



OBSERVER HAND BOOK

VOLUME -III

Ed. February 2024



Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

NOTE: Contents of the Observer Hand Book are set of instructions extracted from the directions/orders of the Commission, however, the Observer Hand Book is indicative and new/updated/modified instructions/orders/directions are issued by various divisions of the Commission from time to time. Recently, the Commission has also issued the Broad Guidelines for Conduct of General/Bye election during COVID-19. You are required to familiarize yourselves with these guidelines and in case of any specific query/doubt you are requested to consult the Commission/ Chief Electoral Officer concerned.



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February 2024



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Nirvachan Sadan, Ashoka Road, New Delhi-110001

“No voter to be left behind”



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ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No: 51/8/7/2019-EMPS:

Dated: 27th February, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Standard Operating Procedure for Randomisations of EVM/VVPAT – regarding.

Sir/Madam,

During the General Elections to the Lok Sabha, the States/UTs may face the following scenarios, as in most cases, entire district either consists of one Parliamentary Constituency or part of it. Hence, allocation of EVMs/VVPATs Assembly Segment-wise may not have any relevance as ultimately they form the part of the Parliamentary Constituency having common ballot paper for the entire constituency during the election.

Scenario No.1: The entire district consists of the Parliamentary Constituency and the District Election Officer is the custodian of EVMs/VVPATs of that district and the DEO is the Returning Officer of that Parliamentary Constituency.

Ex: Parliamentary Constituency (PC) consists of only one District-A having 9 Assembly Segments (AS) (a,b,c,d,e,f,g,h and i)

District-A (1-PC = 9 AS; fully covered in District -A)

a	b	c
d	e	f
g	h	i

Shaded Area is PC

Scenario No.2: The entire two or more districts consist of the Parliamentary Constituency and the District Election Officers are the custodian of EVMs/VVPATs of the respective district and the DEO of one district is the Returning Officer of that Parliamentary Constituency.

Ex: Parliamentary Constituency consists of two Districts-A & B. District-A having 9 Assembly Segments (a,b,c,d,e,f,g,h and i) and District-B having 4 Assembly Segments (j,k,l and m). District Election Officer of District-A is the Returning Officer of Parliamentary Constituency.

a	b	c	j	k
d	e	f	l	m
g	h	i		

Shaded Area is PC

Scenario No.3: The Parliamentary Constituency consists of entire district as well as some assembly segment of some adjoining district/districts and the DEO of this district is RO of the PC.

Ex: Parliamentary Constituency consists of entire Districts-A (a,b,c,d,e,f,g,h and i) & some Assembly Segments of District-B (only assembly segment-j) & District-C (only assembly segments- o and p). DEO of District-A is the Returning Officer of Parliamentary Constituency.

District-A			District-B	
a	b	c	j	k
d	e	f	l	m
g	h	i		
n	o	p		
q	r	s		
District-C				

Shaded Area is PC

Scenario No.4: The Parliamentary Constituency consists of entire district as well as some assembly segment or some parts of assembly segment of some adjoining district/districts and the DEO of this district is RO of the PC.

Ex: Parliamentary Constituency consists of entire Districts-A (a,b,c,d,e,f,g,h and i) & some part of Assembly Segment of c i.e. c(ii) of District-A is in District-B & some Assembly Segments of District-C (only assembly segments- o and p). DEO of District-A is the Returning Officer of Parliamentary Constituency.

District-A			District-B		
a	b	c (i)	c (ii)	j	k
d	e	f	l	m	
g	h	i			
n	o	p			
q	r	s			
District-C					

Shaded Area is PC

Commission has directed that henceforth, the following Standard Operating Procedure, shall be strictly followed for Randomizations of EVMs and VVPATs:

A. The Commission vide its letter No: 51/8/T&A/2018-EMPS, dated 9th October, 2018, has directed that after completion of First Level Checking (FLC), EVMs and VVPATs can be taken out for training and awareness purpose subject to a maximum of 10% of the number of polling stations in the districts, without randomization. However, the FLC Ok EVMs and VVPATs taken out for the above mentioned purpose shall be marked "Training and Awareness" in EVM Management Software (EMS) so that these EVMs and VVPATs cannot be used for Randomization.

B. Both First and Second Randomizations of EVMs and VVPATs shall be done using EVM Management Software (EMS) as per the following procedure:

C. First Randomization for PC/AC Elections –

- 1) First randomization of Balloting Units (BUs), Control Units (CUs) and Voter Verifiable Paper Audit Trails (VVPATs) will be done to randomly assign EVMs & VVPATs to Assembly Constituencies (ACs)/Assembly Segments (ASs) of PC, as the case may be.
- 2) First Randomization of EVMs and VVPATs shall be conducted by the District Election Officer (DEO) of respective Administrative district (district in his jurisdiction) in the presence of the representatives of recognized political parties, as under:
 - i. In case of General/Bye-elections to Legislative Assembly, to allocate EVMs and VVPATs Assembly Constituency-wise.
 - ii. In case of General/Bye-elections to Lok Sabha, to allocate EVMs and VVPATs Assembly Segment-wise.
 - iii. In case of Simultaneous Elections to the Lok Sabha and State Legislative Assembly, to allocate EVMs and VVPATs Assembly Segment-wise (for PC), as well as, Assembly Constituency-wise (for SLA).

Exceptional cases: In case Assembly Constituency/Segment is falling in two or more districts (**Scenario-4**), the District Election Officer having maximum number of polling stations of that Assembly Constituency/Assembly Segment shall allocate the required number of EVMs and VVPATs to the ENTIRE Assembly Constituency/Assembly Segment through first randomization and provide to the Returning Officer of AC in case of Legislative Assembly election or Returning Officer/Assistant Returning Officer of Assembly Segment in case of Parliamentary election.



- 3) For the purpose of First Randomization of EVMs and VVPATs, the District Election Officer (DEO) will fix a schedule, after announcement of election(s) by the Commission, and communicate written intimation in this regard to the National and State Recognized Political Parties atleast 48 hours before of scheduled time.
- 4) The randomization will be done in such a way that the CUs, BUs and VVPATs are randomly selected using EMS to match the poll day requirement including the Reserve required for each Assembly Constituency(AC)/Assembly Segment (AS).
- 5) **Communication of the List of Randomized BUs, CUs and VVPATs to Political Parties:** After first randomization list of randomized BUs, CUs and VVPATs shall be given to each recognized political party and a written acknowledgement obtained. A copy of this list should be given to all the contesting candidates while giving the list after 2nd Randomization of EVMs and VVPATs.
- 6) **Taking charge of EVMs by ROs/AROs:** After first randomization the Returning Officer in case of election to Assembly Constituency (AC) and Assistant Returning Officer in case of election to Parliamentary Constituency (PC) under direct supervision of Returning Officer of PC concerned, shall take charge of the BUs, CUs and VVPATs randomly allotted to the respective AC/AS.
- 7) The BUs, CUs and VVPATs meant for use at the election shall be separately taken to R.O's strong room/ARO's strong room as the case may be, under proper armed police escort and will be guarded 24X7.
- 8) At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock. For this purpose, recognized National & State Level Political Parties should be intimated in writing in advance.
- 9) The strong rooms should have only one entry point and double lock system. For custody of Storage/warehouse keys, the Commission's instructions No. 51/8/7/2018-EMPS, dated 13th November, 2018, shall be strictly followed. Other entry points of the strong rooms (including windows) should be sealed in such a way that no one has access inside the strong rooms.
- 10) The entry point of strong room having EVMs after FLC shall have CCTV coverage round the clock.
- 11) There should be sufficient arrangement of fire extinguishers near and inside the strong room.
- 12) A log book shall be maintained by the security personnel in which entry should be made about date, time, duration, purpose and name(s) of anyone entering near the strong


rooms. This includes visits by the Observers or DEOs or SPs or Political Parties/candidates or their agents or any other person.

D. Second randomization for PC/AC Elections: Second randomization of EVMs has to be done before preparation of EVMs and VVPATs. The purpose of second randomization of EVMs and VVPATs is to allocate EVMs and VVPATs randomly to polling stations.

- 1) The Returning Officer should fix the date of preparation of EVMs and VVPATs for poll (Candidate set) and intimate all the contesting candidates in writing to remain present or send their representatives during the process and proper acknowledgment shall be obtained. The date should be fixed as early as possible after the last date of withdrawal of candidatures and finalization of ballot papers.
- 2) Second Randomization shall be conducted in the presence of contesting candidates/their representatives, as under:
 - i. In case of General or Bye Election to the Legislative Assembly, by Returning Officer of the Assembly Constituency (AC) concerned.
 - ii. In case of General or Bye Election to the Lok Sabha, by Returning Officer (RO) of Parliamentary Constituency of Parliamentary Constituency concerned.
 - iii. In case of Simultaneous Elections to the Lok Sabha and State Legislative Assembly, by Returning Officer of Assembly Constituency (for State Legislative Assembly Election) and by Returning Officer (RO) of the Parliamentary Constituency (for Parliamentary Constituency Election).
- 3) A list of BUs, CUs and VVPATs along with the number of polling stations assigned to them should be given to all the candidates. Similarly, a list of BUs, CUs and VVPATs kept in reserve should also be given to the candidates and their written acknowledgement taken.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT-INST/2019-EMPS

Dated: 15th April, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Reference: ECI's letter No. 51/8/VVPAT-INST/2018-EMS, dated 13th February, 2018

Subject: **Mandatory verification of VVPAT paper slips- regarding.**

Sir,

In supersession of the Commission's letter No. 51/8/VVPAT-INST/2018-EMS, dated 13th February, 2018, I am directed to state that in pursuance to Hon'ble Supreme Court's order dated 8th April, 2019, the Commission has directed that henceforth, **mandatory** verification of VVPAT paper slips of randomly selected 05 (five) polling stations shall be conducted in all future General and Bye Elections to the House of the People and State Legislative Assemblies, in addition to the provisions of Rule 56D of the Conduct of Elections Rules, 1961, after the completion of the last round of counting of votes recorded in the EVMs, as under:

- (a) In case of General and Bye elections to State Legislative Assemblies, verification of VVPAT paper slips of randomly selected 05 (five) polling stations per Assembly Constituency.
- (b) In case of General and Bye elections to the House of the People, verification of VVPAT paper slips of randomly selected 05 (polling) polling stations of each Assembly Segment of the Parliamentary Constituency concerned.

For this mandatory verification of VVPAT paper slips, the following procedure shall be followed:

1. The verification of VVPAT paper slips of randomly selected 05 (five) polling stations for each Assembly Constituency/Segment shall be taken up after the completion of the last round of counting of votes recorded in the EVMs and VVPAT paper slips count due to non-display of result from the Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules 1961 or whatsoever the reason.
2. The random selection of 05 (five) polling stations per Assembly Constituency/Segment shall be done by Draw of lots, by the Returning Officer concerned, in the presence of candidates/their agents and the General Observer appointed by the Commission for that Constituency.

3. The draw of lots must be conducted immediately, after the completion of the last round of counting of votes mentioned at Para 1 above, in the designated Counting Hall for the particular Assembly Constituency/Assembly Segment.
4. A written intimation regarding the conduct of draw of lots for the random selection of 05 (five) polling stations for verification of VVPAT Slips shall be given by the Returning Officer to the Candidates/their election agents well in advance.
5. The following procedure shall be followed for the conduct of draw of lots:
 - a. White colour paper cards of postcard size shall be used for conducting the draw of lots.
 - b. Total number of such paper cards should be equal to total number of polling stations in the Assembly Constituency. The polling station(s) whose VVPAT paper slips have been counted due to non-display of result from Control Unit(s) or under Rule 56(D) of the Conduct of Elections Rules, 1961 or whatsoever the reason, shall **not** be included in the draw of lots for mandatory verification of VVPAT slips count.
 - c. The paper cards shall have pre-printed Assembly Constituency/Assembly Segment number, AC/AS name and date of polling on the top, and the polling station number in the centre. Each digit of the polling station number shall be atleast 1" x 1" (1 inch by 1 inch) size and printed in black ink.
 - d. The paper cards to be used for draw of lots should be four-folded in such a way that polling station number is not visible.
 - e. Each paper card shall be shown to the candidates/their agents before folding and dropping in the container.
 - f. The paper cards shall be kept in the big container and must be shaken before picking up 05 (five) slips by the Returning Officer.
6. The verification of VVPAT paper slips shall be done in a 'VVPAT Counting Booth'(VCB), specially prepared for this purpose inside the Counting Hall. The booth shall be enclosed in a wire mesh just like a bank cashier's cabin so that no VVPAT paper slip can be accessed by any unauthorized person. One of the Counting tables in the Counting Hall can be converted into the VCB and can be used for normal counting of round-wise EVM votes before the count of VVPAT slips as per random selection after the completion of round-wise EVM counting.

7. The Verification count of the VVPAT paper slips of the randomly selected 05 (five) polling station shall be conducted sequentially i.e. **one after another**.
8. The Verification count of the VVPAT paper slips of the randomly selected 05 (five) polling station shall be conducted strictly in accordance with the instructions of the Commission on counting of printed paper slips.
9. The Returning Officer and Assistant Returning Officer, as the case may be, shall personally supervise the counting of VVPAT paper slips at the VCB. The Observer concerned shall maintain close and direct oversight on the entire exercise and ensure strict compliance of the Commission's instructions.
10. In case there is any mismatch between electronic count of the Control Units and VVPAT slips manual count, recounting of the VVPAT slips of that particular EVM shall be conducted till the recount is tallied either with the EVM count or one of the previous VVPAT slips count.
11. After completing the process as specified in para 10 above, if there is any discrepancy between EVM count and VVPAT paper slips count, as per Rule 56D(4)(b) of the Conduct of Elections Rules 1961, the VVPAT paper slips count shall prevail. Hence, if there is discrepancy between the count of votes displayed on the Control Unit and the count of printed paper slips in respect of that Polling Station, the result sheet will be amended as per the printed paper slips count.
12. The above process shall be fully videographed.
13. After completion of the above process, the Returning Officer shall give a certificate in the annexed format (**Annexure-A**) separately for each polling station to the Chief Electoral Officer concerned. The CEO shall compile the reports for the entire State/UT and submit a consolidated summarized report to the Commission within 7 days from the end of counting process.
14. The Observers appointed by the Commission shall also submit their report to the Commission through the Zonal Secretary concerned in the annexed format (**Annexure-B**).

The above direction of the Commission shall be brought to the notice of all concerned.

Yours faithfully,


(Nikhil Kumar)
Director

Annexure-A

Mandatory verification of paper slips of VVPAT of 05 (five) randomly selected Polling Stations

(Separate for each polling station- To be sent only to the CEO concerned)

Name of State:.....
No. and Name of Assembly/Parliamentary Constituency:.....
No. and Name of Assembly Segment (in case of PC):.....
Sl.No. and name of Polling Station:.....
Unique ID of Control Unit:.....
Unique ID of VVPAT:.....

It is certify that mandatory verification of paper slips of VVPAT of randomly selected polling station mentioned above has been conducted as per the instructions of the Commission.

Name of Candidate	No. of Votes Cast		Discrepancy if any
	As per EVM	As per Paper Slips	
1.			
2.			
3.			
--			
--			
NOTA			
TOTAL VOTES			

(Present during the mandatory verification of VVPAT slips count)

S.No.	Name of Candidate/ Counting Agent	Mention Candidate/ Counting Agent	Name of Party	Signature

Signature of Assistant Returning Officer

Signature of Returning Officer

Signature of ECI Observer



Annexure-B

**Report on Mandatory verification of paper slips of VVPAT of 05 (five) randomly selected Polling Stations
(To be sent to the Commission through the Zonal Secretary concerned)**

Name of State:.....

No. and Name of Assembly/Parliamentary Constituency:.....

No. and Name of Assembly Segment (in case of PC):.....

Sl. No. and name of Polling Station:

1.
2.
3.
4.
5.

It is certify that the entire process of mandatory verification of counting of paper slips of VVPAT of randomly selected 05 polling stations has been conducted under my close and direct oversight with strict compliance of the Commission's instructions.

-- Signature --

(Name of ECI Observer)

Observer Code:.....



By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2017-EMS

Dated: 30th August, 2017

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Directors of
 - a) Bharat Electronics Limited, Bangalore; and
 - b) Electronics Corporation of India Limited, Hyderabad.

Subject: Instructions on EVMs & VVPATs Regarding.

Sir/Madam,

The Commission had constituted a Working Group to revisit the existing administrative protocols for storage, transportation, stock-management etc. of EVMs and VVPATs to ensure end-to-end security protocol for safe, smooth and transparent movement of EVMs and VVPATs and their use in transparent manner. Considering the report of the group, the Commission has directed that henceforth, in addition to the existing instructions the following instructions shall be followed-

1. **Transportation of EVMs & VVPATs:** For any transportation of EVMs/VVPATs from one place to another (i.e. from factory to States, Inter-State, Intra-State etc.), following protocols shall be strictly followed:
 - (a) Movement of EVMs & VVPATs should mandatorily be done through EVM Tracking Software (ETS).
 - (b) Containerized trucks or sealed trucks on which proper locking arrangements can be made shall only be used for transporting EVMs and VVPATs, so that these could be locked and sealed with paper seals.
 - (c) All trucks transporting EVMs/VVPATs shall be sealed with lock and paper seals.
 - (d) Vehicles with GPS tracking only should be used for movement of EVM/VVPAT.
 - (e) Political Parties shall be informed in advanced about opening, stocking & sealing of warehouses while shifting EVMs and VVPATs. However, if no representative attends, the work should not stop.
 - (f) DEO to video-graph the whole process of transfer/receipt of EVM.

(i) Transportation from Factory to State

- (a) GPS tracking of vehicles shall be monitored on daily basis by the District Election Officers and randomly monitored by the Chief Electoral Officers. A daily monitoring report shall be sent by the Chief Electoral Officer to the Commission.
- (b) For transportation of EVMs/VVPATs (newly manufacture or repaired) from factory to State, transportation arrangements shall be done by the manufacturers. The transportation charges for shifting of repaired EVMs/VVPATs from factory to State/UT allocated by the Commission shall be borne by the State/UT concerned.
- (c) Manufacturers shall undertake Due Diligence for empaneling/engaging transport companies for transportation of EVMs/VVPATs.
- (d) Consignee State/UT shall depute its official at factory with security personnel from their State and follow the security protocol for Inter State transfers.

(ii) Inter State Transportation

- (a) A nodal officer at State as well as District level shall be appointed for constant coordination for smooth transportation of EVMs in donor and borrower States.
- (b) As far as possible, the CEOs shall ensure the location of districts for collection of EVMs/VVPATs by borrowing State are in a cluster or on the same route.
- (c) DEOs shall ensure that neither defective nor EVMs/VVPATs under conflict in ETS are transferred to the borrowing State.

(iii) Intra State Transportation

- (a) Intra-district allocation as well as inter-district allocations to be done as per existing instructions only.
- (b) All movements of EVMs/VVPATs shall be done through ETS and with prior permission of the Commission.
- (c) In case of exigencies like flood or fire the CEO/DEO may shift the EVMs/VVPATs under intimation to the Commission and also take post facto approval.
- (d) DEOs will ensure appointment of team to accompany the truck for transporting EVMs/VVPATs, arrangement of district transport, arrangement for proper handing over and receipt of EVMs/VVPATs.

2 Storage and Security Arrangements for EVMs & VVPATs

- (a) The authorised representatives of Political Parties shall be allowed to witness the Annual Physical Verification of EVMs & VVPATs.
- (b) Duty Register of persons engaged in physical verification to be maintained. This register shall be preserved for 5 years.
- (c) **For warehouses at district headquarters, there shall be a double-lock system. The Keys shall be in custody of DEO & Dy. DEO, each having one key.** Handing over and taking over of keys to be a part of CTC.
- (d) Main switch of the warehouse/strong room should be installed outside the warehouse/strong room and the electricity be disconnected after sealing the warehouse/ strong room to avoid short circuiting. No externally powered unit should be installed or kept inside the strong room.
- (e) After opening the strong room for counting of votes, complete videography of taking out/bringing back of Control units shall be done. Agents of candidates should also be allowed to watch strong room through CCTV coverage.
- (f) A log book must be maintained for the persons who have been allowed/deputed to view the CCTV.
- (g) The minimum security requirement for strong room of polled EVMs must be One Platoon. A logbook shall be maintained during the said period.
- (h) 24x365 Police Security of EVM/VVPAT warehouses. In addition, CCTV from start of FLC till EP completion period.
- (i) Security: Non Poll (Post EP to FLC) – Minimum 1/2 Section
 FLC to Polling – Minimum 1 Section
 Poll to EP - Minimum 1 Platoon

3. Randomizations of EVMs & VVPATs: Randomizations of EVMs & VVPATs shall be done through ETS only.

4. Preparation of EVMs & VVPATs (Candidate Setting)

- (a) In the written invitation, conveying schedule for preparation of EVMs/VVPAT to be sent to the Candidates, it shall be mentioned that they/their representatives must be

present to oversee preparation of EVMs/VVPATs and actively participate in the mock poll process.

- (b) Manufacturers shall provide Protocol/checklist on preparation of EVMs/VVPATs to DEO/RO beforehand for proper watch on work of Engineers.
- (c) Manufacturers shall also depute Sr. Level Engineers at State and District levels for supervision and coordination during preparation of EVMs/VVPATs.

Replacement of defective EVMs & VVPATs on Poll Day

- a) **Blue** self-adhesive stickers (3"X2") with the words 'Replaced EVM' or 'Replaced VVPAT', shall be pasted on the Green Sticker pasted on EVM/VVPAT replaced during poll, for identification.

ELECTION COMMISSION OF INDIA

NAME OF STATE.....

NAME OF AC/PC.....

No. & NAME OF PS.....

(Sample of Blue Sticker)

- b) **Red** self-adhesive stickers (3"X2") with the words 'Defective EVM' or 'Defective VVPAT', shall be pasted on the Green Sticker pasted on the EVM/VVPAT found defective after F.I.C. and before start of poll for identification.



(Sample of Red Sticker)

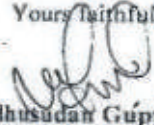
- c) Returning Officers shall be responsible for ensuring pasting of these stickers.

6 Repairing of defective EVMs & VVPATs

- (a) No EVMs/VVPATs, whether defective or defect-free, shall be transported during the period from commencement of Candidate Setting to the Counting day except the EVMs/VVPATs required to be transported for use in polls in subsequent phases. In such case, the political parties/candidates shall be informed in writing conveying the purpose of shifting of such EVMs/VVPATs.
- (b) All Defective EVMs/VVPATs not used in the poll shall be stored in a separate room/warehouses, preferably in a separate campus, if possible, and shall never be stored along with working EVMs/VVPATs.
- (c) EVMs/VVPATs found defective during FLC shall be sent to the manufacturers for repair within 7 days of completion of FLC in that district. The CEO shall coordinate and club defective EVMs/VVPATs of multiple districts for despatch to the factory.
- (d) EVMs/VVPATs found defective during candidate setting or mock-poll on poll day shall be stored in a separate warehouse, however, EVMs/VVPATs found defective after mock-poll [i.e. during actual poll] on poll-day shall be stored alongwith polled EVMs/VVPATs.
- (e) POST ELECTION REPAIRS: After election all the defective EVMs & VVPATs shall be sent to the respective factory for repairs.
- (f) After repairs are carried out, the testing protocol for all repaired machines shall be exactly the same as for new EVMs/VVPATs.

One Officer in the office of Chief Electoral Officer (Addl./Jt./Dy. CEO) shall exclusively be an 'EVM Officer', preferably with the technical knowledge.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

By Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/VVPAT-INST/2019/EMPS

Dated : 19th May, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Mandatory verification of VVPAT paper -regarding.

Sir,

I am directed to refer to Commission's letter No.51/8/VVPAT-INST/2019-EMPS, dated 15th April, 2019, on the subject cited, and to state that the Chief Electoral Officer, Andaman & Nicobar Islands has sought clarification regarding number of Polling Stations to be selected randomly for the purpose of mandatory verification of VVPAT paper slips, as Andaman & Nicobar Islands Parliamentary Constituency does not have any Assembly Segment.

In this regard, I am directed to clarify that in elections to the House of the People, in case a Parliamentary Constituency does not have any Assembly Segment, 05 (five) polling stations shall be randomly selected from the polling stations of the Parliamentary Constituency for the mandatory verification of VVPAT paper slips purpose.

All other instructions of the said letter shall be followed *in toto*.

Yours faithfully,



(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS

Dated: 21st May, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Issues regarding counting of VVPAT slips: Non-deletion of mock poll data from the Control Unit or non-removal of mock poll slips from VVPAT- counting of votes thereof and mismatch in Mandatory Verification process- regarding.

Sir,

In continuation of existing instructions on the captioned subject, I am directed to state that during the past and ongoing General Elections to Lok Sabha and simultaneous elections to State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2019, there have been some instances of human error in properly deleting the Mock poll data from the Control Units and removal of mock-poll slips from the VVPAT at some polling stations. In some cases, the Presiding Officers either failed to delete the data of mock poll from the Control Unit or failed to remove the VVPAT paper slips pertaining to mock poll from the drop box of the VVPAT.

2. The Commission has considered the matter and directed that the following procedure shall be adopted during counting in all such cases:

a) In all pre-identified cases (on poll day, during scrutiny of documents on P+1 day etc), where mock poll is either not erased from the Control Unit or VVPAT paper slips pertaining to mock poll not removed (fully or partially), the concerned Control Unit (s) shall be kept aside during counting of votes i.e. these polling stations will not be taken up for counting during the regular round-wise counting of the Control Units. The Table allocated to such polling stations shall be kept vacant during the relevant round of counting. The list of all pre-identified polling stations shall be shared with the contesting candidates before the commencement of process of counting.

b) During the round-wise counting of EVMs, if there is any case in which the total votes polled in CU does not match the record of votes in Form 17-C, it is an indication that the Close-Result-Clear (CRC) protocol after mock poll was not correctly done in respect of this polling station during the actual poll. In all such cases, the CU shall be kept aside i.e. these polling stations will not be taken up for counting during the regular round-wise counting of the Control Units. The Table allocated to such polling stations shall be kept vacant during that particular round. The exact details and reasons for such a scenario shall be explained by the RO/ARO to the contesting candidates/election agents/counting agents present in the counting hall.



c) In all cases falling under (a) and (b) above, the corresponding VVPATs shall be counted for these polling stations after completing all counting rounds with CUs.

3. After the completion of all regular rounds of Control Unit counting, the following procedure shall be followed:

A. For State Assembly Elections:

(i) If the winning margin is more than the total votes polled in all such polling stations, these polling stations, identified as per para 2 (a) & (b), will not be taken up for counting and the result will be declared without these polling stations.

(ii) If the winning margin is equal to or less than total votes polled in these polling stations, in such case only counting of the respective VVPAT paper slips will be done and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.

(iii) Even in cases where VVPAT paper slips pertaining to mock poll have not been taken out from the drop box of the VVPAT, the VVPAT slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.

(iv) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled.

B. For Lok Sabha Elections:

(i) For all the polling stations where EVM and VVPAT has been kept aside as per 2 (a) and (b) above, the counting of the respective VVPAT paper slips only will be done and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.

(ii) Even in cases where VVPAT paper slips pertaining mock poll have not been taken out from the drop box of the VVPAT, still the VVPAT Slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.

(iii) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled.

3. Since, in the aforesaid cases the Control Units(s) will be discarded/not used for counting of votes, these polling stations will be excluded from the random selection of 5 (five) Polling stations for mandatory verification of VVPAT paper slips count.

4. **Mandatory Verification of VVPAT Slips:**

a) The purpose of mandatory counting and matching result of VVPATs and CUs from 5 randomly selected polling stations is to audit and test if any EVM records votes differently vis-a-vis the slips printed by the corresponding VVPAT attached to it. However, there are multiple scenarios owing to human error or non-adherence to the extant instructions by the polling staff



during actual polls in which the total VVPAT Slip count may vary from the CU count. A few illustrative scenarios are cases where VVPAT slips are not fully removed from the VVPAT after mock poll or CRC not done in CU after mock poll or other such cases of human error.

b) In case there is any mismatch between electronic candidate-wise result of the Control Unit and the candidate-wise VVPAT slips manual count, recounting of the VVPAT slips of that particular VVPAT shall be conducted till the recount is tallied with the EVM count or one of the previous VVPAT slips count. However, in all such cases before taking up the recount, VVPAT slips pertaining to the candidates whose result of CU count and VVPAT count is not tallying, counting supervisor shall recheck the election symbols of each VVPAT slip carefully of each bundle one-by-one and ensure that all bundles contain the VVPAT slip of the candidate concerned only. Recount shall be taken up, only after following the above process.

c) Even after following the above process, if the electronic count of the Control Unit and VVPAT slips manual count still do not tally, the VVPAT slip count will prevail as per Rule 56D(4)(b) of the Conduct of Elections Rules, 1961 and result sheet shall be amended and final result announced accordingly.

d) Detailed report in respect of all cases of mandatory VVPAT Slip verification, as well as VVPAT slip count done under Rule 56 D shall be submitted to the Commission through the CEO immediately after the completion of the counting process in the prescribed format.

e) A thorough analysis/enquiry shall be conducted in due course in all cases where the VVPAT slip count failed to tally with the electronic result of the CU and the exact reasons, technological, procedural, systemic, human error or lapses in compliance shall be ascertained and appropriate action(s) taken by the Commission.

5. Further, it must be ensured that the Serial no. of all EVMs used for polling shall be counter-checked by counting agents and a certificate to this extent shall be obtained from them at the time of counting.

6. The above instructions shall be strictly adhered to and brought to the notice of all concerned, including the Counting Observers.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT-INST/2019-EMPS

Dated: 22nd May, 2019

To

The Chief Electoral Officers of
All the States/UTs.

Subject: General Election to Lok Sabha, 2019 - Counting of VVPAT Paper Slips - regarding.

Sir/Madam,


I am directed to refer Commission's letter no. 51/8/VVPAT-INST/2019-EMPS dated 15.04.2019 regarding counting of VVPAT paper slips to be held only after the completion of the last round of counting of votes recorded in the EVMs. The sequence of VVPAT paper slips count would be as under:

1. Counting of VVPAT slips of polling station(s) for which result is not displayed on the Display Panel of the Control Unit.
2. Counting of VVPAT slips of polling station(s) ordered/instructions issued by the Commission due to improper conduct of mock poll procedure by non-clearance of mock poll data/slips.
3. Counting of VVPAT slips under Rule 56 D of the Conduct of Elections Rules 1961, if any.
4. Mandatory verification of VVPAT slips of randomly selected 05 polling stations per Assembly Constituency / each Assembly Segment of Parliamentary Constituency.

Further, counting of VVPAT paper slips will be conducted one by one **not** simultaneously. For accounting of results,

- (i) Every one of VVPAT paper slips count mentioned at point nos. 1 & 2 shall be considered as a separate round.
- (ii) In respect of point nos. 3 & 4, result sheet will be amended as per the printed paper slips count, if the paper counts differ from electronic count (CUs) to VVPAT paper slips count in terms of Rule 56 D 4(b) of the Conduct of Elections Rules, 1961.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO. 51/8/6/2019-EMPS

Dated: 27th August, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Storage and Safety arrangements of EVMs and VVPATs-Not to keep any material in EVM/VVPAT warehouse/Strong-room- Regarding.

Madam/Sir,

I am directed to refer to the Commission's letter No. 51/8/6/2018-EMS, dated 21st June, 2018, whereby it was directed that unused EVMs and VVPATs including training/awareness EVMs and VVPATs and EVMs and VVPATs replaced prior to the start of actual polls and other miscellaneous election related materials should NOT be kept in the Strong-room where polled EVMs and VVPATs are kept after poll and counting of votes. It has come to notice of the Commission that non-election materials are kept in the strong room where polled EVMs and VVPAT are stored after poll and counting of votes. The Commission has taken serious note in this regard.

The Commission reiterates that

(i) unused EVMs and VVPATs including training/awareness EVMs and VVPATs and EVMs and VVPATs replaced prior to the start of actual polls and other miscellaneous election related materials should NOT be kept in the Strong-room where polled EVMs and VVPATs are kept after poll and counting of votes.

(ii) Further, it is directed that the EVM/VVPAT warehouse/Strong room shall have only EVMs and VVPATs i.e. no other material whether non-election related or election related (except the documents/materials prescribed by the Commission to be kept with the polled EVMs/VVPATs) should be kept with the EVMs and VVPATs.

(iii) It is further directed that the building where temporary strong rooms are made should be handed over in its erstwhile condition i.e. after removing any modification done such as sealed windows etc., as soon as possible even if another election is expected within the next few months.

You are, accordingly, requested to ensure the compliance of the above direction of the Commission. Any deviation from the above direction of the Commission shall be viewed seriously.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/6/2019-EMPS

Dated: 2nd May, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

**Subject: Inspection of the strong room(s) having polled EVMs and VVPATs-
Certificate thereof.**

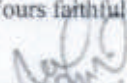
Madam/Sir,

I am directed to state that as per extant instructions of the Commission, issued vide its letter No.51/8/VVPAT/2015-EMS, dated 5th May, 2015 (copy enclosed) has already prescribed the detailed SoP for storage and safety of the strong room(s) having polled EVMs and VVPATs and the visit to the strong room(s) by the Returning Officers and District Election Officers. The Returning Officer should visit the storage campus (upto the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the DEO on the status every day. In case of strong rooms located in the district headquarters, the DEO should do the same. Where the strong rooms are situated outside the District Headquarters, DEO should visit the same frequently as possible and at least once in 3 to 4 days.

2. The District Election Officers shall submit a 'Certificate' in the prescribed format (Annexure-I) to the Chief Electoral Officer concerned on weekly basis and the Chief Electoral Officers concerned shall submit a consolidated 'Certificate' in the prescribed format (Annexure-II) on the very next day of receiving of weekly reports from the DEOs for kind perusal and information of the Commission.

3. The Chief Electoral Officers are requested to submit their first report on 6th May, 2019 for kind perusal of the Commission and thereafter, they shall send weekly report.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

Annexure-I

Certificate

I, hereby, certify that as per the Commission's instructions, DEO/RO/ARO personally visiting the above-mentioned Strong Room (s) every day in the morning and evening and are satisfied with the storage and security arrangements. The details arrangements are as under:

S.No.	Particulars	Visit Report						
		Date						
		Time						
			1	2	3	4	5	6
		(mention only ✓ or X)						
1	There is uninterrupted power supply at the strong room(s) locations							
2	Alternate arrangements made for uninterrupted power supply at the strong room(s) locations							
3	The strong room(s) have double lock system.							
4	Two cordoned security arrangements have been made round the clock for the strong room(s)							
5	Minimum Security arrangement of 1 Platoon for strong room(s)							
6	All contesting candidates have been intimated in writing to depute their representatives to keep a close watch on security arrangement for strong room(s).							
7	CCTV installed							
8	The CCTV display of the strong room(s) has been arranged on a large TV screen at the place earmarked for the representatives of candidates to monitor continuously the strong room(s)							

9	A log book has maintained for the persons who have been allowed/deputed to view the CCTV coverage.								
10	A control room adjacent to the strong room is operative round the clock								
11	Arrangement for fire extinguishers near and inside the strong room(s)								
12	A Gazetted Officer alongwith a senior police officer have been put on duty round the clock for monitoring the security arrangements of the strong room(s)								
13	A log book has been maintained by the CPF in which entry are made about date, time, duration and name of person, purpose of visit etc.								
14	Video camera has been provided to the CPF contingent to record all visits made by visitors.								

Date of Report:

(Signature)
Name of District Election Officer
District Election Officer.....(district name)

Annexure-II

Certificate

I, hereby, certify that 'Certificate' in Annexure-I, has been received from all(number) districts. I am fully satisfied with the storage and security arrangements of polled EVMs and VVPATs in my State/UT. Details of their visits are as under:

S.No.	Name of district	Visited date	Officer's name and designation who visited	Remarks, if any

Date of Report:

(Signature)
Name of Chief Electoral Officer
Chief Electoral Officer,.....(State/UT name)



ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT/2015-EMS

Dated: 5th May, 2015

To

The Chief Electoral Officers
of all States and Union Territories

Ref

1. ECI letter No 51/8/99-Vol VIII, dated 2nd June, 1999
2. ECI letter No 51/8/6/2010-EMS, dated 3rd May, 2010
3. ECI letter No 51/8/7/2011-EMS, dated 14th February, 2012
4. ECI letter No 51/8/6/2012-EMS, dated 8th August, 2012

Subj

Storage and Safety arrangement of EVMs regarding

Sr/Madam,

The Commission has directed that in supersession of the above referred instructions issued on the various aspects of the Electronic Voting Machines (EVMs) viz. storage, movement, physical verification, the following instructions shall be followed strictly without any deviation, for proper safety and security of EVMs -

I. DURING NON-ELECTION PERIOD

Non-election period means, after six months from the date of declaration of the result of the election

A. PHYSICAL VERIFICATION OF EVMs

During non-election period, 100% physical verification of EVMs shall be carried out by the District Election Officers (DEOs) in the month of April every year so that the report of the same is made available to the Commission through the Chief Electoral Officer of the concerned States/UTs by 15th May every year. For this purpose, the Commission will issue a direction for opening of EVM-warehouses. On receiving direction from the Commission, the DEOs shall take the following course of action -

- a) CEO/DEO shall ensure that **EVM-warehouses, in which EVMs pertaining to any election petition or court cases are stored, shall not be opened for the purpose of physical verification of EVMs**
- b) Such nominated in charge Deputy Collectors shall nominate an Officer not below the rank of Additional District Magistrate/Deputy Collector, who will be in charge of the overall storage of EVMs in the entire district, for the purpose of opening of EVM-warehouse [except EVM-warehouse mentioned at (a) above] and for conducting physical verification of EVMs. The concerned Deputy Collectors or Tehsildar, opening the warehouse or verifying the EVMs, will be personally responsible for the safety of EVMs. Similarly DEO will also nominate one officer, not below the rank of Deputy Collector, who will be in charge of each godown
- c) National and State recognized political parties shall be informed in writing, at least 24 hours in advance, about the date and time of opening and closure of EVM warehouse. Their

authorized representatives shall be allowed to remain present at the time of opening and closure of the warehouse. A report shall be prepared in this regard and signature of the authorized representatives of political parties shall also be taken on the report.

- d) Details of EVMs shall be maintained in a Master Stock Register (MSR). MSR shall be maintained warehouse-wise for every district in the format given in **Annexure - A**.
- e) Based on this MSR, the DEO shall send a physical verification report in the format given in **Annexure - B** to the Commission through the CEO of the concerned States/UTs.

B. STORAGE OF EVMS

- i. EVM should be stored in Treasury, wherever possible.
- ii. EVMS must be stored in a separate warehouse where nothing other than EVM is kept.
- iii. Normally the EVMS should be stored at District Head Quarters.
- iv. However, if it is not possible to store the EVMS at District HQs, then EVM storage warehouse should not be at a place below Tehsil headquarters.
- v. No EVM shall be kept outside the EVM warehouse (i.e. all the EVMS should be kept in EVM warehouse and not at any other place) for any purpose without specific approval of the Commission.
- vi. EVM storage warehouse must not have more than one (1) entry point. If there are any other doors or windows in the warehouse, they should be sealed using brick-masonry or concrete.
- vii. Entry of EVM storage warehouse must be secured by a double lock system, which should be held jointly by two separate officers, to be nominated by the DEO. One of who shall not be below the rank of Deputy Collector.

C. Physical Condition of the Warehouse:

- i. Warehouse must be free from dampness, pests, rodents etc. Proper fire-fighting arrangement must be made available. Warehouse should be free from flood/water logging risk/cracks/leakage/broken window etc. To provide an inlet/outlet for air-circulation to avoid foul smell in strong rooms, exhaust fan may be installed, subject to the following conditions -
 - a) Exhaust fan shall be installed on the front side of the strong room, where security guards are posted and not on the rear side.
 - b) Exhaust fan shall be installed at the highest point feasible, below the roof.
 - c) A strong iron grill shall be installed at the vent/passage where exhaust fan will be installed.
- d) A vacuum cleaner for each warehouse should be provided.*
- e) Safety Alarm system/CCTV should be installed.*
- f) EVMS must be kept in a safe manner.
- ii. Adequate security arrangement to be made at warehouse by deposing police/security guard on round the clock.

C. MOVEMENT OF EVMs

During non-election period, EVMs shall not be moved in or out of the EVM warehouse without specific approval of the Commission.

In case of intra or inter State shifting of EVMs, on the direction of the Commission, the following shall be strictly followed -

- i. The CEO will communicate the direction of the Commission on shifting of EVMs to the DEO concerned.
- ii. DEO(s) will issue written order to the officer referred in para 1 (A)(b) above for opening of EVM-warehouse [except EVM-warehouse mentioned at 1 (A) (a)] to shift the required number of EVMs.
- iii. On receiving the written order of the DEO, the nominated Officer shall identify the EVMs to be moved out and make an entry of the details of such EVMs in the Master Stock Register/Movement Register and shall take a written acknowledgement from the officer, who is receiving the EVM, as proof of having received the EVMs.

2. DURING ELECTION PERIOD

A. PHYSICAL VERIFICATION OF EVMs

If there is a general election during the year, the DEO shall carry out 100% physical verification of EVMs during the First Level Checking of the EVMs and send the report to the Commission through Chief Electoral Officer in the format in Annexure -C.

B. STORAGE OF EVMs

a) Pre-Poll Storage:

After FLC and first randomization of EVMs, EVMs shall be handed over to the Returning Officer/Assistant Returning Officer concerned. The Returning Officers shall follow the following guidelines:-

- i) RO/ARO shall store the EVMs, allocated for his constituency, in a strong room in the presence of representatives of National/State Level Political Parties, under videography. EVMs meant for training and awareness of voters shall be kept in a separate strong room so that strong room having EVMs (including reserve EVMs) meant for poll need not to be opened before preparation of EVMs.
- ii) Thereafter, RO shall open the strong room having EVMs (including reserve EVMs) meant for poll at the time of preparation of EVMs (candidate setting) in the presence of candidates/their representatives, under videography.
- iii) After preparation of EVMs at RO level, EVMs including reserve EVMs shall again be kept in strong room in the presence of candidates/their representatives, under videography.

- iv) Thereafter, RO shall open the strong room having EVMs (including reserve EVMs) on the day of dispersal of polling parties in the presence of candidates/their representatives, under videography.
- v) After completion of poll, polled EVMs shall be escorted back to the strong room for storing in double lock system in the presence of candidates/their representatives, under videography.

b) Post-Poll Storage

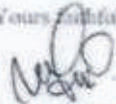
The following instructions shall be strictly followed for the security and safety of strong rooms where the polled EVMs are kept for counting of votes --

- i. The strong rooms should have double lock system. One key should be kept with District Election Officer and the other with Returning Officer of concerned assembly constituency.
- ii. Two cordoned security arrangements should be made round the clock for the strong rooms having polled EVMs kept for counting of votes. The CPF should man the innermost perimeter security immediately outside the strong room and the State Armed Police should man the outermost perimeter security.
- iii. All contesting candidates should be intimated in writing to depute their representatives to keep a close watch on security arrangement of strong room. They should be allowed to stay outside the inner perimeter at a location, which enables them to view the entry points of the strong room. As far as possible, facilities such as proper shade, drinking water, etc. shall be provided to them. If there is no direct view to the entry point of the strong room, CCTV may be arranged at such location, so that they can see the strong room door on CCTV. In such a case, they may be taken periodically to the inner perimeter in batches, to see, verify and satisfy themselves regarding the security of strong room.
- iv. A control room adjacent to the strong room SHOULD BE operative round the clock.
- v. A Gazetted officer along with a police officer should be put on duty round the clock for monitoring the security arrangements of strong room.
- vi. There should be sufficient arrangement of fire extinguishers near and inside the strong room.
- vii. There should be an arrangement round the clock for the security of unused EVMs also.
- viii. No one should be allowed to enter the inner perimeter without adhering the following protocols -
 - a) The log book shall be maintained by the CPF in which entry should be made about date, time, duration and name(s) of person(s) crossing the second security ring i.e. the middle perimeter. This includes visits by the Observers or DEOs or SPs or candidates or their agents or any other person.
 - b) Video cameras should be provided to the CPF contingent to record all visits made by such visitors.
- ix. It should be ensured that there is uninterrupted power supply at the strong room location during the entire period wherein EVMs are stored. CEO may address the Chairman of

Electricity Board concerned separately regarding this. Local Electricity Board officials should be asked to ensure the same. Contingency arrangement of stand by generators should be made to ensure uninterrupted power supply.

- x The phone nos. of CEO, Addl. CEOs, DEC, in-charge in the ECI and the DEO/SP/COP/ROs concerned should be given to the candidates, who may provide the same to their representatives, keeping vigil at the strong room location(s). The candidates may advise their representatives to contact the officials, in case of any emergency.
- xi All the entry points (doors etc.) of strong rooms should be under constant videography using the web-cams and laptops available. If there are other doors of the strong room, they should also be covered by the web-cams/videography. Persons coming to take back-up from the laptops should have identity cards given to them and their names should be recorded in advance with the CPF contingent stationed there. Their visits should be videographed by the CPF contingent with the video camera provided for the entire duration.
- xii Returning Officers should visit the storage campus (upto the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the D/O on the status every day. In case of strong rooms located in the district headquarters, the D/O should do the same. Where the strong rooms are situated outside the District Headquarters, D/O should visit the same as frequently as possible and at least once in 3 to 4 days.
- xiii No vehicle, including that of any official or ministers or any other political functionary should be allowed inside the secured campus where the EVMs are stored. Alighting point for the vehicles should be marked clearly ahead of the outer security perimeter itself beyond it. It should be a pedestrian zone only.
- xiv DCs and SPs shall be personally responsible for security of strong room within the district and meticulous implementation of the protocol. The copy of this letter should be made available to all candidates, DFOs, ROs and CPF commandant.
- vi) On the day of counting of votes, the strong room shall be opened in the presence of candidates/their representative, RO and Observer under videography.
- vii) After completion of counting of votes, Control Units shall be sealed as per existing instruction of the Commission. Thereafter, EVMs (Ballot Units and Control Units) shall be shifted to Strong Room for storage.

Yours faithfully


(Madhusudan Gupta)
Under Secretary

Annexure-A

(Master Stock Register)
Part-A (Formal Entry)

Name of State/Union Territory
Name of District
Name of sub-division/taluka
Address of Warehouse

Ser. No.	C.U. ID No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date of receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Part-B (Ballot Units)

Ser. No.	C.U. ID No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date of receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Annexure-B

(Physical Verification Report)

Name of State/Union Territory
Name of District

Name of warehouse	Location of warehouse	No. of Control Units in warehouse as mentioned in Master Stock Register		No. of Control Units physically verified		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically verified		No. of Ballot Units not as mentioned in Master Stock Register	
		Ball	ECU	Ball	ECU	Ball	ECU	Ball	ECU	Ball	ECU

Note- Reasons for EVM not available in warehouse shall be clearly mentioned in the report.

(Signature of District Election Officer)

Annexure-C

(Physical Verification Report)

Name of State/Union Territory
Name of District

Name of warehouse	Location of warehouse	No. of Control Units in warehouse		No. of Control Units physically verified using ITC Ams		No. of Control Units found damaged during ITC		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically verified and ITC done		No. of Ballot Units found damaged during ITC	
		Ball	ECU	Ball	ECU	Ball	ECU	Ball	ECU	Ball	ECU	Ball	ECU

Note- Reasons for EVM not available in warehouse shall be clearly mentioned in the report.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 51/8/INST/2019-EMPS

Dated : 7th February, 2019

To,

The Chief Electoral Officers of
All States and Union Territories.

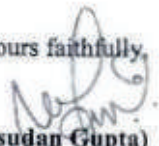
Sub:- Destruction protocol for VVPAT paper slips of VVPATs generated during the
Training and Awareness of EVMs and VVPATs - reg.

Sir,

I am directed to refer to the Commission's letter No. 51/8/T&A/2018-EMPS dated 9th October, 2018, whereby the Commission issued a detailed instruction on taking out EVMs and VVPATs for Training and Awareness purpose. The Commission has directed that all VVPATs paper slips generated during the training and awareness shall be destroyed using Paper Shredding Machine on a daily basis, in the presence of a Gazetted Officer duly nominated by the District Election Officer (DEO). A certificate shall be obtained from the Nodal Officer incharge of Training and Awareness exercise regarding the daily destruction of all VVPAT slips as per Commissions directions. Further, the DEO shall submit a Certificate to the respective Chief Electoral Officer on P-3 day for the entire district attesting the compliance of these instructions.

2. The above direction of the Commission shall be brought to notice of all concerned.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS

Dated: 9th April, 2019

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka
3. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

Subject: Instructions on use of Power Pack (Battery) in VVPATs-regarding.

Sir/Madam,

I am directed to state that some instances of VVPAT Battery melting came to the notice of the Commission, following which the matter was referred to the Technical Expert Committee (TEC) for Root Cause analysis and guidance.

Considering the recommendations of the Technical Expert Committee, the Commission has directed that after completion of poll, the Presiding Officer shall remove the power pack (battery) from VVPAT in the presence of polling agents. Only after removal of power pack (battery) from VVPAT, the carrying case of VVPAT shall be sealed in the presence of polling agents.

The above instruction shall be strictly followed and also brought to the notice of all concerned.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/2018-EDPS

Dated: 9th April, 2019

To

- I. The Chief Electoral Officers of All States and Union Territories.
- II. The Chairman-cum-Managing Director Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.
- III. The Chairman-cum-Managing Director Bharat Electronics Limited, Bangalore, Karnataka.

Subject: Use of Symbol Loading Unit for loading symbols in VVPATs- regarding.

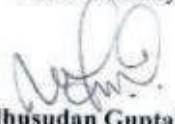
Sir,

With reference to the Commission's letter of even number, dated 13th December, 2018, on the subject cited (copy enclosed), I am directed to reiterate that the District Election Officers (DEOs) of your State/UT shall ensure that all the Symbol Loading Units (SLUs) are released to BEL/ECIL Supervisors or engineers authorised by the BEL/ECIL on P+1 day to enable them to move to the next Assembly Constituency/Segment for next phase.

2. Further, all PSU Supervisors/engineers must be allowed to leave the district on P+1 day except 2 engineers per district, who may be retained for deployment during re-poll, if any. However, if there is no case of re-poll, all PSU Supervisors/engineers must be allowed to leave the district on P+1 day to move for next phase.

3. The above instructions shall be brought to notice of the all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/2018-EDPS

Dated: 13th December, 2018

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.
3. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

Subject: Use of Symbol Loading Unit for loading symbols in VVPATs -Regarding.

Sir/Madam,


I am directed to state that as per existing instructions of the Commission, at the time of commission (Candidate Setting) of EVMs and VVPATs, the serial numbers, names of candidates and symbols of candidates are loaded in Voter Verifiable Paper Audit Trails (VVPATs) by Returning Officers with the help of authorized engineers of M/s Bharat Electronics Limited and M/s Electronics Corporation of India Limited using Symbol Loading Units (SLUs).

2. The Commission has directed that after completion of commissioning of EVMs and VVPATs, BEL/ECIL Supervisors shall hand over all the SLUs to the concerned District Election Officer (DEO). District Election Officers shall keep the SLUs received from the BEL/ECIL Supervisors in their safe custody and return the same to them or engineers authorized by the BEL/ECIL on the next day after poll i.e. P+1 Day. It shall be the duty of DEO to ensure that no engineer of BEL/ECIL or any other person is allowed to carry the SLU on poll day in the field and that all the SLUs are released to BEL/ECIL on P+1 day to enable them to move to the next Assembly Constituency/Segment for next phase.

3. For the aforesaid purpose, BEL & ECIL shall provide the details of SLUs allocated to the team for each Assembly Constituency/Segment in writing to the District Election Officer concerned.

4. The above instructions shall be brought to notice of all concerned and ensure the compliance of the same on letter and spirit.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/INST/2019 – EMPS

Dated: 5th February, 2019

To

1. The Chief Electoral Officer,
All States and Union Territories.
2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Bangalore, Nagavara, Outer Ring Road,
Bangalore-560045.
3. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Andhra Pradesh.

Subject: - Use of vehicles with GPS tracking/Mobile-App based GPS Tracking for movement of EVM & VVPAT- reg.

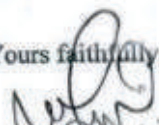
Sir,

I am directed to refer to the Commission's letter No. 51/8/7/2017-EMS dated 30.08.2017 regarding instructions on EVMs and VVPATs pertaining to the transportation, storage, security etc. Instances have come to the notice of the Commission in the recently concluded State Assembly elections wherein it has been found that the handling of reserve EVMs/ VVPATs which are carried by the Sector Officers for need-based replacement on the poll day needs to be further streamlined.

2. The Commission has accordingly reviewed the matter and has decided that following instructions shall be strictly followed in all future movement of EVMs and VVPATs:

- a) The end-to-end movement of all Reserve EVMs and VVPATs shall be carefully monitored at all times, for which all Sector Officers' vehicles with Reserve EVMs and VVPATs shall mandatorily be fitted with GPS tracking.
- b) There shall be a real time tracking and monitoring of the movement of EVMs and VVPATs through the GPS-enabled/Mobile App based GPS tracking used in the vehicles carrying EVMs and VVPATs. For this purpose, an '**EVM Control Room**' shall be set up at DEO as well as CEO level, wherein the movement of EVMs and VVPATs shall be monitored and tracked through GPS Monitors and other related IT infrastructure/applications.

- c) Adequate personnel will be deployed in the 'EVM Control Room' on shift basis for round-the-clock monitoring of EVM/VVPAT movement in the State/UT concerned.
 - d) All Sector Officers shall be required to submit a detailed account of the Reserve EVMs and VVPATs at the time of deposition of the Reserve EVMs and VVPATs after the close of poll on the same day in the Format enclosed (**Format-A**).
 - e) The RO shall also furnish a Certificate in the enclosed format (**Format-B**) after the close of polls certifying that all the reserve EVMs and VVPATs have been accounted for and safely stored in the earmarked strongrooms.
 - f) Sector Officers SHALL NOT remove the EVMs and VVPATs from the authorized vehicles except where required for election purpose or for safe storage at designated places.
 - g) DEO shall notify the registration number and details of all vehicles carrying Reserve EVMs/ VVPATs along with the name of the Sector Officer to all political parties and Observers in the district.
 - h) DEO shall be responsible for the effective end-to-end GPS based tracking and monitoring of EVM and VVPAT movement in the district, including the reserve EVMs and VVPATs and ensure compliance of these instructions.
 - i) All instructions issued in this regard vide letter No. 51/8/7/2017-EMS dated 30.08.2017 shall be strictly followed.
 - j) The General Observer in each constituency shall specifically monitor the compliance of these instructions and record an entry to this effect in the General Observers' diary.
3. Any lapses in compliance of the above direction of the Commission shall be viewed seriously by the Commission.
4. The above direction of the Commission shall be brought to the notice of all concerned and a consolidated compliance report for the State/UT as a whole shall be furnished by the respective CEOs latest by 15.02.2019.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

FOR SECTOR OFFICERS/ZONAL MAGISTRATE etc.

FORMAT-A

(Pre-printed)

- (a) Name of Election:.....
 (b) No. & Name of Parliamentary/Assembly Constituency):.....
 (c) No. & Name of Assembly Segment:.....
 (In case of Parliamentary Constituency)

(To be filled at the time of dispersal)

- (a) Name of Sector Officer/Zonal Magistrate:.....
 (b) Cell Number:.....
 (c) Polling Station Nos. assigned:.....
 (d) Date and Time of receiving Reserve EVMs/VVPATs:.....
 (e) Details of reserve EVMs and VVPATs provided

S.No.	Unique ID of BU	Unique ID of CU . .	Unique ID of VVPAT
1			
2			
3			

(To be filled on poll day)

(a) At the time of mock poll on poll day

S.No.	No. and name of Polling Stations	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	
1								
2								
3								

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/3/2019-EMPS (Vol-III)

Dated: 28th August, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Use of EVMs and VVPATs for bye-election to the Assembly Constituency-regarding.

Madam/Sir,

I am directed to state that henceforth the following standard protocol shall be followed for use of EVMs and VVPATs for bye-election to the Assembly Constituency:

(i) FLC of EVMs and VVPATs: For First Level Checking (FLC) purpose, the requirement of EVMs and VVPATs shall be 200% of number of polling stations of the Assembly Constituency.

(ii) Training and Awareness: After completion of FLC and before first randomization of EVMs and VVPATs, EVMs and VVPATs upto ceiling of 10% of the number of polling stations may randomly be taken out for training and awareness purpose.

(iii) First Randomization of EVMs and VVPATs: During first randomization of EVMs and VVPATs, only 120% of EVMs and 130% of VVPATs may be allocated to the constituency for use in bye-election.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT/2019-EMS

Dated: 23rd September, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Disposal of VVPAT printed paper slips- regarding.

Madam/Sir,

I am directed to refer to the Commission's letter No. 51/8/INST/2019-EMPS, dated 7th February, 2019, whereby the Commission prescribed the protocol for destruction of all VVPAT paper slips generated during the training and awareness using Paper Shredding Machine on a daily basis. Some queries have been received from the field regarding retention and disposal of VVPAT paper slips generated during various election related process viz. First Level Checking of EVMs & VVPAT, commissioning of EVMs & VVPATs, mock poll on poll day and actual poll. The Commission has considered the matter and it is directed that the following Standard Operating Protocol shall be followed for retention and disposal of VVPAT printed slips:

- (1) **VVPAT paper slips generated during First Level Checking** shall be disposed off by using Paper Shredding Machine on daily basis in the presence of FLC Supervisor appointed by the District Election Officer.
- (2) **VVPAT paper slips generated during commissioning of EVMs and VVPATs** shall also be disposed off by using Paper Shredding Machine on daily basis in the presence of Returning Officer/Assistant Returning Officer.
- (3) **For retention and disposal of VVPAT paper slips generated during mock poll on poll day and actual poll**, the following protocol shall be followed:
 - (a) VVPAT paper slips pertaining to mock poll on poll day and actual shall be retained till Election Petition period i.e. 45 days from the date of declaration of result.
 - (b) After completion of Election Petition period, the CEO/DEO shall immediately obtain within 7 days the status of Election Petition or Court Case from the competent court.
 - (c) If any Election Petition or Court case is pending, the VVPAT paper slips pertaining to mock poll and actual poll shall be kept in the custody of District Election Officers till final disposal of Election Petition or Court Case.
 - (d) If no Election Petition or Court case is pending, the VVPAT paper slips pertaining to mock poll and actual poll shall be disposed off as per following procedure:

- (i) VVPAT paper slips may be disposed off by using Paper Shredding Machine within seven days of the order of District Election Officer..
- (ii) The above shredding shall be done in the presence of a Gazetted Officer duly nominated by the District Election Officer concerned in the format attached as **Annexure-I**.
- (iii) The District Election Officers shall submit a certificate in the format attached as **Annexure-II**, to the Chief Electoral Officer concerned in this regard within 15 days of confirmation of Election Petition status.
- (iv) The Chief Electoral Officers shall submit a consolidate certificate in the format attached as **Annexure-III**, to the Commission within 30 days of confirmation of Election Petition status.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

Annexure-I

Appointment of Officer for shredding VVPAT slips

It has been confirmed that no EP/Court Case is pending with regard to election _____(Name of Election). I hereby nominate Smt./Sh.....(name and designation), Officer incharge responsible to shred VVPAT Paper slips pertaining to mock poll and actual poll _____(Name of election).

The Officer shall submit a certificate that all VVPAT paper slips pertaining to mock poll and actual poll of(name of election) have been shredded by using Paper Shredding Machine in his/her presence, within 7 days of issuing of this order.

By Order,

(District Election Officer)
Name of District:.....

Annexure-II

Certificate

I,....., District Election Officer,..... hereby, certify that all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election), which are not involved in any Election Petition or Court Case, have been shredded out as per Commission's letter No. 51/8/VVPAT/2019-EMS, datedSeptember, 2019.

I, further certify that all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election, if any), which are involved in Election Petition..... or Court Case, have been kept, as per the Commission's instructions.

(District Election Officer)
Name of District:.....

Annexure-III

Certificate

I, hereby, certify that certificates regarding disposal of all the VVPAT paper slips pertaining to mock poll and actual poll of(name of election), which are not involved in any Election Petition or Court Case, have been received from all District Election Officers in the State.

VVPAT paper slips pertaining to mock poll and actual poll of(name of election) of the following district(s), have not been disposed of due to pendency of Election Petition or Court Case;

1.....

2.....

3.....

(Chief Electoral Officer)
Name of State/UT:.....

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT-INST/2019-EMPS

Dated: 15th November, 2019

To

The Chief Electoral Officers of
all States/UTs.

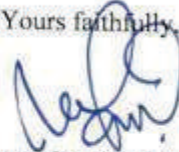
Subject: Instruction on use of Electronic Voting Machine (EVM) with Voter Verifiable Paper Audit Train (VVPAT) System-Regarding.

Sir/Madam,

I am directed to refer to the last bullet point of point no. 1.4 of Commission's instruction No. 51/8/VVPAT/2017-EMS, dated 5th December, 2017 (Conduct of Mock poll and sealing of EVMs & VVPAT in the Polling Station before start of actual poll), wherein it has been mentioned that the drop box of VVPAT should be sealed with an address tag before the actual poll starts. Some queries have been sought from the field whether signatures of the polling agents are required to be put up on the address tag being used for sealing Drop Box of the VVPAT after completion of mock poll.

In this regard, it is clarified that Presiding Officer and polling agents shall put their signature on the address tag used for sealing Drop Box of the VVPAT after completion of mock poll. This shall be brought to notice of all concerned for compliance.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMS

Dated: 30th December, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Instructions on security of connecting cable of BU and VVPAT at polling stations-reg.

Sir/Madam,

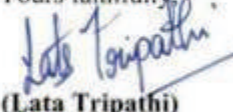
I am directed to state that in a meeting with TEC and manufacturers on 04.12.2019, it was pointed out that at the polling station, the security of connecting wire of BU and VVPAT is of utmost importance as load of hanging wire, connected to VVPAT and Balloting Unit, may damage the connecting socket of BU/VVPAT, which may lead to intermittent connection and failure of the unit.

To avoid such untoward situation, it was suggested that after making proper connections of the BU, CU and VVPAT, the connecting wires may be taped to the leg of the table in such a manner that the wire does not hang in the air so that the load of hanging wire does not impact the connecting switch of the BU and VVPAT and the tape is also easy to remove when replacement of units (BU/CU/VVPAT) are required.

Accordingly, you are requested to provide one transparent tape of half inch width to the Presiding Officers for the aforementioned purpose and incorporate this activity in training of the Presiding Officers. It may also be noted that the taping shall only be done using "TRANSPARENT ADHESIVE TAPE" in such a way that taping does not affect the visibility of the connecting wires and it shall be removed easily when replacement of units (BU/CU/VVPAT) are required.

The above instructions shall be brought to notice of all concerned for strict compliance.

Yours faithfully,


(Lata Tripathi)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMLS

Dated: 1st January, 2020

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: General/Bye Election to the House of the People/Legislative Assembly- Storage & Safety arrangement of EVMs & VVPATs- Furnishing Report thereon.


Sir,

In supersession of the Commission's letter No. 51/8/7/2014-EMS, dated 24th April, 2014, I am directed to state that the Commission has directed that General Observer and Police Observer shall jointly visit the strong room(s) earmarked for storage of polled EVMs and VVPATs within 3 days of reaching the assigned Constituency(ies). They will submit a report on the same day in the format (**Annexure-I**) to the Chief Electoral Officer concerned.

2. The Commission has further directed that General Observer shall visit the Counting Centre 02 days before the day of counting of votes and submit a report in the format (**Annexure-II**) to the Commission on the same day.

The above instructions of the Commission shall be brought to notice of all concerned.

Yours faithfully,


(Madhusudan Gupta)
Secretary

Copy to All Sr. Principal Secretaries/Principal Secretaries/Secretaries/Under Secretaries and Zonal Sections of ECI for information and necessary action.

Annexure-I

Report on Arrangement at Strong Room

Name of State:

Name of District:

No. & Name of AC:

Address of Strong Room visited:

We have jointly visited the above mentioned strong room on All necessary arrangements at the strong room have been made for storage of polled EVMs & VVPATs pertaining to the ongoing General/Bye-election.....

It is also submitted that Commissions instructions on storage of EVMs & VVPATs have been complied with. It is further certified that:

S. No.	Particulars	Status	If No, remarks thereon
1.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
2.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
3.	Whether main switch of electric connection installed outside of the strong room to avoid electric short circuit?	Yes/No	
4.	Whether strong Room has double lock system?	Yes/No	
5.	Whether there is arrangement for uninterrupted power supply at the strong room locations ?		
6.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/7/2018-EMPS, dated 13 th November, 2018?	Yes/No	
7.	Whether arrangement for installation of CCTV cameras at Strong room has been made?	Yes/No	
8.	Whether arrangement has been made for providing round the clock police security at strong room as per the norms prescribed by Commission vide letter no. 51/8/7/2018-EMPS, dated 29 th August, 2018?	Yes/No	
9.	Whether adequate arrangement for fire extinguisher has been made?	Yes/No	
10.	Whether alternate arrangement for lighting at strong room has been made?	Yes/No	
11.	Whether round the clock 02 tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
12.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	
13.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?		
14.	Whether there is provision for candidates representatives to stay outside the inner perimeter at a location which enables them to view entry point of the strong room?	Yes/No	
15.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	

16.	Whether round the clock control room has been planned at the storage centre?	Yes/No	
17.	Whether candidates have been intimated in writing to depute their representatives to keep watch on the security arrangements of the strong room after the poll?	Yes/No	
18.	Whether you are satisfied with arrangements of strong room?	Yes/No	

Other remarks, if any:

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC/district allocated:

(signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC allocated:

Annexure-II

Report on Arrangement at Counting Centre

Name of State:

Name of District:

No. & Name of AC:

Address of Counting Centre visited:

I have visited the above mentioned Counting Centre on All necessary arrangements at the Counting Centre have been made for counting of votes of the ongoing General/Bye-election..... It is also submitted that Commissions instructions on the arrangement at counting centre have been complied with. It is further certified that:

S. No.	Particulars	Status	If No, remarks thereon
1.	Whether Counting Hall is spacious to accommodate infrastructure, officials and counting agents?	Yes/No	
2.	Whether smooth flow of EVMs/VVPATs from the strong room to counting hall and vice versa has been made?	Yes/No	
3.	Whether adequate lighting with proper standby arrangements (generator etc.) has been made?	Yes/No	
4.	Whether 100 meter perimeter around the counting centre has been demarcated as 'Pedestrian Zone' and barricaded?	Yes/No	
5.	Whether 03 (three) cordoning security system has been made? [1 st (outer) cordon to start from pedestrian zone having adequate local police, 2 nd (middle) cordon at the gate of counting premises/campus manned by SAP and 3 rd (inner) cordon at the door of counting hall manned by CPF]	Yes/No	
6.	Whether proper barricade using transparent material/wire mesh for each counting table to prevent agents/candidates/counting agents etc. from handling polled EVMs has been made?	Yes/No	
7.	Whether one of the counting table inside the counting hall has been earmarked as VVPAT Counting Booth (VCB) for counting of VVPAT paper slips?	Yes/No	
8.	Whether VCB has been wire-mashed just like a Bank Cashier Cabin so that no VVPAT slips can be accessed by any unauthorised person?	Yes/No	
9.	Whether you have seen the complete mock drill of counting of VVPAT with atleast 500 VVPAT slips?	Yes/No	
10.	Whether you are satisfied with arrangements at Counting Centre?	Yes/No	

Other remarks, if any:

(signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC allocated:

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS

Dated: 22nd January, 2020

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Design and specification of VVPAT Counting Booth (VCB)- reg.

Madam/Sir,

I am directed to refer to the Commission's letter No. 51/8/VVPAT/2017-EMS, dated 5th December, 2017, wherein the Commission prescribed that counting of VVPAT slips should be done in a VVPAT Counting Booth (VCB), specially prepared for this purpose inside the Counting Hall. The booth should be enclosed in a wire mesh just like a bank cashier's cabin so that no VVPAT paper slips can be accessed by any unauthorised person. One of the counting tables in the Counting Hall can be converted into the VCB and can be used for normal counting of round-wise EVM votes before the count of VVPAT slips.

From time to time clarification regarding design and specification of VCB has been sought from the field officials. The Commission has considered the matter, and it is directed that in order to maintain uniformity in the design and specification of VCB, the following shall be followed strictly:

- (a) The VCB should have minimum length 6 ft, breadth 6 ft. and height 8 ft.
- (b) All four sides and the ceiling should be covered with a narrow wire mesh such that VVPAT slips cannot come out from the VCB. A circular hole of 5 cm radius at a suitable height for the Counting Agents' transaction may also be made.
- (c) CCTV should be installed on the ceiling just above the counting table for monitoring and recording purpose.
- (d) VCB should have seating arrangements for atleast four personnel.

The above instructions shall be brought to notice of all concerned for compliance.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/4/2020-EMS

Dated: 28th February, 2020

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Director Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045.
3. The Chairman-cum-Managing Director Electronics Corporation of India Limited, Hyderabad, Telangana.

Subject: Instructions on First Level Checking of EVMs and VVPATs- Marking of FLC status in EVM Management System (EMS) using Mobile App.

Sir,

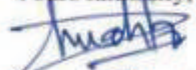
I am directed to refer to para 4.9 of the Commission's letter No. 51/8/16/4/2017-EMS, dated 30th August, 2017 regarding First Level Checking of EVMs and VVPATs, whereby marking of FLC-OK or FLC-Reject status of EVMs and VVPATs after First Level Checking (FLC) is to be done by the election officials nominated by the District Election Officer.

The Commission has reconsidered the matter and it is directed that henceforth:-

1. Status of FLC-OK units shall be marked "FLC-OK" in EMS using Mobile App by the election officials nominated by the DEO ; and
2. Status of FLC-Reject units shall be marked "FLC-Reject" with exact reason in EMS using Mobile App, only by the authorised engineers of BEL and ECIL, as the case may be. For this purpose, the District Election Officer concerned shall provide a third mobile phone to one of the engineers by creating as a temporary user and the entries of rejected machines shall be done by him/her using the said mobile. Thus there will be two mobiles that DEO's representative will use to mark FLC-OK EVMs in EMS and a third Mobile phone provided by DEO to the BEL/ECIL engineer to mark FLC-Rejects with proper reason.

The above instructions of the Commission shall be brought to notice of all concerned for strict compliance.

Yours faithfully,


(Dilip Kumar Mahto)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/4//2020-EMS

Dated: 13th March, 2020

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Instructions on First Level Checking of EVMs and VVPATs- regarding

Sir,

I am directed to refer to sub-para 4.10 of the Commission's letter No. 51/8/16/4/2017-EMS, dated 30th August, 2017, regarding arrangement of Webcasting/CCTV/videography for First Level Checking of EVMs and VVPATs and to state that from time to time clarification has been sought from the field on use of web-casting/CCTV/videography.

The matter regarding use of webcasting/CCTV/videography has been reconsidered and the Commission has directed that henceforth following shall be strictly followed:

1. Webcasting shall be done for monitoring and recording of entire FLC process.
2. Wherever, webcasting of FLC process is not feasible due to connectivity issue then CCTV coverage shall be done for monitoring and recording of entire FLC process. However, in such case, District Election Officer shall obtain prior written approval from the respective Chief Electoral Officer.
3. Videography of FLC process may be additionally done, if considered necessary by the District Election Officer concerned.
4. Webcasting/CCTV viewing terminals to be available at FLC hall, DEO's Control Room and CEO's Control Room.
5. Recording of webcast/CCTV/videography to be retained as prescribed in Commission's letter No. 3/ER/ECI/LET/FUNC/JUD/SDR/2016, dated 7th September, 2016 (copy enclosed).

The above instructions of the Commission shall be brought to notice of all concerned for strict compliance.

Yours faithfully,



(Dilip Kumar Mahto)
Under Secretary

ELECTION COMMISSION OF INDIA

Nirvaahan Sadan, Ashok Road, New Delhi-110 001

No 3/ER/ECI/LET/FUNC/JUD/SDR/2016

Dated: 7th September, 2016

To,

The Chief Electoral Officers
of all States & Union Territories.

Subject: - Storage and supply of CCTV recordings- regarding.

Sir/Madam,

There are instructions of the Commission regarding recording of various stages of election process, like nomination of candidates, scrutiny, withdrawal of candidatures, polling and counting process etc., by videography/CCTV. For retention of the recorded version in such cases, the Commission has directed that such recordings shall be kept in the safe custody of the District Election Officer till the expiry of 45 days from the date of declaration of result of the election concerned. If anyone applies for copies of such recordings, during the said period of 45 days, copy may be made available to him under sub-rule (2) of Rule 93 on payment of fee of Rs. 50 per CD (fees as prescribed under Right to Information Rules, 2012). Only those applications that are submitted within 45 days from the date of declaration of the result of the election shall be entertained for supply of copy.

2. As regards the video recordings of election campaign activities of candidates and political parties made by the election expenditure monitoring teams, flying squads, SSTs, etc. the recorded versions there of shall be kept in the custody of the District Election Officer till the expiry of 8 months from the date of the declaration of result of the election. During this period, it would be open to any person to seek copy of the recording concerned, and in such cases, copy may be provided on payment of Rs. 50/- per CD.

3. On expiry of the prescribed period of 45 days or 8 months, as the case may be, after declaration of result of election, it should be ascertained whether any Election Petition or any other petition/complaint, etc., has been filed in respect of the election concerned or pertaining

to electoral offence etc., in which the video recording could be relevant. In case no Election Petition or any other petition etc., is pending, the CCTV/video recording should be destroyed after following the usual procedure prescribed for the purpose.

4. If there is an election Petition filed in respect of the election or any other petition, etc., in any Court in respect of which the recording would be relevant, then the recorded version shall be retained in safe custody of DEO till the disposal of such matter so that the same would be available for production before the Court, in the event the court summons the same.

5. These instructions may be brought to the notice of all DEOs and other election authorities, including Returning Officers for elections to Council of States and States Leg. Councils. This may also be communicated to the political parties based in the State/UT.

Kindly acknowledge receipt.

Yours faithfully,


(N. P. Bhutta)
Under Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/6/2020-EMS

Dated: 15th June, 2020

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Clarification on videography at the time of opening and closing of EVM-VVPAT warehouses.

Madam/Sir,

I am directed to state that EVM-VVPAT warehouses are opened and closed in the presence of the representatives of National and State Recognised Political Parties and contesting candidates (during election period). The Commission has also instructed to conduct videography of opening and closing of warehouses.

In this regard, I am directed to clarify that

- (1) Conduct of videography is mandatory whenever EVM-VVPAT warehouses are opened and closed whether election period or non-election period.
- (2) In exigency case like flood or fire etc., if videography of opening and closing of warehouses is not feasible, video of opening and closing of EVM-VVPAT warehouses shall be made through mobile for record purpose.

The above instructions of the Commission shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS

Dated: 18th September, 2020

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Identification of reserve EVMs and VVPATs-reg.

Madam/Sir,

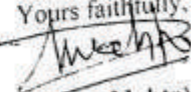
I am directed to state that at present there is no visual differentiation among EVMs and VVPATs being used at polling stations and reserve EVMs and VVPATs being moved on poll day in the vehicles of the Sector Officers. Hence, it creates avoidable doubts in the mind of stakeholders and media persons roaming specially on poll day inspite of sharing of unique IDs of EVMs and VVPATs deployed in the election with all the contesting candidates.

The Commission has considered the matter and it is directed that for visual identification of reserve EVMs and VVPATs the following shall be strictly followed:

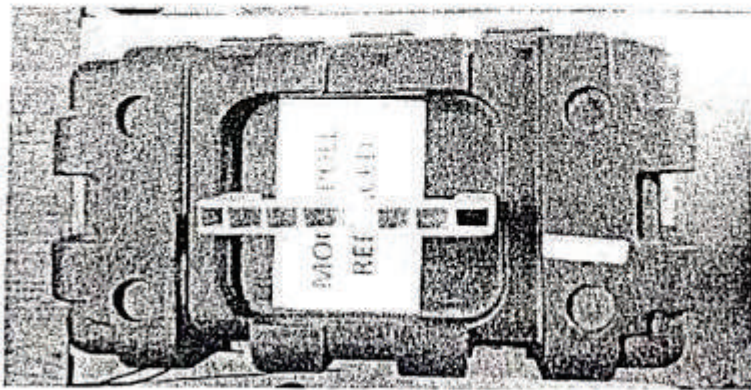
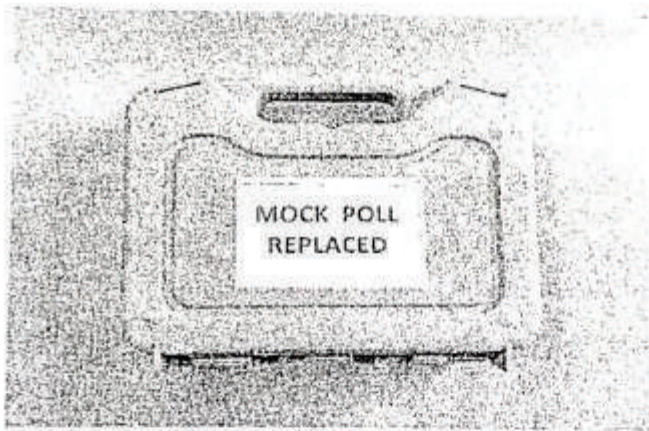
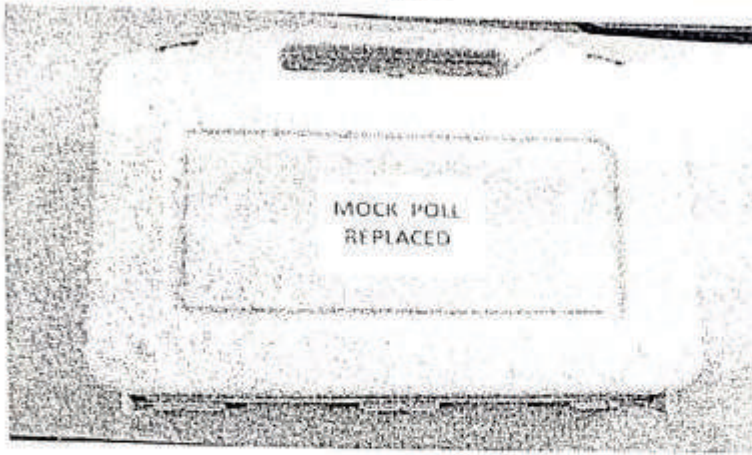
1. Adhesive Stickers with inscription '**RESERVE**' shall be pasted on the carrying cases of reserve BUs, CUs and VVPATs during commissioning of EVMs and VVPATs.
2. Apart from the adhesive stickers, the carrying cases of reserve EVMs and VVPATs shall also be sealed with thread and address tags to avoid doubt on misuse of reserve EVMs and VVPATs while in movement on poll day. The thread and address tag of reserve EVM and VVPAT shall be removed in the presence of polling agents at polling station, if needed to replace any rejected EVM & VVPAT at polling stations.
3. Sector Officers shall also be provided Adhesive Stickers with inscription '**MOCK POLL REPLACED**' for affixing on the carrying case of rejected BU/CU/VVPAT replaced during mock poll.
4. **Specification of the Adhesive Stickers:** The colour of such Adhesive Stickers should be 'Pink' for Assembly Constituencies elections and 'White' for Parliamentary Constituencies elections. Dimension of the stickers should be 15 cm x 10 cm. (Sample attached)

The above instructions shall be brought to notice of all the concerned for compliance.

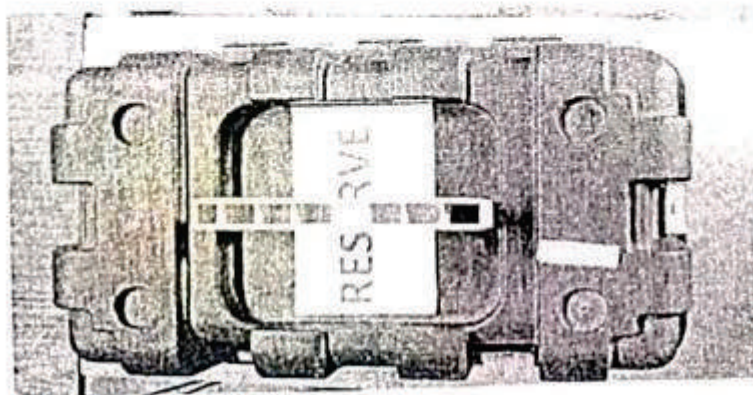
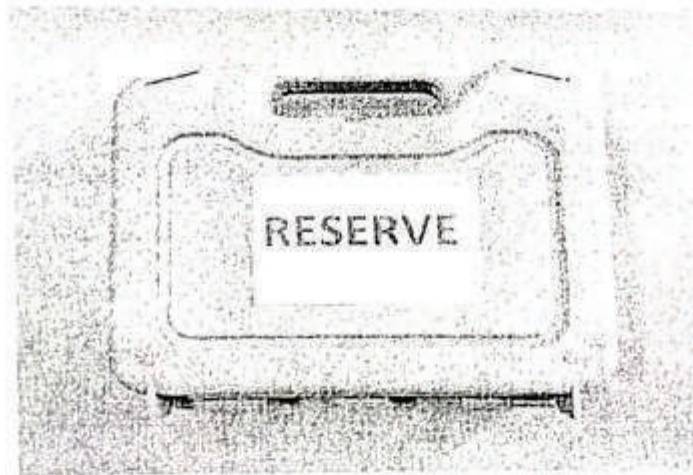
Yours faithfully,


(Dilip Kumar Mahto)
Under Secretary

Sample



Sample



ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS

Dated: 25th September, 2020

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: M-3 EVM Highlights- reg.

Madam/Sir,

I am directed to forward herewith a copy of the M-3 EVM Highlights for your kind information. The same shall be used for publicising how M-3 EVM is better than M-2 EVM whenever required.

Yours faithfully,

O.P. Sahani
25/09/2020
(O.P. Sahani)
Under Secretary

EVM M3 Highlights

1. Connectivity with up to 24 Balloting Units (BU's) as against 4 BU's in M2 model EVMs. Thus M3 EVMs can be used for up to 384 candidates including NOTA against 64 candidates in case of M2 EVMs.
2. In M-3 Control Unit (CU) battery is continuously monitored and remaining Battery life is displayed as a percentage making it possible for the Presiding Officer to request for battery replacement before it goes dead and minimise disruption of polling.
3. Self diagnostics of the EVM at every switch ON for automatic health evaluation of units. This will weed out any defective EVMs/VVPATs at the start of poll, improve reliability and minimise poll disruptions.
4. The Battery and Candidate Set compartments of the Control Unit are separate in M3 EVMs and both are sealed separately. It is now possible to change CU Battery when required by opening the Battery compartment unlike in M2 EVMs where the CU had to be replaced.
5. Design of the M3 model is sleeker and lighter in weight.
6. M3 EVMs use the latest cutting edge technology.

*by
25/07/2020*

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS

Dated: 29th September, 2020

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Use of EVMs and VVPATs for bye-elections to the Assembly Constituency-
Regarding.

Madam/Sir,

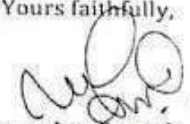
I am directed to refer to para (iii) of the Commission's letter No. 51/8/3/2019-EMPS (Vol-III), dated 28th August, 2019, wherein it was specified that during first randomization of EVMs and VVPATs, only 120% of EVMs and 130% of VVPATs may be allocated to the constituency for use in bye-elections.

2. Some of the upcoming bye-elections States have requested the Commission to increase the %age of EVMs & VVPATs during first randomization considering the management of EVMs & VVPATs during the COVID pandemic.

3. The Commission has considered the matter and directed that **during first randomization of EVMs and VVPATs, 140% of EVMs and 150% of VVPATs be allocated to the constituency for use in bye-elections.**

4. The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-E:MS

Dated: 23rd October, 2020

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: Instruction on Counting of VVPAT Paper Slips in VVPAT Counting Booth
(VCB) during COVID-19 pandemic - regarding.

Ref. 51/8/VVPAT/2017-E:MS, dated 5th December, 2017

Madam/Sir,

I am directed to state that in wake of COVID-19 pandemic the counting of votes of an Assembly Constituency/Segment will be held in more than one counting hall. As per the existing instruction of the Commission, one of the counting table inside the counting hall shall be earmarked by Returning Officer as VCB for counting of VVPAT paper slips.

In this regard, it is clarified that:

1. One of the counting tables inside the counting hall in which RO will sit, shall be earmarked as VCB for counting of VVPAT paper slips.
2. Returning Officer and Observer concerned shall maintain close and direct oversight on counting of VVPAT slips to ensure strict compliance of the Commission's instruction.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/INST/2021-EMS

Date: 18th January, 2021

To,

The Chief Electoral Officers of
All the States and Union Territories.

Subject:- Removal of Power Pack (Battery) from the Control Units after counting of votes- Reg.

Madam/Sir,

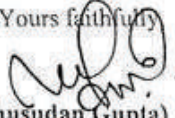
I am directed to state that as per existing instruction of Commission, after completion of counting of votes, all the Control Units, whether result is retrieved from it or not, are kept inside their respective carrying case without removing Power Pack of the Control Unit and the carrying cases are sealed with address tag(s). The machines are kept in the strong room till Election Petition (EP) list is received from the respective High Court. In case of filing of EP, the machines are kept in the strong till final disposal of EP.

2. Some instances of Control Unit Battery (Power Pack) leakage/melting came to the notice of the Commission. The matter has been considered by Commission and it is directed that Power Pack (Battery) of the Control Units shall be removed from the Control Units after counting of votes.

3. For this purpose, Returning Officers shall ensure that the Power Pack of all the Control Units, whether result is retrieved from it or not, are removed before keeping inside their respective carrying case. All other instructions regarding sealing and signing by Returning Officers and Candidates/their representatives etc. shall be followed as per existing instructions. Returning Officers shall submit a certificate to this effect in the format attached as Annexure-I.

The above instructions shall be strictly followed and also brought to the notice of all concerned.

Yours faithfully


(Madhusudan Gupta)
Secretary

Annexure-1

Removal of Power Packs from Control Units after counting of votes

Certificate

I.....Returning Officer from.....
(Assembly/Parliamentary) Constituency, certify that after counting of votes
Power Packs (Battery) of all the Control Units, whether result is retrieved from
it or not, are removed before keeping inside their respective carrying case.

(Signature of Returning Officer)

Name of RO:.....

No. & Name of AC/PC:.....

Name of election:.....

Date of Counting:.....





ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/Transfer/2020-EVM (P&T)

Date: 18th January, 2021

To,

The Chief Electoral Officers of
All the States and Union Territories.

Subject:- Bye-elections to Parliamentary and Assembly Constituencies- Sending of defective EVMs and VVPATs- Reg.

Madam/Sir,


1. I am directed to state that as per existing instruction of Commission, FLC rejected EVMs and VVPATs shall be sent to the manufacturer concerned for repair within 7 days of completion of FLC in that district. After election, all the defective EVMs and VVPATs pertaining to commissioning, dispersal and mock-poll replacement shall be sent to the respective manufacturer for repair.

2. In case of bye-elections to Parliamentary and Assembly Constituencies, it has been observed that some time it would not be economical to send the defective pertaining to FLC of EVMs and VVPATs to factory for repair.

3. Considering the above, it is directed that in case of bye-elections to Parliamentary and Assembly Constituencies, all the defective EVMs and VVPATs pertaining to First Level Checking, commissioning, dispersal and mock-poll replacement shall be sent together to the respective manufacturer, namely, Bharat Electronics Limited and Electronics Corporation of India Limited for repairing purpose within 7 days of completion of the said bye-election(s).

The above instructions shall be strictly followed and also brought to the notice of all concerned.

Yours faithfully,


(Soumyajit Ghosh)
Under Secretary

Copy to

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangaluru-560045, Karnataka.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Telangana.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 52/2019/rep/2020-1:VM (P&T)

Dated: 22nd January, 2021

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Disposal of Expired and Unusable Thermal Paper Rolls of VVPATs-regarding.

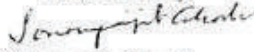
Madam/Sir,

I am directed to refer to the Commission's letter No. 51/8/VVPAT/2019-EMS, dated 23rd September, 2019 regarding disposal of VVPAT paper slips generated during FLC, Training & Awareness, Commissioning of EVMs and VVPATs, mock poll on poll day and actual poll. The Commission has received references regarding disposal of expired and partly used thermal paper rolls. Commission has considered the matter and it is directed that the following Standard Operating Protocols shall be followed for disposal of expired and partly used thermal paper rolls of VVPATs:

1. **Partly used Thermal Paper Rolls of VVPATs:**
 - (a) Partly used Thermal Paper Rolls of VVPATs pertaining to FLC shall be disposed off by using Paper Shredding Machine in the presence of FLC Supervisor appointed by the District Election Officer alongwith the VVPAT paper slips generated during the FLC.
 - (b) Partly used Thermal Paper Rolls of VVPATs pertaining to Commissioning of EVMs and VVPATs shall be disposed off using Paper Shredding Machine in the presence of a Returning Officer/Assistant Returning Officer alongwith the VVPAT paper slips generated during the Commissioning.
 - (c) For Partly used Thermal Paper Rolls of VVPATs pertaining to poll day, the following protocol shall be followed, after finalization of status of Election Petition(s):
 - (i) If no Election Petition is filed/pending, the partly used Thermal Paper Rolls of VVPATs shall be disposed off using Paper Shredding Machine in the presence of a Gazetted Officer appointed by the District Election Officer within 15 days.
 - (ii) If Election Petition is filed, the partly used Thermal Paper Rolls of VVPATs shall be disposed off using Paper Shredding Machine in the presence of a Gazetted Officer

- appointed by the District Election Officer within 15 days of Final disposal of EP, i.e. on release of EVMs and VVPATs from EP.
2. **Expired Thermal Paper Rolls of VVPATs:** District Election Officers shall dispose off all expired Thermal Paper Rolls (two years from the date of manufacturing) by using Paper Shredding Machine in the presence of a Gazetted Officer appointed by the District Election Officer within 30 days of expiration period.
3. The pulp/wastage of the Thermal Paper Rolls shall be disposed off as per the Standard Protocol Issued by Authority concerned like Pollution Control Board, Ministry of Environment etc.

The above instructions of the Commission shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(Soumyajit Ghosh)
Under Secretary

Copy to:

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangaluru-560045, Karnataka.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Telangana

By Speed Post/Mail



भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 54/2//2021-EMS

Dated: 31st March, 2021

To

The Chief Electoral Officer of
all States/UTs.

Subject: Application of Indelible ink on electors finger-regarding.

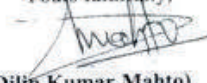
Ref. 1. Commission's letter No. 464/INST/2014, dated 4th April, 2014
2. Commission's letter No. 54/2/2015-EMS, dated 23rd March, 2015

Sir/Madam,

I am directed to refer to the Commission's letters cited under reference, on the subject cited, and to state that under rule 49K of the Conduct of Elections Rules, 1961 every elector about whose identity the Presiding Officer or the Polling Officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the Presiding officer or Polling Officer and an Indelible Ink mark to be put on it. Some States/UTs have sought clarification from time to time on application of Indelible Ink on such voters whom Indelible Ink is already marked during previous elections on left hand fore-finger and impression of the ink is still visible on poll day. In this regard it is stated that after the application of the ink on finger the stain remains for 5-7 days on skin part but stain remains visible on nail till nail grows. The Commission has considered the matter and directed that :

1. If any poll has been conducted not more than two months prior to the date of poll of current election, in such cases, the Indelible Ink shall be marked on the middle finger instead of fore finger of the left hand. If ink has already been applied on fore finger as well as middle finger then the ink shall be applied on **ring finger** and so on.
2. In case of missing finger rule 49K of the CER, 1961 shall continue to apply.
3. The Chief Electoral Officer of the concerned State/UT shall make wide publicity to this effect during training & awareness.

Yours faithfully,


(Dilip Kumar Mahto)
Under Secretary



भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचनसदन, अशोकरोड, नईदिल्ली-110001.
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 52/2/Prep/2020-EMS

Dated: 20th September, 2021

To

The Chief Electoral Officers
Of All States and Union Territories

Subject: Instructions on use of newly designed Pink Paper Seals and Green Paper Seals for sealing of EVMs-regarding.

Reference: 1. ECI letter No. 51/8/7/2010, dated 23/09/2010.
2. ECI letter No. 51/8/16/4/2017-EMS, dated 30/08/2017.

Madam/Sir,

I am directed to state that to further strengthen sealing process of EVMs, the Commission has approved the use of modified Pink Paper Seals and Green Paper Seals in election, as follows:

A. Modified Pink Paper Seal

The common specification of the modified Pink Paper Seal both for sealing Control Unit and Ballot Unit of EVM is 100 mm x 18 mm (length x breadth) and having unique Serial Number in QR-Code and date of manufacture.

B. Modified Green Paper Seal

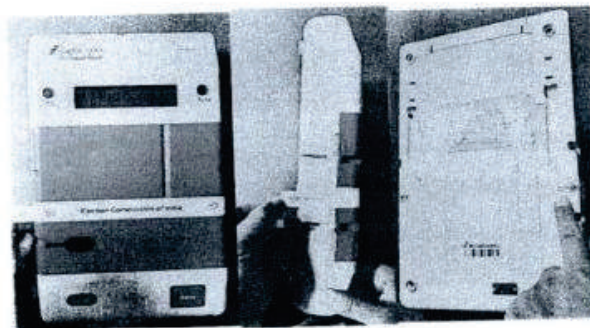
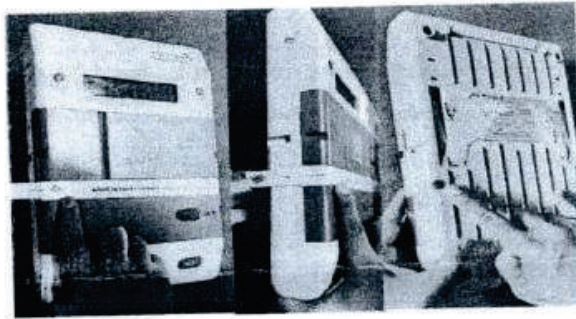
The specification of the Modified Green Paper Seal is 18.6 cm x 3.5 cm (length x breadth). At both the ends of the Modified Green Paper Seal on the inner side, there are TWO (2) pre-gummed portions identified by the letters 'A' and 'B'. Each gummed portion is covered by a strip of wax paper. On the inner side of the Modified Green Paper Seal there are two color marks, the Green Colour Mark adjacent to the 'A' end and Red Color Mark adjacent to the 'B' end.

2. The Commission has directed that the following instructions shall be strictly followed on use of modified Pink Paper Seals and Green Paper Seals:

(a) Sealing of Cabinets of the Control Units with Pink Paper Seals in First Level Checking of EVMs: In First Level Checking (FLC) of EVMs, the cabinet the Control Units shall be sealed with Modified Pink Paper Seal on

the portion between the Candidate Set Section and the Result Section by the authorized engineers of BEL/ECIL in the presence of representatives of National and State Recognized Political Parties. For sealing cabinet of Control Unit in First Level Checking following procedure shall be followed:

- (i) Modified Pink Paper Seal has two portion/part of Pink Paper Seals of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.
- (ii) Remove the gummed paper from Pink Paper Seal carefully.
- (iii) These two Pink Paper Seals shall be pasted on two sides of the Cabinet of the Control Unit as shown in the figures:



Control Unit sealed with Modified Pink Paper Seal

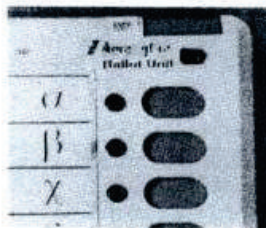
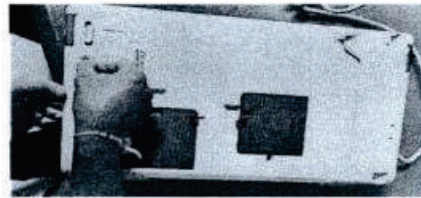
- (iv) While marking FLC-Ok in EVM Management System (EMS) using Mobile App, the Unique Serial Number of Pink Paper Seal shall be entered by scanning QR-Code.
- (v) There is no change in other instructions like signing of BEL/ECIL engineer, the representatives of political parties and DEO etc. on Pink Paper Seal, providing photocopies of register having serial no. of the

Ref

Pink Paper Seal used on the Control Unit to all National and State Level Recognised Political Parties etc.

(b) Sealing of Cabinets of the Ballot Units with Pink Paper Seals in commissioning process of EVMs: In commissioning of EVM, the plastic cabinet of the Ballot Unit shall also be sealed with modified Pink Paper Seal by applying its two parts on the lower and upper sides of the cabinet in the presence of contesting candidates/their representatives. For sealing cabinet of Ballot Unit in commissioning process following procedure shall be followed:

- (i) Modified Pink Paper Seal has two portion/part of Pink Paper Seals of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.
- (ii) Remove the gummed paper from Pink Paper Seal carefully.
- (iii) These two Pink Paper Seals shall be pasted on lower and upper sides of the Cabinet of the Ballot Unit as shown in the figures:

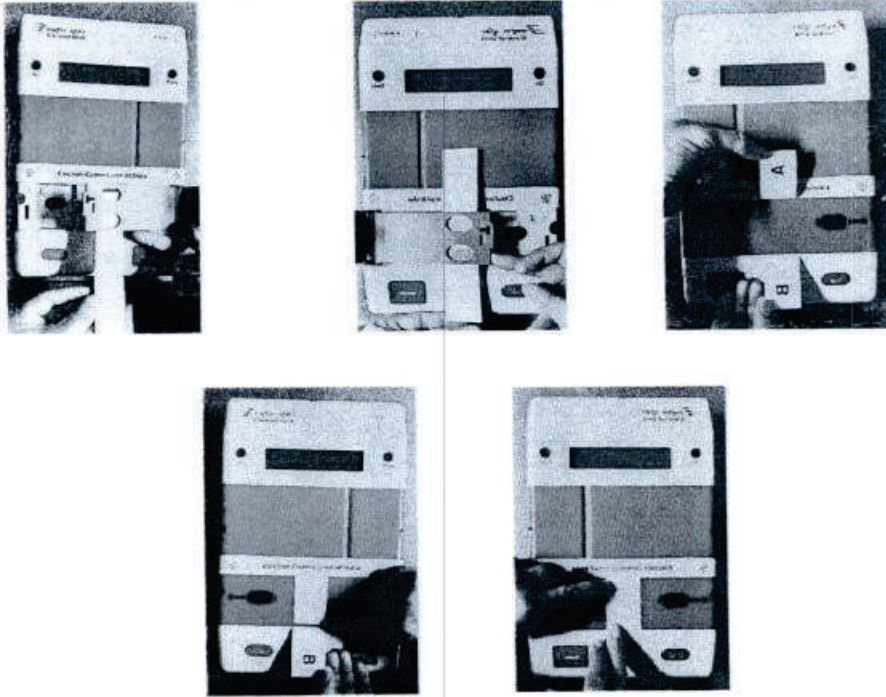


Ballot Unit sealed with Pink Paper Seal

Ref

(iv) There is no change in other instructions like signing of BEL/ECIL engineer, candidates/their representatives etc. on Pink Paper Seal, providing photocopies of register having serial no. of the Pink Paper Seal used on the Ballot Unit to all candidates etc.

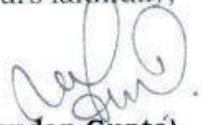
(c) Sealing of Result Section of the Control Unit with Green Paper Seal on Poll Day after completion of mock poll and before starting actual poll: On Poll Day, after completion of mock poll and before start of actual poll, Presiding Officer shall affix the modified Green Paper Seal in the Control Unit to seal the Result Section as given below:



- (i) To fix the Modified Green Paper Seal in the slot provided in the windows of the Inner Door of the Control Unit, Green Paper Seal shall be inserted in the window of the Inner Door in such a way that the Green Colour Mark on white side of seal comes on top of the Result button and the Red Colour Mark on the top of the Print button.

- (ii) After inserting the Green Paper Seal, the inner door above the result buttons shall be closed. Both Green and Red color marks are visible through the windows of the inner door after it is closed.
 - (iii) Then, the inner door of the result section shall be sealed with the special tag.
 - (iv) After fixing the Special Tag, close the outer door of the Result Section ensuring that the loose ends of the Green Paper Seal protrude out from both the sides of the closed outer door. Then the Presiding Officer shall seal the outer door with thread and address tag.
 - (v) The wax paper from 'A' side of the Modified Green Paper Seal should be removed and the 'A' side shall be pasted on the outer door of the Result Section.
 - (vi) The wax paper from 'B' side of the Modified Green Paper Seal should be removed and the 'B' side shall be pasted on top of the underlying 'A' side of the Modified Green Paper seal in such a way that the serial no. of the seal is visible on the top. Outer Paper Strip Seal will not require to be used to hold Green Paper Seal.
 - (vii) Presiding Officer shall sign on the Green Paper Seal. Signatures of Polling Agents shall also be obtained on the Green Paper Seals.
3. The above instructions on use of modified Pink Paper Seal and Green Paper Seal shall amend the existing instructions to that extent.
 4. The above instructions shall be applicable from the upcoming General Elections to State Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh. States/UTs which have already procured old Pink Paper Seals and Green Paper Seals for use in bye-elections may use old Pink Paper Seals and Green Paper Seals.
 5. The above instructions shall be brought to notice of all the concerned. Further, comprehensive hands-on-training shall be conducted to avoid any confusion on use of above sealing process.

Yours faithfully,


(Madhusudan Gupta)
Secretary

No. 52/2/Prep/2020-EMS

Dated: 20th September, 2021

To

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Telangana.
3. The Chairman-cum-Managing Director,
SPMCIL, 16th Floor,
Jawahar Vyapar Bhavan,
Janpath, New Delhi-110001.

.....for information and necessary action.


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2021-EMS

Dated: 5th August, 2021

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Instructions on additional transparency feature for Symbol Loading Unit (SLU) for uploading symbols in VVPAT- regarding.


Sir,

I am directed to state that Symbol Loading Units (SLUs) are used by the authorised engineers of M/s Bharat Electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECIL) for loading serial numbers, names and symbols in Voter Verifiable Paper Audit Trails (VVPATs) [Rule 49 B (4) (c) of the Conduct of Elections Rules 1961] at the following instances:

- (i) At the time of First Level Checking of EVMs & VVPATs, serial numbers, dummy names and dummy symbols in VVPATs are loaded with SLUs in the presence of the representatives of the National and State Recognised Political Parties.
 - (ii) Similarly, at the time of commissioning of EVMs & VVPATs, serial numbers, names and symbols of the contesting candidates in VVPATs are loaded with SLUs in the presence of contesting candidates/their authorised representatives.
2. To enhance transparency in the election process, the Commission has approved the new SLUs for loading serial numbers, names and symbols in the VVPATs. The new SLU has the facility to display the symbols on a separate TV Monitor simultaneously i.e. on a live basis, as they get loaded to VVPATs.
 3. In view of the above, the Commission has directed to install a TV Monitor for each SLU under use in FLC Hall and Preparation Hall for simultaneously viewing of symbol loading process for VVPATs by the representatives of the National and State Recognised Political Parties and candidates/their authorised representatives respectively.
 4. It is, therefore, requested to make necessary arrangements in consultation with the BEL and ECIL for aforesaid purpose.

The above instructions shall be brought to notice of all the concerned.

Yours faithfully,


(Madhusudan Gupta)
Secretary

No. 51/8/INST/2021-EMS

Dated: 5th August, 2021

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore – 560045, Karnataka.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, EMSD, ECIL EVM Manufacturing Unit, MCU Complex, IDA Cherapalli, Phase-II, P.O. HCL, Hyderabad-500051, Andhra Pradesh.

.....for information and necessary action.



(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS.

Dated: 13th August, 2021

To:
The Chief Electoral Officers of
All States and Union Territories.

Subject: Poll Day Report from Presiding Officers on EVMs and VVPATs- Regarding.

Madam/Sir,

In supersession of the Commission's letter No. 51/8/7/2020-EMS, dated 25th August, 2020, I am directed to forward herewith a Presiding Officer's Report Format to be obtained from the Presiding Officers on Poll Day.

- a) **Part-I (Mock Poll Certificate):** To be filled after completion of mock poll on Poll Day.
- b) **Part-II (Replacement of Power Pack of the Control Unit):** To be filled whenever Power Pack of the Control Unit is replaced.
- c) **Part-III (Pressing of Close Button after completion of Poll Certificate):** To be filled after completion of Poll.
- d) **Part-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll):** To be filled during Mock Poll, if any Balloting Unit/Control Unit/VVPAT replaced.
- e) **Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll):** To be filled during Actual Poll, if EVM and VVPAT replaced.

Collection of Presiding Officer's Report

(i) Part-I, Part-II and Part-III of the Presiding Officer's Report shall be kept in an envelope. Details to be printed on envelope:

Name of election: (to be pre-printed)
No. and Name of AC/AS: (to be pre-printed)
No. and Name of PC: (to be pre-printed)
Polling Station No:

The Presiding Officer shall deposit the said envelope alongwith EVM, VVPAT and other election material at Collection Centre.

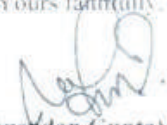
(ii) Part-IV and Part-V of the Presiding Officer's Report shall be collected by the Sector Officer, whenever any replacement is done, Sector Officers shall submit the said Reports to the Returning Officer.



2. Returning Officers shall ensure that the above instructions are strictly followed and the reports are properly filled and signed. Presiding Officers shall also be cautioned to fill proper error code, like, 2.6-cutter error/2.7-fall error and also to mention beep sound is heard or not, busy lamp of CU keeps glowing etc. Non-compliance of the same shall lead to disciplinary action against them.
3. After completion of poll, Returning Officers shall go through the Presiding Officers' Reports and identify such polling station(s) well before counting of votes.
4. The District Election Officers shall ensure that during training on EVMs and VVPATs to Presiding Officers and Polling Parties, they shall be sensitized on the seriousness to follow laid down Sol¹ and to record errors codes with utmost care, as well as record any unusual event or mistake comprehensively in their reports.
5. The District Election Officers shall also ensure to intensify voter awareness so that every voter is aware that they need to check the VVPAT window to confirm that the VVPAT slip was printed and necessarily report to the Presiding Officer if the VVPAT does not print or the beep sound was not heard.
6. Before the first voter signs in Form-17A (Register of Voters), the Polling Officer-1 shall check with the Presiding Officer and record in **ink** in Form-17A that "**Total in the Control Unit checked and found to be zero**".

The above instructions shall be brought to the notice of all concerned for strict compliance and the same shall also be emphasized during training of polling personnel and Sector Officers.

Yours faithfully,


(Madhusudan Gupta)
Secretary

PRESIDING OFFICER'S REPORT

PART-I: MOCK POLL CERTIFICATE

Name of election: (to be pre-printed)
No. and Name of AC/AS: (to be pre-printed)
No. and Name of PC: (to be pre-printed)
Polling Station No.:

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of the Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (YES/NO)	Signature of polling agents with party abbreviation/In dependent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

(b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No)

If Yes, then write the above sentence in ink:

.....

(c) All paper slips taken out from VVPAT after mock poll (Yes/No)

(d) Empty VVPAT shown to all polling agents (Yes/No)

(e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to polling agents (Yes/No)

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote'0' to polling agents (Yes/No)



(g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope/biodegradable opaque plastic pouch and then sealed in plastic box with Pink Paper Slip (Yes/No)

(h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(i) Time display on the Control Unit is.....minutes more/less than Indian Standard Time (IST), if any.

(j) Signature of Micro-Observer (if posted at the polling station)

Name and signature of the Presiding Officer

(l) It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:

(i) Control Unit shows total vote '0'

OR

(ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling Officer	Signature



PRESIDING OFFICER'S REPORT

PART-II: POWER PACK REPLACEMENT IN CU

(TO BE FILLED DURING MOCK POLL, POLL & AFTER COMPLETION OF POLL DEPENDING ON CASE/SITUATION)

Name of election:..... (to be pre-printed)
No. and Name of AC/AS: (to be pre-printed)
No. and Name of PC: (to be pre-printed)
Polling Station No:.....

(a) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)

- (i) Unique ID of Control Unit:.....
- (ii) Reason for replacement of Power Pack of the Control Unit:.....
.....
- (iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:.....
- (iv) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:.....

(b) Following polling agents witness the replacement of power pack from the Control Unit:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer



PRESIDING OFFICER'S REPORT

PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

Name of the Election : (to be pre-printed)
No. & Name of the AC/AS : (to be pre-printed)
No. & Name of the PC : (to be pre-printed)
Date of Poll : (to be pre-printed)
Number & Name of Polling Station :

It is certified that I have pressed the "Close Button" of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature

S. No.	Name of the Polling Agent	Name of the Party/Independent	Name of the Candidate	Signature of the Polling Agent

Signature of the Presiding Officer



PRESIDING OFFICER'S REPORT

PART-IV: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)

Name of election:..... (to be pre-printed)

No. and Name of AC/AS:..... (to be pre-printed)

No. and Name of PC:..... (to be pre-printed)

Polling Station No:.....

1. (a) Details of Electronic Voting Machine and VVPAT used-

(BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)

S.No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1	Unique ID of units given at the time of dispersal				
2	(a) Tick (v) which one found non-functional during mock poll				
	(b) Reason for non-functioning (mention error code noticed in CU)				
3	Unique ID of unit(s) given as replacement during mock poll				

- (b) Following polling agents witness the replacement process:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)



PRESIDING OFFICER'S REPORT

PART-V: EVM/VVPAT REPLACEMENT

**(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL
DEPENDING ON CASE/SITUATION)**

Name of election:..... (to be pre-printed)

No. and Name of AC/AS: (to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No:.....

(a) Replacement of EVM and VVPAT during actual poll process

S.No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non-functional			
	(d) Reason for non-functioning <i>(mention error code noticed in CU)</i>			
	(e) Beep Sound is heard		Yes/No	
	(f) Unique ID of new unit(s) provided as replacement			
	(g) Time of re-starting poll			
2	Remarks, if any			

(b) Following polling agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer





भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 51/8/6/2021- EMS

Dated: 17th August, 2021

To:

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Instruction on storage and safety arrangement of EVM (EVM= Ballot Unit + Control Unit + VVPAT) – Reg.

References:

1. 51/8/7/2014-EMS, dated 19th August, 2014
2. 51/8/VVPAT/2015-EMS, dated 5th May, 2015
3. 51/8/7/2016-EMS, dated 15th July, 2016
4. 51/8/6/2017-EMS Date 20th February, 2017
5. 51/8/7/2017-EMS, dated 30th August, 2017
6. 51/8/7/2018-EMPS, dated 29th August, 2018
7. 51/8/16/9/2018-EMPS, dated 9th October, 2018
8. 51/8/7/2018-EMPS, dated 3rd November, 2018
9. 52/10/2018-EMPS, dated 13th November, 2018
10. 51/8/7/2018-EMPS, dated 6th December, 2018
11. 51/8/7/2019-EMPS, dated 29th January, 2019
12. 51/8/6/2019-EMPS, dated 12th March, 2019
13. 51/8/7/2019-EMPS, dated 29th March, 2019
14. 51/8/6/2019-EMPS (Vol-III) Dated 20th May, 2019
15. 51/8/6/2019-EMPS, dated 27th August, 2019
16. 51/8/6/2019-EMPS Dated: 17th December, 2019.
17. 51/8/7/2019-EMLS, dated 1st January, 2020
18. 51/8/7/2020-EMS Dated: 28th January, 2020
19. 51/8/6/2020-EMS, Dated 28th January, 2020
20. 51/8/6/2020-EMS, Dated 6th February, 2020
21. 51/8/7/2020-EMS Dated 9th October, 2020
22. 51/8/6/2021-EMS, dated 29th July, 2021

Madam/Sir,

I am directed to state that the Commission has been issuing instructions/guidelines on storage and safety of EVM (EVM= Ballot Unit + Control Unit + VVPAT) from time to time. Consolidated instruction on storage and safety of EVM, combining above referred instructions, is being issued for ease reference and operations:

1. DURING NON-ELECTION PERIOD (Post Election Petition to FLC)

1.1. Physical Aspects of the EVM Warehouse:

- a) Only one (1) entry/exit point with double lock system.
- b) All other doors/windows of the warehouse must be sealed using brick-masonry or

concrete.

- c) Main switch should be outside the warehouse/strong room and electricity must be disconnected after sealing.
- d) Free from dampness, pests, rodents etc.
- e) Free from flood/water logging risk/cracks/leakage/broken window, etc.
- f) Exhaust fan should be installed on the front side at the highest feasible point for air-circulation, where security guards are posted and not on the rear side. A strong iron grill should be installed at the vent/passage below the roof where exhaust fan will be installed.
- g) A vacuum cleaner for each warehouse should be provided.
- h) No other material whether election related or not (except the documents / materials prescribed by the ECI) to be kept with the EVM.

1.2. Storage of EVMs & VVPATs

- a) In Treasury
- b) District Head Quarters/Designated Warehouse
- c) If not possible as above then not below the Tehsil Head Quarters with valid reasons.
- d) No EVM shall be kept outside the warehouse for any purpose without specific approval of the Commission.
- e) Warehouse of Food Corporation of India (FCI), Central Warehouse Corporation (CWC) or State Warehouse Corporation shall be used for storage of EVMs only as a last resort, after exhausting all other options.

1.3. Security & Safety arrangements for Warehouse:

- a) Entry of warehouse/room must be secured by Double Lock System.
- b) Minimum 1/2 Section of 24X7 Armed Police Security. No private security guard, civil defence, non-police personnel or other volunteers shall be deployed for the security of warehouse under any circumstances. Home Guards may be used as an exception, when regular police cannot be posted.
- c) Minimum 1 Section of 24x7 Armed Police Security from starting FLC.
- d) Installation of CCTV Camera with DVR.
- e) Proper maintenance of Log book for each entry and exit and duty roster of security personnel.
- f) Videography at the time of the opening and closing of the warehouse
- g) Fire- extinguishers both inside and outside.
- h) Fire-alarm system.

1.4. Custody of Warehouse Keys: DEO to remain over all in-charge of the safe custody of EVMs & VVPATs

- a) All the keys of Lock -1 with DEO & all the keys of Lock-2 with Dy. DEO

- b) Warehouse outside the District HQ- all the keys of Lock -1 with SDM & all the keys of Lock-2 with Tehsildar.
- c) Deposit keys in Treasury and maintain proper log book for depositing and taking out the keys.
- d) Handing over and taking over of the keys to be a part of Certificate for Transfer of Charge (CTC).

1.5. Protocol for opening of warehouse:

- a) National and State recognized political parties must be invited in writing, at least 24 hours in advance, about the date and time of opening and closure of EVM warehouse.
- b) In no case warehouse having EVMs/VVPATs in Election Petition or court cases shall be opened for any purpose.
- c) DEO to nominate an Officer not below the rank of Tehsildar for the purpose of opening/closing of the warehouse.
- d) Political Parties Representatives must be allowed to remain present during opening and closing of the warehouse.
- e) Opening of warehouse should be scheduled keeping the arrival time and expected delays in mind and in case, there is any delay in the arrival of vehicle carrying EVMs, the same should be immediately intimated to the representatives of the political parties well in time through telephone and SMS etc. to avoid unnecessary inconvenience to the party representatives.
- f) Opening and Closing of warehouse must be Videographed.
- g) In case of exigencies like flood or fire the CEO/DEO may shift the EVMs under intimation to the Commission and also take post facto approval. It shall be mandatory for the DEO to urgently inform the CEO on the same day about such incident. The CEO shall immediately send a report to the Commission along with his comments. If EVMs are pertaining to Election Petition, shifting shall be done in the presence of the DEO, petitioners, respondents of the EP and representatives of political parties following all other protocols on shifting, storage, security and opening of strong room, under advance intimation to the Hon'ble High Court specifying the reasons of shifting of these EVMs.
- h) In case of exigencies like flood or fire etc. if videography is not feasible, video of opening/closing of warehouse shall be made through mobile.
- i) Maintain details of EVMs in a Master Stock Register (MSR) for every district as per format in **Annexure -I**.

1.6. Monthly/Quarterly Inspection of warehouse by the DEO

- a) Quarterly inspection report of opening and checking the warehouse for its internal condition in month of March, June, September and December and submit inspection

report by 5th day of the subsequent month (April, July, October and January) to CEO concerned in **Annexure-II**.

- b) Monthly inspection report of sealed warehouse for the remaining eight months and submit inspection report by 5th day of subsequent month to the CEO concerned in **Annexure-II**.
- c) The CEO shall submit consolidated report to the Commission by 15th day of every month.

2. **DURING ELECTION PERIOD**

2.1. **Pre-Poll Storage: After first Randomization of EVM till dispersal of polling parties/materials**

- a. After first randomization of EVMs, hand over EVMs to the RO/ARO concerned, as the case may be, under proper armed police escort.

Guidelines to be followed:

- Store EVMs in a strong room having double lock system, in the presence of authorised representatives of National and State Recognised Political Parties under Videography.
 - Keep Training and awareness EVMs in a separate strong room.
 - 1 Section Security and 24X7 CCTV coverage.
 - All keys of Lock-1 with RO and all keys of Lock-2 with ARO.
- b. Store EVMs in separate strong rooms Assembly Constituency (AC)/Assembly Segment (AS) wise.
 - c. In case of simultaneous elections, store EVMs pertaining to AC/AS separately in separate strong rooms.
 - d. In exceptional cases, make temporary separate strong rooms for each AC/AS within large strong room with separate entry.
 - e. Open the Strong Room at the time of commissioning of EVMs.
 - f. After commissioning, keep EVMs again in the strong room and open on the day of dispersal in the presence of **candidates** or their representatives.
 - g. **SoP for reserve EVM:**
 - i. As far as possible, reserve EVMs shall be provided to Sector Officers/Zonal Magistrates on Poll Day.
 - ii. In case reserve EVMs are to be provided to Sector Officers/Zonal Magistrates before Poll Day, the reserve EVMs shall be kept at Government Building with proper security. In absence of Govt. Building, reserve EVMs may be kept at police station in exceptional circumstance only with written approval from the Chief Electoral Officer concerned.

- iii. All EVMs provided to polling parties or Sector Officers/ Zonal magistrates shall be under cover of armed police **at all times**.
- iv. The place of storage of reserve EVMs shall be identified and earmarked in advance and intimated to all contesting candidates/their agents.

h. SoP for EVM-Intermediate Strong Rooms for Polling Team staying with EVMs before poll and after poll (P-2/P-3 despatch and P+1 arrival of Polling Parties)

- i. A Govt. building shall be earmarked at the cluster point for polling parties and EVMs. RO shall inform the same to all the contesting candidates in writing. Police Stations should **not** be used for such cluster point.
- ii. A room shall be earmarked as Strong Room for storing EVMs at these designated Govt. building. The strong room shall be sealed and opened in the presence of Sector Officers and entire process shall be videographed. The contesting candidates shall be allowed to nominate their representatives to watch the whole process, if they desire so.
- iii. In case there is more than one Assembly Segment involved, a sturdy partition should be made for each AS in such a way that it can be properly secured by double lock system/seals etc. Under no circumstances, the units from AS strong room should be mixed with other AS.
- iv. When EVMs are taken out of the AC-strong room for dispatch/arrival to/from Polling Station, the usual precaution of informing the date and time of opening of strong room in writing to the candidates/agents shall be followed.
- v. A logbook shall be maintained for opening and closing of the said strong room.
- vi. The aforesaid process shall also be followed for P+1 arrival of Polling Parties. Minimum 1/2 Section CAPF shall guard the intermediate strong room, where polled EVMs are stored.

2.2. Post-Poll Storage after poll till Counting Day

(a) Four categories of EVMs:

- i. Category 'A' - Polled EVMs
- ii. Category 'B' - Defective Polled EVMs
- iii. Category 'C' - Defective Un-polled EVMs
- iv. Category 'D' - Unused Reserve EVMs

(b) Three categories of strong rooms:

- i. Polled Strong Room (Store category 'A' & 'B' EVMs).
- ii. Defective un-polled Strong Room (Store category 'C' EVMs), not in the vicinity of AC/AS Strong Room.
- iii. Reserve Strong Room (Store category 'D' EVMs), not in the vicinity of AC/AS

S/19

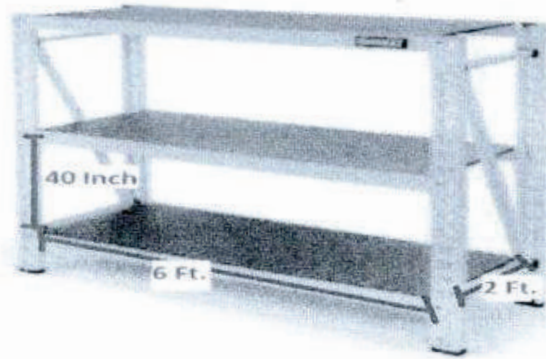


strong room.

2.2.1. Storage of Polled and Defective Polled EVMs (Category A & B)

2.2.1.1. Storage protocol

- a. After completion of poll, escort back the polled EVMs (including defective polled EVMs) to the Collection Centre.
- b. Store Polled and Defective Polled EVMs in the same strong room as per procedure.
- c. EVMs of 2 or more than 2 ACs/ASs should not be stored in the same strong room after completion of poll and counting of votes till the completion of the Election Petition period.
- d. Keep the EVMs safely in demarcated space or the racks for safe storage as per ECI guidelines with prior intimation to the candidate & under proper Videography.
- e. Returning Officer shall earmark specified parts of the floor space in the form of squares in advance for stacking the EVMs (including defective polled EVMs) received from particular polling stations with their serial numbers in one square in the strong room.
- f. If it is not feasible, to accommodate all EVMs in one strong Room follow the protocol mentioned below:
 - Keep polled EVMs (including defective polled) in multiple strong rooms, adjacent to each other, and outside each strong room, paste a notice indicating the particulars of the elections, AC/AS name and No. and serial number of polling stations whose EVMs are kept inside. Ex. Strong Room 1 having EVMs of PS 1 to 100 and Strong Room 2 of PS 101 to 200.
 - In no case BUs, CUs and VVPATs shall be kept separately.
 - Keep polled EVMs (including defective polled) in multi-layers of storage by fabricating storage racks of steel/iron/wooden, as per ECI specifications



2.2.1.2. Security & Safety arrangements for Polled EVM Strong Room:

- a) Single Entry / Exit with all other doors/windows sealed with brick masonry / concrete.
- b) Double Lock System.
- c) All the keys of Lock-1 with RO and all the keys of Lock-2 with ARO
- d) Minimum One Platoon of Armed Police for 24X7.
- e) Two tier security arrangements round the clock. Innermost perimeter by CPAF and outer perimeter by State Armed Police.
- f) IP Controlled CCTV Camera with DVR and Uninterrupted Power Supply.
- g) Operative Control Room adjacent to the Strong Room.
- h) Log book for each entry, exit and duty roster for security personnel.
- i) Separate Log book for authorized officials (including Observers, DEOs or SPs) crossing the second security ring i.e. the middle perimeter under Videography.
- j) Videography at the time of the opening and closing of strong room.
- k) Fire- extinguishers inside and outside of strong room. Fire alarm inside.
- l) No entry for any vehicle including VIPs & officials.

2.2.1.3. Protocol for monitoring of Polled EVMs:

- a) Intimate all contesting Candidates atleast 24 Hr. in advance for deputing their representatives for watching the security arrangements of 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.
- b) Make proper arrangements like drinking water, shamiana / tent etc.
- c) Circulate the phone/mobile nos. of CEO, Addl. CEOs, DEC in-charge in the ECI and the DEO/SP/COP/ROs concerned for emergency.
- d) Constant Videography of all the entry points (doors etc.) of strong rooms using the web-cams.

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- e) Visit of RO to the storage campus (up to the inner perimeter only) twice a day in the morning and evening to check the log book and Videography and send a report to the DEO on the status every day.
- f) In case of strong rooms located in the district headquarters or outside the District HQ, DEO is responsible for regular or frequent visits as possible and at least once in 3-4 days.
- g) DCs/DEOs and SPs are responsible for security of strong room within the district and meticulous implementation of the protocol. Copy of the Manual to be circulated to all candidates, DEOs, ROs and CPF commandant.
- h) After completion of counting of votes, seal CU as per existing instruction of the Commission. Thereafter, shift EVMs & VVPATs to Strong Room.
- i) The above instructions will also apply mutatis mutandis to the storage of the voting machines during the interval between the original count and the recount, if any.

2.2.2. Storage of Defective un-pollled EVMs (Category C)

- a) Defective Un-Pollled EVMs should be collected and stored in a separate strong room at the same time when all the EVMs of polled and Defective Polled are collected at Collection Center and deposited in the strong room, under intimation to the candidates with proper Videography. The candidates shall be intimated in writing in this regard well in advance, so that they can depute their representative to the strong room where Defective un-pollled EVMs will be stored.
- b) Paste un-pollled sticker on defective EVM carrying cases for technical evaluation and repair of the same by the concerned manufacturer, after completion of election.
- c) The place of storage of Defective un-pollled and Un-used Reserve EVMs/VVPATS shall be made as follows:-
 - (i) **In Case of Election to the House of the People:** Defective un-pollled EVMs of all Assembly Segments (ASs) may be stored at district warehouse.
 - (ii) **In Case of Election to the State Legislative Assembly:** Defective un-pollled EVMs of all Assembly Constituencies (ACs) of the respective district may be stored at district warehouse.

2.2.3. Storage of Un-used Reserve EVMs (Category D)

- a) Unused Reserve EVMs should be collected and stored in a separate strong room at the same time when all the EVMs of polled and Defective Polled

are deposited in the strong room, under intimation to the candidates with proper Videography. The candidates shall be intimated in writing in this regard well in advance, so that they can depute their representative to the warehouse where Defective un-pollled and Un-used Reserve EVMs will be stored.

- b) Minimum 1/2 Section Armed Security.
- c) Sector Officers shall submit a detailed account of the Reserve EVMs in **Annexure-V** at the time of deposition of the Reserve EVMs after the close of poll on the same day.
- d) The RO shall furnish a Certificate in the prescribed format (**Annexure-VI**)
- e) The place of storage of and Un-pollled Reserve EVMs/VVPATS shall be made as follows:-
 - (i) **In Case of Election to the House of the People:** Un-pollled reserve EVMs of all Assembly Segments (ASS) within the Parliamentary Constituency may be stored in single warehouse with proper categorization of AC segments after the polls so that these are made available for the purpose of any Re-Polls.
 - (ii) **In Case of Election to the State Legislative Assembly:** Un-pollled reserve EVMs of all Assembly Constituencies (ACs) of the respective district may be stored in single warehouse with proper categorization of AC with temporary partitions after the poll so that these are made available for the purpose of any Re-Polls.

2.2.4. Report of Observer on Storage and Safety arrangement of EVMs:

- Within 3 days of reaching assigned Constituency (ies), joint visit report of ECI General Observer and Police Observer in **Annexure-III**.
- Before 2 days of counting of votes, ECI General Observer shall submit report in **Annexure-IV**.

3. Storage of EVMs after the Counting of Votes till Election Petition Period

3.1. Sub-rules (1A) and (2)(cc) of Rule 92 of the Conduct of Elections Rules 1961 – Keep all voting machines and the printed paper slips sealed under the provisions of rule 57 C of the said Rule in the custody of concerned DEO.

3.2. After counting of votes, EVMs shall be kept in the custody of DEOs. It shall be ensured that Power Pack of the Control Units are removed after completion of counting of votes. The following action shall be strictly followed for storing EVMs after counting of votes:

- (i) Inform all the contesting candidates/their agents well in advance in writing about the location of EVM strong room. They shall also be allowed to put their seals on

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Net

- the double lock system.
- (ii) In case the strong room is at different place than the counting centre, the following protocol shall be followed:
 - (a) The contesting candidates/their agents shall be intimated in writing in this regard.
 - (b) The contesting candidates/their agents shall be allowed to follow the vehicles carrying EVMs.
 - (c) Provide proper armed escort for the vehicles carrying EVMs.
 - (d) Videography of movement of the vehicles.
 - (iii) It shall be ensured that EVMs of 2 or more than 2 ASs/ACs shall not be kept in the same strong room till completion of Election Period.
 - (iv) In case of simultaneous elections, EVMs pertaining to AC and AS shall be stored separately in separate strong room i.e. in no case EVMs pertaining to AC shall be kept with EVMs pertaining to AS of PC in the same strong room.
 - (v) If it is not possible to store EVMs pertaining to one AC/AS in a single room, the following protocol shall be followed:
 - (a) EVMs may be kept in two or more layers of storage by fabricating storage racks of steel/iron/wood etc.
 - (b) EVMs may be kept in two strong rooms. The strong rooms should be adjacent to each other within a building. Outside each strong room, paste a notice indicating the particulars of the elections, AC/AS name and No. and serial number of polling stations whose EVMs are kept inside. Ex. Strong Room 1 having EVMs of PS 1 to 100 and Strong Room 2 of PS 101 to 200.
 - (vi) If separate strong room for each AC/AS is not available then the large strong room shall be physically partitioned to create separate AC/AS strong rooms. Each partitioned strong room shall have separate entry with double lock system.

4. Guidelines on retention period of the EVMs (Under rule 94(aa) of the Conduct of Elections Rules 1961):

- 4.1. Do not touch any EVMs used in an election which are in the custody of the DEO, under the standard protocol of security, till confirmation of Election Petition (EP) position from the High Court concerned, after the completion of the period for filing Election Petition i.e. 45 days from the date of declaration of the result.
- 4.2. Immediately after completion of EP period, obtain the details of the EP pertaining to the election from the High Court concerned.
- 4.3. After ascertaining the position of EP cases from the court concerned, within 10 days, send all the defective EVMs (along with list containing unique ID of BU/CU/VVPAT) to BEL/ECIL, which are not involved in any EP.

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4.4. If there is no election petition filed or no other court cases are pending, after the aforesaid period, use EVMs/VVPATs for any future election or any other purpose like movement, physical verification of EVMs and VVPATs etc.

4.5. Take following action, if Election Petition filed: -

4.5.1. If the EVMs are the subject of the EP, the EVMs used at all Polling Stations in the constituency continue to be in the safe custody of the DEO, till the EP is finally disposed of by the Courts. After disposal of election petition, the CEO shall take the following action:

- Ascertain the position of appeal from the Supreme Court.
- If no appeal is filed, the DEO shall be permitted to open the warehouse, if needed.
- Petitioners/respondents of the EP/Court case shall be invited through a Notice regarding opening of the strong room.

4.5.2. If EVMs are not subject of EP, move an application to the concerned court for taking out the EVMs from the strong room for any future election or any other purpose.

4.5.3. Follow the procedure for segregating the EVMs not involved in any EP/court case from the EVMs involved in EP/Court case stored at one place: -

- (i) Give a notice informing the opening of Strong Room having EVMs involved in EP/Court Case to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
- (ii) Open the strong room in the presence of the DEO, Petitioners/respondents of the EP/Court case and representatives of Political Parties.
- (iii) Segregate and take out the EVMs not involved in any EP/Court Case from the EVMs involved in EP/Court Case from the strong room under videography and provide a prepared list of taken out EVMs to the petitioner/respondent of the EP/court case and take acknowledgement.

4.6. If any other Court Case is pending, like, booth capturing, etc., in which any EVM is involved, keep the EVM concerned or the EVM(s) used at such Polling Station(s) concerned till the final disposal of the said case.

Yours faithfully,


(Madhusudan Gupta)
Secretary

Annexure-I

Master Stock Register

Name of State/UT:

Name of District:

Name of sub-division/taluka:

Address of warehouse:

(Note: Separate Register for Ballot Unit, Control Unit and VVPAT)

Control Unit

Box No.	CU ID No.	Name of manufacturer	Year of manufacturer	Date of Receipt & Challan No.	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of warehouse in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Ballot Unit

Box No.	BU ID No.	Name of manufacturer	Year of manufacturer	Date of Receipt & Challan No.	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of warehouse in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

VVPAT

S.No	VVPAT ID No.	Name of manufacturer	Year of manufacturer	Date of Receipt & Challan No.	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of warehouse in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Gist of Control Unit, Ballot Unit and VVPAT in Separate Register

Total Units received in warehouse			Date of receipt	Total Units shifted from warehouse			Date of despatch	Net availability in warehouse			Remarks
BU	CU	VVPAT		BU	CU	VVPAT		BU	CU	VVPAT	

Annexure-II

Form No. ECI/EVM/WH/INSP/01

Certificate of monthly/quarterly inspection of EVM-VVPAT Warehouse(s)

I, hereby, certify that as per the Commission's instruction, I personally visited the EVM-VVPAT warehouse(s) and I am satisfied with the arrangements as under:

S.No.	Particulars	Inspection Report
1	EVM-VVPAT warehouse is at	(a) District Headquarters (b) Tehsil Headquarters (c) Other (specify the same)
2	How many entry point(s) is/are there in EVM-VVPAT warehouse?	
3	What type of lock system is observed in EVM-VVPAT warehouse	
4	Other doors and windows, if any, in the warehouse, are sealed with which material	
5	(a) Number of CCTV installed (b) Whether DVR was connected with laptop to inspect the activities in WH? What was the observation?	
6	(a) Whether log-book showing the duty of the security personnel was inspected? (b) How many security personnel were deployed in each shift? (c) When was the warehouse opened last time? (d) Kindly mention reason for opening of warehouse and who authorized the opening of warehouse.	Yes/No
7	(a) Where is the main switch of the warehouse installed? (b) Whether main switch installed outside has been switched off in the warehouse?	Yes/No
8	(a) How many fire- fighting equipments are installed? (b) Kindly mention the date of expiry.	
9	Kindly attach Photographs of inspection of warehouse(s)	
10	Check for dampness/water logging/rodents/any other abnormality etc. during quarterly inspection.	

Date of Inspection:

--Signature--

(Name of District Election Officer)

Name of District

13/19
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Annexure-III

Report on Arrangement at Strong Room

Name of State:

Name of District:

No. & Name of AC:

Address of Strong Room visited:

We have jointly visited the above mentioned strong room on.....All necessary arrangements at the strong room have been made for storage of polled EVMs & VVPATs pertaining to the ongoing General/Bye-election..... It is also submitted that Commissions instructions on storage of EVMs & VVPATs have been complied with. It is further certified that:

S. No.	Particulars	Status	If No, remarks thereon
1.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
2.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
3.	Whether main switch of electric connection installed outside of the strong room to avoid electric short circuit?	Yes/No	
4.	Whether strong Room has double lock system?	Yes/No	
5.	Whether there is arrangement for uninterrupted power supply at the strong room locations ?		
6.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/7/2018-EMPS, dated 13 th November, 2018?	Yes/No	
7.	Whether arrangement for installation of CCTV cameras at Strong room has been made?	Yes/No	
8.	Whether arrangement has been made for providing round the clock police security at strong room as per the norms prescribed by Commission vide letter no. 51/8/7/2018-EMPS, dated 29 th August, 2018?	Yes/No	
9.	Whether adequate arrangement for fire extinguisher has been made?	Yes/No	
10.	Whether alternate arrangement for lighting at strong room has been made?	Yes/No	
11.	Whether round the clock 02 tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
12.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	
13.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?		
14.	Whether there is provision for candidates representatives to stay outside the inner perimeter at	Yes/No	

nd

	a location which enables them to view entry point of the strong room?		
15.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	
16.	Whether round the clock control room has been planned at the storage centre?	Yes/No	
17.	Whether candidates have been intimated in writing to depute their representatives to keep watch on the security arrangements of the strong room after the poll?	Yes/No	
18.	Whether you are satisfied with arrangements of strong room?	Yes/No	

Other remarks, if any:

(Signature of the Police Observer)

(signature of the General Observer)

Name of Police Observer:

Name of General Observer:

Police Observer Code:

General Observer Code:

No. & Name of AC/district allocated:

No. & Name of AC allocated:

Annexure-IV

Report on Arrangement at Counting Centre

Name of State:
 Name of District:
 No. & Name of AC:
 Address of Counting Centre visited:

I have visited the above mentioned Counting Centre on All necessary arrangements at the Counting Centre have been made for counting of votes of the ongoing General/Bye-election.....

It is also submitted that Commissions instructions on the arrangement at counting centre have been complied with. It is further certified that:

S. No.	Particulars	Status	If No, remarks thereon
1.	Whether Counting Hall is spacious to accommodate infrastructure, officials and counting agents?	Yes/No	
2.	Whether smooth flow of EVMs/VVPATs from the strong room to counting hall and vice versa has been made?	Yes/No	
3.	Whether adequate lighting with proper standby arrangements (generator etc.) has been made?	Yes/No	
4.	Whether 100 meter perimeter around the counting centre has been demarcated as 'Pedestrian Zone' and barricaded?	Yes/No	
5.	Whether 03 (three) cordoning security system has been made? [1 st (outer) cordon to start from pedestrian zone having adequate local police, 2 nd (middle) cordon at the gate of counting premises/campus manned by SAP and 3 rd (inner) cordon at the door of counting hall manned by CPF]	Yes/No	
6.	Whether proper barricade using transparent material/wire mash for each counting table to prevent agents/candidates/counting agents etc. from handling polled EVMs has been made?	Yes/No	
7.	Whether one of the counting table inside the counting hall has been earmarked as VVPAT Counting Booth (VCB) for counting of VVPAT paper slips?	Yes/No	
8.	Whether VCB has been wire-mashed just like a Bank Cashier Cabin so that no VVPAT slips can be accessed by any unauthorised person?	Yes/No	
9.	Whether you have seen the complete mock drill of counting of VVPAT with atleast 500 VVPAT slips?	Yes/No	
10.	Whether you are satisfied with arrangements at Counting Centre?	Yes/No	

Other remarks, if any:

(signature of the General Observer)
 Name of General Observer:
 General Observer Code:
 No. & Name of AC allocated:

FOR SECTOR OFFICERS/ZONAL MAGISTRATE

FOR SECTOR OFFICERS/ZONAL MAGISTRATE etc.

- a) **Name of election:**.....
- b) **No. and Name of Parliamentary / Assembly Constituency:**
- c) **No. and Name of Parliamentary Constituency:**

(In case of Parliamentary Constituency)

(To be filled at the time of dispersal)

- a) **Name of Sector Officer/Zonal Magistrate:**.....
- b) **Cell No.:**
- c) **Polling Station Nos. assigned :**
- d) **Date and Time of receiving Reserve EVMs/VVPATs.**
- e) **Details of reserve EVMs and VVPATs provided**

Sl. No.	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT

(To be filled on Poll day)

(a) At the time of mock poll on poll day

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	

(b) At the time of actual poll on poll day

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	

(c) At the time of deposition of EVMs and VVPATs at Reception Centre

(i) Date and Time of Deposition of the Reserve EVMs/ VVPATs.....

(ii) Detail of unused/defective unused EVMs and VVPATs deposited at reception centre

Sl. No.	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT

It is certified that the above information is correct.

(Signature)

Name of Sector Officer

Designation

It is certified that I have received the unused/defective unused EVMs and VVPATs as mentioned above from the Sector Officer (Name)

(Signature)

Name of RO/ ARO

CERTIFICATE

I (name), Returning Officer of (No. and name of AC/PC) of..... (district) in..... (State/UT) for the election to (General/Bye-election to AC/PC) hereby certify that all the unused reserve EVMs and VVPATs and defective un-pollled EVMs and VVPATs in respect of my AC/PC have been received from all the Sector Officer, the number tallied and accounted for and all these units have been safely stored in the earmarked strong-rooms, as per the extant instruction of the Commission.

(Signature)

Name of RO

Date:

Place:

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2021-EMS

Dated: 10th November, 2021

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Issue regarding counting of VVPAT slips: Non-deletion of mock poll data from the Control Unit or non-removal of mock poll slips from VVPAT-counting of votes thereof - regarding.

Sir,

1. In terms of the power conferred under Representation of the People Act 1951 Section 64A read with Section 61A, the Commission's letter No. 51/8/7/2019-EMS, dated 21st May, 2019, on the subject cited, describes the procedure to be adopted in cases of the Assembly Elections and Parliamentary Elections. The Commission has further reviewed the directions to harmonize the procedure to be adopted in cases of the Assembly Elections and Parliamentary Elections. In term of the relevant legal provisions as above, I am directed to convey the Commission's direction to be followed in the Assembly and Parliamentary Elections for the situations described in para 2, in supersession of the referred instruction dated 21st May 2019.

2. (a) In all pre-identified cases (on poll day, during scrutiny of documents on P+1 day etc.), where mock poll is either not erased from the Control Unit or VVPAT paper slips pertaining to mock poll not removed (fully or partially), the concerned Control Unit(s) shall be kept aside during counting of votes i.e. these polling stations will not be taken up for counting during the regular round-wise counting of the Control Units. The Table allocated to such polling stations shall be kept vacant during the relevant round of counting. The list of all pre-identified polling stations shall be shared with the contesting candidates before the commencement of process of counting.

(b) During the round-wise counting of EVMs, if there is any case in which the total votes polled in CU does not match the record of votes in Form 17-C, it is an indication that the Close-Result-Clear (CRC) protocol after mock poll was not correctly done in respect of this polling station during the actual poll. In all such cases, the CU shall be kept aside i.e.

these polling stations will not be taken up for counting during the regular round-wise counting of the Control Units. The Table allocated to such polling stations shall be kept vacant during the relevant round of counting. The list of all pre-identified polling stations shall be shared with the contesting candidates before the commencement of process of counting.

3. Under Section 64A of the Representation of the People Act 1951, the Commission has directed that after the completion of all regular rounds of Control Unit counting, the following procedure shall be followed:

A. For State Assembly Elections:

- (i) If the winning margin is more than the total votes polled in all such polling stations, these polling stations, identified as per para 2 (a) and (b), will not be taken up for counting and the result will be declared without these polling stations.
- (ii) If the winning margin is equal to or less than total votes polled in these polling stations, in such case only counting of the respective VVPAT paper slips will be done and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.
- (iii) Even in cases where VVPAT paper slips pertaining to mock poll have not been taken out from the drop box of the VVPAT, the VVPAT slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.
- (iv) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled.

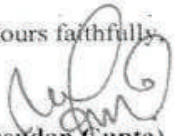
B. For Lok Sabha Elections:

- (i) For all the polling stations where EVM and VVPAT has been kept aside as per 2 (a) and (b) above, will not be taken up for counting in any Assembly Segment of the Parliamentary Constituency till completion of counting of votes in all Assembly Segments of that Parliamentary Constituency.
- (ii) If the winning margin is more than the total votes polled in all such polling stations of all the Assembly Segments, these polling stations, identified as per para 2 (a) and (b), will not be taken up for counting and the result will be declared without these polling stations.
- (iii) If the winning margin is equal to or less than total votes polled in these polling stations of the Assembly Segments, in such case only counting of the respective

VVPAT paper slips will be done in the respective Assembly Segment and the Control Units shall be discarded for counting purpose i.e. the Control Units shall not be used for counting of votes.

- (iv) Even in cases where VVPAT paper slips pertaining to mock poll have not been taken out from the drop box of the VVPAT, the VVPAT slips shall be counted and the candidate wise votes from mock poll certificate shall be deducted to arrive at correct count of candidate wise votes polled.
 - (v) The VVPAT slip count result of all these polling stations shall be added to the candidate-wise tally and the final result compiled."
4. If there is any discrepancy or difficulty to arrive at correct count of candidate wise votes polled, the matter shall be referred to the Commission for further direction in the matter.
 5. Since, in the aforesaid cases, the Control Unit(s) will be discarded/not used for counting of votes, these polling stations will be excluded from the random selection of 5 (five) Polling Stations for Mandatory Verification of VVPAT paper slips count.
 6. The above instructions shall be strictly adhered to and brought to the notice of all concerned, including the Counting Observers.

Yours faithfully,


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/T&A/2021-EMS

Dated: 11th November, 2021

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: **Increasing digital outreach and innovative physical outreach for awareness, familiarity and ease of use of Electronic Voting Machine (EVM) and Voter Verifiable Paper Audit Trail (VVPAT)-reg.**

- References:
1. ECI letter No. 51/8/7/2009/EMS, dated 23rd January, 2009.
 2. ECI letter No. 51/8/7/2009/EMS, dated 11th February, 2009.
 3. ECI letter No. 51/8/7/2018-EMS, dated 18th May, 2017.
 4. ECI letter No. 51/8/7/2018-EMS, dated 18th July, 2018.
 5. ECI letter No. 51/8/T&A/2018-EMPS, dated 21st September, 2018.
 6. ECI letter No. 51/8/T&A/2018-EMPS, dated 9th October, 2018.
 7. ECI letter No. 51/8/T&A/2019-EMPS, dated 22nd January, 2019.
 8. ECI letter No. 51/8/INST/2019-EMPS, dated 7th February, 2019.
 9. ECI letter No. 51/8/T&A/2019-EMPS, dated 12th February, 2019.
 10. ECI letter No. 51/8/T&A/2019-EMPS, dated 25th February, 2019.

Madam/Sir,

The Commission has been at the forefront of embracing, adopting and implementing the latest technological advancements in improving and fine-tuning the election processes and systems. The Commission has taken the pioneering initiative of introducing EVM/VVPATs across the length and breadth of the country in a transparent, credible and secure manner, backed by appropriate legal support. The Commission has conducted 132 Legislative Assembly Elections and 4 Parliamentary General Elections where 100% polling booths are provided with EVMs (and VVPATs since year 2017), in last two decades and many more elections with partial provision of EVMs prior to that since year 1982. Indian voters are now sufficiently and adequately aware to exercise their franchise through EVMs/VVPATs, the Commission is of the view that campaign with innovative physical outreach and digital outreach should continue to be conducted with further focus on awareness, familiarity and ease of using EVMs/VVPATs, especially amongst young voters and rural voters. In this context, the Commission has further reviewed extant instructions on the subject and directed for further revision and consolidation for increasing use of digital outreach and innovative physical outreach mode like EVM Demonstration Centers and Mobile Demonstration Vans.



In supersession of the aforesaid referred extant instructions, I am directed to convey the Commission's direction that henceforth following procedures shall be followed in creation of awareness about EVM/VVPATs:

1. Schedule of Awareness program:

- (a) The Chief Electoral Officer shall fix a **time schedule for a focused campaign** throughout the State. The campaign shall have three components:
 - (i) EVM Demonstration Centers
 - (ii) Mobile Demonstration Vans
 - (iii) Digital outreach
- (b) The awareness campaign shall be started approximately 3 months prior to announcement of election (for this purpose date of announcement of the last election may be considered). Further, **awareness of EVMs and VVPATs** by way of physical display and/or demonstration of the machines in public shall **not** be conducted after announcement of election, whereas digital outreach may be intensified after announcement.
- (c) A **schedule for awareness campaign** should be prepared by the DEO assembly constituency/segment-wise and adequate publicity shall be made in the media about this campaign. Schedule of Awareness program shall be **shared with National and State Recognized Political Parties**.
- (d) **Only M-3 EVM/VVPATs** shall be used in training, demonstration and awareness.

2. EVM Demonstration Centre:

- (a) For physical demonstration-cum-awareness on use of EVM and VVPAT, **EVM Demonstration Centre(s)** shall be set up at District Election Office and at the Returning Officer Headquarters/Revenue Sub-Division Offices.
- (b) The EVM Demonstration Centre shall remain operational till the announcement of the elections.
- (c) Adequate infrastructure with proper signage should be provided in the EVM Demonstration Centers. Adequate publicity shall be made in this regard.

3. Mobile Demonstration Vans:

- (a) A **Mobile Demonstration Van** must be deployed for every Assembly Constituency/Segment. However, the requirement of Vans may be assessed based on the geographical and other local conditions of the AC by the CEO/DEO and



decision may be taken accordingly, so that all polling locations/ clusters are covered during the campaign period at least once.

- (b) An officer designated by DEO shall accompany each Mobile Demonstration Van.
- (c) Mobile Demonstration Vans shall be functional till announcement of Election.
- (d) Mobile Demonstration Vans should be appropriately equipped with Audio-Visual Equipment. Route chart with program dates shall be adequately publicized.
- (e) **Mobile Demonstration Vans** shall be provided proper security and safeguards.

4. Digital Outreach:

Digital outreach component of the awareness campaign shall be dovetailed in the SVEEP Plan of the districts and the State and executed accordingly during the campaign period. Innovative creative contents on **usage of EVMs/VVPATs** shall be developed locally, if required in vernacular languages, as part of the SVEEP Plan under guidance of SVEEP Division

5. Protocol of EVM/VVPAT for Training and Awareness:

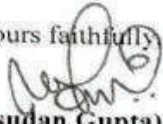
- (a) For the purpose of Training and Awareness (T&A), District Election Officers shall take out EVMs and VVPATs keeping the overall **upper ceiling of 10%** of the total number of polling stations in the district. **Awareness EVM/VVPATs shall be used only for the innovative physical outreach mode described in para 2 and 3.**
- (b) It shall be ensured that only First Level Checked OK EVMs and VVPATs shall be used for the aforesaid purpose.
- (c) The **representatives of National and State Recognized Political Parties** shall be invited to witness the process from opening and closing of the warehouse/strong room for the purpose of taking out the EVMs and VVPATs under videography.
- (d) The **list of such EVMs and VVPATs** shall be provided to the National and State Recognized Political Parties. This list shall also be shared with the candidates/their agents, as and when they are finalized.
- (e) A **yellow color sticker** mentioning "Training/Awareness" shall be affixed on such EVMs and VVPATs and also on their carrying cases without fail.
- (f) There shall be **no distinction** between Training and Awareness EVMs. The machines marked for Training/Awareness could be used interchangeably between Training and Awareness purpose inter-changeably.



6. Storage Protocol:

- (a) The abovementioned EVMs and VVPATs (Training & Awareness) shall be stored in a **separate designated warehouse**, not below the sub-division headquarters with proper security and lock.
 - (b) In no case EVMs and VVPATs pertaining to Training and Awareness shall be kept in FLC Strong Room.
 - (c) For opening and closing of Training and Awareness designated warehouse, there is no need to invite the representatives of political parties. However, the opening and closing of the designated warehouse shall be done by the authorized officer nominated by the DEO.
 - (d) A proper log-book shall be maintained for proper account of EVMs and VVPATs pertaining to Training and Awareness.
 - (e) Such EVMs and VVPATs shall be given only to the authorized officials deputed by the District Election Officer.
 - (f) After the conclusion of daily training and awareness programs, these machines shall be stored in the **designated warehouse only**.
7. The DEO shall ensure that the officials chosen for creation of EVM/VVPAT awareness/campaign, as well as those nominated for handling the EVMs and VVPATs must be **comprehensively trained** on the usage and functioning of EVMs and VVPATs.
8. EVMs and VVPATs pertaining to Training and Awareness may be re-introduced as Poll Day Reserve, after de-novo FLC, randomizations, candidate setting, etc. carried out as per the extant instructions of the Commission.
9. **Standard Operating Procedure (SoP)** for Training including demonstration and awareness program of EVMs and VVPATs is enclosed at **Annexure-A**. A list of Potential Errors during training and awareness is enclosed at **Annexure-B**.

The above instructions shall be brought to notice of all concerned for strict compliance.

Yours faithfully

(Madhusudan Gupta)
Secretary

Copy to:

1. **The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.**
2. **The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Telangana.**
3. **SVEEP Division**



Annexure-A

Standard Operation Procedure (SoP) for Training including demonstration and awareness program of EVMs and VVPATs

The Commission has directed that following SoP shall strictly be followed for Training including demonstration and awareness programme of EVM and VVPAT:

- EVM and VVPAT used for the aforesaid purpose shall be checked/tested by authorized engineer(s) of M/s Bharat Electronics Limited and M/s Electronics Corporation of India Limited, as the case may be, during First Level Checking (FLC).
- Only 'FLC-OK' units shall be used for training, demonstration and awareness campaign.
- Engineer(s) of BEL and ECIL shall ensure that there is no data (including ballot paper, in case of Ballot Unit) of previous election in the EVM and VVPAT.
- Engineers shall only use dummy symbols for ballot paper(s) and VVPAT as mentioned below:
 - For name of candidate- AAA, BBB, CCC,.....and so on.
 - For symbol of candidates- Alpha (α), Beta (β), Gama (γ),.....and so on.

Sample

For Training/Demonstration/Awareness		
1	AAA	α
2	BBB	β
3	CCC	γ
-	---	-
-	---	-

- Only Sample ballot papers, having dummy names and symbols shall be used for training, demonstration, awareness campaign and First Level Checking. Any modification or alteration in the Dummy Name, Symbol or Sequence shall require prior approval of the Commission.
- BEL/ECIL shall ensure that engineers deputed for training, demonstration, awareness campaign and First Level Checking of EVMs and VVPATs must carry necessary equipments/SLU for symbol loading and preparation of sample ballot paper and printer for printing sequential print out of dummy data.
- The VVPAT shall have dummy symbols which should match with the symbols of the ballot paper.

- Demonstration and Awareness shall not be given in an open area as the VVPATs have to be shielded from direct sunlight.
- During demonstration/awareness, Ballot Unit and VVPAT shall be kept together so that voters can see the printed paper slip in VVPAT.
- Voters should be explained about the process using EVM with VVPAT and also informed about the use of VVPAT with EVM in election.
- A Register should be maintained to record votes and signatures of all the participants on daily basis in the demonstration process.
- At the end of demonstration, the electronic result of the Control Unit shall be cleared and VVPAT slips shall be removed from the VVPAT drop box. Further, it has to be ensured that on the next day the same process is repeated.
- Proper Security arrangement shall be made for movement of EVM/VVPAT and awareness centers.

Annexure-B
Potential Errors

- Irregularity on use of Dummy Symbols. Hence, it shall be ensured that VVPAT slips print as per dummy ballot papers, before using for awareness purpose.
- M3 VVPATs should be connected at the time of commissioning of the EVMs otherwise EVM will not accept a VVPAT at a later stage. Hence, the candidate setting process in M3 EVMs should be done using Ballot Unit and VVPAT connected.
- Ensure to lock paper roll while transporting the VVPAT from one place to another, otherwise, VVPAT may go into error mode.
- Do not switch on the VVPAT in broad daylight or directly under a bulb or halogen lamp at the time of awareness as the VVPAT may go into error mode. Hence, ensure that awareness on EVM and VVPAT shall be done in shaded/closed area.
- Do not repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll.
- Switch OFF the CU when connecting or disconnecting the EVMs/VVPATs and do not pull the cable for disconnecting.
- Non adherence of SOP on Awareness of EVMs and VVPATs.



ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2021-EMS

Dated: 1st December, 2021

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: First Level Checking of EVMs and VVPATs- cleaning of EVMs/VVPATs- reg.

Ref: ECI letter No. 51/8/16/4/2010-EMS, dated 30th August, 2017.

Madam/Sir,

Kindly refer to sub-para 5.5 of para 5 (Manpower in FLC) and sub-para 'Cleaning of machines' of para 6 (Work to be done during FLC) of the aforesaid letter.

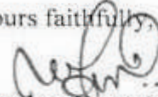
2. It has come to the notice that during the First Level Checking of EVMs, different type and quality of cleaning agents are being used in the field for cleaning of superscriptions from cabinets/carrying cases of machines. However, to standardize the same, it is directed to use material/method strictly prescribed for cleaning of EVMs and VVPATs as per the SoP provided by the manufacturers namely M/s BEL and M/s ECIL.

3. Further, it is being reiterated that superscription on the cabinets/carrying cases of EVMs and VVPAT with marker pen or any other pen defaces the machines. Hence, the use of the same is strictly prohibited and all superscription, if required as per extant guideline, shall be in the form of stickers.

4. The above instructions shall be brought to the notice of all concerned for compliance.

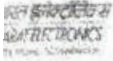
Encls : SOP as provided by BEL/ECIL.

Yours faithfully,


(Madhusudan Gupta)
Secretary

Copy forwarded for information and necessary action to:

1. The Chairman-cum-Managing Director
Electronics Corporation of India Limited,
Hyderabad, Telanagana.
2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.



SOP for Cleaning of Plastic Cabinet and Carrying Cases



Purpose: The purpose of cleaning of cabinets and carrying cases of EVM / VVPATs is to remove all the previous traces, tags, markings, stickers and any other display tags related to its earlier usage which if not removed properly, may mislead information in its future assigned use.

Objects for Cleaning on the Cabinet & Carrying Case:

Tags, Seal, FLC Stickers, Pink Paper Seal, Other previous poll displays, Markings over Boxes

Detail: The following Tags, Seal, display are normally found on the cabinet/ carrying case of EVM / VVPAT after being used for Election.

- (a) **BU :** Ballet Papers, Transparent Ballot Paper screen address Tag, Top & Bottom Latches address Tag, Pink paper Seal, Green FLC Sticker.
- (b) **CU :** Battery Compartment address Tag, Candidate Set compartment address Tag, Special Tag, Green paper Seal, Outer paper strip seal, CRC door address Tag, Green FLC sticker, Pink paper Seal, Superscriptions.
- (c) **VVPAT :** Paper Roll Compartment address tag Seal, Ballot Slip Compartment Address Tag Seal, Green FLC sticker, superscription.
- (d) **Carrying Case :** Marking / display of information such as District Name, AC/PC number & Name, Polling Station number, other information of previous poll.

Method : For Surface cleaning & to remove the Stickers and Tags, the recommended chemical is " ISO Propyl Alcohol ". The Cotton waste is to be used to apply the chemical on the surfaces of Cabinet & Carrying case.

The Cotton waste should be soaked sufficiently with the ISO Propyl alcohol and gently rubbed on the stickers/ tags which are to be removed without any damage or scratching on the body. Cleaning process may be repeated till the stickers are completely removed.

In any case, the ISO Propyl alcohol should not be directly poured on the Cabinet or Carrying case body, but it has to be applied through cotton waste only.

Amit Kumar



SOP for Cleaning of Plastic Cabinet and Carrying Cases



Other Instructions :

1. Writing on the carrying case body using permanent marker should be avoided and appropriate stickers to be used for display of other relevant information such as AC / PC number, AC / PC name, district name etc. Removal of permanent marker "markings" require repeated forced rubbing even with the ISO Propyl alcohol and may damage the surface.
2. ISO Propyl alcohol being a flammable material, proper storage & handling protocol to be maintained.
3. The General instruction on safety and handling of ISO Propyl alcohol are as under. Specific instructions can be referred from the Material Safety Data Sheet supplied along with the ISO Propyl alcohol by the supplier / manufacturer :-

HAZARDS IDENTIFICATION

- (a) Primary Entry Routes : Inhalation, skin, eyes and ingestion
- (b) Acute Effects : Inhalation of vapours irritates the respiratory tract. Exposure to high concentration has a narcotic effect producing symptoms of dizziness, drowsiness, headache, staggering, unconsciousness and possibly death.
- (c) Aggravation of Pre-existing conditions : Persons with pre-existing skin disorders or impaired liver, kidney or pulmonary function may be more susceptible to the effects of this chemical

FIRST AID MEASURES

- (a) Eyes : Immediately flush eyes with plenty of water for at least 15 minutes. Lifting lower & upper eyes lids occasionally. Get medical attention immediately.
- (b) Skin : Immediately flush skin with plenty of water for at least 15 minutes. Call a physician, if irritation develops.
- (c) Inhalation : Remove affected person to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention.
- (d) Ingestion : Give large amount of water to drink. Never give anything by mouth to an unconscious person. Get medical attention.

Amit Kumar



SOP for Cleaning of Plastic Cabinet and Carrying Cases



FIRE FIGHTING MEASURES

(a) Extinguishing media : Water spray, Dry chemical, Alcohol Foam or CO2 Water spray may be used to keep fire expose containers cool, dilute spills to non-flammable mixtures and to protect personnel attempting to stop leak and disperse vapours.

(b) Fire fighting instructions : In the event of fire, wear full protective clothing and self contained breathing apparatus with full face piece.

STORAGE REQUIREMENTS : Store in a cool, dry, well ventilated area away from heat source. Storage and usage area should be clarified as "No smoking Area".

ECOLOGICAL INFORMATION : Prevent spillage from entering drains or water sources. After spills, wash area with water preventing run-off from entering drains. When released into water, this material may bio-degrade to a moderate extent.

24/11/21

ANIL KUMAR SOANS
Sr. Deputy General Manager
Mktg & Customer Support
Bharat Electronics Limited

24 Nov 2021

BRIG. KGA KAMAL DEV (RETD)
General Manager - EMSD
Electronic Corporation of India Limited



भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचनसदन, अशोकरोड, नईदिल्ली-110001,
Nirvaahan Sadan, Ashoka Road, New Delhi-110001.

No. 52/2/Prep/2021-EMS

Dated: 16th December, 2021

To

1. The Chairman-cum-Managing Director
Electronics Corporation of India Limited,
Hyderabad, Telangana.
2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.

Sub: Instruction on use of newly designed Pink Paper Seals and Green Paper Seals for sealing of EVMs-regarding.

Ref. 1. Commission's letter No. 52/2/Prep/2020-EMS, dated 20th September, 2021
2. Commission's letter No. 52/2/Prep/202-EMS, dated 17th November, 2021

Sir,

Kindly refer to the above whereby procedure for fixing the Pink Paper Seal and Green Paper Seal on the EVM has been specified as per the following :

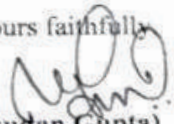
- i. Sealing of Cabinets of Control Units with Pink paper Seals in First Level Checking of EVMs ;
- ii. Sealing of Cabinets of the Ballot Units with Pink Paper Seals in commissioning process of EVMs ; and
- iii. Sealing of Result Section of Control Units with Green Paper Seal on poll Day after completion of mock poll and before starting actual poll.

2. In this regard, it is stated that for proper fixing of the seals, the following shall be emphasized during training :

- a) proper handling of the seals;
- b) the surface on which seal need to be applied should be clean and free from dust, dirt, water, chemical and oil;
- c) the peeling off/removal of seal from the release liner surface with clean finger nails.
- d) the application to the applicable surface should be done gently with thumb pressure of finger (4-5 times) to avoid the possibility of air pocket, crease.
- e) the seal applied on the EVM surface should not be partially stuck and removed and re-used.


3. The above instructions shall be brought to the notice of all concerned for compliance. Further, during the training of FLC Engineers/LoCs, special emphasis shall be made on these aspects.

Yours faithfully,


(Madhusudan Gupta)
Secretary

Copy:-

1. The Chief Electoral Officers of all the States and Union Territories.
 2. IIDEEM
- For information and necessary action.


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2022-EMS

Dated: 10th February, 2022

To

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road.
Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Telangana.

Subject: Use of Symbol Loading Unit for loading symbols in VVPATs-reminder-regarding.

Reference: 1. ECI letter No. 51/8/16/2018-EDPS, dated 13/12/2018.
2. ECI letter No. 51/8/16/2018-EDPS, dated 09/04/2019.

Madam/Sir,

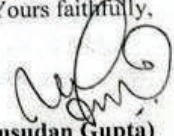
Kindly refer to the above referred instructions of the Commission and para 8.4.5. of Chapter 8 of Manual on Electronic Voting Machine and VVPAT (Edition 6, December 2021). It is provided that after completion of commissioning of EVMs & VVPATs, BEL/ECIL Supervisor shall hand over the SLUs to the concerned District Election Officer alongwith a list of Serial Numbers of the SLU for safe keeping. The District Election Officers shall keep the SLUs in their safe custody and return to BEL/ECIL Supervisor or engineers authorised by BEL/ECIL on P+1 day.

2. It is further reiterated with clarification that the SLUs brought by BEL/ECIL engineers for symbol loading in VVPATs during commissioning of VVPATs shall be in the custody of the concerned Returning Officer (Assistant Returning Officer in case of Parliamentary Constituency election, if required) from arrival in constituency to completion of commissioning. Thereafter, SLUs will be in the custody of concerned DEO as mentioned above.

3. The above instructions shall be brought to the notice of all concerned.

Encl: As above.

Yours faithfully,


(Madhusudan Gupta)
Secretary

Copy to the Chief Electoral Officers of All States and Union Territories with the request that the above instructions shall be brought to the notice of all concerned for strict compliance.


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/2018-EDPS

Dated: 9th April, 2019

To

- I. The Chief Electoral Officers of All States and Union Territories.
- II. The Chairman-cum-Managing Director Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.
- III. The Chairman-cum-Managing Director Bharat Electronics Limited, Bangalore, Karnataka.

Subject: Use of Symbol Loading Unit for loading symbols in VVPATs- regarding.

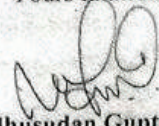
Sir,

With reference to the Commission's letter of even number, dated 13th December, 2018, on the subject cited (copy enclosed), I am directed to reiterate that the District Election Officers (DEOs) of your State/UT shall ensure that all the Symbol Loading Units (SLUs) are released to BEL/ECIL Supervisors or engineers authorised by the BEL/ECIL on P+1 day to enable them to move to the next Assembly Constituency/Segment for next phase.

2. Further, all PSU Supervisors/engineers must be allowed to leave the district on P+1 day except 2 engineers per district, who may be retained for deployment during re-poll, if any. However, if there is no case of re-poll, all PSU Supervisors/engineers must be allowed to leave the district on P+1 day to move for next phase.

3. The above instructions shall be brought to notice of the all concerned for strict compliance.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/2018-EDPS

Dated: 13th December, 2018

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.
3. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

Subject: Use of Symbol Loading Unit for loading symbols in VVPATs -Regarding.

Sir/Madam,

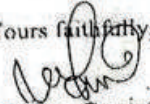
I am directed to state that as per existing instructions of the Commission, at the time of commission (Candidate Setting) of EVMs and VVPATs, the serial numbers, names of candidates and symbols of candidates are loaded in Voter Verifiable Paper Audit Trails (VVPATs) by Returning Officers with the help of authorized engineers of M/s Bharat Electronics Limited and M/s Electronics Corporation of India Limited using Symbol Loading Units (SLUs).

2. The Commission has directed that after completion of commissioning of EVMs and VVPATs, BEL/ECIL Supervisors shall hand over all the SLUs to the concerned District Election Officer (DEO). District Election Officers shall keep the SLUs received from the BEL/ECIL Supervisors in their safe custody and return the same to them or engineers authorized by the BEL/ECIL on the next day after poll i.e. P+1 Day. It shall be the duty of DEO to ensure that no engineer of BEL/ECIL or any other person is allowed to carry the SLU on poll day in the field and that all the SLUs are released to BEL/ECIL on P+1 day to enable them to move to the next Assembly Constituency/Segment for next phase.

3. For the aforesaid purpose, BEL & ECIL shall provide the details of SLUs allocated to the team for each Assembly Constituency/Segment in writing to the District Election Officer concerned.

4. The above instructions shall be brought to notice of all concerned and ensure the compliance of the same on letter and spirit.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/INST/2022-EMS

Dated: 4th May, 2022

To

The Chief Electoral Officer of
All the States and Union Territories.

Subject: Instructions on use of Electronic Voting Machine (EVM) with Voter Verifiable Paper Audit Trail (VVPAT) system– Removal of VVPAT slips from VVPATs after completion of Counting of Votes- Regarding.

Ref. Commission's letter No. 51/8/VVPAT/2017-EMS, dated 5th December, 2017

Sir/Madam,

1. VVPATs were introduced to ensure voter verifiability during the poll process. Rule 56(D)(b) of the Conduct of Elections Rules 1961 provides for supremacy of VVPAT slips counts in case of any discrepancy. Under Rule 57C of the Conduct of Elections Rules 1961, ECI is fully empowered to give direction on preservation of VVPAT slips after counting process is over. The extant instruction provides that VVPAT containing VVPAT paper slips in its drop box shall be kept in the same strong room, till completion of Election Petition Period and beyond if required. Roughly 10% VVPATs get blocked in Election Petition due to slips being stored inside VVPAT drop box, preventing deployment and use in next cycle of elections for a long time. Also, prescribed long term preservation method for thermal paper prints is to store them in thick black envelopes and not in transparent drop boxes of VVPATs.

2. Now, the Commission has reconsidered the issue and taking into account the Rule 57C (Sealing of voting machines), Rule 92 (Custody of ballot boxes and paper relating to election), and Rule 94 (Disposal of election papers) of the Conduct of Elections Rules, 1961 and it is directed that after the result is announced, the VVPAT paper slips will be taken out of the VVPAT printer unit, irrespective of whether the slips were counted or not, as per the following procedure:

- i) Thorough checking of officials deputed for the removal of VVPAT slips and their sealing must be ensured. All pockets need to be emptied before entering the Sealing Room/Strong Room and thorough checking of officials leaving the sealing room should be done in addition to DFMD/Metal Detector Checking.

- ii) The VVPAT paper slips shall be taken out from the drop box of VVPAT and kept in a paper envelope made of thick black paper polling station wise; it shall be sealed using red wax with the bilingual secret seal of the Commission provided to the Returning Officer. If more than one VVPAT was used in a particular polling station, the VVPAT slips taken out from each VVPAT slips should be kept in the separate envelope. Following shall be written on the envelopes:

- (a) Name of election
- (b) Number and Name of Parliamentary/Assembly Constituency
- (c) Particular of polling station:
- (d) Unique Serial Number of the Control Unit
- (e) Unique Serial Number of VVPAT unit
- (f) Date of poll
- (g) Date of counting.

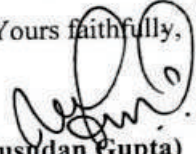
- iii) Candidates and their authorised agents shall be allowed to witness the process and their signatures shall also be obtained on every envelope.
- iv) All the envelopes of a particular Assembly Constituency/Assembly Segment must be kept in a separate big trunk. The trunk must be sealed using red wax with the bilingual secret seal of the Commission provided to the Returning Officer. Following shall be written on the trunk:

- (a) Name of election
- (b) Number and Name of Parliamentary/Assembly Constituency
- (c) Date of poll
- (d) Date of counting.

- v) The said trunk shall be kept with all the statutory documents relating to that election and shall be disposed of as mentioned in the Rule 94 of the Conduct of Elections Rules 1961. If any Election Petition is pending, the same shall be preserved till the final disposal of the election petition.
- vi) Once the VVPAT paper slips have been taken out, the VVPAT must be kept in a designated warehouse. VVPAT should not be kept in the same strong room where EVMs are stored, so that even if any election petition is filed from the constituency, the VVPAT units can be taken out for future use in subsequent elections, if required, without opening the strong room having EVMs.

- vii) The entire process should be conducted under high quality CCTV recording/videography and under the supervision of RO/ARO concerned. CCTV recording/videography shall be made in such a way that the entire process must be clearly visible. Two copies of CCTV recording/videography shall be made. One copy of the same shall be kept in the strong room having all the statutory documents relating to that election and the trunk and one copy in the custody of the District Election Officer concerned.
 - viii) RO/ARO shall be responsible for any lapses on the compliance of the aforesaid direction of the Commission.
 - ix) It should again be ensured that the thermal paper rolls and power pack, if any, are taken out of the VVPAT before keeping the units in the designated warehouse.
3. The above instructions shall be brought to the notice of all concerned.

Yours faithfully,


(Madhusudan Gupta)
Secretary



भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 51/8/6/2022-EMS

Dated: 18th May, 2022

To

The Chief Electoral Officer of
All the States and Union Territories.

Subject: Instruction on storage and safety arrangement of EVMs & VVPATs- SoP on handling of damaged/broken EVMs/VVPATs during election process-regarding.

Madam/Sir,

The Commission has been issuing instructions on storage and safety arrangement of EVMs & VVPATs from time to time.

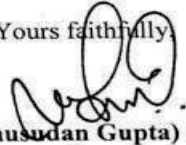
2. With regard to handling of damaged/broken EVMs/VVPATs, after dispersal to mock poll on poll day and during actual poll on poll day, by miscreants or any other reason, the following SoP shall be followed :

- i) **After dispersal to Mock poll on poll day:** EVM/VVPAT damaged after dispersal to mock poll on poll day shall be stored in the strong room having defective un-pollled EVMs (Category C).
- ii) **During actual poll on poll day/before counting:** Handling of EVM/VVPAT having polled data damaged/broken during actual poll on poll day
 - (a) Such EVM/VVPAT shall be kept in the strong room having polled EVMs/VVPATs (Category A) and defective polled EVMs/VVPATs (Category B), if the polled votes can be retrieved/paper slips are intact to obtain result during counting of votes.
 - (b) Such EVM/VVPAT shall be kept in the strong room having un-pollled defective EVMs/VVPATs (Category C), if the polled votes **cannot** be retrieved/paper slips are not intact.

3. The damaged/broken machines shall be marked as damaged in EVM Management System (EMS) by the DEO.
4. In all such cases an FIR shall be filed under the relevant Sections of the Representation of the People Act, 1951, as under, and a detailed report with a copy of FIR shall be sent to the Commission:

- i) Section 129 (Officers, etc., at elections not to act for candidates or to influence voting)
 - ii) Section 132 (Penalty for misconduct at the polling station)
 - iii) Section 134 B (Prohibition of going armed to or near a polling station)
 - iv) Section 135 (Removal of ballot papers from polling station)
 - v) Section 135A (Offence of booth capturing)
 - vi) Section 136 (Other offences and penalties therefor)
 - vii) In additions to the aforesaid offences under the Representation of the People Act, 1951, Section 171C (Undue influence at elections), Section 506 (Punishment for criminal intimidation), 425 (Mischief), etc. of IPC shall also be suitably considered along with any other applicable provisions/statutes while filing FIR in all such cases.
5. The Chief Electoral Officer concerned shall follow up the FIR case with Police Department concerned.
 6. The damage/broken machine mentioned at para 2(ii)(a) above shall be inspected only on the order of the competent court as Rule 93 (1A) of the Conduct of Elections Rules, 1961, which specifies that the control units sealed under the provisions of rule 57C and kept in the custody of the District Election Officer shall not be opened and shall not be inspected by or produced before, any person or authority except under the orders of a competent court.
 7. The damage/broken machine mentioned at para 2(i) and 2(ii)(b) above shall be provided for investigation purpose, if required. However, such EVM/VVPAT shall be in the custody of District Election Officer concerned.
 8. The above instruction shall be brought to the notice of all concerned for strict compliance.

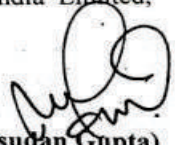
Yours faithfully


(Madhusudan Gupta)
Secretary

Copy to

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Telangana.

.....for information and necessary action.


(Madhusudan Gupta)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO. 51/8/LC/2022-EMS

Dated: 6th September, 2022

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Backpacks to carry EVMs and VVPATs as well as Backpacks for carrying polling materials to aid hand free movement for polling parties in difficult terrain and safeguard the machines-reg.

Reference: ECI Press Note No. ECI/PN/55/2022, dated 6th June, 2022.

Sir/Madam,

I am directed to state that the Commission has decided to prescribe special water/shock proof and extra protective backpacks to carry EVM-VVPAT to aid hands-free movement for polling parties in difficult terrain (*like hilly areas/locations wherein movement of machines by foot is involved*) and also safeguard the machines. After considering the recommendation of the Logistic Committee constituted for the purpose of recommending on the issues, the Commission has directed that backpacks shall be provided to all polling teams deployed in difficult terrain. For the same, the Chief Electoral Officers (CEOs) shall consider the following for implementation in all future elections:

A. Backpacks to carry EVMs and VVPATs in difficult terrain:

i. The specifications of backpack to carry EVMs, VVPATs and polling materials is as per the **Annexure 1**, and photographs of indicative backpack samples is provided in **Annexure 2**. The recommended specification is for guidance of the CEOs. However, CEOs may further improve upon them based on local situations and needs; in which case the following aspects are to be necessarily considered while designing the backpacks:

- a) The logo of ECI is necessarily to be imprinted on all the backpacks.
- b) There will be provision of waist belt, straps, good quality buckles with lock, strong and smooth zips.

- c) Padded head straps may be added as optional from the middle portion of the VVPAT backpack especially for hilly terrain if needed.
- d) The length and width of shoulder straps for VVPATs should be adjustable.
- e) The back pack shall be water proof.
- f) In case of VVPAT backpack, extra padding for back support should be incorporated.

ii. In case of **simultaneous elections**, the backpack for BU should have two pockets for carrying two BUs. Similarly, the backpack for CU should have two pockets for carrying two CUs. However, two separate backpacks should be used for carrying VVPATs.

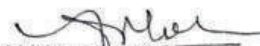
iii. **Tagging system** for the identification of AC/AS, including the details of polling booth number is to be used. In case of simultaneous elections, two different colours of the tags have to be used as given: AC election – Pink colour, PC election – White colour.

B. Backpack for carrying polling materials in difficult terrain:

It has been observed that in many cases the polling materials are carried in clothed gunny bags. In order to provide hands-free movement while carrying polling materials in difficult terrain, the CEOs may consider to add outer pocket/chamber on backpack to keep polling materials for polling parties.

Necessary action on the matter shall be initiated on priority.

Yours faithfully,


(Abhishek Mohan)
Under Secretary

Encl: A/A

Annexure - 1

Size	Technical Specification for		
	Control Unit (CU Bag)	Ballot Unit (BU Bag)	VVPAT Bag
15" (Vertical) 12.4" (Horizontal) 10.6" (Breadth/Thickness)	22.6" (Vertical) 15" (Horizontal) 10.6" (Breadth/Thickness)	17.6" (Vertical) 17.6" (Horizontal) 12" (Breadth/Thickness)	
Fabric Materials	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyester ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyester) 140 GSM W/R	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyester ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyester) 140 GSM W/R	High Quality eco friendly material: Specification outer shell Fabric: 1000D OXFORD COATING SOLVENT PU *2+ Polyester ULY GSM 210 DYEING METHOD JET DYEING Specification of inner Shell Fabric: Pungi (Polyester) 140 GSM W/R
Colour	Black	Black	Black
Bottom Bush/ Padded PVC	2.2" diameter (6 Pieces per bag)	2.2" diameter (6 Pieces per bag)	2.2" diameter (9 Pieces per bag)
Shoulder straps	Base with Fabric size 3.5" width x 1" width with adjustable nylon strip and buckles) On top with soft cushion inside – 30 mm width capable of withstanding 20 Kg weight.	Base with Fabric size 3.5" width x 1" with width adjustable nylon strip and buckles) On top with soft cushion inside – 30 mm width capable of withstanding 30 Kg weight	Base with Fabric size 3.5" width x 1" with width adjustable nylon strip and buckles) On top with soft cushion inside – 30 mm width capable of withstanding 30 Kg weight
Zip	2 Heavy Duty Tony Runner Chain No 10 ZIP. Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).	2 Heavy Duty Tony Runner Chain No 10 ZIP Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).	1 Heavy Duty Tony Runner Chain No 10 ZIP Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).
Other features	The length of the back strap is adjustable with good quality buckles. The bag has interlocking nylon strip stitched with 100% nylon 40. TKT thread. Buckles are made from Poly Acetal Materials 2 Chambers with a width of 10.6" for carrying 2 CU/Election Materials. Waist Trap with foam Poly Acetal Materials 4 buckles of 1" with adjustable nylon strip and buckles on the top of the bag as additional support 12 mm thick thermo cool between the two chambers of the bag as well as at the inner lining of the bag Multi color ECI logo (6" x 6") customised embroidery Department name embroidery	The length of the back strap is adjustable with good quality buckles. The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread. Buckles are made from Poly Acetal Materials 2 Chambers with a width of 10.6" for carrying 2 CU/Election Materials. Waist Trap with foam Poly Acetal Materials 4 buckles of 1" with adjustable nylon strip and buckles on the top of the bag as additional support 12 mm thick thermo cool between the two chambers of the bag as well as at the inner lining of the bag Multi color ECI logo (6" x 6") customised embroidery Department name embroidery	The length of the back strap is adjustable with good quality buckles. The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread. Buckles are made from Poly Acetal Materials NA Waist Trap with foam Poly Acetal Materials 2 buckles 1" with adjustable nylon strip and buckles on the top of the bag for safety when zip are fail. 12 mm thick thermo cool in the inner lining of the bag. Multi color ECI logo (6" x 6") customised embroidery Department name embroidery

Note: The above specifications are minimum desirable. However, States may adopt the features with suitable modifications as per requirement.

BACKPACKS TO CARRY EVMS & VVPATS - INDICATIVE SAMPLES ANNEXURE - 2



BU



CU



VVPAT



BU



CU



VVPAT





भारत निर्वाचन आयोग मन्चिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 51/8/16/FLCU/2021-EDPS

Dated: 1st July, 2022

To

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Telangana.

Subject: Introduction of New Symbol Loading Unit (SLU) for symbol loading in VVPATs with additional transparency in symbol loading process for VVPATs and accompanying pre-First Level Checking Unit (P-FLCU) during pre-First Level Checking of EVMs/VVPATs and -regarding.

Madam/Sir,

The Commission has directed to use P-FLCU during First Level Checking of EVMs and VVPAT and new SLU (SLU with display interface with TV/LED Display) with additional transparency feature during the Commissioning of VVPATs in all the future elections, without modifying the extant procedure/process and mock polls during FLC and the commissioning in the presence of the stakeholders.

2. It is, therefore, requested to ensure that
 - (a) Adequate number of P-FLCU and New SLU shall be manufactured for the aforesaid purpose to cover the Parliamentary Elections 2024.
 - (b) All the engineers to be deployed during First Level Checking of EVMs and VVPATs and Commissioning of VVPATs shall be given quality training on purpose, protocols and precautions as well as hands-on-training on use of P-FLCU and New SLU. For this purpose, the same may be included in the Training Module.
 - (c) A detailed inventory management, operations and security protocols shall be created for use by BEL/ECIL engineers while handling P-FLCU/SLU
 - (d) During entire FLC period in the district, P-FLCU shall be in the custody of the FLC In-charge deputed by the District Election Officer and to be kept in the FLC premises with proper security. P-FLCU shall be returned back to BEL/ECIL Supervisor (engineer authorised by the BEL/ECIL) only after completion of FLC in the respective district.

(e) Similarly, during entire commissioning period in the Assembly Constituency/district, New SLU shall be in the custody of the Returning Officer and to be kept in the Commissioning premises with proper security. After completion of commissioning process, BEL/ECIL Supervisor shall hand over all the SLUs to the District Election Officer concerned. DEO will keep the SLUs received from them in their safe custody and return the same to them or engineers authorised by the BEL/ECIL on the next day after poll i.e. P+1 Day.

3. Kindly ensure the compliance of the above direction of the Commission.


Yours faithfully,


(B. C. Patra)
Secretary

No. 51/8/16/FLCU/2021-EDPS

Dated: 1st July, 2022

Copy to the Chief Electoral Officers of all the States and Union Territories for information and necessary action. All DEOs shall be instructed to ensure adherence of necessary protocol and supervision.


(B. C. Patra)
Secretary



भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली-110001,
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2/Prep/2022/EMS

Dated: 26th July, 2022

To

The Chief Electoral Officers,
All States and Union Territories.

Subject : General Election to the Lok Sabha and simultaneously Legislative Assemblies of Andhra Pradesh, Odisha, Sikkim, Arunchal Pradesh and Telangana, 2024- Procurement of consumable items i.e. Power Packs, Thermal Paper rolls, Green Paper seals, Pink paper seals, Common Address Tags and Indelible ink -reg.

Sir/Madam,

I am directed to state that as you are aware that General Elections to Lok Sabha and simultaneously Legislative Assemblies of Andhra Pradesh, Odisha, Sikkim, Arunchal Pradesh and Telangana are to be held through EVMs with VVPATS in 2024.

2. The minimum requirement of consumables for EVMs & VVPATS is given as below:

Table-1

Consumables	Shelf Life	Required % of consumable items on total no of BU/CU/VVPAT	Name of Manufacturer
1	2	3	4
Power pack for Control Units	5 years	120%	1) M/s Electronics Corporation of India Limited, MCU Complex, Phase-II, IDA Cherapalli, Hyderabad-500051, Telagana. 2) M/s. Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.
Power pack for VVPATs	3 years	130%	
Thermal Paper rolls for VVPATs	2 years	130%	
Green Paper seal for CUs	5 years	300%	M/s India Security Press, Nashik Road-422101, Maharashtra
Pink Paper seal for BUs	5 years	200%	
Pink Paper seal for CUs	5 years	150%	
Common Address Tags for BUs, CUs & VVPATs	5 years	1600%	

Table-2


Consumables	Shelf Life	Required % of consumable items on total no of PS	Name of Manufacturer
1	2	3	4
Indelible Ink	6 months	250%	M/s Mysore Paints and Varnish Ltd. New Baniamantap Extension, Mysore-570015, Karnataka
Pink paper seal of BUs for sealing mock poll slips of VVPATs	5 Years	250%	M/s India Security Press, Nashik Road-422101, Maharashtra

3. The manufacturers of Consumable items are required to procure materials for these items in advance so that they may manufacture required quantities of consumable items well in time.

4. The above quantities are the minimum mandatory requirement of EVM & VVPAT consumables. However, the CEOs shall undertake a comprehensive assessment of the amount of consumables required for respective State/UT based on ground situation and prevailing circumstance and ensure that there is no shortage of any EVM & VVPAT consumable during the election process.

5. You are, therefore, requested to place Letter of Intent for consumable items, indicating estimated quantities required, to the concerned Manufacturers by 31st August, 2022 to enable Manufacturers to make advance preparations for manufacturing. Purchase order(s) may be placed sufficiently in advance to receive timely deliveries.

Yours faithfully


(Abhishek Mohan)
Under Secretary

Copy to :-

- 1) M/s. Bharat Electronics Limited, Nagavara, Outer Ring Road, Bengaluru -560045, Karnataka.
- 2) M/s Electronics Corporation of India Limited, MCU Complex, Phase-II, IDA Cherapalli, P.O. HCL Hyderabad-500051, Telagana.
- 3) The Managing Director, Mysore Paints and Varnish Ltd. New Beniamantap Extension, P.O. Mysore-570015, Karnataka.
- 4) The General Manager, India Security Press, Nashik Road- 422101, Maharashtra

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2022-EMS

Dated: 13th September, 2022

To

1. The Chief Electoral Officers of all States/UTs.
2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bengaluru, Karnataka.
3. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
EMSD, IDA Phase-II, Cherlapally,
Hyderabad - 500051, Telangana.

Subject: Instruction on First Level Checking of EVMs and VVPATs (FLC)-regarding.

- Ref.**
1. Commission's letter No. 51/8/16/4/2017-EMS, dated 30th August, 2017.
 2. Commission's letter No. 52/2/Prep/2020-EMS, dated 20th September, 2021.
 3. Commission's letter No. 51/8/Transfer/2020-EVM (P&T), dated 18th January, 2021.
 4. Commission's letter No. 51/8/INST/2021-EMS, dated 1st December, 2021.
 5. Commission's letter No. 52/2/Prep/2021-EMS, dated 16th December, 2021.
 6. Commission's letter No. 51/8/16/FLCU/2021-EDPS, dated 1st July, 2022.

Sir/Madam,

The Commission has been issuing instructions on First Level Checking of EVMs and VVPATs from time to time. Consolidated instruction on First Level Checking of EVMs and VVPATs, combining the above referred instructions, is being issued for ease reference and operations:

1. Overall responsibility of FLC:

- (a) District Election Officer (DEO) shall be responsible for overall FLC process.
- (b) DEO shall ensure strict adherence & compliance of FLC instructions.
- (c) DEO will appoint a senior officer of the rank of Addl. /Dy. DEO fully trained with FLC process as FLC Supervisor.

2. Requirement of EVMs and VVPATs for conducting FLC:

- (a) For Bye election to the Assembly Constituency, the requirement of EVMs and VVPATs for conducting FLC shall be 200% of number of polling stations of the Assembly Constituency. However, in case of Parliamentary Constituency, the requirement of EVMs and VVPATs for conducting FLC shall be 150% of number of polling stations of the Parliamentary Constituency.
- (b) For General Election to the Assembly/Parliamentary Constituency, the requirement of EVMs and VVPATs shall be 125% and 135% respectively of the number of polling stations or as allocated by the Commission considering geographical or past experiences.

3. FLC when to be done:

- (a) FLC of EVMs and VVPATs shall be done before every General/Bye-election to Assembly and Parliamentary Constituency or in any elections where EVMs and VVPATs are used.
- (b) FLC of EVMs and VVPATs shall commence:
- (i) within one month of occurrence of vacancy in case of bye-election.
 - (ii) at least P-120 days in case of General Election to State Legislative Assembly.
 - (iii) at least P-180 days in case of General Election to Lok Sabha or as instructed by the Commission.
(P-may be estimated based on the last General Election).
- (c) FLC is to be done sufficiently in advance so that all checks are carried out without any undue haste in the presence of representatives of National and State Recognised Political Parties.
- (d) FLC of EVMs and VVPATs shall be completed, as far as possible, three months before tentative announcement of election. The same may be calculated considering the last time announcement of election.

4. Schedule of FLC:

- (a) Depending on the number of EVMs and VVPATs to be checked in FLC, the CEO/DEO shall prepare a schedule for the FLC of EVMs in consultation with EVM manufacturers (BEL & ECIL).
- (b) Ensure timings of FLC from 9 am to 7 pm on all days including holidays. For any exemption request for timing or OFF on a particular day due to any valid reason, prior approval of the CEO concerned is required.

5. FLC to be done in the presence of representatives of National and State Recognised Political Parties:

- (a) The schedule for FLC shall be communicated to every National and State Recognised Political Party at the district headquarters with proper acknowledgement and copy endorsed to the parties at State headquarters, in writing by the DEO at least 2 days before the beginning of the FLC in the district.
- (b) On the day of the FLC, representatives of all National and State Recognised Political Parties authorised by the District President of the party shall be encouraged to be present.
- (c) A register shall be kept at FLC hall by the DEO in **Annexure-1** in which signatures of the representatives of National and State Recognised Political Parties shall be taken every day as token of their presence.

6. Arrangements in the premises of FLC:

- (a) FLC Hall shall be spacious to accommodate the EVMs/VVPATs, officials nominated by DEO, engineers of BEL/ECIL and the representatives of National and State level recognised parties.

- (b) FLC hall shall be large, well-lit, well ventilated and dust free hall. Non-heating high illumination LED lights to be installed so that each table is brightly lit.
- (c) In consultation with BEL/ECIL, install a TV/Monitor of minimum 24 inches display with HDMI input, for each SLU under use in FLC Hall for simultaneously viewing the symbols being loaded in VVPATs by the representatives of the National and State Recognised Political Parties.
- (d) FLC area to be fully barricaded and sanitized by police.
- (e) Ensure the hall is free from any electronic components device, except those permitted by the Commission for the purpose of recording FLC process etc.
- (f) Make proper arrangements like drinking water, toilets (separate for male and female), first aid, fire extinguishers, fire alarm inside and outside the hall.
- (g) Single entry and exit to hall with full security by armed police forces (minimum one section) round the clock with 24X7 CCTV coverage.
- (h) Paste copy of the Detailed Standard Operating Procedure (SOP) mentioning step by step instructions in FLC hall. The SoP shall be provided by BEL and ECIL, as the case may be.
- (i) Entry to hall through Door Frame Metal Detector (DFMD) on production of Identity Card of authorised official/pass issued by DEO.
- (j) Proper frisking of every person/officer/engineer at every entry with record in the log book for every entry and exit.
- (k) Cell phones, camera, spy pens etc. not to be allowed inside the FLC hall and kept at the collection centre made outside the hall **except for two mobiles, to be used by the election officials nominated by DEO for marking FLC-OK and one mobile to BEL/ECIL engineer to mark FLC-Reject in EMS using mobile app with proper reason.**
- (l) No other equipment allowed inside the hall except those mentioned in FLC User Manual and a paper shredding machine to dispose of VVPAT slips generated during FLC process.
- (m) Web casting of the entire FLC process and monitoring the same in the Control room at DEO and CEO level and submission of report to ECI.
- (n) Arrangement of one PC/laptop with internet connectivity outside FLC Hall for transmitting FLC data from PFLCU.
- (o) During entire FLC period in the district, both P-FLCU and SLU with SLMD and connecting cables shall be in the custody of the FLC In-charge deputed by the District Election Officer and to be kept in the FLC premises with proper security. The same shall be returned back to BEL/ECIL (engineers authorized by the BEL/ECIL) after completion of FLC in the respective district, for further use in other stations or to move to safe custody of the manufacturers.

7. Manpower in FLC:

- (a) FLC shall be conducted only by authorised engineers of BEL and ECIL. BEL and ECIL shall be fully responsible for the integrity, efficiency and competence of their engineers.
- (b) Randomisation of list of engineers to be deputed by BEL/ECIL for carrying out FLC shall be done by the CEO for District-wise allocation and shall provide the list alongwith engineers' cell numbers to DEO concerned.
- (c) Deputation of Sr. level engineers at State Headquarters as well as each at district headquarters by BEL/ECIL to supervise FLC.
- (d) Deputation of one Manager by BEL/ECIL for 4-5 districts to remain in the field for daily supervision & co-ordination.
- (e) No entrance of engineers, technicians or other technical staff except authorised engineers/technical staff of BEL and ECIL to the FLC Hall.
- (f) Deployment of sufficient unskilled labour by the DEO for cleaning, unpacking and packing of EVMs and VVPATs in consultation with the manufacturers.

8. Work to be done during FLC:

- (a) **Cleaning of Machines by official/staff/ labourer deputed by DEO:** This includes removal of address tags, ballot papers, special tags, cleaning of superscriptions of CU, BU and VVPAT, clearing of earlier poll data, dusting of CU, BU and VVPAT, etc. as per the prescribed guidelines (**Annexure-2**) of the manufactures in the designated FLC hall under the supervision of Team leader of engineers and FLC in-charge.
- (b) **Visual Inspection by authorised engineers of BEL/ECIL:** Visual Inspection of BU, CU, VVPAT, connecting cable, connector, latches, carrying cases etc., will be conducted to ensure there is no damage or breakage of plastic parts, latches, switches etc. Any defect in the unit will be noted down against unit serial number. Replacement of plastic parts, latches, switches etc. which are permissible (as per detailed SoP for FLC of BEL/ECIL) in the field.
- (c) **Functionality checks using P-FLCU by authorised engineers of BEL/ECIL:** The functionality checks of CU, BU & VVPAT will be conducted using P-FLCU as per the detailed procedure contained in the P-FLCU user manual for field engineers.
- (d) **Symbol Loading in VVPAT using SLU by authorised engineers of BEL/ECIL:** P-FLCU passed Voter Verifiable Paper Audit Trail (VVPAT) shall be moved to Symbol Loading table before moving to manual FLC table. Symbol loading in VVPAT shall be done using SLU as per the SLU user manual and facilitation of simultaneously viewing of symbol loading on Monitor to the representatives of National and State Recognized political parties. Only dummy symbols prescribed by the ECI shall be loaded in the VVPATs for conduct of FLC and Mock polls.

(e) Full functionality checks:

- (i) Diagnostic test of each BU, CU and VVPAT prescribed by the manufacturer.
- (ii) Check response of all switches and carry out tests prescribed by the manufacturers as per the SoP to confirm all the components of the EVM are original. BEL and ECIL engineers will certify in **Annexure-3** that all the components of the EVMs are original.
- (iii) In order to provide assurance to the political parties, the authorised engineers will ensure opening of cabinets of BU & CU in the presence of the representative of National and State Recognised Political parties during FLC and carry out visual inspection of PCB to check for spurious components, if any. Any discrepancy should be brought to the notice of DEO or his representative immediately. Seal the cabinet of the CUs with Pink Paper Seals as per the SoP.
- (iv) For conducting FLC of BU, CU & VVPAT together, Mock poll of 6 votes against each candidate button shall be conducted and electronic count of CU will be tallied with VVPAT paper slips of each VVPAT.
- (v) Whenever, additional BUs or CUs or VVPATs are required to be added with the EVMs and VVPATs of already conducted FLC-OK EVMs at later stage like commissioning, de-novo FLC of additional units shall be conducted.
- (vi) Once the unit is passed, Green FLC OK sticker will be pasted on Control Unit (CU)/ Ballot Unit (BU)/Voter Verifiable Paper Audit Trail (VVPAT).
- (vii) Red Sticker with reasons of rejection will be pasted on FLC-rejected units.
- (viii) Ensure signatures of BEL/ECIL Engineers and the representative of DEO on both red/green stickers as applicable.
- (ix) Pink Paper Seals will be pasted on FLC-OK CU and signed by FLC Engineer and FLC supervisor.
- (x) If any EVM is found to be defective, it will be kept aside and sent to the factory of BEL and ECIL for repairs **within 7 days** of completion of FLC in the district. CEO shall club despatches from more than 1 district to economise transport.
- (xi) In case of bye-elections to Parliamentary and Assembly Constituencies, all the defective EVMs & VVPATs pertaining to First Level Checking, commissioning, dispersal and mock poll replacement shall be sent together to the respective manufacturers namely: BEL and ECIL for repairing purpose **within 7 days of completion of the bye-election(s)**.
- (xii) Superscription on the cabinet/carrying cases of EVM and VVPAT with marker pen or any other pen is **strictly prohibited** to avoid defacing of the machines.



- (xiii) No electronic repair of the machine shall be carried out in the field. Changing of electronic components of the machines in the field is strictly prohibited.
- (xiv) BEL/ECIL FLC Engineers shall bring with them the detailed Standard Operating Procedure (SoP) mentioning the step-by-step instructions of checking of the machine. Copy of this SoP shall be pasted prominently at FLC Hall.
- (xv) List of equipment and spares, which the engineers shall be allowed to carry with them in FLC Hall is attached as **Annexure-4**.

(f) Conduct of Mock Poll by officials/Staff/FLC Engineer deputed by DEO:

- i) Casting of 6 (six) votes **against each of the 16 candidate buttons**, observation of result and clearing of mock poll data will be done for each EVM (BU+CU) and VVPAT by FLC Engineers.
- ii) A load test on 1% of the randomly selected FLC-OK EVMs and VVPATs will be conducted by connecting 4 BUs to 1 CU and 1 VVPAT and casting at least 1 vote for each candidate button of connected BUs (i.e. 64 votes) and tallying the VVPAT slips count with the CU count.
- iii) Additionally, mock-poll in **1% of EVMs & VVPATs of 1200 votes, in 2% of EVMs & VVPATs of 1000 votes and in 2% of EVMs & VVPATs of 500 votes** shall be done **in the presence** of the representatives of political parties and electronic count shall be tallied with VVPAT slips count.
- iv) Representatives of political parties shall be allowed to pick machines randomly for the purpose of mock-poll and also do the mock poll themselves, if they so desire and their signatures will be obtained in the register at **Annexure-5** and **Annexure-6**, respectively.
- v) In rest of the machines, number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties.
- vi) Signatures of representatives of political parties shall be taken in a register in **Annexure-7** as a token of confirmation that there are no discrepancies between the VVPAT paper slips count and electronic count of Control Unit.
- vii) Destruction of VVPAT paper slips generated during FLC shall be done on daily basis through shredding machine.

(g) Data upload in EMS: Unique ID of FLC-OK units will be uploaded (In case of Control units along with Unique Serial Number of Pink paper seals) using EMS mobile App by the authorised official of DEO, on a daily basis. Unique ID of rejected Units with rejection details will be uploaded to EMS using FMS mobile app, on a daily basis, by FLC engineers.

(h) Uploading PFLCU Data: At the end of the day the FLC In charge (BEL/ECIL) shall move all PFLCUs to the internet room (Room with PC & Internet) of the FLC Centre and upload the PFLCU data to respective factory server on a daily basis. In case of physical and Plastic Damages, Data which could not be captured by PFLCU, shall be manually entered into application against unit serial number. Further, FLC

Data will be sent to BEL/ECIL FLC server through internet using "Field FLC Data Transfer" Application only.

(i) Flow chart for the FLC procedure is attached at Annexure-8.

9. Sealing of plastic cabinet of Control Unit of EVMs with modified Pink Paper Seal

(a) In order to ensure that the Control Unit of EVM cannot be opened after First Level Checking of the EVMs, the cabinet of the Control Units shall be sealed with the modified Pink Paper Seal supplied by the Nasik Security Press, in the presence of the representatives of the National and State Recognised Political Parties present at the time of FLC, as per the following procedure:

- (i) Modified Pink Paper Seal has two portion/part of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.
- (ii) Remove the gummed paper from Pink Paper Seal carefully.
- (iii) These two Pink Paper Seals shall be pasted on two sides of the Cabinet of the Control Unit as shown in the figures:



Control Unit sealed with Modified Pink Paper Seal

(iv) For proper fixing of the seals, the BEL and ECIL shall emphasise the following:

- Proper handling of seals.
- The surface on which seal need to be applied should be clean and free from dust, dirt, water, chemical and oil.
- The peeling off/removal of seal from the release liner surface with clean finger nails.
- The application to the applicable surface should be done gently with thumb pressure of finger (4-5 times) to avoid possibility of air pocket, crease.
- The seal applied on the EVM surface should not be partially stuck and removed and re-used.

(v) While marking FLC-OK in EVM Management System (EMS) using Mobile App, the Unique Serial Number of Pink Paper Seal shall be entered by scanning QR-Code.

(b) Take signatures of the Engineer and the representatives of the National and State Recognised Political Parties present along with the party name in abbreviations below their signatures. Allow them

to note down the serial number of the pink paper seal.

(c) Marking of FLC-OK and FLC-Reject of machines in EMS should be done on daily basis.

(d) Maintain a register in **Annexure-9** for mentioning the unique number of CU and serial number of pink paper seal and take their signature and provide photocopy to the National and State Recognised Political Parties.

(e) Provide photocopy of list of FLC-OK Ballot Units, Control Units and VVPATs to the National and State Recognised Political Parties after completion of FLC and also to all the contesting candidates as soon as last date of withdrawal of candidature is over and take their acknowledgement.

(f) Ensure the availability of photocopy of the register at the time of Commissioning of EVMs/VVPATs.

10. Supervision of FLC

(a) FLC shall be carried out under the direct and close supervision of District Election Officer.

(b) The DEO shall nominate one officer not below the rank of Additional/Deputy DEO as FLC Supervisor to supervise the entire process of FLC. This officer shall be present in the FLC Hall for the entire duration of FLC. FLC Supervisor shall submit a certificate in **Annexure-10** to the CEO concerned through DEO before starting of FLC to the effect that all the arrangements of FLC have been done as per EC1 instructions.

(c) District Election Officer shall invariably conduct a daily inspection of the FLC venue & FLC process to ensure that the FLC is being carried out as per the instruction of the Commission. The process of FLC shall be webcast & continuously recorded. Video CD will be kept in the custody of DEO.

(d) Webcast cameras shall be installed in the FLC Hall in such a manner that the process of FLC can be fully seen on webcast. The web link shall be shared with CEO and EC1, preferably as a single dashboard view with individual links for all the FLC centres.

(e) Control Room shall be set up at CEO office for monitoring through webcast whether FLC instructions & procedures are being fully followed.

(f) After completion of the FLC of all the BUs, CUs and VVPATs and updating of FLC-Status in the EMS, DEOs shall submit a Certificate to this effect to the CEO in the format given at **Annexure-11** and CEO will submit a consolidated certificate for all the districts to the Commission.

11. Inspection of preparedness and quality check of FLC:

(a) In case of bye-election(s) to Parliamentary/Assembly Constituency(ies), EVM Nodal Officer of the State/UT concerned shall do inspection.

(b) In case of General Election to Lok Sabha/State Legislative Assembly, Nodal Officer(s) of other States/UTs shall be deputed to do surprise inspection. In Lok Sabha election, State

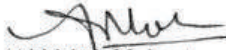
Officers/NLMTs/ECI Officers and consultants can also be deputed.

- (c) Deputed officers will submit report to the Commission in **Annexure-12**.
- (d) CEO shall also depute teams to conduct surprise inspection of FLC process in the districts from time to time. The report of such inspection undertaken by CEO shall be submitted to the Commission.

12. Security measures for EVMs after FLC of EVMs:

- (a) Comprehensive arrangements should be made for round-the-clock security of the strong rooms having EVMs after First-Level-Checking.
 - (b) Minimum one section of State Armed Police shall be deployed for 24X7 security of Strong room having FLC "OK" done EVMs/VVPATs.
 - (c) The entry point of strong room having EVMs after FLC shall have 24X7 CCTV coverage round the clock.
 - (d) **There should be sufficient arrangement of fire extinguishers and fire alarm near and inside the strong room.**
 - (e) A log book shall be maintained by the security personnel in which entry should be made about date, time, duration and name(s) of anyone entering near the strong rooms. This includes visits by the Observers or DEOs or SPs or Political Parties/candidates or their agents or any other person.
13. These instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Abhishek Mohan)
Under Secretary

Annexure-1

(Attendance Register for National and State Recognised Political Parties-FLC Hall)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:.....

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No.with date	Signature of representative	Remarks, if any.

Note: If the representative of a party is absent the proof of due service of notice to the party should be pasted in the register.

(Name and signature of engineers of BEL/ECIL with ID No.)

(Name, designation, signature of officers nominated by District Election Officer)

Annexure-2

SOP for Cleaning of Plastic Cabinet and Carrying Cases

Purpose: The purpose of cleaning of cabinets and carrying cases of EVM/VVPATs is to remove all the previous traces, tags, markings, stickers and any other display tags related to its earlier usage which if not removed properly, may mislead information in its future assigned use.

Objects for Cleaning on the Cabinet & Carrying Case:

Tags, Seal, FLC Stickers, Pink Paper Seal, Other previous poll displays, Markings over Boxes.

Detail: The following Tags, Seal, display are normally found on the cabinet/ carrying case of EVM/VVPAT after being used for Election.

- (a) **BU:** Ballet Papers, Transparent Ballot Paper screen address Tag, Top & Bottom Latches address Tag, Pink Paper Seal, Green FLC Sticker.
- (b) **CU:** Battery Compartment address Tag, Candidate Set compartment address Tag, Special Tag, Green paper Seal, Outer paper strip seal, CRC door address Tag, Green FLC sticker, Pink Paper Seal, Superscriptions.
- (c) **VVPAT:** Paper Roll Compartment address tag Seal, Ballot Slip Compartment Address Tag Seal, Green FLC sticker, superscription.
- (d) **Carrying Case:** Marking/display of information such as District Name, AC/PC number & Name, Polling Station number, other information of previous poll.

Method: For Surface Cleaning & to remove the Stickers and Tags, the recommended chemical is “ISO Propyl Alcohol”. The Cotton waste is to be used to apply the chemical on the surfaces of Cabinet & Carrying case.

The Cotton waste should be soaked sufficiently with the ISO Propyl alcohol and gently rubbed on the stickers/tags which are to be removed without any damage or scratching on the body. Cleaning process may be repeated till the stickers are completely removed.

In any case, the ISO Propyl alcohol should not be directly poured on the Cabinet or Carrying case body, but it has to be applied through cotton waste only.

Other Instructions:

1. Writing on the carrying case body using permanent marker should be avoided and appropriate stickers to be used for display of other relevant information such as AC/PC number, AC/PC name, district name etc. Removal of permanent marker “markings” require repeated forced rubbing even with the ISO Propyl alcohol and may damage the surface.
2. ISO Propyl alcohol being a flammable material, proper storage & handling protocol to be maintained.
3. The General instruction on safety and handling of ISO Propyl alcohol are as under. Specific instructions can be referred from the Material Safety Data Sheet supplied along with the ISO Propyl alcohol by the supplier/ manufacturer:-

HAZARDS IDENTIFICATION

- (a) **Primary Entry Routes:** Inhalation, skin, eyes and ingestion.
- (b) **Acute Effects:** Inhalation of vapours irritates the respiratory tract. Exposure to high concentration has a narcotic effect producing symptoms of dizziness, drowsiness, headache, staggering, unconsciousness and possibly death.
- (c) **Aggravation of Pre-existing conditions:** Persons with pre-existing skin disorders or impaired liver, kidney or pulmonary function may be more susceptible to the effects of this chemical.

FIRST AID MEASURES

- (a) **Eyes :** Immediately flush eyes with plenty of water for at least 15 minutes. Lifting lower & upper eyes lids occasionally. Get medical attention immediately.
- (b) **Skin :** Immediately flush skin with plenty of water for at least 15 minutes. Call a physician, if irritation develops.
- (c) **Inhalation :** Remove affected person to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention.
- (d) **Ingestion :** Give large amount of water to drink. Never give anything by mouth to an unconscious person. Get medical attention.

FIRE FIGHTING MEASURES

- (a) **Extinguishing media:** Water spray, Dry chemical, Alcohol Foam or CO₂ Water Spray may be used to keep fire expose container cool, dilute spills to non-flammable mixtures and to protect personnel attempting to stop leak and disperse vapours.
- (b) **Fire fighting instructions:**In the event of fire, wear full protective clothing and self-contained breathing apparatus with full face piece.

STORAGE REQUIREMENTS: Store in a cool, dry, well ventilated area away from heat source. Storage and usage area should be clarified as "No smoking Area".

ECOLOGICAL INFORMATION: Prevent spillage from entering drains or water sources. After spills, wash area with water preventing run-off from entering drains. When released into water, this material may bio-degrade to a moderate extent.

Annexure-3

(Certification of EVMs by BEL/ECIL)

Name of State/UT:

Name of District:

Address of hall:

Date:.....

It is certified that tests prescribed by BEL/ECIL to ascertain that all components are original were carried out on the EVMs listed below on.....(date). On the basis of these tests it is certified that all components of the EVMs listed below are original.

CU Identification No.	BU Identification No.

(Name & signature of BEL/ECIL engineers with ID No.)

(Names of Representatives of political parties with their party affiliation and signature)

(Name, designation, signature of officers nominated by District Election Officer)



Annexure-4

Tools and Spares to be brought by BEL/ECIL Engineers for FLC

1. TOOLS TO BE CARRIED BY ENGINEERS

- a) Screw Drivers, forceps, nose-pliers;
- b) Multi-meter;
- c) Symbol loading Unit with Accessories (SLMD with all connecting cables); and
- d) P-FLCU

2. SPARE-PARTS AND OTHER MATERIAL TO BE BROUGHT BY ENGINEERS

- a) Flaps
- b) Close Caps
- c) Latches
- d) Cables (BU,VVPAT)
- e) Buttons(Ballot, Total, Close, Result, Clear & Candidate)
- g) Spare parts mentioned above (a) to (e) should be 20% of the number of EVMs/VVPATs to be tested
- f) High Resolution Photographs of component side of CU-PCB and BU-PCB
- g) FLC Stickers {FLC-OK(Green),FLC-Failed(Red)}
- h) Temper seals
- i) VVPAT Stickers(Transportation, Working and Unlock before Switch ON)
- j) Coin Cells(RTC Battery);and
- k) Ballot Paper of Dummy symbol



Annexure-5

(Mock Poll Selection Certificate during FLC of EVMs)

Date:

Name of State/UT:

Name of District:

Address of hall:

It is certified that I have been allowed to pick machines (EVMs as well as VVPATs) randomly for the purpose of mock-poll.

Sl. No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Annexure-6

(Mock Poll by Representatives of National and State Recognised Political Parties during FLC of EVMs)

Date:.....

Name of State/UT:

Name of District:

Address of hall:

It is certified that I have done mock poll on..... EVMs along with VVPATs and I am fully satisfied with the functioning of EVMs and VVPATs.

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Annexure-7

(Mock Poll certification during FLC of VVPATs)

Date:.....

Name of State/UT:
Name of District:
Address of hall:

It is certified that the results of the printed ballot slips of VVPATs (*list of unique ID of VVPATs attached*) have been tallied with the electronic result of the respective Control Units. There are no discrepancies between the electronic count of the Control Units and count of printed ballot paper slips of VVPATs.

S.No.	Name of National/State Party	Name of representative of political party with party affiliation	Identity document No. with date	Signature of representative	Remarks, if any.

Name of Engineers of BEL/ECIL (Signature)

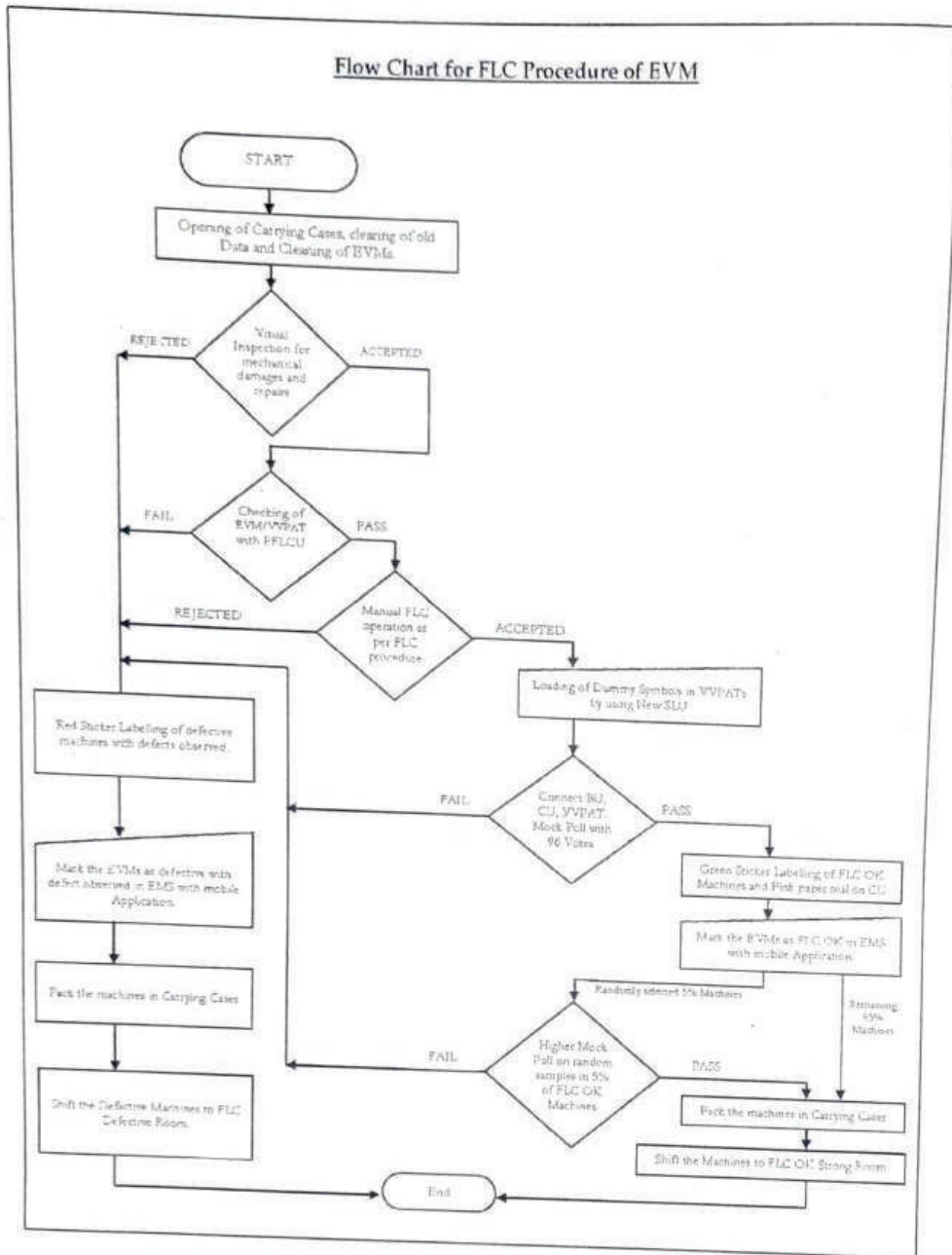
- 1.
- 2.
- 3.

(Signature).....

Name of FLC-Supervisor.....

Designation.....





Annexure-9

(Sealing of Control Unit of EVMs using Pink Paper Seal)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:

It is certified that the sealing of the Control Units using Pink Paper Seals has been done in my presence. I have put my signature on the Pink Paper Seals after sealing of the Control Units and I am satisfied with the sealing of the Control Units.

Sl.No.	Unique ID No. of Control Unit	Pink Paper Seal Number

(Name, designation, signature of officers nominated by District Election Officer)



Annexure-10

(Certificate on arrangement for FLC by DEO)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:.....

S.No.	Particulars	(Yes/No)
1	Whether FLC hall is sufficiently large to accommodate the EVMs and VVPATs to be checked, officials nominated by the DEO, engineers of BEL and ECIL and also representatives of political parties.	
2	Whether FLC Hall well-lighted, well ventilated and dust free.	
3	Whether FLC area has been barricaded and sanitized by police	
4	Whether adequate arrangement of fire extinguishers and fire alarm has been made inside and outside the hall.	
5	Whether hall is free from any other electronic device or components of electronic devices	
6	Whether facilities of drinking water, toilet, first aid etc are available	
7	Whether there is only one entry and exit point to the hall and guarded by armed police force round the clock.	
8	Whether door frame, metal detector are installed	
9	Whether arrangement for frisking has been made	
10	Whether Identity Cards for entry into the FLC hall to the authorized officials/Representatives of political parties have been issued by the District Election Officer	
11	Whether arrangement of webcasting have been made	
12	Whether log book to record entry of every person has been kept at FLC hall	
13	Whether a separate log book (i.e. duty roster) to be maintained for armed police force deployed for FLC hall has been kept at FLC hall	
14	Whether all required registers and formats are ready and kept in FLC Hall	
15	Number of Armed Police Personnel in each shift	

I have personally inspected the above arrangements.

(Name and Signature of District Election Officer)



Annexure-11

(Certificate on completion of FLC process)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:.....

It is certified that FLC process has been completed on.....(date) as per instructions of the Commission on First Level Checking of EVMs and VVPATs. I personally inspected FLC on following dates:

The status of EVMs and VVPATs after completion of FLC is as under:

Name of District	Available in the District			FLC Ok Quantity			FLC Reject Quantity		
	BU	CU	VVPAT	BU	CU	VVPAT	BU	CU	VVPAT

The defective EVMs and VVPATs shall be shifted to the manufacturer (BEL/ECIL) on.....i.e. within 7days from the date of completion of FLC process in the district.

(Name and Signature of District Election Officer)



Annexure-12

Part-I (Inspection Report of arrangement for FLC)

Name of State/UT:.....
 Name of District:.....
 Address of FLC Hall:.....
 EVMs/VVPATs of BEL/ECIL:.....

Date:.....

S. No.	Particulars	Report
1.	Total Number of Polling Stations.	
2.	Quantity of units (a) Balloting Units (b) Control Units (c) VVPATs	
3.	Number of engineers deployed by BEL/ECIL.	
4.	Expected FLC start date.	
5.	Whether FLC hall is sufficiently large to accommodate the EVMs and VVPATs to be checked, officials nominated by the DEO, engineers of BEL/ECIL and also representatives of political parties.	
6.	Whether FLC hall well-lighted, well ventilated and dust free.	
7.	Whether adequate arrangement of fire extinguishers and fire alarm has been made inside and outside the FLC hall.	
8.	Whether FLC area has been barricaded and sanitized by police.	
9.	Whether the hall is free from any other electronic device or components of electronic devices.	
10.	Whether facilities of drinking water, toilet, first aid etc. are available.	
11.	Whether there is only one entry and exit point to the hall and guarded by armed police force round the clock.	
12.	Whether Door Frame Metal Detector are installed.	
13.	Whether arrangement for frisking has been made.	
14.	Whether Identity Cards for entry into the FLC hall to the authorised officials/representatives of political parties have been issued by the DEO.	
15.	Whether webcasting showing FLC tables clearly visible in DEO's chamber.	
16.	Whether log book to record entry of every person has been kept at FLC hall.	
17.	Whether a separate log book (i.e. duty register) to be maintained for armed police force deployed for FLC hall has been kept at FLC hall.	
18.	Whether all required registers and formats mentioned in the Commission's letter No. 51/8/INST/2022-EMS, dated 13 th September, 2022 are ready and kept in FLC hall.	
19.	Number of Armed Police Personnel planned in each shift.	
20.	Whether all National and State Recognized Political Parties at district and State level have been invited in writing and notices duly served.	

(Signature)
 Name and Designation



Part-II (Inspection Report of quality of FLC)

Name of State/UT:.....

Name of District:.....

Address of FLC Hall:.....

EVMs/VVPATs of BEL/ECIL:.....

Date:.....

S. No.	Particulars	Report
1.	Total Number of Polling Stations.	
2.	Quantity of units subject to FLC (a) Balloting Units (b) Control Units (c) VVPATs	
3.	Total number of BEL/ECIL. authorised engineers present.	
4.	Date of FLC start	
5.	Quantity of units FLC done so far (a) Balloting Units (b) Control Units (c) VVPATs	
6.	Name and designation of FLC Supervisor appointed by DEO	
7.	Photocopies of attendance register of political parties	
8.	Who is monitoring Webcasting of FLC process in the Control Room?	
9.	SoP to confirm that all components of the EVMs are original is available with authorised engineers of BEL/ECIL.	
10.	SoP mentioning the step-by-step instructions of checking of the machines is pasted prominently at FLC hall.	
11.	PCB and other components of EVMs are shown to the representatives of political parties.	
12.	Whether DEO is conducting a daily inspection of the FLC venue and FLC process.	
13.	Whether ECI instructions on FLC process are being followed in letter and spirit.	
14.	Kindly mention below shortcomings or suggestions for improvement.	

(Signature)
Name and Designation



Checklist on Probable Shortcomings During FLC

(To be submitted with Part-II of Inspection Report)

Name of State/UT:.....

Name of District:.....

Address of FLC Hall:.....

EVMs/VVPATs of BEL/ECIL:.....

Date of visit:.....

S. No.	Particulars	Report
1	Whether web-casting is covering the entire FLC process i.e. CCTV coverage is available in all Halls where FLC process is going on and same is visible at web-casting.	
2	Quality of cleaning of cabinets and carrying cases of machines	
3	Whether FLC-OK and FLC-Rejected units are kept in separate rooms	
4	Whether FLC-OK and FLC-Rejected status is updated in EMS on daily basis i.e. no FLC-OK machine of previous day is pending for updating in EMS.	
5	Whether Pink Paper Seals are affixed on FLC-OK CUs properly.	
6	Whether sufficient quantity of spare plastic parts viz. buttons, covers and latches etc. are available at FLC Hall.	
7	Whether paper shredding machine is available in the FLC Hall to shred the VVPAT slips. If Yes, whether VVPAT slips are disposed of on daily basis.	
8	Observations on functional and physical status of randomly selected 10 FLC-OK units (i.e. 5 CU + 5 VVPAT) checked on the visit date.	
9	Observations on functional and physical status of randomly selected 10 FLC-Rejected units (i.e. 5 CU + 5 VVPAT) checked on the visit date.	
10	Whether the reason of rejection mentioned for the FLC-rejected units checked by you was correctly mentioned in the record.	
11	a) No. of Engineers Deployed in the District	
	b) No. of Engineers available in the District	
	c) If there is any difference between 11(a) & 11(b), reasons thereof.	

Date:

(Signature)
Name and Designation



ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/INST/2022-EMS

Dated: 20th September, 2022

To

The Chief Electoral Officer of
All the States and Union Territories

Subject: EVM/VVPATS: common mistakes to be avoided during different stages of election period-a checklist of don'ts- Regarding.


Madam/Sir,

Kindly find herewith attached checklist on the subject matter.

2. In this regard, it is stated that the referred 'Checklist of Don'ts' may be used for making posters/ short videos/ other audio visual presentation, etc, as deemed fit for the purpose of training of election officials so that such common mistakes are avoided during different stages of election process. The training material as referred may be made in local/ regional languages.

3. Action taken on the matter may be intimated to the Commission by 15/10/2022. Further, the same may be taken up on priority by the poll-going States of 2022 and 2023.

Yours faithfully,


(Rakesh Kumar)
Under Secretary

EVM/VVPATS: COMMON MISTAKES TO BE AVOIDED DURING DIFFERENT STAGES OF ELECTION PERIOD

- A CHECKLIST OF DON'TS-

TOPICS COVERED:

1. GENERAL
2. DURING STORAGE
3. TRANSPORTATION
4. FIRST LEVEL CHECKING
5. TRAINING AND AWARENESS
6. RANDOMIZATIONS
7. DURING COMMISSIONING
8. DURING DISPERSAL TO POLLING STATIONS
9. DURING MOCK POLL
10. DURING POLL
11. AFTER POLL
12. DURING COUNTING
13. AFTER COUNTING
14. FOR PENDING EP

I. GENERAL	
1	Don't allow the units to be handled by any unauthorised personnel/staff
2	Don't move/keep/store EVM/VVPAT in any unauthorised place.
3	Don't shift any EVM/VVPAT without making entry in EMS.
4	Don't leave any EVMs & VVPAT without 24X7 security.
5	Don't damage any seal of the BU, CU & VVPAT.
6	Don't burn any VVPAT slips.
7	Don't leave VVPAT Paper Lock in vertical position during transportation.
8	Don't position the EVM & VVPAT near an open window or any direct light/high-illumination source in the polling Station.
9	Don't forget to put paper lock position in vertical position before switching ON the CU.
11	Don't move/shift the units anywhere during the period from - Commissioning to the Counting Day - except EVMs & VVPAT required for use in poll.
12	Don't switch ON CU before VVPAT paper roll knob is in unlocked condition (vertical position).
13	Don't remove cables without pressing the clips on the connectors.
14	Don't insert cables by pressing the clips on the connectors.
15	Don't switch OFF CU unless all 7 slips are printed and cut.
16	Don't connect or disconnect EVM and VVPAT cables when CU switch is ON.
17	Don't switch ON/OFF CU repeatedly.
18	Don't leave EVMs and VVPATs unattended.

2. DURING STORAGE OF EVMs and VVPATs	
1	Don't open and close EVM warehouse without intimation and participation of the representatives of National and State Recognised Political Parties
2	Don't keep other material whether election related or not (except the documents/materials prescribed by the Commission) with EVM and VVPAT.
3	Don't forget to install fire extinguisher at FLC centre, Warehouse, Strong room.
4	Don't store EVM and VVPAT at any place below the Tehsil Headquarters-level
5	Don't keep various models of EVM and VVPAT at same room/hall of the warehouse
6	Don't keep/mix EVM and VVPAT of other election management bodies(viz. State Election Commission etc.) with ECI EVM and VVPAT
7	Don't forget to disconnect electricity inside room/hall having EVM/VVPAT
8	Don't forget to seal all other doors/windows (except entry/exit door) using brick-masonry or concrete
9	Don't make EVMs & VVPAT warehouse in the Educational Institute.
10	Don't open the strong room/warehouse having EVM and VVPAT pertaining to Election Petition for any purpose without approval of the Court concerned
11	Don't forget videography of opening and closing of warehouse/strong room
12	Don't forget to maintain Log Book for each entry and exit.
13	Don't forget to maintain Duty Roster of security personnel.
3. TRANSPORTATION	
1	Don't transport EVM and VVPAT without GPS/Mobile app-based tracking.
2	Don't transport EVM and VVPAT in un-containerized vehicles
3	Don't transport EVM and VVPAT without armed security
4	Don't transport VVPAT in unlock position of the paper roll knob (vertical position)
5	Don't forget to invite the representatives of National and State Recognised Political Parties while sending or receiving EVMs and VVPATs from warehouse/strong room.
6	Don't forget to coordinate with the DEOs concerned in case of Factory to State, State to Factory, Inter-State and Intra-State transportation of EVMs and VVPATs.
4. FIRST LEVEL CHECKING	
1	Don't allow to take any electronic device inside FLC Hall except those items permitted by ECI.
2	Don't forget to install Door Frame Metal Detector (DFMD) at FLC centre.
3	Don't allow any person inside the FLC hall without proper frisking.
4	Don't forget to dispatch the FLC rejected Units to the factory for repairs after completion of FLC.
5	Don't forget to mark FLC OK, FLC rejected unit in EMS on a daily basis.
6	Don't forget to conduct mock poll in 5% randomly selected EVMs & VVPATs(1200 votes in 1% EVMs, 1000 votes in 2% EVMs and 500 votes in 2% EVMs)
7	Don't forget to paste pink paper seal on CU

8	Don't use real election symbol during FLC and Training & Awareness
9	Don't leave VVPATs slips generated during FLC / T&A without shredding on daily basis.
10	Don't forget to install fire extinguisher at FLC centre, Warehouse, Strong room.
11	Don't forget to intimate in writing FLC schedule to National and State Recognised Political parties at District Headquarters as well as State Headquarters
12	Don't appoint FLC Supervisor below the rank of Deputy Election Officer
13	Don't forget to submit FLC Preparedness Certificate before starting FLC
14	Don't allow other equipment inside the FLC hall except those mentioned in FLC SoP
15	Don't forget to barricade and sanitize FLC area by police.
16	Don't allow entry to FLC hall without production of Identity Card issued by the DEO.
17	Don't forget to frisking of every person/officer/engineer at every entry and exit.
18	Don't forget to install TV/Monitor display with HDMI input for each SLU under use in FLC hall.
19	Don't forget to paste FLC SoP in FLC Hall.
20	Don't allow any person/official except authorized staff and engineers of Bharat Electronics Limited and Electronics Corporation of India Limited, as the case may be, to conduct FLC
21	Don't keep FLC OK and FLC Reject EVM and VVPAT in the same strong room
22	Don't forget to share list of FLC OK units to National and State Recognised Political Parties after completion of FLC with proper acknowledgment
5. TRAINING & AWARENESS	
1	Don't forget to mark those EVM and VVPAT in EMS as 'Training/Awareness'
2	Don't forget to paste a yellow colour sticker mentioning Training /Awareness on T&A EVMs.
3	Don't take out T&A EVMs more than 10% of total number of PS in the district.
4	Don't use units without FLC OK sticker for T&A.
5	Don't use real election symbol during training, Awareness, FLC of EVMs & VVPATs.
6	Don't forget to share list of EVM and VVPAT taken out for T&A to National and State Recognised Political Parties after completion of FLC with proper acknowledgment
7	Don't keep T&A units in FLC Strong Room or vicinity of FLC OK Strong Room. Keep them in separate designated warehouse/nearby training areas.
8	Don't forget to share the information of the designated warehouse to keep T&A EVMs and VVPATs
9	Don't forget to destroy VVPAT slips generated during Training and Awareness on daily basis
10	Don't operate EVM Demonstration Centre(s) set up at DEO, RO Headquarters/ Revenue Sub-Division Offices after announcement of election by the ECI.

11	Don't forget to re-introduce T&A EVMs and VVPATs as Poll Day Reserve after de-novo FLC, randomizations, candidate setting etc.
6. RANDOMIZATIONS	
1	Don't forget to intimate in writing 1 st Randomization schedule to National and State Recognised Political parties with proper acknowledgment
2	Don't allocate EVM and VVPAT AC-wise uneven during 1 st Randomization
3	Don't allocate Ballot Units more than Control Units during 1 st Randomization
4	Don't forget to receipt EVM and VVPAT AC-wise by scanning after 1 st Randomization
5	Don't forget to share list of 1 st Randomized EVM and VVPAT (AC-wise) to National and State Recognised Political Parties with proper acknowledgment
6	Don't forget to intimate in writing 2 nd Randomization schedule to all the contesting candidates/their agents with proper acknowledgment
7	Don't forget to share list of 1 st Randomized EVM and VVPAT (AC-wise) to the respective contesting candidates/their agents with proper acknowledgment
8	Don't miss out to update polling stations before 2 nd Randomization
9	Don't forget to share list of 2 nd Randomized EVM and VVPAT to all the contesting candidates/their agents with proper acknowledgment
7. DURING COMMISSIONING	
1	Don't forget to intimate in writing schedule of Commissioning of EVMs and VVPATs to all the contesting candidates/their agents with proper acknowledgment
2	Don't leave VVPATs slips generated during commissioning without shredding on a daily basis.
3	Don't forget to check correct loading of Serial Numbers, Names of Candidate and their Symbols in VVPATs
4	Don't forget to conduct mock poll of 1000 votes on 5% randomly selected EVMs as well as VVPAT during commissioning.
5	Don't keep VVPAT knob in Working mode (Vertical position) after commissioning
6	Don't set candidates in CU without connecting BU(s) and VVPAT.
7	Don't forget to share lists of EVMs and VVPATs to be used in polling stations (polling station-wise) and reserve EVMs and VVPATs
8. DURING DISPERSAL TO POLLING STATIONS	
1	Don't forget to ensure EVM/VVPAT is related to the particular polling station for which it has been allotted.
2	Don't take away any EVM & VVPAT to any unauthorised place like residence, etc.
3	Don't repeatedly switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll causing problems during the poll day.
4	Don't forget to switch OFF the CU while connecting or disconnecting the EVM units and VVPAT using cables
5	Don't pull the cable of BU & VVPAT while disconnecting from the CU.



6	Don't forget to earmark a government building as the cluster point for polling parties and for EVMs/VVPATs dispatch to polling stations on P-2/3. Don't use Police stations for such cluster points.
7	Don't switch on the VVPAT at the time of dispersal.
8	Don't connect Ballot Unit, Control Unit and VVPAT during dispersal
9	Don't keep VVPAT knob vertical (Working mode) while transporting.
10	Don't stay at any place other than designated place.
11	Don't remove any seal from BU, CU and VVPAT.
12	Don't use vehicle other than vehicle provided for dispersal.
9. DURING MOCK POLL	
1	Don't start mock poll, if no or one election agent is present. Wait for 15 minutes.
2	Don't stop mock poll without casting at least 50 votes.
3	Don't keep BU, CU and VVPAT on one table for mock poll. (Keep BU & VVPAT at voting compartment)
4	Don't forget to cast at least one vote to each candidate button including NOTA during mock poll
5	Don't leave any mock poll slips inside the VVPAT slips compartment after completion of mock poll on poll day.
6	Don't forget to delete mock poll data from the CU before starting of actual poll.
7	Don't keep mock poll VVPAT slips unstamped in black envelop.
8	Don't forget to tally EVM count with VVPAT slips count during mock poll.
9	Don't forget to fill Mock Poll Certificate (Part-I of Presiding Officer Report)
10	Don't start actual poll without sealing Result Section of CU and Drop Box of VVPAT and taking signatures of polling agents.
10. DURING POLL	
1	Don't operate the paper roll knob till the end of the poll.
2	Don't forget pressing of close button of CU after completion of poll.
3	Don't conduct mock poll in case of replacement of only VVPAT during the actual poll.
4	Don't hang any high illumination bulb over VVPAT at Voting Compartment
5	Don't Switch ON the Control Unit at the time of connection and disconnection of Ballot Unit, Control Unit and VVPAT
6	Don't Switch ON Control Unit when VVPAT paper roll knob is in lock position (horizontal position)
7	Don't forget to tape the interconnecting cable of BU/VVPAT to the leg of the table with 'transparent' adhesive tape.
8	Don't forget to press both side latches of connector while disconnecting the cable
9	Don't forget to clear mock poll data from the Control Unit and VVPAT mock slips from VVPAT in mock poll process
10	Don't enter into the voting compartment to educate illiterate how to cast vote. Use cardboard BU for this purpose.
11	Don't Switch OFF/Switch ON EVM during poll process

12	Don't forget to remove VVPAT Power Pack (Battery) from VVPAT before sealing of VVPAT in its carrying case after completion of poll
11.AFTER POLL	
1	Don't keep polled units and reserve units in the same strong room
2	Don't transport EVM and VVPAT in unauthorized vehicle (not notified for transport of EVM and VVPAT)
3	Don't store the "C" & "D" category of EVMs in the vicinity of "A" & "B" category of EVMs & VVPATs.
4	Don't leave the VVPAT battery inside the VVPAT after completion of poll.
5	Don't forget to intimate all the contesting candidates about the storage place of category A, B, C and D.
6	Don't keep polled units of two or more Assembly Constituency/Segment in the same strong room, after poll
7	Don't transport EVMs and VVPATs without escort after poll from polling stations to collection centre.
12.DURING COUNTING	
1	Don't obtain result from CUs without verifying seals.
2	Don't forget to write in pen, in space between counting supervisor's signature and signature of candidate/their agents/counting agents in Part-II for Form-17C "We, hereby certify that CU No.(s).....is/are the same which were used in the Polling Station No.....".
13.AFTER COUNTING	
1	Don't leave CU batteries inside CUs before storing them in the strong room after counting of votes.
2	Don't forget to remove VVPAT slips from all VVPATs after counting of votes before storing VVPAT in warehouse.
3	Don't open the strong room till the completion of EP period i.e. till EP list is received from respective High Court.
4	Don't store 2 or more than 2 ACs machines in same strong room after completion of poll and counting of votes till the completion of EP period.
14.FOR PENDING EP EVMs and VVPATs	
1	Don't open the strong room where EP related EVMs & VVPATs are stored, without permission of the Court, except in exceptional cases like flood, fire, etc.

Red

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No. 51/8/INST/2022-EMS

Dated: 3rd October, 2022

To

The Chief Electoral Officers of
all States and Union Territories.

**Subject: General/Bye Election to the House of the People/Legislative Assembly-
Mock drill of counting of VVPAT slips during training of Counting Staff –
regarding.**

Sir,

I am directed to refer to the Commission's letter No. 51/8/7/2019-EMLS, dated 1st January, 2020, regarding mock drill of counting of VVPAT slips, whereby the Commission had instructed that mock drill of VVPAT slip counting for training of counting staff shall be conducted in the presence of Observers appointed by the Commission.

2. The matter has been considered by the Commission and it has been directed that Mock drill of VVPAT slip count shall be included in training module of counting staff for a more in depth and hands on experience so that there is no need to rushup conduct of mock drill of VVPAT slip count for counting staff on previous day of counting of votes, which has logistical issues/problems.

3. It is, therefore, directed that henceforth the following instructions shall be followed on mock drill of VVPAT slip count during training of counting staff.

- i. EVMs and VVPATs pertaining to training and awareness shall only be used. In NO case, reserve EVMs and VVPATs shall be used for training of counting staff.
- ii. Only dummy symbols prescribed by the Commission vide its letter No. 51/8/INST/2017-EMS, dated 18th May, 2017 (copy enclosed) shall be used.
- iii. For mock drill of VVPAT slips counting during training, a dummy VVPAT Counting Booth (VCB) shall be made.
- iv. For training of counting staff at least 500 VVPAT slips shall be generated.
- v. VVPAT slips counting for training of counting staff shall be conducted in the VCB following due procedure of VVPAT slips counting.
- vi. Mock drill of VVPAT slip counting shall be done along with training of counting staff.
- vii. VVPAT Slips used for training/Mock drill shall be destroyed through shredding machine on a daily basis.

4. The above instructions of the Commission shall be brought to the notice of all concerned.

Encl:- As above

Yours faithfully,

Rakesh Kumar
(Rakesh Kumar)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2017-EMS

Dated: 18th May, 2017

To

The Chief Electoral Officers of
All States and Union Territories.

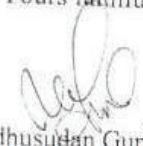
Subject: Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT.

Sir/Madam,

I am directed to forward herewith a copy of the Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT for kind perusal and compliance.

Any lapses in compliance of the above SoP shall be viewed seriously by the Commission. The same SoP shall be brought to notice of all concerned.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

Copy to

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Andhra Pradesh.

Standard Operating Procedure (SoP) for Training (including demonstration and awareness programme) of EVM & VVPAT

The Commission has directed that following SoP shall strictly be followed for Training (including demonstration and awareness programme) of EVM & VVPAT:

- EVM or/and VVPAT used for the aforesaid purpose shall be checked/tested by authorised engineer(s) of M/s Bharat Electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECIL), as the case may be, during First Level Checking (FLC).
- Only "FLC OK" units shall be used for training, demonstration and awareness campaign.
- Engineer(s) of BEL and ECIL shall ensure that there is no data (including ballot paper, in case of Ballot Unit) of previous election in the EVM and VVPAT also.
- Engineer(s) shall only use dummy symbols for ballot paper(s) and VVPAT as mentioned below:
 - For name of candidates- AAA, BBB, CCC,and so on;
 - For symbol of candidates- Alpha (α), Beta (β), Gama (γ).....and so on.

Sample:

For Training/Demo/Awareness		
1	AAA	α
2	BBB	β
3	CCC	γ
-	---	-
-	---	-

- Only Sample ballot papers, having dummy names and symbols, shall be used for training, demonstration, awareness campaign and First Level Checking of EVMs or/and VVPATs.
- BEL/ECIL shall ensure that engineers deputed for training, demonstration, awareness campaign and First Level Checking of EVMs or/and VVPATs must carry necessary equipment/Zig for symbol loading and preparation of sample ballot papers and printer for printing sequential print out of dummy data.



ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No. 51/8/INST/2022-EMS

Dated: 3rd October, 2022

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: General/Bye Election to the House of the People/Legislative Assembly- Storage & Safety arrangement of EVMs & VVPATs- Furnishing Report thereon- regarding.

Ref. Commission's letter No. 51/8/7/2019-EMLS, dated 1st January, 2020 regarding furnish report by Observer on storage & safety arrangement of EVMs & VVPATs.

Sir/Madam,

Kindly refer to the above.

2. In this regard, I am directed to state that as per the existing instructions General Observer and Police Observer jointly visit the strong rooms (s) earmarked for storage of polled EVMs and VVPAT within 3 days of reaching the assigned constituency(s) and submit their joint inspection report in the prescribed format (Annexure-I) annexed thereto. General Observers also visit the Counting Centre 2 days before the day of counting of votes and submit a report in the prescribed Format (Annexure-II) to the Commission on same day.
3. Now, the matter has been reconsidered and it has now been decided that General & Police Observers shall submit these reports to the Commission directly through Observer Portal only. These reports have been incorporated with the already existing mandatory reports to be submitted by the General & Police Observers during observer duty. In this regard, necessary provisions have already been made in the Observer Portal.
4. Considering the above, the existing instruction as cited under reference is superfluous and therefore withdrawn with immediate effect.
5. The above instructions of the Commission shall be brought to notice of all concerned.

Yours faithfully,

Rakesh Kumar
(Rakesh Kumar)
Under Secretary

Copy to all Sr. Principal Secretaries/Principal Secretaries/Secretaries/Under Secretaries and Zonal Section of ECI for information and necessary action.





“No voter to be left behind”



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001