication of the names of such Naib-Sarpanch in the notice board of the Block Office.

**3. Election to Panchayat Samitis:**

(i) The Commissioner is pleased to direct that the Block Development Officer of the local Block shall ordinarily be authorised to act as Election Officer u/r 2 (e) of Odisha Panchayat Samiti Election Rules, 1991 for the purpose of conducting election to Panchayat Samitis. The local Tahasildar can also be authorised to act as Election Officer as a measure of 'stand-by' arrangement so that he can step in and discharge the functions of the Election Officer if the services of the Block Development Officer are not available due to unavoidable reasons. The Block Development Officer as Election Officer may be authorised to discharge the following functions.

- (I) Issuing notice calling for nomination to the office of Member of Panchayat Samiti
- (II) Scrutiny of the nominations
- (III) Publication of the list of validly nominated candidates
- (IV) Permitting withdrawal of candidature

- (V) Publication of the final list of contesting candidates
- (VI) Appointment of Presiding & Polling Officers and
- (VII) Counting of result for the Member of Panchayat Samiti
- (VII) Declaration of results for the Member of Panchayat Samiti.

ii) **Election of Chairman/Vice-Chairman:**

The Commissioner is further pleased to direct that the Collector shall appoint an O.A.S. officer **other than the local Block Development Officer** as Election Officer under Rule 2 (e) of Odisha Panchayat Samiti Election Rules, 1991 to conduct elections to the office of the Chairman and Vice-Chairman and also declare and publish the results under Rules 38 to 45 of the said Rules. In case of non-availability of required number of officers for the above purpose, the Collector may appoint any Block Development Officer but not in his own Block. It may be noted that the Collector himself shall publish the names of duly elected Samiti Members, fix the venue of the meetings for election of the Chairman and Vice-Chairman u/r 37 and notify the names of the Chairman and Vice-Chairman in his notice board and arrange for publication in Gazette u/r 45 (2) of Odisha Panchayat Samiti Election Rules, 1991.

4. **Election to Zilla Parishad:**

(i) The Commissioner is pleased to direct that the Sub-Collector of the area shall ordinarily be authorised as Election Officer u/r 2 (f) of Odisha Zilla Parishad Election Rules, 1994 for the purpose of election to Zilla Parishads. The ADM/PD, DRDA/PA, ITDA/ other Senior OAS officer(s) can also be appointed as Election Officer as a measure of 'stand-by' arrangement so that he can step in and discharge the functions of the Election Officer if the services of the Sub-Collector are not available due to unavoidable reasons. The Sub-Collector as Election Officer shall be authorised to discharge the following functions.

- (I) Issuing notice calling for nominations
- (II) Scrutiny of nominations
- (III) Publication of the list of validly nominated candidates and allotment of symbols

(IV) Permitting withdrawal of candidature

(V) Publication of the final list of contesting candidates.

(ii) The Block Development Officer of the local Block authorized for conduct of Election to the Gram Panchayat and Panchayat Samiti shall also be authorised to discharge the duties of Election Officer for Zilla Parishad at different stages after publication of final list of contesting candidates by the Sub-Collector concerned. Any other officer authorized by the Collector in place of B.D.O. to act as Election Officer for the Gram Panchayat and Panchayat Samiti shall also be the Election Officer for all other purposes after the final list of contesting candidates are published in the conduct of election to Zilla Parishad.

(iii) **Election of President and Vice-President:**

The Commission is pleased to further direct that the Collector shall issue notice for convening special meetings of the Parishad for the purpose of election of the President and the Vice-President and appoint any senior officer such as ADM/ PD, DRDA/PA, ITDA, as Election Officer under Rule 2(f) of O.Z.P.E. Rules to conduct the said elections and also declare the results thereof. However, as per the provision of Rules 40(1), 57(1) & (2) of Odisha Zilla Parishad Election Rules, 1994 the Commissioner shall notify the names of the elected Zilla Parishad Member, President and Vice-President in the manner prescribed under the said Rule.

**5. Postponement, Adjournment and Countermanding of Polls.**

(i) In certain unforeseen circumstances such as interruption or obstruction from any quarters, riots or open-violence, natural calamity and booth capturing etc. polling at a polling station or group of polling stations may have to be postponed/ adjourned/ cancelled/ countermanded by the orders of the State Election Commissioner in the manner prescribed under Rule 92 A, B, C and D of Odisha Gram Panchayat Election Rules, 1965, Rule 46 A, B, C and D of Odisha Panchayat Samiti Election Rules, 1991 and Rule 43, 44, 45 and 46 of the Odisha Zilla Parishad Election Rules, 1994. The Commissioner will take such decision as he may consider appropriate on the basis of the report of the Election Officer.

In view of the importance of such steps, the Commissioner is pleased to direct that the Collector alone shall exercise the powers of Election Officer under the said rules. In case of adjournment and cancellation of the Poll, the Presiding Officer will be required to submit a report to the Election Officer at the Block stating the time and occurrence of the event that forced to take such drastic steps. The Election Officer of the Block may make a spot visit or obtain report from supervisory Officer and shall report to the Collector immediately. Further the Collector basing on the report of the Presiding Officer and the Election Officer and after satisfying himself being appraised of the situation shall recommend the Commission for re-poll. It is, therefore, directed to reserve the powers under these rules to yourself while authorising the Sub-Collector/ADM/PD, DRDA/PA, ITDA to exercise the powers and perform the duties as Election Officer under rule 2 (f) of Odisha Zilla Parishad Election Rules, 1994.

**6. Appointment of Presiding and Polling Officer.**

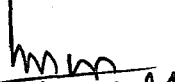
Since elections to Grama Panchayats, Panchayat Samitis & Zilla Parishads are held simultaneously and the same personnel are required to work as Presiding & Polling Officers for all these Elections, the Collector as Election Officer shall decide which of the Election Officers should exercise the power to appoint the Presiding & Polling Officers and delegate to him such authority accordingly or even himself exercise the said power.

The name of Election Officer along with their designation and contact number shall be communicated to the Commission by **15.11.2021**.

Earlier instructions regarding appointment of Election Officer to Grama Panchayats, Panchayat Samitis and Zilla Parishads issued by the Commission in Order No 3209/SEC dtd.27.08.2016 shall be deemed to have been modified to the extent as may be necessary to confirm to the directions contained in this communication, from the date of its issue.

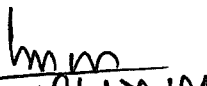
You are further requested to go through these instructions carefully and thoroughly and in case of any doubt, refer the same to this Commission within 15 days positively so that there shall be no room left for interpretation of the provisions of law/rules close to the elections.

Yours faithfully,

  
Secretary

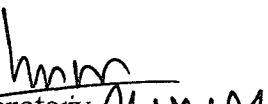
Memo No. 2902 /SEC., Date: 21.10.2021

Copy forwarded to the Principal Secretary to Govt., Panchayati Raj & D.W. Department for information and necessary action.

  
Secretary

Memo No. 2903 /SEC., Date: 21.10.2021

Copy forwarded to all Sub-Collectors/District Panchayat Officers/ Block Development Officers for information and necessary action.

  
Secretary