



SUPPLEMENTARY COMPENDIUM OF INSTRUCTIONS 2026

(In continuation to the Compendium of Instructions 2024, Volumes I to IV)



भारत निर्वाचन आयोग

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001



कोई मतदाता न छूटे



SUPPLEMENTARY COMPENDIUM OF INSTRUCTIONS 2026

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

PREFACE

The Commission, with a view to ensuring uniformity, clarity and ease of reference, had issued the Compendium of Instructions, 2024 by amalgamating all the consolidated instructions issued from time to time by various Divisions of the Commission. The said Compendium was published in four volumes, namely Volume I to Volume IV, wherein each volume contained instructions pertaining to different verticals viz General Arrangement for Poll, Conduct of Poll and Counting, Observer and Micro Observer, Videography and Webcasting, Election Expenditure Monitoring, Storage of Polling Material, Model Code of Conduct, Use of Vehicle, Nomination Process, Affidavit etc.

2. Subsequent to the issuance of the Compendium of Instructions, Volume I to IV, 2024, several instructions have been issued by different Divisions of the Commission in continuation of the existing framework. These instructions include revisions, modifications, clarifications and, in certain cases, issuance of new instructions necessitated by evolving legal, administrative and procedural requirements.
3. In order to maintain the completeness, contemporaneity and operational relevance of the Compendium, it has now been decided to issue a Supplementary Volume of the Compendium of Instructions, 2026. This Supplementary Volume comprises of all instructions issued after the consolidation of the Compendium of Instructions, 2024 (Volume I to IV), as well as any other instructions which were not included earlier but continue to remain valid and operative.
4. This Supplementary Volume has been brought out with the objective of serving as a comprehensive and readily accessible reference document for all stakeholders associated with the electoral process, including election officials at various levels, field functionaries, and other authorities engaged in elections. This initiative is expected to promote clarity, ease of reference, and facilitate consistent and effective implementation of the Commission's instructions across all stages of the electoral process.
5. The Compendium of Instructions, 2024 (Volumes I to IV) read with this Supplementary Volume, 2026, shall together provide the reference for all matters relating to the conduct of elections, to the extent applicable. All concerned authorities and officials are expected to be guided by and comply with the instructions contained therein. These instructions shall, however, remain subject to any further directions, clarifications, amendments, or modifications that may be issued by the Commission from time to time in the interest of free, fair, and transparent elections.

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Disclaimer: - This is Supplementary Volume of Compendium of Instructions, 2024 (Volume I to IV) has been prepared for the convenience of the user. In case of any discrepancy, original instruction of the Commission shall prevail.

ELECTORAL ROLL

INSTRUCTION-1



भारत निर्वाचन आयोग
Election Commission of India

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

No. 23/2024-ERS

Dated: 19th March, 2024

To,

The Chief Electoral Officer
 Of all States/UTs.

Subject: Preparation of electoral roll for conduct of elections - regarding

Madam/Sir,

I am directed to refer to subject cited above and to state that to facilitate and distinguish the correct identification of electoral roll to be used for conduct of elections; the Commission has decided to incorporate ECI logo in the header of every page of electoral roll updated till the last date of nomination in the concerned constituency. Further, the date shall also be electronically stamped in footer of each page of the updated electoral roll in the following manner:-

“Electoral roll updated on _____ w.r.t. _____ (qualifying date)”

2. Further, this electoral roll, updated till the last date of nomination, will be used as marked copy by the polling parties at polling station on the day of poll. A copy of identical electoral roll will be shared with contesting candidates of recognized political parties, free of cost and will also be uploaded on the website.
3. Besides, copies of the same electoral roll will be made available to the EROs for sale, on demand to anybody on payment basis.
4. This may be brought to the notice of all election authorities and recognized political parties, in your State.

Yours faithfully

(PAWAN DIWAN)
SECRETARY

Copy to:- ECI-IT division for making necessary provision in ERO-Net.

INSTRUCTION-2

**भारत निर्वाचन आयोग**
Election Commission of India

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

No. 24/2024-ERS

Dated: 2nd April , 2024

To,

The Chief Electoral Officer
Of all States/UTs.

Subject: Masking of sensitive information about service voters in ER database – reg.

Madam/Sir,

I am directed to refer to the subject cited above and to state that in view of the susceptibility and misuse of electors data of last part of electoral roll pertaining to service voters by unscrupulous elements, it has been decided that data field “Rank” and “address of record officer/ Commanding Officer” of service elector, shall now be masked in the last part of electoral roll.

2. Further, it shall also be ensured that only the last published electoral roll including the last part is available on the CEO’s website and any copy of last part of electoral roll of any previous year, if available on the website, irrespective of whether it is the main page or in the archive, should be removed immediately.

Yours faithfully

(RAJESH KUMAR SINGH)
UNDER SECRETARY

Copy to:- ECI-IT division for information and necessary action.

INSTRUCTION-3



भारत निर्वाचन आयोग

Election Commission of India

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

No.23/SEC/2022-ERS

Dated: 12.08.2024

To,

The Chief Electoral Officers
Of all the States and UTs.

Subject: Sharing of Electoral Database with the State Election Commission, Guidelines - reg.

References: 1. Letter No. 23/SEC/2008/ERS, dated 10.12.2008,
2. Letter No. 23/SEC/2020-ERS, dated 16.07.2020,
3. Letter No. 23/SEC/2022-ERS, dated 16.02.2022.

Madam/Sir.

I am directed to refer to the subject cited and state that the Commission, vide its letters referred to above, has issued detailed guidelines for sharing the electoral roll database with the State Election Commissions (SECs) and various Departments of the State Governments.

While sharing of electoral roll database, confidentiality and sanctity of database is of paramount importance and is to be ensured by all the Stakeholders.

You are, therefore, requested to follow the following guidelines while sharing the electoral database with the SECs:

- i. The request for sharing of the electoral database shall come to ECI before 60 days of the requirement of it.
- ii. The request for sharing of the electoral database shall come in the following format from the SEC for conducting elections/bye-elections in local/urban bodies:

Format for data required for election/bye-elections in local/urban bodies							
SL. NO.	District	Block/ Tahsil/ Taluk/ equivalent	Rural /Urban bodies	Ward	Post for which Election will be conducted	Electoral Roll of Assembly Required for Bye-Election	
						Assembly Constituency Number	Polling Station Number

- iii. After receiving the request in prescribed format, the SEC shall be informed that preparation of the electoral data for sharing with the SEC will require at least 15 days after obtaining the approval of the competent authority.
- iv. Obtain duly signed “Undertaking” in the prescribed format (at Annexure-1) from the SEC before providing it the computerized data of the electoral rolls in the custody of the Chief Electoral Officer.
- v. The Undertaking shall be taken each time while sharing electoral database to the SEC.
- vi. Adhere to the Commission’s framework mentioned in the undertaking on the security of electoral data while sharing the same with the SECs.

Yours faithfully,

**UNDER SECRETARY
(RAJESH KUMAR SINGH)**

Copy to: The SECs through the CEO of respective States/UTs.

Annexure-1

**Undertaking for sharing of Electoral Roll Database
with the State Election Commission (SEC), ...**

On request of the State Election Commission, ... vide letter No..... dated..... for sharing the computerized data of the electoral roll database of Election Commission of India with the SEC, ...for the sole purpose of preparation of electoral roll as per local requirements for the conduct of local body elections, the SEC,..... is agreed with the following obligations and terms & conditions of ECI:

Obligations

- a. The SEC shall ensure that the ECI data, whether with or without photographs in digital format, is kept confidential and not disclosed to any other agency/organization. The database shall be fully secured and private, and the SEC shall be responsible for its safekeeping and bonafide use.
- b. The SEC shall take all precautions and field verifications in preparing its own database, and the SEC takes full responsibility of the veracity or authenticity of such database prepared by the SEC, notwithstanding the fact that the SEC used the database provided by the Election Commission of India.
- c. In case any agency/organization is engaged to work upon the data provided by the ECI, then the SEC shall take all reasonable measures to protect the confidentiality of the electoral information. A Non-Disclosure Agreement (NDA) must also be signed with the concerned agency/organization by the SEC in the format prescribed by the Election Commission of India.

General Terms and Conditions**1. Provision of Data**

For sharing the electoral data with the SEC, the ECI shall be the sole authority to decide the data format, extent of data sharing and the methodology. The purpose of data sharing is to enable the SEC to utilize the data for their specific purpose of preparing electoral rolls for elections for local bodies. In case of any clarification, the printed copy of the finally published electoral roll by the ECI shall be considered as the duly authenticated version for the Assembly Constituency.

2. Specific Use

The data provided to the SEC shall be used solely for the purpose indicated in its request letter. The SEC shall provide particulars of the “Assembly Constituency” or “part(s) of Assembly Constituency” whose electors’ database it requires. Only the electors’ database with images of the specified Assembly Constituency shall be shared with the SEC. The request from the SEC for the electoral data should come through the concerned CEO, who in turn will forward the same to ECI with its comments. The request shall come in the following format:

Format for data required for election/bye-elections in local/urban bodies							
SL. NO.	District	Block/ Tahsil/ Taluk/ equivalent	Rural /Urban bodies	Ward	Post for which Election will be conducted	Electoral Roll of Assembly Required for Bye-Election	
						Assembly Constituency Number	Polling Station Number

3. Confidentiality

The SEC agrees to maintain the electoral roll database’s confidentiality and take all necessary measures to prevent unauthorized access, disclosure, or use of the data.

4. Data Integrity and Responsibility

- The SEC shall ensure that any modifications or updates made to the electoral roll database, based on the data provided by the ECI, are documented with a clear audit trail. Any discrepancies or inconsistencies arising from the use of this data will be the sole responsibility of the SEC.

5. Limited Liability

- The ECI provides the electoral roll database on an “as-is” basis and thus makes no warranties, express or implied, regarding the fitness for a particular purpose of the data. The SEC acknowledges that any reliance on the provided data is at its own risk, and the ECI shall not be liable for any direct, indirect, or consequential damages arising from the use or misuse of the data.

6. Compliance with Legal Framework

- The SEC shall ensure that the use of the electoral roll database complies with all applicable laws, rules, and regulations, including the Digital Personal Data Protection Act of 2023. Any breach of such laws by the SEC or its agents shall be the responsibility of the SEC.

7. Breach of Undertaking

- In case of breach of any terms of this undertaking, the ECI reserves the right to direct the SEC to take remedial measures to comply with the undertaking.

8. Data Purging

- Upon completing the preparation of its electoral roll, the SEC shall promptly destroy all copies of the electoral roll data received from the Election Commission of India (ECI). The SEC shall also provide a written certification to the ECI confirming that all such data has been destroyed under this provision.

9. Data Protection

- **Encryption in Transit:** All data exchanges between the State Election Commission (SEC) and third parties or to districts/wards/zones, etc., must occur over secure channels, utilizing encryption protocols like SSL/TLS. This ensures that any data transmitted is protected against interception, eavesdropping, or unauthorized access during the transfer process.
- **Encryption at Rest:** The electoral roll data, when stored by the SEC, must be encrypted using robust encryption standards, such as AES-256. This means that even if unauthorized individuals gain access to the stored data, it remains unreadable and unusable without the proper decryption keys.
- **Key Management:** The SEC must implement a strong key management system to control access to encryption keys, ensuring that only authorized personnel can decrypt the data. This system should include regular key rotation and secure storage of keys to mitigate the risk of compromise.
- **Data Access:** The data access must be strictly compartmented based on the role and jurisdiction. The role must define the access capability of a limited set of data falling under the jurisdiction of the user.

10. Security Audit and VAPT

- **Periodic Security Audits:** The SEC is required to conduct regular security audits of its application and server infrastructure. These audits should evaluate the effectiveness of the security controls in place, identify vulnerabilities, and recommend improvements. The audit should be conducted at least once a year by a CERT-In empanelled external systems Auditor with a minimum of seven years' experience.
- **Vulnerability Assessment and Penetration Testing (VAPT):** VAPT involves a comprehensive assessment of the SEC's systems to identify vulnerabilities that attackers could exploit. The SEC shall carry out regular VAPT of its infrastructure. The results of the security audits and VAPT must be documented, and any identified vulnerabilities should be promptly addressed.

The SEC should Submit the latest audit and VAPT certificates to the ECI along with their next data request, confirming compliance of previous undertakings that their systems meet the required security standards.

11. Regular Incident Management

- The SEC shall endeavour at the earliest to adhere to the best practice of having a Security Operations Centre (SOC) to ensure regular incident management, including remedial actions.

12. Geo-Fencing

The IPs of the application shall be geo-fenced to prevent access from outside India.

13. Watermarking in the EROLL of SEC

- The EROLL prepared by the SEC shall be watermarked with the text “SEC <state name>” on each page, ensuring that it covers all electors in the EROLL. This is an electoral space imperative that the electoral roll used by ECI for parliamentary and assembly elections is clearly distinguishable by the elector/citizen/ candidates/ political parties/officials from the electoral roll prepared by the SEC after due customization for Municipal and Panchayat elections.

The SEC hereby acknowledges that it has read this document and undertakes to abide by it.

[Name of the State Election Commission (SEC)]

Signatures:
For ‘The SEC’

INSTRUCTION-4

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2024-ERS

Dated: 14th November, 2024

To,

The Chief Electoral Officer,
Of all States /UTs

Subject: Registration of Homeless, transgender, Sex worker in electoral roll – reg.

Ref: (1) Commission's letter No. 23/2011-ERS, dated 08.12.2011
(2) Commission's letter No. 23/2011-ERS-Vol.III, dated 07.05.2012
(3) Commission's letter No. 23/2010-ERS-Vol.II, dated 17.07.2013, and
(4) Commission's letter No. 30/2022-ERS, dated 13.04.2022

Sir/Madam,

I am directed to state that an applicant while submitting an application for new registration in Form 6 has to submit any one of the documents prescribed therein for proof of date of birth and residence along with the application. If none of the listed documents is available with the applicant, he can submit any other document in support of his claim. A declaration has to be made by the applicant in DECLARATION portion of Form 6 mentioning name of such other document. Further, it is also mentioned in the GUIDELINES enclosed with Form 6 that where the applicant is enclosing some other document in support of age proof, he will have to appear personally before ERO or any other officer designated by ERO for verification.

2. It is clear from the above that non-furnishing of a prescribed document for proof of residence/age by an applicant cannot be a ground for rejection as the applicant who does not possess any of the prescribed documents is allowed to submit other documents and in such case verification will be done by ERO.

3. In this connection, your attention is drawn to the Commission's instructions relating to registration of Homeless, Transgenders and Sex Workers vide the letters listed above wherein it is provided that in case applicants in these categories are not able to furnish the documentary proof, enrolment will be done on the basis of field verification of B. L.O.

4. To achieve its motto that no eligible person is left unenrolled, the Commission while reiterating its earlier instructions, has directed that in case any applicant from the above three categories is not able to submit a documentary proof in support of his claim in Form 6, he will be asked to submit a self-declaration of his age/address in lieu of the prescribed document and

in such case the ERO may get the applicant's details verified by a field verification of BLO and if not satisfied, then by conducting a personal hearing. On basis of the report of field verification/ personal hearing, the ERO will process Form 6 received from the applicant.

5. This shall be notice of all EROs/AEROs for compliance.

Yours faithfully

(RAJESH KUMAR SINGH)
UNDER SECRETARY

INSTRUCTION-5

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.485/ECI/ERONet2.0/IT-5/2023

Dated: 16.12.2024

To,

The Chief Electoral Officers of
All States and Union Territories.

Sub: Sharing of Electoral Database with the State Election Commission, Guidelines - reg.

Madam/Sir,

I am directed to refer to the Commission's letter No. 23/SEC/2022-ERS dated 12.08.2024, on the subject cited and to inform you that the Commission has issued detailed guidelines & Undertaking for sharing the electoral roll database with the State Election Commissions (SECs) and various Departments of the State Governments.

In the Undertaking, as per clause No. 8 (Data Purging), "Upon completing the preparation of its electoral roll, the SEC shall promptly destroy all copies of the electoral roll data received from the Election Commission of India (ECI). The SEC shall also provide a written certification to the ECI confirming that all such data has been destroyed under this provision."

Also, as per clause No. 10 (Security Audit and VAPT), "the SEC should submit the latest audit and VAPT certificates to the ECI along with their next data request, confirming compliance of previous undertakings that their systems meet the required security standards."

To comply with the directions of ECI, the Chief Electoral Officers may ensure submission of such certifications by the respective SECs.

Yours faithfully,

(Sandeep Kumar)
UNDER SECRETARY

INSTRUCTION-6

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/BLO/2025-ERS

Date: 05th June, 2025

To,

The Chief Electoral Officers of
All States/UTs.

Sub:- Appointment of Booth Level Officer – regarding.

Madam/Sir,

I am directed to refer to the Commission's Guidelines No. 23/BLO/2022-ERS dated 4th October 2022, Issued with regards to the appointment of Booth Level Officers. In accordance with the directions given by the Hon'ble Commission during the Chief Electoral Officer's Conference held on 23rd May 2025 in New Delhi, it is hereby stated that the instructions contained in paragraphs 1.1, 1.2, 1.3, and 1.4 of the above-mentioned guidelines and in paragraphs 5.2.1, 5.2.2, 5.2.3 & 5.2.4 of Manual on Electoral Roll-2023, stand modified as follows:

- 1.1 ERO to appoint a BLO for each part of an electoral roll, under Section 13B (2) of the Representation of the People Act, 1950, amongst any Group C and above regular serving employees of state/local government enrolled as elector in that part.
 - 1.2 In the absence of regular state/local government employees, ERO may appoint BLO amongst Anganwadi workers, Contract Teachers, or central government employees. However, in such cases, CEO shall obtain a non-availability certificate (Annexure-1) signed by ERO and countersigned by DEO.
 - 1.3 In the absence of any employee of categories mentioned above enrolled as an elector in that part of electoral roll, ERO, with the prior approval of CEO, may appoint BLO amongst such categories of employee working in the area covered by that part of electoral roll.
 - 1.4 In any other case, prior approval from the Commission shall be mandatory.
2. All Chief Electoral Officers are requested for the strict compliance of the above said guidelines of the Commission and to send an ATR by 20th June, 2025 positively.

Yours faithfully,

(PAWAN DIWAN)
SECRETARY

ANNEXURE-I

**NON-AVAILABILITY CERTIFICATE OF REGULAR STATE
GOVERNMENT/LOCAL GOVERNMENT EMPLOYEES FOR
APPOINTMENT AS BOOTH LEVEL OFFICERS**

This is to certify that I have granted permission for appointment of (Anganwadi workers/ Contract Teachers/central government employees) as Booth Level Officers (BLOs) for the polling stations given in the list below. This is further to certify that before granting permission all efforts have been made to find regular state/local government employees.

Assembly Constituency No. and Name	Name and No. of polling station

Signature: - _____

Name of the ERO: _____

No. and Name of AC _____

Countersigned by DEO: _____

Name of the DEO _____

Name of the District _____

INSTRUCTION-7

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.30/Suggestion/ERS/PP/2025

Dated: 5th June, 2025

To,

The Chief Electoral Officers of,
All the State/UTs

,

**Sub: Inclusion of Photograph and Mobile No. of Booth Level Agents (BLAs) in BLA-2
Form -regarding.**

Ref.: Commission's letter No-23/BLA/2023/ERS, dated, 9th August, 2023.

Madam/Sir,

I am directed to refer the subject cited and to state that the Commission has decided to modify Form BLA-2 for inclusion of the photograph and mobile number of Booth Level Agents (BLAs).

2. In this regard, you are requested to circulate the revised Form BLA-2 with the said changes to all the concerned recognized political parties of your State/UT for use of the same for appointment of BLAs in future and also collection of the information for the existing BLAs.

3. A compliance report is desired by the Commission by 25th June, 2025, without fail.

Yours faithfully,

(SANDEEP KUMAR)
UNDER SECRETARY

FORM ID: BLA 2

Intimation as the name of Booth Level Agent appointed by the Persons Authorised by recognized NATION OR STATE Political party for appointment of Booth Level Agents

To

The Designated Officer/Booth Level Officer
Election Roll Part No.....
.....Constituency.

Subject:- Revision of electoral rolls – Appointment of Booth Level Agents (BLAs)

Sir,

In pursuance of Instruction issued by the Election Commission of India vide its letter No. 23/BLA/2023/ERS, dated 9th August, 2023, I have been authorised by the party to appoint Booth Level Agents of the party. In pursuance thereof, I hereby appoint Shri/Smt./Kum..... as the Booth Level Agent of the party for electoral roll part No of Assembly Constituency. He/she will collect printed copies of the draft/final electoral roll for the said part on behalf of the party from the Designated Officer/Booth Level Officers appointed by the Election Registration Officer during the revision of rolls with reference to 1st January , 200 as the qualifying date.

2. His/her name is included in this part of the electoral roll at serial no..... He/she is well conversant with the area covered by the part of the electoral roll and is in a position to verify the entries in the electoral roll.

3. Specimen signatures of Shri/Smt./Kum....., and his/her mobile no. are given as below. A recent passport size photograph of Shri/Smt./Kum..... is also hereby enclosed.

Specimen Signatures of Shri/Smt./Kum..... Mobile no.....

(i).....(ii).....
(iii).....

One Recent passport
Size Photograph (4.5
cm X 3.5 cm) showing
frontal view of Full Face
with White Background

Place:

Your faithfully,

Date:

(Name and Signature of the
Authorised person of the Party)

(Seal of the Party).

N.B.

1. This must be delivered to the Designated Officer/Booth Level Officer appointed by the electoral Registration Officer for the part of the electoral roll on draft publication of electoral roll at the designated location any time commencing from the date of draft publication of the roll till the last date for filling claims and objections.

2. Form must be signed in ink by the authorised person mentioned above. No facsimile signature or signature by means of rubber stamp, etc. shall be accepted.

3. This Form must be presented in person before the Designated Officer/Booth Level Officer

FORMAT FOR FURNISHING LIST OF DEAD VOTERS

No. & Name of assembly constituency:

Electoral Roll Part No.

Sl. No. of entry in the electoral roll	Name of the elector	EPIC No., if issued	Source of information	Remarks

I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People's Act, 1950 for making false declaration.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

FORMAT FOR FURNISHING LIST OF SHIFTED ELECTORS

No. & Name of assembly constituency:

Electoral Roll Part No.

Sl. No. of entry in the electoral roll	Name of the elector	EPIC No., if issued	Place of shifting (with address if known)	Source of information

I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People Act, 1950 for making false declaration.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

FORM OF ACKNOWLEDGMENT

I hereby acknowledge receipt of printed copy of draft / final electoral roll of part No.....of Assembly Constituency, There are number of pages of the printed roll and number of entries. I have verified the copy of the roll with the copy displayed by the Designated Officer/Booth Level Officer at the polling station and am satisfied that entries in both the copies of electoral roll are identical.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

INSTRUCTION-8

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/EPIC/2025/ERS

Dated: 06.06.2025

To,

The Chief Electoral Officers of
All the State/UTs.

Sub: New Standardized BLO ID Card – regarding.

Reference: Commission's instructions No. 23/2019-ERS(Vol.III) dated 28.09.2019 & 23/BLO/2022-ERS dated 04.10.2022

Madam/Sir,

I am directed to refer to the Commission's instructions under reference and the discussion held in the Conference of Chief Electoral Officers held on 23rd May, 2025 in New Delhi regarding the standardize BLO ID card, I am to say that the Commission has approved a standardized BLO ID Card (sample attached at annexure-1). For generation of BLO identity card, necessary tool has been provided in the ERO's login on ERONet. Detailed SOP in this regard is as follows:

- i. ERO will be able to view a tab "Download BLO ID Card" in user management module where ERO will be able to view list of BLO and can download ID against BLO.
- ii. On entering the EPIC number of the BLO, the system will auto fetch all the details including photograph of the BLO concerned from the ER database, except the 'Department' and 'Designation'
- iii. CEOs will have the functionality to create 'Department for their State/UT (in English and vernacular)
- iv. Under that 'Department', CEOs can create 'Designation' (in English and vernacular)
- v. Each 'Department' and "Designation" entry is limited to 30 characters due to space constraints on the ID card. It should be ensured that entries are made using either full names or clear abbreviations so they remain easily understandable.
- vi. While creating/Updating BLO-Department and all the Designation under that department needs to be mapped to respective BLO.
- vii. Size of the Card has been kept same as the EPIC: 5.4 cm x 8.5 cm.
- viii. Card will be printed on good quality PVC ensuring good quality and clear printing.
- ix. Card will be provided to BLOs with suitable transparent case and lanyard to wear.

2. ALL the BLOs shall be required to wear their BLO ID card, provided by the ERO, during all her/his election related duties such as House-to-House Survey, field verification visits, distribution of EPIC, Voter Information Slip (VIS), during special camps and polling etc.

3. Each ERO shall be responsible to print and provide the BLO ID card to each BLO under her/his jurisdiction. All Chief Electoral Officers shall issue necessary directions to all the EROs and BLOs, and also complete necessary process on ERONet required at their level. Each CEO shall submit a completion certificate latest by 30 June, 2025, confirming that all the BLOs in their respective state/UT have been provided with the BLO ID card through ERONet.

Yours faithfully,

(Sandeep Kumar)
Under Secretary



भारत निर्वाचन आयोग
Election Commission of India



बूथ स्तर अधिकारी
BOOTH LEVEL OFFICER
संतोष कुमार आर्य
Santosh Kumar Arya

विधानसभा क्षेत्र : 170 सोनकच्छ, मध्य प्रदेश
AC : 170-Sonkatch, Madhya Pradesh

Date of Issue: DD/MM/YY

Signature of the ERO
CD - Santosh, Madhya Pradesh

NO. : ECI/BLO/DL/123

विभाग :
Department :

पद का नाम :
Designation :

मोबाइल नंबर :
Mobile No. :

मतदाता पहचान पत्र क्रमांक
EPIC No. :

पता :
Address :



Scan this QR to verify the authenticity of this ID

अनुदेश / Instructions

The loss of this card should be reported immediately to the police and office of the Issuing Authority.

यदि यह कार्ड किसी भी कारणवश खोया जाय तो तत्पश्चात् इसे जल्द से जल्द पुलिस और जारी करने वाले अधिकारी के कार्यालय को तत्काल ही ज्ञात करिए।

NO VOTES TO BE LEFT BEHIND
कोई मतदाता न छोड़े

INSTRUCTION-9

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/Inst/2025-ERS

Dated: 18.06.2025

To,

The Chief Electoral Officers of
All States/UTs

Subject – SOP for Printing and delivery of EPIC -regarding

Madam/Sir,

I am directed to refer to the Commission's instruction No. 23/Inst/2024-ERS dated 05.02.2024 concerning the Standard Operating Procedure (SoP) for printing of EPICs with new security features. In light of the discussions held during the Chief Electoral Officers' Conference on 23rd May 2025, and with a view to reducing the EPIC delivery time, the Commission has approved the following changes in the said SoP:

- a) CEOs will provide empaneled Printing Agency a log-in facility on ECINet with limited access to directly download EPICs pdf for printing.
- b) The Printing Agency shall print and hand over the EPICs at the central location of the Postal Department in the respective States, as per the arrangement finalized by the CEOs.
- c) CEOs shall ensure delivery of EPIC within 15 days from the date of generation of its pdf.

2. You are requested to confirm the implementation of the above-mentioned SoP and to submit a factual status report on EPIC delivery within one month of implementation of the SoP.

Yours faithfully,

(SANDEEP KUMAR)
UNDER SECRETARY

Copy to:

DG (IT), ECI to make necessary changes in the ECINet and API integration with DoP dashboard.

INSTRUCTION-10

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/BLO/2025-ERS

Dated:24.07.2025

To,

The Chief Electoral Officers,
All States/UTs

Subject-Remuneration for BLOs & Supervisor-regarding

Sir/Madam,

In supersession of Commission's letter no. 23/Inst/2015-ERS dated 08.07.2015; the commission has directed that following minimum annual remuneration should be granted to BLOs and BLO Supervisors:

- Booth Level Officers (BLOs)-Rs.12000/-
- BLO Supervisors-Rs.18000/-
- Special incentive to BLO (for SSR/SR and any other special drive)-Rs. 2000/-

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

Yours faithfully,

(Pawan Diwan)
SECRETARY

INSTRUCTION-11

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/ERO-AERO/HON/2025-ERS

Dated: 02.08.2025

To,

The Chief Electoral Officers,
All States/UTs

Sub: Annual Honorarium for EROs and AEROS - Regarding

Sir/Madam,

The Commission after taking into consideration the crucial role played by EROS and AEROS in the preparation and revision of Electoral Rolls, has directed that following annual honorarium should be granted to the Electoral Registration Officers (ERO) and Assistant Electoral Registration Officers (AERO):

• Electoral Registration Officers (ERO) -	Rs. 30,000/-
• Assistant Electoral Registration Officers (AERO) -	Rs. 25,000/-

2. The instruction shall be brought to the notice of all concerned for compliance.

Yours faithfully,

(PAWAN DIWAN)
SECRETARY

INSTRUCTION-12

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/ER/Monitoring/ER-3/2025

Dated: 19.09.2025

To,

The Chief Electoral Officers,
All States/UTs (except Bihar).

Subject: Processing and Disposal of Forms on ERONET - reg.

Reference: (i) ECI's letter no. 23/ERO-NET/LET/ECI/FUNC/ERD-ER/2018 dated 20th July, 2018;
(ii) ECI's letter no. 23/Inst/2025-ERS dated 18.06.2025;
(iii) Video Conference (es) with the State Nodal Officers of the States/UTs

Madam/Sir,

Electoral roll is the foundation for the conduct of the elections in our country and participation of the eligible citizens through exercising their universal adult franchise, as mandated under Article 326 of the Constitution of India, is a hallmark of the electoral process in India. The Election Commission of India under Article 324 & Article 325 of the Constitution of India holds a central role in facilitating citizens in registration of the eligible citizens in the electoral roll and paving a way for participation in the electoral process.

2. It has been emphasized from time to time that the forms submitted by the citizens for enrolment/deletion/shifting/correction of entries must be disposed of expeditiously within statutory framework and guidelines issued by the Commission so that citizens can get EPIC at the earliest opportunity. Rule 26 (3) of the Registration of Electors' Rules 1960 mandates that the registration officer shall dispose of the forms after minimum seven days.

3. The Commission has also laid down detailed out timeline for electoral roll revision activities in ECI-Net vide its letter dated 20th July, 2018. It has been observed that in several ACs in your State, forms are not even processed for more than 15 days and in some cases for more than 45 days. This fact has been brought to the notice of State ER Nodal Officers, during review meetings regularly still no satisfactory progress is visible in the disposal of forms.

4. As explained above, the Commission in its endeavour to cater to the enrolment needs of the citizens and to cut short the time for the delivery of EPIC, has revised SOP for printing and delivery of EPIC vide letter dated 18.06.2025 (copy enclosed).

5. In order to monitor the progress of the pendency of the forms, the Commission has directed that DEOs will chair meetings with all the EROs under their jurisdiction on weekly basis and review the pendency of the forms. DEOs will call explanation of the concerned EROs, who fails to process the forms on ECI-NET within seven days without any justification. A compiled statement of such explanation of the month (Annexure-B) and action taken thereupon should be sent to the Commission through the CEO of the State/UTs by 5th of every month.

Hindi version of the letter will follow.

Kindly acknowledge.

Yours faithfully,

(Sanjay Kumar)
UNDER SECRETARY

Annexure-A

Name of the State/UT-

Name of the District-

Month-

No. and Name of the Assembly Constituency	Name & Designation of the Electoral Registration Officer	Date of call for explanation	Action taken thereupon by the DEO	Remark, if any

(Signature)

Name of the DEO

Annexure-B**Name of the State/UT-****Month-**

No. and Name of the Assembly Constituency	Name & Designation of the Electoral Registration Officer	Date of call for explanation	Action taken thereupon by the DEO	Comments of the CEO on the action taken by the DEO

(Signature)**Name of the CEO**

INSTRUCTION-13

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2025-ERS (Vol.II)

Dated: 27th October, 2025

To,

The Chief Electoral Officers,(A&NI, Chhattisgarh, Goa, Gujarat, Kerala, Lakshadweep, Madhya Pradesh,
Puducherry, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal)**Sub: SIR of Electoral Roll w.r.t. 01.01.2026 as the qualifying date.**

Sir/Madam,

1. I am directed to refer to the Commission's Order No. 23/2025-ERS (Vol.II) dated 24.06.2025 wherein the Commission, in exercise of its powers under Article 324 of the Constitution of India, 1950; Section 21 along with other applicable provisions of the Representation of the People Act, 1950 (the "RPA 1950"), and the relevant provisions of the Registration of Electors Rules, 1960 has ordered Special Intensive Revision (SIR) in all the States/UTs (Annexure I). In pursuance of the same, the Commission has directed to conduct the SIR in the above-mentioned States/UTs w.r.t. 01.01.2026, as the qualifying date.
2. The Commission has decided to conduct the SIR based on the order and guidelines issued on 24.06.2025, subject to the following additions/modifications:
 - a. For electors whose Enumeration Forms have not returned, BLO may identify a probable cause, such as Absent/Shifted/Death/Duplicate, based on an inquiry from the nearby electors and note the same. Booth-wise lists of above electors whose names are not included in the Draft Roll, shall also be displayed on the Notice Board of respective Panchayat Bhavan/Urban local body office and Offices of the Block Development Officer/Panchayat Officers/Urban Local body officers to enable the general public to have access to the aforesaid voters lists along with the probable reasons for non-inclusion of their names. CEOs to consolidate and put these lists on CEO's website in an accessible format.
 - b. For Aadhaar, the Commission's directions issued vide letter No. 23/2025-ERS/Vol.II dated 09.09.2025 (Annexure II) shall apply.
 - c. Modified Enumeration Form (Annexure III) and Declaration Form (Annexure IV) shall be applicable for SIR in these States/UTs.
 - d. No document is to be collected from electors during the Enumeration Phase.

- e. ERO to issue notice, only after publication of draft Electoral Rolls, to those electors, who could not be linked with previous SIR Electoral Rolls, to ascertain their eligibility.
 - f. The relevant last intensive revisions of the respective States/UTs is as mentioned in Annexure V.
 - g. During House to House Enumeration, BLO to carry at least 30 blank Form 6 along with blank Declaration Forms (Annexure IV), to supply to anyone who seeks to enrol as a new elector.
 - h. ERO shall also invite advance applications for subsequent qualifying dates i.e. 1st April, 1st July & 1st October, 2026 while publishing notice for draft publication in Form-5.
3. SIR to be undertaken strictly within the timeline as per the following schedule: delivery of EPIC vide letter dated 18.06.2025 (copy enclosed).

Sr. No	Activities	Schedule
1	Preparation/Training/Printing	28.10.2025 (Tuesday) to 03.11.2025 (Monday)
2	Enumeration Period	04.11.2025 (Tuesday) to 04.12.2025 (Thursday)
3	Rationalization/Re-arrangement of Polling Stations	By 04.12.2025 (Thursday)
4	Updation of Control Table and Preparation of draft roll	05.12.2025 (Friday) to 08.12.2025 (Monday)
5	Publication of draft electoral roll	On 09.12.2025 (Tuesday)
6	Period for filing claims & objections	09.12.2025 (Tuesday) to 08.01.2026 (Thursday)
7	Notice Phase (Issuance, hearing & verification); decision on Enumeration Forms and disposal of claims and objections to be done concurrently by the EROs	09.12.2025 (Tuesday) to 31.01.2026 (Saturday)
8	Checking of health parameters of electoral rolls and obtaining Commission's permission for final publication.	By 03.02.2026 (Tuesday)
9	Final Publication of Electoral Roll	On 07.02.2026 (Saturday)

4. Also, to enable fulfilment of the above constitutional mandate, the Commission further directs, under Article 324 of the Constitution of India, that the Chief Secretaries of the above-mentioned States/UTs shall ensure that the CEO/DEO/ERO/AERO/BLO Supervisor/ BLO and all other officers involved in the preparation of Electoral Rolls are adequately supported with manpower and resources. During the SIR period, the Chief Secretaries shall ensure that no post notified as DEO/ERO/AERO is vacant and no official connected with the exercise of SIR is transferred without prior approval of the Commission.

(Pawan Diwan)
Secretary

Copy to:

1. Chief Secretaries to the Governments of Chhattisgarh, Goa, Gujarat, Kerala, Madhya Pradesh, Puducherry, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal,
2. Chief Secretary to the Administration of A&NI,
3. Advisor to the Administrator of Lakshadweep,
4. CEOs of all States/UTs
5. Internal circulation (as per the standard list of circulation)

Annexure-I

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2025-ERS (Vol.II)

Dated: 24th June, 2025

To,

The Chief Electoral Officer
Bihar, Patna

Subject: Special Intensive Revision w.r.t. 01.07.2025 as the qualifying date.

Sir,

1. I am directed to convey that the Commission has directed a Special Intensive Revision (SIR) in exercise of its powers under Article 324, Section 21 of the Representation of the People Act, 1950 (the "RPA 1950"), along with other applicable provisions of the RPA 1950, with reference to 01.07.2025 as the qualifying date, in the State of Bihar, where general election to state Legislative Assembly is due in 2025 (Annexure A).
2. While carrying out the SIR of the electoral rolls, ERO of each Assembly Constituency shall be responsible for ensuring that no eligible citizen is left out while no ineligible person is included in the Electoral Roll. During the SIR, CEO/DEO will aid ERO to fulfil the constitutional mandate that every eligible person, as per Article 326 of the Constitution of India read with Section 16 and 19 of the RPA 1950, is enrolled as Elector. For this, EROs shall satisfy themselves regarding the eligibility of every person before entering their name in the electoral roll. The detailed guidelines are attached (Annexure B).
3. During SIR, EROs through the BLOs shall conduct House to House enumeration. Every existing elector, as on the date of this order, will be made available an Enumeration Form (Annexure C), either through BLO or the elector can download the Enumeration Form from <<https://voters.eci.gov.in>>. BLO shall collect one copy of the Enumeration Form and sign the acknowledgment of receipt on the second copy to be retained by the existing elector. Based on the Enumeration Forms received back along with documents, ERO will prepare the draft roll.
4. Further, in case of application for registration as a new elector or for shifting from outside the state, it is also directed that henceforth, alongwith Form 6/Form 8, an additional Declaration Form (Annexure D) shall also be required to be filled by the applicant to support the declaration made therein.

5. The last intensive revision in Bihar was done in 2003, with 01.01.2003 as qualifying date. As the eligibility of Electors enrolled in the Electoral Rolls after the last intensive revision was established then, the Commission has decided that such Electors need not attach any additional document alongwith the Enumeration Form, except the extract of the Roll. Thus, CEO/DEO/ERO shall make the Electoral Rolls with qualifying date of 01.01.2003 freely available to all BLOs in hard copy, as well as, online on their website for anyone to download and use as documentary evidence while submitting their Enumeration Form (Annexure C). CEO/DEO/ERO/BLO should also take care that genuine electors, particularly old, sick, PwD, poor and other vulnerable groups are not harassed and are facilitated to the extent possible, including through deployment of volunteers.
6. Also, ERO shall assess the need of new Polling Stations considering that no Polling station has more than 1,200 electors, except with the prior approval of the Commission. ERO to also ensure that the polling station area is so defined and demarcated that no overlap exists with any other Polling station.
7. SIR to be undertaken strictly within the timeline as per the following schedule:

1	(i) ERO to print pre-filled Enumeration Form (in duplicate) for all existing electors and give it to the respective BLOs. (ii) ERO to give training to BLOs about the Revision Exercise. (iii) BLO to distribute Enumeration Form to all existing electors (in duplicate) through House to House visit. (iv) BLO to guide the public on filling up Enumeration Form. (v) BLO to collect Enumeration Forms from the public, along with required documents, or the public can also upload Enumeration Forms and documents online. (vi) Uploading collected Forms in BLO App/ECINet, on a day-to-day basis. (vii) BLO to give recommendations on each Enumeration Form so received. (viii) BLO Supervisor to check the BLO's output in quantitative as well as qualitative terms. (viii) AERO to verify all Enumeration Forms not-recommended by BLOs.	25.06.2025 (Wednesday) to 26.07.2025 (Saturday)

2	Rationalization/Re-arrangement of Polling Stations and finalization of proposed restructuring of section/part boundaries, location of polling stations and obtaining approval of list of polling stations. A polling Station shall preferably contain not more than 1,200 electors	25.06.2025 (Wednesday) to 26.07.2025 (Saturday)
3	Updation of Control Table and Preparation of draft roll having names of all the existing electors who submitted the duly filled Enumeration Forms.	27.07.2025 (Sunday) to 31.07.2025 (Thursday)
4	Publication of draft electoral roll on 01.08.2025 (Friday)	
5	Period for filing claims & objections	01.08.2025 (Friday) to 01.09.2025 (Monday)
6	Decision on Enumeration Forms received during H2H enumeration period and disposal of claims and objections to be done concurrently and to be completed by the EROs by	By 25.09.2025 (Thursday)
7	(i) Checking of health parameters of the finalised electoral rolls and obtaining Commission's permission for final publication. (ii) Updating database and printing of supplements	By 27.09.2025 (Saturday)
8	Final Publication of Electoral Roll on 30.09.2025 (Tuesday)	

8. Also, to enable fulfilment of the above constitutional mandate, the Commission also directs, under Article 324 of the Constitution, that the Chief Secretary shall ensure that CEO/DEO/ERO/AERO/BLO Supervisor/BLO and all other officers involved in preparation of Electoral Rolls are adequately supported with manpower and resources. During the SIR period, the Chief Secretary shall ensure that no post notified as DEO/ERO/AERO is vacant and no such officer is transferred without prior approval of the Commission.

(Pawan Diwan)
Secretary

Copy to Chief Secretary of Bihar for necessary action.

Annexure-A

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/ERS/2025

Dated: 24th June, 2025

ORDER**Special Intensive Revision of Electoral Rolls**

1. Whereas, Article 324 of the Constitution of India and the Representation of People Act, 1950 (the “RPA 1950”) vests the superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of the elections to the Parliament and the State Legislatures, with the Election Commission;
2. Whereas, maintaining the integrity of the electoral roll is fundamental for the conduct of free and fair elections;
3. Whereas, the electoral machinery, eligibility conditions, manner and procedure for preparation of electoral rolls are provided under the RPA 1950 and the Registration of Electors Rules, 1960 (“RER, 1960”), framed under the RPA 1950;
4. Whereas, in line with this objective, the Commission has previously exercised its powers under enabling statutes in the years such as 1952-56, 1957, 1961, 1965, 1966, 1983-84, 1987-89, 1992, 1993, 1995, 2002, 2003 and 2004 to undertake Intensive Revision of electoral rolls for all or some parts of the country for afresh preparation of electoral rolls through enumeration. The last intensive revision in Bihar, was conducted by the Commission in the year 2003 with reference to 01.01.2003 as the qualifying date;
5. Whereas, the preparation of electoral roll must ensure that all eligible citizens are included and no such eligible citizen is excluded from the electoral roll;
6. Whereas, the Article 326 of the Constitution stipulates that every person who is a citizen of India and who is not less than eighteen years of age on the qualifying date and is not otherwise disqualified under any law shall be entitled to be registered in the electoral roll;
7. Whereas, the Commission has noted that during the last 20 years significant change in electoral roll has taken place due to additions and deletions on a large scale over this long period. Rapid urbanization and frequent migration of population from one place to another on account of education, livelihood and other reasons, have become a regular trend. Some electors obtain registration in one place and then shift their residence and

register themselves at another place without getting their names deleted from the electoral roll of the initial place of residence. This has led to increased possibility of repeated entries in the electoral roll. Thus, the situation warrants an intensive verification drive to verify each person before enrolment as an Elector;

8. Whereas, one of the fundamental pre-conditions set out in Article 326 of the Constitution is that a person is required to be an Indian citizen, for his/her name to be registered in the electoral roll. Consequently, the Commission has a constitutional obligation to ensure that only persons who are citizens;
9. Whereas, under Section 21 of the RPA 1950 along with other applicable provisions of the RPA 1950, the Commission is empowered to direct special intensive revision of the electoral rolls including preparation of electoral rolls afresh;
10. Therefore, the Commission has now decided to begin the Special Intensive Revision in the entire country for the discharge of its constitutional mandate to protect the integrity of the electoral rolls; However, since the General Elections to the Legislative Assembly in the State of Bihar is expected in later part of this year, hence the Commission has decided to conduct Special Intensive Revision in the State of Bihar as per the Guidelines and schedule attached herewith. The schedule for the Special Intensive Revision in the rest of the country shall be issued separately in due course.
11. Since the last intensive revision in Bihar was undertaken in 2003, the EROs shall treat the electoral roll of 2003 with qualifying date of 01.01.2003 as probative evidence of eligibility, including presumption of citizenship unless they receive any other input otherwise.
12. Any person whose name is not recorded in the 2003 Electoral Roll shall for the purpose of registration in the electoral roll is required to submit from amongst a wide range of eligible government documents as prescribed for establishing their eligibility to be an elector.
13. Since the existing Electoral rolls were published on 06.01.2025 under Special Summary Revision, and continuously updated since then, the Commission further directs that a pre-filled enumeration form shall be made available to every existing elector as on the date of issue of this order and the draft roll shall include the names of all the electors who have submitted a duly filled Enumeration Form before July 25, 2025. This being an intensive revision, in case enumeration form is not submitted before July 25, 2025, the name of the elector can not be included in the draft rolls. However, CEO/DEO/ERO/BLO should also

take care that genuine electors, particularly old, sick, PwD, poor and other vulnerable groups are not harassed and are facilitated to the extent possible, including through deployment of volunteers.

14. The ERO/AERO shall not delete any entry from the draft roll without conducting an inquiry and giving a fair and reasonable opportunity to the persons concerned whose name has appeared in the draft roll. In case any person is aggrieved by the decision of the ERO, he may prefer an appeal to the District Magistrate under Section 24(a) of the RP Act, 1950, read with rule 27 of the RER, 1960 within the stipulated time. If the appellant remains unsatisfied, a second appeal may be preferred before the Chief Electoral Officer within 30 days of the DM's order, as per Section 24(b) of the RP Act, 1950 read with Rule 27 of the RER, 1960.
15. Further, in case of application for registration as a new elector or for shifting from outside the state of Bihar, it is also directed that henceforth, alongwith Form 6/Form 8, an additional Declaration Form (Annexure D) shall also be required to be filled by the applicant to support the declaration made therein.

By Order
Election Commission of India

(Sanjay Kumar)
Deputy Election Commissioner

Annexure-B**Detailed Guidelines For Special Intensive Revision****1. Training**

- a. DG(IT), ECI shall organise a training of the CEO and State IT Nodal Officers at the CEO office to familiarize them about new IT features/modules/applications/online submission of forms.
- b. CEO/DEO/ERO/AERO shall get themselves acquainted with the new ECINet application, and especially about the BLO, Elector and their respective modules.
- c. CEO shall also ensure that all the posts of EROs/AEROs/BLOs/Supervisors are filled and requisite training and orientation including training on the latest IT process and systems is completed well in time.
- d. At the earliest, ERO will conduct an orientation workshop for the Booth Level Agents (BLA) of recognized political parties to explain the process and to sensitize them about SIR.

2. Rationalization, Reserialization and Formation of sections

- a. Based on the H2H enumeration, ERO shall assess the need of new Polling Stations considering that no Polling station has more than 1,200 electors, except with the prior approval of the Commission. ERO to also ensure that the polling station area is so defined and demarcated that no overlap exists with any other Polling station.
- b. The electors of so merged/attached polling stations are not required to travel for more than two kilometer distance and to cross any natural barriers.
- c. Extensive survey must be carried out during the exercise of rationalization of polling stations for setting up new polling stations in the High Rise/Group Housing societies/RWA colonies that have common facilitation area/community halls at ground floor within the premises and in slum dwelling clusters of urban areas.
- d. Immediately after assessing the requirement of new polling stations, ERO shall communicate the requirement of additional polling stations to DEO.
- e. DEO, being responsible for provisioning of polling stations u/s 25 of the RP Act 1951, shall ensure 100% physical verification of the existing and newly proposed polling station locations through a senior officer to assess as to whether the building is in proper condition and it meets the other parameters set by the Commission for smooth conduct of poll.

- f. DEO shall consult the representatives of the political parties before finalizing the proposal of new polling stations. Thereafter, DEO shall obtain the approval of the Commission for the consolidated proposal of polling stations.
- g. Proposal for change of location shall be sent to the Commission only after 100% verification/inspection of the polling station and along with longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of polling station shall be captured and details of the same shall be updated in the ECINet Dashboard.
- h. After Commission's approval, ERO shall update the Control Table in ECINet and create Parts, as per IT applications to prepare draft Electoral Roll.
- i. Once a new polling station is created in the Electoral Roll, ERO shall also, through BLO, ensure uploading of photos and location information of the polling station, along with data like latitude and longitude of the Polling Station, from BLO's module in ECINet App.
- j. Standardization of addresses: The electors will be arranged in the roll in a sequence, according to the House no. (and Floor no. of the building). To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll:
 - i. House No./ Flat No./Door No. (Name of house, if available)
 - ii. Floor No. (in case of multi-story building)
 - iii. Building No./Block No./Tower No. (name of building, if available)
 - iv. Apartment No.
 - v. Wing
 - vi. Ward No*
 - vii. Street/ Road/Lane*
 - viii. Sector
 - ix. Area/Locality*
 - x. Landmark, if any
 - xi. Village/Town/City*
 - xii. Sub-district/Tehsil
 - xiii. District*
 - xiv. State*
 - xv. Pincode*

k. Family Grouping:

- i. Based on the H2H enumeration, while creating a new polling station or re-organising/ rationalisation of the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, ERO to ensure the following:
 1. No family residing at same Door/Flat No. is broken and all the family members are kept in the same section and in the same part,
 2. Electors residing in a building are enrolled in the same part, and
 3. As far as possible electors residing in a Street are enrolled in the same part.
- ii. To group all the family members and neighbors in a section, ERO shall keep all Electors of one house/building/tower, in one Section, as far as feasible, in any case within a part.

3. House to House (H2H) Enumeration

- a. At the start of the H2H process, Booth Level Officers (BLOs) shall be provided with:
 - i. an Identity Card, if not already given, and
 - ii. a kit bag labeled **Special Intensive Revision**, that shall include registers, stationery, caps/T-shirts, and any other necessary stationery items required during the enumeration process.
 - iii. Enumeration Forms (**Annexure C**) with pre printed details of existing electors, for each existing elector as on the date of issue of this order, in duplicate. Alongwith certain number of blank Enumeration Forms for any eventuality.
- b. BLOs shall visit each household and distribute Enumeration Form, with pre printed details of existing electors, to each existing elector in duplicate and will guide them in filling up the Form.
- c. If BLO finds that any house is locked or closed at the time of enumeration, she/he shall slip the Enumeration Forms in the house and make at least three visits to collect filled up Forms.

¹ The fields marked with (*) should be mandatorily mentioned in the electors' details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/ District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such cases, it will be invariably indicated that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

- d. The existing electors will also be provided a facility to download pre-filled Enumeration Form and upload filled-in Forms and documents through online mode.
- e. Each elector must submit this form along with requisite information and self-attested documents to the BLO.
- f. BLO will again visit every household to collect the filled copy of the Enumeration Form from the electors. BLO shall keep one copy of Enumeration Form along with the requisite documents with him/her and give an acknowledgement of receipt of Form and document on the other copy of Enumeration Form to be retained by the applicant.
- g. In case an elector has uploaded a form filled in with documents online, BLO will verify the documents during his visit to the house of the elector.
- h. BLO shall upload these Forms and attached documents through BLO/ECINet mobile application. Thereafter, BLO will submit all the collected Enumeration Forms along with its documents to the concerned ERO/AERO for record purposes.

4. Publication of draft roll :

- a. ERO shall prepare the draft Electoral Roll by including all the Electors whose Enumeration Forms have been received from the electors. Decision on the Enumeration Forms so received shall be taken after draft publication during the claims & objection period. However, ERO/AERO shall start scrutinising Enumeration Forms, as and when they are received to identify the cases with suspected eligibility.
- b. Draft electoral roll shall consist of names of all the existing electors who have submitted their duly filled Enumeration Form to the BLO during the H2H enumeration period or which have been received online and verified by BLO. Names of other electors, from whom Enumeration Forms are not received will not be included in the draft roll.
- c. In case any elector is unable to submit their filled in enumeration forms within the specified time, they may file Form 6 alongwith the prescribed Declaration Form (Annexure D) for inclusion during the claims and objections period.
- d. All names of member of judiciary, public representatives, holders of declared offices and personalities from fields of arts, culture, journalism, sports, and public services etc. earlier flagged in the electoral database, are to be included in the draft Electoral Rolls, so that necessary documents can also be collected during the period of Claims and Objections.

- e. ERO shall also invite advance application for subsequent qualifying date i.e. 01st October, 2025 while publishing notice for draft publication in Form-5.

5. Period of Claims and Objections

- a. After publication of the draft Electoral Rolls, ERO/AERO shall scrutinise the eligibility of proposed Electors in accordance with the qualification of Electors prescribed under Article 326 and Section 16 & 19 of RPA 1950. To do so, ERO/AERO shall come to his/her satisfaction based on the documents submitted and field reports.
- b. In case ERO/AERO doubts the eligibility of the proposed Elector (due to non-submission of requisite documents or otherwise), he/she will start a suo moto inquiry and issue notice to such proposed Elector, as to why his/her should not be deleted. Based on field inquiry, documentation or otherwise, ERO/AERO shall decide on inclusion of such proposed Electors in the Final Rolls. In each such case, ERO/AERO shall pass a speaking order. Also, EROs will refer cases of suspected foreign nationals to the competent authority under the Citizenship Act, 1955. For these purposes, AERO shall exercise ERO's powers independently u/s 13C(2) of the RPA, 1950.
- c. Whereas, the eligibility conditions to enroll as an elector were already being verified by the ERO to his satisfaction, it is necessary that the documents on the basis of which such satisfaction of ERO is arrived at, are also uploaded in ECINET as the current level of technology enables so.
- d. Every claim for inclusion of name in the roll as new elector shall be in Form-6 along with new Declaration Form. Henceforth, all EROs shall also ensure to collect the prescribed Declaration Form in respect of all pending Form 6 and advance claims received in Form 6 w.r.t. 01.10.2025 as the qualifying date.
- e. Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and marking of PwD, shall be in Form-8 and shall be preferred by the person to whom that entry relates. New Declaration Form shall be submitted alongwith Form-8 for shifting of residence from outside the state of Bihar.

6. Display of list of claims and objections

- a. ERO shall prepare lists of claims and objections in Form 9, 10, 11 and 11A and 11B and exhibit one copy of such lists on a notice board in his office on every working day.
- b. The list of all claims and objections received should also be put up on the website

of the CEO so that citizens are able to see the list and lodge objections, if any, with the concerned ERO.

- c. CEO to give adequate publicity to the fact that a list of claims and objections is available on CEO's website, and if any one wants to raise objections regarding any claim in the list, he/she can file the same before the EROs. This information should also be shared with the political parties by holding meetings with them and sending written communication to them.
 - d. ERO to share the list of claims and objections with the political parties on a weekly basis. The list should be incremental instead of cumulative. For this purpose, the ERO should call a meeting of all political parties on a regular interval and personally handover a list of claims and objections to them and obtain acknowledgement.
7. **Appeals** under Section 24 of the Representation of the People Act, 1950: An appeal shall lie from any decision of the ERO to the District Magistrate u/s 24(a) of the RP Act, 1950, and a second appeal under Section 24(b) against the decision of the first Appellate authority shall lie to the CEO, in the manner prescribed under Rule 27 of the Registration of Electors Rules, 1960.
8. **Supervision and Checks:** Following supervisory checks and verification are prescribed.
 - a. BLO Supervisor, who normally has 10 BLOs under his charge shall verify 10% of each of the Booth Level Officer's verification work under him.
 - b. ERO shall hold regular monitoring meetings with AEROs, BLO Supervisors and BLOs and ensure that the work done is not superficial. Delinquent officials should be taken to task and corrective measures taken swiftly.
 - c. Super-checking during SIR by Roll Observers: Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the assigned districts or at least 50 Forms (20 additions + 20 deletions + 10 modifications) in each of the assigned districts, by tabletop exercise. Out of these verified Forms, field verification must be done in a minimum of 50 Forms.
9. **Engagement with Political Parties and sharing of electoral rolls:**
 - a. By CEO:
 - i. As soon as the SIR schedule is announced, the CEO shall hold a meeting with all recognized political parties, and inform them of the important points of the law and procedures of the SIR and seek their cooperation.

- ii. For all such meetings, records like minutes of meetings attendance of participants with their signature should be maintained.
- iii. The CEO shall ask the recognized political parties to appoint a Booth Level Agent (BLA) for each polling station who would be associated with BLO during the revision period. Political Parties shall also be asked to give a list of BLAs to respective EROs.
- iv. The CEO shall extract a report on the status of disposal of claims and objections received during the revision from ECINet and put the same on his website on a weekly basis, for information of general public/citizens.
- v. 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.
- vi. CEO shall put draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and share the same with recognized political parties.
- vii. CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls.

b. By DEO:

- i. DEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls.
- ii. The DEO shall hold periodic meetings with all recognized national and state level political parties and inform them of the important points of the law and procedures of the SIR and seek their cooperation before the date of draft publication.

c. By ERO:

- i. ERO shall share a list of claims and objections with all political parties on a weekly basis. He will be able to download this list through ECINet.
- ii. ERO, immediately after draft and final publication, shall supply free of cost two copies (one hard copy & one soft copy) of each separate part of the roll to every registered political party. For this purpose, soft copy of electoral roll shall not have the electors' photographs.

d. By BLO:

- i. Before H2H enumeration, BLO will hold a meeting with BLAs and brief them about the schedule and process of SIR.
- ii. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of the State and identify the corrections to be carried out, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.
- iii. With a view to ensure more involvement of political parties, the Commission has allowed BLAs of recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 50 Forms/day to BLO before the Draft Publication, and 10 Forms/day thereafter.
- iv. BLA will submit a list of application forms with an undertaking that he has personally verified the particulars of the application forms and is satisfied that they are correct.

10. Schedule of Press Note/Advertisement during SIR

- a. Announcement of schedule of SIR:
 - i. **Press Note:** CEO to issue a Press Note explaining pre-revision activities like, H2H, rationalization and schedule in detail along with expected meetings with political parties. DEO to circulate CEO's press notes on its social media.
 - ii. **Advertisement:** CEO to publish SIR schedule in the prominent newspapers, along with a public appeal to file claims and objections.
 - iii. **Letter:** CEO/DEO/ERO to write to recognized political parties sharing the schedule and guidelines of SIR.
- b. Rationalisation of PS:
 - i. **Press Note:** DEOs to issue a press note with photos of meetings with political parties discussing the draft list of Polling Station. CEO to issue a consolidated press note after Commission's approval of final list of PS.
- c. Publication of draft roll
 - i. **Press Note:** CEO/DEOs to issue separate press notes on the day of draft publication with details of the electors, period of claims & objections,

sharing of lists of claims & objections on weekly basis, information about the provision of appeal and details of appellate officers. Press Note shall have photos with the authorised representatives of the political parties while handing over the copies of draft roll to them.

- ii. **Advertisement:** CEO to make an appeal for people to file claims and objections on the draft Electoral Roll.
- d. Period of Claims and Objections
 - i. **Press Note:** Each DEO will issue a press note, during the period, while sharing the photos of ERO handing over the weekly list of claims and objections to political parties.
- e. Final Roll Publication
 - i. **Press Note:** CEO/ DEOs will issue a Press Note on the day of final publication with electors details, and photos of ERO handing over the final roll to the political parties. The note shall also inform public and political parties about the process of appeal
 - ii. **Advertisement:** CEO to inform the public about the final publication and summary of electors details and informing the public about the process of appeal.

11. Preparation of Electoral roll at the time of Final Publication

- a. ERO will ensure that the Final roll is a single updated roll (draft roll plus supplements prepared during SIR), in which all the additions made during SIR period will come with Sl. No. in continuation after the last entry of the draft roll and all the modifications and deletions carried out during SIR shall be reflected in the updated roll against Sl. No. of such modified and deleted entries.
- b. This final roll shall be shared with recognized political parties and uploaded on the website.
- c. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ECINet and keep them only for future reference.
- d. In cases where ERO/AERO, on having scrutinised the eligibility based on suo moto inquiry and after giving due opportunity of being heard, has found the

proposed Elector in draft Electoral Roll as ineligible to be enrolled as an Elector, ERO/AERO shall ensure that such cases are not included in the Final Electoral Rolls. Such Electors shall have a right to file Appeal to the District Magistrate.

12. Preparation of electoral roll during elections

- a. During elections, at the time of preparation of electoral roll on the last date of filing of nominations, to be given to the candidates of recognized political parties and for preparation of marked copy/working copy:
 - i. ERO will ensure that the electoral roll is a single updated one and without re-serialization of entries. The deleted entries will not be removed.
 - ii. All the additions made during continuous updation from the last final publication date till the last date of making nominations (during election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll. All deletions & modifications will be marked in the last final roll as per Commission's existing instructions.
- b. There is a complete restriction on deletion of names & corrections in particulars of electors after 10th day of the announcement of election programme, therefore all Form-7 and Form-8 (other than shifting) received after the announcement of election shall be disposed of after the election is over. For applications received in Form-8 for shifting of residence, addition shall continue till the last date of making nominations while simultaneous deletion of such entry at old place shall be done by the ERO after the election is over. Such names shall be kept in the ASD list at the previous place of enrolment.

² Commission's Instruction No. 23/INST/2023-ERS dated 16.03.2023

Annexure-C

Enumeration Form

Elector's Name, EPIC, Address (Pre-printed).

Serial No, Part No. & name, AC/PC Name, State (Pre-printed).

Old Photo (Pre-printed)	Paste Current Photo

Date of Birth	AADHAAR No. (Optional)	Mobile No.

Father's/Legal Guardian Name	EPIC No. (if available)

Mother's Name	EPIC No. (if available)

Spouse's Name (if applicable)	EPIC No. (if available)

DECLARATION

I HEREBY DECLARE that to the best of my knowledge and belief-

- (i) I am above 18 years of age, ordinary resident on the above address and a citizen of India, and **(tick any one)**
- I was born in India before 01.07.1987
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - I was born in India between 01.07.1987 and 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below establishing date of birth and/or place of birth.

- I was born in India after 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Mother, from the list given below establishing date of birth and/or place of birth.
 - If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.
 - I was born outside of India (attach proof of Birth Registration issued by Indian Mission abroad),
 - I have acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)
- (ii) I have not acquired the citizenship of any other country.
- (iii) I am applying for inclusion in the Electoral Roll and my name is not included in any other Assembly Constituency/ Parliamentary Constituency.
- (iv) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Date: _____

Place: _____

Signature/Left Thumb Impression

Indicative (not exhaustive) list of documents to be submitted in support of the declaration (separate self attested documents to be submitted for Self, Father and Mother, if mentioned above, except where extract of the Electoral Roll of Bihar with qualifying date 01.01.2003 is used, which will be considered as a sufficient document in itself):

1. Any Identity card/Pension Payment Order issued to regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by Government/ local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.

3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognized Boards/universities
6. Permanent Residence certificate issued by competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by Government

Annexure D

Declaration Form

(To be submitted alongwith Form 6/8 for enrolment as a new Elector/shifting from outside the state)

I HEREBY DECLARE that to the best of my knowledge and belief-

- (i) I am above 18 years of age, ordinary resident on the above address, and citizen of India, and (tick any one)
- I was born in India before 01.07.1987
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - I was born in India between 01.07.1987 and 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below establishing date of birth and/or place of birth.
 - I was born in India after 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Mother, from the list given below establishing date of birth and/or place of birth.
 - If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.
 - I was born outside of India (attach proof of Birth Registration issued by Indian Mission abroad),
 - I have acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)

- (ii) I have not acquired the citizenship of any other country.
- (iii) I am applying for inclusion in the Electoral Roll and my name is not included in any other Assembly Constituency/ Parliamentary Constituency.
- (iv) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Date: _____ Place: _____ Signature/Left Thumb Impression

Indicative (not exhaustive) list of documents to be submitted in support of the declaration (separate self attested documents to be submitted for Self, Father and Mother, if mentioned above, except where extract of the Electoral Roll of Bihar with qualifying date 01.01.2003 is used, which will be considered as a sufficient document in itself):

1. Any Identity card/Pension Payment Order issued to regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by Government/local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.
3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognised Boards/universities
6. Permanent Residence certificate issued by competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by Government

Annexure-II**ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/2025-ERS/Vol. II**Dated 09.09.2025**

To,

Chief Electoral Officer,
Bihar.**Subject:** Acceptance of Aadhaar as proof of identity during SIR, Bihar - reg.**Reference:** Supreme Court Order dated 08.09.2025 in WP(Civil) 640/2025.

Sir,

1. I am directed to convey that the petition titled Association for Democratic Reforms v. Election Commission of India [Civil (W) No. 640/2025] was taken up for hearing on 08.09.2025, wherein the Hon'ble Supreme Court passed the following order:

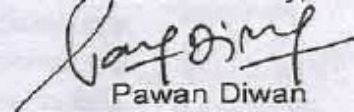
"The short issue that needs to be further clarified pertains to the acceptability and status of the Aadhaar Card insofar as supporting documents are concerned. There is no quarrel that as per the statutory status assigned to Aadhaar Card under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, it is not a proof of citizenship and therefore shall not be accepted as proof of citizenship. However, keeping in view Section 23(4) of the Representation of People Act, 1950, the Aadhaar Card is one of the documents enumerated for the purpose of establishing the identity of a person. Accordingly, we direct the Election Commission of India and its authorities to accept Aadhaar Card as a proof of identity for the purpose of inclusion or exclusion in the revised voter list of the State of Bihar. Aadhaar Card, for this purpose, shall be treated as the 12th document by the Authorities. It is, however, made clear that the authorities shall be entitled to verify the authenticity and genuinity of the Aadhaar Card, like any of the other enumerated documents, by seeking further proof/documents. The Election Commission shall issue instructions in this regard by tomorrow i.e., 09.09.2025."

2. In this regard, vide letter of even No. dated 14.08.2025 and 23.08.2025, the Commission has already conveyed the previous directions of the Hon'ble Supreme Court dated 14.08.2025 and 22.09.2025 for acceptance of the claims with a copy of the Aadhaar card for strict compliance.

Page 1/2

3. Additionally, in pursuance of the order of the Hon'ble Supreme Court dated 08.09.2025, the following instructions are issued for immediate compliance:
- The Aadhaar Card shall be treated as the 12th document, in addition to the 11 documents listed in Annexure C and Annexure D of the SIR order dated 24.06.2025.
 - The Aadhaar Card is to be accepted and utilized as a proof of identity and not as a proof of citizenship, in terms of Section 9 of the Aadhaar (Delivery of Financial And Other Subsidies, Benefits and Services) Act, 2026.
 - Under Section 23(4) of the Representation of People Act, 1950, the Aadhaar Card is already one of the documents enumerated for the purpose of establishing the identity of a person.
4. In view of the above, you are directed to bring this in the knowledge of all DEOs/EROs/AEROs and all other concerned authorities for its strict implementation. Any instance of non-compliance or refusal to accept Aadhaar in accordance with this directive shall be treated with utmost seriousness.

Yours faithfully,



Pawan Diwan
Secretary

Election Commission of India

Annexure-III**Enumeration Form****Name and contact No of BLO (pre-printed)**

Elector's Name, EPIC, Address (Pre-printed).	Serial No., Part No. & name, AC/PC Name, State (Pre-printed).	QR Code	Old Photo (Pre-printed)	Paste Current Photo

Date of Birth (DD/MM/YYYY)								
Aadhaar No. (Optional)								
Mobile No.								
Father's/Guardian's Name								
Father's/Guardian's EPIC No. (if available)								
Mother's Name								
Mother's EPIC No. (if available)								
Spouse's Name (if applicable)								
Spouse's EPIC No. (if available)								

Details of the Elector in the Electoral Roll of the last SIR			Details of the Relative, whose name is given in the previous column, in the last SIR		
Elector Name:			Name:		
EPIC No. (if available)			EPIC No. (if available)		
Relative's Name:			Relative's Name:		
Relationship:			Relationship:		
District:			District:		
State:			State:		
AC Name:			AC Name:		
AC Number	Part No.	Sr No.	AC Number	Part No.	Sr No.

(i) The elector mentioned above, being myself/my family member, has not acquired the citizenship of any other country.

(ii) I am applying for inclusion in the Electoral Roll, and the name mentioned above, being myself/ my family member, is not included in any other Assembly Constituency/ Parliamentary Constituency.

(iii) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Signature/Left Thumb Impression of Elector or Any Adult Family Member (mention relationship) with date

BLO's undertaking: I have verified the above details from the electoral roll(s) of the last SIR.

BLO's Signature

Information Sheet for Enumeration Form

Electors can check their name and the name of the concerned relative(s) in the previous SIR Electoral Rolls at <https://voters.eci.gov.in/> to provide the details in the Enumeration Form. For help, electors can connect with the concerned BLOs. ERO will issue notice to those electors whose previous SIR Electoral Roll(s) details provided in the Enumeration Form are either not available or do not match the database. Upon receipt of notice, the elector to provide the documents based upon the following categories:

- If born in India before 01.07.1987
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
- If born in India between 01.07.1987 and 02.12.2004
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below, establishing the date of birth and/or place of birth.
- If born in India after 02.12.2004
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Father, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Mother, from the list given below, establishing the date of birth and/or place of birth.
 - If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.
- If born outside of India (attach proof of Birth Registration issued by the Indian Mission abroad),
- If acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)

Indicative (not exhaustive) list of documents (separate self-attested documents to be submitted for Self, Father and Mother, if mentioned above):

1. Any Identity card/Pension Payment Order issued to a regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by the Government/ local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.
3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognised Boards/universities
6. Permanent Residence certificate issued by the competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent Authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by the Government
12. For Aadhaar, the Commission's directions issued vide letter No. 23/2025-ERS/Vol.II dated 09.09.2025 (**Annexure II**) shall apply.
13. Extract of the electoral roll of Bihar SIR with reference to 01.07.2025.

Annexure-IV**Declaration Form**

(To be submitted along with Form 6/Form 8 for enrolment as a new Elector/shifting from outside the state)

Applicant's Name:

Mobile Number:

Address:

Father's/Guardian Name	
Father's/Guardian EPIC No. (if available)	
Mother's Name	
Mother's EPIC No. (if available)	
Spouse's Name (if applicable)	
Spouse's EPIC No. (if available)	

Details of the Elector in the Electoral Roll of the last SIR (if applicable)			Details of the Relative, whose name is given in the previous column, in the last SIR		
Elector Name:			Name:		
EPIC No. (if available)			EPIC No. (if available)		
Relative's Name:			Relative's Name:		
Relationship:			Relationship:		
District:			District:		
State:			State:		
AC Name:			AC Name:		
AC Number	Part No.	Sr No.	AC Number	Part No.	Sr No.

(i) I have not acquired the citizenship of any other country.

(ii) I am applying for inclusion in the Electoral Roll through Form 6, and my name is not included in any other Assembly Constituency/Parliamentary Constituency. ☐

Or

I am applying for inclusion in the Electoral Roll through Form 8 on shifting. ☐

(iii) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Signature/Left Thumb Impression of Elector with date

BLO's undertaking: I have verified the above details from the electoral roll(s) of the last SIR.

BLO's Signature

BLO's Name and Phone Number

Information Sheet for Declaration Form

Applicants can check their name and the name of the concerned relative(s) in the previous SIR Electoral Rolls at <https://voters.eci.gov.in/> to provide the details in the Declaration Form. For help, applicants can connect with the concerned BLOs. ERO will issue notices to those applicants whose previous SIR Electoral Roll(s) details provided in the Declaration Form are either unavailable or do not match the database. Upon receipt of notice, the applicant to provide the documents based upon the following categories:

- If born in India before 01.07.1987
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
- If born in India between 01.07.1987 and 02.12.2004
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below, establishing the date of birth and/or place of birth.
- If born in India after 02.12.2004
 - Provide any document, for Self, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Father, from the list given below, establishing the date of birth and/or place of birth.
 - Provide any document, for Mother, from the list given below, establishing the date of birth and/or place of birth.
 - If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.
- If born outside of India (attach proof of Birth Registration issued by the Indian Mission abroad),
- If acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)

Indicative (not exhaustive) list of documents (separate self-attested documents to be submitted for Self, Father and Mother, if mentioned above):

1. Any Identity card/Pension Payment Order issued to a regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by the Government/ local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.
3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognised Boards/universities
6. Permanent Residence certificate issued by the competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent Authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by the Government
12. For Aadhaar, the Commission's directions issued vide letter No. 23/2025-ERS/Vol.II dated 09.09.2025 (**Annexure II**) shall apply.
13. Extract of the electoral roll of Bihar SIR with reference to 01.07.2025.

Annexure-V**Last SIR qualifying dates held in 2005 or earlier in States/UTs****A-States/UTs covered under this phase of SIR**

Sl no.	State/UT	Qualifying date of last Intensive Revision
1.	Andman & Nicobar	01.01.2002
2.	Chhattisgarh	01.01.2003
3.	Goa	01.01.2002
4.	Gujarat	01.01.2002
5.	Kerala	01.01.2002
6.	Lakshdweep	01.01.2002
7.	Madhya Pradesh	01.01.2003
8.	Puducherry	01.01.2002
9.	Rajasthan	01.01.2002
10.	Tamil Nadu	01.01.2002 (197 ACs) & 01.01.2005 (37 ACs)
11.	Uttar Pradesh	01.01.2003
12.	West Bengal	01.01.2002

B-Other States/UTs last SIR qualifying date

Sl No.	State/UT	Qualifying date of last Intensive Revision
1.	Andhra Pradesh	01.01.2002
2.	Arunachal Pradesh	01.01.2006
3.	Assam	01.01.2005
4.	Bihar	01.01.2003
5.	Chandigarh	01.01.2002
6.	Dadra & Nagar Haveli and Daman & Diu	01.01.2002
7.	Delhi	01.01.2002
8.	Himachal Pradesh	01.01.2002
9.	Haryana	01.01.2002
10.	Jammu & Kashmir	01.01.2005
11.	Jharkhand	01.01.2003
12.	Karnataka	01.01.2002
13.	Laddakh	01.01.2005
14.	Maharashtra	01.01.2002
15.	Manipur	01.01.2005
16.	Meghalaya	01.01.2005
17.	Mizoram	01.01.2005
18.	Nagaland	01.01.2005
19.	Odisha	01.01.2002
20.	Punjab	01.01.2003
21.	Sikkim	01.01.2002
22.	Telangana	01.01.2002
23.	Tripura	01.01.2005
24.	Uttarakhand	01.01.2003

INSTRUCTION-14

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/Inst/2025-ERS

Dated:10.11.2025

To,

The Chief Electoral Officers of
All States/UTs

Subject- Introduction of mandatory E-signature facility for submission of online Forms-regarding

Sir/Madam,

I am directed to state that the Commission has made the use of Aadhaar based e-Sign facility mandatory for all online submissions of Forms 6, 7, and 8 through ECI's online platform.

2. You are requested to bring the above instructions to the notice of all concerned.

Yours faithfully,

(SANDEEP KUMAR)
UNDER SECRETARY

INSTRUCTION-15

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/BLA/2025-ERS

Dated: 11th November, 2025

To,

The Chief Electoral Officers of
All the State/UTs.

Subject- Modification in Booth Level Agent (BLA) appointment criteria-regarding.

Sir/Madam,

I am directed to refer to the Commission's instruction No. 23/BLA/2023-ERS dated 9th August, 2023 regarding the Booth Level Agent (BLA) and to say that the Commission has decided to modify the para 3(iv) of the above cited instruction as follows:

3(iv) Normally, one BLA may be appointed for each Part of the electoral roll. The BLA should be a registered elector in the relevant Part of the electoral roll for which he/she is appointed. In case of unavailability of Booth Level Agent (BLA) from the same Part of the electoral roll, Booth Level Agent may be appointed from any registered elector of the same Assembly Constituency. It is expected that the BLA will scrutinize the entries in the draft roll of the Part for which he/she is appointed as BLA to identify entries of electors who are dead or shifted.

2. Similarly, the corresponding para 25.2.1(iii) of the Manual on Electoral Rolls 2023 shall stand modified.
3. You are requested to communicate these changes to all concerned authorities and political parties for necessary action.

Yours faithfully,

(PAWAN DIWAN)
SECRETARY

INSTRUCTION-16

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/WB/ES-II/2025 (SIR-L&O)

Dated:12th December, 2025

To

The Chief Electoral Officer,
West Bengal,
Kolkata.

Subject :- Special Intensive Revision of Electoral Rolls w.r.t. 01.01.2026 as qualifying date — Ensuring Security and Safety of BLOs and other field level functionaries — West Bengal State — regarding

Sir,

I am directed to invite your attention to the Commission's letter of even number dated 28.11.2025, regarding safety and security of Booth Level Officers (BLOs).

2. The Commission has taken serious view of incidents of violence against BLOs and other election officials. In this regard, you are requested to direct all District Election Officers to promptly get an FIR registered for every incident of violence against BLOs or any election official. Failure to do so shall be treated with utmost seriousness and prompt action must be taken against such officials. Further, all necessary steps may be taken to ensure the safety and security of BLOs and other election officials.

3. This communication may be treated as urgent, and the instructions contained herein shall be strictly complied with by all concerned.

Yours faithfully,

(S. B. JOSHI)

PRINCIPAL SECRETARY

ELECTRONIC VOTING MACHINE

INSTRUCTION-17

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS (Vol-II)

Dated: 4th October, 2019

To

The Chief Electoral Officers of
All States and Union Territories.**Subject: Storage of EVMs & VVPATs in Educational Institutions - regarding.**

Madam/Sir,

I am directed to refer to the Commission's letter of even number, dated 19th July, 2019, wherein the Chief Electoral Officers were requested to direct the District Election Officers to immediately shift non-EP EVMs & VVPATs from educational institutions to district warehouse latest by 25th July, 2019 and to submit the compliance reports to the Commission by 26th July, 2019.

In this regard, it has been observed from the reports that in some districts EVMs/VVPATs are still in School/Educational Institutions due to Election Petition and/or non-availability of storage space.

The Commission has considered the matter and has directed that

(1) Where EVMs and VVPATs are stored in any School/Educational Institution due to Election Petition and where the educational institution has requested to vacate the same, the Chief Electoral Officers shall immediately file an application before the Court concerned for shifting EVMs and VVPATs from School/Educational Institution to alternate storage place (warehouse). The application should contain the purpose of vacation of School/Educational Institution and also the following protocol to be followed for shifting of EP blocked EVMs/VVPATs:

- (a) A Notice informing the opening of strong room having EVMs/VVPATs involved in EP shall be given to the petitioner(s) and respondent(s) of the EP in writing atleast 48 hours in advance, requesting them to remain present at the time of opening of the strong room.
- (b) The strong room shall be opened in the presence of the District Election Officer and Petitioner(s)/Respondent(s) of the EP.
- (c) Petitioner(s) and Respondents(s) of the EP shall be allowed to follow the vehicles carrying EVMs/VVPATs.

(d) EVMs and VVPATs shall be stored in separate strong room, under double-lock system, in the presence of District Election Officer and Petitioner(s)/Respondent(s) of the EP.

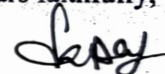
(f) The strong room shall be sealed in the presence of District Election Officer and Petitioner(s)/Respondent(s) of the EP and Petitioner(s)/Respondent(s) shall also be allowed to put their own seals.

(g) The entire process shall be videographed.

(2) Where reason for not vacating education institute cited is lack of space, the Chief Electoral Officer shall review and certify that all other warehouses, including the option of hiring warehouses, has been explored and still there is no space available anywhere in the entire district to store these EVMs/VVPATs. The Chief Electoral Officers report should reach the Commission by 15th October, 2019.

The above instructions shall be brought to the notice of all concerned for strict compliance. However, actual shifting of EVMs/VVPATs shall be carried out only after completion of General Elections or Bye-Elections announced, if any.

Yours faithfully,



(Suman Kumar Das)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS

Dated: 19th July, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Storage of EVMs & VVPATs in Educational Institutions-regarding.

Sir/Madam,

I am directed to invite your attention to para 2 of the Commission's letter No. 51/8/7/2014-EMS, dated 19th August, 2014 (copy enclosed). The Commission has again reiterated that as Election Petition period has already been completed, EVMs & VVPATs, which are not involved in any Election Petition/Court Case and are stored at any educational institutions, shall immediately be shifted to district warehouse latest by 25th July, 2019.

You are, accordingly, requested to direct the District Election Officers to comply the above direction of the Commission. The Commission's instructions/guideline on shifting, storage and security shall strictly be followed.

The Chief Electoral Offices are also requested to submit a compliance report on the above direction of the Commission for its perusal by 26th July, 2019 positively.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

By Speed Post/Fax

ELECTION COMMISSION OF INDIA**Nirvachan Sadan, Ashoka Road, New Delhi-110001**

No. 51/8/7/2014-EMS

Dated: 19th August, 2014

To,

The Chief Electoral officers of,
All States and UT's.

Subject: Storage of EVMs in educational institutions-regarding.

Sir/Madam,

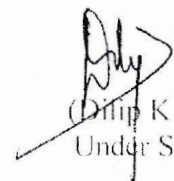
It has been brought to the notice of the Commission that some districts are using premises of the school/educational institutions as EVM Warehouse and stationing/camping of Police/security personnel for guarding the EVMs, which creates unhealthy atmosphere in and around the institution.

The Commission has directed that the schools/educational institutions should not be used as EVM Warehouse and stationing/camping of Police/security personnel for guarding the EVMs, however, in case of exigency, if EVMs are stored at any Educational Institution for counting of votes during elections, the premises of the Educational Institutions should be vacated immediately after completion of election process and **in no case the premises of the Educational Institutions be used as EVM warehouse.**

You are, therefore, requested to direct all District Election Officers of your State/UT that if premises of any school/educational institution is being used as EVM warehouse by them, they should immediately make an alternative arrangement to ensure that the premises of any school/ educational institution should not be used as EVM Warehouse.

You are also requested to obtain a compliance report from the District Election Officers of all districts of your State/UT and submit a consolidated compliance report for the entire State/UT to the Commission by 19.08.2014.

Yours faithfully


(Dilip K Varma)
Under Secretary

INSTRUCTION-18

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2023-EMS

Dated: 24/01/2024

To

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

Subject: EVM Brochure for Candidate & Political Parties-regarding.

Madam/Sir,

I am directed forward herewith EVM Brochure for Candidate and Political Parties on use of EVMs & VVPATs. It is therefore, requested to get it translated in the local language(s), if required. Sufficient copies of the Brochure may be printed and distributed to all recognised State & National Political Parties & post nomination to all contesting candidates.

The said brochure shall also be uploaded on CEO's Website.

Encl: A/A

Yours faithfully,

(RAKESH KUMAR)
UNDER SECRETARY



EVM BROCHURE FOR CANDIDATES & POLITICAL PARTIES

January 2024



भारत निर्वाचन आयोग
Election Commission of India



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 up to 16 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.

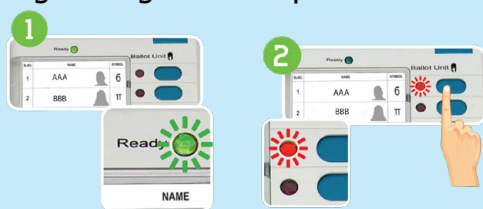
FUNCTIONING OF EVM AND VVPAT:



CONTROL UNIT

is kept with the Presiding Officer/ Polling Officer and Ballot Unit & 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 glows 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 that vote has been registered successfully.



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

Features	Purpose	Ruled Out
Strong Mutual Authentication Capability	The strong mutual authentication capability ensures that any unauthorized devices cannot interact with EVM	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

Various activities related to EVMs/VVPATs carried out with the involvement of the representatives of National & State Recognised Political Parties and Candidates as given under:

► **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.

- 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.

► 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.

► 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.

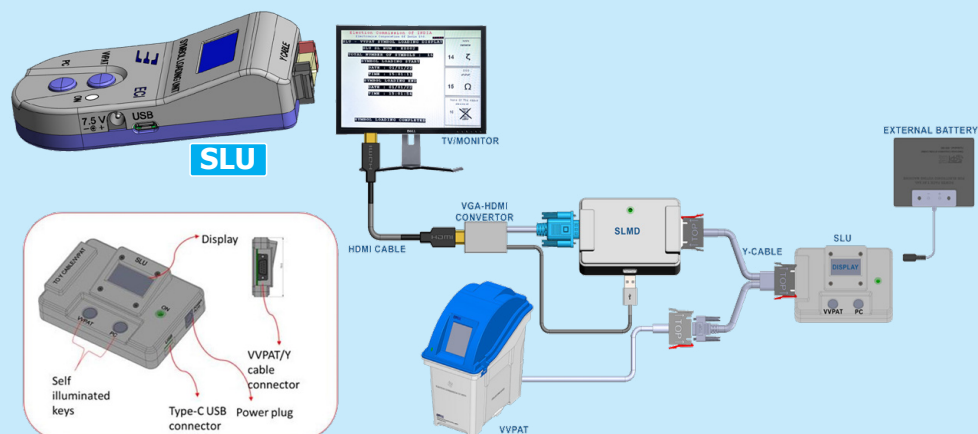
► **RANDOMIZATIONS OF EVMS AND VVPATS**

- 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.

► **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.



► 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.

► 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. Battery is removed from VVPAT. 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, including votes polled in EVM etc. is provided to polling agents.

► **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.

► **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.

► **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

1

ENTER THE BOOTH



The Presiding Officer will enable the ballot Unit while you enter the polling compartment.



USING EVM & VVPAT

3

SEE THE LIGHT



The red light against the name/symbol of candidate chosen will glow

2

CAST YOUR VOTE



Press the Blue Button on the Ballot Unit against the name/symbol of candidate of your choice.



4

SEE THE PRINT



The Printer will print a ballot slip containing Serial Number, Name and Symbol of the chosen Candidate as shown.

* The slip will be visible for about 7 second

See the print through the glass, as the printout will not be given to you



NOTE!

If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.



भारत निर्वाचन आयोग
Election Commission of India

INSTRUCTION-19

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2024-EMS

Dated: 8th April, 2024

To,

The President/General Secretary,
National and State Recognised Political Parties.

Subject: Advisory for using dummy ballot unit for awareness/campaign by Political Parties and Candidates-regarding.

Madam/Sir,

Kindly refer to para 10.11.1 of Chapter-10 of Handbook for Returning Officer- 2023 (Edition-2), which provides as under:

“There is no objection to the candidates/political parties preparing dummy Ballot Units for the purpose of educating the voters. The dummy Ballot Units may be made of wood, plastic or ply board boxes, half the size of the official Ballot Units and may be painted brown, yellow or grey. These dummy Ballot Units may have provision for showing the serial number, name and symbol of the candidate as in the dummy ballot paper. It may also have a battery-operated button and a lamp which may lit on the button being pressed”.

2. It has come to the notice of the Commission that some political parties and candidates do not adhere to the above guidelines of the Election Commission of India. The Commission has desired that the above guidelines on use of dummy Ballot Units by the political parties and candidates shall be followed to ensure purity of the electoral process.

3. It is, therefore, requested to instruct the districts and states units to adhere above guidelines of the Commission. The above guidelines may also be applicable to all the political parties/candidates.

Yours faithfully,

(MADHUSUDAN GUPTA)
SECRETARY

Copy to: The Chief Electoral Officers of all States and Union Territories for information and necessary action.

INSTRUCTION-20

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2024-EMS

Dated: 29th April, 2024

To,

1. The Chief Electoral Officers of
All the States and Union Territories.
2. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045.
3. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
MCU Complex, Phase-II, IDA Cherapalli,
P.O. HCL, Hyderabad-500051, Telangana.

Reference: ECI letter No. 51/8/16/FLCU/2021-EDPS, dated 1st July, 2022.**Subject:** Instructions on use of Symbol Loading Unit (SLU) and storage of SLUs after commissioning of EVMs and VVPATs – regarding.

Madam/Sir,

As per existing instructions of the Commission mentioned in the above referred letter, the existing protocols of handling and storage of Symbol Loading Unit (SLU) is as under:

“(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”.

2. In pursuance of judgment of the Hon'ble Supreme Court of India, dated 26th April, 2024 in Writ Petition (Civil) No. 434 of 2023, the above referred protocols of handling and storage of Symbol Loading Unit (SLU) are hereby modified. At the outset, considering the mandated storage of SLUs after commissioning of EVMs and VVPATs till the election petition period i.e. 45 days from the date of declaration of result, it is directed that the manufacturers i.e. M/s. Bharat Electronics Limited and M/s. Electronics Corporation of India Limited shall ensure the required number of Symbol Loading Units (SLUs) including their accessories are made available for ongoing General Elections to Lok Sabha, 2024 and simultaneous elections in a few States.

3. In supersession of the all existing Manual/Circulars/Instructions/SOPs on the matter, the Commission has directed that henceforth the following instructions w.r.t. the storage of Symbol Loading Units (SLUs) including their accessories shall be followed:

- (a) During the commissioning period in Assembly Constituency/Segment, all Symbol Loading Unit(s) alongwith its accessories shall be in the custody of the Returning Officer/Assistant Returning Officer, as the case may be and shall be securely stored in locker/safe/cupboard etc. under lock and key in the Commissioning premises with proper security. RO/ARO shall be responsible for safe custody of Symbol Loading Unit(s) alongwith its accessories during the commissioning period.
- (b) After the completion of commissioning process i.e. symbol loading process for the AC/AS, the SLU(s) used for symbol loading alongwith the accessories shall be stored in transparent container(s) (of minimum dimensions of 10 X 8 X 3.5 inches) by the Returning Officer/ Assistant Returning Officer in the presence of candidates or their representatives.
 - i. Each set of SLU alongwith its accessories used in a particular AC/AS shall be kept in a separate container. Not more than one set of SLU alongwith its accessories should be kept in a container.
 - ii. Enough number of containers (generally, 2-4 numbers per AC/AS) is to be kept ready in advance based on the requirements.)
 - iii. Reserve SLUs and their accessories, which were not used for symbol loading in VVPATs, if any, shall also be kept in such transparent containers with proper labelling as 'Reserve SLUs'. Each Reserve SLU and its accessories shall be placed in a separate container.
 - iv. Each container shall be numbered properly (SLU CONTAINER NO.1, SLU CONTAINER NO.2, and so on). A self-adhesive sticker containing Container No., Particulars of Election, PC/AC/AS number and SLU serial number shall be pasted on TOP side of the container, as shown in the below sticker format:

SLU CONTAINER No. ____
General/By-Elections to _____
District _____ SLU Manufacturer _____ (BEL/ECIL)
No. & Name of AC/AS (with PC)

Reserve SLU or Used SLU: _____	
Date of Completion of Commissioning _____	
Number & Name of AC/AS	Serial Number of the SLU
	Signature of RO/ARO

- v. All the SLU containers (both used and reserve SLUs) shall be sealed with Pink Paper Seal (both parts of the Pink Paper Seal) in a manner so that container could not be opened without breaking the paper seal. The candidates or their representatives shall be allowed to sign the seals pasted on the SLU Container.
 - vi. Above processes shall be done in the presence of candidates/their representatives under videography. The video footage shall be preserved till the end of EP period.
- (c) **After sealing the SLU containers**, the same shall be **deposited with the District Election Officer** concerned within 24 hours of the completion of commissioning. These containers shall be stored by the DEO in a separate strong room/secured room and shall be marked clearly on the door as **‘SLU STORAGE ROOM’**. It is clarified that both the used SLUs and Reserve SLUs shall be stored in the SLU Storage Room. District Election Officer shall be responsible for their storage and security. The SLU Storage Room shall be under double lock system with all keys of each lock with two separate specified officers.
- (d) In exceptional case, if it is not feasible to store in separate storage room, the SLU containers may be kept in treasury/locker/secured cupboard after due approval of the respective Chief Electoral Officer of the State/UT and with intimation to the candidates or their representatives.
- (e) An **‘SLU Inventory Register’** shall be maintained by the DEO listing out the AC/AS-wise, container-wise, Serial Number of the SLUs being stored. The entries of the Register shall be signed by the DEO. Signature of the candidates/their authorised representatives and Engineer-in-charge of BEL/ECIL shall also be obtained on the Register. Format of the Register as per **Annexure-1**. The entries pertaining to different AC/AS shall be made in separate pages of the SLU Inventory Register.

- (f) In case of **additional Commissioning**, the respective SLU container shall be taken out by the DEO from the SLU STORAGE ROOM under videography with prior intimation to the respective candidates / their representatives. Thereafter, SLU container shall be provided to the RO/ARO concerned for the additional commissioning. Necessary entries to this effect shall be made in the SLU Inventory Register and signature of the candidates/their authorised representatives and BEL/ECIL Engineer shall also be obtained.
- (g) After **completion of additional commissioning**, SLU and its accessories shall again be kept in the container and procedure mentioned in (b) to (e) above shall be followed. Necessary entries shall again be made in the SLU Inventory Register and signatures of candidates/their authorised representatives and Engineer-in-charge of BEL/ECIL shall also be obtained once again.
- (h) Photocopies of the Register shall be provided to all the candidates and BEL/ECIL Engineer in-charge with due acknowledgement.
- (i) **On the P+1 day:**
 - i. **Only the Reserve SLUs** and their accessories shall be handed over to the authorised BEL/ECIL engineers in the presence of candidates/their representatives and their signatures shall be obtained in the Register. Proceeding of the same shall be made and placed in the SLU Inventory Register. It shall be ensured by the DEO that the Reserve SLUs that are handed over do not have the actual symbols of the AC/AS.
 - ii. The **used SLUs will continue to be stored** in the SLU Storage Room until the completion of counting of results.
- (j) **Opening and closing** of SLU Storage Room/Other places mentioned at (d), shall be carried out only after due invitation to candidates/their representatives. Necessary proceeding shall be drawn and placed in the SLU Inventory Register.
- (k) **Completion of counting of votes:** After completion of counting of votes, the SLU containers shall be stored in the respective AC/AS-wise strong room(s) in a **steel trunk labelled** as 'SLUs USED IN AC/AS NO. __' for safe storage and convenience, alongwith polled EVMs under the overall responsibility of the DEO.
 - i. More than one sealed SLU container may be kept in the steel trunk. As far as possible, it shall be ensured that all the sealed SLU containers of a particular AC/AS are kept in one trunk.

- ii. There shall be no inter-mixing of sealed SLU containers of different AC/AS in a steel trunk.
- iii. The minimum dimension of the trunk shall be 2 X 1 X 1.5 ft.
- iv. The steel trunks having the sealed SLU containers shall be under lock and key.

(l) Action to be taken **after completion of Election Petition Period:**

- i. The Chief Electoral Officer shall immediately ascertain the EP status from the High Court concerned.
- ii. **No EP filed:** The SLUs alongwith their accessories pertaining to the AC/AS, where no EP has been filed shall be sent back to the respective manufacturers. The SLUs may be sent alongwith the non-functional EVMs-VVPATs (Commissioning to Poll) of the district, if any.
- iii. **EP filed:** Where EP has been filed, the Chief Electoral Officer shall ascertain the subject matter of the petition(s).
- iv. If EVM/VVPAT is **not the subject matter** of the petition, an application shall be filed before the Hon'ble High Court concerned to release EVMs and SLUs. Only after getting permission from the Hon'ble High Court concerned, SLUs alongwith their accessories shall also be sent back to the respective manufacturers, on release of EVMs.
- v. If EVM/VVPAT is the **subject matter** of the petition, the SLUs alongwith their accessories shall be sent back to the manufacturer only after final disposal of the Election Petition.
- vi. It is clarified that SLUs alongwith their accessories shall be sent **only to the respective manufacturers** upon completion of the applicable timeframes, i.e. SLUs shall not be sent to any other State/UT or any field units. All the protocols applicable for EVM transportation to the manufacturers shall be applicable for transportation of SLUs and its accessories to the manufacturers.

(m) DEOs shall make necessary entries of sending SLUs to the manufacturers in the SLU Inventory Register and also keep a copy of the acknowledgement received from the manufacturers in the Register.

(n) The cost of transportation of the SLUs back to the manufacturers shall be borne by the

States/UTs as part of the election expenditure. However, to optimise the cost of transportation, the CEOs may explore clubbing of the units from districts and sending to the manufacturers with due coordination with the manufacturers.

4. Strict compliance of the above direction of the Commission shall be ensured. The Table in Annexure – 2 may be referred for the gist of storage conditions and responsibilities across different stages. As mandated by the Hon’ble Supreme Court, the above protocols are applicable in all cases of completion of the symbol loading process in the VVPATs undertaken on or after 01.05.2024.

Yours faithfully,

(RAKESH KUMAR)
UNDER SECRETARY

ANNEXURE – 1

SLU INVENTORY REGISTER (DEO is the custodian)					
NAME OF DISTRICT _____					
NO. & NAME OF AC/AS _____					
Sl. No.	Serial No. of SLU	Container No. and Unique ID of Pink Paper Seal	Make (BEL/ ECIL)	Date of Receiving	Sign of DEO

NOTE:

1. DEO shall obtain the signatures of Candidates/their Representatives and BEL/ECIL Engineer in-charge below the last entry.
2. On releasing/sending the SLUs and its accessories to the manufacturers necessary entries shall be made and signed by the DEO. Details of the dispatch shall be mentioned clearly with full particulars.

ANNEXURE – 2

SUMMARY OF SLU STORAGE CONDITIONS AND RESPONSIBILITIES				
S.No.	Stage of elections / EVM use	Type of Packaging/ Safekeeping needed for SLUs & accessories	Storage area	Custodian/Overall responsibility
1.	During Commissioning	No packaging SLUs securely stored in locker/safe/cupboard etc. under lock and key.	Commissioning premises	RO/ARO
2.	Completion of Commissioning till Counting of votes	Individual sealed SLU Containers	SLU Storage Room	DEO Remark: Only reserve SLUs shall be released on P+1 as per para 3(i)
3.	Post-Counting	Sealed SLU containers kept in steel trunk under lock and key	AC/AS-wise strong room	DEO

INSTRUCTION-21

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2024-EMS

Dated: 1st June, 2024

To,

The Chief Electoral Officers 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.

Reference:

- (i) ECI letter No.51/8/INST/2022-EMS, dated 4th May, 2022 (copy enclosed);
- (ii) ECI letter No. 51/9/INST/2024-EMS, dated 1st June, 2024 regarding Administrative SoP, on 5% post-counting checking and verification of burnt memory/microcontroller in EVM.

Madam/Sir,

I am directed to invite your attention to para 2 (ix) of the ECI letter dated 4th May, 2022 under reference (copy enclosed), wherein it has been instructed that thermal paper rolls and power pack, if any, are taken out of the VVPAT before keeping the units in the designated warehouse.

2. In this regard, in the light of the Hon'ble Supreme Court of India's judgement dated 26th April 2024 in Writ Petition (C) No. 434 of 2023 and consequent issue of SOP w.r.t. the post-counting checking and verification of burnt memory/microcontroller in EVM, vide letter of the Commission dated 1st June, 2024, the Commission has directed that para 2 (ix) of the referred ECI letter dated 4th May, 2022 shall stand amended as under:

a) After the result is declared:

- i. Only power packs, if any, shall be taken out of the VVPAT before keeping the VPATs in the designated warehouse. The VVPATs shall be kept in the warehouse AC/AS-wise.
- ii. Thermal paper roll and Address Tags of the paper roll compartment shall not be removed from VVPATs, after completion of counting of votes. It shall be ensured that thermal paper rolls and Address Tags put on the Paper Roll compartment of VVPATs are intact.

- b) **After completion of a period of 10 days from the date of declaration of result:**
- i. If no request for checking and verification of burnt memory/microcontroller in EVM is received from the eligible candidate(s) in the AC/AS of PC: Thermal paper rolls and Address Tags of the paper roll compartment shall be removed from VVPATs.
 - ii. If any request for checking and verification of burnt memory/microcontroller in EVM is received from the eligible candidate(s) in the AC/AS of PC: Thermal paper rolls and Address Tags of the paper roll compartment shall be removed from VVPATs only after completion of checking & verification of burnt memory/microcontroller process in the AC/AS of PC.
3. The Chief Electoral Officers shall obtain a compliance report of the above instructions as under:
- a) From all the Returning Officers/Assistant Returning Officers after completion of counting of votes.
 - b) From the District Election Officers after 10 days from the date of declaration of result, if no request for checking and verification of burnt memory/microcontroller in EVM is received. In case of the request for checking and verification of burnt memory/microcontroller in EVM is received, then after completion of the process.
 - c) Compliance report shall be properly documented by the Chief Electoral Officers. Based on the compliance report, the Chief Electoral Offices shall submit a compliance report to the Commission for its information.
4. It is clarified that the referred ECI letter dated 4th May, 2022 stands partially amended only w.r.t. para 2 (ix) as mentioned above, and all other instructions mentioned in the letter continue to be in operation. The above instructions shall be brought to the notice of all concerned for compliance with immediate effect.

Yours faithfully,

(RAKESH KUMAR)
UNDER SECRETARY

Encl: A/A

INSTRUCTION-22

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2024-EMS

Dated: 17th June, 2025

To,

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

Subject: Instructions for checking and verification of burnt memory/microcontroller of EVM (Ballot Unit, Control Unit and VVPAT) post the announcement of results-regarding.

Madam/Sir,

1. The Hon'ble Supreme Court in its judgement dated 26th April 2024 in Writ Petition (Civil) No. 434 of 2023, had directed as below:

“76. (b)- The burnt memory/microcontroller in 5% of the EVMs, that is, the control unit, ballot unit and the VVPAT, per assembly constituency/assembly segment of a parliamentary constituency shall be checked and verified by the team of engineers from the manufacturers of the EVMs, post the announcement of the results, for any tampering or modification, on a written request made by candidates who are at Sl. No. 2 or Sl.No.3, behind the highest polled candidate. Such candidates or their representatives shall identify the EVMs by the polling station or serial number. All the candidates and their representatives shall have an option to remain present at the time of verification. Such a request should be made within a period of 7 days from the date of declaration of the result. The District Election Officer, in consultation with the team of engineers, shall certify the authenticity/intactness of the burnt memory/microcontroller after the verification process is conducted. The actual cost or expenses for the said verification will be notified by the ECI, and the candidate making the said request will pay for such expenses. The expenses will be refunded, in case the EVM is found to be tampered”.

2. In pursuance of the above direction of the Hon'ble Supreme Court of India, an Administrative SoP and a Technical SoP were issued vide the Commission's Letter no. 51/8/INST/2024-EMS, dated 01.06.2024 and Letter no. 51/8/INST/2024-EMS, dated 16.07.2024 respectively, for checking and verification of burnt memory/microcontroller of EVM (Ballot Unit, Control Unit and VVPAT) post the announcement of results. A clarification in the matter was also issued vide Letter no. 51/8/INST/2024-EMS, dated 30.07.2024.

3. Subsequently, a Miscellaneous Application No. 40/2025 in Writ Petition (Civil) No. 434 of 2023 and another Writ Petition (Civil) No. 46 of 2025 were filed before the Hon'ble Supreme Court in the above matter regarding which the Hon'ble Supreme Court in its judgement dated 7th May 2025 has directed as below:

"Pursuant to the order dated 11.02.2025, the respondent, Election Commission of India has filed a short affidavit in Writ Petition (Civil) No. 46/2025, stating that it will no longer erase the data on the Electronic Voting Machine Units, of which verification is sought by the candidates in terms of the judgment of this Court in Association for Democratic Reforms v. Election Commission of India & Anr. Therefore, the ECI proposes to amend the 'Technical Standard Operating Procedure' with the following steps: -

"i. General instructions for Checking and Verification of EVM units;

ii. Diagnostic Checking of EVM Units; and

Diagnostic Checking of selected EVM units is based on the following crucial technical features available in the EVM:

(a) Self-diagnosis: All EVM units (BU, CU, and VVPAT) have self-diagnosis capability on every switch-on. Every such self-diagnosis process also inter alia checks for the fidelity of the burnt program.

(b) Mutual-authentication: When EVM units are connected to each other and switched ON, they mutually authenticate each other. This rules out connection of any spurious or unauthorised units. Successful mutual authentication is indicative of genuineness of units and fidelity of burnt memory.

iii. Report/Certificate"

We accept the aforesaid proposal. However, the checking and verification of EVM Units will be conducted by the Engineers of the Electronics Corporation of India Limited and Bharat Electronics Limited. The Engineers will issue certificate(s) that they are satisfied that the burnt memory/micro controller and the data/program(s) loaded by them have not been tampered with and their integrity is maintained.

Further, in case any candidate wants to conduct a mock poll on the EVM units, he may make a request to the ECI in writing. Thereupon, the Engineers of ECIL or BEL, as the case may be, will operate the EVM Units and show the data, as recorded, on the machine itself, to the candidates and other authorized persons present. The data/figures, as indicated in the EVM will be noted in writing, which will be signed by the officers of the ECI, the Engineer(s) and the successful candidate/their authorized representative present. Thereafter, the data on the EVM Units may be erased and mock polling can be undertaken.

It will also be open to the candidates to state that the data loaded on the Symbol Loading Units (SLU) may not be erased and retained for use in the mock poll.”

4. Therefore, in supersession of the Administrative SoP issued vide the Commission's Letter no. 51/8/INST/2024-EMS, dated 01.06.2024 and the Technical SoP issued vide the Commission's Letter no. 51/8/INST/2024-EMS, dated 16.07.2024, as well as the subsequent clarification issued vide the Commission's Letter no. 51/8/INST/2024-EMS, dated 30.07.2024, I am directed to forward herewith a copy of the Administrative and Technical SoPs on post-counting checking and verification of burnt memory/microcontroller of EVM unit (Ballot Unit, Control Unit and VVPAT), for due compliance. The same shall be brought to the notice of all concerned for compliance.

Encl: A/A

Yours faithfully,

(RAKESH KUMAR)
UNDER SECRETARY

Copy to: All Recognized National and State Political Parties.

Administrative Standard Operating Procedure (Administrative-SoP) for Checking & Verification of Burnt Memory/Microcontroller of EVM [Ballot Unit (BU), Control Unit (CU) & VVPAT]-Post Announcement of Results

The process of checking and verification of burnt memory/microcontroller of EVM shall be referred to as 'EVM Checking & Verification' process or 'EVM C&V' process, in short.

1. Overall Responsibility:
 - a) District Election Officer (DEO) shall be responsible for overall process.
 - b) DEO shall ensure strict adherence and compliance of the instructions.
 - c) DEO shall appoint an officer not below the rank of Deputy DEO as an EVM C&V Supervising Officer to personally supervise the entire process.
2. Application for checking & verification of burnt memory/microcontrollers of EVMs (EVM C&V Process):
 - a) Candidates who are at Sl.No.2 or Sl.No.3 ('eligible candidates') behind the highest polled candidate, may request for checking and verification of burnt memory/microcontrollers for any tampering or modification in 5% of EVMs, that is, the Ballot Unit, Control Unit and VVPAT per Assembly Constituency (AC)/Assembly Segment (AS) of a Parliamentary Constituency.
 - b) For example, for an AC/AS that has used 400 BUs (2 BUs were used in all polling stations), 200 CUs and 200 VVPATs in a poll, the following clarifications may be noted w.r.t. the selection of EVM for C&V activity:
 - (i) The EVM C&V activity shall be restricted to a maximum of 20 BUs, 10 CUs and 10 VVPATs.
 - (ii) If both the eligible candidates choose to request for 5% EVM C&V, then each of them may be allowed to select 2.5% of the Ballot Unit, Control Unit and VVPAT each pertaining to AC/AS for the said checking and verification i.e. each eligible candidate shall be allowed to select maximum of 10 BUs, 5 CUs and 5 VVPATs.
 - (iii) EVMs shall be subjected to C&V as a set i.e. a combination of BU(s), CU and VVPAT, as used in the actual elections.
 - (iv) Apart from EVM Checking and Verification (EVM C&V) of burnt memory/micro-controller, the eligible candidate(s) may also opt to conduct a mock poll on the selected EVM units.

- (v) The eligible candidates may also opt to upload the data loaded on the Symbol Loading Units (SLU) used for election in the mock poll. In this regard, it is highlighted that the VVPAT already have loaded data of actual candidates' symbols. However, the applicant can opt for use of already loaded symbols of VVPAT or request to reload the symbols loaded on the Symbol Loading Units (SLU) afresh in VVPAT for the mock poll.
- (vi) At the start of the EVM C&V activity, if any selected unit(s) of EVM is found non-functional, i.e. those units that have gone non-functional during the post-counting storage, the eligible candidate(s) shall be permitted to select another EVM unit(s) to replace non-functional unit(s) of EVM to be subjected to the C&V.
- c) For the purpose of conducting EVM C&V activity, the eligible candidates may submit a written application to the respective DEO, in prescribed EVM-C&V Form (Annexure-1) within a period of seven days from the date of declaration of the result. To remove any doubts, if the date of declaration of the result is January 1st, then the applications should be made between January 1st and January 7th, both dates inclusive.
- d) Candidates shall clearly mention the list of units selected for EVM C&V either in the form of polling station numbers or unique serial number of the Ballot Unit, Control Unit and VVPAT (already made available to the candidates polling-station wise before polling), which were used for polling (except the units declared non-functional during poll and replaced or declared non-functional during counting of votes) and attach with EVM-C&V Form.
- e) Charges for EVM C&V activity: The charge for EVM C&V activity to be paid by the applicant candidate is fixed at Rs. 23,600/-(inclusive of GST @ 18%) per set of EVM in case of C&V check through diagnostic check only. In case C&V check includes mock poll the rate will be Rs. 47,200/- (inclusive GST @ 18%) per set of EVM.
- f) The proof of payment (online/office payment challan) of the applicable charges for EVM C&V activity as per para (e) above to the State/UT treasury under the appropriate head as applicable/decided by the CEO concerned, shall be submitted along with the written request. Applications received without the proof of payment for EVM C&V activity shall be rejected in writing and with acknowledgement.

- g) It is clarified that expenditure on EVM C&V activity shall not be construed as expenditure of candidate, and thus shall not be part of the limits, as prescribed in Section 76 to 78 of the Representation of the People Act, 1951.

3. Action to be taken on the Application(s):

- a) DEO shall communicate the details of applications received AC/AS-wise to the Chief Electoral Officer (CEO) as per DEO EVM-C&V Application Summary (Annexure – 2), on the last day prescribed for submitting such applications. Even if no application is received, a 'NIL' report shall be sent to the respective CEO.
- b) CEO shall consolidate all district-wise applications and forward the same to the BEL/ECIL within 15 days of the declaration of result in CEO EVM-C&V Application Summary (Annexure – 3), under intimation to the Commission.

4. Schedule of Checking & Verification:

- a) Election petitions: After completion of Election Petition (EP) period (i.e. 45 days from the date of declaration of result as provided in Section 81 of the Representation of the People Act, 1951), a written confirmation on the status of filing of EPs shall be obtained by the Chief Electoral Officer from the Hon'ble High Court concerned.
- b) In case there are no EPs filed, then the checking and verification process shall be carried out as mentioned below at (f) and (g). If EVMs (BUs, CUs and VVPATs) are required for future elections (e.g. FLC etc.) before EVM C&V activities, the DEO concerned shall keep selected units separately for EVM C&V activities. Apart from the selected units, 10 additional sets of EVMs (used in poll) from the respective Assembly Constituency/Segment shall be kept for replacement purpose during C&V activities. The applicant candidate shall be requested in writing to select from those 10 sets of EVMs. If applicant candidate is not willing to select from those 10 sets of EVMs, the DEO shall select them and intimate to the applicant candidates in writing.
- c) In case EP has been filed, then checking and verification process shall not be carried out until a specific Court order permitting to conduct the EVM C&V activity is obtained.
 - (i) For this purpose, the candidate(s) applying for EVM C&V shall approach the Court where Election Petition has been filed to obtain the required Court order permitting DEO/RO to conduct EVM C&V activity during pendency of Election Petition.

- (ii) After obtaining the competent court order, the applicant candidate(s) shall provide a copy of the order to DEO for taking further necessary action on the application on EVM C&V.
 - (iii) The DEO shall intimate the same to the respective CEO. Subsequently, EVM C&V activity shall be taken up as mentioned below at (f) and (g).
- d) Based on the report of the DEOs concerned, CEO shall communicate the EP status w.r.t. CEO EVM-C&V Application Summary (Annexure-3) submitted earlier, to the respective manufacturers under intimation to the Commission within 10 days of confirmation of EP status from the Hon'ble High Court concerned, mentioning the DEO-wise non-EP/clear Units that may be taken up for the EVM C&V process.
- e) Based on the EP status received from the CEOs, the manufacturers, i.e. BEL/ECIL shall provide within 2 weeks:
 - (i) State/UT-wise and district-wise checking and verification schedule, duly prepared in consultation with the respective CEO, along with the details of the authorised engineers to be deputed for the aforesaid process.
 - (ii) The manufacturers shall also nominate a District in-charge engineer for the purpose of signing the certificate to be issued upon completion of the EVM C&V process.
 - (iii) The above details shall be provided to the CEOs under intimation to the Commission.
- f) The district-wise EVM C&V schedule shall be provided by the manufacturers to the CEOs and the DEOs concerned, under intimation to the Commission, at least 10 (ten) days in advance of the schedule.
- g) As far as possible, based on the number of applications received the PSUs shall provide a district-wise EVM C&V schedule in such a way that the EVM C&V process is started at the earliest but not later than 4 weeks from the communication about EP status received from the CEOs concerned.
- h) CEO shall do the necessary coordination between the manufacturers and the DEOs for conducting the EVM C&V process as per the above timelines.
- i) DEO shall intimate in writing, the schedule and venue fixed for EVM C&V process with acknowledgement to all eligible candidates, including the candidate(s), who have made the application, at least 5 days in advance and invites them for witnessing the EVM C&V process. Necessary acknowledgement of the same shall be kept.

- j) The applicant candidate(s) shall be permitted to nominate one representative for each C&V station.

5. Arrangements at checking & verification premises ('EVM C&V Hall'):

- a) EVM C&V Hall shall be earmarked properly. It shall be spacious, well lit, well ventilated and dust free, with proper security i.e. fully barricaded and sanitised by police. Necessary boards/banners shall be put up outside the Hall.
- b) The requirement of C&V station/tables shall be assessed in advance in consultation with the manufacturer and arrangements made accordingly.
- c) DEO/ EVM C&V Supervising Officer shall issue entry pass to the persons authorised to enter the hall. Entry to the Hall shall be permitted only on production of entry pass thus issued.
- d) The checking and verification activity shall be conducted from 10:00 AM to 7:00 PM, including on holidays.
- e) Necessary strong rooms/partitioning shall be provided near the C&V Hall in the same building, to store the units that have been picked/selected for C&V activity and the units that have undergone the C&V (C&V Strong Room 1 and C&V Strong Room 2). The door of such rooms shall have double lock system and be under CCTV coverage and necessary security.
- f) BEL/ECIL engineers shall be allowed to take with them the list of equipment/devices as approved for checking & verification.
- g) Other electronic devices including cell phones, cameras, spy pens etc. shall not be allowed inside the Hall and kept at the collection centre made outside the hall.
- h) Installation of CCTV cameras for monitoring of the activities inside the Hall. Apart from that CCTV shall also be installed for C&V tables for proper recording of all the activities conducted on the tables.
- i) Proper arrangements like drinking water, toilets (separate for male & female), first-aid kit, fire extinguishers etc. shall be provided.
- j) Single entry & exit to hall secured by armed police force of minimum 1 section. Maintenance of duty roster shall be done properly.
- k) Proper frisking of every person/officer/engineer with recording in the logbook for every entry and exit shall be properly maintained.

6. Opening of Strong-room(s):

- a) DEO shall intimate in writing with acknowledgement to all the candidates (not only to the eligible candidates) regarding opening/closing of strongroom, for the purpose of taking out EVMs for C&V, at least 2 days in advance.
- b) Strong-room shall be opened/closed in the presence of candidates/their representatives present under videography as per the applicable extant protocols.
- c) The selected units for C&V process shall be marked in EMS as 'C&V unit' through DEO login.
- d) Where the candidate has opted to load the symbols afresh in the VVPAT, the SLU used for actual poll shall be taken out from the strong room following the due procedure.

7. Participation of applicant candidates/representatives:

With due intimation to all the eligible candidates, the checking process shall be conducted in the EVM C&V Hall under the supervision of the District in-charge engineer of the manufacturers and the DEO/EVM Checking & Verification Supervising Officer concerned. At the designated time, EVM C&V process shall not be started if the applicant candidate(s)/ representative(s) is/are not present. The authorities shall wait for up to one hour after the designated time of start of the EVM C&V process for the applicant concerned to be available in the C&V hall. Beyond one hour, if the applicant/representative still does not come to witness the process, the EVM C&V process shall be held without further waiting.

8. Completion of checking and verification process:

- a) Upon completion of EVM C&V process, District in-charge engineer shall issue a certificate of authenticity/intactness of the burnt memory/ microcontroller of the units to the DEO in the format given in Technical SoP. A copy of the Certificate is to be provided to the applicant(s) by the DEO.
- b) Outcome of the EVM C&V process shall be submitted by the DEO to the CEO concerned on the next day of the completion of the activity.
- c) All the units tested shall be stored back in their respective strong room/warehouse, with due security and in compliance of the extant protocols of opening and closing of the strong rooms.

- d) In case of any unit not passing the checking and verification, the same should be intimated to the Commission along with detailed report of the DEO and District in-charge engineer for further necessary action. Such unit(s) shall be kept separately with proper identification sticker 'C&V NOT PASSED' in grey colour pasted on the unit and the carrying case.

9. Mechanism for payment to Manufacturers/Refund to applicant:

- a) CEOs shall ensure that EVM C&V fees collections (under appropriate heads as applicable) and subsequent payment/refund activities given above are carried out smoothly in a prompt manner, as far as possible within 30 days from the date of completion of EVM C&V activity.
- b) The details of application fees collected by the DEOs of a State/UT shall be maintained with the CEO concerned. Upon completion of the EVM C&V process, the CEO shall ensure that the applicable payments for the EVM C&V activity are made to the PSUs concerned.
- c) Further, based on the reports of the DEO, in case any EVM is found to be tampered or modified, the corresponding charges collected will be refunded to the applicant concerned and in such case expenditure will be borne by the Central Government or State Government depending on elections.

10. **Overall important timelines:** The summary of important timelines, with a sample reference date of declaration of results, is as under:

S.No.	Event / Action / Activity	To be carried out by, as applicable	Sample Dates / Period
1.	Declaration of results. First date for making EVM C&V application	-	January 1
2.	Last date for making EVM C&V application	Eligible candidates	January 7
3.	Communication regarding filing of EVM C&V applications to ECI through CEO	DEO	Daily basis
4.	Date for the DEO to communicate consolidated details of applications to ECI through CEO	DEO	January 7
5.	Last date for CEO to send the consolidated list to BEL/ECIL, under intimation to the Commission	CEO	January 15

S.No.	Event / Action / Activity	To be carried out by, as applicable	Sample Dates / Period
6.	Confirmation on the status of filing of EPs to be obtained from the Hon'ble High Court concerned	CEO	Completion of EP period
7.	Communicate to the manufacturers the non-EP AC/AS-wise details of units, to be taken up for EVM C&V process, under intimation to ECI.	CEO	Within 10 days of confirmation of EP status
8.	Provide district-wise EVM C&V schedule, in such a way that there is a gap of at least ten days between the communication of the schedule to the State/DEO and actual conduct of the C&V process.	Manufacturers	Within 2 weeks of receipt of EP status from the CEOs
9.	Intimation of the EVM C&V schedule and venue to the applicant and all candidates	DEO	At least 5 days prior to the start of the C&V process
10.	Start of the EVM C&V process	Manufacturers and DEOs	At the earliest but not later than 4 weeks from the communication of EP status from the CEOs
11.	Summary of the C&V process to be submitted to the respective CEO	DEO	The next day of the completion of the C&V process
12.	Payment/refund activities	CEO	Within 30 days of the completion of the C&V process

11. Retention of records of EVM C&V activity:

- (a) All records including applications, daily reports/forms/formats, registers, CCTV recording, mock VVPAT slips etc. shall be kept under the custody of the District Election Officer concerned for a period of 3 months from the date of completion of EVM C&V activity.
- (b) These records shall not to be construed as election papers under the provisions of Section 93 & 94 of the Conduct of Elections Rules, 1961.

ANNEXURE – 1

To

The District Election Officer

.....(Name of district)

.....(Name of State)

Name of election and year

1. I.....(name), the candidate of(Name of AC/PC) was in position..... I would like to request for checking & verification of burnt memory/microcontroller for any tampering or modification in Ballot Unit, Control Unit and VVPAT for..... (name of Assembly Constituency/Assembly Segment of a Parliamentary Constituency).

2. Apart from EVM Checking and Verification (EVM C&V) through diagnostic check, I have also opted for mock poll, as per Para 4 below. During mock poll, I opt to (Tick one of the following options)

(a) Use already loaded symbols of VVPAT

OR

(b) Upload the symbol loaded on the Symbol Loading Units (SLU) in VVPAT afresh.

3. Signed lists of units/polling stations selected (maximum upto 5%) for checking & verification or/and units/polling stations selected for mock poll are attached herewith.

4. Summary of EVM C&V through diagnostic check and mock poll:

No. of EVM sets for C&V through diagnostic check only:	Total charges for C&V through diagnostic check only (inclusive of GST)	No. of EVM sets opted for mock poll also.	Total charges for mock poll (inclusive of GST)	Total charges (inclusive of GST)
(a) *	(b)	(c) &	(d)	(e) = (c) + (d)

* Rs. 23,600/- per set (inclusive of GST); & Rs. 47,200/- per set (inclusive of GST)

5. Accordingly, I have paid the total applicable charges of EVMs C&V activity amounting to Rs.....and proof of payment by challan No.....paid at.....dated.....is attached herewith.

6. I, along with/or my representative Sh/Smt..... shall be present at the time of verification.

(Signature of candidate)

Name of Candidate:.....

Name of AC/PC:.....

Date:.....

Encl:

- (i) Signed list of BU/CU/VVPAT requested for checking and verification or/and mock poll.
- (ii) Proof of payment of applicable charges

ANNEXURE – 2

**Summary of EVM-Checking & Verification Application
(to be filled by District Election Officer)**

To

The Chief Electoral Officer,

.....(Name of State/UT)

Subject: Summary of EVM-Checking & Verification Application.

Name of election and year

Madam/Sir,

I am to inform that total.....(number) EVM Checking & Verification Form(s) has/have been received. Details are as under:

S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any	Quantity of units to be checked and verified through diagnostic check only		
			BU	CU	VVPAT
S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any	Quantity of units selected for mock poll also		
			BU	CU	VVPAT
Total no. of EVM sets selected for C&V through diagnostic check only					
Total no. of EVM sets selected for mock poll activity also.					
Amount paid by applicant candidate for diagnostic check and mock poll, if any					

It is also informed that applicable charges of Rs..... (Rupees _____) has been received for the aforesaid purpose.

(Signature of DEO)

Name of DEO:.....

Name of District:.....

Date:.....

ANNEXURE – 3

**Summary of EVM-Checking & Verification Application
(to be filled by Chief Electoral Officer)**

To

The Chairman-cum-Managing Director,

BEL/ECIL

Subject: Summary of EVM-Checking & Verification Application.

Name of election and year

Madam/Sir,

I am to inform that total.....(number) EVM Checking & Verification Form(s) has/have been received. Details are as under:

S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any	Quantity of units to be checked and verified through diagnostic check only		
			BU	CU	VVPAT
S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any	Quantity of units selected for mock poll also		
				CU	VVPAT
Total no. of EVM sets selected for C&V through diagnostic check only					
Total no. of EVM sets selected for mock poll activity also					
Amount paid by applicant candidate for EVM diagnostic check and mock poll, if any					

(Signature of CEO)

Name of CEO:.....

Name of State/UT:.....

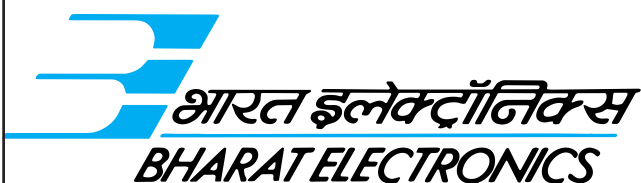
Date:.....

Copy to:

Election Commission of India, New Delhi

TECHNICAL SOP FOR CHECKING AND VERIFICATION OF BURNT MEMORY/ MICROCONTROLLER OF EVM UNITS

Document prepared by BEL and ECIL



Bharat Electronics Limited
Export Manufacturing SBU
Jalahalli,
Bangalore,
Karnataka – 560013



इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Electronics Corporation of India Limited

Electronics Corporation of India
Limited
Electronic Manufacturing Services Division
IDA, Phase-II, Cherlapally
Hyderabad
Telangana -500051

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1 Infrastructure requirement and arrangements for Checking and Verification of EVM units [BU(s), CU and VVPAT]:

- 1.1. The following arrangements shall be made for checking and verification of burnt memory/ micro-controller:
 - a) Infrastructure Requirement (to be arranged by DEO in consultation with the BEL/ECIL):
 - i. Checking and Verification rooms/halls of adequate sizes for accommodating tables required for conducting checking and verification of EVM.
 - ii. A demarcated sitting area for candidates/their representatives.
 - iii. Clear passageway for bringing the EVMs to the Checking and Verification area.
 - b) Video/CCTV setup to record the EVM C&V activities.
 - c) Test Setup requirement.
 - The following items shall be used for Checking and Verification of BU/CU/VVPAT (to be arranged by DEO):
 - i) EVM Power Packs- Every CU requires an EVM power pack and every 5th BU (in case of more than 4 BUs) requires an EVM power pack
 - ii) VVPAT Power Pack – Every VVPAT requires a VVPAT power pack
 - iii) VVPAT Paper Roll - Every VVPAT requires a VVPAT paper roll
 - The following shall be used by engineers for Checking and Verification of BU/CU/VVPAT (to be arranged by manufacturers):
 - i) Green stickers
 - ii) Red stickers
 - iii) Grey stickers
- 1.2. Additional arrangements shall be made for conduct of mock poll if opted for by candidate(s):
 - a) Video/CCTV setup to record mock poll: The Video camera/CCTV shall be set up for clearly capturing the key pressed by engineers/candidates/their representatives on Ballot Unit and the print of VVPAT slip during the mock poll.

- b) Test Setup requirement.
 - The following items shall be used for mock poll (to be arranged by DEO):
 - i) Sealing threads, address tags for sealing of CU and VVPAT
 - ii) Container with lid for collecting and keeping VVPAT slips
 - iii) Pigeonhole framework with required number of pigeonholes (one for each candidate, one for NOTA and one for self-test slips)
 - iv) Rubber bands for bundling VVPAT slips
 - v) VVPAT Counting Booth (VCB)

PART-I

(Checking and Verification of EVM units)

The detailed process of establishing through self-diagnosis and mutual authentication of EVM units that the burnt memory/ microcontroller of EVM units (BU/CU/VVPAT) are not tampered or modified is described in the following sections:

2 Self-Diagnosis and Mutual-authentication of EVM units:

The following steps will be taken by authorized engineers during 'Checking and Verification of EVM' units:

- i. Verify unique serial number of units brought in for Checking and Verification to ensure that the EVM units are the ones that are selected by the candidates/their representatives.
- ii. Insert new power packs in CU and VVPAT and in BU(s) if there are more than four BUs in the configuration.
- iii. Insert new paper roll in VVPAT.
- iv. Connect the selected units of BU(s), CU and VVPAT for each selected polling station and form an EVM set. The same number of BU(s) will be connected as were used in the actual poll.
- v. Such sets shall be subjected to Diagnostic Checking as given below.
 - a) **Self-Diagnosis:** The CU shall be switched ON. This will power on BU(s) and VVPAT as well and all units will start performing their power-on self-diagnostic test (POST).
 - b) **Mutual authentication:** After POST completes, the CU communicates with connected units and discovers how many BU(s) and VVPAT are connected to it. After discovery, mutual authentication of EVM units takes place. Upon

successful mutual authentication the CU displays self-diagnostic messages to convey whether the BU, CU and VVPAT are working properly or not.

- vi. If the EVM set passes the diagnostic tests, CU will display “EVM IS READY”. Only the units which pass the diagnostic tests can be checked and verified through further testing. Such units shall be labelled as ‘DIAGNOSTIC TESTS PASSED’ with GREEN STICKER.
- vii. If BU/VVPAT is not discovered by CU or the EVM set does not pass the self-diagnostic tests of BU/CU/VVPAT (due to not switching ON or showing other error messages etc.) then the units are not field verifiable. Such units shall be labelled with Red Sticker as “Non-functional during Diagnostic check” and shall be labelled as “Non-functional during Diagnostic check” and shall be handed over to the DEO for sending to manufacturers for repair in due course of time as per standard protocol.
- viii. The candidate/their representative shall be permitted by DEO to select other corresponding unit(s) or the whole set of EVM as the case may be, from the same AC/AS to replace the non-functional unit(s).
- ix. After diagnostic check, the engineers shall switch off the CU and disconnect the units.
- x. The engineers shall remove the seals and tags in all the diagnostic passed units and remove the paper slips, if any, from VVPAT and handed these over to DEO.

3 Report/Certificate of C&V:

- (i) Engineers shall submit a Report in Annexure-A at the end of every day of Checking and Verification activity to the DEO.
- (ii) Based on the outcome of self-diagnosis and mutual authentication, the authorized engineer(s) shall issue a certificate in Annexure-B.

PART-II (Mock Poll on EVM units)

4 Provision for Mock poll:

In case any candidate/ authorised representative has made a request to conduct a mock poll on the EVM units, authorized BEL/ECIL Engineers, as the case may be, will conduct a mock poll for the EVM Units which passed self-diagnosis and mutual authentication tests (EVM units with GREEN stickers).

General instructions for Mock poll:

- a) Configuration for Mock Poll: A Set of EVM consists of Ballot Unit(s), Control Unit and VVPAT. Mock poll on EVMs shall be carried out as per the actual configuration used in the respective AC/AS on poll day. In case, the units selected by candidates/ their representatives are not part of a full EVM set, then in order to complete the EVM set, the remaining units shall be provided by DEO from the same AC/AS.
- b) In mock poll, the applicant candidate(s)/representative(s) can cast any number of votes as desired, subject to a maximum limit of 1400 votes, in any sequence or pattern. If the applicant candidates/representatives desire not to cast votes themselves, then the engineers of BEL/ECIL will cast the required mock votes as requested by the applicant candidate(s)/representative(s). However, if the applicant candidate/ representative does not inform about the number of mock votes to be cast, then the engineers of BEL/ECIL will cast 500 mock votes for mock poll.
- c) Counting of VVPAT slips shall be done in the VVPAT Counting Booth (VCB) to avoid misplacement of mock poll VVPAT slips due to large numbers. For counting of VVPAT slips, transparent container(s), pigeon holes and rubber bands shall also be arranged by DEO.
- d) Mock Poll VVPAT slips shall be counted by the engineers of BEL/ECIL. However, DEO shall deploy adequate number of officials well versed in VVPAT slips counting to assist the engineers of BEL/ECIL, to ensure efficiency.

Steps involved in Mock Poll:

- a) Connect selected units of BU(s), CU and VVPAT for each selected polling station and form an EVM set.
- b) Switch ON the CU.
- c) Display the actual Poll data present in the Control Unit to the candidates and other authorized persons present by pressing the RESULT button on CU. The data/figure, as indicated in the EVM will be noted at Annexure-C, which will be signed by the officers of ECI i.e. District Election Officer, the engineer(s) and the successful candidates/their authorised representative present and the applicant candidate(s)/ their representatives.
- d) Erase the actual Poll data present in the Control Unit by pressing the CLEAR button on CU.

- e) Before the start of mock poll, a preliminary poll shall be conducted by the engineer to demonstrate that the VVPAT slip printed by the VVPAT corresponds to the vote cast on the Ballot Unit(s) by casting one vote to each candidate in the Ballot unit(s). Close the preliminary poll and tally the CU result with the VVPAT slip count to establish the fidelity of the EVM set.
- f) After the preliminary poll, press “CLEAR” button on CU to clear preliminary poll votes.
- g) Press the “TOTAL” button on CU before starting the actual mock poll to display that total polled votes are zero.
- h) Seal the CU result compartment with address tag.
- i) VVPAT slips of preliminary poll shall be kept in a marked envelope and handed over to DEO.
- j) Also show before start of mock poll that there is no VVPAT slip in the VVPAT slip drop box.
- k) Seal the VVPAT slip drop box with address tag.
- l) The “BALLOT” button on Control Unit shall be pressed only by the engineers during the mock poll. Candidates/their representative may be allowed to cast mock votes, on the Ballot Unit.
- m) During the mock poll, at every half an hour, the “TOTAL” button shall be pressed on CU by the engineer to keep a track of the total votes polled so that the exact number of votes is polled as requested.
- n) The Mock poll for each EVM set shall be started and completed on the same day before midnight.
- o) During the mock poll, the candidates/their representatives shall verify that the VVPAT slip printed on VVPAT corresponds to the vote cast on the Ballot Unit(s) after casting every vote. If any discrepancy is claimed by candidates/their representatives, the same should immediately be brought to the notice of DEO. The mock poll shall be stopped and the claim of candidates/their representatives should be verified by DEO with CCTV footage/video recording.
- p) If any error occurs in BU(s)/CU/VVPAT during the mock poll due to sporadic reasons such as connector/cable/switch intermittency, sensor issues, etc. then the candidates/their representatives shall be allowed to select the respective

replacement units (BU/CU/VVPAT as applicable) for mock poll which will undergo checking from step 2 (Self-diagnosis and mutual authentication of EVM units) onwards. Mock poll shall be redone after replacing non-functional BU/CU/VVPAT. The non-functional EVM unit shall be labelled with Red Sticker as “MOCK POLL NON-FUNCTIONAL”.

- q) Counting of mock poll VVPAT slips and Tallying with CU Result by engineers
- i. After completion of mock voting, press “CLOSE” button on CU.
 - ii. Thereafter, press “RESULT” button on CU to obtain candidate wise mock poll votes.
 - iii. Count VVPAT slips in the VVPAT Counting Booth (VCB) as per the existing procedure prescribed by Election Commission of India.
 - iv. Tally the mock poll result of CU with the VVPAT slip count.
 - v. After tallying, the mock poll VVPAT slips shall be kept in a marked envelope and handed over to DEO.

Report/Certificate for Mock Poll:

Upon completion of the mock poll of an EVM set, engineers shall submit a Report in **Annexure-D** to the DEO.

Annexure -A

[This Form will be preserved in the custody of DEO for a period of three months from date of issue]

Checking and Verification of EVM units - Daily Report (To be submitted to the DEO at the end of every day of EVM C&V activity)					
No. and Name of AC/PC: No. and Name of AS (in case of PC): Name of District: Name of State/UT: Date:					
Start time:			End time:		
S. No.	Sl. No. of BU	Sl. No. of CU	Sl. No. of VWPAT	Self-Diagnosis status (FUNCTIONAL / NON-FUNCTIONAL*)	Final EVM Checking and Verification status after self-diagnostic and mutual authentication tests (PASSED/NOT PASSED)

* In case a unit is non-functional, candidate has option to select another unit. In such case unit Sl. No. of replaced unit may be entered below unit Sl. No. of non-functional unit and mention 'replaced unit in bracket.

Name and Signature of Engineer conducting the test	Name and Signature of District-in-Charge BEL/ECIL Engineer with ID No.

Annexure -B

**[This Form will be preserved in the custody of DEO for a period of three months
from date of issue]**

Certification for EVM burnt memory/microcontroller

Checking and verification conducted by BEL/ECIL

Date:

Name of election and year

No. and Name of AC/PC:

No. and Name of AS (in case of PC):

Name of District:

Name of State/UT:

Address of EVM C&V Hall:

It is certified that the following EVM units have passed the Checking and Verification process and there is no modification or tampering in the burnt memory/microcontroller of the EVMs listed below:

S.No.	Name of AC/AS of PC	Name of candidate with Party Affiliation, if any

.....
(Name & Signature of BEL/ECIL District-in-charge engineer with ID No.)

(To be handed over to DEO)

Annexure -C

[This Form will be preserved in the custody of DEO for a period of three months from date of issue]

Data/figures indicated in the EVM before erasing actual poll data		
No. and Name of AC/PC: No. and Name of AS (in case of PC): Name of District: Name of State/UT: Date:		
Polling Station No. and Name/ Unit ID	Candidate Serial Number	Candidate Serial Number-wise polled votes displayed on CU
	1	
	2	
	--	
	--	
	N	
	Total:	
Name and Signature Applicant candidate/authorized representative present Name and Signature Successful candidate/authorized representative present Name and Signature BEL/ECIL Engineer with ID No Name and Signature All contesting candidate/ authorized representatives present Name and Signature District Election Officer		

[This Form will be preserved in the custody of DEO for a period of three months from date of issue.]

Mock Poll of EVM units – EVM Set-wise Daily Report

(To be submitted to the DEO at the end of every day)

No. and Name of AC/PC:

No. and Name of AS (in case of PC):

Name of District:

Name of State/UT:

Date:

Start time:

End time:

Unique ID of Ballot Unit(s)....., Control Unit.....and VVPAT.....

Status during mock poll (Functional// non-functional)				Candidate Serial Number-wise polled votes displayed on CU
Start Time	No. of votes polled	End Time	Mock Poll Status	
				Counting of VVPAT slips and Tallying with CU result (Pass/Fail)

Name and Signature of Applicant candidate/authorized representative

Name and Signature of BEL/ECIL engineer with ID No

INSTRUCTION-23

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 51/8/INST/2025-EMS

Dated: 24th June, 2025

To

The Chief Electoral Officers
Of all the States and Union Territories.

Subject: Counting of votes: counting of VVPAT slips in case of non-deletion of mock poll data from the Control Unit, non-removal of mock poll slips from VVPAT and mismatch between votes recorded in CU and Part-I of Form 17C -regarding.

Madam/Sir,

Kindly refer to the Commission's letter No. 51/8/INST/2021-EMS, dated 10th November, 2021, in the subject matter, whereby under Section 64A read with Section 61A of the Representation of the People Act 1951, the Commission had directed to follow the following procedure, in all the cases where mock poll is either not erased from the Control Unit or VVPAT paper slips pertaining to mock poll not removed (fully or partially) or total votes polled in Control Unit does not match with the record of votes polled in EVM as mentioned in Part-I of Form-17C:

- (a) The concerned Control Units of such polling stations shall not be used for counting of votes.
 - (b) In such case only counting of the respective VVPAT paper slips will be done, if the winning margin is equal to or less than total votes polled in such polling stations.
 - (c) If the winning margin is more than the total votes polled in all such polling stations, the result will be declared without adding the votes polled in such polling stations.
2. The following cases may arise on poll day or during scrutiny of documents on P+1 day or during the round-wise counting of votes from EVMs:
- (i) Mock poll is not erased from the Control Unit but VVPAT paper slips pertaining to mock poll are removed;
 - (ii) Neither mock poll is erased from the Control Unit nor VVPAT paper slips pertaining to mock poll are removed;
 - (iii) Total votes polled in Control Unit during counting do not match with the total number of votes recorded as per EVM as mentioned in Part-I of Form-17C.

- (iv) Mock Poll result is erased from Control Unit but mock poll VVPAT paper slips are not removed.

These are indication that the Close-Result-Clear (CRC) protocol after mock poll was not correctly done or VVPAT Slips are not removed after Mock Poll or there is human error in noting down the total votes recorded in the EVM as mentioned in Part-I of Form-17C, in respect of the particular polling station at the close of poll.

3. In supersession of the Commission's instructions issued vide letter no. 51/8/INST/2021-EMS, dated 10th November, 2021 and in order to further streamline the process of counting and tabulation of Results, the Commission has directed that in respect of cases mentioned at para (2) above, henceforth, the following procedure shall be followed under Section 64A read with Section 61A of the Representation of the People Act 1951, during counting of votes:

Procedure to be followed:-

- (a) The list of all such polling stations covered under para 2(i) and 2(ii) above shall be shared with the contesting candidates in the counting hall just before the commencement of counting of votes and subsequent at the time of counting and in case of para 2 (iii), during counting of votes, as the case may be.
- (b) 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.
- (c) After the completion of all regular rounds of counting through Control Units, the VVPAT slips of all such polling station(s), whose Control Units were kept aside, shall be counted at VVPAT Counting Booth (VCB).
- (d) In respect of case mentioned at para 2(i) above, the VVPAT slips of the respective polling station shall be counted to arrive at correct count of candidate wise votes polled.
- (e) In respect of case mentioned at para 2(ii) above, the VVPAT slips of the respective polling station 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.
- (f) In respect of case mentioned at para 2(iii) above, the action may be taken as mentioned at 3(d) or 3(e) above, depending upon whether the VVPAT paper slips pertaining to mock poll are removed or not respectively.

- (g) In respect of case mentioned at para 2(iv) above, candidate-wise result may be ascertained from the Control Unit.
 - (h) Candidate-wise votes obtained from VVPAT slips count of each such polling station shall be treated as a separate round of counting. Candidate-wise votes obtained from VVPAT slips count of all these polling stations shall be added to the candidate-wise tally and the final result compiled.
4. If there is any difficulty to arrive at correct count of candidate wise votes polled, the matter shall be referred to the Commission for further directions.
 5. Since, in the aforesaid cases mentioned at para 2(i) to 2(iii), the Control Unit(s) will be discarded/not used for counting of votes, these polling stations shall be excluded from the random selection of 05 polling stations for Mandatory Verification of VVPAT paper slips count. If the polling station mentioned at para 2(iv) is selected during mandatory verification of VVPAT slips count or mismatch between CU Count and VVPAT slips count is noticed due to non-removal of mock poll VVPAT paper slips, the candidate-wise mock poll data mentioned in Mock Poll Certificate may be deducted candidate-wise to tally the votes during mandatory verification.
 6. In all cases where mock poll is either not erased from the Control Unit or VVPAT paper slips pertaining to mock poll are not removed (fully or partially) or total votes polled in CU does not match with the record of votes polled in EVM as mentioned in Part-I of Form-17C, disciplinary action shall be taken against the Presiding Officer and Polling Officer-I of the polling station concerned.
 7. The above instructions shall be strictly adhered to and brought to the notice of all concerned including the Counting Observers.
 8. Further, Para 4 (vi) (h) and Para 7(v) of the Commission's letter no. 464/Counting Process/2023-EPS, dated 19.07.2023 stand replaced to the above effect as stipulated in these instructions.

Yours faithfully,

(RAKESH KUMAR)
UNDER SECRETARY

Copy to: All District Election Officers

STATUTORY DIRECTIONS & REFORMS

INSTRUCTION-24

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.3/4/2022/SDR/Vol.II

Dated: 4th March, 2024

To,

The Chief Electoral Officers of
All States and Union Territories

**Subject: Amendments in clause (e) of Rule 27A of the Conduct of Election Rules, 1961-
Modification in the Postal Ballot instructions – reg.**

Madam/Sir,

I am directed to state that, on the recommendation of the Election Commission of India, the Ministry of Law & Justice has made amendment in clause (e) of Rule 27A of the Conduct of Election Rules, 1961 vide Gazette Notification S.O. 995(E), dated 1st March, 2024 (copy enclosed).

2. Vide the above said Notification, in rule 27A, in clause (e), for the words and figures “above 80 years”, the words and figures “above 85 years” has been substituted.

3. Hence, now clause (e) of Rule 27A of the Conduct of Elections Rules, 1961 shall be as under: -
27A. Definitions. -...

....

....

(e) ‘senior citizen’ for the purpose of this Part means an elector belonging to the class of absentee voters and is above 85 years of age.

4. In view of the above said amendment, in para 15.2 (i), Format 4 and Format 5, of the Commission’s instructions dated 31.10.2023 pertaining to the guidelines on postal ballot papers, the figure “80” **may be read as “85”**. Consequently, the Form 12D for exercising option of home voting shall be provided to the electors who are above 85 years of age in the category of Senior Citizen.

5. This may be brought to the notice of all District Election Officers/Returning Officers/Assistant Returning Officers and other election officers concerned and also to the State Units of recognized political parties and all registered unrecognized political parties based in your State/Union territory, for their information.

Yours faithfully,

(ABHISHEK TIWARI)
UNDER SECRETARY

रजिस्ट्री सं. सी.एल.- 33004/99

REGD. No. D. L.-33004/99



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 950]

नई दिल्ली, शुक्रवार, मार्च 1, 2024/फाल्गुन 11, 1945

No. 950]

NEW DELHI, FRIDAY, MARCH 1, 2024/PHALGUNA 11, 1945

विधि और न्याय मंत्रालय

(विधायी विभाग)

अधिसूचना

नई दिल्ली, 1 मार्च, 2024

का.आ. 995(अ).—केन्द्रीय सरकार, लोक प्रतिनिधित्व अधिनियम, 1951 (1951 का 43) की धारा 169 के साथ पठित धारा 60 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, भारत निर्वाचन आयोग से परामर्श करने के पश्चात्, निर्वाचनों का संचालन नियम, 1961 का और संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

- (1) इन नियमों का संक्षिप्त नाम निर्वाचनों का संचालन (संशोधन) नियम, 2024 है।
(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- निर्वाचनों का संचालन नियम, 1961 के नियम 27क के खंड (ड) में, “80 वर्ष से अधिक”, अंकों और शब्दों के स्थान पर, “85 वर्ष से अधिक”, अंक और शब्द रखे जाएंगे।

[फा. सं. एच-11019/3/2024-वि.2]

सुधा रानी रेलंगी, संयुक्त सचिव और विधायी परामर्शी

टिप्पण : मूल नियम, भारत के राजपत्र, असाधारण में अधिसूचना संख्यांक का.आ. 859(अ), तारीख 15 अप्रैल, 1961 द्वारा प्रकाशित किए गए थे और अधिसूचना संख्यांक का.आ. 3778(अ), तारीख 23 अगस्त, 2023 द्वारा अंतिम बार संशोधित किए गए थे।

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

NOTIFICATION

New Delhi, the 1st March, 2024

S.O. 995(E).—In exercise of the powers conferred by section 60 read with section 169 of the Representation of the People Act, 1951 (43 of 1951), the Central Government, after consulting the Election Commission of India, hereby makes the following rules further to amend the Conduct of Elections Rules, 1961, namely:—

1. (1) These rules may be called the Conduct of Elections (Amendment) Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the conduct of Elections Rules, 1961, in rule 27A, in clause (e), for the words and figures “above 80 years”, the words and figures “above 85 years” shall be substituted.

[F. No. H-11019/3/2024-Leg.-II]

SUDHA RANI RELANGI, Jt. Secy. and Legislative Counsel

Note : The principal rules were published in the Gazette of India, Extraordinary *vide* notification number S.O.859(E), dated the 15th April, 1961 and were last amended *vide* notification number S.O. 3778(E), dated the 23rd August, 2023.

INSTRUCTION-25

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 52/2023/SDR/Vol.IV

Dated: 14th March, 2024

To,

The Chief Electoral Officers of
All States and Union Territories

**Subject: Guidelines on printing of postal ballot papers, their transportation and storage -
regarding.**

Madam/Sir,

In continuation to the Commission's letter of even number dated 31.10.2023 and letter No. 3/4/2022/SDR/Vol.II dated 04.03.2024, I am directed to state that the following supplementary instructions related to printing of postal ballot papers, their transportation and storage are hereby issued.

1. Printing of Postal Ballots:

1.1. The printing of postal ballot papers for categories other than service voters shall commence immediately after publication of list of contesting candidates in Form 7A and shall be completed within 72 hours. The District Election Officer shall plan the logistics in this regard in advance viz; finalization of printing press, safe and secure transportation of paper for printing and printed postal ballots, appointment of one Assistant Returning Officer (Printing) for each constituency for overseeing all the arrangements at the printing press as well as checking the correctness of the postal ballot during printing and storage of printed postal ballots.

1.2. The printing of postal ballot will be done preferably at a government or semi-government press. However, in case a government/semi-government printing press is not available or does not have required capacity, a private printing press with required capacity can be selected after following due procedure; and adequate provision of security & safety of the process will be ensured as per instructions contained in Para 1.6 below.

1.3. The candidates/their agents shall be informed, immediately after preparation of Form 7A, the plan of printing of postal ballots. The candidates can deploy their representatives, one each for each candidate, to witness the printing process, transportation and storage of printed postal ballots.

1.4. The postal ballots shall be printed in bundles of 50 ballot papers each and assigned sequential serial numbers. It shall be ensured that the serial number of ballot paper and its

counterfoil in each leaf shall be identical. Proper records shall be maintained for the ballot papers printed.

1.5. In view of the urgency of the matter, the Chief Electoral Officer/District Election Officer shall ensure uninterrupted power supply and proper security to the printing press during the printing of postal ballots. DGP/SP shall provide proper security during printing at the printing press premises and transportation of printed postal ballots.

1.6. The District Election Officer shall depute an Assistant Returning Officer (Printing), assisted by adequate supporting staff for printing of ballot papers. They shall be suitably briefed about the sensitivity and importance of the work. Accurate and timely printing of postal ballot should be ensured by the Superintendent/Incharge of printing press and the Returning Officer.

1.7. For printing of postal ballots, paper of required specifications shall be procured centrally from government press in sufficient quantity and be distributed among the District Election Officers with proper account. In case procurement of paper for printing of postal ballot paper from government press is not feasible or government press does not exist in the State/UT the paper of the standard specification may be procured from a semi-government or private press/agency following due procedure. District will be printing postal ballots on the same paper. The blank paper should be kept in a separate room. The key of the room should remain with the responsible person nominated by the Superintendent/Incharge of printing press. The paper will be issued on specific job cards in exact number of sheets and not in terms of reams. The register has to be maintained by the Assistant Returning Officer (Printing) and nominated official in the printing press. In the printing hall, there should be no paper other than the paper earmarked for printing of postal ballots.

1.8. The Assistant Returning Officer (Printing) will check that the sufficient quantity of paper, “type high-numbering machines”, CDs/electronic storage device containing soft form of election symbols supplied by the firm/ company authorized by the Election Commission and other necessary material is available with the printing press. He will ensure that services of responsible press employees are utilized in checking each individual postal ballot particularly that-

- (i). Each bundle contains 50 postal ballots in consecutive serial number and no ballot paper is missing,
- (ii). The particulars of each candidate, photograph and election symbol are correctly printed,
- (iii). The names of contesting candidates are in the same serial order and in the manner as provided in Form 7A,
- (iv). NOTA option is also correctly printed.

1.9. The serial number of postal ballots will be printed in 6 digits or 7 digits, as may be convenient through “type high-numbering machines”. Serial number shall start from 100001/1000001 and not from 000001 as sometimes the figure ‘o’ does not appear in full during printing. By deputing checker at machines, skipping or jumping of numbering machines can be checked simultaneously. Numbering of all postal ballots of a constituency should be done through one type of numbering machine only.

2. Checking of printed postal ballot-

2.1. As soon as the postal ballots are printed, cut into size and ready for checking, the checking parties authorized by the Returning Officer will check the postal ballots before packing. The Assistant Returning Officer (Printing) should also do random checking of the finally packed bundles of postal ballots.

2.2. When the packing of printed postal ballots is finally done, the Superintendent/Incharge of press will handover such packets to the Assistant Returning Officer (Printing) under proper receipt.

3. Disposal of surplus and waste postal ballot papers at printing press -

3.1. The surplus and waste ballot papers at the printing press will be shredded and made into the pulp in the presence of the Assistant Returning Officer (Printing) and Superintendent/Incharge of printing press and both will jointly sign a certificate for that purpose and make an entry in the register. The register should contain account of every single sheet of paper consumed or wasted in the printing. The register for each constituency shall be submitted to the District Election Officer.

3.2. The District Election Officer will submit to the Chief Electoral Officer the account containing the particulars of paper utilized i.e. the papers consumed in printing, disposed of as waste and the remaining stock of the paper left in balance, in his district.

4. Transportation and storage of the printed postal ballot papers-

4.1. The Assistant Returning Officer (Printing) will take delivery of the printed postal ballots from the printing press and the same will be transported in the vehicles under police guard. The representatives of the candidates may also be allowed to join the team to witness transporting of printed postal ballot from printing press to the designated place of storage. The Assistant Returning Officer (Printing) or any other officer, as the case may be authorized by the Returning Officer will receive the packets of printed postal ballots in the direct supervision of the Returning Officer. After making proper entry in the register maintained for the purpose, these printed postal ballots shall be kept in steel trunk(s) of appropriate size(s) with double lock and key on them. This steel

trunk(s) shall be stored in a separate room under the direct supervision of the Returning Officer. One of the keys of the trunk containing printed postal ballot papers shall be with Returning Officer and the other with the Assistant Returning Officer (Printing) assigned for this task. The room meant for keeping these printed postal ballots should be in the same building/premises where Returning Officer is located. CCTV, up-to-date firefighting equipment and proper security shall be deployed for safety and security of the printed postal ballot.

4.2. A log book shall be maintained to record the proceedings of each occasion of opening and closing of the room where such printed postal ballot papers are stored. Signature of Returning Officer and other officials entrusted with the task shall be obtained on each occasion.

5. Colors of postal ballot paper and envelopes-

5.1. The color of postal ballot papers and envelopes for voters other than Service Voters shall be as follows:-

- (i). White color for Lok Sabha election, whether general or bye-election;
- (ii). Pink color for Vidhan Sabha election, whether general or bye-election

5.2. The postal ballot papers and envelopes for Service Voters shall be of white color in all types of election.

5.3. In case of simultaneous elections also, the color of postal ballot paper and the envelopes will remain the same as prescribed above.

6. Custody of postal ballot papers after counting-

6.1. As per rule 92(2) of the Conduct of Elections Rules, 1961, the District Election Officer concerned shall be responsible for the safe custody of postal ballot papers used at an election, along with voting machines and packets containing Form 17A and other election papers listed under the said rule.

6.2. In case of multi- district constituency following shall be the custodian of Postal Ballots post counting in terms of Rule 92 of the Conduct of Elections Rules, 1961:

Election (General/Bye)	Custodian
Parliamentary Election	District Election Officer who is Returning Officer of the Parliamentary Constituency or District Election Officer in whose division Returning Officer's Headquarters is located.
Assembly Election	District Election Officer in whose jurisdiction Returning Officer's Headquarters is located.

6.3. Further, rule 93(1) of the Conduct of Elections Rules, 1961 provides that the postal ballot papers while in custody of the District Election Officer shall not be inspected by or produced before, any person or authority except under the order of a competent court.

7. The above directions should be brought to notice of all the District Election Officers, Returning Officers and all other election related authorities/officers for their information and strict compliance.

Yours faithfully,

(S.B. JOSHI)
PRINCIPAL SECRETARY

INSTRUCTION-26

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.52/2023/SDR/Vol.IV

Dated: 19th March, 2024

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: Guidelines for issue of Election Duty Certificate (EDC) – Reg.

Madam/Sir,

I am directed to state that during the ensuing General Election to Lok Sabha, as polling staff would be primarily drafted for election duty within the Parliamentary Constituency where they are registered as elector, though they may not be deployed in their own assembly segment. In view of the provisions of Rule 20 of the Conduct of Elections Rules, 1961 such Voters on Election Duty may be issued Election Duty Certificate (EDC) for voting at the polling station where they are deployed on poll duty. The Commission has issued detailed guidelines for issue of EDC vide letter No. 52/2014/SDR dated 7th March, 2014.

2. The said instructions are enclosed herewith for information and compliance of all the concerned.

Yours faithfully,

(Abhishek Tiwari)
Under Secretary

INSTRUCTION-27

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2024/CAMC

Dated: 24th April, 2024

To,

The Chief Electoral Officers

All States/Union Territories.

Sub: Publication of criminal antecedents by contesting candidates and political parties in pursuance of the Hon'ble Supreme Court decision in WP (C) No. 784 of 2015 (Lok Prahari Vs. Union of India and Others and in WP (C) No. 536 of 2011 (Public Interest Foundation & Ors. Vs. Union of India & Anr.) and in contempt petition (c) no. 2192 of 2018 in WP (C) no. 536 of 2011 - Guidelines on publicity of criminal antecedents – regarding.

Madam/Sir,

I am directed to refer to the Commission's letter of even no. dated 18.03.2024 (copy enclosed) forwarding consolidated guidelines on 'Publicity of Criminal Antecedents of Candidates' vide which CEOs have been directed that any Format-C8, C7 received by them shall be sent to the Commission, at the earliest.

2. It is stated that as per Commission's aforesaid guidelines issued in pursuance of Hon'ble Supreme Court's order/directions dated 13.02.2020 and 10.08.2021 in the matter of publicity of criminal antecedents of candidates, Political Parties sponsoring candidates with criminal antecedents are required to publish details of criminal antecedents of their sponsored candidates in Format-C7 and thereafter submit a compliance report in Format-C8 to the above effect.

3. On the basis of above Format-C8s of Political Parties and its enclosures (proofs of Format-C7 publication), a report regarding any non-compliance of Hon'ble Supreme Court's order/directions dated 13.02.2020 and 10.08.2021 in the matter of 'publicity of criminal antecedents of candidates' is prepared by the Commission, which is then submitted to the Hon'ble Supreme Court.

4. The Commission vide its letter no.No. 3/4/2020/SDR/Vol.III dated 06.03.2020 (copy enclosed) has directed all the political parties that their compliance report in Format-C8 shall be sent to the Commission within 72 hours of the selection of the candidate. However, it has been observed that in certain instances Political Parties are submitting their Format-C8 to the Returning Officer or in CEO Office concerned and not to the Election Commission, directly.

5. In furtherance of directions contained in Commission's letter of even no. dated 18.03.2024, it is directed that for all elections, Returning Officer shall ensure that if compliance report in For-

mat-C8 is received by them from any Political Party then such compliance report (Format-C8) along with all its annexures i.e. original Newspapers, Screenshots of Party's Social Media Accounts and Website containing Format-C7 publications shall be sent to the Commission, in original, through concerned CEO Office, at the earliest.

6. It is reiterated that if the above documents are received from Political Parties by the CEO Office, then the same shall be sent to the Commission immediately, in original.

Yours faithfully,

(ABHISHEK TIWARI)
UNDER SECRETARY

Encl: 1. Commission's letter No. 3/4/2020/SDR-Vol.III dated 18.03.2024.
2. Letter No. 3/4/2020/SDR/VoL.III dated 06.03.2020.
3. Specimen Format-C8 and Format-C7

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2024/CAMC

Dated: 18th March, 2024

To,

The Chief Electoral Officers

All States/Union Territories.

Sub: Publication of criminal antecedents by contesting candidates and political parties in pursuance of the Hon'ble Supreme Court decision in WP (C) No. 784 of 2015 (Lok Prahari Vs. Union of India and Others and in WP (C) No. 536 of 2011 (Public Interest Foundation & Ors. Vs. Union of India & Anr.) and in contempt petition (c) no. 2192 of 2018 in WP (C) no. 536 of 2011 - Guidelines on publicity of criminal antecedents – regarding.

Madam/Sir,

I am directed to refer to the Commission's letter No. 3/4/2021/SDR/Vol-III dated 11th January, 2022 forwarding therewith a booklet containing "Guidelines on publicity of criminal antecedents by political parties and candidates".

2. The above said guidelines are again forwarded herewith for your information. These are also uploaded on Commission's website (<https://www.eci.gov.in>) under path 'Instructions' 'View More' 'Year-2022' Sl. No. '45'.
3. The guidelines shall be re-circulated to all DEOs/ROs in the State/ Union Territory for necessary action on their part.
4. These guidelines shall also be re-circulated to all the political parties based in the State/UT i.e. the State Units of the recognized National parties and recognized State parties of other States and all registered un-recognized National/State political parties with headquarters based in your State/ Union Territory, with instructions to take note of the above directions for strict compliance both by the political parties and their candidates in all elections.
5. Further, for all elections, documents pertaining to publicity of criminal antecedents of the candidates i.e. Format-CA, any Format-C8, C7 and Format-C6 shall now be sent to the Pr. Secy/Sr.Pr.Secy of Criminal Antecedents Monitoring Cell only instead of Pr. Secy/Sr.Pr.Secy of concerned Territorial Zone/Biennial Election Division. In addition, a copy of Form-7A of concerned election shall also be sent at the earliest.

6. It is reiterated that Format-CA shall be sent to the Commission within prescribed time frame i.e. on last date of making nominations itself.

7. Further, any Format-C8 received from Political Parties shall be sent to the Commission immediately, along with all its annexures i.e. proofs of publication of Format-C7 in National Newspaper, Local Newspapers and on their Social Media Platforms and Website.

Yours faithfully,

(ABHISHEK TIWARI)
UNDER SECRETARY

Enclosure : Guidelines on publicity of criminal antecedents

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2021/SDR/Vol-III

Dated: 11th, January, 2022

To,

The Chief Electoral Officers
All States/Union Territories

Sub: Publication of criminal antecedents by contesting candidates and political parties in pursuance of the Hon'ble Supreme Court decision in WP (C) No. 784 of 2015 (Lok Prahari Vs. Union of India and Others and in WP (C) No. 536 of 2011 (Public Interest Foundation & Ors. Vs. Union of India & Anr.) and in contempt petition (c) no. 2192 of 2018 in WP (C) no. 536 of 2011 – regarding.

Reference: -

- 1-No. 3/4/2017/SDR/Vol.II dated 10th October, 2018
- 2-No. 3/4/2019/SDR/Vol.I dated 19th March, 2019
- 3-No. 76/ECI/INST/FUNC/EEM/EEPS/2019/VOL. XVII dated 8th May, 2019
- 4-No. 3/4/2019/SDR/Vol.III dated 30th August, 2019
- 5-No. 3/4/2020/SDR/Vol.III dated 6th March, 2020
- 6-No. 3/4/2020/SDR/Vol.III dated 19th March, 2020
- 7-No. 3/4/2019/SDR/Vol.IV dated 16th September, 2020
- 8-No. 3/4/2019/SDR/Vol.IV dated 30th October, 2020
- 9- No. 3/4/2020/SDR/Vol.III dated 11th January, 2021
- 10- No. 3/4/2021/SDR/Vol.III dated 26th August, 2021

Sir/Madam,

I am directed to refer to the above letters on the subject cited and Commission's letter No. 3/4/2021/SDR dated 26th February, 2021 vide which a booklet containing "Guidelines on publicity of criminal antecedents by political parties and candidates" was forwarded to you.

2. In light of Hon'ble Supreme Court's judgment dated 10.08.2021 in the matter; the above booklet has been updated and is being forwarded herewith for your information and future reference.
3. This shall be informed to all DEOs/ROs in the State/ Union Territory for necessary action on their part.

4. This shall also be circulated to all the political parties based in the State i.e. the State Units of the recognized National parties and recognized State parties of other States and all registered un-recognized National/State political parties with headquarters based in your State/ Union Territory, with instructions to take note of the above direction for strict compliance both by the parties and their candidates in all future elections.

Yours faithfully,

(NARENDRA. N. BUTOLIA)
Sr. PRINCIPAL SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2020/SDR/Vol.III

Dated: 6th March, 2020

To,

The President/General Secretary/Chairperson/Convener
Of all recognized National and State Political Parties.

Sub: Order dated 13th February, 2020 of Hon'ble Supreme Court in Contempt Petition (C) No. 2192 of 2018 in WP(C) No. 536 of 2011 - Requirement of publishing details regarding candidates with pending criminal cases- regarding.

Sir/Madam,

I am directed to bring to your notice of the Hon'ble Supreme Court's Order dated 13.02.2020 in Contempt Petition (C) No. 2192 of 2018 in WP(C) No. 536 of 2011.

2. In this connection your attention is drawn to the Commission's instructions contained in letters no. 3/4/2017/SDR/Vol.II & 3/4/2019/SDR/Vol.I dated 10th October, 2018 and 19th March, 2019 respectively in compliance of the Hon'ble Supreme Court's judgement dated 25th September, 2018, in Public Interest Foundation & Ors. V. Union of India & Anr. [WP (Civil) No. 536 of 2011].

3. The Hon'ble Supreme Court in its Order dated 13.02.2020 in Contempt Petition (C) No. 2192 of 2018 in WP(C) No. 536 of 2011, referred to above, has given the following directions: -

“4. We have also noted that the political parties offer no explanation as to why candidates with pending criminal cases are selected as candidates in the first place. We therefore issue the following directions in exercise of our constitutional powers under Articles 129 and 142 of the Constitution of India:

- (1) *It shall be mandatory for political parties (at the Central and State election level) to upload on their website detailed information regarding individuals with pending criminal cases (including the nature of the offences, and relevant particulars such as whether charges have been framed, the concerned Court, the case number etc.) who have been selected as candidates, along with the reasons for such selection, as also as to why other individuals without criminal antecedents could not be selected as candidates.*
- (2) *The reasons as to selection shall be with reference to the qualifications, achievements and merit of the candidate concerned, and not mere “winnability” at the polls.*
- (3) *This information shall also be published in :*
 - (a) *One local vernacular newspaper and one national newspaper;*
 - (b) *On the official social media platforms of the political party, including Facebook & Twitter.*

- (4) *These details shall be published within 48 hours of the selection of the candidate or not less than two weeks before the first date for filing of nominations, whichever is earlier.*
- (5) *The political party concerned shall then submit a report of compliance with these directions with the Election Commission within 72 hours of the selection of the said candidate.*
- (6) *If a political party fails to submit such compliances report with the Election Commission, the Election Commission shall bring such non-compliance by the political party concerned to the notice of the Supreme Court as being in contempt of this Court's orders/directions."*

4. In pursuance of the directions given by the Hon'ble Supreme Court in its Order dated 13.02.2020 and in addition to the Commission's earlier instructions dated 10th October, 2018 and 19th March, 2019, the Commission, after due consideration has directed that all political parties, that set up candidates with criminal antecedents, either pending cases or cases of past conviction shall scrupulously follow each of the above directions in all future elections to the Houses of Parliament and State Legislatures. Information regarding individuals with criminal cases, who have been selected as candidates, along with the reasons for such selection, as also as to why other individuals without criminal antecedents could not be selected as candidates shall be published by the political party in the newspapers, social media platform and website of the party in the enclosed Format C-7 within 48 hours of the selection of the candidate or not less than two weeks before the first date for filing of nominations, whichever is earlier.

5. A compliance report in the enclosed Format C-8 shall be sent to the Commission within 72 hours of the selection of the candidate.

6. The party may note that failure to abide by the abovementioned directions will render the party liable to contempt proceedings before the Hon'ble Supreme Court.

7. It is clarified that failure to abide by the above directions will also be treated as failure to follow a lawful direction of the Commission for the purposes of Paragraph-16A of the Elections Symbols (Reservation & Allotment) Order, 1968.

Yours faithfully,

(NARENDRA N.BUTOLIA)
PRINCIPAL SECRETARY

Copy to: -The Chief Electoral Officers of all States and UTs with the request that a copy of this letter may be sent to all registered political parties with headquarters in the State/UT including the State Units of the recognized National and State Parties.

Format C-7

(for political parties to publish in
the newspapers, social media platforms
& website of the party)

Information regarding individuals with pending criminal cases, who have been selected as candidates, along with the reasons for such selection, as also as to why other individuals without criminal antecedents could not be selected as candidates

(As per the Commission's directions issued in pursuance of the Order dated 13.02.2020 of the Hon'ble Supreme Court in contempt petition(C) no. 2192 of 2018 in WP(C) no. 536 of 2011)

Name of Political Party: _____

***Name of the Election:** _____

Name of State/UT: _____

(1) Name of the Constituency-.....

Name of the candidate-.....

S.No.	
1.	Criminal antecedents
a.	Nature of the offences
b.	Case no.
c.	Name of the Court
d.	Whether charges have been framed or not (Yes/No)
e.	Date of conviction, if any
f.	Details of punishment undergone, if any
g.	Any other information required to be given
2.	The reasons for the selection of the candidate. Selection shall be with reference to the qualifications, achievements and merit of the candidate, and not mere "winnability" at the polls (not more than 100 words)
3.	Reasons as to why other individuals without criminal antecedents could not be selected as candidates (not more than 100 words)

(2) Name of the Constituency-.....

Name of the candidate-.....

.....and so on

* In the case of election to Council of States or States or election to Legislative Council by MLAs, mention the election concerned in place of name of Constituency.

Signature of office bearer of the Political Party

Name and designation.....

Note:-

(1) Political parties (at the Central and State election level) shall upload on their website detailed information regarding individuals with pending criminal cases (including the nature of the offences, and relevant particulars such as whether charges have been framed, the concerned Court, the case number etc.) who have been selected as candidates, along with the reasons for such selection, as also as to why other individuals without criminal antecedents could not be selected as candidates.

(2) The reasons as to selection shall be with reference to the qualifications, achievements and merit of the candidate concerned, and not mere “winnability” at the polls.

(3) This information shall also be published in:

- (a) One local vernacular newspaper and one national newspaper;
- (b) On the official social media platforms of the political party, including Facebook & Twitter.

(4) The matter in newspapers shall be published in font size of at least 12.

(5) The above information shall be published State wise for each State/UT.

(6) These details shall be published within 48 hours of the selection of the candidate and not less than two weeks before the first date of filing of nominations whichever is earlier.

(7) The political party concerned shall then submit a report of compliance in Format C-8 with the Election Commission within 72 hours of the selection of the said candidate.

Format C-8

Report of political party as required under the Commission's directions issued in pursuance of the Order dated 13-02-2020 of Hon'ble Supreme Court in Contempt Petition(C) No. 2192 of 2018 in WP (C) No. 536 of 2011.

Name of political party : _____

Details of Social Media Accounts of the party: (i)

(Facebook, Twitter etc.) (ii)

(iii)

Name of Election: _____

Gen Election/ Bye –election to Lok Sabha / Leg. Assembly/Biennial election/ Bye election to Council of States/Leg Council

(Write the appropriate alternative)

Name of State: _____

It is certified that _____ (name of political party) has published detailed information regarding the persons with pending criminal cases in the Format prescribed by the Commission (Format C-7) as per the directions in the Commission's letter No. _____, dated _____ in the following media:

Sl.no.		Date of publication & cost of publication to be mentioned in column below	
		Date	Cost
1.	One National Newspaper (copy to be furnished)		
2.	One Local Vernacular Newspaper (copy to be furnished)		
3.	Social Media Platforms of the party (print to be furnished)		
4.	Website of the party (printout of the material enclosed)		

Declaration

It is declared that full information, explanation and details have been published in respect of each of the persons with pending cases who have been selected to be the candidates of the party in the abovementioned election, as per the directions in the Order dated 13-02-2020 of the Hon'ble Supreme Court referred to above, and nothing has been concealed.

Place:

Signature of office bearer of the Political Party

Name and designation.....

Date:

(seal of the Party)

Note:-This report shall be furnished at least two weeks before the date on which nomination is proposed to be filed or within 48 hours of selection of the candidate, whichever is earlier.

INSTRUCTION-28

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.4/2024/SDR/Vol. I

Dated: 30th April, 2024

To,

The Chief Electoral Officers of
All States/ Union Territories

Subject: Clarification on initiating action against persons violating election laws - reg.

Sir,

I am directed to refer to the subject cited whereby the Commission had previously issued instruction no. 4/2012-SDR dated 17.09.2012 (copy enclosed) to Chief Electoral Officers of all States/ UTs which inter alia stated as follows:

“In some cases, referring such cases to other authorities for advice has led to delay in initiating action. In order to avoid such procedural delays, the Commission hereby directs all election authorities that whenever they consider the necessity, or are directed by the Commission, to initiate any criminal proceedings in any matter, the election authority concerned should directly move the competent court, in the case of non-cognizable offences and the concerned police authorities in case of cognizable offences without approaching/ moving through the Directorate of Prosecution or any other such authority.”

2. In continuation of the aforesaid instruction, the following directions shall also be complied with by all the election authorities:

- (i) If any non-cognizable offences were found committed, the informant/complainant shall approach the Magistrate under Section 155(1) of Cr.P.C. and thereafter, the Magistrate may accord permission under Section 155(2) of Cr.P.C. by application of mind and then direct the police to register the FIR and file the charge sheet.
- (ii) In respect of offences punishable under Section 188 of IPC, though it is cognizable offence, the complainant or the flying squad shall not file any complaint before the Police under Section 154(1) of Cr.P.C., but, the complainant can seize the materials by preparing panchanama in the presence of witnesses, based upon the power conferred by the Election Commission of India and thereafter, the Election Commission of India may authorize the complainant to file the complaint under Section 2(d) read with Section 200 of Cr.P.C. along with the documents before the

Magistrate as per Section 195(1)(a)(iii) of Cr.P.C. Then, the Magistrate can take cognizance and dispensed with the recording of sworn statement of the complainant-public servant and then pass the order by issuing the process under Section 204 of Cr.P.C. in accordance with law.

3. The above direction of the Commission shall be brought to the notice of all election authorities for their information and necessary action, whenever required.

Kindly acknowledge receipt.

Yours sincerely,

(S. B. JOSHI)
PRINCIPAL SECRETARY

ENCLOSURE: As above.

ELECTION COMMISSION OF INDIA**Nirvachan Sadan, Ashoka Road, New Delhi-110001**

F.NO. 4/2012-SDR

Dated:- 17th September, 2012

To,

The Chief Electoral Officers of
all States/ Union TerritoriesSub: Clarification on initiating action against a person violating election laws-
regarding.

Sir/ Madam,

There are provisions in the RP Act 1950, RP Act 1951 and Indian Penal Code etc. dealing with offences in regard to making false declaration in connection with inclusion or exclusion of any entry in or from an electoral roll for electoral offences in connection with elections and for breach of official duty by officers/ persons involved in connection with preparation of electoral rolls and for conduct of elections. Any violation of these provisions is punishable under the relevant legal provisions. For this the election authorities (EROs, ROs, and DEOs etc.) have to initiate action against the persons found guilty of such offences by filing complaints before the competent Court in the case of non-cognizable offence, and by getting FIR registered in the case of a cognizable offence.

It has come to the notice of the Commission that due to inordinate delay in initiating action by the election authorities for violation of election laws, the competent Courts sometimes refuse to entertain the criminal proceedings when filed after the period of limitation prescribed under section 468 read with section 469 of the CrPC. (extract enclosed)

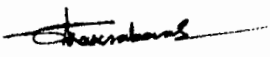
In some cases, referring such cases to other authorities for advice has led to delay in initiating action. In order to avoid such procedural delays, the Commission hereby directs all election authorities that whenever they consider the necessity, or

are directed by the Commission, to initiate any criminal proceedings in any matter, the election authority concerned should directly move the competent court, in the case of non-cognizable offences and the concerned police authorities in case of cognizable offences without approaching/ moving through the Directorate of Prosecution or any other such authority.

The above direction of the Commission shall be brought to the notice of all election authorities for their information and necessary action, whenever required.

Kindly acknowledge receipt.

Yours faithfully,


(Ashish Chakraborty)
Secretary

Standard Distribution

Extracts from Code of Criminal Procedure, 1973

CHAPTER XXXVI : LIMITATION FOR TAKING COGNIZANCE OF CERTAIN OFFENCES

467. Definitions:-For the purposes of this chapter unless the context otherwise requires, "period of limitation" means the period specified in Section 468 for taking cognizance of an offence.

468. Bar to taking cognizance after lapse of the period of limitation:-(1) Except as otherwise provided elsewhere in this Code, no Court shall take cognizance of an offence of the category specified in sub-section (2), after the expiry of the period of limitation.

(2) The period of limitation shall be :-

- (a) six months, if the offence is punishable with fine only;
- (b) one year, if the offence is punishable with imprisonment for a term not exceeding one year;
- (c) three years, if the offence is punishable with imprisonment for a term exceeding one year but not exceeding three years.

(3) For the purposes of this section, the period of limitation, in relation to offences which may be tried together, shall be determined with reference to the offence which is punishable with the more severe punishment or, as the case may be, the most severe punishment.

469. Commencement of the period of limitation:- (1) The period of limitation, in relation to an offender, shall commence -

- (a) on the date of the offence; or
- (b) where the commission of the offence was not known to the person aggrieved by the offence or to any police officer, the first day on which offence comes to the knowledge of such person or to any police officer, whichever is earlier; or
- (c) where it is not known by whom the offence committed, the first day on which the identity of the offender is known to the person aggrieved by the offence or to the police officer making investigation into the offence, whichever is earlier

(2) In computing the said period, the day from which such period is to be computed shall be excluded.

INSTRUCTION-29

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/ER/2023/SDR/Vol.IV

Dated: 3rd May, 2024

To,

The Chief Secretaries of
All States and Union Territories

Subject: Filing of Affidavit by candidate at an election- 'No Dues Certificate' – regarding.

Madam/Sir,

I am directed to refer to the Commission's instructions contained in letter of even no. dated 06.03.2024 (copy enclosed) and. to state that a candidate who files his nomination paper during an election to the Parliament and State Legislature has also to file an Affidavit in Form 26 before the Returning Officer concerned under the provisions of Section 33A of the Representation of the People Act, 1951. As per the directions of the Supreme Court in various judgments the Affidavit so submitted should be completely filled in and no column should be left blank.

2. As per the directions of the Delhi High Court in judgment dated 07.08.2015 in WP(C) no. 4912/1998 (Krishak Bharat Vs UoI & ors.) a candidate who has been in occupation of accommodation provided by the Government any time during the last 10 years before the date of notification of the election has to give details of the government dues accrued to him of various departments dealing with government accommodation i.e. towards (a) rent, (b) electricity charges, (c) water charges and (d) telephone charges. The date of 'No Dues Certificate' should be the last date of the third month prior to the month in which election is notified or any date thereafter.

3. It is further specified that the 'No Dues Certificate', wherever applicable, has to be submitted before the Returning Officer along with the Affidavit latest by 3:00 PM on the last date of making nominations in the constituency concerned.

4. In view of the above, if the candidate is not able to provide 'No Dues Certificate' even after he has cleared all such dues towards the said government accommodation, this goes against his candidature at the time of scrutiny of nominations. There is no respite to the candidate even if he submits 'No Dues Certificate' after expiry of the statutory period of filing of nominations in the constituency concerned.

5. During ongoing elections to the Lok Sabha, 2024, it has come to the notice of the Election Commission that an intending candidate could not obtain "No Dues Certificate" from concerned authorities and therefore could not file the same with respect to the (a) rent, (b) electricity charges, (c) water charges and (d) telephone charges, even after the candidate had supposedly

cleared all such dues. Such instances may cause significant loss not only to the aspiring candidates but also to the political parties and electorate of the constituency concerned and undermines the principles of participatory electoral democracy.

6. Having considered the possibility of serious implications on account of inaction or delayed action by the agencies/authorities/departments concerned and to protect statutory right of the candidate to contest the election, the Commission directs that suitable instructions may be issued to these agencies/authorities/departments to immediately provide/ ensure the following, if approached by any intending candidate:-

- (a) Issue “No Dues Certificate” by all the concerned agencies/authorities/departments to such person within 48 hours of the receipt of the request letter in case where dues are not pending or are not due by law.
- (b) Provide details of dues accrued to such persons within 48 hours of submitting of application to the agencies/authorities/departments.
- (c) Issue ‘No Dues Certificate’ by the agencies/authorities/departments within 24 hours of clearing of dues, if any, as communicated as per (b) above, by such persons on submitting of application.

7. An institutionalized mechanism shall be put in place immediately after promulgation of Model Code of Conduct and a nodal officer shall be appointed to receive and handle such requests from prospective candidate(s) and work as a single window system to dispose off applications as per timelines provided in para 6 above.

8. These instructions shall be brought to the notice of the departments/ authorities/ agencies concerned immediately for compliance.

Yours sincerely,

(S. B. Joshi)
Principal Secretary

Copy to:- The Chief Electoral Officers of all States/UTs

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/ER/2023/SDR/Vol.IV

Dated: 6th March, 2024

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: Affidavit to be filed by candidates along with nomination paper- reg.

Ref:

- (i) No. 3/ER/2003/JS-II dated 27th March, 2003
- (ii) No. 3/ER/2003/JS-II dated 07th August, 2003
- (iii) No. 3/ER/2004/JS-II dated 09th March, 2004
- (iv) No. 3/ER/2004/JS-II dated 01st April, 2004
- (v) No. 3/ER/2004/JS-II dated 02nd June, 2004
- (vi) No. 3/ER/2005/JS-II dated 17th January, 2006
- (vii) No. 3/ER/2008/JS-II dated 04th July, 2008
- (viii) No. 3/ER/2009/SDR dated 21st March, 2009
- (ix) No. 3/ER/2009/SDR dated 3rd April, 2009
- (x) No. 3/ER/2011/SDR dated 23rd March, 2009
- (xi) No. 3/ER/2011/SDR dated 08th February, 2011
- (xii) No. 3/ER/2011/SDR dated 25th February, 2011
- (xiii) No. 3/ER/2011/SDR dated 16th March, 2011
- (xiv) No. 3/ER/2011/SDR dated 01st June, 2011
- (xv) No. 3/ER/2011/SDR 2nd June, 2011
- (xvi) No. 3/ER/2011/SDR dated 01st September, 2011
- (xvii) No. 3/ER/2011/SDR dated 11th January, 2012
- (xviii) No. 3/ER/2012/SDR dated 02nd July, 2012
- (xix) No. 3/4/2012/SDR dated 24th August, 2012
- (xx) No. 3/4/2012/SDR dated 26th September, 2012 (two letters)
- (xxi) No. 3/ER/2011/SDR dated 12th October, 2012
- (xxii) No. 576/3/2013/SDR dated 21st January, 2013
- (xxiii) No. 3/4/2012/SDR dated 20th February, 2013
- (xxiv) No. 3/ER/2013/SDR dated 12th June, 2013
- (xxv) No. 576/3/2013-SDR dated 30th September, 2013
- (xxvi) No. 576/3/2013/SDR dated 13th November, 2013
- (xxvii) No. 3/ER/2013/SDR Vol.-V dated 03rd March, 2014

- (xxviii) No. 3/ER/2014/SDR/Vol.I dated 19th March, 2014
- (xxix) No. 3/ER/2014/SDR/Vol.I dated 17th April, 2014
- (xxx) No. 509/11/2004-J.S.-I dated 4th February, 2016
- (xxxi) No. 3/ER/2016/SDR dated 31st May, 2016
- (xxxii) No. 3/ER/ECI/LET/FUNC/JUD/SDR/2016 dated 18.08.2016
- (xxxiii) No. 4/ECI/LET/FUNC/JUD/SDR/2017 dated 16th January, 2017
- (xxxiv) No. 576/3/2017-SDR dated 26th July, 2017
- (xxxv) No. 3/ER/ECI/LET/FUNC/JUD/SDR/Vol. IV/2017 dated 16th October, 2017
- (xxxvi) No. 576/3/2018/SDR dated 16th April, 2018
- (xxxvii) No. 3/4/2017/SDR/Vol.II dated 10th October, 2018 (Partially)
- (xxxviii) No. 3/4/2019/SDR-Vol.I dated 28th February, 2019
- (xxxix) No. 3/ER/2023/SDR-Vol.IV dated 19th March, 2020
- (xl) No. 3/ER/2020/SDR/Vol.III dated 01st October, 2020, and
- (xli) No. 3/ER/2022/SDR dated 26th February, 2022

Madam/Sir,

I am directed to state that as per Section 33 of The Representation of the People Act, 1951 (herein after the Act) each candidate shall, either in person or by his proposer, between the hours of eleven o'clock in the forenoon and three o'clock in the afternoon on or before the date appointed under Section 30(1) of the Act deliver to the Returning Officer a nomination paper completed in the prescribed form and signed by the candidate and his proposer(s). Rule 4 of the Conduct of Elections Rules, 1961 prescribes the form of the nomination paper.

2. Further, Section 33A (2) of the Act inter-alia provides that the candidate or his proposer shall at the time of delivering the nomination paper under the provisions of Section 33, referred to above, also deliver to the RO an affidavit in the prescribed form. Rule 4A of the 1961 Rules prescribes the form of affidavit, i.e., Form 26 which is to be sworn by the candidate before a Magistrate of the First Class or a Notary.

3. In the matter of filing of Nomination and affidavit by the candidate or his/her proposer, before the Returning Officer, the Commission has issued various instructions from time to time vide the letters listed above. For more clarity and convenience of all the concerned, these instructions have now been consolidated and exhaustive instructions are hereby issued in supersession of all 41 (forty-one) aforesaid instructions.

4. **Right to Information: -**

- (a) As per Section 33A of the Act, a candidate shall, apart from any information which he is required to furnish in his nomination paper shall also furnish the information as to whether-
 - (i) he is accused of any offence punishable with imprisonment for two years or more in a pending case in which a charge has been framed by the court of competent jurisdiction;
 - (ii) he has been convicted of an offence [other than any offence referred to in sub-section (1) or sub-section (2), or covered in sub-section (3), of section 8] and sentenced to imprisonment for one year or more.
- (b) Sub-section (3) of Section 33A further says that the returning officer shall, as soon as may be after the furnishing of information to him, display the aforesaid information by affixing a copy of the affidavit at a conspicuous place at his office for the information of the electors relating to a constituency for which the nomination paper is delivered.
- (c) In this context, the Supreme Court vide its judgment dated 13.09.2013, in WP (C) No. 121 of 2008 titled *Resurgence India vs. Election Commission of India and others* in the matter of filing of incomplete affidavits by candidates held that the voter has the elementary right to know full particulars of a candidate who is to represent him in the Parliament/ State Assemblies and such right to get information is universally recognized as a natural right flowing from the concept of democracy and is an integral part of Article 19(1)(a) of the Constitution of India.
- (d) The Hon'ble Supreme Court also maintained that the candidates are required to fill up all columns in the affidavit and no column can be left blank. If no information to be furnished against any item, appropriate remarks such as 'NIL' or 'Not Applicable' or 'Not Known', as may be applicable, shall be indicated in such column.
- (e) Accordingly, the Commission has issued directions to the Returning Officer to check whether all columns of the affidavit being filed are filled up or not and in case no information is to be furnished by the candidate, the remarks such as 'NIL' or 'Not Applicable' or 'Not Known', as may be applicable, shall be indicated in such column. The Returning Officer may take the assistance of one suitable officer exclusively to check the affidavit. If any column is left blank in the said Affidavit or the information given is vague or illegible then the same should be pointed out immediately through the prescribed checklist specifically pointing out the defects and asking the candidate to file fresh affidavit rectifying the defects and with all columns completely filled in.

5. **Time of Filing of Affidavit:** - The requirement of the election laws referred to above is that the affidavit should be filed along with nomination paper latest by 3.00 pm on the last date of making nominations. The failure to submit the affidavit by the aforesaid date and time shall be considered a defect of substantial nature entailing rejection of the nomination at the time of scrutiny. In case the candidate had filed affidavit and the Returning Officer has pointed out, through check list, defect(s) in that affidavit, the fresh affidavit can be filed upto the time of commencement of scrutiny. If, even after such reminder, a candidate fails to submit fresh affidavit or files incomplete affidavit by the time of commencement of scrutiny, the nomination of such candidate shall be liable to be rejected by the Returning Officer at the time of scrutiny of nominations.

6. **Affidavits to be filed on stamp papers:** - In pursuance of the judgment of Madras High Court, in a writ petition (No. 8682 of 2011 and M.P, No. 1 of 2011), the Commission has directed that the affidavits filed by the candidates should be on stamp paper of such denomination as prescribed under the State Law of the respective State. The minimum denomination of stamp paper, however, may vary as the value of stamp paper for affidavits is prescribed under the State Law.

7. **Check List containing defects in Nomination:** - Apart from affidavit, the candidate has to submit other documents to support his nomination. In order to ensure transparency and accountability and to streamline the procedure of filing of nomination and scrutiny of nomination, the Commission directs that on each occasion of filing of nomination paper or supportive documents including affidavit by the candidate, the Returning Officer should check the documents and the affidavit and point out the defects in the CHECK LIST **attached herewith**. The Returning Officer shall specifically mention the kind of defect and the time by which such defects have to be rectified by the candidate. The Returning Officer shall obtain the signature of the candidate or the proposer, as the case may be, and give one copy of check list to such person and keep original with him for records.

8. **Statutory requirement of display of Affidavit:**

- (a) In pursuance to the provisions contained in Section 33A read with Rule 4A, referred to above, the Commission has directed that copies of affidavits filed by the candidates should be displayed on the notice board of the Returning Officer/Assistant Returning Officer of the constituency concerned. Copies should also be supplied freely and liberally to all other candidates and representatives of media by the Returning Officer. The District Election Officer shall compile all the affidavits pertaining to the constituencies within the district and supply them, on demand, on payment of standard copying charges. This fee may be obtained in cash, for convenience, against proper receipt etc. It may also be noted that copies of the affidavits, and counter affidavits, if any, should be supplied on demand to any individual, political party, organization, agency, etc. without any discrimination.

- (b) If anyone furnishes information countering the statements made by any candidate in his affidavit by means of a duly sworn and notarized affidavit (counter affidavit), such counter affidavit shall also be disseminated along with the affidavit of the candidate concerned and supplied in the same manner, i.e. by displaying copy on the notice boards and furnishing the same on demand.
- (c) In cases where the offices of the AROs are outside the headquarters of the RO but within the boundary of the constituency, copies of the affidavits should also be displayed in the offices of such AROs.
- (d) In those cases where the offices of the ROs and AROs both are situated outside the boundary of the constituency, one set of copies of affidavits should be displayed on the notice board of the RO and another set should be displayed in some public premises accessible to the general public within the constituency. It is clarified that in such cases, the copies of affidavits should be displayed in the office of the BDO or in a Panchayat Office within the constituency that are widely known to the public.
- (e) Part B of Form 26 (abstract of the details given in the affidavit) filed by the candidates shall be displayed at specified additional public offices such as (1) Collectorate, (2) Zila Parishad Office, (3) SDM Office, (4) Panchayat Samiti office (i.e. Block Office), (5) office of Municipal Body or bodies in the constituency (6) Tahsil/Taluka office, and (7) Panchahyat Office. This shall be done within 5 days of date of withdrawal of candidature. In the Collectorate and Zila Parishad Office, abstracts of affidavits of all candidates pertaining to all the constituencies in the District shall be displayed. The abstracts of all the candidates of one constituency should be displayed together for ease of access. Similarly, if there is more than one constituency in a Sub-Division, abstracts of all the candidates in such constituency shall be displayed in SDM's office.

9. Uploading of Affidavit on the Chief Electoral Officer's website:

- (a) The Commission has directed that the affidavits in respect of all the candidates, whether set up by the recognized political parties or unrecognized political parties or independents shall be put up on the CEO's website soon after the candidates file the same and strictly within 24 hours of filing the affidavits. Even if any candidate withdraws his candidature, the affidavit already uploaded on the website shall not be removed.
- (b) If anyone furnishes information countering the statements made by any candidate in his affidavit by means of a duly sworn and notarized affidavit, the same may also be uploaded, along with the affidavit of that candidate, within 24 hours of receiving it. All the affidavits and counter affidavits received on the last date of making nominations shall be uploaded on the same day.

- (c) At every election, press releases should be issued at the State and District level stating that affidavits of the candidates and counter affidavits, if any, are available for the electors to see and clearly mentioning in the press release of the DEO, place(s) at which copies of the affidavits have been displayed. The press releases should also make it clear that the affidavits can also be viewed on the website, and the path to locate them on the website should also be mentioned.

10. Multiple affidavits:

- (a) Section 33(6) of the Act states that any candidate may be nominated by more than one nomination paper. A candidate can file maximum four nomination papers for a constituency. Such facility is given under the law enabling him to have options to file his nomination as a candidate sponsored by political party(ies) or as an independent candidate with same or different proposers.
- (b) The requirement of law, as provided in sub-section 3 of section 33A of the Representation of the People Act, 1951, is that the electors of the constituency get the information about the candidates contesting in that constituency. The requirement of filing affidavit is complete when a candidate himself or through his proposer submits, before the Returning Officer, a completely filled in, duly sworn and notarized affidavit in prescribed form i.e. latest Form 26, within prescribed time limit i.e. by 3:00 PM on the last date of making nominations.
- (c) It shall be noted that in case a candidate has filed more than one affidavit in a constituency, the Returning Officer shall check all such affidavits. In case either of the affidavits conforms to the requirement of proper filing of affidavit, the Returning Officer shall take into consideration this fact while deciding his candidature at the time of scrutiny of nominations. If one of the affidavits meets the requirement of filing affidavit and other affidavits are found defective, the Returning Officer shall not issue notice to the candidate in respect of the defective affidavits as the legal requirement of filing an affidavit has already been met in such case.
- (d) The Returning Officer shall display all the affidavits pertaining to that candidate at the notice boards across all places as specified in abovementioned paras and upload on the website with a note that the candidate has filed two or more, as the case may be, affidavits indicating therein the dates of filing affidavits.
- (e) If a candidate has filed more than one affidavit and neither of the affidavits is complete in all respect, the Returning Officer in such case shall give notice, in checklist, pointing out defects in all such individual affidavits and give time for filing revised affidavit by the time of commencement of scrutiny. The defects in each affidavit shall be pointed out clearly in different checklists.

- (f) There may be some instances where the status of the candidate, so far as it relates to the information in the affidavit, get changed or he himself discovers that some information needs to be revised. In such case if the candidate files revised affidavit in supersession of his earlier filed affidavit(s), on his own volition, the candidate shall give an undertaking to the Returning Officer, that the affidavit being submitted is in supersession of the earlier affidavit(s) and that the revised affidavit shall be taken into consideration. The Returning Officer shall take into consideration the latest affidavit accompanied with above said undertaking submitted by the candidate and proceed for scrutiny of nominations accordingly. Such affidavit shall also be displayed and uploaded on the CEO's website along with the undertaking. The earlier filed affidavit(s), shall however not be removed.
11. The requirement of law as contained in Section 33(A) is met when the affidavits are displayed at conspicuous places by the Returning Officer. As aforesaid wider dissemination of affidavits i.e. uploading on website additional to the requirements of law and consistent with the Commission's policy of making the process transparent and informative. Any one may obtain certified copies of the affidavits from the office of the Returning Officer or the District Election Officer by depositing the requisite fee in this regard.
12. Each page of the Affidavits should be signed by the deponent concerned. In addition, the affidavits should bear on each page the stamp of the Notary/Oath Commissioner/Magistrate before whom the Affidavit is sworn. It would be for the Returning Officer to decide the validity of the affidavit in Form 26.
- 13. No Dues Certificates:**
- (a) The Delhi High Court in its order dated 07.08.2015 in W.P.(C) number 4912/1998 (Krishak Bharat Vs. Union of India and others), had directed that every candidate at the time of filing nomination paper shall also file an additional affidavit along with the "No Dues Certificates" issued from the agencies providing electricity, water, telephone and accommodation, in case he/she had been in occupation of any government accommodation during the last ten years. Failure to file the additional affidavit along with "No Dues Certificate" would be treated as a defect of substantial nature for the purpose of Section 36 of the Representation of the People Act, 1951.
- (b) The Election Commission, in pursuance to the above order of the High Court had issued directions for filing of additional affidavit alongwith 'No Dues Certificates' at the time of filing of nomination by the candidates.
- (c) The Form 26 has now been amended and the provision related to "No Dues Certificates" has been incorporated in Form 26 (under item 8). Therefore, there is no requirement to file additional affidavit, however, the candidate is required to furnish requisite information

at the relevant column together with the “No Dues Certificates” from the concerned authorities along with Form 26 before the Returning Officer. No Dues Certificates are required to be furnished only by those candidates who have been in occupation of accommodation provided by the government at any time during the last ten years before the date of notification of the current election. The date of the “No Dues Certificate” should be the last date of the 3rd month prior to the month in which the election is notified or any date thereafter. It is reiterated that failure to submit to the Returning Officer, “No Dues Certificate” from the agencies concerned shall be treated as defect of substantial nature for the purpose of section 36 of the Representation of the People Act, 1951. The cut-off time for submitting “No Dues Certificates” is 3:00 PM on the last date of making nominations.

14. E-Filing of Affidavit:

- (a) In order to minimize scope of mistakes in filling details in the affidavit (Form-26), the Commission has decided to provide an optional facility to the candidates for making online data entry of personal details in the nomination paper and in the affidavit. This facility will be available for the candidates through the Election Commission’s Suvidha portal <https://suvidha.eci.gov.in>. The online facility for data entry will, however, be closed one day prior to the last date of making nominations.
- (b) Physical submission of affidavit filled online- It is to be noted that the online entering of data in the affidavit is to ensure that all the columns in the affidavit are filled up properly and is complete in all aspect. The affidavit populated with information using the Suvidha portal will be treated duly submitted only when it’s printout with QR Code is taken and completed in all respects viz signed in ink, notarized etc, and then hard copy is delivered, physically by the candidate or his proposer, to the Returning Officer concerned. It shall be delivered to the Returning Officer between the hours of 11:00 o’clock in the forenoon and 3:00 o’clock in the afternoon on the appointed date and place, specified by the Returning Officer. For the sake of clarity, it is clarified that only physical Form of affidavit is a statutory document and on-line facility is to enhance ease of filing affidavit.
- (c) Function of Returning Officer- The Returning Officer after receiving the affidavit filed physically by the candidate or his proposer, as the case may be, shall follow the standard protocol of preliminary checking and issuing of notice in the checklist if defects are found. Thereafter, the affidavit shall be uploaded on the website in the ENCORE portal against the name of that candidate and also on the CEO’s website.

15. The Commission directs that no document other than affidavit, which has not been prescribed in the Commission’s instructions, shall be uploaded on the Commission’s portal or

disseminated anywhere. Attention is invited to the provisions of Section 37 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016. It is also directed that all such uploaded documents which may contain Aadhaar details shall be identified and the related details shall be either removed or masked in the Commission's portal so that such details are not seen by the public at large.

16. Period of retention of affidavit:

- (a) The Commission has directed that all the affidavits pertaining to an election, whether general or bye-election, filed before the Returning Officer shall be retained, in physical form, for a period of six years after the completion of election or till the disposal of election petition, if any or any other suit/ petition in any court in which any of the declaration made, whichever is later.
 - (b) The facility of uploading of affidavits on the website is over and above the statutory requirement under section 33A of the Act, and therefore, it stands at a different footing. However, the affidavits uploaded on the website shall also be retained for a period of six years after the completion of election or till the disposal of election petition, if any or any other suit/ petition in any court in which any of the declaration made, whichever is later.
17. The above directions shall be brought to notice of all the District Election Officers, Returning Officers and all other election related authorities and all the registered political parties having address in the State, including State units of recognized National and State parties, and also to the contesting candidates, for their information and compliance.

Yours faithfully,

(S.B. JOSHI)
PRINCIPAL SECRETARY

Original/Duplicate

(Original to be kept with nomination paper
and duplicate to be handed over to candidate)

Check list of documents in connection with filing of nomination

Name of constituency

Name of the candidate

Date and time of filing nomination paper

Sl. No. of nomination paper

Sl. no.	Documents	Whether filed (Write Yes/No) if there is any defect/shortcoming in the documents, the same should be specified;
1.	Affidavit in Form 26 - (a) Whether filed in correct Format? (b) Whether all columns filled up? (c) If not, which column(s) are blank (Please specify) (d) Whether the affidavit is sworn before an Oath Commissioner or Magistrate of First Class or before a Notary Public? (e) Whether each page is signed by deponent? (f) Whether each page bears stamp of Notary or Oath Commissioner? (g) Whether "No Dues" certificates from agencies concerned in respect of rent, electricity charges, water charges and telephone charges have been produced. (Only in case of candidate who has been allotted govt. accommodation during last 10 years)?	
2.	Certified extract of electoral roll (when candidate is an elector of a different constituency)	
3.	Form A and B (applicable in the case of candidates set up by political parties)	
4.	Copy of caste certificate (if the candidate claims to belong to SC/ST)	
5.	Security deposit (whether made)	
6.	Oath or affirmation (whether taken)	

The following documents which have not been filed should be filed as indicated below: -

(a) _____ should be filed latest by _____



(b) Above mentioned columns in the Affidavit in Form 26 have been left blank. You must submit a revised Affidavit with columns duly filled up before the commencement of scrutiny of nominations, failing which the nomination paper will be liable to be rejected.

(c) _____ should be filed latest by _____

Signature of RO/ARO)

Received by me

.....

(Signature/ Thumb impression of candidate/ Proposer)

Date & time:

Place:

N.B.

1. The Affidavit in Form 26 to be filed latest by 3.00 P.M. on the last date of filing nominations.
2. If the affidavit is filed in pre-revised/ incorrect format, the candidate should be asked to submit affidavit in correct format complete in all respect, latest by 3:00 pm on the last date of filing nominations.
3. If columns have been left blank in the affidavit in Form 26, this should be specified against Sr. No. 1, and candidate should be asked to submit an affidavit complete in all respect, latest by the time fixed for commencement of scrutiny of nominations. Failure to submit revised affidavit complete in all respects, even after reminder by RO will be a ground for rejection of the nomination paper.
4. Oath has to be taken after filing nomination paper and before the date fixed for scrutiny.
5. Certified extract of electoral roll can be filed up to the time of scrutiny.
6. In case of candidates set up by Political Parties, Form A & Form B have to be filed by 3:00 PM on the last date of making nominations. Both the Form A and Form B should bear original signature in ink. Photocopies shall not be acceptable. In case candidate submits photocopies of Form A or Form B or both, the same should be pointed out at Sr. No. 3 and the candidate should be asked to file original Form A and Form B, signed in ink, latest by 3:00 PM on the last date of making nominations.
7. If "No Dues" certificate from agencies concerned in respect of rent, electricity charges, water charges and telephone charges have not been produced alongwith affidavit, the candidate shall be asked to submit them by the time fixed for commencement of scrutiny of nominations. Failure to submit "No Dues" Certificate shall be defect of substantial nature.



INSTRUCTION-30

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2024/SDR/Vol.III

Dated: 22nd August, 2024

To

The Chief Electoral Officer of
Union Territory of Jammu and Kashmir,
Jammu

Subject: Commission's Notification u/s 16 of the Jammu and Kashmir reorganization Act, 2019 - regarding.

Sir,

I am directed to forward herewith Commission's notification no. 3/6/2024 dated 22nd August, 2024 specifying the persons before whom a candidate for election to fill a seat in the Legislative Assembly of Union Territory of Jammu and Kashmir shall make and subscribe an oath or affirmation.

2. Copy of the Notification should be communicated to all the District Election Officers, Returning Officers and other authorities in the Union Territory of Jammu & Kashmir. The same may be communicated to the political parties based in the Union Territory.
3. The Notification may also be published in the State Govt. gazette and two copies thereof may be sent to the Commission for its record.

Yours faithfully,

(Abhishek Tiwari)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

NOTIFICATION

Dated: 22nd August, 2024

31 Sravana, 1946 (Saka)

No. 3/6/2024: In pursuance of clause (a) of section 16 of “the Jammu and Kashmir Reorganization Act, 2019”, the Election Commission hereby authorizes (i) the Returning officer concerned and all the Assistant Returning Officers subordinate to him, (ii) all stipendiary Presidency Magistrates and all stipendiary Magistrates of the first class, and (iii) all District Judges and all persons belonging to the judicial service of a State other than District Judges, as the persons before any one of whom a person having been nominated as a candidate (hereinafter referred to as the candidate) for election to fill a seat in the Legislative Assembly of Union Territory of Jammu and Kashmir shall make and subscribe an oath or affirmation in the form set for the purpose in the Fourth Schedule to the said Act.

2. Notwithstanding anything contained in paragraph 1 in pursuance of clause (a) of the said section 16, the Election Commission hereby also authorizes as the person before whom the candidate may make and subscribe the said oath or affirmation-

- (a) Where the candidate is confined in a prison, the Superintendent of the prison.
- (b) Where the candidate is under preventive detention, the commandant of the detention camp.
- (c) Where the candidate is confined to bed in a hospital or elsewhere owing to illness or any other cause the medical superintendent in charge of the hospital or the medical practitioner attending on him.
- (d) Where the candidate is out of India, the diplomatic or consular representative of India in the country where the candidate happens to be or any person authorized by such diplomatic or consular representative.
- (e) Where the candidate is for any reason unable to appear or prevented from appearing before the Returning Officer concerned or any other Assistant Returning Officer as aforesaid, any other person nominated by the Election Commission on application made to it in this behalf.

Explanation - In this notification –

- (1) the expression “the Returning Officer concerned” means and Returning Officer for the Assembly Constituency from which a person has been nominated as a candidate for election to fill a seat in Legislative Assembly of Union territory of Jammu & Kashmir.
- (2) the expressions “district judge” and “judicial service” shall have the meanings respectively assigned to them in, Article 236 of the Constitution of India and
- (3) the expression “Assembly Constituency” shall have the meaning assigned to it in clause (c) of section 2 of the Jammu and Kashmir reorganization Act, 2019

By Order,

(S. B. Joshi)
Principal Secretary

INSTRUCTION-31

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2024/SDR/Vol.III

Dated: 22nd August, 2024

To,

The Chief Electoral Officer of
Union Territory of Jammu and Kashmir,
Jammu

Subject: Direction regarding language(s) in which Form 7A is to be prepared-reg.

Sir,

I am directed to state that by virtue of the Jammu and Kashmir Reorganization Act, 2019 the conduct of General/bye-elections to the Legislative Assembly of Union Territory of Jammu and Kashmir shall be governed by the provisions of the Representation of the people Act, 1951 and the Conduct of Elections Rules, 1961.

2. In this regard, I am directed to forward herewith a direction under Rule 10 of the Conduct of Elections Rules, 1961 for preparation of Form 7A in ensuing and future general/bye-elections to the legislative assembly of UT of Jammu & Kashmir.

3. Copy of the Direction should be communicated to all the District Election Officers, Returning Officers and other authorities in the Union Territory of Jammu & Kashmir. The same may be communicated to the political parties based in the Union Territory.

4. The Directions may also be published in the State Govt. gazette and two copies thereof may be sent to the Commission for its record.

Yours faithfully,

(ABHISHEK TIWARI)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

DIRECTION

Dated: 22nd August, 2024

31 Sravana, 1946 (Saka)

No. 3/4/2024/SDR: In pursuance of sub-rules (1) and (3) of Rule 10 of the Conduct of Elections Rules, 1961, the Election Commission of India hereby directs that the list of contesting candidates in Form 7A at an election to the Legislative Assembly in the Union Territory of Jammu and Kashmir shall be prepared in the languages specified in the Table Below.

As the list is to be prepared in more than one language, the name of candidates shall be arranged alphabetically according to the script of the language first specified in column (3) below: -

Name of Union Territory	No. and Name of the Assembly Constituency	Language(s)
(1)	(2)	(3)
Jammu and Kashmir	1-Karnah	Urdu and English
	2-Tehgam	Urdu and English
	3-Kupwara	Urdu and English
	4-Lolab	Urdu and English
	5-Handwara	Urdu and English
	6-Langate	Urdu and English
	7-Sopore	Urdu and English
	8-Rafiabad	Urdu and English
	9-Uri	Urdu and English
	10-Baramulla	Urdu and English
	11-Gulmarg	Urdu and English
	12-Wagoora-Kreeri	Urdu and English
	13-Pattan	Urdu and English
	14-Sonawari	Urdu and English
	15-Bandipora	Urdu and English
	16-Gurez (ST)	Urdu and English
	17-Kangan (ST)	Urdu and English
	18-Ganderbal	Urdu and English
	19-Hazratbal	Urdu, English and Hindi
	20-Khanyar	Urdu, English and Hindi

Name of Union Territory	No. and Name of the Assembly Constituency	Language(s)
(1)	(2)	(3)
	21-Habbakadal	Urdu, English and Hindi
	22-Lal Chowk	Urdu, English and Hindi
	23-Channapora	Urdu, English and Hindi
	24-Zadibal	Urdu, English and Hindi
	25-Eidgah	Urdu, English and Hindi
	26-Central Shalteng	Urdu, English and Hindi
	27-Budgam	Urdu, English and Hindi
	28-Beerwah	Urdu and English
	29-Khansahib	Urdu and English
	30-Chrar-i-Sharief	Urdu and English
	31-Chadoora	Urdu and English
	32-Pampore	Urdu and English
	33-Tral	Urdu and English
	34-Pulwama	Urdu and English
	35-Rajpura	Urdu and English
	36-Zainapora	Urdu and English
	37-Shipian	Urdu and English
	38-D.H.Pora	Urdu and English
	39-Kulgam	Urdu and English
	40-Devsar	Urdu and English
	41-Dooru	Urdu and English
	42-Kokeernag (ST)	Urdu and English
	43-Anantnag West	Urdu and English
	44-Anantnag	Urdu and English
	45-Srigufwara Bijbehra	Urdu and English
	46-Shangus-Anantnag East	Urdu and English
	47-Pahalgam	Urdu and English
	48-Inderwal	Urdu, Hindi and English
	49-Kishtwar	Urdu, Hindi and English
	50-Padder Nagseni	Urdu, Hindi and English
	51-Bhaderwah	Urdu, Hindi and English
	52-Doda	Urdu, Hindi and English
	53-Doda West	Urdu, Hindi and English
	54-Ramban	Urdu, Hindi and English
	55-Banihal	Urdu, Hindi and English
	56-Gulabgarh (ST)	Urdu, Hindi and English
	57- Reasi	Urdu, Hindi and English

Name of Union Territory	No. and Name of the Assembly Constituency	Language(s)
(1)	(2)	(3)
	58-Shri Mata Vaishno Devi	Urdu, Hindi and English
	59- Udhampur West	Urdu, Hindi and English
	60-Udhampur East	Urdu, Hindi and English
	61-Chenani	Urdu, Hindi and English
	62-Ramnagar (SC)	Urdu, Hindi and English
	63-Bani	Urdu, Hindi and English
	64-Billawar	Urdu, Hindi and English
	65-Basohli	Urdu, Hindi and English
	66-Jasrota	Urdu, Hindi and English
	67-Kathua (SC)	Urdu, Hindi and English
	68-Hiranagar	Urdu, Hindi and English
	69-Ramgarh (SC)	Urdu, Hindi and English
	70-Samba	Urdu, Hindi and English
	71-Vijaypur	Urdu, Hindi and English
	72-Bishnah (SC)	Urdu, Hindi and English
	73-Suchetgarh (SC)	Urdu, Hindi and English
	74-R.S. Pura-Jammu South	Urdu, Hindi and English
	75-Bahu	Urdu, Hindi and English
	76-Jammu East	Urdu, Hindi and English
	77-Nagrota	Urdu, Hindi and English
	78-Jammu West	Urdu, Hindi and English
	79-Jammu North	Urdu, Hindi and English
	80-Marh (SC)	Urdu, Hindi and English
	81-Akhnoor (SC)	Urdu, Hindi and English
	82-Chhamb	Urdu, Hindi and English
	83-Kalakote-Sunderbani	Urdu, Hindi and English
	84-Nowshara	Urdu, Hindi and English
	85-Rajouri (ST)	Urdu, Hindi and English
	86-Budhal (ST)	Urdu, Hindi and English
	87-Thanamandi (ST)	Urdu, Hindi and English
	88-Surankote (ST)	Urdu, Hindi and English
	89-Poonch Haveli	Urdu, Hindi and English
	90-Mendhar (ST)	Urdu, Hindi and English

By order,

(S. B. JOSHI)

PRINCIPAL SECRETARY

INSTRUCTION-32

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 3/4/2024/SDR/Vol.IV

Dated: 31st December, 2024

To,

The Chief Electoral Officer
of all States/UTs

Sub: The Conduct of Elections Rules, 1961 Amendment- regarding.

Madam/Sir,

I am directed to state that the Ministry of Law and Justice vide Gazette Notification S.O. 5517(E) dated 20.12.2024 (copy enclosed) has amended Rule 93(2)(a) of the Conduct of Elections Rules, 1961 by inserting the words “as specified in these rules” after the words “papers”. The amended provision in Rule 93(2) of the said rule may now be read as under:-

93. Production and inspection of election papers.

(2) *Subject to such conditions and to the payment of such fee as the Election Commission may direct,--*

(a) *all other papers **as specified in these rules** relating to the election shall be open to public inspection; and*

(b) *copies thereof shall on application be furnished.*

2. This may be brought to the notice of all District Election Officers, Returning Officers and other election officials concerned.

Yours faithfully,

(NARENDRA N. BUTOLIA)
SENIOR PRINCIPAL SECRETARY

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एल.-अ.-20122024-259568
CG-DL-E-20122024-259568

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 5102]

नई दिल्ली, शुक्रवार, दिसम्बर 20, 2024/अग्रहायण 29, 1946

No. 5102]

NEW DELHI, FRIDAY, DECEMBER 20, 2024/AGRAHAYANA 29, 1946

विधि और न्याय मंत्रालय

(विधायी विभाग)

अधिसूचना

नई दिल्ली, 20 दिसम्बर, 2024

का.आ. 5517(अ).—केन्द्रीय सरकार, लोक प्रतिनिधित्व अधिनियम, 1951 (1951 का 43) की धारा 169 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, भारत निर्वाचन आयोग से परामर्श करने के पश्चात्, निर्वाचनों का संचालन नियम, 1961 का और संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम निर्वाचनों का संचालन (दूसरा संशोधन) नियम, 2024 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. निर्वाचनों का संचालन नियम, 1961 के नियम 93, के उपनियम (2) के खंड (क) में, "संबंधित", शब्द के पश्चात् पर, "इन नियमों में यथाविनिर्दिष्ट", शब्द अंतःस्थापित किए जाएंगे।

[फा. सं. एच-11019/06/2024-वि.2]

दिवाकर सिंह, अपर सचिव

टिप्पण.—मूल नियम, भारत के राजपत्र, असाधारणमें अधिसूचना संख्यांक का.आ. 859(अ), तारीख 15 अप्रैल, 1961 द्वारा प्रकाशित किए गए थे और अधिसूचना संख्यांक का.आ. 995(अ), तारीख 1 मार्च, 2024 द्वारा अंतिम बार संशोधित किए गए थे।

THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II—SEC. 3(ii)]

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

NOTIFICATION

New Delhi, the 20th December, 2024

S.O. 5517(E).—In exercise of the powers conferred by section 169 of the Representation of the People Act, 1951 (43 of 1951), the Central Government, after consulting the Election Commission of India, hereby makes the following rules further to amend the Conduct of Elections Rules, 1961, namely :—

1. (1) These rules may be called the Conduct of Elections (Second Amendment) Rules, 2024.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Conduct of Elections Rules, 1961, in rule 93, in sub-rule (2), in clause (a), after the word “papers”, the words “as specified in these rules” shall be inserted.

[F. No. H. 11019/06/2024-Leg.II]

DIWAKAR SINGH, Addl. Secy.

Note.—The principal rules were published in the Gazette of India, Extraordinary, *vide* notification number S.O. 859(E), dated the 15th April, 1961 and were last amended *vide* notification number S.O. 995(E), dated the 01st March, 2024.

INSTRUCTION-33

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 4/2024/SDR/Vol. II

Dated: 4th March, 2025

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: Custody, retention, inspection, supply and disposal of election records relating to general /bye election to the House of the People and State Legislative Assembly-forwarding the directions of the Hon'ble Supreme court-reg.

Madam/Sir,

I am directed to state that the Commission has issued instructions regarding custody, retention, inspection, supply and disposal of election records vide its letter of even no. dated 06.09.2024. Further, the Hon'ble Supreme Court in Writ Petition (Civil) No. 803/2024 titled "Indu Prakash Singh Vs Election Commission of India & Anr." vide its order dated 31.01.2025 (copy enclosed) has given the following directions: -

"However, we deem it appropriate to direct the respondent No. 1 to maintain and preserve the CCTV/video-film recordings, as they were doing earlier"

2. The above direction of the Hon'ble Supreme Court is hereby circulated for compliance.

Yours faithfully,

(S. B. Joshi)
Principal Secretary

INSTRUCTION-34

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 4/2024/SDR/Vol. II

Dated: 30th May, 2025

To,

The Chief Electoral Officers of All States and Union Territories

Sub: Custody, retention, inspection, supply and disposal of election records relating to general/ bye election to the House of the People and State Legislative Assembly-regarding

Madam/Sir,

There are instructions of the Commission for recording of various stages of election process through multiple recording devices (e.g. photography, videography, CCTV, webcasting) during the process of nomination, scrutiny, and withdrawal of candidature, allotment of symbols, EVM preparations, campaign activities, polling, counting and declaration of results. While electoral laws do not mandate such recordings, the Commission uses them as internal management tool during various stages of electoral process.

2. However, recent misuse of this content by non-contestants for spreading misinformation and malicious narratives on social media by selective and out of context use of such content, which will not lead to any legal outcome, has prompted a review. The Commission therefore, in modification of its earlier instructions dated 06.09.2024 relating to supply and disposal of electronic recordings of the above-mentioned events, issues the following instruction:

“Notwithstanding anything in the previous instructions issued on the subject,

- 2.1. The CCTV data, webcasting data and photography of election processes at various stages shall be preserved for a period of 45 days. If no election petition is filed in respect of a particular constituency then the said data may be destroyed. In case an election petition is filed before the Hon’ble Courts challenging the outcome of the elections, then the said data shall be preserved till the final outcome of the Court proceedings unless its destruction is permitted by the Hon’ble Court on an application made for this purpose.
- 2.2. Such data as mentioned above, shall be produced in original before the High Court adjudicating an election petition on its order and shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except the High Court adjudicating the Election Petition.”
3. The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,
(SANTOSH KUMAR DUBEY)
SECRETARY

INSTRUCTION-35

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 4/2024/SDR/Vol.II

Dated: 18th June, 2025

To,

The Chief Electoral Officers of
All States and Union Territories

Subject: Clarification regarding instruction issued vide letter no. 4/2024/SDR/Vol. II dated 30.05.2025 regarding custody, retention, inspection and supply of election records.

Madam/Sir,

It has come to light that some queries have been raised regarding the applicability of the instructions issued vide letter no. 4/2024/SDR/Vol. II dated 30.05.2025 in view of the earlier instructions issued vide letter no. 4/2024/SDR/Vol. II dated 04.03.2025 on the above cited subject.

In this regard, it is hereby clarified that the instructions issued vide letter no. 4/2024 SDR/Vol II dated 30.05.2025, will be applicable prospectively only to the elections notified after 30th May, 2025.

Yours Faithfully,

(AMIT KUMAR)
SECRETARY

INSTRUCTION-36

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 4/Misc./2025/SDR/Vol. XII

Dated: 17th September, 2025

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: Guidelines on design and printing of EVM Ballot Paper for use in General/Bye Election to the House of the People and Legislative Assemblies of the States/UTs – regarding.

**Ref.: 1. Para 11.25 of Handbook for Returning Officer, 2023.
2. ECI Instruction No. 576/3/2015/SDR dated 16th March 2015.**

Madam/Sir,

I am directed to refer the provisions of Rule 49B of the Conduct of Elections Rules, 1961, wherein, a complete legal framework has been provided for preparation of voting machine including EVM Ballot Paper by the Returning officer.

2. The Commission has reviewed the existing guidelines on the subject mentioned above and accordingly, the following changes are made in Handbook for Returning Officer 2023 for the purpose of clarity and uniformity for design and printing of Ballot Paper for EVM (BEL and ECIL make):

(a) Sub-Para (iii) of para 11.25.3 will be read as

In the space so provided, on the top left-hand corner, the serial number of the ballot paper shall be printed. On the top right-hand corner, the sheet number shall be printed if the ballot paper is printed on more than one sheet, where the number of contesting candidates exceeds fifteen and the particulars of the election shall be printed at the centre. These particulars will contain the serial number and name of the Parliamentary or Assembly Constituency, as the case may be, the year of election and the nature of election and shall be printed in English alone.

The following illustration will make the position clear:

- (a) For General Election to the House of the People; '1-New Delhi PC. 2004- Genl.';
- (b) For Bye-Election to the House of the People; '1-New Delhi PC. /2005-Bye';
- (c) For General Election to the Legislative Assembly; '304-Etawah AC. /2004-Genl';
- (d) For Bye Election to the Legislative Assembly; '304-Etawah AC /2005-Bye'.

(b) **Sub-Para (xiii) of 11.25.3.** will be read as

The names of the contesting candidates including NOTA option shall be printed in the same language or languages in which the list of contesting candidates has been prepared. CEO of the State/UT concerned shall choose appropriate font type for printing of names of the candidates in the State/UT. The font size of names of all candidates/NOTA shall be the same and adequately big.

(c) **Sub-Para (xiv) of 11.25.3.** will be read as

Serial number, the name and photograph of the candidate shall be printed on the left-hand side and symbol on the right-hand side in the candidate panel. **The serial number of the candidate shall be indicated in the international form of Indian numerals. The font size of serial number of candidate/NOTA shall be 30 and printed in BOLD.**

The photograph of the candidate shall be printed in the panel of the candidate and shall appear in between the name and symbol of the candidate. The size of the photograph printed on the ballot paper shall be 2 cm x 2.5 cm (2 cm in breadth and 2.5 cm in height). **Photograph of the candidates shall be printed in color (unless the candidate has provided only black and white photograph). The candidate's face should occupy 3/4th of the space in the photograph.**

(d) **Sub-Para (xvi) of 11.25.3.** will be read as

Unless otherwise directed by the Election Commission in any particular case, the ballot papers shall be printed for Parliamentary elections on white paper and for Assembly elections on pink paper. **Paper quality to be used for printing of EVM Ballot Paper should be 70 GSM. The Color/RGB value of pink paper for printing of EVM Ballot Paper for Assembly Election should be R:252 G:187 B:209 or code #fcbdd1 (Tolerance limit of $\pm 02\%$ is permissible).**

(e) **Sub-Para (ix) of 11.25.3.** will be read as

The names of not more than fifteen candidates shall be arranged on one sheet of a ballot paper and NOTA option will come after the last name of the panel. If the number of contesting candidates together with NOTA option is less than sixteen, the space below the panel after this shall be kept blank.

3. Printing of EVM ballot paper shall be done preferably at a Government or Semi Government Press. However, in case, a Government/Semi-Government printing press is not available or does not have required capacity, private printing press(es) with required capacity can be selected after following due procedure and adequate provision and safety of the process shall be ensured as per the existing instructions.

4. The above instructions shall be brought to notice of all the District Election Officers, Returning Officers and all other election related authorities/officers for information and strict compliance.
5. The specimen of approved EVM Ballot Paper for both ECIL and BEL make EVM machines are enclosed for reference.

Yours faithfully

(ABHISHEK TIWARI)
UNDER SECRETARY

Encl: as above

Specimen Sample

Ballot Paper for ECIL Machine
140 mm

Serial No. of Ballot Paper	Particulars of Election		Sheet Number
1	Name of Candidate 1	Photo of Candidate 1	Symbol of Candidate 1
20 mm	60 mm	20 mm	40 mm
2	Name of Candidate 2	Photo of Candidate 2	Symbol of Candidate 2
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

460 mm

12.7 mm

2.1 mm

25.4 mm

2.1 mm

25.4 mm

2.1 mm

Specimen Sample

Ballot Paper for BEL Machine

140 mm			
Serial No. of Ballot Paper	Particulars of Election		Sheet Number
1	Name of Candidate 1	Photo of Candidate 1	Symbol of Candidate 1
20 mm	60 mm	20 mm	40 mm
2	Name of Candidate 2	Photo of Candidate 2	Symbol of Candidate 2
-	-	-	-
-	-	-	-

461.5 mm

7.5 mm
1 mm
27.5 mm
1 mm
27.5 mm
1 mm

INSTRUCTION-37

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 4/Misc./2025/SDR/Vol.XX

Dated: 24th October, 2025

To,

The President/General Secretary/Chairperson of all National and State Recognized Political Parties

Sub: Advisory on responsible use and disclosure of synthetically generated information and AI-generated content during elections – reg.

Sir/Madam,

I am directed to state that it has been brought to the notice of the Election Commission of India (ECI) that the misuse of hyper-realistic synthetically generated information, including depicting political leaders making electorally sensitive messages, is contaminating the level-playing field in the electoral arena, disrupting fair and equal conditions for all political participants, which is a sine qua non for preserving the integrity of the political campaigning during elections.

2. The use of technology for creating, generating, modifying and altering information and publishing and transmitting synthetically generated information is a deep threat and challenge because of its ability to masquerade as the truth and unwittingly trap political stakeholders into incorrect conclusions and therefore, ECI finds it particularly imperative to ensure that transparency and accountability is maintained to preserve electoral integrity and voter trust.

3. The Commission has previously issued guidelines dated May 6, 2024 regarding responsible and ethical use of social media platforms, and an advisory dated January 16, 2025 specifically addressing concerns around labelling of synthetic and AI generated content used by Political Parties for election campaigning.

4. In view of increasing threat posed by deep fakes and synthetically generated content capable of manipulating electoral processes, the Commission, by invoking its plenary power under Article 324 of the Constitution of India regarding superintendence, direction and control for preparation of electoral rolls and conduct of elections, hereby reminds all political parties of their responsibility to ensure compliance with the IT Rules, 2021 and all guidelines and advisories issued by the Commission in this regard. The Commission also reiterates the emphasis on the need for strict compliance by all political parties with the due diligence obligations and content-related responsibilities prescribed under the IT Rules, 2021, to ensure a fair and transparent electoral process.

5. In continuation of ECI's earlier communications dated May 6, 2024 and January 16, 2025 (both enclosed), following directions are hereby issued to all political parties, candidates and campaign representatives:

Political parties, candidates, and campaign representatives shall ensure that:

- (a) Any **synthetically generated or AI-altered image, audio, or video** used or disseminated for campaigning purposes shall bear a **clear, prominent, and legible label** such as "AI-Generated", "Digitally Enhanced", or "Synthetic Content", covering at least **10% of the visible display area** (or initial 10% duration for audio content). The label in the case of video content shall be carried as part of the top hand of the screen.
- (b) Every such content shall **prominently disclose the name of entity, responsible for its generation** in the metadata or accompanying caption.
- (c) No content shall be published or forwarded which is unlawful and misrepresents the identity, appearance, or voice of any person without his consent in a manner reasonably likely to mislead or deceive the electorate.
- (d) Any instance of synthetically generated or AI-altered image, audio, or video, misinformation, or manipulated content falling within sub-para 5(c) detected on official party handles shall be taken down within **3 hours** of being noticed or reported.
- (e) Political parties shall maintain internal records of all AI-generated campaign materials, including creator details and timestamps, for verification when sought by the ECI.

6. The directions contained herein shall come into effect immediately and remain applicable during all general and bye elections, until further orders.

Yours faithfully,

(S. B. JOSHI)
PRINCIPAL SECRETARY

Copy to:-

The CEOs of all States/UTs for necessary action and to inform the political parties based on their States/UTs and the DEOs/EROs/ROs and other election officials.



भारत निर्वाचन आयोग Election Commission of India

By Speed Post/Email

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

491/Social media-SOP/2025/Communication

Dated: 16 January, 2025

To

The President/General Secretary/Chairperson of
All National /State Recognized Political Parties
(As per the list attached)

**Sub: Advisory for labelling synthetic/AI generated content used by
Political Parties for election campaigning- reg.**

Sir/Madam,

In recent years, advances in Artificial Intelligence (AI) have enabled the creation of highly convincing synthetic content, including images, video and audio. With the increasing use of AI technologies in political campaigning, it is essential to maintain transparency and accountability, as the AI-generated content including images, videos and audio has the potential to influence voter opinion and trust.

2. During recently held Lok Sabha Elections 2024, the Commission issued guidelines dated 06.05.2024 regarding responsible and ethical use of social media platforms, taking cognizance of the directions of the Hon'ble Delhi High Court in Writ Petition (C) (PIL) No. 6186 of 2024. The guidelines sought to curb the possibility of disturbing the level playing field by the Political Parties and their representatives by using "deep fakes", AI-generated distorted content and ensure strict avoidance of any wrongful use of the same by political parties and their representatives during MCC period in the General Elections. Link to guidelines dated 06.05.2024: <https://tinyurl.com/3xn7tydc>

3. The Commission issued the above guidelines to political parties and their representatives to refrain from using in their campaign any AI-generated distorted/manipulated content which spread fake information/misinformation / disinformation.

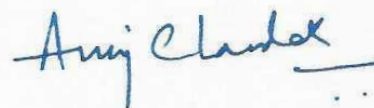
4. However, now considering the deepening influence of AI generated/synthetic content in shaping public opinion, the Election Commission of India advises all Political Parties and their leaders, candidates and star campaigners to also take necessary measures for prominent labelling of AI-generated/synthetic content, if any, being shared for campaigning through their social media platforms and other media platforms. Prominent and easily discernible labelling of AI-generated content would ensure responsible and transparent campaigning and informed voters. Thus, the following will ensure that electors are informed of the dissemination of AI-generated /synthetic content by parties/candidates/star campaigners:

a) **Labelling AI/Synthetically Generated Content:** Clearly label any image, video, audio or other materials generated or significantly altered by AI technologies with a notation such as “AI-Generated” / “Digitally Enhanced”/ “Synthetic Content”.

b) **Disclosure in Campaign Materials:** Include disclaimers in campaign advertisements or promotional content disseminated online or at other platforms, wherever synthetic content is utilized.

4. All political parties are urged to adhere to the advisory to ensure fair, transparent and responsible use of emerging technologies in election campaigning.

Yours faithfully



Anuj Chandak
Joint Director

E-mail-anuj.chandak@nic.in

Phone: 011-23052120

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. ECI/PN/72/2024

06.05.2024

PRESS NOTE

ECI directs responsible and ethical use of social media platforms by political parties and their representatives

Existing legal framework to deal with misinformation and synthetic content specifically brought to the notice of political parties

Parties to remove fake content within 3 hours of coming to their notice

Taking cognizance of the certain violations of MCC and the extant legal provisions by Political Parties /their representatives while using social media for election campaigning, the Commission today has issued directions to political parties for responsible and ethical use of social media in election campaigning to ensure level playing field among all stakeholders.

Link:

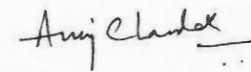
<https://www.eci.gov.in/eci-backend/public/api/download?url=LMAhAK6sOPBp%2FNFF0iRfXbEB1EVSLT41NNLRjYNJJP1KivrUxbfqkDatmHy12e%2FztfbUTpXSxLP8g7dpVrk7%2FeVrNt%2BDLH%2BfDYj3Vx2GKWdqTwl8TJ87gdJ3xZOaDBMndOFtn933icz0MOeiesxvsQ%3D%3D>

The Commission has also warned the parties against misuse of AI based tools to create deep fakes that distort information or propagate misinformation, emphasising the need to uphold the integrity of the electoral process. The ECI has brought to the notice of political parties the existing legal provisions that govern the regulatory framework against the use of misinformation and impersonation using deep fakes. This includes the Information Technology Act, 2000 and the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules 2021, the Indian Penal Code and framework of the twin acts namely the Representation of People Act, 1950 and 1951 and the provisions of the Model Code of Conduct.

In view of the existing legal provisions, amongst other directions, the parties have been specifically directed to refrain from publishing and circulating deep fake audios/videos, disseminate any misinformation or information which is patently false, untrue or misleading in nature, to refrain from posting derogatory content towards women, to abstain from using children in campaigns, to avoid depicting violence or harm to animals.

The parties have been directed to promptly remove any such content within three hours of bringing it to their notice, warn the person responsible in their party,

reporting unlawful information and fake user accounts to respective platforms, and escalate persistent issues to the Grievance Appellate Committee under Rule 3A of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021.



Anuj Chandak
Joint Director

ELECTION PLANNING

INSTRUCTION-38

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

Election Commission's Order No. 576/11/ESO24/94-J.S.II dated 21.10.1994

Subject: General elections to State Legislative Assemblies -1994 Special facilities in polling stations for women electors

ORDER

Article 326 of the Constitution provides that the elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of universal adult suffrage. The said Article provides as follows:-

326. "Elections to the House of the People and to the Legislative Assemblies of States to be on the basis of adult suffrage. - The elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of adult suffrage; that is to say, every person who is a citizen of India and who is not less than eighteen years of age on such date as may be fixed in that behalf by or under any law made by the appropriate Legislature and is not otherwise disqualified under this Constitution or any law made by the appropriate Legislature on the ground of non- residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any such election."

2. It is further provided in Article 325 of the Constitution that:-

325. "No person to be ineligible for inclusion in, or to claim to be included in a special, electoral roll on grounds of religion, race, caste or sex. - There shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them."

3. Thus, the female electors in the country have the same electoral rights in the matter of elections to the House of the People and the State Legislative Assemblies as are granted to male electors.

4. But it has been observed that in certain States or in certain areas of the States the participation of female electors at the said elections has been comparatively low in comparison to male electors.

5. There can be several reasons for such low percentage of participation of women electors in elections. Some of these reasons may be attributed to social and religious taboos, particularly among the 'purdahnasheen' women in a particular community or women of certain other communities observing purdah system in the presence of family and village elders, or to sentimental reasons in some tribal areas, especially in the North-Eastern region.

6. The Commission is anxiously concerned about such low participation of women electors in elections. The Commission would like all such steps to be taken as would enable as large a number of women electors as possible to fully participate in the electoral process without reservations so that elections become more meaningful and democratic. In particular, the Commission would like to ensure that no woman elector is deprived of, or feels inhibited in the exercise of her right of franchise on account of any lack of facility in the polling station particularly in the matter of identification or application of indelible ink with full regard to privacy, dignity and decency of women electors.

7. Rule 34 of the 'Conduct of Elections, Rules, 1961 specifically provides that-

- (1) Where a polling stations - is for both men and women electors, the presiding officer may direct that they shall be admitted into the polling station alternately in separate batches.
- (2) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors, and, in particular, to help in searching any woman elector in case it becomes necessary.

8. In order to ensure that the women electors fully participate in elections and the turnout of women electors is improved, the Commission has issued several instructions from time to time. The Commission has already issued directions in Chapter II of "Handbook for Returning Officers," that in places where two polling stations are set up in the same building or compound, there is no objection to allotting one of them for men and the other for women. The Commission has further clarified that even in the common polling stations, separate queues for men and women should be formed. The Commission has also directed that when separate polling stations are provided for men and women voters of a particular polling area, these should, as far as possible, be located in the same building.

9. Attention in this regard is also drawn to Chapter VIII of the "Handbook for Returning Officers, where it has been clarified that where there are a large number of women electors, especially 'purdahnasheen' women, women Polling Officers should be appointed to carry out the duty of identifying the electors.

10. In order that no sections of women for reasons of social or religious customs are prevented from exercising franchise only because of lack of privacy and other required facilities in polling stations, the Commission, in elaboration of its instructions contained in the Handbook, hereby directs that-

- (i) it shall be the responsibility of the Chief Electoral Officer, District Election Officer, Returning Officer, Assistant Returning Officer and Presiding Officer to ensure that special arrangements, whenever required, are made for women electors to exercise their franchise in the presence of Lady staff;
- (ii) such areas and polling stations should be identified forthwith:
- (iii) in such identified areas/polling stations, lady staff must be necessarily included in the team of polling parties for such polling stations;

11. The Commission also directs that:-

- (i) to protect the sensitivity regarding privacy of women voters, separate enclosures for identification of 'purdahnasheen' women should be provided in the polling station with locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bed spreads.
- (ii) Where the number of female electors is significant (say 50% or above) and in areas where the system of Burqa or purdah is observed as a social custom, in each of these polling stations at least one Polling Officer must be a lady Polling Officer.
- (iii) In polling stations exclusively meant for women electors, the polling personnel should have as many lady officer as available, consistent with overall security requirements.
- (iv) In other polling stations also to the extent possible and available, at least one lady polling officer shall be appointed for identifying and assisting the women electors. In the matter of identification of women electors, the services of lady village level workers, Gram Sevikas, and lady school teachers, etc., can be made use of for this purpose.

12. If women officials are not available for such a duty in required number, the Returning Officer or the Presiding Officer has in terms of rule 34(2) of the Conduct of Elections Rules, 1961 the authority and the responsibility to exercise his power to appoint 'any' woman to serve as an attendant at the polling station to assist women electors and also to assist Presiding Officer in respect of women electors. The Commission has directed that the RO/Presiding Officer should make use of this provision to ensure that the privacy and sensitivity of the women electors are

protected. While choosing such a person who could be any woman of the locality, special care should be taken to ensure that such persons as are appointed for this purpose do not have any known leanings for or allegiance to any political party or candidate.

13. The Commission further directs that widest possible publicity should be given to the special arrangements made for enabling women electors to exercise their franchise in the presence of women polling officers. This should also be highlighted in the training classes for Presiding Officers/Assistant Returning Officers/Sector Magistrate and other Supervisory Officers who will be responsible for implementing the Commission's directions.

The receipt of this order should be knowledge immediately.

INSTRUCTION-39

ELECTION COMMISSION OF INDIA

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 sincerely,

(SANJEEV KUMAR PRASAD)

SECRETARY

INSTRUCTION-40

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/2024/EPS

Dated: 1st February, 2024

To,

The Chief Secretaries of
All States and UTs

Subject: General Election to Lok Sabha, 2024 – Requisition of Air Ambulance and Cashless treatment - regarding.

Reference: Commission's letter No.464/INST/EPS/2023/WELFARE dated 8th June, 2023

Madam/Sir,

I am directed to refer to the Commission's letter No. 464/INST/EPS/2023/Welfare dated 8th June, 2023 on the subject cited (copy enclosed) and to state that in view of the General Election to Lok Sabha, 2024, it is requested to make arrangements for Air Ambulances during the said elections, for airlifting of security and polling personnel requiring evacuation for immediate medical care while being on election duty. Availability of Air Ambulances at strategic location(s) shall be ensured based on the requirements. In case of unavailability with the State/UT Government, Air Ambulances from any public/private entities may be hired for suitable period during the elections.

2. Further, in order to accelerate the treatment of injured security and/or polling personnel, arrangement/tie-ups for cashless treatment facilities may be ensured in advance with medical institutions having the best and modern amenities/facilities, for election period.

3. The details of hiring/requisitioning of Air Ambulances and cashless treatment may please be intimated to the Commission, latest by 29th February 2024.

Encls: as above

Yours faithfully,

(AJAY KUMAR VERMA)

SECRETARY

Copy to: The Chief Electoral Officers of all the States and Union Territories

INSTRUCTION-41

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/L&O/2023/EPS (Use of Veh)

Dated: 9th April, 2024

To

The Chief Electoral Officers of
All States/UTs

Subject: Use of Vehicles by Political Parties and Candidates during elections - regarding.**Reference: Commission's letter No. 464/L&O/2023/EPS (Use of Veh.), dated 26.06.2023**

Madam/Sir,

I am directed to refer to the Commission's letter cited under reference and to state that various clarifications have been sought from CEOs regarding grant of permits for vehicles to be used by the Office bearers of Recognized Political Parties for electioneering purpose.

2. In this regard, it is stated that the Commission has considered the matter and it is hereby clarified that the following provision regarding the permits to be given by CEO for use of vehicles for electioneering purpose by Recognized Political Parties is added in the above cited instruction on use of vehicles and the same shall be read as para no. 4(e) of the letter cited under reference:

“CEO may issue permit for vehicles that can move throughout the State for use of office bearers of recognized political parties for electioneering purpose only. For States having more than 100 ACs, the CEO may grant permits for maximum 5 vehicles and for remaining States/UTs, for maximum 3 vehicles to recognized political parties. The expenditure on these vehicles shall be incurred by the political party and not by the candidate.”

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

Yours faithfully,

(BREJESH KUMAR)
UNDER SECRETARY

INSTRUCTION-42

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/INST/2024/EPS

Dated: 13th April, 2024

To

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

Subject: General Elections Lok Sabha and State Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024 – Road Movement of CAPFs – arrangement of vehicles--regarding.

Reference: Commission's instruction No.464/INST/2023/EPS(CAPFs) dated 14.06.2023

Madam/Sir,

I am directed to refer to the Commission's letter under reference and to state that in view of the ongoing General Election to Lok Sabha and State Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024, States/UTs are requested to take cognizance of issues related to transportation of COYs of CAPFs during their Inter-State movement via road and ensure timely de-induction as any delay may hamper the deployment plan of the receiving State/UT.

2. Keeping in consideration inter-State/UT coordination issues and to ensure seamless and hassle-free inter-State/UT road movements and timely mobilization and induction of forces during the said elections, the Commission hereby directs the following:

- (i) All States/UTs receiving the force will be bearing inter alia all road transportation expenses related to inward movement of forces starting from the source points in other States/UTs.
- (ii) To ensure above, there are two options available:
 - a) Receiver State/UT may send their contingent of vehicles to sender State/UT source points. Sender State/UTs may facilitate re-fueling arrangements for such vehicles on immediate payment-basis by receiver State/UTs
 - b) Sender States/UTs having already mobilized vehicles for poll day etc. can be used by receiver State/UTs on payment basis. Payment terms (pre-payment or post-payment etc.) shall be bilaterally worked out well in advance to avoid any confusion resulting into avoidable delay.

- (iii) It shall be ensured that good quality road worthy vehicles with trained and experienced drivers are used to avoid any unwanted casualty or accidents etc.
- (iv) Any delay in working out prior arrangements, as required, will be viewed very seriously and may result in severe disciplinary actions.

Yours sincerely,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION-43

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/INST/PDM/2023/EPS

Dated: 20th April, 2024

To,

The Chief Electoral Officers of All States/UTs.

Sub: General Election/Bye-Election to Lok Sabha & Assembly Constituencies- Reports of the Chief Electoral Officers to the Commission-reg.

Madam/Sir,

I am directed to refer to the Commission's letter of even number dated 10th June, 2023 and instructions/Manual/Handbook issued by the Commission from time to time providing submission of reports to the Commission on different important activities on P-1 and poll day. In this regard, the Commission has directed to send following reports in respect of different important activity related to conduct of poll to Commission immediately after completion of the different stages –

- i) Pre-Poll Day Reports (One day before the poll date) –
 - a) Reports on Dispersal of all Polling Parties from dispatch center (to be submitted on day of dispatch latest by midnight);
 - b) Reports on arrival of all Polling parties at their respective Polling Stations (to be submitted on day of dispatch latest by midnight).
- ii) Poll Day Reports –
 - a) Reports on completion of Mock Poll at all Polling Stations (to be submitted on day of poll by 07.30 AM);
 - b) Reports on Commencement of Poll in all Polling Stations (to be submitted on day of poll by 08.00 AM);
 - c) Reports on arrival of all Polling Parties at receiving center (to be submitted on day of poll latest by midnight).
 - d) Reports on Sealing of Strong Room (to be submitted by following day of poll latest by 7.00 AM);

2. These reports shall be sent to the Zonal Division in the Commission immediately after completion of the concerned activity in enclosed Formats in Annexure 1-6.

Yours faithfully,

(SANJEEV KUMAR PRASAD)

SECRETARY

Annexure-1**REPORT ON DISPERSAL OF ALL POLLING PARTIES FROM DISPATCH CENTER****(To be submitted on day of dispatch latest by midnight)**

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that all Polling Parties* have been dispersed from the dispatch centre to reach their respective Poll Stations.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case any polling parties have not been dispatched enclose list and reason thereof in separate statement.

Annexure-2**REPORTS ON ARRIVAL OF ALL POLLING PARTIES AT THEIR RESPECTIVE POLLING STATIONS****(To be submitted on day of dispatch latest by midnight)**

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that all Polling Parties* have reached at reach their respective Poll Stations.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case any polling parties have not reached, enclose list and reason thereof in separate statement.

Annexure-3**REPORTS ON CONDUCT OF MOCK POLL AT ALL POLLING STATIONS****(To be submitted on day of Poll by 07:30 AM)**

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that Mock Poll has been conducted* in all Polling Stations.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case Mock Poll has not been conducted at any Polling Stations, enclose list and reason thereof in separate statement.

Annexure-4**REPORTS ON COMMENCEMENT OF POLL IN ALL POLLING STATIONS****(To be submitted on day of Poll by 08:00 AM)**

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that Poll has been commenced* at prescribed time in all Polling Stations.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case Poll has not been commenced at any Polling Stations, enclose list and reason thereof in separate statement.

Annexure-5**REPORTS ON ARRIVAL OF ALL POLLING PARTIES AT RECEIVING CENTER**
(To be submitted on day of Poll latest by midnight)

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that all Polling Parties* have reached at receiving center.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case any Polling Parties have not reached, enclose list and reason thereof in separate statement.

Annexure-6**REPORTS OF SEALING OF STRONG ROOM**
(To be submitted on following day of poll latest by 07:00 AM)

Name of the State - _____

No. of all Parliamentary/Assembly Constituencies going for Poll - _____

Date of Poll - _____

It is certified that all Polling Parties have reached at receipt center and EVM/VVPATs etc. have been kept in Strong Rooms and sealed in the manner prescribed by the Commission's instructions in instant matter.

Signature

(Name)

Chief Electoral Officer

Name of the State**Date and Time:**

* In case any Polling Parties have not reached, enclose list and reason thereof in separate statement.

INSTRUCTION-44

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/2024/EPS

Dated: 26th April, 2024

To,

The Chief Electoral Officer,
Maharashtra, Mumbai

Subject: General Election to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024- Payment of ex-gratia compensation - regarding.

Ref: (i) Ministry of Law, Justice and Co. Affairs dated 26th October, 1979.
(ii) Commission's letter no. 464/INST/2024/EPS, dated: 1st February, 2024
(iii) Commission's letter no. 218/6/2022/EPS, dated: 9th March, 2023

Sir,

I am directed to refer to your letter no. Cell- 2024/C.R.334/24/XXXIII dated 15th April, 2024, wherein you had sought guidance regarding settlement of medical bill of Rs. 11,87,998/- incurred on the treatment of late Sh. Snehashish Bhattarcharya BSF Jawan who died on 23.03.2024.

2. In this regard, it is pertinent to note that the Commission vide its letter No. 218/6/2022/EPS dated 09.03.2023 has inter-alia directed as below:

“The Commission has directed to make arrangements for treatment in the state of art hospitals for all the all such personal involved in elections who get injured or fall sick while on duty.

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”.

3. The matter has been examined and it has been directed that bills raised and produced through District Election Officers by hospitals tied up for cashless treatment shall be paid by the Officer of Chief Electoral Officer as part of election expenditure after following due process as established by Election Department/State Govt.

Yours sincerely

(BREJESH KUMAR)
UNDER SECRETARY

Copy to: The Chief Electoral Officers of all States and UTs

INSTRUCTION-45

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/L&O/2024/EPS

Dated: 26th April, 2024

To,

1. The Secretary
Ministry of Defence
South Block, New Delhi
2. The Chief Electoral Officers of
All States and UTs

Subject: Engagement/Deployment of NCC Cadets in election duties during elections - Guidelines – regarding.

Reference:

- (i) ECI's letter No.464/L&O/99-PLN.I dated 06.08.1999
- (ii) ECI's letter No. 464/INST/2022/EPS dated 18.03.2024
- (iii) MoD's letter No. 8/62/2023-D(GS.VI) dated 09.04.2024

Madam/Sir,

I am directed to refer to the subject cited and to inform that the Commission has been deploying NCC cadets in election process to perform volunteering duties on the day of poll such as queue management, assistance to PwDs, senior citizens etc., in consonance with the aim of NCC to instill ideas of selfless service among young citizens, build resolve to undertake positive community service and develop democratic spirit

2. In this regard, it is stated that the Commission had issued guidelines dated 06.08.1999 in respect of deployment of NCC cadets in consultation of Ministry of Defence. Also, para no.7 of the Commission's instruction dated 07.06.2023(copy enclosed) lays down provision of requisitioning NCC cadets for election related duties and para no.2 (ii) of the Commission's instruction dated 10.06.2023(copy enclosed) elaborates deployment of NCC cadets as volunteers.

3. Now, in light of present context of conduct of elections, the Commission has again consulted Ministry of Defence and decided to review and re-issue fresh guidelines on deployment of NCC cadets. Further, it has also been decided that henceforth, only cadets above 18 years of age shall be deployed for election related duties as volunteers. In view of the

Commission's stance amended as above, para no. 2(ii) of the Commission's instruction dated 10.06.2023 may be read as "the age of volunteer should be more than 18 years".

4. With regard to deployment of NCC cadets during conduct of elections, it is reiterated that the cadets shall not be deployed for election related duties in States of Assam, Arunachal Pradesh, Chhattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and UTs of Jammu & Kashmir and Laddakh.

5. Subsequently, in supersession of the guidelines dated 06.08.1999, the Commission hereby issues and forwards fresh guidelines on deployment of NCC cadets for election related duties during conduct of elections. The said guidelines are attached as Annexure-I.

The above instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

Annexure-1

Guidelines for deployment of NCC cadets for election related duties in elections as volunteers

Eligibility: Only Senior Division NCC cadets above 18 years of age shall be deployed.

Consent Form: This will be purely on voluntary basis and would also require parental consent. A copy of the consent form is enclosed at Annexure-A.

Deployment Areas: The Polling Stations where NCC cadets will be deployed, shall be carefully chosen and ensure that they are within the beat in which NCC units is located and, in any case, they shall not be deployed outside the districts. Critical/vulnerable and law and order sensitive polling stations as per current assessment shall be scrupulously avoided.

Coordination Meeting: A State Level Coordination meeting shall be held between the Chief Electoral Officer and SPNO of the State, Additional Director General (NCC)/Deputy Director General (NCC) to take stock of availability of NCC cadets and plan the deployment. Similar meetings shall be held at the District Level by the District Election Officer (DEO) and SPs with the Group Commanders/ Commanding Officers of the NCC Group Units and thereafter, the DEO shall communicate the requirement of the number of cadets required at specific booth and location, to Group Headquarters.

Orientation Training/Briefing: A Suitable orientation training/ briefing shall be provided to the NCC cadets, Commanding Officers of the units and the Associate NCC Officers (ANOS), covering DO's and DON'Ts. A minimum of two rounds of training/ briefing may be provided.

Deployment on Poll Day: The cadets shall be requisitioned for poll related duties only on the polling day for polling hours for the concerned polling station. The NCC cadets are to be deployed as per the following directions:

- i. A minimum of three cadets shall be deployed at a polling station. In case of more than one polling stations located within the same premises, deployment can be suitably rationalized.
- ii. All NCC cadets deployed to be in uniform and without arms.
- iii. NCC cadets shall be deployed to assist uniformed Police Personnel or Home-guard. The cadets will, however, not be used for security related and law and order duties which may endanger the life of a cadet or cause physical injury.

Nature of the duties: Keeping in mind the young profile and security of the cadets, the NCC cadets to be deployed only for the under mentioned duties:

- (a) Traffic arrangement.
- (b) Queue management.
- (c) Assistance to old/ elderly persons.
- (d) Any medical emergency.
- (e) Assistance to Persons with disability

Remuneration: The NCC cadets will be given suitable remuneration for attending training and performing duty on poll day at the same rate as any other polling personnel deployed for election duty. This shall be disbursed through the concerned Commanding Officer or ANOs from State/UT Government.

Food Refreshment: Packed lunch or payment of Rs 150 /- per day or part thereof shall be given to NCC cadets on the day of poll.

Transport: Suitable logistics arrangements for picking and dropping of NCC cadets shall be made by DEO.

Ex-gratia and Medical Facility: Compensation of ex-gratia payment in case of unforeseen event of death/injury and cashless treatment in case of injury/illness shall be paid as per the Commission's extant instruction.

Expenditure: The entire expenditure incurred on remuneration, food refreshment, transport, ex-gratia and medical facility shall be borne by the State/UT Govt in the following manner:

- i. For Lok Sabha elections, 100% by Govt. of India
- ii. For Legislative Assemblies elections, 100% by State Govt.
- iii. For simultaneous elections, 50:50 by Govt. of India and concerned State Governments
- iv. It is further clarified that in case of Lok Sabha elections, the payment shall be made by the State Government initially and the claims shall be made to the Government of India later on.

Supervision: For effective coordination in deployment, mobilization and demobilization on the polling day, a group of polling stations where NCC cadets are deployed will be monitored by the concerned Commanding Officer and Associate NCC Officers (ANOs) in close coordination with the Sector Officer/Sector Police Officer. These details have to be worked out in advance.

General Provisions: Media should be informed about the deployment of NCC cadets so that their role is appreciated by the public. Efforts should be made to convey the contribution of the NCC in conduct of the elections. DEO and SP to ensure that the cadets are deployed in a smooth, disciplined and meaningful manner to augment other available resources for conduct of free and fair and peaceful elections. They should personally monitor and supervise the entire operations.

ANNEXURE-A

FORM OF UNDERTAKING FOR VOLUNTEERING FOR ELECTION DUTIES

I _____ son of _____ resident of _____
 _____ certify that I am over 18 years of age. I am an
 NCC cadet of _____ college under _____
 NCC Bn.

I hereby volunteer to undertake duties on the date of polling related to the conduct of polling for the
 General Elections _____ being held in the _____ year _____ at a polling
 station within my district as decided by my OC unit.

I _____ certify that I will not claim any compensation for loss caused to
 my studies or any other related activity by my being detailed for the said election duty.

Station _____
 Date _____

(Sig. of Cd)

No. _____
 Rank _____
 Name _____
 Unit _____
 College _____

WILLINGNESS CERTIFICATE BY FATHER/MOTHER/GUARDIAN OF CADET

I _____ am the father/mother/guardian of _____
 (NCC Cadet) and I hereby give my consent for deployment of my ward for election duties- _____.

Station _____
 Date _____

(Sig of Parent/Guardian)
 Name _____
 Relationship with cadet _____



INSTRUCTION-46

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.470/INST/2024/EPS

Dated: 30.05.2024

To

The Chief Electoral Officers of
All States and UTs

Subject: Clarification on appointment of Counting Agents-regarding.**Reference: 464/ counting arrangement/ EPS-2023 dated 19.07.2023**

Madam/Sir,

I am directed to refer to the Para 7.2 of the Commission's instruction 464/counting arrangements/EPS-2023 dated 19.07.2023 which provides that each candidate is allowed to appoint as many counting agents as there are counting tables including table meant for counting postal ballots for his/her constituency. The Candidate can appoint one more counting agent to watch the counting process at the Returning Officers table in absence of himself or his election agent.

2. In this regard, it is clarified that counting of votes is done by Returning Officer. However, Assistant Returning Officers also assist the Returning Officer. In case the Returning Officer is assigned more than one Assembly Constituencies or in case of Parliamentary Constituency, by supervising counting of an AC or a Segment of PC respectively. Therefore, Para 7.2 allowing candidates to appoint one more Counting Agent for ROs table is also applicable to AROs table.

Yours faithfully,

(VIBHOR AGRAWAL)
UNDER SECRETARY

INSTRUCTION-47

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/L&O/2024/EPS

Dated: 26th September, 2024

To,

The Chief Electoral Officers of
All States and Union Territories

Subject: Setting up of election booths on day of poll outside the Polling Station – Clarification - regarding.

Madam/Sir,

I am directed to refer to the subject cited and to state that references were received from some CEOs regarding guidelines for setting up election booths outside the polling stations on day of poll. Subsequently, the matter has been perused and the following is hereby clarified:

- i. Para no.10.12.1 of RO Handbook, 2023 may be read as;

“Only one table and two chairs shall be provided at each of such booths with an umbrella or a small tent measuring not more than 10x10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises. Ensure that that the candidate’s camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps. Setting up such booth is subject to valid permission from local authority.”

- ii. Point (d) and (e) of para no.1(iv) of Commission’s instruction dated 14.06.2023 on poll day arrangements outside PS on day of poll may be read as;

“Ensure that the candidate’s camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps.”

The above instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully,

(BREJESH KUMAR)
UNDER SECRETARY

INSTRUCTION-48

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/Inst/2024/EPS

Dated: 26th September, 2024

To

The Chief Electoral Officers
Of All States/UTs.

Sub: Strict compliances of the Commission's instructions in General/Bye Elections-regarding

References:

1. 464/INST-AMF/2022 dated 10th June, 2023-Regarding AMF at Polling Stations
2. 464/INST/2023/EPS (Poll Day Management Outside) dated 14th June, 2023

Madam/Sir,

I am directed to invite your attention to the Commission's instruction referred above regarding providing assured minimum facilities at polling stations and to say that instances have been brought to the notice of the Commission that in some places, the instructions pertaining to provision of adequate sitting space/furniture for voters in queue specially for PwD, pregnant or senior citizens, are not being followed strictly during polling. The Commission has reviewed the matter and directed that all parameters/directions given by the Commission in the above instructions shall be strictly adhered to.

2. Further, the instruction provides that no election booth shall be setup within a radius of 200 meters from the polling stations premises. In order to avoid confusion on the day of poll, it has been directed that the marking of 200 meters' periphery of the Polling Station premises shall also be done at least 3 days in advance prior to the date of poll and informed to the presiding officers/political parties candidate/representatives and independent candidates accordingly.

3. The Commission has directed that aforesaid direction shall be strictly complied with in letter and spirit in ongoing/upcoming general elections/bye elections.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION-49

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/L&O/2025/EPS

Dated: 20th January, 2025

To,

The Chief Electoral Officers and the State Police Nodal Officers of
all States and Union Territories

Subject: Introduction of Bharatiya Nyaya Sanhita(BNS), 2023 and Bharatiya Nagarik Suraksha Sanhita(BNSS), 2023 – Changes in Legal Provisions related to elections - regarding.

Madam/Sir,

I am directed to refer to the subject cited and to state that as known, new criminal laws have been introduced by replacing the Indian Penal Code (IPC) and Code of Criminal Procedure (CrPC) with Bharatiya Nyaya Sanhita (BNS), 2023 and Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023 respectively, thereby bringing significant changes due to addition, deletion and modification of sections, in the existing criminal laws.

2. In view of introduction of new criminal laws, it is directed that the legal provisions related to elections as mentioned in the Commission's Manuals/Handbooks/Instructions/Compendium of Instructions stand replaced with the updated legal provisions as per Bharatiya Nyaya Sanhita (BNS) and Bharatiya Nagarik Suraksha Sanhita (BNSS) and henceforth, the updated legal provisions shall be used. A list of the updated Legal provisions in accordance with the new laws is also attached herewith for the purpose.

The above instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY

Encl: As above

LEGAL PROVISIONS RELATED TO ELECTIONS

A. The Provisions of Bharatiya Nyaya Sanhita (BNS) corresponding to the earlier Indian Penal Code (IPC) are given below:-

Sl. No.	Sections of IPC	Sections of BNS	Detail
1.	Sec-171A	Sec-169	Candidate, electoral right defined
2.	Sec-171B	Sec-170	Bribery
3.	Sec-171C	Sec-171	Undue influence at elections
4.	Sec-171D	Sec-172	Personation at elections
5.	Sec-171E	Sec-173	Punishment for bribery
6.	Sec-171F	Sec-174	Punishment for undue influence or personation at an election
7.	Sec-171G	Sec-175	False statement in connection with an election
8.	Sec-171H	Sec-176	Illegal payments in connection with an election
9.	Sec-171I	Sec-177	Failure to keep election accounts
10.	Sec-505(1 (b)	Sec-353	(1) Whoever makes, publishes or circulates any statement, false information, rumour or report including through electronic means ---- [...] (b) with intent to cause, or which is likely to cause, fear or alarm to the public, or to any section of the public whereby any person may be induced to commit an offence against the State or against the public tranquility; or (c) with intent to incite, or which is likely to incite, any class or community of persons to commit any offence against any other class or community, shall be punished with imprisonment which may extend to three years, or with fine, or with both. (2) Whoever makes, publishes or circulates any statement or report containing false information, rumour or alarming news, including through electronic means, with intent to create or promote, or which is likely to create or promote, on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, feelings of enmity, hatred or ill will between different religious, racial, language or regional groups or castes or communities shall be punished with imprisonment which may extend to three years, or with fine, or with both. (3) Whoever commits an offence specified in sub-section (2) in any place of worship or in any assembly engaged in the performance of religious worship or religious ceremonies shall be punished with imprisonment which may extend to five years and shall also be liable to fine.

11.	Sec-153A	Sec-196	Promoting enmity between different groups on grounds of religion, race, place of birth, residence, language, etc. and doing acts prejudicial to maintenance of harmony
12.	Sec-153B	Sec-197	Imputations, assertions prejudicial to national integration

B. The relevant provisions of Bharatiya Nagarik Suraksha Sanhita (BNSS) corresponding to the earlier Criminal Procedure Code (CrPC) are given below :-

Sl. No.	Sections of IPC	Sections of BNS	Detail
1.	Sec-20	Sec-14	Executive Magistrates
2.	Sec-21	Sec-15	Special Executive Magistrates
3.	Sec-22	Sec-16	Local jurisdiction of Executive Magistrates
4.	Sec-23	Sec-17	Subordination of Executive Magistrates
5.	Sec-41	Sec-35(1)&(2)	When police may arrest without warrant
6.	Sec-42	Sec-39	Arrest on refusal to give name and residence
7.	Sec-57	Sec-58	Person arrested not to be detained more than 24 hours
8.	Sec-58	Sec-59	Police to report apprehensions
9.	Sec-100	Sec-103	Person in charge of closed place to allow search
10.	Sec-102	Sec-106	Power of police officer to seize certain property
11.	Sec-103	Sec-108	Magistrate may direct search in his presence
12.	Sec-106	Sec-125	Security for keeping the peace on conviction
13.	Sec-107	Sec-126	Security for keeping the peace in other cases
14.	Sec-108	Sec-127	Security for good behaviour from persons disseminating seditious matters
15.	Sec-109	Sec-128	Security for good behaviour from suspected persons
16.	Sec-110	Sec-129	Security for good behaviour from habitual offenders
17.	Sec-116	Sec-135	Inquiry as to truth of information
18.	Sec-121	Sec-140	Power to reject sureties
19.	Sec-122	Sec-141	Imprisonment in default of security
20.	Sec-123	Sec-142	Power to release persons imprisoned for failing to provide security
21.	Sec-124	Sec-143	Security for unexpired period of bond
22.	Sec-129	Sec-148	Dispersal of assembly by use of civil force
23.	Sec-130	Sec-149	Use of armed forces to disperse assembly
24.	Sec-131	Sec-150	Power of certain armed officers to disperse assembly
25.	Sec-133	Sec-152	Conditional order for removal of nuisance
26.	Sec-144	Sec-163	Power to issue order in urgent cases of nuisance or apprehended danger
27.	Sec-144-A-	Deleted from BNSS	Power to prohibit arms in procession or mass drill or mass-training with arms
28.	Sec-149	Sec-168	Police to prevent cognizable offences
29.	Sec-150	Sec-169	Information of design to commit cognizable offence
30.	Sec-151	Sec-170	Arrest to prevent the Commission of Cognizable offences
31.	Sec-154	Sec-173	Information in cognizable cases

INSTRUCTION-50

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

F. No. 464/INST/EPS/2025/L&O

Dated: 23rd May, 2025

To,

The Chief Electoral Officers of
All States/UTs.

Subject: Polling Day arrangement to deposit mobile phones at Polling Station- regarding.

Reference:

Inst. No. 464/INST/2023/EPS {Poll Day Management Outside} dated 14th June, 2023.

Madam/Sir,

Whereas, section 25 of the Representation of the People Act, 1951 makes provision for polling station as under:

“Provision of polling stations for constituencies.—

The district election officer shall, with the previous approval of the Election Commission, provide a sufficient number of polling stations for every constituency the whole or greater part of which lies within his jurisdiction, and shall publish, in such manner as the Election Commission may direct, a list showing the polling stations so provided and the polling areas or groups of voters for which they have respectively been provided.”

2. Whereas, section 130 of the Representation of the People Act, 1951 prohibits canvassing in or near polling station as under:

“Prohibition of canvassing in or near polling stations -

(1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely:—

- (a) canvassing for votes; or
- (b) soliciting the vote of any elector; or
- (c) persuading any elector not to vote for any particular candidate; or
- (d) persuading any elector not to vote at the election; or
- (e) exhibiting any notice or sign (other than an official notices relating to the election.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.

(3) An offence punishable under this section shall be cognizable.”

3. Whereas, Rule 49M of the Conduct of Elections Rules, 1961 provides for maintenance of secrecy of voting by electors within the polling station.

4. With increasing penetration of mobile phones in the Country, whether in rural or urban areas, the usage of mobile Phone in public life is increasing day by day. During polling day, electors find it difficult to leave their mobile phones at home because of logistical needs or they have to hand over their mobile phones to someone else before entering the polling station. The issue becomes particularly acute in case of senior citizens, PwDs and women electors.

5. In order to mitigate such difficulties being faced by voters, the Commission has considered the matter and directed that para I(x) of the Commission’s instruction no. 464/INST/2023/EPS (Poll Day Management Outside) dated 14th June, 2023 shall now read as under:

“(x) No person other than Observers appointed by the Commission and authorized officials shall be allowed to either carry or use mobile phones, wireless sets etc. within the polling station. However, facility may be provided at the polling stations to the voters to deposit their mobile phones as per the following guidelines-

- a) Only mobile phones shall be allowed within 100 meters of a polling station that too in switched off mode only.
- b) Facility to deposit mobile phones may be provided at the entrance of the polling station for 10 voters as generally a maximum of 4-5 voters are present inside the polling station at any point of time.
- c) For this, a small pigeon hole box with 10 compartments or jute bag having small pockets may be kept at the entrance door of the polling station. (Some sample designs are enclosed at Annexure-I);
- d) In any case, mobile phone shall not be allowed to be carried inside the polling station by any voter;

- e) *Deposit facility shall be provided only for the voters entering into the polling station and shall not be available for any other persons (including polling agents, polling officers etc.).*
- f) *As per instruction No.464/INST-AMF/2022/EPS dated 10th June 2023, volunteers are deployed at potting stations to assist the voters. One or two of these volunteers will be assigned the work of managing of deposit facility by the Booth Level Officer.*
- g) *A set of 10 (ten) pre-numbered paper/cardboard tokens of size 2'x2', pre- signed by the BLO, will be provided to the volunteer(s) responsible for managing the collection of mobile phones outside the polling station.*
- h) *Before entering the polling station, the voter shall deposit mobile phone at depositing facility and taken a token.*
- i) *After casting of vote and coming out of the polling station, mobile phone will be taken back by the voters by return of token.*
- j) *In case any voter forgets to take back his/ her mobile phone, the volunteer(s) responsible for managing mobile phone collection shall hand over these mobile phones to the BLO of the respective polling station after the end of poll. The BLO shall return the mobile phone to such voter on production of the token after satisfying himself/herself.*
- k) *In any case, if the Returning Officer is of the opinion that it is not possible to make arrangement to deposit mobile phones at any polling station(s) considering the prevailing law and order situation, criticality, vulnerability or non-availability of volunteer(s) or any other factor, she/ he can exempt that polling station(s} from providing this facility."*

6. This may be brought to the notice of all District Election Officers, Returning Officers, Sector Officers, Booth Level Officers and all other concerned officers/ officials.

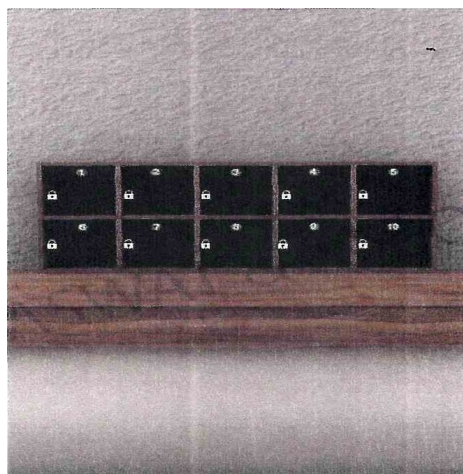
Yours faithfully,

(VIBHOR AGRAWAL)
UNDER SECRETARY

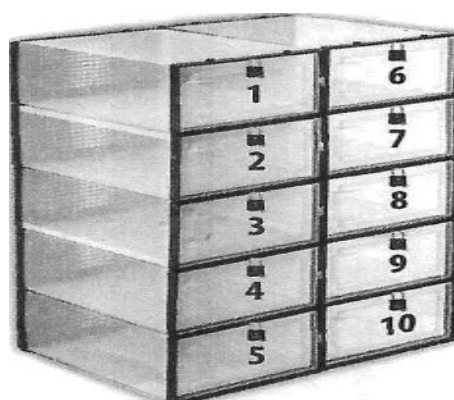
Copy to all DEOs, EROs and BLOs for information.

Annexure-I

Option-1



Option-2 Fiber Mobile Locker



Option-3



INSTRUCTION-51

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/2023/EPS (Poll Day management outside)

Dated: 23rd May, 2025

To,

The Chief Electoral Officers of All States/UTs.

Sub: Setting up of election booth outside 100 meters from the entrance of the Polling Station-reg.

Ref.: 1. Inst No. 464/INST/2023/EPS (Poll Day Management Outside) dated 14.06.2023.
2. Inst No. 464/L&O/2024/EPS dated 26.09.2024

Madam/Sir,

I am directed to refer to the Commission's instructions under reference and provisions given in Handbook for Presiding Officers, 2023 and Handbook for Returning Officers, 2023 on subject cited above.

2. Whereas, section 25 of the Representation of the People Act, 1951 makes provision for polling station as under:

“Provision of polling stations for constituencies—

The district election officer shall, with the previous approval of the Election Commission, provide a sufficient number of polling stations for every constituency the whole or greater part of which lies within his jurisdiction, and shall publish, in such manner as the Election Commission may direct, a list showing the polling stations so provided and the polling areas or groups of voters of which they have respectively been provided.”

3. Whereas, section 130 of the Representation of the People Act, 1951 prohibits canvassing in or near polling station as under:

“Prohibition of canvassing in or near polling stations –

(1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely:-

- a) canvassing for votes; or
- b) soliciting the vote of any elector; or
- c) persuading any elector not to vote for any particular candidate; or
- d) persuading any elector not to vote at the election; or
- e) exhibiting any notice or sign (other than an official notice) relating to the election.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.

(3) An offence punishable under this section shall be cognizable.”

4. Now, in line with the provisions mentioned in section 25 and section 130 of the Representation of the People Act, 1951,

- a) the Para I(i) of the Instructions dated 14.06.2023 above may be read as: “No election booth shall be set up within a distance of 100 meters from the entrance of the polling station. Even where more than one polling station has been set up in the same polling station location or premises, the election booth of a contesting candidate for such group of polling stations/booths shall not be set up within a distance of 100 meters from the entrance of any of these polling stations.”
- b) the Para I(ii) of the instruction dated 14.06.2023 above may be read as: “Only one table and two chairs shall be provided at each of such polling station with an umbrella or a small tent measuring not more than 10X10 ft to protect from weather conditions.”
- c) the Para I(ix) of the instruction dated 14.06.2023 above may be read as: “No electioneering shall be allowed within 100-meter area around the Polling Station on the date of poll.”

5. All other conditions mentioned in Commission letter no. 464/INST/2023/EPs(Poll Day Management Outside) dated 14.06.2023 and 464/L&O/2024/EPs dated 26.09.2024 shall remain unchanged.

6. This may be brought to the notice of all District Election Officers, Returning Officers, Sector Officers, Booth Level Officers and all other concerned officers/officials.

Yours faithfully,

(VIBHOR AGRAWAL)
UNDER SECRETARY

Copy to all DEOs, EROs and BLOs for information.

INSTRUCTION-52

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

F. No. 464/INST/VIS/2025/EPS

Dated: 26th May, 2025

To,

The Chief Electoral Officers
of All States/UTs.

Sub: Voter Information Slip (VIS) for General Election and Bye-Election to Lok Sabha and State Legislative Assemblies-reg.

Sir,

I am directed to refer to the Commission's letter number 464/INST/VIS/2025/EPS dated 14.06.2023 (copy enclosed) on the subject cited above.

2. To enhance voter convenience, the Commission has decided to modify the design of Voter Information Slip (VIS). In the modified design, now the Serial Number and Part Number of the voter will be prominently displayed in a larger font size at the top-right corner of the slip. This modification will help voters easily identify their polling station and assist polling officials in efficiently locating the voter's name in the electoral roll. A sample of new VIS of both sides is also enclosed herewith.

3. In this regard, the above information may kindly be brought to the notice of all concerned.

Yours faithfully,

(VIBHOR AGRAWAL)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA - भारत निर्वाचन आयोग		General Election to the Parliamentary Constituency 2025 - लोक सभा आम निर्वाचन - 2024	
Voter Information Slip - मतदाता सूचना पर्ची		Part number : 1	
		भाग संख्या : 1	
		Serial No. : 49	
		मतदाता क्रमांक : 49	
 Scan By VHA/BLO App	राज्य :	State :	बिहार Bihar
	विधान सभा क्षेत्र :	Assembly Constituency :	1 - वाल्मीकिनगर 1 - Valmikinagar
	निर्वाचक का नाम :	Name	मनोज बहादुर Manoj Ebhadur
	लिंग :	Gender	पुरुष Male
	मतदाता पहचान पत्र संख्या :	EPIC No. :	LBN5606843
	पिता का नाम :	Fathers Name	शाले बहादुर Shal Ebhadur
	भाग संख्या :	Part number	1
	भाग का नाम :	Part Name	उत्कर्मित मध्य विद्यालय , ठाढ़ी Utkramit madhay Vidyalay, Thadhi
	मतदाता क्रमांक :	Serial No. :	49
	मतदान स्थल का नाम :	Polling Station	उत्कर्मित मध्य विद्यालय , ठाढ़ी Utkramit Madhya Vidyalay, Thadhi
Date of Poll : 25-05-2024	Last updated on	15-09-2018	
मतदान की तिथि :	CEO WEBSITE :	https://ceobihar.nic.in/	
Timings : समय :	CEO Call Center Toll Free No :	18003451950	
Morning 07:00 AM to Evening 04:00 PM	DISTRICT ELECTION OFFICE :	जिला निर्वाचन कार्यालय, पश्चिम चम्पारण (बेतिया)	
पूर्वाह्न 07:00 AM - अपराह्न 04:00 PM	DEO Helpline No. :	1950	
This will not be accepted as an identification document for voting. इसे मतदान के लिए पहचान दस्तावेज के रूप में स्वीकार नहीं किया जाएगा।			

ELECTION COMMISSION OF INDIA - भारत निर्वाचन आयोग		General Election to the Parliamentary Constituency 2025 - लोक सभा आम निर्वाचन - 2024	
Voter Information Slip - मतदाता सूचना पर्ची		Part number : 1	
		भाग संख्या : 1	
		Serial No. : 50	
		मतदाता क्रमांक : 50	
 Scan By VHA/BLO App	राज्य :	State :	बिहार Bihar
	विधान सभा क्षेत्र :	Assembly Constituency :	1 - वाल्मीकिनगर 1 - Valmikinagar
	निर्वाचक का नाम :	Name	बबिता देवी Babita Devi
	लिंग :	Gender	महिला Female
	मतदाता पहचान पत्र संख्या :	EPIC No. :	LBN5606835
	पति का नाम :	Husbands Name	मनोज बहादुर Manoj Ebhadur
	भाग संख्या :	Part number	1
	भाग का नाम :	Part Name	उत्कर्मित मध्य विद्यालय , ठाढ़ी Utkramit madhay Vidyalay, Thadhi
	मतदाता क्रमांक :	Serial No. :	50
	मतदान स्थल का नाम :	Polling Station	उत्कर्मित मध्य विद्यालय , ठाढ़ी Utkramit Madhya Vidyalay, Thadhi
Date of Poll : 25-05-2024	Last updated on	15-09-2018	
मतदान की तिथि :	CEO WEBSITE :	https://ceobihar.nic.in/	
Timings : समय :	CEO Call Center Toll Free No :	18003451950	
Morning 07:00 AM to Evening 04:00 PM	DISTRICT ELECTION OFFICE :	जिला निर्वाचन कार्यालय, पश्चिम चम्पारण (बेतिया)	
पूर्वाह्न 07:00 AM - अपराह्न 04:00 PM	DEO Helpline No. :	1950	
This will not be accepted as an identification document for voting. इसे मतदान के लिए पहचान दस्तावेज के रूप में स्वीकार नहीं किया जाएगा।			

Map of the Polling Station	Important Information for Voters												
BLO's Name / BLO's Contact Number Rajeshwar Ram / 9801485704 बीएलओ का नाम/बीएलओ का संपर्क नंबर: 1. समस्त मतदाता जो मतदान के लिए निर्धारित अंतिम समय के भीतर लाइन में हैं, उन्हें मतदान की अनुमति प्रदान की जाएगी। 2. महिलाओं के लिए अलग से लाइन लगाई जाएगी। वरिष्ठ एवं दिव्यांग नागरिकों को मतदान हेतु प्राथमिकता दी जाएगी। 3. दृष्टिहीन एवं अशक्त मतदाता को मतदान के लिए नियमानुसार मतदान कक्ष के अन्दर एक वयस्क साथी को ले जाने की अनुमति होगी। 4. मतदान कक्ष के भीतर मोबाइल, कैमरा आदि उपकरण ले जाना वर्जित होगा। 5. किसी अभ्यर्थी के पक्ष में वोट करने के लिए नकदी एवं अन्य प्रकार का प्रलोभन देना-लेना नियमों के अन्तर्गत भ्रष्ट आचरण है। 6. मतदान केंद्र में पहचान के उद्देश्य से इस मतदाता पर्ची को स्वीकार नहीं किया जाएगा। आप से अपेक्षित है कि मतदान करने के लिये पहचान हेतु मतदाता फोटो पहचान पत्र या आयोग द्वारा निर्धारित 12- वैकल्पिक दस्तावेजों में से कोई एक दस्तावेज अवश्य ले जायें। 1. All the voters who are in the queues at the closing time of the poll shall be allowed to cast their vote. 2. There are separate queues for women and Senior citizens & PwD Voters. 3. Blind and infirm voters can be permitted to take an adult companion into the voting compartment for recording the vote. 4. Gadgets like mobile phones and cameras are not allowed inside the polling booth. 5. Offering or accepting money or any other gratification to vote for a candidate is a corrupt practice under law. 6. This slip will not be accepted for the purpose of identification in polling station. You are required to carry EPIC or one of the 12-alternative documents specified by the Commission for voting.													
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INSTRUCTION-53

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/INST/PDM/2023-EPS

Dated: 5th June, 2025

To,

The Chief Electoral Officers of All States/UTs.

Sub: General Elections and Bye elections to Lok Sabha and State Legislative Assemblies — Poll Day Monitoring – reg.

(Reference: Inst No. 464/INST/PDM/2023-EPS Dated 10th June, 2023)

Madam/Sir,

I am directed to refer the Commission's instruction under reference and the provisions given in the Handbook Returning Officer, 2023 on the subject cited above.

2. In a major initiative, the Commission has developed a new user-friendly digital interface for the electors and its other stakeholders such as the election officials, political parties and the civil society. The new one-stop platform, ECINET, will integrate and reorient over 40 of ECI's existing mobile and web applications.

3. Therefore, in line with this development, the following paras of the instruction dated 10-06-2023 referred above may be read as:

- a) Para 3 (iii) as "The Presiding Officer (PrO) shall use the ECINet app that includes the module for Presiding Officer to feed periodical voter turnout information and the same shall be reviewed by the Returning Officer for Assembly Constituency and Parliamentary Constituency Segment at regular, intervals, as specified. Presiding Officers should also be directed to ensure feeding of close of Poll data on the ECINet App before leaving the Polling Station. For this, mobile numbers of all the presiding officers shall be timely mapped to the Polling Stations by the RO in the ECINet App."
- b) Para 3(iv) as "Detailed reporting matrix is specified below (always refer to updated reporting matrix):

Cumulative approx. Voter turn out	Data entry time by PrO
Poll start to 9 AM	9:00 AM to 9:30 AM
Poll start to 11 AM	11:00 AM to 11:30 AM
Poll start to 1 PM	1:00 PM to 1:30 PM
Poll start to 3 PM	3:00 PM to 3:30 PM
Poll start to 5 PM	5:00 PM to 5:30 PM
At Close of poll	At close of Poll before leaving the polling station

Returning Officer should ensure that close of poll data matches with Form 17C, Part-I

4. Below new para namely 3 (v) with the following direction may be added:

Para 3 (v):“Returning officer shall train and direct the Presiding Officers to take due care and ensure that data is updated in the ECINet app during the 30-minute window allowed for the same. No entry should be missed. Presiding Officers shall also be directed by the RO to carry their mapped mobile phones and their mobile chargers on the day of the polling to ensure timely data entry in the ECINet App”.

5. All other directions mentioned in the Commission’s letter No.464/INST/PDM/2023- EPS Dated 10th June, 2023 shall remain unchanged.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION-54

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/EPS/2023 (CAPFs)

Dated: 10th June, 2025

To

1. The Chief Secretaries of
All States and Union Territories
2. The Chief Electoral Officers of
All States and Union Territories

Subject: Modification in transportation related arrangements for Coys of CAPFs - regarding.**Reference: Commission's letter No.464/INST/EPS/2023 (CAPFs) dated 14.06.2023**

Madam/Sir,

I am directed to refer to the Commission's instruction cited under reference on the subject cited and to state that the Commission has directed to amend para G(ii) related to "Transportation for 1 Coy" in light of issues raised by the concerned authorities and accordingly the same has been amended as under:

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	02 Trucks	02 Trucks
		Medium vehicle	01	01
		Light Vehicle	01	01
		*In case, deployment is less than 01 Sec, 03 light vehicles @ 01 per platoon would be additionally required for effective supervision	03	03
2	For TAC HQ	Bus (25-Seater)	01	02
3		Medium Vehicle	01	01
		Light Vehicle	03	03
	For Mahila Troops	Maintaining female dignity, vehicles to be provided		

The above instruction shall be brought to notice of all concerned for strict compliance during elections.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

INSTRUCTION-55

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 464/INST/2022/EPS

Dated: 16th June, 2025

To,

The Chief Electoral Officers of
All States and Union Territories.

Subject: Guidelines on Webcasting on poll day- revised criteria- regarding.**Reference:**

- (i) 464/INST/2022/EPS dated 02.11.2022
- (ii) 464/INST/2022/EPS dated 19.06.2023
- (iii) 464/INST/2023/EPS (Poll Day Management Inside PS) dated 14.06.2023
- (iv) 4/2024/SDR/Vol.II dated 06.09.2024
- (v) 4/2024/SDR/vol.II dated 30.05.2025

Madam/ Sir,

The Commission has issued instructions on use of multiple civil (non-force) measures to keep a watch on various stages of election process including, the webcasting on poll day, to monitor the critical activities as internal management tool to prevent any vitiation of poll process.

2. Now, in partial modification of the Commission's instruction referred above, it has been decided that webcasting shall be done in all Poll Stations i.e. 100% of Polling Station having internet connectivity. However, in shadow areas, suitable alternate arrangements of videography, photography etc. may be made.

3. There shall be a webcasting monitoring control room at State level, District Level and AC Level as well, which shall be supervised and monitored by a Nodal Officer appointed at each level.

4. Nodal Officers shall be responsible to ensure the following for smooth functioning and monitoring of webcasting on poll day-

- a) Webcasting arrangements are put in place and dry run is conducted, at least 2 days in advance.
- b) Monitoring the poll day activities at all polling stations with their team and keeping close coordination with field level officers.
- c) While monitoring the poll day activities, it shall be ensured that all polling stations are watched live multiple times during the day for an adequate period of time to closely observe the proceedings. For this, adequate staff should be deployed at the control rooms.
- d) Ensure that the monitoring teams are formed and properly trained.

- e) In case, any violation/ suspicious/ wrongful activity is observed/ noticed at any polling station, the same shall be brought to the notice of Presiding Officer/Sector Officer/Returning Officer/District Election Officer/Observer immediately for necessary action. An indicative list of such events is enclosed at Annexure-I.
 - f) Contact details of Nodal Officer of State level, District Level and AC Level shall be shared with Returning Officer/District Election Officer/Observer/ECI.
 - g) Contact details of Presiding Officers/Sector Officers/Returning Officer/District Election Officer/Observer shall be available in webcasting monitoring control room.
 - h) The control room shall work throughout the day of poll starting from mock poll till the close of poll.
 - i) Adequate IT infrastructure, internet, TV displays, Phone/Mobile Phone, technical staff, stationary items etc. shall be made available for smooth functioning of the monitoring process.
5. The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully

(SANJEEV KUMAR PRASAD)
SECRETARY

Copy to:

1. All District Election Officers
2. Internal Circulation

Annexure-I

GUIDELINES FOR EVENTS TO BE OBSERVED THROUGH WEBCASTING

- i. Webcasting should not cover the face of Ballot Unit and VVPAT so that secrecy of vote is preserved under all conditions under Section 128 of Representation of the People Act, 1951 and Rule 39 of Conduct of Election Rule, 1961;
- ii. Voting Compartment should not be near the window/door or in front of window/door;
- iii. No Entry of any other voter/official inside the Voting compartment if there is already a voter casting his/her vote inside the Voting compartment; however, at regular intervals Presiding Officer, under rule 49Q of the Conduct of Elections Rules, 1961 can enter the Voting Compartment along with one or two or more Polling agents to check the Ballot Unit(s) and VVPAT to ensure that the voters have not tampered with it in any manner and that the poll progresses smoothly and orderly
- iv. No halt or undue delay in the Poll process
- v. No unauthorized person inside the Polling Station at any time
- vi. No arms inside the Polling Station
- vii. No Rigging of poll process
- viii. No entry of security personnel inside the polling station
- ix. No unnecessary crowding inside the polling station - a maximum of 4 voters may be allowed at a time
- x. There should be sufficient light available inside the voting compartment. However, it should not be exposed to direct sunlight & no strong light like high voltage bulbs/tube lights etc. should be placed directly over or in front of the voting compartment.
- xi. If excessively long queues are forming outside the Polling Station, check if voting inside is proceeding smoothly and continuously
- xii. Polling Station should not be found empty at any point of time during the day
- xiii. No use of mobile phone inside the Polling booth by anyone except Presiding Officer/Micro observer to report Voter Turnout/incidents.

INSTRUCTION-56

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/EPS/2025/Honorarium

Dated: 8th August, 2025

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 Secretary of
All States/UTs.
4. The Chief Electoral Officers of
All States/UTs.

Sub: Payment of honorarium to DEOs, ROs, AROs etc. and CAPF personnel deployed on election duty- regarding.

Ref.: Commission's Instructions no. 464/INST/EPS/2023/Honorarium dated 06.06.2023.

Madam/ Sir,

I am directed to refer to the Commission's instruction under reference and to state that the Commission has reviewed the current rate of honorarium being paid since 2016 to officers/officials and CAPF personnel deployed on election duty and has decided to revise the same to ensure that personnel on election duty are compensated suitably, for the duties rendered by them during elections.

2. Accordingly, para "B" of the Commission's Instructions no.464/INST/EPS/2023/Honorarium dated 06.06.2023 has been modified as follows:-

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:

Sl. No.	Category of Beneficiaries	Rates
1	DEOs/Dy. 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 employees and should be made equitable to all employee concerned with elections.
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. 4,000/- (ii) More than 15 days- @ Rs. 2,000 per week
3	Subordinate Officers of CAPF (Inspector, Sub-Inspector, Asst Sub Inspector and other equivalent ranks)	(i) 15 Days or less- Rs. 3,000/- (ii) More than 15 days- @Rs. 1,500 per week
4	Other Ranks of CAPF (Head Constable, Constable and equivalent ranks)	(i) 15 Days or less- Rs. 2,500/- (ii) More than 15 days- @Rs. 1,250 per week
5	Assistant Expenditure Observer/ Sector Officer/Sector Police Officer	Rs.10,000/- lump sum for his/her full time election duty or on pro-rata basis proportional to the duration of duty.

3. Other paras of the Commission's instructions under reference shall remain unchanged.
4. This may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

Enclosure: Commission's Instruction No. 464/INST/EPs/2023/Honorarium dated 06.06.2023

Copy to: -

All District Election Officers and Retuning Officers through the Chief Electoral Officer concerned;

INSTRUCTION-57

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/EPS/2025/Remuneration & TA/DA

Dated: 8th August, 2025

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 Secretary of
All States/UTs.
4. The Chief Electoral Officers of
All States/UTs.

Sub: Payment of Remuneration and TA/DA to personnel deployed for election related duties — regarding.

References: Commission's instructions no. 464/INST/EPS/2023/Remuneration & TA/DA dated 06.06.2023 and dated 17.11.2023.

Madam/ Sir,

I am directed to refer to the Commission's instructions under reference and to state that the Commission has reviewed the current rate of remuneration being paid since 2014 to the personnel on election duty and has decided to revise the same to ensure that personnel on election duty are compensated suitably, for the duties rendered by them during elections.

2. Accordingly, Para "C" of the Commission's instruction no. 464/INST/EPS/2023/Remuneration & TA/DA dated 06.06.2023 has been modified as follows:-

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:

Designation of officers/officials	Minimum Rate of remuneration
Zonal Magistrate (if deployed, other than Sector Officer)	Rs. 1,500/- lump sum
Presiding officer & Counting Supervisor	Rs. 500 per day or part thereof Or Rs. 2000/- lump sum
Polling Officer	Rs. 400 per day or part thereof Or Rs. 1600/- lump sum
Counting Assistant	Rs. 450 per day or part thereof Or Rs. 1350/- lump sum
Class-IV employees for commissioning of EVMs dispatch of polling parties and poll materials and counting of votes etc.	Rs. 350 per day or part thereof Or Rs. 1400/- lump sum
Class-IV employees for call centre/Control room	Rs. 1000/- lump sum
Video Surveillance Team, Video Viewing Team, Accounting Team, Control Room and Call Centre Staff, Media Certification and Monitoring Committee, Flying Squads, Static Surveillance Team, Expenditure Monitoring Cell	Class-I/II (Rs.3000 Lump Sum) Class-III (Rs.2000 Lump Sum)
Micro Observer	Rs.2000 lump sum
FOOD/REFRESHMENT	
Packed Lunch and 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 and refreshment or payment of Rs.500 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.

3. Other paras of the Commission's instructions under reference shall remain unchanged.
4. This may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

Enclosure: Commission's Instruction No. 464/INST/EPS/2023/Honorarium dated 06.06.2023

Copy to: -

All District Election Officers and Retuning Officers through the Chief Electoral Officer concerned;

INSTRUCTION-58

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 470/INST/EPS-2023

Dated: 25th September, 2025

To,

The Chief Electoral Officers
of All States/UTs.

Sub: General/Bye Election to Parliamentary/Assembly Constituency- Penultimate round of Counting of votes through EVM/VVPATs & Postal Ballots/ ETPBs - regarding.

Reference: Instructions vide letter No.

- (I) No.464/Counting Arrangements/2023-EPS dated 18.07.2023;
- (II) No.464/Counting Process/2023-EPS dated 19.07.2023;
- (III) No.470/2019/SDR dated 18.05.2019;

Madam/Sir,

The Commission, vide instruction referred at (III) above had decided that the penultimate (second last) round of EVM counting would not be stopped till completion of postal ballot counting and EVM counting could go on irrespective of the stage of Postal Ballot counting. The same has been reiterated in para 4(vi)(i) of the instruction referred at (II). However, in order to further streamline the counting process and to provide necessary clarity to the counting of Postal Ballot, the Commission, in supersession of the instruction at reference (III) and partial modification of the instructions at reference (I) and (II) above, directs that: -

- A. Para 4(vi)(i) of instruction no. 464/Counting Process/2023-EPS dated 19.07.2023 (Ref II) shall now be read as -

“ i) The penultimate (second last) round of EVM/WPATs counting shall not be taken up until the counting of Postal Ballot Papers is completed at the counting center.

However, in case of parliamentary constituency, if counting of votes assembly segment wise, is done at multiple counting centers, the penultimate round of EVM/VVPAT counting need not stop at all counting centers till completion of postal ballot counting. At counting centers where postal ballots are not being counted, AROs for Assembly Segments shall continue the counting of votes in EVMS irrespective of the stage of postal ballot counting. The penultimate round of EVM/VVPATs counting shall be stopped till completion of postal ballot counting, only at the counting center where Postal Ballot Paper counting is being done.”

- B. The Sub-head of para 14 of instruction no. 464/Counting Process/2023-EPS dated 19.07.2023 has been modified to - Mandatory re-verification of rejected postal ballots.

- C. Para 2(xxii) of instruction no. 464/Counting Arrangements/2023-EPS dated 18.07.2023 shall now be read as -

“(xxii) Ideally not more than 500 Postal Ballots should be counted on one table. The number of tables and scanners needed for counting of Postal Ballots should be assessed by the RO, sufficiently in advance, on the basis of number of Postal Ballots issued and expected to be received as per past trends, availability of space etc. In case(s) of expected receipt of large number of Postal Ballot/ETPBs leading to requirement of more counting tables which cannot be accommodated in the EVM counting hall where the RO is sitting, the RO shall make arrangement for counting of ETPBs/ PBs as follows: -

- a) Counting of Postal Ballots may be done at multiple tables in a separate hall, adjacent to the counting hall made for EVMs/VVPATs or on the same floor.*
- b) Arrangements for ETPBs scanning shall be done in the hall, where ETPBs/ Postal Ballot counting is proposed.*
- c) Each table for postal ballot counting shall have one ARO, one counting supervisor, two counting assistants and one Micro Observer (as mentioned in para 4-iv of Commission’s instruction dated 18.07.2023);*
- d) Returning Officer shall also appoint one Senior Officer as ARO- in- charge of the PB counting hall.*
- e) The ARO-in-charge for PB Counting Hall shall be overall responsible for smooth conduct of counting, ETPBs scanning and PB counting in the hall. He shall coordinate with the Returning Officer in discharge of his duty.*
- f) The layout for separate ETPBs/ PBs counting hall shall also be sent to Commission along with Counting Center proposal for approval.”*

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

Yours faithfully,

(VIBHOR AGRAWAL)
UNDER SECRETARY

Enclosure: All Instructions under reference.

Copy to:

1. All recognized National and State Political Parties;
2. All District Election Officers and Returning Officers through the Chief Electoral Officer concerned;
3. IT division for uploading on Commission’s website.
4. For changes in all Handbooks/Checklist/Manuals etc.

INSTRUCTION-59

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/L&O/2023/EPSC(CAPFs)

Dated:17th February, 2026

To,

The Joint Secretary (Police-II),
Ministry of Home Affairs,
Kartavya Bhavan-3, New Delhi.

**Subject: General Election to Legislative Assemblies/ Parliamentary Constituencies -
Appointment of District Force Coordinator at District level - regarding.**

Reference: Manual on Force Deployment, 2023

Madam,

I am directed to refer to the Manual on Force Deployment, 2023 wherein, the provision for appointment of State Force Coordinator has been made, who has to harmonize, liaise and coordinate with all the CAPFs, 4-6 months in advance. Para 3.15(a) of the Manual also provides for the appointment of a District Nodal Officer for each district to facilitate the induction of forces.

2. In this regard, for ensuring smooth deployment of CAPFs in the poll going States/UTs, it is requested to designate a Nodal Officer for each district, who shall act as a District Force Coordinator for all CAPFs deployed in the district.

3. The District Force Coordinator (DFC) **should not be below the rank of Commandant /Second-in-Commandant** to be able to coordinate the CAPF forces deployed in the district during the elections.

4. The **Roles and Responsibilities of District Force Coordinator (CAPF)** shall be as under:

- i. Coordination with the District CAPF nodal officer for accommodation, vehicles, POL, emergencies etc.;
- ii. Ensure compliance of route chart prepared by the State Force Coordinator for induction and de-induction of CAPFs in the District, including coordination with DFCs of other districts in transit;
- iii. Ensure that the CAPF personnel are imparted proper pre-induction training about their roles/duties and SOPs.
- iv. Ensure that no CAPF personnel accept any kind of hospitality from local people/ Candidate/Political Party during their deployment;

- v. Ensure deployment of CAPFs strictly in accordance with the District Deployment Plan approved by General and Police Observer for their optimal utilization;
 - vi. Sharing list of critical polling stations with the CAPF Officers to undertake a visit to such polling stations and keep a watch on the day of poll;
 - vii. Coordination with the Police Observers appointed by the Commission.
 - viii. Any other role/responsibility assigned by the Commission;
5. It is therefore, requested to send the list of District Force Coordinators (CAPFs) along with their name, post, mobile number etc. to the Commission before the advance deployment of CAPFs in the poll going States/UTs. In case of districts having lesser deployment of CAPFs, one DFC may be appointed for more than one district.
6. The above instructions shall be complied with in all the future General and Bye Elections.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

Copy to:

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

INSTRUCTION-60

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.464/INST/2022/EPS

Dated: 23rd February, 2026

To,

1. The Chief Electoral Officers
of All States/UTs
2. Director General of Police
of All States/UTs

Subject: General/Bye-election to Lok Sabha & State/UT Legislative Assemblies -
Randomization of Police Personnel in presence of the Police Observers-reg.

Reference: 1. Inst No. 464/INST/2022/EPS dated 15.03.2023 regarding randomization of Polling
and Police Personnel

2. Inst No. 464/INST/2023 (CAPFs) dated 14-06-2023

Madam/Sir,

I am directed to refer to the Commission's instructions under reference and provisions given in Manual on Force Deployment, 2023 and Handbook for Police Officers, 2023 on subject cited above.

2. Now, in line with the provisions related to randomization of Polling Personnel, the Commission has decided that "Randomization of the State Police Personnel deployed at the polling station on the day of Poll shall be done in the presence of Police Observer(s) deployed for the constituencies in that District".
3. All other conditions mentioned in Commission letters referred above, Manual on Force Deployment, 2023 and Handbook for Police Officers, 2023 shall remain unchanged.
4. This may be brought to the notice of all District Election Officers, Superintendent of Police, Commissioner of Police, Returning Officers, Sector Officers and all other concerned officers/officials.

Yours faithfully,

(SANJEEV KUMAR PRASAD)
SECRETARY

MODEL CODE OF CONDUCT

INSTRUCTION-61

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.437/6/INST/ECI/FUNCT/MCC/2024

Dated: 19th April, 2024

To

Secretary,
Government of India,
Ministry of Home Affairs,
IS-I Division,
North Block,
New Delhi 110001

[Kind attention: Shri Anil Subramaniam, Joint Secretary]

Sub: Arrangements for Prime Minister's meeting, roadshows, rallies etc. – reg.

Sir,

I am directed to refer to the MHA's letters of even No.23014/241/2012-VS, dated 15.04.2024 and 17.04.2024, on the subject cited above. The commission, keeping in view the overriding security considerations, had permitted the use of Government/PSU aircraft/helicopters by the Prime Minister during his election tours vide letters no.437/6/96-PLN-III dated 09.04.1996 and letter no. 437/6/98/PLN-III dated 08.01.1998. The Commission had further permitted Prime Minister to combine official visit with election related visits vide letter no. 437/6/CG/2014-CC&BE dated 07.10.2014. The Commission had also directed that the construction of helipads during the visit of the Prime Minister may be done by the State/UT administrations vide letter no. 437/6/MIS-C/2015-CC dated 19.06.2015 as mandated by the security norms.

In view of the serious security concerns, as indicated by MHA in the above referred letters, and specific and mandatory security norms as specified in "Rules and Instructions for the Protection of Prime Minister" also called the Blue Book, and to remove ambiguity in providing prescribed comprehensive security cover, it is further clarified that on receiving information about schedule of the Prime Minister's visit, the concerned State/UT administration is permitted during MCC period to undertake construction of helipads, rostrums for public meetings and barricading on the ground and during road shows as per security specifications in the Blue Book, and instructions issued by concerned security related authorities from time to time. The State governments are allowed to incur expenditure on the construction of such helipads, rostrums and barricades and then seek reimbursement from the Central Government.

Yours faithfully,

(ASHWANI KUMAR MOHAL)

SECRETARY

INSTRUCTION-62

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.437/6/INST/ECI/FUNCT/MCC/2024

Dated: 2nd May, 2024

To

The President/General Secy./Chairperson of
All National/State recognized Political Parties.
(As per the list attached)

Sub: Model Code of Conduct – Registering of voters for post-election beneficiary-oriented schemes by getting pamphlets or forms filled or conducting surveys for the same purpose through forms or digitally– reg.

Sir/Madam,

The Commission's instructions contained in letter No. 437/6/INST/ECI/FUNCT /MCC/2024(MCC ENFORCEMENT) dated 2nd January, 2024, in regard to Beneficiary-oriented welfare schemes, provide that the announcement of new projects or programmes or concessions or financial grants in any form or promises thereof or laying of foundation stones, etc., which have the effect of influencing the voters in favour of the party in power shall be prohibited during the period of Model Code of Conduct. Review by political executive (Ministers etc.) and processing of beneficiary-oriented schemes, even if ongoing, shall be stopped till completion of elections. No fresh release of funds on welfare schemes and works shall be made.

2. The Commission, during the ongoing elections has come across instances where some political parties have been engaging in activities that blur the lines between legitimate surveys and partisan efforts to register individuals for beneficiary-oriented schemes under the guise of conducting surveys or creating awareness about the existing schemes of the government or creating awareness about the party manifesto regarding prospective schemes etc. Some illustrative examples which have come to the notice of the Commission during recent assembly elections and on-going Lok Sabha elections are-

- Newspaper advertisements calling upon individual voters to register themselves for benefits by giving missed call on a mobile or calling on a telephone number.
- Distribution of guarantee cards in the form of pamphlets giving details of prospective individual benefits along with an attached form asking for details of voters such as name, age, address, mobile number, booth number, constituency name & number etc.
- Distribution of forms seeking details of voters such as name, ration card number, address, phone number, booth number, bank account number, constituency name & number etc.

in the name of socio economic survey of prospective beneficiaries for expanding an ongoing government individual benefit scheme.

- Circulation or propagation of web platform or web/mobile application by political parties/candidates seeking details of voters such as name, address, phone number, booth number, Constituency name & number etc. (This may or may not have an invitation for availing individual benefits or revealing their voting preference).
- Newspaper advertisements or physical forms regarding existing individual benefit schemes along with registration form seeking details of the voter such as name, husband/father's name, contact number, address etc.

The act of inviting/calling upon individual electors to register himself or herself, appears to be designed to create an impression of the requirement of one-to-one relationship between the elector and the proposed benefit and has the potential to generate quid-pro-quo arrangement for voting in a particular way thereby leading to inducement. Moreover, sometimes such pamphlets don't bear the name of the publisher which is a direct violation Section 127 A of the Representation of the People Act, 1951.

3. While the Commission acknowledges that the generic and general electoral promises are in the realm of permissibility, such specific and individual transactions it is assessed, makes the design transactional in the nature of inducement to the elector, aimed at enticing the individual voters to vote in a particular way in lieu of a future benefit which is a prohibited activity under Section 123(1) of the Representation of the People Act, 1951 (i.e. Corrupt practice of Bribery). This is also a violation of Section 171 (B) of the IPC which deals with the Bribery -an offence related to elections.

4. Therefore, the Commission urges all political parties and candidates or their agents or any other person(s) to immediately cease and desist from any activities that involve registering individuals for beneficiary-oriented schemes through any advertisements (in print or in digital space), pamphlets, websites, web or mobile applications, text or social media platform (WhatsApp etc.) messages, missed calls, distribution of forms, or by collecting personal data under the pretext of off line survey forms or digital surveys etc.

5. The Commission has directed the District Election Officers that if any such violation is observed, they shall take action in accordance with the following statutory procedure:

- (i) If the name of the printer is not there on such advertisements/forms/pamphlets, action shall be taken under Section 127A of the Representation of People Act, 1951. Additionally, If such advertisements/forms/pamphlets also contains space/ attached forms for collecting names/addresses/mobile numbers or any other

details of the voters, the action shall also be taken under section 123 (1) of the Representation of People Act, 1951, and Section 171 (B) IPC.

- (ii) If the advertisement/form bears the name of the printer but has the space/attached forms for collecting names/addresses/mobile numbers or any other details of the voters, the action shall be taken under section 123 (1) of the Representation of People Act, 1951, and Section 171 (B) IPC.
- (iii) If such advertisement along with the attached or sequential attempt of collecting or capturing names/addresses/mobile numbers or any other details of the voters, is in the digital space or by way of website/web or mobile application/ text or social media (WhatsApp etc.) messages, missed calls etc., then the action shall be taken under section 123 (1) of the Representation of People Act, 1951, and Section 171 (B) of IPC.

Yours faithfully,

(NARENDRA N. BUTOLIA)
SR. PRINCIPAL SECRETARY

INSTRUCTION-63

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.437/6/MISC/ECI/ LET/FUNCT/MCC/2025

Dated: 11th March, 2025

To

Shri Dhiraj Kumar,
Joint Secretary,
Lok Sabha Secretariat,
(MSA Branch)
Parliament House,
New Delhi – 110001.

Subject: Clarification regarding travelling of MPs during MCC period - Reg.

Sir,

I am directed to refer to your letter No. LAFEAS-MSA 025/35/2024-MSA dated 06.02.2025 and to say that the bills on journeys undertaken by the Members of Parliament and their companions by Railways and Airways during MCC period can be adjusted against TA Allowance Claims in case the same is permissible specifically under the provisions as contained in the Salary, Allowances and Pension of Members of Parliament Act, 1954. However, it should be ensured that such journeys were/are not undertaken in connection with any election related work in MCC bound areas.

Yours faithfully,

(SOUMYAJIT GHOSH)
SECRETARY

MEDIA & COMMUNICATION

INSTRUCTION-64

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 491/SM_SOP/2024/Communication

Dated: 6th May, 2024

To,

The President/General Secretary/Chairperson of
All National/State recognized Political Parties.
(As per the list attached)

Subject: Responsible and ethical use of social media platforms and strict avoidance of any wrongful use by political parties and their representatives during MCC period in General Elections and bye-elections-reg.

Sir/ Madam,

The ECI's attention has been drawn to certain violations of MCC and the extant legal provisions by Political Parties /their representatives while using social media for election campaigning, which need to be regulated in the interest of transparency, ethical campaigning and level playing field during the elections. The use of such manipulated, distorted, edited content on social media platforms has the potential to wrongfully sway voter opinions, deepen societal divisions, and erode trust in electioneering process by attacking laid out instrumentalities of the electoral steps in terms of means and material. Further, the scale of spread of such misinformation has been observed to be dangerously unrestrained due to the availability of the option of "forwarding/ re-sharing/ re-posting/ re-tweeting" on the social media platforms.

2. As you should be aware, the Commission had issued detailed guidelines dated 25.10.2013 inter alia providing that provisions of Model Code of Conduct and related instructions of the Commission shall apply to the content being posted on the internet, including social media by candidates and political parties.

3. The Election Commission of India has a constitutional duty to conduct free and fair elections and to ensure level playing field among the stakeholders. Accordingly, taking cognizance of the directions of the Hon'ble Delhi High Court in Writ Petition (C) (PIL) No. 6186 of 2024 and possibility of disturbing the level playing field by the Political Parties, their representatives and star campaigners by using "deep fakes", AI generated distorted content which spread fake information/misinformation/disinformation and distortions of facts, the ECI brings to the specific notice of political parties of the provisions of the Model Code of Conduct, the Information Technology Act, 2000 and the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules 2021 , the Indian Penal Code and framework of the twin acts

namely the Representation of People Act, 1950 and 1951 that govern the regulatory framework and underline the emphasis for the same. The Commission directs political parties to take notice of the following regulatory framework governing the subject matter and strictly observe following guidelines –

Extant regulatory framework:

- (i) Section 66C of the IT Act states that whoever, fraudulently or dishonestly make use of the electronic signature, password or any other unique identification feature of any other person, shall be punished with imprisonment of either description for a term which may extend to three years and shall also be liable to fine which may extend to rupees one lakh.
- (ii) Section 66D of the IT Act punishes individuals who use communication devices or computer resources with malicious intent, leading to impersonation or cheating.
- (iii) Section 123(4) of the RP Act, 1951 states that publishing of any statement of fact which is false by a person, and which he either believes to be false or does not believe to be true, in relation to the personal character or conduct of any candidate or in relation to the candidature, or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election, shall be a corrupt practice.
- (iv) Section 171G of IPC states that whoever with intent to affect the result of an election makes or publishes any statement purporting to be a statement of fact which is false and which he either knows or believes to be false or does not believe to be true, in relation to the personal character or conduct of any candidate shall be punished with fine.
- (v) Section 465 of IPC states that whoever commits forgery shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both.
- (vi) Section 469 of IPC states that whoever commits forgery, intending that the document or electronic record forged shall harm the reputation of any party, or knowing that it is likely to be used for that purpose, shall be punished with imprisonment of either description for a term which may extend to three years, and shall also be liable to fine.
- (vii) Section 505 of IPC states that whoever makes, publishes or circulates any statement, rumour or report, creating or promoting enmity, hatred or ill will between classes, shall be punished with imprisonment which may extend to three years, or with fine, or with both.

- (viii) Paragraph (1)(2) of the Model Code of Conduct provides that criticism of other political parties, when made, shall be confined to their policies and programme, past record and work and that the Parties as well as Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the leaders or workers of other parties. Further, it prohibits criticism of other parties or their workers based on unverified allegations or distortion.

Having taken notice of the above mentioned, the political parties shall:

- (i) Not use social media platforms to disseminate any misinformation or information which is patently false, untrue or misleading in nature and those that impersonate another person, including any information which is synthetically created or generated or modified in a manner that such information reasonably appears to be authentic or true while in actuality dishonestly or fraudulently deceive any person who receives such information; and
- (ii) Not impersonate another person, including political parties or their representatives on a social media platform; and among other things
- (iii) Not post or promote content which is derogatory towards women or repugnant to the honour and dignity of women; and
- (iv) Not use social media platforms to carry any content which goes against the Commission's advisories prohibiting the use of children in any political campaigning; and
- (v) Not portray violence, harm or harassment of animals in any of their content on social media platforms.
- (vi) Not allow their respective social media handles to publish and circulate deepfake audios/videos which violate the provisions of extant rules and regulations.
- (vii) Whenever such deepfake audios/videos, come to the notice of political parties, they shall immediately take down the post but maximum within a period of 3 hours and also identify and warn the responsible person within the party.
- (viii) Report the presence of any unlawful information and fake user accounts, looking alike their official handles on a social media platform, to the concerned social media platform forthwith.
- (ix) In case of continued presence of such unlawful information or fake user account after reporting to social media platform, to approach the Grievance Appellate Committee (GAC) under Rule 3A of the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021.

4. The Commission has been repeatedly directing the political parties and their leaders to maintain decorum and utmost restraint in public campaigning. The Commission once again directs with emphasis that all the political parties and their leaders must refrain from using in their campaigning any technological/ AI based tools which distorts information or spreads misinformation, which resultantly lowers the standards of electioneering.

Yours faithfully,

(Anuj Chandak)
Joint Director

INSTRUCTION-65

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.491/Social media-SOP/2025/Communication

Dated: 16 January, 2025

To,

The President/General Secretary/Chairperson of
All National /State Recognized Political Parties
(As per the list attached)

Sub: Advisory for labelling synthetic/AI generated content used by Political Parties for election campaigning- reg.

Sir/Madam,

In recent years, advances in Artificial Intelligence (AI) have enabled the creation of highly convincing synthetic content, including images, video and audio. With the increasing use of AI technologies in political campaigning, it is essential to maintain transparency and accountability, as the AI-generated content including images, videos and audio has the potential to influence voter opinion and trust.

2. During recently held Lok Sabha Elections 2024, the Commission issued guidelines dated 06.05.2024 regarding responsible and ethical use of social media platforms, taking cognizance of the directions of the Hon'ble Delhi High Court in Writ Petition (C) (PIL) No. 6186 of 2024. The guidelines sought to curb the possibility of disturbing the level playing field by the Political Parties and their representatives by using "deep fakes", AI-generated distorted content and ensure strict avoidance of any wrongful use of the same by political parties and their representatives during MCC period in the General Elections. Link to guidelines dated 06.05.2024: <https://tinyurl.com/3xn7tydc>

3. The Commission issued the above guidelines to political parties and their representatives to refrain from using in their campaign any AI-generated distorted/manipulated content which spread fake information/ misinformation / disinformation.

4. However, now considering the deepening influence of AI generated/synthetic content in shaping public opinion, the Election Commission of India advises all Political Parties and their leaders, candidates and star campaigners to also take necessary measures for prominent labelling of AI-generated/synthetic content, if any, being shared for campaigning through their social media platforms and other media platforms. Prominent and easily discernible labelling of AI-generated content would ensure responsible and transparent campaigning and informed voters.

Thus, the following will ensure that electors are informed of the dissemination of AI-generated / synthetic content by parties/candidates/star campaigners:

- a) Labelling AI/Synthetically Generated Content: Clearly label any image, video, audio or other materials generated or significantly altered by AI technologies with a notation such as “AI-Generated” / “Digitally Enhanced”/ “Synthetic Content”.
 - b) Disclosure in Campaign Materials: Include disclaimers in campaign advertisements or promotional content disseminated online or at other platforms, wherever synthetic content is utilized.
5. All political parties are urged to adhere to the advisory to ensure fair, transparent and responsible use of emerging technologies in election campaigning.

Yours faithfully

Anuj Chandak
Joint Director

ELECTION EXPENDITURE

INSTRUCTION-66

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/SOP/EEM/EEPS/2023

Dated: 23rd November, 2023

To,

The Chief Electoral Officers of
All States/UTs

Subject: Standard Operating Procedure for seizure and release of cash and other items-Regarding

Madam/Sir,

I am directed to refer to the Commission's letter no. 76/Instructions/EEPS/2015/Vol.II, dated 29th May, 2015 (copy enclosed), forwarding therewith Standard Operating Procedure for seizure and release of cash and other items, and to draw your attention to the instructions laid in 'Para 16-Release of Cash' and to request you to ensure compliance of the instructions in letter and spirit during election process.

2. There are instances of keeping cash and valuables in Treasury/Malkhana without any FIR/ Complaint. The Commission is concerned about the grievances of public and hence, it is reiterated that as per instruction laid in 'Para 16-Release of Cash', in order to avoid inconvenience to the public and genuine persons and also for redressal of their grievances, if any, a Committee shall be formed comprising three officers of the District, namely, (i) CEO, Zila Parishad/CDO/PD, DRDA, (ii) Nodal Officer of Expenditure Monitoring in the District Election Office (Convenor) and (iii) District Treasury Officer. Name of such committee will be 'District Grievance Committee', who shall suo-moto examine each case of seizure made by the Police or SST or FS and where the Committee finds that no FIR/Complaint has been filed against the seizure or where the seizure is not linked with any candidate or political party or any election campaign etc., as per SOP dated 29th May, 2015, it shall take immediate step to order release of such cash etc. to such persons from whom the cash was seized after passing speaking order to that effect. If the release of cash is more than Rs. 10 (Ten) Lac, the nodal officer of Income Tax shall be kept informed before the release is effected.

3. It is to be ensured that functioning of 'District Grievance Committee' should be given wide publicity, including telephone number of the Convenor of the Committee. The procedure of appeal against seizure should be mentioned in the seizure document and it should also be informed to such persons at the time of seizure of cash. It is also to be ensured that during election process the 'District Grievance Committee' headed by CEO, Zila Parishad/CDO/PD, DRDA

will meet once in 24 hours at a predeclared place and time. All the information pertaining to release of cash shall be maintained by the Nodal Officer of Expenditure Monitoring in a register, serially date wise with the details regarding amount of Cash intercepted/seized and date of release to the person(s) concerned.

4. In no case, the matter relating to seized cash/valuables shall be kept pending in Malkhana or Treasury for more than 7 (seven) days after the date of poll, unless any FIR/Complaint is filed. However, 'District Grievance Committee' should not delay in taking decision and keep pending any case unnecessarily upto the 7th day of date of poll. It shall be the responsibility of the Returning Officer to bring all such cases before 'District Grievance Committee' and to release the cash/valuables as per order of the Committee.

5. You are requested to bring it to notice of all DEOs, ROs, election authorities concerned including Observers, all Nodal Officers of various enforcement agencies involved in Election Expenditure Monitoring for necessary compliance.

Yours faithfully,

Sd/-

(Anup Kumar Khakhary)

Under Secretary

Encl. As above

INSTRUCTION-67

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/GE-LS/EEM/EEPS/2024

Dated: 27th March, 2024

To,

The Chief Electoral Officers of
All States/UTs

Sub: General Elections to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024-Functioning of FSs and SSTs-Advisory-Reg.

Madam/Sir,

An instance has come to notice of the Commission that cash was seized from tourists by FSs (Flying Squads) / SSTs (Static Surveillance Teams) in the state of Tamil Nadu. The tourists visit places across India and as in the instant case may need to carry a certain amount of cash for genuine travel and stay purposes. It is natural that many a times they won't be carrying supporting documents but a simple enquiry would make it clear that they are genuine tourists and are not in any way connected with the elections. Therefore, they shouldn't be subjected to unnecessary enquiries which may lead to harassment. The Commission has taken serious note of the incident. Though, controlling menace of money power is of utmost concern for the Commission, yet, persons like tourists who carry genuine small cash for the need of travel, should not be harassed in the name of checking on the grounds that they lack supporting documents.

2. These cases are different from what the Commission intends. As per the Commission's SOP dated 29th May, 2015 [Annexure G7 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024)] Rs. 50,000/- limit is mentioned in context of candidate, agent, party worker and party material. The primary aim of the Commission's instructions in this regard is to prevent the possibility of misuse of unaccounted cash in the electoral process.

3. Every FS/SST is headed by Designated Magistrate who is a senior officer from the district. He is assisted by videographer and armed police personal. It is expected that checking is done with due diligence, politeness and with courtesy. Every DEO/SP must regularly look into the functioning of FSs (Flying Squads) / SSTs (Static Surveillance Team) from the point of view of reducing grievance caused to common mass and action should be taken against such officials from FSs/SSTs who are not following the SOP.

4. The Commission vide its letter no. 76/ECI/SOP/EEM/EEPS/2023, dated 23rd November, 2023 has issued an instruction pertaining to formation of 'District Grievance Committee' to reduce inconvenience to the public and genuine persons and also for redressal of their grievances. The

Commission has instructed DEOs to ensure that functioning of 'District Grievance Committee' should be given wide publicity, including telephone number of the Convenor of the Committee. This Committee will meet once in 24 hours at a predeclared place and time. The Chief Electoral Officers of States/UTs must ensure that the District Grievance Committees are functioning in proper way regularly without delay in taking decisions and keeping pending any case unnecessarily. It is necessary wherever instances of such kind of misuse of power and harassment is found the District Grievance Committee deals with the same with strictness.

5. You are requested to bring this Commission's Advisory to the notice of all election authorities including DEOs, ROs and Observers.

Yours faithfully,

Sd/-

(SUJEET KUMAR MISHRA)

SECRETARY

INSTRUCTION-68

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/FS & SST/EEM/EEPS/2024

Dated: 4th April, 2024

To,

The Chief Electoral Officer
Uttar Pradesh
Lucknow

Sub: Number of Flying Squads (FSs) and Static Surveillance Teams (SSTs) required to be deployed per Assembly Constituency/Segment-Reg.

Sir,

I am directed to refer to your letter no. 1257/C.E.O.-8/Nirva. Vya. Anu.-01/Lo.So.Sa.Nirva.-24/02, dated 29th March, 2024 regarding number of Flying Squads (FSs) and Static Surveillance Teams (SSTs) required to be deployed per Assembly Constituency/Segment, and to clarify that as per the Commission's SOP dated 29th May, 2015 [Annexure G7 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024)] 03 or more teams of FSs from date of announcement of election by the Commission and 03 or more teams of SSTs from date of notification of election are required to be deployed in each Assembly Constituency/Segment for 24 hours upto completion of poll. If 03 teams of FSs and 03 teams of SSTs are deployed for 8 hrs., total 09 teams of FSs and 09 teams of SSTs will be required to deploy in each Assembly Constituency/Segment.

2. You are requested to comply with the Commission's SOP dated 29th May, 2015 and SOP for last 72 Hrs., and strengthen Election Expenditure Monitoring mechanism during the last 72 hrs. utilizing manpower available in the districts judiciously keeping in view of expenditure sensitivity of the constituencies and presence of expenditure sensitive pockets in consultation with the Expenditure Observers deployed by the Commission.

Yours faithfully,

Sd/-

(SUJEET KUMAR MISHRA)

SECRETARY

INSTRUCTION-69

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Instruction/EEM/EEPS/2024

Dated: 9th April, 2024

To,

The Chief Electoral Officers of
All States and UTs

**Sub: Accounting of election expenditure help received by candidates in kind-Instruction- Reg.
Madam/Sir,**

As you are aware under section 77(1) of the R. P. Act, 1951, every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive. As per the Commission's letter no. 76/2004/JS II, dated 17.03.2004 (copy enclosed), the District Election Officers are required to compile the rate chart of the items as per the list enclosed therewith on the basis of the rates prevailing in the district concerned in consultation with Political Parties/Candidates.

2. Wherever a candidate receives election expenditure in kind, which he/she uses during electioneering, it should be valued strictly as per the prescribed Rate Chart. Similarly, in other such cases of election expenditure, where a candidate does not furnish bills/payment proofs, the Rate Chart will be applicable.

3. You are requested to bring it to the notice of all DEOs, ROs, Expenditure Observers and other election authorities.

Yours faithfully,

Sd/-
(SUJEET KUMAR MISHRA)
SECRETARY

INSTRUCTION-70

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/GE-LS/EEM/EEPS/2024

Dated: 16th April, 2024

To,

The Chief Electoral Officer
Madhya Pradesh
Bhopal

Sub: General Election to Lok Sabha, 2024-Inspection of accounts of election expenses of candidates in case of adjourned poll due to demise of a candidate-Reg.

Sir,

I am directed to refer to your letter no. 10-Ka/4/Nirva.Vya/Nirdesh/Lo.Sa. -2024/5529, dated 10.04.2024 on the subject cited above and to clarify that in case of adjourned poll due to demise of a contesting candidate the election authorities: -

1. For new candidate there shall be three new dates notified for inspection of accounts, during the period of new schedule announced by the Commission.
2. For rest of the candidates inspection of account shall be made only for remaining times as per the new notified date(s) during the new schedule and/or if the EO/Election Authorities decide(s) it can be got inspected even three times together with new candidate as per the new notified dates.

You are requested to bring it to the notice of the DEO, RO, EO, contesting candidates concerned and all other election authorities for compliance.

Yours faithfully,

Sd/-

(SUJEET KUMAR MISHRA)

SECRETARY

INSTRUCTION-71

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./GE LS/FS SST/EEM/EEPS/2024

Dated: 24th April, 2024

To,

The Chief Electoral Officers of
All States and UTs

Sub: General Election to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024-Deployment of Flying Squad and Static Surveillance Team-Reg

Madam/Sir,

I am directed to refer to the Commission's letter no. 76/ECI/INST/FUNC/EEM/EEPS/2019/ Vol. V, dated 22nd April, 2019 [Annexure B21 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024)] and to reiterate that the Commission's instructions laid in its abovementioned letter be complied in General Election to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024, and accordingly activity of FS/ SST and reporting of interception made by them through ESMS shall be kept continue till completion of polls in the entire State/UT and in the bordering States/UTs. You are requested to bring it to the notice of all DEOs, ROs, Expenditure Observers, enforcement agencies and other election authorities.

Yours faithfully,

Encl. 01 page

Sd/-
(Anup Kumar Khakhary)
Under Secretary

Copy to: IT Section (kind attn. Sh. Santosh Parthariya, Head Solution Delivery)

INSTRUCTION-72

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./GEs/EAs/EEM/EEPS/2024

Dated: 8th May, 2024

To,

The Chief Electoral Officers of
All States and UTs

Sub: General Elections to Lok Sabha and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2024-Reporting of interception/seizure made by enforcement agencies through ESMS-Reg.

Madam/Sir,

I am directed to refer to the Commission's letter no. 76/ECI/Inst./GE LS/FS SST/EEM/EEPS/2024, dated 24th April, 2024 (copy enclosed) and to state that activity of enforcement agencies other than FSs & SSTs in poll gone States/UTs and States/UTs where polls are scheduled in phases shall be as under:

Case I: In case of States/UTs where polling is over, enforcement agencies will keep active Election Expenditure Monitoring activities at strategic locations in the State/UT as decided by them and in the districts sharing borders with neighboring States/UTs, and keep reporting interception/seizure made by them through ESMS upto completion of polls in neighboring States/UTs.

Case II: In case of States/UTs where polling is scheduled in phases, activity of enforcement agencies for Election Expenditure Monitoring and reporting of interception/seizure made by them will continue upto completion of polls in the State/UT. After completion of polls in the State/UT, enforcement agencies will have to follow instructions laid in Case I.

2. You are requested to bring aforesaid Commission's instructions to the notice of Nodal Officers of all Enforcement Agencies for Election Expenditure Monitoring, DEOs, ROs, Observers, Political Parties, Candidates, General Public and all concerned.

Yours faithfully,

Sd/-

(SUJEET KUMAR MISHRA)

SECRETARY

Copy to:

1. The Chairman, Central Board of Direct Taxes, Ministry of Finance, Govt. of India, North Block, New Delhi-110001. (By Special Messenger)
2. The Chairman, Central Board of Indirect Taxes and Customs, Ministry of Finance, Govt. of India, North Block. New Delhi-110001. (By Special Messenger)
3. The Director, Enforcement Directorate, Pravartan Bhawan, APJ Abdul Kalam Road, New Delhi-110011. (By Special Messenger)
4. The Pr. Director General, Directorate of Revenue Intelligence, 7th Floor, D Block, Drum Shaped Building, I.P. Bhawan, I.P. Estate, New Delhi-110002. (By Special Messenger)
5. The Director, Financial Intelligence Unit of India, Tower-II, 6th Floor, Jeevan Bharti Building, Janpath, New Delhi-110001. (By Special Messenger)
6. The Chief General Manager & Secretary, Reserve Bank of India, 16th Floor, Central Office Building, Shahid Bhagat Singh Road, Mumbai-400001, Maharashtra. (By Speed Post)
7. The Chairman, Airport Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003. (By Special Messenger)
8. The Director General (Civil Aviation), Bureau of Civil Aviation Security, M/o Civil Aviation, A Wing, 3rd Floor, Janpath Bhawan, Janpath, New Delhi-110001. (By Special Messenger)
9. The Secretary, Department of Posts, Dak Bhawan, New Delhi-110001. (By Special Messenger)
10. The Director General, Narcotics Control Bureau, M/o Home Affairs, West Block, No. 1, Wing No. V, R. K. Puram, New Delhi-110066. (By Special Messenger)
11. The Director General, Coast Guard Head Quarter, AB-4, Purana Quila Road, Government Officers Colony, India Gate, New Delhi-110001. (By Special Messenger)
12. The Director General, Railway Protection Force, Rail Bhawan, New Delhi-110001. (By Special Messenger)
13. The Director General, Central Industrial Security Force, Block No. 13-CGO Complex, Lodhi Road, New Delhi-110003. (By Special Messenger)
14. The Director General, Border Security Force, BSF Headquarters, Block 10, Lodhi Road, CGO Complex, Pragati Vihar, New Delhi-110003. (By Special Messenger)
15. The Director General, Sashastra Seema Bal, SSB Headquarters, East Block 5, R. K. Puram, New Delhi-110066. (By Special Messenger)
16. The Director General, Indo-Tibetan Border Police, ITBP Headquarters, Block No. 2, CGO Complex, Lodhi Road, New Delhi-110003. (By Special Messenger)
17. The Director General, Assam Rifles, Assam Rifles Headquarters, Shillong-793010, Meghalaya. (By Speed Post)

Sd/-
(SUJEET KUMAR MISHRA)
SECRETARY

INSTRUCTION-73

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./GE LS/EEM/EEPS/2024

Dated: 22nd May, 2024

To,

The Chief Electoral Officers of
All States and UTs

Sub: Sharing of election expenses among the contesting candidates participated in meetings/ rallies and shared dais with Star Campaigner in General Elections to Lok Sabha, Legislative Assemblies of States/UTs and Bye-elections to PCs/ACs-Reg.

Madam/Sir,

In supersession of the instruction contained in para (d) of the Commission's letter no. 76/ Instructions/2012/EEPS/Vol. I, dated 22nd January, 2014 [(Annexure-D15 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024))], regarding sharing of expenditure in a meeting/rally among contesting candidates present on dais with star campaigner, I am directed to state that the Commission has revisited it and has directed that sharing of expenditure shall be done as under:

Case I: When more than one contesting candidate of both ACs and PCs are present in a rally/meeting and share dais together then sharing of expenditure shall be in the ratio of 3:1 (PC:AC) to commensurate it as far as practicable based on current ceiling limit of an AC and a PC of a candidate.

For calculation: Let 1 is 'x'

Ratio PC:AC = 3x : x

- (i) Rs. One lac meeting/rally expenditure shall be shared into 1PC Candidate:1 AC Candidate in the ratio of 3:1 as under:

$$1 \text{ PC} + 1 \text{ AC} = \text{Rs. } 1,00,000$$

$$\text{Hence, } 1(3x) + 1(x) = \text{Rs. } 1,00,000$$

$$4x = \text{Rs. } 1,00,000$$

$$x = \text{Rs. } 1,00,000/4 = \text{Rs. } 25,000$$

Hence, share of 1 AC candidate = Rs. 25,000

Share of 1 PC candidate = Rs. 25,000 x 3 = Rs. 75,000

- (ii) Rs. One lac meeting/rally expenditure shall be shared into 2 PC Candidates :1 AC Candidate as under:

$$2\text{PC} + 1 \text{ AC} = \text{Rs. } 1,00,000$$

Hence, $2(3x) + 1(x) = \text{Rs. } 1,00,000$

$7x = \text{Rs. } 1,00,000$

$x = \text{Rs. } 1,00,000/7 = \text{Rs. } 14285.71$

Hence, share of 1 AC Candidate = Rs. 14285.71

Share of each of 2 PC Candidates = Rs. 14285.71 x 3 = Rs. 42857.13

(per candidate)

(iii) Rs. One lac meeting/rally expenditure shall be shared into 1 PC Candidate : 2 AC Candidates as under:

$1\text{PC} + 2\text{AC} = \text{Rs. } 1,00,000$

Hence, $1(3x) + 2(x) = \text{Rs. } 1,00,000$

$5x = \text{Rs. } 1,00,000$

$x = \text{Rs. } 1,00,000/5 = \text{Rs. } 20,000$

Hence, share of each of 2 AC Candidates = Rs. 20,000

(per candidate)

Share of 1 PC Candidate = Rs. 20,000 x 3 = Rs. 60,000

Case II: When all the contesting candidates present in a rally/meeting and share dais together are contesting either from ACs or PCs then expenditure of rally/meeting shall be apportioned equally among the contesting candidates dividing total expense with total number of contesting candidates present.

2. A star campaigner within the meaning of Explanation '1' and '2' u/s 77 of the R. P. Act, 1951 shall be treated as a contesting candidate in his own constituency, not as a star campaigner [Commission's Letter no. 437/6/1/2008-CC& BE, dated 24.10.2008, Annexure-D5 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024)], and sharing of expenditure shall be done as per illustration given above.

3. The above instruction of the Commission shall be brought to the notice of all DEOs, ROs, Expenditure Observers, concerned election authorities, contesting candidates, star campaigners and political parties for their guidance in ongoing Lok Sabha Election 2024 and State Legislative Assembly Elections of Andhra Pradesh, Odisha, Arunachal Pradesh and Sikkim, 2024, and few Bye-elections announced by the Commission on 16th March, 2024 and onwards.

Yours faithfully,

Sd/-

(SUJEET KUMAR MISHRA)

SECRETARY

INSTRUCTION-74

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./EEM/EEPS/2024

Dated: 10th July, 2024

To

The Chief Electoral Officers
Of all States/UTs

Sub:- General Elections to Lok Sabha, Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim and some bye-elections, 2024-Commission's Press Note dated 16.03.2024-DEO's Scrutiny Reports on Accounts of Contesting Candidates-Reg.

Madam/Sir,

In supersession of the Commission's letter no. 76/ECI/INST/FUNC/EEM/EEPS/2019/Vol. III, 9th July, 2019 [Annexure C18 of Compendium of Instructions on Election Expenditure Monitoring (January, 2024)], I am directed to state that DEOs are required to furnish DEO's Scrutiny Reports on accounts of candidates' election expenses in prescribed format within 45 days of declaration of results through the CEO to the Commission in terms of Rule 89 of the C. E. Rules, 1961. You are requested to send compilation of accounts cases of candidates received from the DEOs with due categorization as under: -

- A. Name of the State/UT:-
- B. Name of Election: -
- C. Total no. of Contesting Candidates: -
- D. Category-1: Name and number of Contesting Candidates where no defect has been reported by the DEO in the DEO's Scrutiny Report (Annexure A)
- E. Category-2: Name and number of Contesting Candidates who did not lodge their accounts of election expenses (Annexure B)
- F. Category-3: Name and number of Contesting Candidates who failed to lodge their accounts of election expenses within the prescribed time period (i.e. within 30 days from the date of declaration of election results under section 78 of the R. P. Act, 1951) (Annexure C)
- G. Category-4: Name and number of Contesting Candidates where defects has been reported in DEO's Scrutiny Reports (Annexure D)

2. Your attention is invited to the Commission's letter no. 76/ECI/INST/FUNC/EEM/EEPS/2020/Vol. VI, dated 24th July, 2020 [Annexure C19 of Compendium of Instructions on Election

Expenditure Monitoring (January, 2024)] whereby for speedy disposal of the accounts cases, timely submission of requisite reports is necessary. You are requested to bring it to the notice of all DEOs for compliance and furnish the DEO's Scrutiny Reports on accounts of candidates' election expenses within 45 days of declaration of results of elections along with proper categorization of account cases as above in the prescribed format (Annexures enclosed) to the Commission.

3. Kindly acknowledge the receipt.

Yours faithfully,

Sd/-
(SUJEET KUMAR MISHRA)
SECRETARY

Copy to all Zonal Principal Secretaries/Secretaries and Secretaires of CEMS-I, II, III & IV with the request to take follow up action on DEO's Scrutiny Reports in terms of Commission's circular dated 2nd June, 2016.

Annexures

- A. Name of the State/UT:-
 B. Name of Election:-
 C. Total no. of Contesting Candidates:-

Annexures-A

Category-1 -Name and number of Contesting Candidates in where no defect has been reported by the DEO in the DEO's Scrutiny Report						
Sl. No.	District	No. & Name of PC/AC	Name of Candidate	Returned or Non-returned	Party Affiliation / Independent	Remarks
1						
2...						
			Total			

Annexures-B

Category-2 -Name and number of Contesting Candidates who did not lodge their accounts of election expenses						
Sl. No.	District	No. & Name of PC/AC	Name of Candidate	Returned or Non-returned	Party Affiliation /Independent	Remarks
1						
2...						
			Total			

Annexures-C

Category-3 -Name and number of Contesting Candidates who failed to lodge their accounts of election expenses within the prescribed time period (i.e. within 30 days from the date of declaration of election results under section 78 of the R. P. Act, 1951)						
Sl. No.	District	No. & Name of PC/AC	Name of Candidate	Returned or Non-returned	Party Affiliation/ Independent	Remarks (mention (i) last date for submission of accounts, (ii) date of submission of accounts and the number of days delayed, (iii) reason for late submission, if obtained by the DEO)
1						
2...						
			Total			

Annexures-D

Category-4-Name and number of Contesting Candidates where defects has been reported in DEO's Scrutiny Reports						
Sl. No.	District	No. & Name of PC/AC	Name of Candidate	Returned or Non-returned	Party Affiliation /Independent	Remarks (mention the deficiencies found and amount of understatement, if any)
1						
2...						
			Total			

(Signature of the CEO)

INSTRUCTION-75

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./DEO SR/EEM/EEPS/2024

Dated: 15th October, 2024

To,

The Chief Electoral Officers of
All States/UTs

**Sub:- Modified format of DEO's Scrutiny Report and Summary Report (Annexure-C13) -
Regarding.**

Madam/Sir

I am directed to refer to the Commission's letter of even number dated 16th August, 2024 forwarding therewith format of DEO's Scrutiny Report and Summary Report [Annexure-C13 of Compendium of Instructions on Election Expenditure Monitoring (August, 2024)], and to forward herewith a revised format. It is requested to bring it to the notice of all District Election Officers etc. for compliance henceforth. This new format will be applicable prospectively and shall come into force with effect from the date of issue of this letter.

Yours faithfully,

Encl. as above

Sd/-
(Anup Kumar Khakhary)
Under Secretary

Serial Number of the candidate in Summary Report of the DEO

Name of the State..... District..... Name of Election.....

DEO's SCRUTINY REPORT ON ELECTION EXPENSES OF THE CANDIDATE UNDER RULE 89 OF C.E. RULES, 1961		
Sl. No.	Description	To be filled up by DEO
1	Name & address of the candidate (As per Form 7A)	
2	Political Party affiliation, if any	
3	No. and name of Assembly / Parliamentary Constituency	
4	Name of Election Agent or/and Election Expenditure Agent, if any	
5	Name of the Returned Candidate	
6	Date of declaration of result	
7	Last date prescribed for Lodging Account Note:- Account shall be lodged within 30 days of declaration of result (Pl. refer to section 78 of the R. P. Act, 1951)	
8	Date of lodging of account by the candidate	
9	Grand Total of all election expenses reported by the candidate (As reported in Part II of the Abstract Statement of Election Expenditure Register)	Rs.
9(a)	Amount incurred/authorized by candidate/election agent (As reported in Part II of Abstract Statement)	Rs.
9(b)	Amount incurred/authorized by political party (As reported in Part II of Abstract Statement)	Rs.
9(c)	Amount incurred/authorized by other entities (As reported in Part II of Abstract Statement)	Rs.
10	Grand Total of source of funds raised by the candidate (As reported in Part III of the Abstract Statement of Election Expenditure Register)	Rs.
10(a)	Amount of own fund used for the election campaign (As reported in Part III of Abstract Statement)	Rs.
10(b)	Amount of lump sum amount received by the candidate from the party(ies) in cash or cheque etc. (As reported in Part III of Abstract Statement)	Rs.
10(c)	Amount of lump sum amount received by the candidate from any person/company/firm/association/body of persons etc. as loan, gift or donation etc. (As reported in Part III of Abstract Statement)	Rs.
11	Defects noticed in the account:	
	(i) Whether Election Expenditure Register has been lodged? (Yes/No)	
	ii) Whether it is lodged in time? (Yes/No) Note: - Account shall be lodged within 30 days of declaration of result (Pl. refer to section 78 of the R. P. Act, 1951). In reckoning 30 days, the date of declaration of result and if last date is a public holiday, then that shall be excluded	
	iii) If no, then number of days delayed.	
	(iv) Whether DEO called for explanation from the candidate for delays in lodging the account? (Yes/No)	
	(v) Whether duly sworn in affidavit has been submitted by candidate ? (Yes/No)	
	(vi) Whether requisite vouchers in respect of items of election expenditure submitted? (Yes/No)	

	(vii) Whether separate Bank Account opened for election? (Yes/No)					
	(viii) Whether all expenditure (except petty expenditure) routed through bank account? (Yes/No)					
	ix) Did the candidate produce his Register of Accounting Election Expenditure for inspection by the Observer/RO/Authorized persons 3 times during campaign period ? (Yes/No)					
	(x) Were the defects noticed by DEO, brought to the notice of the candidate during campaign period or during the Account Reconciliation Meeting? (Yes/No)					
	(xi) Did the candidate rectify the defect? (Yes/No)					
	(xii) Whether the items of election expenses recorded in Shadow Observation Register (SOR) with Folder of Evidence (FoE) corresponds to Election Expenditure Register maintained u/s 77 of the R. P. Act, 1951 by the candidate thereby understatement? (Yes/No) Note: - If no, then mention the understatement and enclose certified copy(ies) like relevant pages of SOR, CD, PEN Drive, Notice issued to the candidate, reply thereto received from the candidate, copies of minutes/decision of DEMC meetings, etc. in support of understatement.					
	Items of expenditure	Date	Page No. of Shadow Observation Register	Mention amount as per the Shadow Observation Register with folder of evidence	Amount as declared by the candidate in his Election Expenditure Register	Amount understated
12	Whether in the DEO's opinion, the account of election expenses of the candidate has been lodged in the manner required by the R. P. Act, 1951 and the C. E. Rules, 1961, and the DEO agrees that the expenses are correctly reported by the candidate? (Yes/No) (Should be like Column no. 14 of Summary Report of DEO)					
13	If no, the reason for disagreement by the DEO Date:					Signature Name of the DEO
14	Comments, if any, by the Expenditure Observer- Date:					Signature of the Expenditure Observer Name of the Expenditure Observer

Note:- i) If the Expenditure Observer has some more facts that have not been covered in the DEO's report, he may annex separate note to that effect.

ii) The DEO's Scrutiny Reports are to be compiled by the CEO and forwarded to the Commission. If the CEO feels like giving additional comments, he or she may forward the comments separately.

SUMMARY REPORT OF DEO FOR EACH CONSTITUENCY ON LODGING OF ELECTION EXPENSES ACCOUNTS BY CANDIDATES

- (a) No. and name of Assembly/Parliamentary Constituency: (b) Total No. of contesting candidates:
 (c) State and DEO: (d) Date of declaration of result of election/bye-election:
 (e) Last date of lodging accounts: (f) Name of the elected candidate:

1	2	3	4	5	6	7	8	9	10	11	12	13 (10+11+12)	14
S. No.	Name of the candidate and Party Affiliation	Due date of lodging of account	Date of lodging of accounts by the candidate	Whether lodged in the prescribed format (Yes or No)	Whether lodged in the manner required by law (Yes or No)	Amount of own fund used for the election campaign by the candidate (As reported in Part-III of Abstract Statement)	Lump Sum Amount in cash or cheque received by candidate from Political Party (As reported in Part-III of Abstract Statement)	Lump Sum Amount in cash or cheque received by candidate from other entities (As reported in Part-III of Abstract Statement)	Amount incurred /authorized by candidate/ election agent (As reported in Part-II of Abstract Statement)	Amount incurred /authorized by Political Party (As reported in Part-II of Abstract Statement)	Amount incurred /authorized by other entities (As reported in Part-II of Abstract Statement)	Grand Total of expenses (As mentioned in Part-II of Abstract Statement)	Whether the DEO agrees with the correctness of election expenses shown by the candidate against all items of expenditure (Should be similar to point no. 12 of DEO's Scrutiny Report)

Signature of DEO
Name of DEO

Signature of Expenditure Observer
Name of Expenditure Observer

Date:

Date:

INSTRUCTION-76

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 76/ECI/Inst./DEO SR/EEM/EEPS/2024

Dated: 4th December, 2024

To,

The Chief Electoral Officers of
All States/UTs

Subject: Filing of DEO's Scrutiny Reports and Summary Reports in EEMS Software-Regarding.

Madam/Sir,

I am directed to refer to the Commission's letter of even number dated 15th October, 2024 (copy enclosed) regarding modified format of DEO's Scrutiny Report and Summary Report, and to forward herewith steps to be followed by DEOs and CEOs for e-filing of above said reports in EEMS Software. The data entry portal can be accessed by visiting the link <https://encore.eci.gov.in>. It is requested to bring it to the notice of all DEOs for compliance of the Commission's instructions issued vide its letter no. 76/Instructions/2015/EEPS/Vol. XIV, dated 2nd June, 2016 (copy enclosed).

Yours faithfully,

Sd/-
(Anup Kumar Khakhary)
Under Secretary

Election Expenditure Monitoring Software-Guidelines for filing of DEO's Scrutiny Report

Election Expenditure Monitoring Software is a web portal system to help DEOs to submit candidate wise Scrutiny Report.

Steps for E-filing (DEO Login):

1. Open the link <https://encore.eci.gov.in>
2. Select "General Election to the House of People" or "General Election to the Legislative Assembly", depending on the election concerned.
3. DEOs will use the username, password and process which is used for Suvidha login.
4. There are two options (1) Fill DEO Scrutiny Report (2) Dashboard.
5. Click on "Fill DEO Scrutiny Report".
6. The list of candidates will be automatically populated from Suvidha data of the AC/PC and appear on the page.
7. Under the heading "Status" click on "Not Started" to open a form.
8. Fill in the form till part 3 and finalise.
9. Once it is finalised it gives the DEO the following option "Continue to add more DEO Scrutiny report for candidates" "Yes/No"
- I. Pressing "Yes" will take the DEO back to the first page with the name of all candidates for entries.
- II. Pressing "No" will take the DEO to the "Tracking Module"
10. Tracking Module to be filled.
11. Finalising the Tracking Module will take the DEO back to the landing page with the list of candidates for further entry.
12. Finalising the Tracking Module report shows the Status as "Finalised".
13. The finalised form will be pushed to the CEO for further necessary action.

Steps to be taken by CEO:

1. Open the link <https://encore.eci.gov.in>
2. Select General Election to the House of People or General Election to the Legislative Assembly depending on the election concerned.

3. CEOs will use the username and password which is used for Suvidha login.
4. After logging in click on “Expenditure” Tab.
5. There are two options (1) Notification (2) Dashboard.
6. Click on “Notification” to see Scrutiny Reports which have been pushed by DEOs.
7. The list of candidates pushed by the DEOs will be visible AC/PC wise.
8. Under the heading “Status” click on “Update Info” update comment and finalized
9. Finalising the Tracking Module will take the CEO back to the landing page with the list of candidates for further entry.
10. Finalising the Tracking Module report shows the Status as “Finalised”.

POLITICAL PARTY EXPENDITURE

INSTRUCTION-77

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.56/CR-Pol Party/2025/PPEMS

Dated: 26th December, 2025

To,

The President/General/Chairperson of all
National and State recognized Political Parties
(as per the list attached)

Sub: Contribution Reports under Sections 29B & 29C of the Representation of the People Act, 1951 read with Rule 85B of the Conduct of Election Rules, 1961-Reports Received after Due Date - Not Taken on Record-Regarding.

Sir/Madam,

I am directed to refer to the subject cited above and to state that Political Parties are registered with the Election Commission under Section 29A of the Representation of the People Act, 1951. The Section 29B of the said Act provides that every political party may accept any amount of contribution voluntarily offered to it by any person or company other than a Government company.

2. Further, under Section 29C (1), every political party, in each financial year, is required to prepare a report in respect of the contribution in excess of twenty thousand rupees received by it from any person or any company other than Government company in that financial year. The sub-section (3) provides that such report for a financial year shall be submitted by the treasurer of the party or any other person authorised by the party in this behalf before the due date for furnishing a return of its income of that financial year under section 139 of the Income Tax Act, 1961 to the Election Commission.

3. Section 29C (4) mandates that where the party fails to submit a report under sub-section (3), then, notwithstanding anything contained in the Income Tax Act, 1961, such political party shall not be entitled to any tax relief under that Act.

4. The Commission had issued guidelines on Transparency and Accountability in party funds and Election Expenditure vide its instructions dated 29.08.2014 and 14.10.2014 that stipulates that National and State recognized Political Parties shall file all reports, namely, the contribution reports in Form 24A (appended to Rule 85 B of the Conduct of Elections Rules, 1961), the Audited Annual Accounts as certified by the chartered Accountants and the Election Expenditure Statements, with the Election Commission of India (copy enclosed).

5. It has been observed that several Political Parties are submitting their Contribution Reports with the Commission after the due date, which is not in conformity with Section 29C (3) of the Representation of the People Act, 1951. The Commission therefore hereby informs that any Contribution Report of Political Party received after the due date shall be treated as non-compliance within the meaning of Section 29C(3) of the Representation of the People Act, 1951, and shall not be taken on record for any purpose.

Yours faithfully,

(Ajay Kumar Verma)
Secretary

Copy for information and necessary action to CEOs of all States/UTs

INSTRUCTION-78

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.56/CR-Pol Party/2025/PPEMS

Dated: 26th December, 2025

To,

The President/General/Chairperson of all
Registered Un-recognized Political Parties (RUPPs)
(as per the list attached)

Sub: Contribution Reports under Sections 29B & 29C of the Representation of the People Act, 1951 read with Rule 85B of the Conduct of Election Rules, 1961-Reports Received after Due Date - Not Taken on Record-Regarding.

Sir/Madam,

I am directed to refer to the subject cited above and to state that Political Parties are registered with the Election Commission under Section 29A of the Representation of the People Act, 1951. The Section 29B of the said Act provides that every political party may accept any amount of contribution voluntarily offered to it by any person or company other than a Government company.

2. Further, under Section 29C (1), every political party, in each financial year, is required to prepare a report in respect of the contribution in excess of twenty thousand rupees received by it from any person or any company other than Government company in that financial year. The sub-section (3) provides that such report for a financial year shall be submitted by the treasurer of the party or any other person authorised by the party in this behalf before the due date for furnishing a return of its income of that financial year under section 139 of the Income Tax Act, 1961 to the Election Commission.

3. Section 29C (4) mandates that where the party fails to submit a report under sub-section (3), then, notwithstanding anything contained in the Income Tax Act, 1961, such political party shall not be entitled to any tax relief under that Act.

4. The Commission had issued guidelines on Transparency and Accountability in party funds and Election Expenditure vide its instructions dated 29.08.2014 and 14.10.2014 that stipulates that Registered Un-recognized Political Parties (RUPPs) shall file all reports, namely, the contribution reports in Form 24A (appended to Rule 85 B of the Conduct of Elections Rules, 1961), the Audited Annual Accounts as certified by the chartered Accountants and the Election Expenditure Statements, with the Chief Electoral Officer (CEO) of the State where the party Headquarter is situated (copy enclosed).

5. It has been observed that several Political Parties are submitting their Contribution Reports with the CEO after the due date, which is not in conformity with Section 29C (3) of the Representation of the People Act, 1951. The Commission therefore hereby informs that any Contribution Report of Political Party received after the due date shall be treated as non-compliance within the meaning of Section 29C(3) of the Representation of the People Act, 1951, and shall not be taken on record for any purpose.

Yours faithfully,

(Ajay Kumar Verma)
Secretary

Copy for information and necessary action to CEOs of all States/UTs

EDMD

INSTRUCTION-79

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 485/ECINET/ Index Card/9/EDMD/2025

Dated: 23rd October, 2025

To,

The Chief Electoral Officer
Bihar, Patna - 800 001

Subject: General Election to the Legislative Assembly of Bihar, 2025 - regarding Index Cards.
Sir/Madam,

Kind attention is invited to Commission's Press Note No. ECI/PN/316/2025 dated 06.10.2025, whereby a facility has been provided to the Returning Officer to fill Index Card online after counting.

2. With the launch of the integrated digital platform ECINET, the statistical portion of the post-election report should be submitted promptly using the Online Index Card module. Accordingly, the Returning Officer (RO) is required to fill in the requisite information in the Online Index Card module and submit it within 48 hours of the completion of counting and declaration of results. This submission must be made digitally signed by the RO and forwarded to the Chief Election Officer (CEO) of the respective State/ Union Territory. The CEO will then submit the compiled report to the Commission through the ECINET platform.

3. You are requested to personally ensure that the Returning Officers verify the accuracy and consistency of data before final submission. All online Index Cards submitted by them must be thoroughly scrutinized at your end, and any discrepancies should be reconciled. Verified and corrected Index Cards, along with your digitally signed certification, must be forwarded to the Commission within 48 hours of counting and declaration of results. Necessary instructions may be issued to Returning Officers to adhere strictly to this timeline. If needed, training for Returning Officers may be arranged to ensure data accuracy and timely submission.

4. The receipt of this letter along with enclosures may kindly be acknowledged.

Yours faithfully,

(Krishna Kumar Tiwari)
Director

INSTRUCTION-80

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 485/Bye-Election/IC/7/EDMD/2025

Dated: 23rd October, 2025

To

The Chief Electoral Officers of

1. Jammu & Kashmir, 2. Rajasthan, 3. Jharkhand, 4. Telangana,
5. Punjab, 6. Mizoram and 7. Odisha

Subject: Bye-Election to 8 (Eight) Assembly Constituencies of Jammu & Kashmir, Rajasthan, Jharkhand, Telangana, Punjab, Mizoram and Odisha - regarding.

Sir/Madam,

Kind attention is invited to Commission's Press Note No. ECI/PN/317/2025 dated 06.10.2025, announcing the schedule for bye-election to 8 (Eight) Assembly Constituencies. In this regard, I would bring to your notice that a facility has been provided to the Returning Officer to fill Index Card online after counting.

2. With the launch of the integrated digital platform ECINET, the statistical portion of the post-election report should be submitted promptly using the Online Index Card module. Accordingly, the Returning Officer (RO) is required to fill in the requisite information in the Online Index Card module and submit it within 48 hours of the completion of counting and declaration of results. This submission must be made digitally signed by the RO and forwarded to the Chief Election Officer (CEO) of the respective State/ Union Territory. The CEO will then submit the compiled report to the Commission through the ECINET platform.

3. You are requested to personally ensure that the Returning Officers verify the accuracy and consistency of data before final submission. All online Index Cards submitted by them must be thoroughly scrutinized at your end, and any discrepancies should be reconciled. Verified and corrected Index Cards, along with your digitally signed certification, must be forwarded to the Commission within 48 hours of counting and declaration of results. Necessary instructions may be issued to Returning Officers to adhere strictly to this timeline. If needed, training for Returning Officers may be arranged to ensure data accuracy and timely submission.

4. The receipt of this letter along with enclosures may kindly be acknowledged.

Yours faithfully,

(Krishna Kumar Tiwari)
Director



भारत निर्वाचन आयोग

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001



कोई मतदाता न छूटे