सत्यमेव जयते

Compendium of Instructions, 2024 VOL-I

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No Voter to be left behind"

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Election Commission of India

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Compendium of Instructions
Volume-I

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B. OBSERVER AND MICRO OBSERVER

C. VIDEOGRAPHY & WEBCASTING

D. ELECTION EXPENDITURE MONITORING

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DISCLAIMER: *The Compendium of Instruction-2024 is a compilation of Instructions issued by the Commission time-to-time. Compilation has been prepared for the convenience of the user. In case of any discrepancy, original instruction of the Commission shall prevail.*

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Volume – I

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INSTRUCTION Sl. No. 1

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

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

No 464/INST/2023-EPS
Dated:6th June, 2023

To

The Chief Electoral Officers of
all States and UTs

Subject: Advance preparation for Bye-elections to Lok Sabha/ Assembly Constituencies in the States/ UTs - reg.

Reference: 1. No.464/INST/2008-PLN-1 Dated:13.05.2008

2. No.464/INST/2013-EPS Dated: 08.08.2013

Madam/Sir

In reference to the above-mentioned instructions issued on the subject cited, I am directed to state that the Commission has reviewed these instructions relating to preparation for bye-elections and issued the following consolidated instructions in supersession of all the existing instructions on the subject.

2. Bye-elections are held from time to time whenever seats fall vacant in Lok-Sabha as well as in Legislative Assemblies. As per the provisions of Sections 147,149,150 and 151 of the Representation of the People Act, 1951, a bye-election has to be held to fill a casual vacancy in Lok Sabha or of a State Legislature caused by the resignation, death, disqualification of a member of that House or setting aside election of a sitting member under an election petition.

3. Further under Section 151(A) of the Representation of the People Act, 1951, a bye-election for filling any casual vacancy has to be held within a period of six months from the date of the occurrence of the vacancy, if the remainder of the term of the House is not less than one year. Section 151A of the Representation of the People Act, 1951 is reproduced below: -

"151A. Time limit for filling vacancies referred to in sections 147, 149, 150 and 151.—Notwithstanding anything contained in section 147, section 149, section 150 and section 151, a bye-election for filling any vacancy referred to in any of the said sections shall be held within a period of six months from the date of the occurrence of the vacancy: Provided that nothing contained in this section shall apply if— (a) the remainder of the term of a member in relation to a vacancy is less than one year; or (b) the Election Commission in consultation with the Central Government certifies that it is difficult to hold the bye-election within the said period."

4. Thus, whenever any vacancy occurs, the Commission initiates action to fill up the vacancy, provided no Election Petition is pending in respect of the said seat, in which apart from challenging the election of the returned candidate, a prayer in the original petition or an additional prayer has been made for declaring

the petitioner himself or any other candidate as duly elected *[Ref: The decision of the Supreme Court in Telengana Rastra Samithi Case {2011(1)SCJ13}]*.

5. CEOs shall ensure that there is no delay in reporting about occurrence of any vacancy.

6. CEOs shall make the following preparative arrangements whenever a bye-election is likely to be held in any State: -

(i) As soon as the information is received about death, resignation, disqualification of any sitting member or setting aside election of a sitting member under an election petition that causes vacancy of a seat in the House, the CEO shall pursue the issue and find out whether the Lok Sabha/ Legislative Assembly has notified the vacancy, whether any Court has passed order in the context of disqualification etc., and ascertain the vacancy position and inform the Secretary of the Zonal Division immediately with a copy to the Secretary, Planning Division in the Election Commission of India.

(ii) The Election Commission will decide the date for conducting bye-elections taking into considerations various aspects. The CEOs instead of waiting for the formal announcement of bye-election schedule, shall initiate advance preparatory measures to ensure smooth conduct of poll. This includes preparation of electoral roll as per the existing instructions, FLC of EVM/VVPATs numbering 200% of PS within 30 days of occurrence of vacancy, assessment of the posting/ availability of RO/ARO, vacancy positions, if any, of key posts connected with bye-election, past data about the constituency covering the previous election, likely requirement of CAPFs etc.

(iii) A committee headed by the CEO along with State Police Nodal Officer and State CAPF Coordinator shall finalize requirements of CAPF promptly.

It is directed that as soon as a casual vacancy in either Houses of Parliament or State Legislative Assembly comes to the notice of the Chief Electoral Officers, they should coordinate with the concerned authorities and send a copy of notification of such vacancy and position of Election Petition in respect of that seat, in the attached format **(Annexure-1)**, immediately to the Commission. In addition to this, the vacancy shall also be reported on **Election Planning Portal** with all relevant details without any loss of time. All instruction contained in 464/Portal/2022/EPS dated 25th April 2023 shall be scrupulously followed.

The above instructions shall be strictly complied with for bye-elections to Lok Sabha and Legislative Assemblies.

Yours faithfully

(AJAY KUMAR VERMA)
SECRETARY

Annexure 1

Format: Information of vacancy/vacancies occurred in HOP/LA

SL. No.	Name of the State	Term of House Up to	No. and Name of Assembly/ Parliamentary Constituency	Date of Vacancy (Copy of notification to be enclosed)	Reason of Vacancy	Whether Election Petition is pending in respect of the said AC/PC	If yes, whether Further direction sought to declare the petitioner elected (Enclose details)	Remarks, if any

INSTRUCTION Sl. No. 2

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Tel. No. 011-23052246
Fax 011 23052001
Website: www.eci.gov.in

Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST-DEMP/2023/EPS

Dated: 11th July, 2023

To

The Chief Electoral Officers of

All States/Union Territories

Subject: District Elections Management Plan –regarding

Reference: 464/INST/2008/EPS Dated 24.10.2008

Madam/Sir,

Conduct of elections involves diverse activities at various levels performed by entire election machinery. One such activity is preparation of District Election Management Plan. The said activity plays a crucial role in conduct of free, fair and peaceful elections in a hassle free manner with proper management at ground level in organized and structured way. In the said direction, the Commission had issued instruction on District Election Management Plan in the past to ensure that the elections are conducted in free, fair and peaceful election.

2. District Election Officer shall prepare a comprehensive District Election Management Plan(DEMP) six months before the date of poll in last held relevant Election in consultation with SSPs/SPs and Sector Officers. The District Election Management Plan shall also include important aspects like Security Deployment plan, manpower plan, training plan, material plan, route mapping, communication plan etc. for conduct of elections. These are required to be vetted by the Observer, taking into account vulnerability mapping exercise and mapping of critical polling stations, in accordance with Election Commission of India's extant instructions on these subject matters.

3. Further, Commission has now, in supersession of referred instruction and Manual on District Election Management Plan 2016, has issued **Manual on District Election Management Planning, 2023**. For detailed guidance on preparation of District Election Management Plan, the latest **Manual on District Management Planning, 2023** may be referred. All the District Election Officers(DEOs) shall prepare the District Election Management Plan(DEMP) in accordance with the latest Manual on DEMP.

4. A soft copy of the **Manual on District Election Management Planning, 2023**, is being forwarded by email for ready reference. Manual on District Election Management Planning, 2023 can also be downloaded from the Commission's website. Two printed sample copies will be shared in due course and State/UT shall print copies as required.

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

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 3

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Tel. No. 011-23052246
Fax 011 23052001
Website: www.eci.gov.in
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST/2022-EPS

Dated: 11th July, 2023

To

The Chief Electoral Officers of

All States/Union Territories

Subject: Revision of Election Planner in connection with conduct of elections –regarding.

Sir/Madam,

With reference to subject cited above and considering the necessity of organized, methodical and precise advance election planning, I am directed to forward herewith a copy of the updated ELECTION PLANNER which has been prepared for the guidance, implementation and compliance by the election machinery during the current round of General Election and future elections.

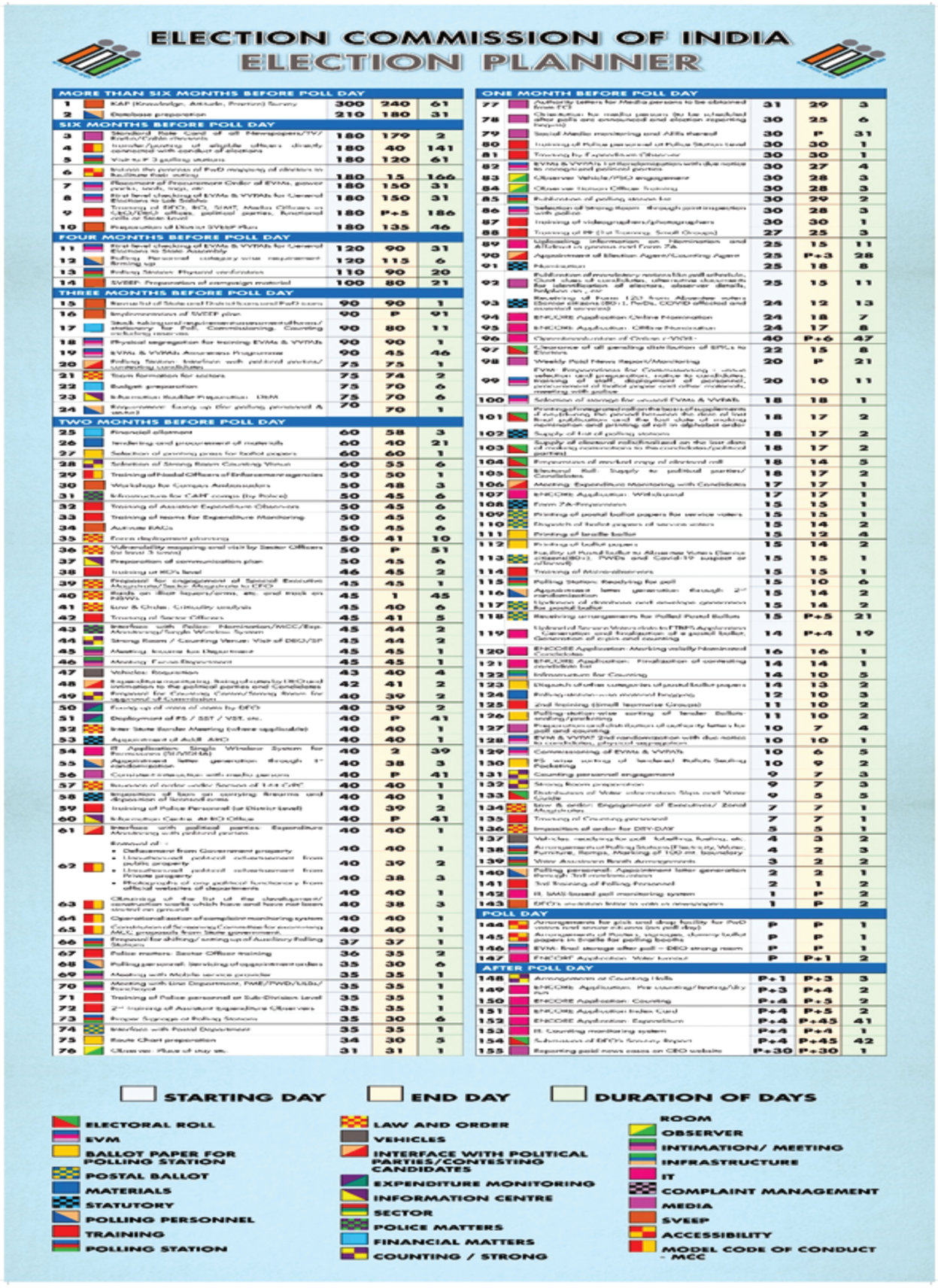
2. It is abundantly clarified that this ELECTION PLANNER is designed to serve as a ready reckoner and is only indicative in nature. The ELECTION PLANNER does not intend to replace, alter or supplant the extant election related statute and rules or the existing guidelines, instructions and procedures mandated by the Commission. In case of any confusion, conflict or ambiguity, the later shall prevail in totality.

3. The Chief Electoral Officers/Districts Election Officers may decide to prepare and use Micro-Plans with specific deadlines on each subjects and broad deadlines mentioned in the ELECTION PLANNER. The soft copy of the same has already been sent to your e-mail also.

4. The receipt of this letter may kindly be acknowledged.

Your faithfully

(Sanjeev Kumar Prasad)
Secretary



ELECTION COMMISSION OF INDIA
ELECTION PLANNER

MORE THAN SIX MONTHS BEFORE POLL DAY				
1	KAP (Knowledge, Attitude, Practice) Survey	300	240	61
2	Database preparation	210	180	31
SIX MONTHS BEFORE POLL DAY				
3	Standard Rate Card of all Newspapers/TV/ Radio/Cable channels	180	179	2
4	Transfer/posting of eligible officers directly connected with conduct of elections	180	40	141
5	Visit to P.S polling stations	180	120	61
6	Publish the premises of PwD misspelling of directors in Rashtriya Sahara	180	15	166
7	Placement of Procurement Order of EVMs, power packs, seals, tags, etc	180	150	31
8	First level checking of EVMs & VVPATs for General Elections to Lok Sabha	180	150	31
9	Training of DEO, RO, SVMT, Media Officers at CEO/DEO offices, political parties, functional cells at State level	180	P+5	186
10	Preparation of District SVEEP Plan	180	135	46
FOUR MONTHS BEFORE POLL DAY				
11	First level checking of EVMs & VVPATs for General Elections to State Assembly	120	90	31
12	Polling Personnel - category wise requirement firming up	120	115	6
13	Polling Station Physical verification	110	90	20
14	SVEEP: Preparation of campaign material	100	80	21
THREE MONTHS BEFORE POLL DAY				
15	Receipt of State and District Election Roll	90	90	1
16	Implementation of SVEEP plan	90	P	91
17	Stock taking and requirement assessment of forms/ stationery for Poll, Commissioning, Counting including reserves	90	80	11
18	Physical segregation for training EVMs & VVPATs	90	90	1
19	EVMs & VVPATs Awareness Programme	90	45	46
20	Polling Station Interview with political parties/ nominated candidates	75	75	1
21	Team formation for visions	75	74	2
22	Budget preparation	75	70	6
23	Instruction Booklet Preparation: DLM	75	70	6
24	Responsible Team up the polling personnel & vehicle	70	70	1
TWO MONTHS BEFORE POLL DAY				
25	Financial allotment	60	58	3
26	Tendering and procurement of materials	60	40	21
27	Selection of printing press for ballot papers	60	60	1
28	Selection of Strong Room/Counting Venue	60	55	6
29	Training of Postal Officers of Enforcement agencies	50	50	1
30	Workshop for Campus Ambassadors	50	48	3
31	Infrastructure for CAPF comps (by Police)	50	45	6
32	Training of Assistant Expenditure Observers	50	45	6
33	Training of teams for Expenditure Monitoring	50	45	6
34	Activate EMCs	50	45	6
35	Force deployment planning	50	41	10
36	Vulnerability mapping and visit by Sector Officers (in field 3 times)	50	P	51
37	Preparation of communication plan	50	45	6
38	Training at RO's level	46	45	2
39	Proposal for engagement of Special Executive Magistrate/Sector Magistrate to CEO	45	45	1
40	Briefs on illicit liquor/arms, etc. and track on NBWs	45	1	45
41	Law & Order, Criticality analysis	45	40	6
42	Training of Sector Officers	45	41	5
43	Interface with Police, Nomination/MCC/Exp. Monitoring/Tonglik Workflow System	45	44	2
44	Strong Room / Counting Venue: Visit of DEO/SP	45	44	2
45	Meeting: Income tax Department	45	45	1
46	Meeting: Excise Department	45	45	1
47	Vehicles: Requisition	43	40	4
48	Expenditure monitoring: Seizure by DEO/local intimation to the political parties and Candidates	42	41	2
49	Proposal for Counting Centre/Strong Room for approval of Commission	40	39	2
50	Fixing up of rates of vans by DEO	40	39	2
51	Deployment of FS / SST / VST, etc.	40	P	41
52	Inter State Border Meeting (where applicable)	40	40	1
53	Appointment of Audit AEO	40	40	1
54	IT Application: Single Window System for Nominations (NSWS&A)	40	2	39
55	Appointment letter generation through 1st randomization	40	38	3
56	Consistency checks with media persons	40	P	41
57	Issuance of order under Section of 144 CrPC	40	40	1
58	Imposition of ban on carrying firearms and deposition of licensed arms	40	40	1
59	Training of Police Personnel (at District Level)	40	39	2
60	Information Centre at RO Office	40	P	41
61	Interface with political parties: Expenditure Monitoring with political parties	40	40	1
62	Removal of: • Defacement from Government property • Unauthorised political advertisement from public property • Unauthorised political advertisement from Private property • Photographs of any political functionary from official websites of departments	40 40 40 40	40 39 38 40	1 2 3 1
63	Obtaining of the list of the development/ construction works which have and have not been started on ground	40	38	3
64	Operationalization of complaint monitoring system	40	40	1
65	Constitution of Screening Committee for examining MCC proposals from State government	40	40	1
66	Proposal for shifting/ sorting up of Auxiliary/Polling Stations	37	37	1
67	Police matters: Sector Officer training	36	35	2
68	Polling personnel: Issuing of appointment orders	35	30	6
69	Meeting with Mobile service provider	35	35	1
70	Meeting with Line Organisation: PWE/PWD/ULBs/ Panchayat	35	35	1
71	Training of Police personnel at Sub-Division Level	35	35	1
72	2nd training of Assistant Expenditure Observers	35	35	1
73	Proper Signage at Polling Stations	35	30	6
74	Interface with Postal Department	35	35	1
75	Route Chart preparation	34	30	5
76	Observer: Place of stay etc.	31	31	1

ONE MONTH BEFORE POLL DAY				
77	Authority letters for Media persons to be obtained from ECI	31	29	3
78	Orientation for media persons (to be scheduled after polls are announced and election reporting begins)	30	25	6
79	Social Media monitoring and MIS thereof	30	P	31
80	Training of Police personnel at Police Station level	30	30	1
81	Training by Expenditure Observer	30	30	1
82	EVMs & VVPATs: Letter/presentation with due notice to recognised political parties	30	27	4
83	Observer Vehicle/PRO engagement	30	28	3
84	Observer Liaison Officer Training	30	28	3
85	Publication of polling station list	30	29	2
86	Selection of strong room through joint inspection with police	30	28	3
87	Training of videographers/photographers	30	30	1
88	Training of PP (1st Training: Small Groups)	27	25	3
89	Uploading information on Nomination and Affidavit in premises not From 7A	25	15	11
90	Appointment of Election Agent/Counting Agent	25	P+3	28
91	Nomination	25	18	8
92	Publication of mandatory notices like poll schedule, Short cuts of candidates, other notice documents for identification of electors, observer details, helpline no., etc	25	15	11
93	Receiving of Form 12D from Absentee voters (Senior citizens (80+), PwDs, COVID affected and essential services)	24	12	13
94	ENCORE Application Online Nomination	24	18	7
95	ENCORE Application: Offline Nomination	24	17	8
96	Operationalization of Online e-VMR	40	P+6	47
97	Clearance of all pending distribution of EPICs to Electors	22	15	8
98	Weekly Paid News Report/Monitoring	20	P	21
99	EVM Preparedness for Commissioning (short selection and preparation, notice to candidates, training of staff, deployment of personnel, procurement of ballot paper, seal cover, materials, meeting with police	20	10	11
100	Selection of storage for unused EVMs & VVPATs	18	18	1
101	Printing of Integrated roll on the basis of supplements if anything by period between the date of last final publication and the last date of making nomination and printing of roll in alphabetical order	18	17	2
102	Supply of Roll at polling stations	18	17	2
103	Supply of electoral rolls/roll on the last date of making corrections to the candidates/political parties	18	17	2
104	Preparation of marked copy of electoral roll	18	14	5
105	Electoral Roll: Supply to political parties/ Candidates	18	17	2
106	Missing Expenditure Monitoring with Candidates	17	17	1
107	ENCORE Application: Withdrawal	17	17	1
108	Form 7A-Preparation	15	15	1
109	Printing of postal ballot papers for service voters	15	15	1
110	Dispatch of ballot papers of service voters	15	14	2
111	Printing of braille ballot	15	12	4
112	Printing of ballot papers	15	14	2
113	Facility of Postal ballot to Absentee Voters (Senior citizens(80+), PWDs and Covid-19 suspect or affected)	15	15	1
114	Training of Micro-observers	15	15	1
115	Polling Station: Reporting for poll	15	10	6
116	Appointment letter generation through 2nd randomization	15	14	2
117	Updation of electronic self-envelope generators for postal ballot	15	14	2
118	Receiving arrangements for Polled Postal Ballots	15	P+5	21
119	Uploaded Service Voters data to ETPBS Application Generation and finalization of e-postal ballot, Generation of login and mapping	14	P+4	19
120	ENCORE Application: Marking validly Nominated Candidates	16	16	1
121	ENCORE Application: Finalization of contesting candidate list	14	14	1
122	Infrastructure for Counting	14	10	5
123	Dispatch of other categories of postal ballot papers	14	13	2
124	Polling station wise manpower mapping	12	10	3
125	2nd training (Small Batchwise Groups)	11	10	2
126	Polling station wise sorting of Tender Ballots sending/pendency	11	10	2
127	Preparation and distribution of authority letters for poll and counting	10	7	4
128	EVM & VVPAT 2nd randomization with due notice to candidates, physical segregation	10	10	1
129	Commissioning of EVMs & VVPATs	10	6	5
130	PS wise sorting of Tendered Ballots Sealing Packeting	10	9	2
131	Counting personnel engagement	9	7	3
132	Strong Room preparation	9	7	3
133	Distribution of Voter information Slips and Voter Guide	9	5	5
134	Law & order: Engagement of Executives/ Zonal Magistrates	7	7	1
135	Training of Counting personnel	7	7	1
136	Imposition of order for DRY-DAY	5	5	1
137	Vehicles: reporting for poll, Marking, fueling, etc.	4	3	2
138	Arrangements of Polling Stations (Electricity, Water, Furniture, Ramps, Marking of 100 mt. boundary	4	2	3
139	Voter Assistance Booth Arrangements	3	2	2
140	Polling personnel: Appointment letter generation through 3rd randomization	2	2	1
141	3rd Training of Polling Personnel	2	1	2
142	IT: SMS-based poll monitoring system	1	P	2
143	DEO's invitation letter to web-streamers	1	P	2
POLL DAY				
144	Arrangement for pick and drop facility for PwD voters (not senior citizens (on poll day)	P	P	1
145	Arrangements of Purple 1, signages, dummy ballot papers in Braille for polling booths	P	P	1
146	EVM, final storage after poll – DEO strong room	P	P	1
147	FMCMT Application: Voter turnout	P	P+1	2
AFTER POLL DAY				
148	Arrangement of Counting Halls	P+1	P+3	3
149	ENCORE Application: Pre counting/Tentative/Ultimate run	P+3	P+4	2
150	ENCORE Application: Counting	P+4	P+5	2
151	ENCORE Application Index Card	P+4	P+5	2
152	ENCORE Application: Expenditure	P+4	P+45	41
153	IT: Counting monitoring system	P+4	P+4	1
154	Submission of DEO's Security Report	P+4	P+45	42
155	Reporting paid news cases on CEO website	P+30	P+30	1

STARTING DAY

END DAY

DURATION OF DAYS

- ELECTORAL ROLL
- EVM
- BALLOT PAPER FOR POLLING STATION
- POSTAL BALLOT
- MATERIALS
- STATUTORY
- POLLING PERSONNEL
- TRAINING
- POLLING STATION
- LAW AND ORDER
- VEHICLES
- INTERFACE WITH POLITICAL PARTIES/CONTESTING CANDIDATES
- EXPENDITURE MONITORING
- INFORMATION CENTRE
- SECTOR
- POLICE MATTERS
- FINANCIAL MATTERS
- COUNTING / STRONG ROOM
- OBSERVER
- INTIMATION/ MEETING
- INFRASTRUCTURE
- IT
- COMPLAINT MANAGEMENT
- MEDIA
- SVEEP
- ACCESSIBILITY
- MODEL CODE OF CONDUCT - MCC

INSTRUCTION Sl. No. 4

By E-mail/Speed Post

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/LET/ECI/FUNC/ERD-ER/2019 Dated: 14th February, 2019

To

The Chief Electoral Officers of

All States and Union Territories,

Subject: Preparation of electoral rolls for conduct of poll – Integration, carrying out corrections and printing –regarding.

Reference:-

1. Letter No 23/1/2013-ERS dated 11.12.2013
2. Letter No 23/1/2013-ERS dated 23.09.2015
3. Letter No23/LET/ECI/FUNC/ERD-ER/2018 dated 07.09. 2018
4. Letter No 23/LET/ECI/FUNC/ERD/ER/2018-II dated 25.09.2018.

Madam/Sir,

I am directed to state that the final publication of electoral roll revised with reference to 01.01.2019 as qualifying date has already been done in all states/UTs (except Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana, where the final publication is due on 22.02.2019) and currently, the period of continuous updation is going on. As already instructed, all the forms received from eligible applicants, after the last date of filing claims and objections and kept pending during revision period, shall be taken up for disposal by the EROs concerned.

2. In this connection, I am to reiterate the Commission's directions on additions / deletions/ modifications, integration, printing and sharing of electoral rolls at the time of elections as contained in letters dated 11.12.2013 and 23.09.2015, mentioned above.

3 (a) **After final publication of rolls, no suo-moto deletion shall be done in an election year. Deletion can be done only on the basis of Form 7 or on the basis of a request of deletion made by the concerned elector in declaration part of Form 6**. If any deletion has to be made in the electoral rolls after the final publication of rolls, i.e. during the period of continuous updation, the ERO shall consult the DEO before making any such deletion. The DEO shall monitor all additions, deletions and corrections from the date of final publication of electoral rolls onwards. In case deletions required in any Assembly Constituency are more than 0.1% of the number of electors in the said constituency in the finally published rolls, the DEO shall take the approval of the CEO before allowing such deletions by the ERO.

b) **After the announcement of elections, no deletion or correction of entries in the electoral rolls shall be done by the ERO either suo-moto or on the basis of forms received**. Forms 7, 8, 8A received till the date of announcement of election will be taken up for disposal by the ERO concerned after expiry of the prescribed 7 days' notice period. This means, Forms 7, 8, 8A received till the date of announcement of election would be processed as per due procedure till the 10th day from the date of announcement. Forms 7, 8, 8A received after the announcement of election would be kept separately and shall be taken up for disposal only after completion of election.

c) **Addition of names will be carried on till the last date of filing nominations**. All the Forms 6 received till 10 days before the last date of filing nominations shall be disposed of and the Addition Supplement be prepared by the EROs upto the last date of filing of nominations.

4. Preparation of supplement, integration and reprinting of integrated mother roll-

(a) Preparation of 1st Supplement - As mentioned in the Commission's letter dated 25.09.2018 mentioned above, the finally published roll is in the form of the basic mother roll (published as integrated draft roll) plus 1st Supplement consisting of all 3 components, namely, additions, deletions and corrections, in respect of revision period. At the time of final publication, changes due to deletion and correction supplements are reflected in the basic mother roll. Such integrated mother roll has to be reprinted and the addition supplement along with deletion and modification supplements is appended thereto. The serial number of the first entry of the addition supplement will start in continuation of the last serial number of mother roll, as per the procedure mentioned in the above said letter. It is clarified that such reprinted basic mother roll would not mean a merger/ amalgamation of integrated draft roll with the supplements (addition/deletions/corrections) in respect of revision period. In other words, there would be no changes in the serial numbers of entries appeared in the draft mother roll, due to deletions made during the revision period.

(b) Preparation of 2nd Supplement - On the last day of filing nominations the electoral roll shall be frozen. In respect of additions, deletions and modifications made during the period of continuous updation, after final publication of electoral roll, the 2nd Supplement comprising all 3 components, i.e., addition, deletion and modification shall be prepared by the ERO for use in elections as marked copy/working copy of electoral roll.

5. Preparation of marked copy/ working copy - For the purpose of preparing marked copy/ working copy of electoral roll, following changes shall be made in the reprinted mother roll, as was published at the time of final publication: -

(a) All additions made during continuous updation period (as in 'Addition' list of 2nd Supplement) shall be added diatonically below the basic mother roll (integrated draft roll) without disturbing/ changing the sequence/serial number of electors so added, with the caption **"Additions during Continuous Updation".**

(b) The deletions and modifications made in 2ndSupplement shall be reflected in the integrated mother roll, on the same pattern as was done at the time of final publication. To differentiate the changes done during continuous updation from the changes made in integrated mother roll at the time of final publication, the words 'DELETED-DELETED' shall be superimposed cross diagonally i.e. on the elector detail box concerned, to indicate that the said entry has been deleted in the 'Deletion' list of 2nd Supplement prepared in respect of continuous updation. In the 'Deletion' Supplement,

alphabets, 'EE', 'SS', 'QQ','RR', or 'MM', as the case may be, shall be pre-fixed against serial number of each deleted entry to denote the reason for deletion. **'E', 'S', 'Q', 'R' and 'M' stand for 'Expired', 'Shifted/change of residence', 'Disqualification', 'Repeat/duplication' and 'Missing after natural disaster like tsunami, earthquake, flood etc. missing NBW cases'** respectively.

(c) A double hash '##' sign shall be prefixed before serial number of each of the entry corrected in the integrated mother roll to indicate that the entry has been corrected in 'Correction' list of 2nd Supplement but no correction actually should be carried out in the reprinted mother roll. Similarly, photographs of electors corrected in the 'Correction' Supplement will not be added/changed/ corrected in the reprinted mother roll. Photograph of an already registered elector, received/ captured, subsequently or corrected or replaced should be listed in the 'Correction' list and retained therein. Such photographs should not be inserted in the reprinted mother roll while indicating '##' sign against the corrected entry. Instead, in the reprinted mother roll, in the space provided for photograph, the words **"Photo as in Correction List-2"** in bold should be printed. These words should be imprinted over an existing photograph in case the same is wrong or needs to be changed due to any other reason.

(d) In respect of cases where the photo printed in the draft roll is wrong and the correct photo is somehow not available/captured before final publication, the word "Photo Deleted" will be imprinted on the wrong photo in the reprinted mother roll and a double '##' sign affixed to indicate the change in the 2nd 'Correction' list. In the Correction list supplement, against the space for photo, there should be no photo and instead, words **'PHOTO DELETED'** should be inscribed.

6. Printing of marked copy/ working copy:

(a) As indicated in the Commission's existing instructions, the integrated mother roll, reflecting all the changes made in 1st and 2nd Supplements shall be reprinted using the software provided, for preparation of marked/ working copy for conduct of elections. Some CEOs have expressed concern over reprinting of mother roll after the last day of filing nomination due to shortage of time. In this connection, it is clarified that as the Commission has already directed not to make any deletion and correction after the announcement of elections, the 'Deletion' and 'Correction' list of 2nd Supplement along with mother roll reflecting the changes carried out in the 2nd Supplement, can be printed immediately after the 10th day of announcement of election by the Commission, after disposing all the Forms (i.e. Forms 7, 8, 8A) received till the date of announcement of election and therefore, the Deletion and Correction Supplements and Mother rolls can be printed after the 10th day of announcement of election.

(b) As inclusion of names will carry on till the last date of filling of nominations, the 'Addition' list of 2nd Supplement will be printed only after the last date of filling nomination is over and certainly within the period of 3 days of last date of withdrawal of candidatures. As no changes are required to be reflected in the mother roll as result of the Addition Supplement, printing of Mother Roll, Deletion and Correction Supplements will not be affected by the entries of the Addition supplement and sufficient time will be available for printing/ reprinting of roll. Addition supplement, that is to be printed after last date of filling nominations, can be simply added in the integrated Mother roll without disturbing the entries in integrated Mother roll.

7. Sharing of electoral roll with contesting candidates of recognized political parties:

A copy of the electoral roll with the integrated Mother Roll and both supplements, so printed by software and appended/bunched together, shall be given free of cost to the contesting candidates of

recognized political parties. This will also be made available for sale by the EROs to political parties and other persons. **The same copy shall be used for preparation of Marked Copy of electoral rolls to be used in polls.**

8. Hosting of electoral rolls on website:

It is further clarified that only **image pdf** (non-editable) of electoral rolls, with only details and without photograph of electors, shall be hosted on the CEOs' website and the access to view such image PDF of electoral rolls should be strictly provided through CAPTCHA containing alphabet, numeral and special character. Wherever soft copy of electoral roll is shared with political parties/ others, it should be in the image pdf Format with only the details and without the photograph of the electors.

9. All the officers/officials concerned shall be informed of the Commission's above direction for its strict compliance.

Yours faithfully

(NARENDRA N. BUTOLIA)

PRINCIPAL SECRETARY

Annexure -1

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110 001

No.23/1/2013-ERS Dated: 11th December, 2013

To,

The Chief Electoral Officers

of all States and UTs

Sub: Preparation of error free electoral roll for the forthcoming Lok Sabha Elections.

Ref: (i) Letter No.23/1/2013-ERS dated 05.02.2013

(ii) Letter No.485/Comp/ERMS/2013 dated 08.04.2013

(iii) Letter No.23/2013-ERS/Vol.III dated 11.04.2013, and

(iv) Letter No.23/Conf./2013•ERS dated 17.06.2013

Sir/Madam,

An accurate error free electoral roll is the corner stone of free and fair elections. The Commission has always laid emphasis on the electoral roll in which: -

(a) All eligible persons are enrolled.

(b) No ineligible person is enrolled.

(c) There are no duplicates (and wrongful deletions of eligible voters).

(d) All entries are correct especially with reference to name, surname, relative's name and surname, date of birth, age, gender, photograph, etc. for every elector.

2. The Commission has issued detailed instructions from time to time to ensure purity and quality of electoral rolls. In view of the fact that summary revision of electoral rolls, 2014 is going on in most of the States and also in view of the forthcoming general elections to Lok Sabha, the Commission has decided to reiterate and issue comprehensive instructions on preparation of electoral rolls. CEOs, DEOs, EROs and AEROs must ensure that these instructions are followed in letter and spirit so that electoral rolls are in perfect shape and are completely free from errors.

3. Identification of duplicates -

The Commission received complaints from time to time that there are duplicates in electoral rolls. A software tool based on SQL server was developed by the Commission and given to all the States for identification of possible duplicates. Another Software based on Python has been given for identification of possible duplicate in the electoral rolls. This tool has been kept on the following location at the Commission's server - FTP Server: ftp://164.100.34.8/ with the Username: Administrator, Password: 12oct@sysnet and Folder Name: De duplication (Python). The Commission has directed that these software tools may be used to identify possible duplicates in the electoral rolls.

(a) The Commission has also directed that data should be pooled for de- duplication in electoral roll across border State boundaries. For example, for NCT of Delhi, de-duplication must be done with data pooled from other regions in NCR including Noida, Ghaziabad, Faridabad, Gurgaon, etc. Similarly, de-duplication between urban and rural areas near big cities and metropolitan towns must also be done.

(b) Once possible duplicates have been identified, these should be printed along with photographs one below 'the other. ERO should then compare the photographs visually to identify whether photographs match. If photographs match, then the probability of the record being duplicated is very high.

(c) All cases where photographs match must be verified by BLOs and if they are found to be real duplicates, the name of the person should be deleted from the place where he is no longer ordinarily resident by following the due process of law as per instructions contained in the Commission's Letter No.23/Conf./2013/ERS dated 17.06.2013.

(d) In those cases, where rolls are in different languages State boundaries, de-duplication may not be possible using software. In such cases, de-duplication of only border polling stations across State may be done by physical verification of electoral rolls at the level of ERO.

4. Prevention of creation of duplicates-

It has been noticed that duplicates get created because when electors shift from one place to another, they get themselves enrolled at the new place without getting their name deleted, from the old address. In order to avoid such a thing from happening, the following must be done: -

a. Those CEOs who have provided online application facility on their website must combine such facility with elector search based on name and EPIC. The person filing up online Form 6/Form 6A should be prompted the website to first search his name and ensure that his name is not already enrolled somewhere else. In case his name is already enrolled, he should be prompted to fill part IV of Form 6 indicating that he is already enrolled somewhere else and requesting the ERO for deletion of his name from the earlier place of enrolment.

b. In online application facility filling of part IV of Form 6 must be made a mandatory field. The person filing up this form online should be required to clearly indicate in part IV whether he is applying for enrolment for the first time or he is already enrolled somewhere else. It should not be possible to submit the online form without filling this information. It should also be made clear in the online form that giving wrong information is violation of Sec. 31 of R P Act, 1950 which is punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

c. In all cases where Form 6 is received on paper, the BLO must check whether part IV of Form 6 has been filled or not. If part IV of Form•6 is not filled, the BLO should get this part filled from the elector before receiving the Form 6. In case applicant refuses to fill part IV, the BLO will not accept the Form. In case ERO comes across Form 6 in which part IV is not filled, he shall get it filled from the elector with the help of BLO. If BLO is not successful in getting part IV filled, the Form shall be rejected summarily.

d. In all such cases where part IV of Form 6 indicates that the elector is already enrolled in some other constituency or part, a photocopy of Form 6 should be sent to the concerned ERO for deletion of his name by following the process described in paragraph 5 below.

5. Process where Part IV of Form 6 indicates that the elector is already enrolled in some other constituency or part: -

(i) In case the elector has indicated that he is already enrolled in another part of the same constituency, the declaration in Form 6 should be treated as Form 8A. ERO should delete his name from the part where he is no longer ordinarily resident and include his name in the part where he is ordinarily resident.

(ii) In all other cases a photocopy of the Form 6 shall be sent to the concerned ERO for deletion of his name from the earlier place of enrolment. For this purpose, every ERO shall maintain two registers. First will be register of Form -6 {as per Format 'A' enclosed} sent to other EROs for deletion of name. Second will be the register of Forms 6 (as per Format 'B' enclosed) which have been received from other EROs for deletion of name. When an ERO receives Form 6 in which part IV indicates that the elector is enrolled in some other constituency he shall make an entry of this Form 6 in the register in Format A. He shall then make a photocopy of this Form 6 and send it by courier with acknowledgement due to the concerned ERO. Photocopies to be sent to other EROs should be collected for a week. Separate weekly bundles should be made for each concerned ERO to whom these photocopies have to be sent and these bundles should be couriered to the concerned ERO. Thus the courier is not required to be sent on daily basis but on weekly basis. After acknowledgement of receipt is received from the concerned ERO the acknowledgement shall be pasted against the relevant entry in the register. When an ERO receives Form 6 from another ERO in which deletion of name has been requested in part IV by the elector, he shall make entry in the register in Format B and shall delete the name of the concerned elector after following due process of law. Thereafter, he shall send information to the concerned ERO of having deleted the name of the elector. The concerned ERO on receiving this information shall make an entry to that effect in the register in the Format A.

(iii) For each case where part IV of the Form 6 is to be sent to another ERO, sending ERO shall fill up online Form 6 with respect to that elector on the website of the CEO. In case online application facility is not available on the website of the CEO, online Form 6 shall be filed up on the website of Election Commission of India.

6. Prevention of creation of new errors -

Following steps should be taken by the CEOs for prevention of creation of new errors in the electoral roils:-

(a) Filing up of online forms for inclusion and modification should be encouraged. All CEOs must provide online form filing facility on their websites.

(b) Utmost care must be taken in data entry of forms received on paper. Once the data entry has been done a manuscript should be printed. Proof reading of manuscript should be done to ensure that there are no key punching errors.

(c) In case the elector has given his mobile number or email id, the proposed entry which is going to be made in the electoral roll should be sent to him as SMS and email with the request that the elector should confirm within three days whether the entry is correct or not. If the elector points out any errors in the entry, those should be corrected. If elector does not point out any correction within three days, it shall be assumed that the elector has nothing to point out. The SMS/ email sent to the

applicant shall contain the telephone number or ERO's office on which the applicant can make call to point out errors.

7. Prevention of wrong deletions-

The Commission has received complaints from time to time that names of eligible electors are wrongly deleted from electoral rolls. Complaints are also received on the poll day that electors having EPIC have been denied the right to vote because their names were wrongly deleted from the electoral roll. Such instances should never be allowed to occur. The Commission, therefore, has directed that following steps must be taken to ensure that no wrong deletion takes place from the electoral roll:-

(a) Polling station wise list of claims and objections should be put on the website of the CEOs according to the directions contained in the Commission's letter no. 22/2/2012-ERS dated 28.09.2012. This list should have a drill down to the original application form without photographs. CEOs must ensure that photographs of elector are not visible on the website.

(b) No deletion should be done without following due process of law as contained in the R P Act, 1950 and the Registration of Electors Rules, 1960. In all cases a notice must be issued to the elector and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least 2 witnesses whose signatures should be obtained on a copy of notice and kept in the file by the ERO. Only in the case of death, a death certificate or a statement of relatives, friends or neighbors can be accepted in lieu of the proof of due service of notice.

(c) After the final publication of rolls has been made, no suo-moto deletion shall be done in an election year. Deletion can be done only on the basis of Form 7 or on the basis of a request of deletion made by the concerned elector in part lV of Form 6.

(d) Special care must be taken for deletion of names of persons who have already been issued EPIC. Whenever the ERO/AERO is making deletion whether suo moto or on application, he must check whether the entry in the electoral roll for that elector has a photograph or an EPIC number. In case the entry has a photograph or an EPIC number the following procedure should be followed: -

I. In case of deletion due to death, the ERO should satisfy himself about the fact of death of the elector by reverifying the evidence.

II. In case of deletion because of duplicate entry, the ERO must make a certification in the concerned file in his own hand that he has verified and is satisfied that this entry is a duplicate entry.

III. Whenever any entry is deleted from the electoral roll a SMS and email should be sent to the concerned elector if his mobile phone or email is available in the electoral database.

8. Further safeguards against wrong deletions -

The Commission has decided that certain additional safeguards should be put in place to prevent wrong deletions before Parliamentary• elections. These are described below and shall be treated as special direction of the Commission in terms of Section 22 of the R.P. Act, 1950:-

I If any deletion has to be made in the electoral rolls after the final publication of roll at the end of current summary revision, the ERO shall consult the District Election Officer before making any such deletion. The DEO shall monitor all additions, deletions and modifications from the date of

final publication of electoral rolls onwards. In case deletions required in any Assembly constituency are more than 0.1 % of the number of electors• in the finally published rolls, the DEO shall take the approval of the CEO before allowing such deletions to the ERO.

II The ERO shall maintain a daily monitoring register (as per Format 'D' enclosed) of all application forms received in Form-6, Form6-A, Form-7, Form-8 and Form 8-A, date wise. As soon as announcement of elections has been made by the Election Commission, the ERO will submit to the DEO a statement of Forms 7, Forms 8 and Forms 8A pending with him on the date of announcement of elections. The DEO shall make a statement by compiling the information of all ACs and send it to the CEO on the date following the date on which announcement of elections is made. The CEO shall compile the information for the entire state and submit it to the Commission on the same day i.e. the day following the date of the announcement of elections. All Form 7, Form 8 and Form 8A received till the date of announcement of elections shall be disposed of within 10 days of announcement of elections.

III No deletion or modification of entries in the electoral rolls shall be done by the ERO either suo moto or on the basis of forms received after the announcement of elections by the Election Commission. If it becomes necessary to delete or modify certain entries after the announcement of election, the ERO shall make a reference to the Commission through the DEO and CEO and the Commission shall take an appropriate decision in the matter.

IV Since no deletion or modification shall be done in the electoral roll after ten days of announcement of elections without prior approval of the Commission, the deletion and modification supplementary along with the mother roll reflecting the changes carried out in these supplementaries can be printed immediately after the tenth day of announcement of election has been made by the Commission. The deletion and modification supplementary and the mother rolls so printed shall be put on the website of the CEO as PDF. Since the First supplementary will be printed at the time of final publication of electoral rolls at the end of the summary revision, the supplementary printed immediately after announcement of elections will be supplementary 2. It may be noted that inclusions of names will carry on till the last date of filing of nominations, therefore, the inclusion supplementary shall be printed only after the last date of filing of nominations is over. It may also be noted that no changes are reflected in the mother roll as a result of the inclusions supplementary, therefore, printing of mother roll, deletion and modification supplementary shall not be affected by entries by the inclusion supplementary.

V The mother roll, modification and deletion supplementaries should be printed and kept ready. As soon as the inclusion supplementary is printed after the last date of filing nominations and certainly within 3 days of last date of withdrawal of candidature, the mother roll along with the modification, deletion and inclusion supplementaries should be given to the contesting candidates. Only in those polling stations where deletions and modifications have been made subsequent to the announcement of elections on the directions of Election Commission, the deletion and modification supplementaries and the mother roll reflecting the changes contained therein will have to be reprinted. In case these are printed they will be supplementary 3.

VI Three master copies of the complete electoral roll with deletion, modification and addition supplementaries and the mother roll reflecting changes in these supplementaries should be prepared. The ERO/AERO shall put his signature on each page of these master copies. One master

copy shall be kept in the custody of DEO, second master copy in the custody of the ERO and third in the custody of RO. Contesting candidates shall be allowed to inspect these master copies at any time and compare them with the copies of the electoral rolls given to them. This shall ensure that the copies of the electoral roll given to the candidates are identical with the marked copy of the electoral roll given to the Presiding Officer with the exception of PB, EDC mark' on them. This will also ensure that no hand stamping of mother roll for deleted or modified entries will be required.

9. Record keeping-

All orders of EROs are quasi judicial orders for which two appeals are provided. First appeal is provided to the District Magistrate and second to the CEO. It is, therefore, necessary that proper record is maintained for all the cases. Following instructions should be followed to maintain these records:

a. Case register (as per Format 'C' enclosed) should be maintained for all forms received by the ERO/ ERO. Every ERO/AERO shall maintain a separate case register. The case register shall include the details of the applicant, date of receipt of application form, the report of inquiry officer, if any, the dates of hearing, if any and gist of the final order passed by the ERO.

b. Every application form should be registered in the case register. All documents, notices, statements and other evidence with respect to that application should be kept with it. ERO may pass the order on the application form itself. In case longer order is required to be passed, it should be passed on separate sheet which shall also be kept alongwith application. All applications and other documents including the order of the ERO with respect to one polling station shall be bound in the form of booklet and kept as record of the case as per Rule 30 of Registration of Electors Rules, 1930.

c. The ERO shall pass the proper order with respect to each Form. Order shall be communicated in writing to the applicant and proof of due service of order on the applications should also be kept in record.

d. Only after the proper order has been passed by the ERO/AERO, and placed in the file changes will be carried out in the electoral database.

e. If an appeal is filed before the appellate authority the original file shall be called from the ERO/AERO so that the reasons for the ERO's orders are available to the appellate authority while disposing of the case.

f. The ERO/AERO should remember that every order must be a speaking order giving clear reasons for arriving at the decision.

10. Data Security and accountability-

The Commission has from time to time given instructions that electoral database shall be kept in the custody of the CEO in one or more servers. The server should be kept in data centres with proper fire wall and data security. The Commission has also issued instructions from time to time that only EROs/ AEROs should have "Write" permission on the electoral database and this "write" permission should be only on the basis of the "digital signature" of the concerned ERO/AERO. This policy of the Commission must be implemented strictly. A date and time stamp and complete audit tra.il of all transactions on database must be maintained. No record shall be physically deleted from the database. Deletions shall be only through deletion flags so that in the event of a complaint the audit trail shall be available and full

enquiries can reveal the identity of the person who made any change in the database. Nobody except authorized Database Administrator should have access to the backend of the database. CEOs should also ensure that the entire database is replicated at a disaster management site at a different location.

11. Provision of manpower and infrastructure to DEOs and EROs

In view of the forthcoming Parliamentary Elections and the amount of work which will be required to be done during revision of electoral rolls and thereafter; following manpower and infrastructure to DEOs and EROs should be provided with immediate effect:-

(i) At least one computer programmer and two data entry operators in the office of DEO. At least two computers with broadband internet connectivity in the office of each DEO.

(ii) At least one computer programmer and two data entry operators, with at least broadband internet connectivity in the office of each ERO and each AERO.

(iii) Once elections are announced and tasks related to conduct of elections begin, the manpower and infrastructure in the office of ERO and AERO can be transferred to the office of "RO and ARO respectively.

(iv) The manpower may be recruited immediately, if necessary, on contract. However, the contract should be at least till the end of June, 2014.

(v) The computer hardware may also be provided immediately, if necessary on rent, but it should be at least till the end of June, 2014.

12. Supervision and inspection -

The Commission is concerned about the quality of record keeping and disposals by EROs and AEROs. The Commission has, therefore, directed that a proper mechanism of supervision and inspections should be evolved. It is hereby directed that the office of AEROs shall be inspected at least once in six months by the ERO. The office of ERO shall be inspected at least once a year by the DEO. Office of DEO shall be inspected at least once a year by either the Divisional Commissioner or the CEO. Ideally this inspection should be done during the process of revision. The inspecting officers should satisfy themselves that all instructions of the Commission are being fully implemented. Inspecting officers should prepare an inspection note and send it to the next higher officer for information. A copy of the inspection note should also be given to the inspected officer for giving his compliance report on shortcomings found during the inspection. A copy of the compliance note of the inspected officer should also be sent to the officer superior to the inspecting officer for information.

13. Monitoring -

Officers at all levels must monitor that instructions with respect to electoral rolls are carried out fully. For this purpose the following should be put in place:-

(i) Format 1-8 for statistical analysis of the health of electoral rolls must be prepared at the time of draft publication of electoral rolls and also at the end of the summary revision before seeking permission for final publication. These formats should be prepared part wise by the ERO. The DEO must examine the part wise format 1-8 to understand the implication on the health of electoral rolls part wise. The DEO should then compile Format 1-8 and send it to the CEO who should make

the analysis of health of electoral rolls AC wise. The CEO should forward these formats assembly constituency wise to the concerned Zonal Secretary of the Election Commission along with his comments.The CEO should simultaneously start remedial action, if required. The Zonal Secretary of the Election Commission should examine the formats sent to him and submit it to the Commission through the Electoral Roll Division for information or any corrective action required.

(ii) A daily monitoring system should be put in place from the date of final publication of electoral rolls for the year 2014 till the date of the poll for Lok Sabha Elections. Report should be prepared in the enclosed Format 'D'. Data entry for these reports must be done assembly constituency wise by the ERO/DEO on the web application prepared by the Election Commission of India. DEOs and the CEOs must monitor these reports on a daily basis and if they find that any large scale additions, deletions or modifications are being made in any assembly constituency or any addition, deletion, modification is being made after the date permitted by Election Commission of India, they should immediately take action under intimation to the Commission. A daily monitoring report (as per Format 'E' enclosed) should be prepared by the CEO on the basis of AC-wise daily monitoring reports prepared by EROs and furnished to the Commission for its information.

(iii) Roll Observer- Commission has issued detailed instructions about Roll Observers vide its letter no.23/RollObs/2013 dated 15th September, 2013. CEOs must ensure that roll observers make at least 3 visits in all the districts in their charge during the course of revision and submit the report prescribed by the Commission. CEO should examine these reports and submit their comments on these on these reports to the Commission. CEO should also take remedial action, if required, on the report of roll observers. Awareness Observers should also visit during the revision to take stock of SVEEP activities.

14. Observation visits by officers of Election Commission of India -

The Principal Secretary/ Secretary/ Under Secretary in charge of zonal sections must visit the States in their charge at least once during the course of summary revision and submit a report on their findings to the Commission. The DEC/DG shall supervise the revision process in the States under his charge.

Yours faithfully,

(NARENDRA N BUTOLIA)
SECRETARY

Annexure -2

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110 001

No. 23/1/2015-ERS Dated: 23rd September, 2015

To,

The Chief Electoral Officer,

of all States and UTs

Subject: Preparation and error free electoral roll for conduct of elections - regarding.

Sir,

I am directed to make a reference to ECI letter No. 23/1/2013-ERS dated 11th December, 2013, on the subject cited, and to clarify that the said instruction was applicable not only for preparation of electoral rolls for Lok Sabha Elections 2014 but at all elections. Para 8 (III) of the said instruction, inter alia, provides "No deletion or modification of entries in the electoral rolls shall be done by the ERO either Suo moto or on the basis of forms received after the announcement of elections by the Election Commission. If it becomes necessary to delete or modify certain entries after the announcement of elections, the ERO shall make a reference to the Commission through the DEO and CEO and the Commission shall take an appropriate decision in the matter". Despite such unambiguous instructions, a doubt has been raised by one of the Chief Electoral Officers. It is again stressed that the aforesaid instruction shall apply, mutatis mutandis for **all** elections including bye-elections in future.

Please inform all concerned immediately for strict compliance.

Yours faithfully

(R.K. SRIVASTAVA)
PRINCIPAL SECRETARY

Annexure -3

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110 001

No.23/LET/ECI/FUNC/ERD-ER/2018 Dated: 07th September, 2018

To,

The Chief Electoral Officers of

All States and Union Territories.

Subject: Hosting of electoral roll on the CEOs' website on the date of draft/final publication of electoral rolls- Free supply of copies of Electoral Rolls to recognized political parties during revision of Electoral Rolls -Free supply of copy of Electoral Roll to candidates of recognized political parties during election- supply of copies of electoral rolls to unrecognised political parties/NGOs/public- regarding.

Reference: (1) ECI Letter No. 3/1/2003/JS.II, dated 13.11.2003;

(2) ECI Letter No. 22/2/2004/PLN-II, dated 20.01.2004;

(3) ECI Letter No. PS/DIR(IS)/2004 dated 17.09.2004;

(4) ECI Letter No. PS/DIR/DIR(A)/2005 dated 02.11.2005;

(5) ECI Letter No. 23/BLA/2008-ERS-Vol.II, dated 07.I0.2013; and

(6) ECI Letter No. 485/Comp/ERO-Net/20 I 7, dated 04.01.20 I 8.

Madam/Sir,

I am directed to state that under the provisions of rule 11(C) and 22 (C) of the Registration of Electors Rules, 1960, every political party, for which a symbol has been exclusively reserved in the State, is supplied free of cost, two copies of electoral roll by the Electoral Registration Officer concerned, immediately after publication of draft electoral roll as well as after the publication of final electoral roll. Further, under Rule 85 D of the Conduct of Elections Rules, 1961, one copy of the Electoral Roll of the constituency concerned is supplied free of cost, by the Returning Officer of the Constituency, to the candidate of every recognized political party for a general election to the House of People or Legislative Assembly of a State or Union Territory.

In pursuance of these legal provisions the Commission has issued instructions from time to time vide the letters mentioned above. These instructions have been included in paras 11.2.2.2 & 11.7.7 under Chapter- 11 titled as "Revision Process" and paras 25.3, 25.4, 25.6 & 25.7 under Chapter- 25 titled as "Role of Political Parties" in the Manual on Electoral Rolls, 2016.

As a measures and for maintaining transparency and for facilitating general public to scrutinize the electoral roll to bring discrepancy, if any to the notice of registration authorities, a copy of draft/final electoral rolls are to be hosted on the website of the Chief Electoral Officer concerned, in a PDF format on the day of such publication. In consideration of the privacy issue involved, it has been directed to put up the rolls on the website in a text mode, i.e. without the photographs of the electors. Instead it would indicate in the box meant for the photograph of elector whether the photograph is available or not.

Further, the Electoral Registration Officer shall supply two copies of roll (complete set) to every recognized political party free of cost. The expression 'copy' includes 'soft PDF copy' and 'one hard (print) copy' of the

electoral roll. The soft PDF copy shall not have the photograph against the electors' details and instead it should be indicated whether photograph is available or not. In hard copy the photograph may be there.

Apart from the above, the Commission's instructions also provide for supply of soft copy of electoral rolls (without images of electors) in CD in PDF format to unrecognized political parties/NGOs/public, on a nominal price of Rs. 100/- (Rupees One Hundred Only) per CD, on their requests.

The Commission reviewed the matter in consideration of the complaints relating to privacy and profiling of electors on the basis of records available on our websites, and issued clarification vide ECI letter no.485/Comp/ERO-Net/2017, dated 04.01.2018 wherein it was made clear that only image PDF of electoral rolls shall be hosted on the CEO's website and the access to view such image PDF of electoral rolls should be strictly provided through CAPTCHA containing alphabet, numeral and special character.

The Commission has been concerned about the privacy of electors and the possibility of profiling of electors with the help of electoral rolls and has therefore issued the above noted clarification on 04.01.2018 where it has been directed that wherever soft copy of the electoral rolls (draft/final) are supplied to anyone under the provisions of law and in pursuance of the Commission's above instructions, the format of such roll should be similar to that which is hosted on the website in public domain in accordance with the letter dated 04.01.2018. In other words, sharing of electoral rolls with political parties/Candidates/NGOs/Public shall be done in the **image PDF** Format with only the details and without the photograph of the electors.

Certain instances have come to the notice of the Commission where anomalies have crept in the implementation of these instructions. This can have serious implication regarding the privacy of the electors and the possibility of misuse of electoral roll data for electoral profiling. In order to maintain the sanctity of the electoral rolls, the Commission has directed that the above mentioned instructions shall be implemented in letter and spirit.

All the concerned may be sensitized accordingly. Non-adherence to the Commission's instruction shall be viewed seriously.

Yours faithfully,

(NARENDRA N BUTOLIA)
PRINCIPAL SECRETARY

Annexure -4

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110 001

No.23/LET/ECI/FUNC/ERD-ER/2018 Dated: 07th September, 2018

To,

The Chief Electoral Officers of

All States and Union Territories.

Subject:- Preparation of electoral rolls in an election year- Integration, carrying out corrections and printing - hosting of electoral rolls on CEOs' website- free supply of rolls to recognized political parties and contesting candidates-regarding.

Reference: Commission's instructions

1. No. 22/2/INST/ECI/FUNC/ERD/ER/2017, dated 10th January, 2017
2. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7th May, 2018.
3. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 20th July. 2018
4. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7th September 2018.

Sir/Madam,

I am directed to state that the Commission's instructions relating to preparation of draft and final electoral roll in an election year are amply clear, however, there are some queries from the poll going States. For sake of clarity and transparency to all election authorities and other stakeholders, the instructions are once again reiterated as below:

2. **Preparation of draft rolls:** All the supplements of last revision and continuous updation alongwith the mother roll shall be integrated and consolidated in a single basic roll before draft publication of electoral rolls during a summary revision, so that there is no supplement at the time of draft publication. This integration is required to be done every year before draft publication irrespective of whether it is an election or non-election year. Before such integration of roll, the supplements of continuous updation has to be first printed and kept in record after sharing the same with the recognized political parties and then integrated for publication of the draft roll, as this ensures the tracking of changes made during continuous updation since the last final publication of the roll.

3. **Preparation of final rolls:**

3.1. In a non-election year, the final roll will be in the form of the mother roll (published as draft roll) with an additional supplement of all three components namely additions, deletions and corrections, without any of the changes indicated/reflected in the mother roll. The political parties shall be asked, in writing, while supplying copies of final roll, to make necessary changes in the copies supplied, to indicate the deletions and corrections, if any, in the supplements.

3.2. In an election year, at the time of final publication, the basic mother roll integrated draft roll) shall be reprinted. The reprinted mother roll shall remain the same as was published at the time of draft publication, except the following changes –

(i) The word DELETED" shall be superimposed diagonally (computer-generated) on the elector detail box concerned to indicate that the said entry has been deleted in the deletion' list of

Supplement. In the 'deletion' Supplement, the alphabets, 'E' 'S' 'Q' 'R' or 'M' shall be pre-fixed against serial number of each deleted entry to denote the reason for deletion.

(ii) Secondly, a hash (#) sign shall be prefixed before serial number of each of the entry corrected to indicate that the entry has been corrected in the 'correction' list of Supplement but no correction actually should be carried out in the reprinted mother roll.

(iii) Similarly, photographs of electors corrected in the 'correction' supplement will not be added/changed/corrected in the reprinted mother roll. Photograph of an already registered elector received/captured subsequently, or corrected or replaced should be listed in the 'correction' list and retained therein. Such photographs should not be inserted in the reprinted mother roll while reflecting all other corrections. Instead, in the reprinted mother roll, in the space provided for photograph, the words **"Photo as in Correction List"** in bold should be printed. These words should be imprinted over an existing photograph in case the same is wrong or needs to be changed due to any other reason.

(iv) In respect of cases where the photo printed in the draft roll is wrong and the correct photo is somehow not available/captured before final publication, the word "Photo Deleted" may be imprinted on the wrong photo in the reprinted mother roll and a (#) sign affixed to indicate the change in 'correction' list supplement. In the correction list supplement, against the space for photo, there should be no photo and words; **'Photo Deleted'** should be inscribed.

(v) After reprinting of mother roll, as mentioned above, only one supplement (comprising all 3 components) is appended to the draft roll at the time of final publication to list out Additions, Deletions and Corrections allowed during the revision period (between draft publication and final publication of roll).

4. Hosting of draft/final electoral rolls on CEOs' website and sharing of electoral rolls with recognized political parties: In this regard Commission's detailed instructions issued vide letter No. 23/LET/ECI/FUNC/ERD-ER/20 18, dated 7th September 2018 mentioned above, shall be referred to.

4.1. Hosting of electoral rolls on website- As provided in the instructions only **image pdf** (non editable) of electoral rolls, with only details and without photograph of electors, shall be hosted on the CEOs' website and the access to view such image PDF of electoral rolls should be strictly provided through CAPTCHA containing alphabet, numeral and special character. Therefore as soon as disposal of claims and objections is over, immediate necessary action shall be taken to convert the copy of electoral roll in image pdf accordingly so that the same is ready, well in time, for hosting on website on the date of final publication.

4.2. Sharing of electoral rolls with recognized political parties-

(i) Two copies of the electoral roll - one printed copy and another soft copy in CD shall be supplied to the recognised political parties, free of cost, immediately at the time of draft publication as well as the final publication. While the hard (printed) copy shall have the electors' photographs, the soft copy of the roll shall be supplied without photograph of the electors.

(ii) Only 2 copies of the roll of a constituency irrespective of the language in which they are prepared are to be supplied to the political parties. If electoral roll of a constituency is prepared in 2 languages, it would be sufficient to supply to each political party 2 copies of the roll, one in each language. If, however, a political party prefers to take both copies in the same language, it will be supplied with the copies accordingly. In cases where the roll of a constituency is printed in 3 languages, two copies in the language of their choice may be supplied free of cost to each political party.

(iii) As mentioned above, wherever soft copy of the electoral rolls (draft/final) is supplied to anyone under the

provisions of law and in pursuance of the Commission's instructions, such rolls should be in **image PDF Format** (non-editable) with only the details and without the photographs of electors.

(iv) After draft/final publication of electoral roll, a complete set of the full roll including last part of electoral roll for the assembly constituency, as available at the time of such publication, should be shared with recognized political parties. **In an election year, the complete set of finally published electoral roll means reprinted mother roll plus all components of supplements, prepared during revision period and last part of electoral roll for the assembly constituency.**

5. Preparation and printing of electoral roll for conduct of poll and supply of copy of electoral roll to contesting candidates of recognized political parties:

5.1. Further, in an election year, another supplement of continuous updation (for the period between the final publication and last date of making nominations), wherever necessary, is appended to the final electoral roll, for conduct of poll.

5.2. Earlier, the Commission had directed that when supplement is printed after the period of continuous updation is over after the last date of filing of nominations in case of a poll, the changes on the basis of supplements should be made by hand in the Mother Roll for the purpose of preparing the Marked Copy of the electoral roll, and letter should be given to all the contesting candidates, that they should make such changes by hand themselves in the copies of the roll supplied to them. It has, however, been observed that candidates often do not carry out the changes by hand and the Commission gets complaints that the copy of the electoral roll given to the Presiding Officers for poll is different from the copy of the electoral roll given to the candidates.

5.3. To ensure that electoral roll supplied to candidates and the copy set apart for markings (for use in conduct of poll) are identical, **the Commission has directed that Mother roll shall again be printed along with all the supplements, on the same lines as explained in para 3.2 above**, using the software provided for this purpose, at the end of the period of continuous updation after the period for last date of making nominations is over, so that there should be no need to make any corrections in the electoral roll, by hand.

5.4. A copy of this electoral roll with the Mother Roll and supplements, so printed by software, shall be given free of cost to contesting candidates of recognized political parties. This will be made available for sale by the EROs to political parties and other persons. The same copy shall also be used for preparation of Marked Copy of electoral rolls to be used in polls.

5.5. Re-printing of such electoral roll shall be required only for those polling stations, where changes are to be carried out on the basis of supplements, being printed for the continuous updation period from the date of final publication to the last date of making nominations. Printing of the rolls again shall not be necessary for those polling stations where no change has taken place in the electoral roll and no supplement is being printed.

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

Yours faithfully,

(NARENDRA N BUTOLIA)
PRINCIPAL SECRETARY

INSTRUCTION Sl. No. 5

By E-mail/Speed Post

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/INST/2020-ERS Dated: 30th July, 2020

To

CEOs of all States & UTs.

Subject: Preparation of Integrated Final/Marked copy of electoral rolls- regarding.

Ref: Commission's

(i) Letter No. 23/LET/ECI/FUNC/ERD/ER/2018-II, dated 25th September 2018,

(ii) Letter No. 23/LET/ECI/FUNC/ERD/E R/2019, dated 14th February 2019 and

(iii) Letter No. 23/2019-ERS-Vol-II, dated 25th July, 2019

Sir,

I am directed to refer to the Commission's letters under reference and to state that as per the existing instructions the electoral roll to be prepared on date of final publication or on the last date of making nominations (where elections are due), for sharing with political parties and for preparation of marked copy/working copy, will also be an integrated one, though, there will be no bundling of the family members and re-serialization as was done at the time of draft publication of electoral roll. All the additions made during period of revision/ continuous updation from last final publication date till the last date of making nominations (where elections are due), will be put in chronological order giving continuous Sl. No. starting with next SL No. of last entry in final roll, with all deletions & modifications be marked in last draft/final roll as per Commission' s existing instructions. No separate addition, deletion and modification list will be printed and given to the political parties, though EROs will generate these list from ERO-Net and keep them for their future reference.

All the entries which have been modified/corrected on the basis of Form-8, during the period of revision/ continuous updation, will be reflected in the integrated roll itself replacing the existing entries, with the sign of # (in case of final roll) or ## (in case of marked/working copy), as the case may be to indicate that the entry has been modified and replaced. A tool for this purpose has already been provided in ERO-Net and final integrated roll has been prepared through the same in all States where SSR, 2020 has been completed.

In order to avoid any confusion among electoral authorities, the Commission has directed to reiterate the existing instructions that list of Additions, Deletions and Modifications shall invariably be generated through ERO-Net by ERO concerned for keeping it for future reference and the same shall not be shared with political parties. Further, modified entries in place of old entries in case of any modification carried out shall be reflected in integrated roll and the list of Modifications (to be kept with ERO for future reference) shall contain the old entries which have been modified and replaced, for tracking the changes, whenever required.

All the officers concerned shall be informed accordingly.

Yours faithfully,

(AJOY KUMAR)

SECRETARY

INSTRUCTION Sl. No. 6

By E-mail/Speed Post

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/Inst/2023-ERS Dated 28th June, 2023

To

The Chief Electoral Officers of all States & UTs

(Except Gujarat, Himachal Pradesh and UT of Jammu & Kashmir)

Reference: - (1) Commission's letter No. 23/Instt/2022-ERS(Vol.II) dated 12.07.2022,

(2) Commission's letter No. 23/Inst/2023-ERS dated 16.03.2023, and

(3) Commission's letter No. 23/2023-ERS dated 09.06.2023.

Subject:- Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2023 as the qualifying date - regarding.

Sir/Madam,

I am directed to state that the Commission vide its letters referred to above has issued detailed instructions on preparation of updated electoral roll w.r.t. subsequent qualifying dates i.e. 1st April, 1st July and 1st October (apart from the Summary Revision as and when announced by the Commission).

2. The above instructions, inter-alia, provide that an updated electoral roll w.r.t. subsequent qualifying dates shall be prepared in the same manner as is done at the time of final publication of electoral roll during the annual summary revision i.e. addition and changes will be done in the mother roll (draft roll) of the last SSR itself, without any amalgamation or clubbing of entries and by hosting of such updated electoral roll on the CEO's website.

3. The above instruction on preparation of updated roll w.r.t. subsequent qualifying dates i.e. 1st April, 1st July and 1st October (apart from the Summary Revision as and when announced by the Commission) has been further reviewed by the Commission and it has been decided that now onwards an updated electoral roll will be published only at the time of final publication of electoral roll after conclusion of annual/regular Special Summary Revision. In respect of all subsequent qualifying date (when no regular SSR has been ordered), only supplement consisting of addition list, deletion list and modification list prepared on the basis of disposal of advance application in r/o the relevant qualifying date and all other Forms received under continuous updation during the quarter will be generated and put on website of CEO. The supplement at the end of every quarter will be prepared by the 10th of the month in which the subsequent qualifying date falls. No copy of the same will be shared with anybody including political parties. The ERO concerned will keep a copy of the supplements for its record and future reference. It is further clarified that there would not be any updation of the last finally published roll on the basis of supplements prepared for the subsequent quarter of the year. All such supplements mentioning the

relevant qualifying date on the header page shall be numbered progressively on the basis of number of supplements as existent at the time of its generation. All the supplements prepared during the year after the last SSR shall be integrated for preparing the draft roll for the next SSR, in the same manner as already prescribed in the Commission's instructions referred to above.

4. Accordingly, the existing instructions stand modified to the above extent only.

5. All the concerned shall be informed for strict compliance of the Commission's above instructions.

Yours faithfully,

(RAJESH KUMAR SINGH)
UNDER SECRETARY

INSTRUCTION Sl. No. 7

By E-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2022-ERS (Vol.II) Dated:7th November, 2022

To

The Chief Electoral Officers of

All States/UTs

Reference: -(1) Commission's letter No. 23/Instt/2022-ERS(Vol.II) dated 12.07.2022,

(2) Commission's letter No. 23/Inst/2023-ERS dated 16.03.2023, and

(3) Commission's letter No. 23/2023-ERS dated 09.06.2023.

Subject: Clarification on preparation of electoral roll w.r.t 4 qualifying Dates-Disposal of application and updation of roll w.r.t subsequent qualifying dates-regarding

Sir/Madam,

The Commission, vide its instruction of even number 25th July, 2022 ordered Annual Summary Revision with reference to 01.01.2023 as the qualifying date in all States/UTs except Gujarat, Himachal Pradesh and UT of Jammu and Kashmir. As per the schedule, after completing various pre-revision activities, SSR will formally start with the publication of draft electoral roll on 9th November, 2022 (for Goa 1st Nov, 2022). From the date of draft publication, the period of filing claims & objection will start. Disposal of claims & objections received, will also take place simultaneously. The Commission, keeping in view the general election in the coming year and greater significance of achieving the target of heathy and pure electoral rolls as the outcome of the ongoing revision, has decided to bring the following transparency measures and deliverables of the SSR, 2023 once again to your notice and directed that all the CEOs/DEOs/EROs/AEROs/BLOs and other electoral officials should take all out efforts to chalk out plan and achieve the objective of pure, inclusive and healthy electoral roll to the extent humanly possible:-

1. Transparency Measures:

1.1 Meeting with Political Parties and sharing of electoral rolls: -

(i) All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them. The draft publication should be done on the approved date with wide publicity. The copies of draft rolls should be handed over to recognized political parties with appropriately organized public meetings and with involvement of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.

(ii) The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation.

(iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after its publication shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960. (Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter)

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc.

(vi) With a view to ensure more involvement of political parties, the Commission has allowed BLAs to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

1.2 Putting all applications received on CEO's website:- In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 on the website of the CEO on a day-to-day basis, shall be followed, in addition to putting draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and sharing of the same with recognized political parties. The CEO shall extract a report on status of disposal of claims and objections received during the revision from ERO-Net and put the same on his website on weekly basis, for information of general public/citizens.

1.3 Display of list of claims and objections-

(i) As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections with reference to 01.01.2023 as the qualifying date in form 9,10,11 and 11A and 11B and exhibit on the notice board in his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. Besides giving adequate publicity, this should also be formally informed to the political parties.

(ii) ERO shall made available the list of claims and objections to all political parties and obtain acknowledgment on weekly basis during the meeting called for this purpose. It is to be added that the list should be incremental instead of cumulative.

(iii) Decisions on Claims and Objections - Decision on claims and objections should be taken only after all of the following conditions are complied with –

(1) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –

(a.) Website of CEO, as clickable lists for each polling station

(b.) Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)

(c.) Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)

(d.) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

(2) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

1.4 Safeguards against wrongful deletions: -

i. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.

ii. To avoid wrongful deletions, deletions on the ground of death and shifting will be made only when Form- 7 is received.

iii. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.

iv. For deletion on the ground on shifting, either Form- 7 or Form- 8 from the concerned elector will be taken. Before addition at new place, ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form- 8.

v. BLO report will be necessary for deletion.

vi. *In all cases of proposed deletions through Form-7, notice except death cases must be issued & served to the elector concerned. In cases where the elector is not found living at the address in the ER, due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in record by ERO so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in the case of death, a death certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.*

vii. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar/Deputy Tehsildar before final order is passed on Form 7 and 10% of total deletion (randomly picked by system) should be verified by field visits.

viii. All cases of deletions must be cross verified personally by ERO if they fall in any of the following category: -

a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.

b) Deletions where the same person is the objector in more than 5 cases.

ix. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders.

2. Purification Measures:

2.1 Removal of discrepancies of DSEs, PSEs and in EPICs: - Commission has directed to take all out efforts to ensure 100% removal of DSEs/PSEs discrepancies in EPICs from electoral roll and discrepancies in EPICs during the current round of pre-revision activities.

2.1.1 Demographically Similar Entries (DSEs) are of following types: -

(i.) Elector repeated within part (with same demographic detail).

(ii.) Elector repeated within AC (across parts with same demographic detail).

(iii.) Elector repeated across ACs in a state (across parts with same demographic detail).

For rationalization of Demographically Similar Entries (DSEs) from electoral rolls, the SOP issued by the Commission vide its letter dated 22ndAugust 2022, which include downloading of DSE records from ERONet by the ERO, assigning checklist to the BLO to process on GARUDA App, submission of field verification report by the BLO and decision by the EROs for the elector in their jurisdiction, shall be followed.

2.1.2 Photo Similar Entries (PSEs): Same or Similar Photographs of Electors are matched for identification of Probable duplicates in Electoral Roll.

These PSEs are generated for

(i) Within Part

(ii) Across Part within AC

(iii) Across AC within state

For Removal of PSEs from electoral roll, SOP issued vide the Commission's letter No. dated 22nd August, 2022, which include downloading of DSE records from ERONet by the ERO, assigning checklist to the BLO to process on GARUDA App, submission of field verification report by the BLO and decision by the EROs for the elector in their jurisdiction, shall be followed.

2.1.3 There are following **types of discrepancies in EPICs: –**

(i) Repeat EPICs: -

(a.) Multiple EPIC Nos. issued to the same elector; and

(b.) Multiple electors with same EPIC number.

(ii) EPICs containing more than 10-digit alpha-numeric number.

(iii) Two or more states having same serial of alpha-numeric system for EPIC distributed in the Assembly constituencies of the state concerned.

(iv) Electors who have not been issued EPICs.

Removal of repeat EPICs, the process prescribed by the Commission vide its letter dated 16th October 2020 shall be followed.

2.2 Improvement of image quality of electors in electoral roll:

The software-based reports shall be generated for the 'black and white images', 'not to specification images', 'non-human images' and 'no image' entries. For replacement of such images, field verification through BLOs should be done and necessary applications i.e. Form-8 along with photograph as per specification shall invariably be collected from the electors so that proper track record of such replacement be kept.

2.3 Collection of Aadhaar from the electors:

With the amendment in Section 23 of the Registration of the People Act, 1950, EROs are now statutorily authorized to obtain electors' Aadhaar details (on voluntarily basis). The purpose of collection of Aadhaar from existing electors is to establish the identity of electors and authentication of entries in electoral roll and to identify registration of name of the same person in more than one place. Therefore, efforts are to be taken for the collection of Aadhaar details from the existing electors in Form-6B till 31st March, 2023 and from the new electors.

However, it should also be taken care of that the furnishing of Aadhaar detail is purely voluntary and therefore no existing entry in the electoral roll would be deleted and no new application would be rejected on the ground of non-submission of Aadhaar. In this regard, SoP issued vide Commission's letter 4th July, 2022 shall be followed.

2.4 Collection of Unique mobile number of electors:

Commission vide its instruction No. 23/ERS/2013(vol iv) dated 23rd Sept. 2013 had directed for the collection of mobile numbers of electors for making better and prompt communication with our electors. Having unique mobile number of electors linked with ER would also provide facility of downloading e-EPIC. As present, the coverage of mobile number with ER is only around 10%. Therefore, all possible efforts are to be taken for the collection of unique mobile number of electors for this purpose. However, for electors, furnishing mobile number for linkage with ER would remain optional.

3. Measures to improve health of electoral roll:

3.1 Identification of the Gaps and finalizing the strategy and timeline:

The health of electoral roll is monitored by analyzing the statistical data compiled in format 1- 8 to bridge the gap mainly in respect of E/P ratio, gender ratio, age-cohort imbalances, abnormal

increase or decrease in number of electors in area, <100% PER/EPIC in ACs/PSs. For this, CEO/DEOs/ EROs shall do statistical analysis of data of Format 1-8 in respect of the last finally published electoral rolls with reference to 01.01.2022, focusing the following parameters:

1. **National Average** E/P ratio: -

i. E/P ratio (against the total population)

ii. E/P ratio (against the eligible population): -

2. **National Average Gender ratio: -**

(i) Gender ratio (against the total population): -

(ii) Gender ratio (against the eligible population): -

3. **Age-Cohort**

i. 18-19 (average increase against the total population)

(average increase in the registration of electors)

ii. 19-20 (average increase against the total population)

(average increase in the registration of electors)

The average of above indicators /parameters can be used by states for comparative analysis with their state data, so as to identify gaps if any, and plan focused strategies to bridge the gaps so identified, in a time bound manner under the current revision of electoral roll. Since Census data of 2011 including population age details is already available, population projection to 2023 should be done on the base of 2011.

Action plan of the State with identified gaps, strategy and time line for bridging critical gaps to complete it within time frame prescribed by the Commission shall be prepared and forwarded by the respective CEO to the Commission.

3.2 Preparation of Format 1 to 8 to analyze the health of electoral rolls:

Format 1-8 for statistical analysis of the health of the electoral rolls must be prepared before the draft publication and also at the end of the summary revision before final publication. These formats should be prepared part wise by the EROs. The DEO must examine the part wise format 1 to 8 to understand the implication of the health of electoral rolls. The DEO shall compile Format 1 to 8 and send it to CEO who in turn makes the analysis AC wise. The CEO shall forward these formats in respect of final electoral roll with reference to 01.01.2023 as the qualifying date to the concerned Zonal Pr. Secy/Secy of the Election Commission alongwith his/her comments and description about the targets achieved during the course of Summary Revision. The CEO should simultaneously start remedial action, if any required. The Zonal Pr. Secy/Secy. of the Commission will examine the formats sent by the CEOs and submit to the Commission for information or for any corrective action, if required.

3.3 Focus on special/underserved groups & SVEEP: - Based on the statistical analysis, special focus shall be given on the marginalized sections of society having less rate of enrollment in electoral roll. Focused strategies should be drawn up to increase enrollment of female, Transgenders, Tribes (specially the Particularly Vulnerable Trible Groups) etc. Adequate publicity and awareness drive shall be ensured by DEOs and CEO. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/ eligible population extensively. For making the purpose effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized.

Yours faithfully,

(NARENDRA N. BUTOLIA)
SENIOR PRINCIPAL SECRETARY

INSTRUCTION Sl. No. 8

By E-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/INST/2023-ERS Dated: 11th August, 2023

To

The Chief Electoral Officers,

of all the States/UTs.

Subject: – Deletion of the names of electors from the electoral roll in case of "Shifting", "Demographic similar entries (DSEs)" and "Death"-regarding.

References: - (1) Commission's letter No. 23/2021-ERS dated 2nd August, 2021,

(2) Commission's letter No. 23/2021-ERS dated 13th August, 2021,

(3) Commission's letter No. 23/2021-ERS dated 13th September, 2021,

(4) Commission's letter No. 23/ID /2021-ERS dated 18th January, 2022, and

(5) Commission's letter No. 23/INST/2022-ERS dated 14th November, 2022.

Sir/Madam,

I am directed to state that detailed provisions for preparation of electoral rolls have been provided in the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960. The Commission has been issuing instructions from time to time, supplementing the extant statutory provisions to ensure the process of revision/updation/preparation of electoral roll is undertaken and accomplished meticulously and in hassle-free manner. In supersession of all the instructions, under reference, which have been issued on deletion of entries from electoral roll, the Commission has decided to issue the following instructions for better comprehension, as these have been amalgamated and put at one place with slight amplification and modifications, wherever required.

2. Section 22 of Representation of the People Act 1950 provides the procedure of correction, which is reproduced below: -

[22. Correction of entries in electoral rolls - If the electoral registration officer for a constituency, on application made to him or on his own motion, is satisfied after such inquiry as he thinks fit, that any entry in the electoral roll of the constituency-

(a) is erroneous or defective in any particular,

(b) should be transposed to another place in the roll on the ground that the person concerned has changed his place of ordinary residence within the constituency, or

(c) ***should be deleted on the ground that the person concerned is dead or has ceased to be ordinarily resident in the constituency or is otherwise not entitled to be registered in that roll, the electoral***

registration officer shall, subject to such general or special direction, if any, as may be given by the Election Commission in this behalf, amend, transpose or delete the entry [after proper verification of facts in such manner as may be prescribed]:

Provided that before taking any action on any ground under clause (a) or clause (b) or any action under clause (c) on the ground that the person concerned has ceased to be ordinarily resident in the constituency or that he is otherwise not entitled to be registered in the electoral roll of that constituency, the electoral registration officer shall give the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him[after proper verification of facts in such manner as may be prescribed].

3. It is clear from the provision of Section 22 referred to above, that the ERO, either through a formal application or on his own motion can delete the name of an elector from electoral roll subject to his satisfaction. However, it is hereby clarified that presently on ERO-Net there is no option available for deletion of name of elector without Form-7. In each case of deletion of an entry, a Form-7 is either received/obtained from an elector/BLO or a Form -7 is generated by the system. The process of disposal of all Form-7, whether received/obtained from field/system generated is done by following the due procedure by giving notice and putting the same for mandatory 7 days' period.

4. It is obvious from the above that though as per laws, ERO has statutory power to delete an entry from electoral roll on his own motion, **subject to such general or special direction, if any given by the Election Commission in this behalf.** The Commission, taking all aspects into consideration, including with a view to obviate possibility of a wrongful deletion during election year, has directed that EROs shall not resort to a deletion without a Form 7 and without following due process of verification. Accordingly, the Commission, hereby issues the following directions on deletion of entries in electoral roll: -

5. Broadly, there are following three grounds for deletion of entries from electoral roll:

(i) **Multiple Entries (ME) -** These multiple Photo Similar Entries (PSE)/ Demographic Similar Entries (DSEs) are generated by the system or reported by individual /BLOs/political parties, in which the elector's particulars i.e. name, relation's name, relation type, age, gender and address, etc. are same or one or two entries are different.

(ii) **Shifted Electors:** (a) Cases where an elector applies for shifting of Residence/change of Address through Form-8, for addition at the new place by new ERO and simultaneous deletion of names from the previous place of registration by the previous ERO or (b) intimation of elector not residing at the given address may come from any source, including through Form-7.

(iii) **Dead electors:** (a) On the basis of Death certificate from competent authority or List of deceased electors collected from database of Registrar of Birth and Death, identity of deceased is established or (b) An application in Form-7 is received from field.

6. The normal SOP for deletion of entries from the electoral roll in the above-mentioned cases is as follows:-

(i) Form 7 shall be obtained in each case of deletion. The ERO shall follow due procedure of verification before taking final decision in the matter.

(ii) For removal of Multiple Entries/ Photo Similar Entries (PSE)/Demographic Similar Entries (DSEs), elector name shall be retained in one place as opted for by the elector (after giving notice in prescribed Format-A and obtaining his confirmation of present residence or EPIC number) and

deleted from all other places in the Electoral Roll. Notice in Format-A must be sent by Registered Post with AD/Speed Post and after receiving reply necessary action will be taken by the ERO concerned. A period of 15 days starting from the date of issue of Notice will be provided to the elector for furnishing reply of the Notice via Confirmation letter. If no reply is received within 15 days then BLO will go to the address of the applicant and collect the confirmation letter from elector and do the necessary verification.

(iii) For removal of name of permanently shifted elector, Notice in enclosed Format-B must be sent by Registered Post with AD or by Speed Post giving 15 days to respond. If Postal Department returns the Notice mentioning the person not found at the address given, or if the elector does not respond within the stipulated notice period, then, the ERO shall send BLO concerned for field verification. If the BLO also does not find the person residing at that address, then after expiry of 15 days' notice period, deletion may be done by ERO on the basis of BLO's report, without obtaining Form-7 from any elector though form-7 for deletion will be generated by the system, as explained above. If the elector responds back objecting to the deletion, then ERO shall conduct the hearing and dispose of Form-7, following due procedure. If the concern elector does not come for hearing ERO may go ahead and delete his name. However, if an elector has shifted only temporarily, but is otherwise ordinarily resident at the given address, his name shall not be deleted from the electoral roll of the constituency.

(iv) For removal of name of a deceased person, field verification by BLO must be carried out and deletion of the name of deceased elector shall be done on the basis of Form-7 and field verification report from BLO concerned. The BLO report may be accompanied by Death certificate from the competent authority as submitted by family members/List of deceased electors collected from database of Registrar of Birth and Death. In all such cases the individual form will be displayed on ERO's notice board for prescribed 7 days' notice period and if the ERO is satisfied about the validity of objection in Form-7, he may allow it without further enquiry after expiry of 7 days' notice period. In case, he is not satisfied, he will give notice of hearing to the objector and to the person objected to either personally or by registered post or by affixing it at the person's residence. After enquiry into the objection in respect of the objection, ERO shall dispose of Form-7, following due procedure.

7. Deletion in an election year

(i) As per Section 23 (3) of the RP Act, 1950 no amendment, addition or deletion shall be made in the electoral roll of a constituency, after the last date for making nominations for an election in that constituency and before the completion of that election. It is clear from the above, that addition, deletion and modification in roll is allowed up to the last date of making nominations. However, in the light of Rules 18 and 26 of RER, 1960, where a provision is made for mandatory seven days' notice period before disposal of any claims and objections, updation of only those forms can be done in electoral roll which have been received at least 10 days (seven days' notice period + three days for preparation of the list of addition/deletion/modification) before the last date of filing nominations.

(ii) Further, the Commission, taking in view the practical difficulties for printing of an electoral roll updated on the basis of the supplements to be generated on the last date of making nomination by the EROs for conduct of election due to short time available with them for the purpose, has decided that no corrections of entries and deletion of names shall be done after 10th day of announcement of election programme, to enable EROs to print updated electoral roll up to that date. However, addition in electoral roll (through Form-6 in case of new registration or through Form-8 in case of shifting shall remain continue till the last date of making nominations, as there is no change in the mother roll due to such additions.

(iii) Accordingly, all Form-7, and all Form-8 for the purposes other than shifting of residence (within constituency/outside constituency), received after the date of announcement of election programme by the Election Commission shall be kept pending and will be taken up for disposal by EROs only after completion of election process in that constituency. As explained in the preceding paragraph, all Form-6 and Form-8 seeking shifting of address (within constituency/outside constituency) received 10 days before the last date of filing nominations in that constituency shall be disposed off after due process and names of eligible persons shall be added after the last entry of the part roll in chronological order on the last date of making nominations when the roll is frozen. The additions list containing all names entered into the ER database during the continuous updation period shall be appended to electoral roll already printed, for preparation of an electoral roll for elections.

(iv) It is further clarified that Form-8 in which change of address on the ground of shifting has been sought, shall be processed for addition at shifted place, however, no simultaneous action for deletion of such name at the old address shall be done by the respective ERO, instead, the name of such elector shall be put in ASD list. Specific instructions shall be given to the concerned polling team to check identity of such elector on the basis of his latest residence proof, if the person visits the polling station at the time of election. The process of simultaneous deletion of the names of electors who are listed in ASD list (due to their shifting and enrolment at new place) shall be started by the respective ERO of old place immediately after completion of election, after following the procedure already explained.

8. All the records, communications and responses relating to deletions shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors whose names have been deleted, uploaded in ERO-Net for future reference for 3 years. Provision for this has been made in the ERO-Net.

9. For the purpose of monitoring of removal of shifted entries, DEOs shall submit a monthly report (generated through ERO-net) to their respective CEO by the 10th of the following month reflecting the assembly constituency wise figures of identified, confirmed and finally deleted cases. CEOs in turn, shall send a consolidated list of the same AC wise/District wise along with overall narrative progress report in the matter to the Commission by 15th of every month.

10. All notices (in the enclosed Format 'A' &'B'), Checklist and the list of final deletions, may be generated through ERO-Net. A monitoring dashboard, for specific purpose of removal of shifted entries, has been provided on ERO-Net.

11. Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.

12. All concerned may be informed accordingly.

Yours faithfully,

(RAJESH KUMAR SINGH)
UNDER SECRETARY

INSTRUCTION Sl. No. 9

Election Commission letter No.22/2/1998-PLN-II, dated 24.01.2004 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: Electoral Rolls - Supply of certified copy of the relevant entries in the electoral roll by ERO

I am directed to state that under the provisions of existing law, a person who is an elector in any parliamentary constituency can contest the election for Lok Sabha from any parliamentary constituency in any State (except Sikkim, Lakshadweep and Autonomous Districts of Assam). Under the provisions of Section 33 (5) of the Representation of the People Act, 1951, if the candidate is an elector of a different constituency, a copy of the electoral roll of that constituency or of the relevant part thereof, or a certified copy of the relevant entries in such roll shall be filed along with the nomination papers.

2. It has been brought to the notice of the Commission that a person whose name is registered as an elector in one of the assembly constituencies in a certain State has applied for a certified copy of the entry in the electoral roll and the ERO of the constituency has supplied him with a certified copy thereof which is entirely in the regional language. If that individual wants to contest an election from any other State where that regional language is not known, the Returning Officer of the parliamentary constituency in the other State would find it difficult to either read or understand the contents of the certified copy of the roll filed by the candidate.

3. This may be the case in respect of all other States and Union Territories also where the electoral rolls are prepared in regional language only.

4. In order to facilitate such candidates to contest elections to Lok Sabha from any parliamentary constituency in any State, other than the State in which he is registered as an elector, the Commission hereby directs as follow:

   i) If any person applies for a certified copy of the entry in the Electoral Roll, the ERO shall supply him with a certified copy of the entry in the language in which the roll of that constituency is printed.

   ii) However, if the person wants an English version of the certified copy, that person has to get English version of the certified copy prepared on his own and produce the same in English version, along with the original certified copy given to him, before the ERO concerned. The ERO, after satisfying himself that the English version produced by the person is a true copy of the original in regional language, shall certify that English version.

   iii) The ERO shall also keep, for his record, a copy of such English version also for any future reference.

5. The above instructions may be brought to the notice of all DEOs/EROs/AEROs immediately for strict compliance.

INSTRUCTION Sl. No. 10

Election Commission's letter No. 23/LOCATOR//2007-ERS Dated: 5th November, 2007 address to the Chief Electoral Officers of all the States and Union Territories.

Sub.: Preparation of electoral roll in alphabetical order – Regarding.

You are aware, at present, the electoral rolls are prepared according to house numbers of electors under rule 6 of Registration of Electors Rules, 1960. Under the said rule, the Commission can also give special instructions to prepare electoral roll of any part in alphabetical order, if it feels that the same is more convenient.

2. The Commission has been receiving reports from various sources that sometimes at the time of polling, electors/polling personnel find difficulties in locating the names of electors in the electoral rolls.

3. After considering various aspect, the Commission has issued the following directions -

(i) for each premises/building location where three or more polling stations are located, a team of officials will be appointed for each such premises/building with the objective of facilitating the voter to locate his/her particular polling station number and the serial number of that voter in that electoral roll in the concerned polling station;

(ii) necessary arrangement for sitting of the teams with a proper sized signage indicating, "VOTER ASSISTANCE BOOTH" in every location of premise/building where three or more polling stations have been set up, shall be provided;

(iii) the "VOTER ASSISTANCE BOOTH" shall be set up in such a manner that the same is conspicuous to voters as they approach the premise/building; part-wise electoral roll in alphabetical order for each assembly constituency shall be generated in the same format as that of electoral roll i.e. in same 8 columns and kept at "Voter Assistance Booth".;

(iv) the alphabetical arrangement of names within a part need not be further divided section wise. Partwise arrangement of e-detail (elector detail) sorted by name in alphabetical order should be sufficient to locate a voter's name quickly.

(v) The alphabetical list should preferably be printed in English. Wherever the roll is printed in other vernacular language the same can be transliterated in English if the database is in UNICODE. In case of problem, the alphabetical arrangement of names can be made in the same language in which the roll is printed.

(vi) The names appearing in the Supplements as Addition List can be separately sorted in alphabetical order. The components of deletions and corrections need not be printed in the Locator. However, it should be ensured that only the modified database i.e. with "strike off" of the entries deleted in the supplement and carrying out corrections as per the supplement, is used for preparing and printing of the alphabetical list.

(vii) the team of officials manning "VOTER ASSISTANCE BOOTH" shall be provided copies of the alphabetical list of electoral roll alongwith complete sets of electoral roll to be used in the polling stations located in that particular premise/building;

(viii) The voter assistance team will locate the Booth No. and Serial No. of every voter seeking such information from them and inform the voter. (The voter may be advised to note the information properly.)

(ix) The voter will be able to vote on fulfillment of all relevant condition (like production of EPIC etc.) and on the Presiding Officer's reasonable satisfaction based on independent verification.

(x) In single / double Polling Station buildings, no separate team or Voter Assistance Booth would be required. Instead, in such cases, the list of alphabetical electoral roll shall be provided to Presiding Officer of each polling station for easy identification of electors inside the polling station. This will be in addition to the working copies (of which one is used as Marked Copy) supplied to each polling party.

4. A sample of electoral roll generated in alphabetical order is enclosed.

5. The receipt of this letter may please be acknowledged with confirmation that relevant instructions have been issued to concerned District Election Officer/Returning Officer and other connected officers for future compliance. A copy of instructions so issued in this behalf may also be endorsed to the Commission for its information and record.

ELECTORAL ROLL - 2007
State - GOA

No., Name and Reservation Status of Assembly Constituency : 1-Mandrem (General) | **Part No .** : 1

No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 1-Panaji (General)

1. DETAILS OF REVISION

Year Of Revision :	2007
Qualifying Date :	01/01/2007
Type Of Revision :	Summary
Date Of Publication :	06/11/2006

Roll Identification :

Basic Roll of Intensive Revision, 2006 integrated with all Supplements preceeding Summary Revision 2007

2. DETAILS OF PART & POLLING AREA

No. & Name of the sections in the part :

1 Near Church, Tiracol
2 Near Hill Rock Restaurant, Tiracol

Main Village	: Tiracol
Police Station	: Pernem Police Station Pernem-Goa
Tehsil	: Pernem
District	: North Goa
PIN Code	: 403524

3. POLLING STATION DETAILS

No. and Name of Polling Station :
1. Tiracol

Address of Polling Station :
Government Primary School, Tiracol

Type of Polling Station (Male/ Female/ General)	General
Number of Auxillary Polling Station in this part	0

4. NUMBER OF ELECTORS :

Starting Sl. No.	End Sl. No.	Total Number Of Electors		
		Male	Female	Total
1	165	85	80	165

1

ctoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA — Part No : 1

Sl No (1)	House No (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No (8)
68	69	Asade Hanumant	F	Asade Bhagoji	M	40	GA/01/001/000062
142	108	Dias Alen Caridade	F	Dias Caridade	F	24	CDM3600251
144	108/A	Dias Alex	F	Dias Sebastiao	M	51	CDM0126545
138	107	Dias Antonio Sebastiao	F	Dias Sebastiao	M	48	CDM0124179
140	108	Dias Caridade	F	Dias Sebastiao	M	50	GA/01/001/000309
141	108	Dias Elizabate	H	Dias Caridade	F	46	GA/01/001/000046
137	107	Dias Estelina S	H	Dias Sebastiao	F	60	GA/01/001/000013
139	107	Dias Olga Antonio	H	Dias Antonio	F	36	GA/01/001/000012
143	108	Dias Savio Caridade	F	Dias Caridade	M	21	CDM0124529
136	107	Dias Sebastiao G.	F	Dias Gregory	M	78	GA/01/001/000002
24	18/A	D'Mello Johny Ubal	F	D'Mello Ubal	M	45	GA/01/001/000051
25	18/A	D'Mello Natalina Johny	H	D'Mello Johny	F	43	CDM5405907
26	20	D'Souza Alex Xavier	F	D'Souza Xavier	M	63	GA/01/001/000120
9	6	D'Souza Ana Mari	H	D'Souza Methew	F	76	
6	4	D'Souza Antruzina Andre	H	D'Souza Andre	F	58	GA/01/001/000006
~~5~~	~~4~~	~~D'Souza Andre Joquim~~	~~F~~	~~D'Souza Joquim~~	~~M~~	~~75~~	~~GA/01/001/000001~~
34	24	D'Souza Angelina	H	D'Souza Gabriel	F	64	
60	40/1	D'Souza Benedit	F	D'Souza Lourensa	M	40	GA/01/001/000038
58	40	D'Souza Camilo Lourensa	F	D'Souza Lourensa	M	46	GA/01/001/000039
10	6	D'Souza Candada	F	D'Souza Methew	M	41	
44	29	D'Souza Cecilia Joaquim	H	D'Souza Joaquim	F	66	GA/01/001/000035
32	21	D'Souza Constancio Cyril	F	D'Souza Cyn	M	32	GA/01/001/000043
33	21	D'Souza Cyril Mingel	F	D'Souza Mingel	M	55	GA/01/001/000024
62	40/2	D'Souza Damiao	F	D'Souza Lourence	M	52	GA/01/001/000083
69	69	D'Souza Diogo Constancio	F	D'Souza Xavier	M	66	GA/01/001/000001
7	4	D'Souza Eujena Andre	F	D'Souza Andre	F	39	GA/01/001/000110
70	69	D'Souza Eugenia	H	D'Souza Diogo Constancio	F	56	GA/01/001/000061
28	20	D'Souza Eulogius Charles	F	D'Souza Alex	M	33	CDM5405931
~~40~~	~~27~~	~~D'Souza Fatima~~	~~F~~	~~D'Souza Sabestao~~	~~F~~	~~27~~	
59	40	D'Souza Feria Camilo	H	D'Souza Camilo	F	39	GA/01/001/000059
8	4	D'Souza Fermino Andre	F	D'Souza Andre	M	34	GA/01/001/000030
46	29	D'Souza Francis Joaquim	F	D'Souza Joaquim	M	36	GA/01/001/000129
31	21	D'Souza Gracy Cyril	H	D'Souza Cyril	F	53	GA/01/001/000039
71	69	D'Souza Gregorio	F	D'Souza Diogo Constancio	M	31	
37	27	D'Souza Jasmine	F	D'Souza Sabestao	F	34	GA/01/001/000037
51	34/A	D'Souza Jokina L.	H	D'Souza Sabestao	F	76	
48	30	D'Souza Joseph	F	D'Souza Custan	M	61	GA/01/001/000067
61	40/1	D'Souza Lucy	H	D'Souza Benedit	F	38	GA/01/001/000057
50	30/A	D'Souza Manajal	H	D'Souza Louis	F	70	CDM0126565
45	29	D'Souza Matilda Joaquim	F	D'Souza Joaquim	F	38	GA/01/001/000028
39	27	D'Souza Michael	F	D'Souza Sabestao	M	30	GA/01/001/000222
63	40/2	D'Souza Milagrin	H	D'Souza Damiao	F	41	GA/01/001/000059
~~41~~	~~27~~	~~D'Souza Monica~~	~~F~~	~~D'Souza Sabestao~~	~~F~~	~~25~~	
49	30	D'Souza Piadad	H	D'Souza Joseph	F	76	
27	20	D'Souza Qutar Alex	H	D'Souza Alex	F	54	GA/01/001/000016
36	27	D'Souza Robert	F	Dsouza Sabestao	M	32	GA/01/001/000128
~~47~~	~~29~~	~~D'Souza Rosy~~	~~F~~	~~D'Souza Joquim~~	~~F~~	~~30~~	
30	27	D'Souza Sebestian	H	D'Souza Sabestao	F	58	GA/01/001/000033
35	27	D'Souza Sabestao	F	D'Souza Gabriel	M	66	GA/01/001/000025
33	21	D'Souza Sabina Cyril	F	D'Souza Cyril	F	25	CDM5405956
72	69	D'Souza Santo Antonio	F	D'Souza Diogo Constancio	M	29	
11	6	D'Souza Wilma	H	D'Souza Candada	F	33	CDM5406226

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

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Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

ctoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA — Part No : 1

Sl. No (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No (8)
29	20	D'Souza Xavier	F	D'Souza Alex	M	23	CDM5427816
56	54	Fernandes Abelina	F	Fernandes Alex	F	32	
'	3	Fernandes Anaroza Xavier	H	Fernandes Xavier	F	86	GA/01/001/000055
54	54	Fernandes Annie	H	Fernandes Alex	F	63	GA/01/001/000065
42	28	Fernandes Bastiao Manuel	F	Fernandes Manuel	M	51	GA/01/001/000021
4	3	Fernandes Brian Sebastiao	F	Fernandes Sebastiao	M	22	CDM2600244
135	105	Fernandes Ceastod	F	Fernandes Cosma	M	40	GA/01/001/000073
*26	103	Fernandes Ermelina	H	Fernandes Rosinol	F	67	GA/01/001/000345
57	54	Fernandes Ignatius	F	Fernandes Alex	M	31	CDM5427547
3	3	Fernandes Julie Sebastiao	H	Fernandes Sebastiao	F	49	GA/01/001/000056
53	37	Fernandes Maria Magdalina	H	Fernandes Titus	F	33	GA/01/001/000127
43	28	Fernandes Pascoal Bastiao	H	Fernandes Bastiao	F	47	GA/01/001/000021
55	54	Fernandes Rose	F	Fernandes Alex	F	38	GA/01/001/000122
2	3	Fernandes Sebastiao Xavier	F	Fernandes Xavier	M	59	GA/01/001/000071
75	69	Fernandes Sharmina Inacio	F	Fernandes Inacio	F	22	CDM5400536
73	69	Fernandes Sharon	F	Fernandes Inacio	F	25	CDM0125021
74	69	Fernandes Sweta Inacio	F	Fernandes Inacio	F	22	CDM2000781
52	37	Fernandes Titus Stephen	F	Fernandes Stephen	M	41	CDM0124842
56	56R	Godinho Agnel Alex	F	Godinho Alex	M	41	CDM5405818
102	84	Godinho Anthony Glermin	F	Godinho Salvador	M	35	CDM5409610
~~104~~	~~84~~	~~Godinho Carmelina Salvador~~	~~H~~	~~Godinho Salvador~~	~~F~~	~~56~~	~~CDM5409651~~
104	84	Godinho Helen Anthony	H	Godinho Anthony	F	32	CDM5409479
106	84	Godinho Hillary Salvador	F	Godinho Salvador	M	22	CDM5409677
103	84	Godinho Juzepauio Salvador	F	Godinho Salvador	M	33	CDM5427430
105	84	Godinho Martin Victorin	F	Godinho Salvador	M	31	CDM5427646
# 57	56R	Godinho Serafin Agnel	H	Godinho Agnel	F	35	CDM0124552
165	243	Joshikar Ashok	F	Joshikar Apa	M	59	CDM3600319
162	124	Joshikar Krishna	F	Joshikar Apa	M	54	CDM3600277
163	124	Joshikar Rekha	H	Joshikar Krishna	F	49	CDM3600285
164	124	Joshikar Satyavan	F	Joshikar Krishna	M	25	CDM3600335
153	117	Lobo Agustinho	F	Lobo Joquim	M	76	
# 152	116	Lobo Derryk Dominic	F	Lobo Dominic	M	28	CDM0123710
151	116	Lobo Dominic Santan	F	Lobo Santan	M	54	GA/01/001/000128
154	117	Lobo Eugenia Alex	H	Lobo Alex	F	59	GA/01/001/000102
155	117	Lobo Francis Xavier	F	Lobo Alex	M	40	GA/01/001/000132
158	118	Lobo Izabela Xavier	H	Lobo Xavier	F	48	GA/01/001/000050
161	118	Lobo Jonta Xavier	F	Lobo Xavier	F	20	CDM3600301
159	118	Lobo Lorna Xavier	F	Lobo Xavier	F	23	CDM5406360
160	118	Lobo Maria Xavier	F	Lobo Xavier	F	22	
156	117	Lobo Natalina Francis	H	Lobo Francis	F	36	GA/01/001/000066
157	118	Lobo Xavier Jose	F	Lobo Jose	M	70	GA/01/001/000124
20	8	Mendes Anapoulenu Simao	H	Mendes Simao	F	29	CDM5400494
# 21	8	Mendes Anthony	F	Mendes Santan	M	28	CDM0125294
12	8	Mendes Clotie Santanjocky	H	Mendes Santanjocky	F	70	GA/01/001/000150
23	10	Mendes Claudin Gabriel	H	Mendes Diago	F	36	CDM0123014
19	8	Mendes Emilia Francis	H	Mendes Francis	F	29	CDM5405007
17	8	Mendes Francis Santanjocky	F	Mendes Santanjocky	M	34	CDM5429021
# 22	10	Mendes Gabriel Diago	F	Mendes Diago	M	41	CDM0124052
14	6	Mendes Girgol Santanjocky	F	Mendes Santanjocky	M	38	CDM5406293
13	8	Mendes Jeron Santanjocky	F	Mendes Santanjocky	M	42	CDM5406418
16	8	Mendes Josephina Jeron	H	Mendes Jeron	F	35	GA/01/001/000108
18	8	Mendes Liberata Girgol	H	Mendes Girgol	F	33	CDM5405911

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

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Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

ectoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA — Part No : 1

Sl. No (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
15	6	Mendes Simao Santanjocky	F	Mendes Santanjocky	M	36	CDM5468235
65	54	Mendonsa Filomena J	H	Mendonsa Josevictor	F	66	GA01/001/000393
64	54	Mendonsa Jose Victor J	F	Mendonsa Joaquim	M	72	GA01/001/000388
114	91/2	Pereira Anarosa Anton	H	Pereira Anton	F	45	GA01/001/000069
111	91	Pereira Annie Tina	F	Pereira Domingos	F	26	
113	91/2	Pereira Anton	F	Pereira John	M	50	GA01/001/000134
110	91	Pereira Daniel Agnelo	F	Pereira Domingos	M	30	CDM0135176
109	91	Pereira Elvis Pascoal	F	Pereira Domingos	M	32	GA01/001/000105
117	92	Pereira Magdalina	H	Pereira Santanmanuel	F	55	GA01/001/000334
106	91	Pereira Maria Victoria	H	Pereira Domingos	F	54	CDM0129956
107	91	Pereira Minguel Domingos	F	Pereira John	M	61	GA01/001/000103
119	92	Pereira Rana Rosalina	F	Pereira Santanmanuel	F	24	CDM5468376
116	92	Pereira Santan Manuel	F	Pereira Simocantan	M	65	GA01/001/000053
115	91/2	Pereira Sunacetri	F	Pereira Anton	F	23	CDM5406664
112	91	Pereira Twinkle D	F	Pereira Domingos	F	21	CDM3600228
118	92	Pereira Willed Alben	F	Pereira Santamanuel	M	30	CDM5427414
79	70	Rodrigues Agnelo	F	Rodrigues Jose	M	41	GA01/001/000118
93	73	Rodrigues Alfredo	F	Rodrigues Dominic	M	27	
149	113	Rodrigues Anselm	F	Rodrigues Gabriel	M	28	
85	73	Rodrigues Anthony	F	Rodrigues Cristod	M	51	GA01/001/000052
89	73	Rodrigues Anymarita Joaquim	H	Rodrigues Joquim	F	36	CDM5406532
83	73	Rodrigues Augustin	F	Rodrigues Cristod	M	54	GA01/001/000011
82	73	Rodrigues Baltazar	F	Rodrigues Cristod	M	56	GA01/001/000033
~~77~~	~~70~~	~~Rodrigues Caterina~~	~~H~~	~~Rodrigues Jose~~	~~F~~	~~60~~	~~GA01/001/000097~~
123	100	Rodrigues Cedric A	F	Rodrigues Mahue	M	27	CDM5405364
145	113	Rodrigues Conscesao	H	Rodrigues Gabriel	F	53	GA01/001/000040
148	113	Rodrigues Costudio Minguel	F	Rodrigues Gabriel	M	30	
98	79	Rodrigues Cristalina Salvador	H	Rodrigues Salvador	F	54	GA01/001/000014
88	73	Rodrigues Deneita A	H	Rodrigues Augustin	F	41	CDM0128488
133	105	Rodrigues Diogo Francis	F	Rodrigues Manuel	M	58	GA01/001/000105
# 128	104	Rodrigues Domasin	F	Rodrigues Franos	M	40	CDM0124586
# 99	79	Rodrigues Fatchit Jose	F	Rodrigues Salvador	M	30	CDM0128728
80	70	Rodrigues Filomena Honarata	H	Rodrigues Honarata	F	38	CDM5406185
87	73	Rodrigues Francis	F	Rodrigues Cristod	M	41	GA01/001/000019
# 129	104	Rodrigues Gregory	F	Rodrigues Franos	M	39	CDM0125435
78	70	Rodrigues Honarata Jose	F	Rodrigues Jose	M	66	CDM5406442
86	73	Rodrigues Joaquim	F	Rodrigues Cristod	M	47	GA01/001/000199
# 150	113	Rodrigues Joaquina Joanita	H	Rodrigues Costudio	F	27	
76	70	Rodrigues Jose	F	Rodrigues Anton	M	76	GA01/001/000080
121	100	Rodrigues Julia Escolastica	H	Rodrigues Manuel J p	F	53	GA01/001/000032
# 132	104	Rodrigues Julie	H	Rodrigues Zeferin	F	26	CDM0125617
120	100	Rodrigues Manuel J p	F	Rodrigues Candade	M	57	GA01/001/000027
124	100	Rodrigues Mathew	F	Rodrigues Manuel	M	27	
122	100	Rodrigues Melwyn A	F	Rodrigues Manuel	M	28	CDM5427444
81	70	Rodrigues Mercy Agnelo	H	Rodrigues Agnelo	F	35	CDM5406178
94	73	Rodrigues Monty	F	Rodrigues Dominic	M	25	
84	73	Rodrigues Natalina	H	Rodrigues Dominic	F	53	GA01/001/000048
100	79	Rodrigues Olinda Ernestina	F	Rodrigues Salvador	F	24	CDM3600269
# 95	73	Rodrigues Reagan	F	Rodrigues Dominic	M	23	CDM0125377
# 131	104	Rodrigues Rita	H	Rodrigues Gregory	F	34	CDM0125700
147	113	Rodrigues Rosalina	H	Rodrigues Xavier	F	46	GA01/001/000022
91	73	Rodrigues Rosario	F	Rodrigues Dominic	M	31	GA01/001/000007

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

ectoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA — Part No : 1

Sl. No (1)	House No (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No (8)
# 87	79	Rodrigues Salvador Domiao	F	Rodrigues Domiao	M	59	CDM0128678
90	75	Rodrigues Santan	F	Rodrigues Dominic	M	33	GA/01/001/000342
127	104	Rodrigues Sebestiana	H	Rodrigues Francis	F	65	GA/01/001/000047
92	73	Rodrigues Sebestiao	F	Rodrigues Dominic	M	29	GA/01/001/000132
134	105	Rodrigues Suzanne B	H	Rodrigues Diogo Francis	F	48	GA/01/001/000131
125	100	Rodrigues Sweeta	F	Rodrigues Manuel	F	22	CDM3600210
96	73	Rodrigues Virginia Ana	F	Rodrigues Dominic	F	21	CDM3600236
# 145	113	Rodrigues Xavier	F	Rodrigues Mingel	M	64	CDM0128649
# 130	104	Rodrigues Zeferin	F	Rodrigues Francis	M	36	CDM0125625

Place : Pernem

Date : 06/11/2006

Electoral Registration Officer
1-Mandrem Assembly Constituency

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

5

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

...ctoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA — Part No : 1

Supplement Details — Supplement No. : 1

Revision ID : Summary Revision, 2007 — Qualifying Date : 01/01/2007

Mother Roll	:	Basic Roll of Intensive Revision, 2006 Integrated with all Supplements preceeding Summary Revision 2007
Supplement Process & Year	:	Summary Revision, 2007
Supplement Type	:	List of additions, Deletions and Corrections
Date Of Publication	:	22/02/2007

Component List I : ADDITIONS LIST

Sl. No.	House No	Name Of Elector	Relationship	Name Of Relation	Sex	Age	Epic No
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
100	33	D'Souza Serafina	F	D'Souza Manuel Francisco	F	60	

Number Of Additions	Male	Female	Total
	0	1	1

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

6

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

INSTRUCTION Sl. No. 11

By Post/ Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/Inst./2022-ERS Dated: 04th July, 2022

To

The Chief Electoral Officers

Of All States/UTs

Subject: Collection of Aadhaar data from the electors on voluntary basis for linking and authentication of electoral rolls data– operationalising Notifications of amendment in Act/Rules --regarding.

Reference: (i) Notification dated 30th December, 2021 by M/o Law and Justice,

(ii) Notification dated 17th June 2022 by M/o Law and Justice, and

(iii) Commission's letter No. 3/ER/2021/SDR/Vol. II dated 23rd June 2022.

Madam/Sir,

I am directed to refer to the Commission's letter No. 3/ER/2021/SDR/Vol. II dated 23rd June 2022 regarding amendments in Representation of the People Act, 1950, made vide notification dated 30th December 2021. These amendments include amendment made in Section 23 for furnishing of Aadhaar number by existing electors and citizens seeking registration in electoral roll. In pursuance of the above legal amendment, following modifications have been made in Registration of Electors Rules1960: -

26B. Special provision for providing Aadhaar number by existing electors. — Every person whose name is listed in the roll may intimate his Aadhaar number to the registration officer in Form 6B in accordance with sub-section (5) of section 23 of the Act.".

They shall come into force on the 1st day of August, 2022.

2. Following the above-mentioned amendments made in the said Act and Rules, the Electoral Registration Officers (EROs) are inter alia statutorily authorized to obtain Aadhaar number from every person whose name is in the electoral roll, in such form and manner, as prescribed. The notification dated 17th June 2022 specifies the 01.04.2023 as the date on or before which every person whose name is included in the electoral roll may intimate his Aadhaar number. In view of this, the Commission has decided to start a programme for collection of Aadhaar number of the existing electors in the time bound manner.

3. Objective of the programme –

Amendment in Section 23 has clearly mentioned that the purpose of collection of Aadhaar from existing electors is to establish the identity of electors and authentication of entries in electoral roll and to identify registration of name of the same person in more than one constituency or more than once in the same constituency. The objective of the programme is aligned with the legal provisions. *It is made clear that submission of Aadhaar number is voluntary on the part of electors.*

4. Methodology of Aadhaar Collection-

In accordance with Section 23 for submission of Aadhaar number by an existing elector, a new Form 6B has been devised in Rule 26(B). This form is available on the Commission's website. Form 6B will also be available online ERONET, GARUDA, NVSP, VHA etc for online filing of Aadhaar. DEO/EROs will ensure printing of adequate numbers of Form 6B to be used during campaign period for offline submissions through BLO, ERO or any officers authorised during the campaign.

4.1 For online submission, a facility shall be given on elector-facing portals/Apps like NVSP, VHA etc as applicable. There may be following two methods of online submission:

(i) With Self-authentication: Elector may fill Form 6B online on elector-facing portal/Apps and authenticate Aadhaar using OTP to be received on his mobile number registered with UIDAI. However, there are possibilities of failed authentication due to minor differences in demographic details.

(ii) Without Self-authentication: In case elector does not want to self-authenticate or self-authentication fails as above, the elector can submit Form 6B with necessary attachments online without authentication.

4.2 Offline Submission- The EROs shall deploy BLOs for House-to-House visit for collection of Aadhaar number voluntarily from electors in the hard copy of Form 6B. All off-line submission of Form 6B shall be digitised by BLOs using GARUDA or by ERO using ERONET, as the case may be, within 7 days of the receipt of the Forms.

4.3 Special Camps at cluster level can be arranged on the dates coinciding with special campaign dates during special summary revision, where the electors can be persuaded to give their Aadhaar number voluntarily in Form 6B in hard copy.

4.4 The EROs / AEROs will also collect the aforesaid details through Voter Facilitation Centres, e-Seva centres and Citizen Service Centres authorised by the DEOs during the campaign period.

5. Furnishing of Aadhaar number is purely voluntary-

5.1 The EROs will make it clear to the electors that the purpose of obtaining of Aadhaar number is for authentication of his entries in electoral roll and extending better electoral services to them in future.

5.2 In case, elector does not have the Aadhaar number and thereby is not able to furnish his/her Aadhaar Number, he/she will be asked to submit a copy of any of the eleven alternative documents, mentioned in Form 6B.

5.3 The ERO shall not delete any entry in the electoral roll on the ground of inability on the part of any existing elector to furnish/intimate Aadhaar number.

6. Security measures for collecting and handling Aadhaar number-

6.1 While collecting and handling Aadhaar number of electors, the provision under Section 37 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 must be adhered to. In no circumstances, it should go in public domain. If the elector's information is required to put for public display the Aadhaar details must be removed or masked.

6.2 As for preservation of Form- 6B in hard copy containing Aadhaar number, the provisions of Regulation 14(1)(mb) of Aadhaar (Authentication and Offline Verification) Regulations, 2022 (No. 2 of 2021) shall be strictly followed which says that Aadhaar numbers collected through physical forms or photocopies of Aadhaar letters shall be masked by the requested entity by redacting the first 8 digits of the Aadhaar number before storing the physical copies. *Such collected Form 6B along with attachment, after digitisation, shall be kept in safe custody with double lock by EROs. Severe disciplinary action will be initiated against EROs for any leakages of physical Forms in public domain.*

6.3 *Under no circumstances, 12-digitAadhaar number digitised in ERONET through various input channels will be stored in ERONET. This number should be stored in Licensed Aadhaar Vault hired by ECI in accordance with relevant regulations of UIDAI.*

7. Program Activities-

7.1 For launching of the drive, the preparatory activities will be completed in the following manner: -

(i) CEOs will issue similar circulars to DEOs by 05.07.2022 and hold a meeting/VC at their levels to brief the DEOs / EROs about the programme.

(ii) CEOs shall also ensure to collect data on Aadhaar penetration constituency wise to make an assessment of broad target.

(iii) On 01.08.2022 CEOs / DEOs / EROs will formally launch the said programme at the State, District and AC levels and apprise the political parties, media, NGOs and CSOs and seek their active co-operation.

(iv) Print media advertisements may be issued and other SVEEP measures also to be taken for the information of general public. It shall be clearly communicated that submission of Aadhaar is voluntary.

7.2 Special Camps-

A state- wide Special Camps can be organized at the booth levels in all assembly constituencies in the states by EROs for the above-mentioned activities on the date, as proposed by CEOs in the month of September. Campaign shall be designed broadly at the State level by CEOs in local context and requirements. DEOs shall have freedom to design the district level campaign at micro level. Proper supervision and inspection system shall be embedded in the design. Underlying principle of the campaign is to convince all the electors for submission of Aadhaar number.

7.3 CEOs shall ensure that various events of the Program are completed within the period given in the following broad work plan: -

Sl. No.	Events	Period/ Timeline
1	Training	Training on concept, legal provisions and IT processes shall be completed in July 2022
2	Awareness building	Throughout the period from 01.08.2022 to 31.12.2022
3	Organization of camps at appropriate places	1st camp – 04.09.2022 (Sunday)and then subsequent camps on any Sunday of the month as fixed by the CEO
4	Home-to-Home contact	As designed by DEOs

The programme should be completed by fixing and achieving the tentative targets to contact 100% electors registered in the electoral data base for collecting Aadhaar numbers in Form 6B, by 31st March 2023. It is emphasised that submission of Aadhaar by electors is voluntary.

7.4 CEOs shall ensure that this Program activity are dovetailed and synchronised with schedule/ activities of Annual Summary Revisions ordered by the Commission to maximise synergy. Such synergy may also be ensured in SVEEP for both the activities.

8. Monitoring and Submission of Reports-

8.1 An online-monitoring format will be developed by the IT Division of the Commission to review the progress from Booth level to the State level and CEOs will furnish a consolidated report of their States to the Commission on a monthly basis. Monthly Report shall be submitted AC wise on 7th day of every month electronically, starting from 7th September 2022. A typical format is attached for reference.

8.2 Commission will depute teams to randomly review progress of the Program. CEOs at the State level and DEOs at District level will be primarily responsible for designing and executing the program activities under broad guidelines narrated here and in any subsequent directions.

9. IT Support:

Form 6B will be created in ERONET and associated applications well before 1st August 2022. Detailed Instructions and Business processes in ERONET is being sent by IT Division separately.

10. Training Support:

CEOs shall ensure rigorous training on various aspects of the Program, including IT processes in consultation with IIIDEM, as required. Training shall be imparted to all officers starting from BLOs.

11. Authentication and De-duplication:

Except for those electors who have done self-authentication using online route through NVSP/ VHA etc, Commission will issue guideline for authentication and de-duplication activities at later stage, if required. It is again reiterated that submission of Aadhaar by electors is voluntary and their names cannot be struck off from the electoral database merely because of their inability to furnish Aadhaar.

12. If there is any constraint /problem in implementing the above-mentioned instructions, the concerned CEO should bring it to the notice of the Commission. Kindly ensure compliance of the above guidelines immediately.

Yours faithfully,

(AJOY KUMAR)
PRINCIPAL SECRETARY

INSTRUCTION Sl. No. 12

By Post/ Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/BLO/2022-ERS Dated: 4th October, 2022

To

The Chief Electoral Officers

Of All States/UTs.

Subject: Comprehensive instruction regarding Booth Level Officers—reg.

References:

i. **Commission's letter No. 23/BLO/2006-ERS dated 15.11.2007,**

ii. **Commission's letter No. 23/BLO/2010/ERS dated 03.11.2010,**

iii. **Commission's letter No. 23/BLO/2010-ERS dated 29.10.2010,**

iv. **Commission's letter No. 23/BLO/2010-ERS dated 09.06.2011,**

v. **Commission's letter No. 23/BLO/2010-ERS dated 12.07.2011,**

vi. **Commission's letter No. 23/BLO/2013-ERS dated 16.04.2013,**

vii. **Commission's letter No. 23/Inst/2015-ERS dated 08.07.2015, and**

viii. **Commission's letter F.No. 23/BLO/LET/ECI/FUNC/ERD/ER/2016 dated 05.09.2016**

Madam/Sir,

I am directed to say that since inception the institution of Booth Level Officers (BLOs) has been playing pivotal roles in the preparation and revision of electoral roll. Election Commission of India has always found BLO as an important link of electoral system and therefore decided to further strengthen institution of BLOs. With this objective, the Commission vide its Order no 193/6/2022 dated 10.06.2022 constituted a Committee of several CEOs with CEO Rajasthan as coordinator, to suggest/recommend ways for streamlining and strengthening of institution of BLOs. The Committee examined, in detail, all the relevant aspects in the context of prevailing conditions and submitted its report on 04.08.2022.

2. The Commission has deliberated upon each of the recommendations made by the Committee and on the basis of the decisions taken by the Commission in the matter, the following revised comprehensive guidelines on BLO are being issued for future compliance: -

1. Appointment of Booth Level Officers

1.1 Booth Level Officers are to be appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election

Officer. They shall deem to be on deputation of the Election Commission of India under section 13CC of the RP. Act, 1950.

1.2 Booth Level Officer can be appointed from the following suggested list of categories Government/ Semi Government employees: -

(i) Teachers

(ii) Anganwadi workers,

(iii) Patwari/Amin/Lekhpal,

(iv) Panchayat Secretary,

(v) Village Level Workers,

(vi) Electricity Bill Readers,

(vii) Postman,

(viii) Auxiliary Nurses & Mid-wives,

(ix) Health workers,

(x) Mid-day Meal workers,

(xi) Contract teachers,

(xii) Corporation Tax Collectors, and

(xiii) Clerical Staff in Urban area (UDC/LDC etc.)

1.3 Besides the above list, the following official/individuals can also be appointed/drafted as BLO: -

a. Central Government employees can be drafted only when prescribed/suggested 13 prescribed options have been exhausted.

b. Group 'B' officers can be drafted if prescribed/suggested 13 prescribed options have been exhausted.

c. Willing Retired government servant only where serving government servants are not available within the polling area. However, in rural area, the District Election Officer shall give a non-availability certificate **(Annexure-I)** in such cases.

d. Any specific category as and when required on case to case basis by CEO of concerned State, after prior approval of the Commission.

1.4 To the extent possible, a Booth Level Officer should be an elector in the polling station where she/ he is deputed as Booth Level Officer. However, for the urban area ACs, if it is found more feasible by the CEO, work area may be aligned with their work place of original department/organization.

1.5 Following points should also be ensured before deployment of BLOs: -

a. Efforts should be made to ensure that one BLO is made responsible for one part of the electoral roll. However, in case of inadequacy of manpower, one BLO can be made in charge of at the most two parts of electoral roll.

b. Female Booth Level Officers should be deployed in the polling stations, where the imbalanced gender ratio in electoral populace is observed, to motivate the unregistered women to come forward and get themselves enrolled in electoral rolls.

c. For cantonment areas, as far as practicable, staff of the concerned cantonment authorities should be appointed as Booth Level Officers.

d. Teachers shall be drafted minimally as Booth Level Officers. However, where necessary, they should be drafted for Booth Level Officer work during holidays and during non-teaching hours and non-teaching days so as to avoid any loss of academic work. It must be ensured that no teacher of a single teacher school is deployed for this purpose.

e. No employee associated with security services, essential services, and public utilities or involved in commercial/revenue-generating activities should be drafted as Booth Level Officer.

f. Physically challenged persons (including visually, handicapped and hearing and speech impaired persons), may not be drafted for BLO duty unless they express their willingness to take the work. While giving exemption in case of deployed PwD employees, ERO has to satisfy himself that the person concerned is actually having disability as claimed.

g. Utmost care must be taken while deploying semi-government employees as BLO and credentials of such workers should be verified thoroughly to ensure that they do not have any political allegiance.

h. Where polling stations are set up separately for males and females of a particular polling area, then only one BLO will be appointed for these two polling stations lying within the same polling area. Similarly, only one BLO be appointed for main polling station and its auxiliary polling station.

i. For difficult geographical areas, BLOs can be appointed for group of sections and such appointment shall be made in such manner so as to cover the entire area allotted to them and no section of polling station should remain uncovered. However, there should be clear demarcation of jurisdiction among the BLOs to avoid any over-lapping/duplication.

j. The activities for BLOs should be planned in such a way it doesn't affect the working of their parent department.

2. Duties and Responsibilities of Booth Level Officer

2.1. The Booth Level Officers play vital role in preparation and revision of electoral rolls, for which they shall make a thorough study of the roll of the part assigned to them and shall make frequent field visits to the areas in the said part and interact with local people, particularly, elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the Electoral Registration Officer.

2.2. Under overall control and superintendence of ERO, basic duties of Booth Level Officer will be as follows: -

(a) Collection of claims and objections from the applicants on behalf of ERO/AERO.

(b) House to house visit during annual summary revision and checking of overlapping, migration, transfer/shifting.

(c) House to house visit to collect data/forms/information during any special drive of ECI.

(d) Identification of shifted/dead/non-existing electors.

(e) Physical verification of Polling Station location of assigned part at the time of rationalization of polling station and uploading of photos and locations including the longitude and latitude of the center on GARUDA App.

(f) Digitization of all forms received in physical mode, through GARUDA App.

(g) Analysis of polling station data to identify gaps in electoral roll with special focus on enrolment of youths in 18-19 age group and women and to take necessary corrective measures.

(h) Checking spellings, multiple/duplicate entries, part header page, photos etc. of electors in the roll.

(i) Collecting photos of the residual voters.

(j) Collecting mobile numbers/e-mail ID of electors.

(k) Submitting reports/forms to Electoral Registration Officer so that notice can be issued to the persons whose names have to be deleted.

(l) Display of draft roll/prescribed notices at designated locations.

(m) Reading of rolls in gram/ward sabhas – Liasoning with RWAs in urban areas for registration.

(n) Distribution of EPIC, returned undelivered from India Post.

(o) Correct Serialization of the houses and correct arrangement of sections falling within the part

(p) Coordination with Booth Level Agents (BLAs)

(q) Detailing of Forms received

(r) Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping, specially in respect of newly developed colonies.

(s) Identification of dead and shifted voters during period of continuous updation.

(t) Work related to Chunav Pathshala.

(u) Distribution of Photo voters slip at the time of elections as per the schedule prepared by Returning Officer and maintenance of record thereof.

(v) Ensure timely survey of Absentee Voters, and distribution/collection of Form 12D by them.

(w) Ensure pick-up and drop facilities to senior citizens and PwD electors on poll day.

(x) Manning Help Desk at polling station and maintenance of alphabetical electoral roll on the day of poll.

(y) Any other work related to the electoral roll of the concerned polling station as assigned by ERO and related to poll as assigned by the RO of the constituency.

3. Booth Level Officer's Kit and BLO Register

3.1 Every Booth Level Officers shall be provided with a kit bag inscribed with Election Commission of India logo. The BLO Kit may contain the following items: -

a) Kit Bag, preferably made of Eco friendly material.

b) Cap with ECI Logo and "BLO" inscribed on it.

c) BLO's Register

d) BLO's identity card

e) a copy of Hand book for Booth Level Officer

f) A brochure having links of CEO/DEO websites, link of PPTs of all training module and BLO magazine.

g) Writing pad with sufficient papers

h) Blank Register

i) Pen, Pencil, eraser, ruler etc.

j) Sufficient number of blank Forms 6, 6B, 7 and 8.

k) Before every annual revision of electoral rolls, a Booth Level officer shall be provided baseline electoral roll data of the concerned polling station and analysis of Formats 1-8.

3.2 Booth Level Officer's Register:

The Booth Level Officer shall keep record of door to door survey done by him in Booth Level Officer's Register, which has now been standardized and simplified in 9 Statements, which is enclosed herewith at **Annexure-'II'.** BLO's Register is being digitized and put on Garuda App by ECI-IT Division. BLO's Register on Gadura App will also have baseline electoral roll data of the concerned polling stations and pre-filled Formats 1-8 using ERMs database.

4. Training

A comprehensive and meaningful orientation training should be imparted to all Booth Level Officers from time to time. Every newly appointed Booth Level Officer should invariably undergo induction training. Before every summary revision, a refresher training programme on need basis should be arranged to ensure that every Booth Level Officer is updated of his role and responsibilities. Updated Handbook for BLOs, as and when it is ready, shall be circulated to the CEOs of States/UTs for getting the same printed and distributed among the BLOs.

5. Monitoring and evaluation

The performance of Booth Level Officers shall be evaluated through well-defined layers of supervision and control through a battery of supervisors. The Chief Electoral Officers shall instruct Electoral Registration

Officers to update personal details and mobile numbers of Booth Level Officers, correct demarcation of polling station areas and co-relation of Booth Level Officers with their respective polling areas and updation of polling station numbers in control tables. Accountability factor shall be spelt out in clear terms to Booth Level Officers that their job is crucial for fidelity of electoral rolls and their performance will be closely monitored. The Chief Electoral Officers shall ensure that in order to motivate the Booth Level Officers a well-defined system of incentives and disincentives is also put in place.

6. Withdrawal of BLO work from one official and simultaneously entrusting this to another official shall not be treated as/amount to punishment until and unless reason for withdrawal of work is specifically done and recorded as a punitive measure by the ERO/DEO.

7. This will be standing instruction unless modified and repealed or modified or replaced. All concerned may be informed accordingly.

Yours faithfully

(AJOY KUMAR)
PRINCIPAL SECRETARY

INSTRUCTION Sl. No. 13

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/AERO/2022-ERS Dated: 7th November, 2022

To

The Chief Electoral Officers of all States & UTs

Subject: - Appointment of dedicated AEROs-regarding.

I am directed to refer the subject cited and to state that Commission's endeavor has always been to keep the electoral roll updated and error free, which forms a basis for free, fair and inclusive elections. Accordingly, the electoral roll is updated regularly through the Annual Summary Revision and continuous updation is done with focus on the registration of new/prospective electors. In-spite of all efforts, it has been observed in the past that the registration of young electors in age group of 18-19 was not at the desired level.

2. The Commission, having considered all the factors relating to such low registration of young electors, especially in the age group of 18-19 and pivotal role of educational institutions where the majority of these voters are found, has directed that an AERO dedicated for this purpose shall be appointed/assigned to each assembly constituency, to make targeted efforts for registration of prospective electors at level of recognized educational institutions within the area of his assembly constituency broadly on the lines as enumerated below:

   (i) AERO shall hold regular meetings with Electoral Literacy Club (ELC) of the educational institutions falling under the jurisdiction of his assembly constituency and make them aware about process for enrolment and timelines to file application for registration. During such meetings/correspondence with Electoral Literacy Club (ELC) of educational institutions, an account of number of young prospective electors should be obtained to get a realistic data of such persons.

   (ii) AERO shall organize Special camps during revision activities in the educational institutions, to create awareness about the elector's registration process and also encourage them to file the advance claims for registration as electors through online portals like NVSP/VHA/VP etc.

   (iii) AERO shall encourage online submission of Forms, whereas in those cases where online submission of applications is not possible due to poor internet penetration or otherwise, the AERO will make efforts to get Form-6 submitted by the applicant through physical mode of application. The applications received in physical Form-6 and pertaining to his/her constituency will be digitized and processed. As the number of students in an educational institution may not belong to the AC of AERO concerned, physical forms of such applicants will be digitized and sent to concerned ERO through ERO NET for further necessary action. For the purpose, a login ID will be provided to AERO.

   (iv) AERO shall maintain institution wise quarterly data of all such forms processed from the campuses of educational institutions. This would help in analyzing the percentage of registration against the eligible applicants and devise the strategy to target the unrolled applicants.

4. Compliance report of having appointed such AEROs for the above mentioned purposes and their joining should be sent to the Commission by 15th Nov,2022.

Yours faithfully,

(PAWAN DIWAN)
SECRETARY

INSTRUCTION Sl. No. 14

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/AERO/2022-ERS Dated: 7th November, 2022

To

The Chief Secretary/Administrator,

Of all States/UTs.

Subject: - Facilitate the enrolment of prospective voters from the campuses of educational institutions -regarding.

I am directed to refer to the subject cited above and to state that the electoral rolls are prepared and revised, subject to the overall superintendence, direction and control of the Election Commission of India under Article 324 of the Constitution, in accordance with the provisions of Representation of People Act, 1950 and Registration of Electors Rules, 1960.

2. The Election Commission of India has always been committed for conducting free, fairand inclusive election, for which an error free and updated electoral roll is prerequisite. The electoral roll is updated regularly through the Annual Summary Revision and continuous updation, wherein special focus is given on registration of new/prospective electors, who are/would be eligible for registration in electoral roll.

3. Earlier, the registration in electoral roll was done with respect to one qualifying date i.e. 1st January of the coming year, however with the recent change in registration process; provision of four qualifying dates have been introduced, i.e. 01st January, 01st April, 01st July and 01st October of the year in which the final publication of electoral roll is done. The said provisions have enabled the more number of prospective electors to submit advance application/claim for registration in Form-6, upon the draft publication of electoral roll, usually done in November every year.

4. The registration of new/prospective electors has always been a challenging task, and in-spite of Commission's consistent efforts for encouraging and increasing the enrollment in 18-19 age group, there has always been a shortfall in the registration number. As majority of such prospective electors are part of the educational institutes, the Commission feels that registration of young/prospective electors can be maximized through active participation of education institutions by providing:-

   (i) A dedicated space on institutions websites where a link for "registration of new voters" along with awareness slogans may be given, to encourage the students for their registration as electors; this link would direct the applicant to Form 6-"Registration of New Voter" on NVSP portal

   (ii) A field embedded towards the end of registration/examination form with tagline **"application form to be a new voter".** A click on the same would direct the applicant to Form 6-"Registration of New Voter" on NVSP portal, by hyper-linking the tagline with portal.

5. Further, I am also directed to convey that suitable instructions may also be issued to education Department/Boards to include the Electoral Literacy in Curricula, Co-Curricula and Extra curricula at the

school level. This has also been taken up with the Union Ministry of Education, GOI and the Ministry has assured for necessary revision in the National Curriculum framework (NCF). You are, therefore, requested to devise necessary framework for the inclusion of Electoral Literacy in the school curriculum of your state, in consultation with the Chief Electoral Officer of the concerned state/UT.

6. Accordingly, it is requested to send suitable communications in this regard to Educational department/ universities/Boards falling under the purview of your State/UTto facilitate the enrolment of young/ prospective electors in the electoral roll.

Yours faithfully,

(PAWAN DIWAN)

SECRETARY

Copy to: Chief Electoral Officers of all States/UTs

INSTRUCTION Sl. No. 15

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

By e-mail/Speed Post
निर्वाचन सदन
Nirvachan Sadan,
अशोक रोड, नई दिल्ली–110001
Ashoka Road, New Delhi-110001

No. 23/2023-ERS Dated: 16th May, 2023

To

The Chief Electoral Officers

of all States/UTs.

Subject – Clarification regarding setting up of Polling Stations at ground floor-regarding

Madam/Sir,

I am directed to refer to CEO's conference held on 04th April 2023 and 20th April 2023 wherein the Commission's directions as contained in para 2.5.8 of "Manual on Polling Station (2020)" regarding setting up of polling station preferably at ground floor to facilitate the voters and constraints experienced while adherence to the said direction in the hilly areas of the States were discussed and deliberated upon.

2. The Commission, after taking all aspects into consideration, has directed to clarify that "the meaning of the ground floor in context of polling stations is the floor of the building that is at the level of the connecting road.

3. All the officials concerned may be clarified accordingly.

Yours faithfully,

(RAJESH KUMAR SINGH)
UNDER SECRETARY

INSTRUCTION Sl. No. 16

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/BLA/2023-ERS Dated: 9th August, 2023

To

The Chief Electoral Officers,

of all States/UTs

Subject: Appointment of Booth Level Agents (BLA)-regarding

Reference:- (1) Commission's letter No. 23/BLA/2008-ERS dated 19.11.2008,

(2) Commission's letter No. 23/BLA/2008-ERS dated 28.11.2008,

(3) Commission's letter No. 23/BLA/2008-ERS dated 25.11.2010,

(4) Commission's letter No. 23/2012-ERS dated 03.08.2012, and

(5) Commission's letter No. 23/2012-ERS dated 06.10.2012.

Sir/Madam,

The commission, vide it's instructions as referred above has provided the facility of appointment of Booth level Agents (BLA) by the recognized political parties in order to maximize the transparency in the process of preparation and revision of electoral roll and also to improve its fidelity.

2. Booth Level Agents are supposed to work with Booth Level Officers of the respective polling station and also to guide and help the eligible citizens of their polling station in filing of application for inclusion, deletion, modification and transposition of entry in the electoral roll.

3. Now, for the sake of more clarity, all the existing instructions relating to the appointment of Booth Level Agents (BLA) have been consolidated and revised instructions, in supersession of all the above referred existing instructions, are hereby issued, as follow:-

(i) Every recognized political party through its President or Secretary or any other office bearer of shall authorize one district representative to appoint Booth Level Agents (BLAs). The specimen of the authorization Form is annexed herewith as Form ID: BLA 1. The Form must be singed, in ink only. These authorizations shall be submitted to the CEO and respective DEOs and EROs.

(ii) The Party can authorize more than one person in a district, specifically stating the constituencies for which they are being authorized to further appoint BLA's for each polling station falling in the jurisdiction of the relevant constituency. In an extreme situation, separate representatives may be authorized to appoint BLAs for every constituency

(iii) The authorized district representative of political party will further appoint Booth Level Agents (BLAs) for each Polling Station in Form ID: BLA 2 (The BLA will collect one printed copy of relevant

Part(s) of the draft electoral roll from the Designated Officer/Booth Level Officer). The specimen of the authorization Form is annexed herewith as Form ID: BLA 2. The Form must be singed, in ink only.

(iv) Normally, one BLA may be appointed for each part of electoral roll. The BLA must be a registered elector in the relevant part of the electoral roll for which he/she is appointed as it is expected that the BLA will scrutinize the entries in the draft roll of the area where he resides to identify entries of dead persons and shifted persons.

(v) One BLA may be appointed for more than one part of electoral roll provided the polling stations for the corresponding parts of electoral roll are set up within the same polling station location. In case, due to unavoidable reasons, one BLA is authorized to receive printed electoral roll (draft/final) in respect of more than one part of electoral roll, then separate authorization in Form ID: BLA 2 should be given for each such part of electoral rolls.

(vi) Booth Level Agent (BLA), once appointed, will continue to function in such capacity irrespective of whether it is revision or non-revision period and his appointment as Booth Level Agent will be valid for later years also until and unless the nomination/authorization of such Booth Level Agent is expressly withdrawn by the concerned political party or such Booth Level Agent has ceased to be a registered elector of the constituency for which he has been appointed.

(vii) No person in the service of the Government or a local authority or a PSU can act as Booth Level Agent.

(viii) The BLA will hand over the appointment letter in prescribed Form to Designated Officer/Booth Level Officer at the polling station location.

(ix) The Designated Officer/Booth Level Officer will hand over a printed copy of the relevant part(s) of the electoral roll to the BLA under proper acknowledgement only after production of the appointment letter by the BLA.

(x) The printed copies of each part of electoral roll to be supplied to the BLAs are the copies of electoral roll required to be supplied free of cost to every recognized political party under rule 11 of R.E. Rules, 1960. The second copy of the complete roll in CD will be supplied to the political party by the CEO/DEO/ERO, as the case may be, from their headquarters.

(xi) In case no BLA is appointed by a political party for any part of electoral roll, then the copy of the electoral roll for that part of electoral roll will not be handed over to any other person by the Designated Officer/Booth Level Officer. In such cases, the printed copy of electoral roll for those parts may be collected from the office of the ERO by the authorized representative of the party. The party representative will hand over a list of those parts of electoral roll for which they have appointed BLA and another list where no BLA could be appointed.

(xii) Booth Level Agents are permitted file 10 (ten) applications in a day. The Booth Level Agent shall submit forms to concerned Booth Level Officer along with a list of application forms and a written declaration that he has personally verified the particulars contained in the enclosed application forms and is satisfied that the same are correct. In case a Booth Level Agent submits more than 30 application forms during entire period of summary revision, cross verification must be done personally by the concerned Electoral Registration Officer/Assistant Electoral Registration Officer.

The political parties which have not appointed Booth Level Agents cannot file applications in bulk during revision period.

(xiii) The authorized BLAs of all recognized political parties will be required to be present on the special campaign days fixed generally on holidays for receipt of claims and objections under the aegis of Designated Officers/BLOs. On these dates, the BLO will go through the draft electoral roll with the BLAs of recognized political parties of State concerned and identify the corrections etc.

(xiv) The BLAs can list out the dead and shifted voters through house to house survey or any other means and present the list to the Designated Officers / BLOs in the format prescribed with this letter. They should give an undertaking that the information furnished by them is on the basis of verification conducted by them and they are liable for action under section31 of the Representation of the People Act, 1950 for making false declaration, if any.

(xv) The BLAs will motivate the electors within the jurisdiction of the part of the electoral roll to come forward to inspect the draft roll during the period when it is displayed and file applications for correction, deletion and transposition of entries. Similarly, they may also guide the prospective electors going to be eligible w.r.t. the subsequent qualifying dates of the year to file advance application for enrolment.

(xvi) The appointment of a BLA shall not be revoked during the revision process except in very unavoidable circumstances like death cases. In case a new BLA is appointed by the authorized representative then the copy of the draft roll already supplied to the previous BLA shall be used for reference purpose. The Designated Officer/BLO will not supply another copy of the relevant part of draft electoral roll if a copy has already been supplied earlier.

(xvii) In case any political party so wishes they may also issue photographed Identity Cards to their BLAs with signature of the authorized representative empowered by the party to appoint BLAs.

4. This shall be brought to the notice of all national and State recognized parties at the State.

Yours faithfully,

(PAWAN DIWAN)
SECRETARY

INSTRUCTION Sl. No. 17

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

23/2023-ERS (Vol.III) Dated: 22nd September, 2023

To

The Chief Electoral Officers of all States & UTs

(except Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana)

Subject- Special Summary Revision of Photo Electoral Rolls w.r.t 01.01.2024 as the qualifying date-Rationalisation of Polling Stations-Regarding

Sir/Madam,

I am directed to refer to the Commission's letter of even number dated 29th May 2023, on the subject cited, and to state that the Commission has been endeavouring for rationalisation of the polling stations with a view to bring the polling stations nearer to even smaller habitation for the convenience of voters and, at the same time eliminating the scope of intimidation, silent or otherwise, which inhibits free exercise of voting rights. Despite the fact that a robust exercise of rationalisation of polling stations is conducted in the States and UTs immediately before every Special Summary Revision of electoral roll as pre-revision activity in accordance with the Commission's extant instructions, there always remains scope of improvisation in the norms as prescribed owing to the changed scenario and factors that have been taken into account while rationalisation. **As per the existing instructions of the Commission, no polling stations should be housed in private residential building. Polling Station should be set up in a such way that no voter travels more than two kilometres for voting. There should be no political party office within 200 meters of a polling station. At the same time, it is endeavour of the Commission that the polling station should be located at the most convenient, accessible and known place to the resident elector.**

2. Summary Revision of Electoral Roll with reference to 01.01.2024 as the qualifying date has been announced vide the Commission's letter dated 29th May 2023 in all States and UTs (except 5 poll bound States, namely Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana, where SSR with reference to 01.10.2023 as the qualifying date is towards culmination as the final publication is on 04th October 2023). Rationalisation of the Polling Stations is being carried out between 22nd August and 29th September 2023 in your State/UT. After completion of rationalisation exercise and getting the approval of the Commission to the list of rationalised polling stations, draft electoral roll will be prepared and published on 17th October 2023 on the basis of rationalised polling stations.

3. At present there are 10,44,919 polling Stations in the Country out of which 2,73,508 are urban and remaining 7,71,411 are rural polling stations. There are 86,705 urban and 92,779 rural polling stations housed in non-government buildings.

4. As the polling station is the fundamental unit of the structure essential for conduct of free, fair, transparent and inclusive elections and creating such ambience at polling stations enhances voters experience, ease of voting for all voters and thereby also addressing concern of urban apathy. It assumes critically especially in those cases where the polling stations locations are overcrowded due to 4-5 polling stations at one location, congestion within such polling stations, non-availability of parking space in adjoining

area, polling station situated at the distance from the main road on which public transport plies, polling station situated at the distance from the residential areas, since these are visible causes for urban electors to remain in their house without exercising their voting right on the day of poll.

5. In view of the impending general election to Lok Sabha, 2024 and in order to mitigate urban apathy at the time of polling, in addition to SVEEP activities like identifying low voter turnout ACs/Polling Stations to ensure targeted awareness raising interventions and to break out the stranglehold of urban apathy across the country by vigorous people connect exercise, it is high time to focus on the setting up of polling stations during ongoing rationalisation exercise in such a manner that the issues raised in paragraph 4 above relating to polling stations in urban area are duly resolved to the extent possible.

6. For the above purpose, the Commission has directed that CEOs of all States and UTs shall conduct an extensive survey during the ongoing exercise of rationalization of polling stations to identify those urban areas where Group Housing Societies and high rise residential buildings are located so as to find out whether adequate rooms such as common facilitation area/community halls/schools are available at ground floor within the premises of such societies for the purpose of setting up a polling station to cater to the resident electors . In case of availability, efforts should be made to set up polling stations in such rooms if these conforms to the prescribed norms. In the slum dwelling clusters in urban area and also where outgrowth has taken place in the expanding urban/semi-urban areas, the same exercise should also be undertaken.

7. After survey and identification of suitable building during the above exercise, the physical verification of the polling station locations shall be conducted, by senior officer for the purpose, to be designated by the District Election Officer, in such manner that it could be assessed as to whether the building is in proper condition and it meets the other parameters such as Assured Minimum Facilities (AMF) etc. set by the Commission for smooth conduct of poll.

8. Once the buildings for such polling stations are identified and found suitable in all respect, rationalisation of existing polling stations catering to the resident of such societies/slum dwelling clusters shall be done on the basis of upper limit of 1500 electors. For the purpose of shifting it to the new location due procedure for creation/shifting of polling stations as prescribed in Manual on Polling Stations 2020, shall be followed. **While drawing up the list of polling stations, consultation with representatives of political parties and publication of draft list of polling stations shall be ensured by the District Election Officer concerned before sending the lists for the Commission's approval through the respective CEO**.

9. As creation/modification of polling stations are to be reflected in the draft electoral roll after getting the list of rationalised polling stations, approved by the Commission, it should be ensured that all the exercise mentioned above shall be completed within the prescribed time line for rationalisation of the polling stations.

10. A daily monitoring system shall be put in place by CEO of respective State/UT, giving focus on the above new exercise in the midst of ongoing rationalisation of polling stations.

11. All the concerned may be informed accordingly, for compliance of the Commission's above-mentioned directions.

Yours faithfully,

(Pawan Diwan)

SECRETARY

INSTRUCTION Sl. No. 18

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.nic.in

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

No.464/L&O/2023/EPS

Dated: 21st June, 2023

To

The Chief Electoral Officers of
All States/UTs

Subject: Instruction on Vulnerability Mapping, Critical Polling Stations and preventive measures – regarding.

Reference:

(i)	Letter No. 464/INST/2007-PLN-I	dated	12.10.2007
(ii)	Letter No. 464/INST/2008/EPS	dated	24.10.2008
(iii)	Letter No.464/INST/2009-EPS	dated	22.03.2009
(iv)	Letter No. 464/BR-LA/2010	dated	16.10.2010
(v)	Letter No.464/INST/2011/EPS	dated	05.03.2011
(vi)	Letter No. 464/INST/2011-EPS	dated	30.12.2011
(vii)	Letter No.464/INST/2014/EPS	dated	12.03.2014
(viii)	Letter No. 464/L&O/2015-EPS	dated	21.10.2015

Madam/Sir,

The Election Commission of India has issued various instructions on measures to be taken to ensure free and fair elections. One such measure is the exercise of Vulnerability Mapping and identification of Critical Polling Stations to focus efforts and resources for confidence building measures and to create secured environment for every elector to access the Polling Station without being obstructed or being unduly influenced or intimidated by anybody to exercise the franchise without any fear.

2. In view of the above and in supersession of all previous instructions issued by the Commission under reference above, a revised consolidated instruction is hereby issued.

A. VULNERABILITY MAPPING:

Vulnerability in the context of elections may be defined as the susceptibility of any voter or section of voters, whether or not living in a geographically identifiable area, to being wrongfully prevented from or influenced upon in relation to the exercise of his or her right to vote in a free and fair manner through intimidation or use of undue influence or force of any kind.

The exercise of **Vulnerability Mapping (VM)** is to identify, in advance, such voters or section of voters who are likely to be vulnerable, the persons or other factors causing such vulnerability and/or to identify

the villages/hamlets/habitats and segments of electorate vulnerable to any threat, intimidation or interference against the free exercise of electoral right and taking adequate corrective action thereof.

A.1 STAGES OF VULNERABILITY MAPPING EXERCISE:

(i) Identification of the voters/voter segments, village/hamlets/ area wise, vulnerable to threat or intimidation or undue influence.

(ii) Identification of the persons causing such vulnerability using muscle/ money power.

(iii) Initiating preventive measures against the persons responsible for causing vulnerability.

A.2 PARAMETERS OF VULNERABILITY:

The exercise of Vulnerability Mapping shall start 6 months before the date of poll fixed for the last held General Election. District Election Officer (DEO) shall collect inputs on parameters of vulnerability in prescribed proforma **(Annexure-I)** based on present and past elections in the district. The DEO, shall provide this information in **Annexure-I**, along with the information on pre-poll verified complaints and cases of defacement of private properties, if any, to the Sector Officers and Sector Police Officer as appointed according to para **A.3.1**.

A.3 ACTION TO BE TAKEN UNDER VULNERABILITY MAPPING:

A.3.1 APPOINTMENT OF SECTOR OFFICER:

A Sector Officer and Sector Police Officer shall be appointed 4 months before the date of poll fixed for the last held General Election. Suitable training shall be imparted to the Sector Officer and Sector Police Officer on their roll, responsibilities and timeline of activities for Vulnerability Mapping as provided in the Manual on Vulnerability Mapping (latest edition).

A.3.2 IDENTIFICATION OF VULNERABLE VOTERS/SEGMENTS AND THE PERSONS CAUSING SUCH VULNERABILITY:

On the basis of the inputs provided by the DEO in Annexure-I, The Sector Officer along with Sector Police Officer shall make field visits at regular intervals and give inputs on Vulnerability Mapping and identify voters/voter segments vulnerable to threat or intimidation or undue influence etc. These Officers shall also identify the persons responsible for making the voters / areas vulnerable, at each polling station indicating the name of village, hamlet, names of the potential troublemakers, including their contact numbers, address etc. This work has to be done by maintaining complete confidentiality of the informers/sources, if so desired.

A.3.3 OTHER AVENUES FOR COLLECTING INPUTS:

The DEO shall consider the worry lists submitted by political parties/ candidates for Vulnerability Mapping, to take a holistic view. The inputs from political parties/candidates, so received may be validated at the SDM level (and not below it) before it goes up to the level of DEO. Similarly, a channel shall be created through Call Centers/Control Rooms to gather information from the voters as they are the largest stakeholder in the elections. Inputs from District Intelligence Branch of the District Police shall also be taken.

In order to ensure authenticity of the Vulnerability reporting, a mechanism of collecting, cross

verifying, validating and collating information at a relatively higher administrative/ police level shall be ensured.

A.3.4 REPORTS ON VULNERABILITY MAPPING:

The formats of all the Vulnerability Mapping reports to be used by Sector Officers, Returning Officers, DEO and CEO respectively are given in the Manual on Vulnerability Mapping (latest edition) along with a timeline for each activity. The same may be referred to for scrupulous compliance. Concerned Zonal Division of the Commission shall scrutinize the report from CEO by taking specific and focused inputs from the Observers before poll day.

A.4 PREVENTIVE MEASURES IN VULNERABLE AREAS OR AGAINST PERSONS CAUSING VULNERABILITY:

Following actions need to be taken to ensure that the vulnerable persons, if any, are able to vote without fear, threat, undue influence or intimidation:

(i) The DEO and the CP/SP of the District through a joint review shall finalize an action plan to deal with the potential threats and intimidation points identified. The action plan may include inter alia bounding down the identified trouble makers under appropriate section of the law; seizure of illegal arms; preventive detention, if required; forcing their appearance in local police stations at reasonable intervals to ensure their good behaviour; deposit of licensed arms; placement of police pickets and carrying out confidence building measures. Special efforts should be taken in the last 72 hours to ensure that intimidation or obstruction of electors does not happen on the poll day.

(ii) It has to be ensured that all such measures are undertaken in absolutely non-partisan manner without fear or favour towards any particular political party or candidate.

(iii) The VM4-RO Reports *(Ref: latest edition of Manual on Vulnerability Mapping)* with reference to vulnerable locations, list of vulnerable voters and voters causing vulnerability may be used for undertaking any preventive measures etc.

(iv) The Sector Officers and the mobile security forces shall visit such villages/hamlets/dwelling areas which are identified as vulnerable areas, at least once on poll day. The Sector Officers and Sector Police Officers shall provide adequate security cover to the vulnerable voters wherever required.

(v) Observers and other senior officers, while visiting the Polling Stations on poll day, shall pay special attention towards the turnout of vulnerable voters and take necessary measures to provide access to their respective polling stations.

(vi) The police patrolling parties shall keep track of the vulnerable locations and keep the control room informed.

(vii) The Commanders/Assistant Commanders of the CAPF shall make it a point to visit such vulnerable pockets as a confidence building measure till the day of poll. In case they come across any suspicious activities, they shall take note of it and immediately inform any of the officials such as DEO/SP/ Observer/RO/Sector Officer.

B. CRITICAL POLLING STATIONS:

The Commission has prescribed for categorization of polling stations into **critical** and non-critical based on certain objective criteria **(Annexure-II)** to ensure enhanced security measures such as deployment of

sufficient CAPF personnel or provide additional civil measures like webcasting etc. in order to create a secured environment for conduct of elections. **It shall be noted that one of such objective criteria for determining any Polling Station to be a critical Polling Station is presence of vulnerable pockets/ hamlets/ villages etc. in that Polling Station or Polling Station located in identified vulnerable areas. Therefore, all Polling Stations identified under Vulnerability Mapping shall be designated as critical Polling Stations.**

Just to further clarify, Vulnerability Mapping is pro-active pre-poll exercise to identify vulnerable voters and areas and enforcing preventive measures well before poll day to mitigate the factors causing vulnerability, whereas critical polling stations are identified, based on the past electoral history, to provide focused enhanced measures at identified Polling Stations to prevent poll process vitiation and electoral violence.

B.1 MEASURES TO BE TAKEN FOR CRITICAL POLLING STATIONS:

(i) All critical Polling Stations shall have CAPF deployment to safeguard the Polling Stations to the maximum possible extent.

(ii) The list of all such critical Polling Stations shall be given to the Commanding/Assistant Commanding Officers of CAPF so that they can keep a watch on such Polling Stations.

(iii) Deployment of webcasting or videography and any other monitoring system shall be positioned in the Polling Station as a civil measure. **Webcasting shall be done in all critical polling stations or at least in 50% of total polling stations including auxiliary polling stations, whichever is higher**.

(iv) Critical events in and around the polling station shall also be videographed.

(v) A Micro Observer may be deployed inside the critical Polling Station, as additional civil measure, to enhance monitoring.

(vi) The Presiding Officer of critical Polling Station shall be specifically briefed to ensure that the EPIC/ approved identification document, if any, are properly verified and reflected in the 'Remarks' column of Form 17 A.

C. ROLE OF OBSERVERS/ DEO/RO:

(i) The DEO/ RO shall interact with the candidates and representatives of political parties to gather regular feedback. The District Intelligence Branch shall also give regular feedback on the subject of vulnerability of voters and critical Polling Stations to the DEO through SP.

(ii) Upon the arrival of the General Observer, Police Observer and Expenditure Observer in the Constituency, the DEO/RO shall brief and hand over the details of polling station-wise Vulnerability Mapping of the relevant Assembly Constituency/segment and a list of critical Polling Stations to the Observers. The final list shall be approved by the senior most General and Police Observers.

(iii) The Observers shall visit such locations and interact with the voters in order to constantly monitor the developments.

(iv) At the time of dispatch of the polling parties from the dispatch centres, the RO shall brief the

Presiding Officer concerned regarding the critical Polling Stations and vulnerable locations within the Polling Station area.

(v) The DEO/RO shall take the inputs on mass scale intimidation/ threat/obstruction, if any, into consideration while submitting their report after the poll.

(vi) The Observers shall give their full attention to the issue of Vulnerability Mapping and critical Polling Station. They shall verify and make a mention of the situation in their final report.

D. ACCOUNTABILITY AND CONFIDENTIALITY:

The Commission directs that accountability of various civil and police officials for Vulnerability Mapping and critical Polling Stations and follow-up at every stage shall be clearly defined with reference to each Polling Station/Constituency. Disciplinary action shall be initiated in case of dereliction of duty on the part of any civil/police officials in this matter.

It is to be noted that during elections, no press conference of any kind shall be held to furnish any type of details relating to critical Polling Stations, Vulnerability Mapping exercise, vulnerable areas, deployment of security forces etc. Field machinery shall be sensitized in this regard. Any information to media about vulnerability, if required, would be given only by the Commission or by the Chief Electoral Officers of the State/ UTs concerned on instructions of the Commission.

Detailed instructions on Vulnerability Mapping and Critical Polling Stations are contained in Manual on Vulnerability Mapping (latest edition) and Manual on Force Deployment in Election (latest edition), respectively. These Manuals may be referred for details and clarifications.

This shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

Copy to:

All Sr.DECs/DECs/Sr.Pr.Secy/Directors/Pr.Secy/Secretary/Zonal Divisions

ANNEXURE -I

Format VM-1

Information on each AC/Sector to be provided by DEO to Sector Officer before he/she undertakes the exercise of VM

1. Number of election offences registered in the last parliamentary elections in the AC/Sector (give details wherever required)

2. Number of election offences registered in the last assembly election in the AC/Sector (give details wherever required)

3. Number of election offences registered in the last local body election in the AC/Sector (give details wherever required)

4. Number of serious criminal offences, caste conflicts, and communal incidents registered in the area, if any, in the last one year (give details wherever required)

5. Model code of conduct violations if any in the last parliamentary election (give details wherever required)

6. Model code of conduct violations if any, in the last assembly elections (give details wherever required)

7. Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last parliamentary election (Give details whenever required) and details of expenditure sensitive pockets in the last parliamentary election

8. Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last assembly election (Give details whenever required) and details of expenditure sensitive pockets in the last assembly election

9. Details of re-poll if any in the last general election of parliament or assembly or any bye-election

10. Details of Prohibition laws related cases in the last parliamentary/assembly and local elections.

11. Names of persons from AC/Sector currently under externment /detention.

12. No. of cases & details of important cases registered in the area under relevant State Excise Act:

(i) In the last parliament election.

(ii) In the last Assembly election.

(iii) In the last one year

13. Arms related information

14. Details of cases violating the Narcotic Drugs and Psychotropic Substances Act

15. List of warranties of area in election related cases.

16. List of habitual offenders (with details of crime) of that area

17. Details of pre-poll complaints if any related to electoral rolls of the AC/sector

18. Details of any other pre-poll complaints

19. Information regarding more than normal migration in the last 06 months to and from the AC/Sector, if any

20. Voter turnout and % in the last Parliamentary elections along with voter turnout details of allocated Polling Stations:

- Male:
- Female:
- Overall:

21. Voter turnout and with % in the last assembly elections along with voter turnout details of allocated Polling Stations:

- Male:
- Female:
- Overall:

Annexure-II

OBJECTIVE CRITERIA FOR IDENTIFICATION OF CRITICAL POLLING STATIONS:

(i) PSs having vulnerable pockets and PSs located in identified vulnerable area.

(ii) PSs where polling was more than 90% and where more than 75% of votes have been polled in favour of one candidate in last election.

(iii) PSs where polling is less than 10%

(iv) PSs where Re-poll conducted owing to vitiation of poll process and electoral offences such as booth capturing, during any election for Lok Sabha or State Legislative Assembly in last five years

(v) PSs where any sort of violence took place on poll day leading to lodging of FIR, during any election for Lok Sabha or State Legislative Assembly in last five years.

(vi) PSs with higher than constituency average % of Absentee, Shifted and Dead (ASD) voters *(Ref: Constituency Average % of ASD Voters=Total number of ASD Voters in the constituency/ Total number of polling station)*

(vii) Information regarding abnormal law and order situation in any particular area.

INSTRUCTION Sl. No. 19

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/EPS/2023/L&O Dated: 8th June, 2023

To

1. The Chief Secretaries of all States/UTs
2. The Chief Electoral Officers of all States/UTs

Subject: Measures related to Law & Order for conduct of peaceful, free and fair General/Bye elections – Consolidated Instruction – regarding.

Reference: Commission's Instructions on Law & Order related issues and to ensure conduct of free and fair elections:

(i)	No.464/96-L&O/PLN-I	dated 17.01.1996
(ii)	No.464/96-L&O/PLN-I	dated 13.03.1996
(iii)	No.476/3/98-JS-II	dated 14.02.1998
(iv)	No.437/GE-99/PLN-III/MCC	dated 28.07.1999
(v)	No.464/L&O/99-PLN-I	dated 18.08.1999
(vi)	No.576/14/99-PLN-I	dated 21.08.1999
(vii)	No.464/INST/2006/PLN-I	dated 20.04.2006
(viii)	No.464/L&O/2007/PLN-I	dated 08.01.2007
(ix)	No.464/INST/2007-PLN-I	dated 08.01.2007
(x)	No.464/INST/2007-PLN-I	dated 12.10.2007
(xi)	No.464/INST/2008/PLN-I	dated 27.02.2008
(xii)	No.464/GJ-LA/2007	dated 19.11.2007
(xiii)	No.464/GJ-LA/2007	dated 26.11.2007
(xiv)	No.464/INST/2008/EPS	dated 05.11.2008
(xv)	No.464/L&O/2008/EPS	dated 12.11.2008
(xvi)	No.464/INST/2009/EPS	dated 09.01.2009
(xvii)	No.464/INST/2009/EPS	dated 24.03.2009
(xviii)	No.464/INST/2009-EPS	dated 08.04.2009
(xix)	No.464/INST/2009/EPS	dated 01.09.2009
(xx)	No.464/UP/2011/EPS	dated 30.12.2011
(xxi)	No.470/INST/2014-EPS	dated 15.05.2014
(xxii)	No.464/INST/2019/EPS	dated 21.05.2019

Madam/Sir,

Election Commission of India is vested with the superintendence, direction and control of, inter alia, the conduct of all elections to the Parliament and to the Legislature of every State under clause (1) of Article 324 of the Constitution of India. The Commission is well aware of the existence of money and muscle power and its ill impact on election process. It has always been the endeavor of the Commission to take a number of strict enforcement measures over and above the purview of normal law and order arrangements, for amplifying the efforts and strengthen administrative systems for peaceful, free, fair and transparent elections.

In view of above and in supersession of all the previous instructions issued by the Commission under reference, a revised consolidated instruction is being issued in the matter related to preventive law and order actions for strict compliance by all concerned.

A. PREVENTIVE LAW AND ORDER ACTIONS:

(i) The DEO and SP shall initiate preventive measures to ensure that intimidation/ obstruction does not happen during elections. Confidence-building measures such as guarding of vulnerable locations, area domination etc. point patrolling, undertaking visits to meet vulnerable communities, tracking should be initiated to bolster the voters' confidence about the arrangements for free and fair poll. CAPF, in combination with State Police, shall be extensively used for patrolling and confidence building activities before poll day and for safeguarding polling stations and material on poll day and post poll duration.

(ii) Vulnerability Mapping exercise shall be initiated and continuously carried out as provided in the relevant Manual on the subject. The police should identify and keep track of the vulnerable locations, voters in those locations and persons causing vulnerability and take prophylactic measures in the context of holding peaceful elections.

(iii) A special drive shall be launched by every Superintendents of Police/ Commissioners of Police 6 (six) months prior to the probable date of elections *(as an estimate take date and month of the poll day of the last relevant General Election)* to:

(a) Compile a list of all such persons indulged in electoral offences like booth capturing, intimidation, impersonation in each police station of each and every constituency during the past Parliamentary and State Assembly elections.

(b) Compile a list of history sheeters, declared absconders, fugitive criminals in each police station falling in each and every Parliamentary/Assembly Constituency

(c) Effect the service of all pending warrants in each police station of each and every Parliamentary/ Assembly Constituency promptly and monitor regularly.

(d) Expedite the investigation and prosecution of all electoral offences registered in previous elections in each police station of each and every Parliamentary and Assembly Constituency and a fortnightly report be made available to the District Election Officers concerned and shall be forwarded to the Commission as and when asked for.

(e) Compile a list of persons reported to have indulged in the offences under SC and ST (Prevention of Atrocities) Act, 1989 during past elections and initiate actions as required.

The above activities shall be reviewed **weekly** at SP/CP level for initiation of preventive measures for a conducive environment during elections.

B. BAN ON SALE OF LIQUOR:

(i). Section 135C of Representation of the People Act, 1951 provides that no spirituous, fermented or intoxicating liquor or other substances of like nature shall be sold, given or distributed at a hotel, eating house, tavern, shop or any other place, private or public, within a polling area during the period of 48 hours ending with the hour fixed for conclusion of poll for any election in the polling area. Therefore, 'Dry Day' shall be declared and notified under relevant State Laws for the stipulated period for the poll areas.

(ii) The day on which counting of votes is to be taken up, shall also be declared 'Dry Day'. For the purpose of declaring DRY DAY on day of counting, State Excise Department shall issue comprehensive instructions regarding dry day on day of counting (up to completion of counting of votes and declaration of result) using its appropriate powers, mentioning specific relevant provisions in its Acts/Rules. State Governments need to issue comprehensive instructions to all concerned authorities to take appropriate legal measures to ensure strict compliance of the said provision.

(iii) Special drives shall be launched to keep a check on inter-State flow of illicit liquor and unearth illicit liquor making factories and all restrictions provided in State Excise Law or any other Laws on the storage of liquor in unlicensed premises shall be vigorously enforced. In such drive, all relevant law enforcement agencies shall initiate coordinated efforts.

C. BAN ON CARRYING OF LICENSED ARMS -

(i). Prohibitory orders under section 144 of the Criminal Procedure Code, 1973 shall be issued banning the carrying of licensed arms as soon as an election is announced and such ban should be made effective till the declaration of results.

(ii). The authorities shall conduct a 100% scrutiny of licences of arms and ammunition shops with a view to ensuring that the records of their stocks are kept up-to-date. Their antecedents, recent involvement in irregularities, variation in business transactions and political leanings, if any, warrant a close checking and monitoring during the days of active electioneering.

D. BAN ON ISSUE OF LICENSE OF ARMS-

Issue of license for arms should be prohibited during the period commencing with the date of announcement of elections. This ban will continue to be operative till the completion of the election as notified.

E. SEIZURE OF UNLICENSED ARMS AND AMMUNITIONS-

A special drive shall be launched to unearth and seize unlicensed arms and ammunition. A very thorough regular search and seizure by the State Police of unlicensed arms and places of indigenous manufacturer of arms and ammunition or underground arms factories shall be carried out and persons involved shall be arrested according to the legal provisions. While unearthing and seizure of unlicensed weapons is a normal ongoing responsibility of the police, it shall be vigorously intensified during the election period. Inter-State and Intra-State movements of trucks and commercial vehicles shall be strictly checked with a view to preventing smuggling of arms, ammunition and anti-social elements. Close inter-state coordination shall be established, as required.

F. DEPOSIT OF LICENSED ARMS-

(i). Immediately after the announcement of elections, District Magistrates shall make a detailed and individual review and assessment, in accordance with the prevalent State laws, of all license holders so that licensed arms in those cases **where they consider it essential are impounded in order to ensure maintenance of law and orde**r and conduct of free and fair elections. The cases which may need inter alia special review are:

(a) Arms licence of persons released on bail,

(b) Arms licence of persons having a history of criminal offences, and

(c) Arms licence of persons previously involved in rioting at any time but especially during the election period.

(d) Arms license of persons involved in election offences of any kind;

(ii). The Hon'ble High Court of Bombay in CWP No.835 of 2009 (Sh Govind Vs. Vikram Kumar, Distt Magistrate & Others) vide order dated 10th July 2009 had laid down procedure for review and assessment of all license holders, which needs to be followed scrupulously, as follows:

(a) There shall be a Screening Committee in every District and in every Police Commissionerate area. In the District, the Screening Committee shall consist of the District Magistrate and the Superintendent of Police. In the Commissionerate area, it shall consist of the Commissioner of Police and Joint/ Additional Commissioner of Police (Administration).

(b) The Screening Committee shall commence the work of screening of all arms licenses from the day of announcement of election by the Election Commission and it shall complete the exercise of screening, as far as possible, before the date of issue of notification of elections.

(c) Cases of all license holders as mentioned in above para-F(i) shall also be placed before the Screening Committee.

(d) On receipt of report from the Screening Committee, the licensing authority shall issue notice before the last date fixed for withdrawal of candidature to the individual license holder for depositing his arms and inform to the license holder that failure to deposit the arms as directed would result in prosecution under Section 188 of the Indian Penal Code.

(e) The license holders, thereafter, shall deposit their arms forthwith and in any case within a period of seven days from the date of receipt of the notice.

(f) The decision taken by the Screening Committee shall be final.

(g) Any license holder who fails to deposit arms within the period specified above shall be liable for prosecution under Section 188 of the Indian Penal Code.

(iii). The District Administration or Commissioner of Police shall ensure fool proof arrangements for keeping the deposited firearms in safe custody. Proper receipt must be given to the license holders depositing their firearms. District Administration or the Commissionerate of Police shall ensure that all firearms deposited are returned to the license holders immediately after one week of the date of declaration of results.

(iv). Sportsmen who are the members of National Rifle Association, at different levels and have to participate in various sporting events in which they use their rifles, will be exempted from these restrictions. This ban shall also not be applicable to those communities who are entitled to display weapons by long standing law, custom and usage. This shall, however, not prevent the District Administration to impound weapons of any person, even from such communities, if they are found to be indulging in violence or posing a threat to the maintenance of law and order and peaceful conduct of elections. In such cases also, the seized firearms shall remain impounded till one week after the declaration of results.

G. TRANSPORTATION OF ARMS AND AMMUNITIONS:

(i). Strict vigil shall be maintained by police, thorough checking of lorries, light vehicles and all other vehicles, preferably by setting up equipped check posts, from the day of announcement of elections to ensure that no undesirable elements or arms and ammunition are being transported into the constituency from outside and to apprehend them and take appropriate action under law if they are doing so.

(ii). Such checking of vehicles shall continue till the completion of the counting of votes and the declaration of results.

(iii). It is clarified that Commission has not banned supply of arms and ammunitions from one State to other. However, such transfers should only be on the basis of valid papers, including 'No Objection Certificates' from the respective District Magistrates/ Commissioners of Police, as applicable in laws. The state authorities supplying the consignment of arms and ammunition shall inform the concerned authorities of the States wherein the supplies of arms and ammunitions are sent so as to take advance action for remitting the consignment to the actual consignee.

H. DISPLAY OF ARMS:

Display of arms in procession in support of a candidate during campaign period is tantamount to threat and intimidation to voters at elections. The Commission directs that no individual or group of persons can be allowed to display arms during a procession or any meeting in support of a candidate, under any circumstances. All meetings/processions for campaigning activity should be videographed for surveillance purpose and inter alia detect any violations of this direction.

I. ENTRY OF PERSONS WITH SPECIAL SECURITY COVER IN POLLING STATIONS/COUNTING CENTRES:

The CPT (Close Protection Team) with arms will follow the protectee to the door of the polling booth or the counting hall as the case may be, thereafter, only one Personal Security Officer with concealed firearms will accompany the protectee inside the polling booth and will locate himself so as to provide requisite cover to the Protectee without interfering with the proceedings, in any way, inside the polling station.

J. PROHIBITION ON MISUSE OF SHORT MESSAGE SERVICES (SMSs) AND OTHER SOCIAL MEDIA PLATFORMS:

The Commission is aware of the fact that persons with vested interests may transmit objectionable messages through SMSs or **other Social Media platforms** which may vitiate the process of elections by violating the election laws, model code of conduct and instructions issued by the Commission in the

regard. To ensure that elections are conducted in free, fair and peaceful manner, the Commission has issued the following directions:

(a) Police authorities should advertise special mobile numbers on which the receiver of such messages can forward the said messages along with the number of the sender(s). An appropriate inquiry shall be initiated by the police authorities and after tracing original sender of such messages, suitable action shall be taken under relevant provisions of Indian Penal Code, Representation of the People Act, 1951, Conduct of Election Rules, 1961, instructions/directions issued by the Commission and any other law applicable.

(b) During 48 hours ending with the hour fixed for conclusion of poll, there shall be no transmission of bulk messages of political nature.

(c) Bulk messages transmitted during campaign period will be brought to notice of CEO by Returning Officers or District Election Officers and the cost be apportioned to election expenditure of candidate(s) concerned.

(d) Mobile Service Providers shall also be appropriately briefed and directed about the sensitivities involved and legal provisions.

K. PREVENTION ON CARRYING OF MOBILE, SMART PHONES ETC WITHIN PROHIBITED AREA:

The Commission has prohibited carrying of mobile phones, smart phones, wireless sets etc. inside the polling stations on the day of poll and Counting Centres on the day of counting. However, Presiding Officers will be allowed to carry their phones in silent mode and use only for communication with Sector Officers, Returning Officers and Observers in case of necessity and exigency. These instructions will also not apply to the officers in charge of law and order, security personnel put on duty, Observers appointed by the Commission, election authorities and officers in charge of counting at Counting Centres.

L. RESTRICTION ON PRESENCE OF POLITICAL FUNCTIONARIES IN A CONSTITUENCY AFTER CAMPAIGN PERIOD IS OVER:

(i). Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll (silence period), the campaigning activities shall come to an end.

(ii). During the course of campaign, political parties mobilize their supporters, including from outside the constituency, in order to bolster their campaign. In view of the fact of closure of campaign period, no campaign activities shall take place within the constituency in the last 48 hours, as specified. Political functionaries/party workers/procession functionaries/campaign functionaries etc., who have been brought from outside the constituency and who are not voters of the constituency, should not continue to remain present in the constituency as their continued presence, after end of the campaign period, may undermine or vitiate eco-system required for free and fair election.

(iii). The Commission has directed that after the end of campaign period, the district administration/police administration shall ensure that all such functionaries leave the constituency immediately after the beginning of silence period. However, the said restriction may not be insisted upon during the General Elections to Lok Sabha/State Legislative Assembly in respect of office bearer of Political Party who is in charge of the State. Such office bearer of the political party shall declare his place of stay in the State headquarters and his movement during the period in question shall remain confined normally between his party office and his place of stay.

(iv). Above mentioned directions on silence period shall be brought to the notice of all political parties, contesting candidates and their agents to comply with the directions.

(v). The Commission further directs that the district administration/police may take all necessary measures, to scrupulously implement this direction, which *inter alia* may include:

(a). Checking of marriage halls/ community halls etc., where such people are kept housed and find out whether any outsiders have been accommodated in these premises.

(b). Verification of hotels, lodges and guesthouses to keep a track of the list of occupants.

(c). Set up check posts in the constituency borders and track the vehicular movement from outside the constituency.

(d). Verify the identity of the people/group of people in order to find out whether they are voters or not and establish their identity.

M. VIGIL ON JAIL INMATES:

To eliminate any possibility of undue influence on peaceful, free and fair election from politically connected jail inmates, the Commission has directed that district administration shall take following measures:

(a) The District Magistrates shall regularly inspect the jails and ensure that the provisions of the Jail Manual are followed scrupulously.

(b) He shall submit a weekly report confirming that the inmates are not given access to cell phones etc. and that the provisions of the Jail Manual are followed scrupulously by the jail authorities in all respects, particularly the visits of outsiders to meet the jail inmates.

(c) Identified jail inmates should not be allowed to meet visitors every day to prevent them to hold virtual election meetings and discuss election related issues from inside the jails.

(d). The transfer of inmates during election process shall be monitored and, unless specific order of the competent court, the transfer of inmates shall not be done. In case of any such transfer needed for any justifiable reasons, prior information to the Chief Electoral Officer shall be given who in turn will seek the approval of the Commission.

N. ACTION TO BE TAKEN FOR ELECTORAL OFFENCES:

The following action inter alia shall be ensured:

(a) Identify critical polling stations and vulnerable areas, according to the various extant instructions and the Manuals on the subjects, that need special attention and appropriate measures be undertaken to prevent any untoward situation affecting free and fair conduct of election.

(b) Strict action shall be taken against any electoral offenders. A list of electoral offences is enclosed for easy reference **(Annexure-I)**

(c) Compile all the criminal cases lodged in the course of conduct of elections. The Commission has directed that the last date for launching of prosecution of all cases relating to electoral offences should be one month from the date of completion of elections. Close monitoring shall be done by District Election Officer and Superintendent of Police/ Commissioner of Police.

(d) The Commission has fixed the same period by which enquiries on complaints received or referred by the Commission, during the conduct of the elections, should be completed.

(e) No such case shall be withdrawn by the State Government without the prior concurrence of the Election Commission of India.

(f) Monthly report as enclosed in Proforma at **Annexure-II (Electoral Offences Report)** about the status of electoral offence cases in which FIRs have been lodged should be furnished to the Commission. Such Monthly Report shall also be provided on Election Planning Portal by the Chief Electoral Officers.

O. LAW AND ORDER REPORT:

The Chief Secretary shall arrange, immediately after announcement of election till completion of election, for compilation of daily law & order report for each district in format prescribed at **Annexure-III (Law and Order Report-I)** and for its transmission to the Chief Electoral Officer. **District authorities should not send this report directly to the ECI.** The Chief Secretary shall also arrange for compilation of a consolidated report for the State in another format mentioned in **Annexure-IV (Law and Order Report-II)** by the Home Department. These reports should be sent to the Chief Electoral Officer, who in turn shall forward it with his/her comments to the Commission. Law and Order Report-II shall also be furnished by the chief Electoral Officer on Election Planning Portal for the specified period.

This instruction shall be brought to notice of all concerned for strict compliance.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 20

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/EPS/2023 (CAPFs) Dated:14th June, 2023

To

1. The Secretary to the Government of India,
   Ministry of Home Affairs,
   New Delhi- 110001.
2. The Chief Secretaries of
   all States/UTs.
3. The Chief Electoral Officers of
   All States/UTs

Subject: Deployment of CAPFs for conduct of elections--Role, Transportation, Accommodation, Welfare Measures and other related provisions- Consolidated Instruction – regarding.

Reference: Commission's Instructions issued on the subject:

(i)	No.464/L&O/99-PLN-I	dated	05.08.1999
(ii)	No.PS/AK/2005	dated	30.09.2005
(iii)	No.464/L&O/2007/PLN-I	dated	08.01.2007
(iv)	No.464/UP-LA/2007	dated	25.10.2007
(v)	No.464/INST/2008/EPS	dated	24.10.2008
(vi)	No.464/L&O/2014/EPS	dated	07.04.2014
(vii)	No.464/L&O/2014-EPS	dated	11.04.2014
(viii)	No.464/INST/2014/EPS	dated	05.05.2014
(ix)	No. 464/2015/EPS	dated	09.11.2015
(x)	No.218/6/2019-EPS	dated	10.04.2019
(xi)	No.218/6/2019-EPS	dated	25.04.2019
(xii)	No.464/INST/2021-EPS	dated	03.03.2021
(xiii)	No.464/L&O/2021/EPS	dated	08.02.2021
(xiv)	No.470/L&O/2022/EPS	dated	02.08.2022

Madam/Sir,

Conduct of free, fair and peaceful elections are a fundamental characteristics and requirement of a functional democracy, which involve various strenuous activities that are carried out by election machinery consisting of officials and staffs from various departments, including security forces. The Commission invariably drafts and deputes Central Armed Police Forces (CAPF), in terms of Article 324 of the Constitution of India and in terms of Honorable Supreme Court orders in Election Commission of India Vs Union of India and Ors Writ Petition number 606/1993, wherever elections are conducted, on the basis of various inputs such as assessment of law-and-order situation on the ground received from multiple sources or any other relevant inputs.

2. Under Section 28 A of the Representation of the People Act 1951, all the officers and personnel from State Police and Central Armed Police Forces, so deployed for election related duties, shall stand deputed to the Election Commission of India for the period commencing from the date of the notification calling for such election and up to the date of completion of election process and accordingly, such officers and personnel, during that period, shall be under superintendence, direction and control of the Election Commission of India.

3. In view of consolidating all instructions on deployment, role, transportation, welfare measures and other related issues, the Commission directs, in supersession of all the previous instructions issued by the Commission under reference, a revised consolidated instruction, as below, for strict compliance by all concerned:

A. MEANING OF CAPFs:

Central Armed Police Forces (CAPFs) include all Central Armed Police Forces, State Armed Police Forces, Indian Reserve Battalion, Railway Protection Force and any other force deployed by Ministry of Home Affairs, on direction of the Election Commission of India, for the purpose of elections.

B. STATE LEVEL FORCE COORDINAOR and STATE CAPF COORDINATOR:

The Ministry of Home Affairs shall appoint a State Level Force Coordinator (SLFC) for every poll-bound State/UT, six months in advance, not below the rank of Inspector General. However, for smaller States or UTs, an officer of the rank of Deputy Inspector General can be appointed.

The poll-bound State/UT shall appoint State CAPF Coordinator to assist State Police Nodal Officer, not below the rank of Inspector General of Police, for close coordination with State Level Force Coordinator appointed by the Ministry of Home Affairs Government of India. However, for smaller States or UTs, an officer of the rank of Deputy Inspector General can be appointed.

C. DEPLOYMENT OF CAPFs:

(i) The Commission, invariably, directs deployment of CAPFs for free, fair and peaceful conduct of General Election/Bye-Elections to the Lok Sabha and State Assemblies.

(ii) CAPFs, so deployed, shall not be kept on reserve or used for any other purposes, other than specified by the Commission, except with the prior approval of the Commission through the CEO.

(iii) The District Deployment Plan shall be prepared by DEO and SP jointly for the district and shall be vetted by senior most General and Police Observers jointly.

(iv) The deployment of forces in district, as per the approved District Deployment Plan, shall be the responsibility of the concerned Commissioner of Police/Superintendent of Police.

(iv) CAPF shall invariably be deployed at all critical Polling Stations and the deployment plan shall be prepared in such a way that all Polling Stations are covered with effective static duty force reinforced by necessary mobile patrolling at the level of Sectors. In case of shortage of CAPF, more critical Polling Stations shall be provided with CAPF and less critical Polling Stations may be provided with mixed or other non-CAPF forces.

(v) Details regarding District Deployment Plan with district profile, route plan, accommodation, transport arrangement and Nodal Officer contact details must be ready before the arrival of CAPFs to the State and shall be shared with them on arrival.

(vi) CAPF is not required to be randomized for deployment.

D. SPLITTING OF SECTIONS BASED ON AREA CRITICALITY:

It shall be ensured that not less than one Section of CAPF shall be deployed in LWE/Militancy/Insurgency areas. Half Section of CAPF should be deployed in the areas other than LWE/Militancy/Insurgency areas.

E. ROLE OF CAPFs:

While deployed for election duty, the CAPF is required to perform the following activities:

1. PRE-POLL ACTIVITIES:

CAPF shall carry out effective and focused flag marches for area domination, point patrolling and other confidence building measures till 2 days before the polling day (P-2). These forces may also be used as a part of SSTs/FSTs/QRTs etc. for surveillance purpose. Such flag marches by CAPF should be more on foot; and there should be some interaction with local population. This will help to instill public confidence in general law and order. The CAPF shall be provided with a list of anti-social elements and vulnerable pockets to keep a watch on unlawful activities.

2. POLL DAY ACTIVITIES:

The CAPF shall be assigned duties of guarding the Polling Stations, poll materials, polling personnel and keeping watch on poll process on poll day. For this purpose, the CAPF may be deployed in any of the following manner:

(i) Static guarding of critical polling station solely and exclusively by CAPF.

(ii) Static guarding of polling stations as part of a mixed (composite) team with local state forces;

(iii) Patrolling duty on assigned routes (election sectors) covering a fixed cluster of Polling Stations;

(iv) Patrolling duty as a part of FST in a defined area;

(v) Escorting duty of polled EVM with polling personnel back to the Receipt Centers/Strong Rooms after polls are over;

(vi) Any other duty which is necessitated to ensure the purity and fidelity of the election process.

It will be the responsibility of the District Magistrate and SP concerned to ensure that the polling parties and static armed force reach Polling Stations in scheduled time. CAPF shall be deployed for static duty at assigned Polling Station at least one day prior to poll day. The Sector Officers/ Magistrates shall have the details of static force parties that have been allocated to Polling Stations under his charge as per the District Deployment Plan.

3. POST POLL ACTIVITIES:

(i) Polled EVMs and VVPATs and the polling personnel shall be escorted by CAPF to the Receiving Centers/Strong Rooms. Details in this regard shall be worked out by the DEO and CP/SP in consultation with Observers in advance.

(ii) CAPF shall be assigned the duty of guarding the Strong Rooms 24x7, where the polled EVMs and VVPATs shall be stored and kept, till the day of counting (Latest edition of EVM Manual shall be referred)

(iii) It shall be ensured that adequate and fool-proof security arrangements are made inside and around the Counting Centers to prevent incidents that are likely to vitiate the counting process. Sufficient CAPF personnel shall be present at all the Counting Centers for this purpose.

F. FURTHER DIRECTIONS ON POLL DAY DUTIES OF CAPF:

(a). STATIC DUTY:

(i) CAPF shall take positions in the assigned polling stations, at least one day prior to the poll, for the duty of static guarding of Polling Stations. The CAPF shall be primarily responsible for protecting the Polling Stations, polling parties, polling materials and regulating the entry inside the Polling Stations.

(ii) One personnel of the CAPF shall position himself at the door of the Polling Stations (either in static or oscillating mode) in order to observe the proceedings that are going on inside the Polling Stations. (Janak Singh vs Ram Das Rai and Others, CA 9228/2003, SC)

(iii) The CAPF staff shall keep an eye on the activities inside the Polling Station and report to the Officer in-Charge of the CAPF or the Presiding Officer, Micro Observer, Sector Officer, General/Police Observers etc., if anything unusual is observed.

(iv) CAPF personnel deployed at the entrance of the Polling Stations are expected to keep a watch on the following activities:

- No unauthorized person to be present inside the Polling Station at any time during the poll.
- Ensure that polling party or the polling agents do not attempt to cast any vote when no voter is present inside the Polling Station.
- No polling officer shall accompany any voter to the voting compartment.
- No polling agent or polling officer shall threaten any voter or make any gesture to threaten them.

- No arms shall be carried inside the Polling Station.
- No silent rigging of poll process shall take place.

(v) Wherever CAPF is on static duty, in case of any requirement, reinforcements of local police shall be provided.

(vi) In cases of disorder/disturbance in Polling Stations, Presiding Officers shall exercise the power conferred under Section 131 of the Representation of the People Act 1951 and use the presence of CAPF/State Police in case of occurrence of any untoward incident affecting the free and fair poll process. In this regard, there shall be proper coordination between Presiding Officer and CAPF/ State Police Force posted at the Polling Station. Presiding Officers and CAPF/State Police Force may be briefed suitably for mutual coordination with each other during the poll process. The DEO and CP/SP shall brief the CAPF/ State Police about this provision.

(vii) In case CAPF has not reached the assigned Polling Station, due to any reason, the poll shall not commence in that Polling Station.

(viii) State Police Force shall, under no circumstances, replace the CAPFs at the Polling Stations, in contravention of District Deployment Plan. No officer of the local state police, with or without contingent, shall position himself at the Polling Station and exercise any supervision and control over the CAPF at the Polling Station

(b). MOBILE PATROLLING DUTY:

i. In case CAPF is assigned duties of mobile patrolling/FST on one or more Sectors, having a cluster of Polling Stations, then the patrolling unit shall ensure supervision and guarding of Polling Stations of that Sectors by assisting or joining the Sector Officers and Sector Police Officers of that Sectors. They shall stay in continuous contact with Sector Officers and Sector Police Officers on that Sectors as well as the Micro Observers and the Presiding Officers of the Polling Stations. They shall also undertake surprise checks on Polling Stations (without entering inside) and report to District Control Room and/ or senior officers, about their findings.

ii. Mobile patrolling unit of CAPF shall be provided with a list of critical Polling Stations and vulnerable localities falling in the Sector(s) assigned. Such units shall be provided with detailed route maps and contact details of senior officers, officials on static duty and officers specifically assigned to that Sector(s).

G. ACCOMMODATION, TRANSPORT AND OTHER LOGISTICS FOR CAPF:

Amenities for CAPF during their deployment in the respective States/UTs for the election duty should be as per following minimum standard:

i. ACCOMMODATION FOR 1 COY:

Sl. No.	Strength	Accommodation required	Quantity (Normal period)	Quantity (Covid period)
1.	For 01 Coy of CAPF	Barrack 16x32(01 Barrack can accommodate 18 personnel only)	06	10

		Room set for officer with attached basic facility	01	01
		Kitchen/Dining hall with basic amenities	01	02
		Room 16x32(Kote, Office, Store)	03	03
		Bathroom	10	15
2.	For TAC HQ	Room Set for officer with attached basic facility	03	03
		Barrack 16x32	01	02
		Room 16x32(Kote, Office, Store)	03	03
		Kitchen/Dinning Hall with basic amenities	01	02
		Bathroom	06	06
		Toilet	06	06
3.	For Mahila Troops	Earmark appropriate resources, such as dedicated toilets for every 5/6 females and provide adequate private changing space.		

ii. TRANSPORTATION FOR 1 COY:

Sl. No.	Strength	Vehicle Required	Quantity (Normal period)	Quantity (Covid period)
1.	For 01 Coy of CAPF	Bus (52) seater	02	10 Mini bus
		Truck for officers	01 Truck & 01 personal vehicles for his movement	01 Truck & 01 personal vehicles for his movement
		Medium vehicle	01	01
		Light Vehicle	01	01
		*In case of deployment is less than 01 Section, 03 light vehicles @ 01 per platoon would be additionally required for effective supervision	03	03
2.	For TAC HQ	Bus (25-Seater)	01	02
		Medium Vehicle	01	01
		Light Vehicle	03	03
3.	For Mahila Troops	Maintaining female dignity, vehicles to be provided		

H. GENERAL DIRECTIONS ON WELFARE MEASURES:

(i) Advance identification of accommodation and a pool of mechanically sound vehicles customized to prevailing weather conditions, shall be arranged for incoming CAPF and communicated to their respective office.

(ii) Earmarked accommodation shall be clean and airy having facilities such as adequate toilets/ bathrooms, lighting, charging points, cooking fuel etc.

(iii) Fitness certificate and security verification of **drivers shall be undertaken and ensure that drivers are suitable to drive in difficult terrains especially in the north eastern states**.

(iv) Necessary fuel (POL) arrangements to be made for the vehicles brought by forces, if any, for duties in the State, along with vehicles provided by the State authorities till final de-induction of the troops.

(v) Meal packets/refreshment charges as applicable to State Police personnel on election duty should be extended to personnel of all the forces being deployed on the poll & counting day.

(vi) Defense material to maintain law and order, if required, to be provided to the forces that are deployed.

(vii) SIM card and/or recharge allowance may be provided to all the Company Commanders as well as supervisory officers.

(viii) Spots for stationing of air ambulances and emergency evacuation helicopters to be identified.

(ix) As a welfare measure, Commission has issued instructions to provide **honorarium** to CAPF personnel deployed for election duty. The instruction shall be scrupulously followed.

(x) The Commission has issued instruction to grant ***ex-gratia compensation*** for polling personnel and security personnel deployed on election duty. This instruction shall be scrupulously followed to promptly pay ex-gratia compensations to CAPF personnel, in case of any eventuality.

(xi) Chief Electoral Officers shall plan or do tie ups for **cashless medical treatment facilities,** in coordination with State/UT Health Departments, in state-of-the-art hospitals for all such personnel deployed on election duty, including CAPF, and who get injured or fall sick while on duty.

I. PROTOCOL TO BE FOLLOWED IN CASE OF INJURY OR DEATH:

(i) In case of any violent incident/attack involving personnel deployed on election duty *(including CAPF)*, DEO and SP shall take all measures to ensure proper treatment to the injured and a senior official shall be deputed to meet the injured.

(ii) The family of the injured shall immediately be informed and arrangement should be made for proper coordination with them.

(iii) In case of violent attack or a serious accident resulting in death of any personnel deployed on election duty, DEO/senior officials of the district shall visit the family of the deceased, if living locally, to offer commiserations and ensure that all formalities like post-mortem and shifting of dead body etc. are handled sensitively and without any delay.

(iv) In case, the deceased person is from some other district of the same State/UT or some other State/UT, it shall be ensured that the details are given to the family members immediately. The shifting of dead body to his native place should be coordinated for proper transportation. The CEO of the poll-going State, where the incident took place, shall also inform the CEO of the State/UT to which the deceased person belongs, giving details of the address etc. The CEO concerned should ensure that a senior officer from the district administration meet the family members of the deceased and convey commiserations of the Commission and coordinate the issues of payment of ex-gratia compensation etc.

J. ROLE OF STATE POLICE:

(i) The local State Police shall remain responsible for maintenance of the general law and order in entire area concerning the Polling Station as well as the inside and outside of the polling station premises (as different from Polling Stations). Hamlets/habitations within area concerning Polling Stations that are vulnerable to threat, intimidation and undue influence shall be identified and all necessary confidence building and preventive measures shall be taken in advance. The local State Police shall ensure that there is no hindrance to voters of such pockets in exercising their franchise on the day of poll.

(ii) The local State Armed Police (not as part of CAPF deployed by MHA) or local State Police can also

get deployed exclusively at Polling Stations, when enough CAPF is not available. This shall however be done according to the District Deployment Plan approved by the senior General Observer and Police Observer of the Commission.

(iii). Local State Police Force, if deployed in static duty, shall be through process of randomization as provided in the relevant instruction of the Commission.

K. ROLE OF OBSERVER:

(i) The senior General Observer and Police Observer shall appraise the draft of District Deployment Plan consisting of static and sector deployment of various forces available based on list of critical polling stations and Vulnerability mapping prepared according to the instruction of the Commission. The Observers shall also consult various officials, stake holders and take field inputs before finally approving District Deployment Plan, with or without any modification.

(ii) The plan as approved by the Observes shall be implemented by the DEO and CP/SP on the ground, without any deviation.

(iii) Any subsequent changes or deviations that may be necessitated for any reason should be brought to the notice of the senior General and Police Observers and their approval shall be obtained before effecting such changes.

L. ALTERNATIVE FORCES TO GUARD POLLING STATION:

Due to limited availability of Central Armed Police Forces during elections, it is essential that every State Government identifies and prioritizes alternative manpower resources on the basis of their source of recruitment, training, work profile and suitability for guarding duties. **The State shall seek approval of the Commission at least six months in advance, if such alternative manpower is being planned for static duty.**

M. LOANING OF POLICE FORCE OR HOME GAURDS FROM OTHER STATES:

If Poll-going State has deficiency of manpower in its State Police setup due to large scale retirements or lack of recruitments, the State may explore, if required, the option of taking State Police Force (including Home Guards) from neighboring States or any other States on bilateral or multilateral basis under intimation to the Commission. Reference may be made to the Commission, if difficulty arises in the bilateral or multilateral loaning of the State Police Force.

CAPF cannot be a substitute of deficiency of manpower in the State Police Force and CAPF is deployed by the Commission for very specific purpose and duties.

N. STATE DEPLOYMENT PLAN:

A Committee of Chief Electoral Officer, State Nodal Police Officer (SPNO), State level Force Coordinator appointed by MHA and State CAPF Coordinator shall jointly decide the State Deployment Plan. Special General Observer and Special Police Observer, if appointed by the Commission, shall review State Deployment Plan. The Committee shall also monitor the deployment and ensure effective and optimum utilization of available forces and related arrangements.

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

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 21

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/INST/EPS/2023(Appoint. of DEO,RO) Dated:26th June, 2023

To

The Chief Electoral Officers of

All States/UTs

Subject: Criteria for appointment of DEOs, ROs, EROs, AROs and AEROs where Assembly Constituency (AC)/Parliamentary Constituency (PC) is not co-terminus with districts or any sub-district administrative units.

Reference: Commission's instructions on the subject:

(i) Letter no. 508/94-PS-I dated 13th January, 1994

(ii) Letter no. 434/94/PS-I, dated 11th May, 1994

(iii) Letter no. 508/2008-EPS dated 18th December, 2008.

(iv) Letter No. 464/INST/2009-EPS dated 24th February, 2009

Madam/Sir,

Delimitation of the Parliamentary and State Assembly Constituencies are done *infrequently and at intervals* as provided for in the Constitution of India or in any Law existing or made for the purpose as above. However, various election authorities as provided for in the Representation of the People Act 1950/ 1951 have territorial jurisdictions (i.e., districts, sub-districts etc.) which is decided by the Governments of States/UTs and any changes, divisions, mergers made in boundaries of these administrative units subsequent to the Delimitation Order may create peculiar situation of mismatch of boundaries and jurisdictional issues.

Above referred four instructions outlined various possible scenarios such as an AC/PC being divided into two or more districts, or two or more ACs/PCs being encompassed in one district and associated criteria for appointment of District Election Officer (DEO), Returning Officer (RO), Electoral Registration Officer (ERO), Assistant Returning Officer (ARO) and Assistant Electoral Registration Officer (AERO) and divisions in their role and responsibilities.

Now, the following consolidated and revised instruction, in supersession of above referred four instructions on the subject, is being issued for better implementation and clarity on the subject:

1. LEGAL PROVISIONS:

As per the scheme of Article 324 (6) of the Constitution of India the Commission can borrow officers from the State Governments as may be necessary for the purpose of caring out its functions at the time of elections. The Commission undertakes the preparation and revision of electoral rolls and conducts elections to Parliament and State legislatures with the help of administrative machinery of the State Government. The regular election machinery in the States mainly consists of Chief Electoral Officer,

District Election Officer, Electoral Registration Officer, Assistant Electoral Registration Officer, Returning Officers and Assistant Returning Officers.

Provisions for appointment of the above officers and responsibilities to be assigned to them are contained in 'PART-II A- OFFICERS' (Section 13A to 13CC) of the Representation of the People Act 1950 and 'PART-IV- ADMINISTRATIVE MACHINARY FOR THE CONDUCT OF ELECTIONS' (SECTION 20, 20A, 21-24) of the Representation of the People Act 1951.

As per Section 13CC of Representation of People Act 1950 and Section 28A of the Representation of the People Act, 1951 the above officers shall be deemed to be on deputation to the Commission for the period during which they are so employed and during that period, be subject to the control, superintendence and discipline of the Election Commission.

Section 13AA of the 1950 Act, provides that for each district, the Election Commission shall, in consultation with the State Government, designate at District Election Officer who shall be an officer of the Government. Section 13B of the Act, further says that the electoral roll for each constituency shall be prepared and revised by an Electoral Registration Officer. Similarly, Section 21 of the 1951 Act, provides that for every election, there shall be a Returning Officer for every Constituency.

2. CRITERIA FOR APPOINTMENT of DEOs, ROs, EROs, AROs and AEROs:

Only Officers drawn from the General Administration (including Revenue and Land Administration) Departments shall be appointed as DEOs/ROs/EROs/AROs/AEROs and all such appointments shall be by designation. The intention behind drawing officers from Administrative Services/Revenue and Land Administration Services is to ensure that such officers have, by their training and background, experience of work similar in nature to the conduct of elections and other election-related matters. Encadred designated positions shall be manned by the cadre officers. There shall be no exceptions to this criterion.

Though there is no legal objection to designate more than one officer as DEO for a district or designate an officer as Returning Officer or Electoral Registration Officer for more than one constituency, however, one district or one constituency is the ideal territorial unit for making efficient electoral arrangements and therefore, normally, the Commission designates an officer as District Election Officer or as Returning Officer/ Electoral Registration Officer for a specific district or for a specific constituency respectively.

The following are the criteria for appointment, in cases of districts and sub district administrative units are not co-terminus with PC/AC, as well as the divisions of roles and responsibilities of each of these authorities in such scenarios:

I. DISTRICT ELECTION OFFICER:

(a) The District Magistrate/Deputy Commissioner/District Collector of the district (by whatever designation known in each State/UT), shall be, subject to the provision of sub-para (c) and sub-para (d), designated as District Election Officer and no one lower in rank should be designated as the District Election Officer.

(b) There shall be a separate District Election Officer for each district and no officer should be designated as District Election Officer for more than one district. However, if the Commission is satisfied that the functions of the office in respect of a district cannot be performed satisfactorily by the District Magistrate/Deputy Commissioner/District Collector of the district, due to such district being newly

created or any reasons related to geographical features or accessibility etc., the Commission may designate District Election Officer of the neighboring District in the State as District Election Officer of such District.

(c) Because of the difficult terrain or other justifiable reasons, if the Commission is satisfied that the functions of the office in respect of the whole district cannot be performed satisfactorily by one officer, the Commission may, in terms of proviso to Section 13AA (1) of the Representation of the People Act 1950, designate more than one District Election Officer for a district.

In such cases the District Magistrate/ Deputy Commissioner/District Collector of the District shall be designated as the District Election Officer for that part of the district which covers his headquarters and another officer of the district level who is next only to the District Magistrate/Deputy Commissioner/District Collector in the level of seniority and enjoying civil, criminal and revenue powers not less than those of the District Magistrate/Deputy Commissioner/District Collector shall be designated as the District Election Officer for the remaining part of the district.

However, while designating more than one District Election Officer, no Assembly Constituency shall be split among more than one District Election Officer.

(d) In case of metropolitan areas and urban areas with large municipal corporations (by whatever name known in each State/UT), the Commission may designate Municipal Commissioner (by whatever name known in each State/UT) as District Election Officer of appropriate jurisdiction to harness strength of man/systems available with Municipal Corporation in such areas.

(e) In some of the States, creation of new administrative districts has resulted in spreading of Assembly Constituencies/ Segments across two or more districts. For such Assembly Constituencies/ Segments, District Election Officers shall be responsible for all arrangements for conduct of election in their jurisdiction as provided in ***Annexure-I***. Close coordination amongst all such DEOs shall be ensured to avoid any procedural errors. Chief Electoral Officer needs to be extra vigilant in all such cases and ensure clarity on various functions to be performed by various District Election Officers in cases of multi-district constituencies.

II. RETURNING OFFICER FOR A PARLIAMENTARY CONSTITUENCY:

(a) The District Magistrate/Deputy Commissioner/ District Collector shall, subject to the provisions of sub-para (b), alone be designated as the Returning Officer for a Parliamentary Constituency.

(b) There will be a separate Returning Officer for each and every Parliamentary Constituency. In case of district(s) are not co-terminus with PC, the following instruction shall apply:

(i) In cases where two or more Parliamentary Constituencies are entirely located within one district, the DEO cum District Magistrate/Deputy Commissioner/District Collector will be the Returning Officer of only one of the Parliamentary Constituencies. Other senior officers of the district, not below the rank of Additional DM/ Additional DC/ Additional Collector and having civil, criminal and revenue powers not less than that of District Magistrate/Deputy Commissioner/District Collector, shall be the Returning Officers for each of the remaining Parliamentary Constituencies.

However, the District Election Officer will take care of the electoral administration of the whole district, as assigned to it.

(ii) In cases where a Parliamentary Constituency is spreading in more than one districts, the DEO cum District Magistrate/Deputy Commissioner/District Collector of the district where the major part of the Parliamentary Constituency falls, shall be the Returning Officer of that Parliamentary Constituency. In case the DEO of that district is already a Returning Officer of another Parliamentary Constituency in the district, an ADM rank officer will be the Returning Officer.

The size of the part of the Parliamentary Constituency should be determined on the basis of the number of component Assembly Segments falling in each District and not on the basis of the geographical size or population.

In case equal number of component Assembly Segments are falling in each District, the DEO cum District Magistrate/Deputy Commissioner/District Collector of any of those districts may be appointed as the Returning Officer. The Chief Electoral Officer will take a decision to recommend the Returning Officer in such cases keeping in view the considerations like easy accessibility to the Returning Officer's headquarter from all parts of the constituency, means of communications and other facilities available for conduct of elections at such headquarter like spacious counting halls, etc., and recommend a suitable District Magistrate/ Deputy Commissioner/District Collector for designation as the Returning Officer for that Parliamentary Constituency.

III. RETURNING OFFICER FOR ASSEMBLY CONSTITUENCY:

(a) Sub-Divisional Magistrates/Sub-Divisional Officers (Revenue) /Revenue Divisional Officers (by whatever designation known in each State/UT) shall, subject to the provisions of sub-para (b) and sub-para (c), alone be designated as the Returning Officer for an Assembly Constituency (AC) within the sub-division/revenue division of a district.

(b) No officer, other than an officer drawn from General Administration (including Revenue and Land Administration), lower in rank than that of a Sub-Divisional Magistrate/Sub-Divisional Officer/ Revenue Divisional Officer shall be designated or nominated as Returning Officer for any Assembly Constituency. However, Municipal Commissioner may be considered for designation as Returning Officer in urban areas if the post is generally occupied by the officers drawn as above.

(c) **For more than one ACs within a sub-division/revenue division:**

The Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer will be the Returning Officer of only one of the Assembly Constituencies. Other officers of the rank of Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer, available in the district shall be the Returning Officers for each of the remaining Assembly Constituencies. In exceptional circumstances, such as a severe shortage of eligible officers in the State, the Commission may permit designating the Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer to be the Returning Officer of more than one Assembly Constituency in the sub-division/ revenue division in a district.

(d) **For AC spreading in more than one sub-division/revenue division:**

The Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer in whose jurisdiction the larger portion of the constituency falls should be designated as the Returning Officer.

The larger or smaller portion should be determined on the basis of the total number of polling stations falling in each sub-division/revenue division and not on the basis of the geographical size of those divisions.

For AC spreading in more than one sub-division/revenue division and each one has more or less equal portion, the Sub-Divisional Officer/Revenue Divisional Officer of either subdivision/revenue division may be appointed as the Returning Officer. In such cases, the Chief Electoral Officer will take a decision to recommend the Returning Officer keeping in view considerations like easy accessibility to the Returning Officer's headquarter from all parts of the constituency, means of communication and other facilities for conduct of elections like spacious counting halls, etc., and recommend a suitable Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer for designation as Returning Officer for that particular Assembly Constituency.

IV. ELECTORAL REGISTRATION OFFICER:

(a). For Assembly Constituencies:

The Electoral Registration Officer shall be appointment by designation and the posts occupied by the officers drawn from the General Administration (including Revenue and Land Administration) Departments should be designated as the Electoral Registration Officer every Assembly Constituency. The Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer **alone** should be appointed as the Electoral Registration Officer an Assembly Constituency.

However, Municipal Commissioner may be considered for designation as Returning Officer in urban areas if the post is generally occupied by the officers drawn as above.

However, in cases where there are more than one Assembly Constituency within a sub-division/ revenue division, other officers of the rank of Sub-Divisional Magistrate/Sub-Divisional Officer/ Revenue Divisional Officer, available in the district, shall be appointed as the Electoral Registration Officer for such Assembly Constituencies.

(b). For Parliamentary Constituencies of Union Territories not having Legislative Assembly:

Any officer not below the rank of Sub-Divisional Magistrate/Sub-Divisional Officer/Revenue Divisional Officer will be designated as ERO for that Parliamentary Constituency.

V. ASSISTANT RETURNING OFFICERS FOR PARLIAMENTARY CONSTITUENCIES:

(a) For every Parliamentary Constituency, the Returning Officers of all the Assembly Constituencies comprised within such Parliamentary Constituency shall be the Assistant Returning Officers.

(b) All such officers should be appointed by designation and they should be drawn from General Administration (including Revenue and Land Administration) Departments.

VI. ASSISTANT RETURNING OFFICERS FOR AN ASSEMBLY CONSTITUENCY:

(a) Each assembly constituency should have a separate set of Assistant Returning Officers. Chief Electoral Officer shall assess the number of AROs required for each Assembly Constituency to ensure timely and effective conduct of election according to the instructions issued by the Commission.

(b) The Tehsildars, Block Development Officers, Municipal Officers or equivalent rank officers alone should be designated as Assistant Returning Officers.

(c) No officer lower in rank than as mention in sub-para (b) should be appointed as Assistant Returning Officer. All such officers should be appointed by designation.

VII. ASSISTANT ELECTORAL REGISTRATION OFFICERS

(a) For Assembly Constituencies:

The Assistant Returning Officers for assembly constituencies shall be designated as Assistant Electoral Registration Officers to assist the Electoral Registration Officers in the performance of their functions. However, such number of additional officers may be appointed as Assistant Electoral Registration Officers, as may be considered necessary, keeping in view the extent of the constituency, number of Polling Stations, geographical and physical factors, means of communication, etc. They shall be appointed by designation and drawn from General Administration (including Revenue and Land Administration) Departments.

(b) For Parliamentary Constituencies of Union Territories not having Legislative Assembly:

Any officer drawn from General Administration (including Revenue and Land Administration) Departments, not lower in rank than a Tehsildar/Block Development Officer should be appointed as Assistant Electoral Registration Officer to assist the Electoral Registration Officer in the performance of his/her functions.

VIII. COMMISSION'S PRIOR APPROVAL:

(a) DEOs/ROs/EROs/AROs/AEROs are notified by posts of the Government of the State/UT in the Gazette of the State/UT and/or the Govt. of India, as the case may be, after due approval of the Commission. Therefore, it must be ensured that Commission's express approval is obtained and the post is notified in the Gazette concerned before the officer working or newly appointed on that notified post starts functioning in any of these capacities.

(b) No officer shall be transferred from or appointed to the posts designated by notification as DEO, ERO or AERO without prior written approval of the Commission during the period of Revision of Electoral Rolls i.e., from the date of draft publication up to the date of final publication. Similarly, officers posted on the notified positions of the Governments of State/ UT connected with conduct of elections such as DEOs, ROs and AROs shall neither be transferred from place of their postings or transferred to any of these positions without prior written approval of the Commission. Any deviation from these instructions will be viewed very seriously and suitable action will be initiated against all the officials responsible for the lapse.

IX. GENERAL DIRECTIONS:

(a) This instruction is providing a general guiding framework for Chief Electoral Officers and Governments of State/UT to send appropriate proposal to the Commission for appointment of DEO, RO, ERO, ARO and AERO under various scenarios mentioned here and is not limiting discretion of the Commission to take appropriate decisions under specific circumstances or situation in different States/UTs, subject to provisions of the Law.

(b) All above election authorities shall be notified in terms of appropriate posts of the Governments of State/ UT and not by name of the officers. The officers working on the designated and so notified posts shall automatically discharge the duties, powers and functions allocated to such election authorities.

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

Yours faithfully,

(SANJEEV KUMAR PRASAD)

SECRETARY

ANNEXURE-I

Sl.No.	Subject/ Arrangement/responsibilities	Responsible DEO
1	EVM	1. DEO, in whose jurisdiction RO HQs is located (AC election) 2. DEO, in whose jurisdiction ARO HQs is located (PC election)
2	Account of Election Expenditure (Section 78 of RP Act, 1951)	DEO, in whose jurisdiction RO HQs is located (AC/PC election)
3	Setting up of Polling Stations (Section 25 of RP Act, 1951)	DEO of respective part of constituency
4	AMF in all polling stations	DEO of respective part of constituency
5	Vulnerability Mapping exercise	DEO of respective part of constituency
6	CAPF Deployment, Law & Order and arrangements thereof	DEO of respective part of constituency
7	Communication Arrangement	DEO of respective part of constituency
8	Vehicle/Sector deployment	DEO of respective part of constituency
9	Polling Personnel/Counting Personnel	DEO of respective part of constituency or as decided by the Chief Electoral Officer.
10	Arrangement of Dispatch and Receiving	DEO concerned where Dispatch-Receipt Centre is situated
11	Counting Arrangement	DEO concerned where Counting Centre is situated
12	Any other activities	As decided by the Chief Electoral Officer

INSTRUCTION Sl. No. 22

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in

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

No. 464/INST/EPS/2022 Dated: 2nd November, 2022

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Conduct of Elections – Appointment of Nodal Officers for various activities at State and District Level during elections – reg.

Reference: 1. 464/INST/2013-EPS dated 02.01. 2014.

2. 464/L&O/2019-EPS dated 08.02.2019.

Sir/Madam,

For effective monitoring of varied activities to be under taken during elections, the Commission has directed that separate Nodal Officers may be appointed at the State level as well as District level who shall function under the Chief Electoral Officer and District Election Officer respectively to ensure smooth conduct of elections.

2. In this connection, it shall be ensured that all Nodal Officers are appointed in time to perform election related duties during elections. **16 (Sixteen)** Nodal Officers for the activities as shown below shall be identified at State and District level:

1. Nodal Officer for Manpower Management
2. Nodal Officer for Training Management
3. Nodal Officer for Material Management
4. Nodal Officer for Transport Management
5. Nodal Officer for Computerization, Cyber Security and IT
6. Nodal Officer for SVEEP
7. Nodal Officer for Law and Order, VM and Security Plan
8. Nodal Officer for EVM Management
9. Nodal Officer for MCC

10. Nodal Officer for Expenditure Monitoring
11. Nodal Officer for Ballot paper, Postal Ballot and ETPBS
12. Noda' Officer for Media
13. Nodal Officer for Communication Plan
14. Nodal Officer for Electoral Rolls
15. Nodal Officer for Complaints Redressal and Voter Helpline
16. Nodal Officer for Observers

3. However, it should be noted that the appointment of these Nodal Officers in no way should be taken as a replacement of the overall monitoring and supervision work of the Chief Electoral Officer/District Election Officer. This is only a supportive arrangement. The Chief Electoral Officer/District Election Officers shall remain the focal point of election management, supervision and delivery at State/District level and be accountable for the overall process of free and fair elections. In case sufficient number of suitable officers is not available, then one officer can be made the Nodal Officer for more than one activity as defined above.

4. Some Nodal officers of EVM, Electoral Roll, IT, SVEEP, Training etc. need to function during non-election period also. The State Nodal Officer of each subject shall monitor the work of corresponding District Nodal Officers of each District and coordinate for better communication/quick directions/review of the subject assigned.

5. A note regarding activities to be taken up by the Nodal Officers during the election is also enclosed herewith.

6. Depending upon the nature of works/urgency/criticalities, more Nodal Officers may be appointed in a State/district. However, in such cases, reporting channels shall be clearly established to ensure bilateral flow of information.

7. Please acknowledge receipt of the letter. This instruction is issued in suppression of referred instructions of 2014 and 2019.

Yours faithfully,

(Ajay Kumar Verma)
Secretary

Annexure I

State Nodal Officer

Sl.No.	Nodal Officer	Broad responsibilities (only indicative)
1)	Nodal Officer for Manpower Management	To assess the entire requirement of manpower in the state, their availability, shortfall and appointment of manpower in districts facing shortfall. Arrangement for randomization infrastructure and computerization. Coordination with Government Department for manpower.
2)	Nodal Officer for Training Management	Responsible for the capacity building and training of all officers/officials involved in election activities, arrangements of training venue and all logistics, collating the training material, distribution. Training/training material for political parties, candidates and their agents if required. Training for police personnel. Coordination with IIIDEM. Management of SLMT/NLMT.
3)	Nodal Officer for Material Management	To assess the election material requirements (statutory and non-statutory forms, ballot papers, indelible inks and all-other election material etc.), their procurement and timely distribution to districts.
4)	Nodal Officer for Transport Management	To assess the requirement and availability of all kinds of transport to be used in the elections and timely procurement from other States in case of shortfall and their allocation in districts. All matter connected with it.
5)	Nodal Officer for Computerization, Cyber Security and IT	Preferably an additional CEO level officer to be appointed and he shall ensure compliance to Cyber Security regulations, updation of state website, functioning of Commission's ICT applications, to provide software and hardware, trouble shooting for ICT applications, providing technical support and arrangements for webcasting.
6)	Nodal officer for SVEEP	Responsible for finalizing District SVEEP plan, KAP (Knowledge, Attitude, Practice) Survey, NVD celebration, devise ways to increase enrolment of voters and their participation in polls, SVEEP documentation before and during elections, SVEEP documentation after elections.
7)	Nodal Officer for Law and Order, VM and Security Plan	To compile and prepare daily law & order report, to arrange for induction, de-induction of forces, their briefing, training, stay, transport for the CAPF, preparation of Vulnerability Mapping and critical polling station assessment. Must work in coordination with SPNO and Nodal Officer (CAPF) appointed by DGP.
8)	Nodal Officer for EVM Management	To ensure EVMs (includes VVPAT) availability and distribution in districts, prepare calendar for various activities like ensuring of First Level Checking, Randomization, commissioning, availability of BEL/ECIL engineers in districts. Ensure availability of EVM consumables. Monitoring of EVM movements, storages. Legal cases affecting EVMs etc.
9)	Nodal Officer for MCC	To ensure compliance of all MCC instructions by the officer/candidates/ political parties/media etc. in districts. Compilation of daily reports, sending MCC references as per Screening Committee to Commission and their implementation, forwarding of ATR on MCC violation, implementation of SoP for first 72 hours and disposal of C-Vigil complaints in State. Enforcement of last 48 hours guidelines and instructions.

10)	Nodal Officer for Expenditure Monitoring	A senior officer in CEO office, not below the rank of Jt. CEO, for coordination on expenditure monitoring with Commission, training of election expenditure monitoring for officials and political party functionaries, coordination with all the DEOs, other Nodal Officers in the State. Coordination with Expenditure Observers on the subject of Expenditure Management. Coordination with all enforcement agencies involved in election expenditure monitoring and reporting.
11)	Nodal Officer for Ballot paper, Postal Ballot, ETPBS	The printing of ballot paper/dummy ballot sheet/Braille ballot, etc. at the printing press and their transportation, proper storage, distribution in districts. All matters related to ETPBS.
12)	Nodal Officer for Media	Responsible for dissemination of election related information, instructions, briefs, press notes, arrangement of press conferences and submitting press cuttings, exchange of information with media, maintaining daily reports, work as member of State MCMC and review of cases of paid news. Monitoring of social media and responses thereof.
13)	Nodal Officer for Communication Plan	To prepare state Communication Plan and uploading it on ECI website, implementation of the various monitoring system including poll day monitoring, arrangements for communication in shadow areas and mid-course correction on Poll Day.
14)	Nodal Officer for Electoral Rolls	Coordinate with EROs for enrolments of voters during Special Summary Revision, continuous revision of Electoral Rolls, preparation/printing of EPICs, their distribution in districts. All activities related Roll purifications like DSE/ PSE/Aadhar etc
15)	Nodal officer Complaints Redressal and Voter Helpline:	To ensure timely disposal and redressal of complaints lodged on the National Grievance Services Portal, ensure handling of telephone calls and their disposal on Voter Helpline No. 1951 in the districts.
16)	Nodal Officer for Observers	The nodal officer shall coordinate with Election Commission for various issues including provision of list of officers for appointment as an Observer and the intimation for the briefing meeting communicated by the ECI. State level coordinator for all matters related to General, Police and Expenditure Observers deployed during election.

State Nodal Officers shall create quick communication channels with respective District Nodal Officers. Quick communication grid shall be established for dissemination of Commission's directions/instructions and reporting of important issues.

Annexure II

District Nodal Officer

Sl.No.	Nodal Officer	Broad responsibilities (only indicative)
1)	Nodal Officer for Manpower Management	Responsible for assessing the entire requirement of manpower in the district, their availability, obtaining their data, its analysis, appointments, randomization of Polling personnel, arrangements for advance and delayed polling parties.
2)	Nodal Officer for Training Management	Responsible for the capacity building and training of all election related officers/officials, arrangements of training venue and all logistics, training materials, their distribution and organize training/training material for political parties, candidates and their agents if required. Management of SLMT/DLMT. Coordination for police personnel training.
3)	Nodal Officer for Material Management	Responsible for estimating requirements (statutory and non-statutory forms, indelible inks, ballot papers and all other poll materials etc.) and make arrangements to procure all the material required for conducting elections at the district level, to receive materials being distributed by the CEO office and their distribution.
4)	Nodal Officer for Transport Management	To assess the requirement and availability of all kinds of transport to be used in the elections and timely requisitioning.
5)	Nodal Officer for Computerization, Cyber Security and IT	Functioning of DEO's website, updating of CEOs website with local news/ updates, uploading of latest photographs and information, functioning of Commission's ICT applications in district, to provide software and hardware, providing technical support and arrangements for webcast.
6)	Nodal officer for SVEEP	Prepare District SVEEP plan, KAP (Knowledge, Attitude, Practice) survey, NVD celebration, devise ways to increase enrolment of voters and their participation in polls, compilation of SVEEP documents.
7)	Nodal Officer for Law and Order, VM and Security Plan	To compile and prepare daily law & order report, to arrange for induction, their briefing, training, stay, transport, mobile, de-induction etc. for the CAPF, preparation of VM plan and identification of critical polling booth. Coordination with district police.
8)	Nodal Officer for EVM Management	To ensure proper storage, security, availability and checking of EVMs by BEL/ ECIL Engineers, overall monitoring and ensuring of FLC, EVM randomization, Commissioning, dispatch, replacement of EVMs, EVM sealing, transportation of EVM. EVM data management and preparing report.
9)	Nodal Officer for MCC	Compliance of MCC instructions by the officer/candidates/political parties/ media etc. in district. Compilation of daily reports, sending MCC references to CEO and their implementation, forwarding of ATR on MCC violation, implementation of SoP for first 72 hours and disposal of C-Vigil complaints. Last 48 hours protocol implementation.

10)	Nodal Officer for Expenditure Monitoring	The Nodal Officer will train the manpower engaged in various teams of the expenditure monitoring work well in advance, before the notification of election. The Expenditure Monitoring Cell shall be responsible for video graphing all public meetings/rallies political parties/potential candidates during the period between announcement of election by ECI and notification of election. All such expenditure incurred by political parties as per the video CDs/DVDs are to be calculated by this Cell and handed over to DEO for estimating the expenditure by the political parties. Rate fixation of various campaign items/ activities.
11)	Nodal Officer for Ballot paper, Postal Ballot, ETPBS	Ensure their timely transportation, proper storage and distribution of ballot papers to Absentee voters and arrangements for returned polled ballots to safe custody for counting. Home voting for eligible voters. All matters related to ETPBS.
12)	Nodal Officer for Media	Responsible for dissemination of election related information, instructions, briefs, press notes, arrangement of press conferences and submitting press cuttings, exchange of information with media, maintaining daily reports, work as member of district MCMC and cases of paid news.
13)	Nodal Officer for Communication Plan	To prepare District Communication Plan, implementation of the various monitoring systems, arrangements for communication in shadow areas and mid-course correction on Poll Day.
14)	Nodal Officer for Electoral Rolls	Coordinate with EROs for enrolments of voters during SSR and continuous revision of Electoral Rolls, monitor distribution of EPIC, supply of marked copy of electoral rolls to recognized Political parties and their candidates and availability of alphabetic locator in Voter Assistance Booths (VABs). All matters related to Electoral Rolls/BLOs.
15)	Nodal officer Complaints Redressal and Voter Helpline:	Ensure timely disposal and redressal of complaints lodged on the National Grievance Services Portal, ensure handling of telephone call and their disposal received on Voter Helpline No. 1951.
16)	Nodal Officer for Observers	Keep track of the arrival, departure, boarding and lodging arrangements, liaison officer arrangement, reading material, transportation, security, telephone connectivity, computers, printer, etc., for all Observers.

The following instructions regarding how to appoint these nodal officers may also be followed:

- Nodal Officer may be appointed from amongst various Class-I officers and effective Class-II Officials only if Class I officers are not available in District (except for Sr.No.10 above, where Drawing and Disbursal Officer (DDO)or Treasury Officer is to be appointed).
- Do not appoint the Dy. DEO as Nodal Officer for any of the above, and also refrain from appointing ROs and AROs for this purpose as far as possible.
- Depending on the availability of local offices, appoint one Nodal Officer for each work or you may combine 2 to 3 coherent subjects, as required, in one person/officer.
- After appointing the Nodal Officer, the DEOs may send the list including name, designation and contact details (mobile number, Office telephone number, residence telephone number, Fax number e-mail ID) of each of them to the CEO's office.

- When the elections are yet to be announced, these Nodal Officers will continue to do their work in their substantive posting and also in addition act as Nodal Officers for the designated purposes.
- DEOs will have to ensure that the selected officers are trained very well to take up the task at hand.
- The Nodal Officers at the districts may be intimated that their work will be reviewed from time to time by the Nodal Officers appointed for the same purpose at the State level.
- DEOs will also be expected to review the work of these officers periodically and ensure that all matters of urgent nature are reported to the CEO in charge of the State for quick and effective action by the Nodal Officers without wasting time.
- Once the elections are announced, these Nodal Officers will be considered as on deputation to the Election Commission of India for the purposes of disciplinary control.

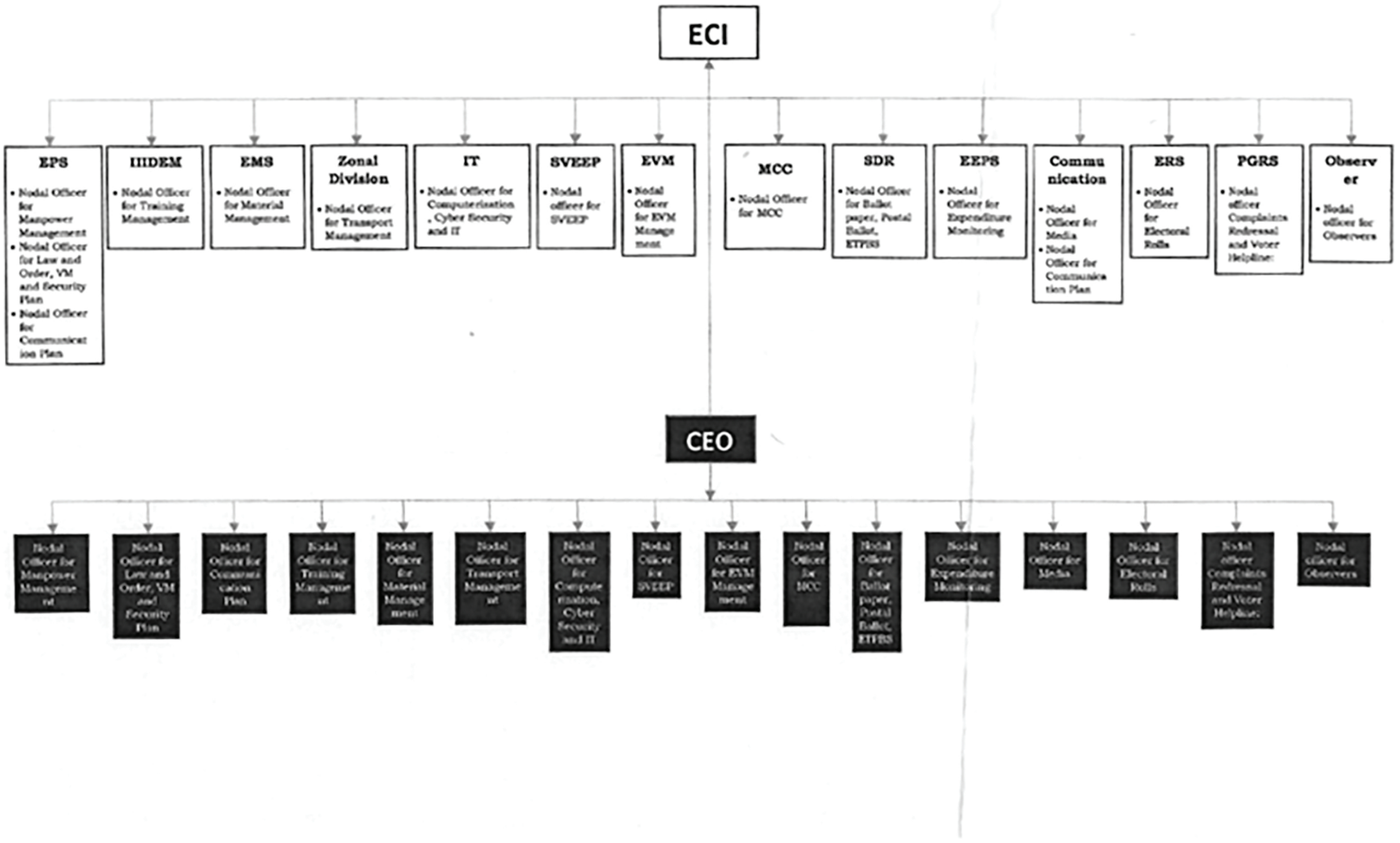
The DEOs are expected to ensure not to appoint those officers as Nodal Officers who have been previously transferred during an election on the directions of the ECI or who are about to complete 3 years in a same district on the cut-off date or who are likely to be transferred due to their home district or against whom Commission/ CEO has recommended disciplinary action in past.

The following instructions regarding how to appoint these officers may also be followed:

- The above Nodal Officer may be appointed from amongst various Class-I officers and effective Class-II Officials only if Class I officers are not available in your District (except for Sr.No.10 above, where Drawing and Disbursal Officer (DDO) is to be appointed).
- Do not appoint the Dy. DEO as Nodal Officer for any of the above, and also refrain from appointing ROs and AROs for this purpose as far as possible.
- Depending on the availability of local offices, appoint one Nodal Officer for each work or you may combine 2 to 3 Nodal Officers in one person.
- After appointing the Nodal Officer, the DEOs may send the list including name, designation and contact details (mobile number, Office telephone number, residence telephone number, Fax number e-mail ID) of each of them to the CEO's office.
- When the elections are yet to be announced, these Nodal Officers will continue to dotheir work in their substantive posting and also in addition act as Nodal Officers for the designated purpose.
- DEOs will have to ensure that the selected officers are trained very well to take up the task at hand.
- The Nodal Officers at the districts may be intimated that their work will be reviewed from time to time by the Nodal Officers appointed for the same purpose at the State level.
- DEOs will also be expected to review the work of these officers periodically and ensure that all matters of urgent nature are reported to the CEO in charge of the State for quick and effective action by the Nodal Officers without wasting time.
- Once the elections are announced, these Nodal Officers will be considered as on deputation to the Election Commission of India for the purposes of disciplinary control.
- The DEOs are expected to ensure not to appoint those officers as Nodal Officers who have been previously transferred during an election on the directions of the ECI or who are about to complete 3 years in a same district on the cut-off date or who are likely to be transferred due to their home district or against whom Commission/CEO has recommended disciplinary action in past.

Annexure III

State Nodal Officer



INSTRUCTION Sl. No. 23

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in

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

No.464/L&O/2023/EPS

Dated: 07th June, 2023

To,

1. The Secretary, Ministry of Home Affairs,
   North Block, New Delhi-110001
2. The Chief Secretaries of
   all States and Union Territories
3. The Chief Electoral Officers of
   all States and Union Territories

Subject: Appointment of State Police Nodal Officer (SPNO) -roles and responsibilities- reg.

Reference:

(i) 464/L&O/2021-EPS dated 08.02.2021

(ii) 464/L&O/2021-EPS dated 27.02.2021

(iii) 464/INST/2021/EPS dated 03.03.2021

Madam/Sir,

The Election Commission of India endeavors to create a conducive environment for elections which is free, fair and ethical. Some of the key ingredients has been the deployment of security personnel from State/UTs police forces and the Central Armed Paramilitary Forces deployed by Ministry of Home Affairs, Government of India, apart from additional and enhanced measures for law and order much prior to the poll day(s).

This requirement calls for designating a competent and experienced senior police officer as **State Police Nodal Officer (SPNO)** who can, under overall coordination with Chief Electoral Officer, prepare and execute detailed plan on law and order and State Deployment Plan to provide adequate and sufficient security to voters, polling personnel, election materials, polling stations, counting centers and other such locations as directed by the Commission.

In the context as above, the Commission, in supersession of the instructions referred to above, directs as follows:

I. Appointment of SPNO:

On the basis of request initiated by the Chief Electoral Officer to the Chief Secretary/Home Secretary of the State/UT, the Chief Secretary/Home Secretary shall provide a panel of minimum three experienced and competent police officers, working in the State Police Headquarters, within 15 days of such request to the

Chief Electoral Officer. Panel shall be accompanied by vigilance clearance and executive record sheet of the police officers. Chief Electoral Officer shall promptly seek the Commission's concurrence on selection of the police officer for designating as State Police Nodal Officer. Upon receipt of the Commission's decision on the panel, the Chief Secretary/Home Secretary shall cause to designate such police officer as State Police Nodal Officer (SPNO), in addition to his original work, for three years tenure which is further extendable for another three years after the concurrence of the Commission.

The State/UT Government shall follow following guidelines for preparing and sending panel of police officers:

(i) Police officers who are in the rank of Inspector General of Police and above.

(ii) She/he shall have prior experience of elections in any capacity (including Police Observer) in her/ his career.

(iii) She/he should not have been barred by ECI from deployment on election duty.

(iv) She/he should not have been transferred on basis of dereliction of election duty in past.

It shall be ensured that a police officer is designated as SPNO, through the process as above, all the time for election and non-election period to perform duties as directed.

II. <u>Role and Responsibilities of State Police Nodal Officer:</u>

State Police Nodal Officer shall ***inter alia*** perform following duties/ tasks in close coordination with the Chief Electoral Officer:

(i) Preparation of State (or UT) Force Deployment Plan and its approval by Committee consisting of Chief Electoral Officer, State Police Nodal Officer and State CAPF Nodal Officer and finally vetted/ modified by the General and Police Observers appointed by the Commission *(Detailed procedure can be referred to in the Manual on Force Deployment)*.

(ii) Prepare multilateral augmentation plan of taking police force/ home guards etc. from the neighboring State/UTs, on mutually acceptable terms, for any deficiency in the State Police Force due to large scale retirements and/or lack of fresh inductions.

(iii) Review and assessment of detailed daily Law & Order situation in the State and ensuring that timely measures are taken in this regard, considering the specific law and order concerns of the State/ UT in the context of elections.

(iv) Coordination with all District SP/ Commissioner of Police on election related issues.

(v) Preparation of training materials and training of all police personnel.

(vi) Taking specific measures for law and order prescribed by the Commission inter alia as follows:

a. Monitoring of past electoral offences

b. Preventive actions and measures

c. Vulnerability mapping and corrective measures to prevent intimidation, influence etc.

d. Execution of non-bailable warrants from competent courts in time bound manner.

e. Special drives for illegal arms, illicit liquor, and contraband

f. Check on illegal transportation and storage of cash and other inducements

g. Any other additional and enhanced measures to maintain and improve law and order.

h. Prepare and provide consolidated reports for the State/UT, in LOR-I and LOR-II formats prescribed by the Commission, to the CEO for review and onward submission to the Commission, from announcement of elections till completion of elections.

(vii) Assessment of requirement of CAPF from the Government of India and convey the requirement to the Chief Electoral Officer with proper justification. Preparation of induction/ de-induction plan of CAPF in consultation with State Level Force Coordinator of Ministry of Home Affairs. Make a detailed plan for accommodation, transport, food/ ration and security of CAPF, while on move or on static duty.

(viii) Preparation of phase-wise movement plan of forces and its monitoring.

(ix) To make contingency plan for rescue, evacuation, hospitalization, air transportation, water transportation etc. by coordinating with different Departments / Agencies.

(x) Creating a database of Helipads/Airfields and creating mechanism for inbound/ outbound frisking.

(xi) Close coordination with bordering States for inter-State border sealing, joint operation etc.

(xii) Preparation of communication plan by augmenting police wireless system for communication shadow zones.

(xiii) Preparing security plan for dispatch centers, receiving centers, training centers, strong rooms, warehouses etc.

(xiv) Preparing special security plans for LWE area or insurgency prone areas or areas with international borders, as applicable.

(xv) Close coordination with police observers

(xvi) Any other action or activity required, as provided in relevant Manual on Force Deployment etc., for free, fair and peaceful conduct of election under close coordination with Chief Electoral Officer.

III. <u>Appointment of State CAPF Coordinator:</u>

Home Department of State/UT shall also designate a police officer, in the rank of Inspector General of Police or above, as **State CAPF Nodal Officer** to assist State Police Nodal Officer. Concurrence or approval of the Commission is not required for this.

State CAPF Nodal Officer shall assist SPNO in management, induction and de-induction of CAPF deployed by Ministry of Home Affairs, Government of India. She/he shall work in close coordination with State Level Force Coordinator designated by the Ministry of Home Affairs.

IV. <u>Appointment of Nodal Officer (Election Expenditure) for State Police:</u>

Home Department of the State/UT may designate a police officer, in the rank of Inspector General of Police or above, as Nodal Officer (Election Expenditure) for State Police to assist SPNO. Nodal Officer

(Election Expenditure) can assist SPNO in matter related to seizure of cash, liquor, contrabands and other inducements where State Police is mandated to take actions as per the directives of the Commission. Nodal Officer (Election Expenditure) for State Police can work in tandem and coordination, under overall guidance of SPNO, with Nodal Officers of other Enforcement Agencies like Income Tax Department, Central GST Department, State Excise Department, Narcotics Control Bureau, Enforcement Directorate, Railway Protection Force, Central Industrial Security Force, Border Security Force etc.

However, such arrangement is optional and State/UT may choose to designate SPNO as Nodal Officer (Election Expenditure) for State Police. Concurrence or approval of the Commission is not required for designating a police office as Nodal Officer (Election Expenditure) for State Police.

V. <u>Exception to seniority:</u>

Exception to the requirement of seniority of Inspector General of Police and above can be made for smaller States/ UTs in case sufficient number of such police officers are not available in the State/UT to form panel. In such cases, Chief Electoral Officer can send the proposal, based on request received from State/UT, to the Commission for decision. However, seniority of SPNO or his assisting police officers, as above, cant be less than Deputy Inspector General of Police under any circumstances.

The aforesaid instructions shall be brought to the notice of all concerned for compliance during General Elections to Lok Sabha, State Legislative Assembly and all Bye elections.

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

INSTRUCTION Sl. No. 24

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/EPS/2023(Election Official) Dated:7th June, 2023

To

1. TheSecretary,
   Department of Personnel & Training,
   Ministry of Personnel, P G and Pensions
   Government of India
   North Block, New Delhi - 110 001.

2. The Secretary,
   Ministry of Defense,
   Government of India,
   199-A, South Block, New Delhi.

3. The Chief Secretaries of
   All States/UTs.

4. The Chief Electoral Officers of
   All States/UTs

Subject: Officials for Election Duty – Requisition, Seniority, Exempted Category and other related issues etc. - regarding.

Reference: Commission's Instructions issued vide No. and dated

(i) No. 4/93/J.S. II, dated 06.01.1993.

(ii) No.434/1/ES026/94 MCS dated 24.10.1994

(iii) No. 458/4/96/-PS-IV/Vol-II dated 22.07.1996.

(iv) No. 3/1/98/J.S. II, dated 11.08.1998

(v) No.154/98/PLN-IV dated 31.08.1998

(vi) No. 576/3/2004/JS-II dated 09.08.2004

(vii) No. 464/INST/2007/PLN-I dated 12.10.2007

(viii) No. 464/INST/2008/EPS dated 05.11.2008

(ix) No.464/INST/2008/EPS dated 23.12.2008

(x) No. 464/INST/2008-EPS dated 26.12.2008

(xi) No.464/INST/2009/EPS dated 18.02.2011

(xii) No. 464/INST/2013-EPS dated 18.09.2013

Madam/Sir,

Under Article 324(1) of the Constitution of India, superintendence, direction, and control of the preparation, revision and correction of electoral roll and conduct of all elections to the Parliament and State Legislature and election to the offices of President and Vice-President shall be vested in the Election Commission of India. For this purpose, Article 324(6) further provides that the President or the Governor of a State, shall, when so requested by the Election Commission, make available such staff as may be necessary for the discharge of the above functions conferred on the Election Commission of India.

2. Conduct of elections and preparation of electoral rolls involve diverse activities at various levels which require involvement of sizeable number of officials and field level functionaries of various authorities, including the Governments, in such exercises. The Commission has always endeavored to ensure free and fair elections and, in this regard, has issued numerous instructions on various crucial aspects of election process including requisition of staff for election duties. Now, in supersession of all the previous instructions in the matter, a revised and consolidated instruction is being issued by the Commission for scrupulous compliance by all concerned authorities.

3. In pursuance of the above Constitutional provisions contained in Article 324(6), a well derived structure of electoral machinery has been provided in the election laws contained in Part II A (Section 13A to 13CC) of the Representation of the People Act, 1950 and corresponding provisions given in Part IV (Section 20 to 29) of the Representation of the People Act, 1951.

Further, Section 159 of R P Act, 1951 lists out the authorities who shall make their staff available to the Returning Officers, when so requested by the CEO of the State. Under this provision, the Chief Electoral Officer can issue orders for requisitioning of staff from the authorities mentioned in the said legal provision to make available to Returning Officers as may be necessary for performance of duties in connection with elections. However, appointments of staff so seconded to Returning Officer, should be made by District Election Officer under Section 26 of the Representation of People Act 1951. Sections, 27, 28, 28A and 29 of the Representation of People Act 1951 are also relevant in this context.

Section 26 of the Representation of People Act, 1951 empowers the District Election Officers to appoint Presiding Officers and Polling Officers for polling stations falling in his district. Further, under Section 20A of the Representation of the People Act, 1951, the District Election Officer is required to coordinate and supervise all work in the district in connection with conduct of elections. Therefore, the Commission directs that the District Election Officers, by convention and for convenience as narrated above, shall requisition staff for conduct of election under Section 159 of the Representation of the People Act, 1951.

4. OFFICERS UNDER DEEMED DEPUTATION WHILE PERFORMING ELECTION RELATED WORK:

4.1 Section 13CC of the Representation of the People Act, 1950 mentions that the officers referred to in Part II A of the Act and any other officer or staff employed in connection with the preparation, revision and correction of electoral rolls and the conduct of all elections shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

4.2 **Section 28A of the Representation of the People Act, 1951 provides that** the returning officer, assistant returning officer, presiding officer, polling officer and any other officer appointed under

Part IV of the Act and any police officer designated for the time being by the State Government, for the conduct of any election, shall be deemed to be on deputation to Election Commission for the period commencing on and from the date of notification calling for such election and ending with the date of declaration of results of such election and accordingly, such officers shall, during that period, be subject to control, superintendence and discipline of Election Commission.

4.3 In view of Section 28A of the Representation of the People Act, 1951, all the State Govt. Officers other than those designated as DEO/RO/ARO and Presiding Officer and have been involved in elections in any capacity shall also be deemed to be on deputation to the Commission. Those include Chief Secretary, Home Secretary and all police officers and police personnel starting from the Director General of Police all other officers subordinate to them, including but not limited to DIGs, SSPs, SPs, Dy. SPs, Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables, and Constables (including home guards, ex-servicemen, etc.) during election period. They are, thus by law, officers of the Commission being on deputation to it and are subject to its superintendence, direction, and control and are answerable to the Commission for any acts of commission or omission on their part while performing any election related duties. The police machinery shall ensure that law and order is maintained during the election period from the date of announcement of election to the date of completion of election process. Due protection and security shall be provided to the election officers, polling personnel and polling materials as well as to the candidates, leaders of political parties and other important functionaries in each constituency, so as to ensure free and fair election.

4.4 Accordingly, as soon as the elections are announced and, in any case, not later than the 3rd day after the date of notification of general election or bye election, regardless of the nature of election, the State Govt. under the provision of Sec 28A shall invariably designate the following police officers for the conduct of elections:

i. The Director General of Police/Additional Director Generals of Police, Inspector Generals of Police

ii. In a general election, all the police officers/ police personnel below the level of Director General of Police borne on the strength of the State Government

iii. In the case of a bye-election the Additional DG/DIG/Commissioner of Police under whose jurisdiction the constituency falls, and all police officers below them in the districts/ constituencies concerned.

4.5 The Commission has further directed that where any State Government/Union Territory Administration fails to designate any individual police officer or class of police officers of any rank, as directed herein above under Section 28A, then such police officers will not be allowed to deal with any election related work in any manner whatsoever.

4.6 Likewise, the officers and personnel of Central Armed Police Forces and any Armed Police Force of a State or Special Security Forces, when deployed on election related duties in any State/Union Territory, are also subject to the superintendence, direction, and control of the Commission.

4.7 The extent of disciplinary jurisdiction over officers, staff and police deputed to perform election duties during election period shall be governed by the Hon'ble Supreme Court's order dated

21.09.2000 and instructions of the Commission No.11012(4)/2008-Estt.(A) dated 28.07.2008 and 08.12.2009. In this regard, the Commission has issued detailed instruction separately which may be referred to while initiating any disciplinary action against the official/staff/police.

5. OFFICERS IN O/o CHIEF ELECTORAL OFFICER:

In the interest of democratic process of conducting free and fair elections, the Commission has directed that the officers posted in the offices of the Chief Electoral Officer shall not be changed unless the Commission approves such change. Prior concurrence of the Commission shall be obtained for any change or transfer of the incumbents in the office of the Chief Electoral Officer.

6. ASSIGNING ELECTION DUTIES - SENIORITY OF OFFICIALS TO BE TAKEN INTO CONSIDERATION:

The Returning Officer while assigning election duties to various officials, shall take their seniority into account, and it should be ensured that a senior official is not put on duty under an official who is junior to him.

The Commission, has laid down the following guidelines for assignment of election duty for strict compliance by the District Election Officers and Returning Officers:

a) Adequate care should be taken by the District Election Officers in calling for names of officials from different Departments of Central and State Governments, PSUs, Banks, other Institutions and Authorities etc. The scale of pay, rank and status of officials to be requisitioned need to be set out in the requisition order itself.

b) The Chief Electoral Officer should set a uniform criterion for the State as a whole for requisition of staff on the basis of rank, status, pay scale etc. Considering the varying scales of pay and rank prevailing in different organizations, an upper benchmark set by the Chief Electoral Officer would be most appropriate to avoid confusion and litigation. For illustration, in Group-A category of employees, a level up to and including a certain rank needs to be prescribed instead of calling for all Group-A employees.

c) In drawing up the seniority list of officials required for election duty, the District Election Officer should consider, at the outset, the pay, rank and status of the officials nominated and classify them accordingly for purposes of randomization as per the detailed instructions already available. A Presiding Officer should be of higher scale/grade/rank in comparison to all Polling Officers appointed in his group.

d) In determining the rank and status of officials drawn from different pools with different pay scales, the relative position of the official in his cadre/organization may also be considered and not merely the pay scale. For example, a Group-D employee from any pool, even drawing very high pay, should not be assigned duties of Presiding Officer or Polling Officer.

7. REQUISITION OF SENIOR DIVISION NCC CADETS FOR ELECTIONS:

The Commission has decided that the services of Senior NCC Cadets shall be utilized by deploying them for election related duties at the polling stations like queue management, assistance to PwD/infirm voters etc. The Cadets will be requisitioned for poll day duty within their districts and span of duty shall be restricted only to poll day (single day). They shall be deployed in uniform and without any arms. The Cadets would be paid remuneration at the same rate as any other polling personnel going to polling station for election duty. The expenditure on logistics of picking up the Cadets and dropping them back will also be borne by State Government.

8. STAFF TO BE REQUISITIONED TO MINIMUM EXTENT:

Care should be taken to ensure that wherever employees of any Government Departments/ Institutions/ PSUs/authorities are requisitioned, only minimum number required are drafted for election duty, so that the regular activities of these institutions are not hampered. While requisitioning of staff, all Government Departments/ Institutions/PSUs/authorities in the area should be considered and no selective picking up of institutions shall be allowed so that there is not too much strain on only a few institutions.

9. REQUISITION OF STAFF IN CATEGORY OF PwDs AND WOMEN:

9.1 Considering the nature of duty and to avoid causing hardship to such employees, the Commission is of the view that the employees under PwD category **"persons with benchmark disability"** as defined under Section 2 (r) of The Rights of Persons with Disabilities Act, 2016 should not be deployed on election duty **unless required for deployment at PwD-managed Polling Stations.**

9.2 However, if any such person is required to be used on election duty, prior approval of the General Observer may be obtained giving full details and justification. The DEO and the RO shall make personal efforts to identify such individuals and appreciate their nature of disabilities and discuss their limitations. Appropriate facilities and assistance should be provided, if deployed for election duty.

9.3 It shall be ensured that they should invariably be posted in proximity to their residence. If any PwD is inadvertently deputed to any difficult location, the Returning Officer should be able to make necessary changes in deployment manually in consultation with the General Observer.

9.4 All such women personnel who are in advance stage of pregnancy (whether are on maternity leave or not) or on medical advice being unfit for any rigorous or hazardous work or lactating women shall be exempted from being requisitioned for election duty.

9.5 Further, every woman employee called for election duty shall be informed, in advance, of arrangements of transport and appropriate stay at the place of duty with basic amenities and unless such arrangement is made and prior information in this behalf is given to such woman employee, she shall not be called to perform any election duty at any such place where the above arrangements are not available.

10. STAFF TO BE EXEMPTED:

10.1 The Commission has exempted certain categories of personnel from being requisitioned for election duty in view of essential nature of duties/service discharged by them. They are as follows:

(i) Senior officers of the Indian Forest Service

(ii) Medical staff including doctors, nurses, ANMs etc. (except on health-related election duty)

(iii) Ayurvedic Medical Officer (AMO), Unani Medical Officer (UMO) and Homoeopathic Medical Officer (HMO) of AYUSH Department (except on health-related election duty)

(iv) Doctors and Compounders working in veterinary hospitals.

(v) Territorial Staff of Forest Department.

(vi) Staff of All India Radio and Doordarshan.

(vii) Officers of Food Corporation of India

(viii) Officers of rural branch of Commercial Banks if it is a single-officer branch

(ix) Operational officers/staff of UPSC

10.2 Official due to retire within 6 months' time or who has already retired but is on extension of service or re-employed should not be requisitioned for any election related duty.

10.3 The operational/technical staff of BSNL, MTNL, Electricity companies will be requisitioned for election duty only in unavoidable circumstances. However, they can be requisitioned to perform duty related to their department for election purpose.

10.4 Employees of Banks and LIC will be drafted on regular election duty to the minimum extent possible and only in constituencies where there is inadequate number of manpower or in emergent circumstances such as strike etc. However, they can be requisitioned to perform duty of micro observers.

10.5 The present practice of obtaining the prior approval of the High Court before engaging Judicial Officers/staff, under exceptional circumstances, for election work should continue.

11. ISSUE OF PHOTO IDENTITY CARD TO THE POLLING PERSONNEL:

11.1 To ensure that the identity of all Presiding Officers, Polling Officers, Counting Supervisors, Counting Assistants, Micro Observers and all such officials engaged in election work is clearly established while discharging their duties, the Commission has directed that the DEO/RO shall issue Identity Cards to them.

11.2 The election officials shall display their identity cards on person during election period/on the day of poll/on counting day for easy and quick identification.

11.3 Identity cards shall be prepared in the prescribed format **(Annexure-I)**, as enclosed, containing all relevant details of the bearer. The photograph pasted on the ID card shall be duly attested by the concerned DEO/RO.

11.4 In order to ensure, ID cards are prepared and handed over to the election officials in time, the photos of the Govt. officials/employees to be deployed on election duty shall be collected or captured well in advance by the following options:

(a) The polling personnel be directed to deposit his/her passport size photograph at the time of first round training for the purpose of preparation of the Identity Cards.

(b) If that is not possible, the DEO can organize the capturing of the photographs of the polling personnel at the time of first round of training so that the prepared Identity Cards are handed over to the polling personnel concerned by obtaining proper acknowledgement in the second round of the training.

12. The above consolidated instructions are being issued in suppression of all existing instructions issued from time to time in the matter. All the election authorities shall be sensitized about the instruction for further compliance.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

Annexure-I

Specimen of IDENTITY CARD

IDENTITY CARD

PHOTOGRAPH DULY ATTESTED BY DEO/RO

General/Bye Election to ……Year……

DEPLOYED FOR ELECTION DUTY:

(Name of Post)

Name of AC/PC:

NAME:

AGE:

NAME OF SPONSORING DEPTT.:

DESIGNATION OF SPONSORING AUTHORITY:

Mobile No.:

……

(Signature & Seal of

DEO/RO)

INSTRUCTION Sl. No. 25

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in

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

No.464/INST/2022/EPS

Dated: 15th March, 2023

To,

The Chief Electoral Officers,

All states/UTs

Subject: Drafting and Randomization of Polling and Police Personnel for election related duties during conduct of General/Bye elections – regarding.

Reference:

Commission's Instructions on Drafting of Polling/Counting/Police personnel:

(xxiii) No.464/INST/2008/EPS dated 19.09.2008

(xxiv) No;464/INST/2008/EPS dated 23.12.2008

(xxv) No.464/INST/2009/EPS dated 24.02.2009

(xxvi) No.470/INST/2013/EPS dated 02.05.2013

(xxvii) No.464/INST/2014-EPS dated 12.03.2014

(xxviii) No.464/INST/2014-EPS dated 28.03.2014

(xxix) No.464/INST/2014-EPS dated 04.03.2014

(xxx) No.464/INST/2014-EPS dated 10.03.2014

(xxxi) No.464/INST/2016-EPS dated 29.03.2016

Madam/Sir,

I am directed to state that as per section 28A of the Representation of the People Act, 1951, the officials i.e. returning officer, assistant returning officer, presiding officer, polling officer, and any other officer requisitioned under section 159 of the said Act and any police officer designated for the time being by the State Government, for the conduct of any election, shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the notification calling for such election and ending with the date of declaration of the results of such election and accordingly, such officers shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

2. The Commission has always endeavored to ensure free, fair and transparent elections and towards that end has issued numerous instructions on core aspects of election process including composition of polling parties and their deployment. The duties discharged by the polling personnel in the conduct of elections

are of vital importance and unbiased polling parties instill confidence in the minds of voters, media and political parties. Therefore, drafting and deployment of such personnel warrants utmost caution.

3. Keeping the abovementioned facts in view, the commission hereby issues the following revised consolidated instructions in supersession of all the existing instructions issued from time to time on drafting, randomization and deployment of polling and counting staff.

I. Preparation and Maintenance of Database of Polling Personnel:

a) The District Election Officer shall prepare and maintain a database of all eligible poll personnel posted in his district in electronic format, for facilitating computerized randomization. The database shall include all relevant particulars such as Name, Sex, Mobile No. Designation, Office/Department, Place of residence, work place, Home Assembly Constituency No., Part No., etc.

b) The database shall contain, two separate lists of State Govt. employees and Central Govt. employees (PSUs, Banks etc.) who can be employed as polling personnel.

c) Besides, a separate database shall be prepared of retired Central and State Government officials as well as of Members of NCC & NSS [and reputed NGOs, if & as approved by the Commission]. They shall be used in specified manner only with express prior approval of the Commission

II. Formation of Polling Teams:

a. Unless otherwise directed, the polling parties shall be formed out of the State Govt. employees. Employees of Central Govt., PSUs and Banks, etc. shall be utilized for selecting suitable persons as **Micro Observers**.

b. In order to avoid any allegation of collusion with a candidate/ political party etc. there shall be proper mix of polling personnel requisitioned from different offices and departments while drafting and deploying them.

c. As far as possible, lists from various offices and departments should be obtained from their respective computerized database (e.g. HRMS), if maintained, to ensure integrity of the lists.

d. Presiding Officers and Polling Officers shall be classified by seniority on the basis of their scale of pay, rank and post. As far as practicable, Gazetted Officers shall be deployed as Presiding Officers, failing that, officials who are working in supervisory capacity only should be deployed as Presiding Officers. The Presiding Officer should be of higher rank/scale/grade in comparison to other Polling Officers of that team.

e. Two officials of the same group/category should not be put together. Further, two members of the polling party should not be from the same department (in case of school teachers, they should not be from the same school).

f. No person will be assigned polling duties in an Assembly constituency in which he is posted or in which he resides or the constituency, which is his home assembly constituency.

g. Polling personnel shall be posted within the district unless specifically directed otherwise.

h. All election related logistics within the district shall be provided by the DEO concerned.

i. The Polling party is required to reach the polling station assigned to it latest by the evening of the preceding day of polling and all polling personnel are required to stay overnight at the polling station for security and safe custody of polling material.

j. In order to ensure that above instructions are complied with strictly, the Commission directs that the District Election Officer shall furnish to the Election Commission through the Observers and separately to the Chief Electoral Officer of the State/UT a certificate to the following effect immediately after the polling parties have been formed for an election: -

"Certified that: -

- The polling parties have been formed by a proper mix of officials drawn from different offices and departments, in presence of Observers and
- The officers have been drawn from the State Government departments as well as from the State Public Undertaking etc. as far as practicable.
- For the purpose of making polling parties complete, data base of all eligible employees in the district has been used."

III. Randomization of Polling Personnel:

a. Randomization software should be prepared and developed by the CEO and distributed among DEOs. All the stages of the randomization process will be completed through this randomization software only. District Election Officers shall enter all relevant information of the eligible officials in the database prepared by her/him into the randomization application. Randomization process involves the following stages:

(x) **FIRST STAGE:** From the complete database of officers, a list of at least 120% of the required number of polling persons should be generated (including reserve) randomly, using the software. **Presence of observers is not required at this stage**. It should be noted that this randomized list is to be prepared district wise and not at any other level like subdivision, tehsil, block, assembly constituency etc. This is only to identify and select the officials that would be given training for poll duties as Presiding and Polling Officers. In no case, at this stage, the details of the assembly constituency to which the polling personnel are likely to be deployed will be known. All that a polling personnel will know, at this stage, is whether he (or she) is a presiding officer or a polling officer and the venue, date and time of trainings.

(y) **SECOND STAGE:** For the sake of effective and systematic implementation of the Commission's instructions on issuance of Election Duty Certificate (EDC) and Postal Ballot (PB), the second stage randomization of polling personnel shall be done as soon as after the completion of scrutiny of nomination papers.

At this stage, **randomization exercise should be done in the presence of the General Observers** deployed for the constituencies in that district. The actual polling station will not be known; however, the Assembly Constituency and the team composition may be known.

(z) **THIRD STAGE:** The last randomization exercise is to be done for final allocation of polling stations to polling parties. It shall take place at the time of dispersal of polling parties and in the presence of

General Observers. The actual polling station allotted to the team/individual polling personnel is to be disclosed just before the polling party leaves the dispersal center.

The Commission permits for undertaking third randomization on P-2 day (in place of P-1 day) to ensure timely services of results/orders of the randomization and dispatch of the teams to the polling stations, with following conditions:

- The Randomization can be done on P-2 day in presence of the General Observer.
- The result of randomization, along with appointment orders shall be printed in presence of the Observer.
- The same shall be sealed in separate covers (AC wise, and sector wise) with the signature of the Observer.
- The sealed covers shall be sent to the AROs of the respective Assembly Segments.
- The ARO shall open the covers only on the P-1 day at the dispatch center in the presence of Observer, if the latter is present there.

b. For the purpose of serving the appointment letters on polling staff, use the services of the sponsoring departments/ authority. A training program can be organized for poll personnel for a final briefing and distribution of appointment letters. This training session may also be used for Postal Ballot facilitation.

c. It is further, clarified that the entire randomization exercise except the first stage must invariably be done in the presence of the General Observers sent to the constituency. The Observers should make a special reference to the randomization exercise observed by them in their constituencies while submitting the report.

d. Various scenarios of randomization of polling personnel

The following scenarios may arise:

Scenario No.1: The entire district consists of a single Parliamentary Constituency and the District Election Officer of that district may be the Returning Officer for the Parliamentary Constituency.

In this case, the randomization of polling personnel (first, second and third stage) for election duty will be done as per the instructions stated above at para III. (a).

Scenario No.2: If a district consists of two or more Parliamentary Constituencies, the District Election Officer will be the Returning Officer of only one Parliamentary Constituency and another senior most officer not below the rank of ADM may be the Returning Officer of the second Parliamentary Constituency.

In this case, the first and second stages of randomization of polling personnel for election duty will be done at the District Election Officer level.

After completion of second randomization and once the training is over, the District Election Officer shall supply a full list of polling personnel to Returning Officer of the other Parliamentary Constituency of that district for third stage of randomization of polling parties at the Returning

Officer's or Assistant Returning Officer's Headquarter before their dispersal.

Scenario No.3: In case a Parliamentary Constituency consists of an entire district plus certain Assembly Segments of adjoining district and the District Election Officer of the said adjoining district is not the Returning Officer of the Parliamentary Constituency consisting of those assembly segments, in that case, District Election Officer of the adjoining district will be in-charge of all the logistics to be provided in connection with the election-taking place in the Assembly segments falling in his district.

He will prepare a list of polling personnel from his district data base and handover to the concerned Assistant Returning Officer for doing third level of randomization and dispersal of polling parties. The polling personnel so assigned duty, should be informed about the place from where their dispersal will be done.

Scenario No.4: Where a Parliamentary Constituency falls in two districts, the District Election Officer of the district in which portion of the Parliamentary Constituency falls shall be the Returning Officer of that Parliamentary Constituency. In case, the District Election Officer of that district is already a Returning Officer of another Parliamentary Constituency falling in that district, an ADM rank officer will be designated as Returning Officer by the Commission.

In this case, the procedure mentioned at Scenario No. 3 may be followed.

IV. Randomization of Police Personnel:

Randomization of Police personnel at the Polling Station on the day of poll may be done in the following manner: -

- Police Constables / Home Guards coming from outside the district can be deployed without randomization.
- Lists of constables/Home Guards of a district should preferably be matched with computerized database (e.g. HRMS) of Home Dept, if maintained, to ensure integrity of lists.
- In case of Constables / Home Guards of the same District, it would be ensured that they shall be deployed in the Polling Stations falling outside the area of the Police Station where they are presently posted.
- As far as practicable, randomization should be done in such a manner that they are posted in the same parliamentary Constituency where they are enrolled as voters to allow them to exercise their franchise through EDC.

V. Randomization of Female Polling Personnel:

a. Due to various hardships faced by female polling personnel while being deployed, the DEO shall ensure the following:

- The availability of female polling personnel should be examined for appointing Presiding or Polling Officers in polling stations set up exclusively for female voters or where the number of female voters, especially, pardanashin women is large, there must be at least one lady-polling officer for facilitation and identification of women electors.

- Pregnant women and lactating mothers, whether on maternity leave or not, or women staff who are otherwise on medical advice not to undertake any rigorous or hazardous work, may be exempted from election duty.
- Every female official called for election duty should be informed of the arrangements made for her stay and transportation. Unless arrangement is made and information in this behalf is furnished to such female official, she shall not be called to perform any election duty at any such place.
- **The female polling personnel should not be put on duty on the basis of computer randomization process. They should be put on duty in the neighboring polling stations through manual randomization under the guidance of the Observers, so that they are able to go to the polling stations on the morning of the poll day at least 2 hours before the start of polling and assume their duties well in time.**
- District Election Officers should prepare a negative list of polling stations, which are inaccessible or remotely located and no female polling personnel should be posted to such polling stations.

b. Randomization of female polling staff should be done under following four categories: -

First category: - In completely rural ACs, female staff shall be randomized manually in such a way that they are not posted in the Gram Panchayat where they have been residing or working.

Second category: - In the Urban areas having two or more urban Assembly Constituencies, the randomization of female staff shall be done inter-Assembly Constituency wise among these ACs.

Third category: - In the Urban ACs contiguous to rural ACs, the randomization shall be done within the same urban Assembly Constituency in such a way that the female staff is not posted at the polling station location/ward where she has been residing or working.

Fourth category: - In the mixed Urban-Rural ACs contiguous to rural ACs, randomization for rural area shall be done in such a way that a female staff would not get posted in the Gram Panchayat where she has been residing or she has been working and in urban areas female staff shall not be posted in the polling station location where she has been residing. However, it must be ensured that female staff should not get posted outside the block where she has been residing or working.

VI. Randomization of polling staff in PWD category:

a. Considering the nature of hardship faced by Persons with disabilities during election duty, the Commission has directed that physically challenged persons with disabilities defined under the Right of Persons with Disabilities Act, 2016, should be deployed on election duty only under unavoidable circumstances.

b. However, the Commission encourages to have PwD manned polling booths with prior approval of the CEO of the concerned State/UT. The DEO and the RO shall make personal efforts to ensure that the special needs and requirements of physically challenged persons are taken into account while choosing polling stations for their deployment.

c. Further, it shall be ensured that they are not posted in any remote area, rather they should invariably be posted at the polling stations located in the headquarters. This can be incorporated in the randomization software itself so that database contains information about the PwD personnel, and if any PwD staff inadvertently is deployed at difficult locations, the RO should make necessary changes manually in consultation with the Observer.

d. CEOs shall sensitize all the field officials about the above instructions.

VII. Randomization of Counting Staff:

Randomization of the Counting staff is to be done in the manner mentioned below:

a) A list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the Randomization software by the District Election Officer one week prior to the date of counting. This is the first of the three-stage randomization process. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/Counting Assistants/Micro Observers in whichever constituency of that district. In no case, at this stage, the identity of the assembly constituency to which the Counting personnel are likely to be deployed will be known.

b) The Assembly Constituency wise randomization shall, be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials assigning them concerned allotted ACs.

c) Randomization for allotment of tables in the counting hall to these Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence of Observer at 5 AM on the day of Counting.

d) Randomization of staff for counting of Postal Ballots/ETPBS shall be done separately with 120% of the required no. of staff. In no case, this shall be mixed with the data base of staff responsible for counting of votes in EVM.

The abovementioned instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully

(BREJESH KUMAR)
UNDER SECRETARY

Instruction No. 26.

Election Commission's Letter No. 62/84, dated 06.11.1984 to Chief Secretaries to State/Union Territories, all Chief Electoral Officers and Ministries of Home Affairs and Law and Justice.

Subject: General Elections/Bye-elections - Guidelines for the conduct of Government Servant

I am directed to invite your attention to sections 129 and 134 of the Representation of the People Act, 1951, relating to the conduct of Government servants during elections and to say that the Government of India as well as the State Government have been, before conduct of a general election, issuing instructions regarding the conduct of Government servants in relations to an election, stressing that all the Government employees should maintain an attitude of strict impartiality.

2. The Government employees should not only be impartial but should also appear to be so in relation to the elections. They are required to conduct themselves in such a manner as to inspire confidence in the public in regard to their impartiality so that there might not be any occasion for the people to think that the elections would not be held in a free, fair and pure atmosphere. It should be stressed that they should avoid giving room for any suspicion that they are favoring any party or any candidate. They are not expected to take part in any election campaign or canvassing and should take scrupulous care not to lend their names, official position or authority to assist one individual as against another or one group as against another.

3. With particular reference to the tours that the Ministers might undertake on the eve of the elections, it is necessary that while Government Officers should make all the usual arrangements to enable the Ministers to carry out their responsibilities as Ministers, the Government Officers should not themselves organize any election meetings or be present in person during any such meetings except those who may have to be present to the extent necessary for maintaining law and order and making necessary security arrangements.

   The question as to whether a public meeting addressed by a Minister is officially sponsored or is held for election propaganda has to be decided by the Minister himself. In the meeting, the arrangement for organizing it is to be made on the Minister's behalf unofficially and the expenditure in that connection is to be borne by him or his party.

   It is further made clear that a public meeting held on the eve of an election is normally to be considered to be an election meeting and the expenses thereof are not to be borne from public funds. The preservation of law and order at every meeting will, however, be the responsibility of the Government officials responsible for law and order.

4. In this connection I am also to enclose a copy of the Ministry of Home Affairs' O.M. No. 25/44/49- Ests, dated 10th October 1949, which clarifies the position regarding the participation of Government servants in political activities vis-d-vis the attendance by Government servants at political meetings, for your information. The contents of the said O.M. may also be brought to the notice of all Government servants for their guidance.

5. In the matter of election meetings in a public place, the Government officers should not make any distinction between one political party and another in granting permission to hold such meetings. If more parties than one apply for holding a meeting at any place on the same day and at the same hour, the party which applies first should be given preference.

6. Further your attention is specially invited to the provisions of section 134-A of the Representation of the People Act, 1951, which reads as follows:

"134-A Penalty for Government Servants for acting as Election Agent, Polling Agent or Counting Agent:

If any person in the service of the Government acts as an election agent or a polling agent or a counting agent of a candidate at an election he shall be punishable with imprisonment for a term which may extend to three months with fine, or with both."

7. In this connection, I am also to forward herewith an extract of rule 5 of the Central Civil Service (Conduct) Rule, 1964, which inter alia prohibits the Government servants from taking part in politics and elections. It is presumed that similar provisions exist in the rules governing the conduct of Government servants of your State.

8. I am, therefore, to request that necessary instructions in the above regard may kindly be issued by the State Governments emphasizing upon the Government servants that any disregard of instructions would be considered by the Government as a serious act of indiscipline and that in cases of doubt a Government servant should not hesitate to consult his superior officer.

9. A copy of the instructions issued by the State Government may be forwarded for the Commission's record.

The receipt of this letter may please be acknowledged.

[The Commission's letter No. 62/79, dated the 13th November 1979 is hereby superseded.]

COPY

Ministry of Home Affairs O.M. No.25/44/49-Estts. dt. 10th October 1949

Subject: Participation by Government servants in political activities- attendance by Government servants political meeting

Attention is invited to the Ministry of Home Affair's Office Memorandum No. 25/44/49-Estt., dated the 17th September 1949 dealing with the scope of rule 23 (i) of the Government Servant's Conduct Rules which lays down that no Government servant shall take part in, subscribe in aid of, or assist in any way, any political movement in India.

2. Enquiries have been received as to whether attendance by a Government Servant at public meetings organized by political parties would amount to participation in a political movement within the meaning of the rule referred to. Even in regard to this narrower question the position must necessarily remain as stated in the Office Memorandum referred to in paragraph I, viz :

(i) that whether or not the conduct of any particular nature amounts to participation in a political movement is a question of fact to be decided on merits and in the circumstances of each particular case; and

(ii) that the responsibility for the Government servant's conduct must rest squarely on his shoulders and that a plea of ignorance or misconception at to Government's attitude would not be tenable.

3. The following observations may, however, be of assistance to Government servants in deciding their own course of action :-

(1) Attendance at meetings organized by a political party would always be contrary to rule 23 (i) of the Government Servant's Conduct Rules unless all the following conditions are satisfied:

(a) that the meeting is a public meeting and not in any sense a private or restricted meeting.

(b) that the meeting is not held contrary to any propitiatory order or without permission where permission is needed, and

(c) that the Government servant in question does not himself speak, at or take active or prominent part in organizing or conducting the meeting.

(2) Even where the said conditions are satisfied, while occasional attendance at such meetings may not be construed as a participation in a political movement, frequent or regular attendance by a Government servant at meetings of any particular political party is bound to create the impression that he is a sympathizer of the aims and objects of that party and that in his official capacity he may favour or support the members of that particular party. Conduct which gives cause for such an impression may well be construed as assisting a political movement.

(3) Government servants have ample facilities through the medium of the press to keep themselves informed regarding the aims, objects and activities of the different political parties and to equip themselves to exercise intelligently their civic right, e.g. the right to vote at elections to Legislature or Local Self-Government institutions.

4. I am to request that Government servant under the control of the Ministry of Finance etc., may be informed accordingly.

To,

All Ministries of the Government of India etc., etc.

Extract of Rule 5 of the Central Civil Services (Conduct) Rules, 1964

"Rule 5. Taking part in politics and elections:

(1) No Government servant shall be a member of nor be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive or the Government as by law established and where a Government servant is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity he shall make a report to that effect to the Government.

(3) If any question arises whether a party is a political or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2) the decision of the Government thereon shall be final.

(4) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority; Provided that-

(1) A Government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:

(2) A Government servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by a Government servant on his personal vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

Instruction No. 27.

Election Commission's letter No.464/INST/2008/EPS, Date: 23rd December 2008. addressed to The Chief Electoral Officers of all States and Union Territories.

Subject: Tracking the names of officers transferred by the order of the Election Commission of India charged with dereliction of duty etc.

Ref: No.437/6/2006-PLN.III dated 6th Novermber,2006 & ECI message No.100/1994-PLN.I dated 28.3.1994 addressed to the CEOs of all States & UTs.

The Election Commission of India vide the instruction referred to above had directed that a detailed review shall be undertaken before every election in all districts and all such officers should be posted out of their home districts or district where they have completed a tenure of 3 years out of 4 years, and had further directed that officers/officials against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work or who were transferred under the orders of the Commission in the matter may not be assigned to any election related duty.

However, it was observed during recent elections that in spite of efforts made by the CEOs and the DEOs to comply the above instruction of the Commission, there were still some instances of the officers who come under the above criteria and liable to be transferred out of the district to a non election related assignment but managed to stay back and the Commission came to know about this only at a later stage through complaints being raised by various political parties and members of public. These incidents, though few in numbers, send a wrong signal at the field level and non maintenance of proper information about the officers liable to be transferred on the above criteria has been recognized as a reason for some stray incidents of non-compliance. In order to remove the possibility of the occurrence of such incidents in future, the Commission has issued the following directions to make the existing instruction more effective:-

I. The CEO of the State shall maintain a register in which the information about IAS/IPS officers, DEOs, ROs and EROs transferred by the order of the Election Commission and against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work shall be maintained.

II. Similarly, the DEO will maintain a register containing information about other junior officers and other staff.

III. Within 7 days of the announcement of elections by the Election Commission of India the CEO of the State will send a compliance letter to the Zonal Secretary in the Commission confirming that all the officers coming under the above criteria have been transferred. Similarly he shall obtain a similar compliance certificate from all the DEOs confirming that all the officers/staff coming under the above criteria have been transferred to non election related assignment and out of the district.

IV. With reference to transfer of officers coming under '3 years out of 4 years criteria' and the home district criteria, DEOs shall ensure compliance in respect of ROs, EROs, AROs and AEROs and other election related officials and send a letter to CEO within the time, if any, stipulated for this purpose by the Election Commission of India or CEO and if not, within 7 days of issue of press note announcing the elections. Similarly, information related to DEOs, SSP and SPs and other senior police officials connected with the election work shall be maintained by the CEO and compliance by the State Govt shall be ensured at his

level Compliance regarding the transfer of these officers shall be collected from the DEOs and the CEO of the State shall send a consolidated letter of compliance to the Zonal Secretary within 7 days of the announcement of election.

V. To facilitate the submission of this compliance letter within 7 days of the announcement of election, the CEO and DEO shall collect the information and ensure maintenance of register as stated above well in advance so that no time is lost.

VI. There are many departments in the State Government that are involved in transferring officials and thereby accountable for the compliance of the above instructions of the Commission. The Commission's instruction regarding transfer of the officials during election shall be brought to the notice of the Secretaries of the departments concerned with a copy to the Chief Secretary. The Chief Secretary may be requested by the CEO to ensure that all the departments concerned comply with the Commission's instruction well in time.

VII. With regard to bye-elections while the officers coming under the category, dealt within para marked as (I) shall be transferred out of the district within three days of announcement of bye-election and certainly before the first days of receipt of nomination whichever is earlier.

VIII. The above instruction be followed without any deviation.

INSTRUCTION Sl. No. 28

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/INST/EPS/2023/WELFARE Dated:8th June, 2023

To

The Chief Electoral Officers of

All States/UTs.

Subject: Facilitations and welfare measures for polling personnel – regarding.

Reference: Commission's instructions no. and date

i. No.464/INST/2008/EPS dated 12.09.2008

ii. No.464/INST/2008/EPS dated 16.12.2008

Madam/Sir,

Election Commission of India is vested with the superintendence, direction and control of, inter alia, the conduct of elections to the Parliament and to the Legislature of every State under clause (1) of Article 324 of Constitution of India. Further, the Constitution of India vide Clause (6) of Article 324 provides that the President or the Governor of a State, shall, when so requested by the Election Commission, make available to the Election Commission such staff as may be necessary for the discharge of the functions conferred on the Election Commission.

3. Conduct of elections involves diverse activities that are carried out by an election machinery comprising officials and staff from various departments. An efficient and motivated election machinery is an integral part of election planning. The Commission has always endeavored to ensure welfare of election machinery and to provide them all the necessary basic facilities while performing their duty in challenging circumstances. In the context, Commission, in supersession of referred circulars, directed that the following instructions on polling personnel's welfare be followed without any deviation:

(i) **NODAL OFFICER:** A Senior Officer shall be nominated by the DEO to coordinate and supervise all the welfare measures related to polling personnel. On similar lines, RO shall nominate a Nodal Officer for the said purpose. All the details of Nodal Officer nominated so shall be mentioned in DEMP (District Election Management Plan) and contact number shall be shared with polling personnel drafted for election related duties. These details shall also be displayed at Training/ Dispatch/Receiving Centers.

(ii) **REVIEW OF ARRANGMENTS:** A separate review shall be done by the DEO/ RO and requisite measures in areas of concern shall be taken in advance to facilitate the welfare of polling personnel.

(iii) **INFORMATION ON ARRANGEMENTS AT TRAINING/ DISPATCH/ RECEIVING CENTRES:** All the information regarding training programme, Dispatch and Receiving Centre arrangements etc. should be conveyed to the polling personnel on time and in proper manner. Authority sponsoring

the polling staff shall ensure that the above said information on reporting date, time and venue should reach to the polling staff not only through letter but through other communication channels to avoid any confusion.

(iv) **EMERGENCY HELPLINE NUMBER:** A dedicated Helpline number be provided to the Sector Officer and all the polling personnel. This will be of immense use during any unforeseen issues like vehicle breakdown, etc. at the time of movement of polling parties along with EVM. The Helpline number shall be manned by a 24*7 helpdesk.

(v) **HEALTH FACILITES:** Separate arrangements for health care/first aid assistance to polling personnel at Training/Dispatch/Receiving Centres should be made along with deployment of ambulance with medical /para-medical staff in case of requirement.

(vi) **FACILITIES AT TRAINING CENTRE:**

Proper arrangements of basic amenities such as drinking water, washrooms, help desk on arrival, vehicle parking at Training Centres should be ensured. Nodal Officer(s) appointed shall remain present physically at all these locations and Senior Officers shall closely monitor the facilities.

(vii) **ARRANGEMENTS AT DISPACTCH/RECEIVING CENTRE:**

(a) Appropriate arrangement on basic amenities which include **drinking water, washrooms, vehicle parking, food/ refreshments** etc. shall be made at the Dispatch/Receiving Centre. Nodal officer(s) shall be appointed at respective centres who shall physically monitor the facilities under the supervision of the seniors. DEO and RO shall closely monitor dispatching and receiving process. Under no circumstances, polling personnel shall go out of these Centers on the pretext of fetching for food/water or to use washrooms etc. carrying election materials. Sector Officer shall ensure that the polling personnel assigned to him don't get held up at Dispatch/Receiving centre unduly.

(b) ***HELP DESK*** shall be arranged at the entrance of the Dispatch/Receiving Centre. These Help Desks shall be well equipped with man power and other facilities for marking the attendance of polling staff, guiding them to know their polling station and polling team, issuing of appointment orders as per third randomization and providing any other assistance, if required.

(c) An arrangement may be made to set up a dedicated ***LEARNING DESK*** at Dispatch Centre for clarification of any last-minute doubts with regard to use of EVMs & VVPATs and any other process related to Poll Day activities.

(d) Fool proof three cordon security arrangements to be made to prevent any unauthorized entry into the Dispatch/ Receiving Centre(s).

(e) Proper layout shall be made for the Dispatch/Receiving center prominently indicating location of Help desk, Learning desk, Sector wise counters, refreshment area, washrooms, vehicle parking and flow of movement.

(f) Signage boards with clear marking shall be placed at the entrance and inside the centre at different points to show the directions clearly.

(g) A functional public address system with good loudspeakers shall be arranged near RO Table to give necessary instructions from time to time to the polling staff. The audio of public address system should reach the last point of the venue.

(h) Election material shall be essentially delivered to polling parties in consolidated modular or packaged form to avoid any confusion or chaos.

(i) The Commissions' Instruction on the use of approved backpacks to carry EVMs/VVPATs in difficult terrains to be adhered to.

(j) Counters for dispatch and receiving election material shall be arranged preferably Sector wise. Each Sector counter should have table and seating arrangement polling station wise for all the polling staff at one place with adequate spacing. The polling station numbers should be displayed prominently on each table.

(k) Senior Officers of DEO office along with other Staff shall ensure that receiving of polled EVMs and VVPATs, statutory, non-Statutory packets and other election materials shall be taken care of with professionalism to avoid overcrowding at the Centres. This can be ensured by keeping separate counter for specific numbers of polling stations.

(l) A special deposit counter for Sector Officers at Receiving Centre may be set up at the collection centre for deposition of reserve and mock poll defective EVMs and VVPAT along with left out Power Packs of CU & VVPAT. It is pertinent to note that - Defective Un-polled EVMs and VVPATs (Category C) shall be stored in "Repair Strong Room" and Unused Reserve EVMs and VVPATs (Category D) in "Reserve Strong Room" and shall not be located in the vicinity of polled Strong room(s).

(m) A checklist to be prepared and kept at counters to ensure that all the documents and other polling materials are received as per the order in the checklist. The officer who receives EVMs and VVPATs should mark the polling station in checklist and sign it.

(n) A separate special counter shall be set up for receiving of EVMs and VVPATs and other documents from specific polling stations about which complaints are received from political parties/candidates during poll, polling stations where violent incidents, heated arguments with polling personnel, clash between polling agents, break-down and replacement of EVMs /VVPATs are reported.

(o) During poll, RO will maintain a separate register to identify such polling stations and a hoarding/notice should be set up indicating the number and details of polling stations to be handled at special counter before the arrival of polling party. RO himself or ARO will supervise the receipt of EVMs/VVPATs and other documents. If the observer is available, he will also make himself available at the Receiving Centre. The EVMs/VVPATs and other documents shall be properly examined and RO/Observer should discuss with the Presiding Officer about the events that took place at polling stations so that detailed inputs are received and it would be helpful in case of re-poll, if any. The Presiding Officer of these polling stations can be relieved only after obtaining the EVMs and other documents after proper verification and discussion with RO/Observer. Proper seating arrangements for Presiding Officer shall be ensured for discussion.

(p) As being exhausted and fatigued, polling teams should not be held up unnecessarily. Polling staff should be relieved from duty as soon as polled material is handed over and proper transport facility should be ensured for their timely reaching home.

(q) The Venue of the Receiving Centre needs to be selected closest to the strong room.

(r) Dry rehearsal needs to be conducted with the staff drafted for dispatch and receiving of polling material at the venue two days prior to dispatch day to organize the process of distribution and collection in a systematic manner.

(s) Buses should be parked sector wise with display boards at Dispatch/receiving Centres. Separate parking may be arranged for the vehicles of the polling personnel and other staff. Traffic police team shall be drafted to organize proper parking of vehicles.

(t) Arrangements for separate ***MICRO OBSERVER'S COUNTER*** shall be made for receiving the Micro-Observers report polling station wise. All Micro-Observers' reports have to be made in to a file for submitting for General Observer's scrutiny.

(viii) INTERMEDIATE STRONG ROOM FACILITIES: Neat and functional basic amenities such as clean drinking water, refreshments, washrooms, power connection etc. may also be made at Intermediate EVM Strong Rooms, if applicable, for the polling team as well as Sector Officers before poll and after poll.

(ix) TRANSPORT FACILITY: Arrangements for transport shall be supervised by a Senior Officer and the return movement of polling personnel from polling stations shall be tracked closely and a confirmatory report shall be obtained through Sector Officer on safe arrival of polling personnel at polling station. It shall be ensured that polling parties ride the designated vehicles only and the vehicles follow the pre declared route. Special care should be taken for women and PwD staff so that they have no difficulty in conveyance from one place to another.

(x) FACILITIES AT POLLING STATION: Extant conditions of all the polling stations shall be physically verified by the DEO and RO through field officials so that conditions can be improved significantly and all the necessary amenities prescribed under AMF framework such as tables, chairs, benches, drinking water/separate washrooms, power connection and plug points for charging etc. and shade etc. can be ensured.

(xi) ACCOMODATION FOR POLLING PARTIES: Proper arrangements should be done for stay of polling staff wherever required. Polling stations with enough space or adjoining rooms shall be identified during physical verification for the said purpose.

(xii) FOOD ARRANGEMENTS IN REMOTE AREAS: In case of difficulty in providing food to polling personnel, proper alternative arrangements should be made by DEO depending on local conditions. In this regard, cooperation of local Self-Help Groups can be considered. The farthest polling parties (P-3) can also be provided with dry ration as a temporary arrangement.

(xiii) OTHER FACILITIES:

(a) In case of any untoward incident of injury or death of polling personnel (including Security Personnel), the Chief Electoral Officer/District Electoral Officer will ensure disposal of such cases of ex-gratia within the stipulated time period under the provisions/instructions laid

down in details by the Commission in the matter. CEO shall in consultation with State Govt. review the extant norms of ex-gratia compensations adopted/proposed in the State for casualties on election duty.

(b) CEO shall ensure availability of Air Ambulances located at strategic positions, based on the local requirements along with well publicized (internally) Standard Operating Procedure for evacuation and cascaded medical facilities.

(c) In order to accelerate, the treatment and avoid delay, arrangements /tie-ups/cashless facilities may be carried out in advance with State-of-the-art hospitals for the election period for all such personnel involved in elections who get injured or fall sick while on election duty.

3. The Commission desires that election machinery being an integral and pivotal part in conduct of elections, CEO, DEO, RO need to pay adequate attention with persistent efforts to ensure their well-being and provide for welfare measures.

4. The abovementioned instruction shall be brought to notice of all concerned for strict compliance for conduct of elections.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 29

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/EPS/2023/Remuneration & TA/DA Dated: 6th June, 2023

To

1. The Secretary to Government of India
   Ministry of Home Affairs
   North Block, New Delhi-110001.

2. The Secretary to Government of India
   Department of Legislative Affairs,
   Ministry of Law & Justice
   A-wing, Shastri Bhawan, New Delhi-110001.

3. The Chief Secretaries of
   All States/UTs

4. The Chief Electoral Officers of
   All States/UTs

Subject: Payment of Remuneration and TA/DA to personnel deployed for election related duties – regarding.

References: All the Commission's Instructions referred to:

(i) 218/4/96/PLN-IV dated 09.02.1996

(ii) 458/4/98/Vol.II/PLN-IV dated 08.12.1998

(iii) 464/INST/2009/EPS dated 09.01.2009

(iv) 464/INST/2012/EPS dated 29.01.2012

(v) 464/INST/2013-EPS dated 12.04.2013

(vi) 464/INST/2013/EPS dated 06.09.2013

(vii) 464/INST-PAY/2014-EPS dated 28.02.2014

(viii) 464/INST/2014-EPS dated 21.03.2014

(ix) 464/INST/2022-EPS dated 09.06.2022

Madam/Sir,

Election Commission of India is vested with the superintendence, direction, and control of all elections to the Parliament and to the Legislature of every State/UT and of elections to the offices of President and Vice President held under clause (1) of Article 324 of the Constitution of India. Conduct of elections involves

diverse activities carried out by an election machinery consisting of officials and staff requisitioned from various departments including polling personnel/police personnel/staff under Section 26, 27, 28, 28A, 29 and 159 of Representation of the People Act, 1951.

2. The duty of conducting free, fair and peaceful election rests on the election machinery deployed on the ground which comprises personnel from various authorities i.e. Central Government, State Government, PSUs, Local Authorities etc.

3. In view of difficult nature of the work performed by polling/police personnel etc., the Commission has directed to pay remuneration for election duty carried out by them. In addition to remuneration, admissible TA/DA and any other allowance shall also be paid as per the norms by their parent department.

4. Further, instructions issued from time to time in the matter have been reviewed, consolidated and in supersession of all the previous instructions, the Commission has directed to issue a comprehensive direction in order to eliminate any ambiguity on the subject cited above.

A. REMUNERATION TO PERSONNEL ON ELECTION DUTY:

(i) Remuneration is minimum amount payable to personnel for attending training sessions, collecting polling material and for performing duty on polling day/counting day. This instruction is also applicable to police personnel who are called for training and actually deployed on election related duties on polling/counting centers on the same criteria as being paid to the polling/counting personnel.

(ii) Polling/ counting personnel deployed on reserve duty should be paid remuneration at the same rates as polling/ counting personnel on actual duty.

(iii) Remuneration shall be paid for both General and Bye elections.

(iv) The rates of remuneration of the polling official, going to the Polling Stations in difficult terrain where polling parties depart 3 days or more in advance shall be double than normal rates.

(v) The rates recommended by the Commission are minimum rates to be paid mandatorily to the employee mentioned in the table at **Point C**. States/UTs are at liberty to pay higher rates of remuneration than the minimum rates fixed by the Commission. State/UTs, paying remunerations at the higher rates than the minimum rates recommended by the Commission, can continue to pay at such higher rates.

(vi) Other officials related to conduct of elections can also be included by State Governments as deemed fit under this provision.

(vii) Irrespective of the payment of remuneration, packed lunch and/or light refreshment shall be provided for polling personnel including police personnel, personnel in mobile parties, Home Guards, Forest Guards, Gram Rakshak Dal, NCC cadets, ex-Servicemen, volunteers etc. deployed at all polling stations/counting centres for election related work.

B. PAYMENT OF TA/DA:

(i) All persons put on election duty should be paid, as far as possible, 100% TA/DA admissible to persons deployed either in advance or immediately within 24 hours of the completion of their duty.

Alternatively, 80% of TA/DA can be paid in advance and remaining 20% amount can be paid within 30 days of election.

(ii) TA/DA, as admissible, shall be paid for both General and Bye elections

(iii) The Drawing and Disbursement Officer shall not wait for any specific request from the officers appointed for election related duty for drawing the advance, but shall treat the appointment order issued by the District Election Officer/Returning Officer itself as the proof and request on behalf of the officers/officials concerned.

(iv) If, after receipt of advance amount, any official, for any reason whatsoever, does not find it possible to perform the official duty assigned to him, he shall forthwith return the amount so paid and obtain a receipt therefore.

(v) The District Election Officers/Returning Officers shall be personally responsible for ensuring the payment as directed above and inform the Head of Departments and Drawing and Disbursement Officers well in time before the duties commence for prompt payment of TA/DA.

(vi) In some instances, officers/officials may have to appear before Courts to attend judicial proceedings which arise on account of duties performed during elections, sometimes, even after their retirement. In such cases, officers/officials shall be reimbursed the amount of TA/DA incurred on account of their appearance before Courts as per the rates of TA/DA admissible at the time of retirement of the officers/ officials concerned. However, in case of any difficulty, there shall be a provision for claim of TA/DA from the Commission through Chief Electoral Officer concerned provided that no TA/DA has been claimed from any court or any other office by these officers/officials.

C. RATES OF REMUNERATION:

The existing rates of remuneration and TA/DA to all election staff deployed for election related duties as applicable to them respectively are given below:

REMUNERATION	
Designation of officers/officials	**Minimum Rate of remuneration (in Rupees)**
Zonal Magistrate (if deployed, other than Sector Officer)	Rs.1500 lump sum
Presiding Officer & Counting Supervisor	Rs.350 per day or part thereof
Polling Officer & Counting Assistant	Rs.250 per day or part thereof
Class-IV employees	Rs. 200 per day or part thereof
Video Surveillance Team,	Class –I/II (Rs.1200 Lump Sum)
Video Viewing Team,	
Accounting Team,	Class-III (Rs.1000 Lump sum)
Control Room and Call Centre Staff,	
Media Certification and Monitoring Committee,	Class –IV (Rs.200 per day or part thereof)
Flying Squads,	
Static Surveillance Team,	
Expenditure Monitoring Cell	

Income Tax Inspector	Rs.1200 lump sum
Micro Observer	Rs. 1000 lump sum
FOOD/REFRESHMENT	
Packed Lunch and/or light refreshment for polling personnel including police personnel, personnel in mobile parties, Home Guards, Forest Guards, Gram Rakshak Dal, NCC cadets, ex-Servicemen, volunteers etc. deployed at all polling stations/ counting centres for election related work.	Packed lunch or Payment of Rs.150 per day or part thereof.
TA/DA	
Category of Beneficiaries	**Rate**
Persons deployed for election related duties.	**100% TA/DA** **Method-1:** 100% of TA/DA Either within 24 hours of completion of election duty or in advance. **Method-2:** 80% of TA/DA in advance & 20% within 30 days of completion of election.

EXPENDITURE:

(a) On account of payment of remuneration and expenditure on food/ refreshments incurred shall be borne in the following manner:

(i) By Government of India during elections to Lok Sabha;

(ii) By the State Government during election to Legislative Assemblies and;

(iii) Shared on a 50:50 basis during simultaneous election to Lok Sabha and Legislative Assembly by the Government of India and concerned State Governments.

(iv) Payment of TA/DA shall be initially paid by the parent/election department, as the case may be, of the polling/police personnel and other personnel deployed for election related duties and shall be borne as per above mentioned manner.*

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

Yours faithfully,

(SANJEEV KUMAR PRASAD)

SECRETARY

** Anomaly in this para [para E(iv) previously para E(b))], in respect of previous instructions, corrected vide letter No.464/INST/EPS/2023/Remuneration & TA/DA dated 17th November, 2023.*

INSTRUCTION Sl. No. 30

By Email/ Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/EPS/2023/Honorarium Dated: 6th June, 2023

To

4. The Secretary to Government of India
Ministry of Home Affairs
North Block, New Delhi-110001.

5. The Secretary to Government of India
Department of Legislative Affairs,
Ministry of Law & Justice
A-Wing, Shastri Bhawan, New Delhi-110001.

6. The Chief Secretary of
All States/UTs

4. The Chief Electoral Officers of
All States/UTs

Subject: Payment of honorarium to DEOs, ROs, AROs etc. and CAPF personnel deployed on election duty– regarding.

References: Commission's Instructions issued vide:

(i) 218/4/98/PLN-IV dated 23.06.1998

(ii) 464/INST/2013/EPS dated 06.09.2013

(iii) 218/4/2016-EPS dated 14.09.2016

(iv) 464/ECI/LET/FUNC/EEM/AEO-Hon/2016/EEPS dated 29.12.2016

(v) 218/6/2019/EPS dated 10.04.2019

(vi) 464/INST/2020/EPS dated 24.02.2020

Madam/Sir,

Election Commission of India is vested with the superintendence, direction and control of all elections to Parliament and to the Legislature of every State/UT and of elections to the offices of President and Vice President held under clause (1) of Article 324 of the Constitution of India. Conduct of elections involves diverse activities carried out by an election machinery consisting of officials and staff requisitioned from various departments including Polling Personnel/police personnel/staff under Sections 26, 27, 28, 28A, 29 and 159 of Representation of the People Act, 1951.

2. During the election period, the entire machinery performs arduous and sensitive duties which extend for long hours and even continue for many months so as to ensure a conducive environment wherein electors are able to exercise their franchise and elect a government of their choice in free and fair manner. In view

of nature and the period of the work performed by DEOs, ROs, AROs and officials etc. while conducting elections, the Commission has directed to pay honorarium for election duty carried out by them.

3. Further, considering the arduous and sensitive nature of the duties performed by CAPF personnel during election period, in diverse and difficult terrain/regions, facing multiple threats and challenges ranging from insurgency, Left Wing Extremism and terrorism to internal strife and caste-communal conflict, continuously for periods even extending up to few weeks, the Commission has also directed that the election-related security duties performed by the CAPF personnel merit the grant of honorarium. Meaning of *CAPF is forces deployed by the Ministry of Home Affairs* Government of India and includes Central Armed Police Forces, Railway Protection Force, State Armed Police Forces, Indian Reserve Battalions etc. for the purpose of the election.

4. In view of above, I am directed to state that the instructions referred above issued from time to time on the subject cited have been reviewed, consolidated and in supersession of all the previous instructions, the Commission has directed to issue a comprehensive direction in order to eliminate any ambiguity/ confusion on the subject cited above.

A. PAYMENT OF HONORARIUM:

(i) The provision of honorarium shall be paid to the officers appointed/designated as DEOs/ROs/ AROs/election staff etc. for conduct of General Elections in the State. The payment of honorarium is applicable only for General Elections held to Parliament and State Assemblies and not for Bye-elections.

(ii) The categories of staff who are eligible for payment of honorarium are to be decided by State Government in consultation with CEO of the State/UT concerned.

(iii) Payment of such honorarium should be made equitable to all employees concerned with elections and should be ***not less than*** basic pay of one month of the concerned employees.

(iv) The payment of honorarium to CAPF personnel, deployed on election duty by the Ministry of Home Affairs, Government of India, shall be made at the rates specified for General Elections and Bye-Elections to Lok Sabha and State Assemblies.

(v) TA/DA as admissible will be paid by the parent departments/ ministries/ authorities irrespective of the honorarium paid. Detailed instruction on payment of TA/DA is separately issued.

B. RATES OF HONORARIUM:

The existing rates of honorarium to all election staff deployed for election related duties as applicable to them respectively are given below:

RATE OF HONORARIUM		
Sl. No.	**Category of Beneficiaries**	**Rates**
1.	DEOs/ROs/AROs/ Election Staff (to be decided by State Govt. in consultation with concerned CEO)	Not less than basic pay of one month of the concerned employee and should be made equitable to all employee concerned with elections.

RATE OF HONORARIUM		
Sl. No.	**Category of Beneficiaries**	**Rates**
2.	Gazetted Officers of CAPF (Commandant, Ad hoc Commandant, Dy. Commandant, Assistant Commandant, Medical Officer and other equivalent ranks)	(i) 15 Days or less- Rs. 2,500 (ii) More than 15 days- @Rs. 1250 per week
3.	Subordinate Officers of CAPF (Inspector, Sub-Inspector, Asst Sub Inspector and other equivalent ranks)	(i) 15 Days or less- Rs. 2,000 (ii) More than 15 days- @ Rs. 1,000 per week
4.	Other Ranks of CAPF (Head Constable, Constable and equivalent ranks)	(i) 15 Days or less- Rs. 1,500 (ii) More than 15 days- @ Rs 750 per week
5.	Assistant Expenditure Observer/Sector Officer/Sector Police Officer	Rs. 7500 for his full-time election duty or on pro rata basis proportional to the duration of duty.

EXPENDITURE ON PAYMENT OF HONORARIUM:

The expenditure incurred on account of payment of honorarium shall be borne in the following manner:

(v) By Government of India during elections to Lok Sabha;

(vi) By the State Government during election to Legislative Assemblies and;

(vii) Shared on a 50:50 basis during simultaneous election to Lok Sabha and Legislative Assembly by the Government of India and concerned State Governments.

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

Yours faithfully

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 31

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in

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

No. 218/6/2022/EPS
Dated: 9th March, 2023

To

1. The Chief Secretaries of all States/UTs
2. The Chief Electoral Officers of all States/UTs

Subject: Ex-gratia payment to polling personnel/security personnel for sustaining grievous injuries leading to permanent disability and to their kin in case of deceased personnel.

Reference: Commission's Instructions No. and date

1. 218/6/2022/EPS dated 4th May, 2022.
2. Two Inst No. 218/6/2020/EPS dated 22nd July, 2020.
3. 218/6/2019/EPS dated 10th April, 2019
4. 218/6/2016/EPS dated 17th January, 2017
5. 218/6/2014/EPS dated 3rd August, 2015.
6. 464/L&O/2014/EPS dated 15th April, 2014.
7. 218/6/2014/EPS dated 25th March, 2014.
8. 218/6/2009/EPS dated 17th February, 2009.
9. 218/6/2006/EPS dated 5th November, 2008.
10. 218/6/2003/PLN-I dated 06.02.2003
11. 218/6/2022/EPS dated 25th November, 1998

Madam/Sir,

Elections are a fundamental characteristic of democracy, and involve strenuous activities that are carried out by election machinery consisting of officials and staff from various departments. These personnel perform challenging tasks, to the extent of risking their lives with the commitment to ensure free and fair conduct of elections. Acknowledging the contribution made by them, the Commission provides for compensation in case of death in the form of ex-gratia to the next of kin of the deceased personnel or assistance for the personnel himself in case of grievous injury resulting into permanent disability.

The Commission has issued various instructions from time to time and now in supersession of all the previous instructions, has decided to issue a comprehensive direction in order to eliminate any ambiguity/

confusion on payment of ex-gratia compensation to the kin of polling/security personnel etc. who die or to the personnel himself on sustaining grievous injuries leading to permanent disability while on election duty.

2. Election duty period: The period of election duty would start from the date of the announcement of the elections and up to the declaration of results (both dates inclusive).

3. Eligibility:

i. The Commission provides for compensation of ex-gratia payment to the kin of polling/security personnel in case of death or grievous injuries arising out of and in the course of election duty and include

a. All personnel deployed in all types of election related duties,

b. All security personnel under CAPFs, SAPs, State Police, Home Guards,

c. Any private person like drivers, cleaners, etc., hired for election duty,

d. BEL/ECIL engineers who are engaged in First Level Checking (FLC), EVM commissioning, Poll Day and Counting Day duty.

ii. It is clarified that it would be reasonable to consider a person on election duty as soon as he/she leaves residence/office to report for any election related work including training and until he/she reaches back to his/her residence/office after performance of election related duty. If any mishap takes place during this period, it should be treated as having occurred on election duty subject to condition that there should be a causal connection between occurrence of death/injury and the election duty.

iii. For BEL/ECIL engineers, the period of First Level Checking (FLC) duty and the duration for which the official is deputed for commissioning, poll/counting arrangement, will be treated as period of election duty.

iv. For COVID related deaths, the person should be deployed as well as should have performed election duty and there should be a cogent relationship between his/her election duty and his/her contracting COVID. His/her COVID positive report should be within 15 days from the end of performance of election duty and with a medical certificate/Death certificate from a hospital mentioning that the death took place due to COVID.

4. Following are the current minimum ex-gratia compensation rates provided:

i. The amount of compensation would be ***Rs.30 Lakhs*** if the death is caused due to any violent acts of extremism or anti-social elements like road mines, bomb blasts, armed attacks and death due to COVID-19.

ii. An amount of ***Rs.15 Lakhs*** in the event of death by any other reason other than mentioned abovein point no.(i).

iii. An amount of ***Rs.15 Lakhs*** if the permanent disability is due to in volvement of extremist or unsocial elements as aforesaid.

iv. An amount of ***Rs.7.5 Lakhs*** in the case of grievous injury resulting in permanent disability, like loss of limb, eye sight, etc.

v. Payment of ex-gratia compensation will be in addition to the compensation already being paid by the MHA under its extant guidelines and any other compensation paid by the State Government or any employer.

vi. The payment of ex-gratia shall be processed without any unnecessary delay.

vii. Payment of ex-gratia compensation will be applicable to **Parliamentary/Assembly/Bye elections and for elections of Legislative Councils, President and Vice-President of India** as per slabs and terms & conditions mentioned above.

5. Procedure for consideration of cases:

i. In each of the cases, whether deceased or injured/disabled, it will be the responsibility of the DEO and SP to initiate the process of claim for compensation.

ii. This process should be initiated within 10 days of the occurrence leading to injury or death and in no case should be delayed beyond 10 days after completion of the poll process.

iii. The DEO may consider below mentioned documents while deciding the case of compensation:

a. Certificate from the District Election Officer that the deceased/disabled was on Election Duty.

b. Certificate from the District Superintendent of Police that the deceased/disabled personnel were on Election Duty (In case of police personnel/CAPF).

c. A copy of First Information Report (FIR) and/or inquest 'panchnama' (if lodged/done).

d. A copy of Post-mortem report in case of Death (if P.M.is done).

e. Copy of Medical Certificate by competent medical authority (for disabled/injured personnel)

f. In case of a dispute, Legal heir certificate/Succession certificate

iv. Chief Electoral Officer of the State shall preferably decide the case **within one month** of the receipt of the case for settlement of compensation.

6. Cashless Treatment:

i. The Commission has directed to make arrangements for treatment in state-of-the-art hospitals for all such personnel involved in elections who get injured or fall sick while on duty.

ii. In order to accelerate the treatment and avoid delay, arrangements/tie-ups/cashless facilities may be carried out in advance with the hospitals for the election period till the declaration of results.

7. Expenditure:

i. The expenditure on account of payment of ex-gratia compensation to the polling personnel is wholly borne by Government of India during elections to Lok Sabha, Vice President and President of India and by the State Government during election to Legislative Assemblies and Legislative Council and shared on a 50:50 basis during simultaneous election to Lok Sabha and Legislative Assembly by the Government of India and concerned State Governments. The share of the Government of India is paid by the Ministry of Law & Justice and Company Affairs (Legislative Departments)(As explained vide Commission's letter No.218/6/198 EPS dated 25.11.1998).

ii. It is further clarified that in case of Lok Sabha elections, the payment of ex-gratia compensation shall be made by the State Government initially and the claims shall be made to the Government of India later on.

8. All the compensation related cases should be settled by CEO of the State on priority basis without referring the cases to the Commission or Ministry of Law and Justice and after due consultation with concerned District Election Officer.

9. The CEOs shall send a separate compliance report to the Ministry of Law and Justice on case-to-case basis for Central Government Employees for which ex-gratia compensation is being paid.

10. The CEOs and DEOs shall submit from time to time, election-wise consolidated record of death/injury cases resulting in permanent disability to the Commission.

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

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

Copy to:

1. The Secretary, Ministry of Law & Justice, Legislative Department, New Delhi.
2. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
3. The IG(Operations), CRPF and Chief Coordinator, Block No.1, CGO Complex, Lodhi Road, New Delhi.

INSTRUCTION Sl. No. 32

By Speed Post/E-mail

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in

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

No.218/6/2023/EPS

Dated: 25th September, 2023

To

The Chief Electoral Officers of
All States and UTs

Subject: Payment of ex-gratia compensation to Observers deployed for election related duties – regarding.

Reference: Letter No.2648-Home(Elec) dated 20.10.2022 of CEO West Bengal.

Madam/Sir,

I am directed to refer to the subject cited and to state that a reference was received from Chief Electoral Officer, West Bengal wherein the clarification was sought regarding eligibility of Observers for grant of payment of ex-gratia compensation as per the Commission's instructions.

2. In a similar matter, the Commission vide its letter No.218/6/2021-EPS dated 27.07.2021(copy enclosed) had directed to make payment of 15 Lakhs Rs/- as an ex-gratia compensation to an Observer who died while being on election duty in the year of 2021 as per the norms admissible then.

3. However, keeping in view the fact that the Observers are an integral part of electoral process and play a significant/pivotal role in conduct of free, fair and safe elections, the Commission hereby clarifies that all the Observers who are deployed for election related duties are an eligible class for payment of ex-gratia compensation as per the slabs defined by the Commission in its instruction No.218/6/2023/EPS dated 09.03.2023 on ex-gratia compensation to the families of polling personnel who die or sustain injuries while performing election related duties.

4. Further, it is stated that grant of ex-gratia compensation in all cases related to Observers is subject to fulfilling conditions/norms laid down by the Commission as per instructions applicable at the time of occurrence of incident/case.

5. This disposes of the query raised by Chief Electoral Officer of West Bengal regarding eligibility of Observers for grant of payment of ex-gratia compensation as per the Commission's instructions.

This may be brought to notice of all concerned for strict compliance.

Yours faithfully,

(SANJEEV KUMAR PRASAD)

SECRETARY

INSTRUCTION Sl. No. 33

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.nic.in

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

No 464/INST-RPM/2023-EPS

Dated: 28th June, 2023

To

The Chief Electoral Officers of
all States/ UTs

Subject: Rationalization and packaging of Statutory and Non-Statutory forms and envelopes -reg.

Reference: 464/INST/2009-EPS dated 23.02.2009;

Madam/Sir,

All the elections papers relating to an election are required to be sealed, after the close of poll by Presiding Officers in separate packets as per the provisions of Rule 49U of the Conduct of Election Rules 1961. It is important that polling parties receive and submit various forms and envelopes, specified by the Commission, in modular forms for ease of processes and minimize risk of human errors. It is well known that polling parties perform very difficult and enormous tasks for long hours and, hence, it is required that interfaces of polling parties at the Dispatch Centers and Receipt Centers are seamless and pleasant. There is also need to rationalize the work load for polling parties so that they can discharge their duty efficiently and with ease.

2. In the matter, the Commission has conducted a detailed review and in order to bring clarity at the ground level and reduce the burden on polling parties, it has been decided to simplify the process of completing multiple forms and envelopes, which often results in confusion, repetitive tasks and unintentional errors. Therefore, in supersession of its earlier instruction referred under reference, a revised instruction is hereby issued for usage of various statutory and non-statutory forms, additional formats, various envelopes and their packaging as under:

1. **Statutory Forms for Polling Parties:**

(i) Register of Voters (Form-17A)

(ii) List of Tendered Votes (Form-17B)

(iii) Accounts of Votes Recorded (Form-17C)

(iv) Voter's Slip

(v) List of Challenged Votes (Form-14)

(vi) List of Blind and Infirm Voters (Form-14A)

These forms have been color-coded and incorporated into **three (3) statutory booklets**. The same may be seen below:

Sl. No.	Booklets	Items	No. of copy
		Statutory Booklet (WHITE)	
1.	**Statutory Booklet-1:** (White Register)	(i) Register of voters in Form 17-A	1
2.	**Statutory Booklet-2:** (White Booklet)	(i) List of Tendered votes in Form 17-B	1
		(ii) The account of votes recorded (Form-17C)	10+ (Depending upon the number of candidates)
		iii) List of challenged votes in Form 14	2
		iv) List of blind and infirm electors in Form 14-A	2
	In case of simultaneous election, Form – 17C (Account of Votes Recorded) may also be given in **pink** colour for Assembly poll.		
3.	**Statutory Booklet-3:** Voter's Slips (White)	(i) As per the number of voters in the concerned booth/part.	1
		(ii) For Simultaneous elections, the Voters' slip for use in the polling station may be prepared in two different colours viz.	
		• **White** for Lok Sabha poll and	
		• **Pink** for Assembly poll.	
		(After the poll is over the slips used for different poll should be kept in separate covers.)	

2. **Non-Statutory Forms and Formats for Polling:**

(i) Declaration by the Presiding Officer before the Commencement of Poll and at the end of Poll (Part- I to IV)

(ii) Presiding Officer's Diary

(iii) Visit Sheet

(iv) Presiding Officer's Report (I, II, III, IV & V)

(v) Receipt of return of election records and material after poll (Form M21)

(vi) Polling Agents/Relieving Agents Movement Sheets (From Returning Officer Handbook)

(vii) Entry Pass of Polling Agents/Relief Agents (From RO Handbook)

(viii) Declaration by the companion of blind and infirm voters

(ix) Receipt book for deposit of challenged votes fee

(x) Declaration by Elector under Rule 49MA of Conduct of Election Rule 1961

(xi) Form of Declaration by Elector whose name is in ASD List (From Presiding Officer Handbook)

(xii) Letter of complaint to SHO Police

(xiii) Declaration by Elector about his age

(xiv) List of Electors who voted after giving declaration/refused to give declaration

There shall be two (2) new non-statutory booklets which contains the following items-

Non-Statutory Booklet (YELLOW)			
Sl. No.	**Booklets**	**Items**	**No. of copy**
		Non-Statutory Booklet (YELLOW)	
1.	**Non-Statutory Booklet-Part-A:** Yellow	(i) Declarations by the Presiding Officer before the commencement of poll and at the end of poll (Part- I to IV)	2
		(ii) Presiding Officer's Diary	2
		(iii) Visit Sheet	2
		(iv) Presiding Officer's Report (I, II, III, IV & V)	1
		(v) Receipts of return of election records and materials after poll	1
2.	**Non-Statutory Booklet- Part-B:** Yellow	(i) Polling Agents/Reliving Agents Movement Sheets	1
		(ii) Entry Pass of Polling Agents/Reliving Agents	(10+ depending upon number of candidates)
		(iii) Declarations by the companions of blind and infirm voter	10
		(iv) The receipt book and cash, if any, in respect of challenged votes; (As per Presiding Officer Handbook)	10
		(v) Form of declaration by elector under Rule 49MA (Test Vote)	10
		(vi) Form of declaration by elector whose name is in ASD list	5
		(vii) Letter of complaint to the S.H.O. Police; (As per Presiding Officer Handbook)	4
		(viii) Declaration by Elector about his age-	10
		(ix) List of Electors who voted after giving declaration /refused to give declaration	1

3. **<u>Candidate Information Booklet:</u>**

The Presiding Officer will also be supplied with Candidate Information Booklet consisting of the following items:

(i) List of contesting candidates Form-7A

(ii) Photo Copy of signature of Candidates/ Agents

4. **Envelopes:**

For sake of clarity, various forms/ formats and other materials used in the polling station are to be placed inside 6 Set of Envelopes. The details are as follows:

(i) First Packet: **EVM Papers (Paper to be kept with EVM)**

(ii) Second Packet: **Scrutiny Documents (To be kept other than EVM Strong room)**

(iii) Third Packet: **Statutory Covers**

(iv) Fourth Packet: **Non-Statutory Covers**

(v) Fifth Packet: **Handbooks, ECI Inst., Indelible ink, and Stamp Pad**

(vi) Sixth Packet: **All other material**g of Polling Materials in Envelopes after Polling:

After polling process is

Different Color of Envelope for storing Statutory, Non-Statutory and other election related documents				
Sl. No.	**Envelope Set**	**Master Envelopes**	**Pre-Printed No. of Sub-envelopes**	**No. of copy**
FIRST PACKET (WHITE) EVM PAPERS (To be kept in EVM Strongroom)				
(i)	**Envelope Set-01:** EVM Papers (First Packet)	1/1 Master envelope for EVM papers Size (16"X12")	Envelope No. 1/2 for Account of votes recorded (Form-17C) Size (14"X10")	1
			Envelope No. 1/3 for Presiding Officer's Report-I (Mock Poll Certificate), II & III Size (14"X10")	1
			Envelope No. 1/4 for VVPAT paper slips of Mock Poll **(Black color),** Size A4	1
	In case of simultaneous election, for assembly election, one addition Master envelope for EVM Papers in **pink** color, one additional Envelope for account of votes recorded (17C) in pink color and one additional envelope for Presiding Officer's Report-I (Mock Poll Certificate), II & III in **pink** color and one additional envelope for VVPAT paper slips of Mock poll in **black** color for assembly poll EVM.			
**SECOND PACKET (WHITE) SCRUTINY DOCUMENTS **(To be kept in Strong room other than EVM Strong room)				
(ii)	**Envelope Set-02: Scrutiny Documents** (Second Packet)	2/1 Master Envelope for Scrutiny Documents Size (16"X12")	*Envelope No.* 2/2 for Presiding Officer's Diary, Size (10"X4.5")	1
			Envelope No. 2/3 for register of voters (17A), Size (14"X10")	1

			Envelope No. 2/4 for the list of blind and infirm electors in Form 14-A and the declarations of the companions (10″X4.5″)	1
			Envelope No. 2/5 for Visit Sheet (10″X4.5″)	1
THIRD PACKET (WHITE) STATUTORY COVER				
(iii)	**Envelope Set-03: Statutory Cover** (Third Packet)	3/1 Master envelope for Statutory Cover (White colour) 01 Nos, Size (16″X12″)	*Envelope No.* 3/2 for marked copy of the electoral roll and list of CSVs (If any) Size (14″X10″)	1
			Envelope No. 3/3 for voter's slips Size (14″X10″)	1
			Envelope No. 3/4 for used tendered ballot papers and the list in Form 17B Size (14″X10″)	1
			Envelope No. 3/5 for unused tendered ballot papers Size (14″X10″)	1
			Envelope No. 3/6 for the list of challenged votes in Form 14 Size (10″X4.5″)	
	In case of simultaneous election, for assembly election, one additional Envelope of Voter's Slips (**Pink** Color)- 01 Nos			
FOURTH PACKET (YELLOW) NON - STATUTORY COVER				
(iv)	**Envelope Set-04: Non-Statutory Cover** (Fourth Packet)	4/1 Master envelope for non-Statutory Cover Size (16″X12″)	*Envelope No.* 4/2 for Copy or copies of electoral roll (other than the marked copy) Size (14″X10″)	1
			Envelope No. 4/3 for appointment letters of polling agents in Form 10 Size (14″X10″)	1
			Envelope No. 4/4 for election duty certificate in Form 12-B Size (10″X4.5″)	1
			Envelope No. 4/5 for declarations by the Presiding Officer Size (10″X4.5″)	1
			Envelope No. 4/6 for the receipt book and cash, if any, in respect of challenged votes Size (10″X4.5″)	1

			Envelope No. 4/7 for unused and damaged paper seals and special tags Size (10"X4.5")	1
			Envelope No. 4/8 for Unused Voter's Slip, Size (10"X4.5")	1
			Envelope No. 4/9 for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age Size (10"X4.5")	1
			Envelope No. 4/10 for Form of Declaration by elector under 49MA (Test Vote) Size (10"X4.5")	1
			Envelope No. 4/11 for Form of Declaration by elector whose name is in ASD list Size (10"X4.5")	1
			Envelope No. 4/12 for Letter of complaint to SHO Size (10"X4.5")	1
	In case of simultaneous election, one additional envelope for declarations by the Presiding Officer may be given in **pink** color for assembly poll.			
FIFTH PACKET (ENVELOPES BROWN COLOR)				
(v)	*Envelope No.* 5/1 Master Envelope for Handbooks, Instructions, etc. (Brown color), Size (16"X12") *Envelope No.* 5/2 for (i) Used and remaining Indelible Ink Phials and (ii) Used Stamp Pad (Brown Color) Size (10"X4.5")			1
SIXTH PACKET (ENVELOPES BLUE COLOR)				
(vi)	*Envelope No.* 6/1 for other polling materials: (i) Candidate Information Booklet (ii) Other unused forms. (iii) Metal seal of the Presiding Officer; (iv) Arrow cross-mark rubber stamp for marking tendered ballot papers; (v) Cup for setting the indelible ink; Size (16"X12")			1

5. <u>Sealing of Polling Materials in Envelopes after Polling:</u>

After polling process is over, duly filled forms and other materials including unused materials should be packed in the following packets so that, it can be submitted at the Receipt Center without any difficulty and errors: -

I. The first packet should contain the EVM Papers as mentioned below and should be super scribed as "EVM Papers";

(i) Unsealed envelope containing the account of votes recorded (Form-17C),

(ii) Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate), II & III

(iii) Printed VVPAT paper slips of Mock Poll should be kept in Black Colored Sealed Envelope

All the above election papers should be kept in unsealed white colored master envelope (Envelop No: 1/1) and should be kept in the **Polled EVM Strong room**.

In case of simultaneous election, all above EVM papers may be packed separately in their respective pink/black colour envelopes and should be kept along polled EVM for assembly poll in the polled EVM Strong room.

II. The second packet should contain the unsealed/sealed envelopes mentioned below and should be super scribed as "Scrutiny Cover"

(i) Unsealed envelope containing the Presiding Officer's Diary

(ii) Sealed envelope containing the Register of Voters (17A)

(iii) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions

(iv) Unsealed envelope containing Visit Sheet

All the above election papers should be kept in unsealed white colored master envelope (Envelope No: 2/1) and polling station wise scrutiny cover required for scrutiny should be stored separately in a strong room other than Polled EVM Strong Room having polled EVMs and VVPATs.

III. The Third packet should contain the sealed envelopes mentioned below and should be super scribed as "STATUTORY COVER":

(i) Sealed envelope containing the marked copy of the electoral roll;

(ii) Sealed envelope containing voter's slips;

(iii) Sealed envelope containing unused tendered ballot papers;

(iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B

(v) Sealed envelope containing the list of challenged votes in Form 14;

All the above statutory papers in sealed envelopes should be kept in sealed white colored master envelope (Envelop No: 3/1). In case of simultaneous election, pink envelope containing pink voter's slip for assembly poll should be kept in this envelope.

IV. The Fourth packet should contain the following envelopes and should be super scribed as "NON-STATUTORY COVER":

(i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);

(ii) Unsealed envelope containing the appointment letters of polling agents in Form 10 and accounts of appointment of polling agent;

(iii) Unsealed envelope containing the election duty certificate in Form 12B;

(iv) Unsealed envelope containing the declarations by the presiding officer

(v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;

(vi) Unsealed envelope containing unused and damaged seals and special tags;

(vii) Unsealed envelope of unused voter's slip

(viii) Unsealed envelope for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age

(ix) Form of declaration by elector under Rule 49MA (Test Vote);

(x) Form of declaration by elector whose name is in ASD list;

(xi) Letter of complaint to the S.H.O. Police;

In case of simultaneous election, unsealed envelope containing the declarations by the Presiding Officer in pink colour for assembly election for packed in this non statutory cover. All the above eleven non-statutory papers in envelopes should be kept in sealed in yellow colored master envelope (Envelope No: 4/1)

V. The Fifth packet should contain the following items:

(i) Hand Book for Presiding Officer;

(ii) Instructions of Electronic Voting Machine & VVPAT (a. Posters on How to cast vote on EVM and VVPAT, b. Brochure for Presiding Officer on use of EVM and VVPAT and c. Trouble shooting on use of EVM and VVPAT);

(iii) Sealed envelope containing (a. Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b. used self-inking pads);

All the above five items should be kept in sealed brown colored master envelope (Envelop No: 5/1).

VI. The **Sixth Packet** shall contain materials like

(i) Used list of contesting candidates Form 7A,

(ii) Used photocopy of signature of candidates and

(iii) Other unused forms. The colour of this envelope should be Blue. (Envelope No: 6/1) Metal seal of the Presiding Officer;

(iv) Arrow cross-mark rubber stamp for marking tendered ballot papers;

(v) Cup for setting the indelible ink;

All remaining stationery items should be placed back in the respective transparent Card Board/ Carton containers and submitted at the Receipt Center.

6. <u>Pre-printing/pre-filled Forms, Voter's slip, and Envelopes:</u>

The issue of similar types of details like name of election, name of State/UT, name number of Parliamentary/ Assembly Constituency etc. required to be written on number of Forms/Envelopes is also considered. In the context, use of pre-printed/pre-filled form will reduce significant time taken by polling parties to fill or write same repetitive details on plain forms, voter's slip, and envelopes supplied them. It has been directed that Chief Electoral Officer or District Election Officer, as the case may be, shall arrange for pre-printed/ pre-filled forms/ envelopes **(Annexure-A)** as far as possible.

7. <u>Modularization of election material:</u>

The forms and envelopes shall be given to the polling parties in booklet form and other polling materials shall be given in customized labelled cotton bags. A sample booklet and packaging arrangement, as prepared by the Chief Electoral Officer Jharkhand, can be collected from the Planning Division before 15th July 2023 as a guidance.

The above-said amendments shall be brought to the notice of all concerned for compliance during General Election to Lok Sabha, State Legislative Elections, and all Bye Elections.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION Sl. No. 34

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/7/2016-EMS Dated: 15th November, 2016

To

The Chief Electoral Officers
of the all States/UTs.

Subject: Flex Board Voting Compartment 30" high on a table of 30" height-reg.

Sir/Madam,

I am directed to refer to the Commission's letter to even number, dated 20th September, 2016 regarding Standardized Voting Compartment at Polling Stations, and to state that the Commission has directed that in order to maintain secrecy of vote at the time of poll and uniformity on use of voting compartments, in supersession of all earlier instruction on the subject cited, the following instructions shall be strictly adhered on use of Voting Compartment at Polling Station-

- The Voting compartment shall bemade only of corrugated plastic sheet (flex-board) of steal grey colour, which is opaque and reusable.
- The Voting Compartment shall be in three folds, each fold having dimension of 24"x24"x30" (Length X Width X Height). Increase height of 30" is mandatory.
- All the three sides of the voting compartments, shall be printed as mentioned at **Annexure-A**.
- The height of the table on which the voting compartment is placed should be 30" as shown at **Annexure-B**.
- If more than one BU is used for poll, the width of the voting compartment may be increased 12" for each additional BU. Where additional Ballot Units are being, the Presiding Officers shall arrange the Ballot Units in the manner as shown at Annexure-C. While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station.
- The interconnecting cable of Ballot Unit/VVPAT should be so routed that it does not obstruct the movement of voters inside the polling station and they not to tread or trip over it, but **the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table.**

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTRUCTION Sl. No. 35

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.52/2/Prep/2017-EMS Date: 13th September, 2017

To

The General Manager,
India Security Press,
Nasik Road 422101
Maharashtra

Subject: Minutes of the meeting held on 24th July, 2017-design of Common Address Tag for BU, CU and VVPAT-reg.

Ref. 1. Commission's letter of even number dated 11th July, 2017.

2. Your letter No0. 3543 F-9-11/Wt. Dated 4th August, 2017.

Sir,

I am directed to refer to your email dated 5th September, 2017, whereby a sample of common Address Tag meant for scaling BU, CU and VVPAT was sent. The Commission has approved the said sample of tag with minor modification i.e. in Hindi- मतदान की दिनांक word shall be written as मतदान की दिनांक.

You are, therefore, requested to make necessary modification in the common address tag meant for scaling BU, CU and VVPAT to be supplied to the State/UTs. 5 copies of corrected common address tags may be sent to the commission for its record.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

Copy Forwarded to:

1. **The chief Electoral Officers of all States/UTs for information and necessary action.**
2. **The State Election Commissioners of all States/UTs for information.**

INSTRUCTION Sl. No. 36

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2/prep/2019-EMS Dated: 03th October, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Clarification regarding Utilization of stock of election materials– regarding.

Sir,

I am directed to refer to the Commission's letter of even number, dated 23th September, 2019, whereby the list of availability of consumable items in State/UTs was shared to the Chief Electoral Officers of all States/ Union Territories, with the request to procure from the States/UTs on payment basis at the rate being paid to the manufacturer, if needed. It is further clarify that the State/UT having stock of election materials of previous elections, can use the same in their subsequent elections till the shelf life of the election materials does not expire.

Yours faithfully

(Madhusudan Gupta)
Secretary

INSTURCTION No. 37

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

INSTURCTION No. 38

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/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.

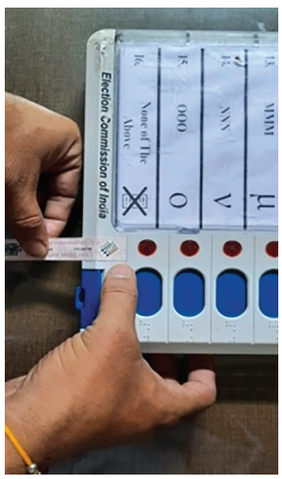
(v) There is no change in other instructions like signing of BEL/ECIL engineer, the representatives of political parties and DEO etc. on Pink Paper Seal, providing photocopies of register having serial no. of the Pink Paper Seal used on the Control Unit to all National and State Level Recognised Political Parties etc.

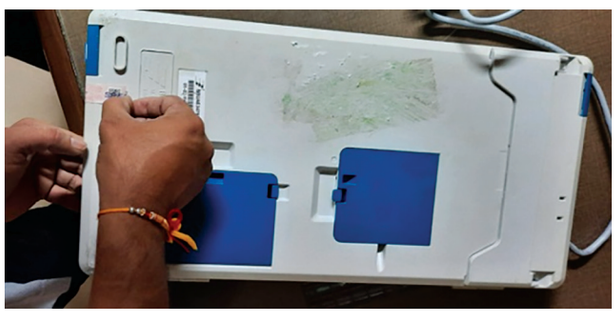
(b) Sealing of Cabinets of the Ballot Units with Pink Paper Seals in commissioning process of EVMs: In commissioning of EVM, the plastic cabinet of the Ballot Unit shall also be sealed with modified Pink Paper Seal by applying its two parts on the lower and upper sides of the cabinet in the presence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

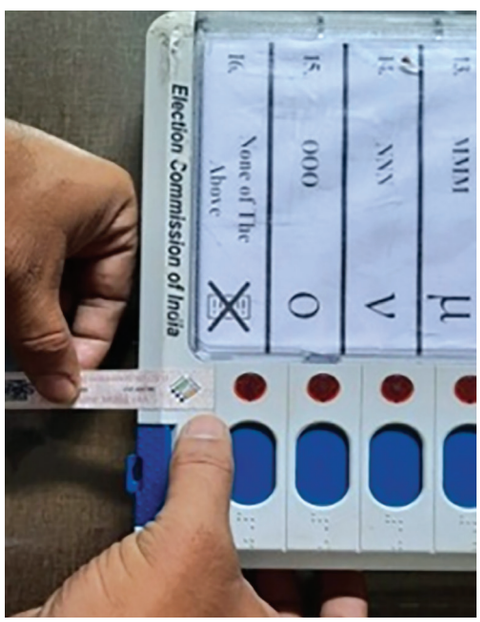
(i) Modified Pink Paper Seal has two portion/part of Pink Paper Seals of same Unique Serial Number. First, split the seal into two separate Pink Paper Seals.

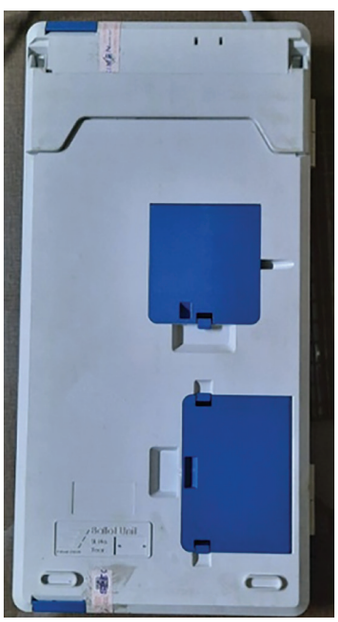
(ii) Remove the gummed paper from Pink Paper Seal carefully.

(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

(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

INSTURCTION No. 39

By Speed Post

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/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/2020-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/ToCs, special emphasis shall be made on these aspects.

Yours faithfully,

(Madhusudan Gupta)
SECRETARY

Copy:-

1. The CEO of all the States and Union Territories.
2. IIIDEM

For information and necessary action.

Yours faithfully,

(Madhusudan Gupta)
SECRETARY

INSTURCTION No. 40

By Speed Post

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

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, Arunachal 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. Arunachal Pradesh and Telangana are to be held through EYMs with VVPATS in 2024.

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

Table-I

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%	I) M/s Electronics Corporation 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-42210 I, 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-I

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-42210 I, 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, Telangana.

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- 42210 I, Maharashtra

INSTURCTION No. 41

ELELCTION 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.

Sub: 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.

Ref: 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 backpack to carry EVM-VVPAT to add hand free movement for polling parties and 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 specification of backpack to carry EVMs, VVPATs and polling materials is as per the **Annexure 1**, and photographs of indicative backpack sample 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

	Technical Specification for		
	Control Unit (CU Bag)	**Ballot Unit (BU Bag)**	**VVPAT Bag**
Size	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: 1000 D 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: 1000 D 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: 1000 D 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	Base with fabric size 3.5" width x 1" with width adjustable nylon strip and buckles	Base with fabric size 3.5" width x 1" with width adjustable nylon strip and buckles
	On top with soft cushion inside- 30mm width capable of withstanding 20 kg weight	On top with soft cushion inside- 30mm width capable of withstanding 30 kg weight	On top with soft cushion inside- 30mm width capable of withstanding 30 kg weight
Zip	2 Heavy Duty Tony Runner Chain No 10 ZIP	2 Heavy Duty Tony Runner Chain No 10 ZIP	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).	Zipper (Fastener) with 2 Nos. Sliding tabs: Toothed edges of plastic with metal sliding tabs, (Heavy Duty).	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 length of the back strap is adjustable with good quality buckles	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.	The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread.	The bag has interlocking nylon strip stitched with 100% nylon 40 TKT thread.
	Buckles are made from Poly Acetal Materials.	Buckles are made from Poly Acetal Materials.	Buckles are made from Poly Acetal Materials.

	Technical Specification for		
	Control Unit (CU Bag)	**Ballot Unit (BU Bag)**	**VVPAT Bag**
	2 Chambers with a width of 10.6" for carrying 2 CU/Election Materials.	2 Chambers with a width of 10.6" for carrying 2 CU/Election Materials.	NA
	Waist Trap with foam Poly Acetal Materials.	Waist Trap with foam Poly Acetal 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.	4 buckles of 1" with adjustable nylon strip and buckles on the top of the bag as additional support.	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 between the two chambers of the bag as well as at the inner lining of the bag.	12 mm thick thermo cool between the two chambers of the bag as well as at the inner lining of the bag.	12 mm thick thermo cool in the inner lining of the bag.
	Multi colour ECI logo (6"x 6") customized embroidery	Multi colour ECI logo (6"x 6") customized embroidery	Multi colour ECI logo (6"x 6") customized embroidery
	Department Name embroidery	Department Name embroidery	Department Name embroidery

Note: The above specification is minimum desirable. However, States may adopt the features suitable modification as per requirement.

BACKPACKSTOCARRYEVMS-INDICATIVESAMPLES



BU



CU



VVPAT



Backpacks for BU





Backpacks for CU



VVPAT



Backpacks for CU



Photographs of indicative backpack samples

INSTRUCTION Sl. No. 42

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2/Prep/2021/EMS Dated: 26th October, 2022

To

The Chief Electoral Officers of

All the States/Union Territories

Sub: Disposal of unserviceable/expired batteries of EVMs, VVPATs and Plastic Moulded Box of Power Packs/Battery Packs – reg.

Ref: ECI Letters dated 01/02/2005 and 07/10/2020.

Sir/Madam,

The overall approach to the handling of unserviceable/expired batteries of all kinds has changed over a period of time with the latest being the recently notified Battery Waste Management Rules, 2022, by the Ministry of Environment, Forest and Climate Change, Government of India (August, 2022). It may be noted that the Rules is also applicable to the dry cell batteries, which are used in EVMs-VVPATs and certain responsibilities have been assigned to the Consumers. Further, contrary to existing Instructions of ECI referred, as per the Rules there is bar on the disposal of batteries at landfills.

2. Therefore, going by all the above, this Instruction is issued in supersession of the referred Instructions/ letters on the subject of the disposal of unserviceable/expired batteries of EVMs and VVPATs and Plastic moulded box of Power packs/Battery packs.

   i. The expired/unserviceable batteries are to be disposed off in an environment friendly manner by giving it to an entity engaged in collection or refurbishment or recycling.

   ii. It shall be ensured that the disposal of expired/unserviceable batteries shall be carried out through Refurbishers/Recyclers, as applicable, registered with State Pollution Control Board and in compliance with all the extant regulations and guidelines on the matter.

   iii. Similarly, the disposal of the plastic moulded box of Power pack/Battery pack that holds the batteries shall also be carried out in an environment friendly manner in compliance with all the extant regulations and guidelines on the matter.

   iv. It shall be ensured that the expired/unserviceable batteries and plastic boxes are disposed at regular intervals without much accumulation of waste batteries.

3. To remove any doubts it is being clarified that the said disposals shall be carried out at the rates fixed/ determined by the offices of the respective CEOs of States/Union Territories in consultation with the State Pollution Control Boards, as required, and out of their won budgetary funds. Accordingly, the matter of fixation of the rates of disposal of batteries/plastic moulds shall not be referred to the Commission.

Issued for necessary immediate compliance.

Yours faithfully,

RAKESH KUMAR
UNDER SECRETARY

Copy to:

1. The Chairman-cum Managing Director
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bengaluru-560045
Karnataka

2. The Chairman-cum-Managing Director
Electronics Corporation of India Limited
Hyderabad,
Telangana

INSTRUCTION Sl. No. 43

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/16/2014-EMS/Vol.II Dated:-27th May, 2016

To

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

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-500062,
   Andhra Pradesh

3. The Chairman-cum-Managing Director,
   Bharat Electronics Limited, Nagavara,
   Outer Ring Road, Bangalore-560045,
   Karnataka.

Sub: Repairing of EVMs found defective during the elections- Protocol thereof.

Sir/Madam,

As you are aware that the defective EVMs are required to be sent to the factory of the concerned manufactures of the EVMs namely, BEL & ECIL by the States/UTs for necessary repairs. In this regard, the Commission has directed that henceforth following protocol shall be strictly followed for defective EVMs:-

1. During First Level Checking of EVMs/VVPATs, no electronic repair will be carried out. However, mechanical repairs i.e. replacement of broken/damaged switches, buttons, latches, hood, cable, RTC cell, spindle etc. for FLC shall have adequate number of spared with them for mechanical repairs EVMs/VVPATs. Further the engineers deputed for FLC of EVMs/VVPATs shall also maintain list of the defective units (containing Unit ID of BU/CU/VVPAT with defect observed), which require electronic repairs and has to be sent to the factory. A copy of such list should be made available to the Chief Electoral Officer/District Election Officer concerned.

2. Immediately after completion of First Level Checking of EVMs/VVPATs, all defective/FLC failed EVMs/VVPATs along with list shall be sent to the manufacturer concerned for repairing. There shall not be a delay of more than 7 days in dispatching these to factories after completion of last FLC in the State/UT.

3. For EVMs found defective during Preparation, mock poll, counting of votes the following procedures shall be followed:-

   a) Immediately after completion of mandatory period of 45 days from the date of declaration of the result for filing Election Petitions, the details of the Election Petition/Court Cases pertaining to the election shall be obtained from the concerned High Court/Court.

   b) After ascertaining the position of EP/court cases from the concerned court, within 10 days all the

defective EVMs (along with list containing unique ID of BU/CU), which are not involved in any EP/ court cases, shall immediately be sent to the concerned manufacturer for repairing.

c) Strong Room shall **not** be opened in which the defective EVMs pertaining to any EP/court cases are kept. Defective EVMs which are involved in any EP/court case shall be sent to concerned manufacturer for repairing, within 10 days after final disposal of EP/court cases and appeal, if any (along with list containing unique ID of BU/CU).

4. Similarly, immediately after completion of First Level Checking of VVPATs, the VVPATs found defective during FLC, requiring repairs shall be sent to the manufacturer concerned (along with list containing unique ID of the defective VVPATs) for repairing along with the EVMs found defective during FLC within 7days after FLC.

5. For VVPATs which fails during Preparation, mock poll, or poll, shall be sent to the manufacturer concerned (along with list containing unique ID of defective VVPATs) for repairing within 10 days after counting of votes.

6. The manufacturers shall **not** return the repaired EVMs/VVPATs to the respective State/UT. These repaired EVMs/VVPATs shall be kept in the factory. CEOs/DEOs are required to take back the EVMs/VVPATs sent to the factory for repairs. **Further allocation of these repaired EVMs/VVPATs will be done by the Commission only.**

7. The manufactures will furnish a report of the repaired EVM/VVPAT to the Commission in the format enclosed herewith.

8. As repaired EVMs/VVPATs will not be returned to the sender State/UT, therefore, shifting of these defective EVMs to the manufactures is explicitly required to be done through ETS by the concerned Chief Electoral Officer of the concerned State/UT, to ensure that EVMs that are not available in the Warehouse of the State/UT do not reflect in their Warehouse and also to avoid formation of conflict in the ETS.

To summarise

1. Dispatch all EVMs & VVPATs found defective during FLC to the factories within 7 days of completion of FLC.

2. Despatch all VVPATs found defective anytime after completion of FLC i.e. from Preparation onwards including those failed during poll within 10 days after counting to the factories.

3. Dispatch all EVMs (excluding those involved in EP) found defective anytime after completion of FLC i.e. from preparation onwards including those failed during poll or counting to the factories within 10 days of finalization of EP list.

4. Despatch all defective EVM involved in EP to factories with 10 days of finalization of EP & appeals, if any.

You are, therefore, requested to ensure compliance of the above instructions of the Commission, scrupulously.

Yours faithfully,

(Madhusudan Gupta)

Under Secretary

PROFORMA

(To be filled by the manufacturers of the EVMs)

Name of Company:				
Name of the State/UT				
Number of BU received				
Number of CU received				
Number of VVPAT received				
BU/CU/VVPAT Unique ID number	**Defects noticed**	**Action for such defect**	**Repairable or non-repairable**	**Repairable, which part has been repaired or changed**
1	**2**	**3**	**4**	**5**

Signature of authorized representative of BEL/ECIL

INSTURCTION No. 44

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/15/2015-EMS Date : 14th December, 2016

To

1. The Chief Electoral Officers of all States/UT;
2. The State Election Commissioners of all States/UTs

Subject : Loaning of Election Materials-regarding.

Sir/Madam,

I am directed to draw your kind attention to the Commission's letter no.51/15/2011-EM&OPS dated 18th June 2011 on the subject cited and to reiterate that the Ballot Boxes may be provided to any organization/ institute/PSU on loan basis for conducting elections, on standard term and conditions subject to the availability, at your own level.

Yours faithfully

(Madhusudan Gupta)
Under Secretary

Copy forwarded to Sh. K.J. Rao, General Secretary, Foundation for Advanced Management of Elections, Ashiana, 1066, Sector 37, Arun Vihar, Noida – 201303, Uttar Pradesh.

INSTURCTION No. 45

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/10/2016/EMS Date: 18th May, 2017

To

The Chief Secretaries of all States and Union Territories.

Sub: Construction of Warehouses for storage of EVMs and Voter Verifiable Paper Audit Trails (VVPAT) machines - reg.

Sir/Madam,

I am directed to state that the use of EVMs for conducting elections in India is well-established and the Commission has successfully used EVMs in 107 General Elections to the State Legislative Assemblies and 3 Lok Sabha over the last 23 years. Recently, the Commission has deployed Voter Verifiable Paper Audit Trail (VVPAT) machines along with EVMS for conduct of elections so as to bring greater transparency and credibility in the electoral process.

2. The Hon'ble Supreme Court, vide its order dated 08/10/2013, has allowed the Commission to implement VVPAT machines in a phased manner and also Government of India to provide necessary financial assistance for procurement of VVPAT machines as per requirement.

3. Recently, the Government of India has sanctioned requisite funds for the procurement of 13,95,000 Balloting Units (BUs). 9,30,000 Control Units (CUs) and 16,15,000 VVPATs to meet the requirement of EVMs and 100% VVPATS coverage on every polling station in the next Lok Sabha General Elections - 2019. The Commission has already placed the orders with the manufacturers i.e. Bharat Electronics Limited (BEL) and Electronic Corporation of India Limited (ECIL) for manufacture and supply of the requisite number of EVMs and VVPATs by September, 2018.

4. As can be appreciated, there is an urgent need to create adequate and appropriate warehousing facilities for the proper storage and safe custody of EVMs and VVPATs a the field level. This is especially relevant, considering the recent issues concerning the use of EVMs in elections and apprehensions expressed in some quarters about their safety security in storage and alleged manipulation.

5. Accordingly, the Commission has directed Chief Electoral Officers (CEOs) to construct dedicated warehouses in every district headquarters for ensuring proper storage of allocated EVMs/VVPATs with fool-proof safety and security measures. Further, the CEOs have been requested to submit comprehensive proposals to the respective State Governments for allocation of necessary funds for construction of required warehouse for storage, security and safe custody of EVMs and VVPATs as per the instructions of Commission.

6. It is also pertinent to state that construction of warehouse falls under the category of "creation of capital assets" and the Government of India does not share the cost of such construction, as they are capital assets of the State Government. No expenditure of capital nature can be shared by the Central Government as per extant policy. Hence, as per past practice, the required financial resources for the construction of EVMs/ VVPATs Warehouses will have to be borne by the respective State Governments. Once the warehouses

are constructed by the State Governments, the same will be operated and maintained by ECI through CEOs/DEOs concerned. The State Government concerned will provide necessary funds for upkeep and maintenance of the warehouses.

7. In view of the aforementioned and considering the expected delivery of fresh stock of EVMs/VVPATs by September, 2018, you are kindly requested to expeditiously process the matter of sanction and release of necessary funds for the construction of dedicated EVMs/VVPATs warehouses at every district headquarters, so as to ensure their ready availability by September,2018.

8. The Commission may be kept apprised of the action taken in this regard.

Yours faithfully,

(Nikhil Kumar)

Director

Copy to: Chief Electoral Officers of all States/UTs to assess the requirement of warehouses at every district headquarters and submit the proposal to the State Government concerned, if not done and also take necessary follow up actions.

(Nikhil Kumar)

Director

INSTRUCTION Sl. No. 46

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

NO. 51/8/7/2017-EMS Dated: 30th August, 2017

1. The Chief Electoral Officers of

   All States/Union Territories.

2. The Chairman-cum-Managing Director,

   a) Bharat Electronics Limited, Bangalore; and

   b) Electronics Corporation of India Limited, Hyderabad.

Subject: Instruction on EVMs & VVPATs – Reg.

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 exiting instructions the following instruction 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 scaled 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 advance 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 EVM/VVPATs (newly manufacture or repaired) from factory to State; transportation arrangements shall be done by the manufactures. 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 movement 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 authorized 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 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 scaling 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 warehouse. In addition, CCTV from start of FLC till EP completion period.

i) Security: Non Poll (Post EP to FLC) – Minimum ½ 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/VVPATs 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 EVM/VVPATs to DEO/RO beforehand for proper watch on work of Engineers.

c) Manufacturer shall also depute Sr. Level Engineer at State and District levels for supervision and coordination during preparation of EVMs/VVPATs.

5. 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 COMMISION OF INDIA

NAME OF STATE ……..

NAME OF AC/PC ……..

NO. & NAME OF PS……

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 FLC and before start of poll for identification.

ELECTION COMMISION OF INDIA
DEFECTIVE EVM/VVPAT

NAME OF STATE .....
NAME OF AC/PC.....
No. & Name of PS .....
(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/warehouse, preferably in a separate campus, if possible, and shall never to stored along with **working EVMs/ VVPATs.**

c) EVMs/VVPATs found defective during FLC shall be sent the manufacturers for repair within **7 days** of completion of FLC in that district. The CEO shall coordinate and club defective EVM/VVPATs of multiple districts for dispatch 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 EVM/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

INSTURCTION No. 47

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/VVPAT/2017-EMS Date: 19th September, 2017

To

The Chief Electoral Officers of all States and Union Territories.

Subject:- Universal use of Voter Verifiable Paper Audit Trail (VVPAT) with EVM in all future General and Bye-Elections to the State Legislative Assemblies and Lok Sabha at all polling stations-reg.

Sir,

The Hon'ble Supreme Court of India in its order, dated 08.10.2013 in the civil appeal No. 9093 of 2013, permitted the ECI to introduce VVPATs in gradual stages in the general elections and further added that the area, State or actual both (s) are to decided by the ECI and the ECI is free to implement the same in phased manner. Since August 2013, VVPATs are being used with EVMs continuously, in selected constituencies, as per the availability of VVPATs. In the meeting of political parties held on 12th May 2017, the Commission announced 100% coverage of VVPATs in all future election to Lok Sabha and State Legislative Assemblies.

Now, the Commission has directed that henceforth, VVPAT shall be used with EVMs at all the polling stations in all the future Elections to the Parliament and State Legislative Assemblies conducted using EVMs.

You are, therefore, requested to ensure that VVPATs shall be used with EVMs, in all polling stations, during General and Bye-elections to the State Legislative Assemblies and Lok Sabha.

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

Yours faithfully

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 48

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/16/9/2017-EMS (P&L) Dated: 9th November, 2017

CIRCULAR

Sub: First Level Checking (FLC) of EVMs and VVPATs: Deployment of Special Team of ECI Officials for quality checks.

1. INTRODUCTION:

First Level Checking (FLC) of EVMs and VVPATs is done, by the authorized engineers of M/s Bharat electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECIL), as the case may be, before every Bye-election and General Election of State Legislative Assembly and House of the People (Lok Sabha). At District Election Officer level FLC is to be done sufficiently in advance so that all checks are carried out without any undue haste in the presence of representative of National and State Recognised Political Parties. FLC of EVMs and VVPATs shall be completed, as far as possible, well before the issue of notification calling the election.

As per the extant instructions of Commission, FLC of EVMs (Control Units and Balloting Units) and VVPATs shall commence: -

(a) Within one month of occurrence of vacancy in case of bye-election.

(b) At least P-120 days in case of General Election to State Legislative Assembly.

(c) At least P-180 days in case of General Election to Lok Sabha.

2. Purpose of FLC: The purpose of FLC is to ensure the robustness and fitness of EVMs and VVPATs to be used in elections, so that only fully functional and defect free FLC OK EVMs and VVPATs are used in elections. FLC rejected EVMs and VVPATs are sent to BEL/ECIL factory, as the case may be, within7 days of completion of FLC process. The close land continuous involvement/participation of the representatives of National and State Recognised Political Parties in FLC process serves to enhancing transparency and credibility of the EVMs and VVPATs usage. FLC process includes:

2.1 Detailed functional Checking:

(a) Visual Inspection of EVM and VVPAT

(b) Full functionality tests

2.2 Comprehensive Confidence Building:

(a) Opening of CU for originality of components

(b) Mock Poll involving the representatives of political parties.

3. INSTRUCTIONS AND SOP ON FLC: attached as Annexure-I

4. QAULITY CHECK BY TEAM OF ECI OFFICIALS:

It has been decided by the Commission that ECI officials will be sent for surprise FLC quality Checks during the 1st week of every FLC process in all the future elections.

5. REPORTING FORMAT FOR ECI OFFICIALS:

Attached as Annexure II.

6. Dos and DONT'S for the ECI OFFICIALS:

I. DO's

i) Draw up yours tour programs sufficiently in advance and intimate to the Chief Electoral Officer and the concerned District Election Officers of the districts concerned.

ii) Note carefully the numbers of visits, duration of visits and the period of visits.

iii) Familiarize yourself with the use of Electronic Voting Machines (EVMs) and Voter Verifiable Paper Audit Trial (VVPAT).

iv) Submit a report to the commission within 24 hours of your return to the headquarters. In additional, also send spot reports(s) from time to time as considered necessary.

v) Any shortcoming that merits immediate remedial action be reported to the commission without any loss to time. Such information should not be deferred till the regular reports are submitted.

vi) Maintain proper conduct in the districts as ECI Observers are keenly observed.

vii) Meet the DEO land ask for the report of the FLC.

viii) Analyse the report submitted by the DEO.

II. DONT'S

i) Do not travel to the designated districts (s) with your families.

ii) Do not give any statement to the Press or Media.

iii) Do not make any unreasonable demands regarding accommodation, vehicles, security etc.

iv) Complete your duty as per direction of the commission.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 49

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 51/8/VVPAT/2017/EMS Dated: 20th December, 2017

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Counting of VVPAT paper slips in case of CU failure to display result – reg.

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/8/VVPAT/2017-EVM Dated 13th October, 2017, wherein it was directed that in case it is not possible to retrieve the result from the Control Unit (CU) even after using printer, the printed paper slips of the respective VVPAT shall be counted, as per counting procedure prescribed by the Commission, for counting of printed paper slips.

The Commission has reconsidered the matter and has directed that henceforth in case of non-display of result on the Display Panel of the Control Unit, the following action shall be taken:

i. In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.

ii. Result from such Control Unit(s) will not be retrieved using Auxiliary Display Unit or Printer.

iii. After completion counting of votes from all the Control Units, the printed paper slips of the respective VVPAT shall be counted as per the counting procedure prescribed by the Commission in para 3.3 (Procedure to count VVPAT paper slips) of its letter of even number dated 5th December, 2017.

iv. Thereafter, counting of printed paper slips of VVPAT(s) under Rule 56D of the Conduct of Elections Rules, 1961 should be taken up, if any.

A report regarding counting of VVPAT paper slips is to be sent to the Commission in the following format through Chief Electoral Officer concerned for information.

Sl No.	**No. & Name of Assembly Constituency**	**Polling Station No**	**Unit ID of VVPAT**	**Unit ID of Control Unit for which VVPAT paper slips counted**	
				Non-retrieval of result from CU	Under Rule 56 D of the Conduct of Election Rules 1961
1	**2**	**3**	**4**	**5**	**6**

The above instructions of the Commission shall be brought to the notice of all concerned (District Election Officers, Returning Officers. ECI Observers, Candidates etc.)

For your kind information and necessary action.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

Copy:-

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.
   P.O. ECIL. Hyderabad.
   Andhra Pradesh.

INSTRUCTION Sl. No. 50

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/VVPAT/2018/EMS Dated: 8th March, 2018

To

The Chief Electoral Officers of
all States/UTs.

Subject: Clarification regarding conduct of mock poll during commissioning of EVMs and VVPATs-Regarding.

Sir,

I am directed to convey that some States have sought clarification whether the process of conduct of mock poll of 1000 votes on 5% randomly selected EVMs during commissioning of EVMs is to be followed in case of VVPATs also or not.

In this regard, it is clarified that during the commissioning of EVMs and VVPATs, mock poll of 1000 votes will be cast in 5% of randomly selected EVMs, as well as VVPATs. The electronic result shall be tallied with paper count. Candidates/their representatives shall be allowed to pick machines randomly for this purpose and also to participate in the process.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

Copy forwarded to

1. The Chairman-cum-Managing Director, Bharat Electronic Limited, Bangalore.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad

….for information and necessary action.

INSTURCTION No. 51

ELECTION COMMISION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

NO. 51/8/INST/2018-EMS Dated:-28th June, 2018

To

The Chief Electoral Officers of

all States & Union Territories.

Sub: Introduction of Braille Signage Features in Electronic Voting Machines.

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/8/2009-EMS, dated 12th February, 2009 on the subject cited, wherein the Commission had prescribed the additional arrangements would be made to facilitate visually impaired electors to exercise their franchise. The Commission has revisited aforesaid instruction. Now, the Commission has directed that the following instructions shall be strictly followed:-

I. M2 EVMs (Post 2006 models) and M3 EVMs (Post 2013 model) have embedded serial numbers of the candidates in Braille at the right sides of the blue button (voting button) on the Balloting Units. Hence, no sticker on Braille is required to be pasted at the right of the blue button (voting button) on the Balloting Units.

II. After finalization of list of the contesting candidates, the Returning Officer will immediately send the list of contesting candidates to the Devnar Foundation for Blind/National Blind Association or to any other source available for preparation of dummy Ballot Sheets which will contain the serial numbers of the contesting candidates, names of the candidates arranged in the same serial order in which their names will appear on the ballot paper on the balloting Unit. The party affiliation of each of the candidates will be indicated by printing the name of the political party concerned against the name of the candidates. In the case of independent candidates, the word "Independent" will be printed. These Dummy ballot Sheets will be prepared in regional language (i.e. language printed on actual Ballot Paper) in addition to English. A Copy of the Dummy Ballot sheet(s) will be supplied to each of the polling stations.

III. In case number of contesting candidates including NOTA exceed 16 and more than 1 Balloting Unit is used at a polling station, separate dummy ballot sheet shall be printed for each **Ballot** Unit. The Dummy Ballot Sheets will be prepared in the following manner:

a. Serial Numbers in each Dummy Ballot Sheet shall be from 01 to 16 i.e. if number of contesting candidates are 19 including NOTA, the serial number for the candidates in first Dummy Ballot Sheet shall be numbered 01 to 16 as mentioned on the Ballot Paper of first Ballot Unit. For contesting candidates at serial number 17-19 of Ballot Unit 2, serial numbers shall again start from 01 on 2nd dummy ballot sheet (i.e. 1 for serial no 17, 2 for serial no. 18 and 3 for serial no. 19 (NOTA) Similarly, in case of more than 32 contesting candidates including NOTA, the serial numbers on the first and second ballot sheets will be 01 to 16 and the serial numbers on third dummy ballot sheet shall also again start from 01 and so on each additional sheet (i.e. serial number on every dummy ballot sheet will from 01 only).

b. In case more than 1 Ballot Unit is used, Ballot Unit-01 shall be printed in Braille on the TOP MIDDLE PART of first Dummy Ballot Sheet and Ballot Unit-02 in second dummy ballot sheet and so on.

c. Similarly, Braille stickers "Ballot Unit-1', Ballot Unit-02' and so on shall be printed and affixed on the corresponding ballot Unit on the TOP MIDDLE PART of the Ballot Unit.

IV. The Dummy Ballot Sheets mentioned above will be printed in Braille signage by Devnar School for Blind/ National Association or by any other source available for this purpose for blind under the supervision of one responsible officer of the office of Chief Electoral Officer of the concerned state/Union Territory for which the Chief Electoral Officer of the State/ Union Territory will liaise with the Devnar School for Blind/ National Association or any other source available for this purpose. The Dummy Ballot Sheets will also have the name of the constituency written in normal script at the top.

V. Each such sheet prepared for every polling station will be certified by the Commissioner of Disabilities of concerned state or his authorized representative who will be an official knowing Braille.

VI. The concerned District Election Officer and the Returning Officer will hold detailed training and briefing sessions for the Presiding Officers and the Polling Officers to explain to them these facilities for the visually impaired electors.

VII. The Chief Electoral Officer will also arrange for wide publicity of these measures through advertisements in news papers and TV etc. to inform the visually impaired voters of the arrangement being made for them.

VIII. At the polling station, the visually impaired person will also be allowed the facility of a companion as provided for in Rule 49N of conduct of Elections Rules, 1961, regardless of the new facility being introduced.

IX. Inside the polling station the visually impaired voter will be given the Dummy Ballot Sheet in Braille by the Presiding Officer on his/her request if he/she prefers to cast his/her vote with the help of same. After he/her has studied the contents of Dummy Sheet he/she will be allowed to proceed to the voting compartment to cast his/her vote. Such electors after reading the Dummy Ballot Sheet will be able to cast their vote by reading the serial number of the candidate of their choice on the numeric sticker fixed on the EVM. If the elector so desires, the companion will be allowed to accompany the voter to the voting compartment as provided in Rule 49N of the Conduct of Elections Rules, 1961.

X. After the voter has cast his/her vote, the Presiding Officer will ensure that the Dummy Sheet delivered to the voter is returned to the Presiding Officer.

XI. After the close of poll, the Dummy Ballot Sheet shall be sealed in separate cover super scribed "Dummy Ballot Sheets" for the visually impaired and sent to the Returning Officer along with other Non-Statutory forms.

XII. The Presiding Officer shall keep a record of all such voters (who avail of the facility of Braille Sheet) in the enclosed **Pro forma** and will submit the same to the Returning Officer along with the EVM. These details will be kept separately in the office of Returning Officer. The Returning Officer will consolidate all the information supplied by the Presiding Officers in this regard and submit the same to the Commission through the Chief Electoral Officer after declaration of result.

2. You are requested to kindly take all appropriate steps for the implementation of above directions of the Commission.

Yours faithfully

(Madhusudan Gupta)

Under Secretary

PROFORMA FOR REPORT ON THE VOTING BY THE VISUALLY IMPAIRED VOTERS

No. and the Name of the Assembly/Parliamentary Constituency……

No. and the Name of Assembly Segment……..……

(In case of Parliamentary Constituency)

No. and Name of the Polling Station……

Name of the Presiding Officer……...……

S. No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of the Presiding Officer)

INSTURCTION No. 52

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road New Delhi-110001.

No.51/8/16/4/2018-EMS Dated: 24th July, 2018

To

The Chief Electoral Officers of all States and Union Territories.

Subject: Repairing of defective EVMs-reg.

Sir,

I am directed to refer to the Commission's letter No. 51/8/16/4/2013-EMS, dated 14th October, 2013 whereby the Commission has approved that manufacturer should charge the actual cost of the component replaced plus Rs. 200/-- towards labour cost and taxes, as applicable for each BU & CU repaired at factory. The Commission has received reference from the States for clarifying whether the States have to pay the bill for repairing of the EVMs which they had sent to the factory but not received back by them form the factory and some of the State have also raised issue regarding non existence of budget Head for "Maintenance of the EVMs".

The Commission has considered the matter and directed that:

1. The payment for repairing of all defective EVMs & VVPATs whether the State/UT have received back or not after repairing, shall be made by the sender States.

2. The State/UT where no specific Head for meeting the expenses on repairs/maintenance of EVMs & VVPAT exists they may create necessary sub head viz. "Maintenance of EVMs" for the purpose in consultation with the State Government.

You are, therefore, requested to take action in the matter, accordingly.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

Copy forwarded to:

1. **The Chief Electoral Officer, Bihar for information and necessary action with reference to their letter No. ER04/2014 (EVM)/850, dated 27th June, 2018.**

2. **The Chief Electoral Officer, Odisha for information and necessary action with reference to their letter No. VI (A) & 33/2016 & 4847, dated 29th June, 2018.**

INSTURCTION No. 53

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/6/2018-EMS Date : 28th September, 2018

To

The Chief Electoral Officers of all States and Union Territories.

Sub : (i) Intra-State and intra-district shifting of EVMs/VVPATs.

(ii) Intra-State and Intra-district of FLC-OK EVMs/VVPATs.

Sir/Madam,

I am directed to state that as per existing practice, Intra-State (inter-district) and Intra-District shifting/ movement of EVMs and VVPATs requires permission from the Commission. The Commission has reconsidered the matter regarding Intra-State and Intra-District shifting/movement of EVMs and VVPATs and it has been decided that henceforth the Chief Electoral Officer concerned shall be the competent authority to issue permission for Intra-State (inter-district) and Intra-district shifting of EVMs/VVPATs under intimation to the Commission.

2. However, the Chief Electoral Officers shall ensure that the instructions shall be strictly followed for Intra-State (inter-district) and Intra-District shifting/movement of EVMs & VVPATs :

   i. Prior written intimation shall be given to the National and State Recognized Political Parties and acknowledgement obtained.

   ii. Opening/closing of strong rooms for taking out EVMs/VVPATs and receiving of EVMs/VVPATs shall be done in the presence of the representatives of Political Parties under videography and political parties should be briefed about the purpose of shifting.

   iii. The list of such EVMs/VVPATs shall be shared with the representatives of Political Parties and acknowledgement shall be obtained.

   iv. Movement shall be done smoothly to avoid physical damage to EVMs/VVPATs.

   v. The above shifting shall be done through ETS using mobile app.

   vi. All extant instructions of the Commission regarding opening/closing of warehouse, transportation and security of EVMs/VVPATs should be scrupulously followed.

3. Apart from the above; the following instructions shall be adhered to in the specific cases, as elaborated –

   (a) In case of Intra-State (inter-district) shifting of FLC completed EVMs/VVPATs :

   (i) First Level Checking of these EVMs/VVPATs **shall be done de-novo**, in the district where these units are being shifted.

   (ii) During Parliamentary election, if Intra-State shifting of FLC completed EVMs/VVPATs is done within the Parliamentary Constituency (covering more than one district) **BEFORE** first randomization of EVMs/VVPATs, de-novo First Level Checking of the EVMs/VVPATs **shall be done.**

(iii) However, in case Intra-State shifting (inter-district) of FLC completed EVMs/VVPATs is done within the Parliamentary Constituency (covering more than one district) **AFTER** first randomization of EVMs/VVPATs, First Level Checking of the EVMs/VVPATs is **NOT** required.

(b) For Intra-district shifting of FLC completed EVMs/VVPATs

(i) First Level Checking of these EVMs/VVPATs is not required, subject to the following conditions:-

(a) For General Election to State Legislative Assembly, if FLC completed EVMs/VVPATs are shifted from one Assembly Constituency to another Assembly Constituency after first randomization of EVMs/VVPATs, **de-novo First Level Checking of the EVMs/VVPATs shall be done.**

(b) For Parliamentary election, if Intra-District shifting of FLC completed EVMs/VVPATs is done from one Parliamentary Constituency to another Parliamentary Constituency after first randomization of EVMs/VVPATs, **de-novo First Level checking for the EVMs/VVPATs shall be done.**

(ii) In case of simultaneous elections to Assembly and Parliamentary constituencies, First Level checking of EVMs/VVPATs shall be conducted, if EVMs/VVPATs pertaining to Assembly election are required to be used in Parliamentary Constituency or vice-versa.

Yours faithfully,

(Anoop Kumar)
Secretary

INSTURCTION No. 54

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/7/2018-EMPS Dated: 16th October, 2018

To

The Chief Electoral Officers of

all States and Union Territories.

Subject: Clarification regarding Second Randomization and Candidate Setting of EVM-VVPAT- Regarding.

Sir/Madam,

I am directed to state that the Chief Electoral Officer, Karnataka has sought the following clarification:

(a) In case of Parliamentary election, whether second randomization of EVM- VVPAT is to be done at RO (DEO) level?

(b) In case of Parliamentary elections, weather Candidate Setting of EVM-VVPAT is to be done at RO level or ARO level?

(c) In case of Parliamentary elections, whether ARO can certify the symbol loading of VVPAT during the commissioning of VVPAT?

In this regard, I am directed to clarify that:

(a) In case of Parliamentary election, second randomization of EVM-VVPAT shall be done at RO level.

(b) In case of Parliamentary elections, Candidate Setting of EVM-VVPATs shall be done at RO level. However, in case candidate setting of EVM-VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for the said purpose.

(c) In case of Parliamentary elections, the symbol loading of VVPAT during the commission of VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for certifying the same.

The above clarification shall be brought to notice of all concerned.

Yours faithfully,

(Anoop Kumar)
Secretary

Instruction No 55

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/16/4/2019-EMPS Dated: 18th January, 2019

To

The Chief Electoral Officers of

All States/UTs (except Andhra Pradesh and Jammu & Kashmir)

Subject: Requirement of Engineers from candidate setting to poll day and counting day- regarding.

Sir/Madam,

I am directed to refer to ECI mail dated 04.01.2019, on the subject matter and to draw your kind attention to the CEOs' Conference held on 11th & 12th January, 2019 held in the premises of the Commission. In the said Conference, it was also brought to the notice of the Chief Electoral officers about requirement of BEL/ECIL engineers, as under:

(i) 02 engineers per Assembly Constituency/Segment from commissioning of EVMs/VVPATs to poll day; and

(ii) 01 engineer per counting centre for technical support on counting day.

The Chief Electoral Officers were requested to indicate Additional requirement, if any, with proper justification by 15th January, 2019. The requisite information has been received from the CEOs of Andhra Pradesh and Jammu & Kashmir.

You are, therefore, requested to kindly give your inputs in the matter by 11.00 AM of 20th January, 2019 positively. In case no additional requirement of engineers kindly send NIL report.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary
Email : msgupta@eci.gov.in

INSTRUCTION Sl. No. 56

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/INST/2019- EMP 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 OPS 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 and 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

FORMAT-A

FOR SECTOR OFFICERS/ZONAL MAGISTRATE etc.

(Pre-printed)

(a) Name of Election:.....

(b) No.&NameofParliamentary/AssemblyConstituency):.....

(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								

(b) At the time of actual 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								

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

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

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

FORMAT-B

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 unpolled EVMs and VVPATs in respect of my AC/PC have been received from all the Sector Officers, the numbers tallied and accounted for and all these units have been safely stored in the earmarked strongrooms, as per the extant instructions of the Commission.

(Signature)

Name of RO

Date: Place:

Place:

INSTURCTION No. 57

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 Officer 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 Machines 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 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

INSTURCTION No. 58

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.

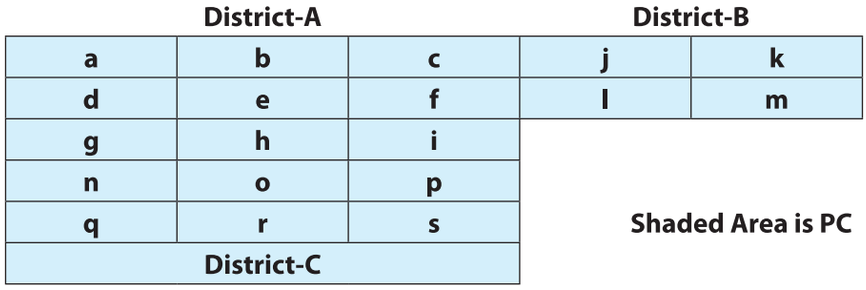
Ex: Parliamentary Constituency consists of two Districts-A & B. District-A having 9 Assembly Segments (a,b,c,d,e,f,g,h and i) and District-B having 4 Assembly Segments (j,k,l and m). District Election Officer of District-A is the Returning Officer of Parliamentary Constituency.

District-A			**District-B**	
a	**b**	**c**	**j**	**k**
d	**e**	**f**	**l**	**m**
g	**h**	**i**		

Shaded Area is PC

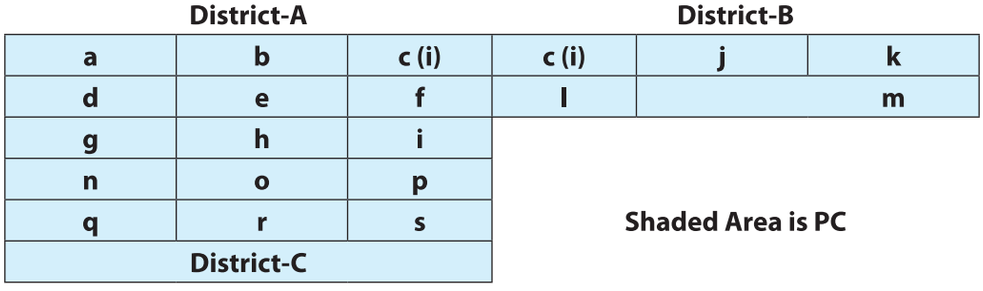
Scenario No.3: The Parliamentary Constituency consists of entire district as well as some assembly segment of some adjoining district/districts and the DEO of this district is RO of the PC.

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.



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.



I am directed to state that in supersession of earlier instructions in the subject matter, the 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

INSTURCTION No. 59

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS Dated: 5th March, 2019

To

The Chief Electoral Officers of

All States & Union Territories.

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

Madam/Sir,

I am directed to refer to the Commission's letter of even number, dated 27th February, 2019, on the subject cited, and to state that some clarifications have been sought regarding percentage of (%age) of EVMs and VVPATs to be kept for first randomisation of EVMs and VVPATs. In this regard, it is clarified that-

(a) All the Control Units available in the district shall be randomized for allocating them to Assembly Constituency(AC)/Assembly Segment (AS) wise. Hence, as far as possible equal percentage (%age) of Control Units should be allocated to all the ACs/ASs without retaining any Control Unit at District level.

(b) Similarly, all the VVPATs available in the district shall be randomized for allocating them to Assembly Constituency (AC)/Assembly Segment (AS) wise. Hence, as far as possible equal percentage (%age) of VVPATs should be allocated to all the ACs/ASs without retaining any VVPAT at District level.

(c) In case of Balloting Units of EVMs, the number of Balloting Units equivalent to number of Control Units shall be randomized for allocating them to Assembly Constituency (AC)/Assembly Segment (AS) wise i.e. the percentage (%age) of Balloting Units should be equal to percentage (%age) of Control Units at each AC/AS. The remaining Balloting Units should be available in the FLC strong room at the District level for allocating to the PC/AC where more than one Balloting Unit would be needed after withdrawal of candidatures. However, this additional allocation after withdrawal should be randomised.

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

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 60

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS Dated: 16th March, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Identification and recognition of EVMs and VVPATs for simultaneous elections-Regarding.

Sir/Madam,

I am directed to state that the Commission vide its letter No. 52/2/Prep/2014-EMS, dated 3rd March, 2014 (copy enclosed), issued instructions on use of common Address Tags for EVMs for Lok Sabha as well as Legislative Assembly elections, from Indian Security Press, Nashik. For clear identification and recognition of EVMs at SIMULTANEOUS ELECTIONS, distinct colour (same that of ballot paper) self-adhesive stickers containing the words 'LOK SABHA' or 'LEGISLATIVE ASSEMBLY', as the case may be, should be pasted on the carrying cases of Ballot Unit and Control Unit.

Since, EVM alongwith VVPAT being used by the Commission in elections to the Parliamentary/Assembly Constituencies, the Commission has directed that for clear identification and recognition of EVMs and VVPATs at such elections:-

(i) distinct colour (same that of ballot paper) self-adhesive stickers containing the words 'LOK SABHA' or 'LEGISLATIVE ASSEMBLY', as the case may be, shall be pasted on the carrying cases of Ballot Unit, Control Unit and VVPAT.

(ii) Apart from the above, distinct colour (same that of ballot paper) self-adhesive stickers containing the words 'LOK SABHA' or 'LEGISLATIVE ASSEMBLY', as the case may be, shall also be pasted on the top cover 'BATTERY SECTION' of the Control Unit in case of M3 EVMs and 'CANDIDATE SET SECTION' of the Control Unit in case of M2 EVMs. In case of VVPAT, whether M2 or M2-M3 or M3, self-adhesive stickers shall be pasted on top of VVPAT.

(iii) The Size of self-adhesive sticker shall be **6 cm x 3 cm**.

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

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 61

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No.51/8/7/2019-EMPS Dated : 20th March, 2019

To,

The Chief Electoral Officer of

All States and Union Territories

Subject: Instructions regarding use of reserve EVMS/VVPATS of one Assembly Segment in another Assembly Segment of the same Parliamentary Constituency.

Sir/Madam,

I am directed to state that a proposal has been received from the Chief Electoral Officer. Nagaland regarding use of reserve EVMs/VVPATs from the neighbouring Assembly Segments within the same district, in case, in one Assembly Segment the reserve EVMs/VVPATs get exhausted.

The Commission has considered the matter and has directed that in case reserve EVMs/VVPATs of one Assembly Segment of the Parliamentary Constituency get exhausted, the reserve EVMS/VVPATs of neighbouring Assembly Segments of the same Parliamentary Constituency may be used.

The above direction of the Commission shall be brought to the notice of all contesting candidates/their agents and all officials concerned.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 62

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASH OKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS Dated: 20th March, 2019

To

The Chief Electoral Officers
of All States and Union
Territories.

Subject: Clarification regarding second randomization of EVMs/VVPATs and commissioning of EVMs and VVPATs for Parliamentary Constituency.

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/8/7/2018-EMPS, dated 16th October, 2018 (copy enclosed), on the subject cited and to state that the Commission has re-considered the matter.

In this regard, I am directed to clarify that

(i) As far as possible second randomization of EVMs and VVPATs shall be done at RO level in case of Parliamentary Constituency election in the presence of candidates/their authorised agents. In exceptional case, second randomization of EVMs and VVPATs can be done at ARO level in the presence of candidates/their authorised agents.

(ii) Commissioning of EVMs and VVPATs pertaining to Assembly Segments of Parliamentary Constituency falling in RO headquarters may be done at Assistant Returning Officer level under direct supervision of Returning Officer level, in the presence of candidates/their representatives.

(iii) Further, the commissioning of EVMs and VVPATs of remaining Assembly Segments shall be done by the respective Assistant Returning Officer, in the presence of candidates/their representatives.

Yours faithfully

(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION 0F INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2018-EMPS Dated: 16th October, 2018

To

The Chief Electoral Officers of All States and Union Territories.

Subject: Clarification regarding Second Randomization and Candidate Setting of EVM-VVPAT- Regarding.

Sir/Madam,

I am directed to state that the Chief Electoral Officer, Karnataka has sought the following clarification:

(a) In case of Parliamentary election, whether second randomization of EVM-VVPAT is to be done at RO (DEO) Level?

(b) In case of Parliamentary elections, whether Candidate Setting of EVM-VVPAT is to be done at RO level or ARO level?

(c) In case of Parliamentary elections, whether ARO can certify the symbol loading of VVPAT during the commissioning of VVPAT?

In this regard, I am directed to clarify that:

(a) In case of Parliamentary election, second randomization of EVM-VVPAT shall be done at RO level.

(b) In case of Parliamentary elections, Candidate Setting of EVM-VVPATs shall be done at RO level. However, in case candidate setting of EVM-VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for the said purpose.

(c) In case of Parliamentary elections, the symbol loading of VVPAT during the commission of VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for certifying the same.

The above clarification shall be brought to notice of all concerned.

Yours faithfully,

(Anoop Kumar)
Secretary

INSTURCTION No. 63

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/7/2019-EMPS Dated: 8th April, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Important Instruction/Guidelines for Presiding Officers - Regarding.

Madam/Sir,

In view of the ensuing General Elections to Lok Sabha and State Legislative Assembly Elections of Arunachal Pradesh, Andhra Pradesh, Odisha and Sikkim, I am directed to reiterate the following important instructions/ guidelines for the Presiding Officers to be strictly followed on Poll day:

1. Conduct of Mock Poll

a) The Mock Poll shall be conducted 1 hour before the time designated for start of actual polls in the presence of the Polling Agents. However, the Presiding Officer may wait for 15 more minutes if no agent or only 1 agent is present at the polling station.

b) The Mock Poll shall be conducted with atleast 50 votes and it shall be ensured that atleast 1 vote shall be cast for each candidate button including NOTA.

c) Result of CU shall be tailed with the VVPAT slip count and Mock Poll Certificate shall be correctly filled.

d) The Mock Poll data shall be cleared from the Control Unit (CU) by pressing the 'CLEAR' button.

e) VVPAT slips pertaining to mock-poll shall be taken out and stamped on reverse side as 'Mock Poll Slips' with the stamp provided.

f) The stamped VVPAT slips shall be sealed in a black envelope and then put in plastic box and sealed with Pink Paper Slip.

g) It shall be demonstrated to the polling agents that there are no more votes in the Control Unit (CU) by pressing the 'TOTAL' Button.

h) The empty VVPAT drop box must be shown to the agents.

i) Before starting actual poll, seal the Drop Box of VVPAT and Result Section of Control Unit.

2. Duties of Third Polling Officer (in-charge of Control Unit)

a) The third Polling Officer will ensure that the electors proceed to the voting compartment only on the basis of voter slip issued by the second polling officer strictly in accordance with the serial number indicated in that slip.

b) S/He will activate the Balloting Unit by pressing 'Ballot' button on the Control Unit.

c) It must be ensured that the mark Indelible Ink is still clearly visible on the finger.

d) Thereafter, the elector should be allowed to proceed to the voting compartment.

e) It must be ensured that only I voter at a time is allowed to proceed to the voting compartment and the next voter is allowed only after following steps 'a' to 'c' above

3. In case any doubtful activity is noticed during poll process, the same shall be immediately brought to the notice of Returning Officer through Sector Officers.

The above instructions/guidelines shall be brought to the notice of all Presiding Officers/Sector Officers/ Returning Officers/Assistant Returning Officers/ECI Observers.

Yours faithfully

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 64

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/7/2019-EMPS Dated: 9th April, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Storage of plastic boxes having VVPAT paper slips pertaining to Mock Poll conducted on Poll Day-regarding.

Sir/Madam,

I am directed to state that some States/UTs have sought clarification regarding storage of plastic boxes having VVPAT paper slips pertaining to Mock Poll conducted on Poll Day. In this regard, I am directed to clarify that plastic boxes having VVPAT paper slips pertaining to Mock Poll conducted on Poll Day shall be stored in the strong room having EVMs and VVPATS of category 'A' and 'B' (i.e. polled EVMs/VVPATs and Defective polled EVMs/ VVPATs) with the respective EVM/VVPAT.

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

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

INSTURCTION No. 65

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/8/16/2018-EDPS Dated: 9th April, 2019

To

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

II. The Chairman-cum-Managing Director
Electronic Corporation of India Limited
Hyderabad, Andhra Pradesh

III. The Chairman-cum-Managing Director
Bharat Electronic 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 director to reiterate that the Distrct 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 Electronic Limited
   Bangalore, Karnataka.

3. The Chairman-cum-Managing Director
   Electronic 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 timr of Commission (Candiadte Setting) of EVMs and VVPATs, the serials numbers , names of candidates and symbols of candidate 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).

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 Officer 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 to enable them to move to the next Assembly Constituency/Segment for next phase.

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

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

INSTURCTION No. 66

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
   Nargavara, Outer Ring Road,
   Bangalore – 560045, Karnataka

3. The Chairman-cum-Managing Director,
   Electronics Corporation of India Limited.
   Hyderabad, Andhra Pradesh.

Subject: Instruction 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) form 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

INSTURCTION No. 67

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/VVPAT-INST/2019-EMPS Dated 15 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 65 (live) 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 FVMs 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 fast 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 Ships 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 lips 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 ships 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 CFO 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

Name of Assistant Returning Officer

Signature of Returning Officer

Signature of ECI Observer

Annexure-B

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

(To be sent 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 VPPAT 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: ……...

INSTURCTION No. 68

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 '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:

		Visit Report						
	Date							
	Time							
S. NO	**Particulars**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
		(mention only ✓ or ×)						
1.	There is uninterrupted power supply at the strong room(s) locations							
2.	Alternate arrangement 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 dated	Officer's name and designated who visited	Remarks, if any

Date of Report:

(Signature)

Name of Chief Electoral Officer

Chief Electoral officer……..(State/UT name)

ELECTION COMMISION 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 & Union Territories.

Ref. 1. ECI letter No. 51/8/99-Vol.III, 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

Sub: Storage and Safety arrangement of EVMs- regarding.

Sir/Madam,

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

1. 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 deputing 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) <u>Pre-Poll Storage</u>

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 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 rooms locations 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 an emergency.

xi. All the entry pants (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 CPI 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 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 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, DEOs, ROs and CPF commandant.

xv. 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.

xvi. 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 (Control Unit)

Name of the State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

Box No.	CU ID No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	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

Part-B (Ballot Unit)

Box No.	BU ID No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	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

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 Control Units not in warehouse as mentioned in Master Stock Register		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically verified		No. of Ballot Units not in warehouse as mentioned in Master Stock Register	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

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 and FLC done		No. of Control Units found defective during FLC		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically verified and FLC done		No. of Ballot Units found defective during FLC	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

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

INSTURCTION No. 69

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

INSTURCTION No. 70

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 cased, 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 competing all counting rounds with CUs.

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

A. <u>For State Assembly Elections:</u>

(i) If the winning margin is more than he 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. <u>For Lok Sabha Elections:</u>

(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 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. <u>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.</u>

4. <u>Mandatory Verification of VVPAT Slips:</u>

a) The purpose of mandatory counting and matching result of VVPATs and CU from 5 randomly selected polling stations is to audit and test if any EVM records votes differently vis-à-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 od 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

INSTURCTION No. 71

ELECTION COMMISION 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

INSTURCTION No. 72

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/7/2019-EMPS Dated: 22nd May, 2019

To

The Chief Electrol Officers of

All 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 and mismatch in Mandatory Verification process- regarding.

Madam/Sir,

I am director to refer to para 5 of the Commission's letter of even number, dated 21st May, 2019, on the subject cited, wherein you requested to ensure 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.

In order to comply the above instructions of the Commission, I am directed to clarify that (a) In case of result count from CU: before taking signatures of candidates/their agents/Counting agents in **Part-II of Form-17 C,** in the space between Counting Supervisor's signature and signatures of candidates/their agents/Counting agents, write in pen

"We, hereby, certify that CU No (s)…….is/are the same which were used in the polling station no……."

(b) In case of VVPAT slips count: provision for mentioning Polling Station No. and Unique ID of VVPAT are already exist in **Annexure to Part-II of Form-17 C**.

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

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

FORM 17 C

[See rules 49S and 56C (2)]

PART 1 – ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union Territory …… from……..... constituency.

Number and Name of Polling Station: ……..……..……..……...

Identification Number of Voting Machine used at the Polling Station: Control Unit……..……..……...

Balloting Unit……..……..……...

Printer (if used) ……..……...

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-O
4. Number of voters not allowed to vote under rule 49M
5. Test votes recorded under rule 49MA (d) required to be deducted-

   a) Total number of test votes to be deducted: Total No. Sl.No.(s) of elector(s) in Form 17A

   ……..……..……..…….. ……..……..……..……..……

   b) Candidate(s) for whom test vote(s) cast:

Sl.No.	Name of Candidate	No. of votes
……	……	……
……	……	……

6. Total number of votes recorded as per voting machine……..…….
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as against item 3 minus number of voters as against item 4(i.e. 2-3-4) or any discrepancy noticed: ……
8. Number of voters to whom tendered Ballot papers were issued under rule 49P.……
9. Number of tendered Ballot papers:

		Sl.No.	
	Total	From	To
a)	received for use	…….	
b)	Issued to electors	…….	
c)	not used and returned	…….	

10. Account of papers seals

Signature of polling agents

1. Paper seals supplied for use:

Total No…… 1…….

Sl.No. from……. To …….

2. Paper seals used:

Total No…… 2…….

Sl.No. from……. To …….

3. Unused paper seals returned to

Returning Officer:

Total No…… 3…….

Sl.No. from……. To …….

4. Damaged paper seal, if any:

Total No…… 4…….

Sl.No. from……. To …….

5. ……..

6. ……..

Date……

Place……...

Signature of Presiding Officer

Polling Station No…….

PART II- RESULT OF COUNTING

Sl. No. of candidate	Name of candidate	Number of votes as displayed on control unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. (3-4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

Total

Wheteher the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I of any discrepancy noticed between the two totals.

Place……

Date……..

Signature of Counting Supervisor

Whereby, certify that CU No(s)…… is/are to same which were used in the polling station No……

Name of candidate/election agent/counting agent Full Signature

1.

2.

3.

4.

5.

6.

7.

Place……

Date……..

Signature of Returning Officer

INSTURCTION No. 73

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/7/2019-EMPS Dated: 23rd May, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Poll Start Time (PST) and Poll End Time (PET) shown on Display Panel of the Control Unit – Clarification – regarding.

Sir,

I am directed to state that it has come to the notice of the Commission that there is some confusion in field on understanding the PST and PET display on the Display Panel of the Control Unit. In this regard, I am directed to clarify that:

1. Poll Start Time (PST) indicates the time stamp of the first vote cast.
2. Poll End Time (PET) indicates the time stamp of the last vote cast and NOT the time of pressing 'CLOSE BUTTON'.

The above clarification shall be brought to the notice of all concerned to avoid confusion on understanding the times display on the Display Panel of the Control Unit.

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, Telangana.**

INSTURCTION No. 74

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 21 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

INSTURCTION No. 75

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

INSTURCTION No. 76

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/VVPAT/2019-EMS Dated: 23rd September, 2019

Subject: Disposal of VVPAT printed paper slips-regarding-

Madam/Sir,

I am directed to refer 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 & VVPAT, commissioning of EVMs & VVPATs, mock poll on poll day & actual basis. 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 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 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 the 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 **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 instruction shall be brought to the notice of all concerned for strict compliance.

Your faithfully,

(Madhusudan Gupta)

Under Secretary

Annexure-I

Appointment of Officer for shredding of 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 the 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 involve in any Election Petition or Court Case, have been shredded out as per Commission's letter No. 51/8/VVPAT/2019-EMS, dated…….. September,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 the 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:…….

INSTURCTION No. 77

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No.52/2/Prep/2019/EMS Dated: 23rd September, 2019

To

The Chief Electoral Officers of all States & Union Territories

Sub: Inter-state procurement of consumables on payment basis-regarding.

Sir,

I am directed to refer to the subject cited and to forward herewith the list of Statewise serviceable consumables for use in Election.

2. The shelf life of the consumables is illustrated as under-

Name of Consumable	Shelf life	Name of Consumable	Shelf life
Power Pack for CU	5 Yrs	Power Pack for VVPAT	3 Yrs
Thermal Paper Roll	2 Yrs	Outer Paper seal for CU	5 Yrs
Green Paper Seal for CU	5 Yrs	Pink Paper Seal for BU	5 Yrs
Pink Paper Seal for CU	5 Yrs	Indelible Ink	6 Months
Pink Paper Seal for VVPAT mock poll slip	5 Yrs	Common Address Tag for BU, CU & VVPAT	5 Yrs

3. It has been observed that after completion of election a large number of Consumables are left out unused that lead to wasteful expenses by the States/UTs. Therefore, the Commission has desired the states/UTs requiring Consumables may approach the States/UTs having sparable stock, or vice-versa, instead of directly approaching the manufacturers. The payment can be made by the receiving state/UT to the dispatching State/UT at the rate being paid to the manufacturer.

4. List of available stock with each state/UT is attached.

5. Kindly acknowledged the receipt of the letter.

Yours faithfully,

(Madhusudan Gupta)/Under Secretary

INSTURCTION No. 78

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMS Dated: 30th September, 2019

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Instructions on Mock Poll before starting the actual poll- regarding.

Madam/Sir,

I am directed to forward herewith a leaflet on conduct of mock poll before starting the actual poll at polling stations. The said leaflet shall be provided to polling parties at the time of dispersal of polling parties.

Yours faithfully,

(Suman Kumar Das)
Secretary

Conduct of Mock Poll on Poll Day

1. Start Mock Poll 90 minutes before scheduled poll time, if 2 or more polling agents available
2. Wait for 15 minutes, if one or no polling agents
3. Place BU & VVPAT in actual Voting Compartment. These should not be moved after mock poll.
4. Place CU on Table of Presiding Officer/Polling Officer (In-charge CU)
5. Connect cable of BU with VVPAT and Cable of VVPAT with CU
6. Unlock (Working Position) Paper Roll knob of VVPAT
7. Show that VVPAT's ballot slip compartment is empty
8. Switch ON the CU
9. Press "Total" button and show Zero vote in CU
10. Cast atleast 50 votes and record number of votes given to each candidate (ensure votes recorded for each of the contesting candidates including NOTA)
11. After mock poll votes, press 'CLOSE' button of CU
12. Thereafter, press 'RESULT' button of CU to ascertain mock poll result and tally with record
13. Remove mock poll VVPAT slips from VVPAT and tally with votes in CU result
14. Press 'CLEAR' button of CU to clear mock poll result from CU and show to polling agents
15. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
16. Keep mock poll VVPAT slips in Black Envelope and then Plastic Box and seal the box with Pink Paper Seal
17. Switch OFF the CU and Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal
18. Show empty drop box of VVPAT and then seal the drop box with Address Tag
19. Fill Mock Poll Certificate carefully
20. Switch ON the CU for Actual Poll and press "Total" button to confirm Zero votes

Mock Poll Certificate

This is certified that I,……Presiding Officer at the Polling Station No……
of……Assembly Constituency (or the Assembly segment under……
Parliamentary Constituency) conducted the mock poll at …….. AM today, the poll day i.e……(date), following scrupulously all the instructions issued by the Election Commission of India, using –

(i) CU Serial No. (Display on CU)……..……..……..……

(ii) BU Serial No. (as printed on back-side of the BU)……..……..……..……

(iii) VVPAT Serial No……...……..……..……

1. A total of……votes were cast covering all candidates and also for NOTA. (e.g. 7 votes each to 7 candidates plus NOTA)

2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.

3. The candidate-wise detail of votes polled during mock-poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast for each candidate during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper Slips, as per counting on checking mock poll result	Votes cast, Result displayed & Printed Paper Slip count Tallied with each other (YES/NO)
	NOTA				
Total					

32. Please write the following by ink:

I have cleared the mock poll votes of the EVM and also removed the printed paper slips of VVPAT after the mock poll and verified that the mock poll votes have been cleared, by pressing the Total button and seeing the Total is shown as '0'.

……
……
……
……
……

33. Date and Time seen on the display of CU …….. while actual time (Indian Standard Time) is ……..

Fill either (6) or (7):

34. At the time of mock poll the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

S. No.	Name of Polling Agents	Name of Party	Name of Candidate	Signature of Polling Agents
1				
2				
3				
4				
5				

7. At the time scheduled for mock poll no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at AM.

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

Date:

Time:

Name & Signature of the Presiding Officer

Polling Station No…….

Polling Station Name……..

INSTURCTION No. 79

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 Trail (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

INSTURCTION No. 80

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– regarding.

Madam/Sir,

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

INSTURCTION No. 81

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-Mock drill of counting of VVPAT slips-reg.

Sir,

I am directed to refer to the Commission vide its letter No.51/8/VVPAT- INST/2019-EMPS, dated 15th April, 2019, whereby the Commission directed to conduct mandatory verification of VVPAT slips of randomly selected 05 polling stations per Assembly Constituency/ each Assembly Segment of Parliamentary Constituency in all elections to the House of the People and Legislative Assemblies.

The Commission has directed that the CEO/DEO shall ensure that hands-on training on VVPAT slips counting is conducted during training of counting staff as well as at the time of mock drill of counting of votes generally conducted on previous day of the counting day. For this purpose, the following protocol shall be strictly followed:

i. Only EVMs and VVPATs pertaining to training and awareness shall be used. In **NO** case, reserve EVMs and VVPATs shall be used for training and mock drill.

ii. Only dummy symbols prescribed 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, a dummy VVPAT Counting Booth (VCB) shall be made.

iv. For mock drill at least 500 VVPAT slips shall be generated.

v. Mock drill of VVPAT slips counting shall be conducted in the VCB following due procedure of VVPAT slips counting.

vi. Mock drill of VVPAT slips counting shall be conducted in the presence of the Observer appointed by the Commission.

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

Yours faithfully,

(Madhusudan Gupta)

Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEWDELHI-110001

No.5I/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

Copyto

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 he checked/tested by authorized engineer(s) of M/s Bharat Electronics Limited (BEL) and M/s Electronics Corporation of India Limited (ECJI.), 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 printout of dummy data.

INSTURCTION No. 82

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEWDELHI-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

INSTURCTION No. 83

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-10001

No. 51/8/16/4//2020-EMS Dated: 28th February, 2020

To

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

2. Th e 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 30"' 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

INSTURCTION No. 84

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMPS Dated: 29th June, 2020

To

The Chief Electoral Officers of

All States/UTs.

Subject: Use of Electronic Voting Machines in elections- period of retention thereof- reg.

Sir,

I am directed to state that from time to time, the offices of the Chief Electoral Officers of States/UTs have been approaching the Commission for its permission for opening of the warehouse for taking out the EVMs & VVPATs, after final disposal of the Election Petition/court case concerned.

In this regard your attention is invited to paras 2 and 5 of the Commission's letter No. 51/8/7/2016-EMS, dated 15th July, 2016 (copy enclosed), and to clarify that:

1. The Chief Electoral Officer concerned shall first ascertain the position of an appeal from the Supreme Court, filed if any, against the order passed by the Hon'ble High Court.

2. If no appeal against the order passed by the Hon'ble High Court is filed or pending, the Chief Electoral Officer concerned shall permit the District Election Officer to open the strong room and no separate permission of the Commission is required for the said purpose.

3. A notice regarding opening of the strong room/warehouse must be given to the petitioners/respondents of the EP/Court case.

4. All other SoP of the Commission on opening & closing of Warehouse shall be followed scrupulously.

Yours faithfully,

(Dilip Kumar Mahto)
Under Secretary

INSTURCTION No. 85

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS Dated: 25th August, 2020

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Replacement of Power Pack (Battery) of the Control Unit on poll day - reg.

Sir/Madam,

I am directed to state that as per the existing instruction of the Commission, in case the Power Pack (Battery) of the Control Unit does not function properly or showing Low Battery, the Control Unit is replaced during mock poll and entire set of Balloting Unit, Control Unit and VVPAT is replaced during actual poll.

The Commission has considered the matter and it is directed that in case the Power Pack (Battery) of the Control Unit does not function properly or showing Low Battery, the Presiding Officers shall take the following action:

(i) Presiding Officer shall immediately inform the same to the Sector Officer for replacement of Power Pack of the Control Unit. For this purpose, additional Power Packs of the Control Units shall be provided to the Sector Officers.

(ii) Presiding Officer shall replace the Power Pack of the Control Unit in the presence of the Polling Agents and Sector Officer. PO shall again seal the Battery Section of the Control Unit with thread and Address Tag and obtain the signature of the polling agent on the tag.

(iii) Presiding Officer shall submit a report in the Format attached with the Commission's letter No. 51/8/7/2020-EMS, dated 25th August, 2020 (i.e. Part-III of the Presiding Officer's Report).

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

Yours faithfully,

(Madhusudan Gupta)
Secretary

INSTURCTION No. 86

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS Dated: 25th August, 2020

To

The Chief Electoral Officers of

All States and Union Territories.

Subject: Replacement of Power Pack (Battery) of the Control Unit on poll day - reg.

Sir/Madam,

I am directed to state that as per the existing instruction of the Commission, in case the Power Pack (Battery) of the Control Unit does not function properly or showing Low Battery, the Control Unit is replaced during mock poll and entire set of Balloting Unit, Control Unit and VVPAT is replaced during actual poll.

The Commission has considered the matter and it is directed that in case the Power Pack (Battery) of the Control Unit does not function properly or showing Low Battery, the Presiding Officers shall take the following action:

(i) Presiding Officer shall immediately inform the same to the Sector Officer for replacement of Power Pack of the Control Unit. For this purpose, additional Power Packs of the Control Units shall be provided to the Sector Officers.

(ii) Presiding Officer shall replace the Power Pack of the Control Unit in the presence of the Polling Agents and Sector Officer. PO shall again seal the Battery Section of the Control Unit with thread and Address Tag and obtain the signature of the polling agent on the tag.

(iii) Presiding Officer shall submit a report in the Format attached with the Commission's letter No. 51/8/7/2020-EMS, dated 25th August, 2020 (i.e. Part-III of the Presiding Officer's Report).

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

Yours faithfully,

(Madhusudan Gupta)
Secretary

INSTURCTION No. 87

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







INSTURCTION No. 88

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

PRESIDING OFFICER'S REPORT

PART-I : MOCK POLL

(TO BE FILLED BEFORE COMMENCEMENT OF ACTUAL POLL)

1. Name of the constituency (in block letters): To be pre-printed

2. Date of poll: To be pre-printed

3. Number and Name of the polling station:

4. (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 (√) 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)

5. Mock poll details –

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

S.No.	Name of the Candidate	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
1.						
2.						
3.						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
	NOTA					
	TOTAL					

Repeat the above information in same format, if number of candidates more than 16.

(c) '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.

.....

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

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

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

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

(h) 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 Seal (Yes/No)

(i) 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

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

Name and signature of the Presiding Officer

(k) 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 : 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 (mention error/code noticed in CU)			
	(e) Unique ID of new unit(s) provided as replacement			
	(f) 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

PRESIDING OFFICER'S REPORT

PART-II : 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 (mention error/code noticed in CU)			
	(e) Unique ID of new unit(s) provided as replacement			
	(f) 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

PRESIDING OFFICER'S REPORT

PART-III : 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

INSTURCTION No. 89

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2020-EMS Dated: 23rd October, 2020

To

The Chief Electoral Officers of

All States and Union Uerritories.

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

Ref.: 51/8/VVPAT/2017-EMS, 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

INSTURCTION No. 90

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 States and Union Uerritories.

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-I

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:…….....

INSTURCTION No. 91

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 52/2/Prep/2020-EVM (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

INSTURCTION No. 92

ELELCTION 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

INSTURCTION No. 93

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 SoP 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 / Independent
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 Seal (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:……

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

(v) Unique ID of Control Unit:……

(vi) Reason for replacement of Power Pack of the Control Unit:……
……

(vii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:……..

(viii) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:…….

(d) 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	Name of Party

S.No.	Name of 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:……

6. (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 (√) 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				

(k) 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:……

(b) 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 *(mention error/code noticed in CU)*			
	(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			

(c) 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

INSTURCTION No. 94

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. 5 I /8/6/20I 9-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. <u>DURING NON-ELECTION PERIOD (Post Election Petition to FLC)</u>

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. <u>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</u>

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 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.

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-polled EVMs (Category C)

a) Defective Un-Polled 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-polled EVMs will be stored.

b) Paste un-polled 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-polled and Un-used Reserve EVMs/VVPATS shall be made as follows:-

(i) **In Case of Election to the House of the People:** Defective un-polled EVMs of all Assembly Segments (ASs) may be stored at district warehouse.

(ii) **In Case of Election to the State Legislative Assembly:** Defective un-polled 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-polled 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-polled Reserve EVMs/VVPATS shall be made as follows:-

(i) **In Case of Election to the House of the People:** Un-polled 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-polled 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 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.

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:

- o Ascertain the position of appeal from the Supreme Court.
- o If no appeal is filed, the DEO shall be permitted to open the warehouse, if needed.
- o 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?	Yes/No
	(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.	
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

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 13th 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 29th 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?		

S.No.	Particulars	Status	If No, remarks thereon
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?		
18.	Whether you are satisfied with arrangements of strong room?	Yes/No	
		Yes/No	

Other remarks, if any:

(Signature of the Police Observer) (Signature of the Police 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-electi on……. 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? [1st (outer) cordon to start from pedestrian zone having adequate local police, 2nd (middle) cordon at the gate of counting premises/campus manned by SAP and 3rd (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:

Annexure-V

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 ……

S.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

S.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

S.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

Annexure-VI

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-polled 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:

INSTURCTION No. 95

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2021-EMS Dated: 28th September, 2021

To

The Chief Electoral Officers of

All the States and Union Territories.

Subject: M-3 EVM Highlights- Additional features-regarding.

Reference: ECI letter no 51/8/7/2020-EMS dated 25th Sept 2020

Madam/Sir,

I am directed to state that now M-3 EVMs are being used by the Election Commission of India throughout the country to conduct general/bye elections to the Assembly and Parliamentary Constituencies and M-2 EVMs are phased out since the General Election to the Lok Sabha in 2019. M-3 EVMs were introduced since year 2014 in phased manner. **M-3 EVMs also have all the technical security features available with their previous models of EVMs (M-1 and M-2)** earlier used by the Election Commission of India inter-alia standalone machine (no-connectivity), One Time Programmable (OTP) chip, no Radio Frequency transmission or reception, Dynamic Coding of key presses, Date and Time Stamping of each key press etc.

2. **In addition to the above features of the earlier models, M-3 EVM has additional advance technical features** like UADM (Unauthorised Access Detection Module), Self- diagnostic for EVM's health, Strong mutual authentication of CU, BU and VVPAT, Battery life prediction, catering 24 Ballot Units with one Control Unit to accommodate 384 candidates etc. Apart from the above advanced technological features, M-3 EVMs are sleeker and lighter in weight, enabling ease of handling by the election personnel. A small write up on advance additional features incorporated in M-3 EVM is attached herewith for ready reference.

3. Since many States/Districts will be using M-3 machines for the first time after their previous general elections, these details may be used while educating the stakeholders, if required.

Yours faithfully,

Encl: As mentioned.

(Madhusudan Gupta)
Secretary

INSTURCTION No. 96

ELELCTION 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. <u>For State Assembly Elections:</u>

   (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. <u>For Lok Sabha Elections:</u>

(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

S. No.	M3 EVM HIGHLIGHTS
1	**Sleeker and lighter:** Design of M3 model is sleeker and lighter in weight. This is very helpful at the time of transport and shifting.
2	**Connectivity with up to 24 BUs:** As against the M2 EVMs, wherein only 4 BUs could be connected together, in the M3 EVMs - 24 BUs could be connected together. With each BU capable of handling 16 candidates (including NOTA), the feature enables a possibility of handling 384 candidates per constituency using the M3 EVMs. Therefore, Mo EVMs are highly scalable in their operations.
3	**Unauthorised Access Detection Module (UADM):** UADM is a protective circuit/feature embedded in the M3EVMs. In case of any unauthorised attempt at accessing the microcontroller or the memory of the EVMs, the UADM automatically puts the machine in the factory mode' rendering it totally inoperable. Subsequently, the machine could be set right only in the factories. This adds to the tamper-proof nature of the EVMs.
4	**Strong Mutual Authentication Capability:** Mutual authentication among all components of EVMs such as BU, CU and VVPAT has been strengthened by use of various advanced security protocols. This superior security feature adds to the integrity of the EVMs.
5	**Self-Diagnostics:** Automatic self-diagnostics at SWITCH-ON, has been introduced for checking the health of various subsystems of the EVMs. This feature will be useful in identifying and weeding out any potentially defective machines at a starting stage itself, thereby helping in smooth conduct of polls.
6	**Accurate battery life prediction:** Accurate %-level battery life predication facility. This is a very useful facility that will enable the personnel to keep track of the battery usage on a continuous and accurate basis, and plan for replacements in advance.
7	**Separate battery compartments for ease of use:** In M3 EVMs, the Battery compartment and Candidate Set compartment of the CU are given separate access and both are sealed separately. Therefore, it is now possible to change CU Battery when required, by opening only the Battery compartment. Earlier, in such a case, the entire CU had to be replaced because battery section and candidate set section had common compartment.

BU - Ballot Unit, CU - Control Unit, VVPAT - Voter Verifiable Paper Audit Trail.

INSTURCTION No. 97

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 25h 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% pooling 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 andat 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:
  - o For name of candidate- AAA, BBB, CCC,…….and so on.
  - o For symbol of candidates- Alpha ( ), Beta ( ), Gama ( )……..and so on.

  Sample

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

- Only Sample ballot papers, having dummy names and symbols shall be sued 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.

INSTURCTION No. 98

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/6/2021-EMS Dated: 29th November, 2021

To

The Chief Electoral Officers of

All the States and Union Territories.

Subject: Construction of EVM warehouse- Obtaining EVM Warehouse Hand-Over-Certificate- regarding.

Reference: ECI letter No. 51/8/6/2021-EMS, dated 17th August, 2021.

Madam/Sir,

Kindly refer to the aforesaid letter on storage and safety arrangement of EVM. In point 1.1. of the aforesaid letter, the Commission has prescribed the physical aspects of the EVM warehouse.

2. The Commission has directed that before storing the EVMs and VVPATs in the newly constructed EVM warehouse or any EVM warehouse, the District Election Officer shall obtain a certificate from the authority concerned to ensure that the quality and physical aspects of the EVM warehouse prescribed by the Commission in the aforesaid letter is complied with. A joint certificate from concerned authorities of these aspects may be kept on record for future reference.

3. It is, therefore, requsted to ensure the compliance of the aforesaid direction of the Commission.

Yours faithfully,

(Madhusudan Gupta)
Secretary

INSTURCTION No. 99

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.

Yours faithfully,

Encl: As above.

(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.

INSTURCTION No. 100

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

INSTURCTION No. 101

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

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- polled 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-polled 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

INSTURCTION No. 102

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. 51/8/4/2022-EIMS Dated: 23rd May, 2022

The Chief Electoral Officers

Of all the States and Union Territories.

Subject: Policy and Guidelines on loaning of EVMs and VVPATs to State Election Commissions -regarding.

Madam/Sir,

I am directed to state that the Commission has already issued comprehensive policy directives and guidelines to facilitate and support the State Election Commissions to manufacture their own EVMs/VVPATs through M/s Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited (ECIL), if the State Election Commissions decide to use EVMs/VVPATs for their local bodies' elections. The Commission has been receiving requests for providing EVMs front State Election Commissions through the Chief' Electoral Officers concerned or directly to conduct their local bodies' elections. The ECI always extended its support to SECs by providing ECI-EVMs based on -the availability and suitability on case-to-case basis.

2. The Commission has now approved the comprehensive policy directive and guidelines to facilitate and support the State Election Commissions by providing its EVMs and VVPATs on loan basis to State Election Commissions to conduct their local bodies' elections.
3. 1 am further directed to say that the policy and guidelines being issued are in suppression I all the extant guidelines and directives on the subject and may involve periodical implementation reviews by the Commission.

Yours faithfully

(Madhusudan Gupta)

Secretary

Copy to

I. The Secretary to State Election Commissions of all States/UTs.
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.

Policy and Guidelines on Loaning of ECI-EVMs to the State Election Commissions

1. Introduction:

(a) India is the largest participatory democracy of the world with more than 900 million registered electors. The Constitutional mandate of superintendence, direction and control of elections to the Parliament and the State Legislatures has been conferred on the Election Commission Of India under Article 324 of the Constitution of India. Election Commission of India is an independent constitutional body mandated to decide on the method and means of conduct of elections. The Election Commission of India has always been in the forefront to devise robust and fool proof methods and means to conduct free and fair elections.

(b) Part IX and Part IXA of the Constitution of India relating to Panchayat and municipalities were inserted by the Seventy-third and Seventy-fourth Constitutional Amendment Act respectively in the year 1992. The objective of the Part IX and Part IXA was to introduce local self-government at grass root level in rural and urban areas. Article 234-K read with Article 243-ZA of the Constitution of India provides for creation of State Election Commissions which are mandated for superintendence, direction and control of conduct of all elections to panchayats and municipalities. The State Legislatures have been empowered to make laws relating to and in connection with these elections.

(c) It is amply clear that responsibility to conduct local self-government is solely with the State Election Commissions and the Election Commission of India has no role to play in the method of conducting local bodies' elections or related issues.

2. Evolution of EVMs:

(a) The Election Commission of India mooted the idea of Electronic Voting Machine (EVM) in 1977 and a prototype was prepared in collaboration with Electronics Corporation of India Limited (ECIL) (a PSU of Department of Atomic Energy) by 1979. Bharat Electronics Limit BEL) (a PSU of Defence Ministry) also developed a prototype independently in 1981. The Election Commission of India issued directive under Article 324 of the Constitution of India for use of EVMs on 19"' May 1982 and conducted elections at fifty polling stations in Kerala on experimental basis. EVMs were used in few bye-election in 1982-83 till the Supreme Court o1 India held (1984) that EVMs can't be used without legal amendments.

(b) A new Section 61A (on use of EVMs) was included in the Representation of the People Act 1951 and its validity was upheld by the Supreme Court of India in 2001. This legal amendment set the ball rolling for large scale induction of EVMs in election system for conduct of elections. The Electoral Reforms Committee under the chairmanship of Sh. Dinesh Goswami, erstwhile Union Law Minister, formed an independent Technical Expert Committee of eminent scientists and domain experts to advise it on technical aspects of EVMs in 1990. In April 1990, the Expert Committee unanimously recommended the use of EVMs without any further loss of time marking it technically sound, secure and transparent. A general political consensus was reached on use of EVMs for conduct of elections in 1998. The Election Commission of India has mandated BEL and ECIL for production of EVMs.

(c) Since the year 1999, EVMs were used in conduct of various State Legislative Assembly and Parliamentary elections. An additional equipment called Voter Verifiable Paper Audit Trail (VVPAT) was added with EVMs to ensure further transparency in use of EVMs in 2013.

(d) Since the year 2000, EVMs have been used in all elections- 4 Parliamentary elections and 137 State Assembly Elections with casting of more than 350 Crores votes in EVMs.

3. Need of the Policy:

(a) The Commission has already issued comprehensive policy directives and guidelines to facilitate and support the State Election Commissions to manufacture their own EVMs/VVPATs through BEL/ ECIL, if the State Election Commissions decide to use EVMs/VVPATs for 'their local bodies' elections.

(b) A conference of State Election Commissioners was held at Hyderabad in 2005. Based on the discussion held in the said conference, the Commission decided to loan EVMs to State Election Commission subject to the condition that —

(i) EVMs would be given only to those States where the law governing Local Bodies elections provide for use of EVMs;

(ii) the system of these elections is first past the post system and election is for single post; SECs would buy 25% of the total State requirement of EVMs.

(c) Subsequently, in the second meeting of the Election Commission of India and State Election Commissioners held at Srinagar in 2006, the decisions were taken that SECs would procure —

(i) 10% of the EVMs by March 2007,

(ii) 15% of the EVMs by March 2008 and

(iii) 25% of the EVMs by March 2009

This would be a pre-condition for loaning of EVMs to the SECs.

(d) It could be appreciated that the ECI provided EVMs to SECs on loan basis (free of cost) even for SECs who have not fulfilled the pre-condition(s) for loaning of EVMs i.e., procurement of 25% of the total State requirement of EVMs or adherence to stipulated time schedule of procurement of EVMs to conduct their elections or existence of legal provision in the concerned statutes.

(e) Election Commission of India provides only those EVMs to State Election Commissions on loan basis which are not being used by the Commission to conduct elections to Parliamentary and Assembly Constituencies. It is pertinent to also highlight here that some SECs are also approaching the ECI to provide M3 EVMs which are being used by ECI to conduct its elections to Parliamentary and Assembly Constituencies. Maintaining the integrity of EVMs is a matter of utmost concern for the ElectiOl3 Commission of India. This necessitates protecting the electronic hardware and software of EVMs that the Commission uses.

(f) The Commission, however, is aware that increasingly the State Election Commissions have also

started using EVMs more and more and may need to buy their own EVMs. Now that a number of SECs are switching over' to EVMs as mode of conducting elections, it would not be feasible to fulfill the requirement of SECs on a pan-India basis.

4. Policy and Guidelines for loaning of EVMs/VVPATs to SECs:

The following policy directives and guidelines, superseding all the extant guidelines and policies on the subject, are being issued with immediate effect:

(a) EVMs and VVPATs will be given to those States where the Law(s) governing Local Bodies elections provide for use of EVMs/VVPATs in local bodies election.

(b) For the purpose of loaning of EVMs/VVPATs to State Election Commissions, only those models would be given which are discontinued for deployment by the Election Commission of India to conduct elections to Parliamentary and Assembly Constituencies. The EVMs and VVPATs earmarked for the purpose of destruction or which have completed economic life of 15 years shall not be provided to any SEC.

(c) The loaning of EVMs and VVPATs will be subject to availability of the discontinued EVMs and VVPATs with ECI.

(d) SECs have to raise loaning requests at least six months in advance to the Chief Electoral Officers of the concerned States. Allocation of specified/ permitted models of EVMs/VVPATs will be purely based on availability.

(e) The loaned ECI-EVMs should be kept in the secured EVM warehouses of the SEC with security protocols of ECI. In no case ECI-EVMs and VVPATs loaned to SEC shall be stored in ECI-EVM warehouses.

(f) SECs will lift the loaned EVMs from the State(s) within 90 days o1 allotment order of ECI failing which the order will be treated as cancelled. Thereafter, SECs will need to approach the ECI with fresh loaning request.

(g) Election Commission of India has already issued comprehensive instructions/guidelines and SoPs on use of EVMs and VVPATs. All the existing instructions of ECI on use of EVMs and VVPATs viz. storage, safety, movement, First Level Checking of EVMs and VVPATs only by the authorized engineers of Bharat Electronics Limited and Electronics Corporation of India Limited, as the case may be, etc. shall be strictly followed by the SECs.

(h) The borrowing SEC is responsible for transporting all rejected/defective EVMs/VVPATs during FLC, commissioning, poll and counting to the manufacturers (BEL/ECIL) and shall bear all expenses related to transportation and repair/rework.

(i) All the expenditure on loaning of EVMs and VVPATs shall be borne by the State Election Commission concerned which is borrowing those EVMs/VVPATs. Expenditure on returning EVMs/VVPATs after' election process to specified EC1 Storage facilities should be borne by the borrowing SECs

(j) Transportation of ECI-EVMs shall be made in containerized sealed trucks and shall be monitored through GPS tracking/ Mobile App.

(k) If these loaned machines borrowed by SEC-A is required to be transferred to SEC-B (or more SECs) on loan basis, the expenditure to transport such machines from SEC-A to SEC-B (or more SECs) should be borne by SEC- B (or wore SECs).

(1) Loaning of ECI EVMs/VVPATs shall be made only through the respective Chief Electoral Officer through EVM Management System (EMS). In case ECI EVMs/VVPATs are loaned directly from the other State Election Commission(s), the Chief Electoral Officer of the concerned State will receive the EVMs/VVPATs in the EMS. Example- If ECI EVMs/VVPATs are loaned from the SEC of State-A to the SEC of State-B, the CEO of State-A will first receive in EVMs/VVPATs from the SEC of State-A in EMS and shift the EVMs/VVPATs to the CEO of State-B in EMS. Thereafter, CEO of State-B will provide the EVMs/VVPATs to the SEC-B on loan basis through EMS.

(m) On completion of election process (including prescribed Election Petition period, if any) the borrowing SECs should promptly (with 15 days) inform the concerned Chief Electoral Officers about availability of EVMs/VVPATs for loaning/returning. Details of Election Petitions shall also be specified with efforts made to release such machines with permission of the competent court wherever EVMs/VVPATs are not the subject matter. Quarterly reports on status of Election Petitions shall be filed with the concerned CEOs.

(n) In case of damaged/ broken EVMs (due to mishandling or any other reasons) the depreciated cost as fixed by the Commission is to be paid to the Commission by the borrowing SECs. In case of EVMs/ VVPATs damaged due to booth capturing/ criminal act, the SoP issued by the Commission on the subject shall be followed about filing of criminal cases and custody.

(o) Commission may seek any report from SECs about loaned EVMs/VVPATs as required.

5. Support required from the State Election Commissions:

(a) It should be appreciated that Election Commission of India is continuously in the process of procurement of EVMs and VVPATs to meet the requirements to conduct constitutionally mandated elections to Parliamentary and Assembly Constituencies.

(b) It is essential that the State Election Commissions desirous of using EVMs will establish their own secured EVM warehouses and also procure required EVMs to conduct their local bodies' elections as per comprehensive policy directives and guidelines on SECs to manufacture their own EVMs/ VVPATs issued by Election Commission of India.

(c) State Election Commissions may develop their own software for management of EVM Inventory for EVMs and VVPATs provided by ECI to ensure that proper transportation and storage protocols are followed while in custody of SECs.

(d) It is also expected that State Election Commission will not approach the Election Commission of India to loan them EVMs which are being currently used by the latter to conduct elections to

Parliamentary and Assembly Constituencies. Election Commission of India will only provide EVMs/ VVPATS, not currently used by ECI, to State Election Commissions to conduct their local bodies elections.

(e) Further, it is essential that State Election Commissions will regard the above policy and guidelines. It must be appreciated that constitutional mandate to finance expenditure for conduct of local bodies' elections rests with the respective competent governments of the State/UTs.

(f) It must be appreciated that loaning of EVMs/VVPATs by ECI to SECs is not obligatory on ECI and there is no constitutional or legal basis to cast such obligation on ECI. ECI is loaning EVMs/VVPATs to SECs purely as a measure to promote use of electronic voting in local bodies election to improve their efficiency.

6. Policy regarding loaning of EVMs/VVPATs to other organizations: ECI will not provide any EVMs/ VVPATs to any other organizations (except State Election Commissions) on loan basis to conduct their elections.

BY SPEED POST

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No. 51/8/4/2005-PLN-IV Dated 16th May, 2005

To

The State Election Commissioners
of All the States and Union Territories.

Subject: Loaning of Electronic Voting Machines for conducting Local Bodies Elections - regarding.

Sir,

I am directed to state that of late, the Commission has been receiving requests from several State Election Commissions regarding loaning of Electronic Voting Machines (EVMs) for Local Bodies elections in their State/ UT. This issue was discussed during the recent conference of State Election Commissioners convened by the Commission in Hyderabad. On the basis of the discussion held, the Commission has decided to loan EVMs to the State Election Commissions for use in Local Bodies elections in their respective State/UT subject to the following conditions:

EVMs will be given only to those states where the law governing Local Bodies elections provide for use of EVMs.

ii. the system of these election are first past the post system and the election is for single seat.

iii. the State Election Commission agrees to build a reserve of EVMs which will be equal to 25% of the total requirement of machines for the assembly elections of the state in a period of" 3 financial years, and actually procure 10% before making to request to spare EVMs held by the Commission.

iv. the State Election Commission meet expenditure towards pre-poll checking by the ECIL/BEL technicians/ engineers. as the case may be, training of employees, batteries. post-poll clearing of machines and their repairs (if needed), transportation from place of storage and back and any other incidental expense that may have to be borne on account of loaning the EVMs.

v. the State Election Commission makes good of any loss occurring due to damage to the machines and subject to any other conditions as may be imposed by the Commission in future.

The EVMs shall be returned to the concerned CEO immediately after completion of Local Bodies Elections.

Yours faithfully,

(A.K.Majumdar)
Secretary

Copy to: The Chief Electoral Officers of all the States and Union Territories.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No.51/8/4/2006 PLN-IV Dated: 30th June, 2006

The State Election Commissioners
of All the States and Union Territories.

Subject: Loaning of Electronic Voting Machines for conducting Local Bodies Elections-procurement of 25% of the total requirement of EVMs in the State/UT,

I am directed to refer para (iii) of the Commission 's letter No. 51/8/4/2005 PLN-IV dated 16th May, 2005 and to state that in the second meeting of the Election Commission of India and State Election Commissioners field in Srinagar , the following decisions were taken:-

All State/UT Governments will undertake to procure at least 25% of the total requirement of EVMs in the State within a period of three years for forming a reserve, as per the following revised schedule:-

i. 10% of the EVMs to be pair chased by March 31, 2007;

ii. 15% of the EVMs to be purchased by March 3I, 2008;

iii. 25% of the EVMs to be purchased by March 31, 2009.

And, this will be a pre-condition for loaning of EVMs to the State Election Commissions.

b. The State Election Commissions will buy 25% of the total State/UT requirement of EVMs from the same company whose EVMs are being used in the State/UT to maintain the uniformity in training and use. These machines further be ones that are used in or single poll, first past the post system.

Yours faithfully

(TAPAS KUMAR)
SECRETARY

Copy to:

i) The Chief Electoral Officers Of all the States and Union Territories

ii) The Chief Secretaries of all the States and Union Territories with the request to provide sufficient funds to respective State Election Commissioner for purchasing the EVMs as per the scheduled mentioned at para(a).

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

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- polled 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-polled 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)

   Section 132 (Penalty for misconduct at the polling station)

   Section 134 B (Prohibition of going armed to or near a polling station) Section 135 (Removal of ballot papers from polling station)

   Section 135A (Offence of booth capturing)

   Section 136 (Other offences and penalties therefor)

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 while 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

Copy to

(Madhusudan Gupta)
Secretary

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

INSTURCTION No. 103

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. 51/8/16/FLCU/2021-EDPS Dated: 1st July, 2022

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

INSTURCTION No. 104

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 EMS 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 **Annexeure-8**.

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

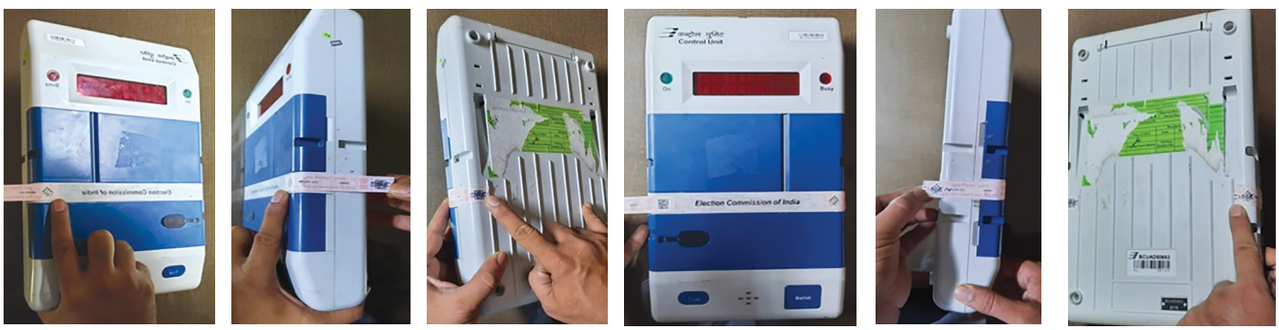
(a) In order to ensure that the Control Unit of EVM cannot be opened after First Level Checking of the EVMs, the cabinet of the Control Units shall be sealed with the modified Pink Paper Seal supplied by

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 ECI 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 ECI, 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 Prophyle alcohol by the suppler/ 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 ofthese 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:

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.

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.

Name of Engineers of BEL/ECIL (Signature)

1.

2.

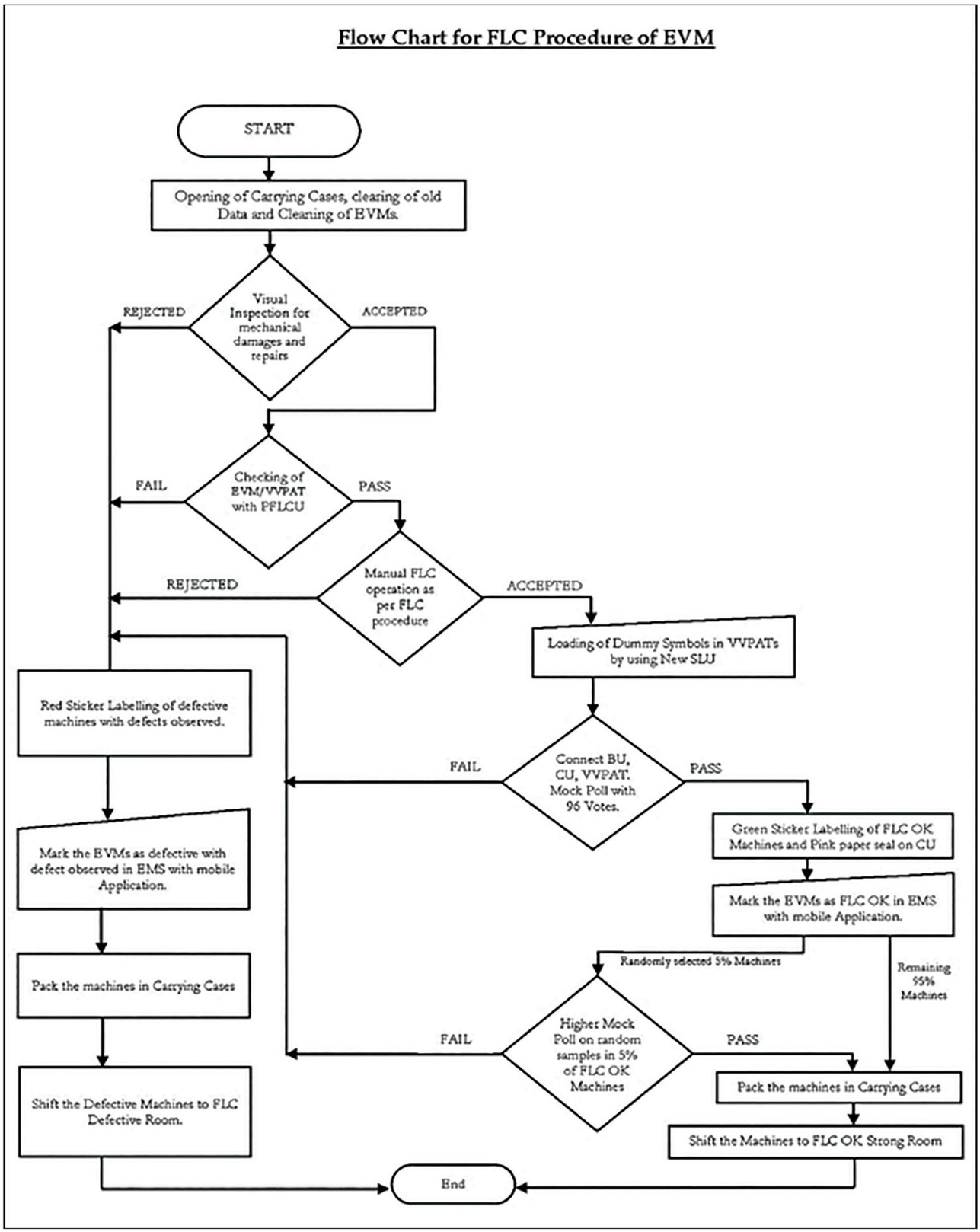
3.

(Signature).....

Name of FLC-Supervisor.....

Designation.....

Annexure-8


Flow Chart for FLC Procedure of EVM
START
Opening of Carrying Cases, clearing of old Data and Cleaning of EVMs.
Visual Inspection for mechanical damages and repairs
REJECTED
ACCEPTED
Checking of EVM/VVPAT with PFLCU
FAIL
PASS
Manual FLC operation as per FLC procedure
REJECTED
ACCEPTED
Loading of Dummy Symbols in VVPATs by using New SLU
Red Sticker Labelling of defective machines with defects observed.
Connect BU, CU, VVPAT. Mock Poll with 96 Votes.
FAIL
PASS
Green Sticker Labelling of FLC OK Machines and Pink paper seal on CU
Mark the EVMs as defective with defect observed in EMS with mobile Application.
Mark the EVMs as FLC OK in EMS with mobile Application.
Randomly selected 5% Machines
Remaining 95% Machines
Pack the machines in Carrying Cases
Higher Mock Poll on random samples in 5% of FLC OK Machines
FAIL
PASS
Pack the machines in Carrying Cases
Shift the Defective Machines to FLC Defective Room.
Shift the Machines to FLC OK Strong Room
End

Annexure-9

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

Name of State/UT:

Name of District:

Address of 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:.....

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.

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 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 13th 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:……..

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

INSTURCTION No. 105

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

1. 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
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 1st Randomization schedule to National and State Recognised Political parties with proper acknowledgment
2	Don't allocate EVM and VVPAT AC-wise uneven during 1st Randomization
3	Don't allocate Ballot Units more than Control Units during 1st Randomization
4	Don't forget to receipt EVM and VVPAT AC-wise by scanning after 1st Randomization
5	Don't forget to share list of 1st Randomized EVM and VVPAT (AC-wise) to National and State Recognised Political Parties with proper acknowledgment
6	Don't forget to intimate in writing 2nd Randomization schedule to all the contesting candidates/ their agents with proper acknowledgment
7	Don't forget to share list of 1st 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 2nd Randomization

9	Don't forget to share list of 2nd 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 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 then 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 roomafter 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.

INSTURCTION No. 106

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.

Yours faithfully,

Encl:- As above

(Rakesh Kumar)

Under Secretary

INSTURCTION No. 107

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)
Under Secretary

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

INSTURCTION No. 108

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/WH-Inspection/2023/EMS Datad: 4th May, 2023

The Chief Electoral Officers of

all States and Union Territories.

Subject: Storage & Safety arrangement of EVMs & VVPATs- Monthly & Quarterly inspection of EVM Warehouse- regarding.

Ref. ECI's letter No. 51/8/6/2021-EMS, dated 17th August, 2021

Sir/Madam,

Kindly refer to para 1.6 of the under-reference letter, wherein, the District Election Officers (DEOs) have been instructed to conduct Monthly & Quarterly inspections of EVM Warehouse. DEOs have also been directed to submit monthly & Quarterly inspection report, in a prescribed format (Annexure-II) circulated with the above referred letter, on 5th day of each month to CEO for further transmission to ECI.

In this connection and in partial mofication of the referred circular, I am directed to state that the format of monthly and quarterly inspection reports has been revised (Annexure I and Annexure II) to ensure that all security aspects of storage are fully covered while inspections. It is therefore, requested to direct District Election Officers to submit monthly and quarterly reports in revised formats with effect from May 2023 onwards.

It is also to be noted that these monthly and quarterly reporting systems will be converted into electronic online reporting immediately following EMS 2.0 and associated EMS 2.0 mobile application. All photographs, as required to be taken, shall be geotagged and directly uploaded in EMS 2.0 using newly created associated mobile application.

It is also desired that EVM State Nodal Officers and Chief Electoral Officers shall also do inspections of EVM Warehouses as follows:

Officer	Minimum Frequency	Remarks
Chief Electoral Officer	One EVM Warehouse per Quarter in the State	Inspection date should coincide with concerned DEO's Quarterly inspection date. CEO should countersign Annexure-II
EVM State Nodal Officer	One EVM Warehouse per month in the State	Inspection date should coincide with concerned DEO's monthly inspection date. SNO should countersign Annexure-I

It is clarified that the Chief Electoral Officers shall review consolidated inspection reports received at each interval and proceed to remove any deficiencies pointed out immediately.

Yours faithfully,

Encls: Annexure I/II

(RAKESH KUMAR)

UNDER SECRETARY

Annexure -I

Certificate of monthly 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) EVM-VVPAT warehouse? is/are there in warehouse	
3	What type of lock system EVM-VVPAT warehouse is observed in	
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.	
7	(a) Where is the main switch of the warehouse installed?	
	(b) Whether main switch installed outside has been switched off in warehouse?	
8	(a) How many fire- fighting equipment are installed?	
	(b) Dates of expiry of the fire extinguisher	
9	Kindly attach Photographs of inspection of warehouse(s)	

Date of Inspection:

Sd/-

(District Election Officer, District)

Annexure -II

Certificate of 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	a) How many entry point(s) is/are there in EVM-VVPAT warehouse?	
	(b) If more than one entry point, whether other entry point (s) is sealed with brick- masonry or concrete.	Yes/No
3	(a) What type of lock system is put in place in EVM-VVPAT warehouse.	
	(b) Who are the custodian of Keys of the Locks? Name & designation of officers	
4	Other doors and windows, if any, in the warehouse, are sealed as per extant instructions? Specify material used for sealing.	
5	(a) Number of CCTV cameras installed	
	(b) Have you seen the past CCTV recording after the last inspection to verify that recording is happening and is satisfactory?	Yes/No
6	(a) Whether log-book showing the duty of the security personnel was inspected by senior police officers?	Yes/No
	(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.	
	(e) Whether at the time of opening and closing of warehouse (s) signature of representatives of National and State Political Parties obtained in logbook? If No, reason thereof.	Yes/No
	(f) Where is the copy of videography of opening and closing of warehouse(s) kept?	
7	(a) Where is the main switch of the warehouse installed?	
	(b) Whether main switch of warehouse installed outside has been switched off?	Yes/No
8	(a) How many fire- fighting equipment are installed?	
	(b) Dates of expiry of the fire extinguishers	
	(c) Is Fire NOC available for the building from the municipal or other competent authority?	Yes/No
9	Details of the representatives of National/State Recognized political parties, who are present at the time of inspection.	

10	Check for dampness/water logging/rodents/any other abnormality etc. and remarks on the internal conditions of the Warehouse.	
11	Whether any other materials (other than EVMs & VVPATs) are kept with EVMs & VVPATs in Warehouse(s)	
12	Kindly attach 4-5 photographs of inspection of warehouse (s) mainly covering the entrances/exits.	Yes/No
13	Whether the warehouse is in flood-prone area considering the trend in the past 5 years?	Yes/No
14	If the warehouse is in a flood-prone area as per (Q.13), whether necessary SOP/Plan is in place for safe keeping of the EVM stock in such eventuality?	Yes/No
15	(i) Whether the necessary NOC from CPWD/ PWD (Civil and Electrical) has been taken on record at the time of putting to the Warehouse to use &	(i) Yes/No
	(ii) Whether the NOCs are still valid?	(ii) Yes/No
16	If the answer to the Q. No. 15 is No, provide details of action taken thereof?	
17	Any other Remark/observation	

Date of Inspection:

Sd/-

(District Election Officer, District)

INSTURCTION No. 109

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/NO-Meeting/2023-EIMS Dated: 11th April, 2023

The Chief Electoral Officers of

all the States/UTs.

Subject: SOP for State Level EVM Nodal Officers – reg.

Sir,

I am directed to refer to the subject cited and to state that an SOP has been prepared for State level EVM Nodal Officers consisting of Checklist/Planner of various duties assigned to them during the Election and Non-Election Periods along with DONTs prescribed for them. This is being circulated to only aid in discharge of duty by State level EVM Nodal Officers and is not comprehensive list of duties.

The said SOP is enclosed herewith with a request that the same be brought to the notice of EVM Nodal Officer of your State/UT, for information and necessary compliance.

Yours faithfully,

(O. P. Sahani)

Under Secretary

Encl: As above.

SoP for EVM NODAL OFFICER

INTRODUCTION

EVM Nodal Officer will be In-charge and responsible for all matters related to EVM-VVPAT. He/she works under the CEO of the State and co-ordinate with ECI, manufacturers of EVMs and VVPATs (M/s Bharat Electronics Limited and M/s Electronics Corporation of India Limited) and manufacturers of various consumables related to EVMs and VVPATs (BEL and ECIL for EVM-VVPAT related various consumables like Power Packs for EVMs and VVPATs, Paper Rolls for VVPATs and India Security Press for Common Address Tags, Pink Paper Seals, Green Paper Seals) and local vendors for Special Tags etc.

PLANNER : KEY ACTIVITIES

NON-ELECTION PERIOD

(From C+45 days to First Level Checking)

S. No.	Particulars	Time Line
1	**Ascertaining the position of Election Petition for High Court concerned** (Written as well as personally)	Next day of completion of Election Petition period (i.e. C+45 days)
	Next day of completion of Election Petition period (i.e. C+45 days)	
	a) Confirm whether Election Petition(s) is related to EVM-VVPAT and Counting of Votes or not.	Within 7 days of getting confirmation of EP status
	b) Marking of Election Petition status in EVM Management System (EMS) with relevant documents.	On the same day of getting confirmation of EP status
	c) If EVM-VVPAT is NOT the subject matter of Election Petition(s), ensure filing an application before the High Court concerned for releasing the EVMs and VVPATs for further use.	Within 10 days of getting confirmation of EP status
	d) Whenever, EVM-VVPATs are released from EP, the EVMs and VVPATs should be marked in EMS as "Available for use".	On the same day of getting confirmation from the Court
2	**Sending of non-functional EVMs and VVPATs pertaining to commissioning, dispersal, poll and counting etc., which are not involved in any Election Petition/ Court cases, to manufacturer concerned (BEL/ECIL).**	Within 10 days of getting confirmation of EP status/ Court clearance status
3	**Regularly check Physical Aspects of the EVM-VT Warehouse to ensure compliance of ECI Instructions including Security & Safety arrangements.**	
	a) Monthly Inspection Report	15th day of every month (except April, July, October and January)
	b) Quarterly Inspection Report (Inspection to be carried out during March, June, September and December)	15th day of April, July, October and January

4	**Monitoring of movement of EVMs and VVPAT related to your State or EVM vehicle passing through your State.**	Daily basis (Instant issue of instruction to different Offices in the State to co-operate in safe, secure and error-free transportation).
	a) Factory to State	
	b) State to Factory	
	c) Inter-state movement	
	d) Intra-state movement	
5	**First Level Checking (FLC) of EVMs and VVPATs**	
	a) Ensure required quantity of EVMs and VVPATs to be deployed.	At least 30 days before start of FLC
	b) Ensure FLC workshop for District Election Officers and FLC Supervisor in consultation with ECI.	At least 20 days before start of FLC
	c) Fixation of FLC schedule in consultation with BEL/ECIL and intimation to ECI.	At least 20 days before start of FLC
	d) Ensure availability of required Power Packs for EVMs and VVPATs and Pink Paper Seals to be used during FLC and also to send procurement orders of all consumables related to EVMs and VVPATs including Indelible Ink.	At least 15 days before start of FLC
	e) Randomization of FLC engineers and intimation to BEL/ECIL and DEOs concerned.	At least 10 days before start of FLC
	f) Intimation of FLC schedule to ECI for deputing EVM Nodal Officer(s) of other States/UTs.	At least 10 days before start of FLC
	g) Sharing of webcasting link to ECI.	One day before FLC
	h) Collection of FLC-Preparedness Certificates from DEOs concerned and intimation to ECI.	At least 2 days before start of FLC in a particular district
	i) Visit to districts to oversee FLC and FLC quality.	During FLC
	j) Monitoring of FLC process through webcasting.	On daily basis
	k) After completion of FLC in districts, obtaining FLC completion certificates from DEOs concerned and intimation to ECI.	Next day of completion of FLC

NON-ELECTION PERIOD

(From completion of First Level Checking to Announcement of Election)

S. No.	Particulars	Time Line
1	**Sending of FLC rejected EVMs and VVPATs to BEL/ECIL under intimation to ECI.**	Within 7 days of completion of FLC
2	**Ensure taking out of 10% (maximum 10% of total polling stations) for EVM-VVPAT training and awareness purpose with Yellow Stickers. Also ensure marking these units as "Awareness" units in EMS.**	Immediate after completion of FLC
	a) Ensure storage of training and awareness EVMs and VVPATs in a separate designated warehouse.	Immediate after completion of FLC

	b) Ensure and monitor setting up of EVM Demonstration Centres (EDC) at DEO and RO HQs/Revenue Sub-Division Offices.	Daily basis
	c) Ensure and monitor Mobile Demonstration Van (MDV) to cover all polling stations for awareness purpose.	Daily basis
	d) Submission of progress report to ECI.	Weekly basis
	e) Comprehensive plan for Training and Awareness Program for EVM-VT.	Within 5 days of completion of FLC
	f) Ensure NO physical display through EDC and MDV after announcement of election by the ECI.	Announcement of election day

ELECTION PERIOD

(From Announcement of Election to Election Petition Period i.e. C+45 days)

S. No.	Particulars	Time Line
1	**First Randomization of EVMs and VVPATs through EMS**	
	a) Ensure timely completion of First Randomization of EVMs and VVPATs.	Within 2-3 days of announcement of election
	b) Ensure identification of AC Strong room and mapping the same in EMS.	Well before First Randomization
	c) Ensure compliance of ECI SoP on storage and security. Obtain Strong Room Safety Certificate from DEO and SP.	Within 2-3 days of announcement of election
	d) Co-ordination with ECI-EMS Team for technical support.	Need base
2	**Second Randomization of EVMs and VVPATs through EMS**	
	a) Ensure timely completion of 2nd randomization.	Within 2 days of finalization of list of contesting candidates and before commissioning.
	b) Ensure updation of polling stations before 2nd Randomization.	
	c) Co-ordination with ECI-EMS Team for technical support.	Need base
3	**Commissioning of EVMs and VVPATs**	
	a) Ensure preparedness of commissioning of EVMs and VVPATs as per ECI instructions.	
	b) Check issue of NOTICE by RO to candidates.	
	c) Ensuring safe keeping of SLU as prescribed.	
	d) Sending report on replacement of non-functional EVMs and VVPATs.	Daily basis
4	**Dispersal Day**	
	a) Co-ordination with District EVM-VVPAT Nodal Officer and ensure proper dispersal of polling parties and send the dispersal report of EVM-VVPAT to ECI.	Same day of dispersal day as well as on poll day
	b) Ensure movement of EVMs and VVPATs through GPS/Mobile app based tracking	

5	**Poll Day**		
	a)	Closely monitor the mock poll and ensure mock poll replacement report to be sent to ECI timely.	Poll day (by 9.00 AM)
	b)	Closely monitor the Actual Poll replacements and reports to be sent to ECI timely.	Poll day (11.00 AM, 1.00 PM, 3 PM and 5 PM)
	c)	Set up Rapid Response Teams towards media reporting and timely respond to misinformed and baseless aspersions cast on the credibility of EVMs.	Poll day
	d)	Closely monitor the End of Poll and send the required reports in the prescribed formats to ECI timely.	Poll day (Final Report)
	e)	Ensure updation of replacement of EVM-VVPAT during Mock Poll, Actual Poll in EMS.	Next day of Poll Day
	f)	Ensure the Storage of Polled and Un-Polled EVMs-VVPATs as per ECI Instructions.	Next day of Poll Day
6	**Counting Day**		
	a)	Ensure timely sending of Counting Reports to ECI (VVPAT slips count report).	After completion of Counting of Votes
	b)	Ensure VVPAT slips are removed from all VVPATs after completion of counting of votes.	
	c)	Ensure compliance of storage and security of EVMs at DEO level in EVM Strong Rooms, and metal trunk containing VVPAT slips along with statutory documents in strong room meant for keeping statutory documents.	
	d)	Ensure VVPATs are not stored in the strong room with EVMs during EP Period.	
Note: Above SoP is only illustrative based on important activities related to EVMs and VVPATs. However, EVM Nodal Officer shall go through the latest EVM-VVPAT Manual and instructions on EVMs and VVPATs issued from time to time. Non-compliance of any instructions on EVMs and VVPATs shall be viewed seriously by the ECI and EVM Nodal Officer shall be responsible for any lapse on his part.			

DON'TS FOR EVM NODAL OFFICER
➢ Don't interact with any Media, Political Parties etc. without consent of the Chief Electoral Officer.
➢ Don't send any field report without any observation and comment/remark/recommendation.
➢ Don't withhold any information and incidence related to EVMs and VVPATs.
➢ Don't send any request for exemption from meeting, field visit etc. without unavoidable reason.
➢ Don't hesitate to call ECI Officer concerned for any clarification or doubt.
➢ Don't seek any direction of the ECI on EVM/VVPAT matter, where there is clear cut instructions or directions of the ECI.
➢ Don't be fully dependent on technical person on operation of EMS.
➢ Don't forget to ensure daily shredding of VVPAT paper slips generated till P-1 day.
➢ Don't have non-serious approach to any EVM related matter.

INSTURCTION No. 110

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. 51/8/3/2023-EIMS-I Dated: 17th April, 2023

1. The Chief Electoral Officers of
all the States and UTs.

2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Jalahalli Post, Bengalure-560012, Karnataka.

3. The Chairman-Cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad, Telangana 500051.

Subject: Standard Operating Procedure (SoP) for Movement of EVMs & VVPATs through the States/UTs that are undergoing elections - reg.

Madam/Sir,

I am directed to say that EVM/VVPAT inventory management involves movements like despatch of new supply from the manufacturers to various States/UTs, return of field rejects to the manufacturers for repairs, allocation of repaired units from the manufacturers to various States/UTs, need-based inter-State movement etc., from time to time, as ordered by the Commission. The factory sites of the manufacturer PSUs viz. Bharat Electronics Limited and Electronics Corporation of India Limited are located in different States like Karnataka (Bengaluru), Telangana (Hyderabad), Haryana (Panchkula), Andhra Pradesh (Tirupati) etc.

2. In this regard, it is stated that as per existing SoP/guidelines on movement involves:

(a) Adequate foolproof armed security arrangements are made for the transportation of the machines.

(b) Every vehicle carrying EVMs and VVPATs are fitted with GPS.

(c) The movement of each of the vehicle carrying EVMs and VVPATs are closely monitored on daily basis, until it reaches the destination, by the Chief Electoral Officers/District Election Officers of the concerned State through which the vehicle carrying EVMs and VVPATs are to pass.

(d) One Official, not below the rank of Tehsildar (or equivalent as known), with each vehicle is also appointed by the CEO/DEO and their cell numbers are given to concerned officers of States through which vehicle passes, who shall be in contact with the official on monitoring of the transportation of EVMs and VVPATs.

(e) A signage is labeled on the wind-screen of the vehicle carrying EVMs and VVPATs "Election Materials-Urgent" for smooth passage of the vehicle with clear mention of originating and destination places.

(f) Recognised National and State Political Parties are invited to remain present at the time of opening and closing of warehouses in the States.

3. Generally, movement of EVMs and VVPATs from or to or within poll bound State(s)/District(s) especially during the period commencing from Commissioning of EVMs/VVPATs to Counting of Votes shall be avoided, as there may be a possibility of miscommunication/disinformation resulting into avoidable aspersions. However, various essential movements of EVMs and VVPATs originating from or terminating at the poll bound State/district having the manufacturing premises/companies cannot be avoided for several weeks.

4. For this purpose, the manufacturers (BEL/ECIL) and the sender/receiver CEOs shall provide tentative full movement plan of containerised vehicles carrying EVMs and VVPATs to be passed through any enroute State/district in advance to the Chief Electoral Officer by email, letter and telephonically. The Chief Electoral Officer of poll-bound State/UT shall intimate the National & State Recognised Political Parties, in writing, about all such movements of EVMs and VVPATs that is planned through the State/UT and destined to go to or come from other States/UTs.

5. Responsibility to provide armed security, track GPS movement of vehicles and to inform enroute/ destination States/UTs/PSUs shall be as follows:

Sender	**Receiver**	**Responsibility to**		
		Provide Armed Security	**Track GPS Monitoring of vehicles**	**Inform Enroute/ Destination States/UTs/PSU**
State/UT	State/UT	Receiver State/UT	Receiver State/UT	Receiver State/UT
State/UT	PSU	Sender State/UT	Sender State/UT	Sender State/UT
PSU	State/UT	Receiver State/UT	Receiver State/UT	Receiver State/UT

This shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(O. P. Sahani)
Under Secretary

INSTURCTION No. 111

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/INST/2023-EMS Dated: 16th October, 2023

1. The Chief Electoral Officers of

all States/UTs.

Subject: Brochure for Presiding Officer on use of EVM and VVPAT-regarding.

Sir/Madam,

I am directed to forward herewith the Brochure for Presiding Officer on use of EVMs & VVPATs, which outlines various activities like preliminary cheeks of EVMs & VVPATs on dispersal day, setting up of EVMs & VVPATs at Polling Stations, conduct of Mock Poll, Sealing of CU and VVPAT after Mock Poll, start of Actual Poll and Closing of poll procedure, done by the Presiding Officer during the Election. It is, therefore, requested to get it translated in the local language(s). Sufficient copies of the Brochure may be printed and distributed to all Presiding Officers during the training session as well as at the time of dispersal of EVMs & VVPATs during elections and any other occasion as you may deem fit.

The said brochure shall also be made uploaded on the CEO's website.

Yours faithfully,

(Rakesh Kumar)

Under Secretary

ELECTION COMMISSION OF INDIA

BROCHURE FOR PRESIDING OFFICER

(ON USE OF EVM & VVPAT)



OCTOBER 2023

Preliminary Checks on Dispersal Day

1. Remove Ballot Unit(s), Control Unit and VVPAT carefully from the respective carrying case.

2. WHAT TO CHECK ON EVM AND VVPAT?

Ballot Unit(s)
• Address Tags of BU to ensure BU(s) is pertaining to your assigned polling station.
• Pink Paper Seals of BU are intact.
• Ballot Paper is installed properly.
• Ballot buttons upto NOTA (Candidate Blue Buttons) are unmasked.
• Thumb wheel position is 01 for first BU (If more than 01 BU is used, Thumb wheel position for 2nd BU is 02, for 3rd BU is 03 and so on).
Control Unit
• Address Tags of CU to ensure CU is pertaining to your assigned polling station.
• Pink Paper Seals of CU are intact.
• Switch ON the CU (without connecting to BU and/or VVPAT) to check Battery status and number of contesting candidates. Thereafter, Switch OFF the CU.
VVPAT
• Address Tags of VVPAT to ensure that VVPAT is pertaining to your assigned polling station.
• Power Pack (Battery) is installed.
• VVPAT knob is horizontal (i.e. Transportation mode). If VVPAT knob is vertical (i.e. Working mode), keep the knob horizontal.

3. WHAT NOT TO DO?

• Don't connect Ballot Unit, Control Unit and VVPAT during dispersal.
• Don't keep BU, CU and VVPAT outside their respective carrying case after checking.
• Don't take away EVM & VVPAT to any unauthorised place like residence, hotel etc.
• Don't remove/damage any seal from BU, CU and VVPAT.
• Don't use vehicle other than vehicle provided for dispersal.
• Don't setup Voting Compartment near open window or door.
• Don't setup Voting Compartment just below the high illusion bulb/light.

Setting up of BU, CU & VVPAT at Polling Station before starting mock poll

1. Remove Ballot Unit(s), Control Unit and VVPAT carefully from the respective carrying case.
2. Place BU(s) and VVPAT in Voting Compartment. VVPAT must be left side of BU.
3. Place CU on Table of Presiding/Polling Officer (In-Charge of CU), so that these are not moved after setting up or after mock poll.



4. Connect Cable of BU with VVPAT and Cable of VVPAT with CU without pressing latches of the connector.





5. Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT before Switching ON the Control Unit.



6. Tape the connecting cables of BU/CU/VVPAT to the leg of the table with "Transparent Adhesive Tape"

7. WHAT NOT TO DO?

• Don't Switch ON the CU while connecting or disconnecting the EVM and VVPAT using cables.
• Don't press both side latches of connector while connecting the cable.
• Don't disconnect cables without pressing both side latches of connector.
• Don't forget to keep VVPAT knob in vertical position (i.e. working mode), before switching on the CU.
• Don't keep VVPAT right side of Ballot Unit.
• Don't left cables untapped (transparent tape)

Conduct of Mock Poll

Mock Poll must be conducted 90 minutes before scheduled actual poll time. If one or no polling agent is present, wait for 15 minutes to start mock poll.

1. Show VVPAT slips compartment is empty.
2. Switch ON the CU.
3. Press **TOTAL** button and show '0' vote in CU. If there is any pre-vote, clear the vote.
4. Cast atleast 50 votes and record manually on paper/register number of votes given to each candidate including NOTA.
5. After mock poll votes, press **CLOSE** button of CU.
6. Thereafter, press **RESULT** button of CU to ascertain mock poll result and tally with manual record.
7. Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
8. Mock poll tallies ONLY if 6 & 7 above are both satisfied.
9. Press **CLEAR** button of CU to clear mock poll result from CU and show '0' vote to polling agents.
10. Stamp mock poll VVPAT slips with stamp **'MOCK POLL SLIP'**
11. Keep mock poll VVPAT slips in Black Envelope and then seal with Pink Paper Seal.
12. Switch OFF the CU.
13. Show empty drop box of VVPAT to polling agents.
14. Fill Mock Poll Certificate **(Presiding Officer's Report- Part-I)** carefully. Obtain signatures of all Polling Officers and Polling Agents on it.

Replacement Protocol for Mock Poll: All 'ERROR' massages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

•	In case BU or CU or VVPAT not functioning, replace the respective unit only i.e.
(i)	If BU is non-functional, replace only BU.
(ii)	If CU is non-functional, replace only CU.
(iii)	If VVPAT is non-functional, replace only VVPAT.

WHAT NOT TO DO?

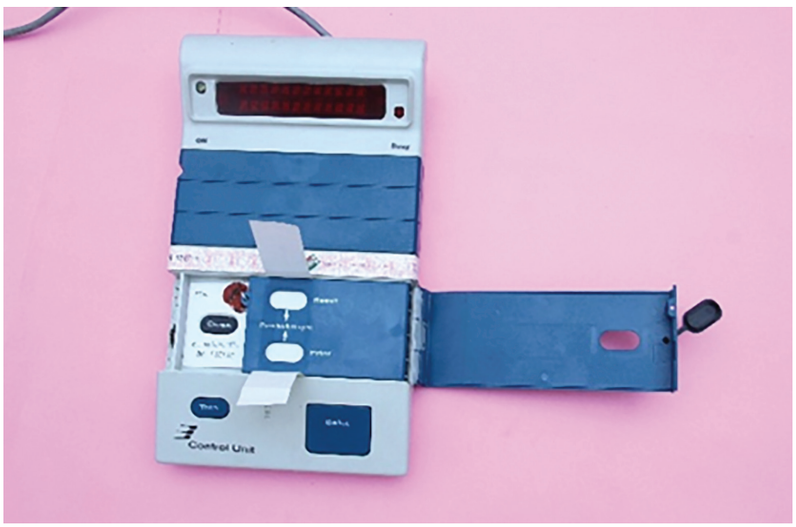
- Don't stop mock poll without casting atleast 50 votes.
- Don't start actual poll without clearing mock poll data from CU and without removing mock VVPAT slips from the drop box of VVPAT.
- Don't keep VVPAT mock slips unstamped.
- Don't Switch OFF and ON CU while mock poll is going on.
- Don't disconnect and connect cables while mock poll is going on.

Sealing of CU and VVPAT after Mock Poll

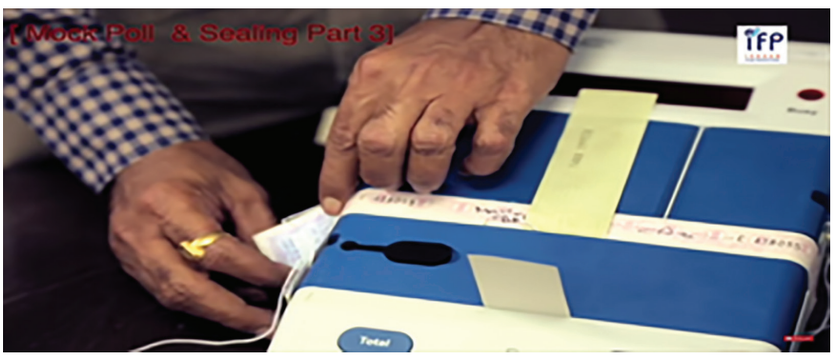
1. Seal the CU with Green Paper Seal, Special Tag and Address Tag and obtain signatures of polling agents on them.



Fixing Green Paper Seal



Sealing inner Result Section with Special Tag



Sealing outer Result Section with Address Tag





Affixing Green Paper Seal

2. Seal the drop box of VVPAT with Address Tag and ask polling agents also to sign it.



Sealing of Drop Box of VVPAT with Address Tag

Start of Actual Poll

1. Switch ON the Control Unit.
2. Press **TOTAL** button of CU to confirm Zero vote and show to polling agents.
3. Before the first voter signs in Form 17A (Register for 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".**

Replacement Protocol for Actual Poll: All 'ERROR' massages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

- In case CU shows Error "Replace VVPAT", switch OFF the CU and replace only VVPAT. No MOCK POLL is required.
- In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by cast of 01 vote to each contesting candidates including NOTA. Follow mock poll process including clearing of mock poll vote from CU and removal of mock poll VVPAT slips etc. Also make separate mock poll certificate.
- In case CU shows Error "Replace Power Pack of VVPAT", switch OFF the CU and replace only Power Pack of VVPAT. No MOCK POLL is required.
- In case CU shows Error "Replace Power Pack of CU", switch OFF the CU and replace only Power Pack of CU and seal the power pack compartment of CU. No MOCK POLL is required.

WHAT NOT TO DO?

- Don't Switch OFF and ON CU while actual poll is going on.
- Don't disconnect and connect cables while actual poll is going on.
- Don't conduct mock poll when only VVPAT or Power Pack of CU/VVPAT/BU is replaced.

Closing of poll procedure

1. Press CLOSE button of CU
2. Press TOTAL button of CU to note total polled votes in CU in Form 17C and Presiding Officers' Diary and also Poll Start Time (PST) and Poll End Time (PET).
3. Switch OFF the CU.
4. Disconnect cable of BU from VVPAT and VVPAT cable from CU.
5. Remove Power Pack (Battery) from VVPAT.
6. Keep BU, CU and VVPAT in the respective carrying case.
7. Seal each carrying case with Address Tags and obtain signature of polling agents on them.

WHAT NOT TO DO?

- Don't press CLOSE button of CU before notified poll close time or completion of poll.
- Don't disconnect cables without Switch OFF the CU.
- Don't left Power Pack of VVPAT in VVPAT after completion of poll.
- Don't left carrying cases without sealing and obtaining signature of Polling Agents after poll.
- Don't use other vehicle for depositing polling materials at collection centre.

INSTURCTION No. 112

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/INST/2023-EMS Dated: 16th October, 2023

The Chief Electoral Officers of

all States/UTs.

Subject: EVM Brochure for Electors on use of EVM and VVPAT -regarding.

Sir/Madam,

I am directed to forward herewith the EVM Brochure for Electors, which elucidated various aspects of EVMs & VVPATs viz. components of EVMs & VVPATs, Technical Security Features, Administrative Measure and Role of Candidates and their Agents, Randomizations, various layers of Security of Polled EVMs/VVPATs and "How to Cast Your Vote", for necessary action.

The said brochure shall also be made uploaded on the CEO's website.

Yours faithfully,

(Rakesh Kumar)
Under Secretary

EVM BROCHURE FOR ELECTORS



OCTOBER, 2023

ELECTION COMMISSION OF INDIA



Control Unit (CU) **VVPAT** **Ballot Unit (BU)**

Electronic Voting Machine (EVM): An EVM consists of two units, namely, Control Unit (CU) and Ballot Unit (BU) with a cable (5mt.long). A Ballot Unit caters upto16 candidates. 24 (Twenty-four) Ballot Units can be cascaded together for catering to 384 candidates (including NOTA) which can be used with one Control Unit. On the right side of the BU along the candidates' vote button, digits 1 to 16 are embossed in Braille signage for guidance of visually impaired electors. It runs on a power pack (Battery) having 7.5 volts.

Voter Verifiable Paper Audit Trail (VVPAT): Voter Verifiable Paper Audit Trail is an independent system attached with the Electronic Voting Machines that allows the voters to verify that their votes are cast as intended. VVPAT runs on a power pack (Battery) of 22.5 volts.

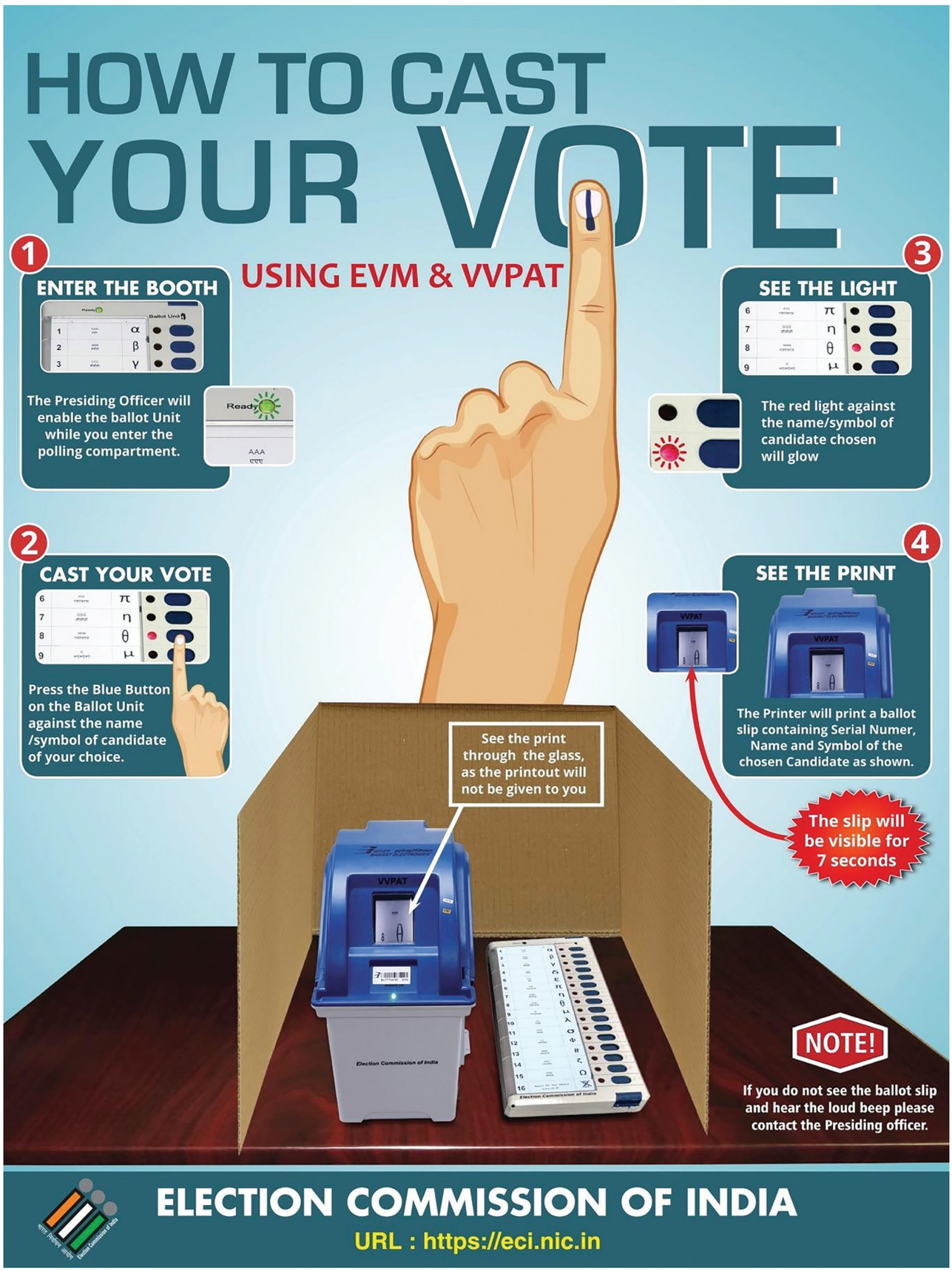
Functioning of EVM and VVPAT:

- Control Unit is kept with the Presiding Officer/Polling Officer and Ballot Unit and VVPAT are kept in the Voting Compartment.
- When a vote is cast on Ballot Unit by pressing candidate button (Blue Button) of his/her choice, RED light is glow against that particular candidate button.
- On other hand, a slip is printed on the VVPAT printer containing the serial number, name and symbol of the candidate and remains exposed through a transparent window for about 7 seconds.
- Thereafter, this printed slip automatically gets cut and falls in sealed drop-box of the VVPAT.
- Thereafter, a beep sound is heard from the Control Unit to ensure vote has been registered successfully.

Technical Security Features		
Features	**Purpose**	**Ruled Out**
Standalone	EVM used by the Commission is a stand-alone non-networked machine which can be connected to EVM components only (e.g. CU, BU, VVPAT, SLU, P-FLCU).	Any connection with external world through wire or wireless
One Time Programmable (OTP) Chip	The machine is electronically protected to prevent any tampering/manipulation. The programme (software) used in these machines is burnt into a One Time Programmable (OTP) chip so that it cannot be altered or tampered with.	Any alteration or tampering
Unauthorized Access Detection Module (UADM)	Software as well as polled data is stored in the micro-controller of the Control Unit of EVM, which is protected by a Secure Module. Any attempt to open the Secure Module at any time whether the machine is on or off, renders the machine in factory mode and the machine becomes inoperative.	Any access to microcontroller or memory
No Radio Frequency Transmission or Reception Capability	Any tampering of ECI-EVM by coded signals by wireless, Bluetooth or WiFi is ruled out as EVM does not have any radio frequency (RF) communication capability, hence, cannot communicate through Wifi, Bluetooth etc.	Any tampering by coded signals by wireless like Bluetooth or Wifi
Dynamic Coding of Key Presses	Every key press is coded dynamically making it impossible for anyone to decode the signals between Control Unit and Ballot Unit.	Any decoding of the signal between Control Unit, Ballot Unit and VVPAT
Most Advanced Encryption Techniques	Standards used are proven to work effectively in modern systems	Any deciphering by tapping cables
Strong Mutual Authentication Capability	The strong mutual authentication capability ensures that any unauthorized devices cannot interact with EVMs	Any interaction with any unauthorized devices
Real Time Clock for date and time stamping key presses	Every authorised or un-authorised key press is recorded with date and time stamp on real time basis.	Any malpractice

S. No.	Various activities related to EVMs/VVPATs with the involvement of the representatives of National & State Recognised Political Parties and Candidates
1.	**Opening and Closing of EVM warehouse**
	• During non-election period till finalization of list of the contesting candidates, EVM-VVPAT warehouses are opened/closed (for any purpose like movement, inspection etc.) in the presence of the representatives of National and State Recognised Political Parties. • With finalization of list of the contesting candidates, candidates and their representatives are involved while opening and closing of EVM-VVPAT warehouses/strong room. • Opening and Closing of EVM warehouse/strong room is done under videography.
2	**First Level Checking of EVMs and VVPATs**
	• First Level Checking of EVMs and VVPATs is conducted before every election by the authorised engineers of Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited (ECIL) at DEO level. • For this purpose, National and State Recognised Political Parties at district headquarters are invited in writing by DEO concerned at least two days before the beginning of FLC and a copy is endorsed to state headquarters. • The representatives of National and State Recognised Political Parties are involved to oversee entire FLC process. • Higher mock poll is conducted in 5% randomly selected EVMs and VVPATs (i.e. 1200 votes in 1% EVMs, 1000 votes in 2% EVMs and 500 votes in 2% EVMs). The electronic result of EVM is tallied with the VVPAT slips count. They are allowed to pick 5% EVMs and VVPATs randomly and also to do mock poll. • List of FLC ok EVMs and VVPATs is shared with all National and State Recognised Political Parties. • The representatives of National and State Recognised Political Parties are allowed to sign the seals, forms register during FLC.
3	**Taking out of EVMs and VVPATs for Training and Awareness after FLC**
	• After completion of FLC, maximum up to 10% EVMs and VVPATs are taken out for awareness and training purpose in the presence of National and State Recognised Political Parties. • The list of awareness and training EVMs and VVPATs is shared with them.
4	**Randomizations of EVMs and VVPATs**
	• First randomization of EVMs and VVPATs is conducted in the presence of National and State Recognised Political Parties to allocate EVMs and VVPATs Assembly constituency/ segment-wise. • List of first randomized EVMs and VVPATs (AC/AS-wise) is shared with National and State Recognised Political Parties. • After finalization of list of contesting candidate, list of first randomized EVMs and VVPATs (AC/AS-wise) is also shared with contesting candidate. • Second randomization of EVMs and VVPATs is conducted, before commissioning of EVMs and VVPATs, in the presence of contesting candidates to allocate polling station wise and reserve machines. • The list of second randomized EVMs and VVPATs is shared with contesting candidates.
5	**Commissioning of EVMs and VVPATs**
	• Commissioning of EVMs and VVPATs for use in poll is done in the presence of contesting candidates. • Candidates/their representatives are allowed to sign the seals used in sealing EVMs and VVPATs.

	• Higher mock poll is conducted in 5% randomly selected EVMs and VVPATs by casting 1000 votes. The electronic result of EVM is tallied with the VVPAT slips count. Candidates/their representatives are allowed to pick 5% EVMs and VVPATs randomly and also to do mock poll.
6	**Dispersal of EVMs and VVPATs with Polling Parties**
	• Dispersal of EVMs and VVPATs are done in the presence of the contesting candidates.
7	**Mock Poll and Actual Poll on Poll Day**
	• Mock Poll on Poll day is conducted at every polling station in the presence of the polling agents nominated by the contesting candidates.
	• Polling agents nominated by the contesting candidates are allowed to remain in polling stations to observe polling process.
	• Polling agents are allowed to sign the seals used in sealing EVMs and VVPATs (before commencement of poll and close of poll).
8	**Transportation of polled EVMs and VVPATs from Polling Stations to Collection Centre**
	• Candidates/Polling agents are allowed to follow vehicles carrying polled EVMs and VVPATs from polling station to collection centre.
9	**Storage of Polled EVMs and VVPATs**
	• Polled EVMs and VVPATs are stored in the strong room in the presence of Candidates/their representatives. • Candidates/their representatives are also allowed to put their seals on the locks of the strong room. • Candidates/their representatives are also allowed to monitor storage and security of polled EVMs and VVPATs.
10	**Counting Day**
	• Polled Strong Room is opened in the presence of Candidates/their representatives, Returning Officer, ECI Observer on counting days.
	• Counting of votes is done in the presence of candidates and counting agents appointed by them.


HOW TO CAST YOUR VOTE
USING EVM & VVPAT
1
ENTER THE BOOTH
The Presiding Officer will enable the ballot Unit while you enter the polling compartment.
Ready
2
CAST YOUR VOTE
Press the Blue Button on the Ballot Unit against the name /symbol of candidate of your choice.
3
SEE THE LIGHT
The red light against the name/symbol of candidate chosen will glow
4
SEE THE PRINT
The Printer will print a ballot slip containing Serial Numer, Name and Symbol of the chosen Candidate as shown.
VVPAT
See the print through the glass, as the printout will not be given to you
The slip will be visible for 7 seconds
Election Commission of India
NOTE!
If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.
ELECTION COMMISSION OF INDIA
URL : https://eci.nic.in

Instruction No. 113

EVM BROCHURE FOR CANDIDATES & POLITICAL PARTIES



NOVEMBER, 2023

ELECTION COMMISSION OF INDIA



Control Unit (CU) **VVPAT** **Ballot Unit (BU)**

Electronic Voting Machines & VVPATs are manufactured by M/s. Bharat Electronics Limited (A PSU under Ministry of Defence) and M/s. Electronics Corporation of India Limited (A PSU under Department of Atomic Energy).

Electronic Voting Machine (EVM): An EVM consists of two units, namely, Control Unit (CU) and Ballot Unit (BU). A Ballot Unit caters upto16 candidates. 24 (Twenty-four) Ballot Units can be cascaded together for catering to 384 candidates (including NOTA) with one Control Unit. On the right side of the BU along the candidates' vote button, digits 1 to 16 are embossed in Braille signage for guidance of visually impaired electors. It runs on a power pack (Battery) having 7.5 volts.

Voter Verifiable Paper Audit Trail (VVPAT): Voter Verifiable Paper Audit Trail is an independent system attached with the Electronic Voting Machines that allows the voters to verify that their votes are cast as intended. VVPAT runs on a power pack (Battery) of 22.5 volts.

Functioning of EVM and VVPAT:

- Control Unit is kept with the Presiding Officer/Polling Officer and Ballot Unit and VVPAT are kept in the Voting Compartment.
- When a vote is cast on Ballot Unit by pressing candidate button (Blue Button) of his/her choice, RED light is glow against that particular candidate button.
- On other hand, a slip is printed on the VVPAT printer containing the serial number, name and symbol of the candidate and remains exposed through a transparent window for about 7 seconds.
- Thereafter, this printed slip automatically gets cut and falls in sealed drop-box of the VVPAT.
- Thereafter, a beep sound is heard from the Control Unit to ensure vote has been registered successfully.

Technical Security Features		
Features	**Purpose**	**Ruled Out**
Standalone	EVM used by the Commission is a stand-alone non-networked machine which can be connected to EVM components only (e.g. CU, BU, VVPAT, SLU, P-FLCU).	Any connection with external world through wire or wireless
One Time Programmable (OTP) Chip	The machine is electronically protected to prevent any tampering/manipulation. The programme (software) used in these machines is burnt into a One Time Programmable (OTP) chip so that it cannot be altered or tampered with.	Any alteration or tampering
Unauthorized Access Detection Module (UADM)	Software as well as polled data is stored in the micro-controller of the Control Unit of EVM, which is protected by a Secure Module. Any attempt to open the Secure Module at any time whether the machine is on or off, renders the machine in factory mode and the machine becomes inoperative.	Any access to microcontroller or memory
No Radio Frequency Transmission or Reception Capability	Any tampering of ECI-EVM by coded signals by wireless, Bluetooth or WiFi is ruled out as EVM does not have any radio frequency (RF) communication capability, hence, cannot communicate through Wifi, Bluetooth etc.	Any tampering by coded signals by wireless like Bluetooth or Wifi
Dynamic Coding of Key Presses	Every key press is coded dynamically making it impossible for anyone to decode the signals between Control Unit and Ballot Unit.	Any decoding of the signal between Control Unit, Ballot Unit and VVPAT
Most Advanced Encryption Techniques	Standards used are proven to work effectively in modern systems	Any deciphering by tapping cables
Strong Mutual Authentication Capability	The strong mutual authentication capability ensures that any unauthorized devices cannot interact with EVMs	Any interaction with any unauthorized devices

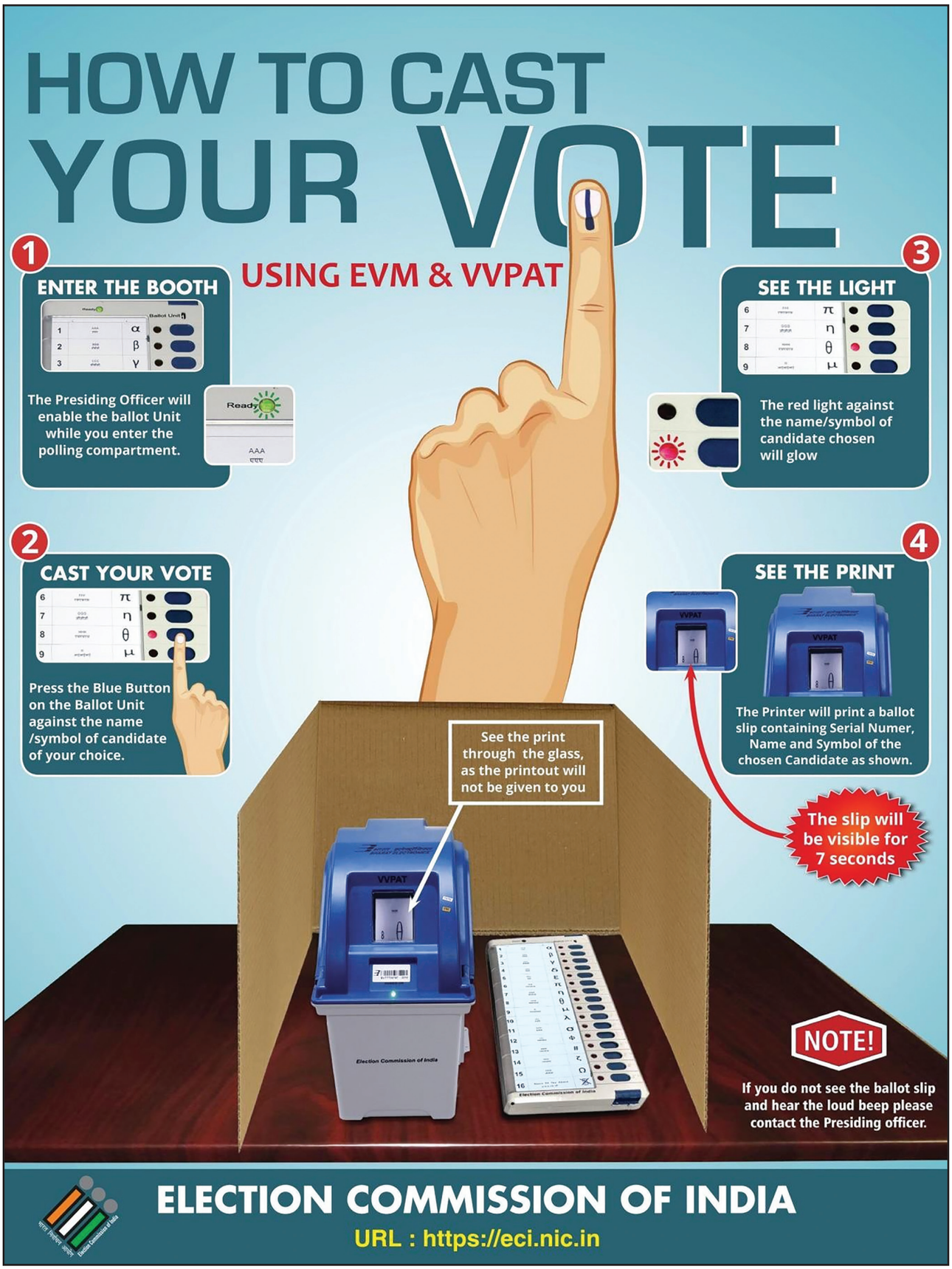
Real Time Clock for date and time stamping key presses	Every authorised or un-authorised key press is recorded with date and time stamp on real time basis.	Any malpractice

S. No.	Various activities related to EVMs/VVPATs with the involvement of the representatives of National & State Recognised Political Parties and Candidates
1.	**Storage of EVMs and VVPATs During Non-Election Period** • Generally, EVM-VVPATs are stored at district headquarters under custody of District Election Officer (DEO). • EVM-VVPATs are stored under double lock system with all keys of Lock-1 with DEO and all keys of Lock-2 with Deputy DEO or equivalent. • EVM-VVPAT warehouse/strong room has minimum ½ section armed security, CCTV coverage, log-book etc. • During non-election period till finalization of list of the contesting candidates, EVM-VVPAT warehouses are opened/closed (for any purpose like movement, inspection etc.) in the presence of the representatives of National and State Recognised Political Parties. • With finalization of list of the contesting candidates, candidates and their representatives are involved while opening and closing of EVM-VVPAT warehouses/strong room. • Opening and Closing of EVM warehouse/strong room is done under videography.
2	**First Level Checking of EVMs and VVPATs** • First Level Checking of EVMs and VVPATs is conducted before every election by the authorised engineers of Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited (ECIL) at District Election Officer (DEO) level. • For this purpose, National and State Recognised Political Parties at district headquarters are invited in writing by DEO concerned at least two days before the beginning of FLC and a copy is endorsed to state headquarters. • The representatives of National and State Recognised Political Parties are involved to oversee entire FLC process and also to put their signatures on the paper seal (Pink Paper Seals affixed on the Control Units) and various documents related to FLC. • Functionality check of every EVM & VVPAT is conducted using Pre FLC unit (PFLCU). • Dummy Symbols are loaded in every VVPAT using Symbol Loading Unit (SLU). Symbols being loaded in VVPATs are simultaneously displayed on the monitor/TV screen for viewing by representatives of Political Parties. • During FLC cabinet of EVMs are opened in the presence of political party representatives to check there is no spurious component. Further, casting of 6 votes against each of the candidate buttons (i.e. total 96 votes), observation of result and clearing of mock poll data are done for each EVM & VVPAT. • In addition, higher mock poll is conducted in 5% randomly selected EVMs and VVPATs (i.e. 1200 votes in 1% EVMs, 1000 votes in 2% EVMs and 500 votes in 2% EVMs). The electronic result of EVM is tallied with the VVPAT slips count. The representatives of Political Parties are allowed to pick 5% EVMs and VVPATs randomly and also to do mock poll. • Green colour stickers are pasted on the FLC-OK machines and Red colour stickers are pasted on the FLC-Rejected machines. • Status of FLC-OK and FLC-Rejected machines is updated in the EVM Management System (EMS) using mobile app. • List of FLC OK EVMs and VVPATs generated from EMS is shared with all National and State Recognised Political Parties.

	• The representatives of National and State Recognised Political Parties are allowed to sign the seals, forms register during FLC. • FLC-Reject machines are sent to manufacturers for rectification. • FLC-OK machines are stored in Strong Rooms having double lock, CCTV coverage and minimum 1 section Armed Security.
3	**EVMs and VVPATs for Training and Awareness**
	• After completion of FLC, up to 10% EVMs and VVPATs are taken out for awareness and training purpose in the presence of National and State Recognised Political Parties. • The list of awareness and training EVMs and VVPATs is shared with the representatives of the political parties. • EVMs & VVPATs taken out for training & awareness are stored separately in a separate designated warehouse. • EVM Demonstration Centres (EDC) are set up at district election office and at the returning officers headquarters/revenue sub-division offices till the announcement of election. • Mobile Demonstration Van (MDV) are deployed for every assembly constituency/segment to cover all polling locations/electoral literacy clubs. • Training & Awareness EVMs/VVPATs are reintroduced for election, if required, after de-novo FLC, Randomizations and Commissioning.
4	**Randomizations of EVMs and VVPATs**
	• Randomizations of EVMs and VVPATs are done using EVM Management System (EMS) developed by ECI. • First randomization of EVMs and VVPATs is conducted in the presence of National and State Recognised Political Parties to allocate EVMs and VVPATs Assembly constituency/ segment-wise. • List of first randomized EVMs and VVPATs (AC/AS-wise) is shared with National and State Recognised Political Parties. • After finalization of list of contesting candidate, list of first randomized EVMs and VVPATs (AC/AS-wise) is also shared with contesting candidate. • Second randomization of EVMs and VVPATs is conducted, before commissioning of EVMs and VVPATs, in the presence of contesting candidates to allocate polling station wise and reserve machines. • The list of second randomized EVMs and VVPATs is shared with contesting candidates.
5	**Commissioning of EVMs and VVPATs**
	• Commissioning of EVMs and VVPATs for use in poll is done in the presence of contesting candidates, by the district official. • On Commissioning day EVM-VVPAT strong room is opened in the presence of candidates/ their representatives under videography. • Symbol loading in every VVPAT is done by using Symbol Loading Unit (SLU). Symbols being loaded in VVPATs are simultaneously displayed on the monitor/TV screen for viewing by candidates/their representatives. • During Commissioning every EVM & VVPAT is checked by casting 1 vote to each candidate button including NOTA. • In addition, higher mock poll of 1000 votes is done in 5% randomly selected EVMs and VVPATs and electronic result of EVM is tallied with the VVPAT slips count. Candidates/their representatives are allowed to pick 5% EVMs and VVPATs randomly and also to do mock poll. • If any EVM-VVPAT assigned to the polling station is found non-functional during commissioning, the same is replaced with reserve EVM/VVPAT.

	• Candidates/their representatives are allowed to sign the seals used for sealing EVMs and VVPATs. • After Commissioning of EVM-VVPAT, they are kept in the strong room in the presence of candidates/their representatives under double lock system.
6	**Dispersal of EVMs and VVPATs with Polling Parties**
	• On dispersal day EVM-VVPAT strong room is opened in the presence of candidates/their representatives under videography. • Dispersal of EVMs and VVPATs is done in the presence of the candidates/their representatives. • If any EVM-VVPAT found non-functional during dispersal, the same is replaced with reserve EVM/VVPAT.
7	**Poll Day**
	• On Poll day 90 minutes before the Actual Poll start time, mock poll of atleast 50 votes (minimum 1 vote to each candidate including NOTA) is conducted at every polling station in the presence of the polling agents nominated by the contesting candidates. Electronic Result of mock poll is tallied with the VVPAT slip count. • Mock poll data is cleared from the Control Unit and mock poll VVPAT slips are kept in the black envelope and sealed with Pink Paper Seal. • Presiding Officer prepare the Mock Poll Certificate in this effect. • Before starting actual poll, Control Unit is sealed with Green Paper Seal, Special Tag and Address Tag. VVPAT drop box (Ballot compartment) is also sealed using Address Tags. • On completion of Poll, presiding officer press the 'CLOSE' button of Control Unit to close the poll. EVM & VVPAT are kept in the respective carrying cases and sealed with address tags. • Polling Agents are allowed to sign the seals used in sealing EVMs and VVPATs (before commencement of poll and on close of poll). • Polling Agents nominated by the contesting candidates are allowed to remain in polling stations to observe polling process. • A copy of Form 17C containing details of voters, EVM-VVPAT & seals used, vote polled including votes polled in EVM etc. is provided to polling agents.
8	**Transportation of Polled EVMs and VVPATs from Polling Stations to Collection Centre**
	• After completion of poll, EVMs & VVPATs are transported from polling station to collection centre under escort. • Candidates/Polling agents are allowed to follow vehicles carrying polled EVMs and VVPATs.
9	**Storage of EVMs and VVPATs after Poll**
	• Polled EVMs and VVPATs are stored in the strong room in the presence of Candidates/their representatives. • Candidates/their representatives are also allowed to put their seals on the locks of the strong room. • Polled EVM Strong Room has minimum 1 platoon of armed security (CAPF) and CCTV coverage. • Polled EVM Strong Room has two-cordon security. Inner cordon under CAPF and outer cordon under State Armed Police. No one is allowed to enter inner cordon. • Candidates/their representatives are allowed to stay to watch the Strong Room, if entrance of the strong room is not visible, CCTV display facility is provided. • Un-polled non-functional and unused reserve EVMs & VVPATs are stored separately under security.

10	**Counting Day**
	• Polled Strong Room is opened in the presence of Candidates/their representatives, Returning Officer, ECI Observer on counting day under videography. • Counting of votes is done in the presence of candidates and counting agents appointed by them. • On the counting day, Control Units of EVMs are brought to the counting table from the strong room under CCTV coverage, and result is seen on the display of the CU by pressing 'RESULT' button on Control Unit after Seal verification by the Candidates/Counting Agents. • EVM wise result is recorded by Counting Supervisor in Form 17 C and sent to RO for compilation of round wise result. • After completion of counting of votes, mandatory verification of VVPAT slips of randomly selected 5 polling stations per assembly constituency/segment is conducted. • After completion of counting, power packs are removed from the Control Units and Control Units are sealed in their carrying cases. • VVPAT slips are removed from all VVPATs and kept VVPAT-wise in sealed envelopes under CCTV. • Thereafter, EVMs are kept in the EVM Strong Room and sealed envelopes of VVPAT slips are kept with the statutory documents in separate trunk. • Candidates/their representatives are allowed to sign the seals.
NOTE: For details on Technical Features and Administrative procedures on EVMs & VVPATs kindly refer presentation on EVM, Status Paper on EVM and Manual on EVM available on ECI website.	


HOW TO CAST YOUR VOTE
USING EVM & VVPAT
1
ENTER THE BOOTH
The Presiding Officer will enable the ballot Unit while you enter the polling compartment.
Ready
2
CAST YOUR VOTE
Press the Blue Button on the Ballot Unit against the name /symbol of candidate of your choice.
3
SEE THE LIGHT
The red light against the name/symbol of candidate chosen will glow
4
SEE THE PRINT
VVPAT
The Printer will print a ballot slip containing Serial Numer, Name and Symbol of the chosen Candidate as shown.
The slip will be visible for 7 seconds
See the print through the glass, as the printout will not be given to you
Election Commission of India
NOTE!
If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.
ELECTION COMMISSION OF INDIA
URL : https://eci.nic.in

INSTURCTION No. 114

ELECTION COMMISSION OF INDIA

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT (IIIDEM)

Plot No. 1, Sector 13, Dwarka, New Delhi – 110 078

No. 590/Training Instructions/2023 Dated: 14th November, 2023

To

The Chief Electoral Officers of

all States and Union Territories

Sub: Training of Election Machinery associated with conduct of elections – reg.

Ma'am/ Sir,

1.A All instructions on Training of Election Machinery associated with conduct of elections, issued from time to time by various divisions of ECI have been revisited, revised & consolidated and accordingly, the following instructions are rescinded with immediate effect -

i. **Instruction No. PS/AK/2005, dated 06 September, 2005,** pertaining to Training of officials/ Presiding Officers/Patrolling & Sector Magistrates on EVMs

ii. **Instruction No. 464/INST/2008/EPS, dated 23 December, 2008,** pertaining to Training of election machinery including polling and police officials associated with conduct of elections

iii. **Instruction No.464/INST/2008/EPS, dated 26 December, 2008,** pertaining to General Election to the Lok Sabha-2009-Training of Presiding Officers-Filling up of Presiding Officer's Diaries

iv. **Instruction No.464/INST/2008/EPS, dated 21 January, 2009,** pertaining to General Election to the Lok Sabha-2009-Training of Polling Parties on EVMs and procedure to be followed at the polling station

v. **590/IIIDEM – HFRP/2011, dated 17 October, 2011,** pertaining to Honorarium/Remuneration for Guest Faculty/Resource Persons

vi. **Instruction No.590/SLMT/2016/Trg-I, dated 04 March, 2016,** pertaining to Criteria for selection of SLMTs, DLMTs and ALMTs

vii. **Instruction No.590/ECI/LET/IIIDEM/Trg-Trg.II/Certification/2016/ 716,** dated 29 August, 2016, pertaining to Certification Program (CP) for Returning Officers (ROs) and Asst. Returning Officers (AROs)

1.B The revised instructions in the subsequent paragraphs, replacing the rescinded instructions as above, are to be adhered to-

2. The conduct of Elections in India involves the largest man management exercise in the world. Millions of Govt. servants and other persons are directly or indirectly involved in the election process so as to fulfil ECI's constitutional mandate of conducting free and fair elections. The most critical element in ensuring a zero-error election is a competent manpower that can tackle the challenges of pre-poll, poll-day and post-election phases. This necessitates capacity building of the manpower in the various statutory and non-statutory thematic aspects of the election management.

3. The importance of imparting proper training has been highlighted in the instructions issued by ECI, to the CEOs in the past. Emerging challenges have triggered requirement of new capabilities in the use of EVM & VVPATs and other domains like IT Applications, Social Media & Fake News etc. Considering this, instructions are hereby issued for the following stakeholders for training and capacity building of the electoral human resource -

I. India International Institute of Democracy & Election Management (IIIDEM):

The Election Commission of India established IIIDEM in 2011 as a resource wing for training and capacity building of various electoral stakeholders in order to conduct free and fair and error-free elections. In pursuance of its mandate, IIIDEM is to undertake the following –

i) Capacity-building through Cascaded Training Model -

As laid out in its Strategic Plan 2017, IIIDEM is to continue its training and capacity building activities through the cascaded training model. It is a 6-layered hierarchical training cascade. National Level Master Trainers (NLMTS) and State Level Master Trainers (SLMTs) are trained by IIIDEM, whereas State CEOs are responsible for training of District Level Master Trainers (DLMTs), Assembly Level Master Trainers (ALMTs) and Polling Parties and other officers. ECI/IIIDEM Officials or other Domain Experts, who are at the apex of the training cascade train the NLMTs. Together, they form the resource pool for training of SLMTs. Using the SLMTs, the State CEOs train the DLMTs. In turn, the SLMTs and DLMTs train the ALMTs who percolate it to the Polling Parties and other officers.

ii) Capacity-building through Direct Training Model -

Apart from the above, IIIDEM also undertakes direct training of DEOs, ROs, AROs, EROs, Police Nodal officers and State Training Nodal officers. IIIDEM conducts training based on requests from ECI or from State CEOs, either at IIIDEM or at any other venue. Further, ECI Officers and Staff are also trained at IIIDEM. Participants from various Govt. Services also participate in the trainings/ orientation programs conducted for them. This apart, IIIDEM is responsible for training of officials for elections to President, Vice-President and elections to the Rajya Sabha (RS) and State Legislative Councils. Further, IIIDEM also undertakes training programs for foreign Elections Management Bodies (EMBs).

iii) Capacity-building of Resource Persons –

a. Graduation of SLMTs as NLMTs and their empanelment –

SLMTs nominated by State CEOs are evaluated on domain knowledge and the shortlisted SLMTs undergo a 'Train the Trainer and Facilitator (TTF) Program'. Thereafter, they are empanelled as

NLMTs. The methodology and criteria is detailed in **Letter No. 590/IIIDEM/SLMT to NLMT Graduation & Empanelment/2023, dated 14th November, 2023,** addressed to the CEOs of all States and Union Territories.

b. Criteria for selection of SLMTs, DLMTs and ALMTs –

SLMTs are an important bridge between training at the level of IIIDEM and State CEOs. Further, the DLMTs and ALMTs carry forward the training capacities down the Sub-Divisions/Assembly Constituencies. The selection criteria for these 3 Target Groups are outlined in **Letter No.590/ IIIDEM/SLMT, DLMT & ALMT/2023, dated 14th November, 2023,** addressed to the CEOs of all States and Union Territories.

iv) Certification Program (CP) for Returning Officers (ROs) & Assistant Returning Officers (AROs) -

The CP for ROs & AROs is conducted by IIIDEM in order to prepare them for the elections to the General Elections to Lok Sabha (LS) and the State Legislative Assemblies (LA). The details regarding Program Structure, Evaluation Methodology, Resource Persons, Learning Resources and Venue, etc. are mentioned in the **Letter No. 590/CP for ROs & AROs/2023, dated 14th November, 2023,** addressed to the CEOs of all States and Union Territories.

v) Honorarium/Remuneration for Guest Faculty/ Resource Persons -

The Honorarium/Remuneration provided to the various categories of Resource Persons, interalia, Serving Officers of the Commission, Serving Officers/Experts from outside the Commission, and Senior Experts/Eminent Resource Persons etc. have been drawn up in **Letter No.590/IIIDEM/5/ Remuneration to RPs/ 2022/CNT/Trg-II, dated 14th November, 2023**. addressed to the CEOs of all States and Union Territories.

II. State CEO's office:

i. A checklist of different Training programmes for their State/UT shall be prepared by the CEO well in advance, in sync with the training calendar developed by IIIDEM.

ii. The Officers in the CEOs office, as per the distribution of the works should get themselves equipped with up-to-date information/instructions/circulars given by the Election Commission of India on various aspects of election management. For example, if an Officer is entrusted with the responsibility of EVM management in the State, he should not only be coordinating with EVM manufacturer concerned (BEL or ECIL) and monitor the availability of power packs, availability of EVM at different districts etc. but should also get himself thoroughly informed about new instruction such as EVM randomization, mock poll certificate, dummy EVM ballot sheet at polling stations etc. so that he will be in a position to guide the DEOs, and other Nodal Officers at the district level who deal with the EVM management. He will also ensure that proper training material on EVM/VVPAT is prepared and standardized for use at the district level. This is only an illustrative example. Like this on various aspect of election management, the Officers in the Office of CEO should get themselves fully equipped with up-to-date information.

iii. The CEO shall ensure that the latest and updated, theme-wise PPTs and other learning material, designed and developed by IIIDEM are available at the CEO office for use by various stakeholders. He will also have to ensure that the standard IIIDEM PPTs are used in the training programs conducted in the State.

iv. The CEO shall ensure that all the BLOs of the State are trained as per the program structure developed by IIIDEM, specifically for the BLOs, using IIIDEM's standard BLO training PPTs.

v. The CEO will also review the customized version of IIIDEM's standard learning material, or any other learning material developed by the NLMTs or other resource persons, for updates and State language relevance.

vi. The CEO shall also ensure that the Handbooks, Checklists and DOs & DON'Ts for Returning Officers, Sector Officers, Presiding Officer, etc. and copies of other relevant books and guidelines are available in adequate number.

vii. The CEO in consultation with some of the DEOs and ROs- shall prepare a work chart for key election functionaries such as DEO/RO/Zonal Officers/Sector Officers/Presiding Officers and micro observers. He shall also prepare an effective FAQ (Frequently Asked Questions) covering all aspects of election management so that the doubts at various levels are cleared.

viii. The CEO shall also nominate as State Training Nodal Officer, for the purpose of coordination with IIIDEM for training activities, including Program Schedules, Resource Persons, updated learning materials, nomination of participants to the various programs conducted at IIIDEM/State, coordination of online trainings, doubt-clearing sessions and evaluation programs and other short-notice programs and MIS activities and logistics of the training programs.

III. District Election Officers (DEOs):

i. At the District level, the wheel of election machinery revolves around the district election Officer (DEO). The DEO shall provide an effective leadership to the election machinery. Most of the DEOs will have the dual responsibility of being the DEO as well as the RO of a Parliamentary Constituency.

ii. The DEO should hold a meeting with all key election functionaries such as ROs/AROs and other senior officials of the district administration associated with elections and explain to them all the latest Manuals, Handbooks, Checklists, DOs and DON'Ts, Circulars, Instructions and Guidelines, etc. issued by ECI.

iii. He will identify a Nodal Officer for each thematic activity of the election management. For example, there shall be a Nodal Officer for EVM management and EVM training: another Nodal Officer for tracking Model Code violations and another one for observer coordination and so on. These officers shall get themselves familiarized with relevant instructions and guidelines so that they are in a position to clarify doubts which could be raised by their subordinate officers.

iv. Further, the DEO shall use the checklist prepared by ECI and develop a good work chart for all key functionaries such as ROs (for AC), AROs, Nodal Officers, Zonal Officers, Sector Officers, Presiding Officers and so on. The DEO can suitably modify the checklist to suit the local condition so that the

outcome will be more functional and elaborate. The RO and ARO shall equip themselves thoroughly with all the statutory aspect of the election management so that the statutory processes such as nomination, scrutiny, allotment of symbol etc. are performed effectively and as per law.

v. Dissemination of recent and subsequent instructions:

During the course of election process, ECI may be issuing various instructions on day-to-day basis. There is every possibility of some of the instructions being sent after the training programmes are over. In such cases, the DEO shall make necessary arrangement to ensure that all the subsequent instructions are printed in the form of leaflet circulated among the polling staff at the time of dispatch of EVM and other election material at the dispersal centre.

vi. Accountability for imparting training:

There should be a clear accountability which should be spelt out by the DEO as to who will impart training to whom. In some places, the training of polling personnel is conducted by the sponsoring RO/ARO. In some places, the receiving RO conducts the training. Whatever the system is adopted, there shall be a clear accountability spelt out by the DEO in this regard. The DEO himself should visit the training location and supervise the training. If the observer is available, he will also participate in the training programme. The process of training shall be videographed and kept for the inspection by the observer or any other officials of the ECI. Further, a process of evaluation of participants must be adopted by the DEO/RO concerned, after each training. The CEO will track the system being adopted by the districts.

vii. Facilitation at training centre:

At the training location, in the light of the instructions of the Commission, proper facility should be ensured for the polling staff. Proper drinking water facility, provision for first-aid, medical facilities and toilets shall be ensured. The selection of the training hall should be personally supervised by the DEO keeping in mind the ventilation arrangement also.

IV. Other Capacity-building activities:

i. Training of Polling personnel:

a. The date and venue for training of polling personnel shall be decided well in advance. The Polling Personnel selected for undergoing training through randomization process should be informed about the training programme in time through sponsoring authorities. The Nodal Officers appointed by the sponsoring authority shall be made accountable for ensuring the polling staff appointed to attend the training without fail. For this purpose, the sponsoring authority-wise Nodal Officers' name, designation and contact numbers shall be maintained separately.

b. Before organizing the training programme, DEO shall review the training material. He should have proper power point presentation, printed leaflets etc. so that the training is effectively conducted. Large group sizes should be avoided during training. It should be conducted in smaller groups so that there is adequate opportunity for interaction and clearing doubts. More emphasis should be given for 'hands on' training rather than classroom lecture mode. The polling staff shall be

encouraged to ask questions and get their doubts clear. It is relevant to note that in the recent past, in many places re-polls had to be ordered, not on account of any electoral malpractices and vitiation of poll but due to mistakes committed by the Presiding Officers while handling the EVMs. The reason was very basic and the lack of training resulted in such mistakes. This is avoidable. Hence, the Commission directs that a clear emphasis should be given to impart proper training to the staff.

c. The Commission has issued an instruction on running Postal Ballot Facilitation Centres for the benefit of polling staff. Whenever and wherever such Facilitation Centres are organized, care shall be taken by the DEOs to ensure that the operation of Facilitation Centres does not result in compromise of training. A proper record of attendance shall be maintained for each and every training schedule so that no untrained person even inadvertently gets deployed as a polling staff. Apart from imparting training on the technical and procedural aspect of EVM operation, the importance of mock poll and mock poll certificate, use of dummy Ballot Unit for explaining the method of voting to the illiterate voters also shall be highlighted.

d. A complete set of election material which would be handed over to the Presiding Officer at the time of dispatch shall be kept in the training hall as a Model Kit so that each and every document, forms and election related material kept in the Presiding Officer Kit is explained to them properly. Besides, a copy of the Electoral Roll, any additional information such as list of absentee voter etc. shall also be shown to the Presiding Officers so that they would become aware of those documents and perform duty as per the instruction of the ECI on the poll day.

e. Apart from the statutory and non-statutory reports, ECI has directed the Presiding Officers to submit an additional report in the newly prescribed format for quick tracking of information by the RO and the Observer. This form should also be explained to the Presiding Officers so that there is no confusion in their mind.

f. The district administration should give special emphasis on training of polling personnel so that they are well trained in handling of EVM and filling up of all statutory/non-statutory forms and reports. Further, personnel drafted on expenditure monitoring duty, should also be trained with latest instructions of the Commission.

ii. Training counter at the dispatch centre:

a. Whatever inputs given are at the time of training, there is every possibility of some of the Presiding Officers and polling staff still have some doubts about various aspects of poll day management. In order to clear the last moment doubts and give opportunity for 'hands on' training at the dispatch centre depending on the strength of the polling staff, few training counters shall be set up at the dispatch centre. In this counter, a Master Trainer who has thorough knowledge about all the aspects of EVM election will explain and clear the doubts of the Presiding Officer about handling EVM. He should encourage Presiding Officers and polling staff to ask questions and clear the doubts. If this is not done, there is a possibility of the Presiding Officer and polling staff experimenting with the EVM machine after reaching the polling station which may result in draining of power pack as well as giving scope for rumour among the rural voters about the staff handling EVM on the previous day. In order to avoid this situation, emphasis shall be given for last moment 'hands on' training

and leaflet containing recent instructions in the form of bullet points; important Dos and Don'ts prepared by EVM Division, ECI, be circulated at the training counter at the dispatch centre.

b. Further, other procedural aspects of election and maintenance of Form-17A Register, Form 17C, Mock Poll Certificate, Visit Sheet, Entry Pass System etc. shall also be explained.

c. There is a tendency among the polling staff who have conducted election during the previous years to remain complacent as they believe that they have enough experience in conducting elections. It is relevant to note that lot of new instructions have been given by ECI in recent times. There is possibility of the Presiding Officers not performing their duty properly if they do not become familiar with new instructions. Hence, the importance of training for updation of knowledge/skill shall be emphasized at every stage and at every level.

4. As the Commission attaches very high importance to the training and capacity building of the electoral human resource, the instruction given in the circular shall be followed scrupulously. Any deviation from this will be viewed seriously.

Yours faithfully,

(Rakesh Kumar Saini)
Under Secretary

INSTURCTION No. 115

ELECTION COMMISSION OF INDIA

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT (IIIDEM)

Plot No. 1, Sector 13, Dwarka, New Delhi – 110 078

590/IIIDEM/SLMT to NLMT Graduation & Empanelment/2023 Dated: 14th November, 2023

To

The Chief Electoral Officers of

all States and Union Territories

Sub: Graduation of State Level Master Trainers (SLMTs) as National Level Master Trainers (NLMTs) and their empanelment – reg.

Ma'am/ Sir,

IIIDEM through its Cascaded Training Model, undertakes training of election personnel for elections to the General Elections to Lok Sabha (LS) and State Legislative Assemblies (LA) and its other training programs as well. The Resource Persons at the apex of the cascaded training model are selected from a pool of ECI/IIIDEM Officials, Domain Experts, and NLMTs.

2. In order to maintain a vibrant NLMT pool in sufficient quantities, IIIDEM has put in place a scheme for graduating well-performing SLMTs to NLMTs since 2020 onwards. SLMTs (serving/retired officials) nominated by State CEOs are evaluated on their domain knowledge. Post evaluation, the shortlisted SLMTs undergo a 'Train the Trainer and Facilitator (TTF) program'. Thereafter, they are empanelled as NLMTs and are deployed as Resource Persons for conducting training programs for various election functionaries. The Evaluation Methodology along with the Evaluation Criteria is attached herewith in Annexures I & II respectively.

3. State CEOs are kindly requested to nominate well-performing SLMTs (serving/retired officials) from their States/UTs, for the purpose of evaluation and empanelment, as and when nominations are called for the NLMT Graduation Program by IIIDEM. Further, State CEOs are also requested to relieve the shortlisted SLMTs to attend the Train the Trainer and Facilitator (TTF) program for graduation as NLMTs.

Yours faithfully,

(Rakesh Kumar Saini)

Under Secretary

Encl:

Annexure - I (SLMT Evaluation methodology)

Annexure – II (SLMT Evaluation Criteria)

Annexure – I

Graduation of State Level Master Trainers (SLMTs) as National Level Master Trainers (NLMTs) and their empanelment

Evaluation Methodology

i. The SLMTs nominated by CEOs, are to choose a subject from any of the thematics for the purpose of presentation and evaluation:

Theme	Subjects
Theme 1	Qualification and Disqualification, Nomination, Scrutiny of Nomination and Withdrawal of candidature and Allotment of Symbols
Theme 2	District Election Management Plan, Vulnerability Mapping , Polling party & Poll day arrangements, Polling Station
Theme 3	Model Code of Conduct, Expenditure Monitoring, Media-Complaints, MCMC-Paid News
Theme 4	E-roll, ERO-Net, SVEEP, IT applications
Theme 5	EVM-VVPAT, Counting and Declaration of Result, Postal Ballot/ETBPS,

ii. Each SLMT and evaluator will be given a standard IIIDEM PPT of the subject chosen by the SLMT. Based on this, the SLMTs may develop and customize the content of their presentation along with other learning support materials like Case Studies, Quizzes, FAQs, Handouts, etc. ECI manuals, Instructions, circulars and other guidelines may also be referred to. The SLMTs are encouraged to structure their presentations in an interactive manner to enhance learner engagement.

iii. Each SLMT will be allotted 40 minutes for Presentation, 15 minutes for Q&A and 05 minutes for score sheet preparation by evaluators.

iv. A maximum of 10-12 SLMTs will be evaluated per day, per set of expert(s) for a specific theme.

v. ECI/IIIDEM Officials, Domain Experts, and NLMTs will be on the Evaluation Panel.

vi. The SLMTs will be evaluated on the basis of criteria as indicated in the Evaluation Form enclosed in Annexure-II

vii. SLMTs scoring more than 70% marks in the evaluation will be shortlisted for the Train the Trainer and Facilitator (TTF) program conducted by IIIDEM. After completion of the TTF, the selected SLMTs will be empaneled as NLMTs and maybe deployed as Resource Persons for conducting training programs for DEOs, ROs, AROs, SLMTs, etc.

Annexure – II

Graduation of State Level Master Trainers (SLMTs) to National Level Master Trainers (NLMTs)

Evaluation Form

Name of the SLMT:

State/UT: **Topic:** **Date:**

S.No	Evaluation Criteria	**Rating Scale** (Please circle your response)				
		No, Not at all	*Yes, but only a little*	*Yes, partly*	*Yes, mostly*	*Yes, completely*
1	Has the Trainer enhanced the Content of the PPT given by IIIDEM through value added inputs and customized it?	1	2	3	4	5
2	Is the presentation structured in a logical manner to facilitate learning of concept and knowledge?	1	2	3	4	5
3	Is the content (PPT, Handouts, Activities, etc.) presented by the trainer up-to date?	1	2	3	4	5
4	Were the Learning Objectives and Outcomes of the Session made clear?	1	2	3	4	5
5	Are the content modes (Audio-visual, PPT, Activity, Case Study etc.) used by the Trainer relevant?	1	2	3	4	5
6	Did the Trainer include his/her election experiences, real life problems, solutions and learnings?	1	2	3	4	5
7	Has the Trainer researched the subject, and is aware of ECI's latest Circulars, Instructions and Manuals?	1	2	3	4	5
8	Does the trainer have conceptual understanding of the subject?	1	2	3	4	5
9	Is Trainer's knowledge appropriate and sufficient to enable the Trainees to apply the learnings?	1	2	3	4	5
10	Does the Trainer elucidate the subject lucidly to suit different types of learning styles and learner's capacity?	1	2	3	4	5
11	Effective use of PPTs by the trainer as guide to explain and expand the concepts and give examples?	1	2	3	4	5
12	Does the Trainer summarize and recap the content at appropriate intervals?	1	2	3	4	5
13	Is the Trainer able to clarify the questions, queries and doubts of the Trainees?	1	2	3	4	5
14	Is the Trainer able to manage and cover all the aspects of the session within the allotted time?	1	2	3	4	5
15	Is the Trainer's Body Language, Voice and appearance, professional and friendly?	1	2	3	4	5
	Total					

Trainer Domain Knowledge assessment Score:

Evaluator Details **Name:** **Designation:** **Signature:**

INSTURCTION No. 116

ELECTION COMMISSION OF INDIA

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT (IIIDEM)

Plot No. 1, Sector 13, Dwarka, New Delhi – 110 078

No. 590/SLMTs, DLMTSs & ALMTs /2023 Dated: 14th November, 2023

To

The Chief Electoral Officers of

all States and Union Territories

Sub: Criteria for selection of SLMTs, DLMTs and ALMTs – reg

Ref: letter No. 590/SLMT/2016/Trg-I, dated 04 March, 2016, addressed to the CEOs of all States and Union Territories.

Ma'am/ Sir,

I am directed to refer to the subject cited and to state that as you are aware India International Institute of Democracy and Election Management (In short "IIIDEM") organizes training for the State Level Master Trainers (SLMTs) on various thematics related to conduct of elections. The training upto the end user is done under cascaded model where SLMTs are trained at IIIDEM to train DLMTs/ALMTs and senior field officers at State/ Divisional Headquarters and then the trained DLMTs and ALMTs impart training to the field functionaries in the respective Districts/ Assembly Constituencies. Therefore, it is desirable that the SLMTs who come at IIIDEM for training have sufficient knowledge and experience so that they are in a position to update their knowledge and skills as they have to impart training at the State/ Divisional headquarters. Similarly, the DLMTs and ALMTs should also have sufficient knowledge and experience.

2. However, it has been observed that some of the SLMTs nominated for training by the CEOs do not have sufficient experience or do not belong to the administrative machinery connected with conducts of elections. The inadequate experience does not give them the edge which is required to train officers down the line even after undergoing courses at IIIDEM.

3. In view of the above, it has been decided that the SLMTs, DLMTs and ALMTs should be selected by the CEOs concerned on the following criteria:

a) Criteria for SLMTs:

i. Previous experience as RO/ARO/ERO/AERO/handled the subject on which he/she is selected as SLMT.

ii. Not below the rank required to become RO (i.e ADM/SDM/SDO/Dy.Collectors etc.)

iii. Minimum 10 years' experience in Govt. Service

iv. Graduate in any discipline

v. Having good communication skills

vi. Training at IIIDEM desirable

b) Criteria for DLMTs

i. Previous experience as ARO/AERO or experience assisting RO/ERO/ handled the subject for which he/she is selected as DLMT.

ii. Not below the rank required to become an ARO (i.e Sub-Collectors/Tehsildar/Mamlatadar etc.)

iii. Minimum 8 years' experience in Govt. Service

iv. Having good communication skills

v. Undergone training at State

c) Criteria for ALMTs

i. Previous experience as election/revision of electoral rolls/ experience of commissioning of EVMs/ experience as Presiding Officer/sector-officer.

ii. Election officer/Sub-election officer/Deputy -Tehsildar/Naib- tehsildar/ BDO/Jt. BDO/Extension Officers or any other equivalent designations as the case may be.

iii. Minimum 5 years' experience in Govt. Service

iv. Having good communication skills

v. Undergone training at State

3. You are requested to select the Master Trainers in future on the basis of above criteria so that the qualitative training can be imparted to the field level officers.

Yours faithfully,

(Rakesh Kumar Saini)

Under Secretary

INSTURCTION No. 117

ELECTION COMMISSION OF INDIA

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT (IIIDEM)

Plot No. 1, Sector 13, Dwarka, New Delhi – 110 078

No. 590/CP for ROs & AROs/2023 Dated: 14th November, 2023

To

The Chief Electoral Officers of

all States and Union Territories

Sub: Revision of scheme of Certification Program (CP) for Returning Officers (ROs) and Asst. Returning Officers (AROs) – reg

Ref: Letter No.590/ECI/LET/IIIDEM/Trg-Trg.II/Certification/2016/716, dated 29 August, 2016

Ma'am/ Sir,

The ROs & AROs play a crucial role in smooth conduct of elections to the General Elections to Lok Sabha (LS) and State Legislative Assemblies (LA). In order to ensure that this Target Group is primed to conduct elections and to manage the associated processes. IIIDEM has been conducting 4-days Certification Programs for ROs and AROs since 2016. However, the scheme of the Certification Program has now been revised for 5-days. The new scheme for Certification Programs for ROs and AROs is as under -

i. Program Structure:

   a. 41⁄2 full days' intensive classroom training to be conducted;

   b. Evaluation to be conducted on the 5th day (i.e. last day):

   c. Scheme of evaluation - the ROs and AROs will be examined on the basis of question paper having 50 questions, to be completed in sixty minutes allotted time. Each question carries one mark. The cut-off score for successful competition of certification programme will of 38 marks (75%). The evaluation will be done using Google Quiz/Microsoft form or any other mechanism, as decided by IIIDEM;

   d. List of unsuccessful ROs/AROs to be shared with the CEO concerned for undergoing online Refresher Course, or participating in the training program for newly appointed RO/AROs, as decided by the CEO concerned.

ii. Resource Persons (RPs):

   ECI/IIIDEM Domain Experts, State CEOs and National Level Master Trainers (NLMTs) form the trainer resource pool. Resource Persons with relevant thematic specialization conduct the training sessions and refresher courses. In case the training is conducted at States, IIIDEM to depute Resource Persons to the Training Programs.

iii. Learning Resource:

Standardised IIIDEM PPTs across various Statutory and Non-Statutory thematics, along with various Handbooks, Manuals, FAQs, Checklists, DOs & DON'Ts, Role-plays, hands-on exercises, Demonstrations and Training films etc. form the core learning material. Further, the Resource Persons also customise and update the material as per requirements.

3. The Program is conducted by IIIDEM either at IIIDEM Campus or at venues as determined by the State CEOs. In case the Program is conducted at IIIDEM campus, State CEOs are requested to relive the nominated ROs/AROs in time to participate in the certification program as per schedule.

4. In case the programs are conducted at the State, trainings may preferably be conducted in multiple batches and at multiple locations. The respective CEOs are requested to make the logistical arrangements for training at the venue and also for the Resource persons. Further, the CEOs are requested to nominate a Program Coordinator to take care of the logistical arrangements. CEOs are advised to form smaller batches, with a maximum of 50 participants per batch. The cost of venue, food, as well as printing of course material etc. will be borne by the State CEOs, while the travel claim of the RPs shall be borne by ECI/IIIDEM on submission of their claims, within a period of 2-months of completion of their journey. The honorarium of the RPs shall be borne by ECI/IIIDEM suo-moto.

Yours faithfully,

(Rakesh Kumar Saini)
Under Secretary

INSTURCTION No. 118

ELECTION COMMISSION OF INDIA

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT (IIIDEM)

Plot No. 1, Sector 13, Dwarka, New Delhi – 110 078

No.590/IIIDEM/5/Remuneration to RPs/ 2022/CNT/Trg-II Dated: 14th November, 2023

To

The Chief Electoral Officers of

all States and Union Territories

Sub: Honorarium/Remuneration for Guest Faculty/Resource Persons – reg.

Ref: Office order No. 590/IIIDEM-HFRP/2011, dated 17 October,2011

Ma'am/ Sir,

IIIDEM engages the services of various categories of Resource Persons for conducting training programs. The quantum of honorarium/remuneration payable to the Resource Persons, including experts/eminent Resource Persons, consultants, NLMTs and officers of ECI is as under:

S.No.	Category	Rates per Session (Rs.)	Remarks
i.	Senior Experts/ Eminent Persons	Rs. 4000/-	Payment up to Rs. 4000/- per session of 90 minutes durations with justification in special cases
ii.	Officers & consultants/ experts from ECI and officers of IIIDEM who do not get training allowance	Rs. 750/-	Rs.500/- for taking the session and Rs.250/- for preparation of training material. In case the RPs don't avail the transportation facility provided by IIIDEM, they will be paid a flat rate of Rs. 750/-
iii.	Serving officers/experts from outside the Commission, including NLMTs	Rs 1500/-	Rs.1000/- for each session and Rs.500/- for preparation of training material. In case the RPs don't avail the transportation facility provided by IIIDEM, they will be paid a flat rate of Rs. 750/-

In case of NLMTs, they will be paid a maximum remuneration of Rs.3000/- per day, even if they handle more than 2 sessions in a day. There will be a monthly ceiling/cap of remuneration for the NLMTs at a maximum of Rs. 30,000/- per month.

Yours faithfully,

(Rakesh Kumar Saini)

Under Secretary

INSTRUCTION Sl. No. 119

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

TEL: 011-23052246

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Website: www.eci.gov.in

निर्वाचन सदन,

अशोक रोड, नई दिल्ली–110001

Nirvachan Sadan,

Ashoka Road, New Delhi-110001.

No. 464/INST/2022/EPS

Dated: 8th February, 2023

To

The Chief Electoral Officers,

all States/UTs

Subject: Requisition of vehicles, premises etc. during conduct of elections to Lok Sabha, Legislative Assemblies, Legislative Councils, election to President of India and Vice-President of India and Bye Elections - reg.

Reference:s

Commission's Instructions on requisition of vehicles and premises:

1. No. 458/84 dated 06.11.1984
2. No.464/INST/2008-EPS dated 26.12.2008
3. No.576/26/2004/PLN–I/136C/1361 dated 26.03.2004
4. No.437/6/INST/2013-CC&BE dated 20.09.2013
5. No.4/98/J.S.II dated 10.03.1998
6. No.464/INST/2022/EPS dated 01.07.2022

Govt. of India's Instructions on requisition of Vehicles and Premises:

7. Finance Ministry's OM No. 64(7)-Ins.1/98 dated 24.02.1998
8. M/o Law & Justice O.M. No. G. 27031 (6)/ 87-B & A dated 12.11.1986
9. M/o Law & Justice O.M. No.G. 27031 (6)/ 87-B & A dated 17.12.1987

Madam/Sir,

During conduct of elections in the State, there is additional requirement of premises and vehicles etc. for various purposes. To meet this additional requirement, Section 160 of the Representation of the People Act, 1951 empowers the State Government to requisition premises or any vehicle or vessel in connection with elections.

1. Legal Provisions

Sections 160 to 167 of the Representation of the People Act, 1951 contain various legal provisions related to requisition.

Under section 160 of the Representation of the People Act, 1951, the State Governments are empowered to requisition premises or any vehicle or vessel in connection with an election in that State.

The word "premises" means any land, building or part of the building and includes a hut, shed or other structure or any part thereof;

"Vehicle" means any vehicle used or capable of being used for the purpose of road transport whether propelled by mechanical power or otherwise.

Section 160 of R. P. Act, 1951: Requisitioning of premises, vehicles, etc., for election purposes:

"(1) If it appears to the State Government that in connection with an election held within the State—

(a) any premises are needed or are likely to be needed for the purpose of being used as a polling station, for counting, for the storage of ballot boxes, voting machines (including voter verifiable paper audit trail) and poll related material after a poll has been taken, accommodation for security forces and polling personnel ; or

(b) any vehicle, vessel or animal is needed or is likely to be needed for the purpose of transport of ballot boxes to or from any polling station, or transport of members of the police force for maintaining order during the conduct of such election, or transport of any officer or other person for performance of any duties in connection with such election, the Government may by order in writing requisition such premises, or such vehicle, vessel or animal.

Provided that such premises shall be requisitioned after the issuance of the notification by the Election Commission under section 30 for such election till the date notified under clause(e) thereof

Provided further that no vehicle, vessel or animal which is being lawfully used by a candidate or his agent for any purpose connected with the election of such candidate shall be requisitioned under this sub-section until the completion of the poll at such election."

Section 161 of R. P. Act, 1951: Payment of Compensation-

(1) Whenever in pursuance of section 160 the State Government requisitions any premises, there shall be paid to the persons interested compensation the amount of which shall be determined by taking into consideration the following, namely:

(i) the rent payable in respect of the premises or if no rent is so payable, the rent payable for similar premises in the locality;

(ii) if in consequence of the requisition of the premises the person interested is compelled to change his residence or place of business, the reasonable expenses (if any) incidental to such change

Section 166 of R. P. Act, 1951: Delegation of functions of the State Government with regard to requisitioning

The State Government may, by notification in the Official Gazette, direct that any powers conferred or any duty imposed on that Government by any of the provisions of sections 160 to 165 shall, under such conditions, if any, as may be specified in the direction, be exercised or discharged by such officer or class of officers as may be so specified.

Section 167 of R. P. Act, 1951: Penalty for contravention of any order regarding requisitioning

If any person contravenes any order made under section 160 or section 162, he shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

2. Payment of Charges

(i) For Requisition of Vehicles under the jurisdiction of Central Govt

In case of requisition of vehicles from Central Govt. offices as well as autonomous/statutory bodies and Public Sector Undertakings under the jurisdiction of the Central Govt., no hire charges may be preferred whenever their vehicles are requisitioned by the concerned State Government or Union Territory Administration. However, cost of petrol, oil and minor repairs during the period of requisition would be borne by the concerned State Government (Ministry of Law and Justice (Legislative Department), (Budget and Accounts Unit) O.M. NO.G. 27031(6)/87-B&A dated 17.12.1987.

(ii) For Requisition of Transport Vehicles (Private):

The State Government shall compensate the owner of the vehicle determined on the basis of the fares or rates prevailing in the locality for the hire of such a vehicle. Rates for the requisitioning of vehicles to be revised from time to time taking into account the escalation of costs and payment to owners of vehicles should be made immediately after completion of election.

(iii) Payment of Charges for Requisition of Premises

No charges/rent, etc., shall be paid, if any Central/State Government buildings or premises are requisitioned for the purpose of elections (Ministry of Law and Justice (Legislative Department) (Budget and Accounts unit) O.M No.G.27031(6)/87-B & A dated 12.11.1986.

For requisition of private premises, payment of compensation will be done as per provisions of Section 161 of R. P. Act, 1951.

3. Vehicles to be avoided from Requisition:

Vehicles of UPSC and the vehicles of educational institutions which are specifically meant for carrying the students from their residence to educational institution will be requisitioned for election duty only in unavoidable circumstances and as a last resort.

4. Vehicles to be exempted:

Vehicles of World Health Organisation, UNICEF and all the organisations of UN, All India Radio, Doordarshan, Forest Department (Wild life sanctuaries, National sanctuaries and National Games Park) will not be requisitioned for election duty. No vehicle, vessel or animal which is being lawfully used by a candidate or his agent for any purpose connected with the election of such candidate should be requisitioned (Section 160(1) proviso of R.P Act, 1951).

5. Payment of compensation in case of accident/damage/loss- Liability of Insurance:

In this regard, the Commission's letter No.4/98/J.S-II dated 10.03.1998 may be referred to wherein, order of Ministry of Law enclose herewith a copy of O.M. No.64 (7)-Ins.I/9 dated 24.2.98 of Ministry of Finance, Department of EconomicAffairs which can be read as under:

"The matter has been examined in consultation with General Insurance Corporation of India. The following three situations may arise in respect of private vehicles requisitioned for election duty:

(1) The vehicles so requisitioned may have been comprehensively insured, which is not compulsory.

(2) The insurance cover may be against third party risk only, which is compulsory.

(3) The vehicle may be uninsured in breach of provisions of section 146 of Motor vehicles Act.

It may be pointed out that while revising the Motor Tariff in the year 1990, the standard exclusion regarding insurance company liability during the period of requisition or commandeering by the Government for any purpose has been deleted from; the insurance policy and thus there is no need for the endorsement on the policy during the period of requisition. The Motor insurance policy which may be in force in respect of vehicles requisitioned for election duty need not be amended and only a notice to the concerned insurance company by the insured for the vehicle to the effect that the vehicle has been requisitioned will suffice.

As regards vehicles falling under category (3) above, the Election Commission may ascertain the insurance status of the vehicles before election."

The above said instructions regarding requisition of premises, vehicles etc. are being issued by revising, consolidating and in supersession of all previous instructions issued by the Commission. These instructions shall be brought to the notice of all concerned for strict compliance during elections to Lok Sabha, Legislative Assemblies, Legislative Councils, elections to the President of India & Vice-President of India and Bye-elections.

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

INSTURCTION No. 120

Election Commission's letter No. 56/228/96/JUD.-II, dated 14.08.1996, addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Registered un-recognized political parties under section 29-A of the RP Act, 1951 are registered parties for all states/UTs

You are aware that political parties are registered with the Commission under the provisions of section 29A of the Representation of the People Act., 1951. After a party is registered by the Commission under the provisions of aforesaid section, a letter is addressed to the party with regard to its registration and a copy of the same is endorsed to all the Chief Electoral officers. Thereafter, the names of such parties are notified in table III (containing the list of registered un-recognized political parties) of the Commission's notification issued under para 17 of Election Symbols (Reservation and Allotment) Order, 1968, from time to time.

2. A party so registered with the Commission in registered for the purposes of all elections to Parliament and State Legislature held in any State/Union Territory.

3. It has been brought to the notice of the Commission that certain Chief Electoral Officers/Returning Officers are not accepting these parties as a registered party in their States/ Union Territories on the ground that the registered address of the party is outside that State/Union Territory.

4. It is again clarified that a party registered by the Commission under section 29A of the Representation of the People Act., 1951 is a registered party for all States/Union Territories and such party can contest election from any where for any House of Parliament or state legislature of any State/Union Territory.

This may be brought to the notice of all District Election Officers/Returning Officer and all others concerned in your State/Union Territory.

INSTURCTION No. 121

Election Commission's letter No.56/2009/PPS-II Dated:14th January, 2009 addressed to the President/General Secretary of all recognized National and State Parties

Sub: Conditions for treating a candidate as one set up by political party- Requirements to be followed- regarding.

Paragraph 13 of the Election Symbols (Reservation & Allotment) Order, 1968, prescribes the conditions to be followed for treating a candidate as a candidate set up by a political party.

The requirements to be fulfilled in this regard are explained below for clarity of understanding:

- The candidate concerned should declare in the relevant part of the nomination paper that he has been set up by the said political party. In cases where a party nominates the main candidate and the substitute candidate, there is a provision that if the nomination paper of the main candidate is rejected, then the substitute candidate can be treated as the party's candidate. In such cases also, the substitute candidate should have made a declaration in his nomination paper (at least in one set of nomination papers if such candidate has filed more than one set) that he/she has been set up by the said political party.
- Notices in Form-A and Form-B, signed in original, are required to be submitted to the Returning Officers of the constituencies where the party is setting up its candidates **by 3.00P.M. on the last date of filing nominations**. Separate Forms A & B are to be filed in respect of each constituency before the RO concerned.
- The Forms A & B should be duly filled up in all respects.
- **Photo-copies/forms with facsimile signatures or forms transmitted by FAX/email are not acceptable.**
- Form A in which the party authorizes office-bearer(s) to sign notices in Form B **should be from the Central Office of the party.**
- Form A should be submitted separately to the Chief Electoral Officer of the State also in addition to submitting to the Returning Officers. If one single office bearer has been nominated on behalf of the party in Form-A, for the entire State, it is enough to submit one duly signed Form A to the Chief Electoral Officer. However, separate Forms A, all signed in original, should be submitted to individual R.O.s alongwith Form-B. By way of illustration, if a party is setting up candidates in 50 constituencies in a State, 50 Forms A, all duly signed in original, should be submitted to each of the 50 ROs alongwith Forms B for each constituency, duly signed in original, by the authorised office bearer.
- It is the duty of the party/candidate to submit Forms A & B (in original) to the Chief Electoral Officer/ Returning Officer. It may be noted that these forms are not required to be sent to the Commission and the Commission will not take any action on such Forms if sent to it by the party/candidate.
- In the event of rescinding of notice in Form-B, submitted in favour of a candidate, the fresh notice in Form-B signed by the same authorized person, and clearly indicating therein that the earlier notice is being rescinded should be submitted **by the prescribed time limit (i.e. by 3.00 P.M. on the last date of filing nominations)** as per the provisions of Para 13A of the Symbols Order. No other form of communication regarding rescinding of notice will be accepted as valid.

These clarifications may be noted and also brought to the notice of the cadres of the party at all levels.

Copy to the Chief electoral Officers of all States/U.T.s for information, with the instruction to send a copy of this letter to all political parties based in the State(all registered un-recognized parties as well as to the State units of all recognized parties).

INSTURCTION No. 122

Election Commission's letter No.56/2009/PPS-II Dated : 14th January, 2009 addressed The President/General Secretary of all recognized State Parties

Sub: Concession under paragraph 10 of the Election Symbols (Reservation and Allotment) Order, 1968 to use the reserved symbol of the State Party in other States.

Under paragraph 10 of the Election Symbols (Reservation and Allotment) Order, 1968, a State Party can seek concession for allotment of its reserved symbol to the candidates set up by the party in States where the party is not recognized. It has been observed in the past that many of the State parties are not clear about the procedure for seeking concession under this paragraph.

2. The procedure to be followed by the parties is explained below for clarity and guidance :

- Application seeking concession should be submitted in the Commission's Secretariat by the 3rd day after the notification of election. For example, if election is notified on 01-01-2009, the application seeking concession under para-10 should reach the Commission's Secretariat latest by 04-01- 2009. Applications received after the prescribed period will not be considered under any circumstance.
- The application should clearly indicate the name(s) of constituency(ies) where the party is setting up candidate(s) and seeking concession for allotment of symbol to the candidate(s). For this purpose, a complete list of the constituencies in which concession is sought should be enclosed. Care should be taken that the number and name of constituencies is correctly mentioned.
- The application should be submitted to the Commission. No action will be taken on applications submitted to Chief Electoral Officers, District Election Officers, Returning Officers, etc.
- The application should be made by the Central Office of the party from the headquarters as per the address registered with the Commission. Applications received from any other address/unit of the party will be rejected.
- All procedural requirements of paragraph 13 of the Symbols Order should be fulfilled separately by the party/candidate in the matter of setting up of candidates in the constituency concerned.

3. The above clarifications may be noted and brought to the notice of the various units of the party.

Copy to the Chief electoral Officers of all States/U.T.s. The Commission has directed that at every General Election, there should be a nodal officer appointed in the office of the Chief Electoral Officer to track the cases where the Commission has granted concession under para 10 or 10A, and to ensure that the instructions are communicated to the Returning Officers concerned before the stage of allotment of symbols. The nodal officer should get in touch with the Under Secretary Incharge of the Political Parties Section in the Secretariat of the Commission for this purpose by the date fixed for scrutiny of nomination papers. It shall be the responsibility of the nodal officer to ensure that all Orders under para 10/10A are communicated to the ROs concerned.

INSTRUCTION Sl. No. 123

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.nic.in

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No.464/INST/VIS/2023/EPS

Dated: 8th February, 2023

To

The Chief Electoral Officers of

all the States and Union Territories

Subject: Voter Information Slip (VIS) and Accessible Voter Information Slip (AVIS) for General Election and Bye-election to Lok Sabha and State Legislative Assemblies– reg.

References:

Sl. No.	Letter No.	Dated
1.	464/INST/2011/EPS	18.02.2011
2.	464/INST/2013/EPS	19.03.2011
3.	464/INST/2011/EPS	20.01.2012
4.	464/INST/2013/EPS	14.06.2013
5.	464/INST-VS/ 2014/EPS	21.03.2014
6.	464/WB-LA/2016(INST)	01.04.2016
7.	464/INST/2016-EPS	26.12.2016
8.	464/INST/VS/2017-EPS	19.01.2017
9.	464/INST/2018-EPS	14.09.2018
10.	464/INST/PwD/2016-EPS	27.09.2018
11.	464/INST/2018-EPS	15.01.2018
12.	ECI/PN/22/2019	28.02.2019
13.	464/INST/2021-EPS	26.02.2021

Madam/Sir,

The Commission has been issuing instructions from time to time on Photo Voter Slips, now known as Voter Information Slip, vide instructions referred above. Now, the Commission has reviewed these instructions and issued the following consolidated instruction in supersession of all the existing instructions.

In order to facilitate voters to know about their Polling Station, Voter Information Slip (VIS) is now provided to the voters in place of earlier existing Photo Voter Slip.

1. Design of Voter Information Slip (VIS):

a) The Voter Information Slip contains Voter's details, Polling Station Location, Date and Time of the poll on the one side and snap shot of polling station location map, along with crucial Do's and

Don'ts added to the reverse of the VIS to guide the voter. However, the photograph of the voter shall not be printed on the VIS. The word *"THIS SLIP WILL NOT BE ACCEPTED FOR THE PURPOSE OF IDENTIFICATION IN THE POLLING STATION. YOU ARE REQUESTED TO CARRY EPIC OR ONE OF THE ALTERNATIVE DOCUMENTS SPECIFIED BY THE COMMISSION FOR VOTING"* shall also be printed on the VIS in bold letter.

b) There shall be a QR code on the Voter Information Slip as it helps in faster searching/matching of the elector details of respective part using Booth App. The details of QR code can also be seen through Voter Helpline App. The QR code shall contain only the approved information of VIS, which are printed on VIS.

c) The size of VIS shall be as per details below: -

(i) The VIS should be printed in good quality paper. The VIS will be printed in the size of 'Half of A-4 paper' i.e. 8 inches by 6 inches (8" X 6").

(ii) The official VIS will be printed with proper accounting on both sides, as per the Sample enclosed herewith, showing the front and the reverse print.

(iii) The printing quality should be of high standard so as to ensure clear, legible and unambiguous image and content.

(iv) The printing of VIS may be done Polling Station wise by the Electoral Registration Officer concerned in ER Printing Tool of ERONET, which captures Voter's details.

(v) The list of alternative documents for identification of voters is also to be printed on the reverse of VIS.

d) The Electoral Registration Officer (ERO) shall ensure that only one (1) set of VIS is to be printed meeting all possible safeguard for the registered electors of each Assembly Constituency, duly authenticated by the ERO, for distribution through the BLOs. The VIS should only be in the languages in which electoral roll is published for that Assembly Constituency.

2. Distribution of Voter Information Slips: -

a) The Returning Officer (RO) of the Constituency shall prepare a schedule for distribution of VIS by the BLOs. A copy of this schedule shall be given by the Returning Officer (RO) to the Political Parties, Booth Level Agents (BLAs) of all recognized political parties, if they have been appointed, and contesting Candidates and their Agents, under acknowledgement. The printing of VIS to be done at the Level of DEO/ERO and its distribution through BLOs. The distribution of VIS to start from Last date of Nomination, till 5 clear days before the day of Poll to all enrolled electors, by the District Election Officers. A very close and rigorous monitoring of the distribution process shall be done by the DEO and General Observer concerned.

b) A pre-printed register of voters shall be given to each BLO along with the VIS of the electors of his/her Polling Station area. The VIS should be issued under original signatures of the BLOs. The BLO shall give the VIS either to the registered voter or to an adult member of the voter's family, who is himself/herself a voter. The BLO shall obtain the signature or thumb impression of the person to whom the voter information slips are delivered, as an acknowledgement of having received the VIS. The register shall be deposited by the BLOs to the ERO 3 days before the day of Poll.

c) The BLAs of political parties/Candidates' Agents may accompany the BLOs during the distribution work. When the BLA/Candidates' Agent accompanies the BLO for distribution, their signatures should also be obtained on the register, as a token of having seen the distribution process to genuine voters. The District Election Officers shall ensure that BLOs maintain absolute neutrality during the distribution of VIS. Strict action should be taken against the BLO if a complaint is received and it is proved that he/she did not allow relevant stakeholders to accompany him/her during the distribution work.

d) Returning Officer should monitor the distribution of voter information slips with the help of Sector Officers and should ensure that all voter information slips are properly distributed and duly accounted for.

e) Sector Officers should randomly check that distribution of VIS, is being done as per these instructions and if any discrepancy is found, it should be corrected immediately. Sector Officers should also verify from the Voter Information Slips registers that all slips have been distributed and that signatures/thumb impression of acknowledgement have been obtained on the register.

f) Bulk distribution of the Voter Information Slips shall not be allowed by BLO or any other person.

g) A monitoring mechanism should be set up at the level of each Sector Officer and the RO/ARO, to receive complaints about improper distribution of Voter Information Slips. All such complaints should be expeditiously inquired into, and immediate corrective action should be taken. The ROs/ DEOs will also ensure appropriate legal action against person(s) who procure the Voter Information Slips distributed by BLOs, from a Voter, under intimidation or by means of an inducement.

h) All undistributed VIS shall be returned by the BLO to the Concerned RO/ARO in each Assembly Constituency, who shall keep the same in the sealed cover under safe custody. No further distribution of VIS would be done after the same are returned to the RO. RO shall make an alphabetical list of undistributed Voter Information Slips in respect of each part/ polling station.

3. Accessible Voter Information Slips (AVIS):

In furtherance towards implementing all the parameters of the Strategy Framework for Accessible Election 2018 and to ensure wholesome constructive participation and active engagement of Persons with Disabilities (PwDs) in the election process, it has been directed to issue Accessible Voter Information Slips (AVIS) with Braille Features to Persons with Visual Impairment or Blind, over and above normal Voter Information Slip.

However, **it shall be ensured that Voter Information Slip is not to be accepted as a stand-alone identification document for Voting.** The 'Voter Information Slip' (VIS) will continue to be prepared and issued, as a part of awareness building and facilitation exercise for voters.

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

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

Note:



ELECTION COMMISSION OF INDIA

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