

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYA NAGAR,
BHUBANESWAR -751007**

E-Mail: sec.odisha@gov.in/stateelectioncommission.odisha@gmail.com
Ph.0674-2573495(O) Fax: 0674-2573494

No. 915 /SEC,

Date: 10.03.2023

From

Sri A.H. Panigrahi, OAS (S)
Deputy Secretary-cum- Secretary-in-Charge.

To

The Collector & District Magistrate,
Bargarh & Dhenkanal.

**Sub:- Important letters/orders/instructions for General Elections to
Attabira & Hindol NACs, 2023.**

Sir,

In inviting a reference to the subject cited above, I am directed to say that the following letters/orders/instructions shall be in force for General Elections to Attabira & Hindol NACs, 2023.

Sl. No.	Subject	Letters/Orders/Instructions & Date
1.	Anybody wishing to stand for election to Municipal Council shall deposit cash before the Election Officer	2770 dtd.13.02.2022
2.	Form of nomination by Candidate for election of Vice-Chairperson of Municipality/NAC	2809 dtd.14.02.2022
3.	Appointment of Presiding Officer and Polling Officer	2813 dtd.14.02.2022
4.	Use vehicle for Councillor and Chairperson	2840 dtd.14.02.2022
5.	Mock poll in presence of the Candidates or Polling Agents	3527 dtd.22.02.2022
6.	Appointment of Sector Officer for General Elections to ULBs	3536 dtd.22.02.2022
7.	Arrangement for counting of votes for election to ULBs	3539 dtd.22.02.2022


8.	Attendance sheet for Polling Agent	3775 dtd.26.02.2022
9.	Providing facilities for Voters with disability	3783 dtd.26.02.2022
10.	Issue of EDC Paper to persons on Election duty	3579 dtd.23.02.2022
11.	Preparation of marked copy of Electoral Roll for General Elections to ULBs	3582 dtd.23.02.2022
12.	Accounts of votes recorded & verification of Presiding Officer's diary	3886 dtd.02.03.2022
13.	Setting of Strong Rooms	3948 dtd.04.03.2022
14.	Election to Vice-Chairperson	5991 dtd.28.03.2022

Yours faithfully,


Deputy Secretary-cum-
Secretary-in-Charge.

Memo No. 916 /SEC., Date: 10.03.2023

Copy forwarded to Sub-Collector, Baragarh-cum-Election Officer, Attabira NAC/ Sub-Collector, Hindol-cum-Election Officer, Hindol NAC for information and necessary action.


Deputy Secretary-cum-
Secretary-in-Charge

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYA NAGAR,
BHUBANESWAR-751007
E-Mail stateelectioncommission.odisha@gmail.com/sec.odisha@gov.in
Fax No.0674-2573494**

No. 2770 /SEC

Date: 13/02/2022

ORDER

Whereas, Rule 27 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 provides that anybody wishing to stand for election to a Municipal Council shall deposit or cause to be deposited with the Election Officer a sum of Rs.50/- in cash in case of a Member of the Scheduled Tribe or Scheduled Caste if he/she proves himself/herself to be the member of such Tribe/Caste by producing a certificate to that effect from the competent authority before the Election Officer;

Whereas, the Odisha Municipal Corporation (Division of City in to Wards, Reservation Of Seats and Conduct of Election) Rules, 2003 is silent regarding submission of Caste Certificate by the candidates contesting to the reserved seats;

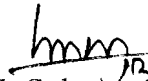
Whereas, it is necessary for the candidates contesting to the Wards reserved for SC/SCW/ST/STW to produce the caste certificate issued from competent authority in support of his/her claim that he/she belongs to reserved category;

Now, therefore, the Commission in exercise of its power under Article 243-ZA of the Constitution of India, Section 11-A of the Odisha Municipal Act, 1950 and Section 62(1) of the Odisha Municipal Corporation Act, 2003 directs that all those contesting to the seats reserved for SC/SCW/ST/STW shall have to submit the caste certificate of that category issued by the Competent Authority along with nomination form in the manner prescribed below:

- a) Xerox copy of caste certificate shall be enclosed with nomination Form and the candidate or his/her representative shall be asked to submit the original certificate for verification during the time of scrutiny.
- b) Non-submission of caste certificate by a candidate shall lead to rejection of candidature.
- c) Caste Certificate issued from the competent authority anywhere in the State of Odisha is acceptable but Caste Certificate issued from outside the State is not acceptable.

- d) On verification, the Election Officer is to satisfy himself that the candidate contesting for reserved seat belong to SC/SCW/ST/STW as the case may be.
- e) Where the certificate produced by the candidate is challenged that the certificate produced is forged or is not issued by the competent authority, the Election Officer should get the position cross checked with the authority which purportedly issued the SC/ST candidate in question, before deciding the validity of the nomination paper of the candidate concerned. If on such cross checking/verification the Election Officer is satisfied that the certificate in question is not genuine, he shall not only reject the nomination of the candidate concerned but also initiate criminal proceeding against the candidate for adducing forged documentary evidence before him.

By Order and in the name of
State Election Commissioner, Odisha.

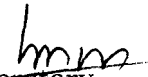

(R.N. Sahu) 13.2.22
Secretary

Memo No. 2771/SEC., Date: 13/02/2022

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack with request to publish the order in the next extraordinary issue of Odisha Gazettee and send 200 copies to the Commission.

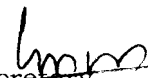
Memo No. 2772/SEC., Date: 13/02/2022

Copy forwarded to the Chief Secretary, Odisha/Principal Secretary, H & U.D. Department/All R.D.Cs for information and necessary action.


Secretary 13.2.22

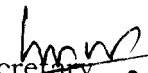
Memo No. 2773/SEC., Date: 13/02/2022


Copy forwarded to all District Magistrates/Commissioners of all Municipal Corporations/Election Officer/Executive Officers of all Municipalities and NACs for information and necessary action.


Secretary 13.2.22

Memo No. 2774/SEC., Date: 13/02/2022

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


Secretary 13.2.22


Secretary 13.2.22

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYA NAGAR,
BHUBANESWAR-751007**

E-Mail ID-stateelectioncommission.odisha@gmail.com/sec.odisha@gov.in

Fax No.0674-2573494

No. 2809 /SEC

Date: 14/02/2022

From

Shri R.N. Sahu, IAS
Secretary.

To

All District Magistrates.

Sub: General Election to ULBs, 2022-

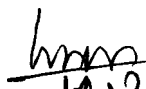
Form of nomination by candidates for election of Vice-Chairperson of Municipality/NAC and Deputy Mayor of Municipal Corporation.

Madam/Sir,

I am directed to say that according to Rule 70 of Orissa Municipal Election Rules, 1994, a candidate for the office of the Vice-Chairperson of a Municipality /NAC shall be proposed by one Councilor and seconded by another and the names of the candidates proposed and seconded shall be read out by the President of the meeting. Similarly, according to Rule 83 of Orissa Municipal Corporation Election Rules, 2003, the Deputy Mayor of a Municipal Corporation shall be proposed by one Corporator and seconded by another and the names of the candidates proposed and seconded shall be read out by the President of the meeting.

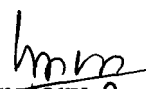
No form of nomination has been prescribed in the Rules. In order to ensure uniformity, the Commission has prescribed a nomination form (copy enclosed) to be used by a candidate who intends to contest for the office of Vice-Chairperson/Deputy Mayor.

Yours faithfully,


Secretary 14.2.2022

Memo No. 2810 /SEC, Date: 14/02/2022

Copy with enclosure forwarded to All Election Officers/ All Municipal Commissioners/All Executive Officers of all NACs/ Municipalities for information and necessary action.


Secretary 14.2.2022

**Nomination paper for the office of Vice-Chairperson/ Deputy Mayor
of..... NAC/ Municipal Council/ Municipal Corporation**

(Prescribed by State Election Commission, Odisha)

Reservation Status.....

1. Full name of the Candidate :
2. Male/ Female :
3. Ward from which the Candidate has been elected :
4. Political Party to which he/she belongs :
5. Caste (SC/ ST/ General) :
6. Full name of the Proposer :
7. Ward from which the Proposer has been elected :
8. Full name of the Seconder :
9. Ward from which the Seconder has been elected :
10. Signature of the Proposer :
11. Signature of the Seconder :

CANDIDATE'S DECLARATION

I declare that I am willing to contest for the office of the *Vice-Chairperson/ Deputy Mayor.

Signature of the Candidate

This nomination paper was presented to me by on
.....

Signature of the Election Officer

(*Strike out whichever is not applicable)

ମୁ୍ୟନିସିପାଲ କର୍ପୋରେସନର ଉପମେୟର/ ପୌର ପରିଷଦ /
ଅଧିସୂଚିତ କ୍ଷେତ୍ର ପରିଷଦର ଉପାଧ୍ୟକ୍ଷ ପଦବୀ ନିମନ୍ତେ ମନୋନୟନ ପତ୍ର
(ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ଵାରା ନିର୍ଦ୍ଧାରିତ)

ଆରକ୍ଷଣ ଛିଡି.....

1. ପ୍ରାର୍ଥୀଙ୍କ ପୂରା ନାମ :
2. ପୁରୁଷ/ ସ୍ତ୍ରୀ :
3. ଖାର୍ଡ ନଂ.(ଯେଉଁଠାରୁ ନିର୍ବାଚିତ ହୋଇଛନ୍ତି) :
4. କେଉଁ ରାଜନୈତିକ ଦଳର ସଭ୍ୟ ଅଟନ୍ତି କିମ୍ବା ନିର୍ଦ୍ଧଳୀୟ :
5. ବର୍ଗ (ଅନୁସୂଚିତ ଜାତି /ଅନୁସୂଚିତ ଜନଜାତି/ ସାଧାରଣ) :
6. ପ୍ରସ୍ତାବକଙ୍କ ପୂରା ନାମ :
7. ଖାର୍ଡ ନଂ. (ଯେଉଁଠାରୁ ପ୍ରସ୍ତାବକ ନିର୍ବାଚିତ ହୋଇଛନ୍ତି) :
8. ସମର୍ଥକଙ୍କ ପୂରା ନାମ :
9. ଖାର୍ଡ ନଂ. (ଯେଉଁଠାରୁ ସମର୍ଥକ ନିର୍ବାଚିତ ହୋଇଛନ୍ତି) :
10. ପ୍ରସ୍ତାବକଙ୍କ ସ୍ଵାକ୍ଷର :
11. ସମର୍ଥକଙ୍କ ସ୍ଵାକ୍ଷର :

ପ୍ରାର୍ଥୀଙ୍କ ଘୋଷଣା

ମୁଁ ଘୋଷଣା କରୁଅଛି ଯେ *ଉପାଧ୍ୟକ୍ଷ/ ଉପମେୟର ପଦ ପାଇଁ ନିର୍ବାଚନରେ ପ୍ରାର୍ଥୀ ହେବାକୁ ସମ୍ମତି ପ୍ରକାଶ କରୁଅଛି ।

ପ୍ରାର୍ଥୀଙ୍କ ସ୍ଵାକ୍ଷର

ଏହି ମନୋନୟନ ପତ୍ର ଲ ଦ୍ଵାରା

..... ତାରିଖ ଘଟିକାରେ ମୋ ନିକଟରେ ଦାଖଲ କରାଯାଇଛି ।

ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ସ୍ଵାକ୍ଷର

(ବି. ଦ୍ର. - *ଯାହା ପ୍ରମୁଖ୍ୟ ନୁହେଁ ତାହା କାଟି ଦିଅନ୍ତୁ)

STATE ELECTION COMMISSION, ODISHA
TOSHALI BHAWAN, 1ST FLOOR, SATYA NAGAR,
BHUBANESWAR-751007

E-Mail ID: stateelectioncommission.odisha@gmail.com/ sec.odisha@gov.in

Fax: 0674-2573494

No. 2813 /S.E.C.,

Date: 14/02/2022

From

Shri R.N. Sahu, IAS
Secretary.

To

All District Magistrates.

Sub: General Election to ULBs, 2022 –

Appointment of Presiding Officer and Polling Officers.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that as per Rule 35 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 34 of the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003, the Election Officer shall appoint one Presiding Officer and one or more Polling Offices for each Polling Station. The Commission has decided that a polling party will consist of one Presiding Officer and four Polling Officers apart from the police personnel to be attached to the polling party. However, the Commission lays down the following guidelines for selection of the polling personnel:

- (a) Presiding Officer and Polling Officers are to be classified on the basis of scale of pay and their post and rank. As far as practicable, Gazetted Officers will be deployed as Presiding Officers and failing that, officials who are working in supervisory capacity only, should be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to the other Polling Officers of that polling party.
- (b) The Presiding Officer (PO) should preferably be familiar with EVM operations in earlier election(s).

- (c) A person having residence in a particular Ward shall not be assigned polling duties in any of the Polling Stations of that Ward.
- (d) A polling party should not have more than one personnel from the same office.
- (e) A polling party should not have more than one personnel having residence in the same Ward.
- (f) No employee of the Municipality shall be appointed as a Presiding Officer or Polling Officer. No judicial or Police Officer shall be appointed as Presiding Officer or Polling Officer.
- (g) No casual (NMR, DLR type) employee can be assigned polling duties.

The Commission further directs that the Election Officer shall take steps to constitute the polling team so that the formation of polling team will be ready **at least fortnight** before the date of actual poll. The Election Officer shall requisition the employees of different offices in the following format before formation of polling team.

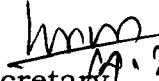
Name of the Office with location _____

Sl. No.	Name of Employee	Designation	Scale of Pay	Residential Address with Ward No.	Remarks
1	2	3	4	5	6

In order to ensure uniformity, the Commission has prescribed a form for such purpose (copy enclosed). The Election Officer should ensure that the appointment order must be served to the officers appointed for the purpose in a proper manner. He shall obtain signature of the persons drafted for the polling duty in the duplicate form.

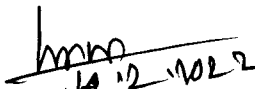
This instruction supersedes Commission's letter No.3161 dtd. 28.05.2013.

Yours faithfully


Secretary 19.2.2022

Memo No 2814/SEC., Dated 14/02/2022

Copy forwarded to All Municipal Commissioners/All Executive Officers
for information and necessary action.


Secretary

**ORDER OF THE APPOINTMENT OF PRESIDING OFFICERS &
POLLING OFFICERS**

(Prescribed by the Election Commission)

(General Election to _____
NAC/Municipality/Corporation)

In pursuance of **Rule 35 of Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 34 of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003, I hereby appoint the officers specified in Column (3) & (4) of the table below as Presiding Officer/Polling Officer for the booth specified in Column (2).

In pursuance of the direction of the State Election Commission, the officer mentioned in Column (3) of the table will be designated as Presiding Officer and perform the duties as prescribed in the said Rules. The other Polling Officers mentioned in Column (4) of the table would perform their duties as are assigned to them under the said Rules, by the State Election Commission, Election Officer and Presiding Officer.

Ward No.	Polling Station No. & Name with complete particulars of its location	Name & Designation of Presiding Officer	Name & Designation of the other Polling Officers	Remarks
[1]	[2]	[3]	[4]	[5]
			1.	
			2.	
			3.	

The training of Presiding Officer and 1st Polling Officer will be held at _____ (hours) on _____ (date) in _____ (place).

The poll will be taken on _____ (date) between _____ hours and _____ hours. The Presiding Officer should arrange to collect the polling materials on _____ (date) from _____.

(Full address of the place)

and after the poll, those should be returned to the collecting centre at

(Full address of the place)

Place _____

Date _____

Signature of the Election Officer of

NAC/Municipality/Municipal
Corporation

****Strike out which is not applicable.**

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

No. 2840 / SEC,

Date: 14 / 02 / 2022

ORDER

Whereas, the Superintendence, direction and control of all elections to Municipalities in the State are vested in the State Election Commission under Article 243-ZA of the Constitution of India;

Now, therefore, to ensure fairness in conduct of the election for the office of the Councillor/ Corporator, the State Election Commission in exercise of the powers vested under Article 243-ZA of the Constitution directs that:

(i) A Candidate contesting to the office of Councillor/Corporator shall use maximum of two vehicles (three wheelers & four wheelers taken together) for each Ward for his/her electioneering.

(ii) A Candidate contesting for the office of Chairperson shall use maximum of four vehicles (three wheelers & four wheelers taken together) within the Municipality for his/her electioneering.

(iii) A Candidate contesting for the office of Mayor shall use maximum of six vehicles (three wheelers & four wheelers taken together) within the Municipal Corporation for his/her electioneering.

(iv) The Political Parties concerned can use two numbers of four wheelers for the each Corporation/ Municipality.

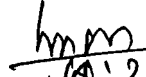
The Candidate will intimate the type of motor vehicle to be used, its registration number and name of its owner to the Election Officer from the date of deployment of the vehicle in his/her electioneering. He/she will submit this information in triplicate to the Election Officer, one copy of which will be sent to the nearest Motor Vehicle Authority, one copy will be retained by the concerned Election Officer, and the other copy with signature and seal of the Election Officer will be returned to candidate.

The Candidate or his/her authorized person will be required to enter the number of vehicles used by him/her in the day-to-day Account Register. On demand by the Election Observer, Expenditure Observer, Election Officer or any other officer authorized by the Commission, the contesting candidate will be required to produce this register for verification at any time during the period of electioneering. The expenditure on the vehicles shall be inclusive of the limit of expenditure fixed for the candidate.

The expenditure on the vehicle used by the Political Party will be apportioned equally among all the candidates sponsored by the concerned Political Party in the Corporation/ Municipality.

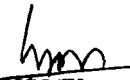
In any convoy of electioneering, there shall be maximum four numbers of permitted vehicles.

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


Secretary 14.2.2022


Memo No. 2841 / SEC., Date: 14/02/2022

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack with request to publish the order in the next extraordinary issue of Odisha Gazette and send 100 copies to the Commission.


Secretary 14.2.2022

Memo No. 2842 / SEC., Date: 14/02/2022

Copy to All District Magistrates, Municipal Commissioners, Election Officers and Executive Officers for information and necessary action.


Secretary 14.2.2022

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

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

Fax No. 0674-2573494

No. 3527/SEC.,

Date: 22/02/2022

ORDER

Whereas Rule 57-A of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 57 of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 provides for voting by Electronic Voting Machines in the election to the Urban Local Bodies;

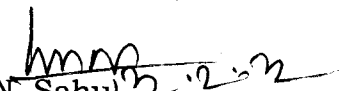
Whereas Rule 57-C(2) of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 59 (2) of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 provides that immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the Polling Agents and other persons present that no vote has been already recorded in the voting machine;

Whereas in order to comply with the above provision, it is necessary to hold a Mock Poll in presence of the candidates or Polling Agents present;

Now therefore in exercise of powers conferred under Article 243ZA of the Constitution of India read with relevant provisions of Odisha Municipal Act and Rules, the State Election Commission, Odisha hereby directs that

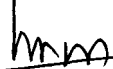
- i) The Presiding Officer is to conduct Mock Poll at least 30 minutes before the time fixed for actual poll.
- ii) Equal no. of votes should be cast in favour of each candidate including NOTA irrespective of the presence of the candidate/ Agent.
- iii) After conducting Mock poll on the EVM of Chairperson/ Mayor, the presiding Officer will conduct Mock Poll on the EVM for Councillor/ Corporator.
- iv) After completion of the Mock Poll, the Presiding Officer has to submit a declaration in respect of both EVMs separately in the form prescribed by the Commission.

By order of the
State Election Commission, Odisha


(R.N. Sahu) 2.2.22
Secretary

Memo No. 3528 / SEC., Date: 22/02/2022

Copy forwarded to Director, Printing, Stationery and Publication, Odisha, Cuttack for immediate publication of this ~~statutory~~ notification in an extraordinary issue of Odisha Gazette and supply 10 (Ten) copies to the Commission.


Secretary - 2.22

Memo No. 3529 / SEC., Date: 22/02/2022

Copy forwarded to Principal Secretary to Govt., Housing and Urban Development Department / Director, Municipal Administration, Housing and Urban Development Department for information and necessary action.

Memo No. 3530 / SEC., Date: 22/02/2022

Copy forwarded to All District Magistrates/All Municipal Commissioners/All Executive Officers for information and necessary action.


Secretary - 2.22


Secretary - 2.22

ANNEXURE-3
DECLARATION BY THE PRESIDING OFFICER

(See Rule 57(C)(2) OM (DW, RS&CE) Rules, 1994 & Rule 59(2) of OMC (DCW, RS&CE) Rules, 2003)

Declaration by the Presiding Officer before the commencement of the poll
Election from Ward No..... of..... N.A.C/Municipal Corporation
Serial No. and name of polling station

Date of Poll

I hereby declare:

- (1) that I have demonstrated to the candidates / polling agents present –
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - (b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than election duty certificates; if any
 - (c) that the Register of Voters to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the Paper Seal(s) used for securing the result section of control unit and obtained thereon the signatures of the polling agents present.
- (3) that I have written the serial number of the Control Unit on the Special Tag, and I have affixed my signature on the back side of the Special Tag and also obtained thereon the signatures of candidates/polling agents present.
- (4) that I have affixed my signature on the Strip Seal and also obtained thereon the signatures of polling agents present.

Signature ^{of}
Presiding Officer

Signature of polling agents :

- | | |
|---------|----------------------|
| 1..... | (of candidate.....) |
| 2. | (of candidate.....) |
| 3. | (of candidate.....) |
| 4. | (of candidate.....) |
| 5. | (of candidate.....) |
| 6. | (of candidate.....) |
| 7. | (of candidate.....) |

N.B. : You can write down the name of the Polling Agent(s) who decline to put their signature on this declaration.

- | | |
|--------|--------|
| 1..... | 2..... |
|--------|--------|

**ULB ELECTON/ URGENT
BY FAX/E-MAIL**

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

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

No. 5536 / SEC.

Date: 22 / 02 / 2022

From

Shri R.N. Sahu, IAS
Secretary.

To

All District Magistrates.

Sub: **Appointment of Sector Officer for General Election to Urban Local Bodies,
2022.**

Madam/ Sir,

I am directed to say that Sector Officers are appointed to coordinate between the Election Officer and Presiding Officer for conduct of Municipal Elections smoothly. Ordinarily, one Sector Officer is appointed for 10 - 12 booths depending upon the geographical location and nature of Polling Station.

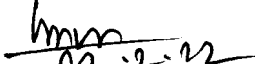
Duties of Sector Officer:

- i. To facilitate the dispersal of Polling Parties of Polling Stations attached to him.
- ii. To ensure that all Polling Parties attached to him/ her have reached the Polling Station sufficiently ahead of the Poll.
- iii. To ensure from Polling Parties that all election materials are verified and O.K. with the Polling Parties.
- iv. To ensure that all arrangement in the booth has been made by the Presiding Officers before commencement of the Poll.
- v. To ensure that Mock Poll has been completed in presence of Candidates/ Polling Agents before actual Poll and he should remain present during mock poll at least in one Polling Station.
- vi. To ensure that poll has commenced at the time fixed by the Commission.
- vii. To inform Election Officer regarding Percentage of polling of male & female voters voted at every two hours interval.
- viii. To ensure that poll has been completed smoothly and peacefully.

ix. To report of any law & order problem/ vitiation of poll/ EVM malfunctioning & replacement of EVMs etc.

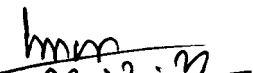
These instructions shall be explained to the Sector Officers during their training.

Yours faithfully,


Secretary 2.2.22

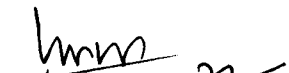
Memo. No. 3537/ SEC, dated: 22/02/2022

Copy forwarded to Principal Secretary to Govt., Housing & Urban Development Department, Odisha for information and necessary action.


Secretary 2.2.22

Memo. No. 3538/ SEC, dated: 22/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/ Executive Officers of NAC/Municipality for information and necessary action. .


Secretary 2.2.22

ULB **ELECTION URGENT**
BY FAX/ E-MAIL

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

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

No. 3539 /SEC.,

Date: 22/02/2022

From

Sri R. N. Sahu, IAS
Secretary

To

All District Magistrates.

Sub: **Arrangement for Counting of Votes for election to Urban Local Bodies, 2022**

Madam/ Sir,

I am directed to say that votes shall be counted under the supervision of the Election Officer in the presence of the candidates and their counting Agents. Prior to the counting, the Election Officer shall make following arrangements for smooth and timely completion of counting.

A. Counting Hall

- i. The Election Officer shall make physical verification of the Counting Hall.
- ii. The Counting Hall should be spacious enough to accommodate the Election Officer and other officials required to assist him as well as the candidates or their agents.
- iii. Besides, availability of furniture, drinking water facilities and toilets shall be taken into account.
- iv. Counting of votes in temporary structures must be avoided at all costs.

B. Date, Place & Time for Counting

Under Rule 24(i) of Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and 23(i) Odisha Municipal Corporation Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 the Election Officer has to notify the date, place and time for commencement of counting of votes. He shall intimate the Commission regarding the relevant information on counting center.

C. Counting Table

- i. The Commission has fixed the maximum number of counting tables for different ULBs as follows:

Sl. No.	ULB	No. of Counting Tables for Councillor/ Corporator (whichever is applicable)	No. of Counting Tables for Chairperson/ Mayor (whichever is applicable)
1.	NAC	2	2
2.	Municipality	5	5
3.	Corporation	12	12

The Counting Tables shall be arranged in 2 (two) rows. The Counting Tables in the left row to the Election Officer's Table shall be of Councillors/ Corporators and Counting Tables in the right row to the Election Officer's Table shall be of Chairperson/ Mayor.

- ii. Depending upon the numbers of Wards, Polling Station and place of counting, the number of tables required for counting of votes for a particular ULB may be determined. In case of Corporation, the contesting candidates may be informed the approximate time of commencement of counting of their Ward so that their Counting Agents will report before the approximate time. This may be done to avoid rush at the Counting Hall & Centre.
- iii. Counting of EVM Ballots of a Ward shall be taken up in one table. Counting of all Booths of a Ward shall be done in that table. The Ballot Units of different Booths of a Ward shall be brought to the table and counted in ascending order.
- iv. For example, if there are four tables for counting of Councillors/ Corporators, counting of Ward No. 1 shall be taken up on table 1, Ward No. 2 on table 2 and so on. If there are three booths in Ward No. 1, the counting shall be taken up in the order Booth No. 1, Booth No. 2 and Booth No. 3, on Table No. 1.
- v. Similarly, counting of EVMs shall be taken up on the tables earmarked for Chairperson/ Mayor.
- vi. A table should be numbered and a chart should be prepared showing the sequence of distribution of EVMs Ward wise and Polling Station wise.

D. Appointment of Counting Personnel

- i. Following no. of Counting Personnel shall be appointed for each Counting Table.

Sl. No.	Particulars	No. of Counting Personnel
1.	Counting Supervisor	1
2.	Counting Assistant	1

- ii. Some Group 'D' employees may be deployed in the Counting Hall for transporting EVMs to the Counting table from storage space of the counting centre and for sealing of the EVMs after counting.

- iii. The polling personnel who have been posted to the Polling Stations and performed poll duty should not ordinarily be engaged for counting. The counting personnel will be paid remuneration at the rate prescribed by the Commission.
- iv. Every Counting Supervisor and Assistant may be issued with a Pass in the following format. They will be seated in their respective tables allotted till the completion of the counting and not roam inside the Hall or go to another table.

<p>Election to</p> <p>NAC / Municipality/ Corporation</p> <p>Pass For Counting Supervisors/ Counting Assistant.</p> <p>Name of the Counting Centre:</p> <p>Name & Designation:</p> <p>Table No. allotted:</p> <p>Signature of the Election Officer.</p>
--

- v. For other officials engaged in Counting Hall or Centre for various election or other related duties may be issued with a Duty Pass.

<p>Election to</p> <p>NAC/ Municipality/ Corporation</p> <p>DUTY PASS</p> <p>Name of the Counting Centre:</p> <p>Name & Designation:</p> <p>Nature of Duty:</p> <p>Signature of the Election Officer.</p>
--

- vi. 10% of the total counting personnel may be kept reserve for emergency.

E. Training of Counting Personnel

All Counting Personnel shall be given hands-on intensive training on counting of votes through EVMs. They will be also explained about each of the items in Form XVII-C (for Councillors of NAC/Municipality) & Form XVII-D (for Chairperson of NAC/ Municipality) and Form XXIV (for Corporators of Municipal Corporation) & Form XXIV-A (for Mayor of Municipal Corporation), i.e. Accounts of Votes Recorded and as well as filling up of the said Form in Part-II.

F. Appointment of Counting Agent

The Commission has prescribed the form for appointment of Counting Agent (copy enclosed). As many Counting Agents as the number of Tables may be appointed by the Contesting candidates at the time of counting with the approval of Election Officer.

G. Security arrangements during counting

- i. Security arrangements may be made outside the Counting Hall as well as outside the Counting Centre.
- ii. The security personnel will allow the Candidates or their Counting Agents/Counting Personnel having ID card issued by the Election Officer to the counting centre.
- iii. Entry of the unauthorized persons into the Counting Center should be strictly prohibited.
- iv. No mobile phones are allowed in the counting hall. Proper arrangement should be made at the Counting Centre for safe keeping of the mobiles of Counting Staff/Candidates/Counting Agents, if any.
- v. Under no circumstances, anyone shall be allowed to smoke inside the counting hall.
- vi. No person should leave the Counting Hall or enter the Counting Hall without prior permission of the Election Officer.
- vii. The Counting Agents in no case will be allowed to handle EVMs. For this purpose a **Separator/Barricade** may be provided/ erected between the table and sitting of the election agents.

H. Transportation of EVM

If polled EVMs are stored in a location other than the Counting Centers itself then proper security arrangement should be made while transporting EVMs from the Strong Room to the Counting Centre.

I. Persons allowed in the Counting Hall.

Only the following persons may be allowed inside a counting hall.

- i. Counting Supervisor & Counting Assistants.
- ii. Persons authorized by the Election Commission.
- iii. Public servants on duty in connection with the election (with Duty Pass).
- iv. Candidates and their Counting Agents.
- v. Observers

J. Counting Materials

Generally, the following stationery would be required for one counting table

- i. Knife for cutting and opening the seals, etc.
- ii. Pencil
- iii. Four sheets of plain paper
- iv. Paper Weight
- v. One tray

All the above materials should have been provided in the tray kept on the individual Counting table before starting of the actual counting.

K. Preparation for counting

- i. All necessary preparatory arrangement shall be completed beforehand so that Ward-wise counting will start as per the time fixed by the Commission.
- ii. All the Counting Supervisors and Assistants and Counting Agents may be asked to take their respective seats 15 minutes before the commencement of counting. Before counting, they will receive the CUs and other paper at their counting table by the supporting Staff.

L. Sealing of EVMs after counting

- i. After the counting is over the Control Units as well as Ballot Units of the voting machines shall be sealed with the seal of Election Officer.
- ii. The Polling Station wise 'Account of votes recorded' forms may also be sealed Ward-wise.
- iii. A space inside the counting hall or a room adjacent to the Counting Hall shall be earmarked for sealing of the EVMs (both BU & CU) and other election papers with the seal of Election Officer.

M. Communication Room

As per instruction of the Commission, a Communication Room having computer with internet facility may be set up in the counting centre for transmission of counting results/trends to the Commission's Office.

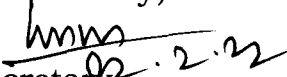
- i. On the day of Counting, compilation of result ULB wise is made at the Commission's level.
- ii. For transmission of result to the Commission's office the following arrangement shall be made at the counting centre.
 - a) An Officer shall exclusively be earmarked for transmitting the result to the Commission.
 - b) He shall be suitably instructed to transmit the Ward-wise result one after another as soon as the same is completed through telephone/e-mail to the Commission.
 - c) To transmit the result through above mode, necessary arrangements shall be made by the Election Officer.

The e-mail may be sent to

stateelectioncommission.odisha@gmail.com and sec.odisha@gov.in

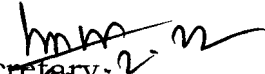
These instructions should be followed scrupulously.

Yours faithfully,


Secretary

Memo No. 3540 / SEC, dated 22/02/2022

Copy forwarded to Principal Secretary to Govt., Housing & Urban Development Department, Odisha for information and necessary action.


Secretary

Memo No. 3541 / SEC, dated 22/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/ Executive Officers of NAC/ Municipality for information and necessary action.


Secretary

For use in Election to Municipal Corporation
FORM OF APPOINTMENT OF POLLING AGENT/ COUNTING AGENT

(Prescribed by State Election Commission, Odisha)

Election to the Municipal Corporation.....

From Ward no.....

To

The Election Officer Municipal Corporation.

I (Name of the Candidate), a contesting candidate for Ward No., do hereby give notice that I have appointed (Name of the Agent) as Polling Agent/ Counting Agent to attend the polling booth No. of Ward No. located at during poll / counting.

Full Signature of candidate

Date:

I agree to act as such Polling Agent/ Counting Agent.

Full Signature of Polling Agent/ Counting Agent.

Declaration of Polling Agent/Counting Agent to be Signed before the Election Officer.

I hereby declare that I will not at this election/counting for Ward No. do anything forbidden by Odisha Municipal Corporation Act, 2003 and Odisha Municipal (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003.

Full Signature of
Polling Agent/ Counting Agent

Signed before me
Approved.

Date:

Seal & Signature of Election Officer
..... Municipal Corporation

- N.B.: (1) The form is to be submitted in duplicate to the Election Officer by 5 P.M. of the date preceding the date of Poll/Counting.
- (2) Strike out whichever is not applicable
- (3) The Polling Agent is required to be present at the polling station one hour before the commencement of poll in order to attend the Mock Poll through E.V.M.
- (4) The Counting Agent will report at the Counting Centre half an hour before the time fixed for counting.

For use in Election to Municipality/ NAC

FORM OF APPOINTMENT OF POLLING AGENT/COUNTING AGENT

(Prescribed by State Election Commission, Odisha)

Election to the Municipality/NAC.....

From Ward no.....

To

The Election Officer Municipality/ NAC.

I (Name of the Candidate), a contesting candidate for Ward No., do hereby give notice that I have appointed (Name of the Agent) as Polling Agent/ Counting Agent to attend the polling booth No. of Ward No. located at during poll / counting.

Full Signature of candidate

Date:

I agree to act as such Polling Agent/ Counting Agent.

Full Signature of Polling Agent/ Counting Agent.

Declaration of Polling Agent/ Counting Agent to be signed before the Election Officer.

I hereby declare that I will not at this election/counting for Ward No. do anything forbidden by Odisha Municipal Act, 1950 and Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Elections) Rules, 1994.

Full Signature of
Polling Agent/ Counting Agent

Signed before me
Approved.

Date:

Seal & Signature of Election Officer
..... Municipality/ NAC

- N.B.: (1) The form is to be submitted in duplicate to the Election Officer by 5 P.M. of the date preceding the date of Poll/Counting.
- (2) Strike out whichever is not applicable
- (3) The Polling Agent is required to be present at the polling station one hour before the commencement of poll in order to attend the Mock Poll through E.V.M.
- (4) The Counting Agent will report at the Counting Centre half an hour before the time fixed for counting.

ELECTION URGENT

**TOP PRIORITY
ELECTION URGENT
BY E-MAIL**

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

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

No. 3775 /SEC.,

Date: 26/02/2022

From

Sri R. N. Sahu, IAS
Secretary

To

All District Magistrates.

Sub: General Election to Urban Local Bodies, 2022-
Attendance sheet for Polling Agent.

Madam/ Sir,

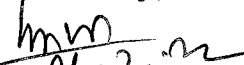
In inviting a reference to the Commission's letter No.2195 dated 30.05.2008 and 2197 dated 30.05.2008 on the subject cited above, I am directed to say that Rule 35 (3) (a) of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 Rule 34 (3) (a) of the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 provides that a candidate can appoint one Polling Agent with the prior approval of the Election Officer in respect of one or more Polling Stations.

In the aforesaid letter detailed instruction has been given including the form prescribed for appointment of Polling Agent. But no form has been prescribed for taking attendance of the Polling Agent at the Polling Station.

The Commission prescribes a form for taking attendance of the Polling Agent at the polling station, a copy enclosed.


You are requested to issue necessary instruction to the Election Officers to supply the copy of the Attendance Sheet for Polling Agent to all the Presiding Officers at the time of dispersal.

Yours faithfully,


Secretary

Memo No. 3776 /SEC., Date 26/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/
Executive Officers for information and necessary action.


Secretary

ANNEXTURE- 13

ATTENDANCE SHEET FOR POLLING AGENTS

Election to the Municipality/ NAC/ Municipal Corporation.....
from Ward No..... Booth No..... and name of Polling
Station.....

Sl. No.	Name of the Candidate	Name of the Polling Agent	Full signature of the Polling Agent
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Signature of Presiding Officer



STATE ELECTION COMMISSION, ODISHA

Toshali Bhawan, B-2, 1st Floor, Satyanagar, Bhubaneswar – 751007 (Odisha)

Ph. 0674-2573495 (O) Fax : 0674 - 2573494

E-mail : sec.odisha@gov.in / stateelectioncommission.odisha@gmail.com

Letter No. 3783

Date 26/02/2022

From

Sri R.N.Sahu, IAS
Secretary

To

All District Magistrates

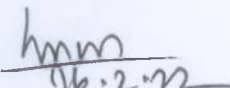
Sub: **General Elections to Urban Local Bodies, 2022- providing facilities for voters with disabilities**

Madam/ Sir,

I am directed to say that in the forthcoming General Elections to Urban Local Bodies-2022, the following facilities may be arranged in all the booths for hassle free voting by persons with disabilities:

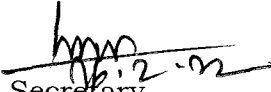
- i. Presence of ramps may be ensured in all the booths.
- ii. At least one wheelchair may be arranged in every booth/ location.
- iii. Two NSS Volunteers may be deployed per booth/ location, depending on their availability, to assist the PwD voters. Each Volunteer may be paid Rs.100/- towards lunch arrangement, and issued a certificate under the signature of Election Officer, after completion of poll.
- iv. A voter with disabilities may be given preference over the other voters waiting in queue
- v. Blind and Infirm voters can take the help of companion as provided in the Municipal Rules.
- vi. The EVM Ballot Unit has Braille numeral stickers on it. The Presiding Officer may read out the serial numbers of candidates and their party affiliation, if a person with visual impairment, wishes to cast his/ her vote without the help of a companion.

Yours faithfully,


Secretary

Memo No. 3784 / SEC dated 26/02/2022

Copy forwarded to all Election Officers for information and necessary action.


Secretary

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

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

No. 3579 /SEC.,

Date: 23/02/2022

From

Sri R. N. Sahu, IAS
Secretary

To

All District Magistrates.

Sub: **Issue of EDC Paper to persons on Election Duty.**

Ref: Commission's order No.2279 dtd.02.06.2008, letter No.3161
dtd.28.05.2013 and letter No.1453 dtd.21.03.2018.

Madam/ Sir,

In continuation to the Commission's aforesaid orders, following instructions shall be followed by Election Officer for issue of an EDC Ballot Paper to the person on Election duty.

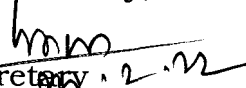
- i. A person shall not be deployed for election duty in any of the Polling Station of a Ward where he is a resident or registered as a voter. But to exercise his franchise he may require a Ballot Paper of his ward to cast his vote in any other Polling Station where he is deployed.
- ii. The voter on election duty shall apply to the Election Officer in the Form prescribed by the Commission (copy enclosed) along with Xerox copy of the appointment letter at least **4 days before the date of dispersal**.
- iii. The concerned Election Officer will verify the details of application i.e. Sl. No. of Electoral Roll, Ward No etc with reference to the Electoral Roll of the ULB.
- iv. After verification, the Election Officer shall issue Form of Authorisation to vote at a Polling Station located outside the polling area i.e. Form No XVII for NAC and Municipality and Form No. XX for Corporation.
- v. Election Officer will issue two Ballot Papers one for Councillor/ Corporator and another for Chairperson/ Mayor.

- vi. In the space for distinguishing mark on the ballot papers, he shall write name of the ULB in abbreviation, Ward number and Booth number of the elector on election duty.
- vii. Similarly on the back of the ballot paper & he/ she shall also write 'EDC Ballot Paper and put his signature with seal below the marking.
- viii. While issuing the EDC Ballot Papers the corresponding serial number of the voter on election shall be marked and indicated 'EDC' in red ink against his/ her name in the marked copy of the Electoral Roll.
- ix. The Election Officer shall hand over the EDC Ballot paper in a closed cover supplied to him, writing over it the name of the person on Election Duty, Polling Station No. and Ward No. of his election duty to the Presiding Officer of the concerned Polling Station where the person is deployed.
- x. After recording his/ her vote on the Ballot Papers using Cross-mark seal provided to the Presiding Officer on the day of poll, the person of election duty shall return the ballot papers in the sealed cover provided for the purpose and hand it over to the Presiding Officer.
- xi. The Presiding Officer shall then collect all such EDC covers containing EDC Ballot Papers and then staple the Form of Authorisation to the concerned sealed envelope and put it in a bigger packet provided.
- xii. After poll, the Presiding Officer shall hand over the following items first to the Election Officer in the specified counter to receive sealed EVMs.
 - a) sealed carry case containing BU & CU;
 - b) sealed cover containing Presiding Officers' Diary,
 - c) sealed cover containing account of votes recorded in Form No-XVIIC;
 - d) sealed cover containing EDC Ballot paper.
- xiii. On the day of counting the Election Officer shall collect all the EDCs and segregate the same Ward wise from the inscription on the face of the sealed covers. When a particular Ward is taken up for counting for votes

in EVM, the EDC relating to that Ward only shall be opened for counting at the Election Officer's table in presence of candidate or Counting Agent and added to the total votes polled by the candidate (s) in part II of Form No. XVIIC.

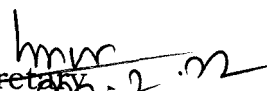
- xiv. A copy of the instruction shall be handed over to the Presiding Officers during training.

Yours faithfully,


Secretary

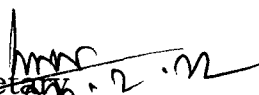
Memo. No. 3580 / SEC., dated: 23/02/2022

Copy forwarded to Principal Secretary to Govt., Housing and Urban Development Department/ Director, Municipal Administration, Housing and Urban Development Department for information and necessary action.


Secretary

Memo. No. 3581 / SEC., dated: 23/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/ Executive Officers of NAC/ Municipality for information and necessary action.


Secretary

ration

ANNEXURE-9

(See Rule 57G OM (DW, RS&CE) Rules, 1994 & Rule 63 of OMC (DCW, RS&CE) Rules, 2003)

Application for Election Duty Certificate

To
The Election Officer

.....
N.A.C./Municipality/Municipal Corporation

from

Sir,

I intend to cast my vote in person in the ensuing Election from Ward
No.....ofN.A.C./Municipality/Municipal
Corporation.

I have been employed on Election Duty at No. & Name of the Polling
Station.....of Ward No.....

But my name is entered at Serial No.....in Polling Station No.
/Name.....of the Electoral Rolls for Ward
No..... ofN.A.C. / Municipality/ Municipal Corporation.

Hence, I request that Election Duty Certificate in Form of authorization
to vote outside Polling Area may be issued to enable me to vote at the Polling
Station where I may be on duty on the Polling day. The ballot paper may be
delivered to me through the Presiding Officer of the Polling Station where I am
deployed, or sent at the following address.

Address:

.....
.....
.....

Place:

Yours faithfully

Date:

Name & Designation

ULB ELECTION/ URGENT
BY FAX/ E-MAIL

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

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

No. 3582 /SEC.,

Date: 23/02/2022

From

Sri R. N. Sahu, IAS
Secretary

To

All District Magistrates.

Sub: **Preparation of Marked copy of Electoral Roll for General Election to Urban Local Bodies.**


Madam/ Sir,

I am directed to say that the Election Officer shall prepare 3 (three) copies of Electoral Roll of concerned Polling Station and supply the same to the Presiding Officers. These are: one copy for Marked copy of Electoral Roll, one copy for display outside the Polling Station and another copy for reference of 1st Polling Officer. Out of the 3 copies, one copy is to be prepared as Marked copy as follows:

- i. Marked copy of Electoral Roll will contain no marks except EDC.
- ii. In the Marked copy of the Electoral Roll, EDC shall be noted in red ink against the serial number of the voter who avails EDC.
- iii. "Marked Copy" shall be written on the top of each page of Marked copy Electoral Roll. For this purpose a rubber seal "Marked Copy" shall be prepared and stamped on the top of each page of Marked copy of Electoral Roll.
- iv. Election Officer will sign with his rubber seal at the bottom.

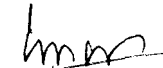
These instructions should be strictly complied with before issue to the Presiding Officer during election.

Yours faithfully,


Secretary

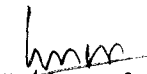
Memo No. 3583 / SEC, dated 23/02/2022

Copy forwarded to Principal Secretary to Govt., Housing & Urban Development Department, Odisha for information and necessary action.


Secretary 2.2

Memo No. 3584 / SEC, dated 23/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/ Executive Officers of NAC/ Municipality for information and necessary action.


Secretary 2.2

ULB Election/ Urgent

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

Email: stateelectioncommission.odisha@gmail.com

No. 3886 dated 02/03/2022

From

Sri R.N.Sahu, IAS
Secretary

To

All District Magistrates

Sub: **General Elections to Urban Local Bodies, 2022- Account of Votes
recorded and verification of Presiding Officer's Diary**

Madam/ Sir,

I am directed to say that Account of Votes recorded will be prepared and submitted by the Presiding Officer in Form XVIIC for Councillor and Form XVIID for Chairperson in case of Municipalities and NACs. Similarly, in case of Municipal Corporations, Presiding Officers will submit Account of Votes recorded in Form No. XXIV for Corporator and Form No. XXIVA for Mayor.

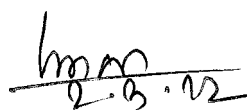
As per the instructions in Chapter 11 of the Handbook for Presiding Officers, the Presiding Officer will prepare the Account of Votes recorded in the relevant form and give a carbon copy/ extra copy/ Xerox copy of the same to each Polling Agent. He/ she will submit the original in the specified cover at the Receiving Centre.

The Presiding Officers may be instructed to submit the original and one carbon/ extra/ xerox copy at the Receiving Centre. **The original copy shall be kept alongwith the EVM of the concerned booth inside the strong room.** The carbon/ extra copy shall be kept in safe custody for reference on the counting day.

Further, the Election Officer shall make arrangements at the Receiving Centre to supply one Xerox copy of the Account of Votes recorded of all the booths within the concerned Ward to each candidate contesting for the office of Corporator/ Councillor, and one copy of all the booths in the ULB to each candidate contesting for the office of Mayor/ Chairperson.

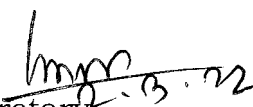
2. One or more officers shall be earmarked to scrutinize the Presiding Officer's Diary after it is received at the counter. In case the Presiding Officer has mentioned anything regarding vitiation of the poll process, the same should be brought to the notice of the Election Officer, immediately.

Yours faithfully,


Secretary

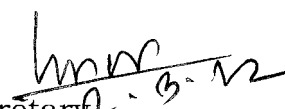
Memo No. 3887 / SEC dated 02/03/2022

Copy forwarded to all Election Officers for information and necessary action.


Secretary

Memo No. 3888 / SEC dated 02/03/2022

Copy forwarded to all National & State Political Parties for information and necessary action.


Secretary



सत्यमेव जयते

STATE ELECTION COMMISSION, ODISHA

Toshali Bhawan, B-2, 1st Floor, Satyanagar, Bhubaneswar – 751007 (Odisha)

Ph. 0674-2573495 (O) Fax : 0674 - 2573494

E-mail : sec.odisha@gov.in / stateelectioncommission.odisha@gmail.com

Letter No. 3948

Date 04.03.2022

From

Sri R. N. Sahu, IAS
Secretary

To

All District Magistrates

Sub: General Election to Urban Local Bodies, 2022- **Setting up of Strong Rooms**

Madam/ Sir,

I am directed to say that the following Standard Operating Procedure (SOP) shall be followed for setting up of Strong Room, opening/closing of Strong Rooms for pre-poll/ post-poll storage and movement of EVMs as well as post counting storage of EVMs during the ensuing General Elections to ULBs:

Physical Aspects of the Strong Room:

- Each ULB shall make arrangements for three categories of Strong Rooms: i.e for Councillor/ Corporator, for Chairperson/ Mayor and for the Reserve EVMs.
- If a Strong Room is not sufficient to accommodate all EVMs of one category, the EVMs can be stored in adjacent rooms/ halls with proper labeling on the door of the Strong Room.
- Only (1) entry/exit point in each Room
- Seal all other doors/ windows of the strong room using brick-masonry or concrete.
- Install main switch outside the strong room and disconnect electricity after sealing of the room.
- Free from dampness, pests, rodents etc.

- Free from flood/water logging risk/cracks/leakage/broken window etc.
- Provide exhaust fan on the front side at the highest feasible point for air-circulation and install strong iron grill at the vent/ passage, if required.
- No other material whether election related or not (except the documents/ materials prescribed by the Commission to be kept with the polled EVMs) to be kept with the EVMs.
- Before storing the EVMs in the Strong Room, the District Election Officer shall obtain a certificate from the authority concerned to ensure the quality and physical aspects of the Strong Rooms and the certificate is to be kept on record for future reference.

Security & Safety arrangements for Strong Room:

- Double Lock System with keys of each lock with two separate Officers, namely Election Officer & District Treasury/ Sub-Treasury or any other officer authorized by District Magistrate.
- Armed Police for 24X7 security
- Installation of CCTV Camera with Digital Video Recorder (DVR) from date of Commissioning till completion of counting.
- Log book for each entry and exit and duty roster
- Videography at the time of the opening and closing of the Strong Room.
- Fire- extinguishers both inside and outside the Strong Room.

Protocol for opening and closing of Strong Room:

- Inform all the candidates in writing, at least 24 hours in advance, about the date and time of opening and closure of EVM Strong Room.
- Allow candidates or their authorized agents to remain present during opening and closing of the EVM strong room.
- Conduct of videography is mandatory
- In case of exigencies like natural calamities etc., if videography is not feasible, video of opening/closing of strong room shall be made through mobile phones, and footage stored for record.

Pre-Poll Storage: Commissioning of EVMs till dispersal of polling parties:

- Before Commissioning, inform candidates in writing about the date, time and venue of Commissioning.
- Candidates/ authorized agents to remain present during Commissioning.

- Out of the reserve EVMs, some EVMs may be commissioned for the office of Chairperson/ Mayor and kept ready.
- After Commissioning, keep EVMs (BU & CU tagged together for a particular polling station/ booth) in the strong room in the presence of candidates or their authorized agents under videography.
- After Commissioning, share the CU and BU numbers allotted booth wise with all the candidates. Also mention the CU and BU numbers of reserve EVMs separately.
- Store EVMs in **two separate strong rooms** for Councillors & Chairperson in respect of NAC/ Municipality and Corporators & Mayors in respect of Municipal Corporations.
- A clear label to be displayed outside each strong room for identification regarding the strong room meant either for Councillors/ Chairperson or Corporators/ Mayors.
- Close the strong rooms after the Commissioned EVMs are kept in the respective earmarked strong rooms in presence of the candidates or their authorized agents.
- Store unused/ defective/ extra EVMs in separate "Reserve EVM" strong room. A clear label should be displayed mentioning "Reserve EVM".
- Open the strong rooms on the day of dispersal in the presence of the candidates or their authorized agents.

Post-Poll Storage (Polled EVMS): After poll till Counting day

- After completion of poll, escort back the complete set of EVMs (BU & CU) of a particular polling station to the Polled strong room.
- Earmark specified parts of the floor space in the form of squares in advance for stacking the Polled EVMs received from particular polling stations with their serial numbers in one square in the strong room.
- Polled EVMs used for election to the office of Councillor/ Corporator should be stored in the room meant for Councillor/ Corporator. Polled EVMs used for election to the office of Chairperson/ Mayor should be stored in the room meant for Chairperson/ Mayor.
- The polled defective EVMs (the EVMs which got defunct after recording of some votes/ polling and replaced with new EVMs for recording of further polling) are to be kept together with replaced polled EVMs of a particular


polling station in the relevant strong room, for taking up counting of votes recorded in both the EVMs at the time of counting.

- Reserve EVMs which were not used in the poll, and were returned back by the Sector Officers after poll, shall be kept in the "Reserve EVM" strong room. These EVMs should NOT be kept along with polled EVMs.

Protocol for Polled EVMs:


- Intimate all contesting Candidates 24 Hr. in advance to remain present or depute their agents for watching the security arrangements of the strong room and allow them to stay outside the inner perimeter. If entrance of the Strong Room is not visible, arrange CCTV display for them.
- Constant CCTV of all the entry points (doors etc) of strong rooms.
- After completion of counting of votes, seal the CUs and shift the CUs to Strong Rooms of Treasury/ Sub-Treasury/ safe custody.
- CUs to be kept safely in strong rooms as above during Election Petition period. i.e. 45 days from the date of counting of votes and declaration of results. Ballot Units (Bus) may be kept in other room(s) in safe custody.

Yours faithfully,


Secretary 4.3.22


Memo. No. 3949/ SEC, date: 04.03.2022

Copy forwarded to All Election Officers of NACs/Municipalities/ Municipal Corporations for information and necessary action.


Secretary 4.3.22

Memo. No. 3950/ SEC, date: 04.03.2022

Copy forwarded to all National & State Political Parties for information and necessary action.


Secretary 4.3.22

ULB ELECTION/ URGENT

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

Email: stateelectioncommission.odisha@gmail.com

No. 5991 dated 28/03/2022

From

Sri R.N.Sahu, IAS
Secretary

To

All District Magistrates

Sub: General Elections to Urban Local Bodies 2022- **Election to the office of Vice-Chairperson on 7.04.2022**

Madam/ Sir,

I am directed to say that as per Commission's notification No. 3675/ SEC., dated 25.02.2022, notice u/r 69(3) shall be issued on 30.03.2022 by the Chairperson to the Councillors to attend the specially convened meeting for election of Vice-Chairperson scheduled to be held on 7.04.2022.

2. The form of notice is prescribed vide Commission's letter No. 2673 dated 11.02.2022 (Pages 436-438 of the Manual for Municipal Elections- 2022).

3. As per the proviso to Section 47(2) of the Odisha Municipal Act, 1950, the office of Vice Chairperson shall be reserved for woman if (i) the Chairperson is not reserved for woman or (ii) the Chairperson elected is not a woman.

4. The elected Chairperson shall assume office on 30.03.2022 and issue the aforesaid notice in the prescribed form.

5. The Election Officer appointed by the Commission will preside over the meeting for election of Vice-Chairperson as per Order No. 5984/ SEC dated 28.03.2022.

6. The form of nomination for election to Vice Chairperson is given at Page 440 of the Manual, and the manner of writing the names of candidates on the ballot paper is given at Page 442.

7. A candidate shall be proposed by one Councillor and seconded by another.

8. The Chairperson shall not vote in the election of Vice- Chairperson.

9. The results of the election shall be declared in the form prescribed by Commission and given at Page 444.

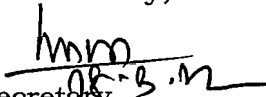
10. The Election Officer should acquaint themselves with relevant provisions of the Rules (Rules 69- 76 given on pages 197-199 of the Manual), more particularly Rule 72 (4) (ii).

11. The entire proceeding of the meeting shall be either under CCTV surveillance or videographed.

12. A copy of the notification signed by the Election Officer stating the name of the person elected as Vice- Chairperson shall be forwarded to the Commission by mail immediately after declaration of result on the same day.

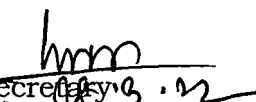
These instructions may be brought to the notice of all Election Officers for their information and scrupulous adherence.

Yours faithfully,


Secretary

Memo No. 5992 / SEC., dated 28/03/2022

Copy forwarded to all Election Officers for information and necessary action.


Secretary