

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

E-mail Id: [stateelectioncommission.odisha@gmail.com](mailto:stateelectioncommission.odisha@gmail.com)

Fax No. 0674-2573494

No. 4241/SEC.,

Date: 05-12-2023

**NOTIFICATION**

In exercise of powers conferred under Article 243–ZA of Constitution of India, read with Rule 69 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 the State Election Commission do hereby appoint the following dates and time for conduct of by-election to the office of Vice-Chairperson of Chikiti NAC as per the guidelines mentioned in the enclosed **Statement**.

**By-Election Schedule for Vice-Chairperson**

Sl. No.	Particular	Date	Time
1.	Issue of notice (in Form prescribed by the Commission) under Rule-69(3) by the Chairperson to attend specially convened meeting for election of Vice-Chairperson.	06.12.2023	
2.	Filing of nomination by the candidates	13.12.2023	10A.M.to11A.M.
3.	Scrutiny of nomination	13.12.2023	11A.M.to 12 Noon
4.	Withdrawal of candidature	13.12.2023	Before 1.00 P.M.
5.	Voting, if necessary	13.12.2023	1.30P.M. to 3.30 P.M. in case of 2 candidates From 1.30 P.M. till completion of the process in case of more than 2 candidates
6.	Counting of votes	13.12.2023	After voting is over
7.	Declaration of result	13.12.2023	After counting is over

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

  
(B. K. Dash)  
Secretary

Memo No. 4242 /SEC., Date: 05-12-2023

Copy forwarded to Director, Printing, Stationery and Publication, Odisha, Cuttack for immediate publication of this notification in an Extraordinary issue of Odisha Gazette on **06.12.2023** and supply ten (10) copies to the Commission.

  
Secretary 5/12/23

Memo No. 4243 /SEC., Date: 05-12-2023

Copy forwarded to Collector & District Magistrate, Ganjam, Chatrapur / Superintendent of Police, Berhampur for information and necessary action.

  
Secretary 5/12/23

Memo No. 4244 /SEC., Date: 05-12-2023

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

  
Secretary 5/12/23

Memo No. 4245 /SEC., Date: 05-12-2023

Copy forwarded to Director, Municipal Administration & Ex-officio Addl. Secretary to Govt., Housing and Urban Development Department for information and necessary action.

  
Secretary 5/12/23

Memo No. 4246 /SEC., Date: 05-12-2023

Copy forwarded to Tahasildar, Patrapur-cum-Election Officer, Chikiti NAC / Executive Officer, Chikiti NAC for information and necessary action.

  
Secretary 5/12/23

## STATEMENT

For the election to the office of Vice-Chairperson of Chikiti NAC, Election Officer appointed by the vide Order No.3833/SEC dated.09.11.2023 read with Order No. 4237/SEC Dated.05.12.2023 shall preside over the meeting for election of Vice-Chairperson. The following guidelines may be followed for smooth conduct of the election to the Vice-Chairperson.

- i. The procedure for conduct of the election to the office of Vice-Chairperson are prescribed under Rule 69 to Rule 76 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994.
- ii. A Copy of the Manual for Municipal Election in Odisha published in 2022 is available with you. Format of notice to the Councillors to attend the meeting of Vice-Chairperson as prescribed by the Commission are available in the Manual. The names of the contesting candidates shall be arranged in Odia alphabetical order and below each name in Odia, the said name shall also be written in English.
- iii. The nomination paper for the election as prescribed by the Commission may be issued to the candidates who intend to contest the election.
- iv. For the purpose of voting, the cross marks seal shall be used.
- v. The Commission has prescribed the form of declaration of results of election of Vice-Chairperson which are available in the Manual. The declaration of the result shall be done in the prescribed Format.
- vi. On completion of the election process, a copy of the proceedings of the meeting, and a copy of the declaration are required to be furnished immediately to the Commission for publication in the Odisha Gazette.

  
Secretary  
State Election Commission, Odisha