

**ULB ELECTION**  
**URGENT**

**STATE ELECTION COMMISSION, ODISHA**  
**TOSHALI BHAWAN, B-2, 1<sup>ST</sup> FLOOR, SATYANAGAR,**  
**BHUBANESWAR- 751007**

Email: [stateelectioncommission.odisha@gmail.com](mailto:stateelectioncommission.odisha@gmail.com)

No. 2747 dated 12/02/2022

From

Sri R.N.Sahu, IAS  
Secretary

To

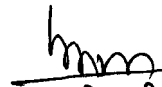
All District Magistrates

Sub: General Elections to ULBs 2022- preparatory works

Madam/ Sir,

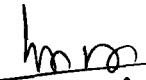
I am directed to invite a reference to Commission's video conference today wherein the preparatory activities for General Elections to Urban Local Bodies were discussed. A copy of the power point presentation is enclosed. It is requested to complete all the preparatory works / activities as per the timelines indicated.

Yours faithfully,

  
12.2.2022  
Secretary

Memo No. 2748 dated 12/02/2022

Copy forwarded to all Election Officers / Municipal Commissioners/ Executive Officers for information and necessary compliance.

  
12.2.2022  
Secretary

## General Elections to Urban Local Bodies 2022

Video Conference – 12<sup>th</sup> Feb 2022  
State Election Commission, Odisha

## Electoral Roll - Schedule

- Filing of claims & objections: 11.02.22 to  
16.02.22
- Enquiry & correction: 17.02.22
- Publication of list of claims & objections:  
17.02.22 ( 5 PM)
- Hearing & disposal by EO: 18.02.22
- Draft Publication: 19.02.22
- Appeal before DM: 21.02.22
- Disposal of appeals by DM: 22.02.22
- Final publication: 24.02.22

## Electoral Roll – claims & objections

- Any person whose name is in Assembly E – Roll published in Jan 2022 but name not found in Preliminary E- Roll can apply in Form-III (Form VII for MC)
- A person whose name is entered in a wrong ward can also apply in same Form III (Form VII for MC)
- **No new claims for enrolment to be entertained**
- Objections to registration in Form IV (Form VIII for MC)
- Election Officer to dispose of claims and objections on daily basis after cross checking with Assembly E- Roll
- Extreme caution for deletion of names
- List of claims & objections in Form V (Form IX for MC) to be displayed in own office and ULB on 17.02.22 (5pm)
- Form V (Form IX for MC) can be prepared and updated daily for display on 17.02.22
- Summary inquiry by EO on 18.02.22
- Draft publication by EO on 19.02.22 ( Notice board of EO, ULB, Ward)

## Electoral Roll – final publication

- Any person aggrieved by order of EO can file appeal before DM
- DM to dispose appeal by summary inquiry by himself or authorised officer not below ADM on 22.02.22
- The final roll will be booth wise. After splitting ward wise roll into booths, Sl. No. of electors in each booth will start from Sl.no.1.
- Final Roll to be published in SEC's format at O/o EO, ULB and ward on 24.02.22.
- **Each page of final roll to be authenticated by EO**
- After final roll publication, existing entry (minor clerical entries) can be corrected on application
- After splitting booth wise, 30 copies to be printed
- Hard & soft copy to be given to National & State parties and SEC
- **Final Roll to be uploaded in District and/ or ULB websites**
- **Certificate on final publication to be sent to SEC on 24.02.22**

## Polling Stations

- Publication from 10- 12 /02/2022
- Nomenclature of polling stations to be re-checked as primary schools have merged
- Finalisation on 14.02.22
- If voters exceed 1200, one more booth can be set up
- Ensure basic minimum facilities like drinking water, toilets, electricity, waiting area
- To be sent to SEC on 15.02.22 for approval
- **EO not to change Approved Polling Stations without prior approval of SEC.**
- Any proposal for change through DM with justification

## Election Materials

- 2 EVMs per booth. 20-25% reserve
- No VVPATs will be used
- After booth finalisation, additional EVM requirement if any may be intimated to SEC
- Forms, envelopes, labels: already supplied by SEC. Forms available on website

<b>EVMs supplied and the FLC done at following districts</b>		
1 Angul	6 Gajapati	11 Malkangiri
2 Bolangir	7 Jharsuguda	12 Nawarangpur
3 Bargarh	8 Kalahandi	13 Rayagada
4 Boudh	9 Kandhamal	14 Sambalpur
5 Deogarh	10 Koraput	15 Subarnapur
<b>FLC done at SEC level and EVMs supplied to:</b>		
1. Dhenkanal	4. Kendrapara	7. Nayagarh
2. Jagatsinghpur	5. Keonjhar	8. Nuapada
3. Jajpur	6. Mayurbhanj	9. Puri
		10. Sundargarh
<b>EVMs supplied and FLC to start from 20.02.2022</b>		
1. Balasore	3. Bhadrak	5. Cuttack
2. Ganjam	4. Khurda	

### **EVM Commissioning**

- Election Officer to give clear 3 days notice to the candidates / agents regarding time, date and place of Commissioning of EVMs.
- EVM Commissioning to be completed at least 3 days before the day of Poll.

**The following items will be supplied by the Commission in the 3<sup>rd</sup> week of February, 2022**

1. Manual
2. Presiding Officer's Hand Book
3. Indelible Ink
4. Seals
5. Model Code of Conduct
6. Form of Affidavit
7. Strip Seals, Green Paper Seals, Address Tag etc.
8. Power Pack (for 15 districts )
9. **Rest materials: to be procured locally through tender/ quotations**

## **Ballot Papers**

- Ballot papers printing at District level
- Training at Govt Press completed
- Paper and format to be supplied by Govt Press
- Identification of Printing Press with Odia data entry in PageMaker and A3 size printer : By 15.02.22
- EVM ballot, tendered and EDC ballot same type- 10 per booth for Councillor and 10 per booth for Chairperson

## Polling Personnel

- Each party:
  - a. One Presiding Officer
  - b. 1<sup>st</sup> and 2<sup>nd</sup> Polling Officer- Group C
  - c. 3<sup>rd</sup> and 4<sup>th</sup> Polling Officers- Group D,
  - d. One Police Personnel
- Identification of polling personnel with 10% reserve: By 22<sup>nd</sup> Feb
- No employee of ULB to be Pr O/ PO
- One day training to be given: Training venue to be identified
- At least One All Women Polling Personnel Booth per ULB

*EVM  
2 master  
Trainers  
to may  
be identified*

## Vehicle Arrangements

- Assessment of vehicles
- Govt vehicles may be requisitioned
- Finalisation of Route Chart
- To be completed by 22<sup>nd</sup> Feb

## Dispersal & receiving Centres

- Identification of dispersal and receiving centres : by 22<sup>nd</sup> Feb '22
- Strong Room and Counting Centres preferably in same premises
- Suitable barricading arrangements
- Covid-19 guidelines to be kept in mind
- Draft Master Plan to be kept ready by 28<sup>th</sup> Feb

## Strong Room

- Identification of strong room: By 22<sup>nd</sup> Feb
- 2 EVMs per booth will be kept together
- Suitable halls to be identified
- 24x7 CCTV coverage from date of poll till date of counting (about 3-4 days)
- TV monitor for candidates/ agents
- Fire fighting arrangements in place



## Counting Centre

- Identification of Counting Centre: by 22<sup>nd</sup> Feb '22
- Each hall to have 3-7 tables for counting Chairperson EVMs and 3-7 tables for Councillor EVMs
- CCTV coverage of entire counting proceedings with time and date stamping
- Barricading arrangements to be made

## Important Orders/ letters

Order/ Letter No.	Subject
Order No. 4550/ SEC dated 07.12.21	Use of Voters Identity Card
Letter No. 4679/ SEC dated 14.12.21	Appointment of 4 <sup>th</sup> Polling Officer & issue of Voters slips
Letter No. 1955/ SEC dated 03.02.22	Scrutiny of nominations for seats reserved for SC/ ST
Order No. 1947/ SEC dated 03.02.22	Use of EVMs for Municipal Elections
Letter No. 1960/ SEC dated 03.02.22	Procurement of Election Materials
Letter No. 1961/ SEC dated 03.02.22	Provision of secretarial assistance to EO
Letter No. 1992/ SEC dated 05.02.22	Rate of remuneration to Polling and Counting Personnel, expenditure on Booth arrangement
Memo No. 2000/ SEC dated 05.02.22	Rate of remuneration of Police Personnel
Letter No. 2014/ SEC dated 05.02.22	Forwarding of amendment of Municipal Acts and Rules
Letter No. 2025/ SEC dated 06.02.22	Forwarding of amendment of Municipal Corporation Acts and Rules

### Important Orders/ letters

Order/ Letter No.	Subject
Order No. 2032/ SEC dated 06.02.22	Revision of limit on election expenditure
Letter No. 2044/ SEC dated 06.02.22	Clarification on status of councilor nominated by State Govt.
Order No. 2045/ SEC dated 06.02.22	Voting by a voter on polling duty at another Polling Station within the ULB
Letter No. 2046/ SEC dated 06.02.22	Important orders/ letters/ instructions for General Elections to ULBs
Letter No. 2073/ SEC dated 07.02.22	Updated list of political parties
Letter No. 2083/ SEC dated 07.02.22	Submission of affidavit by the candidates
Order No. 2368/ SEC dated 08.02.22	EVM Ballot paper to be used as tendered ballot paper and supplied to elector on duty
Order No. 2663/ SEC dated 10.02.22	Model Code of Conduct for ULB election
Letter No. 2658/ SEC dated 10.02.22	Notice of election programme u/r 24 of OM Rules
Letter No. 2655/ SEC dated 10.02.22	Notice of election programme u/r 23 of OMC Rules
Letter No. 2672/ SEC dated 11.02.22	DM's Report at the end of poll
Letter No. 2673/ SEC dated 11.02.22	Form of notice to Corporator/ Councillors to attend meeting of Dy. Mayor/ Vice Chairperson
Order No. 2676/ SEC dated 11.02.22	Option of NOTA
Letter No. 2685/ SEC dated 11.02.22	Manner of writing names of candidates in the voting paper for election of Vice Chairperson and Deputy Mayor

### WhatsApp Group – GE to ULBs, 2022

- All the important letters being issued are being posted in the above Group where the Election Officers are the members of the Group.
- All circulars/ notifications are being uploaded in SEC website [www.sec.odisha.gov.in](http://www.sec.odisha.gov.in)

Thank You