

**Instructions for  
Filing, Receiving and Disposing Claims and Objections during the Socio-  
Economic and Caste Census 2011 (SECC 2011) - Urban Areas**

**1. Identification of Places for Publication of Draft List**

1.1 On completion of the enumeration process, the draft list of SECC-2011 will be published for public viewing on a date decided by the District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC for the urban area concerned. The draft list may be published at prominent places in the City/town in the following manner:

- i. One list at a prominent place in the Ward preferably the ward office or the designated place where claims and objections forms are to be received.
- ii. One list at prominent place in Municipal Corporation /Town Municipal Office.
- iii. One list as an office copy to be kept at the Ward Office and also City/Town Municipal Office.
- iv. One copy for NIC for uploading at <https://sec-census.nic.in>.

1.2 The above places are only illustrative. City/town administration may select prominent places with approval from the District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC for the urban area concerned according to the prevailing local conditions for publishing the draft list so that households get to know about the draft publication. The District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC may also consider notification in additional places such as community halls in areas predominantly inhabited by urban poor/slum-dwellers, to the extent possible so that wide publicity can be issued.

1.3 District Collector/ Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC for the urban area will ensure that the draft publication list is prepared after ensuring full coverage effected through Supervisory Module.

- 1.4 An electronic copy (CD) of the draft list of the ward will be provided to MLA and MP of the area and to all recognized political parties who are eligible to get a copy of the electoral roll. Wide publicity may be given to the availability of the data on the website to anyone who wishes to print or download the list. The public representatives can access Draft List on website <http://secc.gov.in>.
- 1.5 The draft list will be published in vernacular language.
- 1.6 Ward level officer will ensure putting his signature facsimile on each page of the draft list before its publication in the prominent designated place of the ward.
- 1.7 For wide publicity, advertisement in local print and electronic media regarding publication of the draft list is a must.
- 1.8 Ensure Software for tracking of the claims and objection process is available before the claims objection process starts.
- 1.9 The draft list will contain information (except Caste and Religion and Chronic disease information) on every household for whom data has been gathered during the enumeration phase. Entries where supervisor has made changes would be published with an asterisk (“\*”). The Draft list format is at **Annexure I**.

## **2. Ward level Officer and Place/Location for receiving Claims and Objection Forms.**

- 2.1 For the purposes of settling Claims and Objections, a ward will be considered as a unit. District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC for the urban area concerned will appoint Ward Level Officer (WLO) such as ward revenue officer, junior engineer, sanitary supervisor etc. supported by an Assistant to receive Claims and Objection form. The receiving officer will check whether the form is in order, duly signed by the applicant (or with thumb impression affixed) and as per the procedures prescribed and give an acknowledgement. The District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner may appoint one or more Ward Level Officers for the same Ward if necessary. In case of small cities/towns one ward level officer may be appointed for more than one ward.

2.2 The ward office or the place where the ward meetings are usually conducted or any other place as may be decided will be designated as office place in the ward for receiving claims and objection forms. For this purpose, the officer in charge of SECC will issue an appropriate order.

2.3 Due publicity will be given about the place in the ward where claims and objection forms will be accepted, the timing and the officer/assistant who will receive the applications.

### **3. Designating Officers for Settling Claims & Objections**

3.1 The District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner in charge of SECC will also appoint/designate one or more suitable officers for one or more Ward (s) senior to the officers designated to receive claims and objections for disposing off the same.

3.2 Persons not satisfied with the decision of the officer disposing Claims and Objections shall have a right to appeal. The District Collector/Deputy Commissioner District Magistrate/Municipal Commissioner will appoint suitable senior officers of an appropriate rank (not below that of the officers disposing claims and objections) at the District/City/Town level to take decisions at the appellate level.

### **4. Forms prescribed for settling Claims and Objections**

4.1 Forms meant for filing Claims and Objections will be made available to the applicants free of charge on demand at the Ward/City/Town Municipal Corporation/Municipality/Deputy Commissioner/District Collector/District Magistrate Office or any other place as may be notified and given due publicity in the local newspapers. The forms can also be downloaded from NIC Website.

- **Form A** is meant for use of public for filing objections to the information furnished by the household(s) during SECC-2011.

- **Form B** is meant for use of public for corrections/ modifications of his/her particulars and other member(s) of his/her family in the Draft Publication of Information of SECC 2011.
- **Form C** is for the inclusion of those families/households that were omitted/ away from usual place of residence at the time of enumeration for SECC 2011.
- **Form D** is a notice to the person in respect of whom objection has been made in the Draft Publication of Information for SECC 2011.

4.2 Form A, B, C and D are at **Annexure II**.

4.3 Forms A, B and C make it clear that claims and objections must bear the signature or thumb impression of the claimant/objector/applicant at the appropriate place or places.

4.4 This being the prescribed manner, any claim or objection not duly signed by the person preferring it or not containing his thumb impression should be rejected.

4.5 After receipt of form A, B, and C, an acknowledgement slip will be issued as per specimen at the bottom of respective form.

4.6 Claimant or objector may also support claims with documentary evidence. However, submission of documentary evidence is not mandatory at this stage.

## **5. Time Schedule for completing the Claims and Objection Procedure**

The claims and objections can be filed within a period of 21 days from the day of publication of the draft list. Objections will be limited to the facts displayed in the draft list only.

## **6. Receipt of Claims and Objections Forms**

6.1 After publication of the draft list, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date should be accepted.

6.2 Each claim or objection shall either be presented to the Ward Level Officer (WLO) or sent by post to the WLO of the area so as to reach him/her before the last date prescribed.

6.3 Claims and objections presented in bulk by any individual/organization or political party should be refused and not accepted. Bulk application would mean applications that are submitted by one person on behalf of many other persons, not belonging to the same family.

6.4 An acknowledgement slip should be given to all applicants which is available at the bottom of the respective forms. However, before giving an acknowledgement, preliminary checking of every form must be done to ascertain the following:

- The form is not submitted in bulk;
- The form is signed by the applicant or thumb impression affixed by the applicant.
- No column or the information called for in the form is left blank.

## **7. Duties and Responsibility of Ward Level Officer**

7.1 When the claims and objections are presented, it is not necessary that they should be received personally by the receiving officer. It is sufficient if they are presented to the Assistant designated.

7.2 Claims and objections should reach the officers authorized within the prescribed time limit. No claim or objection received after last date for filing such claims and objections should be accepted.

7.3 The Ward level officers should accept all claims and objections except those which are incomplete or defective. Those of the claims and objections which are incomplete or defective and where the defects cannot be rectified on-the-spot by the claimant or the objector should be rejected.

7.4 WLOs/Assistants should be given clear written instructions that they shall remain on duty throughout the prescribed hours as may be decided irrespective of the fact whether the institution is closed on a particular day or the working hours of the institution are different.

7.5 Adequate number of different types of forms for filing applications for claims, objections and correction of entries should be made available to the WLOs. WLOs should also be instructed to make available these forms to the members of the public on demand.

7.6 Whenever required, WLO must guide the public as to how to fill the forms. He/she should also explain that it is not necessary to obtain the printed forms and that the claimant or objector can use either manuscript or typewritten or cyclostyled or photocopied form or that downloaded from the NIC website provided it conforms to the prescribed form in every respect.

7.7 The officer designated for receiving the claims and objections should not accumulate the claims and objections received by him/her, and forward along with remarks if any, to the designated Officer for hearing claims and objections, even in small batches every day.

## **8. Disposal of Claims and Objections through Summary Hearing**

8.1 Dispose of claims and objections should not exceed 30 days of the closing date for filling of Claims and Objections

8.2 To enable the Designated Officer(s) to hear claims and objections, a schedule of dates for disposal of claims and objections should be drawn, well in advance, in the following order:—

- Date of hearing:
- Time of hearing:
- Place of hearing:
- The Name and Designation of Official responsible for disposing off the claims and objections.

8.3 Normally, the disposal of claims and objections should begin as and when the forms are received for claims and objections. Disposal of claims and objections must be completed within thirty days of closing date of filing of claims and objections.

- 8.4 The Designated Officer shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon.
- 8.5 At the hearing, claimant, or objector as the case may be, and the person objected to and any other person, who, in the opinion of the designated officer, is likely to be of assistance to him, shall be entitled to appear and be heard.
- 8.6 The designated officer has the power to call any claimant, objector or person objected to appear in person before him. He has also the power to call the documentary evidence tendered by the claimant.
- 8.7 In case, the documentary evidence is not available, with the claimant, objector or person objected to at the time of hearing, the hearing may be adjourned.
- 8.8 The designated officer, if necessary, may get the facts verified by sending local officers. The hearing may be adjourned during the period of verification of facts. Not more than two adjournments should be given and the case must be decided by the designated officer within 30 days of the closing date for receiving claims and objections forms.
- 8.9 The interested party may remain present during the officer's visit.
- 8.10 Records of the summary hearing will be digitized (data entry) locally using software provided by CPSU and uploaded to the central server through a system provided by NIC. The charge centre in charge will upload the data to the central server with his/her own login ID to keep an audit trail on the entries made.
- 8.11 A copy of the order may also be given to the person(s) concerned if they so desire.
- 8.12 The Designated Officer should record not only his/her decision in each case but also brief reasons for the decision.
- 8.13 The gist of the order passed by the Designated Officer on the claims and objection referred to him should be entered just below the entries in the lists of claims and objections in respective Forms A, B, and C so that these forms are self-contained.

8.14 For general information, the District Collector/Deputy Commissioner/District Magistrate/Municipal Commissioner Office should also display on the notice board, the list of applications accepted or rejected under all categories.

## **9. Appeal Against Designated Officer's Decision**

9.1 A provision for an appeal lies against the decision of the Designated Officer in regard to claims and objections. However, an appeal will not have the effect of staying or postponing the final publication of the SECC 2011 List.

9.2 The appeal cannot be preferred if the appellant has not availed himself of his/her right to be heard or to make representation to the Designated Officer.

9.3 The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented personally or be sent by registered post to the Appellate Officer. In both these cases, the appeal must reach the Appellate Officer within 14 days of the decision by the Designated Officer becoming known.

9.4 The Appellate Officer, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner (in the form of a memorandum) required. The appeals, which are time-barred, should be rejected summarily.

9.5 If the appeal is in order, the Appellate Officer should call for the records of the case. He/she should give the appellant a reasonable opportunity of being heard before recording his/her final decision on an appeal.

9.6 New facts, which had not been brought to the notice of the Designated Officer during the summary hearing, may not be entered into the appeal. The appellate authority may only take decisions based on the interpretation of the facts and information.

9.7 The decision of the Appellate Officer is final.

9.8 In case an Appellate Officer either modifies or reverses the decision of the designated officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.

9.9 The appeal should normally be disposed of within 30 days.



9.10 After the appeal order is passed, a copy of the order will be given to the respective charge centre in charge where the charge centre in charge will digitize (data entry) it using software provided by CPSU and then upload to the central server through a system provided by NIC and using his/her own login ID to keep an audit trail on the entries made.

### **Publication of Final List**

- A final list will be published on the 52<sup>nd</sup> day from the day of publication of the draft list.
- All appeals that remain pending can be disposed of within 30 days from publication of final list. Any changes to the final list from these pending appeals may be issued in the form of a small addendum to the final list.
- The final list will be placed for public view as was done while publishing the draft claims and objection list.
- After publication of the final SECC list, necessary instructions will be issued separately for post publication and continuous updating of the SECC list



## SECC Draft List Urban

STATE :ASSAM	DISTRICT :BARPETA	TEHSIL :BARNAGAR (PT)	TOWN/VILLAGE :_BARPETA ROAD E (MB)	WARD ID :0001	BLOCK NO-SUBBLOCK NO :0003-0
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house no	Slum & Non-Slum			Type of Household										
SN	Name	Relation with Head	Sex DOB	Father Name Mother Name		Marital Status #	Occupation / Activity	SC/ST / Other	Disability	Educati on	Are Wages Earned	Main source of income/ earnings #		
001	মুহম্মদ আলী	প্রাথমিক	Male 1929-00-00	দলীপ সিংহ কামপারী		2	সিসিইআনকুল	Schedule d Caste*	No Disability	primary	Not getting any salary	13		
002	মুহম্মদ আলী	পত্নী	Female 1950-00-00	কুমারী সায়ী কামিলী		2	ক্লাব ফার্ম	Schedule d Caste*	No Disability	Literate but below primary	Not getting any salary	13		
003	মুহম্মদ আলী	পুত্র	Male 1976-00-00	0 1 0 2		1	বিমানী	Schedule d Caste*	No Disability	Higher Secondary	daily	11		
004	Jhuma sarkar	wife of son	Female 1988-05-23	Khitish sarkar Kalpana sarkar		2	house wife	Schedule d Caste*	No Disability	Higher Secondary	Not getting any salary	13		
Section 1 Details: Housing/Dwelling				Section 2 Details: Amenities					Section 3 Details Assets					
Predominant material of wall of dwelling room #	Predominant material of roof of dwelling room #	Owenership status of this house	Number of dwelling rooms exclusively in possession of this household	Availability of drinking water source	Main source of lighting	Water-seal latrine exclusively for the household	Waste water outlet connected to	Separate room used as kitchen exclusively for the household	Refrigerator	Telephone/Mobile phone	Computer /Laptop	Moterized Wheelers	A.C	Washing machine
6	8	Self	3	Near to campus	Electricity	Yes	NO Drainage	Yes	No	Only Mobile	Nothing	No Any	No	No



## SECC DRAFT LIST URBAN



State:Haryana	District:Rohtak	Tehsil:Rohtak	Town:Rohtak (M Cl)	Ward:0001	EB-SubBlk:0002-0
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- MStatus:**
- 1 Never married
  - 2 currently married
  - 3 widowed
  - 4 Separated
  - 5 Divorced
- Source Of Income:**
- 0 Rag-Picker
  - 1 Beggar
  - 2 Domestic worker
  - 3 Street vendor/cobbler/hawker/other service provider working on streets
  - 4 Construction worker/plumber/mason/labor/painter/welder/security guard/coolie and other head-load worker
  - 5 Sweeper/sanitation worker/mali
  - 6 Home-based worker/artisan/handicrafts worker/tailor
  - 7 Transport worker/driver/conductor/helper to drivers and conductors/cart puller/rickshaw puller
  - 8 Shop worker/assistant/peon in small establishment/helper/delivery assistant/attendant/waiter
  - 9 Electrician/mechanic/assembler/repair worker
  - 10 Washer-man/chowkida
  - 11 Other work Non-work
  - 12 Non-work(Pension/Rent/Interest, etc.)
  - 13 No income from any source
- Wall:**
- 0 Any other
  - 1 Grass/thatch/bamboo etc.
  - 2 Plastic/polythene
  - 3 Mud/unburnt brick
  - 4 Wood
  - 5 Stone not packed with mortar
  - 6 Stone packed with mortar
  - 7 G.I./metal/asbestos sheets
  - 8 Burnt brick
  - 9 Concrete
- Roof:**
- 0 Any other
  - 1 Grass/thatch/bamboo/wood/mud etc.
  - 2 Plastic/polythene
  - 3 Hand made tiles
  - 4 Machine made tile
  - 5 Burnt brick
  - 6 Stone
  - 7 Slate
  - 8 G.I./metal/asbestos sheets
  - 9 Concrete

**SOCIO ECONOMIC & CASTE CENSUS 2011**

**Form A**

(Form for filing Objections against Information Published in Draft list SECC 2011)

**Identification Particulars**

1. State .....2 District .....  
3. Tehsil/Taluk/P.S/Dev. Block/Circle/Mandal .....4. Town/City .....  
5. SSLID (State —Specific Location Identification).....6. Ward No .....  
7. EB/Sub-Block.....

**Serial Number of Application** ..... **Date** .....

(To be filled in by Officials)

**The Ward Officer/ Charge Officer of SECC 2011**

Town/City Name ..... Ward/Block Name .....

District Name ..... State .....

Madam/Sir,

I object to the information furnished by the household during Socio Economic Caste Census (SECC 2011). Information which is being objected and the reason for objection is also mentioned against each household.

Sl. No	Household Serial Number/ House No.	Name of Head of Household	SI No of the member of household as in the Draft List	Specific Information under objection	Reason for objection
1	2	3	4	5	6
2					-

I hereby submit the following documents in support of the above objections:

Sl. No	Particulars of Supporting Documents
1	
2	

I hereby that the aforesaid objection is based on my personal knowledge of the facts. I also affirm that if called upon to substantiate the objection raised by me, I shall present myself, if so required.

Signature/ thumb impression of the objector.....

Name (in BLOCK letters).....

Present Address.....

Landline/ .....

Mobile No. .... Date .....

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**General Instructions**

1. One application should correspond to one household only.
  2. Bulk Forms by any individual, organization or political party will not be accepted.
  3. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which the objection is being made in the space provided. Please also provide a brief reason for the objection. Incomplete forms will be rejected.
  4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
  5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.
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**Order of Designated Officer**

(The Order must be such that it can be readily entered in text format and in other relevant cases the specifically applicable codes given in the SECC questionnaire Performa must be used)

Name, Designation and Seal

Signature & Date

(cut here)

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**ACKNOWLEDGEMENT**

Serial number ..... Date .....

Received from Mr./Ms. \_\_\_\_\_ an application for filing objection against inclusion in draft publication of information for SECC 2011 for consideration of the Government. His objection will be taken up by Mr./Ms .....

(Officer Appointed) for hearing and disposal on..... (Date) at..... (Time) ..... (Location). S/He may remain present during the hearing (with this acknowledgement slip).

Signature

Receiving Officer's Name/Designation.....

Name/No. of Ward .....

Name of Town/City .....

District/State.....

(Seal)

**SOCIO ECONOMIC & CASTE CENSUS 2011**

**Form B**

(Form for Corrections/ Modifications of Particulars in the Draft Publication of Information of SECC 2011)

**Identification Particulars**

1. State ..... 2 District .....  
 3. Tehsil/Taluk/P.S/Dev.Block/Circle/Mandal ..... 4 Town/City .....  
 5. SSLID (State —Specific Location Identification) ..... 6 Ward No .....  
 7. EB/Sub-Block .....

**Serial Number of Application** .....

**Date** .....

(To be filled in by Officials)

**The Ward Officer/ Charge Officer of SECC 2011**

Town/City Name .....

Ward/Block Name .....

District Name .....

State.....

Madam/ Sir,

I request that the following correction(s)/ modification(s) concerning myself and other member(s) of my family appearing at serial number of the household in the draft Publication of information collected during the SECC 2011 displayed at may be made against the following entry/ entries published.

SL No.	Household Serial Number/House No.	Household/ member specific particulars of item objected			Remarks/ Evidence Submitted
		SI No. of the member of Household as in the Drat List	As Published	As desired	
1	2	3	4	5	6
1					
2					

(Request for corrections on household specific details if any may be marked against Head of the household)

I declare that the aforesaid changes requested by me are based on the factual position as existing on this day.

Signature/ thumb impression of the objector .....

Name (in BLOCK letters).. .....

Present Address.....

.....

Landline/Mobile No.....Date.....

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**General Instructions**

1. One Application should correspond to only one Household.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed

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form.

**Order of Designated Officer**

(Use specific codes and nomenclatures applicable for each correction and modification made)

Name, Designation and Seal

Signature & Date

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*(Cut here)*

**ACKNOWLEDGEMENT**

Serial Number .....Date.....

Received from Mr./Mrs. application for making correction of particulars in the Draft Publication of information for hearing and disposal on..... (Date) at..... (Time) in.....  
(Location). S/He may remain present during the hearing (With this acknowledgement slip).

Signature

Receiving Officer's Name/Designation .....

Name/ No. of Ward .....

Name of Town/City.....

District/State.....

(Seal)

**SOCIO ECONOMIC & CASTE CENSUS 2011**  
**Form C**

**Claim Form for inclusion in the Draft Publication of Information for SECC 2011**

*(For those families who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011)*

Serial number.....

Date.....

(To be filled in by Officials)

**Identification Particulars**  
(To be filled by the Applicant)

- |                          |                   |
|--------------------------|-------------------|
| 1. State .....           | 2. District ..... |
| 3. Town/City .....       | 4. Ward No. ....  |
| 5. EB/ sub Block No..... |                   |

To,  
The Ward Officer of SECC 2011  
Ward No .....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I humbly state that during the enumeration for Draft Publication of Information for SECC 2011, my family was omitted/ away from my place of usual residence and as such, I along with my family was not covered during the enumeration under SECC 2011.

I am enclosing my family's detailed particulars in the prescribed proforma for consideration as per prescribed procedure.

I, therefore, request that particulars of my household may kindly be included in the relevant Draft Publication of Information for SECC 2011.

**I also state that I along with my family have not been enumerated at any other place prior to this request and I assure that I would not make similar request to any other prescribed authority for inclusion.** I understand that I would be liable to punitive/ legal action, in case, I am found to have applied for such inclusion at more than one place.

Signature/ thumb impression of the Head of  
Household.....  
Name (in BLOCK letters).....  
Present Address.....

.....  
Landline/Mobile No. .... Date.....



Enclosure: Prescribed proforma i.e urban SECC questionnaire/schedule along with documents.



**General Instructions**

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.
6. Producing documentary evidence is optional at the time of submitting claims and objection form
7. **Urban SECC-2011questionnaire made available to applicant on demand.**



**Order of Designated Officer**

Name, Designation and Seal

Signature & Date



**ACKNOWLEDGEMENT**

Serial number.....  
Date.....

Received from \_\_\_\_\_an application for late inclusion of him and his family in Draft Publication of Information for SECC 2011 for consideration of the Government His application will be taken up by ..... (Officer Appointed) for hearing and disposal on ..... (Date) at..... (Time) in ..... (Location). S/He may remain present during the hearing.

Signature of Receiving Officer.....  
Name of Receiving Officer .....  
Date.....  
Ward No.....  
Town/City.....  
District/ State.....

**SOCIO ECONOMIC & CASTE CENSUS 2011**  
**Form D**  
**(Notice to the Person in Respect of whom Objection has been made)**

To,

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

(Full Name and Address of the Person Objected to)

Ref: Objection Sl. No. \_\_\_\_\_.

Take notice that objection to,(a) the inclusion of your name at Household serial No. \_\_\_\_\_ and household member(s) at Sl.Nos.....and (b) other specific objection if any -----of the Draft Publication of Information for SECC 2011 in Ward. No-----,EB/Sub EB No.----- Town/City \_\_\_\_\_ filed by \_\_\_\_\_ (Full name & address of objector) will be heard by \_\_\_\_\_ (Officer Appointed) at \_\_\_\_\_(Place) at \_\_\_\_\_o'clock on the \_\_\_\_\_day of \_\_\_\_\_month of 20\_\_\_\_\_. You are directed to be present at the hearing with such evidence as you/may like to adduce.

The grounds of objection (in brief) are:

- a) \_\_\_\_\_
- b) \_\_\_\_\_

Place -

Date-

Signature Ward Officer.....  
Name Ward Officer.....  
Ward No. -----  
City/Town.....  
District.....  
State.....