

F – ELECTION MATERIAL

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INSTRUCTION SL. NO. 1

Election Commission's D.O. letter No. 464/INST/2006/PLN-I, dated 17.03.2006 addressed to the Chief Electoral Officers of Assam, Kerala, Tamil Nadu, West Bengal and Pondicherry.

Subject: Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting

During last few elections, it has come to the notice of the Commission that in many polling stations the voting compartments were not erected in desirable manner. While in some, the voting compartments made with the help of cardboards were not of sufficient height, in others the cloth used was of poor quality and transparent. In such cases the secrecy of voting could have been compromised.

In certain other cases, it was noticed that voting compartments were placed next to windows / doors. In such cases, it was quite possible that others could see electors casting their votes.

In order to maintain secrecy of vote at the time of poll, the Commission desires that during the forthcoming General Elections to the Legislative Assemblies of Assam, Kerala, Tamil Nadu, West Bengal and Pondicherry, the voting compartment shall be made only of cardboard and shall be of dimension 21"X21"X21" and that in no case voting compartment should be placed near the window / door.

INSTRUCTION SI. No. 2

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2009-EPS

Dated: 23rd February, 2009

To,

The Chief Electoral Officers of
All States and Union Territories

**Sub: Colour of packing of Statutory Covers, Non- Statutory Covers
and Election Material to be submitted by the Presiding Officers
– regarding.**

Sir/Madam,

I am directed to say that after the close of poll, all election papers relating to poll are required to be sealed by the Presiding Officer in separate packets as per the provisions of Rule 49U of the Conduct of Election Rules 1961. In the past, it has been observed that while keeping the various Forms and other materials used in the polling station in respective covers, the Polling Parties inadvertently put them in wrong covers and it becomes difficult afterwards to locate those documents in case of some Court Cases or such other requirements. In order to streamline this process and to ensure that no such mistakes are repeated either intentionally or unintentionally, the Commission has decided that the following procedure should be adopted with regard to the preparation of various 'Statutory Covers' and 'Non-statutory Covers: -

I. The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVER":

- (I) The sealed cover containing the marked copy of the electoral roll;
- (ii) The sealed cover containing the register of voters;
- (iii) The sealed cover containing voter's slips;
- (iii) The sealed cover containing voter's slips;
- (iv) The sealed cover containing unused tendered ballot papers;
- (v) The sealed cover containing the used tendered ballot papers and the list in Form 17-B

A format of each of these five sealed covers is enclosed herewith. The colour of Statutory Forms and covers should be **Green**.

Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

(xi) The second packet should contain the following covers and should be superscribed as "NON-STATUTORY COVER":

(xi) The cover containing the copy or copies of electoral roll (other than the marked copy);

(xi) The cover containing the appointment letters of polling agents in Form 10;

(xi) The cover containing the election duty certificate in Form 12-B

(xi) The sealed cover containing the list of challenged votes in Form 14;

(xi) The cover containing the list of blind and infirm electors in Form 14-A and the declarations of the companions;

(xi) The cover containing the declarations obtained from electors as to their age and the list of such electors;

(xi) Cover containing the receipt book and cash, if any, in respect of challenged votes;

(xi) Cover containing unused and damaged paper seals;

(ix) Cover containing unused voter's slips;

(x) Cover containing unused and damaged special tags; and

(xi) Cover containing unused and damaged strip seals.

A format of each of eleven covers is enclosed herewith. The colour of Non Statutory Forms and covers should be **Yellow**.

III. The third packet should contain the following items:

(I) The Hand Book for Presiding Officer;

(ii) Manual of Electronic Voting Machine

(iii) indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);

(iv) Self-inking pads;

(v) The metal seal of the Presiding Officer;

(vi) The arrow cross-mark rubber stamp for marking tendered ballot papers;

(vii) Cup for setting the indelible ink;

A Proforma of each of seven covers is enclosed herewith. The colour of these packets should be **Brown**.

IV All the other items, if any, should be kept in the Fourth Packet. The Colour of this packet should be **Blue**.

Each of the five smaller covers/packets to be included in the first packet marked Statutory Covers should be sealed. The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked "Non-Statutory Covers" may be prepared separately, but not be sealed (except the cover containing list of challenged votes in Form 14).

Where the election to House of the people and legislative assembly are held simultaneously, the Voters' slip for use in the polling station (which is handed over to the electors by the second/third polling officers) may be prepared in two different colours viz. White for Lok Sabha poll and Pink for Assembly poll. After the poll is over the slips used for different poll should be kept in separate covers. Similarly, Form – 17C (Account of Votes Recorded) may also be prepared in different colour viz. White for Lok Sabha poll and Pink for Assembly poll. As regard the Register of Voters (Form – 17A), it may be noted that only one register is required even in the case of simultaneous poll.

It may be noted that the packets containing (i) the account of votes recorded and paper seal (in Form - 17C), (ii) the declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll, (iii) the Presiding Officer's Diary, (iv) form PS05 (Check Memo for Presiding Officers) and (v) Visit Sheet, should be put in separate packets.

Apart from the above, the Commission has also directed that different Forms and other papers may be pre-printed and stitched in two bundles, duly perforated, at the end viz. one for Statutory and another for Non-statutory.

The matter contained in this instruction should invariably be brought to the notice of the Polling Personnel during their training so that there is no confusion when it comes to the actual use of this facility.

Kindly acknowledge receipt of the letter.

FIRST PACKET

STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

(1) Sealed Cover containing marked copy of Electoral
Roll and List of CSVS Marked Copy of Electoral Rolls

MARKED COPY

General Election to from
.....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Location of Polling Station:.....

STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(2) Sealed Cover containing Register of Voters

**FORM 17-A
(See Rule 49-L)**

Register of Voters

General Election to from
.....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Part No. Electoral Roll of:.....

STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(3) Sealed Cover containing Voter's Slips

Slip of Voters

General Election to from
.....Constituency

1. Serial No. of Elector shown in Column-1 of Register of
Voters :

2. Serial No. of Elector as entered in the Electoral Roll :
.....

3. Signature of Polling Officer :
.....

STATUTORY COVER

**General Election to House of the People, 200 / State
Legislative Assembly, 200
from.....Parliamentary**

Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling
Station.....

**(4) Sealed Cover containing unused Tendered Ballot
Papers**

STATUTORY COVER

**General Election to House of the People, 200 / State
Legislative Assembly, 200
from.....Parliamentary**

Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling
Station.....

**(5) Sealed Cover containing used Tendered Ballot
Papers and List in 17-B
FIRST PACKET**

STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

- (1) Sealed Cover containing marked copy of Electoral
Roll and List of CSVS
Marked Copy of Electoral Rolls

MARKED COPY

General Election to from
.....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Location of Polling Station:.....

STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

(2) Sealed Cover containing Register of Voters

FORM 17-A

(See Rule 49-L)

Register of Voters

General Election to from
.....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Part No. Electoral Roll of:.....

STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

(3) Sealed Cover containing Voter's Slips

Slip of Voters

General Election to from
.....Constituency

1. Serial No. of Elector shown in Column-1 of Register of
Voters :
2. Serial No. of Elector as entered in the Electoral Roll :
.....

3. Signature of Polling Officer :
.....

STATUTORY COVER

**General Election to House of the People, 200 / State
Legislative Assembly, 200**

**from.....Parliamentary
Constituency / Assembly Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(4) Sealed Cover containing unused Tendered Ballot
Papers**

STATUTORY COVER

**General Election to House of the People, 200 / State
Legislative Assembly, 200**

**from.....Parliamentary
Constituency / Assembly Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(5) Sealed Cover containing used Tendered Ballot
Papers and List in 17-B
SECOND PACKET**

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(1) COVER CONTAINING THE COPY OR COPIES OF ELECTORAL ROLLS (OTHER THAN THE MARKED COPY)

1. No. of the Polling Station:.....
2. Name of the Polling Station:.....
3. Location of the Polling Station:.....

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(2) COVER CONTAINING THE APPOINTMENT LETTERS OF POLLING AGENTS IN FORM - 10

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(3) COVER CONTAINING THE ELECTION DUTY
CERTIFICATE IN FORM – 12-B**

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(4) LIST OF CHALLENGED VOTES IN FORM 14

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(5) COVER CONTAINING THE LIST OF BLIND AND INFIRM
ELECTORS IN
FORM 14-A AND THE DECLARATIONS OF THE
COMPANIONS**

NON - STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

**(6) LIST OF VOTERS FROM WHOM DECLARATIONS AS TO
THEIR AGE HAVE BEEN OBTAINED
ANNEXURE - XI**

NON - STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency

Number of Polling Station.....Name of Polling
Station.....

**(7) COVER CONTAINING THE RECEIPT BOOK & CASH IF
ANY,
IN RESPECT OF CHALLENGED VOTES**

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(8) COVER CONTAINING THE UNUSED AND DAMAGED
PAPER SEALS**

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

(9) COVER CONTAINING UNUSED VOTERS SLIPS

NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200
from.....Parliamentary Constituency / Assembly
Constituency**

Number of Polling Station.....Name of Polling
Station.....

**(10) COVER CONTAINING WITH UNUSED & DAMAGED
SPECIAL TAGS**

INSTRUCTION SL. NO. 3

Election Commission's Letter No. 51/8/16/4/2007 PLN-IV Dated: 12th October, 2007 addressed to The Chief Electoral Officers of All States and Union Territories.

Subject: Protocol for First Level Checking of EVMs before elections.

I am directed to state that the Commission has decided that 'First Level Checking' of EVMs before election(s) shall be done by authorized engineers/technicians of Bharat Electronics Limited, Bangalore (BEL)/Electronics Corporation of India Limited, Hyderabad (ECIL), as the case may be.

2. In the past it has been noticed that malfunctioning of various switches comes to notice soon after the commencement of poll leading to the suspicion that possibly all switches are not properly checked during pre poll check.

3. To ensure proper checking of all switches of the EVM the first level checking will be done in the presence of representative of CEO or DEO who will ensure that at the time of checking the EVM the following must be checked –

- a. All the 16 Candidate Buttons in the Balloting Unit
- b. Off-On Switch
- c. Set Candidate button
- d. Ballot releasing button
- e. Close button
- f. Total button
- g. Result button
- h. Display during operation of all above button
- i. Buzzer sound with each button
- j. Real Time Clock with IST (in case of 2006-07 model EVMs i.e. upgraded EVMs)

4. In order to ensure proper testing and random check of EVMs, the Commission has given following directions:-

- a. All the EVMs, in each and every location, should be tested with the minimum 10 dummy votes /polled for each candidate.
- b. At least 1% of the machines at each and every location should be tested with minimum of 50 dummy votes.

5. A certificate (a sample proforma enclosed) to this effect duly signed with date by both (Engineers of ECIL and CEO/DEO's representative) may be pasted on lower part of the back of the EVM i.e. Ballot Unit and Control Unit (without hiding any vital information i.e. date of manufacturing, machine S. No. etc. The dimension of the certificate should not be more than 13 cms X 8 cms.
6. You may get in touch with BEL/ECIL for this purpose and chalk out the programme of first level check during election(s).

Copy to:

1. **The Chairman-cum-Managing Director
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.**

2. **The Chairman-cum-Managing Director
Electronics Corporation of India Limited,
Hyderabad, Andhra Pradesh.**

Design of Proforma Certificate regarding First level checking of EVM, to be pasted on the back of Control Unit and Balloting Unit is as below:

Name of the State	
Name of the election (specify the election)	
Date of testing/checking	
<p>It is certified that this Control Unit/Ballot Unit of EVM has been tested and checked in accordance with the prescribed protocol for this purpose (tick the appropriate option)</p> <p style="text-align: center;"> <input type="checkbox"/> Found to be O.K. <input type="checkbox"/> Found defective </p>	
Signature of Authorized Engineer of M/s ECIL/BEL	
Signature of Representative of CEO/DEO	

INSTURCTION SI. No.4

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

K.N. Bhar
Secretary

No.51/8/16/4/2010-EMS

Dated: 4th August, 2010

To

1. Chairman-cum-Managing Director
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045,
Karnataka.
2. The Chief Electoral Officer,
Bihar, Patna.
3. Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
Hyderabad-500015,
Andhra Pradesh.
4. The Chief Electoral Officers of all States and Union Territories (except Bihar).

Sub: Protocol for First Level Checking (FLC) of EVMs.

Sir,

In consolidation of all instructions issued by the Commission on FLC, following instructions are hereby issued for the protocol to be followed in FLC: -

1. FLC when to be done.

FLC of EVMs shall be done before every bye-election and General Election. It will be done sufficiently in advance so that all checks are carried out without any undue haste in the presence of representatives of political parties. FLC of EVM shall be completed, in any case, before finalization of the list of contesting candidates in an election.

2. FLC to be done in the presence of representatives of political parties.

Depending on the number of EVMs to be checked in FLC, the DEO shall prepare a schedule for the FLC of EVM in consultation with the EVM manufacturers (ECIL & BEL) and the CEO. The schedule will be made in such a manner that sufficient time is available for FLC of EVMs by engineers of manufacturers. The schedule for FLC shall be communicated to every national and state level recognized political party in writing by the DEO at least one week before the beginning of the FLC in the district. On the day of

the FLC, representatives of all national and state level recognized political parties authorized by the District President of the party shall be allowed to be present. A register shall be kept by the DEO in Annexure –A in which signatures of all political parties shall be taken every day as token of their presence.

3. Arrangements in the premises of FLC.

FLC shall be carried out in a large hall which can accommodate EVMs to be checked. The hall should be able to accommodate officers nominated by the DEO, engineers of BEL and ECIL and also representatives of political parties. Before the hall is used for FLC, it shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices. Every entry to the hall shall be guarded by police force. Every hall shall have a door frame, metal detector. Every person who enters the hall shall be frisked at every entry. Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Officer. Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc.. Similarly, nobody will be allowed to carry anything out of the FLC hall.

4. Manpower in FLC.

FLC shall be carried out only by authorized engineers of BEL and ECIL. BEL and ECIL shall be fully responsible for the integrity, efficiency and competence of their engineers. List of engineers deputed by BEL and ECIL for carrying out FLC in a district alongwith their identity card numbers etc. shall be communicated in writing by BEL and ECIL to the DEO. No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL and ECIL shall be allowed to enter the FLC hall. Authorized persons will be allowed to enter the FLC hall only after proper identification using photo identity documents.

5. Work to be done during FLC.

At the time of FLC, the following shall be done:-

- a) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc. These activities are carried-out in the secured place/protected place provided by the District Election Officers.
- b) Visual Inspection of CU/BU: Physical verification of Carrying Cases, Control Unit, Ballot Unit, Connecting Cable, Connector, Latches etc. to ensure no breakages.
- c) Full functionality checks: Checking of all switches in Control Unit & Ballot Unit, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, confirmation tests for efficacy of Control Unit, Ballot Unit etc. –**BEL and ECIL engineers shall carry out test prescribed by the manufacturers to confirm that all components of the EVM are original. BEL and ECIL engineers will**

certify in Annexure-B that all the components of the EVMs are original. If any EVM is found to be defective, it will be kept aside and then taken to the factory of BEL and ECIL for repairs. No repair of the machine shall be carried out in the field. Opening of the plastic cabinet cover of the machines is not permitted in the field. Changing of components of the machines in the field is strictly prohibited. Detailed step-by-step instructions of checking of the machine shall be issued separately by BEL and ECIL for their respective machines. These instructions will include a list of equipment, which the engineers will be required to carry with them in FLC hall. Security personnel will not allow any other equipment to be carried into the FLC hall.

- d) Conduct of Mock Poll: Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In **10% percent** of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties. Representatives of political parties shall be allowed to do the mock poll themselves. Signatures of representatives of political parties shall be taken in a register in Annexure –C as a token of having done mock poll themselves.
- e) Demonstration of printout of results. A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 10% of EVMs and shown to the representatives of political parties. Representatives of political parties shall be allowed to pick machines randomly for this purpose. Signatures of representatives of political parties shall be taken in a register in Annexure-D as a token of having seen the print out and confirm that there is no discrepancies between the votes polled during the mock poll and results in the print out.

6. Sealing of plastic cabinet of Control Unit of EVMs with pink paper seal.

In order to ensure that the Control Unit of the EVM has not been opened after First Level Checking of the EVMs, the Control Unit shall be sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press in the presence of the representatives of the Political Parties present at the time of FLC. The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.

After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal; the representatives of the Political Parties shall also be allowed to put their signature on the said seal with party name in abbreviation below the signature. The representatives of the Political Parties present should be allowed to note down the serial number of the pink paper seal affixed on the Control Unit. A register in Annexure – E shall be maintained to note down the serial number of the pink paper seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit and the

Pink Paper Seal number. Signatures of representatives of political parties will also be obtained on this register. Photocopy of this register will be given free of cost to all National and State level recognized political parties as soon as FLC is over. Photocopy of this register will also be given to all contesting candidates as soon as last date of withdrawal of candidature is over. Photocopy of this register should also be available at the time of candidate setting and at the time of counting, and should be shown to candidates and their representative and acknowledgement taken on the register.

7. Supervision of FLC

The DEO shall nominate one officer not below the rank of Additional District Magistrate to supervise the entire process of FLC. This officer shall be present in the FLC hall for the entire duration of FLC. The process of FLC shall be continuously videographed. Video CD will be kept in the custody of DEO. CCTV cameras shall be put in the FLC hall in such a manner that the process of FLC can be seen on CCTV in the office of DEO.

8. Copy of the letter should be given to all National and State level political parties. Copy of this letter should also be given to all the contesting candidates after the last date of withdrawal of candidatures in any elections.

Yours faithfully,

(K.N. Bhar)

INSTRUCTION SI. No. 5

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/16/4/2010-EMS

Dated: 8th December, 2010

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: Protocol for First Level Checking of EVMs - regarding.

Ref: Commission's instruction No.51/8/16/4/2010-EMS dated 4th August 2010.

Sir,

I am directed to refer to the above cited letter of the Commission and to state that the Commissioner desires complete transparency and complete involvement of representatives of political parties in the process of First Level Checking (FLC) of Electronic Voting Machines (EVMs). It is, therefore, clarified that the plastic cabinets of both Control Unit and Ballot Unit of the EVMs shall be opened by the BEL/ECIL engineers in the presence of political party representatives at the time of FLC and the PCB and other components of EVMs will be shown to them. Instructions contained in Para 5 (c) of the above cited letter of the Commission stand modified to that extent. Please inform all concerned and ensure strict compliance at the time of FLCs in the future.

Yours faithfully,

(K.N. BHAR)
SECRETARY

Copy to (By Speed Post)

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.

2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
ECIL Post, Hyderabad-500 062,
Andhra Pradesh.

INSTURCTION SI. No.6

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**

No. – 51/8/7/2001/EMOPS

Dated : 2nd July, 2012.

To

The Chief Electoral Officers of all
States/UTs

Subject: - Protocol for First Level Checking (FLC) of EVMs- modifications

Sir/ Madam,

I am directed to refer to the Commission's instructions number 51181161412010/EMS dated 4th August, 2010, on the subject cited, and to state that during the recent CEOs conference held at Surajkund this issue was discussed. The Commission has now decided that the mock poll in FLC as well as at the time of candidate setting shall be reduced to 5% of total EVMs from the existing 10%. However the number of votes polled shall remain 1000 in each EVM.

I am further to state that in the mock poll which has to be conducted on the day of poll, now at least 50 votes shall be polled instead of 100, as of now. However, the number of votes polled shall never be less than the total number of contestants in the constituency.

The Commission's aforesaid instruction shall be read amended accordingly. Please inform all concerned and ensure compliance.

Yours faithfully,

(R. Srivastava)
Principal Secretary

INSTURCTION SI. No. 7

Speed Post/e-mail

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

No. 51/8/7/2009 -EMS

Dated: 3rd February, 2009

To

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

Subject:

Randomisation of Electronic Voting Machine – some clarification
for Lok Sabha Election, 2009 and for future bye elections from
any Parliamentary Constituencies – regarding.

Sir/Madam,

I am directed to invite your attention to the Commission's instruction No. 51/8/7/2008-EMS (Inst-I) dated 11th August, 2008 prescribing the procedure for randomisation of EVM after 'First Level Checking of EVMs' by the engineers of the BEL or ECIL. The said instruction basically aims at the conduct of Assembly Election of any State.

During the General Election to the Loksabha, 2009, the states not having simultaneous assembly election, may face the following scenario leading to a confusion as in most of the cases entire district is either consists of one Parliamentary Constituency or part of it and hence allocation of EVMs assembly segmentwise may not have any relevance as ultimately they form the part of the Parliamentary Constituency having a common ballot paper for the entire constituency during the election.

Scenario No. I – The entire district consists of the Parliament Constituency and the District Election Officer is the custodian of the EVM of that district and the DEO is the Returning Officer of that

Parliament Constituency.

Scenario No. II – The Parliament Constituency consists of entire district as well as some assembly segments of some adjoining district/districts and the DEO of this district is RO of the PC.

Scenario No. III – Some or one of the assembly segments falling in a district may not form part of the Parliament Constituency and the DEO of that district is not RO for the PC consisting of those assembly segments. The DEO of such district is the custodian of the EVM that will be used in those assembly segments of his district.

In all the above cases the first level of randomisation of the EVMs will even be done immediately after the 'First Level Checking of EVMs' are done by the engineers of BEL or ECIL as per the guidelines laid down in the Commission's instruction No. 51/8/7/2008-EMS-(Inst-I) dated 11th August,2008, to allocate the EVMs for use in the 'Actual poll' and for the purpose of 'Training' with duly pasted prescribed coloured sticker supplied by the BEL or ECIL and the EVMs destined for use in the poll will be kept in the Strong Room thereafter.

In case any DEO has space constraint, even then the first level randomisation has to be done as per the instruction of the Commission. However, he may store the EVMs after the first level randomisation at the same place where it was stored prior to the FLC.

The second level randomisation of EVM during preparation of the machine for actual poll by the RO has its own relevance and hence this will invariably be done covering every step as per the procedure laid down in the instruction dated 11/08/08 referred to above.

The preparation of the EVMs, however, may be done at the level of ARO in case the assembly segment falling in the Parliament Constituency is not in the same district, the DEO of which is not the RO of that Parliament Constituency. But for this particular assembly segment, the EVMs will be used from out of the stock of that particular district.

During the preparation of EVM, there may be cases where the DEO is RO and the Dispersal of Polling Parties alongwith the material takes place from the District Head Quarters. In such case the EVMs may be prepared at the District HQ itself in the presence of Observers and the agent of the candidates.

There may be cases in larger districts where the DEO is RO but the dispatch of EVMs and other materials alongwith the Polling Parties takes place at SDO/AC level in which case the EVMs may be stored in the Strong Room after the first level randomisation and prepared at the level where it is stored in the presence of Observers and the agent of candidates.

In case in a district or PC the location of the preparation of the EVM is more than the number of Observers available for that PC or the district the schedule of preparation of EVMs may be prepared in such a way the Observer can remain present invariably during the preparation of the EVM. The programme in such cases may be discussed with the Observers and the dates may be fixed accordingly.

Once the process of First Level Checking of EVMs starts, the Strong Room where these EVMs are to be stored may be located as after first level of randomisation of EVMs the machines are invariably required to be stored in the 'Strong Room' only.

To sum up all the affairs of the management of EVM issue during conduct of election should be done in a transparent manner keeping proper documentation of the events, in the presence of agents of Political Parties, Candidates or their election agents and the Observers whenever the latest is available in the constituency.

In case of the states having simultaneous election of assembly going with the Loksabha Election, 2009, the above procedure will be applicable so far as the EVMs meant for use in the Parliamentary Constituencies are concerned. The colour of the sticker that are to be pasted on the Ballot Unit and Control Unit of the EVMs meant for use in Assembly Constituencies will be '**Pink**'. In so far as the EVMs for use in assembly constituencies are concerned, the procedure laid down in the instructions dated 11/08/08 referred to above will be applicable. In the States that would be going for simultaneous election the first step that needs to be taken after 'First Level

Checking of EVMs' will be to segregate the EVMs meant to be used for Lok Sabha Election and Legislative Assembly Election separately. This should also be done through randomization.

The District Election Officers/Returning Officers are required to submit a report regarding the arrangements on the management of EVM affairs at each stage in the proforma enclosed herewith.

All the DEOs, after first level of randomization, the list so generated will invariably furnish to the CEO concerned mentioning the location of the such storage for consolidation and the CEO will send consolidated list of the State/UT to the Commission for its information.

The information on the replaced EVM, due to malfunction or for some other reason on the day of poll, is required to be submitted to the Candidates/Agents during the closure of Strong Room where the polled EVMs are kept after the poll is over.

Yours faithfully

INSTRUCTION SL. NO. 8

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/7/2010-EMS

Dated : 24th March, 2011

To

The Chief Electoral Officer,
West Bengal,
Kolkata.

Subject: Clarification regarding Second Randomization of EVMs.

Sir

I am directed to refer to your letter No. 2370-Home(Elec), dated 17th March, 2011, on the subject cited, and to clarify that second randomization of EVMs shall be done after preparation of EVMs. As regards your query on issue of notice regarding date, time and place of preparation of EVMs to candidates, it is clarified that ROs may be advised to issue the notice to the contesting candidates about preparation of EVMs, as per their convenience, keeping in mind that the preparation of EVM should start as soon as possible, after the last date of withdrawal of candidature and candidates/their representatives will remain present at the time of preparation of EVMs.

Yours faithfully,

(Dilip K Varma)
Under Secretary

Copy to the Chief Electoral Officers of all States/UTs (except CEO, West Bengal).

INSTRUCTION SL. NO. 9

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

No.51/8/7/2010-EMS

Dated : 3rd April, 2011

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Clarification regarding Second Randomization of EVMs.

Sir

I am directed to refer to the Commission's letter of even number, dated 24th March, 2011, on the subject cited, whereby by the Commission has clarified that second randomization of EVMs shall be done after preparation of EVMs. It has been brought to the notice of the Commission that some difficulties are being faced by the Returning Officers to do second randomization of EVMs after preparation of EVMs as the address tag of EVM is sealed at the time of preparation of EVM (Candidate Set). The purpose of second randomization of EVMs is to allocate EVM randomly polling station-wise to ensure more transparency in allocating EVMs to polling stations. Apart from that both the process of second randomization of EVMs and preparation of EVMs are invariably done in the presence of the contesting candidates/their agents. In view of the aforesaid procedure, the Commission has no objection, if Returning Officers/Assistant Returning Officers do second randomization of EVMs on or before the day of preparation of EVMs in the presence of candidates/their representatives.

The aforesaid instructions may be brought to the notice of all concerned.

Yours faithfully,

(Dilip K Varma)
Under Secretary

INSTRUCTION SI. No. 10

ELECTION COMMISSION OF INDIA

K.N. Bhar
Secretary

No.51/8/7/2010

Dated: 23rd September, 2010

To,

1. The Chief Electoral Officer, Bihar, Patna.
2. Chief Electoral Officers of all States and UTs (except Bihar).

Reference: 1. Commission's letter No. 51/8/7/2007-PLN-IV, dated 12/10/2007.
2. Commission's letter No. 464/OBS/EVM/2007 PLN-IV, dated 12/10/2007.
3. Commission's letter No. 51/8/7/2008-EMS (Inat.-I), dated 11/8/2008.

Sub: Preparation of Electronic Voting Machines (EVMs) during elections- reg.

Sir,

In addition of the instructions of the Commission on the subject cited, the following shall also be strictly done during process of preparation of EVMs during elections.

- 1. Preparation of EVMs shall be done in the presence of representatives of candidates.**

Preparation of EVMs for elections shall be done invariably in the presence of representatives of candidates. The Returning Officer shall draw a schedule for preparation of EVMs. Preparation of EVM should start as soon as possible after the last date of withdrawal of candidatures. Sufficient time should be provided for preparation of EVMs for each Assembly Constituency in the case of Assembly Elections and for each assembly segment in the case of Parliamentary Elections. It may be noted that the time required for preparation of EVM under the new instructions will be sufficiently more than the time required earlier. Therefore, the schedule should be fixed in such a manner that preparation of EVM is not done in a hurried manner. Ideally, the Returning Officer should fix between 3-5 days for each assembly segment for this purpose. In case of Parliamentary Elections, preparation of EVM for assembly segment should be supervised by Assistant Returning Officers.

The schedule should be made in such a manner that preparation of EVMs is done for all the assembly segments in separate halls and is completed at least 8 – 10 days before the poll. Candidates should be informed in writing of the schedule for preparation of EVMs and should be requested to be present or send their representatives at the time of preparation of EVMs. On the day of the preparation, a register in Annexure-A will be kept by the Returning Officer in which the signature of candidates or their representatives will be taken as token of their presence.

2. Arrangements in the premises of preparation of EVM.

Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared. The hall should be able to accommodate officers nominated by the District Election Officer, engineers of Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited (ECIL) and also representatives of candidates. Before the hall is used for preparation, it shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices. Every entry to the hall shall be guarded by police force. Every hall shall have a doorframe metal detector. Every person who enters the hall shall be frisked at every entry. Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Officer (DEO). Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens. Similarly, nobody will be allowed to carry anything out of the preparation hall.

3. Manpower for preparation.

Only the authorized engineers of BEL and ECIL shall be associated with the preparation of EVMs. BEL and ECIL shall be fully responsible for the integrity, efficiency and competence of their engineers. List of engineers deputed by BEL and ECIL for carrying out task during the preparation of EVM in a district alongwith their identity card numbers etc. shall be communicated in writing by BEL and ECIL to the DEO. No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL and ECIL shall be allowed to enter the preparation hall. Authorized persons will be allowed to enter the preparation hall only after proper identification using photo identity documents. It may be noted that a separate team will be required for each

EVM in which 1000 votes are cast during mock poll because the time required for casting of 1000 votes will be at least 4 hours.

4. **Additional tasks during preparation.**

Detailed instructions of the tasks to be done during preparation of EVMs have been given in the letters referred to above. In addition to these tasks, following additional tasks shall be performed: -

- (a) **Checking of Balloting Units (BUs):** BUs shall be opened completely and shown to candidates and their representatives at the time of preparation of EVMs. BU shall be examined by BEL and ECIL engineers who will certify as in Annexure-B that all components of BUs are original. If any BU is found defective, it will be kept aside and can be taken back to the factory of BEL and ECIL for repairs. No repairs shall be carried out in the field. Changing of components in the field is strictly prohibited. Detailed instructions of checking of BU shall be issued separately by BEL and ECIL for their respective machines. These instructions will include a list of equipment which the engineers will be required to carry within the preparation hall. Security personnel will not allow any other equipment to be carried into the preparation hall.
- (b) **Conduct of Mock Poll:** Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 10 % (ten percent) of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of candidates. Representatives of candidates shall be allowed to do the mock poll themselves. Signature of representatives of candidates shall be taken in a register in Annexure –C as a token of having done mock poll themselves. It may be ensured that the pink paper seal of the CU which has been applied on the CU at the time of FLC is not damaged in any manner in this process.
- (c) **Demonstration of printout of results:** A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 10% of EVMs and shown to the representatives of political parties. Representatives of candidates shall be

allowed to pick machines randomly for this purpose. Signatures of representatives of candidates shall be taken in a register in Annexure- D as a token of having seen the print out and confirm that there is no discrepancy between the votes polled during the mock poll and results in the print out.

(d) **Sealing of plastic cabinet of BU with pink paper seal:** Detailed instructions of BU with thread seals already exists. Those instructions shall be followed. In addition, the BU shall be sealed with a special “pink paper seal” supplied by India Security Press, Nasik, in the presence of candidates or their representatives at the time of preparation of EVMs. Pink paper seal shall be fixed at the lower most portion of the BU in such a manner that no candidate’s button or candidate’s name or symbol is hidden by the seal. After affixing the pink paper seal, BEL and ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on the pink paper seal with name of the candidate, party before the signature. Candidates and their representatives should also be allowed to note down the serial number of the pink paper seal on the CU. A register in Annexure - E shall be maintained to note down the serial no. of the pink paper seal used on the ballot unit by clearly mentioning unique ID of the BU and pink paper seal no. Signatures of candidates and their representatives will also be obtained on this register. Photo copies of this register will be given free of cost to all candidates once preparation is over.

(e) **Supervision of the preparation:** Preparation shall be supervised either personally by the RO or one of the AROs deputed by the RO for this purpose. The process of preparation of EVM should be fully videographed. Copy of this letter should be given to all the national and State level political parties. Copy of this letter should also be given to all contesting candidates after the withdrawal of candidates in any election.

Yours faithfully,

(K.N. Bhar)

Annexure-A (Register for Preparation of EVMs)

Name of State/UT:

Name of District:

Address of Preparation of EVM hall:

Date:

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. with date	Signature of candidates/ His representative	Remarks, if any.

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

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

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

Annexure-B
(Certification of EVMs by BEL/ECIL)

Name of State/UT:

Name of District:

Address of hall:

Date:

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

BU Identification No.

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

Annexure-C (Mock Poll certification during Preparation of EVMs)

Date:.....

Name of State/UT:

Name of District:

Address of hall:

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

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. with date	Signature of candidate/his representative	Remarks, if any.

Annexure-D (Mock Poll certification during Preparation of EVMs)

Date:.....

Name of State/UT:

Name of District:

Address of hall:

It is certified that a printout of the result of mock poll as well as a sequential print out of every vote polled during the mock poll has been taken out from EVMs picked up by me. There are no discrepancies between the votes polled during the mock poll and result in the print out.

S.No.	Name of candidate	Name of representative of candidate with party affiliation, if any	Identity document No. with date	Signature of candidate/his representative	Remarks, if any.

Annexure-E

(Register for Sealing of Ballot Unit of EVMs using Pink Paper Seal)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:

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

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

S.No.	Name of candidate	Name of political party with party affiliation, if any	Identity document No. with date	Signature of candidate/ his representative

INSTURCTION SI. No.11

Election Commission's Letter No.576/3/2009/SDR Dated : 6th January, 2009 addressed to the Chief Electoral Officer of all States and Union Territories.

Sub: Replacement of EVM during poll- requirements to be followed-regarding.

There are occasions when EVMs are required to be replaced in the polling station after commencement of poll. Such situation arises when the EVMs develop problems in the midst of poll. When replacement EVMs are used, the Presiding and Polling Officers should ensure that the requirement of conducting mock poll should be fulfilled in the case of new EVMs also, and **the new EVMs should be put to use only after conducting the mock poll, clearing of the data of mock poll and recording the certificate of mock poll, as in the case of the originally allotted EVMs .**

Necessary instructions may be issued to all DEOs, ROs and all other election authorities in the State/UT, with clear directions that this aspect should be covered in the training classes for the polling personnel.

Please acknowledge receipt of this letter.

INSTURCTION SI. No. 12

By Camp Bag/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

K.N.Bhar
Under Secretary

Telefax:011-23052014
e-mail: knbhar@eci.gov.in

No.51/8/7/2009-EMS

Dated: 8th April, 2009

To

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

Subject: Management of EVM crisis arisen out of excess number of candidates invarious parts of the country – steps regarding.

Reference: Commission's letter No.51/8/7/2009-EMS, dated 5th April, 2009.

Sir/Madam,

The Commission has noted a trend of a higher number of candidates remaining in thefray after the last date of withdrawal of candidates in many Parliamentary Constituencies and insome of the Assembly Constituencies which are going for a simultaneous elections. Wheneverthe number of contesting candidates is more than 16 or multiples of 16 it impacts on therequirement of Ballot Units that would be needed and also the cascading effect that it would haveon the space required in polling stations to seat all the polling agents, the larger voting compartment and additional materials required etc.

The Commission desires that the Chief Electoral Officers respond to the issue through better management of the EVMs particularly the BUs. It may be borne in mind that EVMs used for poll **cannot repeat cannot be reused until and unless the period for filing of Election petition in respect of that election is over**. Hence, in the current context repeat use of BU is not possible from one phase to another phase or in another state. The Commission desires that the following steps which are administrative as well as logistical in nature be taken with immediate effect:

1. **Constitute a Core Team for EVM Management:** drawing other officials if necessary, apart from the nodal officer of CEO's office. This team at the CEO's office will undertake an immediate review of PC-wise/AC-wise requirement of CU/BU after taking the number of contesting candidates in each constituency into account. This exercise should result in a complete inventory of CU/BU availability in terms of districts/PCs so that availability of

surplus or the shortage can be identified in PC/assembly segment terms. If the training reserve/CU/BU to be actually deployed/deployment reserve are already identified that may be clearly indicated so that the excess availability/shortage of BU can be better appreciated. The Commission desires that the deployment of Ballot Units should be optimized in such a manner that takes care of the excess requirement in particular constituencies by resorting to inter-PC transfers. The Commission desires that the CEOs should handle the excess requirement of the Ballot Unit as an intra-State task rather than request for additional BUs from the ECI. Wherever inter-State transfers need to be done, the CEO will monitor the logistics issues like arrangement of transfer, tracking of loading and unloading etc. on daily basis. The problem once identified and flagged, the response system should be put in place and monitored constantly and a daily report shall be submitted to the core team in the ECI headquarter (consisting of S/Sh S Suresh Kumar, IAS, OSD, K. Ajaya Kumar, Secretary and K.N. Bhar, U.S).

2. Reduce the reserve level for training and actual deployment

Currently, we are maintaining a reserve of 15% or more of EVMs to be used in case of Contingencies. It is relevant to note that the actual replacement rate on the poll day is less than 1%. Most of these replacements involve only the replacement of CUs and the BUs get replaced only rarely. Hence, the CEOs can afford to take the following steps:-

- a. Reduce the over all reserve of EVM to the barest minimum. The overall CU reserve can be reduced even to 4%.
- b. While reserve CU can be made available with the sector officers or in some occasions at the polling station level, the access to reserve BUs can be more prudently rationalized by keeping the BUs either with the zonal officers or at some central locations such as Block Offices or Taluka/Tehsil Offices. Wherever such BUs are kept, proper communication system should be in place so that the need for replacement of BU, if any, can be quickly responded to. If such arrangement is in place, the DEOs/ROs can even operate at the reserve level of 2% with regard to BUs.
- c. This arrangement may be informed to the candidates that when the CU becomes defective only the CU will be replaced and BU will be replaced only when the BU will be defective.
- d. In either case, as per the existing instruction, proper accounting of such replacement shall be maintained so that the details of CU/BU used/replaced at any given polling station is maintained properly.

3. Reuse the Training EVMs: Normally the training of Staff and polling personnel would be completed by the time the EVMs are prepared for actual poll. After this is over, the EVM

which are used for the training can **be again checked** by the BEL/ECIL technicians immediately and can be sent for the use (randomly either through a system or manually) in the constituency going for election in the later phase. The list of such Ballot Unit should be supplied to the candidates.

4. Intra- State Transfer of Reserve BUs: The Commission has directed that reserve BUs should be immediately de-mobilised after the issue of repolls is settled and shifted to the BU deficit areas based on an assessment by the CEO. For example the 1st Phase reserve BUs can only be used in actual poll of the 3rd phase and so on.

5. Inter-State Transfer of Reserve BUs: Once the repoll from a constituency is finalized by the Commission the unused BUs should be de-mobilised and moved to a pre-identified central location having air connectivity for shifting to other state(s), if needed, to be decided by the Commission. This would be monitored directly from the ECI, if necessary, but the local logistics should be in a high state of readiness. All the states going to poll in the Phase –I, Phase – II, Phase – III and Phase – IV will **ensure that no un-pollled EVM (both CU & BU), even by mistake, are kept in the strong room.** Hence under no circumstances any BU not used in the poll shall be kept idle.

6. Continue to submit daily report to the **Commission Control Room by 5 pm every day in the proforma** in the referred letter

Yours faithfully

(K.N.Bhar)

INSTRUCTION SI. No.13

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2012-EMS

Dated: 19th January, 2012

To

The Chief Electoral Officers of

1. Goa, Panaji
2. Manipur, Imphal
3. Punjab, Chandigarh
4. Uttarakhand, Dehradun
5. Uttar Pradesh, Lucknow

Subject: Comprehensive instructions on use of EVMs after first level checking of EVMs (FLC) -regarding.

Sir,

Instructions with respect of EVMs have been issued from time to time. Instructions to be followed for use of EVMs after the completion of FLC till the counting is over have been consolidated for the convenience of all concerned. Consolidated instructions are given below for strict compliance:

1. First Randomization of EVMs –

1.1. Process of First Randomization -First randomization of Ballot Units (BUs) and Control Units (CUs) will be done to randomly assign EVMs to Assembly Constituencies (ACs), training and Awareness Programmes. After FLC is over the DEO will fix a schedule for first randomization of EVMs. This schedule should be fixed in such a manner that first randomization is completed before the start of training of polling personnel. During first randomization CUs and BUs are assigned to ACs in the presence of the representatives of recognized political parties. The randomization will be done in such a way that the CUs and BUs are randomly selected by grouping them to match the poll day requirement including the reserve required for each constituency. Surplus CUs and BUs after assigning ACs to them shall also be randomly grouped and distributed AC wise for the purpose of training and awareness programmes. (for the training of the polling staff as well as for the purpose of voter awareness). A sticker of Green colour shall be affixed on the CUs and BUs assigned to ACs for polling. A sticker of Yellow colour shall be affixed on the CUs and BUs assigned for training and awareness programmes. The sticker shall clearly indicate the Name of State/UT and the Number and Name of Assembly Constituency. "Training/Awareness" will be written on the sticker of CUs and BUs assigned for training and awareness. "Election" will be written on the sticker of CUs and BUs assigned for polling. No current ID will be given during randomization. After randomization the CUs and BUs will be marked "Election" or "Training/Awareness" in the EVM tracking software.

1.2. Communication of the List of Randomized CUs and BUs to Political Parties – After first randomization list of randomized CUs and BUs clearly indicating which CUs and BUs are to be used in which AC for polling and which CUs and BUs are to be used in which AC for training and awareness should be given to each recognized political party and a written acknowledgement obtained. A copy of this list should be given to all the candidates after the last date of withdrawal of candidatures.

1.3. After first randomization the R.O of the constituency, shall take charge of the CUs and BUs randomly allotted to his constituency. The CUs and BUs meant for use at the election shall be separately taken to R.O's strong room under proper escort and will be guarded 24X7. The training EVMs shall be distributed to the relevant officers for the training purpose. At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock.

2. Second Randomization of EVMs –

2.1. Second randomization of EVMs has to be done before preparation of EVMs for poll by candidate setting as the address tag of EVM is sealed at the time of preparation of EVM (Candidate Set). The purpose of second randomization of EVMs is to allocate EVMs randomly to polling stations. The Returning officer should fix the date of preparation of EVMs for poll (Candidate set) and intimate all candidates to remain present or send their representatives during the process. The date should be fixed as early as possible after the last date of withdrawal of candidatures and finalization of ballot papers. On this day second randomization should be done before doing the process of preparation of EVMs for polls and CUs and BUs should be randomly allocated to polling stations. After second randomization Polling Station number should be marked in the EVM tracking software, against those BUs and CUs which have been assigned polling stations. Those BUs and CUs which have not been assigned polling stations but are meant to be used in elections should be marked "Reserve" in the EVM tracking software. A list of CUs and BUs along with the number of polling stations assigned to them should be given to all the candidates. Similarly a list of CUs and BUs kept in reserve should also be given to the candidates and written acknowledgement taken.

2.2. Where more than one Ballot Unit is being used, the Chief Electoral Officers will ensure that the additional prepared Ballot Unit is also allocated randomly to the polling stations. For this purpose there may be two Scenarios –

2.2.1. Scenario 1-Preparation of EVMs and second level randomization is already over before the additional Ballot Units reaches the Returning Officers'

Headquarters. In this case another randomization for allocating Ballot Units No.2/3 will be done to allocate the Ballot Units to the polling stations and the list of such allocation may be supplied to the Political Parties/Candidates.

2.2.2. Scenario 2-Preparation of EVMs and second level randomization is done after the arrival of additional Ballot Units. In such case the randomization will be done in such a way that against the polling stations number the Control Units number is shown first and then the Ballot Unit No.1 and Ballot Unit No2 and so on.

2.3. In the constituencies where additional Ballot Units are being used for having the number of contesting candidates more than 16, the Presiding Officers should be specifically instructed to arrange the Ballot Units in the manner as shown in the figure enclosed herewith (Annexure-1). For this purpose the size of Voting Compartment should be increased proportionality in such a way that the electors are not put to any kind of inconvenience and at the same time the secrecy of ballot is not compromised in any way.

3. Preparation of EVMs (Candidate Set) –

3.1. Preparation of EVMs for elections shall be done invariably in the presence of representatives of candidates. The Returning Officer shall draw a schedule for preparation of EVMs. Preparation of EVM should start as soon as possible after the last date of withdrawal of candidatures. Sufficient time should be provided for preparation of EVMs for each Assembly Constituency in the case of Assembly Elections and for each assembly segment in the case of Parliamentary Elections. It may be noted that the time required for preparation of EVM under the new instructions will be sufficiently more than the time required earlier. Therefore, the schedule should be fixed in such a manner that preparation of EVM is not done in a hurried manner. Ideally, the Returning Officer should fix between 3-5 days for each assembly segment for this purpose. In case of Parliamentary Elections, preparation of EVM for assembly segment should be supervised by Assistant Returning Officers. The schedule should be made in such a manner that preparation of EVMs is done for all the assembly segments in separate halls and is completed at least 8 – 10 days before the poll. Candidates should be informed in writing of the schedule for preparation of EVMs and should be requested to be present or send their representatives at the time of preparation of EVMs. On the day of the preparation, a register in Annexure-2 will be kept by the Returning Officer in which the signature of candidates or their representatives will be taken as token of their presence.

3.2. Arrangements in the premises of preparation of EVM -Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared. The hall should be able to accommodate officers nominated by the District Election Officer, engineers of Bharat Electronics Limited (BEL) and Electronics Corporation of India Limited (ECIL) and also representatives of candidates. Before the hall is used for preparation, it shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices. Every entry to the hall shall be guarded by police force. Every hall shall have a door-frame metal detector. Every person who enters the hall shall be frisked at every entry. Entry to this hall shall be

on production of Identity Card of the authorized officials/passes issued by the District Election Officer (DEO). Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens. Similarly, nobody will be allowed to carry anything out of the preparation hall.

3.3. Manpower for preparation -Only the authorized engineers of BEL and ECIL shall be associated with the preparation of EVMs. BEL and ECIL shall be fully responsible for integrity, efficiency and competence of their engineers. List of engineers deputed by BEL and ECIL for carrying out task during the preparation of EVM in a district along with their identity card numbers etc. shall be communicated in writing by BEL and ECIL to the DEO. No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL and ECIL shall be allowed to enter the preparation hall. Authorized persons will be allowed to enter the preparation hall only after proper identification using photo identity documents. It may be noted that a separate team will be required for each EVM in which 1000 votes are cast during mock poll because the time required for casting of 1000 votes will be at least 4 hours.

3.4. Additional tasks during preparation -Detailed instructions of the tasks to be done during preparation of EVMs have been given in the letters referred in the Commission's letters No. 51/8/7/2007-PLN-IV, dated 12/10/2007, No.464/OBS/EVM/2007 PLN-IV, dated 12/10/2007 & No.51/8/7/2008-EMS (Inst.-I), dated 11/8/2008. In addition to these tasks, following additional tasks shall be performed:

3.4.1. Checking of Balloting Units (BUs) – Outer cover of BUs shall be opened and inside of BU shown to candidates and their representatives at the time of preparation of EVMs. BU shall be examined by BEL and ECIL engineers who will certify as in Annexure-3 that all components of BUs are original. If any BU is found defective, it will be kept aside and can be taken back to the factory of BEL and ECIL for repairs. No repairs shall be carried out in the field. Changing of components in the field is strictly prohibited. Detailed instructions of checking of BU shall be issued separately by BEL and ECIL for their respective machines. These instructions will include a list of equipment which the engineers will be required to carry within the preparation hall. Security personnel will not allow any other equipment to be carried into the preparation hall.

3.4.2. Conduct of Mock Poll: Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 10 % (ten percent) of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of candidates. Representatives of candidates shall be allowed to do the mock poll themselves. Signature of representatives of candidates shall be taken in a register in Annexure -4 as a token of having done mock poll themselves. It may be ensured that the pink paper seal of the CU which has been applied on the CU at the time of FLC is not damaged in any manner in this process.

3.4.3. Demonstration of printout of results: A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 10% of EVMs and shown to the representatives of political parties. Representatives of candidates shall be allowed to pick

machines randomly for this purpose. Signatures of representatives of candidates shall be taken in a register in Annexure-5 as a token of having seen the print out and confirm that there is no discrepancy between the votes polled during the mock poll and results in the print out.

3.4.4. Sealing of plastic cabinet of BU with pink paper seal -Detailed instructions of BU with thread seals already exists. Those instructions shall be followed. In addition, the BU shall be sealed with a special “pink paper seal” supplied by India Security Press, Nasik, in the presence of candidates or their representatives at the time of preparation of EVMs. Pink paper seal shall be fixed at the lower most portion of the BU in such a manner that no candidate’s button or candidate’s name or symbol is hidden by the seal. After affixing the pink paper seal, BEL and ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on the pink paper seal with name of the candidate, party before the signature. Candidates and their representatives should also be allowed to note down the serial number of the pink paper seal on the CU. A register in Annexure -6 shall be maintained to note down the serial no. of the pink paper seal used on the ballot unit by clearly mentioning unique ID of the BU and pink paper seal no. Signatures of candidates and their representatives will also be obtained on this register. Photocopies of this register will be given free of cost to all candidates once preparation is over.

3.4.5. Supervision of the preparation: Preparation shall be supervised either personally by the RO or one of the AROs deputed by the RO for this purpose. The process of preparation of EVM should be fully video-graphed.

4. Mock Poll on the day of Poll -In order to ensure that the mock poll serves the intended purpose, the Commission directs that

4.1. Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll. All contesting candidates should be informed in writing well in advance that mock poll would start one hour before the commencement of poll and they should be advised to instruct their polling agents to be present in time for the mock poll. Polling agents of at least two

candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes before conducting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll. It is further clarified that after waiting for 15 minutes, there is a possibility that only one Polling agent may be present, in that situation also, the Presiding Officer should go ahead and start mock poll. In such case, there should be specific mention in the mock poll certificate on this aspect.

4.2. During the Mock poll, the Ballot Unit (s) should be placed in the Voting Compartment and Control Unit on the table of the Presiding/Polling Officer who will operate the Control Unit. At least two polling officers with the polling agents should be present in the Voting Compartment to watch the polling agents operating on the Ballot Unit, and to keep a record of the votes cast and tally the polled votes.

4.3. The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. A total of at least 100 votes should be polled in the mock poll. In the case of absence of polling agents of any of the candidates, one of the polling officers or other polling agents may record the votes for such candidates. The polling officers present in the Voting Compartment should ensure that votes are recorded for each of the contesting candidates. After recording of the minimum of 100 votes, the Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate. Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in Annexure -7 where pre-2006 EVMs are being used.

4.4. The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the official poll starts. This is very critical step and this should be emphasized during training.

4.5. The Presiding Officers shall mention the names of the Polling agents and the candidates (and their party affiliations), whom they represent and also obtain their signatures on the completion of mock poll on the certificate.

4.6. Where a micro-observer has been appointed at any polling stations, he should also

participate in all the proceeding of the mock poll and his signature should also be obtained on the mock poll certificate. Further, these proceedings should be

videographed wherever videography arrangement has been made at a polling station.

4.7. The Returning Officer through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status. Non-confirmation of mock poll could be indicative of noncommencement of poll and in that case the Returning Officer shall make immediate intervention to sort out the problem.

4.8. The polling stations not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of agents or with only the polling agent of only one candidate shall merit focused attention of the election machinery. Interventions such as deployment of micro-observers, deployment of video cameras (if not already done), frequent visits by sector officers and other senior officers should be ensured in such cases.

4.9. Mock Poll in case of replacement of EVM -If any defect arises in the Ballot Unit (BU) or Control Unit (CU) of the EVM during poll process, the entire set of EVM (both BU & CU) should be replaced by new set of EVM (BU & CU), a mock poll should be conducted on the new set of EVM (both BU & CU) before it is put to use. However, in this case, it would be sufficient to cast at least one vote each for each of the candidates. A new mock poll certificate should be recorded in such a case. A note should also be added in such cases, in the original mock poll certificate that the original Control Unit was replaced, and that mock poll was conducted on the new Control Unit before putting it to use. The exact time of replacement should also be mentioned in the note.

4.10. Recording of Poll Start and Poll End Date and Time -It has been brought to the notice of the Commission that in the elections where post – 2006 make EVMs were used, in some cases, the date and time of start and end of poll displayed in the Control Unit of EVM during the process of counting of votes did not match with Indian Standard Time of start and end of poll leading to confusion in the minds of stakeholders. This can only happen if the date and time displayed in the Control Unit are not checked at the time of Candidate Set procedure and also at the time of poll. To remove such confusion in future, the Commission has decided to issue the following instruction in this regard:

4.11. The display of date and time in the Control Unit of the EVM shall be checked each time the power switch of Control Unit is switched on during the process of First Level Checking of EVM and again at the time of Preparation of EVM by Returning Officer. In case any difference from Indian Standard Time is noticed the clock shall be recalibrated by the engineers of the BEL/ECIL.

4.12. The Presiding Officer at the end of Mock Poll at the polling station shall invariably check and note the date and time shown in the display of the Control Unit and also the actual date and time at that point of time as well as any discrepancy between the two, if any, in the Mock Poll certificate (Annexure-8) and also in Presiding Officers' Diary.

4.13. At the time of closure of poll the presiding officer shall make a note of the Poll end date and time displayed on the CU in the presiding officer's diary.

4.14. During the process of counting of votes, a copy of the Mock Poll certificate prepared by the Presiding Officer shall be brought to the counting table with the Control Unit pertaining to that polling station.

5. Standing Instructions to Zonal/Sector/Area Officers regarding EVMs – The following instructions shall be complied with for ensuring safe movement of EVMs by Zonal/Sector/Area Magistrates. Following category of EVMs move on poll day with either poll party or Sector/Zonal/Area Magistrate:

5.1. Category “A” -Polled EVMs – Those EVMs in which votes in respect of all polling station is registered and closed at the end of poll after following due procedure.

5.2. Category “B” -Defective polled EVMs – which become defective after some votes are recorded in it.

5.3. Category – “C” -Defective unpolled EVMs – which become defective before commencement of poll and are replaced.

5.4. Category – “D” -Unused EVMs – EVMs which are with Sector/Zonal/Area Magistrate, and are not used in actual poll.

5.5. Zonal Magistrates and Area Officers who are given EVMs from reserve stock will maintain a register where the particulars of Balloting Units (BU) and Control Units (CU) issues are mentioned and a receipt shall be obtained for the machines given to them. Such officers should also maintain the accounts of EVMs replaced in the register maintained by them for this purpose duly signed by the concerned Presiding Officers, indicating time of replacement.

5.6. Zonal/Sector/Area Officers should visit every polling station in their jurisdiction as many times as possible on the poll day and check working of EVMs and other things.

5.7. EVMs of category ‘A’ are stored in a Strong Room as per procedure.

5.8. EVMs of category ‘B’ are also stored separately with the EVMs of category ‘A’ in a Strong Room. In respect of this category of EVMs the Sector/Zonal/Area Magistrate shall keep a record of it and furnish a certificate to the effect while returning the EVMs of category ‘D’ on the next day of poll. The information furnished by them shall be tallied with Presiding Officer’s diary by the Returning Officer and the Observer before commencement of counting of votes.

5.9. EVMs of category ‘C’ are stored separately in a separate room other than the strong room. The sticker of defective unpolled EVMs should be pasted on the carrying cases of such category of Ballot Unit and Control Unit, for technical evaluation of the same by the manufacturer.

5.10. EVMs of category ‘D’ are also stored separately in a separate room, other than the strong room, where polled EVMs are kept, by Sector/Zonal/Area Magistrate. The sticker of unused EVMs should be pasted on the carrying cases of such category of Ballot Unit and Control Unit.

5.11. The store where the EVMs of category ‘C’ and ‘D’ will be kept is to be decided in advance and intimated to the political parties/candidates. It should not be in the vicinity of the collection and the counting center so as to arouse any suspicion. This category of EVMs should also not be collected on the day of poll rather it should be collected on the next day of poll from the concerned Zonal/Sector/Area Officers. On the day of poll these category of EVMs should be in the personal custody of Zonal/Sector/Area Officers, as these are unused EVMs. Also proper documentation of such and other unused EVMs are to be made before they are transported to the store by the Zonal/Sector/Area Magistrate themselves.

6. Additional Instructions on Use of EVMs in Polling Stations -In order to ensure that the conduct of the Presiding Officer and other polling staff in no way gives scope for

any complaint the Commission has issued the following instruction for the strict adherence:

6.1. The D.E.O shall supply a printed sample of EVM ballot unit pasted on a cardboard (real size) to all the presiding officers along with other polling materials at the time of dispatch. While printing such model ballot care shall be taken to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It shall be printed in color so that 'blue button' 'green light' and 'red light' etc are clearly represented.

6.2. Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the EVM ballot in such a manner that the voter is able to understand. This shall be done outside the voting compartment only in the presence of polling agents and never inside the voting compartment.

6.3. The Presiding Officer or other polling staff shall not frequent the voting compartment as that may give scope for complaints.

6.4. In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/ names / ballot button, the presiding officer may from time to time make an inspection of ballot unit (BU)-but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.

6.5. Any complaint about the conduct of the polling staff at the polling station shall be taken seriously and properly enquired. The Observers are being instructed to take serious note of such complaints and conduct or cause enquiry into such allegations and submit reports to the Commission.

6.6. All the CUs/ BUs allotted to Polling Stations as above as well as the reserve machines shall be kept in the strong room in the presence of candidates/ agents. They can also be allowed to affix their seal on the lock of the strong room.

7. Instructions to be followed at the time of dispersal of EVMs –

7.1. When the EVMs are taken out of the strong room for dispatch the usual precaution of informing the date and time of opening of strong room in writing to the candidates/ agents shall be followed.

7.2. At the time of dispatch the Presiding Officers shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no indicated on the sticker compared with PS no mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.

7.3. The candidates may be advised to share the machine number of the EVM (both CU/ BU) allotted to the specific PS with their polling agent/ agents appointed by them so that they are in a position to inspect the EVM for their satisfaction before the commencement of mock poll on the poll day. The Presiding Officers shall be advised to show the machine number to the agents present before the commencement of the mock poll. It is relevant to note that as per the existing instructions the presiding officer is supposed to mention the number of CU/ CUs used; serial numbers of CU/CUs used; numbers of BU/BUs used and serial numbers of BU/BUs used at the polling station in the

Presiding Officer's Diary (refer: Chapter XVIII, Para 1 of Handbook for Presiding Officers-At elections where electronic voting machines are used, 2004). This instruction shall be scrupulously followed.

8. Replacement of EVMs during Poll –

8.1. In case of replacement of CU or BU due to reason at any polling station the sector officer or any authorized officer who effects such replacement shall prepare a special report indicating the machine number of the existing CU/BU and new CU /BU separately. The officer shall also mention in the special report, the reason of such replacement and votes polled in the replaced machine at that point of time of replacement. One copy of the special report should be left with the Presiding Officer while retaining a copy to be handed over to the

R.O.

8.2. In case replacement of EVMs becomes necessary the entire set including the CU and all the BUs shall be replaced. Before starting poll in the new EVM a mock poll will be done according to the instructions for mock poll at the beginning of the poll and a mock poll certificate will be given by the presiding officer separately for this EVM.

8.3. In case of replacement the Unique ID number of the CU and BUs which have been used after replacement should be marked against the concerned polling station in the EVM tracking software.

8.4. Reception of EVMs after Polls -The machines shall be escorted back after the poll is over to the reception centers under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room sealed in the presence of the candidates/their agents and Observer.

9. Instructions in case of Re-poll –

9.1. In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing. Care shall be taken to ensure that the address tag on the CU and BU clearly mentions it to be the EVM for use in the re-poll indicating the date and PS no.

9.2. After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and observer for the storage of the re-pollled EVM. This re-pollled EVM should be

placed together with the old EVM which was used earlier in the original poll. A tag 'Not to be counted' shall be put prominently on the old EVM and another tag 'Re-pollled EVM – to be counted' shall be put on the new re-pollled EVM. RO shall put signature on both the tags.

9.3. In case of re-poll the unique ID number of the CU and BUs used in re-poll should be entered in the EVM tracking software.

10. Instructions relating to Counting –

10.1. General Instructions –

10.1.1. Before starting the counting in the EVM the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.

10.1.2. In Post-2006 EVMs the Poll start date and time and poll end date and time displayed on the CU should be verified from the record and shown to the polling agents.

10.1.3. During counting a close up video recording of the display on the CU should be done at all time so that every ting displayed on the CU including the the votes recorded in favour of each candidate in the CU are recorded on the video.

10.2. Procedure in case the poll start date and time or poll end date and time does not match the record –

10.2.1. In case of any discrepancy in the date and time of start and end of poll displayed in the Control Unit with Indian Standard Time of start and end of poll, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.

10.2.2. If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll at the time of counting, the EVM will be kept aside and the matter will be referred to the Commission for its decision. If on other hand, the difference of date and time at the time of mock poll matches with the difference of date and time of start and end of poll noticed at the time of counting, the discrepancy will be explained to the candidates and their representatives and the votes polled in the EVM will be counted in the usual manner.

10.3. Instructions in case the Presiding officer has not pressed the close button at the end of the poll -The following action be taken during counting of votes, in such circumstances, in the presence of candidates/their authorized agents, under videography:

10.3.1. In case any Control Unit does not display result due to not-pressing of “Close” button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer’s custody in the counting hall. Counting of votes in other machines should continue as usual.

10.3.2. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first

candidate and the runner up is more or less than the votes polled in such machine (s).

10.3.3. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the Returning Officer/Counting Supervisor shall press the "Total" button of the Control Unit to see the total votes polled in that machine (s). In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the Returning Officer/Counting Supervisor shall press the "Close" button of the Control Unit (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-9.

10.3.4. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-10, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in Annexure-11, where such margin is less.

10.4. After completion of counting, all such Control Units whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

10.5. Instructions in case of EVMs malfunctioning at the time of Counting -The following action to be taken in case of malfunctioning of EVM during counting of votes during elections:

10.5.1. In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.

10.5.2. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).

10.5.3. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioning machine (s), the Returning Officer

should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-12.

10.5.4. In case it is not possible to retrieve the result from the malfunctioning machine even by using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-12.

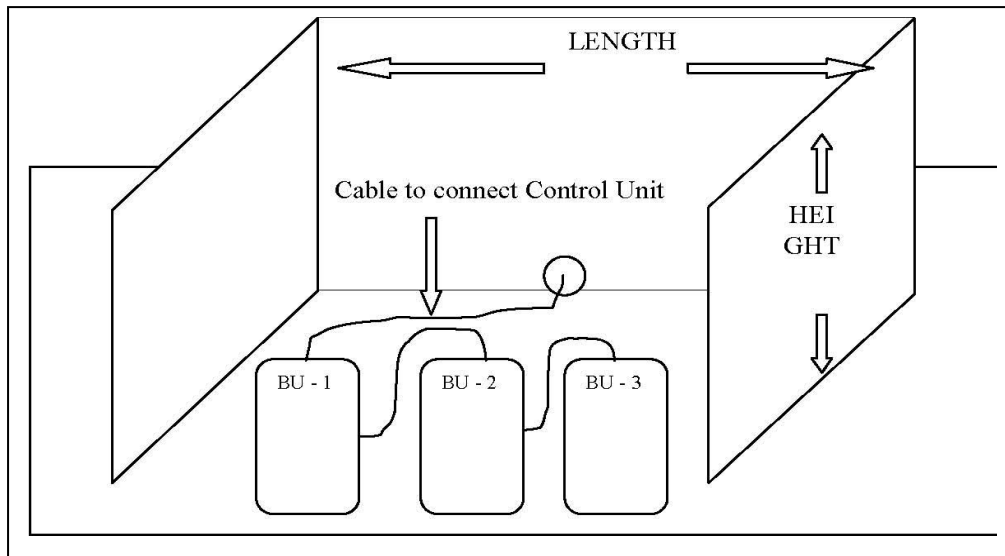
10.5.5. If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-13, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the malfunctioned EVM, and in Annexure-14, where such margin is less. In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine. Replacement of any parts of the EVM in the field level is strictly forbidden.

10.5.6. After completion of counting, all the Control Units whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

Yours faithfully,

(K N BHAR)
SECRETARY

Annexure-1



NOTE: Ballot Unit placed as 'BU-1' will contain the names of candidates 1 –16;

Ballot Unit placed as 'BU-2' will contain the names of candidates 17 –32;
and so on..

Annexure-2

(Register for Preparation of EVMs)

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of Preparation of EVM hall:

Date:

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. with date	Signature of candidates/ His representative	Remarks, if any.

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

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

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

Annexure-2
(Certification of EVMs by BEL/ECIL)

Name of State/UT:
Name of District:
Name of Assembly/Parliamentary Constituency:
Address of hall:
Date:

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

BU Identification No

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

Annexure-4

(Mock Poll certification during Preparation of EVMs)

Date:.....

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of hall:

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

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. with date	Signature of candidate/his representative	Remarks, if any.

Annexure-5

(Mock Poll certification during Preparation of EVMs)

Date:.....

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of hall:

It is certified that a printout of the result of mock poll as well as a sequential print out of every vote polled during the mock poll has been taken out from EVMs picked up by me. There are no discrepancies between the votes polled during the mock poll and result in the print out.

S.No.	Name of candidate	Name of representative of candidates with party affiliation, if any	Identity document No. with date	Signature of candidate/his representative	Remarks, if any.

Annexure-6

(Register for Sealing of Ballot Unit of EVMs using Pink Paper Seal)

Name of State/UT:

Name of District:

Name of Assembly/Parliamentary Constituency:

Address of hall:

Date:

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

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

S.No .	Name of candidate	Name of political party with party affiliation, if any	Identity document No. with date	Signature of candidate/ his representative

Annexure-7
Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No -----of -----Assembly Constituency (or the -----Assembly segment under -----Parliamentary Constituency) conducted the mock poll at ---AM today, the poll day i.e. -----, following scrupulously all the instructions issued by the Election Commission of India.

A total of -----votes were polled in the mock poll and after the mock poll I have carefully cleared the memory of the mock poll and the total votes polled showed '0' after clearing the memory.

A. At the time of mock poll the following of polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

Sl.No. Name of Polling Agent Name of Party Name of candidates Signature of Polling Agent

- 1.
- 2.
- 3.
- 4.
- 5.

B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at -----I have mentioned before the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned “ No Polling agent was present at the time of mock poll”)

Name of the agent	Name of the Candidate agent (with Party affiliation)	Signature of the
-------------------	---------------------------------------------------------	------------------

Signature of micro-observer (if posted at the polling station)

Date:

Time:

Name & Signature
of the Presiding Officer
Polling Station No.....

Annexure-8
Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No -----of -----Assembly Constituency conducted the mock poll at ----AM today, the poll day i.e. -----, following scrupulously all the instructions issued by the Election Commission of India.

A total of -----votes were polled in the mock poll and after the mock poll I have carefully cleared the memory of the mock poll and the total votes polled showed '0' after clearing the memory.

At the end of Mock Poll, I checked the date and time as shown in the display of the Control Unit (Unique ID No. of CU.....).

The CU showed the date and time as:

Date..... Time.....

The actual date and time at that point of time was:

Date..... Time.....

Discrepancy between the above date and time, if any:.....

The above mentioned process has been performed in the presence of the following agents of the political parties/candidates whose signatures are obtained below :

<u>Sl.No.</u>	<u>Name of Polling Agent</u>	<u>Name of Party</u>	<u>Signature</u> of
---------------	------------------------------	----------------------	---------------------

Polling Agent

- 1.
- 2.
- 3.
- 4.
- 5.

Date:

Time:
Presiding Officer

Name & Signature of the

Polling Station No.....

Annexure-9

(Report on getting result data from Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

SI.No.	Polling Station No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-10

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

Final statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-11

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Statement showing votes polled by the candidates having highest votes and runner up

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-12

(Report on retrieving result data from Control Unit by using Auxiliary Display Unit and Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been retrieved from the following malfunctioned Control Unit (s) by using Auxiliary Display Unit/Printer in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl.No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the malfunctioned Control Unit as per Form 17C

Final Statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-13

(Report on non-retrieving result from Control Unit by using Auxiliary Display Unit and Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result could not be retrieved from the following malfunctioned Control Unit (s) by using Auxiliary Display Unit and Printer.

SI.No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the malfunctioned Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled in the malfunctioned Control Unit (s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-14

(Report on non-retrieving result from Control Unit by using Auxiliary Display Unit and Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result could not be retrieved from the following malfunctioned Control Unit (s) by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the malfunctioned Control Unit as per Form 17C

Statement showing votes polled by the candidates having highest votes and runner up

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-A
(Register for First Level Checking of EVMs)

Name of State/UT:

Name of District:

Address of FLC hall:

Date:

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

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

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

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

Annexure-B
(Certification of EVMs by BEL/ECIL)

Name of State/UT:

Name of District:

Address of hall:

Date:

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

CU Identification No.	BU Identification No.

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

Annexure-C

(Mock Poll certification during First Level Checking of EVMs)

Date:.....

Name of State/UT:

Name of District:

Address of hall:

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

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

Annexure-D

(Mock Poll certification during First Level Checking of EVMs)

Date:.....

Name of State/UT:

Name of District:

Address of hall:

It is certified that a printout of the result of mock poll as well as a sequential print out of every vote polled during the mock poll has been taken out from EVMs picked up by me. There are no discrepancies between the votes polled during the mock poll and result in the print out.

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

Annexure-E
(Register for Sealing of Control Unit of EVMs using Pink Paper Seal)

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

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

Sl.No. Unique ID No. of Control Unit Pink Paper Seal Number
S.No. Name of National/State Party
Name of representative of political party with party affiliation
Identity document No. with date
Signature of representative
(Name, designation, signature of officers nominated by District Election Officer)

INSTRUCTION SL. NO. 14

Election Commission's letter No. 51/8/7/2009/EMS Date: 23.01.2009 addressed to the Chief Electoral Office of All the State/Union Territories.

Subject: - Accountability for spreading awareness about EVM voting in rural and remote areas.

I am directed to say that the introduction of EVM in elections in India took place in phases and finally the universal use of EVM at all polling stations in a general election became a reality in 2004. At that time, the Commission took various initiatives to spread the awareness about EVM among all sections of voters. After that in various general elections to Legislative Assemblies, the EVMs have been used. The fact that EVMs have been repeatedly used in all elections in recent times should not result in EVM awareness being taken for granted. There is a need to renew the campaign as there are millions of voters who have become eligible to be voters in the meanwhile and there is a considerable gap between one general election and another general election.

For spreading EVM awareness among rural voters, various innovative methods can be used but there is no substitute for giving an opportunity to the voter to handle the EVM prior to the election so that the voter has 'hands on experience' about voting using EVM even before elections. Considering the need for giving a 'hands on training' to the voters on EVMs, the Commission has issued the following directions based on some methods adopted in Orissa during general election in 2004.

1. Accountability for taking EVM to all villages and hamlets should be fixed on a govt. servant at the Gram Panchayat level by identifying one govt. servant for each Gram Panchayat who would be the nodal point for spreading awareness about EVM in all villages and hamlets coming under that Panchayat. In view of the fact that the BLO system in the meanwhile has become operational and functioning successfully, if the CEO desire he can create such accountability polling station-wise instead of Gram Panchayat-wise so that the EVM awareness spread in all villages and hamlets coming under that polling station area by the officer responsible for it, may be

BLO. Whether the Gram Panchayat approach is adopted or the polling station approach is adopted, the accountability factor should be very clear.

2. The CEO should fix a time frame for a focused campaign so that the time frame is used uniformly throughout the State. It is relevant to note that such a focused approach in itself will generate its own momentum.
3. The DEO will direct the Sub-Divisional Officers/BDOs/ARO of the assembly segment to identify Gram Panchayat-wise or polling station-wise officer-in-charge of this exercise and approve the same. A directory of such GP-wise or PS-wise nodal officers will be maintained by DEO/ARO for his respective jurisdiction.
4. The DEO will make the required number of EVMs needed for this campaign for the specific period. The EVM used for this purpose should bear the label indicating "T" (meaning Training).
5. A schedule for this awareness campaign should be prepared by the DEO assembly segment-wise and he should give adequate publicity by informing the media about the campaign. Leaflets shall be printed in this regard and circulated in the villages.
6. During the schedule for campaign, the nodal officer will carry the EVM and give exposure to the voters by convening Gram Sabha/Palli Sabha meeting at village/hamlet level. The campaign should make use of such locations where the people normally congregate in the rural and tribal areas for example, the weekly Hat (weekly market place) is an important place where the public congregate once in every week.
7. During the campaign period, supervisory officers such as SDOs/BDOs should take test check to find out whether the schedule is being followed by the nodal officers. At the end of the campaign, the nodal officer shall submit a certificate in the proforma attached to this letter. This certificate will be given by the nodal officer to the BDO and the BDO send a similar certificate to the SDO who in turn will send a certificate to the DEO. Finally, the CEO will obtain a certificate about EVM awareness in all the villages and hamlets of

the district from the respective DEOs. A clear timetable should be adopted for this purpose. No deviation shall be allowed in this matter.

8. Simultaneously, before launching of the campaign period, the CEO will identify one officer for each district who will be called "EVM awareness observer". This officer should be preferably drawn from various Departments in headquarters. Alternatively, this officer can be identified with the help of Divisional Commissioner (if the Divisional Commissioner system exists in the State) from within the Division. Immediately after the campaign period at the district level is over, this EVM awareness observer will be deputed to the field. They should be given independent mobility. These officers will obtain the details of awareness campaign done in a district and travel at random in the interior pockets and meet the voters at random in market places/villages and check up with them as to whether they had seen the EVM and whether they are aware about the EVM voting. For this purpose, these officers should also carry one EVM with them wherever they travel. In case of the observer finding that EVM exposure was not done at the village level and the voters were not aware of the EVM voting, they should bring that fact immediately to the notice of the DEO and local officer concerned. Simultaneously, they will also inform the CEO's office. Observer should also submit a consolidated report after their return to the headquarters. Whenever such lack of awareness is detected, the DEO/ARO of the assembly segment should make immediate intervention for creating further awareness and he should also simultaneously fix up responsibility on the officer who was responsible for creating awareness during the campaign period and initiate necessary disciplinary action against that officer.
9. After the campaign period is over, after obtaining certificate from all the DEOs and after obtaining report from the EVM awareness observer, the CEO should send a report to the Commission's headquarters to Sh. K.N. Bhar, Under Secretary (Fax-011-23052014, E-mail: knbhar@eci.gov.in..

10. For the purpose of spreading EVM awareness, the Commission in the past had prepared audio visual campaign materials which are available in the Commission's website and already been circulated to the CEOs also, in the past. Besides, the CEOs at their level also have prepared audio visual campaign materials in the respective vernacular language for the purpose of better dissemination. The CEOs may review the availability of such audio visual campaign materials. They should also finalize suitable posters and leaflets for spreading EVM awareness in the rural areas. Besides, CEO should also make use of the services of the Directorate of Field Publicity and Song & Drama Division of Ministries of Information & Broadcasting may be made use of. The CEO should take initiative to explore various folk medium that would attract the attention of rural voter in the process of EVM awareness.

This instruction may be brought to the notice of all concerned and be followed without any deviation.

INSTURCTION SI. No.15

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

K.N.Bhar
Under Secretary

No.51/8/2009-EMS

Dated: 12th February, 2009

To

The Chief Electoral Officers of
All States and Union Territories.

**Subject: Introduction of Braille Signage Features in Electronic Voting
Machines.**

Sir,

The Commission has been receiving representation from the various Associations of Visually impaired person for introduction of Braille signage features in the EVMs to facilitate the visually impaired voters to cast their votes without the help of attendant. The Commission considered the proposal in detail and tried the Braille signage feature in the EVMs during the bye-election to the Legislative Assembly of Andhra Pradesh from 123-Asfnagar Assembly Constituency held during September-October, 2004. In 2005, it was tried in one of the constituency during the Assembly elections of Bihar, Jharkhand and Haryana. In 2006, it was tried in one of the constituency of the States of Assam, West Bengal, Tamil Nadu, Pondicherry and Kerala during Assembly elections. In 2008, it was tried in all the assembly constituencies of NCT of Delhi during Assembly election.

The Commission has decided to introduce similar Braille signage features on the Electronic Voting Machines to be used during the ensuing General Election to Lok Sabha 2009 and simultaneous Assembly elections in some States. The Commission has directed that the following additional arrangements will be made to facilitates visually imparted electors to exercise their franchise:-

- (i) The numeric stickers in Braille denoting the serial numbers of the candidates will be prepared by the Chief Electoral Officers with the assistance of the manufacturers of EVM i.e. Bharat Electronics Limited, Bangalore and Electronics Corporation of India Limited, Hyderabad, as the case may be or Devnar School for Blind/National Association for Blind or from any other

source available for this purpose. The States and Union Territories having new version EVMs (2006 + models) are not required to prepare such numeric stickers, as new version EVMs have embedded such serial numbers of the candidates at the right of the blue button (voting button) on the Balloting Units.

- (ii) These stickers will be pasted to the right of the blue button (voting button) on the Balloting Unit by the Returning Officer/Assistant Returning Officer, in the presence of the candidates or their authorized agents.
- (iii) The Returning Officer will send the list of contesting candidates to the Devnar Foundation for Blind/National Blind Association or to any other source available for this purpose immediately after the last date of withdrawal of candidatures for preparation of Dummy Ballot Sheets which will contain the serial numbers of the contesting candidates, names of the candidates arranged in the same serial order in which their names will appear on the ballot paper on the Balloting Unit. The party affiliation of each of the candidates will be indicated by printing the name of the political party concerned against the name of the candidate. In the case of independent candidates, the word "Independent" will be printed. These Dummy Ballot Sheets will be prepared in English only and one copy of the sheets will be supplied to each of the polling stations.
- (iv) The Dummy Ballot Sheets mentioned in (iii) above will be printed in Braille signage by Devnar School for Blind/National Association or by any other source available for this purpose for Blind under the supervision of one responsible officer of the office of Chief Electoral Officer of the concerned State/Union Territory for which the Chief Electoral Officer of the State/Union Territory will liase with the Devnar School for Blind/National Association or any other source available for this purpose and the manufacturers of EVM i.e. Bharat Electronics Limited, Bangalore, as the case may be. The Dummy Sheets will have the name of the constituency written in normal script also at the top. The language "English" will also be written in normal script to distinguish the language version of the Dummy Ballot Sheet.
- (v) Each such sheet prepared for every polling station will be certified by the Commissioner of Disabilities of concerned State or his authorized representative who will be an official knowing Braille.

- (vi) The concerned District Election Officer and the Returning Officer will hold detailed training and briefing sessions for the Presiding Officers and the Polling Officers to explain to them these measures as they are being introduced for the first time in all the polling stations in your State/Union Territory for the visually impaired electors.
- (vii) The Chief Electoral Officer will also arrange for wide publicity of these measures through advertisements in newspapers and TV etc. to inform the visually impaired voters of the arrangements being made for them.
- (viii) At the polling station, the visually impaired persons will also be allowed the facility of a companion as provided for in Rule 49N of Conduct of Elections Rules, 1961, regardless of the new facility being introduced.
- (ix) Inside the polling station the visually impaired voter will be given the Dummy Ballot Sheet in Braille by the Presiding Officer on his/her request if he/she prefers to cast his/her vote with the help of same. After he/she has studied the contents of Dummy Sheet he/she will be allowed to proceed to the voting compartment to cast his/her vote. Such electors after reading the Dummy Ballot Sheet will be able to cast their vote by reading the serial number of the candidate of their choice on the numeric sticker fixed on the EVM. If the elector so desires, the companion will be allowed to accompany the voter to the voting compartment as provided in Rule 49N of the Conduct of Elections Rules, 1961.
- (x) After the voter has cast his/her vote, the Presiding Office will ensure that the Dummy Sheet delivered to the voter is returned to the Presiding Officer.
- (xi) After the close of Poll, the Dummy Ballot Sheet shall be sealed in separate cover superscribed "Dummy Ballot Sheets" for the visually impaired and sent to the Returning Officer along with other Non-Statutory forms.
- (xii) The Presiding Officer shall keep a record of all such voters (who avail of the facility of Braille Sheet) in the enclosed proforma and will submit the same to the Returning Officer along with the EVM. These details will be kept separately in the office of Returning Officer. The Returning Officer will consolidate all the information supplied by the Presiding Officers in this regard and submit the same to the Commission through the Chief Electoral Officer after declaration of result.

2. You are requested to kindly take all appropriate steps for the implementation of above directions of the Commission. The concerned District Election Officers and Returning Officers should be informed of the above directions of the Commission immediately. All political parties and contesting candidates may also be called by the District Election Officers and briefed about the measures to be taken in this regard.

3. Kindly acknowledge the receipt.

Yours faithfully,

(K.N.Bhar)

Copy for information and necessary action to: -

1. The National Association for the Blind, Sector-5, R.K.Puram, New Delhi.
2. Devnar Foundation for the Blind, Plot No.185, Road No.1, West Marredpally, Secunnderabad-500026, Andhra Pradesh.
3. Bharat Electronics Limited, Nagavara, Outer Ring Road, Bangalore-560045, Karnataka.
4. Electronics Corporation of India Limited, MCU Complex, Phase-II, IDA Cherapalli, PO. HCL, Hyderabad-500051, Andhra Pradesh.

PROFORMA FOR

REPORT ON THE VOTING BY THE VISUALLY IMPAIRED VOTERS

No. and the Name of the Assembly/Parliamentary
Constituency.....
No. and Name of the Polling
Station.....
Name of the Presiding
Officer.....

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities.

(Signature of the Presiding Officer)

INSTRUCTION SI. No. 16

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/2009-EMS

Dated: 18th March, 2009

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Introduction of Braille Signage Features in Electronic Voting Machines.

Sir/Madam,

I am directed to refer to the Commission's instructions dated 12th February, 2009 and to state that some Chief Electoral Officers have expressed their inability to implement the Braille Signage feature in all the polling stations on the ground that not much Braille literate electors are available in all the polling stations of the States. The Commission has considered this and has decided that the Chief Electoral Officers may quickly conduct a survey for their State/UT and find out whether the opinion mentioned above is correct in respect of their States/UTs also. In such a case, the Chief Electoral Officers may consider to adopt a model followed by National Institute for the Visually Handicapped, Dehradun since 2004 where they set up an auxiliary polling station for the Braille literate electors in their institute to facilitate the casting of votes by the visually impaired electors without companion. One ballot paper was printed in Braille Signage and was kept with Presiding Officer for the use of visually impaired electors and another in normal font was kept on the ballot unit of the EVM. Chief Electoral Officers having difficulty to implement the scheme of Braille Signage Feature in all the polling stations of their States/UTs may like to consider to adopt this alternative model in the polling station area where there is presence of Braille literate electors. To assist them in logistics for implementation of this scheme, they may identify the agency at their level according to their convenience.

Yours faithfully,
(K.N.Bhar)

INSTRUCTION SI. No. 17

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi- 110 001.

No.464/INST/2009/EPS

Dated : 12th May, 2009

To

The Chief Electoral Officer of All States/Union Territories.

Sub: General Elections-2009-Security Measures for Electronic Voting Machine-regarding.

Sir/Madam,

The Commission vide its letter No.464/OBS/EVM/2004, dated 12.04.2004 (copy enclosed) had issued instruction regarding the security and safety of electronic voting machines. During the General Election 2009 states would have to deploy respective State Armed Police to guard strong rooms containing polled EVMs due to the non-availability of CPF. The Commission has further reviewed the matter and has directed that the following measures be adopted for the Lok Sabha/Assembly Election 2009 in addition to the instructions mentioned in the Commission's above mentioned letter: -

- (i) Keys of the EVM strongroom should be in safe custody with the RO/DEO. The candidate should be allowed to put their own seal/lock etc. on the strong room and keep the keys with them.
- (ii) Arrangements should be made for candidates representative (not more than one each shift per candidate) to keep watch and guard the strong room.
- (iii) Video Cameras or CCTV Cameras should be installed out side strong rooms and such video recordings should be kept in safe custody.
- (iv) All contesting candidates should be intimated in writing to depute their representatives in the strong rooms to keep a close watch on security arrangement of Strong Room.
- (v) Sufficient number of police personnel should be deployed for the security of strong rooms.
- (vi) A control room adjacent to the Strong Room be opened round the clock;

- (vii) A Gazetted officer along with a police officers should be put on duty round the clock for monitoring the security arrangements of Strong Room.
- (viii) There should be sufficient arrangement of fire extinguishers near and inside the strong rooms.
- (ix) There should be an arrangement round the clock for the security of EVMs which have been segregated and stored after being used for training purposes.
- (x) District Election officer and Senior Superintendent of Police/Superintendent of Police would be completely responsible for the security of the EVM Strong Room and unused EVMs. They will analyse the arrangements and will ensure the security arrangements for EVM by visiting the place.

In this connection it is further directed that the DEOs should furnish a final report in the prescribed check list Annexure – 1 to the Chief Electoral Officers. The Chief Electoral Officers should ensure that the check list duly filled are received by them.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Annexure-1		
S. No.	Information to be furnished	Remarks
1.	Video Cameras or CCTV Cameras have been installed in strong rooms and the video recordings are kept in safe custody.	Yes/No
2.	All contesting candidates have been intimated in writing to depute their representatives in the strong rooms to keep a close watch on security arrangement of Strong Room.	Yes/No
3.	Sufficient number of police personnel has been deployed for the security of strong rooms.	Yes/No
4.	A control room adjacent to the Strong Room has been opened round the clock;	Yes/No
5.	A Gazetted officer along with a police officers has been put on duty round the clock for monitoring the security arrangements of Strong Room.	Yes/No
6.	Sufficient arrangements for installation of fire extinguishers in the strong rooms have been made.	Yes/No
7.	Arrangements have been made for round the	Yes/No

Instruction Sl. No. 18
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/2009/EPS

Dated : 12th May, 2009

To

The Chief Electoral Officer of All States/Union Territories.

Sub: General Elections-2009-Security Measures for Electronic Voting Machine-regarding.

Sir/Madam,

In continuation of the Commission's earlier letter of even No. dated 12.05.2009 on the above subject, I am directed to state that paras (i) & (iv) of the said letter may be substituted and read as under :

- Para (i) "Keys of the EVM strongroom should be in safe custody with the RO/DEO. The candidates should be allowed to put their own seal on the strong room".
- Para (iv) "A control room be opened in the premises from where watch may be kept on the strong room security". This may be brought to the notice of all the concerned.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTURCTION SI. No.19

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/6/2010-EMS

Dated: 3rd May, 2010

To

The Chief Electoral Officers
Of all States and Union Territories

Sub: Storage and Safety arrangement of EVMs- regarding.

Sir,

The Election Commission of India, from time to time, has been issuing instructions on the various aspects of the EVM viz. storage, movement, physical verification. In consolidation of earlier instructions in these regards and for greater transparency on use of EVMs, the Commission has decided that the following instructions to be followed meticulously without any deviation:-

1. STORAGE, MOVEMENT AND PHYSICAL VERIFICATION OF EVMs

STORAGE

A. Action to be taken immediately

- I. A committee consisting of officer nominated by Deputy Election Officer (not below the rank of Sub-Divisional Magistrate), Election Supervisor and Warehouse-in-charge of EVMs shall be constituted for every district.
- II. This committee shall carry out 100% physical verification of EVMs in the district. 100% physical verification for the current year shall be completed before 30th May, 2010. Details of all EVMs in the district shall be entered in Master Stock Register (MSR). MSR shall be maintained warehouse-wise for every district in the format given in **Annexure –A**. Every EVM in the district whether in working condition or not must be entered in the MSR.

Annexure-A
(Master Stock Register)
Part- A (Control Unit)

Name of State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

CU ID No.	Box No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse e-incharge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Part-B (Ballot Unit)

BU ID No.	Box No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse e-incharge	Remarks
1	2	3	4	5	6	7	8	9	10	11

- III. After complete physical verification of EVMs and entry of their details in the MSR, the committee given in point no. (i) shall certify on the MSR that physical verification of EVMs has been carried out and the details of all EVMs available in the district have been entered in the MSR of respective warehouse as well as in the Ledger of EVMs. In the ledger of EVMs every page should be allocated each of the CU for CU-Ledger and BU for BU-Ledger in the format given in **Annexure-AA**. Based on this certificate, the DEO shall send a certificate in the format given in **Annexure - B** to the Commission through the CEO of the concerned States/UTs.

Annexure-AA

CU ID No.	Box No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Present Status (Available in warehouse)	If not available then reason thereof.	Date of movement from warehouse	Remarks
1	2	3	4	5	6	7	8	9	10	11

Part-B (Ballot Unit)

BU ID No.	Box No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Present Status (Available in warehouse)	If not available then reason thereof.	Date of movement from warehouse	Remarks
1	2	3	4	5	6	7	8	9	10	11

Annexure-B
(Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of warehouse	Location of warehouse	No. of Control Units in warehouse		No. of Control Units physically verified		No. of Control Units not in warehouse as mentioned in Master Stock Register		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically found verified		No. of Ballot Units not in warehouse	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

Note- Reasons for EVM for not being available in warehouse.

(Signature of District Election Officer)

B. Method of storage of EVMs

- i. As far as possible EVM should be stored in Treasury.
- ii. EVMs must be stored in a separate warehouse where nothing other than EVM is kept.
- iii. Normally the EVMs should be stored at District Head Quarters.
- iv. However, if it is not possible to store the EVMs at District HQ, then EVM storage warehouse should not be at a place below Tehsil headquarter.
- v. EVM storage warehouse must not have more than one (1) entry point. If there are any other doors or windows in the warehouse, they should be sealed using brick-masonry or concrete.
- vi. Entry of EVM storage warehouse must be secured by a double lock system, which should be held jointly by two separate officers to be nominated by the DEO. One of whom will be not below the rank of Sub-Divisional Magistrate.
- vii. Warehouse must be kept in such a manner that there is no dampness, pests, rodents etc. Proper fire-fighting arrangement must be available. Warehouse should be free from flood/water logging risk/cracks/leakage/broken window etc.. EVMs must be kept in a safe manner.
- viii. Adequate security arrangement to be made at warehouse by deputing police/security guard.

C. Procedure for opening/closing of warehouse.

- i. The DEO shall nominate one (1) officer not below the rank of Tehsildar to be in-charge of every EVM warehouse.
- ii. Warehouse will be opened only on the written orders of the DEO and not otherwise.
- iii. Since the warehouse containing the EVMs will be under double lock system, both officers nominated by the DEO, to maintain the double lock system, must be physically present at the time of opening and closing of the warehouse. They will insert their own keys in the lock and will not give their key to any other officer for this purpose.
- iv. National and State recognized political parties shall be informed in writing at least 24 hours in advance about the date and time of opening and closure of EVM warehouse. Their authorised representatives will be allowed to be present at the

time of opening and closure of the warehouse and their signature shall be taken in a logbook to be maintained for this purpose. Format of the logbook is given in **Annexure-C**. The entire process should be videographed.

**Annexure-C
(Log Book)**

Part- A (Control Unit)

Master Stock Register No.	Purpose of opening of warehouse (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test/physical verification)	Name & Signature of recognized political parties or their representatives with party affiliation	Signature of Warehouse-in-charge

Part-B (Ballot Unit)

Master Stock Register No.	Purpose of opening of warehouse (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test/physical verification)	Name & Signature of recognized political parties or their representatives with party affiliation	Signature of Warehouse-in-charge

MOVEMENT OF EVMs

- i. EVMs shall not be moved in and out of the EVM warehouse without the written orders of the DEO in the format given in **Annexure -D**.

Annexure-D

(to be pasted in the Log Book after opening of the warehouse)

Permission is hereby granted to open the EVM warehouse located at.....on(date) at.....(time).

The following officers are authorized to open the double lock and will remain physically present at the time of opening/closing of the warehouse: -

- 1.....
- 2.....

The warehouse is being permitted to be opened for the following purpose in presence of representatives of the following political parties (with affiliation)

(Signature of District Election Officer)

- ii. The order shall clearly state the purpose of movement, whether the movement is temporary or permanent, and if it is temporary, the period for which EVM is being sent out of the warehouse. The order shall also clearly state the name and designation of the officer who shall be receiving the EVM from the warehouse.
- iii. On receiving the written order of the DEO, the warehouse in-charge shall identify the EVMs to be moved out and make an entry of the details of such EVMs in a movement register to be kept by him as given in the format in **Annexure -E**. If the EVM is being moved out permanently then an entry to that effect shall be made in the remarks column of MSR. The warehouse incharge shall take a written acknowledgement from the officer who is receiving the EVM in the format given in **Annexure-F** as proof of having received the EVMs.

Annexure-E

(Movement Register)

Part- A (Control Unit)

Master Stock Register No.	CU ID No.	Purpose of sending CU (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test etc.)	Whether the movement of CUs is temporary or permanent.	When CUs are returned/received to warehouse.	Name & designation of the officer who shall be receiving/ returning CUs from/to warehouse	Name & Signature of recognized political parties or their representatives with party affiliation

Part-B (Ballot Unit)

Master Stock Register No.	BU ID No.	Purpose of opening BU (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test etc.)	Whether the movement of BUs is temporary or permanent.	When BUs are returned/ received to warehouse.	Name & designation of the officer who shall be receiving/ returning BUs from/to warehouse	Name & Signature of recognized political parties or their representatives with party affiliation

*** Permanent means that the EVM is not be returned to the warehouse.**

Annexure-F

I,.....(Name, designation, Official Address) have received.....[list of ID Number of all EVMs (Ballot Unit and Control Unit separately) signed by Store-in-charge] from(Name of Warehouse-in-charge) of EVM warehouse located at.....on(date) at.....(time), for the following purpose.....

.....

(Signature of Receiver)

- iv. When EVMs are returned to the warehouse an entry to that effect shall be made in the movement register and the warehouse in charge shall give a written receipt in the format given in **Annexure-G** to the officer who has returned the EVMs to the warehouse.

Annexure-G

I,.....(Name of Warehouse-in-charge, designation, Official Address) of EVM warehouse located at.....have received.....[list of ID Number of all EVMs (Ballot Unit and Control Unit separately)] from(Name of officer who has returned the EVMs) on(date) at.....(time).

(Signature of Warehouse-in-charge)

- v. On the days when the EVM warehouse is opened, a stock statement in the format given in **Annexure -H** shall be prepared by the warehouse in-charge. Even if

EVM warehouse is not opened for the entire month, a stock statement in **Annexure -H** shall be prepared once a month by the warehouse in-charge and sent for the perusal of the DEO on the last working day of the month.

Annexure-H

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

Name of Officer-in-charge of warehouse (with designation):

1. Total No. of EVMs in Master Stock Register-.....
2. Total No. of CUs outside the warehouse-.....
 - a. For poll-.....
 - b. For Training-.....
 - c. For Voter awareness-.....
 - d. For maintenance-.....
 - e. For diagnostic test-.....
3. Total No. of CUs in the warehouse-.....
4. Total No. of BUs outside the warehouse-.....
 - a. For poll-.....
 - b. For Training-.....
 - c. For Voter awareness-.....
 - d. For maintenance-.....
 - e. For diagnostic test-.....
5. Total No. of BUs in the warehouse-.....

(Name, designation and signature of Warehouse-in-charge)

- vi. An account of the EVM in usable and in unusable condition shall also be kept in **Annexure-I**.

Annexure-I

Name of Warehouse	Location of warehouse	No. of Control Units with ID Nos. in warehouse		No. of Control Units with ID Nos. Which are usable		No. of Control Units with ID Nos. which are unusable		No. of Ballot Units with ID Nos. in warehouse		No. of Ballot Units with ID Nos. which are usable		No. of Ballot Units with ID Nos. which are unusable	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

(Signature of Warehouse-in-charge)

QUARTERLY PHYSICAL VERIFICATION OF EVMs

100% physical verification of EVMs shall be carried out by the Committee mentioned at point no. (i) above every quarters in the month of January, April, July and October so that the report of the same is made available to the Commission through the CEO of the concerned States/UTs by 20th of the next month. 100% physical verification for the current quarter will be done by 30th May, 2010 so that the report is received in the Commission through the Chief Electoral Officer latest by 15th June 2010. If there is an election during the year, the DEO shall carry out 100% physical verification of EVMs during the First Level Checking of the EVMs and send the report to the Commission through Chief Electoral Officer.

Yours faithfully,

(K.N. Bhar)
Under Secretary

INSTURCTION SI. No. 20

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2011/EPS

Dated: 19th March 2011

To,

The Chief Electoral Officers of

1. Assam, Dispur
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Tamil Nadu, Chennai
5. Puducherry, Puducherry

Subject: - General Election to the State Legislative Assembly to West Bengal, Tamil Nadu, Assam, Kerala and Puducherry – regarding.

Sir/Madam,

The Commission vide its letters No. 464/INST/2009/EPS dated 12th May, 2009 issued detailed guidelines regarding security and safety measure for EVM in Strong Room (copy enclosed).

Now the Commission has reviewed the matter and has decided as under: -

1. In addition to deployment of CPF, State police force shall also be deployed in adequate number for each hall of the strong room to guard the Strong Room containing polled EVM and election related documents.
2. As per Standing Instructions it is reiterated that Video Cameras or CCTV Cameras should be installed outside the strong rooms and such video recordings should be kept in safe custody.
This should be brought to the notice of all concerned.

Yours faithfully,

**(SUMIT MUKHERJEE)
UNDER SECRETARY**

INSTURCTION SI. No.21
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

No.464/INST/2013-EPS,

Dated: 12th April, 2013

To

The Chief Electoral Officers of
All the States and UTs.

Sub: Fixing of Uniform rates of remuneration for payment to staff reserved for the completion of polling/ counting process – Regarding.

Sir/Madam,

The Commission has received complaints that staff kept on reserved duty is not paid honorarium by same rates. The Commission has directed that staff on reserve should be paid honorarium at the same rate as the staff which is put on actual duty.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No.22

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

No.464/Hon/2012/EEPS/1057,

Dated: 23rd April, 2012

To

The Chief Electoral Officers of
Uttar Pradesh
Punjab
Uttarakhand
Manipur
Goa.

Sub: Grant of Honorarium to the Assistant Expenditure Observers appointed in the General Elections to the Legislative Assemblies of Uttar Pradesh, Punjab, Uttarakhand, Manipur and Goa, 2012 – Regarding.

Sir,

I am directed to state that the Commission has decided to sanction an honorarium to each Assistant Expenditure Observer who were deployed for General Elections to the Legislative Assemblies of Uttar Pradesh, Punjab, Uttarakhand, Manipur and Goa by taking the following criteria:-

S. No.	No. of days during which election duty rendered.	Amount to be disbursed to Assistant Expenditure Observers
1.	Below 10 days	Nil
2.	10 days but below 15 days	Rs. 1500/-
3.	15 days but below 30 days	Rs. 3500/-
4.	30 days and above	Rs. 5000/-

You are therefore requested to kindly intimate immediately the financial implications of the honorarium (along with the list of officers vis-à-vis amount) to be paid to them.

3. The amount after confirmation from the Commission shall be disbursed from the office of the Collectors/DEOs and will be reimbursed from the budget grant of Election Commission of India.

Yours faithfully,

(Sumit Mukherjee)
Secretary